



SOP TITLE:	TNI NEFAP Executive Committee Voting Procedure for General Business and Field Activities Accreditation Matters
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Voting Procedure for General Business and Field Activities Accreditation Matters

1.0 Purpose and Applicability

This procedure establishes a fair and equitable process for each NEFAP Executive Committee (EC) member of The NELAC Institute (TNI) to have an equal voice in the business of the TNI National Environmental Field Activities Program (NEFAP) Executive Committee for voting on business before it, including matters pertaining to accreditation.

Because many issues considered by the EC will have direct, broad and binding effects on the operations of the member Accreditation Bodies (ABs) and/or on Field Sampling and Measurement Organization (FSMO) facilities accredited under NEFAP auspices, it is essential that each NEFAP Executive Committee member actively participate. The NEFAP Executive Committee shall use Roberts Rules of Order to conduct votes during meetings of the Executive Committee.

2.0 Summary

This procedure describes how the TNI NEFAP Executive Committee votes, including:

- votes taken by the EC on general business matters and matters related to field activities accreditation,
- who may cast votes on behalf of EC members,
- 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

General Business Quorum:	The members present and voting at a TNI NEFAP Executive Committee meeting.
Full Quorum:	A minimum of two-thirds of the NEFAP Executive Committee Membership.
Meeting:	A coming together of the NEFAP Executive Committee. A meeting may be a physical gathering, conference call, or other electronic means that allows for free, timely exchange of ideas.
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 Matters of General Business

Votes on general business matters include votes to:

- Approve minutes;
- Adopt or change agendas, work plans, charters, or NEFAP business operational procedures (these are not recognition or accreditation procedures) and activities; and
- Adjourn meetings

Voting Procedure for General Business and Field Activities Accreditation Matters

5.1 Eligibility

A EC member may cast one vote on any matter of general business submitted for a vote. The designated representative or designated alternate representative of a EC member may cast a EC member's vote. The NEFAP Executive Committee may vote on matters of general business during any meeting of the EC.

5.2 Types of Votes

A EC member may vote "for" or "against" on matters of general business. A EC member may also abstain from voting.

5.3 Voting Requirements

To be adopted, matters of general business require a majority vote "For" from the EC members present during a meeting.

6.0 Votes on Matters Related to Field Activities Accreditation and Recognition

Matters concerning field activities accreditation and recognition include votes on all matters that are not matters of general business or recognition of EC members.

6.1 Eligibility

A EC member may cast one vote on any matter related to field activities accreditation submitted for a vote. The designated representative or designated alternate representative of an EC member may cast a NEFAP Executive Committee member's vote.

6.2 Types of Votes

A EC member may cast one of three votes on matters concerning field activities accreditation:

- "For;"
- "Against;" or
- "Veto.

An EC member may also abstain from voting.

6.3 Voting Requirements

The NEFAP Executive Committee may initiate a vote on matters concerning field activities accreditation or accreditation body recognition during a meeting of the Executive Committee if a full quorum is present. Votes on matters concerning field activities accreditation or recognition will close two weeks after a vote is initiated.

6.3.1 Motions

During any meeting, any NEFAP Executive Committee member may bring matters related to field activities accreditation or accreditation body recognition before the EC by the appropriate motion and second. This includes matters that originate from other TNI boards or committees.

6.3.2 Discussion and Comment

Voting Procedure for General Business and Field Activities Accreditation Matters

Discussion shall continue until a two-thirds majority agrees that the motion is ready for a Full Quorum Vote.

6.3.3 Quorum and Voting Process

6.3.3.1 During the meeting or via email, the motion is presented to the NEFAP Executive Committee for final comment and Full Quorum Vote.

6.3.3.2 Executive Committee members may cast votes by voice during a meeting of the NEFAP Executive Committee. NEFAP Executive 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 hard copy on an official ballot provided by the NEFAP Executive Committee Chair or NEFAP Program Administrator.

6.3.3.3 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 vote.

6.3.3.4 At the time the vote is cast, any member who casts a veto must submit to the Executive Committee Chair or NEFAP 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.

6.3.3.5 To be adopted, matters concerning field activities accreditation or accreditation body recognition require a vote of "For" from two-thirds or more of the Executive Committee and no votes of "Veto."

6.3.4 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 NEFAP Program Administrator returns any item that does not pass to the originating body for resolution.

6.3.4.4 If a majority of the EC determines that the veto vote is persuasive, the NEFAP Executive Committee must reconsider the motion.

6.3.5 Recording of the Full Quorum Vote

The NEFAP Program Administrator records the vote of the NEFAP Executive Committee on a member-by-member basis and the tally is attached to the final version of the motion. The NEFAP 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 meeting minutes meetings in which the vote was initiated.

Voting Procedure for General Business and Field Activities Accreditation Matters

6.3.6 Disposition

The Chair or designee will record votes cast by EC members and include the results of votes in the minutes of the EC. If a EC member does not cast a vote, the Chair or designee shall count the vote as if the EC member voted "Abstain." If a EC member casts both a voice vote and a vote by electronic mail, facsimile transmission, or correspondence, the Chair or designee shall only record the vote cast by electronic mail, facsimile transmission, or correspondence.

7.0 Records Management

Records associated with the NEFAP Executive Committee voting shall be handled in accordance with TNI Policy POL-104 Management of Records. All NEFAP Executive Committee electronic votes shall be saved by the NEFAP Program Administrator and the results reported in the minutes of the next meeting following the closure of the vote; internet votes shall be archived by the TNI Webmaster and also the results reported in the minutes of the next meeting following closure of the voting.

8.0 Quality Control

This SOP will be reviewed every three years or whenever the NEFAP Executive Committee requires, whichever occurs first. The NEFAP Program Administrator will initiate this review. This review must be documented and any changes deemed necessary must be made with the vote of the NEFAP Executive Committee. If the document is revised, the revisions will be posted to the NEFAP web pages

9.0 References

TNI Management of Records, POL-104

TNI SOP Process for Creating Guidance, SOP-1-105

10.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
N/A	5-102 Rev. 0	06/01/2010	New Document.
5-102 Rev. 0	5-102 Rev. 1	08/06/2012	Allow for voting on accreditation matters during the meeting the vote is initiated. Add Sections 7.0 Records Management, 8.0 Quality Control and 9.0 Replaced Section 7.0 References. Added TNI SOP references.