Policy Committee
Meeting Summary

February 17, 2022

1. Roll Call and Minutes Review:

    Patsy Root, Chair, called the meeting to order at 11am Eastern on February 17, 2023, by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

    The February 3rd minutes were reviewed. A motion was made by Paul to approve the February 17, 2023, minutes as written. The motion was seconded by Silky and there was no further discussion. The motion passed unanimously.

2. Internal Audit Update

    There was no objection to the following:
    - The NEFAP internal audit added the checklist items from the PTPEC checklist for SOP 7-101.

    - IT is using their previous checklist.

    - The remaining administrative committees will use only the upper half of the checklist.

3. Policy 1-100 - Creating or Revising General Policies and Procedures for TNI

    Jerry made some updates based on the discussion with the TNI Board to only have 1 voting SOP. They wanted to update the SOP to ensure that programs had the ability to make changes to an SOP that covers more than one program or committees. If a change is made, it will be sent to the Chairs, Program Administrator, etc … for review.

    The Committee reviewed the changes Jerry made to the Policy.

    Program Administrators need to be sensitive to keep all TNI Committees in mind to make sure every relevant Committee is notified as appropriate.

    All Policy SOPs and Policies are approved by the TNI Board.

    A motion was made by Paul to approve the update to Policy 1-100. The motion was seconded by Elizabeth and unanimously approved.

Jerry will be sent this SOP to the Executive Committees for comment before finaliztion.

4. SOP 1-102 – Voting Rules for TNI Committees

Jerry presented a Final DRAFT. It will also go out to the Committee Chairs for comment. This will be reviewed as a new SOP due to the multiple changes.

Section 1:
Editorial comments changed in SOP.

Section 2:
NEFAP may comment to add some special rules. Editorial changes.

Section 3:
OK

Section 4:
Abstain - Jerry mentioned there are some other thoughts on Abstain. We will look at the SIR voting process and then come back to this.

Simple majority - remove "at a meeting". Votes can be by email.

Super Majority - Some of the Note duplicates information above. Delete language in last sentence after "membership".

Definitions in this section were modified as needed. Will look at discussion within SOP regarding alternate votes and decide if anything needs to be added to the definitions.

Section 5:

Section 5.1.3 - Ilona noted that subcommittees usually just work on Simple Majority. If they are working on a Recognition SOP, they would not do a Super Majority vote.

Changed back to providing exception for Super Majority by Subcommittees.

Add Section 5.1.5 as a definition and deleted from this section.

Section 5.1.6 – Delete everything after vote in last sentence.

Section 5.1.8 – Change to Section 5. 1.7 and change "following" to "uses".

Section 5.2 – Delete "those present at the meeting".

Section 5.2.1 – Delete last sentence.

Section 5.2.4 – Modified to:
5.2.4.1 A motion and second must be made by committee members present at the meeting. If the motion does not pass, a new motion must be made if the motion is to be considered again for vote.

5.2.4.2 For most motions, the Committee Chair may rule the motion passed or failed based upon verbal responses. If it is not clear, the Chair may request a tally vote.

5.2.4.3 If a tally vote is requested, the Committee Program Administrator (PA), or designee, records the tally of the Committee vote at the close of the voting period. The PA, or designee, must confirm and document that 50% or more of the votes cast were "for" the motion at the time of completion of the vote.

Section 5.3- Second bullet modified to: Approval of all steps in the SIR process (including Expert Committee votes);

Add that SIR votes in expert committees are included in Super Majority votes.

The review will continue starting at Section 5.3.1 at the next meeting.

5. Action Items

The Action Item Summary table was reviewed in Dropbox.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be March 3, 2023, at 11am Eastern.

The meeting was adjourned at 12:30pm Eastern.

Attachment A

Participants
TNI Policy Committee

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair **Present**	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair **Present**	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
Elizabeth Turner **Present**	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Mei Beth Shepherd **Abasent**	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith **Absent**	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio **Present**	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps **Absent**	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Jerry Parr (ex-officio) **Present**	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) **Absent**	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton **Present**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org