2020

NCWM
COMMITTEE HANDBOOK

A GUIDE TO SERVING ON STANDING COMMITTEES

National Conference on Weights and Measures
"That Equity May Prevail"

Contents

1. Introduction

Being selected for a committee of the National Conference on Weights and Measures (NCWM) is an essential and worthy assignment. Committee members are an integral facet in the development of national standards for weights and measures. Without the time and effort of committee members, the system would not work.

As a committee member, you also have an opportunity to advance your professional development. Many leaders among NCWM's membership have enhanced their skills at public speaking, facilitating, problem-solving, and technical writing during service to standing committees.

Though the issues affecting standards development are constantly changing, one can rest assured that the role of the committee member remains a constant and a hallmark to the larger NCWM process of standards development.

2. Committee Structure

As NCWM President in 1957, NBS Director A.V. Austin formed a Study Committee on the Organization of the National Conference on Weights and Measures. He charged the committee to:

- Define the relationship between NCWM and NBS,

- Establish clearer operating procedures for NCWM, and

- Ensure that NBS avoids "*any semblance of dictation to the Conference, and… promote the independence of the Conference.*"

Several committee recommendations were adopted that year toward those goals, and we trace much of our committee structure back to those recommendations. For example, NCWM adopted the rotating 5-year committee terms. It also created an "Advisory" category of membership for all federal officials, removing them from the voting process, but maintaining their important roles in our committee structure as defined later in this document. Among other changes that year, NCWM elected a chairman from its active membership and adopted Robert's Rules of Order.

Today, Article IX of the NCWM Bylaws defines the make-up of standing committees. There are five voting members on each committee, including at least one member from each of the regional associations. These members are "active" NCWM members, meaning that they are state, county, or local weights and measures regulatory officials. They are appointed to the committee by the NCWM Chairman to 5-year terms. The terms are staggered to provide senior leadership to each committee. If an unexpected vacancy occurs, the NCWM Chairman will appoint a replacement. Veteran members will have time to mentor new members on the roles, responsibilities, and conduct so that each will be well prepared to lead the work of the committee as chairperson if so selected.

Some committees also have an associate member nominated by the Associate Membership Committee and appointed by the NCWM Chairman to a 5-year term. Finally, each committee will have technical advisors. These are typically advisory members representing Measurement Canada and the National Institute of

Standards and Technology (NIST). Advisory members assigned to committees do not have a specified term of service.

The committees are structured to ensure a voice to all. For that reason, it is essential that each member participate fully without any one member gaining undue influence over the decision process of the committee. Appendix A outlines the roles and responsibilities of committee members. The following sections discuss these roles on broad terms.

3.   Chairmanship

After the Annual Meeting and before returning home, each committee selects one of its members to serve as committee chair for the next 12 months. Chairmanship is a significant responsibility and requires the ability to mentor, manage, and lead the committee members.

The Chair will maintain communication with the committee throughout the year as the agenda items develop. As a means to this end, NCWM provides each committee with a dedicated email listserv.

The Chair also presides over the committee open hearings and work sessions. The Chair establishes an atmosphere that encourages and ensures each person is upholding their responsibilities to the committee. Equally important is making sure each person stays within the parameters of their role. Depending on the dynamics of the group, this could be an easy task or quite challenging. Therefore, the Chair must be able to direct the committee members in the proper conduct of committee business. When the Chair is successful in maintaining proper conduct, the committee is well-positioned to conduct its work with minimal scrutiny from outside.

4.   Regional Representation

Each of the four regional associations has representation on each standing committee. The regional representative serves as a liaison, communicating between the region's standing committee and the national standing committee. It is an essential responsibility for the regional representative to convey the region's recommendations on items. It is equally critical for that representative to keep an open mind. The national committee may have received new information or amended an item. This new development may take precedence over the region's previous recommendation. Each committee member must maintain an unbiased and flexible approach to the process.

Just before the voting sessions at the NCWM Annual Meeting, each regional association meets separately. It serves as a business meeting for the region and an opportunity to review the technical items and committee addendum sheets before entering the voting session. The regional representative for a standing committee is responsible for leading discussion on the committee's items. The regional representative should be prepared to explain the committee's deliberations and respond to questions from members.

NCWM highly recommends that this person also serves on the same committee at their regional meetings to convey information from the national level. This will help regional committees be more effective in conducting their business. Keep in mind also that NCWM can offer teleconference or web meeting services to do pre-meeting agenda reviews.

5.   Associate Representation

The Associate category of membership is any NCWM member who is not a government official or retired member. The Laws and Regulations Committee and the Professional Development Committee each have an associate member. There is no associate representation on the Specifications and Tolerances Committee because industry members feared such a person could gain or be perceived to gain an unfair competitive advantage and influence over the committee.

A primary reason for adding associate representation on committees was so that person could perform outreach to industry and draw them into the NCWM process. Associate members are nonvoting members who benefit the committee with a business or industry perspective.

Associate members should not participate in discussions on technical items directly related to their business if such participation could be perceived as gaining a competitive advantage for his or her employer or industry sector. If the associate member does not do this voluntarily, the committee chair may need to make the request. This may most appropriately be a private conversation rather than in front of the committee.

6.   Technical Advisors

The Advisory category of NCWM membership includes:

- All federal government employees whether domestic or foreign,

- State, or local government employees who are not involved in the enforcement of weights and measures, and

- Those who qualify for retired membership status.

Traditionally, the Chief of the NIST Office of Weights and Measures (OWM) will designate at least one person from OWM to serve as a technical advisor to each committee. Measurement Canada also designates at least one person to serve in the advisory role. NCWM assigns an NTEP staff to the S&T Committee for technical assistance and as a liaison between the NTEP Sectors and the committee. The primary function of the technical advisor is to provide the committee members with all available information regarding agenda items. The five voting members should consider the information that technical advisors bring to the table in committee deliberations on agenda items. Examples might be information on similar federal or international standards, historical references from previous NCWM deliberations, written comments submitted to the committee, or expertise in specific technologies or marketing practices. They often possess valuable historical knowledge of the standards development process within NCWM.

Technical Advisors are nonvoting members. As they serve their roles, it is important to remember the concerns by NBS in 1957 that led to the creation of the advisory category of membership. Committees must formulate their own decision on items, utilizing input from all viewpoints, and avoid "dictation to NCWM" by the technical advisor. It is also important to recognize that subjective dictation from any committee member is to be avoided and that the committee's decisions should be based on sound principles. It is important that the technical advisor's unbiased input be given the same level of consideration as any other committee member. To avoid an in-balance of influence, committee chairs must maintain their leadership roles rather than delegating too much responsibility to advisory members. Just as any particular committee member may be

seen as having an undue influence on the committee's decisions, it can bring unfair criticism to advisory members who would be perceived as dictating the committee's positions during the decision processes.

7.   Annual Committee Cycle

Fall Regional Meetings

- Prepare regional agendas of carryover items
- Receive new proposals
- Develop regional committee agenda and publish for attendees
- Receive template for Regional reports
- Represent NCWM Committee perspective at regional level for carryover items
- Attempt to build regional consensus through additional development of items
- Document input at regional meetings
- Develop and approve regional report
- Submit regional report to NCWM
- Receive draft Pub 15 Interim Meeting Agenda from NCWM and approve for publication
- Provide contact information to NCWM for stakeholder outreach on new items

Interim Meeting

- Conduct agenda review prior to attending via conference call or web meeting
- Attend joint committee meeting
- Attend relevant task group meetings or technical sessions
- Conduct any necessary final agenda review
- Be accessible to stakeholders throughout
- Attend all open hearings if possible
- Take notes during your open hearing
- Receive oral reports from task groups and subcommittees during open hearings
- Participate openly on work sessions
- Define status for each agenda item
- Begin drafting report
- Attend joint committee meeting (Chairman will report on status of items and respond to questions)
- Finish and approve Interim Meeting Report (for Pub 16)
- Submit Interim Meeting Report to NCWM

Spring Regional Meetings (where applicable)

- Publish the NCWM Interim Meeting Committee Report for attendees
- Receive template for Regional reports
- Represent NCWM Committee perspective at regional level for carryover items
- Attempt to build regional consensus through additional development of items
- Document input at regional meetings
- Develop and approve regional report
- Submit regional report to NCWM
- Provide contact information to NCWM for stakeholder outreach

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Annual

- Review statistics, comments, and documents posted at the online position forum
- Conduct agenda review in advance of the Annual Meeting
- Participate in the Joint Committee Session
- Attend relevant task groups meetings or technical sessions
- Conduct any necessary final agenda review
- Be accessible to stakeholders throughout
- Attend all open hearings if possible
- Take notes during your open hearing
- Receive oral reports from task groups and subcommittees during open hearings
- Participate openly in work sessions
- Attend Tuesday morning general session (Presidents address, Chairman's address, Special Awards, etc.)
- Attend Tuesday technical sessions if able
- Develop consent calendar (if applicable)
- Develop and approve addendum sheets by deadline using provided template
- Provide committee report and take comments at Wednesday a.m. regional meetings
- Attend voting sessions
- RELAX AND HAVE FUN AT THE OUTING
- Attend Thursday morning voting session and closing ceremony
- Elect a committee chairman to serve the next 12 months.
- Develop and approve final report for NCWM Annual Report
- Submit final report to NIST and NCWM

8.   NCWM Publications 15 and 16

Publication 15 is the agenda for the NCWM Interim Meeting held each January. Publication 16 contains the reports of the committees following the Interim Meeting and serves as an agenda for the Annual Meeting each July.

Beginning in the fall of 2011, NCWM assumed many of the responsibilities for Publications 15 and 16 that were previously carried out by NIST staff. This change in responsibilities was driven by the availability of resources to meet demands. In many ways, these publications remain a collaborative effort of NIST, regional and national standing committees, and NCWM. In this section, we discuss the process and the responsibilities of standing committees in the publication cycle. It is necessary to start with the handling of new proposals in the fall and follow through to the NCWM Annual Report following the July Annual Meeting.

New Proposals

All new proposals are to be submitted electronically to NCWM in Word format using Form 15 (See Appendix B). This will enable NCWM to cut-and-paste when incorporating the new items into the committee agendas. If new proposals are sent to anyone other than NCWM, it is imperative that they be forwarded to NCWM immediately. NCWM staff will follow up with the source of new proposals if they sent in the wrong format.

Fall Regional Meeting Preparation

Prior to the fall regional meetings, NCWM will provide each regional committee with the following documents in Word format:

- Carryover items

- New proposals

- Final committee agendas containing new and carryover items after the region's deadline for new proposals

- Committee report template to report regional recommendations back to NCWM

These items will be sent to regional committee chairs, regional representatives to NCWM standing committees, NIST technical advisors, and copied to the regional association chair/president and the regional representative to the NCWM Board of Directors. This will provide every assurance that each region will have the necessary documents and that NIST staff are aware of all new items coming forward. It is each region's responsibility to enforce any policy of deadlines for receiving new proposals.

Publication 15 Deadlines

Each regional committee will be reminded of the November 1 deadline for submitting regional reports to NCWM. It is best to have the reports as soon as possible in advance of that deadline. If a regional committee misses the deadline, the region's recommendations may not appear in NCWM Publication 15. NCWM will forward all regional reports to NIST technical advisors as they are received. NCWM staff will merge all regional committee reports for new and carryover items to create the committee agendas in Publication 15.

We target November 15 to post Publication 15 on the NCWM website, but it shall be no later than December 1. Notice will be given to stakeholders via email when it is available. NCWM will print and ship Publication 15 to the NCWM Interim Meeting site for distribution to attendees.

NCWM Interim Meeting

At the conclusion of the Interim Meeting, each committee chair will report on the status of each agenda item. NCWM will provide each standing committee with a template for completing its Interim Report. Each committee is responsible for drafting and approving its report. The committee may choose to delegate items to various committee members based on expertise. NIST technical advisors are often relied upon for their skills as technical writers. This does not relieve committee members of their responsibility to assist in drafting and ensuring that relevant information is included. Either the committee chair or technical advisor will ballot the voting members of the committee to approve the Interim Meeting Report.

Publication 16 Deadlines

Each committee must have its report approved, and submitted to NCWM no later than March 15. NCWM will incorporate the committee reports into NCWM Publication16 for the Annual Meeting in July. NCWM will post Publication 16 on www.ncwm.com by April 1 and notify all members via email. NCWM will print and ship Publication 16 to the NCWM Annual Meeting site for distribution to attendees.

NCWM Annual Meeting

At the Annual Meeting, NCWM provides each committee with a template to create their addendum sheets for use during the voting session.

NCWM Final Report

The NCWM Final Report is a NIST special publication. NIST technical advisors will work with committees to draft final committee reports based on Publication 16, Annual Meeting addendum sheets, and actions taken at the Annual Meeting. The committee chair or technical advisor will ballot the voting members of the committee to approve their final reports. NIST will publish and distribute the NCWM Final Report to all NCWM Members in electronic format. NCWM will need the Final Report for all carryover items to prepare committee agendas for the fall regional association meetings.

Final Report Deadlines:

- Carryover Items to NCWM: 4 weeks after the NCWM Annual Meeting.

- Complete Final Report to NCWM and NIST: September 30

9.   Supporting Documents Submitted to Committees

The following procedures are used for the handling of supporting documents that are submitted to committees.

1. Whoever receives supporting documents will forward them electronically as needed to ensure receipt by NCWM, NIST, and the standing committee. Electronic is fine. NCWM does not need to maintain original hard copies.

2. Upon receipt, NCWM will send an email to the submitter explaining:
    a. NCWM, NIST technical advisors and the committee have received (list documents)
    b. NCWM has posted the documents on our website at (provide a link)
    c. Stakeholders will be notified to check the website for supporting documents.
    d. NCWM will not publish the supporting documents in Publication 15 or 16, but the committee <u>may</u> refer to them in its report, and the documents will remain on the website.
    e. NCWM will not distribute printed copies of the documents at the meeting.
    f. The submitter is welcome to bring and make available hard copies for attendees of the meeting.
    g. The NCWM Annual report is distributed electronically and will contain the documents that the committee deems necessary or appropriate.

3. The following statement (or a variation of it) will appear in the front of Publications 15 and 16, at the end of each agenda item.

    Additional letters, presentations, and data may have been part of the Committee's consideration. Please refer to [link name] to review these documents.

4. If the committee believes supporting documents are obsolete, notify NCWM staff to request removal. Staff will confirm with the submitter prior to removal.

10.   Resources to Conduct Work Throughout the Year

It is essential that standing committees, subcommittees, task groups, etc. are given the resources to continue developing agenda items throughout the year, not just during the Interim and Annual Meetings. NCWM and NIST make resources available toward that effort. If a committee needs additional resources or funding other than those listed below, it may make a request to the Board of Directors using the procedure in Appendix J – "Funding or Action Request for Committees or Work Groups."

- **Email Listserv:** Every committee has an email listserv hosted by NCWM. You are provided with one email address to save to your contact list or address book. When you send to that address, you are reaching every person on your committee. When you reply to that address, you are responding to every person on the committee. NCWM updates the contacts for each listserv whenever there is a change in committee membership.

- **Teleconferencing:** If a committee needs to meet via conference call, simply contact the Executive Director. He will provide simple instructions for NCWM's service. The service can handle up to 50 callers and gives the host the option to record the session. Always contact the Executive Director for scheduling to determine availability.

- **Web Meetings:** NCWM and NIST both can host web meetings for your committee, subcommittees, or task groups. It is handy for viewing and developing documents as a group.

- **Private Web Page:** NCWM can provide each committee with a web page to serve as a clearinghouse for posting and archiving your documents. Committee members have a direct link to the page. There is no other way to navigate to it, so the work is not on display for general membership or the public unless your group shares the link. It is a handy way of ensuring everyone in your group has all relevant works at their disposal.

- **Broadcast Email:** If for any reason, a committee wants to send mass communication to NCWM membership, NCWM can do that through the broadcast email service. There is a size limit of 300 KB for attachments. Staff can send the email in such a way that it looks like it came from your email address instead of NCWM's.

- **Subcommittees and Task Groups:** Committees are urged to request the formation of special task groups to assist with difficult agenda items. The resources offered to standing committees are available to task groups, too. See Appendix C – Policy 1.5.1. Subgroups Supporting the Work of the Organization to see how these various groups are formed and how they function.

- **Meeting Space:** All standing committees are provided meeting space at Interim and Annual Meetings. NCWM and NIST provide projectors as needed for these sessions. Meeting space may also be available for special task groups, but arrangements should be made with NCWM in advance to assure availability.

- **Staff Assistance:** The NCWM staff can assist committees by developing or formatting documents, communicating with membership, facilitating meeting needs, etc. Committees should keep this in mind and inquire when staff assistance would be appreciated.

NCWM is open to additional ideas on how we can allocate resources to the work of committees.

11. Committee Work Sessions

Committees may hold work sessions between Interim and Annual Meetings to further the development of items. This is made much easier through conference calls or web meetings. NCWM offers both services as a means of support for our committees' work. NIST also offers web meeting services. When committees or task groups meet by these electronic means, they are not obligated to announce it in advance or open it up to the public. Any work product from those meetings will ultimately be vetted in open hearings to facilitate due process.

Committee work sessions held in conjunction with Interim and Annual Meetings are a different matter. These work sessions are used for committee review before open hearings, committee deliberations following open hearings, drafting of committee reports and addendum sheets. All meetings of NCWM in these venues are open to all registered attendees. If a committee wishes to have a closed session, it must be in accordance with NCWM Policy 2.4.4. Committee Work Schedules (see Appendix D), which requires NCWM Chairman's approval, that the topic be proprietary, and that proper advance notice be given.

Although the work sessions are open to all registered attendees, NCWM maintains a strict policy against non-committee members participating in the committee discussions as outlined in NCWM Policy 2.4.1. Committee Work Session Protocol (see Appendix E). The policy contains a statement to read at the beginning of each work session and as needed throughout the session. Adherence to this policy is of utmost importance to ensure that all testimony heard by the committee is in the open hearings and voting sessions where all registered attendees can be present to hear.

12. Transparency in Representation

Some NCWM members are consultants. Typically, these individuals formerly worked for a private company or government agency where they gained expertise in weights and measures and the NCWM process. These individuals are commonly held in high regard by our membership for their level of experience and past participation at NCWM.

Committees and membership need to know who a consultant is representing when they are providing public comment on agenda items. It is quite common for consultants to speak on behalf of a paying client rather than based on their personal positions.

In recognition of this need for transparency, the Board of Directors adopted Policy 2.4.8. Transparency in Representation (see Appendix F). When a member rises to comment and identifies himself or herself as representing a consulting service, committee chairs are encouraged to ask if they are providing testimony on behalf of a client and, if so, the name of the client.

13.   Elements of an Agenda Item

The elements of an agenda item have been carefully crafted to provide clarity and uniformity in presentation. If implemented correctly, our membership will find it much easier to understand what the item is trying to fix, how it is trying to fix it and the considerations accounted for to this point. Note that the status of items will not appear in NCWM Publication 15 Interim Meeting Agenda. The committee will establish the status of the items during its deliberations at that meeting. Exceptions to this rule are "developing" and "assigned" items that remain in that status until the committee determines otherwise.

The following describes each element of an agenda item with an example of how they are used.

Item No.: NCWM has a numbering system that correlates to the specific model law, regulation or code of a NIST Handbook to be amended. A key for the numbering system is printed in *NCWM Publications 15* and *16* to assist attendees in locating specific items of interest.

Status: The options are Voting, Informational, Assigned, Developing or Withdrawn, characterized as V, I, A, D or W respectively. Except for developing items, there is no status associated with an item in *NCWM Publication 15* for the Interim Meeting. The committee assigns the status at the Interim Meeting and provides the status in the report for the Annual Meeting as presented in *NCWM Publication 16*.

Title: The title should identify the subject of the amendment, not just the law or regulation to be amended.

Related Items: Other agenda items, either on this committee's agenda or another committee's agenda, which should be considered in conjunction with this item to maintain uniformity between 2 or more model codes or regulations. This section only appears when applicable.

Source: The source is usually an organization such as a company, agency or state that initially submitted a proposal. On rare occasions, it could be the name of an individual.

Purpose: Consider this a statement of intent. It should be concise, answering the question, "What are we trying to fix?" It should not provide justification or background for the item.

Item Under Consideration: This is the most current version of the proposal being offered by the committee for discussion. Previous versions of the proposal may appear in the Background/Discussion portion of the report.

Background/Discussion: This section provides an unbiased accounting of the information and opinions voiced through due process. It is good to provide insight into the committee's thoughts or concerns, too.

Example of an Agenda Item:

MOS-1   V   Method of Sale for Widgets

Source: American Widget Manufacturers Association (AWMA)

Purpose: Provide a uniform method of sale for widgets so that purchasers can make price and quantity comparisons.

Item Under Consideration: Amend *NIST Handbook 130*, Method of Sale Regulation as follows:

2.XX. Widgets. – Shall be sold by count.

Background / Discussion: The committee reviewed many examples where widgets from different manufacturers are sold side-by-side, some by weight and others by count, frustrating the consumers' ability to compare price and quantity. Representatives of the AWMA suggest that there was a time when the sale of widgets by weight was the industry standard at wholesale, but never at retail. However, some manufacturers recently began labeling consumer packages of so-called "high density" widgets by weight. The AWMA asserted that the introduction of "high density" widgets sold by weight has only confused the consumers and is giving the industry a poor reputation.

Manufacturers opposed to this amendment contend that the weight of a widget is a primary consideration in assessing widget quality, and consumers are more concerned with that than the number of widgets in the package. They presented a Consumer Reports article that declared the Wonder Widget the best buy because of the higher density, even though other models may be cheaper by the dozen. They suggested that a special classification of "High Density" widgets should be sold by weight, while "standard" widgets could be sold by count. They believe the AWMA is bringing this item forward as a method of protecting their membership, none of whom manufacture a high-density widget. It is their position that regulation should not stand in the way of innovation.

Regulatory officials expressed support for a uniform method of sale, but some were concerned about industry division as to which method is more appropriate and asked for further study. Others support the item as presented and cautioned that the Method of Sale Regulation should not become a quality standard.

The committee agrees that the purpose of the Method of Sale Regulation is to enable comparison of quantity, not quality. The density of a widget is a quality factor, and this information can be advanced in other areas of labeling and advertising. The committee recommends the adoption of the item under consideration.

Regional Association Comments:
WWMA heard comments in support of this item saying it provides necessary uniformity for price comparison. WWMA forwarded the item to NCWM recommending it as a Voting item.

14. Status of Agenda Items

When new items and carryover items appear on the committee's Interim Meeting agenda, the items have not been assigned a status. That will occur at the Interim Meeting. Exceptions are carryover Developing and Assigned items. The committee is accountable for its decision process of assigning the status, so it is necessary to understand the categories of status and the committee's responsibility in making the determinations.

The following are descriptions of item status. See Appendix G, NCWM Policy 3.3.2. Procedures to Modify Handbooks.

Voting: These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Either a majority of the committee supports the item, or the committee has reached an agreement that it is ready for voting status to let NCWM membership decide. The committee can remove items from the voting agenda at the Annual Meeting by changing the status before a vote of the NCWM

membership. The committee may amend voting items during the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. The voting membership may also amend these items during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws. NOTE: If a committee designates an item as Voting, pending additional development before the Annual Meeting, that development must be completed before April 1 so that the "Item under Consideration" may appear in NCWM Publication 16. Otherwise, the committee shall downgrade the status to Informational.

Informational: These items are deemed by the committee to have merit. They typically contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The committee has taken responsibility for any additional development of Informational items. For particularly difficult items, the committee may request that the NCWM Chair appoint a special task group that reports to the committee. A committee may change the status of the items at the Annual Meeting, but not to Voting status because the item has not been published as such in advance of the meeting.

Developing: These items are deemed by the Committee to have merit but are found to be lacking enough information for full consideration. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the Committee has sent the item back to the source for further development. The Committee Report will provide the source with a clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda in bulletin-board fashion with contact information for the person responsible for the development. Since the Committee is not required to receive testimony on developing items at Annual Meetings, this status should be carefully implemented so as not to weaken the standards development process. A Committee may revoke the assigned status at any time.

Assigned: These items are deemed to have merit but need further development before additional consideration by the Committee. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the committee thinks further development should be conducted by a subcommittee, steering committee or task group. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried in the Committee agenda in bulletin-board fashion and will include contact information for the chairperson of the responsible subcommittee, steering committee or task group. Since a designated group is developing the item outside of the Committee, the Committee will not receive testimony during open hearings at Annual Meetings assigned items. However, a representative of the responsible group will provide a brief progress report on the development efforts. An assigned item will be returned to the Committee when the responsible group believes the item is fully developed or that no further progress can be made in developing the item. A Committee may revoke the assigned status at any time.

Withdrawn: These are items that the committee has found to be without merit. The committee's determination to withdraw should not be based on the committee's opinion alone, but on the input received from stakeholders. For example, if 3 of 5 committee members oppose an item, but it is clear there is support among the broader membership, the opposition within the committee should not stand between a vote of the membership. The committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended. The item may be reintroduced through the regional associations for consideration as a new item.

15. Grouping Agenda Items into Blocks

It is sometimes advantageous to group items that are related to each other into a block of items so that the committee can take comments on those items together during open hearings. At times, they may even be voted upon as a block.

Grouping items into a block is a committee decision. The committee may decide at any time during the NCWM Conference cycle to:

- Group items together into a block,

- Add additional items to an existing block, provided the existing block of items has not already been designated "voting", or

- Remove items from an existing block.

When taking any of these actions, the committee report will reflect and explain the decisions that were made. Carryover items from the NCWM Annual Meeting will remain as such for the fall regional agendas and Publication 15. As NCWM receives new proposals, the committee may be asked to consider blocking them in advance of NCWM preparing the fall regional agendas.

There are 3 types of item blocks:

1. **Opposing Items:** These are two items that are in direct conflict with each other. The committee will take comments on both together, but only one may be adopted. Based on the comments received and committee discussion, one or both items may be withdrawn. If neither item is withdrawn, both may be designated "voting," status, but voted upon separately. If the first item passes, the committee will withdraw the second item before it goes to a vote. If the first item fails, the second item may be put to a vote.

2. **Interdependent Items:** These are items that address a similar topic in multiple codes or model regulations to the degree that, if one item is adopted, all must be adopted. For this reason, they should all have the same status as they move through the process. The block would be presented for a single vote to adopt all of the items together.

3. **Related Items:** These items are addressing a similar topic across multiple codes or model regulations. Since the topic is similar, it is advantages to take comments on them together, but since they are not interdependent, they do not all necessarily have the same status. The committee does not have to present them all for a single vote. They may be voted upon individually.

16. Addendum Sheets

Often a committee will receive new information following the creation of its Interim Report that changes the committee's recommendations for an item. If the committee wishes to change the status of an item, amend the proposal itself or add to the Background/Discussion of the item before the voting session of the Annual Meeting, this is done during the work session following open hearings. [Note: the status of an item cannot be escalated to Voting if it was not a voting item during the Annual Meeting.] The committee will develop

"addendum sheets" to reflect these modifications to the report that initially appeared in NCWM Publication 16. NCWM staff will notify the committee of the deadline to provide an electronic copy of the addendum sheets for printing. This deadline ensures that the addendum sheets are made available to all Annual Meeting attendees for review before the voting commences on the next day.

During the voting session, the Committee Chair will address the new recommendations or comments found in the addendum sheets as each item is introduced. The addendum sheets may also include a consent calendar as covered in the section titled "Consent Calendars".

If the committee makes changes after the addendum sheets are printed, the committee will present those changes during the voting session.

17. Late Amendments to Voting Items

Even though an item was published as a voting item for the Annual Meeting, the committee maintains full ownership and control of the item until the call for the vote. There are several ways a voting item can be amended at the annual meeting. In the interest of due process, submitters of the amendments are encouraged to provide their recommendations and the rationale for requesting a change to a proposal in advance so that they are available for review by the entire body of the NCWM, not just those present at the annual meeting.

- The committee may amend the item under consideration during work sessions.

- The committee may amend the Background/Discussion of the item during work sessions.

- The committee may amend the item under discussion during the voting session based on comments from the floor.

- An amendment may be made from the floor during the voting session.

- The committee may change the status of the item, downgrading it from "Voting" to "Information," "Developing," "Assigned" or "Withdrawn."

Amendments to a voting item made during the voting session will follow procedures found in Roberts Rules of Order.

When a voting item is amended during the annual meeting, the committee must consider whether the item should remain a voting item or be held over another year to ensure that due process is preserved. There are no clear rules regarding when proposed amendments are significant enough to warrant carrying the item over, but there are important factors to consider in the decision-making process.

- **Clarity:** If the amendment provides better clarity for interpretation and enforcement without altering the intent, it may be advantageous to continue with the voting process.

- **Editorial:** If the amendment is editorial in nature, the decision to maintain the amended item as a voting item typically does not interfere with due process.

- **Scope:** If an amendment to an item increases its scope so that it could potentially affect more stakeholders, the committee should seriously consider changing the status to informational and carrying the item over for another year. This way, the stakeholders potentially affected by the proposed amendment can be notified and have the opportunity to study the item and participate in the process.

- **Technical Changes:** If the amendment is technical, there is a good chance that more time is needed to consider the impact of the technical changes. Not all of NCWM's expertise can be in attendance at any given meeting so the committee should consider changing the status to informational and carrying the item over. Likewise, because of the limited amount of time typically available to discuss proposed amendments during voting and work sessions, even those technical experts in attendance at the meeting may not have adequate time to consider the ramifications of the recommended changes fully.

Sometimes the committee must make important decisions during the voting session. It may be helpful to call for a short break so you can discuss the situation and come to a proper decision.

18. Voting Procedures for Amendments from the Floor

If a weights and measures official wishes to amend an item from the floor during the voting session, they must first receive permission from the general body to hear the amendment. The procedures are as follows (See NCWM Bylaws, Article X, Section 7):

Section 7 - Amendments and Changes

A. Technical Items

    1. Changes

    Committee chairmen may offer changes to their final reports on the day of voting.

    2. Amendments

    Substantive amendments can be made at the request of weights and measures officials only, and:

      a. a majority of the voting delegates of the House of State Representatives and the House of Delegates must vote favorably before a proposed amendment can be accepted for debate.

      b. A two-thirds favorable vote of the House of State Representatives and the House of Delegates on the amendment is required for passage (the requirement for a minimum vote of 27 in each House also applies).

B. Business Items

    1. Changes

    Committee or Board members may offer editorial changes to their final reports on the day of voting.

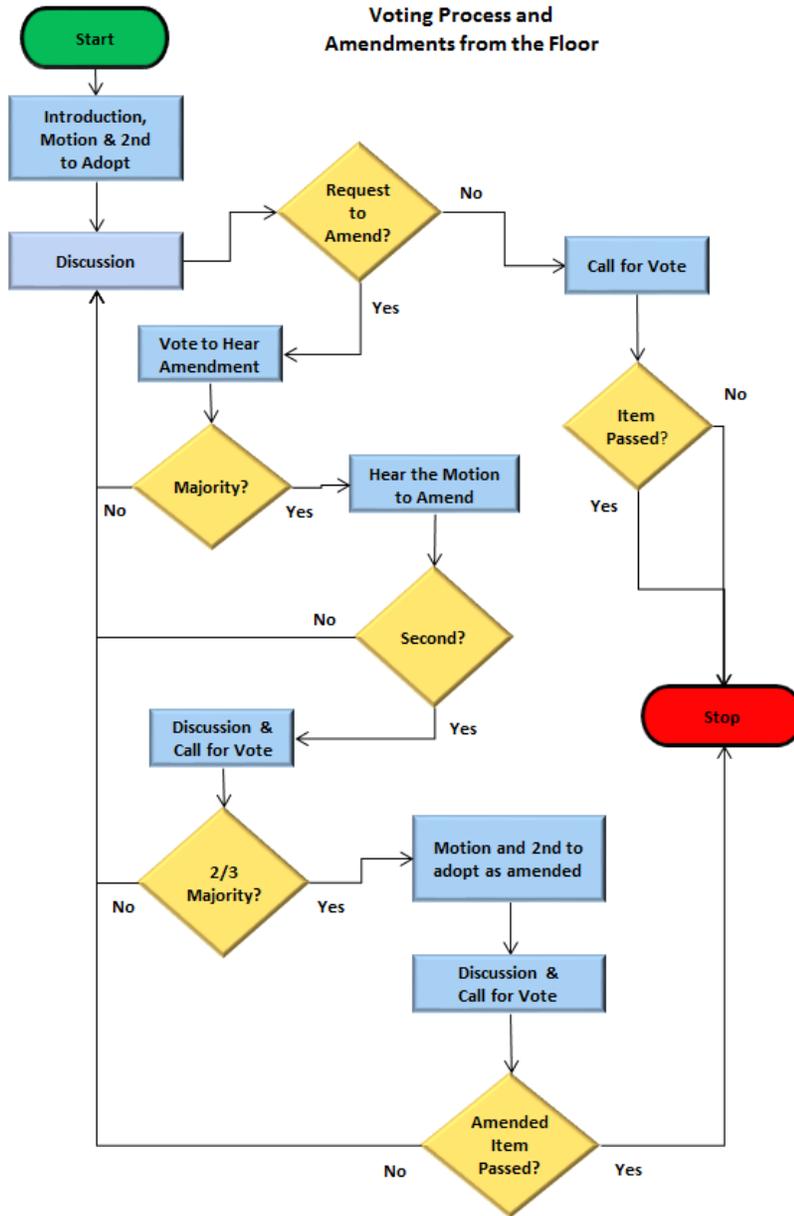   **2. Amendments**

    Substantive amendments can be made at the request of any member, and:

    a. a majority of the voting delegates of each House must vote favorably before a proposed amendment can be accepted for debate.

    b. a two-thirds favorable vote of each House on the amendment is required for passage (the requirement for a minimum vote of 27 in all three Houses also applies).

If the item is amended, the committee will deliberate on the status of the amended item using the guidance in the previous section to determine if the body should proceed in adopting the amended item or declare it informational.

If the amendment fails, the body will resume discussion and voting of the item as originally presented by the committee.

Voting Process and Amendments from the Floor

Start → Introduction, Motion & 2nd to Adopt → Discussion → Request to Amend?

Request to Amend? → No → Call for Vote → Item Passed? → No → Stop; Item Passed? → Yes

Request to Amend? → Yes → Vote to Hear Amendment → Majority? → No (back to Discussion); Majority? → Yes → Hear the Motion to Amend → Second? → No (back to Discussion); Second? → Yes → Discussion & Call for Vote → 2/3 Majority? → No (back to Discussion); 2/3 Majority? → Yes → Motion and 2nd to adopt as amended → Discussion & Call for Vote → Amended Item Passed? → No (back to Discussion); Amended Item Passed? → Yes → Stop

19.   Consent Calendars

The consent calendar is a list of voting items on the addendum sheet that the committee has grouped for a single vote. It is a convenient method of dispatching a portion of the voting agenda in a very efficient manner

for items the committee believes have the full support of the membership and require no additional discussion.

The following are examples of items that should not appear on a consent calendar:

- Items for which the committee knows there is not unanimous support.

- Items for which the committee has included any changes in the addendum sheets from how the item initially appeared in NCWM Publication 16. This way the committee chair can highlight the changes before a vote on the item.

- Items for which the committee would like to entertain any discussion before a vote.

Even when following these basic guidelines, it is common to have requests from the floor to remove items from the consent calendar for individual consideration.

- A person may wish to oppose the item without opposing the entire consent calendar.

- A person may want the opportunity to comment on the individual item before the vote is cast.

- A person may simply want a recorded vote on a particular item to clarify that it had the unanimous support of the voting delegation.

The committee grants each request to remove items from the consent calendar without discussion in accordance with NCWM Bylaws, Article X, Section 6.

20. Addendum Sheets Process

1) The Committee prepares addendum sheets after all the open hearings have concluded for all standing committees.

2) Develop a consent calendar of non-controversial voting items.

3) Identify voting items that should be voted upon separately.

4) Standing committee members and the technical advisor(s) develop positions and specific language for addendum sheets as follows:
   a) Agree on language and recommendations
   b) Prepare and review addendum sheets
   c) Standing committee chair reviews and signs the addendum sheets
   d) NCWM staff arranges for printing of the addendum Sheets

5) The following color coding will be used when printing the Addendum Sheets:
   a) Specifications and Tolerances Committee .... Green
   b) Laws and Regulations Committee .... Blue
   c) Board of Directors .... Goldenrod
   d) NTEP Committee .... Pink

See Appendix D: Committee Work Schedules for more details.

21.   Committee Reports

The Interim Committee Report is presented each year in NCWM Publication 16, which serves as the agenda for the Annual Meeting.

Take great care in drafting reports. They are a mechanism for communicating with stakeholders so they understand the entirety of each item and may develop informed positions of their own. They are also used by stakeholders and courts to discover the intent of adopted standards so that they are correctly interpreted and applied. They are not intended to advance positions, but they should explain how the committee came to its recommendations. That is a difficult line, but an important one for the integrity of the committee.

The responsibility for drafting the report lies with the committee members. Historically committees have developed a reliance on technical advisors for their writing skills and formatting of reports. However, the content of the report is to be determined by the committee. Committee members should assist as much as possible in creating first-drafts for reports on various agenda items based on discussions and consensus of the committee. Before approving the reports, committee members should carefully review them to ensure that they are unbiased and convey the considerations of the committee in their deliberations.

The Committee's Annual Report is a combination of the Committee's Interim Meeting Report in NCWM Publication 16, addendum sheets provided before the voting session, and amendments made from the floor during the voting session. After voting on individual items, the reported is adopted in its entirety, granting the Executive secretary editorial privileges. The outgoing chairman is responsible for one final official act following the Annual Meeting to ballot the committee to approve the Annual Report. The incoming committee member will not participate in the decision. Each committee report appears in the NCWM Annual Report which NIST makes available to all members in a searchable DVD format.

22.   Committee Decision Process

The Chair will run the work sessions with assertive leadership of the committee to encourage open and fair participation of all committee members. The Chair will ensure that all participants are properly fulfilling their respective roles and that no individual committee member dominates the discussions and opinions of others. It is always the five "Active" members of the committee who are the "voting" members making the final decisions. Technical advisors have an equally important role of ensuring the voting members are considering the facts in their decisions, but technical advisors are to refrain from advancing an agenda for or against individual items, either in committee deliberations or in the decision process.

23.   Conduct of Committee Members

As a member of a standing committee, you have taken a higher role in representing the NCWM organization. Committee members historically take great pride in being one of the faces of the organization because of the importance of the issues and integrity in the process. While the familiarity of old friends is one of the benefits of meeting attendance, keep in mind that your role on the committee increases demands on your

time from other attendees. Also keep in mind that many of the attendees are there for the first time. They must come away with an impression of NCWM as an open, friendly and professional organization. By maintaining some simple guidelines for conduct, we accomplish these goals. More importantly, these guidelines will help the committee to function effectively toward the mission of striving for consensus on model standards.

1. Fulfill the roles and responsibilities of the position. See Appendix A for an outline. The outline was a cooperative effort between NCWM, NIST and the Associate Membership. The roles vary according to title (Chair, Active Member, Technical Advisory Member or Associate Member.)

2. Do not allow anyone on or off the committee to gain undue influence over the decision process of the committee. These decisions are made by a group of five voting members, having given careful consideration to information presented by stakeholders and advisory members.

3. Always give due consideration to Canadian and OIML (international) approaches to the issues. It is our moral obligation under international treaty to harmonize where practical. However, do not feel obligated to harmonize where not practical.

4. Adhere to NCWM policy regarding participation of non-committee members during work sessions. (See Appendix E.) What may appear as innocent commentary to one observer could be interpreted by another as improper influence over the committee without proper due process.

5. The use of electronic devices by a committee member during work sessions to receive guidance from those not on the committee is strictly prohibited. This would be no different than inviting open comments from select members during the work session.

6. Encourage two-way communication during open hearings. All committee members are given access to microphones at the head table so that they may ask questions of attendees who stand up to comment. Follow-up questions can help the committee more clearly understand the comments they are receiving and will help the audience to understand the issues fully.

7. If you wish to offer your position on an item during your committee's open hearings, walk down to the floor microphone and address the committee chair. This action clarifies that you are speaking on behalf of yourself or your employer and not speaking on behalf of the committee.

8. Make time for hallway discussions with stakeholders. They paid to come to the meeting, and hallway discussions, whether business-related or not, will make them feel welcome and make future attendance and participation more likely. Newer attendees may have questions on our processes but feel uncomfortable asking. Encourage them to do so. If they have a lot of questions, encourage them to visit with the Executive Director, perhaps through a quick introduction. If discussions include lobbying efforts on specific items, encourage the attendees to bring those comments to the committee through testimony during open hearings or the voting sessions or in writing.

24. Travel Expenses

NCWM does not assist with travel expenses for committee members to attend the Annual Meeting. Assistance is provided as needed for committee members to attend the Interim Meeting. In some cases, this means full

travel expenses. In other cases, it means covering a portion of the travel cost, such as airfare or lodging. Some members can have the full expenses paid by their employers. The point is to make sure travel expense is never the reason for a committee member to miss the Interim Meeting.

Please review the travel policy in Appendix H before your travel so that your expenses are properly documented and appropriate. Failure to do so could result in non-reimbursable expenses.

25. Special Meetings

Electronic Meetings

Conference calls and web meetings are referred to as "electronic" meetings. In-person meetings are referred to as "public" meetings. While committees, subcommittees and task groups are encouraged to conduct "electronic meetings, it is important to remember proper protocol regarding testimony received from stakeholders outside of the committee (See NCWM Policy 2.4.1. Committee Work Session Protocol in Appendix E). Committees should limit access to electronic meetings to only those who serve on the committee. Any work product of the committee can then be properly vetted in committee reports and NCWM open hearings.

With so many ways to participate electronically in meetings, it became necessary for the Board of Directors to set a policy that defines when it is appropriate and when it is not. In the situation of a public meeting, the Board has determined that members of the committee who are were not able to travel to the meeting for any reason may participate electronically. There are certain types of public meetings such as open hearings and voting sessions where electronic access is prohibited entirely. See NCWM Policy 2.4.6. Electronic Access to Meetings in Appendix I for complete details.

Each standing committee has a dedicated email listserv for use as a discussion forum to continue the work of the committee throughout the year. It is a convenience that ensures all committee members and technical advisors are included in the communication with the selection of just one email address from your address book.

Committees may also hold conference calls throughout the year. These can be scheduled quickly and are often more efficient than email to cover topics and reach decisions. Contact the Executive Director for scheduling and call-in instructions on the corporate account.

Web meetings are also encouraged when the committee wants to view, create, or edit documents or share presentations. Both NCWM and NIST have accounts for hosting web meetings. Committees and task groups are strongly encouraged to take advantage of this technology to further their work throughout the year.

Special Public Meetings

On rare occasions, an additional face-to-face meeting may be justified. For example, a committee may need to plan an agenda and invite stakeholders to meet with them to work through complicated or lengthy issues. If this need arises, the committee chair should file a request with the Board of Directors to appropriate special funding for the meeting and for NCWM staff to assist in hotel or meeting space arrangements. See the request form in Appendix J.

Appendix A: Roles and Responsibilities of NCWM Standing Committee Members

Introduction

The development of U.S. standards for weights and measures (legal metrology) results from a cooperative effort of the members of the National Conference on Weights and Measures (NCWM.) This cooperative effort involves state, local and federal officials, device manufacturers, product manufacturers, packagers, retailers and consumer representatives. The objective of NCWM is to develop standards, test methods and uniform model laws and regulations that are balanced, providing consumer protection and fair competition, while facilitating national and international trade.

The marketplace changes as the needs and priorities of consumers change and the competitive nature of business evolves. Therefore, in order to address these changes, the standards for the commercial measurement system must be updated based upon the informed, open, and objective discussion of issues. NCWMs structure implements Standing Committees as forums for this critical standards development process.

The following is a description of key participants who serve on Standing Committees including Active Members, Associate Members, Committee Chair and Technical Advisors. Descriptions of each are followed by their respective roles and responsibilities.

Active Committee Members

Public sector (state and local) weights and measures government members, referred to as "active members," are voting members of their respective committees. The NCWM Chairman appoints active members from each regional association to NCWM standing committees. They are selected based on their knowledge and ability to contribute to the standards development process of the given committee.

While serving on standing committees, their participation at the Interim Meeting is ordinarily underwritten by the NCWM; their participation at the Annual Meeting is to be underwritten by their employer.

Active Committee Members Shall:

- Determine the domestic and international needs of those they represent by canvassing fellow state and local regulatory officials, related industries and the general public, including consumers and device users, for input on NCWM committee issues before the committee meetings and after tentative recommendations are made to determine how the proposal would impact the public they serve.

- Encourage regional peers to assist in the development of each new or carryover item appearing in *NCWM Publications 15* and *16* (for example, disseminate NCWM Form 15 to all state and local directors in the region.) Form 15 is available on the NCWM website at www.ncwm.com/standards-development.

- Record regional committee discussions and hearings including arguments in favor of and in opposition to positions, and proponents of and against positions.

- Disseminate regional committee results to the NCWM committee.

- Present regional positions and supporting arguments on issues at NCWM committee meetings.

- Provide technological assessments of issues.

- Participate in the committee discussions and meetings to arrive at a consensus on the issues; priorities, and objectives of the committee. Don't become locked into regional weights and measures or industry positions. Be open to new data and new information.

- Consider the cost and benefits of proposals and alternative solutions to problems.

- Take notes of the discussions at the committee meetings in order to compose or review, the information contained in the committee report.

- Recommend to the Board of Directors the commitment of resources to gather data or collect information on any issue.

- Assist in composing wording of reports for background information and arguments of support and opposition, review draft reports, suggest revisions and approve tentative and final reports.

- Ask for volunteers and recommend talented individuals to participate in committee work groups.

- Explain and argue for support of NCWM committee positions at regional meetings.

- Promote adoption of NCWM recommendations in the member's own jurisdiction.

- Encourage adoption of NCWM recommendations in other jurisdictions of the member's region.

- Work to change NCWM recommendations within the due-process structure of the Conference, if the member is dissatisfied.

- Show peers in other jurisdictions how to develop and modify NCWM recommendations within the due-process structure of the Conference.

Associate Committee Members

Private sector members are known as "associate members." Associate membership has representation on the Laws and Regulations and Professional Development standing committees and the Board of Directors.

Associate Committee Members Shall:

- Determine the domestic and international needs of those they represent by canvassing state and local regulatory officials, related industries, and the general public, including consumers and device users, for input on NCWM committee issues before the committee meetings and after tentative recommendations are made to determine how the proposal would impact the public they serve.

- Encourage industry peers to assist in the development of new or carryover items appearing in *NCWM Publications 15* and *16.*

- Assist the committee in understanding new technology, the practicality of issues, and the value and benefits to be gained nationally and internationally from adopting/not adopting a new proposal.

- Record regional committee discussions and hearings including arguments in favor of and in opposition to positions, and proponents of and against positions.

- Provide information on an issue based on industry's perspective (not employer's.)

- Refrain from advocating a position where there may be a conflict of interest. In this situation, focus on fair and unbiased consideration of the issues.

- Provide technological assessments of issues.

- Participate in the committee discussions and meetings to arrive at a consensus on the issues; priorities and objectives of the committee. (Don't become locked into industry positions. Be open to new data and new information.)

- Consider the cost and benefits of proposals and alternative solutions to problems.

- Take notes of the discussions at the committee meetings in order to compose or review, the information contained in the committee report.

- Recommend to the Board of Directors the commitment of resources to gather data or collect information on any issue.

- Assist in composing reports for background information and arguments of support and opposition, review draft reports, suggest revisions and approve tentative and final reports.

- Ask for volunteers and recommend talented individuals to participate in committee work groups.

- Encourage adoption of NCWM recommendations by states.

- Work to change NCWM recommendations within the due-process structure of the Conference, if the member is dissatisfied.

- Show peers how to develop and modify NCWM recommendations within the due-process structure of the Conference.

Committee Chair

The Chair of each NCWM Standing Committee is an active member of the NCWM and is a voting member of his/her respective committee.

In addition to the responsibilities of all standing committee members, the Chair shall:

<u>Prior to Each Meeting:</u>

- Approve meeting scheduling including dates, times and meeting location, other special arrangements and establish an agenda of challenging tasks yet attainable in length.

- Assist in composing letters of invitation and other correspondence notifying individuals and organizations of planned meetings, draft proposals, etc.

<u>At Each Meeting:</u>

- Begin each Interim Meeting by reviewing with the committee the roles and responsibilities contained herein as an orientation for new members and a reminder for other members.

- Lead the committee in fair representation and assessment of issues, determine priorities with the committee members, keep the group on the agenda, keep the discussion on track with respect to the objectives, summarize the points made by both pro and con, conduct the vote, if one is necessary and summarize the agreement reached at conclusion of each subject discussion.

- Encourage participation of all members.

- Encourage decisions based on consensus of members.

- Assign specific tasks to NCWM staff and committee members such as witnessing tests, collecting cost/benefit data, composing portions of a report, or other duties as appropriate.

- Ensure the development of a final report by the committee that provides accurate historical insight of the intentions of each item and the considerations given by the committee in its decision process.

- Provide summary oral reports and represent the committee at other meetings.

- Set the place, time and date for the next meeting.

<u>After Each Meeting:</u>

- Compose letters of appreciation for assisting the committee to appropriate individuals.

<u>Overall Responsibilities:</u>

- Ensure that the committee determines needs, sets objectives, prioritizes work to meet established objectives and ensure that action items are completed.

- Provide summary oral reports at joint committee session of the NCWM and represent the committee at other meetings.

- Ensure action items are completed.

Committee Technical Advisors

The technical advisor is a non-voting member of each standing committee or ad hoc committee as deemed appropriate by the NCWM Board of Directors. The Executive Secretary may assign NIST Weights and Measures Division staff to serve as technical advisors to selected NCWM committees.

Prior to Each Meeting the Technical Advisors Shall:

- Collect items from regional weights and measures associations, sectors and national working groups for the agenda.
- Recommend to the Chair and committee a list of priorities.
- Develop and disseminate preliminary and final agendas and reports of the committee for publishing.
- Develop and analyze issues with respect to their impact on the general community, including cost and benefit, impact on weights and measures regulatory authorities and related and regulated industries.
- Develop and analyze issues to assure that the important factors are included before being presented at the national level.
- Locate experts, request their participation and coordinate contributions of experts and other participants.
- Compose mail ballots and record votes and record voice votes if necessary.

Additionally, the Technical Advisors Will:

- Develop contacts within applicable Federal agencies of sufficient authority to assist the committee with interpretation of Federal standards for the purpose of maintaining uniformity between Federal standards and those developed by the NCWM.
- Be familiar with Federal regulations and requirements to avoid preemption.
- Serve as liaison with appropriate Federal agencies and trade associations.
- Serve as a resource for international harmonization with International Organization of Legal Metrology.
- Prepare questions so that as many sides of an issue as possible are considered by the committee and document the final position of the committee and the primary rationale for the committee's decision.
- Participate in the analysis and evaluation of issues.
- Promote consideration in the standards development process of international harmonization, the technical and practical aspects of issues, transition to the metric system and encouraging the use of performance standards.
- Take notes of and/or record the discussions at the committee meetings to provide a sense of the depth of the discussion on each item; who supports and who opposes the proposal; what are the arguments for and against each item.
- Develop and present to the committee alternative solutions, including unbiased pros and cons to each alternative, which will assist the committee in developing a fair and equitable decision.
- Provide technical knowledge and assessment of issues, including historical precedent.
- Identify gaps in information and assist the committee in devising methods for filling those gaps (this may require devising test methods, field testing procedures, collection of data, etc. by NIST staff or by outside volunteers.)
- Monitor progress of assignments made to committee members or other interested parties.

- Document committee positions either as part of committee reports or in communications from NIST WMD; disseminate reports to all committee members, committee mailing lists, State Weights and Measures Directors and other NCWM members as appropriate.

- Assist in the development of the final addendum sheets for the standing and ad hoc committees at the Annual Meeting.

- Assist in the development of a final report by the committee that provides accurate historical insight of the intentions of each item and the considerations given by the committee in its decision process.

- Ballot committee members on their acceptance or recommended revision to tentative and final reports and addenda sheets.

Appendix B: Form 15: Proposal to Amend NIST Handbooks, Guidance Documents, NCWM Bylaws or NCWM Publication 14

Submit proposals by August 15. See meeting dates at www.ncwm.com/meetings. If the item is deemed by a region to have merit, that region will forward the item to NCWM for national consideration. For more information on the Form 15 process, visit www.ncwm.com/standards-development. Submit in Microsoft Word Format to the NCWM Executive Director via email at don.onwiler@ncwm.com for review and dispersal to selected regions.

General Information

1. **Date:**	2. **Regional Association(s):** (Not applicable for proposals to the Board of Directors or NTEP Committee) __ Central (CWMA) __ Northeastern (NEWMA) __ Southern (SWMA) __ Western (WWMA)

3. Standing Committee:

__ Laws & Regulations   __ Specifications & Tolerances   __ Professional Development   __ Board of Directors   __ NTEP Committee

4. **Submitter's Name:**	**Submitter's Organization:**

5. Address:

6. **City:**	7. **State:**	8. **Zip Code:**	9. **Country:**

10. **Phone Number:**	11. **Fax Number:**	12. **Email Address:**

Proposal Information

13. Purpose: Concise statement as to the intent or purpose of this proposal, such as problem being fixed. (**Do not include justification here.**)

14. Document to be Amended:

__ NIST Handbook 44   __ NIST Handbook 130   __ NIST Handbook 133   __ NCWM Guidance Document
__ NCWM Bylaws   __ NTEP Administrative Policy

15. Cite portion to be Amended: Please file a separate Form 15 for each code, model law or regulation to be amended.

Section:

Paragraph:

16. Proposal: Please use ~~strikeout~~ to show words to be deleted and **underline** to show new words. (**Do not use track changes.**)

17. Justification: Please include national importance, background on the issue, and reference to supporting data or documents.

18. Possible Opposing Argument's: Please demonstrate that you are aware and have considered possible opposition.

19. Requested Action if Considered for NCWM Agenda:

__ Voting Item   __ Developing Item   __ Informational Item   __ Other (Please Describe):

20. List of Attachments:

Appendix C: Policy 1.5.1. Subgroups Supporting the Work of the Organization

Purpose: Define the formation, charge, operation and reporting for each type of group covered in this policy.

Background: Corporate bylaws give the NCWM Chairman the authority to create and appoint members to subcommittees and task groups but the bylaws do not clearly differentiate between the types of groups in how they operate. On a less formal level, the Board of Directors, standing committees and subcommittees commonly designate small groups within their membership to focus on specific issues as a means of expediting their work. This policy defines types of groups and how they carry out their respective charges.

Policy:

1. **Focus Group:**

   a) **Purpose:** Focus on one particular element of the larger group's charge in an effort to expedite development.

   b) **Formation:** A Focus Group is formed within and by a committee, subcommittee, task group, or Board of Directors who volunteer to assist in the effort of the Focus Group.

   c) **Charge:** The charge of a Focus Group is very limited to a specific element of the larger group's charge and may be defined by the chair of that larger group.

   d) **Operation:** A Focus Group has available to them all opportunities to meet electronically between regularly scheduled meetings of the larger group. NCWM provides conference call and web meeting services.

   e) **Decision Process:** Informal development of recommendations by the volunteer participants for the larger group.

   f) **Reporting:** A Focus Group reports and provides recommendations to the committee, subcommittee, task group or board within which it was formed. From that point the recommendations will be handled within the standard processes of NCWM.

   g) **Recognition:** Focus Groups are informal and composed of volunteers. They do not appear on the NCWM Organization Chart. It is not mandatory for the board, committee or subgroup to notify those outside its membership when it creates focus groups.

   h) **Dissolution:** Upon completion of the initial charge.

2. **Task Group:**

   a) **Purpose:** Develop a particular item or issue on the agenda of a committee, subcommittee or the Board of Directors agendas.

   b) **Formation:** A Task Group may only be established by the NCWM Chairman who will also make all appointments, including the designation of a Task Group chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis.

c) **Charge:** The NCWM Chair will approve the charge of a Task Group at the time of formation and may establish a deadline. The NCWM Chairman must also approve all amendments to the original charge.

d) **Operation:** A Task Group has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.

e) **Decision Process:** All appointed participants of the Task Group are encouraged to participate fully in the development of and the vote on final recommendations. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to participant interest.

f) **Reporting:** A Task Group reports and provides recommendations to the committee, subcommittee or the Board of Directors for which it was created.

g) **Recognition:** Task Groups are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.

h) **Dissolution:** Upon completion of the initial charge.

3. **Steering Committee:**

a) **Purpose:** Develop a comprehensive and balanced report that will assist NCWM membership in deciding upon a particularly difficult and divisive issue on the agenda of a standing committee through stakeholder input, development and study of data, and understanding all concerns surrounding the issue. A steering committee should not make recommendations on the outcome of an item or issue.

b) **Formation:** A Steering Committee may only be formed by the NCWM Chairman who will also make all appointments, including the designation of a steering committee chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis. Members of a steering committee should be dedicated to impartial evaluation and reporting on behalf of the steering committee.

c) **Charge:** The NCWM Chair will define and document the charge of a steering committee and may establish a deadline.

d) **Operation:** A steering committee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.

e) **Decision Process:** All appointed participants of the Steering Committee shall participate in the development of and the vote on final reports as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.

f) **Reporting:** A steering committee will report to the Board of Directors or standing committee as designated by the NCWM Chair upon forming the committee. Progress reports will be, at a minimum,

twice per year at Interim and Annual Meetings. Upon completion of its study, a steering committee will provide a comprehensive and unbiased final report of the issue, including all considerations for and against various aspects of the issue so that the voting membership will fully understand the complexities and impacts of any decisions that are made when forming their positions.

g) **Recognition:** Steering committees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.

h) **Dissolution:** Upon completion of the initial charge.

4. **Subcommittee:**

a) **Purpose:** Provide ongoing support for a standing committee for standards in a specific subject area requiring specialized expertise on a regular basis as issues are brought forward.

b) **Formation:** A subcommittee may only be formed by the NCWM Chairman who will also make all appointments, including the designation of a subcommittee chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis.

c) **Charge:** The subcommittee will assist in developing and making recommendations to agenda items as assigned by the standing committee. Additionally, a subcommittee may bring new agenda items directly to the standing committee relevant to the subcommittee's subject matter.

d) **Operation:** A subcommittee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.

e) **Decision Process:** All appointed participants of the Subcommittee shall participate in the development of and the vote on final recommendations as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.

f) **Reporting:** A subcommittee will report to the standing committee that it serves. Progress reports will be, twice per year at Interim and Annual Meetings when items are under development.

g) **Recognition:** Subcommittees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.

h) **Dissolution:** The subcommittee may exist ongoing and will meet as needed to assist the standing committee.

Section:	2. Meetings
Subpart:	2.4. Management
Policy No.:	2.4.4.
Title:	Committee Work Schedules
Effective:	January 2008

Appendix D: Policy 2.4.4. Committee Work Schedules

Purpose: Create a policy that clearly defines the duties and work schedules of NCWM Standing Committees during the course of Annual Meetings.

Background: It is necessary that committees adhere to a strict schedule at Annual Meetings to meet the needs of the organization and its members. Many individuals and companies invest to attend and participate. Committees must be conscientious of the weekly schedule including work sessions, open hearings, and publication deadlines. This policy provides that guidance.

Policy:

Times are listed in the Annual Meeting Brochure, *NCWM Publication 16*. Room assignments will be posted on-site as well as in the *NCWM Publication 16* provided at registration.

A. Prior to Annual Meeting – Committee Technical Advisors and Chairs

1. Any material that a Standing Committee plans to add as part of its Addendum Sheets, including appendices, reports or other multi-page segments, should be completed and reproduced prior to the Annual Meeting.

2. Make 200 copies of any document using the color-coding shown in the printing schedule. This will save time and printing costs and reduce the workload during the Annual Meeting.

3. Update all report items with the latest data as an electronic file. The NCWM standard is to use Microsoft Office Word with the font Times New Roman 10 pt – proportional spacing.

4. Bring back-up reports (hard copy and electronic) with you or arrange to have them sent to the Annual Meeting site.

5. Please let NCWM staff know of any audiovisual needs via e-mail at info@ncwm.com or 402-434-4880.

B. Sunday: Agenda Reviews

1. Review the status of all agenda items and discuss any correspondence or comments received after the Interim Meeting.

2. Develop general plans and procedures for working sessions on Sunday, Monday and Tuesday and the Voting Session on Wednesday and Thursday. Plans should include how to handle controversial issues with alternative strategies.

3. Plan coordination with other Committee(s) / Presiding Officer (s).

4. Identify any non-technical business items and notify the NCWM Chairman.

Who Attends

1. Standing Committee Members and Technical Advisors

2. Registered Delegates

Executive Session

A Standing Committee may decide to make part of its session and "Executive Session" (closed), but this is only permitted for highly sensitive matters, such as those involving proprietary information. <u>The Standing Committee must request approval by the NCWM Chairman or Chairman-Elect and post this information on the Standing Committee meeting door and at the registration desk</u>. The Conference discourages any Committee from making their entire Sunday session an "Executive Session" unless notice was given in the Annual Meeting Brochure or *NCWM Publication 16*. Sunday is the first day of the meeting and NCWM Members may have made their travel arrangements so that they can attend the Sunday reviews. Whenever possible, an Executive Session should be delayed until later in the week so that the 24-hour notice can be given and posted.

C. Monday / Tuesday

1. Interim Meeting Report Presentation

   a. Introduce the Standing Committee Members.

   b. Explain how the report will be presented based on the prepared outline.

   c. Present Interim Meeting Report proposed changes.

   d. Solicit comments on the Interim Meeting Report and proposed changes.

   e. Identify items and issues for the future study and maintain the list for use in the Final Report.

   f. If you have speakers lined up, describe your planned procedure (i.e. time limit per speaker, how you will handle questions, etc.).

   g. Information acquired at the Open Hearings is used by the Standing Committee Members in the development of their Addendum Sheets to the Interim Meeting Reports.

   h. Standing Committee positions should not be announced until after deliberations are concluded. However, the Committee Chair may reassure the audience as to the direction they intend to follow if the Standing Committee has reached a conclusion prior to this presentation. Standing Committee presentations may be preceded with handouts explaining the position of the Standing Committee so that the audience can gain a better understanding of the issue.

Addendum Sheets to Interim Reports

1. Standing Committee Chair, Members and Technical Advisor(s) prepare Addendum Sheets after all the Open Hearings have concluded for all Standing Committees.

2. Develop a Consent Calendar of non-controversial Voting Items.

3. Identify Voting Items that should be voted upon separately.

4. Positions and specific language for Addendum Sheets are developed by Standing Committee Members and the Technical Advisor(s) as follows:
   - Agree on language and recommendations
   - Formally approve Addendum Sheets by recorded vote
   - Prepare and review Addendum Sheets
   - Standing Committee Chair reviews and signs the Addendum Sheets
   - NCWM staff arranges for the Addendum Sheets to be printed

Addendum Sheets Printing Schedule

Addendum Sheets must be given to NCWM Staff, on provided flash drive, by 5:00 p.m. Tuesday.

The following color coding will be used when printing the Addendum Sheets:
Specifications and Tolerances Committee...Green
Laws and Regulations Committee ....Blue
Board of Directors...Goldenrod
NTEP Committee...Pink
Professional Development Committee..Cream

D. **Wednesday / Thursday**

Voting Order for Standing Committee Reports / Committee Reference Keys

1. Professional Development Committee

2. Specifications and Tolerances Committee

3. Laws and Regulations Committee

4. National Type Evaluation Program Committeees

5. Board of Directors

6. Nominating Committee

Voting Procedures

1. See Bylaws for details.

2. See "Robert's Rules of Order"

Presentation Preparation

Standing Committee Chair prepares for presentation with assistance from the Standing Committee Members and Technical Advisor(s):

1. Determine the sequence and grouping of items and present them on Addendum Sheets. Voting Items that are expected to be non-controversial will have been grouped into a single Consent Calendar.

2. Information items and voting items are to be identified separately in the Interim Report. However, the Standing Committee may change the category of any item prior to making a motion for a vote. Information items may not be changed to voting items at the Annual Meeting.

3. Prior to Wednesday, 12:00 p.m. prepare an outline of the report and how motions are to be presented by the Standing Committee Chair.

4. The Consent Calendar will be handled first, followed by the separate Voting Items and then the report as a whole. The Standing Committee Chair may present the individual Voting Items in any sequence and is responsible for ensuring that all items are covered.

5. As each item is presented, announce the item number, the corresponding page number in the Interim Report and the page number in the addendum sheets.

Report Presentation

Great care must be taken to make sure all items are adequately covered and clearly presented.

The Standing Committee Chair Will:
- Introduce the Standing Committee Members
- Explain how the report will be presented based on the prepared outline
- Ask whether any items on the Consent Calendar should be removed for an individual vote
- Read and explain changed items for clarity
- Note: Those items in the Interim Report not amended or changed and printed on the Addendum Sheets may be read by title and acted on without a complete reading of the items.
- Make a motion for the adoption of the Consent Calendar as a single voting item
- Make a motion for adoption of each voting item not included in the Consent Calendar

Following each motion by the Standing Committee Chair, the Presiding Officer Will:

- Restate the motion, ask for a second to the motion
- Ask for discussion
- Call for the vote per NCWM voting procedures
- Announce the result

After completion of all voting items, the Standing Committee will make a motion to adopt the report of the Standing Committee in its entirety and authorize the Executive Secretary editorial privileges.

The Parliamentarian:

- Will be seated with the Standing Committee
- Rules only when asked by the Presiding Officer

Voice Votes on NCWM, Inc. Business Items

The Board of Directors Report and Nominating Committee Report are taken as Voice Votes, unless designated otherwise by the Chairman.

Selecting Next Year's Standing Committee Chair

After Standing Committee appointments are announced, Standing Committee Members should meet to select next year's Standing Committee Chair. This selection may be made with or without the Technical Advisor(s), but they should be informed as soon as possible

Appendix E: Policy 2.4.1. Committee Work Session Protocol

Purpose: Establish protocol whereby a committee can receive input from observers during work sessions in an appropriate manner.

Background: NCWM standing committees have historically refrained from accepting comments from observers during their committee work sessions at Interim and Annual Meetings. The rational has been that all meeting attendees should benefit from stakeholder input during open hearings.

However, there are times when an observer could offer technical clarifications that would make the committee's work session more productive and their decisions more informed. Past policy has made observers hesitant to raise their hand because perception exists that it is bad form. Likewise, committee chairs have been hesitant to call on observers for assistance.

The Board of Directors has determined it necessary to provide clear policy that would enable standing committees to accept input from observers in an appropriate manner during these work sessions as a means of making the committee work more efficient without circumventing due process.

Policy:

1. Committee chairs may accept contributions of technical clarification only from observers during their work sessions.

2. Observers shall not dominate discussions, restate positions from the open hearings, or provide new positions.

3. Committees shall communicate any new information received during work sessions in their addendums so other attendees have the opportunity to respond.

4. For consistency, the following prepared statement shall be read out loud by the committee chair at the beginning of each work session and throughout as deemed necessary.

   "This is a work session of the standing committee. Observers who wish to contribute technical clarification to assist the committee's decision process shall raise their hand to be recognized by the committee chair. No opinions or positions will be heard from observers during the work session and should be stated publicly during open hearings."

Appendix F: Policy 2.4.8. 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 handbooks, 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 comments 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.

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.

Appendix G: Policy 3.3.2. Procedures to Modify Handbooks

Purpose: Establish NCWM policy for proposing modifications to NCWM Handbooks.

Background: The following policy formerly existed in the Introduction sections of NCWM Handbooks 44 and 130. Since NCWM did not have a policy manual until more recent years, this seemed to be the appropriate place to make the policy readily available for modifying those Handbooks. In 2010, NCWM created a new policy manual based on policy decisions by the Board of Directors over the previous 10 years. With a policy manual in place, the Board believes that the following is more properly placed there than in the NIST Handbooks.

Policy:

A. Submission of Agenda Items – Preamble

NCWM Bylaws require that its officers and committees observe the principles of due process for the protection of the rights and interests of affected parties. Specifically, it requires that the committees and officers: (a) give reasonable advance notice of contemplated studies, items to be considered for action, and tentative or definite recommendations for conference vote, and (b) provide that all interested parties have an opportunity to be heard.

B. Submission Process

Anyone introducing an item to the Committee must initially use the regional weights and measures associations to consider its merits. Using the regional associations ensures discussion and evaluation of items at the grassroots level by involving the regional members in the development, evaluation, and justification of proposals. The regions include the Central, Northeastern, Southern, and Western Weights and Measures Associations. For information on the regional associations, visit www.ncwm.com.

To submit a proposal to a regional association, obtain Form 15: Proposal to Amend Handbooks at www.ncwm.com or by contacting NCWM via email at info@ncwm.com. Complete the form and submit it electronically in Microsoft Word format to NCWM at info@ncwm.com. The Form 15 template is provided on the NCWM website at www.ncwm.com/helpful-forms. Instructions for completing the form are included with the electronic version of this template. To ensure that your proposal is included on the regional meeting agenda, submit at least two weeks in advance of the fall regional meeting. Regional meeting schedules are available on the NCWM website.

C. Procedures

The NCWM Committee will consider items according to the following procedures:

1. New items submitted to the NCWM by September 1 in Microsoft Word format using the Form 15 available from NCWM.
2. Items accepted by a regional association after the September 1 deadline and included in the regional recommendations to NCWM by November 1.

3. Items submitted by NCWM committees, subcommittees, task groups, NTEP sectors etc. directly to NCWM standing committees. It is recommended that these items be submitted to all regional associations for review if possible.

4. NCWM Committees receive new items from 1, 2, and 3 above and as defined in Sections E and F. All items to be considered by the Committee for action at the upcoming Interim Meeting must be submitted in Microsoft Word format to NCWM by November 1.

5. NCWM will ensure that all committee members and technical advisors receive complete copies of the Form 15 and all supporting documents for all new items for consideration at the upcoming NCWM Interim Meeting.

(Amended 2018)

D. Criteria for Inclusion on the NCWM Committee's Agenda

1. Any item forwarded to NCWM by at least one regional association and received by the November 1 deadline will be automatically placed on the Committee's Interim Meeting agenda.

2. Items that have not been submitted to a regional association, but which are submitted to NCWM by November 1, will be evaluated by the Committee using the criteria in Section E, Exceptions to Policy, and Section F, Committee Agenda.

3. Any proposal received by NCWM after the November 1 deadline, but prior to the Interim Meeting, will be evaluated by the Committee according to Section E, Exceptions to Policy and Section F, Committee Agenda. Only those items determined to be a national "priority" will be included on its agenda.

4. Proposals must be submitted using a Form 15 and must include:

   a. a concise statement of the item or problem outlining the purpose and national need for its consideration. An electronic copy of the background material and proposed amendment(s) should be submitted in a Microsoft Word format or by email to don.onwiler@ncwm.com;

   b. background material, including test data, analysis of test data, or other appropriately researched and documented material for the Committee to evaluate when deciding its position or future activity on the proposal;

   c. proposed solutions to problems stated in specific language and in amendment form as changes to Conference documents; and

   d. if a proposal involves a new area of weights and measures activity; practical, realistic, and specific recommendations for laws or regulations to be adopted and test methods to be utilized to provide for proper enforcement.

When proposals are to modify or add requirements to existing publications, such as Handbook 130, Uniform Laws and Regulations in the Areas of Legal Metrology and Engine Fuel Quality, or Handbook 133, Checking the Net Content of Packaged Goods, the proposal should:

1) identify the pertinent portion, section, and paragraph of the existing publication that would be changed (e.g., Uniform Method of Sale of Commodities Regulation, Section 8.2, paragraph (b));

2) provide evidence of consistency with other NCWM publications such as with other uniform laws and regulations;

3) provide evidence of consistency with federal laws and regulations (e.g., U.S. Department of Agriculture [USDA] or Federal Trade Commission [FTC] regulations); and

4) relay the positions of businesses, industries, or trade associations affected by the proposal including supporting and opposing points of view.

E. Exceptions to Policy for Submission of Items to the NCWM Committee Agenda; Submission of "Priority" Items

The Committee will use the following criteria to evaluate items that have not been approved by a regional association but have been received by the November 1 deadline. If an item is received after the November 1 deadline, it will be included on the agenda if the Committee determines that it is a national "priority."

Criteria for Inclusion on the Committee's Agenda When No Regional Association Has Approved the Item.

1. Items must have significant legal impact on weights and measures laws and/or regulations involving:

    a. court cases/attorney general opinions; or
    b. preemption by federal statute or regulation; or
    c. conflicts with international standards; or
    d. items which could affect health and safety.

2. The Committee may contact parties that are potentially affected by an item (e.g., trade associations, industry, and consumer groups) for comments. The Committee may consider these comments and any other information in determining if the item should be included on its agenda.

3. When the Committee determines that it should consider an item as a "priority" (using the criteria in 1.), the item will be handled in the following manner:

    a. A "priority" item received prior to the Interim Meeting may be added to the Interim Meeting agenda by a majority vote of the Committee.
    b. A "priority" item received after the Interim Meeting may be added to the Committee's Annual Meeting agenda as:

        1) a discussion item by a majority vote of the Committee; or
        2) as a voting item by a majority vote of the Committee and the NCWM Board of Directors.

F. Committee Agenda

1. The Committee will review items that have been submitted and selected by a majority vote to be included on its agenda. The Committee will only include those items that have been:

    a. approved by at least one of the regional associations; or
    b. forwarded by other committees, subcommittees, NTETC Sectors, task forces, or work groups, or those items that meet the criteria in Section E, Exceptions to Policy.

2. The Committee will publish an agenda (NCWM Publication 15) that identifies the items to be discussed during the Interim Meeting. This agenda will be distributed to members approximately 30 days prior to the meeting. The agenda will be provided upon request to all other interested parties.

(Amended 1998)

G. Interim Meeting

1. The Committee shall hold public hearings at the Interim Meeting for the purpose of discussing and taking comments on agenda items.
2. Upon request, the Committee will provide the opportunity for presentations by government officials, industry representatives, consumer groups, or other interested parties during the Interim Meeting. Requests to make presentations must be received by the Committee Chairman or Technical Advisor at least two weeks prior to the start of the meetings.

H. Interim Meeting Report

1. Items under consideration by the Committee, and about which the Committee offers comments or recommendations to NCWM to act upon during the Annual Meeting, will be included in the Committee's Interim Report published in the Annual Meeting Program and Committee Reports (NCWM Publication 16).
2. The Annual Meeting Program and Committee Reports will be prepared and distributed to Conference members approximately three months prior to the NCWM Annual Meeting.

I. Classifications for Agenda Items

At the Interim Meeting, the Committee can classify proposals in one of the following ways:
1. "**Voting**" – These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the Committee or the Committee has reached an agreement that it is ready for voting status to let NCWM membership decide.
2. "**Informational**" – These items are deemed by the Committee to have merit. They typically contain a proposal to address the issue and a meaningful background discussion for the proposal. However, the Committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The Committee has taken the responsibility for any additional development of Informational items.
3. "**Developing**" – These items are deemed by the Committee to have merit but are found to be lacking enough information for full consideration. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the Committee has sent the item back to the source for further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda with contact information for the person responsible for the development. The Committee will take comments on Developing items during open hearings of the Interim Meeting, starting with the developer if available.
4. **"Assigned"** – These items are deemed by the Committee to have merit but are found to need further enhancement before being considered by the Committee. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the committee thinks further development should be conducted by a subcommittee, steering committee or task group. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried in the Committee agenda and will include contact information for the chairperson of the responsible subcommittee, steering committee or task group. An assigned item will be returned to the Committee when the responsible group believes the item is fully developed or that no further progress can be made in developing the item. A Committee may revoke the assigned status at any time.

The Committee will take comments on Assigned items during open hearings of the Interim Meeting, starting with the developer if available.

5. "**Withdrawn**" – These are items that the Committee has found to be without merit. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended, and no further testimony will be received. The item may be reintroduced through the regional associations for consideration as a new item.

At the Annual Meeting the Committee may:

1. Change the status of the items, but no item may be changed to Voting status because the item has not been published, as such, in advance of the meeting.
2. Amend voting items during the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws.
3. Remove items from the voting agenda at the Annual Meeting by changing the status prior to a call for the vote of the NCWM membership.
4. Take testimony on Developing items which will be limited to an update from the person developing the item.
5. Take testimony on Assigned items which will be limited to an update from the representative of the responsible group.

(Amended 2013, 2018 and 2019)

J. Comments on Interim Reports

1. Weights and measures officials, industry representatives, and all others are encouraged to submit written comments on items in the Committee's Interim Report.
2. All comments on the Interim Meeting Report must be submitted to the Committee no later than one month preceding the opening of the Annual Meeting.

K. Annual Meeting

1. The Committee will hold a public hearing at the Annual Meeting to discuss items on its agenda.
2. Those who want to speak on an item during the public hearing should request time from the Committee Chairman. The Committee Chairman may impose time limits on presentations, the discussion of a question, or the discussion of a proposed amendment.

L. Final Committee Reports and Conference Action
1. Following the public hearings, the Committee will prepare its final report for action by the voting membership of the Conference. Copies of the final report will be provided to the membership prior to the voting session for that report.
2. The Chairman of the Committee will present the final report of the Committee to the Conference body. A vote will be taken on items, proposals, or sections in the report as circumstances require. The Conference will vote on the entire final report as presented in

accordance with established Conference voting procedures. Parliamentary procedures according to Robert's Rules of Order, as amended by NCWM Bylaws, must be adhered to in the presentation of, and any action on, a Standing Committee report.

(Amended 1998)

M. Revisions to the Handbook

NIST may not publish a new edition if it determines that it is reasonable to forego an annual publication (e.g., amendments were minor or editorial in nature) to save printing, mailing, and other costs. If this occurs, NIST will issue a notice that the current edition is still valid and will explain its action. (Note: Section numbering may be changed from one edition of the handbook to another to accommodate additions or deletions.)

(Amended 2008)

Appendix H: Policy 4.1.1. Travel Policy

Purpose: This policy is issued by the National Conference on Weights and Measures (NCWM), Board of Directors to provide guidance to individuals requesting reimbursement for travel incurred while conducting business on behalf of NCWM.

Policy:

Individuals on an NCWM-approved trip will be reimbursed for travel expenditures that are both reasonable and necessary. When conducting business on behalf of NCWM, travel must be conducted in the most cost-effective manner. Travel routing must follow the most direct practicable route. Reimbursement of expenses will be limited to the cost of reasonable, necessary, and cost-effective travel. Members traveling at NCWM expense to NCWM Interim and Annual Meetings are responsible for their own meeting registration fees. All travel shall be approved in advance by the NCWM Executive Director or the Chair of the NCWM Board of Directors.

Procedures:

Procedures for authorizing travel and documenting expenses are designed to ensure adequate control over expenditures of NCWM funds. Requests for reimbursement of expenditures which do not comply with this policy will be denied.

A. **Travel Approval**

1. Routine travel shall be approved by the Executive Director.

2. If travel is considered out of the normal routine as described in NCWM Policy 4.1.2. Approval of Non-Standard Travel, then prior approval shall be obtained from the Chair of the NCWM Board of Directors.

B. **Transportation**

1. Private vehicles may be used for official travel when determined to be cost beneficial. The maximum amount of reimbursement will be limited to the lowest cost of airline travel to the same destination over the same dates. Reimbursement for personal vehicle expenses will be made in accordance with the rates established by the Internal Revenue Service as allowable deduction, based on actual miles traveled.

2. Airline travel cost will be reimbursed for regular coach fares. Non-refundable tickets are frequently available at substantial savings if purchased within specified time frames prior to travel. Travelers are encouraged to take advantage of such discounts when possible. However, travelers are responsible for exercising reasonable care and prudence in making the decision to purchase non-refundable tickets to ensure that no expense is incurred for a ticket which is not used.

3. NCWM will reimburse travelers for reasonable ground transportation costs. Receipts for expenditures are required.

   a. Reimbursement for the use of rental vehicles will be limited to situations where the rental vehicle provides an overall cost savings. Travelers shall obtain prior approval from the Executive Director.

   b. Tips for ground transportation which are reasonable and documented on receipts are considered reimbursable.

C. Lodging

1. The majority of travel will be to destinations where group arrangements have been made for lodging. In instances where individual arrangements for lodging are being made by the traveler, government rates must be requested.

2. Lodging reservations frequently must be guaranteed. If a traveler finds they are not able to fulfill a guaranteed reservation, the traveler is responsible for ensuring the reservation is either changed or canceled to avoid unnecessary charges. If the traveler does not use the reservation and has not changed or canceled it, NCWM will not reimburse the traveler for any resulting charges.

D. Meals and Individual Expenses

1. The cost of meals and incidental travel costs such as personal telephone calls are reimbursed through the per diem rate established by NCWM Board of Directors. Because reimbursement is based on a per diem amount, such expenses should not be itemized on the travel reimbursement form. The current per diem rate is listed in the Rate Schedule below.

2. When 2 or more people who are all traveling at NCWM expense dine together, one person may pay for the group and claim the entire expense by submitting the dining receipt along with names of individuals included in the meal. Alcoholic beverage purchases on a dining receipt are not reimbursable.

3. When meals are provided as part of the event or if the cost of a meal is paid for by another person, the per diem for the day shall be adjusted as listed in the Rate Schedule below.

   RATE SCHEDULE
   Mileage: Current federal rate as published at www.gsa.gov/portal/content/100715
   Meal and incidental per Diem: $72.00 per day (includes tips)
       Per Diem Adjustments:
       Breakfast $16.00
       Lunch $18.00
       Dinner $38.00

4. Meals are reimbursable on travel days under the following conditions
       Breakfast – if leaving before 6:00 a.m.
       Lunch – if leaving before 11:00 a.m.
       Lunch – if returning after 2:00 p.m.
       Dinner – if returning after 7:00 p.m.

E. Out-of-Country Travel

In instances involving out-of-country travel, NCWM will authorize travel expenditures with the established per Diem of the federal government.

F. Submitting Documentation for Reimbursement

1. Obtain the most current reimbursement form at www.ncwm.com/helpful-forms.

2. The form is designed to be completed electronically. If completed by hand, use care that penmanship is legible.

3. Reimbursement checks are mailed to the address on file at NCWM unless another address is specified on the reimbursement form.

4. Submit the form and all receipts to the Executive Director for final approval. Original receipts are not required.

5. Request for Reimbursements shall be submitted in any one of the following ways:

Mail: Don Onwiler
NCWM
1135 M Street, Suite 110
Lincoln, NE 68508

Email: don.onwiler@ncwm.com

Fax: 402-434-4878

National Conference on Weights and Measures / National Type Evaluation Program
Travel Expense Reimbursement Form

If completing Travel Expense Reimbursement Form by hand, do so legibly. Illegible forms may delay processing times.

MEMBER INFORMATION		
Member Number:	Full Name:	Organization:
Make Check Payable To:		
Street Address:		

City:	State:	Zip Code:	Country:

Phone Number:	Fax Number:	Email Address:

EVENT INFORMATION		
Committee (if applicable):	Function:	Dates of Travel:

EXPENSES	
Airfare: *Please provide receipt.	$
Personal Vehicle Travel: $.58/Mile *Millage rate may be adjusted as per GSA Standard Millage Rates.	Number of Miles: $
Parking: *Please provide receipt. (Tips included if documented on receipt)	$
Ground Transportation: *Please provide receipt.	$
Time You Left Home on Day 1: ☐ a.m. ☐ p.m.	Time You Arrived Home on Last Day: ☐ a.m. ☐ p.m.
Per Diem: $72/Day (Includes Tips) *Please adjust meals provided by NCWM. Breakfast $16, Lunch $18, Dinner $38	Number of Days: $
Lodging: *Please provide receipt.	$
Miscellaneous Expenses (Does NOT Include Tips or Phone Calls) * Please provide receipt.	$
Total Expenses Claimed:	$
Signature:	Date:

Appendix I: Policy 2.4.6. Electronic Access to Meetings

Purpose: Establish policy for electronic access such as teleconferencing, video conferencing or web meetings as a means of participating in NCWM meetings from remote locations.

Background: For the purpose of this policy, a public meeting is defined as a scheduled and advertised meeting of NCWM or any of its sectors, committees, ad hoc committees, subcommittees, task forces and study groups at a facility where members travel to participate. In addition to these public meetings, it is common for committees, subcommittees and task groups, etc. to organize teleconferences and web meetings in between these regularly scheduled public meetings to continue their work.

NCWM has received occasional requests from individuals who wish to participate in a portion of the discussions of public meetings via telephone or web meeting. The request may seem reasonable since the member would have to pay for travel and lodging to attend only that small portion of a multi-day event. Service plans for teleconferencing; video conferencing and web meetings have limits on the number of participants. NCWM's policy should clarify who is granted access and who is not.

The cost is also of concern. Equipment rental costs, phone line access fees at hotels, and internet access in meeting spaces all typically have costs associated with them and the prices can vary greatly according to the hotel and audio/visual service vendor. The cost could multiply quickly as the practice expands to all public meetings including NTETC Sector Meetings, task group meetings, subcommittee meetings, committee work sessions, and potentially NCWM open hearings and voting sessions.

The policy capitalizes on technology, but sets fair limitations on its use to control costs and expectations.

Policy:

1. NCWM encourages the use of electronic meeting formats by sectors, committees, subcommittees, work groups and task groups when these meetings are scheduled outside of NCWM public meetings. Electronic participation by non-members of the group is denied except by special invitation of the group chair.

2. Members of ad hoc committees, subcommittees, task forces and study groups may electronically access public meetings of those groups if funding and capability is present. Electronic participation by non-members of the group is denied except by special invitation of the group chair.

3. Electronic access is denied for all public standing committee meetings, NTEP sector meetings, NCWM open hearings and voting sessions.

Appendix J: Funding or Action Request for Committees and Work Groups

Please use the Funding or Action Request of Committees and Work Groups form to submit special requests to NCWM Board of Directors that require NCWM approval, funding or support. Examples of requests include:

- Funding a special work group or committee meeting

- Establishing a new work group or committee

- Placing a discussion item on the agenda of the Board of Directors meeting

The request will be forwarded to the NCWM Board of Directors and you will be notified of the response.

National Conference on Weights and Measures / National Type Evaluation Program

Funding or Action Request
for Committees and Work Groups

GENERAL INFORMATION			
Date:	Request Type: ☐ Funding ☐ Action ☐ Discussion		Submitted By: ☐ L&R ☐ PDC ☐ S&T ☐ Other:
Prepared by Committee/Work Group Member:			
Subject:			

REQUEST INFORMATION (Attach any supporting documentation that will help the Board of Directors consider the request.)
Time Factor and Sense of Urgency:
Estimated Date of Task Completion:
Summary:
Pro/Con Arguments:
Does this Affect Existing Committee Work: ☐ Yes (if yes, describe) ☐ No
Estimated Cost:
List of Attachments: (documents, data, studies, etc.)

FOR BOARD OF DIRECTORS USE ONLY
☐ Approved ☐ Denied (brief explanation required)
_____   _____ NCWM Chairman Signature   Date:

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"That Equity May Prevail"