Policy Committee

December 15, 2023

1.0   Roll Call and Review of November 17 Minutes

Motion: Elizabeth
Second: Paul
Vote: Unanimous

2.0   Report on Meeting Calendar, Robert's Rules of Order, and a Special Session

2.1   Meeting Calendar

William indicated he has an app to keep the calendar current. PAs need to inform hm of any regular meetings and any changes in meeting schedule.

2.2   Robert's Rules of Order

Nothing much to report as of this date. Patsy has volunteered to help. Jerry has downloaded several documents from the internet and reviewed the committee chair training Paul developed. Table this item to the January 5 call. William has also agreed to help.

2.3   Special Session on Committee Operations

This session has been scheduled for January 23, from 10:30 to 12:00. Jerry has reached out to committee chairs for ideas and a few are coming in. See Attachment B. Patsy will moderate this session.

Add in the simplified Robert's Rules of Order for committees.

3.0   Review of summary slides for Annual Meeting and text for Annual Report

Each year, every TNI committee has to report on their accomplishments from the previous year and plans for the upcoming year. This presentation will occur January 22 at the meeting in Columbus.

Add complaints to 2023 activities.
Add Bylaws revision to 2024 plans.

See Attachment C.

4.0   Discuss Section 7.3.5 of SOP 1-101

Consensus that only one additional term can be granted. Committee strongly felt this was a one-time exception with the three-year time frame adequate to find another chair.

5,0   Comments on NGAB SOPs

Changes to remove references to voting SOPs are deemed editorial as these are conforming change to SOP 1-102.
Revise 7-100 to have the evaluation to only focus on actions not in 17011. SOP under jurisdiction of Policy under after the 2024 evaluations are completed and then will move to LASEC.

6.0   Revisit Policies 1-102, 1-117, and 1-129

Policy agreed to combine these into one document with minor edits.

Motion to approve SOP 1-129 as revised and retire 1-102 and 1-107 by Paul. Ilona provided the second and the motion was approved unanimously.

7.0   Change to SOP 1-101 for Committee Members

Add section 7.3.6 relative to terms and appointments of Affiliate Members.

Motion: Paul
Second: Ilona
Vote: Unanimous

8.0   Adjourned 12:32 pm. Next meeting January 5, 2024.

Attachment A   Participants
TNI Policy Committee

Member	Represent	Affiliation	email	Present
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
Silky Labie, Vice Chair	At Large	ELCAT	elcatlc@centurylink.net	x
Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	
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
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	Ilona.taunton@nelac-institute.org	x

Attachment B: Suggestions from improving committee operations

- Use Microsoft Teams, Webex, the scheduling function in Outlook, or other similar software to schedule meetings so that a calendar invite is added to Outlook, even if screen sharing is not planned. Many individuals now count on their Outlook calendar for schedules.
- For some committees, minutes from previous meetings, the agenda for the current meeting and reminders are not sent out until right before the meetings, sometimes as late as 5 minutes before the meeting. This results in committee members not being prepared to meet, because there has been no time to review items that may require a vote, and that results in voting being postponed, or being conducted through email. Committee agendas and related documents should be sent at least 48 hours prior to the meeting.
- There is an unwritten rule that allows discussion if at least 4 members are present even if lack of a quorum. Jerry has verified this is permissible after talking to a skilled parliamentarian as long as it is described in a SOP. SOP 1-102 needs to be updated to allow this.
- While SOP 1-102 allows for email voting, there are times when the email voting is not tracked, and there is no follow-up, and then the vote must wait for the next meeting.
- As time has gone on, and primarily during and after COVID, meeting on Mondays/Fridays has become unpopular, and therefore lower attendance is the result. To try to improve attendance by moving meetings to the middle of the week.
- There are voting members on committees that never attend meetings, making it even more difficult to perform committee business, not only voting, but also completing volunteer tasks, and fulfilling subcommittee roles. There are associate members that attend every committee meeting but can't vote and can't be added to the committee as a voting member because there are no spaces. Committees should strictly use the TNI requirements to remove inactive voting members.
- Having an odd number of committee members enhances the ability to achieve a quorum. For example, committees of 14 and 15 members both require 8 members to meet quorum. 8 out of 14 is 57% while 8 out of 15 is 53%.

Attachment C. Draft Annual Report from Policy

1.5   Policy Committee

The Policy Committee:
- Serves as a resource for the development of policies.
- Reviews policies and procedures from all programs for conformity with respect to style and for consistency with one another and with the overall mission of TNI.
- Develops general policies and procedures for TNI.

2023 Accomplishments

- Developed and/or approved the following policies or SOPs:
    - Policy 1-100, Creating or Revising General Policies for TNI
    - Policy 1-101, Conflict of Interest
    - Policy 1-102, Ethical Conduct of TNI Members
    - Policy 1-103, Use of TNI Symbols
    - Policy 1-104, Management of Records
    - Policy 1-105, Creation and Use of Guidance
    - Policy 1-107, Membership Code of Ethics
    - Policy 1-108, Complaints
    - Policy 1-109, Whistleblower Protection
    - Policy 1-110, Open Meetings
    - Policy 1-115, Use of TNI Presentations
    - Policy 1-122, Determining Stakeholder Category of Committee Members
    - Policy 1-124, Corporate Governance
    - Policy 1-123, Literature at TNI Meetings
    - Policy 1-125, The NELAC Institute Code of Ethics
    - Policy 1-126, Attendance at Board meetings
    - Policy 1-129, Expected Conduct of TNI Members
    - SOP 1-101, Operation of TNI Committees
    - SOP 1-102, Voting Rules for TNI Committees
    - SOP 1-117, Continuing Education Units
    - SOP 1-122, Advocacy Documents
    - SOP 1-126, Roles and Responsibilities for TNI Ambassadors
    - SOP 3-100, NELAP Operations
    - SOP 3-105, Standard Interpretation
    - SOP 3-114, Preparation and Approval of Implementation Guidance (IG) for the Laboratory Standards
    - SOP 4-107, FoPT Table Management
    - SOP 5-105, NEFAP EC Operations
- Finalized all internal audit checklists.
- Reviewed and approved 3 committee Charters
    - LASEC
    - Credentials
    - Advocacy

2024 Objectives

- Continue to Develop and Review SOPs and Policies.
- Begin Maintaining Glossary.
- Ensure all committees complete an internal audit and summarize the findings.
- Review the outcome of the internal audit process and decide on the future of this process as well as reporting.
- Review and update the TNI Quality Management Plan.
- Review and update the TNI Bylaws as needed.