



SOP TITLE:	The NELAC Institute NELAP Board Voting Procedure for General Business and Laboratory Accreditation Matters
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The NELAC Institute NELAP Board Voting Procedure for General Business and Laboratory Accreditation Matters

1.0 Purpose and Applicability

This procedure establishes a fair and equitable process for each accreditation body (AB) of The NELAC Institute (TNI) to have an equal voice in the business of the TNI NELAP Board.

2.0 Summary

This procedure describes how the TNI NELAP Board votes, including:

- votes taken by the board on general business matters and matters related to laboratory accreditation,
- who may cast votes on behalf of accreditation bodies (ABs),
- quorums and processes for voting, recording votes, and disseminating the results of votes, and
- minimum requirements for adopting a motion.

3.0 Definitions

3.1 General Business Quorum: The members present and voting at a TNI NELAP Board meeting.

3.2 Full Quorum: A minimum of two-thirds of the NELAP Board Membership.

3.3 Meeting: A coming together of the NELAP Board. A meeting may be a physical gathering, conference call, or other electronic means that allows for free, timely exchange of ideas.

3.4 Veto: A special type of negative vote cast when an element of the motion at hand would preclude implementation by a member AB because existing statutory or regulatory requirements could not be appropriately changed before the motion, if passed, would be implemented.

4.0 Votes on Matters of General Business

Votes on general business matters include votes to:

- Approve minutes;
- Initiate votes (call questions);
- Adopt or change agendas, work plans, charters, or operational procedures and activities; and
- Adjourn meetings

4.1 Eligibility

An AB may cast one vote on any matter of general business submitted for a vote. The designated representative or designated alternate representative of an AB may cast an AB's vote. The NELAP Board may vote on matters of general business during any meeting of the board.

4.2 Types of Votes

An AB may vote "for" or "against" on matters of general business. An AB may also abstain from voting.

4.3 Voting Requirements

To be adopted, matters of general business require a majority vote "For" from the ABs present during a meeting.

5.0 Votes on Matters Related to Laboratory Accreditation

Matters concerning laboratory accreditation include votes on all matters that are not matters of general business or recognition of ABs.

5.1 Eligibility

An AB may cast one vote on any matter related to laboratory accreditation submitted for a vote. The designated representative or designated alternate representative of an AB may cast an AB's vote.

5.2 Types of Votes

An AB may cast one of three votes on matters concerning laboratory accreditation:

- "For;"
- "Against;" or
- "Veto."

An AB may also abstain from voting.

5.3 Voting Requirements

The NELAP Board may initiate a vote on matters concerning laboratory accreditation during a meeting of the board if a full quorum is present. Votes on matters concerning laboratory accreditation will close two weeks after a vote is initiated.

5.3.1 Motions

During any meeting, any Board member may bring matters related to laboratory accreditation before the Board by the appropriate motion and second. This includes matters that originate from other TNI boards or committees.

5.3.2 Discussion and Comment

Discussion will continue until a two-thirds majority agrees that the motion is ready for a Full Quorum Vote.

5.3.3 Quorum and Voting Process

5.3.3.1 ABs may cast votes by voice during a meeting of the NELAP Board NELAP Board. Members who are absent during the meeting in which a Full Quorum Vote is made, have up to two weeks to place a vote electronically, by FAX, or hard copy on an official ballot provided by the NELAP Board chairperson.

5.3.3.2 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 vote.

5.3.3.3 At the time the vote is cast, any member who casts a veto must submit to the Board chairperson written justification that clearly outlines the specifics of the objection. The written justification must be submitted within one week of the veto vote.

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5.3.3.4 To be adopted, matters concerning laboratory accreditation require a vote of "For" from two-thirds or more of the board and no votes of "Veto."

5.3.4 Veto Votes

Although it is expected that most issues will be brought out and resolved during the discussion period, veto votes must be addressed. Each of the following steps must be taken.

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

5.3.4.2 Members casting a veto vote shall present written rationale that will explain the reason(s) for their negative vote.

5.3.4.3 The Program Administrator returns any item that does not pass to the originating body for resolution.

5.3.4.4 If a majority of the Board determines that the veto vote is persuasive, the NELAP Board must reconsider the motion.

5.3.5 Recording of the Full Quorum Vote

The Program Administrator records the vote of the NELAP Board on a member-by-member basis and the tally is attached to the final version of the motion. The Program Administrator must confirm and document that a full quorum was met at the time of completion of the vote.

5.3.6 Disposition

The Chair or designee will record votes cast by ABs and include the results of votes in the minutes of the board. If an AB does not cast a vote, the Chair or designee shall count the vote as if the AB voted "Abstain." If an AB casts both a voice vote and a vote by electronic mail, facsimile transmission, or correspondence, the Chair or designee shall only record the vote cast by electronic mail, facsimile transmission, or correspondence.

6.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
N/A	3-002 Rev. 0	3/31/07	New Document.
3-002 Rev.0	3-101 Rev. 1	7/21/09	Editorial change to Section 4.3.3.1 "...Full Quorum Vote is made have up to two weeks..." Minor punctuation corrections.