

**TNI Policy Committee Meeting Summary
Friday November 7, 2014**

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1.

2. Review of Bylaws and SOP Revisions for Streamlining Approvals of Policies and Procedures

Alfredo proposed revisions to Article VII section 2 of the Bylaws and also section 3.5 of the SOP Review Process SOP 1-116.

After brief discussion, Bob moved and Mei Beth seconded to approve the proposed modification of the Bylaws. All present voted "yes." The revised Bylaws will be offered to the Board at its November 12 meeting so that a vote can be held at the December meeting, since a 28-day notification is required.

A brief discussion of SOP 1-116 brought to light that a version different than the Revision 1.1 in Dropbox exists, with a minor change in section 5.2 of the SOP. We agreed that the language of the later-dated version should be retained and can be considered approved along with the currently proposed revision to sections 5.4 and 5.5, and addition of a section 5.6.

Bob moved and JoAnn seconded to approve the proposed revision of SOP 1-116. All present voted yes. These changes become Revision 2 of SOP 1-116.

Once the Board votes on the revised Bylaws, they will be informed that SOP 1-116 was revised to conform to the new Bylaws language. Consistent with the new Bylaws, the Board will then have the opportunity to review SOP 1-116 if it chooses.

Lynn inquired about the status of the four NELAP and LAS EC SOPs that received final approval from Policy Committee in August and were on the agenda but not reviewed at the Board's September meeting. They will remain provisional (and in use) until January 2015, and after the Board approves the new Bylaws revision, they will be deemed final. At that point, the Board may choose to review them or not.

3. Review of PTPEC Voting SOP 4-105

This is the last of the Provisional PTPEC SOPs awaiting review. Committee members had the following comments:

§1.0 – recommend removing reference to subcommittee members, since not all subcommittee members are necessarily executive committee members. It is Policy committee's perspective that subcommittees recommend actions or products to the full committee for approval but do not have approval authority themselves. The last word of the first paragraph should be "participates" since the subject, member, is singular

§2.0 – please capitalize the first word after each bullet

§3.0 – add the two documents from §9.0, and also SOP 4-102, Dispute Resolution

§5.0 – please capitalize "Using" in the title. We recommend deleting the last bullet and remaining silent on subcommittee operations. The chair may establish any needed "rules" for a particular subcommittee at its time of formation

§6.0 – the subject or header line should include mention of "Full Quorum" for clarity

§6.3.1 – remove mention of "board" since these no longer exist in the TNI structure

§6.3.2.4 – recommend removing “or” so that the committee and the PA receive the information
§6.3.3 – items under this section are mis-numbered as being 6.3.4.x; numbering should be revised

§6.3.4.3 – this bullet should be clarified or removed (what would an “originating body” be if not the PTPEC?)

§6.3.4.4 – refers to majority vote but this is in the “full quorum” section – please clarify whether it requires half or two-thirds approval that a veto vote is persuasive. Please consider what would happen if information supporting the veto is not provided. If the veto is deemed persuasive, reconsidering (re-voting on) the same motion is unlikely to be productive; a veto means that the motion fails. Some alternative course of action would be needed. Please revise this bullet (and 6.3.4.3) to clarify the options and add more detail

§6.3.4 – please note that the absence of a vote is not automatically the same as a vote to “abstain.” The voting rules (whether in this SOP or set forth at each vote) should clarify whether an abstention counts as a “no” vote or a non-vote. The last sentence should be specific on this issue

§7.0 – reference SOPs should be included in §3.0, particularly the Records Management SOP

§8.0 – preferred wording would be “every three years or sooner if needed” rather than “if the PTPEC requires.” The final phrase then becomes redundant.

As agreed when review of these PTPEC SOPs began, Alfredo will transmit the comments on each one, and Policy’s decision to postpone review of the Evaluation SOP, as a “bundle” to the PTPEC Chair and Eric.

4. Next Meeting

Policy Committee will meet again on Friday, November 21, 2014, at 11 am Eastern. Teleconference information and an agenda will be circulated in advance of the meeting.

The next items for review are the NEFAP SOPs. We will interrupt the sequence of NEFAP reviews to review of the proposed Quality Management Plan in December, once all comments have been incorporated, and then resume NEFAP reviews as time permits.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	Yes
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/Completion
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	Summer 2014?	Susan has departed TNI, this item will not be completed by her. As of Nov 3, the AC is creating its own short list.
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
63	Prepare formal comments on SOP 5-103 for return to NEFAP EC, incorporating concerns about the permanent and elected membership dichotomy	Alfredo	May 2014	??
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	9/8/14 – however, Board approval still pending
71	Modify Appendix to SOP 1-101 to indicate that associate members are not appropriate for Policy Committee, as a minor editorial change	Alfredo	October 2014	
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	
74				
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Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making..." some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies