



SOP TITLE:	TNI NEFAP Nominating Committee Procedure
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1.0 Purpose and Applicability

The purpose of this SOP is to establish the procedure used by the Nominating Committee of the National Environmental Field Activities Program (NEFAP) for the nomination of members to the NEFAP Executive Committee (EC).

These procedures apply to the NEFAP Executive Committee.

2.0 Summary

This SOP identifies the relevant stakeholder groups for nomination to the NEFAP Executive Committee. It also outlines the process and procedures to nominate individuals to the Executive Committee.

3.0 Related Documents

TNI SOP 5-101, [TNI NEFAP Executive Committee General Operating Procedures](#)

4.0 Definitions

None

5.0 Procedures

This process is used for nomination of potential members to the NEFAP Executive Committee. Nomination application forms will be posted on the TNI website. The solicitation period will be a minimum of sixty (60) days or longer if sufficient applications have not been received. A notice of solicitation to the general membership of TNI for nominations will also be posted on the website.

5.1 Appointment of the Nominating Committee

The NEFAP Executive Committee Nominating Committee shall consist of at least three (3) individual TNI members, who are knowledgeable about the business of the NELAC Institute and NEFAP, to develop a slate of candidates for election. The Nominating Committee Chair is a member of the NEFAP EC that is selected by a quorum vote of the NEFAP EC. The Nominating Committee Chair selects the other two members of the Nominating Committee. The two additional Nominating Committee members selected shall be a member of TNI but not a member of the existing NEFAP EC. A Nominating Committee is formed each time a slate of candidates is needed for a NEFAP EC election.

5.2 The Nominating Committee gathers all nomination applications from the full TNI membership.

5.3 The Nominating Committee will identify the candidates from the slate of nominees.

5.4 The composition of the NEFAP Executive Committee shall be as follows:

The Executive Committee (EC) shall consist of no fewer than ten (10) or more than eighteen (18) members. The members shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to NEFAP. At least three (3) EC members shall be representatives of recognized NEFAP Accrediting Bodies and at least three (3) EC members shall be representatives of Field Sampling and Measurement Organizations (FSMO's).

Other EC members may include representation, to the extent practical, from all relevant stakeholders groups such as, but not inclusive to: states or accrediting organizations that are not current NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, and data users. No single stakeholder group shall have a majority composition on the EC. Ex- officio (non-voting) members may be appointed by the EC.

5.4.1 The relevant stakeholders groups are defined as follows:

5.4.1.1 Recognized Accreditation Bodies (ABs) – This stakeholder group includes the National Environmental Field Accreditation Program (NEFAP) ABs. This includes ABs that are actively submitting an application for recognition.

5.4.1.2 Field Sampling and Measurement Organizations (FSMO), This stakeholder group includes FSMO's from the following categories:

- commercial
- municipal
- state
- federal

FSMOs as a stakeholder group fall under the category of "Laboratories and other organizations directly involved in providing sampling and environmental measurements", as identified in TNI bylaws Article XI, Section 4.

5.4.1.3 Other - This stakeholder group can include federal agencies, regulated industries, and other stakeholder groups such as PT or audit sample providers, vendors, contractors, consultants, and non-NEFAP recognized accreditation bodies among others.

5.4.2 The goal is to accomplish a balanced representation of stakeholders. In order to determine the level of participation for each stakeholder group, the following criteria will be used:

5.4.2.1 Accreditation Bodies:

- NEFAP-recognized accreditation bodies - Minimum of 3 and maximum of 6 members. Only one nominee can be chosen from the same NEFAP-recognized accreditation body. NEFAP-recognized ABs maintain a permanent seat on the EC and are not subject to term limits specified in Section 5.7.
- Should the addition of NEFAP-recognized ABs cause the EC to lose balance by creating dominance of this stakeholder group, the EC will review and update this procedure to address committee size and makeup to retain balance.

5.4.2.2 FSMO's - Minimum of 3 and maximum of 6 members. Not all nominees can be chosen from the same field category.

For example, 5 nominees from FSMO's within the same organization or 5 Air FSMOs will not be an acceptable representation of FSMO's. The objective is to maintain FSMO representation from public and private FSMO's both large and small covering a variety of field sampling and measurement activities.

Members cannot change stakeholder representation to ensure balance if already representing a differing stakeholder group on other committee(s). (Example: AB on NELAP AC cannot be a FSMO/Lab on NEFAP EC. A NELAP AB can be an Other on the NEFAP EC because Non-NEFAP ABs are included in Other.)

5.4.2.3 Others:

- Federal or State agencies that have a vested interest in NEFAP, but are prevented by rules or policies from participating as voting members of the Executive Committee may participate in a non-voting liaison capacity as an ex-officio member.
- Non-NEFAP accreditation body - Minimum of 0 and maximum of 3 members. Only one nominee can be chosen from the same non-NEFAP accreditation body.
- Regulated industries - Minimum 0 and maximum 2 members. Only one nominee can be from the same regulated industry group or company.
- Others stakeholders - Minimum of 1 and maximum of 4. Only one nominee can be from the same organization/ company.

5.5 Additional Provisions:

- 5.5.1 The process of identifying candidates will start by filling the minimum number in each stakeholder group. This will then be followed with the selection of the best candidates independent of representation; and concluding with ensuring no group is over-represented according to the goals established.
- 5.5.2 Membership status of the candidate will be verified by the Nominating Committee.
- 5.5.3 In all cases, nominees must be chosen from different organizations. For example, two members of the same state agency or two members of the same FSMO could not serve on the Executive Committee at the same time.
- 5.5.4 To the extent practical, the Nominating Committee will try to maintain a balance of all stakeholders on the Executive Committee.
- 5.5.5 Nominating Committee members are eligible for future positions on the Executive Committee.

- 5.6 The Chair of the Nominating Committee will contact potential candidates and ask their willingness to serve if another individual nominated the candidate. This step will not be conducted for self-nominations. The Nominating Committee may request additional information about the qualifications of a candidate if an application is not complete or it is considered necessary for the decision process.
- 5.7 The Nominating Committee will prepare the final slate of candidates with the proposed length of service. The length of the term could be between one and three years, or until their successors are elected. After initial election, EC members may serve additional terms of service. The default term of service for the second term is three years. The final slate will be sent to the current Executive Committee and the Executive Committee Chairperson as a courtesy, not for their approval.
- 5.8 The Executive Committee Chairperson will announce to the TNI membership the upcoming elections and the process that will be followed. Executive Committee members shall be elected during the first three months of the calendar year by electronic ballot of all registered individual members of TNI. All members regardless of their declared affiliation vote for all Executive Committee candidates.

6.0 Election Procedure

- 6.1 Elections shall be for 3 year terms, with no more that 1/3 of the Committee rotating off at any time.
- 6.2 Special elections may be held to replace Executive Committee members that cannot for whatever reason fulfill their elected terms.

7.0 References

None

8.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
N/A	5-103 Rev 0	6/1/10	New Document.
	5-103 Rev 1	2/1/12	Wording Changes, Update Sections 5.4.1 & 5.4.2-remove Recognized, Non-NEFAP ABs moved to Other 5.4.2.3. 5.4.1.2-remove accredited from FSMOs (all sections). Section 5.4.2.1 move second bullet to Section 5.4.2.3
	5-103 Rev 2	12/17/13	Update Section 5.4 to reflect current stakeholder groups and Section 6 to eliminate information on initial formation of the Executive Committee.
	5-103 Rev 3	1/13/15	Clarify FSMO Stakeholder group, define term for NEFAP ABs, and clarify that members cannot change stakeholder status between committees.