



SOP TITLE	NEFAP Nominating Committee
SOP NO.	5-103
REVISION NO.	6 (Provisional)
PROGRAM	NEFAP

SOP Approval Dates

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1.0 Purpose and Applicability

The purpose of this SOP is to establish the procedure used by the Nominating Committee of the National Environmental Field Activities Program (NEFAP) for the nomination of members to the NEFAP Executive Committee (EC).

These procedures apply to the NEFAP Executive Committee.

2.0 Summary

This SOP identifies the relevant stakeholder groups for nomination to the NEFAP Executive Committee. It also outlines the process and procedures to nominate individuals to the Executive Committee.

3.0 Related Documents

SOP 5-101: NEFAP Executive Committee General Operating Procedures

4.0 Definitions

Term	Definition
Accrediting Body (AB)	For purposes of defining stakeholder representation, an Accrediting Body is a NEFAP recognized AB. The AB in NEFAP is a subset of the parent stakeholder group "Accreditation Body" in TNI.
Field Sampling and Measurement Organization (FSMO)	Organizations performing field sampling and/or measurements. The FSMO in NEFAP is a subset of the parent stakeholder group "Lab" in TNI.
Other	For purposes of defining stakeholder representation, an "other" may be, but not inclusive to, non-NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, data users, and others.

5.0 Procedure

This process is used for nomination of potential members to the NEFAP Executive Committee. Nomination application forms will be posted on the TNI website. The solicitation period will be a minimum of thirty (30) days or longer if sufficient applications have not been received. A notice of solicitation to the general membership of TNI for nominations will also be posted on the website.

5.1 Appointment of the Nominating Committee

The NEFAP Executive Committee Nominating Committee shall consist of at least three (3) individual TNI members, who are knowledgeable about the business of the NELAC Institute and NEFAP, to develop a slate of candidates for election. The Nominating Committee Chair is a member of the NEFAP EC that is selected by a quorum vote of the NEFAP EC. The Nominating Committee Chair selects the other two members of the Nominating Committee. The two additional Nominating Committee members selected shall be a member of TNI but not a member of the existing NEFAP EC. A Nominating Committee is formed each time a slate of candidates is needed for a NEFAP EC election.

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- 5.2 The Nominating Committee gathers all nomination applications from the full TNI membership.
- 5.3 The Nominating Committee will identify the candidates from the slate of nominees.
- 5.4 The composition of the NEFAP Executive Committee shall be as follows:

The Executive Committee (EC) shall consist of no fewer than ten (10) or more than eighteen (18) members. The members shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to NEFAP. At least three (3) EC members shall be representatives of recognized NEFAP Accrediting Bodies and at least three (3) EC members shall be representatives of Field Sampling and Measurement Organizations (FSMO's). Other EC members may include representation, to the extent practical, from all relevant stakeholder groups such as, but not inclusive to: states or accrediting organizations that are not current NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, and data users. No single stakeholder group shall have a majority composition on the EC. Ex- officio (non-voting) members may be appointed by the EC.

Organizations may have more than one committee member on the Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency. However, membership on the Committee is limited to two members of a single organization without the recommendation of the NEFAP EC and the approval of the TNI Board of Directors.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs will further ensure, through the membership nomination and approval process that the overall interests of all members of the accreditation community can be maintained.

5.4.1 The relevant stakeholder groups are defined as follows:

5.4.1.1 Recognized Accreditation Bodies (ABs) – This stakeholder group includes the National Environmental Field Accreditation Program (NEFAP) ABs. This includes ABs that are actively submitting an application for recognition.

5.4.1.2 Field Sampling and Measurement Organizations (FSMO) - This stakeholder group includes FSMO's and laboratories from the following categories:

- commercial
- municipal
- state
- federal

FSMOs as a stakeholder group fall under the category of "Laboratories and other organizations directly involved in providing field sampling and environmental measurements", as identified in TNI bylaws Article XI, Section 4.

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- 5.4.1.3 Other - This stakeholder group can include federal agencies, regulated industries, and other stakeholder groups such as PT or audit sample providers, vendors, contractors, consultants, and non-NEFAP recognized accreditation bodies among others.
- 5.4.2 The goal is to accomplish a balanced representation of stakeholders. In order to determine the level of participation for each stakeholder group, the following criteria will be used:
- 5.4.2.1 Accreditation Bodies:
- NEFAP-recognized accreditation bodies -. Only one nominee can be chosen from the same NEFAP-recognized accreditation body. NEFAP-recognized ABs maintain a permanent seat on the EC and are not subject to term limits specified in Section 6.1.
 - Should the addition of NEFAP-recognized ABs cause the EC to lose balance by creating dominance of this stakeholder group, the EC will review and update this procedure to address committee size and makeup to retain balance.
- 5.4.2.2 FSMO's - Nominees for FSMO should represent FSMO's from public and private FSMO's both large and small covering a variety of field sampling and measurement activities.
- 5.4.2.3 Others:
- Federal or State agencies that have a vested interest in NEFAP and field sampling and measurement, but are prevented by rules or policies from participating as voting members of the Executive Committee may participate in a non-voting liaison capacity as an ex-officio member.
 - Non-NEFAP accreditation body.
 - Regulated industries
 - Other stakeholders.
- 5.5 Additional Provisions:
- 5.5.1 The process of identifying candidates will start by looking at committee balance and determining needs to replace members rotating off and/or need for adding members. This will then be followed with the selection of the best candidates independent of representation; and concluding with ensuring no group is over-represented.
- 5.5.2 Membership status of the candidate will be verified by the Nominating Committee.

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- 5.5.3 To the extent practical, the Nominating Committee will try to maintain a balance of all stakeholders on the Executive Committee.
- 5.5.4 Nominating Committee members are eligible for future positions on the Executive Committee.
- 5.6 The Chair of the Nominating Committee will contact potential candidates and ask their willingness to serve when another individual has nominated the candidate for membership. This step will not be conducted for self-nominations. 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.
- 5.7 The Nominating Committee will prepare and send the final slate of candidates will be sent to the current Executive Committee as a courtesy, not for their approval.
- 5.8 The Executive Committee Chairperson will present the slate of candidates to the TNI membership, inform them of the upcoming elections and the process that will be followed. Executive Committee members shall be elected during the first three months of the calendar year by electronic ballot of all registered individual members of TNI. The three-month time frame may be extended as necessary up to three months. All TNI members regardless of their declared affiliation are eligible to vote for all Executive Committee candidates.

6.0 Election Procedure

- 6.1 Elections shall be for one (1) three (3) year term, with the option to renew for a second three (3) year term. Members (outside of NEFAP ABs – Section 5.4.2.1) may not serve more than two (2) consecutive terms except as described in Section 6.1.1 below.
 - 6.1.1 A Committee member, with the endorsement of the Committee Chair, may petition the TNI Board to serve an additional term of three years or less. Such waivers should only be granted in exceptional circumstances, such as a Committee member taking on a new substantive role within the committee, or when no other qualified candidates are available.
- 6.2 Special elections may be held to replace Executive Committee members that cannot for whatever reason fulfill their elected terms.

7.0 References

None

8.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	6/1/10	New Document.
1	2/1/12	Wording Changes, Update Sections 5.4.1 & 5.4.2-remove Recognized, Non-NEFAP ABs moved to Other 5.4.2.3. 5.4.1.2-remove accredited from FSMOs (all sections). Section 5.4.2.1 move second bullet to Section 5.4.2.3
2	12/17/13	Update Section 5.4 to reflect current stakeholder groups and Section 6 to eliminate information on initial formation of the Executive Committee.

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Revision No.	Effective Date	Description of Change
3	1/13/15	Clarify FSMO Stakeholder group, define term for NEFAP ABs, and clarify that members cannot change stakeholder status between committees.
4	5/16/16	The solicitation period has been reduced to 30 days. Maximum number of members in Stakeholder groups was removed.
5	1/15/19	Add Stakeholder definitions to Section 4, add ex-officio when describing NEFAP ABs, clearly define terms of membership and update NEFAP procedures regarding committee membership from the same organization to be consistent with the rest of TNI.
6	7/29/19	Add TNI language to Section 5.4 regarding membership from more than one organization. Expand language in 6.1 to make it clear ABs do not rotate off and to provide a procedure to extend membership time frame under extenuating circumstances.