



SOP TITLE:	TNI NEFAP Executive Committee General Operating Procedures
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Program Executive Committee:	NEFAP	Approved Date:	03/31/2010
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1.0 Purpose and Applicability

The TNI NEFAP Executive Committee meetings are a critical element of the National Environmental Field Activities Program (NEFAP), 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 NEFAP Executive Committee are conducted consistently and that each relevant stakeholder group (defined in the nominating committee procedure, SOP 5-103) has representation.

These procedures apply to all meetings of the NEFAP Executive Committee.

2.0 Summary

This SOP details rules for membership participation; how, when, and by whom meetings shall be called; and the circumstances under which voting shall take place.

3.0 Related Documents

TNI SOP 5-102, [TNI NEFAP Voting Procedure for General Business and Field Activities Accreditation Matters](#)

TNI SOP 5-103, [TNI NEFAP Nominating Committee Procedure](#)

4.0 Definitions

None

5.0 General Operating Procedures

5.1 Membership Participation

- 5.1.1 NEFAP Executive Committee membership is defined by the NEFAP Nominating Committee Procedure document (currently SOP 5-103).
- 5.1.2 A single alternate member for the NEFAP Executive Committee may be selected by the primary member's organization. If an alternate is selected, this individual may represent the program if the primary member for the organization is not available for a meeting discussion or voting session during the Executive Committee's meetings. The alternate member's name and affiliation must be submitted to the NEFAP Executive Committee in writing by the primary member when the primary member is appointed to the NEFAP Executive Committee.
- 5.1.3 If either the primary or alternate representative cannot attend a meeting, the primary representative may submit a non-voting representative to the NEFAP Executive Committee Chair prior to the meeting.
- 5.1.4 All interested parties are welcome to listen to the discussion; however it is expected that only the primary representative will speak (or alternate or non-voting representative speak in the primary's absence).

5.2 Meetings

- 5.2.1 The Executive Committee may meet in person or via conference call.
- 5.2.2 The Chair has the authority and responsibility for calling meetings, normally monthly.
- 5.2.3 The NEFAP Chair and Program Administrator shall work together to produce the upcoming meeting agenda. Voting to approve the previous meeting minutes must be a standing item on the agenda.
- 5.2.4 The Program Administrator shall send out the draft meeting agenda one week prior to the meeting with the meeting reminder and call-in number, as needed. The reminder shall include a call for changes or additions to the agenda.
- 5.2.5 The Program Administrator is responsible for the meeting notes, producing a short summary of each topic covered during the meeting, clearly noting any decisions that were made and keeping an action table current.

5.3 Voting

- 5.3.1 Products generated within the NEFAP Executive Committee meetings must be voted on prior to being finalized.
- 5.3.2 All voting will be conducted in accordance with the NEFAP Executive Committee's approved Voting Procedures (TNI SOP 5-102).
- 5.3.3 In order to ensure that a quorum is present, voting sessions must be announced on the meeting's agenda. The agenda will note if a full quorum is required for the vote.

6.0 **References**

None

7.0 **SOP Approved Changes**

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
N/A	5-101 Rev 0	08/07/2010	New Document.