



<b>Section:</b>	2. Meetings
<b>Subpart:</b>	2.4. Management
<b>Policy No.:</b>	2.4.8.
<b>Title:</b>	Transparency in Representation
<b>Effective:</b>	January 2016
<b>Revised:</b>	N/A

## Transparency in Representation

**Purpose:** Provide transparency of representation for comments on NCWM agenda items.

**Background:** During NCWM Open Hearings and Voting Sessions, those who speak are historically asked to state their name and affiliation prefacing their comments. For example, a person may work for a manufacturer, serve as a member of a NCWM subcommittee, and also belong to some other industry association. Such a person states which of these they are representing when they approach to make comments.

The Board of Directors believes this transparency is very important to the audience in understanding the motivation and interest behind testimony received and positions that are taken. They further believe that the practice should be framed in NCWM policy and extended to all NCWM official meetings, not just the Interim and Annual meetings.

### Policy:

1. Individuals who submit proposals to NCWM to amend NIST Handbooks, NCWM Bylaws, policies, etc. shall clearly state on the proposal the name of the organization, special interest group or individual that they are representing.
2. Individuals providing written testimony including data, background, expertise, position, etc. shall clearly include the name of the organization, special interest group or individual that they are representing.
3. Individuals providing comment or testimony during official sessions of NCWM shall clearly state the name of the organization, special interest group or individual that they are representing.
4. Official sessions of NCWM are defined as any Interim or Annual meeting and meetings of Committees, Subcommittees, Task Groups, or NTEP Sectors and includes meetings that are face-to-face, via web meeting, conference call, or in any other form.
5. Individuals who are being paid, or who's expenses are being subsidized, such as consultants to represent another organization or individual's positions shall clearly indicate the name of that organization or individual they are representing in the manners outlined in parts 1-3 of this policy.