



<b>SOP TITLE:</b>	<b>TNI NELAP Accreditation Council General Operation Procedures</b>
<b>SOP NO.:</b>	<b>3-100</b>
<b>REVISION NO:</b>	<b>1.0</b>

<b>Committee:</b>	NELAP Accreditation Council	<b>Approved Date:</b>	<b>July 24, 2017</b>
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## 1.0 Purpose and Applicability

The TNI NELAP Accreditation Council (AC) meetings are a critical element of the National Environmental Laboratory Accreditation Program (NELAP), as it is during these meetings that a number of important decisions are made to ensure the success of this program. The procedures established below are to assure that all meetings of the TNI NELAP AC are conducted consistently and that each AB has representation.

These procedures apply to all meetings of the NELAP AC.

## 2.0 Summary

This SOP details rules for membership participation; how, when, and by whom meetings shall be called; and the circumstances under which voting shall take place.

## 3.0 Related Documents

POL 3-100 NELAP Mutual Recognition  
POL 3-101 AC Notification  
SOP 3-101 NELAP Voting  
SOP 3-102 NELAP Evaluation  
SOP 3-103 Standards Acceptance  
SOP 3-104 NELAP Dispute Resolution  
SOP 3-108 Provisional Recognition

## 4.0 Definitions

None

## 5.0 General Operating Procedures

### 5.1 Membership Participation

- 5.1.1 A single primary member for the NELAP AC will be selected by each NELAP Accreditation Body (AB) to represent its program during all meeting discussions and voting during the meetings.
- 5.1.2 A single alternate member for the NELAP AC may also be selected by each AB to represent its program if the primary member for the AB is not available for a meeting discussion or voting session during the board's meetings.
- 5.1.3 If either the primary or alternate representative cannot attend a meeting, the primary representative may submit a non-voting representative to the NELAP AC Chair prior to the meeting.
- 5.1.4 Although any staff member within any AB program is welcome to listen to the discussion, it is expected that only the primary representative or alternate or non-voting representative will speak in the primary's absence.

### 5.2 Election of Chair and Vice Chair for the NELAP AC

- 5.2.1 The NELAP AC Chair and Vice Chair shall be elected from among the appointed primary members (AB representatives) of the Council.
- 5.2.2 Nominations for Chair and Vice Chair will be accepted from the primary members. Nominations will be accepted for two consecutive meetings of the NELAP AC.

- 5.2.3 Election of the Chair and Vice Chair will be considered a “matter of accreditation” of the Council, in accordance with the NELAP Voting SOP 3-101. The voting will occur at the meeting following the two consecutive meetings where nominations were accepted.
- 5.2.4 The elected Chair and Vice Chair may serve as long as desired by the individual and the Council. There are no term limits for these offices.
- 5.2.5 A new election shall occur at least every third calendar year, or earlier if the Chair or Vice Chair is no longer willing or able to serve. This election may bring a new Chair or Vice Chair, or may affirm the continued leadership role of the incumbents.
- 5.2.6 A Vice Chair shall be elected in the three meetings following the election of the Chair, or sooner if the Vice Chair is no longer able or available to serve. The Vice Chair election shall use the same eligibility, process and three-year cycle as that of the Chair elections. A Vice Chair election shall occur after each Chair election but may also be conducted independent of the Chair election when needed.
- 5.2.7 The Vice Chair does not automatically succeed to the role of Chair when an existing Chair is replaced, but may be elected as Chair if the Council so desires.

### 5.3 Meetings

- 5.3.1 The NELAP AC may meet in person or via conference call.
- 5.3.2 The Chair has the authority and responsibility for calling meetings, normally monthly, and for running those meetings. This authority may be delegated to the Vice Chair, as needed.
- 5.3.3 The NELAP Chair, Vice Chair, and Program Administrator will work together to produce the upcoming meeting agenda. Voting to approve the previous meeting minutes will be a standing item on the agenda.
- 5.3.4 The Program Administrator will send out the draft meeting agenda one week prior to the meeting with the meeting reminder and call-in number, as needed. The reminder will include a call for changes or additions to the agenda.
- 5.3.5 The Program Administrator is responsible for the meeting notes, producing a short summary of each topic covered during the meeting.

### 5.4 Voting

- 5.4.1 Products generated within the NELAP AC meetings must be voted on prior to being finalized.
- 5.4.2 All voting will be conducted in accordance with the NELAP AC’s approved Voting Procedures (SOP 3-101.)
- 5.4.3 In order to ensure that a quorum is present, voting sessions should be announced on the agenda prior to the meeting in which the voting session will take place. The agenda will note if a full quorum is required for the vote.

## 6.0 References

None

## 7.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
0	0.1	06/10/10	Change Board to Accreditation Council to reflect organizational change.
		May – September 2017	Delayed review and revision prior to approval of draft