

Policy Committee Minutes

November 17, 2023

1.0 Roll Call and Review of November 3 Minutes

Montion: Paul
Second: Ilona
Vote: Unanimous

2.0 Complete Review of POL 1-129, Conduct of TNI Participants

The committee updated Related Documents and deleted a note in that section. Minor edits with no change in intent. Added Section VIII.

Montion: Ilona
Second: Elizabeth
Vote: Unanimous with William abstaining

3.0 Revision 4.0 to SOP 2-100, Consensus Standards Development

The Committee got through Section 8.1 in this call.

Side discussion on committee meeting schedules.

In looking at the calendar on the website some committees that no longer exist (SSAS) are listed, some committees are not listed, and it is unclear as to what should happen if a committee changes its normal date. Also, it is not clear if the Board meeting should be publicized. Jerry will talk to William about the meeting calendar and research the Board issue.

Side discussion on Robert's Rules of Order

In working on Section 8.1 of this SOP the committee discussed whether suggested practices from Robert's Rule of Order should be added to the SOP. One suggestion was to give every Committee Chair a Robert's Rule of Order Simplified (https://www.amazon.com/Roberts-Rules-Order-SparkCharts-SparkNotes/dp/1411470796/ref=pd_sim_sccl_2_4/139-2521549-8971037?pd_rd_w=AAQlf&content-id=amzn1.sym.deea2496-fc60-414f-9888-d6b71c774bf1&pf_rd_p=deea2496-fc60-414f-9888-d6b71c774bf1&pf_rd_r=7C6A6AWAAZ1FNRGWFA14&pd_rd_wg=MVEPO&pd_rd_r=1b5a8f08-1a94-4bee-a958-96f04a7389ec&pd_rd_i=1411470796&psc=1). Paul indicated some of this is covered in the committee chair training. Ilona suggested maybe a training course. Jerry suggested a document that covers key practices. Jerry and Paul volunteered to research this further and report back at the 12/1 call.

Meeting adjourned at 1:27. Next call is December 1 at 12:00 EST.

**Attachment A Participants
TNI Policy Committee**

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	x
Susan Jackson	PTP EC	SC DES	jacksosb@dhec.sc.gov	x
Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	x
William Lipps	Advocacy	Shimadzu	wclipps@shimadzu.com	x (11:30)
Mei Beth Shepherd	At Large	STS	mbshep@sheptechserv.com	
Elizabeth Turner	NEFAP	Eurofins	elizabeth.turner@et.eurofinsus.com	x
Jerry Parr	Program Administrator	TNI	Jerry.parr@nelac-institute.org	x
Ilona Taunton	At Large	TNI	<u>Ilona.taunton@nelac-institute.org</u>	x