**Policy Committee
Meeting Summary**

March 24, 2023

1. Roll Call and Minutes Review:

    Patsy Root, Chair, called the meeting to order at 11am Eastern on March 24, 2023, by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

    There were not enough voting members present, so the meeting minutes from the previous meeting will be voted on at the next meeting or by email.

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

    Patsy asked for clarification regarding Super Majority. It was discussed that a quorum is required to begin a vote for a Super Majority; abstentions aren't de facto no votes (they are the absence of a vote); non-votes must be 'pursued' and can't be assumed to be abstentions. The illustration of a 15-member committee with 10 votes cast, 7 of which are 'for' was used. 7 of 15 isn't a super majority. If the remaining 5 members abstained, 7 of 10 votes represent a super majority. In the case of an AC vote on certain issues, or on a Consensus Standard Development, all members must vote.

3. SOP 3-114 – Preparation and Approval of Implementation Guidance (IG) for the Laboratory Standards

    Paul verified definitions, updating one after the call had concluded. (Found in SOPs on SOPs - Policy Review - LASEC Documents for Review.)

    Return to Purpose and Summary after reviewing document, as it may be clearer what the intent of these sections is.

    Section 5.1 – Discussion on merging the requirements of the origin of IG; clarified portions of the section.
    Section 5.2 – A few editorial changes were made: Section 5.2.4 was moved to become Section 1.4, and this language will be added to the website on IG for added clarity.
    Section 6 – Document control procedures in SOP 1-104 may or may not be followed; the Committee can't tell with the information sent. This especially relates to document control and Section 6.6.2 of SOP 1-104 (Control of TNI Documents).
    Appendix A – change made to how ISO language is referenced in IG
    Summary table will need to be updated.

Document to be returned to LASEC for their review. If they accept these changes, Policy could vote on the SOP.

4. LASEC Charter and SIR Flow Chart

   Reviewed LASEC Charter – changes accepted as presented. Needs to be voted on.

   The flowchart will be reviewed 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 April 7, 2023, at 11am Eastern.

   The meeting was adjourned at 12:30pm Eastern.

Attachment A

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Participants
TNI Policy Committee

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Members	Represent	Affiliation	Contact Information
Patsy Root, Chair **Present**	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair **Absent**	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
Elizabeth Turner **Present**	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Mei Beth Shepherd **Absent**	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 **Present**	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Annmarie Beach **Absent**	NELAP AC (AB)	Pennsylvania	anbeach@pa.gov
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 – 11-11:30**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org