



SOP TITLE:	PT Program Executive Committee Voting Process
SOP NO.:	4-105
REVISION NO:	1 (Provisional)

Committee:	PT Program Executive Committee	Approved Date:	4-18-13
Program Executive Committee:	PT Program Executive Committee	Approved Date:	4-18-13
Policy Committee Reviewed Date:			[Enter date here]
TNI Board of Directors Endorsed Date:			[Enter date here]
SOP Effective Date:			4-18-13

1.0 Purpose and Applicability

This procedure is established to help ensure a fair and equitable process for each member to have an equal voice in the business of the Proficiency Testing Program Executive Committee (PTPEC) of The NELAC Institute (TNI) and subcommittees. Decisions made by the committee may have direct, broad and binding effects on the operations of TNI, therefore it is essential that every PTPEC and subcommittee member actively participate.

Except as otherwise specified, meetings and votes for general PTPEC business are conducted according to *Robert's Rules of Order*.

2.0 Summary

This procedure describes how the PTPEC votes, including:

- votes taken on general business matters and matters related to Fields of Proficiency Testing (FoPT) Table approval and Proficiency Testing Provider Accreditor (PTPA) recognition,
- quorums and processes for voting, recording votes, and disseminating the results of votes, and
- minimum requirements for adopting a motion.

3.0 Related Documents

None

4.0 Definitions

Abstention:	A vote to "Abstain" or otherwise not vote "For" or "Against" the motion or action being put forth for vote.
Full Quorum:	A minimum of two thirds of the current PTPEC current membership.
Meeting:	A coming together of the PTPEC. A meeting may be a physical gathering, conference call, or other electronic means that allows for free, timely exchange of ideas.
Simple Majority Quorum:	Greater than or equal to 50% of the current PTPEC membership. Vacant positions are not included when determining the requirement for a simple majority quorum.
Veto:	A special type of negative vote cast when an element of the motion at hand would preclude implementation by a EC member because existing requirements could not be appropriately changed before the motion, if passed, would be implemented.

5.0 Votes on General Business using a Simple Quorum Vote

For most general business, follow *Robert's Rules of Order* using a Simple Majority Quorum.

Votes on general business matters include votes on:

- Matters from other TNI Committees applicable to the PTPEC for discussion.
- Approval of minutes.
- Approval of new members.
- Adoption or change of agendas, work plans, charters, or PTPEC business operational procedures (these are not recognition or accreditation procedures) and activities.
- Adjourn meetings.

- All voting items for subcommittees will follow the procedure for general voting as stated in this section.

5.1 Eligibility

A PTPEC member may cast one vote on any matter of general business submitted for a vote. Each committee member can cast one vote. The PTPEC may vote on matters of general business during any committee meeting.

5.2 Types of Votes

A committee member may vote “for” or “against” on matters of general business. A committee member may also abstain from voting.

5.3 Voting Requirements

To be adopted, matters of general business require a simple majority quorum and a majority of “For” votes.

6.0 Votes on Matters Related to PTPA Recognition and Fields of Proficiency Testing (FoPT) Table Approval

6.1 Eligibility

A committee member may cast one vote on any matter related PTPA recognition or FoPT Table approval submitted for a vote.

6.2 Types of Votes

A committee member may cast one of three votes on matters concerning PTPA Recognition or FoPT Table Approval:

- “For;”
- “Against;” or
- “Veto”.

Any PTPEC member may also abstain from voting.

6.3 Voting Requirements

The PTPEC may initiate a vote on matters concerning PTPA recognition or FoPT Table approval during a committee meeting. Votes on matters concerning PTPA Recognition or FoPT Table approval will close two weeks after a vote is initiated and must include a full quorum vote.

6.3.1 Motions

During any meeting, any PTPEC member may bring matters related to PTPA recognition or FoPT table approval before the committee by the appropriate motion and second if a simple majority is present at the meeting. This includes matters that originate from other TNI boards or committees.

6.3.2 Quorum and Voting Process

- 6.3.2.1 During the meeting or via email, the motion is presented to the PTPEC for final comment and Full Quorum Vote.
- 6.3.2.2 Committee members may cast votes by voice during a committee meeting. Committee members who are absent during the meeting in which a Full Quorum Vote is made, have two weeks to place a vote electronically, by FAX, or by specially requested hard copy on an official ballot provided by the TNI PT Program Administrator.
- 6.3.2.3 The vote is not considered valid unless a full quorum has been met within the designated two-week period. If a full quorum fails to vote within the two-week period, the vote is considered invalid and the issue must be presented again for a motion for vote at a future committee meeting.
- 6.3.2.4 At the time the vote is cast, any member who casts a "Veto" must submit to the PTPEC or TNI PT Program Administrator written justification that clearly outlines the specifics of the objection. The written justification must be submitted within one week of the veto vote.
- 6.3.2.5 To be adopted, matters concerning PTPA recognition or FoPT Table approval require a vote of "For" from two-thirds or more of the PTPEC members casting votes and no votes of "Veto."

6.3.3 Veto Votes

Although it is expected that most issues are presented and resolved during the discussion period, "Veto" votes must be addressed. Each of the following steps must be taken.

- 6.3.4.1 Vetoes must be identified, documented and the written rationale recorded.
- 6.3.4.2 Members casting a "Veto" vote shall present written rationale that will explain the reason(s) for their negative vote. The written rationale must be submitted within one week of the "Veto" vote.
- 6.3.4.3 The TNI PT Program Administrator returns any item that does not pass to the originating body for resolution.
- 6.3.4.4 If a majority of the committee determines that the "Veto" vote is persuasive, it must reconsider the motion.

6.3.4 Recording and Disposition of the Full Quorum Vote

The TNI PT Program Administrator records the vote of the PTPEC based on oral, electronic or written results on a member-by-member basis at the close of the voting period and the tally is attached to the final version of the motion. The TNI PT Program Administrator must confirm and document that a full quorum was met at the time of completion of the vote. All votes are recorded as part of the minutes for the meeting in which the vote was initiated. If a PTPEC member does not cast a vote, the TNI PT Program Administrator shall count the vote as if the member voted "Abstain."

7.0 Records Management

Records associated with PTPEC voting shall be handled in accordance with TNI Policy POL-104 Management of Records. All PTPEC electronic votes shall be saved by the TNI PT Program Administrator and the results reported in the minutes of the next meeting following the closure of the vote.

8.0 Quality Control

This SOP will be reviewed every three years or whenever the PTPEC requires, whichever occurs first. TNI PT Program Administrator will initiate this review. This review must be documented and any changes deemed necessary must be made with the vote of the PTPEC. If the document is revised, the revisions will be posted on the TNI website.

9.0 References

TNI Management of Records, POL-104

TNI SOP Process for Creating Guidance, SOP 1-105

10.0 SOP Approved Changes

Original SOP

Approved by the PT Executive Committee: May 3, 2007

Prev. SOP Revision	New SOP Revision	Date of change	Description of Change
0	0.1	2/21/08	
0.1	0.2	4/15/10	Reformatted to current TNI SOP template; removed PTOB; added section 5; renamed "PT Board" to "PT Executive Committee" and "NELAP Board" to "NELAP Accreditation Council"
0.2	1	04/18/13	Reformatted and updated content to more closely match procedures outlined in other Executive Committee Voting SOPs.