<table>
<thead>
<tr>
<th>SOP TITLE</th>
<th>PROCEDURES FOR EXPERT COMMITTEE OPERATIONS</th>
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<tbody>
<tr>
<td>SOP NO.</td>
<td>2-101</td>
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<tr>
<td>REVISION NO</td>
<td>2.1</td>
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<td>PROGRAM</td>
<td>Consensus Standards Development</td>
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**SOP Approval Dates**

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<th>Initial Approval</th>
<th>Revision Date</th>
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<td>Committee</td>
<td>NA</td>
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<td>Program</td>
<td>10/17/2007</td>
<td>1/11/2018</td>
<td>1/10/2019</td>
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<td>TNI Board of Directors Endorsement</td>
<td>3/12/2008</td>
<td>NA</td>
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<td>SOP Effective Date</td>
<td>10/17/2007</td>
<td>1/11/2018</td>
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1.0 GENERAL

1.1 Purpose

These procedures govern the operations of TNI Expert Committees. The TNI Consensus Standards Development Executive Committee (CSDEC) is responsible for appointing such standing and special committees as deemed necessary to further the objectives of the Institute. The CSDEC may also appoint special committees as needed.

1.2 Scope

These procedures shall apply to the membership and operation of all Expert Committees, subcommittees and/or work groups (by whatever name).

2.0 COMMITTEES

2.1 Expert Committees

2.1.1 Introduction

The duties of Expert Committees include development and maintenance of consensus standards as presented in individual Expert Committee Charters. Expert Committees may also develop guidance documents. The number and scope of Expert Committees may not necessarily be limited to the list in Section 2.1.2.

2.1.2 Committees

2.1.2.1 Laboratory Proficiency Testing Expert Committee
2.1.2.2 Chemistry Expert Committee
2.1.2.3 Laboratory Quality Systems Expert Committee
2.1.2.4 Laboratory Accreditation Body Expert Committee.
2.1.2.5 Field Activities Expert Committee
2.1.2.6 Stationary Source Audit Sample Expert Committee
2.1.2.7 Microbiology Expert Committee
2.1.2.8 Radiochemistry Expert Committee
2.1.2.9 Whole Effluent Toxicity Expert Committee
2.1.2.10 Asbestos Expert Committee

2.1.3 Other Expert Committees can be named as appropriate following CSDEC and Board of Director approval.

2.2 (Reserved)

2.3 Committee Composition

2.3.1 Expert Committees shall consist of:

Committee Members whose votes are tallied to determine the passage or failure of a voting item, and whose votes with comments must be brought to resolution for passage of the voting item; and Associate Committee Members whose votes are not tallied to determine the passage or failure of a voting item, and whose votes with comments must be brought to resolution for passage of the voting item. Every TNI member is an Associate Committee Member of every Expert Committee.
2.3.2 All Committee Members and Associate Committee Members must have individual TNI membership, or must be Affiliates as defined in the Policies Governing Standards Development, Section 1.3.1 (SOP 2-100). The number of Committee Members on any Expert Committee shall be not less than five (5) and not more than fifteen (15).

2.3.3 Organizations may have more than one Committee Member on an Expert Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency. However, membership on an expert committee is limited to two members of a single organization without the recommendation of the full CSDEC and the approval of the TNI Board of Directors.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs and the CSDEC Chair will further ensure, though the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

The CSDEC Chair and applicable expert committee chair(s) on January 1 of each year (the beginning of any new terms or conclusions of terms for current members) will review expert committee membership rosters to ensure balance/lack of dominance, general make up of the committees and appropriate representation by the overall accreditation community.

2.3.4 TNI will maintain balance of interests on Expert Committees.

2.4 Procedures for Joining Expert Committees as Committee Members

2.4.1 Expert Committees will annually publicize the number of openings available on the committee and the interest categories needed for additional Committee Members. These openings will be posted in a designated location on the TNI Website. Applications for committee membership may be accepted at any time.

2.4.2 TNI members or affiliates can nominate themselves or be nominated by another individual to be Committee Members. Any TNI member or any materially affected person may apply to join any Expert Committee by completing and returning the nomination form provided on the TNI website.

2.4.3 Nominees must be able to:

- Represent an affected party or stakeholder;
- Cooperate effectively with other affected parties or stakeholders;
- Communicate with affected parties or stakeholders;
- Commit a significant amount of time over a multi-year period;
- Understand the technical and/or policy issues pertaining to work with the Expert Committee; and
- Contribute substantively to the issues assigned to the Expert Committee.

2.4.4 Individuals may serve as a Committee Member on more than one Expert Committee concurrently.

2.4.5 Every nominee must declare one interest category as described in the Procedures Governing Standards Development, SOP 2-100, Section 2.3.2. The declared interest category will be confirmed by TNI Staff before the nomination may move forward for consideration by the Committee Members.

2.4.6 Upon receipt of a nomination form, TNI staff will review the form to verify that the information is complete and sufficient for the committee chairs to consider the potential Committee Member. If
the nomination form requires additional information, TNI staff will return it to the sender with instructions about the required additional material.

2.4.7 TNI staff will maintain a record that tracks the committee applications and their status.

2.4.8 Once an application is considered complete, it will be forwarded to the chair(s) of the Expert Committee(s) for which the individual has been nominated. The Expert Committee(s) will respond to the application as soon as practicable but within 60 days of receipt of the application. The nominee will also be informed that the nomination is under consideration.

2.4.9 As soon as practicable but within 30 days of arriving at a decision to accept a nominee as a member to an Expert Committee, the Chair of the Committee will recommend their appointment to the Chair of CSDEC. If an applicant is not an acceptable or appropriate nominee for an Expert Committee(s), the application will be returned to the TNI staff for notification of the applicant.

2.4.10 Appointments of Committee Members will be confirmed by the Chair of the CSDEC, as soon as practicable but within 30 days of receipt, and will normally become effective on January 1. If openings exist on an Expert Committee, new Committee Members may be appointed at any time during the year, such appointment being immediately effective, and having a term beginning on January 1 of the year the individual joined the committee. If an applicant is not an acceptable or appropriate nominee for a committee(s), the application will be returned to the TNI staff for notification of the applicant.

2.4.11 Committee Member nominees will be informed about the acceptance of their nomination by the Committee Chair as soon as practicable but within 10 days of the decision of the Chair of the CSDEC. Any individual may participate on an Expert Committee as an Associate Committee Member.

2.5 Committee Members Terms of Appointment

2.5.1 Committee Members are appointed to three-year terms that are staggered so that members rotate off each year. Any member who has completed a first term may be nominated for a second three-year term, but no member may serve more than two (2) three-year terms consecutively, except as described in 2.5.2 below.

2.5.2 A Committee Member, with the endorsement of the Committee Chair, may petition the CSDEC to serve an additional term of three years or less. Such waivers should only be granted in exceptional circumstances, such as a Committee Member taking on a new substantive role within the committee, or when no other qualified candidates are available.

2.5.3 Any Committee Member who changes employment during his or her term of office must again declare one interest category (as defined in the Procedures Governing Standards Development; SOP 2-100, Section 2.3.2). If the criteria for balance are no longer met, the Committee Member will be removed from the Expert Committee unless balance can be re-established by appointing one or more new Committee Members. In addition, any Committee Member who does not continue to meet the requirements of Section 2.4.3 (above) will be removed from the Expert Committee.

2.5.4 Members of the TNI Board of Directors may serve as Committee Members on any Expert Committee.

2.5.5 Any Committee Member who is absent from three (3) successive meetings of the Expert Committee (including telephone conferences) or who is absent from at least 50% of the meetings in a six-month period may, on the recommendation of the Committee Chair, be removed by the Chair of the CSDEC, with the concurrence of the CSDEC Members. It is
permissible to hold closed meetings when matters relating to the removal of a member are discussed.

2.5.6 When a Standard, at any stage of the consensus process, is presented to the TNI membership for vote, the Committee Members of the Expert Committee responsible for that Standard constitute the Consensus Body and all are required to vote. Any Committee Member who does not participate in that vote will be removed from the Expert Committee. However, if it is shown that extenuating circumstances exist to prevent the Committee Member to vote, the Committee Chair may, with concurrence of the CSDEC, excuse the Member from voting.

2.6 Committee Leadership

Each Expert Committee shall select a Chair from among its Committee Members, and the Chair of the CSDEC shall confirm the appointment of the Committee Chair with the endorsement of the CSDEC Members. After obtaining concurrence from the Board of Directors, the Chair of the TNI Board of Directors has the authority to remove any Committee Chair from that office. With the exception of a newly formed Expert Committee, the Chair shall have at least one year’s experience on the Expert Committee. The Expert Committee shall elect a Vice Chair who normally will assume the duties of the Chair at the expiration of the Chair’s term of office. The Chair may appoint any additional officers necessary for efficient operation of the Expert Committee.

2.7 Committee Charter

2.7.1 Expert Committees shall have a charter stating the mission and objectives of the Expert Committee. The charter will be developed using a template provided by the TNI Executive Director, and will be approved by the Chair of the CSDEC with the concurrence of the CSDEC Members.

2.7.2 The Charter of each Expert Committee shall be updated on an annual basis for the upcoming calendar year and submitted to the CSDEC for approval. Additional updates or corrections to the Charters shall be made as necessary during the year.

2.8 Subcommittees

2.8.1 The Committee Chair with concurrence of the Expert Committee may appoint subcommittees on various issues. The scope and duties delegated to the subcommittee shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. An appropriate balance of subcommittee interests should be considered, but is not required.

2.8.2 The subcommittee is responsible for actions delegated to it by the Expert Committee and any subcommittee recommendations and actions require approval by a two thirds majority of the full Expert Committee.

3.0 COMMITTEE MEETINGS

3.1 Conference Calls

3.1.1 Participation in all meetings of Expert Committees is open to all TNI Members and Affiliates and all interested persons from the public. Any TNI Member who wishes to participate on the Expert Committee as an Associate Committee Member or any member of the public who wishes to participate should register with the Committee Chair and then re-register annually.

3.1.2 Every Expert Committee will post on the TNI website a schedule of proposed conference calls. This schedule will cover, at minimum, the period from the end of one semi-annual TNI forum on laboratory accreditation up to the date of the next. Notice of any supplementary meetings will...
3.1.3 At least 5 days prior to a scheduled meeting, the Committee Chair or Program Administrator will send out a meeting invitation notice to all Committee Members and Affiliates, and all Associate Committee Members and members of the public who have registered with the Chair (see Section 3.1.1). All recipients of the invitation who wish to attend the meeting will be required to so notify the Committee Chair at least 24 hours prior to the meeting; otherwise, a telephone line will not be made available for that person. Before the meeting, the Chair will send out a detailed draft agenda to all persons scheduled to be on the call.

3.1.4 If a non-responder or any other TNI member or member of the public calls in to the teleconference, the Chair may tell him/her to hang up and try again in 10 minutes. Then, if there is still an open line, the person will be allowed to stay on the call.

3.1.5 During the call, any changes to the agenda must first be agreed on, and the minutes must reflect those changes.

3.1.6 At the Chair’s discretion, Robert’s Rules of Order may be invoked as needed. For disciplined debate of an issue, a motion may be proposed and adopted, and debate may be limited to a fixed time per person. Also, the Chair may first limit debate among Committee Members before inviting Associate Committee Members and members of the public to speak.

3.1.7 Minutes must be taken and circulated to the Expert Committee for comment as soon as practicable and prior to the next scheduled conference call. Minutes can be discussed, amended and approved by e-mail or during the next conference call of the Expert Committee. Final minutes should go to TNI within ten (10) days after approval.

3.1.8 Minutes may include a listing of Committee Members with email addresses and professional affiliations, but should not include telephone numbers, as these are publicly available documents.

3.1.9 Conference calls may be recorded only with the prior agreement of all participants. The sole purpose for recording calls will be to facilitate preparation of the written minutes of the call. Access to the recording will be limited to the person scribing the minutes, and the recording will be deleted as soon as practicable after the minutes have been approved by the Committee Members.

3.2 Face to Face Committee Meetings

3.2.1 Participation in all meetings of Expert Committees is open to all TNI Members and Affiliates and all interested persons from the public. Face to face meetings will include the semi-annual TNI forum on environmental laboratory accreditation and any special meetings an Expert Committee decides to hold.

3.2.2 Notification procedures for both types of meeting will be developed. As with Conference Call Meetings, procedures will be written for the agenda, approving and posting minutes, and for keeping order during the meetings.

3.2.3 Notification and agenda for the semi-annual laboratory forum will be taken care of by the TNI Executive Director and must be at least sixty (60) days prior to the meeting. Ground rules will be applied to the sessions. A facilitator and/or scribe may be used at the Chair’s discretion.

3.2.4 Notification of special meetings must be at least sixty (60) days prior to the meeting. It is recommended that Expert Committees post notices of special meetings well in advance, since they can always be cancelled if not needed. At a reasonable time prior to the meeting, the Chair will send out a reminder to all Committee Members and Affiliates, and all Associate
Committee Members and members of the public who have registered with the Chair (see Section 3.1.1), and will include an abbreviated proposed agenda. TNI members should request travel assistance from TNI if needed.

3.2.5 During the meeting, any changes to the agenda must first be agreed on, and the minutes must reflect those changes.

3.2.6 At the Chair’s discretion, Robert’s Rules of Order may be invoked as needed. For disciplined debate of an issue, a motion may be proposed and adopted, and debate may be limited to a fixed time per person. Also, the Chair may first limit debate among Committee Members before inviting Associate Committee Members and members of the public to speak.

3.2.7 Minutes must be taken and circulated to the Expert Committee for comment as soon as practicable and prior to the next scheduled conference call. Minutes can be discussed, amended and approved by e-mail or during the next conference call of the Expert Committee. Final minutes should go to TNI within ten (10) days after approval.

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3.2.9 Meetings may be recorded only with the prior agreement of all participating Committee Members. The sole purpose for recording meetings will be to facilitate preparation of the written minutes of the meeting. Access to the recording will be limited to the person scribing the minutes, and the recording will be deleted as soon as practicable after the minutes have been approved by the Committee Members.

4.0 References

4.1 SOP 2-100 Procedures Governing Standards Development

5.0 SOP Approved Changes

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<th>Revision</th>
<th>Effective Date</th>
<th>Description of Change</th>
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<tr>
<td>1.0</td>
<td>3/18/2010</td>
<td>Major rewrite to match TNI operations.</td>
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<tr>
<td>1.1</td>
<td>1/23/2015</td>
<td>Changes based upon voting requirements and clarification of recorded meeting records.</td>
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<tr>
<td>1.2</td>
<td>01/11/2018</td>
<td>Changes to sections: 2.1.2 by adding the Asbestos and WET committees; 2.3.3 by adding a sentence about representation; 2.4.4 allowing individual to serve on more than one committee; 2.5.2 was added to allow an additional term in special situations; 3.1.7 and 3.2.7 by removing the 5 and 10-day requirement for minutes; 3.2.8 was added to not list phone numbers of committee members; and minor editorial changes.</td>
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<td>2.0</td>
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<tr>
<td>2.1</td>
<td>1/10/2019</td>
<td>Modified section 2.3.3 to allow for more than one member per organization (up to 2) on an expert committee.</td>
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