



SOP TITLE	Executive Committee Voting Process
SOP NO.	4-105
REVISION NO	3.0 (Provisional)
PROGRAM	Proficiency Testing

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee			
Program: PT	5/3/2007	12/21/2017	
Policy Committee Review	NA	1/5/2018	
TNI Board of Directors Endorsement	2/21/2008		
SOP Effective Date	2/21/2008	12/21/2017	

Note: The Board sent this back to committee on January 10, 2018 with suggested edits.

1.0 Purpose and Applicability

This procedure is established to help ensure a fair and equitable process for each member to have an equal voice in the business of the Proficiency Testing Program Executive Committee (PTPEC) of The NELAC Institute (TNI) and subcommittees. Decisions made by the committee may have direct, broad and binding effects on the operations of TNI, therefore it is essential that every PTPEC and subcommittee member actively participate.

Except as otherwise specified, meetings and votes for general PTPEC business are conducted according to *Robert's Rules of Order*.

2.0 Summary

This procedure describes how the PTPEC votes, including:

- Votes taken on general business matters and matters related to Fields of Proficiency Testing (FoPT) table approval and Proficiency Testing Provider Accreditor (PTPA) recognition,
- Quorums and processes for voting, recording votes, and disseminating the results of votes, and
- Minimum requirements for adopting a motion.

3.0 Related Documents

POL 1-101 Conflicts of Interest

POL 1-104 Management of Records

SOP 4-102 PT Program Complaint, Appeal and Dispute Resolution Procedure

4.0 Definitions

Abstention:	A term in election procedure for when a participant in a vote is present during the vote, but does not cast a ballot.
Full Quorum:	A minimum of two thirds of the current PTPEC current membership.
Meeting:	A coming together of the PTPEC. A meeting may be a physical gathering, conference call, or other electronic means that allows for free, timely exchange of ideas.
Simple Majority Quorum:	Greater than or equal to 50% of the current PTPEC membership. Vacant positions are not included when determining the requirement for a simple majority quorum.
Veto:	A special type of negative vote cast when an element of the motion at hand would preclude implementation by an EC member because existing requirements could not be appropriately changed before the motion, if passed, would be implemented.

5.0 Votes on General Business Using a Simple Quorum Vote

For most general business, follow *Robert's Rules of Order* using a Simple Majority Quorum.

Votes on general business matters include votes on:

- Matters from other TNI Committees applicable to the PTPEC for discussion.
- Approval of minutes.
- Approval of new members.
- Approval of Standard Interpretation Requests (SIRs).

- Adoption or change of agendas, work plans, charters, or PTPEC business operational procedures and activities.
- Adjourn meetings.
- All voting items for subcommittees will follow the procedure for general voting as stated in this section.

5.1 Eligibility

A PTPEC member may cast one vote on any matter of general business submitted for a vote. Each committee member can cast one vote. The PTPEC may vote on matters of general business during any committee meeting.

5.2 Types of Votes

A committee member may vote “for” or “against” on matters of general business. A committee member may also abstain from voting. For general business matters, an abstention does not alter the number of “yes” votes needed for such a matter to be approved.

5.3 Conflict of Interest

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

5.4 Voting Requirements

To be adopted, matters of general business require a simple majority quorum and a majority of “For” votes.

6.0 Full Quorum Voting on Matters Related to PTPA Recognition and FoPT Table Approval

6.1 Eligibility

A committee member may cast one vote on any matter related to PTPA recognition or FoPT table approval submitted for a vote.

6.2 Types of Votes

A committee member may cast one of three votes on matters concerning PTPA Recognition or FoPT table Approval:

- “For;”
- “Against;” or
- “Veto”.

Any PTPEC member may also abstain from voting.

6.3 Voting Requirements

The PTPEC may initiate a vote on matters concerning PTPA recognition or FoPT table approval during a committee meeting. Votes on matters concerning PTPA Recognition or FoPT table approval will close two weeks after a vote is initiated and must include a full quorum vote.

6.3.1 Motions

During any meeting, any PTPEC member may bring matters related to PTPA recognition or FoPT table approval before the committee by the appropriate motion and second if a simple majority is present at the meeting. This includes matters that originate from other TNI committees.

6.3.2 Quorum and Voting Process

6.3.2.1 During the meeting or via email, the motion is presented to the PTPEC for final comment.

6.3.2.2 Committee members may cast votes by voice during a committee meeting. Committee members who are absent during the meeting in which a full quorum vote is made, have two weeks to place a vote electronically, by FAX, or by specially requested hard copy on an official ballot provided by the TNI PT Program Administrator.

6.3.2.3 The vote is not considered valid unless a full quorum has been met within the designated two-week period. If a full quorum fails to vote within the two-week period, the vote is considered invalid and the issue must be presented again for a motion for vote at a future committee meeting.

6.3.2.4 At the time the vote is cast, any member who casts a "Veto" must submit to the PTPEC and TNI PT Program Administrator written justification that clearly outlines the specifics of the objection. The written justification must be submitted within one week of the veto vote.

6.3.2.5 To be adopted, matters concerning PTPA recognition or FoPT table approval require a vote of "For" from two-thirds or more of the PTPEC members casting votes and no votes of "Veto."

6.3.3 Veto Votes

Although it is expected that most issues are presented and resolved during the discussion period, "Veto" votes must be addressed. Each of the following steps must be taken.

6.3.3.1 Vetoes must be identified, documented and the written rationale recorded.

6.3.3.2 Members casting a "Veto" vote shall present written rationale that will explain the reason(s) for their negative vote. The written rationale must be submitted within one week of the "Veto" vote.

6.3.3.3 The TNI PT Program Administrator returns any item that does not pass to the originating committee or subcommittee for resolution.

6.3.3.4 If a full quorum vote of the committee determines that the "Veto" vote is persuasive, it must reconsider the motion.

6.3.4 Recording and Disposition of the Full Quorum Vote

The TNI PT Program Administrator records the vote of the PTPEC based on oral, electronic or written results on a member-by-member basis at the close of the voting

period and the tally is attached to the final version of the motion. The TNI PT Program Administrator must confirm and document that a full quorum was met at the time of completion of the vote. Votes are recorded in the meeting minutes.

7.0 Records Management

Records associated with PTPEC voting shall be handled in accordance with TNI Policy POL-104 Management of Records. Votes are recorded in the meeting minutes.

8.0 Quality Control

This SOP will be reviewed every three years or sooner if needed. TNI PT Program Administrator will initiate this review. This review must be documented and any changes deemed necessary must be made with the vote of the PTPEC. If the document is revised, the revisions will be posted on the TNI website.

9.0 References

POL 1-104 Management of Records
SOP 4-102 PT Program Complaint, Appeal and Dispute Resolution Procedure

10.0 SOP Approved Changes

New SOP Revision	Date of change	Description of Change
0.1	2/21/2008	
0.2	4/15/2010	Reformatted to current TNI SOP template; removed PTOB; added section 5; renamed "PT Board" to "PT Executive Committee" and "NELAP Board" to "NELAP Accreditation Council"
1	04/18/2013	Reformatted and updated content to more closely match procedures outlined in other Executive Committee Voting SOPs.
2	3/16/2017	Clarified that votes are recorded in meeting minutes, included the vote on SIRs as a matter of general business, and clarified abstention procedures for simple majority votes.
3	12/21/2017	Change definition of abstention and how an abstention vote is used.