



SOP TITLE:	Nominations to the TNI Non-Governmental Accreditation Body Recognition Committee
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1.0 Purpose and Applicability

The purpose of this standard operating procedure (SOP) is to establish the procedure used by The NELAC Institute (TNI) for the nomination of members to the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC).

2.0 Summary

SOP 3-111 requires the TNI Board of Directors to appoint members to the TNRC. This SOP describes a process whereby a special Nominating Committee is formed to develop a slate for the Board's consideration.

3.0 Related Documents

SOP 3-111: Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)

4.0 Definitions

- a. Nominating Committee - A committee of at least three (3) members who are knowledgeable about the business of The NELAC Institute, and whose role is to develop a slate of candidates for appointment to the TNRC. The Nominating Committee consists of the Past Chair of the TNI Board of Directors, who chairs the Committee, and at least 2 other members selected by the Chair.
- b. TNI Non-Governmental Accreditation Body Recognition Committee (TNRC): a group of five (5) individuals appointed by the TNI Board of Directors to recognize NGABs to accredit applicant organizations to the TNI Standards for environmental laboratories.

5.0 Process

- a. The process used for nomination and nomination application forms will be posted on the TNI website. The solicitation period will be a minimum of thirty (30) days. A solicitation to the membership for nominations will also be on the website at the same time.
- b. The Nominating Committee will gather all nomination applications from the full TNI membership.
- c. The Nominating Committee will identify the candidates from the slate of nominees.
- d. The Chair of the Nominating Committee will contact potential candidates and ask their willingness to serve, if the individual was nominated by another individual. This step will not be conducted for self-nominations. The Nominating Committee may request additional information about the qualifications of a candidate if an application is not complete or if it is considered necessary for the decision process.
- f. The Nominating Committee will prepare the final slate of candidates. The slate will be sent to the Board of Directors for their approval.

6.0 Stakeholder Groups and Balanced Representation

The Nominating Committee must ensure lack of dominance from the key stakeholder groups, NELAP ABs, laboratories, and others. In all cases, nominees must be chosen from different organizations. For example, two (2) members of the same state agency or two (2) members of the same laboratory could not serve on the TNRC at the same time. The numbers provided in the subsections below are goals based on applications received. The goal is to accomplish a balanced representation of stakeholders. The TNRC should have at least one member representing each of the following TNI organizational interests:

Nominations to the TNI Non-Governmental Accreditation Body Recognition Committee

- NELAP Accreditation Council
- TNI Board of Directors
- NEFAP Executive Committee

Note: One member may represent more than one interest.

7.0 Additional Provisions

- a. The process of identifying candidates will start by filling at least one representative from each stakeholder group. This will then be followed with the selection of additional candidates to ensure representation of individuals from the TNI organizational interests while ensuring balance of stakeholder groups.
- b. The membership status of the candidate will be checked by the Nominating Committee.
- c. According to Robert Rules of Order, "Members from the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and, second, that appointment to the nominating committee could be used to prevent a member from becoming a nominee." Therefore, Nominating Committee members are eligible for positions on the TNRC.

8.0 SOP Approved Changes

Prev. SOP Revision	New SOP Revision	Date of change	Description of Change