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| SOP TITLE: | TNI NEFAP Nominating Committee Procedure |
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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.

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

TNI SOP 5-101, [TNI NEFAP Executive Committee General Operating Procedures](#)

4.0 Definitions

None

5.0 Procedures

The process used for nomination and nomination application forms must be posted on the TNI website. The solicitation period must be a minimum of sixty (60) days. A solicitation to the membership for nominations must also be on the website at the same time.

5.1 Appointment of the Nominating Committee

The NEFAP Executive Committee shall appoint a Nominating Committee 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 Committee Chair is a member of the NEFAP Executive Committee that is selected by a quorum vote of the NEFAP Executive Committee. The Committee Chair selects the other two members of the Committee. Except for the Chair, none of the Committee members shall be a member of the existing NEFAP Executive Committee. A Nominating Committee is formed each time a slate of candidates is needed for a NEFAP Executive Committee election.

5.2 The Nominating Committee gathers all nomination applications from the full TNI membership.

5.3 The Nominating Committee identifies the candidates from the slate of nominees.

5.4 The composition of the NEFAP Executive Committee shall be as follows:

The NEFAP Executive Committee shall consist of no fewer than ten (10) or more than eighteen (18) members. The Executive Committee 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) Directors shall be representatives of

TNI NEFAP Nominating Committee Procedures

recognized NEFAP Accreditation Bodies and at least three (3) Directors shall be representatives of accredited Field Sampling and Measurement Organizations (FSMO's). Other Directors may include representation, to the extent practical, from all relevant stakeholders groups such as, but not inclusive to: non-NEFAP Accreditation Bodies, federal agencies, Proficiency Testing (PT) providers and data users. No one stakeholder group shall have a majority on the Executive Committee. Ex officio (non-voting) Executive Committee members may be appointed by the NEFAP Executive Committee.

5.4.1 The relevant stakeholders groups are defined as followed:

5.4.1.1 Accreditation Bodies – This stakeholder group includes the National Environmental Field Accreditation Program (NEFAP)-recognized accreditation bodies.

5.4.1.2 Accredited Field Sampling and Measurement Organizations (FSMO), either NEFAP or other accreditation programs. This stakeholder group includes accredited FSMO's from the following categories:

- commercial,
- municipal,
- state, and
- federal.

5.4.1.3 Other - This stakeholder group can include non-NEFAP recognized accreditation bodies, federal agencies, regulated industries, and other stakeholder groups such as PT or Audit sample Providers, non-accredited FSMO's, vendors, contractors, consultants, data users and so forth.

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 is used:

5.4.2.1 Accreditation Bodies: NEFAP-recognized accreditation bodies - Minimum of three (3) and maximum of five (5). Not all nominees can be chosen from the same NEFAP-recognized accreditation body.

5.4.2.2 Accredited FSMO's: Minimum of three (3) and maximum of five (5). Not all nominees can be chosen from the same field category. For example, five (5) nominees from FSMO's within the same organization or five (5) Air FSMOs. The objective is to recognize contributions from public and private FSMO's both large and small.

5.4.2.3 Others:

- Non-NEFAP accreditation bodies - Minimum of zero (0) and maximum of two (2). Not all nominees can be chosen from the same non-NEFAP accreditation body.
- Federal or State agencies that have a vested interest in NEFAP, 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.

TNI NEFAP Nominating Committee Procedures

- Regulated industries - Minimum of zero (0) and maximum of two (2). Not all nominees can be from the same regulated industry group or company.
- Non-accredited FSMO – Minimum of zero (0) and maximum of two (2). Not all nominees can be from the same FSMO organization.
- Others stakeholders - Minimum of one (1) and maximum of four (4). Not all nominees can be from the same organization.

5.5 Additional Provisions:

- 5.5.1 The process of identifying candidates must start by filling the minimum number in each stakeholder group. This is followed by the selection of the best candidates independent of representation; and concluding with ensuring no group is over-represented according to the goals established.
 - 5.5.2 The membership status of the candidate is checked by the nominating committee.
 - 5.5.3 In all cases, nominees must be chosen from different organizations. For example, two members of the same state agency or two members of the same FSMO could not serve on the Executive Committee at the same time.
 - 5.5.4 To the extent practical, the Nominating Committee tries to maintain a balance on the Executive Committee.
 - 5.5.5 According to Robert's Rules of Order, *"Members from the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean first, that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and, second, that appointment to the nominating committee could be used to prevent a member from becoming a nominee."* Therefore, Nominating Committee members are eligible for positions on the Executive Committee.
- 5.6 The Chair of the Nominating Committee must contact potential candidates and ask their willingness to serve if the individual was nominated by another individual. This step must 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 prepares the final slate of candidates with the length for their service. The length of the term could be between one and three years, or until their successors are elected. Executive Committee members may serve additional terms of office. The final slate must be sent to the NEFAP Executive Committee.
- 5.8 The final slate is sent by the NEFAP Executive Committee to the TNI Board of Directors for approval prior to announcement to the TNI membership.
- 5.9 The Chairperson must announce to the TNI membership the upcoming elections and the process that is 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. All members, regardless of their declared affiliation, vote for all candidate Executive Committee members.

6.0 References

None

7.0 SOP Approved Changes

| Prev. SOP No. | New SOP No. | Date of Change | Description of Change |
|---------------|-------------|----------------|-----------------------|
| N/A | 5-103 Rev 0 | 08/07/2010 | New Document |
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