

Policy Committee Meeting Summary

May 5, 2023

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on May 5, 2023, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A). Guest: Lynn Bradley.

The April 21, 2023 minutes were reviewed. Patsy confirmed that spelling errors in the SOP 1-126 section will be corrected in the final SOP. A motion was made by Paul to approve the minutes as written. The motion was seconded by Elizabeth and unanimously approved.

2. Policy 1-100 (Creating or Revising General Policies and Procedures for TNI) and SOP 1-102 (Voting Rules for TNI Committees) Discussion

Policy 1-100:

No changes needed.

SOP 1-102:

The Committee reviewed the comments presented by Lynn Bradley in the SOP.

She would like to see Note 1 moved to the text of the SOP and not be in the definition section. Note 1 does not make sense to add to the glossary.

Change definition of Matters Relating to Laboratory Accreditation to “All motions from the NELAP AC that are not general business”.

Paul noted that this is a process and not a definition.

It looks like a section of the old NELAP AC SOP is missing. It could be that everything in Section 6 was incorporated into the SOP in other sections and definitions. Is this true? Jerry will go back through the SOP and update as needed.

Ilona will send Jerry the exceptions table where the NELAP AC’s special requirements were included.

Add that proxy voting is not allowed. In Section 5.1.

Section 5.1.4 - clarify that NELAP AC matters of accreditation is an exception.

Can AC do a Super Majority vote for approval of the evaluation SOP? This will stay as is.

Patsy and William think anything requiring a super majority should have a roll call vote. After discussion, there was agreement that Super Majority votes are roll call votes where votes are individually recorded.

There is some confusion as to whether DRAFT Standards need a full committee vote. The language was clarified. All versions of a Standard need to be voted on by the full committee.

Section 5.4.2 – Section regarding veto vote was updated.

Another AB member of the organization outside of the alternate or designated representative cannot vote. Deleted text in 5.5 that is in conflict with this. Language will be changed by Jerry to reflect SOP 3-101.

5.5.1 - Leave as alternate representative. Do not make edit.

Roberts Rules needs to be a related document since it is not referenced in the SOP.

The Committee will look at this SOP again after Jerry makes edits.

3. Action Items

The Action Item Summary table was reviewed in Dropbox.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be May 19, 2023, at 11am Eastern. Patsy also confirmed the June 2, 2023 meeting.

The meeting was adjourned at 12:24pm 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 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 Present	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
Anmarie Beach Present	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	Program Administrator	TNI	Ilona.taunton@nelac- institute.org