



SOP TITLE	Nominations to the TNI Board of Directors
SOP NO.	1-108
REVISION NO	2.0
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision	Last Review
Committee: Nominating	1/11/2007	5/16/2024	
Program	NA		
Policy Committee Review	3/20/2012	6/21/2024	
TNI Board of Directors Endorsement	4/11/2012	NA (7/10/2024	
Effective Date	1/11/2007		

Nominations to the TNI Board of Directors

1.0 Purpose and Applicability

The purpose of this standard operating procedure (SOP) is to establish the procedure used by the Nominating Committee of The NELAC Institute (TNI) for the nomination of members to the TNI Board of Directors.

2.0 Summary

The TNI Bylaws require a Nominating Committee to develop a slate of candidates each year for nomination to be elected by the membership as Directors of TNI. The TNI Bylaws also allow for Ex-Officio Directors to be appointed by Federal agencies. This SOP describes these two processes.

3.0 References

TNI Bylaws, Article V.

SOP-1-121 Voting and Elections

4.0 Definitions

Term	Definition
Nominating Committee	A committee of at least three (3) members who are knowledgeable about the business of The NELAC Institute, and whose role is to develop a slate of candidates for election. Except for the Past Chair, none of the members shall be a member of the existing Board. See Article IV of the TNI Bylaws.
Slate	A list of candidate Directors to be considered for election to the Board.
Director	An individual elected by the TNI membership to serve on the TNI Board of Directors. See Article IV of the TNI Bylaws. The Board of Directors “shall have supervision, control, and direction of the affairs of The NELAC Institute; shall determine its policies or changes within the limits of the law or the Bylaws and Articles of Incorporation; shall actively pursue its mission; and shall have discretion in the disbursement of its funds. It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.”
Ex-Officio Director	An individual from a Federal agency, appointed by that agency to serve on the TNI Board of Directors. Ex-Officio Directors have the same responsibilities and voting rights on Board matters as elected Directors, Ex-Officio Directors are ratified by an election of the TNI membership during their first term in office.
Stakeholder Group	Any group of individuals with a direct and material interest in a particular TNI activity and that participates by: a) expressing a position and its basis, b) having that position considered, and c) having the right to appeal. Default Stakeholder Groups are 1) Accreditation Bodies, 2) Accredited Organizations, 3) Other.

5.0 Process

5.1 Elected Directors

- a. The process used for nomination and nomination application forms are posted on the TNI website. The solicitation period is a minimum of thirty (30) days. A solicitation to the membership for nominations is posted on the website at the same time. This solicitation requests each nominee to complete the information found in Appendix A.
- b. The Nominating Committee gathers all nomination applications from the full TNI membership.

Nominations to the TNI Board of Directors

- c. The Chair of the Nominating Committee contacts potential candidates and confirms their willingness to serve, if the individual was nominated by another individual. This step is not conducted for self-nominations.
- d. The Nominating Committee may request additional information about the qualifications of a candidate, if an application is not complete or it is considered necessary for the decision process.
- e. The Nominating Committee identifies the candidates from the individuals who were nominated and creates a slate for election to the Board.
- f. The Nominating Committee prepares the final slate of candidates with term of service. The length of the term is between one (1) and three (3) years. The final slate is sent to the current Board and the Executive Director, as a courtesy, not for their approval.
- g. The Executive Director announces to the TNI membership the upcoming elections and the process that will be followed. The elections are conducted electronically in accordance with SOP-1-121.

5.2 Appointed Directors (Ex-Officio Directors)

- a. Federal agencies are invited by the Board to appoint an individual to participate as an Ex-Officio Director. Ex-Officio Directors assume office at the time of their appointment, but the appointment is ratified by the TNI membership at the next general election. Ex-Officio Directors continue to serve until such time as they step down.
- b. Ex-Officio Directors must provide contact and biographical information and agree to the TNI Code of Ethics as shown in Appendix B.
- c. The Chair of the Nominating Committee requests the Ex-Officio Director to join TNI, but TNI membership is not a requirement.

Note: It is important to TNI to retain federal appointments on the Board to maintain the liaison that is needed with federal agencies on a continuous basis.

6.0 Stakeholder Groups and Balanced Representation

In accordance with the TNI bylaws, the Directors are chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to TNI and shall have balanced representation from all stakeholder groups. At least 3 Directors must be from Accreditation Bodies, and at least 3 Directors must be from Accredited Organizations. Whenever possible, nominees for an election should be chosen from different organizations and no more than two (2) individuals from the same organization shall serve as voting members of the Board at the same time.

7.0 Additional Provisions

- a. The process of identifying candidates starts by filling the minimum number required to maintain stakeholder balance, based on the balance of the current Board, excluding members who are resigning. This step is followed by the selection of the best candidates independent of representation and concludes with ensuring no group is over-represented.
- b. To the extent practical, the Nominating Committee tries to maintain a balance between the public and private sector.
- c. Nominating Committee members are eligible for positions on the Board.

8.0 SOP Approved Changes

Nominations to the TNI Board of Directors

Revision No.	Effective Date	Description of Change
1.0	2/8/11	Incorporate the FSMO program by allowing NEFAP ABs and organizations. See Section 6.0. Incorporate changes from 2010 Bylaws in Section 5.0.
1.1	3/14/11	Editorial Corrections
1.2	3/20/12	Revised Section 6.0; Revisions for clarity as suggested by the Policy Committee
1.3	9/20/19	Inclusion of SOP-1-121 in Section 3. Addition of Ex-Officio Director in Section 4.0. Revised Section 5.1(d) to be consistent with the current bylaws. Moved language from Section 6.2 into 5.2 and modified this language to include the ratification process and deleted the non-voting clause.
1.4	5/16/2024	Extensive revision throughout the SOP including revising section 5.1(a) to include Appendix A and adding language to 5.2 to require Ex-Officio Directors to also provide some information. Changed future tense to present tense.

**Appendix A. NOMINATION FORM
 FOR MEMBERSHIP ON THE BOARD OF DIRECTORS
 OF THE NELAC INSTITUTE (TNI) – Elected Director**

Individuals may be nominated by another individual or submit a self-nomination. Please e-mail the completed application form to Sharon Mertens at SMertens@mmsd.com.

I am nominating myself. I am nominating the person named below.

1. GENERAL INFORMATION

Name of Nominee: _____

Organization: _____

Address: _____

City, State, Zip: _____

Telephone: _____ email: _____

2. STAKEHOLDER AFFILIATION:

	<p>Accreditation Body</p> <p><input type="checkbox"/> NELAP recognized Accreditation Body</p> <p><input type="checkbox"/> Non-NELAP State Accreditation/Certification Body</p> <p><input type="checkbox"/> Non-Government Accreditation Body</p>
	<p>Accredited Organization</p> <p><input type="checkbox"/> Commercial Laboratory</p> <p><input type="checkbox"/> Municipal Laboratory</p> <p><input type="checkbox"/> State Laboratory</p> <p><input type="checkbox"/> Federal Laboratory</p> <p><input type="checkbox"/> Sampling Organization</p> <p><input type="checkbox"/> Field Measurement Organization</p> <p><input type="checkbox"/> Other. Please specify:</p>
	<p>Other</p> <p><input type="checkbox"/> State Agency/Department</p> <p><input type="checkbox"/> Third party assessor</p> <p><input type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Regulated industry</p> <p><input type="checkbox"/> PT Provider</p> <p><input type="checkbox"/> Other Please specify:</p>

3. CRITERIA FOR SELECTION

a. The nominee has expertise in one or more of the following areas:

Laboratory analyses	Strategic planning	Developing policies
Accreditation programs	Grant administration	Accounting
On-site assessments	Fundraising	Non-profit administration
Sampling	Conference organization	Standards development
Field measurements	Membership recruitment	Database development

b. The Nominee can demonstrate the following attributes:

Ability to effectively cooperate with other stakeholders
Effective communication skills
A commitment to a significant amount of time
Understanding the technical and/or policy issues pertaining to national environmental accreditation
Support of the vision and mission of The NELAC Institute
Past experience serving as the chair of a committee
Past experience serving as a member of a Board of Directors of a professional organization
Past experience serving as a member of an advisory committee of a professional organization

c. List all TNI committees, subcommittees, working groups, task forces or boards on which you have served.

d. Why should the nominee serve on the TNI Board of Directors?

d. Please include any other applicable experience.

e. Individual Qualifications

Insert a summary of the qualifications (background and experience) of the nominee. A brief resume file can be inserted (or enclosed separately) in lieu of the summary.

f. Organization Description

If this nominee is affiliated with a professional or trade organization (i.e. ACIL, AWWA, ASTM, etc) indicate the name of the organization and briefly describe the organization’s mission, membership, history, and interest in environmental measurements and accreditation.

4. REFERENCES

Include the names, addresses and telephone numbers of one reference in the case of a nominator or two references if self nomination, who are familiar with the nominee and can discuss his or her abilities and experience related to the selection criteria outlined above.

Reference One (or Nominator)

Name: _____
Organization: _____
Address: _____

City, State, Zip: _____
Telephone: _____ email: _____

Reference Two

Name: _____
Organization: _____
Address: _____

City, State, Zip: _____
Telephone: _____ email: _____

**Appendix B. FORM
FOR MEMBERSHIP ON THE BOARD OF DIRECTORS
OF THE NELAC INSTITUTE (TNI) – Ex-Officio Director**

1. GENERAL INFORMATION

Name of Individual: _____
Organization: _____
Address: _____

City, State, Zip: _____
Telephone: _____ email: _____

3. Biography

Insert a summary of the background and experience of the nominee. A brief resume file can be inserted (or enclosed separately) in lieu of the summary.

4. Code of Ethics

All Ex-Officio Directors of The NELAC Institute must agree to the following code of ethics:

No Director shall:

1. Authorize the use of or use for the benefit or advantage of any person, the name, logos, marks, endorsement, services, or property of TNI, except in conformance with TNI policy.
2. Publicly use any TNI affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with TNI's mission or the official position of TNI.
3. Within the restrictions that may be imposed by government bodies, disclose or use any information that is classified as confidential and/or protected that is available solely as a result of the member's affiliation with TNI to any person not authorized to receive such information, or use to the disadvantage of TNI any such confidential information, without the express authorization of TNI.
4. Knowingly take any action or make any statement intended to influence the conduct of TNI in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
5. Operate or act in any manner that is contrary to the best interests of TNI.

By checking this box, I have read and agreed to the TNI Code of Ethics.