

**1 SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

JULY 12, 2007

The Policy Committee of The NELAC Institute (TNI) met on June 12, 2007 at 1:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members is given in Attachment A. A list of the action items generated during this meeting is included in Attachment B. The meeting agenda is given in Attachment C.

ANNOUNCEMENTS, STATUS OF ACTION ITEMS, AND APPROVAL OF MINUTES

Mr. Sotomayor asked committee members to review the minutes and offer any suggested changes by July 16th.

Mr. Sotomayor continued to make progress on the SOP on committee operations. He had put aside revising the SOP on SOPs but planned to have that ready by the next meeting. The charter and policies approved by the committee at its last meeting will be forwarded to the TNI Board of Directors for endorsement at the Board's August meeting.

SOP ON OPERATIONS OF COMMITTEES AND BOARDS

The committee discussed items 7.5 through 15.0, which were still in outline form. Highlights of the discussion included:

- A reaffirmation that the SOP would not apply to the TNI Board of Directors or the National Environmental Laboratory Accreditation Program (NELAP) Board.
- Associate members should register with committees to participate in teleconferences.
- Program boards can allow associate members to participate in their meetings.
- The SOP will contain a list of duties for committee chairs to include setting agendas, posting meeting schedules, posting minutes, recruiting members, and facilitating communication with other committees.
- The sections of the SOP on "program boards" should mirror, to the extent possible, the sections on committee operations.
- The duties of subcommittees do not need to be specified in charters.
- Subcommittees should only make recommendations to their parent committees. The work product of a subcommittee should be a series of recommendations for a parent committee to enact.
- It is permissible for program boards and committees to conduct closed meetings when personnel or financial matters are discussed.
- Face to face meetings are open to the general public.
- Style guidelines for writing minutes could be developed by the committee.
- A quorum should consist of a minimum of three committee or board members.

- It is desirable to have certain routine decisions endorsed by simple majority.
- More substantial agreement would be required for more crucial decisions. The two thirds majority rule could be used in these circumstances.
- For some decisions, strong consensus bordering on unanimity may be desirable. The committee considered that this rule could be invoked for certain decisions on the request of a member and concurrence by the committee.
- It may be possible to make a substantial decision at a meeting where not all committee or program board members are present, if the absent members are given an opportunity to agree or disagree with the decision by a specified number of days.
- Section 14.0. "Responsibilities to TNI" is not needed in the SOP.

The committee will review the TNI Bylaws and the SOP on the Operation of Expert Committees for ideas on how to address some of the content of the SOP. The committee will continue discussing the language added to the SOP at its next meeting.

NEXT STEPS

The committee is scheduled to meet again on July 25 at 12:00 Noon (ET).

Ed. The July 25 meeting was cancelled. The committee will meet again on August 8 at 11:00 AM (ET).

ADJOURNMENT

The meeting was adjourned at 1:50 PM ET.

COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
JULY 12, 2007

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
Jerry Parr, Ex-Officio		T: 817-598-1155 E: jerry.parr@nelac-institute.org
JoAnn Boyd		T: 210-522-2169 E: jboyd@swri.org

RaeAnn Haynes (Absent)		T: 503-229-5983 x227 E: haynes.raeann@deq.state.or.us
Silky Labie	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us
Carol Schrenkel	Technical Assistance	T : 610-280-3013 E : schrenkc@lionvillelab.com
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Robert Wyeth
(Absent)

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Advocacy

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POLICY COMMITTEE MEETING
JULY 12, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
	No new action items were generated at the meeting. Work will continue on the uncompleted action items from previous meetings.	

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07
1. 06/27/07	Mr. Sotomayor will update the SOP on Committee and Program Board Operations.	07/11/07
2. 06/27/07	Mr. Sotomayor will revise the SOP on SOPs and present it to the committee for final review and approval.	07/11/07
3. 06/27/07	Mr. Sotomayor will forward the committee's charter and the policies on general polices, ethical conduct, and conflicts of interest to the TNI Board for review and concurrence.	08/01/07

The NELAC Institute (TNI)
Policy Committee

July 12, 2007
1:00 – 2:25 PM (ET)

AGENDA

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| 1:00 | Attendance |
| 1:05 | Announcements |
| | Status of Action Items |
| | Approval of Minutes of June 27 Meeting |
| 1:10 | SOP on Operations of Committees and Boards |
| 2:20 | Next Steps |
| 2:25 | Adjournment |