



SOP TITLE	Voting Rules for TNI Committees
SOP NO.	1-102
REVISION NO	1.0
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee: Policy	11/19/2007	3/19/2021	
Program:	NA		
Policy Committee Review	NA		
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SOP Effective Date	1/31/2008	6/1/2021	

1.0 Purpose and Applicability

This Standard Operating Procedure (SOP) specifies requirements for choosing decision-making rules and for documenting votes made by TNI committees. The SOP applies to all TNI committees, including the TNI Board of Directors and the NELAP Accreditation Council. This SOP does not cover veto or alternate voting procedures.

For the purposes of this SOP, references to Committee members also includes Directors (TNI Board of Directors) or Accrediting Body (AB) Representatives (NELAP Accreditation Council).

2.0 Summary

This SOP describes general voting processes and the requirements for Simple Majority and Super Majority voting. A list of types of Committee business relevant to each type of vote is included.

3.0 Related Documents

- 3.1 SOP 1-101: Operations of TNI Committees
- 3.2 SOP 2-100: Procedures Governing Standards Development

4.0 Definitions

Abstain	A term in election procedure for when a participant in a vote is present during the vote, but does not cast a ballot.
Super Majority	A vote where a minimum of two thirds of the entire committee membership must vote "for" in order to pass the motion.
Quorum	The minimum number of committee members (by definition > 50%) that need to be present to make a vote valid.
Simple Majority	A vote where greater than 50% of committee members voting at a meeting must vote "for" in order to pass a motion.
Roll Call Vote	A vote where each individual's vote is recorded.
Tally	A summary of votes cast "for" or "against" along with the number of abstentions.

5.0 Voting Process

5.1 General

- 5.1.1 Committees shall document the votes they make in meeting minutes. When votes are made, the motion, the originator, and the member seconding the motion shall be clearly stated in the minutes.
- 5.1.2 An abstention is not the same as an "against" vote. If an abstention occurs, the total number of votes that are capable of being cast decreases by the number of abstentions that were cast.
- 5.1.3 All voting items for subcommittees shall follow the same decision-making rules as followed by their parent Committee, unless other decision-making rules have been defined by the Committee.
- 5.1.4 If a Committee allows for alternate voters or veto votes, the Committee shall describe that process in writing (e.g., SOP, Policy, Charter). These topics are not addressed in this SOP.

5.2 Simple Majority Vote

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Decisions made on the following topics shall be approved if a simple majority of votes cast of those present at the meeting are in favor of the motion:

- Approval of minutes;
- Adoption or change of agendas;
- Adoption or change of charters;
- SOPs, except those related to Accreditation Body (AB), Non-Governmental AB (NGAB), or Proficiency Test Provider Accreditor (PTPA) recognition; or
- Other general Committee business.

5.2.1 Eligibility

Each Committee member present shall cast one vote, or an abstention, on any matter of business (as described in bullets above) submitted for a vote. The Committee may vote on these matters of business during any committee meeting.

5.2.2 Types of Votes

A committee member may vote “for” or “against”, or may abstain from voting.

5.2.3 Conflict of Interest

A person shall abstain from voting if there is a conflict of interest.

5.2.4 Simple Majority Voting Requirements

5.2.4.1 Committee members present at the meeting must make a motion and second. For a motion to be adopted, a quorum is required. A majority (> 50%) of the votes cast must be “for” votes is required to pass a motion. If the motion does not pass, a new motion must be made if the motion is to be considered again for vote.

5.2.4.2 Voting started by email follows the same requirements. A motion and second is made by email. For a motion to be adopted a quorum is required within two-weeks of the start of the vote. A majority (> 50%) of the votes cast must be “for” votes is required to pass a motion. If the motion does not pass, a new motion must be made if the motion is to be considered again for vote.

5.2.4.3 The Committee Program Administrator (PA) records the tally of the Committee vote based on oral, or email results at the close of the voting period. The PA must confirm and document that 50% or more of the votes cast were “for” the motion at the time of completion of the vote. Votes are recorded in meeting minutes.

5.3 **Super Majority Vote**

Decisions made on the following topics shall be approved by a super majority (two thirds) of votes of the entire committee in favor of the motion.

- Approval of new and revised Standards modules;
- Approval of all steps in the Standard Interpretation Requests (SIR) process;
- All AB, NGAB, and PTPA recognitions;
- FoPT Tables;
- SOPs related to AB, NGAB, and PTPA recognition; or
- Other matters as determined by the Committee.

5.3.1 Eligibility

Voting Rules for TNI Committees

Each committee member present shall cast one vote, or may abstain from voting, on any matter (as described in bullets above) submitted for a vote. The Committee may vote on these matters of business during any committee meeting.

5.3.2 Types of Votes

A committee member may vote “for” or “against”, or may abstain from voting.

5.3.3 Conflict of Interest

A person shall abstain from voting if there is a conflict of interest.

5.3.4 Super Majority Voting Requirements

5.3.4.1 During any meeting, any Committee member may bring matters requiring a Super Majority vote before the committee by the appropriate motion and second if a quorum is present at the meeting. This includes matters that originate from other TNI committees.

5.3.4.2 Voting started by email follows similar requirements. A motion and second can be made by email by any Committee member.

5.3.4.3 Committee members may cast votes by voice during a committee meeting. Committee members who are absent during the meeting in which a Super Majority vote is started, have two-weeks to place a vote electronically by email or through some other written means.

5.3.4.4. In voting started by email, committee members may cast votes electronically by email or through some other written means. The vote must be completed within two-weeks.

5.3.4.5 The vote is not considered valid unless two thirds of the committee voted “for” the motion within the designated two-week period. If two thirds of the committee did not vote “for” the motion, the issue must be presented again for a motion for vote at a future committee meeting or the Committee must decide the motion failed.

5.3.4.6. The Committee Program Administrator (PA) records the roll call of the Committee vote based on oral, electronic or written results at the close of the voting period. The PA must confirm and document that at least two thirds of the committee members voted “for” the motion at the time of completion of the vote. Votes are recorded in meeting minutes.

Note: SOP 3-101 (NELAP Voting) describes the Veto and alternate voting processes applicable to the NELAP Accreditation Council.

Note: SOP 5-102 (NEFAP Voting) describes the Veto and alternate voting processes applicable to the NEFAP Executive Committee.

6.0 References

6.1 SOP 3-101: Voting Procedure for General Business and Laboratory Accreditation Matters

6.2 SOP 5-102: NEFAP Executive Committee Voting Procedure for General Business and Field Activities Accreditation Matters

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	1/31/08	New Document.
0.1	9/2/12	Removal of boards to reflect 2010 organizational change

Voting Rules for TNI Committees

0.2	2/19/16	Add section 8.4 to address handling of abstentions
0.3	5/4/18	Added "by definition > 50%" to definition of quorum to be consistent with glossary
1.0	3/19/21	Complete overhaul of SOP.