



Policy TITLE:	Open Meetings
Policy NO.:	1-110
REVISION NO:	0.3
Program	Administration

Policy Committee Approved Date:	10/13/2023
TNI Board of Directors Endorsed Date:	11/8/2023
POL Effective Date:	11/8/2023

I. PURPOSE AND APPLICABILITY

This policy asserts TNI's commitment to conducting its activities in an open fashion without excluding members or the general public and discusses conditions under which TNI may deviate from this guiding principle. This policy applies to all TNI programs.

II. PHILOSOPHY

TNI's mission emphasizes openness, inclusion, and transparency of operations. TNI believes this creates the best atmosphere for promoting exchange of ideas, increasing knowledge, and remaining responsive to the needs of its members.

TNI endeavors to provide universal access to its meetings, workshops, forums, seminars, and training sessions and limits the instances in which it restricts access to these activities only in well-defined and publicized instances.

III. POLICY

1. TNI meetings are open by default except for the meetings of the TNI Board of Directors, Finance, Nomination, NELAP Executive Committee, and the Executive Committee of the Board, or where associate members are not appropriate.
2. Some meetings or workshops may be intended for a particular group and members of those groups will be given priority for attendance.
3. Some meetings or workshops are intended for a specific group and their organizers may wish to restrict participation in them solely to members of the intended group. Exclusions of this type require endorsement by the TNI Executive Committee and if granted, clear statements indicating the restricted participation.
4. At times, a TNI committee may need to discuss sensitive matters and may opt to meet in a closed session restricted to its members or to designate a portion of an otherwise open meeting as closed.
5. Closed sessions are generally called to discuss personnel matters, complaint investigations, disposition of complaints, or other situations in which it is reasonable to maintain a level of confidentiality.

Open Meetings

6. Closed sessions shall not be used to otherwise circumvent TNI's commitment to openness.
7. Any person wishing to challenge an exclusion from a TNI function may do so by registering a complaint through TNI's established processes.

IV. RELATED DOCUMENTS

TNI Bylaws
SOP 1-101 Operation of TNI Committees
SOP 1-106 Complaint Resolution Process

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	6/8/11	
0.1	3/10/12	Updated format.
0.1	6/15/18	5-Year review. No changes
0.2	10/13/23	5-Year review; added Related Documents; clarified which meetings are open; editorial changes
0.3	11/8/23	Board edits: Revised III.1 to clarify only the TNI Executive Committee is closed, not other executive committees. Added NELAP AC.