

## Policy Committee Minutes

June 7, 2024

### 1.0 Roll Call

See Attachment 1.

### 2.0 Review of Agenda

Approved by unanimous consent.

### 3.0 Approval of May 3 Minutes

Motion to approve: Paul

Second: Ilona

Vote: Unanimous

### 4.0 Changes to TNI Bylaws

The committee reviewed the draft revised bylaws and made these suggested changes:

- Article II revised to conform to recent Advocacy committee efforts by adding the word “reliable” in front of data.
- Article III, Section seven revised to require a 1/3 vote of the Board for either expulsion or reinstatement of a Director.
- Article V, Section 1 revised to allow up to 2, but no more than 2, Directors from the same organization to be on the Board at the same time.
- Language relative to a change in stakeholder affiliation was removed from Article V, Section 5 (Terms) and added to Section 1.
- Article V, Section 5 revised by adding the word “elected” in front of “Director” and adding a second paragraph on terms of appointed Directors.
- Article V, Section 10 revised to be 28 days instead of 30, reflecting Board meeting schedule.
- Article VI, Section 4 revised by adding the Executive Director to the list of individuals that can be removed.
- Article VII, Section 2 revised by revising the sixth bullet to require Board approval of goals and objectives and by adding a seventh bullet relating to annual reports.
- Article VIII, Section 1 revised by removing language about confirming committee chairs as that topic is covered by SOP 1-101.
- Article VIII, Section 2 revised by adding the Executive Director to the list of individuals that can call a meeting of the Executive Committee.
- Article VIII, Section 3 on the Finance Committee revised by removing the requirement the committee must ensure the fiscal viability of TNI, by changing “records” to “reports,” and changing “approval” to “review and/or approval” of financial reports by the Board.
- Article VIII, Section 5 revised by adding language about alternate members of the AC.
- Article VIII revised to add Section 6. Note: This process is not described in any existing policy or SOP.
- Article IX completely rewritten to be more understandable and extend to employees.
- Article XI revised to show current fiscal year.
- Article XII revised to not require distribution of changes to Bylaws to all Members.
- Future tense changed to present tense.
- Language revised in several places to reflect changes in technology.
- Other minor edits with no change in intent.

Note: The committee discussed revising Article V, Section 8 to conform to recent decisions to allow committees to have a discussion if a quorum is not present but decided given the nature of the Board's duties, a quorum must always be present.

Since the Board is responsible for approving the bylaws, no vote was taken by the Policy committee.

**5.0 SOP 5-106: NEFAP SIRs**

With only 10 minutes remaining on the call, Paul suggested the committee move SOP 5-106 up as the next agenda item, as the changes were expected to be minor. Once policy started reviewing, several editorial inconsistencies were noted. Ilona volunteered to revise the document for the June 21 meeting.

**Attachment A Participants**

**TNI Policy Committee**

<b>Member</b>	<b>Represent</b>	<b>Affiliation</b>	<b>email</b>	<b>Present</b>
Patsy Root, Chair	TNI Secretary	IDEXX	Patsy-Root@idexx.com	x
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Annmarie Beach	NELAP AC	PA DEP	anbeach@pa.gov	
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Paul Junio	CSDP	Pace	paul.junio@pacelabs.com	x
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