

TNI NELAP Board
General Operating Procedures
5/7/2007

1.0 Purpose

The TNI NELAP Board meetings are a critical element of the National Environmental Laboratory Accreditation Program (NELAP), as it is during these meetings that a number of important decisions are made to assure the success of this program. The procedures established below are to assure that all meetings of the TNI NELAP Board are conducted consistently and that each AB has representation.

2.0 Applicability

These procedures apply to all meetings of the NELAP Board.

3.0 Membership participation

3.1 A single primary member for the NELAP Board will be selected by each NELAP Accreditation Body (AB) to represent its program during all meeting discussions and voting during the meetings.

3.2 A single alternate member for the NELAP Board will also be selected by each AB to represent its program if the primary member for the AB is not available for a meeting discussion or voting session during the board's meetings.

3.3 If either the primary or alternate representative cannot attend a meeting, the primary representative may submit a non-voting representative to the NELAP Board Chair prior to the meeting.

3.4 Although any staff member within any AB program is welcome to listen to the discussion, it is expected that only the primary representative or alternate or non-voting representative will speak in the primary's absence.

4.0 Meetings

4.1 The Board may meet in person or via conference call.

4.2 The Chair has the authority and responsibility for calling meetings, normally monthly.

- 4.3 The NELAP Chair and Program Administrator will work together to produce the upcoming meeting agenda. Voting to approve the previous meeting minutes will be a standing item on the agenda.
- 4.4 The Program Administrator will send out the draft meeting agenda one week prior to the meeting with the meeting reminder and call-in number, as needed. The reminder will include a call for changes or additions to the agenda.
- 4.5 The Program Administrator is responsible for the meeting notes, producing a short summary of each topic covered during the meeting.

5.0 Voting

- 6.1 Products generated within the NELAP Board meetings must be voted on prior to being finalized.
- 6.2 All voting will be conducted in accordance with the NELAP Board's approved Voting Procedures.
- 6.3 In order to ensure that a quorum is present, voting sessions should be announced on the agenda prior to the meeting in which the voting session will take place. The agenda will note if a full quorum is required for the vote.