



SOP TITLE	Committee Application and Membership Tracking
SOP NO.	SOP 1-125
REVISION NO	2.0 (Provisional)
PROGRAM:	Administration

SOP Approval Dates

	Initial Approval	Revision Date	Review Date
Committee: Policy	04/17/2020	05/03/2024	05/03/2024
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Policy Committee	04/17/2020		
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1.0 Purpose and Applicability

This SOP describes how The NELAC Institute (TNI) accepts applications for committee membership and tracks Voting Membership on TNI committees. This SOP also describes how TNI collects and tracks information for Affiliate Members and Ex-Officio Directors.

2.0 Summary

TNI members apply to be on committees using an online application available on the TNI website. The application collects information that is then stored in a database. An application notification is sent to the applicant, the Program Administrator (PA) assigned to the committee of interest and the Committee Chair. The final disposition of the application is noted in the database. If the applicant is placed on a committee, the database is further used to track committee membership status.

Affiliate Members and Ex-Officio Directors are appointed to a committee or the Board of Directors, respectfully, using a different process as defined in SOP 1-108 and SOP 2-101.

3.0 Related Documents

ANSI Essential Requirements; Due process requirements for American National Standards.

4.0 Definitions

Affiliate Member	A person with special knowledge as a qualified individual and who is not a TNI member. An Affiliate is eligible to fully participate as a Committee Member, with all rights and privileges, including voting. Affiliates are counted as full members on committees and must be accounted for in terms of balance. No more than 30% of members may be affiliates.
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 rights and responsibilities 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. Laboratories 3. Other Committees may define Stakeholder Groups differently, with the approval of the Board of Directors.

5.0 Procedure

This SOP refers to the “TNI Management System User Guide” (TMS Guide) for detailed procedures on how to use the database.

5.1 Application

5.1.1 TNI members can complete a committee member application by accessing the TNI website and clicking on the “Member Page” link, logging in and then clicking on “Join a Committee”.

- 5.1.2 All committee members, including Affiliate Members and Ex-Officio Directors, must complete an electronic application or form. Affiliate members are provided a link to the form from the relevant committee PA. Ex-Officio Directors are provided a link to the form by the Chair of the Nominating Committee or the TNI Executive Director.
- 5.1.3 The fields that are currently included in the electronic application or form can be found in Appendices 1 and 2. The fields may be expanded or eliminated as appropriate.
- 5.1.4 The application or form is submitted to TNI electronically and an automatic response is sent to the individual, the Program Administrator assigned to the committee of interest and the committee chair. The response thanks the applicant for the application and identifies the PA.
- 5.1.5 The PA (or Nominating Committee Chair) reviews the application, may request additional information, and reviews the stakeholder group for accuracy.

5.2. Membership Tracking

- 5.2.1 Membership tracking is done through the same database used to receive applications. The submittal of the application automatically populates most of the database, but the PA (or Nominating Committee Chair or TNI Executive Director) must update information for each individual as described below:
- 5.2.2 The database opening page has two sections: Dashboard and Roster.
 - 5.2.2.1 The Dashboard page shows
 - each TNI committee, including the Board of Directors,
 - its balance of stakeholder groups,
 - any new applicants that need to be placed into a committee, and
 - the committee's last date of minutes posted.
 - 5.2.2.2 The Roster page includes a dropdown of all TNI committees, a dropdown for locating Active or Inactive members and another dropdown to search for only Officers and Voting Members, Associates or All. The Status View includes the following information for every committee member:
 - Committee,
 - First Name,
 - Last Name,
 - Email,
 - Organization,
 - Stakeholder,
 - Position,
 - Term Began,
 - Term Expires,
 - Committee Status and
 - TNI Status.
- 5.2.3 With a new application, The PA confirms the applicant's active membership status by reviewing TNI Status on the Roster Page. The designation will be either Active or Unconfirmed. Any Unconfirmed membership should be checked on the TNI Member Page to confirm membership status. There is continued maintenance needed to monitor membership status.
 - 5.2.3.1 As stated in the TNI Management User Guide, the database periodically verifies membership status and changes the status to "Unconfirmed" if a member does not renew their membership. Each PA must review committee status on a monthly basis and take actions on any individual whose membership has changed to Unconfirmed.

Committee Application and Membership Tracking

- 5.2.3.2 These actions include first notifying the individual and requesting they renew. If they choose not to, for example they have retired or changed careers, then the PA must change status to Inactive, evaluate whether or not the committee remains in balance, and per SOPs 1-101 and 2-101, notifying the Committee Chair of any pending applications to restore full committee.
- 5.2.3.3 The TNI Executive Director and/or the Executive Administrator can provide additional details about the membership status for any individual upon request.
- 5.2.4 The PA or committee chair contacts the applicant and provides information about committee membership options.
 - 5.2.4.1 A committee may have reached its maximum number of members and thus only the associate member option is available.
 - 5.2.4.2 Where applicable, an applicant's stakeholder group may put the committee out of balance, thus only the associate member option is available.
 - 5.2.4.3 An applicant may not have the expertise needed by the committee; in these situations, associate membership is available.

Note: Voting membership on the committee shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.
 - 5.2.4.4 When a committee has an opening for an elected member, and the applicant's stakeholder group maintains committee balance, committee procedures are followed for voting in new members on the committee.
- 5.2.5 The date the PA or chair contacts the applicant about membership is recorded in the database (TMS Guide "View/Change Member Status").
- 5.2.6 The PA enters the Committee position status into the database (TMS Guide "View/Change Member Status"). Voting, Associate and Affiliate Member options are defined in TNI SOP 1-101 (Operation of TNI Committees). The committee position status are:
 - 5.2.6.1 Voting Member
 - 5.2.6.2 Associate Member
 - 5.2.6.3 Affiliate Member
 - 5.2.6.4 Chair
 - 5.2.6.5 Vice-Chair
 - 5.2.6.6 Program Administrator
 - 5.2.6.7 Secretary
 - 5.2.6.8 Treasurer
 - 5.2.6.9 TNI Ambassador
 - 5.2.6.10 Past Chair
- 5.2.7 The active status of the applicant is updated in the database by the PA (TMS Guide "View/Change Member Status"). Status options include:
 - 5.2.7.1 Active
 - 5.2.7.2 Inactive (Note reason in Comments)
 - 5.2.7.3 In Transition

Committee Application and Membership Tracking

- 5.2.8 The applicant's Stakeholder Group status must be reviewed. If any changes are needed, Stakeholder Group status can be updated in the database by the PA (TMS Guide "Committee Module Usage Examples – Task #3").
- 5.2.9 To change applicant information related to name, organization, address, phone number, email address or to view qualifications submitted, follow the procedures in the TMS Guide "View/Change Member Demographics."
- 5.2.10 If the applicant is added to a committee as a voting member, the year the term began is entered into the database (TMS Guide "View/Change Member Status" and "Committee Module Usage Examples #1). The year the term expires is what is placed into the "Term Expires" field. A "(1)" is placed after the year to signify it is the new member's first term and a "(2)" signifies a second term.
 - If a committee member's term is extended beyond two (2) terms, following committee procedures, the correct term number is placed in parentheses.
 - If term limits are not applicable, then "NA" is entered into this field.
- 5.2.11 If the applicant is not added, the reason why is stated in the Comment field (TMS Guide "View/Change Member Status"). The Status in Section 5.2.6 also needs to be updated.
- 5.2.12 If an applicant is added as an associate member, the only information needed in the "View/Edit Status" box is the "Date Response to Application Sent" and the date the member joined is added to the Comment box.
- 5.2.13 If a committee member is moved from an associate member to a voting member, the Term information is updated as in Section 5.2.6 and the "Date Updated" status box is completed.
- 5.2.14 If a committee member is moved from a voting member to an associate member, the Term box information is deleted, the "Date Updated" status box is completed, and a note is placed in the Comment box that the member was previously a voting member and became an associate member and the date of the change.
- 5.2.15 If a voting member changes his or her position, for example, becomes the Chair or Vice-Chair of the committee, the position title is entered into the "Position" field (see Section 5.2.5).
- 5.2.16 For voting members only, the membership status is updated in the "Membership Status Update" field when the applicant rotates off the committee, resigns, or is removed from the committee. The entry includes the month and year the member ceased being a voting member of the committee and the reason is included in the "Membership Status Update Comment" field.
- 5.2.17 A committee member may be removed from a committee following the procedures in the TMS Guide "Committee Module Usage Examples – Task #2."

6.0 References

SOP 1-101, Operation of TNI Committees
SOP 1-108, Nominations to the TNI Board of Directors
SOP 2-101, Procedures for Expert Committee Operations
TNI MANAGEMENT SYSTEM USER GUIDE

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	4/17/20	New SOP
0.1	9/5/21	Added Ambassador to 5.2.5. Modified appendix by adding missing committees.

Committee Application and Membership Tracking

1	3/18/22	Update SOP to reflect actual database structure.
1.1	3/15/2024	Revised section 5.1.3 relative to Affiliate members. Revised Appendix 1 to reflect current committees and stakeholders and added Appendix 2.
2.0	5/3/2024	Added language throughout relative to Affiliate Members and Ex-Officio Directors. Revised the "Status" list in 5.6.2.1

Appendix 1: Committee Application Fields for Elected and Associate Members

The fields included in the electronic application can include the following fields below.

Email Address

First and Last Name

Organization

Mailing Address

Phone Numbers

Committee Interest

- a) I am interested I serving as a Voting Member on the Committee selected below
- b) I am interested in serving as an Associate Member on the committee selected below.

Stakeholder Group

- a) Laboratory / Field Sampling Measurement Organization
- b) Accreditation Body (AB)
- b) Other (PT Provider, consultant, government agency)

Committee(s) of Interest

(A separate application must be submitted for each committee of interest. A pop-up box for each committee explains the committee's mission.)

- a) Administrative Committees
 - Information Technology
 - Advocacy
 - Training
 - Policy
 - Credentials
- b) Program Committees
 - CSDP Executive Committee
 - Laboratory Accreditation System Executive Committee
 - NEFAP Executive Committee
 - PTP Executive Committee
- c) Expert Committees
 - Asbestos
 - Chemistry
 - Field Activities
 - Laboratory Accreditation Body
 - PT Expert
 - Quality Management Systems
 - Microbiology
 - Radiochemistry
 - Whole Effluent Toxicity (WET)

Qualifications

- a) Must attach resume or biography.

Two References

- a) First and Last Name
- b) Organization
- c) Email

Additional Comments

Appendix 2: Form Fields for Affiliate Members and Ex-Officio Directors

The fields include the following.

Email Address
First and Last Name
Organization
Mailing Address
Phone Numbers
Committee Interest

Stakeholder Group

- a) Laboratory / Field Sampling Measurement Organization
- b) Accreditation Body (AB)
- b) Other (PT Provider, consultant, government agency)

I accept the invitation to serve as an Affiliate Member on the committee selected below.

- a) Program Committees
 - CSDP Executive Committee
 - Laboratory Accreditation System Executive Committee
 - NEFAP Executive Committee
 - PTP Executive Committee
- b) Expert Committees
 - i. Asbestos
 - ii. Chemistry
 - iii. Field Activities
 - iv. Laboratory Accreditation Body
 - v. PT Expert
 - vi. Quality Management Systems
 - vii. Microbiology
 - viii. Radiochemistry
 - ix. Whole Effluent Toxicity (WET)

I accept the invitation to serve as an Ex-Officio Director

Qualifications: Must attach resume or biography.

Additional Comments

Code of Ethics

All Affiliate members of TNI committees and Ex-Officio Directors must agree to the following code of ethics:

No Affiliate member or Ex-Officio 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.

Committee Application and Membership Tracking

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 agree to the TNI Code of Ethics.