

**National Council on Weights and Measures
Standards Development Task Group Report
June 1, 2026**

INTRODUCTION

The National Council on Weights and Measures (NCWM) Standards Development Task Group (SDTG) is charged (Appendix A) with evaluating the NCWM Charter Team 2 Report of 2018 (Appendix B) in the context of the current standards development process employed by NCWM. For background, the Charter Team 2 Report was developed as a review of the 2016 Charter Team 1 report, both of which focused on enhancements to the standards development process. In their review, Charter Team 2 broke down their report into *Concept 1 – Improvement and Policy Changes to the Current Model* and *Concept 2 – Twice-Per-Year Voting*.

The SDTG reviewed Concept 1 to evaluate which proposals in the 2018 report were implemented and their effectiveness, which were not implemented and why, and whether they could now be implemented. In Concept 2, the SDTG reviewed the history of twice-per-year voting and discussed whether it should be reconsidered in the future. The SDTG was also tasked with recommending improvements to the current standards development process and enhancements to the function of committees and related reporting processes.

In preparation for this report, the SDTG received comments from the membership through surveys and direct requests, reviewed past reports by regional and national standing committees, researched the historical minutes of the Board of Directors, and relied on the experiences of the decades of service of the members of this committee within NCWM.

EVALUATION

CONCEPT 1 – IMPROVEMENTS AND POLICY CHANGES TO THE CURRENT MODEL

The SDTG reviewed each of the nine topics within this concept. Each topic listed below contains direct language or a summary from the 2018 Charter Team Report, followed by the SDTG evaluation and recommendations.

NCWM OPEN HEARINGS – PRESENTATION AND TESTIMONY

- Presentations given at open hearings should be strictly time-limited to 10 minutes, and a timer should be present for the presenter and committee chair.
 - While not a policy, the committee chairs have been advised to limit all presentations to ten minutes. A timer has also been added at the front of the room. Both additions have been successful. The SDTG recommends that the Board of Directors adopt a policy on presentations that includes the ten-minute rule, but gives the committee chair discretion to allow additional time if needed.
- Adopt a policy limiting the number of times a speaker can testify on an item to two, once for initial testimony and once for a follow-up.
 - NCWM has implemented a time limit of five minutes per speaker, but it is not a policy. The NCWM has not implemented a limit on appearances at the microphone. In the spirit of due process, the SDTG does not recommend limiting the number of times a speaker can testify on an item, but recommends that the Board of Directors adopt a policy limiting testimony to five minutes.
- Require all members to wait until all those who rise have testified before returning for additional testimony.

- This was not implemented by NCWM, and the SDTG does not believe that it currently presents as an issue. It is common for an individual to ask questions of a previous commenter, which draws them back to the microphone out of turn. Committee members may also recall a speaker for additional clarification at any time. Also, the committee chair has discretion to allow dialogue between speakers.
- Presenters should be required to submit their presentations at least 24 hours before a hearing.
 - The Committee Handbook requests that all presentations be given to the committee chair or technical advisor at least two weeks before the meeting, and NCWM requests the same when given advanced notice. However, presentations have been submitted with as little as five minutes' notice prior to the item being heard. Given the complexities of the audio/visual component of our meetings, the SDTG recommends that the Board of Directors implement a policy where presentations that require an audio/visual component be submitted to the committee chair no later than two weeks before the meeting date. The chair will have full authority to approve or reject presentation requests, but also the discretion to allow for late submissions if justified. The Committee Handbook should also be updated to reflect that all presentations shall be submitted to the committee chair only.
- Individuals proposing language changes must submit their proposals to the committee in writing before the beginning of open hearings or before the committee work session.
 - A policy was not implemented; however, through Committee Development training, the committee chairs have been requesting language changes proposed on the floor in writing. The SDTG recommends adding this to the Committee Handbook.

DEVELOPING AND INFORMATIONAL ITEMS – TESTIMONY AND MANAGEMENT

- Developing and Informational items be limited to a report from the assigned subgroup and/or submitter as appropriate at the Interim and Annual. The presenter should be limited to 10 minutes with no exceptions.
 - The current NCWM policy allows Developing, Informational and Assigned items to be deliberated during the Interim Meeting as a matter of due process. The SDTG believes that if no dialogue occurred on these items, it would slow the development process of the items. At the Annual Meeting, comments are currently permitted on Informational items, and updates are given on Assigned and Developing Items from either a task group representative or the submitter, with no comments received from the body. The SDTG believes this process is working well and does not recommend any changes.
- Developing and Informational items be reported on only by the assigned subgroup, submitter or submitter's representative at the regional meetings. Regional associations should consider limiting presentations to 15 minutes as a means of informing regional members and as preparation for those attending the NCWM meetings. Reports at the regionals may be filed in writing or heard through teleconference or web meeting. Promote and encourage task group meetings at the regional conferences. NCWM should support the regionals with teleconferencing and web meetings to enable this activity.
 - The SDTG acknowledges that the work performed at regional meetings is instrumental in developing proposals, and each region is in a unique position to create policies that work best for its members. Regional reports are posted on their websites and included in NCWM publications. As regional associations are autonomous from NCWM, the SDTG does not see the need to adopt policy regarding this recommendation. Given the wide availability of web meeting platforms, the SDTG doesn't see the need for NCWM to provide access to this technology.
- All meetings of the subgroups and items being worked be posted on the conference schedule and NCWM web site.
 - Current policy does not mandate notification of subgroup meetings, but subgroups that are interested in receiving public comment may request that NCWM send an email to the membership. Each subgroup has a charge, which is posted on the NCWM website, outlining which items they

are currently working on. The SDTG recommends that interested parties contact the subgroup chair with any questions or concerns.

- The NCWM Board of Directors develops an “Assigned” status for items. Items assigned could be managed under different time limits and process rules to promote rigorous discussion and well-developed items.
 - NCWM has created the status of Assigned. A committee chair can request that the NCWM Chair create a task group to assign an item or items for further development. The addition of the Assigned status has proved instrumental in moving items through the development process.
- Developing items not acted on by a task group or submitter for one full NCWM annual meeting cycle be withdrawn from the agenda.
 - Items can remain on an agenda for many reasons, and a strict policy for removing them can hinder progress. The SDTG recommends adding to the Committee Handbook the option for a committee chair to withdraw an item if the committee believes it has been inactive and no progress has been made.

PUBLICATION 15 and 16 FORMAT – GROUPING SIMILAR ITEMS

- The Charter Team 2 reported that items in Publications 15 and 16 are currently organized according to sections of the NIST Handbooks, which can separate related or interdependent topics across committee agendas. To improve efficiency, committees have been batching related items during hearings and voting, but this still makes it difficult for members to follow along in the publications. The Charter Team recommended grouping similar items more logically within the publications, an approach successfully used by NEWMA at an interim meeting. The NCWM Board of Directors agreed to test this new grouping format in the 2018 edition of Publication 15. They expect feedback to refine the format and believe it will also benefit regional associations and NIST technical advisors. The Charter Team also recommended consulting with five active committee members when formatting proposals to decide if they should be grouped, and proposal submitters may suggest grouping their items as well.
 - NCWM has successfully implemented blocking of items, but the STDG believes there is room for improvement with the following recommendations:
 - Items should be blocked together with like-minded items. However, the committee should consider whether or not to block opposing items together, or hear them in sequence. The committee chair should inform the body, before hearing the items, that the items are in opposition
 - When an item is removed from a block and placed as a standalone item on the agenda, a notation should be made in the agenda of which block it belonged to.
 - If only one item remains in a block, it should be placed on the agenda as a standalone item with a notation of which block it belonged to.
 - The committee chair should be given guidance in the meeting script to notify the body that a member should indicate if they are commenting on the block as a whole or on a specific item within the block. The committee chair should also have discretion to remove an item from the block, for discussion purposes only, if the chair and the committee deem it appropriate.

ITEMS NOT PASSED DURING ANNUAL VOTING SESSION – ELIMINATION AND RECONSIDERATION

- The Charter Team 2 report identified that items that do not pass or fail during a voting session are automatically returned to the committee agenda. They recommended that in this event, the committee may opt to carry over the item if a majority of the committee votes to do so. In this scenario, the committee would have one week from the voting session to communicate their decision to the NCWM membership, along with a rationale in their report. They also recommended that any carryover item be limited to consideration for only one more year.
 - The SDTG studied voting items for the period from 2016 to 2025. Each voting item that was not

approved was identified and tracked in subsequent years (Appendix C). Based on the data, a majority of the items were approved the following year. The items that were not approved the following year were either withdrawn or given an Assigned or Developing status. Two items that remained on the agendas for several years after they were returned to committee eventually returned to Voting status after significant work was completed. The committee process to identify when an item is ready for a vote is working well. The SDTG does not recommend any changes to this process.

JOINT COMMITTEE SESSIONS – RESTRUCTURE AND REPURPOSE

- The charter team recommends the session be restructured and the time used for a number of other value-added activities. For example, a quick refresher on committee process and policies, leadership and facilitation, discussion of batching items, or coordinating joint hearings. Immediate topics could include guidance on using the timer, limiting presentations, and how to proceed once time expires.
 - A review of the Joint Committee Session and the Committee Agenda Review was conducted, and it was determined that the goals of both could be accomplished in a single session. The Joint Committee Session was thirty minutes long and was used by the NCWM Chair to give updates to the committees. The Committee Agenda Review was scheduled for an hour, with the intention of each committee reviewing its agenda. However, current practice revealed that the committees review the bulk of their agenda well in advance of the meetings, and they do not utilize all of the time allotted. Before the 2026 Interim Meeting, the SDTG recommended to the Board of Directors that they create the “Joint Session with Committee Reports”. This session would allow the NCWM Chair to provide updates to all committees and provide committee chairs the opportunity to give a synopsis of their agendas, identify supporting documents and presentations, and discuss any items that may cross between committees. Conducting the Joint Session in this way would also free up additional time for subgroup meetings. This was implemented at the 2026 Interim Meeting.
- The Charter Team recommends that the Fall Committee Development sessions be continued to reflect changes to committee operations and to emphasize the leadership roles of the Chairpersons. The team also recommends expanding the meeting to include all committee members, not just new members and the chairs.
 - Over the past few years, the Board of Directors has opened the Committee Development sessions to include all members of the committees through web meetings. While members attending virtually are unable to participate in discussions due to the difficulty of managing in-person and web meeting conversations, this allows committee members to learn the most recent updates and provides continuity between their first session as a new member and their last session as the chair. In 2025, the Board of Directors expanded the availability of Committee Development to include all members of regional committees in an effort to create uniformity.
- Standing committees routinely conduct business prior to the Interim and Annual meetings. Using web-based meetings, teleconferences and other electronic means to discuss and develop items in advance of the conferences. This will be a cultural shift for some members, will require technical assistance from NCWM and will require additional time commitments of committee members.
 - Due to the advancement in technology since 2018, committees now conduct most of their business using virtual meeting platforms. This has greatly enhanced committee performance.

SUBGROUPS SUPPORTING THE WORK OF THE ORGANIZATION – CONTINUOUS IMPROVEMENT

- Each subgroup be given a charter to guide their work. The charter must include who the team reports to, clear expectations about deliverables, available resources, deadlines and a termination date
 - The SDTG believes that the work of subgroups is instrumental in the standards development process. After review of the NCWM subgroups, none of them have a “charter”, but rather a mix

of missions, goals, and/or charges, and some have none at all. It is recommended that a formal charge be created for each subgroup. If no charge currently exists for a subgroup, it is recommended that the standing committees work with the NCWM Chair to draft one. For charges that currently exist, the standing committees should review them and forward recommended changes to the NCWM Chair.

- Subgroup members receive training on the policies, structure, reporting relationships, leadership and facilitation. (This is addressed in NCWM Policy 1.5.1.: Subgroups Supporting the Work of the Organization). NCWM supports subgroups by providing training, and making available conference calls, web meetings, and other electronic communications and document sharing.
 - The SDTG recommends that the Board of Directors develop an FAQ or guidance sheet for subgroup members highlighting policies and guidance. Official training for all subgroup members would be cumbersome, and the subgroups should instead rely on the leadership of the standing committees for additional guidance and support. The NCWM currently provides a multitude of tools for subgroups, including meeting space, document sharing, and listservs.

REGIONAL STANDING COMMITTEES – ADDING MORE VALUE

*The SDTG recognizes that each regional association is governed by its own constitution, bylaws, and policies.

- Regional committee members may benefit from training similar to the training provided NCWM committee members.
 - Beginning in 2025, NCWM began offering the Committee Development training virtually for regional standing committee members. The first offering was lightly attended, but there is hope that attendance will increase in the future. The SDTG recommends that NCWM keep offering this training to all regional standing committee members.
- Regions may benefit from a committee training and guideline publication similar to the one provided to NCWM committee members. The Western Weights and Measures Association is updating the committee manual they use and is willing to make the manual available to the other associations.
 - The Southern Weights and Measures Association has started a committee member training, including Robert's Rules and policy/procedure. The Western Weights and Measures Association also has committee training. The SDTG recommends that regional associations share their best practices.
- Regions may make it a priority to have committee members serve for several years, select members to get a committee with a wide range of expertise, and include a member from the NCWM standing committee to provide continuity and background knowledge that would be useful to both the regional and national committees.
 - The SDTG recognizes the difficulties in staffing all volunteer groups. The lack of personnel is due to a variety of reasons, and the regional associations are doing their best to staff committees with those who are available and willing to serve. The SDTG recommends that, at a minimum, the NCWM standing committee representative should be on the respective regional committee to act as a liaison.
- Regional committees could indicate in their committee reports when they do not have subject matter experts available to assist them in making a recommendation. In these instances, the region may simply take no position.
 - NCWM has created a choice of “No Recommendation” to regional agendas. There seems to be confusion as to how this differs from the option of not forwarding an item to the national committee. It is recommended that NCWM create clearer language to be included in the Committee Handbook and on the regional report templates.
- New Proposals are normally submitted for the fall round of regional meetings. Presuming an Annual Meeting voting is retained, a deadline of September 1 or two weeks prior to the first regional meeting could be established that would apply to all four regions. This would place all four regions on an even

footing to evaluate and make recommendations on the new proposals. Submitters of new proposals would have time from the end of the Interim Meeting to the established deadline date to fully prepare the new proposals. Regional committees, submitters, and NCWM standing committee members would then have sufficient time to review and prepare new proposals for the fall meetings.

- Form 15s are now due to NCWM by August 15, giving all regions the ability to review proposals on time. The SDTG believes this process is working well.
- Individuals giving presentations could be required to submit their presentations at least 24 hours in advance of the hearing.
 - Most regions tend to follow this policy. It is recommended that each region review its logistical needs and adopt a policy that works best for its association.
- Individuals proposing changes to language could be required to submit them to the committee in writing before the beginning of open hearings or before the committee work session. This would allow regional committee chairs to better prepare for their open hearings and work sessions.
 - The SDTG has found that most regional committee chairs have been requesting language changes in writing. This process is encouraged to continue.
- Regional Standing Committees could be encouraged to follow the guidelines for presentations and open hearing comments used by the NCWM Standing Committees to facilitate the open hearing process.
 - The SDTG found that most regions tend to follow the NCWM guidelines used by the standing committees.

PROPOSALS – FORM 15 DEVELOPMENT AND REGIONAL CONFERENCES

- Develop minimum criteria that each form 15 meet before it can be forwarded to the regional conferences for consideration. The criteria could be in the form of a checklist and should include a description of the regulatory issue, technical details and supporting data, proposed Handbook language, a discussion of economic impact or a cost/benefit analysis, a list of affected stakeholders or industries and a summary of the stakeholder responses to the proposed change.
 - NCWM has standardized the Form 15 and created an electronic version. All Form 15s are now submitted online with mandatory fields.
- Form 15s must be received by September 1 of each year with exceptions being granted only for emergency proposals in accordance with existing NCWM policy.
 - NCWM now requires Form 15s to be submitted no later than August 15. This has worked well to allow ample time for all regions to review proposals. Additionally, NCWM has a policy regarding priority proposals. Within the past few years, several proposals were requested to be considered a priority. Each national standing committee has evaluated the proposals against the policy, with some being accepted and some being denied. While rare, the policy and process are working well.
- Form 15s must be heard by the regional conferences and must receive at least one recommendation that the item be given voting, developmental, assigned or, informational status before it can be considered by the NCWM standing committee. Encourage, support and, expect committees to begin their work well before the conferences.
 - Review of the work of the regional committees revealed that all items are receiving a status coming out of the regional meetings, and committees are working in preparation for their meetings.

COMMITTEE REPORTS – CONCISE SUMMARIES AND RATIONALE

- Develop aids or checklists to guide committee members in writing the reports.
 - NCWM has created the position of Committee Coordinator. The Committee Coordinators, along with the Chair of the Specifications and Tolerances Committee and the Laws and Regulations Committee, formed a Style Guide Focus Group under the Board of Directors. The group

developed a style guide (Appendix D) to aid in the creation of the reports and best practices. The SDTG recommends that the style guide be reviewed and updated for publishing and that a process for ongoing review and updates be created.

- Provide support to committees in the form of web meetings, conference calls and other logistic support.
 - NCWM provides committees with the ability to use listservs, document sharing, access to web meeting platforms, and other logistical support.
- Consider appointing a secretary to take notes, draft addendums and do a first draft of the committee reports. The secretary should not be a standing committee member or NIST technical advisor, nor should they have a vested interest in the proposals being considered by the committee.
 - NCWM has created the position of Committee Coordinator. This position has been instrumental in providing support to the standing committees by keeping track of deadlines, drafting reports and addenda, taking notes, and serving as a resource for their knowledge in policy and the Committee Handbook. By all accounts, this position has enhanced the ability of the standing committees to craft well-rounded and concise reports.
- Require an update be provided to the regional committees by NCWM subgroups prior to or at each regional meeting.
 - The SDTG recommends that a member of each subgroup, or the regional representative of the national committee, give an update on subgroup activities during their regional meetings.
- Assemble a team to redesign and reformat the committee reports. The team should identify the key elements of a report, develop a format that summarizes the current proposal, so the reader can quickly understand the issue they will be voting on and that provides a history and background of the item's development.
 - In 2021, NCWM implemented a change to the format of the reports that included a clear and concise summary of the current proposal, along with history and background on the item's development, all in an easier-to-read format. The SDTG recommends, in the Previous Status section of the report, that the committees indicate that updates or language changes have been made during that cycle. Example:
 - 2025: Assigned to the Uniform Shipping Law Task Group – Language Changes
 - 2024: Assigned to the Uniform Shipping Law Task Group
- Host a NIST/NCWM workgroup to discuss roles and responsibilities regarding standards development and publication of reports. Clarify these roles and responsibilities for both national and regional organizations.
 - The roles and responsibilities are clearly outlined in the Committee Handbook, and training is given yearly to committee members. All important dates are listed for the submission of reports by regional and national committees. In 2020, NCWM began publishing all reports.

CONCEPT 2 – TWICE A YEAR VOTING

The SDTG was tasked with evaluating whether twice-per-year voting is a viable issue to reconsider, and if a consensus was made, the task group should do the following:

- Create a clearly defined outline and Draft Policy on how the process will work.
- Address concerns that specific regions have expressed on the process.
- Address concerns that industry members have expressed on the process.
- Address concerns that committee members have expressed (specifically on workload, communications, time constraints and so forth).

After deliberating on the charge and reviewing past NCWM reports, the SDTG believes that it is not within our purview to decide whether this concept is viable, but rather to distill the work of the Twice Per Year Focus Group (Appendix E), along with comments from the body found in past reports, to provide the Board of Directors guidance if they wish to pursue it in the future. The SDTG also believes that the creation of a Draft Policy on how the process will work cannot be developed by the task group without a review of all policies that may be impacted. A Draft

Policy must be continuously reviewed over time as process success is evaluated and changed as needed. Below, the SDTG has outlined the possible benefits and concerns, as well as considerations, for reintroducing the concept.

Benefits

- Dispatching items from the committee agendas more efficiently
- Provide finalized language to regulators and stakeholders more frequently for possible adoption into law or regulation prior to publishing handbooks
- More frequent access to agendas, allowing for more timely updates to emerging technology and marketplace practices
- The potential for agendas to be smaller and more manageable for committees
- Possible reduced cycle time of items on agendas
- Receive comments on all items, including Assigned and Developing, at both meetings

Concerns

- The body and committees would have to focus on developing/assigned and voting/informational items at the same time
- Receive comments on all items, including Assigned and Developing, at both meetings
- The potential for increased work for the committees in terms of report writing, scheduling, and timelines
- Tight turnarounds for regional committees to provide feedback on items under consideration
- Potential to lessen opportunities for committees to develop items
- Increased work for the NCWM staff in terms of report and publication publishing
- Regions may be required to meet more than once per year
- The NCWM Winter Meeting would be extended by one day, leading to additional costs
- Possible less attendance at both the Summer and Winter Meetings due to the costs of travel, time away, and tighter budgets on regulators and stakeholders

Considerations

- Several additional items would need to be addressed by the Board of Directors prior to reintroduction:
 - An updated policy to handle priority items at both meetings (NCWM 3.3.2. Procedures to Modify Handbooks, part E)
 - Creating a policy stating that a proposal must be heard by all four regions prior to being voted upon, unless it has been given a priority status as per related policy (NCWM 3.3.2. Procedures to Modify Handbooks, part E)
 - A methodology for how updated language would be disseminated to regulators and stakeholders outside of the published handbooks
 - A policy for grouping proposals, either by status or in order of the codes
- The original proposal was to amend the bylaws to be able to implement twice-per-year voting, if needed. Comments from the body revealed they were also interested in seeing how the process would work, so the Twice Per Year Focus Group included all of the policy changes into the proposal for transparency. However, this created a 60-page document, and it is possible that the original intent was lost within those pages. To provide greater clarity to the body, the Board of Directors may consider:
 - Creating a Frequently Asked Questions document
 - A flow chart as to how a proposal would move through the process
 - Using a Technical Session or Subcommittee time slot to act out the process of how a Winter and Summer meeting would be conducted

- Consider ways to convey policy changes so members can review. Posting them in the agenda item appeared to create confusion.
- NCWM will have to consider either one annual report to cover the two meetings or biannual reports for each meeting.

RECOMMENDATIONS

The following is a list of recommendations that appear in the evaluation of Concept 1, as well as additional recommendations from the SDTG:

- Adopting a policy on presentations that includes a ten-minute time limit during open hearings, but also gives the committee chair discretion to allow additional time if needed
- Adopting a policy of limiting testimony to five minutes for each appearance at the microphone during open hearings
- Adopting a policy where presentations that require an audio/visual component are submitted to the standing committee chair no later than two weeks before the meeting date. The chair will have full authority to approve or reject presentation requests, but also the discretion to allow for late submissions if justified. The Committee Handbook should also be updated to reflect that all presentations shall be submitted to the committee chair only
- Update the Committee Handbook to encourage Committee Chairs to request, in writing, language changes given during open hearings
- Update the Committee Handbook to include the option for a Committee Chair to withdraw an item if the committee believes it has been inactive and no progress has been made
- When blocking items, NCWM should consider:
 - Items should be blocked together with like-minded items. However, the committee should consider whether or not to block opposing items together, or hear them in sequence. The committee chair should inform the body, before hearing the items, that the items are in opposition
 - When an item is removed from a block and placed as a standalone item on the agenda, a notation should be made in the agenda of which block it belonged to
 - If only one item remains in a block, it should be placed on the agenda as a standalone item with a notation of which block it belonged to
 - The committee chair should be given guidance in the meeting script to notify the body that a member should indicate if they are commenting on the block as a whole or on a specific item within the block. The committee chair should also have discretion to remove an item from the block, for discussion purposes only, if the chair and the committee deem it appropriate
- Concerning subgroups:
 - Create a formal charge for each subgroup if none exists, and post on website
 - For charges that currently exist, the standing committees should review them and forward recommended changes to the NCWM Chair
 - Develop an FAQ or guidance sheet for subgroup members highlighting policies and guidance
- Concerning regional standing committees:
 - NCWM continues to offer Committee Development training to all regional standing committee members
 - Regional associations share their best practices amongst the regions, including new member training, committee training, policy/procedure, etc
 - The NCWM standing committee representative should be on their respective regional committee to act as a liaison and provide guidance and support
 - NCWM create clearer language to be included in the Committee Handbook and on the regional

report templates for the use of “No Recommendation” status

- When language changes or updates are made to proposals, have the committees include in the Previous Status section of the report that updates or language changes have been made during that cycle. Example:
2025: Assigned to the Uniform Shipping Law Task Group – Language Changes
2024: Assigned to the Uniform Shipping Law Task Group
- Continue to have the standing committees provide after-action reviews after each Interim and Annual Meeting, as outlined in the Committee Handbook
- Continue the work of the SDTG as a subcommittee under the Board of Directors. Have the SDTG review the Style Guide, as well as the after-action reviews of the standing committees, to update our standards development process on a regular basis

CONCLUSION

The SDTG found that many of the recommendations from the Charter Team 2 report have been phased into practice since 2018, with positive results. The standards development process is an ongoing one that requires regular review to be successful. The members of this task group have worked diligently to identify areas of improvement that will hopefully enhance NCWM's efforts to improve that process. We encourage regular review and training to ensure continued success.

Standards Development Task Group Members

Mr. Jason Flint, New Jersey | Chair & Northeastern Representative
Dr. Matthew Curran, Florida | Southern Representative
Mr. Mike Harrington, Iowa | Central Representative
Mr. Kurt Floren, County of Los Angeles, CA | Western Representative
Mr. Chuck Corr, Corr Consulting | Associate Member
Mr. Don Onwiler, NCWM
Mr. John McGuire, NIST-OWM

NCWM Standards Development Task Group

Marc Paquette NCWM Chair

January 29, 2025

Background:

The National Council on Weights and Measures (NCWM) Charter Team 2 Report was issued in January 2018 (Attached). The Team was charged with proposing changes to the operation of the NCWM standards development process with the goal of improving efficiency. The proposed improvements and changes were intended to reduce the time proposals are on the agendas, with the added benefit of reducing the size of agendas.

The report included two parts:

- Concept 1 – Improvements and Policy Changes to the Current Model
- Concept 2 – Twice a Year Voting

Seven years have passed since the issuance of the Charter 2 Report. Not all but many proposals from that report have been implemented.

NCWM Standards Development Task Group Charge:

The NCWM Standards Development Task Group is charged with evaluating the NCWM Charter Team 2 Report in context of the current standards development process, and to report back to the NCWM Board of Directors on:

Concept 1

- What proposals in the January 2018 report were implemented?
- How effective were those changes?
- What items were not implemented and why?
- Are there proposals that were not implemented that could be done so now?
- New improvement recommendations relevant to current conditions.
- How well do the committees work, any recommendations as to committee improvements and the related reporting process.

Concept 2

Is Voting Twice a Year a viable issue to be reconsidered. If the group reaches consensus that voting twice a year should be reconsidered the group will:

- Create a clearly defined outline and Draft Policy on how the process will work.
- Address concerns that specific regions have expressed on the process.
- Address concerns that industry members have expressed on the process.

- Address concerns that committee members have expressed (specifically on workload, communications, time constraints and so forth).

If a consensus cannot be reached on the issue of voting twice a year, or of any of the other evaluated points, this is to be noted, and dissenting opinions are to be included.

The Task Group is encouraged to review comments from past open hearings and to solicit NCWM members for additional feedback as deemed necessary or beneficial to making informed recommendations.

At the conclusion of the charge, the Task Group will provide a report to the NCWM BOD on the points listed above. The timeline for completion of this report is 12 months (one year) from the formal inception of the group. Upon completion and presentation of the report, the Task Group shall be disbanded.

This report will serve to give an updated evaluation of the standards development process for planning purposes of the BOD. The report may be used as the basis for periodic ongoing evaluations by the BOD and may be included as a subset of the Strategic Plan, which is intended to be periodically reviewed and updated.

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January 29, 2025

**NCWM Charter Team Report
Team 2
January 2018**

INTRODUCTION

The NCWM Charter Team is charged with proposing changes to the operation of the National Conference on Weights and Measures so that standards can be developed and published in a timelier manner. This report proposes two concepts for the future operation of the Conference. The first concept is making improvements and policy changes to the traditional annual meeting and voting cycle. The second concept is voting twice a year. Advances in technology, new products or services and, the need to rapidly publish regulations has generated a demand for speedier code development. The conference and its leadership are constantly striving to improve operations to meet the NCWM mission “To advance a healthy business and consumer climate through the development and implementation of uniform and equitable weights and measures standards using a consensus building process.”

The first charter team, Team One, was launched in November 2015 and charged with examining the current processes of standards development, identifying stakeholders and their respective roles and to explore the operation of other standard setting organizations. They completed their work in July 2016 and presented a report that identified eight issue areas that require practical solutions. Those issue areas are shown on pages 8 and 9 of this report. Team One also proposed the Conference meet and vote twice a year instead of the traditional annual meeting and voting cycle.

A second charter team, Team Two, was launched in July 2017 to develop at least two concepts for consideration by the Board of Directors. The team was made up of some of the same members of the first team and others were added due to attrition. This team began by reviewing the report published in July 2017 and determined that they would propose solutions to the eight issue areas identified by Team One and review the twice a year meeting proposal.

CONCEPT 1 - IMPROVEMENTS AND POLICY CHANGES TO THE CURRENT MODEL

NCWM OPEN HEARING – PRESENTATIONS AND TESTIMONY

NCWM open hearings must be more structured and disciplined to promote effective and efficient consideration of the items before the Conference. This section addresses Conclusion 5 and 6, Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016. (See pages 8 and 9 of this report)

Some presentations and testimony during the open hearings take a large amount of time. Committee chairs regularly approve technical presentations and provide time limits in advance of the open hearing. The presentations are valuable in explaining complex items and generate further testimony and questions. However, the presenters exceed their time limits. In other instances, testimony is extended because the same people come to the mic time after time to provide more information or to rebut a previous speaker. The lengthy hearings reduce the amount of time the committees have to work on their items during their work sessions. Often committees work late into the night and miss out on participating in other conference activities.

RECOMMENDATIONS

- Presentations given at NCWM open hearings be strictly limited to ten minutes with no exceptions. We suggest NCWM provide a timer so at least the presenter and committee chair would know how much time remains.
- Adopt a policy that limits the amount of time and the number of times a speaker can testify on an item during open hearings. The team recommends a limit of two trips to the mic during discussion of an item - once for initial testimony and once for a follow-up. An exception could be made, at the chair’s discretion, for committee members to ask additional questions of a speaker.

- Members should be required to wait until all of those that rise to testify have spoken before they can return to the microphone for additional comments.
- Individuals giving presentations be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language must be submitted to the committee in writing before the beginning of open hearings or before the committee work session.

DEVELOPING AND INFORMATIONAL ITEMS – TESTIMONY AND MANAGEMENT

The committees at times take open testimony on developing and informational items during the hearings. There are occasions when time is spent hearing testimony or presentations on these items. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 5 and 6. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Developing and Informational items be limited to a report from the assigned subgroup and/or submitter as appropriate at the Interim and Annual. The presenter should be limited to 10 minutes with no exceptions.
- Developing and Informational items be reported on only by the assigned subgroup, submitter or submitter's representative at the regional meetings. Regional associations should consider limiting presentations to 15 minutes as a means of informing regional members and as preparation for those attending the NCWM meetings. Reports at the regionals may be filed in writing or heard through teleconference or web meeting.
- All meetings of the subgroups and items being worked be posted on the conference schedule and NCWM web site.
- Promote and encourage task group meetings at the regional conferences. NCWM should support the regionals with teleconferencing and web meetings to enable this activity.
- The NCWM Board of Directors develop an "Assigned" status for items. Items assigned could be managed under different time limits and process rules to promote rigorous discussion and well-developed items.
- Developing items not acted on by a task group or submitter for one full NCWM annual meeting cycle be withdrawn from the agenda.

PUBLICATION 15 and 16 FORMAT – GROUPING SIMILAR ITEMS

Currently items are placed in Publication 15 and 16 on the Specification and Tolerance Committee and the Laws and Regulation Committee agendas in a manner that aligns the items with the respective sections of the *NIST Handbooks*. This often separates items addressing similar or related topics and the items may be interdependent. Over the past few years the committees batched the items during the open hearings and voting sessions to effectively present the issues to the members and to make the hearing and voting process more efficient. The batching efforts are successful to some extent however members have a difficult time paging through the publications and keeping up with the testimony during the hearings and voting sessions. The charter team discussed grouping similar items in Publication 15 and 16 in a more logical manner and NEWMA successfully used a grouping scheme during their interim meeting with success.

The NCWM Board of Directors considered changing the format of Publication 15 and 16 to incorporate this recommendation and agreed to implement it on a trial basis for the 2018 edition of Publication 15. The board expects that there will be comments and suggestions to improve on the first version of this new format. This new format should also provide benefit to the regional associations as well as the NIST technical advisors.

The Charter Team recommends that NCWM consult with the five active committee members when formatting new proposals to determine whether they should be grouped. Submitters of new proposals may also recommend that their items be grouped.

ITEMS NOT PASSED DURING ANNUAL VOTING SESSION – ELIMINATION AND RECONSIDERATION

Currently voting items that are not passed during the annual meeting voting session are automatically returned to the committee for consideration. These items take time and effort to process.

The charter team concluded that there should be a policy that requires the item be dropped from the agenda with some exceptions. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 1 and 2. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Items that do not receive the required votes to pass or fail drop off the agenda at the conclusion of the meeting. However, the committee may choose to carry the item forward if a majority of the committee voted to carry the item forward. The committee would be required to make a decision on carrying the item forward within one week of the voting session and communicate their decision to the membership via NCWM. The committee would be made up of the same committee members that considered the item during the voting session. Comments would be added to the Background/Discussion section to report the decision and explain the rationale for carrying the item forward.
- Items carried forward after the annual voting session be limited to consideration for only one more year.
- Items not carried forward after a voting session may be resubmitted for consideration.

Note: These recommendations would require reconsideration if NCWM implements voting twice per year.

JOINT COMMITTEE SESSIONS – RESTRUCTURE AND REPURPOSE

The committee discussed the value of the Joint Committee Session held at the beginning of the Interim and Annual meetings. The session is intended to be a time to gather the standing committees, identify problems or special situations and make adjustments to help the committees do their work through the week. Over the past few years this session has become a quick check in and usually there is nothing to report or discuss.

The charter team recommended that this session be restructured to assist committee members by presenting some refresher training and proactively addressing problems or controversial issues. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 5. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- The charter team recommends the session be restructured and the time used for a number of other value-added activities. For example, a quick refresher on committee process and policies, leadership and facilitation, discussion of batching items, or coordinating joint hearings. Immediate topics could include guidance on using the timer, limiting presentations and how to proceed once time expires.
- The Charter Team recommends that the Fall Committee Development sessions be continued to reflect changes to committee operations and to emphasize the leadership roles of the Chairpersons. The team also recommends expanding the meeting to include all committee members, not just new members and the chairs.
- Standing committees routinely conduct business prior to the Interim and Annual meetings. Using web-based meetings, teleconferences and other electronic means to discuss and develop items in advance of the conferences. This will be a cultural shift for some members, will require technical assistance from NCWM and will require additional time commitments of committee members.

SUBGROUPS SUPPORTING THE WORK OF THE ORGANIZATION – CONTINUOUS IMPROVEMENT

Subgroups are increasingly valuable to the success of the conference as issues require more subject matter expertise, have significant regulatory and economic impact and may require several years to fully develop. The increasing use of subgroups enables the conference to tap industry and government expertise, intensely focus on fully developing issues and keep pace with changes in the marketplace. Subgroups increase membership and participation in the conference but also place an increasing burden on key leaders and NIST staff.

The charter team recommends the conference work diligently to continuously improve subgroup operations. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 4 and 7. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Each subgroup be given a charter to guide their work. The charter must include who the team reports to, clear expectations about deliverables, available resources, deadlines and a termination date.
- Subgroup members receive training on the policies, structure, reporting relationships, leadership and facilitation. (This is addressed in NCWM Policy 1.5.1.: Subgroups Supporting the Work of the Organization.)
- NCWM support subgroups by providing training, and making available conference calls, web meetings, and other electronic communications and document sharing.

REGIONAL STANDING COMMITTEES – ADDING MORE VALUE

The charter team recognized the importance of having strong, productive regional committees. The regional organizations add value by both evaluating items and further developing the items. Subject matter experts and regulatory officials come together in an environment that enables greater in-depth discussions and thorough analysis of items.

Committees look at each item and recommend a status to the regional membership. The regional association then deliberates and approves the committee's recommendations of Informational, Developing, Voting or Withdrawn.

The other critical function of the committees is to further develop and refine items into a final product - usually Handbook language. The items then pass onto the other regions for more discussion, development and recommendations on the status for the item.

The charter team noted that there are the inconsistencies between the regions and the products they produce. Some of the observations of the charter team were:

- Some members are not familiar with the goals, purpose and responsibilities of the regional committees.
- Some members do not understand NCWM committee, hearing and voting processes.
- Some members have not had a chance to develop the skills to chair and facilitate a committee before being put in that role.
- The committees may not have a subject matter expert or access to an expert to help make informed decisions and recommendations.
- Some regional committees continue to take testimony and change proposals during their work sessions.
- Some regions are thorough and diligent in working items and others are less so.
- Some regional meetings are well attended by a wide range of regulatory and industry members while others aren't.
- In some cases, submitters of items do not attend the regional or send written testimony to the committees. In those instances, the committees do not have any new information to act on.

This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 8. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Regional committee members may benefit from training similar to the training provided NCWM committee members.
- Regions may benefit from a committee training and guideline publication similar to the one provided NCWM committee members. The Western Weights and Measures Association is updating the committee manual they use and is willing to make the manual available to the other associations.
- Regions may make it a priority to have committee members serve for several years, select members to get a committee with a wide range of expertise and include a member from the NCWM standing committee to

provide continuity and background knowledge that would be useful to both the regional and national committees.

- Regional committees could indicate in their committee reports when they do not have subject matter experts available to assist them in making a recommendation. In these instances, the region may simply take no position.
- New Proposals are normally submitted for the fall round of regional meetings. Presuming an Annual Meeting voting is retained, a deadline of September 1 or two weeks prior to the first regional meeting could be established that would apply to all four regions. This would place all four regions on an even footing to evaluate and make recommendations on the new proposals. Submitters of new proposals would have time from the end of the Interim Meeting to the established deadline date to fully prepare the new proposals. Regional committees, submitters, and NCWM standing committee members would then have sufficient time to review and prepare new proposals for the fall meetings.
- Individuals giving presentations could be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language could be required to submit them to the committee in writing before the beginning of open hearings or before the committee work session. This would allow regional committee chairs to better prepare for their open hearings and work sessions.
- Regional Standing Committees could be encouraged to follow the guidelines for presentations and open hearing comments used by the NCWM Standing Committees to facilitate the open hearing process.

PROPOSALS – FORM 15 DEVELOPMENT AND REGIONAL CONFERENCES

Form 15s are the first step in proposing changes to the handbooks and the process of amending the NIST Handbooks begins with consideration by the regional conferences. The Form 15s, known as proposals, come from a variety of sources. Some are submitted by long time members of the conference that have a sound understanding of the process; others are submitted by businesses and regulatory officials new to the conference with little knowledge of the process. The proposals are sometimes very well developed with supporting data, detailed amendments for the affected Handbook sections and, sometimes demonstrate collaboration with other stakeholders. Proposals are generally submitted in a timely manner however some are late, and some are sent directly to regional committee chairs. Because the regions meet in different months the proposal may not be considered by one or more of the regions and in some cases not evaluated by key stakeholders. The charter team recommends the conference take measures to improve the quality and timely submission of Form 15s.

RECOMMENDATIONS

- Develop minimum criteria that each form 15 meet before it can be forwarded to the regional conferences for consideration. The criteria could be in the form of a checklist and should include a description of the regulatory issue, technical details and supporting data, proposed Handbook language, a discussion of economic impact or a cost/benefit analysis, a list of affected stakeholders or industries and a summary of the stakeholder responses to the proposed change.
- Form 15s must be received by September 1 of each year with exceptions being granted only for emergency proposals in accordance with existing NCWM policy.
- Form 15s must be heard by the regional conferences and must receive at least one recommendation that the item be given voting, developmental, assigned or, informational status before it can be considered by the NCWM standing committee.
- Encourage, support and, expect committees to begin their work well before the conferences.

COMMITTEE REPORTS – CONCISE SUMMARIES AND RATIONALE

Well written and well-structured committee reports are essential to excellent standards development. Initially the members use the reports to help them determine how to vote, testify and in some instances offer changes. Members read the reports to understand the fundamental issue, gain insights about the stakeholder positions and understand how opposing views were resolved. After the standard is published in the handbook the reports serve to document the intent and discussions and are used by jurisdictions to determine how to apply the standards. The national committee

reports can be lengthy and difficult to follow. The regional committee reports can be superficial rather than a comprehensive summary of discussions, data analysis and, rationale for their recommendations. The charter team recognizes that time constraints at the meetings, both regional and national, put a great deal of pressure on committee members to meet deadlines at the cost of quality. The first three recommendations below apply to both regional and national committees.

RECOMMENDATIONS

- Develop aids or checklists to guide committee members in writing the reports. Some of the items to address in a checklist are:
 - Identification of the regulators, stakeholders, subgroups, NIST or other federal agencies involved in the issue.
 - Identification of all sections of the Handbooks affected by the changes
 - Identification of any federal statutes or regulations affected by the changes
 - Discussion of the conflicting positions and resolutions.
 - Recommendation to submit the item to a subgroup and reasons to form a subgroup.
 - Recommendation to return the item to the submitter for development
- Provide support to committees in the form of web meetings, conference calls and other logistic support.
- Consider appointing a secretary to take notes, draft addendums and do a first draft of the committee reports. The secretary should not be a standing committee member or NIST technical advisor, nor should they have a vested interest in the proposals being considered by the committee.
- Require an update be provided to the regional committees by NCWM subgroups prior to or at each regional meeting.
- Assemble a team to redesign and reformat the committee reports. The team should identify the key elements of a report, develop a format that summarizes the current proposal, so the reader can quickly understand the issue they will be voting on and that provides a history and background of the item's development.
- Host a NIST/NCWM workgroup to discuss roles and responsibilities regarding standards development and publication of reports. Clarify these roles and responsibilities for both national and regional organizations.

CONCEPT 2 – TWICE A YEAR VOTING

CHANGE MEETING PROCESSES – VOTE AT BOTH SUMMER AND WINTER MEETINGS

NCWM's traditional annual and interim meetings would require process changes to implement a twice a year voting system. The meetings are addressed as a Summer Meeting and a Winter Meeting below. Voting would take place during each session and require attendance in person. The Winter meeting would be extended by one day to accommodate the hearings, committee meetings and voting sessions.

RECOMMENDATIONS

The 2016 charter team proposed the following sequence for the NCWM and regional meetings and outlined the activities and actions for each. The 2017 charter team made some editorial changes to their recommendations.

- Summer Meeting Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 15. This will include Voting status items for the Winter Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Summer Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Summer Meeting voting session and assign a status.
 - New committee members would begin their terms upon completion of item e above.

- SWMA and WWMA meet in the Fall
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.
- NCWM will create Pub 15
 - All carryover items will have the status assigned by the NCWM standing committee following the Summer Meeting.
 - All new items will be presented in Pub 15 without status. These items will be discussed and assigned a status by the NCWM standing committees in the addendum sheets at the Winter Meeting.
- Winter Meeting Process. This process will be similar to the Summer Meeting. It will include a voting session and the meeting will be extended by one day. Following is the process.
 - Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 16. This will include Voting status items for the Summer Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Winter Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Winter Meeting voting session and assign a status.
- CWMA and NEWMA meet in the spring.
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.
- NCWM creates Pub 16.
 - All carryover items will have the status assigned by the NCWM standing committee following the Winter Meeting.
 - All new items will be presented in Pub 16 without status. These items will be discussed and be assigned a status by the NCWM standing committees in the addendum sheets at the Summer Meeting.

AMEND BYLAWS AND POLICIES TO IMPLEMENT TWICE A YEAR VOTING

The NCWM bylaws and policies must be changed to implement twice a year voting; the articles of incorporation would not need to be changed. Most of the changes would be to rename the Interim and Annual Meetings. Changes to bylaws require a vote of the membership and changes to policies are made by the Board of Directors.

RECOMMENDATIONS

Change the bylaws and policies listed below to implement twice a year voting.

Bylaws:

- Article IV
 - Section 3 – Waiver of Registration and Membership Fees
- Article VI
 - Section 2 – Directors Eligibility, Part B.
 - Section 3 – Nominations and Elections, Parts A, B, C, D
 - Section 5 – Removal of Directors
 - Section 6 – Appointive Officials, Part B.
- Article VII
 - Section 10 – Sergeants-at-Arms
- Article VIII

- Section 1 – Annual Meeting
 - Section 2 – Meetings
 - Section 3 – Special Meetings, Part B.
- Article IX
 - Section 5
 - Part C, 3. Conference Training Topics
 - Part D. Nominating Committee
- Article X – Voting System
 - Section 1
 - Part A. Official Designation
 - Part B. Composition
 - Part C, Method of Designation
 - Section 2, House of Delegates
 - Section 3, House of General Membership
 - Section 5 – Voting Rules, Part B.
 - Section 9.A. Part C (statement above chart)
- Article XI – Amendments

Policies:

- 2.1.1. Observer Fees
- 2.1.3. One-Day Registration Fee
- 2.1.4. Waived Registration Fee for Guest Speakers
- 2.1.5. Student Registration
- 2.3.1. Hospitality Suites
- 2.3.2. Event Sponsorship
- 2.3.3. NCWM Meeting Space
- 2.4.1. Committee Work Session Protocol
- 2.4.2. Training Session Topics
- 2.4.3. Retired Member Voting Privileges
- 2.4.4. Committee Work Schedules
- 2.4.5. Written Testimony
- 2.4.7. Recording Meetings 2.4.8. Transparency in Representation
- 2.6.2. Special Awards Subcommittee

CHANGE PUBLICATION, ADMINISTRATIVE, FINANCIAL AND OTHER PRACTICES

Adopting a twice a year voting cycle would require changes to other parts of NCWM and NIST operations. Following are a list of questions raised by Charter Team One and in some instances Charter Team Two responded with their recommendations.

QUESTIONS AND RECOMMENDATIONS

1. Would standards be printed twice per year or remain on an annual cycle?

Charter Team Two recommends remaining with one printing per year. States adopt the NIST standards in various ways; some adopt by reference, some adopt through administrative rulemaking and others write the handbook provisions into administrative rules.

2. What constitutes the long-standing NCWM Annual Reports?
3. Would we have an outing at the Winter Meeting?

4. NCWM offers to pay committee travel to the Interim Meeting, but not the Annual. Would we offer to pay for both? Or the expenses for each? Or continue paying for just the Winter Meeting?

Charter Team Two recommends that NCWM consider options for continuing support of committee member travel. **NOTE:** NCWM does not presently recoup these costs through registration fees.

5. In any case, there would be an increase in Winter Meeting registration fees to cover;
 - Added day of audiovisual fees.
 - Added day of light breakfast.
 - Added day of staff travel.
 - Added printing costs for addendum sheets.
6. Annual Business Meeting: Will this still be held just at the Summer Meeting?
7. Special Awards: Would these remain just at the Summer Meetings?

CONCLUSIONS OF THE CHARTER TEAM REPORT OF JULY 2016

1. Standing committee agendas include too many items. In recent years, agendas have overwhelmed committee members. Committee work sessions have become all-consuming and diminish the committee's final work product. Late night time commitments affect committee members' morale and cause difficulties in recruiting new committee members. The existing agenda item designation system only provides guidance to the committees as it relates to the status of an item.
2. Items remain on committee agendas for indefinite periods of time. Clearly there are agenda items that need extensive development, but *revisiting and/or voting* on the same items on a yearly basis raises frustration and causes interested groups to question the credibility of the Conference. Interested parties have bypassed the NCWM process and have reached out to the Federal and State Governments for favorable legislation. Some states have passed "boutique legislation" to address that state's immediate need.
3. Adoption or non-adoption of agenda items by the Conference as a whole occurs just once a year. Items that are ready for a vote or have been voted on and are ready for a revote cannot be revisited until the July Annual Meeting. Voting only once a year inherently slows the approval process.
4. Agenda items can be intensely technical and inconsistent technical knowledge of a specific item by committee members can hinder the study of the item. Committees may not have the expertise or time to develop items, and proposal authors may not have the resources or connections to reach out to affected parties except at national meetings. The result is that items of a technical nature may not be developed adequately before reaching the committee and may return year after year without significant change because of a continuing lack of resources for development.
5. Committee Chairpersons have broad authority and control over their agendas. The tools provided to committee chairs are explained in detail during the NCWM Committee Orientation process, but we believe committee chairs do not use these tools enough in reviewing agenda content. Also, emphasis should be placed on the most efficient utilization of time outside of the NCWM meeting timeframes to work on agenda items.
6. Comments during open hearings and the voting process at times are not directed to the committees and their chairpersons, inviting "back and forth" discussions on agenda items. Although comments are strongly encouraged, "back and forth" discussions can cause unnecessary delays and can diminish the time necessary to consider "last minute" changes. As a result, an item deemed by the committee ready for a vote may be quickly "pulled back" increasing the time it remains on an agenda.
7. Subcommittees perform an important function by advising and assisting the standing committees on agenda specific topics. A subcommittee's recommendation and work product become an integral part of an agenda item.

Subcommittee members are subject matter experts, whose expertise and background should be fully utilized by standing committees.

8. Every proposal/agenda item presented to a regional association and/or to NCWM is distinct and raises a corresponding level of interest. Determining “how long” an item takes to move through the NCWM process is difficult and is driven by the uniqueness (technical nature and the widespread effect on the marketplace) of agenda items. Data suggests that most items move relatively smoothly through the conference approval process, but that suggestion is clearly diminished by the uniqueness of an item.
NCWM members representing different interests have raised concerns that NCWM will not be able rise to the challenges it will confront in the 21st Century. Finding solutions to the concerns identified above will greatly assist the conference in meeting those challenges.

Charter Team Two Committee Members

Mr. Jerry Buendel, Washington | Chair & Western Representative

Mr. Hal Prince, Florida | Southern Representative

Mr. Louis Sakin, Towns of Hopkinton/Northbridge | Northeastern Representative

Mr. Robert DeRubeis, Michigan | Central Representative

Mr. Eric Golden, Cardinal Scale Manufacturing | Associate Member

Mr. Robert Upright, Vishay Transducers | Associate Member

Mr. Don Onwiler, NCWM

Dr. Doug Olson, NIST/OWM

GUIDELINES FOR DRAFTING STANDING COMMITTEE REPORTS

Purpose: This guidance is intended to provide a quick reference to the Standing Committees on drafting Committee reports. The goal is to provide uniformity in report writing, to the extent possible, between the Standing Committees and consistency in report writing each year as membership in the Committees changes.

For clarity, this guidance will refer to reports in the following manner:

- **Interim Meeting Report:** The committee report that will appear in Publication 16
- **Final Report:** The committee report that will appear in the NCWM Annual Report
- **Carryover Report:** The report of items from the Annual Meeting that will remain on the agenda for the next Interim Meeting.

Dates:

- November 1: Regional Association Committee reports due to NCWM.
- November 16: NCWM Publication 15 is available to membership at <https://www.ncwm.com/publication-15>.
- March 15: Interim Meeting Report due to the NCWM.
- April 1: NCWM Publication 16 available membership at <https://www.ncwm.com/publication-16>.
- August 15: Carryover report is due to NCWM.
- September 30: Final report is due to NCWM.

Style: For the purpose of this document, “style” refers to the internal formatting of the report. For example, font size and font theme, table of contents headers, paragraph spacing, etc.

These styles have been predetermined and are set in the reports by the NCWM. Care should be taken when writing the reports to not change these settings.

Formatting: There are important formatting structures that the Committee will use.

- Suggested revisions are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added.
- Requirements that are proposed to be nonretroactive are printed in ***bold faced italics***.
- A proposal to change a nonretroactive requirement to retroactive are shown in **bold face print** and underlined and the nonretroactive date will be struck through.

Information to be reported: There are no set guidelines on the information that is to be reported in the report, but Committees should be mindful that NCWM reports are intended to be historical documents for future readers. The Committee is to provide enough information to where a reader who did not participate in the decision-making process understands the purpose of the requirement, and the reasons for the Committee’s actions.

Within this context, Committee chairs are encouraged to look for opportunities to improve the quality of the reports, even when those methods differ from past methods, provided they don’t violate any hard and fast written rules.

As noted later in this document, all information, e.g., past comments, past iterations of items, etc. are not retained in each Interim Meeting Report since the reader can reference past reports to obtain that information.

General reporting requirements: The name and affiliation of the person making comments is to be reported in the appropriate section, “Regulatory”, “Industry”, or “Advisory”. The following format is to be used.

- (Year) (Meeting, Annual or Interim): “Mr. or Ms. John/Jane Doe, (affiliation) - Comments.
Example:

2023 Annual: Ms. Jane Doe, New York – Opposed the item. She suggested that the item as written may pose a conflict with other sections of the Handbooks.

- The word “None” should appear in the comments section next to each bullet for which no comments were heard.

Note: When a person is speaking on behalf of a subcommittee, steering committee, task group, or focus group, they are to be identified by their position in the subcommittee or group and their comments will appear in the “Advisory” section of the report. For example, the comments of a weights and measures official speaking on behalf of a task group would be identified as such and go under advisory since their role is to advise the Committee.

Retaining Comments: A new cycle will begin with the Interim Meeting Report. The committee will delete comments that appeared in Publication 15 from the previous Interim and Annual Meetings, and insert comments from the Interim Meeting Open Hearings.. Regional association comments in the Interim Meeting Report will be limited to their most recent fall meetings. For those regional associations that meet in the spring, their comments from those meetings will replace the fall meeting comments for the Final Reports.

The Committee may want to reference a past comment in the Item Development if that comment was not repeated at the current meeting but was influential in their decision-making process.

The comments from the Interim and Annual Meetings will be included in the Carryover Report and Final Report.

Retaining Earlier Versions of Items: When an item is replaced with a revised version, the previous version will not be retained. The Committee will report in the Item Development section that the item has been revised and refer the reader to previous committee reports to be found at <https://www.ncwm.com/interim-archive> and <https://www.ncwm.com/annual-archive>.

Other information:

Developing Items: It is critical that all reports provide the submitter with clear indication of what is necessary to move the item forward for full consideration. The reports should include target deadlines for providing the information and readying the item for a vote. Notice should be provided that if progress is not made in a timely manner the item may be withdrawn and the developer would need to resubmit the proposal on a new NCWM form 15 for reconsideration by the Committee.

Report Development: All committee members are required to take notes during open hearings and share them with the other members following the meeting. The Chair has discretion for how the committee will develop the reports.

The Chair may delegate non-technical development of the reports to the Committee Coordinator. For example, the Chair may ask the Committee Coordinator to populate the report with open hearing comments from the Committee members’ notes. Another approach is for the Chair to divide the agenda items up among the voting members, with each voting member being responsible for reconciling the open hearing comments for their items and submitting them to the Committee Coordinator for inclusion into the report.

The Committee Coordinator may also update the report with revisions appearing in the addendum sheets, information decided upon by the Committee, and correct misspellings and other non-technical grammar errors to expedite the report writing process.

Note: Once a report has been adopted by NCWM at the Annual Meeting, no editorial changes shall be made for the Final Report.

1 **SPB-23.1 V Various Bylaw Sections: Voting Twice Each Year**

2 **Source:**

3 Board of Directors, Voting Focus Group

4 **Purpose:**

5 The purpose of this item is to expand the NCWM voting process from once per year to twice per year, improving and
6 enhancing the function of NCWM.

7 **Item under Consideration:**

8 Amend NCWM Bylaws as follows:

9 **Articles I-III – No Change**

10 **Article IV - Membership Fees and Records**

11 **Section 3 – Waiver of Registration and Membership Fees**

12 Individuals who have retired after 10 or more years of weights and measures employment in either the public or private
13 sectors, and who have attended at least one Winter or Summer Annual Meeting (or Annual Meeting if before
14 2024), shall not be subject to the payment of the registration and membership fees. The spouses of retired members
15 shall enjoy the same privileges as spouses of active members.

16 **Article V – No Change**

17 **Article VI – Directors and Appointive Officials**

18 **Section 1 – No Change.**

19 **Section 2 – No Change.**

20 **Section 3 – Nominations and Elections, Parts A, B, C, D**

21 **A. Nominating Committee**

22 Each year prior to the Corporation's Winter Interim Meeting, the Chairman shall appoint a Nominating
23 Committee. The Past Chairman will serve as Chairman of the Nominating Committee.

24 **B. Nominations**

25 1. The Nominating Committee shall submit one name for each elective office and present its recommendation as a
26 slate in its report to the Corporation.

27 2. Additional nominations for officers may be made from the floor at the Summer Annual Meeting provided that
28 prior consent of the nominee has been obtained in writing and presented to the presiding officer at the time of the
29 nomination.

30 **C. Elections**

31 Directors shall be elected during a designated session of the Summer Annual Meeting by a formal recorded vote of
32 the members in attendance and eligible to vote on Corporation motions. See Bylaws, Article X - Voting System

33 **D. Terms of Office**

34 1. The Chairman, Chairman-Elect and Past Chairman shall serve for a term of 1 year. The Chairman-Elect will be
35 elected at the Summer Annual Meeting one year prior to the term of service as Corporation Chairman. After
36 serving one year as Chairman-Elect, the incumbent will succeed to the office of Corporation Chairman. The

1 consecutive reelection of a Chairman and Chairman-Elect is prohibited; however, the eight other directors may be
2 re-elected. The eight other directors shall serve for 5-year terms; except for the Associate Director and Treasurer
3 who shall serve a 3-year term. Elections shall take place at such intervals as are necessary to retain an 11-member
4 Board at all times, except that vacancies shall be filled under Section 3, paragraph E, below.

5 2. All Directors shall take office immediately following the close of the ~~Summer Annual~~ Meeting at which they
6 were elected.

7 3. No Change.

8 **E. No Change.**

9
10 **Section 4 – No Change.**

11 **Section 5 – Removal of Directors**

12 A director may be removed for cause upon a vote for his or her removal by a majority of the Board at a properly called
13 meeting of the Board. Removal for cause shall include, but not be limited to, failure by the Director to attend two
14 consecutive meetings of the Corporation. For purposes of this section, two consecutive meetings shall mean Winter
15 or Summer annual or interim meetings of the Corporation.

16 **Section 6 – Appointive Officials**

17 **A. No Change.**

18
19 **B. Assumption of Office**

20 All appointive officials shall take office immediately following appointment and will serve through the subsequent
21 Summer Annual Meeting of the Corporation unless otherwise specified by the Corporation Chairman.

22 **Article VII – Duties of the Directors and Appointive Officials**

23 **Section 10 – Sergeants-at-Arms**

24 The Sergeants-At-Arms help preserve order during the public sessions of the Corporation's Corporation Winter
25 and Summer Meetings Annual Meeting. Their responsibilities include ensuring that only registered delegates are
26 present and that individuals or groups appearing before the Corporation are properly identified.

27 **Article VIII – Meetings of the Corporation**

28 **Section 1 – Business Meetings Annual Meeting**

29 The Annual Business Meeting of members shall be held at the Summer Annual meeting of the Corporation.
30 However, the Board of Directors may call for a Business Meeting at the Winter Meeting, should it be deemed
31 necessary. Notice of all the Business Meetings annual meeting shall be given. Notice shall be no less than 10 days
32 before the date of the meeting, except that notice to act on an amendment to the Articles of Incorporation, a plan of
33 merger, a proposed sale of assets or the dissolution of the Corporation shall be given not less than 25 days before the
34 date of the meeting.

35 The agenda for this meeting shall include the election of the Board of Directors and reports from the Chairman and
36 the Treasurer.

37 **Section 2 – Technical Meetings**

38 A The Annual Technical Meeting shall **also** be held at the Winter and Summer Meetings Annual meeting of the
39 Corporation and may include reports from various committees, task forces, study groups, and other items pertinent to

1 the Corporation, as well as the presentation of technical papers, discussions, displays, **education entertainment**, or
2 other events at the discretion of the Board of Directors.

3 **Section 3 ~~Section 2~~ – Board of Directors and Standing Committee ~~Interim~~ Meetings**

4 ~~The Interim~~ Meetings of the Board of Directors and those Standing Committees designated by the Chairman shall
5 be held ~~annually~~, approximately 6 months prior to the next meeting ~~Annual Meeting~~ in order to develop the agenda
6 and committee recommendations to be presented to and acted on by the membership at the next meeting ~~Annual~~
7 ~~Meeting~~.

8 **Section 4 ~~Section 3~~ – Conduct of Summer Annual and Winter ~~Interim~~ Meetings**

9 ~~The Summer Annual~~ and Winter Interim meetings shall be in-person meetings, excepted only in the event that an
10 emergency is declared by the Board of Directors to allow either meeting to be held entirely or in-part by internet
11 meeting services. Justification and classification of the emergency declaration are at the discretion of the Board and
12 may include, but are not limited to, a pandemic that prevents a significant number of members from participating in
13 an in-person meeting. Such emergency declarations and related determinations to allow internet meetings shall not,
14 however, be uniquely applied to, or employed regarding, any individual agenda item or any subset of items within a
15 complete meeting agenda. The Board of Directors shall maintain policies for conducting these meetings following the
16 principles of the in-person meetings as closely as possible.

17 **Section 5 ~~Section 4~~ – Other Meetings of the Board of Directors, Committees and Subgroups
18 within the Corporation.**

19 A. No Change.

20 B. Other Committees and subgroups of the Corporation are authorized to hold meetings at times other than the
21 Summer or Winter Annual Meeting ~~or Interim~~. Meeting by any manner technologically possible, including, but
22 not limited to telephone conference call, web meeting and email. If a committee or subgroup desires to conduct a
23 meeting requiring travel and facilities at the expense of the corporation, such meeting will be subject to approval in
24 advance by the Board of Directors.

25 **Section 6 ~~Section 5~~ – No Change otherwise.**

26 **Article IX - Committees**

27 **Sections 1-4 – No Change.**

28 **Section 5 – Duties and Fields of Operation of Board of Directors and Committees**

29 **A. Laws and Regulations Committee**

30 The Laws and Regulations Committee biannually ~~annually~~ presents a report for Corporation action.
31 Its scope embraces all matters within the area of weights and measures supervision including:

32 the development and interpretation of uniform laws and regulations;

- 33 1. the study and analysis of bills for legislative enactment;
- 34 2. the establishment and maintenance of published guidelines and other effective means of encouraging
35 uniformity of interpretation and application of weights and measures laws and regulations; and
- 36 3. liaison with Federal agencies, State agencies, and other groups or organizations on issues within the
37 purview of the Committee. This role entails explaining, advocating, and coordinating Corporation
38 positions, recommendations, and needs before Federal Government agencies, consumer groups, the

1 associate NCWM membership, domestic and international standards organizations, industry, trade
2 associations, and others. The goals are to provide and solicit information, develop a spirit of cooperation,
3 and promote uniformity with the activities and standards of the NCWM.

4 **B. Specifications and Tolerances Committee**

5 The Specifications and Tolerances Committee ~~biannually~~ ~~annually~~ presents a report for Corporation action.

6 Its scope embraces all matters dealing with:

- 7 1. specifications, tolerances, and technical requirements of any kind relating to scales, weights, measures, and
8 weighing and measuring devices and accessories, including interpretation of such material whenever
9 necessary,
- 10 2. standards and testing equipment for weights and measures officials,
- 11 3. procedures for testing commercial equipment, and
- 12 4. liaison with Federal agencies, State agencies, and other groups or organizations on issues within the purview
13 of the Committee. This role entails explaining, advocating, and coordinating Corporation positions,
14 recommendations, and needs before Federal Government agencies, consumer groups, the associate NCWM
15 membership, domestic and international standards organizations, industry, trade associations, and others. The
16 goals are to provide and solicit information, develop a spirit of cooperation, and promote uniformity with the
17 activities and standards of the NCWM.

18 **C. Professional Development Committee**

19 The Professional Development Committee ~~biannually~~ ~~annually~~ presents a report for Corporation action.

20 The mission of the Committee is:

21 To provide leadership to develop and implement uniform, quality weights and measures services in the areas of:

- 22 1. effective program management,
- 23 2. education, and
- 24 3. public relations.

25 **C.1-C.2. No Change**

26 3. **Conference Training Topics**

27 The Committee would be the focal point for gathering and recommending workshops or symposia on leadership,
28 management, and emerging issues to be presented during the ~~Summer and Winter Meetings~~ ~~Annual Meeting~~.
29 These topics would provide a forum for the exchange of ideas and discussion of changes in the marketplace.

30 **3. Uniformity of Data - No Change**

31

32 **Part D. Nominating Committee**

33 The Nominating Committee annually presents a slate of nominees for all elective offices. The names of these nominees
34 shall appear in the report of the Nominating Committee and shall be published in the Program and Committee Reports
35 for the ~~Summer~~ ~~annual~~ meeting of the Corporation.

36 **Parts E-G – No Change.**

37

38 **Article X - Voting System**

39 In the case of business issues relating to NCWM, Inc., as a Corporation, all questions before a meeting of the
40 Corporation are to be decided by voice vote of members of all three houses.

1 Members of all three houses may speak to all issues on the floor, both business and technical issues. However, the
2 adoption of final reports of committees on technical issues, as well as other technical issues, is to be decided by a
3 formal recorded vote of the active members in accordance with the following voting structures and procedures. The
4 determination as to whether an issue is technical or business shall be made by the Board in accordance with the policies
5 and procedures of the Corporation.

6 **Section 1 - House of State Representatives**

7 **A. Official Designation**

8 This body of Active members who are officially designated by their States and are present and registered at the Winter
9 and Summer Meetings ~~Annual Meeting~~ shall be known as the "House of State Representatives."

10 **B. Composition**

11 Each State is authorized one official to serve as its representative at the Winter and Summer Meetings ~~Annual~~
12 ~~Meeting~~ of the NCWM. The State weights and measures director, or his or her designee (State or local government
13 official), is the State representative.

14 The District of Columbia, the Navajo Nation, and the U.S. Commonwealths and Territories that have weights and
15 measures programs similar to those of the States (for example, have followed the uniform laws and regulations and
16 have adopted Handbook 44) are also allowed representatives.

17 **C. Method of Designation**

18 Each representative is specified annually to the Credentials Committee 30 days before the NCWM Winter and
19 Summer Meetings ~~Annual Meeting~~. Accommodation may be made for exceptions to this deadline. An alternate
20 should be named prior to the NCWM Winter and Summer Meetings ~~Annual Meeting~~ in case the designated
21 representative cannot attend.

22 **Section 2 - House of Delegates**

23 **Official Designation**

24 All other Active members present and registered at the Winter and Summer Meetings ~~Annual Meeting~~ (those not
25 sitting in the House of State Representatives) are grouped as a body known as the "House of Delegates."

26 **Section 3 - House of General Membership**

27 **Official Designation**

28 This body shall comprise Associate and Advisory members of NCWM, Inc., who are present and registered at the
29 Winter and Summer Meetings ~~Annual Meeting~~. The House of General Membership shall vote, as well as the House
30 of Representatives and the House of Delegates, on all business issues relating to NCWM, Inc., as a Corporation.

31 **Section 4 Minimum Votes Needed for an Official Vote of a House on Technical Items – No** 32 **Change**

33 **Section 5 - Voting Rules**

34 **A. Quorum - No Change**

35

36 **B. Proxy Votes**

37 Proxy votes are not permitted. Since issues and recommendations in the committees' ~~interim~~ reports are often modified
38 and amended at the NCWM Winter and Summer Meetings ~~Annual Meeting~~, the attendance of officials at the
39 Winter and Summer Meetings ~~Annual Meeting~~ and voting sessions is vital.

1 **C.-F. No Change**

2 **Section 6 - Committee Reports – No Change**

3 **Section 7 - Amendments and Changes – No Change**

4 **Section 8 – Seating - No Change**

5 **Section 9A - Voting- Technical Issues**

6 **A.-B. No Change**

7 **C. Issue Returned to Committee for Future Consideration If:**

8 1. The House of Representatives fails to cast the minimum **number of** required votes **for an item to pass or**
9 **fail.**

10 2. The minimum **number of** required votes is **received from** ~~cast in~~ each house but one house votes **“yea”** ~~yea~~
11 and the other house votes **“nay”** ~~nay~~.

12 **Or**

13 3. Either the House of Representatives or House of Delegates casts a tie vote of 27 votes or more each in favor
14 and in opposition to the item.

15

16 The issue cannot be recalled for another vote at the same **Winter or Summer Annual** Meeting.

Voting on Technical Issues: The 2-House System								
			House of Delegates					
			Majority Vote Yea		Majority Vote Nay		Tie Vote	
			≥ 27 Votes	< 27 Votes	≥ 27 Votes	< 27 Votes	< 54 total votes	≥ 54 total votes
House of State Representatives	Majority Vote Yea	≥ 27 Votes	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	≥ 27 Votes	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Tie Vote		Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee

17

1 **Section 9B – Voting – Business Issues – No Change**

2 **Section 10 - Procedures – No Change**

3 **Article XI - Amendments**

4 These Bylaws may be amended, added to, or repealed at any Winter or Summer Annual Meeting of the membership
5 under normal Corporation procedures. Proposed changes must be published in the recommendations of the Board of
6 Directors in its ~~Interim~~ Report (contained in the Program for the Winter and Summer Meetings Annual Meeting,
7 NCWM Publications 16W or 16S ~~Publication 16~~) and discussed at the open hearing of the Board of Directors at the
8 Winter or Summer Annual Meeting at which said changes will be voted on. Amendments to the Bylaws must be
9 approved by a minimum of a simple majority vote of the general membership in attendance.

10 **Previous Action:**

11 New in 2023

12 **Original Justification:**

13 There is a necessity for the NCWM to be able to respond in a sufficient and timely manner to changes and new
14 technology emerging in the nation’s marketplace. Currently, many states adopt the Handbooks crafted by the NCWM,
15 but are unable to enforce without proper codes. Likewise, the industry often cannot use new technology or advance
16 without updates to existing jurisdictional codes. This change would enhance the function and efficiency of the NCWM
17 and provide regulators and the regulated community with improved response to marketplace changes.

18 The Focus Group acknowledges that some jurisdictions may be impacted due to the likelihood of slight increase in
19 costs to have two voting sessions per year.

20

21 While the NCWM does not have oversight over the four regional associations; however, there are currently two
22 regional associations (the Southern (SWMA) and the Western (WWMA)) that meet once per year whereas the other
23 two regional associations (the Central (CWMA) and the Northeastern (NEWMA)) currently meet twice per year. The
24 two regional associations that currently meet only once per year would have to determine the impact and consider
25 adjustments, if any, they felt necessary to in order to preview items that were introduced in the Spring cycle.

26 **Comments in Favor:**

27 **Regulatory:**

- 28 • Mr. Vince Wolpert (AZ) spoke in support of voting twice a year and would also like to see more
29 details regarding how the supporting events would look. He also encouraged the BOD to look at an
30 electronic mechanism for the development of agenda items.
- 31 • Mr. Joe Smith (WI) supported the proposed language regarding items that do not pass but do not fail.
32 He also noted that members have responsibility in this and should be held accountable. He questioned
33 if we needed to look at what constitutes an item passing or failing as well.
- 34 • Mr. Ed Williams (Ventura County, CA) was pretty much in favor of voting twice a year. He liked
35 splitting up the Open Hearings (into two) and also supported Mr. Brewer’s suggestion (see Neutral
36 Comments) to revisit such items again in the second Open Hearing session. He noted that such changes
37 may require an additional meeting for some regions.
- 38 • Mr. Joe Smith (WI) spoke in support of the proposed language regarding items that do not pass but do
39 not fail. He also noted that members have responsibility in this and should be held accountable. Mr.
40 Smith also questioned if we needed to look at what constitutes an item passing or failing as well.
- 41 • Mr. Ed Williams (Ventura County, CA) stated he was pretty much in favor of voting twice a year. He
42 also stated he likes splitting up the Open Hearings (into two) and also supports Mr. Brewer’s
43 suggestion to revisit such items again in the second Open Hearing session. Mr. Williams also noted
44 that such changes may require an additional meeting for some regions.

- 1 **Industry:**
2 • Mr. Randy Jennings (Representing Himself) noted that he was in favor of voting twice per year but not
3 in favor of the proposal in Section 9A pertaining to items that do not pass, but do not fail. Mr. Jennings
4 also stated that he felt this (Section 9A proposal) would put added pressure on Committee Chairs.
5 • Mr. Dmitri Karimov (Liquid Controls) spoke in support of voting twice a year but expressed concerned
6 regarding having enough members to be able to vote at the (new) Winter Meeting. He also noted that
7 he too was concerned over the process in general as was mentioned by Mr. Murnane. He felt that many
8 items submitted are poorly drafted and in need of improvement. Lastly, he suggested that Form 15
9 needed to be reviewed for improvement.
10 • Mr. Michael Keilty (Endress + Hauser Flow) echoed comments from Mr. Jennings in that he doesn't
11 support the language proposed regarding items that don't pass but don't fail. He also stated that he
12 does not agree with Mr. Murnane regarding fixing the process before moving to voting twice a year.
13 Lastly, Mr. Keilty suggested we look at something in the context of assigning a mentor to help develop
14 successful members.
15 • Mr. John Hathaway (Murray Equipment) spoke in support of voting twice per year but didn't support
16 the proposed language regarding items that don't pass but don't fail.

- 17 **Advisory:**
18 • None

19 **Comments Against:**

- 20 **Regulatory:**
21 • Mr. Jim Willis (NY) expressed some hesitation and wanted to see more details regarding how other
22 aspects would be affected. Mr. Willis also noted that changes to the Handbooks require legislative
23 ratification in his state so voting twice a year may not provide much benefit for him.

- 24 **Industry:**
25 • Mr. Bob Murnane (Seraphin) said he was not opposed to voting twice a year but thought the development
26 process needed to be fixed first. He noted that he was encouraged by the committee training discussions
27 that have taken place though. He suggested the formation of a group to evaluate recommended changes
28 starting from scratch (not repairing the current process). He concluded by stating that he would not
29 support this item until the process was fixed.

- 30 **Advisory:**
31 • None

32 **Neutral Comments:**

- 33 **Regulatory:**
34 • Mr. Kurt Floren (Los Angeles County, CA) stated he was still concerned about having two open hearing
35 sessions. He stated he was not against voting twice per year as a matter of efficiency. However, Mr.
36 Floren stated nothing in this item addresses how quickly a committees handle agenda items, specifically
37 priority items. He stated he felt the April and November cut-off dates are insufficient for members to
38 thoroughly review such items.
39 • Mr. Tory Brewer (WV) stated he is not against the idea of voting twice per year but was initially
40 concerned how it might look. He thanked the BOD for providing details regarding how several aspects
41 might look and noted he now has a clearer picture of how things could work.
42 • Stephen Benjamin (NC) noted that he was unable to participate in the last discussion but asked about
43 items that didn't pass but didn't fail. Specifically, if they would retain their Voting status when returned
44 to Committee. The BOD clarified the items that don't pass, but don't fail were no longer being considered
45 with a time restriction and would be handled as they always have, rather based on membership feedback

1 at the 2023 NCWM Interim Meeting Developing Items were now being considered for a time restriction.
2 It was also noted by the BOD that this would be an NCWM Policy change as opposed to an NCWM
3 Bylaw change.

- 4 • Mr. James Cassidy (MA) concurred with Mr. Brewer’s comments. He also stated that he would like to
5 see drafts of the policy changes as well and in addition projected attendance increases to ensure that a
6 quorum would be present at the Winter Meeting (for voting) and post the previous attendance numbers.
- 7 • Mr. Walt Remmert (PA) agreed with Mr. Brewer and would like to see specific details regarding how
8 this change would affect all peripheral aspects.
- 9 • Mr. Jason Flint (NJ) stated that he doesn’t believe the items that don’t pass but don’t fail are the
10 problem. He stated that the Developing Items are causing the large agenda sizes.
- 11 • Mr. Jose Arriaga (Orange County, CA) echoed Mr. Floren’s comments. He also asked how splitting
12 the Publications (15 and 16) would work regarding Committee reports.
- 13 • Mr. Jason Glass (KY) said he was not against voting twice a year but thought the policies that were
14 discussed needed further vetting. Mr. Glass suggested that instead of moving directly to voting twice a
15 year, the BOD should consider testing the process by only voting (twice a year) on items that did not
16 pass but did not fail (i.e., vote on them at the next meeting) and see how that worked before moving
17 fully into the process of voting twice a year on everything.

18 **Industry:**

- 19 • Mr. Mike Roach (PDI) stated that he agreed with Mr. Floren’s statement regarding the proposal for
20 items that do not pass but do not fail.

21 **Advisory:**

- 22 • Ms. Tina Butcher (NIST OWM) stated she felt more details regarding how this proposal would affect
23 other functions was needed. She also stated that the Committees needed to be given the items after
24 they’re developed, not have the Committees do the developing. She also concurred that the agendas are
25 too large.

26 **Item Development:**

27 2023 NCWM Interim Meeting: A presentation by the NCWM Board of Directors Focus Group Chair, Dr. Matthew
28 Curran, was given to the NCWM membership on Sunday, January 8, 2023. The presentation contained updates and
29 modifications based on feedback following similar presentations given at the 2022 NCWM Annual Meeting in
30 Tacoma, WA and at each of the four regional association meetings in the fall of 2022. The session was well attended
31 and generated a lot of good discussion and interest. The comments were formally heard on Tuesday, January 10, 2023,
32 during the Open Hearings for the Board of Directors agenda.

33 Based on feedback received from the NCWM Membership during the Open Hearings at the 2023 NCWM Interim
34 Meeting the Focus Group provided supplemental information below, for clarity.

35 2024 NCWM Open Hearings: Based on some remaining concerns voiced at the Annual Meeting, the Board will
36 continue to vet and develop this proposal.

37 **Please note that the following content is NOT being voted upon in this agenda item rather it is being provided**
38 **for additional clarity, to answer questions received by the Focus Group, and can be changed outside of the**
39 **NCWM Voting process (but pursuant to NCWM Bylaws). The policy amendment drafts below were approved**
40 **by the Focus Group but will require final approval by a majority vote of the Board of Directors before they**
41 **can be implemented.**

- 42 • Section 1: Proposed Policy Modifications
- 43 • Section 2: Mock Agenda
- 44 • Section 3: Committee Member Rotations
- 45 • Section 4: Committee Reports

- 1 • Section 5: Open Hearings
- 2 • Section 6: Duration for Developing Items
- 3 • Section 7: Interim Meeting Attendance Statistics

4 Section 1: Proposed Policy Modifications

5 Policy 1.1.2. Development and Review of NCWM Policy

6 **Purpose:** Establish a policy for setting and reviewing NCWM bylaws and policies.

7 **Background:** The NCWM Bylaws give the Board of Directors sole responsibility to set the policies for the
8 corporation. This policy establishes the process the Board of Directors is to follow in establishing, amending or
9 repealing bylaws and policies and creates a systematic review process of existing bylaws and policies.

10 **Policy:**

- 11 1. The Board of Directors shall propose bylaws and set policies which ensure the proper operation of the
12 corporation.
- 13 2. The Board of Directors shall operate similar to a standing committee to gather input from the membership
14 on proposed modifications to the bylaws.
 - 15 a. The Board will comply with NCWM Bylaws, Article XI-Amendments when adding, amending or
16 repealing any bylaws.
 - 17 b. Adding, amending and repealing policies require a simple majority vote of the Board of Directors.
- 18 3. Members may propose a modification to the published bylaws or policies.
 - 19 a. Changes to bylaws are initiated by submitting a Form 15
 - 20 b. Changes to NTEP administrative policies are initiated by submitting a **Form form** 15
 - 21 c. Changes to NCWM policies are initiated through a regional board representative.
- 22 4. The Board may establish or modify existing policies without review by the membership.
- 23 5. The Board of Directors shall use the following five-year cycle for reviewing the bylaws and policies
24 beginning on January 2015.
 - 25 a. Year 1 - Bylaws
 - 26 b. Year 2 - Administrative and Travel policies
 - 27 c. Year 3 - Meeting policies
 - 28 d. Year 4 - Publication policies
 - 29 e. Year 5 - NTEP administrative policies

30 Policy 1.1.3. Performance Evaluation of the NCWM Executive Director

31 **Purpose:** Establish a policy for evaluating the NCWM Executive Director.

32 **Background:** The Board of Directors of NCWM believes the Executive Director should be periodically evaluated to
33 ensure he/she is improving and continuing to meet the needs of the corporation and its members. This policy
34 establishes the process for evaluating the Executive director.

35 **Policy:**

- 36 6. Performance Evaluations of the Executive Director

37

- a. The Chair of the Board of Directors shall work with the Board to identify an evaluation instrument to be used in evaluating the Executive Director. The instrument in Attachment 1 shall be used for the evaluations until the board approves a new instrument. The new instrument would be used in the next evaluation cycle.
- b. The Evaluation Committee shall conduct an annual evaluation using the timeframe in 1c below. The Evaluation Committee are the current Chair of the Board of Directors, Past Chair, Treasurer and Chair-Elect.
- c. The annual evaluation cycle, beginning in May, for the Executive Director shall consist of several steps:
 - i. Prior to the spring Board meeting the Evaluation Committee shall conduct a formal evaluation of the Executive Director. During executive session of the spring Board meeting, the Chair will present a brief summary of the evaluation to the Board.
 - ii. At the spring Board meeting the Evaluation Committee shall present the proposed objectives for the Executive Director for the upcoming year to the Board for consideration and approval. The Chair shall discuss the objectives with the Executive Director after the meeting.
 - iii. The Evaluation Committee shall conduct an informal mid-year evaluation at the NCWM **Winter Interim** Meeting.
 - iv. The Chair shall discuss the status and progress toward the objectives with the Executive Director at the fall Board meeting.
 - v. The evaluations of the Executive Director are confidential documents and the completed evaluations will be held by the NCWM attorney. Only the Executive Director Board Chair, Chair-Elect and Treasurer shall have access to the past evaluations.

Attachment 1 – Performance Evaluation Instrument

Attachment 2 – General Responsibilities of the Executive Director

Policy 1.4.1. Records Retention

Purpose: This policy establishes a schedule for reducing the storage of company records while maintaining good business practices.

Background: NCWM management transferred from NIST to contracted association management in 1998 and then from contracted services to full time employees in 2008. Through those transitions, some records were transferred, and others were not. This policy largely reflects the new management’s practices for records retention since 2008. For those records that are designated to be retained on a permanent basis, there are limitations due to transitions mentioned here.

Policy:

1. The following Electronic Records shall be permanently maintained in a media that is compatible with current technology.

Annual Budgets

Accounting Records

NCWM Annual Reports since 1905

NTEP Applications since 10-01-2000

NTEP Certificates since 10-01-2000

NTEP Sector Meeting Documents since 10-01-2008

NCWM Publications 14, 15 and 16 since 10-01-2008

Board of Directors Minutes since 1999

- 1 Board Meeting materials since 10-01-2008
- 2 Membership Records since 10-01-2008
- 3 Annual Meeting Attendance since 1970
- 4 **Summer Meeting Attendance since 202X**
- 5 State representation at all Annual Meetings **up to 202X**
- 6 **State representation at all Winter and Summer Meetings since 202X**

7 2. The following other records will be retained for the designated terms.

8

Annual Audits since 2001(paper)	Permanently
Check Stubs (paper)	5 years
Bank account reconciliations (paper)	5 years
Payroll Records (electronic)	5 years
Membership Renewals (paper)	5 years
Personnel Records (electronic and paper)	5 years following departure
NIST Grant Documents (electronic)	3 years following close date
NTEP Maintenance Fee Payments (paper)	1 year
Membership Renewal payments (paper)	1 year
Winter and Summer Annual Meeting Voting Records	1 year
NTEP Applications 10-2000 to 10-2008 (paper)	until they are converted to electronic

9

10 Policy 1.5.1. Subgroups Supporting the Work of the Organization

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

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

17 **Policy:**

18 1. Focus Group:

- 19 a) **Purpose:** Focus on one particular element of the larger group's charge in an effort to expedite development.
- 20 b) **Formation:** A Focus Group is formed within and by a committee, subcommittee, task group, or Board of
21 Directors who volunteer to assist in the effort of the Focus Group.
- 22 c) **Charge:** The charge of a Focus Group is very limited to a specific element of the larger group's charge and
23 may be defined by the chair of that larger group.
- 24 d) **Operation:** A Focus Group has available to them all opportunities to meet electronically between regularly
25 scheduled meetings of the larger group. NCWM provides conference call and web meeting services.
- 26 e) **Decision Process:** Informal development of recommendations by the volunteer participants for the larger
27 group.

- 1 f) **Reporting:** A Focus Group reports and provides recommendations to the committee, subcommittee, task
2 group or board within which it was formed. From that point the recommendations will be handled within the
3 standard processes of NCWM.
- 4 g) **Recognition:** Focus Groups are informal and composed of volunteers. They do not appear on the NCWM
5 Organization Chart. It is not mandatory for the board, committee, or subgroup to notify those outside its
6 membership when it creates focus groups.
- 7 h) **Dissolution:** Upon completion of the initial charge or when the focus is no longer needed.

8 **2. Task Group:**

- 9 a) **Purpose:** Develop a particular item or issue on the agenda of a committee, subcommittee, or the Board of
10 Directors agendas.
- 11 b) **Formation:** A Task Group may only be established by the NCWM Chairman who will also make all
12 appointments, including the designation of a Task Group chairman. The size and representation by various
13 interests will be defined by the NCWM Chair on a case-by-case basis.
- 14 c) **Charge:** The NCWM Chair will approve the charge of a Task Group at the time of formation and may
15 establish a deadline. The NCWM Chairman must also approve all amendments to the original charge.
- 16 d) **Operation:** A Task Group has available to it all opportunities to meet electronically between regularly
17 scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM
18 **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web meeting and
19 group email services.
- 20 e) **Decision Process:** All appointed participants of the Task Group are encouraged to participate fully in the
21 development of and the vote on final recommendations. If a consensus cannot be reached, the vote shall be
22 reported in a manner that shows the count according to participant interest.
- 23 f) **Reporting:** A Task Group reports and provides recommendations to the committee, subcommittee, or the
24 Board of Directors for which it was created.
- 25 g) **Recognition:** Task Groups are formal components of the NCWM structure and are recognized on the NCWM
26 Organization Chart during the term of their operation.
- 27 h) **Dissolution:** The NCWM Chair may dissolve the task group upon completion of the initial charge or at the
28 request of the Standing Committee.

29 **3. Steering Committee:**

- 30 a) **Purpose:** Develop a comprehensive and balanced report that will assist NCWM membership in deciding
31 upon a particularly difficult and divisive issue on the agenda of a standing committee through stakeholder
32 input, development, and study of data, and understanding all concerns surrounding the issue. A steering
33 committee should not make recommendations on the outcome of an item or issue.
- 34 b) **Formation:** A Steering Committee may only be formed by the NCWM Chairman who will also make all
35 appointments, including the designation of a steering committee chairman. The size and representation by

- 1 various interests will be defined by the NCWM Chair on a case-by-case basis. Members of a steering
2 committee should be dedicated to impartial evaluation and reporting on behalf of the steering committee.
- 3 c) **Charge:** The NCWM Chair will define and document the charge of a steering committee and may establish
4 a deadline.
- 5 d) **Operation:** A steering committee has available to it all opportunities to meet electronically between
6 regularly scheduled meetings of the larger group and may also request meeting space in conjunction with
7 NCWM **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web
8 meeting and group email services.
- 9 e) **Decision Process:** All appointed participants of the Steering Committee shall participate in the development
10 of and the vote on final reports as they are developed. If a consensus cannot be reached, the vote shall be
11 reported in a manner that shows the count according to stakeholder interest.
- 12 f) **Reporting:** A steering committee will report to the Board of Directors or standing committee as designated
13 by the NCWM Chair upon forming the committee. Progress reports will be, at a minimum, twice per year at
14 Interim and Annual Meetings. Upon completion of its study, a steering committee will provide a
15 comprehensive and unbiased final report of the issue, including all considerations for and against various
16 aspects of the issue so that the voting membership will fully understand the complexities and impacts of any
17 decisions that are made when forming their positions.
- 18 g) **Recognition:** Steering committees are formal components of the NCWM structure and are recognized on the
19 NCWM Organization Chart during the term of their operation.
- 20 h) **Dissolution:** The NCWM Chair may dissolve the task group upon completion of the initial charge or at the
21 request of the Standing Committee.

22 4. Subcommittee:

- 23 a) **Purpose:** Provide ongoing support for a standing committee for standards in a specific subject area requiring
24 specialized expertise on a regular basis as issues are brought forward.
- 25 b) **Formation:** A subcommittee may only be formed by the NCWM Board of Directors. The NCWM Chairman
26 will make all appointments, including the designation of a subcommittee chairman. The size and
27 representation by various interests will be defined by the Board of Directors on a case-by-case basis.
- 28 c) **Charge:** The subcommittee will assist in developing and making recommendations to agenda items as
29 assigned by the standing committee. Additionally, a subcommittee may bring new agenda items directly to
30 the standing committee relevant to the subcommittee's subject matter.
- 31 d) **Operation:** A subcommittee has available to it all opportunities to meet electronically between regularly
32 scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM
33 **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web meeting and
34 group email services.
- 35 e) **Decision Process:** All appointed participants of the Subcommittee shall participate in the development of
36 and the vote on final recommendations as they are developed. If a consensus cannot be reached, the vote shall
37 be reported in a manner that shows the count according to stakeholder interest.

- 1 f) **Reporting:** A subcommittee will report to the standing committee that it serves. Progress reports will be,
2 twice per year at **Winter and Summer Interim and Annual** Meetings when items are under development.
- 3 g) **Recognition:** Subcommittees are formal components of the NCWM structure and are recognized on the
4 NCWM Organization Chart during the term of their operation.
- 5 h) **Dissolution:** A subcommittee may only be dissolved by the NCWM Board of Directors.

6 Policy 2.1.1. Observer Registration Fee

7 **Purpose:** Establish a first-time observer level of participation at Annual Meetings.

8 **Background:** Annual meetings are a tremendous opportunity for persons in the surrounding area to attend, where
9 they are otherwise unable. For example, a weights and measures jurisdiction in the host state may wish to send
10 extra staff members who do not ordinarily attend. Still, the registration costs may be prohibitive for such attendance,
11 depending on budget constraints of that program.

12 The Board of Directors developed a policy that would provide a discounted level of meeting registration; giving
13 individuals the opportunity to take advantage of the meeting location by witnessing that Annual Meeting process
14 at a reduced rate. However, this discounted rate would come with certain limitations that do not exist with full
15 registration.

16 In 2004, this policy was expanded to include a reduced registration fee for first-time attendees at Interim meetings,
17 too. It was also amended to extend the reduced registration fee to any first-time attendees, not just those in the
18 immediate region. A clarification was added at that time regarding cost to attend special events.

19 **Policy:** Observer Fee at **Winter and Summer Annual and Interim** Meetings:

- 20 1. A one-time reduced fee for first-time attendees to **Winter or Summer Annual or Interim** meetings.
21
- 22 2. An attendee taking advantage of the reduced registration fee shall not have voting rights.
23
- 24 3. An attendee taking advantage of the reduced registration fee shall pay additional fees associated with special
25 events that are otherwise included in the full registration fee.
26

27 Policy 2.1.2. Refund Policy

28 **Purpose:** To Establish a policy for addressing requests for refund of registration fees for **Winter and Summer**
29 **Interim and Annual** Meetings.

30 **Background:** As meeting dates approach, commitments are made for food and beverage services and special events.
31 Registration fees are used in part to offset these costs. The Board of Directors recognizes that situations can occur
32 where members may register and then find they are unable to attend. This policy sets the guidelines for determining
33 whether a refund will be granted, and the amount of the refund.

34 **Policy:**

- 1 1. Requests for refund made prior to the early bird deadline will be subject to a 15% penalty.
- 2 2. Requests for refund made after the early bird deadline will be subject to a 50% penalty.
- 3 3. Requests for refund after the event has commenced will be denied.
- 4 4. Refunds will only be made on registration fees paid to NCWM.

5 **Exceptions:**

- 6 1. Requests for refund made because of a state-declared natural emergency will be granted in full.
- 7 2. Requests for refund due to personal medical emergencies shall be considered based on documentation. In such
- 8 instances, a full refund may be made.

9 **Policy 2.1.3. One-Day Registration Fee**

10 **Purpose:** Establish a registration option for those who only choose to attend one day of a conference.

11 **Background:** For many years, NCWM provided the option of attending just the Tuesday at a reduced fee of \$100 for
12 members and \$150 for non members. This was primarily to give them an opportunity to attend Tuesday afternoon
13 technical sessions.

14 As subcommittees and task groups are becoming more common, these groups are requesting meeting space and time
15 slots in conjunction with **Winter and Summer Interim and Annual** Meetings in order to conduct their work and to
16 hear from stakeholders. Some stakeholders would like to participate just in these special meetings without attending
17 the entire conference, but the one-day registration has only been offered on Tuesdays. As a result, staff is put into a
18 position of charging a full conference registration for someone who will only attend for a few hours. This practice
19 can hamper the ability to get quality input by deterring participation of special interest groups or individuals.

20 By offering single-day registration to facilitate special work group sessions, these same stakeholders will be more
21 likely to register for the full meeting when the developed items come before the membership for comment and action
22 on standing committees' agendas.

23 **Policy:** One-day Registration Fee at **Winter and Summer Annual and Interim** Meetings:

- 24 1. A one-day registration fee will be offered to stakeholders who wish to attend specific technical sessions or work
25 sessions of task groups or subcommittees.
- 26 2. This fee does not provide access to the open hearings, standing committee work sessions or voting sessions of the
27 conference.
- 28 3. One-day registration fees shall be \$100 for members and \$150 for non members.
- 29 4. An attendee taking advantage of the reduced registration fee shall pay additional fees associated with special
30 events that are otherwise included in the full registration fee.

31 **Policy 2.1.4. Waived Registration Fee for Guest Speakers**

1 **Purpose:** Allow for waived registration fees under specific circumstances for speakers and presenters at **Winter and**
2 **Summer Interim and Annual** Meetings.

3 **Background:** For the most part, speakers or presenters at **Winter and Summer Interim and Annual** Meetings are
4 members and stakeholders in NCWM. However, on occasion NCWM does invite persons of specific expertise to
5 speak, present, or participate in training or panel discussions who would not otherwise have interest in attending the
6 meeting. In instances like these, it may be deemed appropriate to treat the individual as a guest and waive registration
7 fees.

8 **Policy:**

9 The Executive Director shall have the latitude to waive meeting registration fees for individuals who are in attendance
10 by special invitation to speak, provide a presentation, or training on a specific topic and who would not otherwise be
11 in attendance provided that the individual is only attending the specified session of the meeting.

12 **Policy 2.1.5. Student Registration**

13 **Purpose:** Establish a Student Pass meeting registration option for qualifying students as an educational opportunity.

14 **Background:** NCWM **Winter and Summer Interim and Annual** Meetings can be very educational for young
15 people. By attending our meetings, they can learn about such things as:

- 16 • Professional conduct in meetings ranging from task group meetings to voting sessions,
- 17 • Interaction between stakeholders of varying interests, or positions on issues,
- 18 • Technical matters on the committee agendas,
- 19 • Applying rules of order,
- 20 • Meeting management and more.

21
22 NCWM believes it is important to welcome students as observers upon request and at a reasonable cost. It may even
23 be used for a child of appropriate age to observe a parent in a professional setting and learn more about what they do
24 for their company or agency. The Board of Directors developed the student registration option with these things in
25 mind, but it could also be offered to undergraduate students at local education institutions.

26 **Policy:**

- 27 1. Students ranging from 7th grade through undergraduate levels may register for a student pass to attend **Winter**
28 **and Summer interim or annual** meetings at no charge.
- 29 2. Students who wish to attend special functions such as receptions, breakfasts, or special events shall pay the normal
30 guest rate.
- 31 3. A student pass provides access to all meetings that are available under full registration, but the student shall not
32 participate in the meeting proceedings other than by quietly observing.
- 33 4. Students may be asked to leave a meeting if they insist in participating in the proceedings or are otherwise
34 disrupting the proceedings.
- 35 5. The website and registration form will advise interested persons to contact NCWM for information on student
36 registration.

1 Policy 2.2.1. Site Selection

2 **Purpose:** To assist NCWM meeting planners in selecting and recommending sites for **Winter and Summer Interim**
3 **and Annual** Meetings.

4 **Background:** One of the considerations in site selection for meetings is the federal government per diem rate
5 established for that area. A significant percentage of attendees are local, state, and federal government employees who
6 qualify for the per diem rate and who are limited to this rate when traveling out of state. When contracts are signed
7 with hotels for meetings, part of the rate negotiation is dependent on the number of sleeping rooms that will be filled
8 by attendees. If the negotiated rate for sleeping rooms is higher than federal per diem, some government employees
9 may reserve rooms at the lower per diem rate. These rooms do not count toward meeting the reserved room block in
10 the contract. This consideration for per diem rates has caused the disqualifications of sites offering rates above the per
11 diem even though the offered rates were less than the per diem in other locations under consideration. The Board also
12 clarified the policy to avoid paying above the per diem rate if that rate drops after the contracts have been signed.

13 The NCWM also must consider other factors in site selection such as air fare, access from an airport to the hotel, food
14 and entertainment surrounding the hotel, and climate.

15 **Policy:**

- 16 1. Per Diem rates remain a primary consideration in site selection.
- 17 2. Flexibility exists to contract sleeping rooms above per diem if those rates are still considered relatively low (the
18 location must offer value).
- 19 3. When contracting at per diem rates, the contract should be worded so that if per diem rates fall prior to the event,
20 the reduction will be represented in the rates actually paid by attendees.
- 21 4. A warm location for the **Winter Meeting Interim** is preferable, but this is not a requirement.
- 22 5. It is important to review all aspects of the location so that as many people will wish to attend this meeting as
23 possible.
- 24 6. Consideration should be given to second tier cities.

1 Policy 2.3.3. NCWM Meeting Space for Other Groups

2 **Purpose:** Define when it is appropriate for NCWM to sponsor meeting space for groups other than those recognized
3 as part of the NCWM structure.

4 **Background:** The contracts that NCWM secures for **Winter and Summer Interim and Annual** Meetings typically
5 include all meeting space at no charge as long as other required minimums are met such as room nights or food and
6 beverage. At one time, NCWM offered this complimentary meeting space to industry groups that wished to meet in
7 conjunction with NCWM events. That practice was discontinued because of concern that NCWM might have to
8 accommodate every request that was received to avoid being accused of unfair practices. The change in practice has
9 caused industry groups to bear additional costs.

10 NCWM values the participation of individual companies and their industry associations in the standards development
11 process. Some of these associations have been in place for many years and have demonstrated a commitment to
12 NCWM's mission. NCWM also recognizes that these industry groups or associations can more effectively participate
13 in the process if given the opportunity to gather separately in conjunction with our meetings to discuss technical issues.

14 This policy establishes specific criteria whereby NCWM may appropriately sponsor meeting space for industry
15 associations and special interest groups who request to meet in conjunction with **Winter and Summer Interim and**
16 **Annual** Meetings

17 **Policy:**

- 18 1. NCWM may sponsor meeting space in conjunction with **Winter and Summer Interim and Annual** Meetings
19 for industry and special interests groups if:
 - 20 A. The group has established bylaws,
 - 21 B. The group has agendas and meeting minutes demonstrating that it has met in conjunction with
22 NCWM meetings for at least 3 consecutive years,
 - 23 C. The group's mission is complementary to NCWM's mission, and
 - 24 D. The group's activities have benefited NCWM and its stakeholders.
- 25 2. All meetings held in space sponsored by NCWM for industry or special interest groups shall be open to
26 participation by any individuals who are registered for the NCWM **Winter or Summer Interim or Annual**
27 Meeting.
- 28 3. NCWM reserves the right to deny sponsored meeting space for reasons including, but not limited to limitations
29 of space available, inadequate advance notice, or failure to meet the criteria established in this policy.
30
- 31 4. NCWM is not responsible for monitoring or enforcing State/Federal anti-trust regulations for attendees of
32 meetings, or groups representing specific industry sectors.
33
34
35
36

37 Policy 2.4.1. Committee Work Session Protocol

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

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

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

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

11 **Policy:**

- 12 1. Committee chairs may accept contributions of technical clarification only from observers during their work
13 sessions.
- 14 2. Observers shall not dominate discussions, restate positions from the open hearings, or provide new positions.
- 15 3. Committees shall communicate any new information received during work sessions in their addendums so other
16 attendees have opportunity to respond.
- 17 4. For consistency, the following prepared statement shall be read out loud by the committee chair at the beginning
18 of each work session and throughout as deemed necessary.

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

23 **Policy 2.4.2. Training Session Topics**

24 **Purpose:** Establish the protocol for selecting training **to that may** occur at NCWM **Winter or Summer and Annual**
25 Meetings.

26 **Background:** The Professional Development Committee (PDC), Board of Directors, and Chairman of the Board have
27 all played various roles in determining the training program for the **Winter and Summer Annual** Meetings. This has
28 led to some confusion among the parties and a request from the PDC for clarification.

29 Training falls under the scope of the PDC so it seems appropriate that this committee continue to have a role in
30 identifying key issues for this time slot at the **Winter and Summer Annual** Meetings. The NCWM Chairman,
31 however, should be able to exercise some authority in setting the agenda for his/her meeting. Past Chairmen have
32 found the input from the PDC very helpful in this effort.

33 **Policy:**

- 34 1. Following the **Winter and Summer Interim** Meetings, the PDC shall make recommendations to the NCWM
35 Chairman of topics for **the** training sessions that may occur at **the Annual** future **Meetings meetings**.

- 1 2. The PDC is not responsible for developing the content of training sessions, but may recommend facilitators.
- 2 3. The NCWM Chairman determines what the training program will be for the **Winter and Summer Annual**
- 3 Meetings.

4 Policy 2.4.3. Retired Member Voting Privileges

5 **Purpose:** To set forth policy regarding the voting rights of retired members at meetings.

6 **Background:** NCWM Bylaws, Article IV, Section 3 – Waiver of Registration and Membership Fees states:

7 Individuals who have retired after 10 or more years of weights and measures employment in either the public or private
8 sectors, and who have attended at least one **Winter or Summer Annual** Meeting, shall not be subject to the payment
9 of the registration and membership fees.

10 The Bylaws do not specify whether the waived registration fees apply to NTETC Sector Meetings. It is also not clear
11 if retired members may be appointed to a sector with voting privileges.

12 **Policy:**

- 13 1. If a person has retired member status as defined in NCWM Bylaws he/she may attend any NCWM meetings
14 including committee and NTETC Sector meetings at no charge.
- 15 2. Retired Members shall have the same voting privileges as Associate Members at **Winter and Summer Interim**
16 **and Annual** Meetings.
- 17 3. Persons with retired membership status shall not have voting privileges at NTETC Sector meetings.
- 18 4. If a person with retired member status wants to be a member of an NTETC Sector and have voting privileges,
19 he/she shall pay NCWM Associate Membership dues and request appointment by the NTEP Committee Chairman
20 as an Associate Member of the NTETC Sector.

21 Policy 2.4.4. Committee Work Schedules

22 **Purpose:** Create a policy that clearly defines the duties and work schedules of NCWM standing Committees
23 during the course of **the Winter and Summer Annual** Meetings.

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

28 **POLICY:**

29 Times are listed in the **Winter and Summer Annual** Meeting **Brochures Brochure**, NCWM Publication **16w/15w**
30 **and 16s/15s**. Room assignments will be posted on-site as well as in the **version of** NCWM Publication 16 provided
31 at registration.

1 **A. PRIOR TO THE WINTER AND SUMMER MEETINGS ANNUAL MEETING –**
2 **COMMITTEE TECHNICAL ADVISORS AND CHAIRS**

- 3 1. Any material that a Standing Committee plans to add as part of its Addendum Sheets, including
4 appendices, reports or other multi-page segments, should be completed and reproduced prior to the
5 Winter and Summer Meetings Annual Meeting.
- 6 2. Make 200 copies of any document using the color-coding shown in the printing schedule. This will
7 save time and printing costs and reduce the workload during the Winter and Summer Meetings Annual
8 Meeting.
- 9 3. Update all report items with the latest data as an electronic file. The NCWM standard is to use
10 Microsoft Office Word with the font Times New Roman 10 pt – proportional spacing.
- 11 4. Bring back-up reports (hard copy and electronic) with you or arrange to have them sent to the Winter
12 and Summer Meeting sites Annual Meeting site.
- 13 5. Please let NCWM staff know of any audiovisual needs via e-mail at info@ncwm.com info@ncwm.net
14 or 402-434-4880.

15 **B. SUNDAY: AGENDA REVIEWS**

- 16 1. Review the status of all agenda items and discuss any correspondence or comments received after the
17 previous meeting Interim Meeting.
- 18 2. Develop general plans and procedures for working sessions on Sunday, Monday and Tuesday and the
19 Voting Session on Wednesday and Thursday. Plans should include how to handle controversial issues
20 with alternative strategies.
- 21 3. Plan coordination with other Committee(s) / Presiding Officer (s). Identify any non-technical
22 business items and notify the NCWM Chairman.

23 **WHO ATTENDS**

- 24 1. Standing Committee Members and Technical Advisors
- 25 2. Registered Delegates

26 **EXECUTIVE SESSION**

27 A Standing Committee may decide to make part of its session an "Executive Session" (closed), but
28 this is only permitted for highly sensitive matters, such as those involving proprietary information.
29 The Standing Committee must request approval by the NCWM Chairman or Chairman-Elect
30 and post this information on the Standing Committee meeting door and at the registration
31 desk. The Conference discourages any Committee from making their entire Sunday session an
32 "Executive Session" unless notice was given in the Winter or Summer Annual Meeting Brochure or
33 NCWM Publication 16w/15w or 16s/15s. Sunday is the first day of the meeting and NCWM Members
34 may have made their travel arrangements so that they can attend the Sunday reviews. Whenever
35 possible, an Executive Session should be delayed until later in the week so that the 24-hour notice
36 can be given and posted.

1 **C. MONDAY / TUESDAY**

- 2 1. **Publication 16w or 16s Interim Meeting** Report Presentation (Voting Items)
- 3 a. Introduce the Standing Committee Members.
- 4 b. Explain how the report will be presented based on the prepared outline.
- 5 c. Present **Interim Meeting Report** proposed changes **to Publication 16w or 16s**.
- 6 d. Solicit comments on **Publication 16w or 16s the Interim Meeting Report** and
7 proposed changes.
- 8 e. Identify items and issues for **the** future study and maintain the list for use in
9 the Final Report.
- 10 f. If you have speakers lined up, describe your planned procedure (i.e. time
11 limit per speaker, how you will handle questions, etc.).
- 12 g. Information acquired at the Open Hearings is used by the Standing Committee
13 Members in the development of their Addendum Sheets to **Publication 16w or 16s**
14 **the Interim Meeting Reports**.
- 15 h. Standing Committees positions should not be announced until after deliberations
16 are concluded. However, the Committee Chair may reassure the audience as to
17 the direction they intend to follow if the Standing Committee has reached a
18 conclusion prior to this presentation. Standing Committee presentations may be
19 preceded with handouts explaining the position of the Standing Committee so
20 that the audience can gain a better understanding of the issue.

21 **ADDENDUM SHEETS FOR PUBLICATION 16W OR 16S TO INTERIM**
22 **REPORTS**

- 23 1. Standing Committee Chair, Members and Technical Advisor(s) prepare Addendum Sheets
24 after **all** the Open Hearings have concluded for all Standing Committees **with Voting Items**
25 **before them**.
- 26 2. Develop a Consent Calendar of non-controversial Voting Items.
- 27 3. Identify Voting Items that should be voted upon separately.
- 28 4. Positions and specific language for Addendum Sheets are developed by Standing
29 Committee Members and the Technical Advisor(s) as follows:
- 30 • Agree on language and recommendations
 - 31 • Formally approve Addendum Sheets by recorded vote
 - 32 • Prepare and review Addendum Sheets
 - 33 • Standing Committee Chair reviews and signs the Addendum Sheets
 - 34 • NCWM staff arranges for the Addendum Sheets to be printed

35 **ADDENDUM SHEETS PRINTING SCHEDULE**

36 Addendum Sheets must be given to NCWM Staff, on provided flash drive, by **8:00 am. 5:00 p.m.**
37 Tuesday.

- 1 The following color coding will be used when printing the Addendum Sheets:
- 2 Specifications and Tolerances Committee..... Green
- 3 Laws and Regulations CommitteeBlue
- 4 Board of Directors..... Goldenrod
- 5 NTEP CommitteePink
- 6 Professional Development Committee..... Cream

7 **D. WEDNESDAY / THURSDAY**

8 **Voting Order for Standing Committee Reports / Committee Reference Keys**

- 9 1. Professional Development Committee – 400 Series
- 10 2. Specifications and Tolerances Committee – 300 Series
- 11 3. Laws and Regulations Committee – 200 Series
- 12 4. National Type Evaluation Program Committee – 500 Series
- 13 5. Board of Directors – 100 Series
- 14 6. Nominating Committee – 800 Series

15 **VOTING PROCEDURES**

- 16 1. See Bylaws for details.
- 17 2. See "Robert's Rules of Order"

18 **PRESENTATION PREPARATION**

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

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

24 **2. Information items and voting items are to be identified separately in the Interim Report. However, the The Standing Committee may downgrade change the category of any Voting**
25 **item prior to making a motion for vote. Information items may not be changed to voting items**
26 **at the Annual Meeting. Items not assigned a Voting status at the previous meeting are**
27 **ineligible to be voted on unless the item meets the requirements of NCWM Policy 3.3.2.**
28 **Section E. Exceptions to Policy Submission of Items to the NCWM Committee Agenda;**
29 **Submission of "Priority" Items.**
30

- 31 3. Prior to Wednesday, 12 p.m. prepare an outline of the report and how motions are to be
32 presented by the Standing Committee Chair.
- 33 4. The Consent Calendar will be handled first, followed by the separate Voting Items and then
34 the report as a whole. The Standing Committee Chair may present the individual Voting Items
35 in any sequence and is responsible for ensuring that all items are covered.
- 36 5. As each item is presented, announce the item number, the corresponding page number in

1 the **report Interim Report** and the page number in the addendum sheets.

2 **REPORT PRESENTATION**

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

4 The Standing Committee Chair Will:

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

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

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

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

21 The Parliamentarian:

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

24 **VOICE VOTES ON NCWM, INC. BUSINESS ITEMS**

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

27 **SELECTING NEXT YEAR'S STANDING COMMITTEE CHAIR**

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

1 Policy 2.4.5. Written Testimony

2 **Purpose:** To create a consistent method of making written testimony a part of the permanent record.

3 **Background:** Stakeholders have the option of providing written testimony, either from the floor during open hearings,
4 or through correspondence with the committee prior to a **Winter or Summer an Interim or Annual** Meeting.
5 Information received by committees in this manner can have a profound effect on the decisions the committee makes
6 regarding specific items on their agendas, yet the general membership has not always had the opportunity to receive
7 the information and gain the same level of insight.

8 **Policy:**

9 1. The person or office that receives supporting documents will forward them electronically as needed to ensure
10 receipt by NCWM, and the standing committees. NCWM will not maintain hard copies.

11 2. Upon receipt, NCWM will send an email to the submitter explaining:
12 a. NCWM, its committees, and the NIST Technical Advisors have received (list documents)
13 b. NCWM has posted the documents on our website at (provide a link)
14 c. Stakeholders will be notified to check the website for supporting documents.
15 d. NCWM will not publish the supporting documents in *NCWM Publication* **16W or 16S 15 or 16**, but
16 the committee may choose to include them in its report as deemed necessary or appropriate.
17 e. NCWM will not distribute printed copies of the documents at the meeting.
18 f. The submitter is welcome to bring and make available hard copies for attendees of the meeting.

19 3. The following statement (or a variation of it) will appear in the front of *Publications* **16W or and 16S 15 and**
20 **16**, at the end of each agenda item.

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

23 4. NCWM will archive documents and will provide them on request.

1 Policy 2.4.6. Electronic Access to Meetings

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

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

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

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

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

20 **Policy:**

- 21 1. NCWM encourages the use of electronic meeting formats by sectors, committees, subcommittees, work groups
22 and task groups when these meetings are scheduled outside of NCWM public meetings. Electronic participation
23 by non-members of the group is denied except by special invitation of the group chair.
- 24 2. Members of ad hoc committees, subcommittees, task forces and study groups may electronically access public
25 meetings of those groups if funding and capability is present. Electronic participation by non-members of the
26 group is denied except by special invitation of the group chair.
- 27 3. Electronic access is denied for all public standing committee meetings, NTETC sector meetings, NCWM open
28 hearings and voting sessions at entirely in-person **Winter or Summer Interim or Annual** Meetings.
 - 29 a. If the Board of Directors has declared an emergency, and the **Winter or Summer Interim or**
30 **Annual** Meeting is held entirely, or in part, electronically by internet services, electronic access will
31 be granted to participants who are registered for the electronic sessions.

1 Policy 2.4.7. Recording Meetings

2 **Purpose:** Establish a policy restricting the verbatim recording of NCWM meetings.

3 **Background:** In 2011 and 2012, members approached staff with concern for tape recorders at Open Hearings and
4 Voting Sessions of the Interim and Annual Meetings. They worried that attendees would be hesitant to comment
5 freely in meetings out of uncertainty for how their comments might be used. Others requested express permission
6 from staff to be allowed to record the sessions for their own use.

7 Some states have laws protecting the right to record public meetings. NCWM, however, is not a government
8 organization and is not subject to public meetings laws. One option is for NCWM to disallow recording altogether
9 and continue to recognize minutes and meeting reports as the official records of its meetings. Another option is for
10 NCWM to record all meetings (except Executive Sessions) and charge a cost-recovery fee to anyone who requests a
11 transcript. In this option, attendees would not be allowed to use their own recording devices. A third option is to
12 simply allow any registered attendee to record the meetings for their own use.

13 NCWM is sensitive to the need for open and honest discussions on some very difficult and even controversial agenda
14 items. The likelihood of maintaining lively and productive debates is hampered when attendees are unsure who is
15 recording a meeting and what their motives are. For these reasons the Board of Directors has established this policy.

16 **Policy:**

17 4. No person, including staff, officers, volunteer leadership, media or attendees shall be permitted to create verbatim
18 recordings using any recording device such as, but not limited to, an audio or video recorder, stenotype or
19 stenographer, in open hearings, standing committee work sessions or voting sessions of the NCWM **Winter or**
20 **Summer Interim or Annual** Meetings or in any NTEP Sector meetings.

21 5. Committees, subcommittees, task groups, sectors and the Board of Directors may, upon consent of all present,
22 record conference calls or web meetings held outside of the regular meetings of the corporation. Such recordings
23 may only be used to assist in the preparation of reports or minutes of the meetings.

24 6. Such recordings shall be permanently disposed of following the preparation of written reports or minutes.

25 7. NCWM does not recognize video, audio, or stenotype recordings of any type as official records of its meetings.
26 Only the written reports or minutes approved by the committees, subcommittees, task groups, sectors and the
27 Board of Directors are recognized as official records of their respective meetings, hearings, or voting sessions.

28 8. Meeting registration forms will include the statement, "No verbatim recordings using a device such as, but
29 not limited to, an audio or video recorder, stenotype, or stenographer are allowed. Written reports will serve
30 as the official record for meetings."

31 9. NCWM reserves the right to record special presentations, awards, and training events.

1 **Policy 2.4.8. Transparency in Representation**

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

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

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

11 **Policy:**

- 12 1. Individuals who submit proposals to NCWM to amend handbooks, bylaws, policies, etc. shall clearly state
13 on the proposal the name of the organization, special interest group or individual that they are representing.
- 14 2. Individuals providing written testimony including data, background, expertise, position, etc. shall clearly
15 include the name of the organization, special interest group or individual that they are representing.
- 16 3. Individuals providing comment or testimony during official sessions of NCWM shall clearly state the name
17 of the organization, special interest group or individual that they are representing.
- 18 4. Official sessions of NCWM are defined as any **Winter or Summer Interim or Annual** meeting and
19 meetings of committees, subcommittees, task groups, or NTEP sectors and includes meetings that are face-
20 to-face, via web meeting, conference call, or in any other form.
- 21 5. Individuals who are being paid, or who's expenses are being subsidized, such as consultants to represent
22 another organization or individual's positions shall clearly indicate the name of that organization or
23 individual they are representing in the manners outlined in parts 1-3 of this policy.

1 Policy 2.4.10. **Winter and Summer Annual and Interim** Meetings Held Entirely
2 or In-Part by Internet Meeting Services

3 **Purpose:** The Board of Directors may declare an emergency prior to **a Winter or Summer Meeting an interim or**
4 **annual meeting** allowing all of the meeting to be held electronically or for some to attend in-person and some to
5 attend electronically. The rules below are established to ensure smooth operation of the meeting while allowing all
6 participants an opportunity to fully participate in the presentations, discussions, and decisions as allowed at the normal
7 in-person meeting.

8 **Background:** The 2020 global pandemic brought attention to NCWM's need for provisions to conduct business when
9 the Board of Directors deems a significant number of members may not be able to participate at an in-person meeting.
10 The NCWM Chair formed a task group to review bylaws and policies to address the needs of the association in such
11 circumstances. This policy is a product of that effort.

12 **Policy:**

13 5. **Login information.** The NCWM office shall send by e-mail to every registered member of the conference
14 requesting electronic access, in advance of each meeting, the time of the meeting, the URL and codes necessary
15 to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included
16 within the Internet service, the phone number and access code(s) the member needs to participate aurally by
17 telephone. The NCWM office shall also include a copy of, or a link to, these rules.

18 6. **Login time.** The chair of the conference shall appoint a recording secretary for each session of the meeting. The
19 Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the
20 start of each meeting.

21 7. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and
22 shall maintain Internet and audio access throughout the meeting when ever present, but shall sign out upon any
23 departure before adjournment.

24 8. **Quorum calls.** The presence of a quorum shall be established by audible roll call of the in-person and electronic
25 attendees at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by
26 the online list of participating members, unless any member demands a quorum count by audible roll call. Such
27 a demand maybe made following any vote for which the announced totals add to less than a quorum.

28 9. **Technical requirements and malfunctions.** Each member participating electronically is responsible for his or
29 her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality
30 of, a member's individual connection prevented participation in the meeting.

31 10. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if
32 it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable
33 appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

34 11. **Voting.** Voting shall be done by the most appropriate means which will be announced at least one week prior to
35 the meeting. The votes by the House of State Representatives shall be displayed to both the in-person and
36 electronic attendees

1 Policy 2.6.1. Special Awards Established

2 **Purpose:** To establish NCWM Special Awards to recognize various levels of contributions and service to NCWM and
3 the weights and measures community.

4 **Background:** The Board of Directors determined that an organization such as this needs a means of acknowledging
5 outstanding and selfless service beyond the certificates of appreciation and desk-top awards that may be presented for
6 the routine service to committees, subcommittees, etc. Three awards were created with the goal of representing a
7 progression of importance or significance from one award to the next. The awards were established in 2010, but not
8 formalized in the NCWM Policy Manual until the creation of this policy.

9 In 2022 the Board of Directors considered and approved proposals to create two additional awards to recognize a
10 broader range of Weights & Measures professionals and their contributions to the goals of the NCWM.

11 **Policy:** The following NCWM Special Awards and descriptions are hereby established.

12 1. NCWM Award for Outstanding Contribution

13
14 **Qualifications:** This award recognizes members that have made notable contributions to the development of NCWM
15 standards, policy, administrative support, or other services deemed worthy of recognition. The recipient will have been
16 a member of the NCWM for at least five (5) years.

17
18 **Description:** The award shall consist of a plaque with dimensions measuring approximately 8” x 10” that includes the
19 NCWM seal, the recipient’s name, date of award, signatures of the NCWM Chairman, Executive Secretary, and
20 Executive Director and a brief outline of the contributions that the recipient has made to the NCWM.

22 2. NCWM Award of Distinguished Service

23
24 **Qualifications:** This award recognizes individuals who have made a long-term commitment of service and leadership
25 to NCWM. Recipients have maintained membership in NCWM for at least ten (10) years and have made significant
26 contributions to the enhancement of the organization as a whole through committee service, important contributions to
27 standards development, served as a resource for knowledge, promoted the vision for the NCWM, or other long-term
28 commitments that have advanced the mission of the NCWM.

29
30 **Description:** The award shall consist of a plaque with dimensions measuring approximately 9” x 12” that includes the
31 NCWM seal, the recipient’s name, date of award, signatures of the NCWM Chairman, Executive Secretary and
32 Executive Director and a brief outline of the contributions that the recipient has made to the NCWM.

34 3. NCWM Lifetime Achievement Award

35
36 **Qualifications:** This award recognizes individuals who are by and large well-known and highly regarded for their
37 outstanding performance and contributions to the NCWM. No more than one (1) award can be granted annually. The
38 recipients have maintained membership in NCWM for at least ten (10) years. Because of the special significance of
39 the Lifetime Achievement Award and recognizing that the recipients are often retired, travel expenses are authorized
40 only in accordance with NCWM Travel Policy as needed for the recipient and a guest with the limitation of one guest
41 room. Nominees are considered based on the following characteristics:

42
43 **Integrity -** Their contributions based on unbiased input in such a manner that members are confident that the only
44 motivation is for the improvement the organization and our work products.

45
46 **Leadership -** Their contribution in leading NCWM Committees, Sub-Committees, Sectors, Task Forces, Ad Hoc
47 Assignments, work as Appointive Officials, or other displays of leadership that have advanced NCWM toward

1 becoming an overall better organization. The individual selected for this award will have displayed sound decision-
2 making capabilities, communication skills, motivational skills, and a tolerance for the views of others.

3
4 Description - The award shall consist of a plaque with dimensions measuring approximately 14" x 17" that includes
5 the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary, and
6 Executive Director, and an appropriate outline of the contributions that the recipient has made to the NCWM.

7 **4. Inspector of the Year**

8
9 Qualifications: This award recognizes individuals whose primary responsibility consists of Weights & Measures field
10 inspection duties. The nominee will be actively engaged as an inspector. Nominees will be evaluated on notable
11 contributions in the following areas: improving inspection processes or efficiencies, advancing co-workers
12 professional development, providing support and leadership to fellow inspectors, making a positive impact on their
13 inspection program and the regulated community in which they serve. Participation at their respective regional
14 association and/or NCWM meetings may also be considered. Travel expenses are authorized in accordance with
15 NCWM Travel Policy as needed for the recipient and a guest.

16
17 Description: The award shall consist of a plaque with dimensions measuring approximately 8" x 10" that includes
18 the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary, and
19 Executive Director and a brief outline of the contributions that the recipient has made as an Inspector.

20 **5. Weights & Measures Program of the Year**

21
22 Qualifications: This award recognizes an outstanding Weights & Measures Program. All state, county, or city Weights
23 & Measures Programs are eligible to be nominated. Nominated programs will be evaluated on contributions to the
24 NCWM, engagement in the formation of technical & legal requirements as adopted by the NCWM, engagement at
25 NCWM **Winter and Summer Meetings Annual and Interim meetings** as well as Regional Association meetings.
26 The nominee will demonstrate positive impact to consumers and businesses in the jurisdiction they reside as a result
27 of their W&M program. The nominated program will also have had active NCWM members for at least five (5)
28 years. Travel expenses are authorized in accordance with NCWM Travel Policy as needed for two program
29 representatives.

30
31 Description: The award shall consist of a plaque with dimensions measuring approximately 9" x 12" that includes
32 the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary and
33 Executive Director and an appropriate outline of the contributions that the recipient has made to the NCWM.

1 Policy 2.6.2. Special Awards Subcommittee

2 **Purpose:** To establish a Subcommittee reporting to the Board of Directors that recommends candidates to receive the
3 NCWM Special Awards.

4 **Background:** When the NCWM Board of Directors established special awards to recognize various levels of
5 contributions and service to NCWM and the weights and measures community, it was necessary to develop a structure
6 for how recipients would be nominated and chosen. The Board agreed that a selection committee should be formed
7 to receive those nominations and that the Board of Directors should have final approval.

8 **Policy:**

- 9 4. Subcommittee Scope: The Scope of the Awards Subcommittee shall be to nominate deserving individuals for
10 special award recognition. Any member of the NCWM, regardless of membership category, and including
11 Awards Subcommittee members, may recommend nominees for Subcommittee consideration. The
12 Subcommittee shall meet either (1) during the **Winter Interim** Meeting or (2) via web meeting or conference
13 call. If meeting using the web or conference call, the Subcommittee shall meet no later than February 1 of each
14 year. The Awards Subcommittee shall document that each nominee meets the qualifications outlined for each
15 award. Nominations for awards will be presented to the NCWM Board of Directors by March 1 of each year
16
- 17 5. Membership: The Chairman of the Awards Subcommittee shall be the Past Chair of the NTEP Committee. The
18 NCWM Chair shall appoint committee members to include one (1) NCWM Active Member from each of the four
19 (4) Regional Associations, and two (2) NCWM Associate Members. The NCWM Chair shall confer with the
20 Executive Committee of each Regional Association and the Chair of the Associate Membership on
21 recommendations for Subcommittee members. All members, other than the Committee Chair, will serve initially
22 for three years. The NCWM Chair shall review membership and may make appointments as deemed appropriate.
23 No committee member will serve for more than five (5) consecutive years.
24
- 25 6. Nomination Deadline: Nominations that are submitted from General Membership shall be proposed to the Awards
26 Subcommittee by December 31 of each calendar year. Nominations from Subcommittee Members may be
27 submitted to the Subcommittee prior to or at the time of their **yearly annual** meeting. All nominations will be
28 presented on the appropriate standardized nomination form.

29 Policy 3.1.4. Voting Results Posted

30 **Purpose:** Establish a means of publishing the voting results from NCWM **Winter and Summer-Annual** Meetings.

31 **Background:** Historically, there has not been established a consistent method of publishing results from the voting
32 sessions of the NCWM **Winter and Summer (previously Annual)-Annual** Meetings. Information of interest would
33 include the Committee, the Item, the vote count in the House of Representatives, the vote count in the House of
34 Delegates, and the disposition. This information should be made available as soon as practical following the official
35 voting sessions held during the NCWM **Winter and Summer Meetings. (previously Annual) Annual Meeting.**

36 Some options that have been discussed include posting on the web site, printing in the next newsletter, and sending
37 out an email to all members with the results.

38 **Policy:**

- 1 1. Voting results shall be posted within 2 weeks of the conclusion of the **Winter and Summer Meetings Annual**
2 **Meeting** on the NCWM Website as part of the **Winter and Summer Annual** Meeting Archives.

3 Policy 3.3.2. Procedures to Modify Handbooks

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

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

10 **Policy:**

11 **A. Submission of Agenda Items – Preamble**

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

16 **B. Submission Process**

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

22 To submit a proposal, obtain Form 15: Proposal to Amend Handbooks at <https://www.ncwm.com/helpful-forms>
23 or by contacting NCWM via email at info@ncwm.com. Complete the form and submit it electronically in
24 Microsoft Word format to NCWM at info@ncwm.com. Instructions for completing the form are included with
25 the electronic version of this template. To ensure that your proposal is included on the regional meeting agenda,
26 submit no later than **February 15 or** August 15 of **each the** calendar year **immediately preceding the calendar**
27 **year in which the NCWM Interim Meeting where the proposal would first be considered by NCWM is**
28 **held. Submissions received prior to February 15 of each calendar year will appear on the regional**
29 **association agendas and the Summer NCWM Meeting. Submissions received after February 15, but before**
30 **August 15 of each calendar year will appear on the regional association agendas and the Winter NCWM**
31 **Meeting.** Regional meeting schedules are available on the NCWM website.
32 (Amended 2021)

33 **C. Procedures**

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

- 35 1. Submit new items to NCWM by **February 15 or** August 15, **for the NCWM Summer or Winter**
36 **Meetings, respectively.**
37 2. NCWM will forward new items to regional associations for consideration at their **respective**
38 **spring or** fall meetings.
39 3. If the regional associations find merit in the new items, they shall forward them to the NCWM
40 Committees with their recommendations.

4. NCWM committees and subgroups are not required to submit a Form 15 proposal, but NCWM recommends that they do so to allow for regional review and comment whenever possible.
5. NCWM Committees will present the new and carryover items for Open Hearings at the **Summer and Winter Meetings** ~~January Interim Meeting~~. **Carryover items having had a Developing status for three consecutive years shall automatically be removed from the Committee's agenda for the next meeting. However, such items may be retained on a Committee's agenda and presented during the next Open Hearings so long as a specific request has been made by the Committee Chair to the NCWM Executive Director within 10 days of the conclusion of the meeting during which it appeared for the third time as Developing. Such requests shall not be considered standing requests and must be made following each meeting that an applicable item is to be retained.**

(Amended 2018 and 2021)

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 **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting** 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 **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting**, 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 **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting**, but prior to the **next meeting** ~~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 shall be submitted on a Form 15 and shall 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 on a CD ROM, DVD, or by electronic mail sent to info@ncwm.net;
 - 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

- 1 4) relay the positions of businesses, industries, or trade associations affected by the proposal
2 including supporting and opposing points of view.
3

4 **E. Exceptions to Policy for Submission of Items to the NCWM Committee Agenda; Submission of**
5 **“Priority” Items**
6

7 The Committee will use the following criteria to evaluate items that have not been approved by a regional
8 association, but have been received by the **May 1 for the Summer Meeting or** November 1 **for the Winter**
9 **Meeting** deadline. If an item is received after the **May 1 for the Summer Meeting or** November 1 **for the**
10 **Winter Meeting** deadline, it will be included on the agenda if the Committee determines that it is a national
11 “priority.”
12

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

- 14 1. Items shall have significant legal impact on weights and measures laws and/or regulations
15 involving:
16 a. court cases/attorney general opinions; or
17 b. preemption by federal statute or regulation; or
18 c. conflicts with international standards; or
19 d. items which could affect health and safety.
20
21 2. The Committee may contact parties that are potentially affected by an item (e.g., trade
22 associations, industry, and consumer groups) for comments. The Committee may consider these
23 comments and any other information in determining if the item should be included on its agenda.
24 3. When the Committee determines that it should consider an item as a “priority” (using the criteria
25 in 1.), the item will be handled in the following manner:
26 a. A “priority” item received prior to the **next meeting Interim Meeting** may be added to
27 the **next meeting Interim Meeting** agenda by a majority vote of the Committee.
28 b. A “priority” item received after **a meeting the Interim Meeting** may be added to the
29 Committee’s **next meeting Annual Meeting** agenda as:
30 1) a discussion item by a majority vote of the Committee; or
31 2) as a voting item by a majority vote of the Committee and the NCWM Board of
32 Directors.
33
34
35
36

37 **F. Committee Agenda**
38

- 39 1. The Committee will review items that have been submitted and selected by a majority vote to be
40 included on its agenda. The Committee will only include those items that have been:
41 a. approved by at least one of the regional associations; or
42 b. forwarded by other committees, subcommittees, NTETC Sectors, task forces, or work
43 groups, or those items that meet the criteria in Section E, Exceptions to Policy.
44
45 2. The Committee will publish an agenda (NCWM Publication **16W and 16S 15**) that identifies the
46 items to be discussed during the **Winter or Summer Interim** Meeting. This agenda will be
47 distributed to members approximately 30 days prior to the meeting. The agenda will be provided
48 upon request to all other interested parties.
49

50 (Amended 1998)
51

1 **G. Winter and Summer Meetings Interim Meeting**

- 2
- 3 1. The Committee shall hold public hearings at the **Winter and Summer Meetings Interim Meeting**
- 4 **Meeting** for the purpose of discussing and taking comments on agenda items.
- 5 2. Upon request, the Committee will provide the opportunity for presentations by government
- 6 officials, industry representatives, consumer groups, or other interested parties during the **Winter**
- 7 **and Summer Meetings Interim Meeting**. Requests to make presentations shall be received by
- 8 the Committee Chairman or Technical Advisor at least two weeks prior to the start of the
- 9 meetings.
- 10

11 **H. Winter and Summer Meeting Reports Interim Meeting Report**

- 12
- 13 1. Items under consideration by the Committee, and about which the Committee offers comments or
- 14 recommendations to NCWM to act upon during the **Winter and Summer Meetings Annual**
- 15 **Meeting**, will be included in the **Committee Reports Committee's Interim Report** published in
- 16 the **Winter and Summer Meeting Programs Annual Meeting Program** and Committee Reports
- 17 (NCWM Publication **16W and 16S 46**).
- 18 2. The **Winter and Summer Meeting Programs Annual Meeting Program** and Committee
- 19 Reports will be prepared and distributed to Conference members approximately three months prior
- 20 to the NCWM **Winter and Summer Meetings Annual Meeting**.
- 21

22 **I. Classifications for Agenda Items**

23

24 At the **Winter and Summer Meetings Interim Meeting**, the Committee can classify proposals in one of the

25 following ways:

- 26 1. **“Voting”** – These are items the Committee believes are fully developed and ready for final
- 27 consideration by the established due date for final committee reports. Each item has either
- 28 received majority support from the Committee or the Committee has reached agreement that it is
- 29 ready for voting status to let NCWM membership decide.
- 30 2. **“Informational”** – These items are deemed by the Committee to have merit. They typically
- 31 contain a proposal to address the issue and a meaningful background discussion for the proposal.
- 32 However, the Committee wants to allow more time for review by stakeholders and possibly
- 33 further development to address concerns. The Committee has taken the responsibility for any
- 34 additional development of Informational items.
- 35 3. **“Developing”** – These items are deemed by the Committee to have merit but are found to be
- 36 lacking enough information for full consideration. Typically, the item will have a good
- 37 explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing
- 38 status, the Committee has sent the item back to the **submitter source** for further development. The
- 39 Committee Report will provide the **submitter source** with clear indication of what is necessary to
- 40 move the item forward for full consideration. The item will be carried in the Committee agenda
- 41 with contact information for the **submitter person responsible** for the development. The
- 42 Committee will take comments on Developing items during **the Winter and Summer Meetings**
- 43 **open hearings of the Interim Meeting**, starting with the **submitter developer** if available. **The**
- 44 **submitter is also expected to lead the gathering of information for the item and in between**
- 45 **meetings work with those who have comments to bring the item to a fully developed status.**
- 46 The **submitter Developer** may submit updates for inclusion in **Publication 16W or 16S**
- 47 **Publication 15** no later than November 1 **or April 1, respectively, and in Publication 16 no**
- 48 **later than April 1**. If the **submitter Developer** cannot meet these deadlines for publication, the
- 49 **submitter Developer** may submit updates in writing to the Committee for consideration and
- 50 possible inclusion in the next Committee Report.

- 1 4. **“Assigned”** – These items are deemed by the Committee to have merit but are found to need
2 further enhancement before being considered by the Committee. Typically, the item will have a
3 good explanation of the issue, but a clear proposal has yet to be developed and the committee
4 thinks further development should be conducted by a subcommittee, steering committee or task
5 group. The Committee Report will provide the **assigned designated** group with clear direction
6 and expectations. The item will be carried in the Committee agenda and will include contact
7 information for the chairperson of the **assigned responsible** subcommittee, steering committee or
8 task group. An assigned item will be returned to the Committee when the responsible group
9 believes the item is fully developed or that no further progress can be made in developing the item.
10 A Committee may revoke the assigned status at any time. The Committee will take comments on
11 Assigned items during **the Winter and Summer Meetings open hearings of the Interim**
12 **Meeting**, starting with the **responsible party developer**, if available. **The assigned group is also**
13 **expected to lead the gathering of information for the item and in between meetings work**
14 **with those who have comments to bring the item to a fully developed status.** The **assigned**
15 **group assigned group** shall submit their final recommendations to the Committee for
16 consideration and possible inclusion in the next Committee Report.
- 17 5. **“Withdrawn”** – These are items that the Committee has found to be without merit **or if no**
18 **progress has been made by the developer pursuant to Section C. Procedures.** The
19 Committee's determination to withdraw should not be based on the Committee's opinion alone, but
20 on the input received from stakeholders **regarding merit**. The Committee's report will contain an
21 explanation for the withdrawal of the item. Once an item appears in NCWM Publication **16W or**
22 **16S 16** as Withdrawn, the status of that item may not be amended, and no further testimony will
23 be received. The item may be reintroduced through the regional associations for consideration as
24 a new item.

25 (Amended 2021)

26 At the **Winter and Summer Meetings Annual Meeting** the Committee may:

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

40 (Amended 2013, 2018 and 2019)

41 **J. Comments on Interim Reports**

- 42 1. Weights and measures officials, industry representatives, and all others are encouraged to submit
43 written comments on items in the Committee's **Winter and Summer Reports Interim Report**.
- 44 2. All **written** comments on the **Winter and Summer Reports Interim Meeting Report** shall be
45 submitted to the Committee no later than one month preceding the opening of the **next meeting**
46 **Annual Meeting**.

47 **K. Winter and Summer Meetings Annual Meeting**

- 1
- 2 1. The Committee will hold a public hearing at the **Winter and Summer Meetings Annual**
- 3 **Meeting** to discuss items on its agenda.
- 4 2. Those who want to speak on an item during the public hearing should request time from the
- 5 Committee Chairman. The Committee Chairman may impose time limits on presentations, the
- 6 discussion of a question, or the discussion of a proposed amendment.
- 7

8 **L. Final Committee Reports and Conference Action**

- 9

- 10 1. Following the public hearings, the Committee will prepare its final report for action by the voting
- 11 membership of the Conference. Copies of the final report will be provided to the membership
- 12 prior to the voting session for that report.
- 13 2. The Chairman of the Committee will present the final report of the Committee to the Conference
- 14 body. A vote will be taken on items, proposals, or sections in the report as circumstances require.
- 15 The Conference will vote on the entire final report as presented in accordance with established
- 16 Conference voting procedures. Parliamentary procedures according to Robert's Rules of Order, as
- 17 amended by NCWM Bylaws, shall be adhered to in the presentation of, and any action on, a
- 18 Standing Committee report.

19 (Amended 1998)

- 20
- 21

22 **M. Editorial Changes to the Handbooks**

23 Changes to the handbooks are considered editorial in nature when the change does not alter the technical

24 content or understanding of the handbook and meets the following criteria: 1) the modified text did not change

25 the meaning or procedure outlined, 2) modified text corrected an omission or clarified how the text was

26 written, 3) the item itself was reformatted and relocated in the text to make the organization of the content

27 more meaningful.

28 **N. Publication of the Handbook**

- 29

30 NIST may not publish a new edition if it determines that it is reasonable to forego an annual publication (e.g.,

31 amendments were minor or editorial in nature) to save printing, mailing, and other costs. If this occurs, NIST

32 will issue a notice that the current edition is still valid and will explain its action. (Note: Section numbering

33 may be changed from one edition of the handbook to another to accommodate additions or deletions.)

34 (Amended 2008)

1 Policy 4.1.1. Travel Policy

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

5 **Policy:**

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

12 **Procedures:**

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

15 **A. Travel Approval**

- 16 1. Routine travel shall be approved by the Executive Director.
- 17 2. If travel is considered out of the normal routine as described in NCWM Policy 4.1.2. Approval of Non-
18 Standard Travel, then prior approval shall be obtained from the Chair of the NCWM Board of Directors.

19 **B. Transportation**

- 20 1. Private vehicles may be used for official travel when determined to be cost beneficial. The maximum
21 amount of reimbursement will be limited to the lowest cost of airline travel to the same destination over
22 the same dates. Reimbursement for personal vehicle expenses will be made in accordance with the rates
23 established by the Internal Revenue Service as allowable deduction, based on actual miles traveled.
- 24 2. Airline travel cost will be reimbursed for regular coach fares. Non-refundable tickets are frequently
25 available at substantial savings if purchased within specified time frames prior to travel. Travelers are
26 encouraged to take advantage of such discounts when possible. However, travelers are responsible for
27 exercising reasonable care and prudence in making the decision to purchase non-refundable tickets to
28 ensure that no expense is incurred for a ticket which is not used.
- 29 3. NCWM will reimburse travelers for reasonable ground transportation costs. Receipts for expenditures
30 are required.
 - 31 a. Reimbursement for the use of rental vehicles will be limited to situations where the rental vehicle
32 provides an overall cost savings. Travelers shall obtain prior approval from the Executive Director.
 - 33 b. Tips for ground transportation which are reasonable and documented on receipts are considered
34 reimbursable.

1 **C. Lodging**

- 2 1. The majority of travel will be to destinations where group arrangements have been made for lodging. In
3 instances where individual arrangements for lodging are being made by the traveler, government rates
4 must be requested.
- 5 2. Lodging reservations frequently must be guaranteed. If a traveler finds they are not able to fulfill a
6 guaranteed reservation, the traveler is responsible for ensuring the reservation is either changed or
7 canceled to avoid unnecessary charges. If the traveler does not use the reservation and has not changed
8 or canceled it, NCWM will not reimburse the traveler for any resulting charges.

9 **D. Meals and Individual Expenses**

- 10 1. The cost of meals and incidental travel costs such as personal telephone calls are reimbursed through the
11 per diem rate established by NCWM Board of Directors. Because reimbursement is based on a per diem
12 amount, such expenses should not be itemized on the travel reimbursement form. The current per diem
13 rate is listed in the Rate Schedule below.
- 14 2. When 2 or more people who are all traveling at NCWM expense dine together, one person may pay for
15 the group and claim the entire expense by submitting the dining receipt along with names of individuals
16 included in the meal. Alcoholic beverage purchases on a dining receipt are not reimbursable.
- 17 3. When meals are provided as part of the event or if the cost of a meal is paid for by another person, the
18 per diem for the day shall be adjusted as listed in the Rate Schedule below.

19 RATE SCHEDULE

20 Mileage: Current federal rate as published at: www.gsa.gov/portal/content/100715

21 Meal and incidental per Diem: \$72.00 per day (includes tips)

22 Per Diem Adjustments:

23 Breakfast \$16.00

24 Lunch \$18.00

25 Dinner \$38.00

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

31 **E. Out-of-Country Travel**

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

34 **F. Submitting Documentation for Reimbursement**

- 35 1. Obtain the most current reimbursement form at <http://www.ncwm.net/resource/forms>.
- 36 2. The form is designed to be completed electronically. If completed by hand, use care that penmanship is
37 legible.
- 38 3. Reimbursement checks are mailed to the address on file at NCWM unless another address is specified
39 on the reimbursement form.

2024 NCWM Final Report
Board of Directors

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

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

4 Mail: Don Onwiler
5 NCWM
6 1135 M Street, Suite 110
7 Lincoln, NE 68508

8
9 Email: don.onwiler@ncwm.com
10 Fax: 402-434-4878

11
12

1 Section 2: Agenda (Equivalent to current Annual Meeting format).

2 **NCWM Winter/Summer Meetings**

3 **Schedule of Events**

4 *(The schedule of events is tentative and subject to change.)*

5 **Committee hearings will occur in the order presented below. Times of each hearing are not firm; when one*
6 *committee finishes, the next committee will begin. Committee chairs reserve the right to group items and select their*
7 *sequence for presentation on voting. There will be no break between committee reports; registrants should plan to*
8 *attend an entire Voting Session to ensure their presence when items of interest are likely to be under consideration.*

Sunday

8:00 a.m. – 9:30 a.m.	Coffee Service
8:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:30 a.m. – 12:00 p.m.	Meter Manufacturer Association
9:00 a.m. – 11:30 a.m.	Subcommittee and Task Group Breakouts
11:30 a.m. – 1:00 p.m.	Lunch on Your Own
1:00 p.m. – 3:30 p.m.	Fuels and Lubricants Subcommittee
3:30 p.m. – 4:00 p.m.	Joint Committee Meeting
4:00 p.m. – 5:00 p.m.	Agenda Review Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee
5:30 p.m. – 7:00 p.m.	Chairman’s Reception

9

Monday

7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:00 a.m. – 8:30 a.m.	New Attendee Orientation
8:30 a.m. – 12:00 p.m.	Official Session – Open Hearings Specifications and Tolerances Committee Laws and Regulations Committee NTEP Committee Board of Directors
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 5:00 p.m.	Official Session – Open Hearings Continued
1:30 p.m. – 5:00 p.m.	Committee Work Sessions (To be announced) Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee

Tuesday

7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:00 a.m. – 9:45 a.m.	Official Session – Open Hearings (continued as necessary) Presiding Officer: Ms. Cheryl Ayer, New Hampshire
9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 12:00 p.m.	General Session Pledge of Allegiance and Invocation Welcome Address Honorary President’s Address Chairman’s Address Awards Ceremony
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 5:00 p.m.	Committee Work Sessions Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee
8:00 p.m.	Addendum Sheets Available Registration Area

Wednesday

7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 3:00 p.m.	Registration and Exhibits
8:00 a.m. – 9:00 a.m.	Associate Membership Committee
9:00 a.m. – 12:00 p.m.	Regional Association Meetings Central Weights and Measures Association Northeastern Weights and Measures Association Southern Weights and Measures Association Western Weights and Measures Association
12:00 p.m. – 1:00 p.m.	Lunch on Your Own
1:00 p.m. – 4:30 p.m.	Voting Session Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee

Thursday, August 3, 2023

7:30 a.m. – 9:00 a.m.	Light Breakfast
7:30 a.m. – 10:00 a.m.	Registration and Exhibits
9:00 a.m. – 12:00 p.m.	Voting Session (continued as necessary) NTEP Committee Board of Directors Nominating Committee Closing Ceremony Passing of the Gavel / New Chairman’s Address Benediction / Adjourn

1 Section 3: Committee Member Rotations

2 Currently, the NCWM Chair appoints new committee members at the conclusion of the NCWM Annual Meeting or
3 if the situation warrants at the Interim Meeting or even in between meetings if the need arises. The new Committee
4 member then begins to work with the Committee in preparation for the NCWM Interim (or next scheduled) Meeting.

5 The proposal to separate Open Hearings into two segments (one for all Voting Items and another for all other agenda
6 items) raised the question of when and how the transition of Committee Members would take place under this scenario.
7 One possibility is for the announcement of new Committee Members by the NCWM Chair to be made at the beginning
8 of the Meeting (e.g., on Monday morning before commencement of the Voting Open Hearings or alternatively during
9 the General Session on Tuesday morning) and once the Voting Open Hearings conclude, the new member would take
10 the place of the outgoing member. This would allow for the new Committee Member to hear all testimony as an active
11 Committee Member during the second Open Hearing Session (for all other items). The outgoing Committee Member
12 would still be responsible for report writing, if any, pertaining to the items that were voted upon.

13 More than one NCWM Member suggested voting on items immediately after the Voting Open Hearing Session, but
14 upon further review this would not provide the Committees with sufficient time to evaluate testimony, make any
15 necessary changes and have them communicated (through Addendum Sheets or another mechanism) to the
16 membership in a timely manner.

17 Section 4: Committee Reports

18 Committee reports following the two national meetings could still be handled in the same manner as they currently
19 are handled. Separating Publications 15 and 16 into all carryover items and all Voting Items, respectively, would not
20 change the report format or deadline(s). Committee member rotations would also not change the report format or
21 deadline. The outgoing member would still be responsible for any aspects related to items considered while on the
22 Committee and the incoming member could be responsible for all information regarding active items before the
23 Committee beginning at the commencement of the Open Hearing Session during which active Committee Membership
24 was designated (i.e., the second Open Hearings for all other agenda items).

25 Section 5: Open Hearings

26 Open Hearings (for Voting Items only) could commence on Monday morning and proceed until finished. The
27 Committees could retire into Work Sessions immediately following the Open Hearings for Voting Items. This would
28 typically only apply to the Specifications and Tolerances Committee and the Laws and Regulations Committee unless
29 another Standing Committee had Voting Items on the agenda. Changes made by the Committees based on testimony
30 to be reported on the Addendum Sheets could be provided to NCWM staff by 8:00 am the following morning
31 (Tuesday) and made available to membership at 12:00 on Tuesday in preparation for the Voting Session on Wednesday
32 afternoon (times subject to NCWM office staff approval). The Open Hearings for all other agenda items could begin
33 Tuesday morning following the Opening Ceremonies and proceed until conclusion. Committees could then retire to
34 Work Sessions to evaluate testimony (this would include any new Committee Members and the outgoing Committee
35 Members would not need to be in attendance). It is important to note that Committees are not required to write their
36 entire report by the conclusion of the closing ceremonies. Members are appreciative to know the status of items before
37 leaving the meeting though. To acknowledge this each Committee has the option to discuss the status of each non-
38 voting item and present that summary during their Joint Committee Report on Thursday morning followed by writing
39 the report to its conclusion and submitting the final report by the report due date (approximately 6 weeks following
40 the conclusion of the national meeting).

41 It is possible that the testimony for Voting Items on Monday may take less time than testimony for all other items.
42 Should this prove to be the case it is possible to move Opening Ceremonies from Tuesday morning to Monday
43 afternoon, which would provide two extra hours for testimony on all non-voting items. The Voting Work Sessions
44 under that scenario could then commence at the conclusion of the Opening Ceremonies on Monday afternoon.

1

2 Section 6: Duration for Developing Items

3 More than one member of the NCWM Membership during the 2023 NCWM Interim Meeting Open Hearings
4 expressed interest in establishing a maximum time limit on each Committee’s agenda for Developing Items. No
5 specific duration was conveyed during this testimony. This preference was conveyed in response to the proposal to
6 limit the time for “items that don’t pass, but don’t fail” to remain on Committee agendas. Following the expressed
7 preferences of NCWM Members who spoke during these Open Hearings the proposed language in the NCWM
8 Bylaws, Article X Voting System Section 9A Voting – Technical Issues was removed and the proposed language in
9 NCWM Policy 3.3.2. Procedures to Modify Handbooks was changed to address Developing Items instead of Voting
10 Items. A period of three consecutive years was inserted for discussion purposes and to solicit membership feedback
11 moving forward. Interested readers should review both scenarios.

12 Section 7: Interim Meeting Attendance

13 The question was raised regarding sufficient attendance at the current Interim Meeting (proposed Winter Meeting) to
14 be able to vote. NCWM bylaws require a minimum of 27 votes in both the House of Representatives and House of
15 Delegates for any item to pass or fail. While neither the Board of Directors nor the NCWM can control attendance it
16 is anticipated that attendance will increase at the proposed Winter Meeting due to the occurrence of voting activities.
17 The Focus Group recognizes and appreciates the added cost for attending an additional meeting for those who do not
18 currently attend the NCWM Interim Meeting and for one extra day of travel for those who currently do attend the
19 NCWM Interim Meeting. The Focus Group also hopes those who do not currently attend the NCWM Interim Meeting
20 will begin attending and recognize the importance and benefit of voting twice a year.

21 The NCWM Interim Meeting has managed an average attendance of 184 registered attendees over the last nine Interim
22 Meetings (including the two virtual events in 2021 and 2022). While it is difficult to determine exactly how many
23 Representatives and Delegates were present at the last Interim Meeting, there were approximately 31 Representatives
24 and 49 Delegates in attendance. This would be sufficient to pass or fail Voting Items pursuant to the voting
25 requirements in the NCWM Bylaws.

26 In comparison, the NCWM Annual Meeting boasts an average of 214 registered attendees over the last ten Annual
27 Meetings (including the two virtual events in 2021). The last Annual Meeting saw 38 Representatives and 42 Delegates
28 in attendance. There were slightly more Representatives in attendance with equally as many fewer Delegates present
29 when compared to the NCWM Interim Meeting.

30 Analyzing these data suggest that there is a reasonable assurance that sufficient Active Members would be in
31 attendance to carryout voting under the provisions of the NCWM Bylaws. Further, while there are no guarantees, it is
32 anticipated that this number would increase if voting activities were to commence during the proposed Winter Meeting
33 (i.e., current NCWM Interim Meeting).

34 Item SPB-23.1 as submitted for the 2023 NCWM Interim Meeting (Original
35 Language)

36 **Articles I-III – No Change**

37 **Article IV - Membership Fees and Records**

38 **Section 3 – Waiver of Registration and Membership Fees**

1 Individuals who have retired after 10 or more years of weights and measures employment in either the public or private
2 sectors, and who have attended at least one Winter or Summer Annual-Meeting (or Annual Meeting if before
3 2024), shall not be subject to the payment of the registration and membership fees. The spouses of retired members
4 shall enjoy the same privileges as spouses of active members.

5 **Article V – No Change**

6 **Article VI – Directors and Appointive Officials**

7 **Section 1 – No Change.**

8 **Section 2 – No Change.**

9 **Section 3 – Nominations and Elections, Parts A, B, C, D**

10 **F. Nominating Committee**

11 Each year prior to the Corporation's Winter Interim Meeting, the Chairman shall appoint a Nominating
12 Committee. The Past Chairman will serve as Chairman of the Nominating Committee.

13 **G. Nominations**

14 1. The Nominating Committee shall submit one name for each elective office and present its recommendation as a
15 slate in its report to the Corporation.

16 2. Additional nominations for officers may be made from the floor at the Summer Annual Meeting provided that
17 prior consent of the nominee has been obtained in writing and presented to the presiding officer at the time of the
18 nomination.

19 **H. Elections**

20 Directors shall be elected during a designated session of the Summer Annual Meeting by a formal recorded vote of
21 the members in attendance and eligible to vote on Corporation motions. See Bylaws, Article X - Voting System

22 **I. Terms of Office**

23 1. The Chairman, Chairman-Elect and Past Chairman shall serve for a term of 1 year. The Chairman-Elect will be
24 elected at the Summer Annual Meeting one year prior to the term of service as Corporation Chairman. After
25 serving one year as Chairman-Elect, the incumbent will succeed to the office of Corporation Chairman. The
26 consecutive reelection of a Chairman and Chairman-Elect is prohibited; however, the eight other directors may be
27 re-elected. The eight other directors shall serve for 5-year terms; except for the Associate Director and Treasurer
28 who shall serve a 3-year term. Elections shall take place at such intervals as are necessary to retain an 11-member
29 Board at all times, except that vacancies shall be filled under Section 3, paragraph E, below.

30 2. All Directors shall take office immediately following the close of the Summer Annual Meeting at which they
31 were elected.

32 3. No Change.

33 **J. No Change.**

34 **Section 4 – No Change.**

35 **Section 5 – Removal of Directors**

36 A director may be removed for cause upon a vote for his or her removal by a majority of the Board at a properly called
37 meeting of the Board. Removal for cause shall include, but not be limited to, failure by the Director to attend two
38

1 consecutive meetings of the Corporation. For purposes of this section, two consecutive meetings shall mean Winter
2 or Summer ~~annual or interim~~ meetings of the Corporation.

3 **Section 6 – Appointive Officials**

4 **C. No Change.**

5
6 **D. Assumption of Office**

7 All appointive officials shall take office immediately following appointment and will serve through the subsequent
8 Summer ~~Annual~~ Meeting of the Corporation unless otherwise specified by the Corporation Chairman.

9 **Article VII – Duties of the Directors and Appointive Officials**

10 **Section 10 – Sergeants-at-Arms**

11 The Sergeants-At-Arms help preserve order during the public sessions of the Corporation’s ~~Corporation~~ Winter
12 and Summer Meetings ~~Annual Meeting~~. Their responsibilities include ensuring that only registered delegates are
13 present and that individuals or groups appearing before the Corporation are properly identified.

14 **Article VIII – Meetings of the Corporation**

15 **Section 1 – Business Meetings ~~Annual Meeting~~**

16 The Annual Business Meeting of members shall be held at the Summer ~~Annual~~ meeting of the Corporation.
17 However, the Board of Directors may call for a Business Meeting at the Winter Meeting, should it be deemed
18 necessary. Notice of all the business meetings ~~annual meeting~~ shall be given. Notice shall be no less than 10 days
19 before the date of the meeting, except that notice to act on an amendment to the Articles of Incorporation, a plan of
20 merger, a proposed sale of assets or the dissolution of the Corporation shall be given not less than 25 days before the
21 date of the meeting.

22 The agenda for this meeting shall include the election of the Board of Directors and reports from the Chairman and
23 the Treasurer.

24 **Section 2 – Technical Meetings**

25 The ~~Annual~~ Technical Meeting shall ~~also~~ be held at the Winter and Summer Meetings ~~Annual meeting~~ of the
26 Corporation and may include reports from various committees, task forces, study groups, and other items pertinent to
27 the Corporation, as well as the presentation of technical papers, discussions, displays, education ~~entertainment~~, or
28 other events at the discretion of the Board of Directors.

29 **Section 3 ~~Section 2~~ – Board of Directors and Standing Committee ~~Interim~~ Meetings**

30 ~~The Interim~~ Meetings of the Board of Directors and those Standing Committees designated by the Chairman shall
31 be held ~~annually~~, approximately 6 months prior to the next meeting ~~Annual Meeting~~ in order to develop the agenda
32 and committee recommendations to be presented to and acted on by the membership at the next meeting ~~Annual~~
33 ~~Meeting~~.

34 **Section 4 ~~Section 3~~ – Conduct of Summer ~~Annual~~ and Winter ~~Interim~~ Meetings**

35 ~~The Summer~~ ~~Annual~~ and Winter ~~Interim~~ meetings shall be in-person meetings, excepted only in the event that an
36 emergency is declared by the Board of Directors to allow either meeting to be held entirely or in-part by internet
37 meeting services. Justification and classification of the emergency declaration are at the discretion of the Board and
38 may include, but are not limited to, a pandemic that prevents a significant number of members from participating in
39 an in-person meeting. Such emergency declarations and related determinations to allow internet meetings shall not,

1 however, be uniquely applied to, or employed regarding, any individual agenda item or any subset of items within a
2 complete meeting agenda. The Board of Directors shall maintain policies for conducting these meetings following the
3 principles of the in-person meetings as closely as possible.

4 **Section 5 ~~Section 4~~ – Other Meetings of the Board of Directors, Committees and Subgroups**
5 **within the Corporation.**

6 A. No Change.

7 B. Other Committees and subgroups of the Corporation are authorized to hold meetings at times other than the
8 **Summer or Winter Annual Meeting ~~or Interim~~**. Meeting by any manner technologically possible, including, but
9 not limited to telephone conference call, web meeting and email. If a committee or subgroup desires to conduct a
10 meeting requiring travel and facilities at the expense of the corporation, such meeting will be subject to approval in
11 advance by the Board of Directors.

12 **Section 6 ~~Section 5~~ – No Change otherwise.**

13 **Article IX - Committees**

14 **Sections 1-4 – No Change.**

15 **Section 5 – Duties and Fields of Operation of Board of Directors and Committees**

16 **D. Laws and Regulations Committee**

17 The Laws and Regulations Committee **biannually ~~annually~~** presents a report for Corporation action.
18 Its scope embraces all matters within the area of weights and measures supervision including:

19 the development and interpretation of uniform laws and regulations;

- 20 4. the study and analysis of bills for legislative enactment;
- 21 5. the establishment and maintenance of published guidelines and other effective means of encouraging
22 uniformity of interpretation and application of weights and measures laws and regulations; and
- 23 6. liaison with Federal agencies, State agencies, and other groups or organizations on issues within the
24 purview of the Committee. This role entails explaining, advocating, and coordinating Corporation
25 positions, recommendations, and needs before Federal Government agencies, consumer groups, the
26 associate NCWM membership, domestic and international standards organizations, industry, trade
27 associations, and others. The goals are to provide and solicit information, develop a spirit of cooperation,
28 and promote uniformity with the activities and standards of the NCWM.
29

30 **E. Specifications and Tolerances Committee**

31 The Specifications and Tolerances Committee **biannually ~~annually~~** presents a report for Corporation action.

32 Its scope embraces all matters dealing with:

- 33
- 34 5. specifications, tolerances, and technical requirements of any kind relating to scales, weights, measures, and
35 weighing and measuring devices and accessories, including interpretation of such material whenever
36 necessary,
- 37 6. standards and testing equipment for weights and measures officials,
- 38 7. procedures for testing commercial equipment, and

- 1 8. liaison with Federal agencies, State agencies, and other groups or organizations on issues within the purview
2 of the Committee. This role entails explaining, advocating, and coordinating Corporation positions,
3 recommendations, and needs before Federal Government agencies, consumer groups, the associate NCWM
4 membership, domestic and international standards organizations, industry, trade associations, and others. The
5 goals are to provide and solicit information, develop a spirit of cooperation, and promote uniformity with the
6 activities and standards of the NCWM.
7

8 **F. Professional Development Committee**

9 The Professional Development Committee ~~biannually~~ ~~annually~~ presents a report for Corporation action.

10 The mission of the Committee is:

11 To provide leadership to develop and implement uniform, quality weights and measures services in the areas of:

- 12
13 4. effective program management,
14 5. education, and
15 6. public relations.
16

17 **C.1-C.2. No Change**

18 4. **Conference Training Topics**

19
20 The Committee would be the focal point for gathering and recommending workshops or symposia on leadership,
21 management, and emerging issues to be presented during the ~~Summer and Winter Meetings~~ ~~Annual Meeting~~.
22 These topics would provide a forum for the exchange of ideas and discussion of changes in the marketplace.

23 **4. Uniformity of Data - No Change**

24 **Part D. Nominating Committee**

25
26 The Nominating Committee annually presents a slate of nominees for all elective offices. The names of these nominees
27 shall appear in the report of the Nominating Committee and shall be published in the Program and Committee Reports
28 for the ~~Summer~~ ~~annual~~ meeting of the Corporation.

29 **Parts E-G – No Change.**

30 **Article X - Voting System**

31
32 In the case of business issues relating to NCWM, Inc., as a Corporation, all questions before a meeting of the
33 Corporation are to be decided by voice vote of members of all three houses.

34 Members of all three houses may speak to all issues on the floor, both business and technical issues. However, the
35 adoption of final reports of committees on technical issues, as well as other technical issues, is to be decided by a
36 formal recorded vote of the active members in accordance with the following voting structures and procedures. The
37 determination as to whether an issue is technical or business shall be made by the Board in accordance with the policies
38 and procedures of the Corporation.

39 **Section 1 - House of State Representatives**

40 **D. Official Designation**

41 This body of Active members who are officially designated by their States and are present and registered at the ~~Winter~~
42 ~~and Summer Meetings~~ ~~Annual Meeting~~ shall be known as the "House of State Representatives."

1 **E. Composition**

2 Each State is authorized one official to serve as its representative at the **Winter and Summer Meetings Annual**
3 **Meeting** of the NCWM. The State weights and measures director, or his or her designee (State or local government
4 official), is the State representative.

5 The District of Columbia, the Navajo Nation, and the U.S. Commonwealths and Territories that have weights and
6 measures programs similar to those of the States (for example, have followed the uniform laws and regulations and
7 have adopted Handbook 44) are also allowed representatives.

8 **F. Method of Designation**

9 Each representative is specified annually to the Credentials Committee 30 days before the NCWM **Winter and**
10 **Summer Meetings Annual Meeting**. Accommodation may be made for exceptions to this deadline. An alternate
11 should be named prior to the NCWM **Winter and Summer Meetings Annual Meeting** in case the designated
12 representative cannot attend.

13 **Section 2 - House of Delegates**

14 **Official Designation**

15 All other Active members present and registered at the **Winter and Summer Meetings Annual Meeting** (those not
16 sitting in the House of State Representatives) are grouped as a body known as the "House of Delegates."

17 **Section 3 - House of General Membership**

18 **Official Designation**

19 This body shall comprise Associate and Advisory members of NCWM, Inc., who are present and registered at the
20 **Winter and Summer Meetings Annual Meeting**. The House of General Membership shall vote, as well as the House
21 of Representatives and the House of Delegates, on all business issues relating to NCWM, Inc., as a Corporation.

22 **Section 4 Minimum Votes Needed for an Official Vote of a House on Technical Items – No**
23 **Change**

24 **Section 5 - Voting Rules**

25 **D. Quorum - No Change**

26 **E. Proxy Votes**

27 Proxy votes are not permitted. Since issues and recommendations in the committees' ~~interim~~ reports are often modified
28 and amended at the NCWM **Winter and Summer Meetings Annual Meeting**, the attendance of officials at the
29 **Winter and Summer Meetings Annual Meeting** and voting sessions is vital.
30

31 **C.-F. No Change**

32 **Section 6 - Committee Reports – No Change**

33 **Section 7 - Amendments and Changes – No Change**

34 **Section 8 – Seating - No Change**

35 **Section 9A - Voting- Technical Issues**

36 **A.-B. No Change**

- 1 C. **Issue Returned to Committee for Future Consideration If:**
 2 1. The House of Representatives fails to cast the minimum **number of** required votes **for an item to pass or**
 3 **fail.**
 4 2. The minimum **number of** required votes is **received from east in** each house but one house votes **“yea” yea**
 5 and the other house votes **“nay” nay.**
 6 **Or**
 7 3. Either the House of Representatives or House of Delegates casts a tie vote of 27 votes or more each in favor
 8 and in opposition to the item.
 9 **And**
 10 4. **The chair of the respective Standing Committee makes a specific request in writing to retain the issue**
 11 **on the Standing Committee’s Agenda. The written request shall be sent to the NCWM Executive**
 12 **Director within 10 calendar days following the voting session. The day of the voting session counts as**
 13 **the first day of the 10 days.**

14 The issue cannot be recalled for another vote at the same **Winter or Summer Annual** Meeting.

Voting on Technical Issues: The 2-House System

			House of Delegates					
			Majority Vote Yea		Majority Vote Nay		Tie Vote	
			≥ 27 Votes	< 27 Votes	≥ 27 Votes	< 27 Votes	< 54 total votes	≥ 54 total votes
House of State Representatives	Majority Vote Yea	≥ 27 Votes	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	≥ 27 Votes	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Tie Vote		Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee

17 **An item can only be returned to committee if it meets the criteria in Article X, Section 9A, (C) 1, 2, or 3,**
 18 **and 4.**

19 **Section 9B – Voting – Business Issues – No Change**

1 **Section 10 - Procedures – No Change**

2 **Article XI - Amendments**

3 These Bylaws may be amended, added to, or repealed at any Winter or Summer Annual Meeting of the membership
4 under normal Corporation procedures. Proposed changes must be published in the recommendations of the Board of
5 Directors in its Interim Report (contained in the Program for the Winter and Summer Meetings Annual Meeting,
6 NCWM Publications 16W or 16S Publication 16) and discussed at the open hearing of the Board of Directors at the
7 Winter or Summer Annual Meeting at which said changes will be voted on. Amendments to the Bylaws must be
8 approved by a minimum of a simple majority vote of the general membership in attendance.

9 **Comments in Favor:**

10 **Regulatory:**

- 11 • Mr. Mauricio Mejia, Florida, stated that the item is fully developed and recommended Voting Status
12 for 2024.

13 **Industry:**

- 14 • Mr. Charlie Rutherford, CPR Squared, Stated that voting twice each year would move items more
15 quickly and would also generate more industry participation.
16 • Mr. Chuck Corr, Iowa Renewable Fuels Association, agreed with Mr. Rutherford and suggested
17 making voting optional based on readiness of agenda items.
18 • Ms. Kristin Moore, Growth Energy, agrees with previous comments and would consider making
19 voting optional based on readiness of the items.
20 • Mr. Tim Chesser, AR, expressed concern for lack of dialogue in developing items.

21 **Advisory:**

- 22 • N/A

23 **Comments Against:**

24 **Regulatory:**

- 25 • Mr. Jason Glass, Kentucky, no longer sees a need for this change, citing two priority items that came
26 forward in the last two years. This change could rush items through, and would create too much
27 burden on the standing committees.

28 **Industry:**

- 29 • N/A

30 **Advisory:**

- 31 • N/A

32 **Neutral Comments:**

33 **Regulatory:**

- 34 • Mr. Kurt Floren, LA County, CA, requested assurance that every region will have the opportunity to
35 review items at their meetings before they can come forward for voting. He expressed concern with the
36 large number of Developing Items, creating a “log jam” in the process. He recommends allowing
37 comments on those items at all NCWM meetings.

1 **Industry:**
2 • Mr. Michael Kielty, Endress + Hauser Flow USA, Inc., Suggested that NCWM focus more on Form 15
3 which is used to submit new proposals. He suggested a mentoring program, possibly from a neutral
4 senior member of NCWM, to help submitters to improve proposals, making sure they contain adequate
5 information.

6 **Advisory:**
7 • N/A

8
9 **Item Development:** The Board agrees with comments that the item is fully developed and has indicated Voting status
10 in 2024.

11 **SPB-23.2 W Policy 2.4.7. Recording Meetings**

12 **Source:**
13 Board of Directors

14 **Purpose:**
15 Provide a recording of open hearings and voting sessions for committees to reference as needed during their work
16 sessions to assist them in capturing testimony in their reports.

17 **Item under Consideration:**
18 Amend NCWM Policy 2.4.7. as follows:

19 Recording Meetings

20 **Purpose:** Establish a policy restricting the verbatim recording of NCWM meetings.

21 **Background:** In 2011 and 2012, members approached staff with concern for tape recorders at Open Hearings
22 and Voting Sessions of the Interim and Annual Meetings. They worried that attendees would be hesitant to
23 comment freely in meetings out of uncertainty for how their comments might be used. Others requested express
24 permission from staff to be allowed to record the sessions for their own use.

25 Some states have laws protecting the right to record public meetings. NCWM, however, is not a government
26 organization and is not subject to public meetings laws. One option is for NCWM to disallow recording altogether
27 and continue to recognize minutes and meeting reports as the official records of its meetings. Another option is
28 for NCWM to record all meetings (except Executive Sessions) and charge a cost-recovery fee to anyone who
29 requests a transcript. In this option, attendees would not be allowed to use their own recording devices. A third
30 option is to simply allow any registered attendee to record the meetings for their own use.

31 NCWM is sensitive to the need for open and honest discussions on some very difficult and even controversial
32 agenda items. The likelihood of maintaining lively and productive debates is hampered when attendees are unsure
33 who is recording a meeting and what their motives are. For these reasons the Board of Directors has established
34 this policy.

35 **In late 2022, the Board of Directors amended the policy to be effective in 2023, allowing NCWM staff to**
36 **record Open Hearings and Voting Sessions for use only by committees in developing reports and addendum**
37 **sheets.**

