



Policy TITLE:	Determining Stakeholder Category of Committee Members
Policy NO.:	1-122
REVISION NO:	0.1
Program	Administration

Committee Approved Date:	3/4/2016
Policy Committee Reviewed Date:	NA
TNI Board of Directors Endorsed Date:	NA
Policy Effective Date:	3/4/2016

I. SCOPE AND APPLICABILITY

This policy describes how TNI ensures that the stakeholder category of committee members is properly determined upon application to a committee. The policy describes how changes in employment of any committee member are addressed to ensure that balance and lack of dominance are consistently maintained in committee activities. This policy applies to all TNI Programs, except for Affiliate Members of Expert Committees in the Consensus Standards Development Program.

II. POLICY STATEMENT

TNI has three categories of stakeholders, identified in its Bylaws: laboratories (including Field Sampling and Measurement Organizations or FSMOs,) accreditation bodies (whether governmental or not) and “other.” Individuals typically self-declare their stakeholder affiliation upon application for committee membership and committee chairs are expected to ensure that no stakeholder category dominates the membership.

TNI also recognizes that there are many varieties of members that fit the “other” stakeholder category and each committee should endeavor to represent the diversity of those included in this category so that most perspectives relevant to the committee’s efforts are considered in decision-making. A committee may add an additional stakeholder category, if warranted, with the approval of the TNI Board.

III. POLICY IMPLEMENTATION

To ensure that each committee in every TNI program has the necessary information to comply with this policy, the TNI Executive Director will examine all applications for committee membership to establish and verify that:

Stakeholder Categorization for Committee Memberships

1. Applicants are TNI Members in good standing, and
2. The resume included with the committee membership application supports the stakeholder category self-selected by the applicant.

When after reviewing application documents, the TNI Executive Director believes that the self-selected stakeholder category may not be consistent with the job functions of the applicant, the Executive Director shall contact the applicant to determine whether the applicant's stakeholder category is accurate and if necessary, assign the applicant a different one. Should the applicant object to a change in stakeholder category made by the TNI Executive Director, the applicant may file a complaint as described in SOP 1-106.

IV. COMMITMENT TO BALANCE AND LACK OF DOMINANCE IN ALL ITS OPERATIONS

TNI is committed to conducting operations in an open, inclusive, and transparent manner. In addition to maintaining balance in all areas involved with the development of consensus standards, to the extent possible, TNI also strives to avoid dominance of any single stakeholder group in decision-making for any of its operations.

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	6/12/13	
0.1	3/4/16	Add sentence at end of second paragraph, section II, to address possible additional stakeholder categories, to align with current Bylaws