



| | |
|----------------------|--|
| Policy TITLE: | Determining Stakeholder Category of Committee Members |
| Policy NO.: | 1-122 |
| REVISION NO: | 0.2 |
| Program | Administration |

| | |
|--|------------|
| Committee Approved Date: | 10/13/2023 |
| Policy Committee Reviewed Date: | NA |
| TNI Board of Directors Endorsed Date: | 11/8/2023 |
| Policy Effective Date: | 10/13/2023 |

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 is consistently maintained in committee activities.

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 self-declare their stakeholder affiliation upon application for committee membership. Committee chairs are required to ensure that membership balance is maintained for committees that require balance.

TNI also recognizes that there are many varieties of members that fit the “other” stakeholder category and each committee should reflect the diversity of those included in this category so 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 Program Administrator (PA) examines all applications for committee membership to verify that:

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 PA believes that the self-selected stakeholder category may not be consistent with the job functions of the applicant, the PA 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, the applicant may file a complaint as described in SOP 1-106.

IV. COMMITMENT TO BALANCE IN ALL ITS OPERATIONS

TNI is committed to conducting operations in an open, inclusive, and transparent manner, including maintaining balance in all areas involved with the development of consensus standards.

V. REFERENCES AND RELATED DOCUMENTS

- SOP 1-101 Operation of TNI Committees
- SOP 1-106 General Complaint Resolution Process
- SOP 1-125 Committee Application and Tracking Procedures

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 |
| 0.2 | 10/13/2023 | Added Section V, edited wording without changing context, updated that PA handles most of Section III and not Executive Director (consistent with other SOPs) |
| | | |