



SOP TITLE	Operation of TNI Committees
SOP NO.	1-101
REVISION NO	5.6
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision	Last Review
Committee: Policy	10/5/2007	3/15/2024	
Program	NA	NA	
Policy Committee Review	NA	NA	
TNI Board of Directors	11/14/2007	5/8/2024	
SOP Effective Date	1/31/2008	3/15/2024	

Operation of TNI Committees

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1.0 Purpose and Applicability

This Standard Operating Procedure (SOP) gives uniform guidelines for the operation of TNI Committees, Task Forces, and similar groups (collectively “committees”).

Any specific differences are addressed in Appendix A.

This SOP may be complemented by procedures developed and documented by the committees to which it applies, but may not be superseded by those procedures.

2.0 Summary

This SOP describes the fundamental principles guiding operations such as basic duties, membership, leadership, meetings, terms of appointment for members, and documentation of proceedings of the committees to which it applies. This SOP also describes how various committee reports are prepared, published, and made available to the TNI membership and to the public and how Charters and Work Plans are created and maintained.

3.0 Related Documents

SOP 2 – 100: Procedures Governing Standards Development

SOP 2 – 101: Procedures for Expert Committee operations

4.0 Definitions

Term	Definition
Affiliate Committee Member	A person who is not a TNI member but has technical expertise needed by a specific committee, is invited to join the committee, and has full voting privileges.
Administrative Committee	A committee authorized by the TNI Board of Directors to perform administrative duties for all of TNI or the TNI Board of Directors, or to conduct day to day business of the Institute.
Annual Report	A presentation at TNI’s Annual Meeting that summarizes the actions of every TNI committee from the previous year and presents a Work Plan for the upcoming year that is then converted to a published document.
Associate Committee Member	A TNI member who may participate in a committee, but who does not have voting privileges.
Balance	A condition in which no Stakeholder Group has a majority of voting members and all default Stakeholder Groups are represented
Committee	A committee authorized by the TNI Board of Directors to conduct activities for a specific program.
Committee Chair	A Voting Member elected to direct the activities of a committee.
Committee Charter	A document describing the general composition, mission and measurable expected outcomes, which is based on the TNI strategic plan and approved by either the program Executive Committee or TNI Board, as appropriate.
Committee Member	All Elected, Associate, and Affiliate members.
Conference Report	A written report summarizing committee actions associated with the TNI Forum on Environmental Accreditation.
Consent Agenda	A section of the meeting agenda provided to committee members which can be reviewed and approved without taking any direct action.

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Dominance	A position or exercise of dominant authority, leadership, or influence, by reason of superior leverage, strength, or representation, to the exclusion of fair and equitable consideration of other viewpoints.
Elected Member	A TNI member who applied for and is approved to participate on a committee and has full voting privileges.
Ex-Officio Committee Member	A TNI member serving in a committee in virtue of his or her office or position in TNI. <i>Note:</i> TNI's Executive Director is an Ex-Officio, non-voting, member of all committees.
Monthly Report	A written report on each committee's activities contained in the agenda for each Board Meeting.
Subcommittee	A long-term group under a committee that has a defined scope and whose actions and recommendations are considered by a parent committee.
Task Force	A group chartered by the Board for a specific activity within a limited time span.
Voting Member	All Elected and Affiliate members.
Work Group	A limited duration group that is given explicit direction and which reports back to a parent committee.
Work Plan	A written document summarizing a TNI committee's goals and objectives for the upcoming year.

5.0 Commitment to Openness, Inclusiveness, and Transparency of Operations

- 5.1 Committees must conduct their activities openly, following procedures that promote the inclusion of all TNI members. Committees must provide due notice of their meetings and must document their proceedings, deliberations, and decisions in a manner that is accessible to all TNI members.
- 5.2 Committees may at times consider personnel matters or confidential business information, and may choose to conduct such deliberations in closed sessions. This eventuality must not be used to otherwise circumvent TNI's commitment to transparency of operations. Deliberations and decisions made during closed sessions must be documented as appropriate. These deliberations and decisions may only be available to the members of the committee that conducted the closed session, and the TNI Executive Committee.

6.0 Basic Duties of Committees

- 6.1 Committees have authority to establish policies and procedures to conduct their business in support of TNI's mission.
- 6.2 Committees must document their mission, composition, objectives, success measures, available resources and anticipated meeting schedule in charters following a format developed by the TNI Policy Committee.
- 6.3 Committees must document decisions they make following SOP 1-102 Voting Rules for TNI Committees.
- 6.4 The TNI Policy Committee must review committees' policies, procedures, and charters to ensure they are not in conflict with each other.

7.0 Committee Membership

7.1 Committee Composition

7.1.1 Committees may consist of Elected Members, Associate Committee Members, and Affiliates. All Voting Members must have relevant knowledge of the subject matter relative to the specific Committee's activities. Voting membership on the Committee must not be conditional upon membership in any other organization nor unreasonably restricted on the basis of technical qualifications or other such requirements.

7.1.2 Committee Members are categorized into the following default Stakeholder Groups:

- ABs – accreditation bodies that operate accreditation programs,
- Laboratories – laboratories and other organizations (such as Field Sampling and Measurement Organizations (FSMOs)) directly involved in providing sampling and measurements, and
- Others – consultants, proficiency test providers, state and federal agencies that do not run accreditation programs, and all additional interested parties.

Any Committee may determine that additional or different stakeholder groups are appropriate for that Committee's scope of activity. Requests for changes in the stakeholder group designations for a given Committee must be presented to the TNI Board of Directors for its approval.

7.1.3 Voting membership is based on approved Committee membership. Details regarding the application for membership, review and approval process are presented in SOP 1-125.

7.1.4. Associate Committee Members may fully participate in committee activities but do not have voting privileges. Not all TNI committees can accept Associate Members, for example, Policy or Finance committees.

7.1.5 Elected Members and Associate Committee Members must be TNI members. Affiliates may be sought out by a Committee based upon their expertise. After the committee determines an individual should be added as an Affiliate, the PA sends a secure link to an on-line application form for the proposed Affiliate to complete before becoming eligible to fully participate as a Voting Member. Affiliates have a declared Stakeholder Group and must be accounted for in terms of balance.

7.1.6 Appropriate committee operations are best served when the number of Voting Members is not less than five (5) and not more than fifteen (15). No more than 30% of Voting Members may be Affiliates.

7.1.7 Organizations may have more than one Voting Member on a Committee. An organization is a company, state agency, or municipal government, EPA Program/Office/Region, or other federal agency. However, membership on a committee is limited to two members of an organization without the approval of the TNI Board of Directors.

7.1.8 As TNI and all its committees are striving for diversity within all committees, membership should preferentially reflect volunteers who are representative of all sectors of the community.

7.1.9 Individuals may serve as a Voting Member on more than one committee concurrently.

7.1.10 At least annually or whenever there is a change made to the make-up of a committee, the applicable Committee Chair(s) will review Committee membership rosters for balance, as applicable (see Appendix A).

7.2 Becoming a Committee Member

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- 7.2.1 Applications for committee membership may be submitted and accepted at any time.
- 7.2.2 Any TNI member may apply to join certain Committees by completing the TNI Committee Application in the Member section of the TNI website.
- 7.2.3 Applicants must be able to:
- Represent a specific Stakeholder Group;
 - Cooperate effectively with affected parties and stakeholders;
 - Effectively communicate with affected parties and stakeholders;
 - Commit a significant amount of time over a multi-year period;
 - Understand the technical and/or policy subject matter of the Committee; and
 - Contribute substantively to the issues relevant to, and tasks assigned to, the Committee.
- 7.2.4 TNI procedures for receiving applications and tracking committee membership can be found in SOP 1-125. Applications are reviewed for completeness and accuracy by the Program Administrator. Each applicant declares a Stakeholder Group, and this is taken into consideration when reviewing an application and the effect on committee balance. The application database tracks the status of each application and ultimate disposition. Records also include individual committee membership and terms of service, changes in Stakeholder Group, resignations, or terminations from the committee.
- 7.2.5 Committees vote to add qualified new members and vote to confirm second three-year terms of existing members during a closed session of the committee. If openings exist on a Committee during the year, new Voting Members may be added to the Committee at any time. If there is not an available position on the Committee for a new member of that Stakeholder Group, the application will be returned to the Program Administrator (PA) for notification of the applicant and documentation of the decision.
- 7.2.6 As soon as practicable, but within 30 days of the decision to accept a nominee as a member of a Committee, the Chair of the Committee, or its designee, will recommend their appointment to the Chair of the TNI Board of Directors.
- 7.2.7 Appointments of Voting Members will be confirmed by the Chair of the TNI Board of Directors as soon as practicable but within 30 days of receipt of notice that a new member was elected. If an applicant is not confirmed for appointment to a committee, the application will be returned to the Program Administrator and Committee Chair for notification of the applicant and documentation of the decision.
- 7.2.8 Voting Member nominees will be informed about the acceptance of their appointment by the committee's Chair or PA as soon as practicable but within 15 days of the decision of the Chair of the TNI Board of Directors. The Program Administrator will maintain a record of the decision.

7.3 Terms of Appointment for Voting Members

- 7.3.1 Voting Members are appointed to three-year terms that are staggered so that some members rotate off each year. Any member who has completed a first term may be elected for a second three-year term, but no member may serve more than two (2) three-year terms consecutively, except as described in 7.3.5, below.
- 7.3.2 Members of newly formed committees must be given staggered terms at the formation of a committee. Members on new committees with initially assigned one- (1) or two- (2) year appointments may be allowed to serve two additional three-year terms.

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- 7.3.3 Terms on a committee routinely begin following the Winter TNI Conference. Rights and privileges of Voting Members added to the committee throughout the year, begin immediately upon approval by the Chair of the TNI Board of Directors.
- 7.3.4 Terms for committee members expire as follows. An Elected Member voted onto the committee prior to September 1 of a calendar year has a term that expires three years from that calendar year. If an Elected Member is voted onto the committee on or after September 1 of a calendar year, the term expires three years from the following year. The year the term expires is recorded in the database according to SOP 1-125. For example:
- Membership started August 30, 2020, the expiration of the term would be after the Winter meeting in January of 2023.
 - Membership started September 1, 2020, the expiration of the term would be after the Winter meeting in January of 2024.
- 7.3.5 An Elected Member, with the endorsement of the committee Chair, may petition the governing body (i.e., an executive committee or the TNI Board of Directors) to serve an additional term of three years or less (beyond the second term). Such waivers should only be granted in exceptional circumstances, such as an Elected Member taking on a new substantive role within the committee, when an ongoing activity led by the Chair needs to be completed or when no other qualified candidates are available. If the committee Chair is making this petition, the Chair needs a vote in favor of the additional term by a majority of the committee.
- 7.3.6 Affiliate members are appointed to three-year terms. Affiliates may be re-approved by the committee to continue to serve on the committee following the appointed term and may serve additional terms when a replacement cannot be identified.

7.4 Maintaining Balance in a Committee, as applicable

- 7.4.1 If a Voting Member changes employment, the member must notify the committee. If the change creates imbalance, the Voting Member must be removed from the committee as a voting member.
- 7.4.2 If a Voting Member resigns from a committee and the change creates imbalance, the Chair must appoint a new Voting Member to resolve the imbalance.
- 7.4.3 Membership rules (i.e., the number of members from a given organization, the total number of members in a committee) must be followed when committees are dealing with balance.

7.5 Removal of Voting Member

On the recommendation of the committee Chair to the TNI Board Chair or the Executive Committee Chair of a core program, a Voting Member may be removed for any of the following reasons:

- Member is absent from three consecutive meetings without an excuse communicated to the committee's Chair,
- Member is absent from at least half of the meetings in a six-month period, or
- Member does not continue to meet the requirements of paragraph 7.2.3.

7.6 Participating in a Committee as an Associate Committee Member

- 7.6.1 TNI members may be associate committee members of any TNI committee that accepts associate members. There is no restriction to the number of committees that a TNI

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member can join as an associate committee member or to the number of associate committee members a committee may have.

- 7.6.2 TNI members that wish to participate in a committee as associate committee member must apply to become an associate committee member. A member may apply at any time to become an associate committee member.
- 7.6.3 The Program Administrator must annually verify the continued participation of associate committee members.
- 7.6.4 Committee Chairs must allow associate committee members to participate in all committee meetings, but may establish rules that allow Voting Members time to deliberate among themselves and to complete committee business.
- 7.6.5 The participation in closed committee sessions is limited to Voting Members and Program Administrators.

7.7 Alternate or Proxy Voting

- 7.7.1 Participation as a Voting Member is based on the education and experience of the individual, and not the organization the member represents. No person may participate as a substitute for a Voting Member unable to attend a meeting.
- 7.7.2 Proxy votes are not allowed.
- 7.7.3 See Appendix A for exceptions.

8.0 Committee Leadership

- 8.1 Committees must annually elect a Chair and a Vice Chair from among its Voting Members, typically at one of the committee's first meetings of the year. Except for a newly created committee, the Chair should have served on the committee as a member or associate for at least one year.
- 8.2 The TNI Board retains authority to remove, for cause, a committee Chair from office.
- 8.3 An Affiliate may only serve as the Chair of an Expert Committee with the approval of the Consensus Standards Development Program Executive Committee.
- 8.3 The committee Chair is responsible for the efficient operation of his or her committee. The committee Chair with the support of the Program Administrator:
 - 8.3.1 Schedules committee meetings.
 - 8.3.2 Posts committee meeting schedules on the TNI Website.
 - 8.3.3 Sets the agenda for committee meetings.
 - 8.3.4 Presides and conducts committee meetings.
 - 8.3.5 Ensures that minutes of committee meetings are made available to the TNI IT Administrator as soon as practicable.
 - 8.3.6 Conducts the selection process of new Voting Members and new committee Chair.
 - 8.3.7 Maintains up to date rosters of Voting Members.

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- 8.3.8 Provides to the TNI Board an annual report of committee activities and accomplishments at the Annual Meeting.
- 8.3.9 Facilitates communication with other committees to fulfill program objectives.
- 8.3.10 Develops, schedules, performs, and reports on the results of internal audits of TNI committee operations.
- 8.4 The Vice-Chair performs any duties assigned by the committee Chair and all the duties of the Chair in the Chair's absence.
- 8.5 The committee Chair may appoint additional officers with the committee's concurrence.

9.0 Subcommittees and Work Groups

- 9.1 Committee Chairs, with concurrence of their respective members, may establish subcommittees or work groups to complete specific tasks that help fulfill program objectives.
- 9.2 Subcommittees or work groups must consist of at least three members. Subcommittees are formed for long-term, continuous work whereas work groups are formed to address short-term, finite, tasks.
 - 9.2.1 In subcommittees and work groups all members have a vote.
 - 9.2.2 The Committee votes to approve the outcome of a subcommittee or workgroup.
- 9.3 The committee must assign and approve the scope of tasks for the subcommittee. The scope may include subcommittee composition. Subcommittee minutes must be reported to the respective Committee and either included in the Committee minutes or posted separately to the website.
- 9.4 When the work group has completed its work, the work product is returned to the parent committee, and the work group is disbanded. Based upon the shorter-term efforts of a work group, minutes are optional.
- 9.5 Subcommittees and work groups may only provide recommendations on proposed actions to be voted on by the Committee.

10.0 Meetings

10.1 Virtual Meetings

- 10.1.1 Committees may meet virtually to conduct their business. All virtual meetings are open to all TNI members, except when a Committee meets during a closed session.
- 10.1.2 A schedule of virtual meetings for every Committee is posted on the TNI website. Any changes to the regularly scheduled meetings will be communicated to attendees as far in advance as possible by whatever means are appropriate. Notice of any non-routine meetings (other than closed session meetings) will be posted at least 5 days in advance of the meeting, whenever possible. Notice of any cancelled meetings will be provided to attendees as far in advance of the meeting as possible.
- 10.1.3 Committee Chair or PA must send invitations and agendas for virtual meetings to all Committee Members who have requested to participate. Invitations and agendas must be sent at least two days prior to a virtual meeting.
- 10.1.4 Guests may be invited for particular issues at the discretion of the Chair.

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- 10.1.5 The Chair may invoke Robert's Rules of Order to conduct committee business or limit debate to Voting Members before allowing others to speak.
- 10.1.6 TNI routinely uses the recording feature available in conference calling applications for quality control purposes to accurately capture discussions for subsequent publication in the published minutes. The recordings are not maintained once the minutes are produced and are not provided to anyone except the TNI Program Administrators. Any TNI committee member who objects to this activity has the option of not speaking during the call or not participating in the TNI committee meeting.

10.2 In-person Meetings

- 10.2.1 Committees may meet in-person as necessary to conduct business. All in-person meetings are open to TNI members and the general public, except when a committee meets during a closed session. In-person meetings will generally include the semi-annual TNI Forum on Environmental Accreditation and any special meetings scheduled by an Expert Committee.
- 10.2.2 Notification of in-person meetings is the responsibility of the Executive Director of TNI or their designee, and is typically accomplished via the TNI website, email and mail. In-person meetings follow the same procedures as found in Section 10.1.
- 10.2.3 Notification of non-routine meetings must be made at least 30 days prior to said meeting. The Chair will send out a reminder to all Committee Members. A tentative agenda may be included with the reminder.
- 10.2.4 In-person meetings and webinars designed to share information with the public and solicit feedback have no requirements for a quorum.

10.3 Documentation of Proceedings

- 10.3.1 Minutes must be taken and are circulated to the Committee for comment prior to the next scheduled committee meeting. Minutes are discussed, amended and approved by e-mail or during a meeting of the Committee.
- 10.3.2 Minutes must include date and time of the meeting, a list of Voting Members in attendance, any guests, any changes to the agenda are noted, applicable voting results, record of all action items/matters taken up by the committee. The minutes must include a listing of Voting Members, their Stakeholder Group and employer and include contact information, but must not include telephone numbers.
- 10.3.3 When subcommittees and workgroups are developed, the parent committee must determine the manner of documenting proceedings.

11.0 Committee Charters and Work Plans

- 11.1 Each Committee must have a charter stating the mission and objectives of the Committee. The charter will be developed using a template provided by the TNI Policy Committee. For Expert Committees, the Charter is approved by the Chair of the CSDP EC with the concurrence of the CSDP EC Members. Final approval of a Charter or revisions thereof for other Committees is the responsibility of TNI Board of Directors with consideration of the recommendation(s) by the Policy Committee.
- 11.2 The Charter of each Committee will be updated as necessary. Charters must be reviewed for updates upon implementation of a new TNI Strategic Plan or Quality Management Plan or new directive from the Board of Directors.

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- 11.3 Each committee or task force develops a Charter which describes the group's goals, objectives, and success measures.
- 11.4 A Work Plan (however named) is a document that tracks in detail the activity of a group during each year. The Work Plan can be a stand-alone document used internally by the group or appended to each set of minutes.

Each group is free to establish its own format, but typically include the following elements:

- Task description,
- Date initiated,
- Document number (if applicable),
- Status, and
- Comment

12.0 Committee Reports

TNI's Quality Management Plan requires periodic reporting to the TNI Board of Directors (Board) of actions completed and planned actions from TNI committees and other activities. The Board is required to "evaluate the monthly and annual committee reports and respond or take actions as appropriate."

Every month, TNI staff (Program Administrators, Executive Administrator, Training Coordinator, and Executive Director) prepare a written report summarizing actions completed since the last report and planned actions for the upcoming month. These reports are combined to create one Monthly Report that is presented to the Board at their monthly meeting for the Board to review respond as necessary.

At the end of every TNI conference (the winter and summer meetings of the Forum on Laboratory Accreditation), a closing session is held where each committee reports on their actions during the conference. This session is transcribed into a Conference Report which is then presented to the Board at the next monthly meeting for the Board to review and offer up any recommended changes.

Once per year each TNI committee develops a PowerPoint presentation to be presented to TNI membership and to the public at the general session at TNI's Annual Meeting. This presentation is then converted to a written document that is reviewed and approved by the TNI Board of Directors and then posted on the TNI website.

12.1 Monthly Reports

Monthly reports are used to allow the Board to monitor the efforts of TNI and to "respond or take actions as appropriate."

Note: At times, the Board does not conduct a monthly meeting, generally when such meeting would conflict with a TNI conference. In those cases, the monthly report would be provided at the next scheduled Board meeting.

12.1.1 Preparation

Every month certain individuals, as listed below, prepare a written summary of recent actions that is sent to the TNI Executive Director to be combined into one Monthly Report.

- Each TNI Program Administrator prepares a report for each committee that conducted work during the previous month.
- The TNI Training Coordinator prepares a report summarizing training events that were recently completed or planned.

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- The TNI Executive Administrator prepares a monthly membership report.
- The TNI Executive Director prepares reports on any topic not covered above including financial reports and updates on conferences.

12.1.2 Review and Approval

The Executive Director reviews each individual report and determines if the report should be retained in the Consent Agenda for informational purposes only or a report may be added to the Board's agenda for discussion. Feedback from the Board is communicated to the applicable Program Administrator or other staff to then be communicated to the applicable committee.

12.1.3 Publishing

These monthly reports are published in the meeting minutes of the Board, except the names of individuals who joined or resigned from TNI are stricken. Financial data is to be redacted from the published report.

12.2 Conference Reports

Conference reports are informational only except they are used to plan for the next conference.

12.2.1 Preparation

At the end of each conference, each committee provides a verbal report on actions that occurred during the conference. These verbal reports are scribed and then included as an attachment for the next Board meeting following the conference.

12.2.2 Review and Approval

As these reports are informational only, no review or approval is required.

12.2.3 Publishing

The reports are published with the Board minutes and also posted on the applicable Previous Conferences web page.

12.3 Annual Report

12.3.1 Preparation of PowerPoint

In December each year, each TNI committee is requested to prepare a brief summary of Accomplishments from the current year and Objectives for the next year. The TNI Executive Director combines these summaries into one PowerPoint presentation and then adds in other significant accomplishments.

12.3.2 Presentation at Annual Meeting

The presentation prepared as described above is presented to the Forum attendees during a general session at the conference. A copy of this presentation is made available to the public on the Previous Conferences webpage.

12.3.3 Preparation of Written Report

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The TNI Executive Director combines all of the Monthly Reports into one document and then edits this to prepare a summary of activities. The Objectives from the annual meeting presentation are then added in. Additionally, the following items are included:

- A listing of all Policies and SOPs developed and approved.
- A listing of all Training Courses developed.
- A Laboratory Accreditation Management System (LAMS) report containing demographics including the number of accredited laboratories and Field Sampling and Measurement Organizations (FSMOs), the number of analytes and method codes, and an appendix listing all new analyte and method codes generated during the year.
- A list of all individuals who rotated off as Committee Chairs and a list of new Committee Chairs.
- A membership report showing the total number of members and the number of committee applications.
- A financial report (Statement of Activities)
- An appendix containing a roster for every committee and task force.

12.3.4 Review and Approval

The report is provided to the Board for review and approval. The Board is required to vote on this report as it then empowers each committee's Work Plan.

12.3.5 Publishing

The Annual Report is published in the Documents folder on the Board of Directors webpage. A brief summary with a link to the report is published in the spring issue of *The Institute Review*.

13.0 References

- SOP 1 – 102: Voting Rules for TNI Committees
- SOP 1 – 125: Committee Application and Membership Tracking Procedures
- SOP 2 – 101: Procedures for Expert Committee Operations
- SOP 3 – 100: NELAP Accreditation Council General Operating Procedures
- SOP 5 – 101: NEFAP Executive Committee General Operations
- TNI Quality Management Plan

14.0 SOP Approved Changes

Revision	Date of Change	Description of Change
0	1/31/2008	New SOP
1.0	5/16/2012	Remove Program Boards; remove references section
2.0	4/5/13	Added Appendix A; other minor changes
2.1	4/18/14	Revised section 8.1 changing must to should in second sentence
2.2	11/14/2014	Revised Appendix A to clarify that associate membership is not appropriate for the Policy Committee. Added header.
2.3	04/18/2016	Removed Conference Planning Committee from Appendix A
2.4	03/26/2018	Added sentence to 8.3.5 about not including phone numbers in published committee minutes. This is conforming change to SOP 2-101 and does not require Board approval.
2.5	3/1/19	Remove one member per organization restriction and replace with two members as maximum, except for approval by Policy and Board. This is a conforming change to SOP 2-101 with language pre-approved by the Board of Directors. Other minor editorial changes to conform with TNI QMP. Change to App A to add a NELAP AC member as ex-officio to CSDEC with voting privileges.

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2.6	11/1/19	Added "or designee" to section 7.2.4. Modified Appendix A to exempt the Finance and Nominating committees from having minutes and having a documented decision making process.
2.7	8/7/20	Revised to reflect operational changes and for consistency with changes made to SOP 2-100. Added Training Committee.
2.8	2/5/21	Editorial only; correcting header and removing duplicate section 6. Effective date remains 8/7/20.
2.9	5/9/21	Removed Decision-Making Rule and section 11 as the language is no longer relevant due to the Change in SOP 1-102. Added a new Section 11 to include Committee Charters. Move list in Section 3 to Section 12. Revised section 1.0 to remove exceptions. Added Committee Charter to definitions.
3.0	3/4/2022	Added Annual Report, Committee Report, Consent Agenda, Monthly Report, Task Force, <i>The Institute Review</i> , and Work Plan to definitions. Added Work Plans to Section 11 and created Section 12 on reports. Added Vice Chair to 8.1. Other minor conforming changes.
3.1	4/4/2022	Editorial: Added missing references to SOP 3-100 and SOP 5-101
4.0	6/17/2022	Revised section 9.5 to clarify subcommittees can only make recommendations.
5.0	6/2/2023	Added section 8.3.10 to be consistent with SOP 2-101. Removed Task Groups from title of section 12.0. Removed SOPs 3-101 and 5-102 from Section 13. Added Credentials Committee to Appendix A. Removed SIR subcommittee authority for LASEC and removed exceptions for NELAP AC and NEFAP EC from Appendix A.
5.1	9/2/2023	Clarified exceptions in Appendix A regarding balance requirements for administrative committees and revised committee composition for Policy and CSDP EC. Added 3-100 and 5-101 back into Appendix A which were inadvertently removed in June 2023. Removed SOP 5-103 from related documents as that SOP has been superseded.
5.2	9/13/2023	Remove language from 8.2 relative to the TNI Board Chair confirming committee chairs.
5.3	12/15/2023	Added section 7.3.6 on terms of affiliate members.
5.4	02/02/2024	Added definition of Affiliate Member and revised 7.1.5 to indicate affiliate members are only allowed on expert committees and may not serve as Chair of the committee. Added section 10.2.4 related to quorum for in-person meetings. Changed "shall" to "must" throughout the document.
5..5	02/14/2024	Changed "unlimited" to "additional" in 7.3.6.
5.6	3/15/2024	Revised definition of Elected Member. Revised sections 7.1.5 and added 8.3 as it relates to affiliate members. Deleted section 7.1.6.

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Appendix A: Exceptions from SOP 1-101

Committee	Exceptions
Administrative Committees	There is no requirement for balance for any administrative committee.
Advocacy	Chair is the Past Chair of the TNI Board. The TNI Small Laboratory Advocate is also a designated member. Other members are selected for special qualities and may serve unlimited terms. There is no limit on members from an organization because representatives are chosen by each program.
Credentials	Committee members may serve unlimited terms.
Finance	Chair is the TNI Treasurer. Committee members may serve unlimited terms. Does not require a Vice Chair. Does not require minutes. The nature of the committee's operations makes it inappropriate to allow associate members.
Information Technology	The TNI IT Administrator and Database Administrator serve on committee. Committee members may serve unlimited terms.
Nominating	Chair is the Past Chair of the TNI Board. Each year, the Chair selects two individuals who are not Directors of the TNI Board. See SOP 1-108. Does not require a Vice Chair. Does not require minutes. The nature of the committee's operations makes it inappropriate to allow associate members.
Policy	Chair is the TNI Board Secretary. Other members are selected by each core program as representatives of that program, and their terms coincide with their term on the committee they represent. There is no limit on members from an organization because representatives are chosen by each program. May have at-large members with unlimited terms. The nature of the committee's operations makes it inappropriate to allow associate members.
Training	The TNI Training Coordinator serves on this committee. Committee members may serve unlimited terms.
Program Committees	
Consensus Standards Development Executive Committee	Chair must be someone knowledgeable about the consensus standards process and is selected by the Board. Other members of the committee are current Chairs of each Expert Committees, who serve as long as they are a committee chair. Up to three at-large members may also be added by the Committee Chair and may serve unlimited terms. There is no requirement for balance, nor a limit on members from an organization because Chairs are chosen by each Expert Committee. The NELAP Accreditation Council may appoint an ex-officio member to this committee (with voting privileges), subject to confirmation by the CSDP EC membership. The nature of the committee's operations makes it inappropriate to allow associate members.
Laboratory Accreditation System Executive Committee	The TNI Small Laboratory Advocate may be an Ex-Officio member.
National Environmental Field Activities Program (NEFAP) Executive Committee	SOP 5-101 contains any exceptions to SOP 1-101.
National Environmental Laboratory Accreditation Program (NELAP) Accreditation Council	SOP 3-100 contains any exceptions to SOP 1-101.
Expert Committees	SOP 2-101 contains any exceptions to SOP 1-101.
Board of Directors	TNI Bylaws govern operation; no charter is required. The nature of the Board's operations makes it inappropriate to allow associate members.