

## NCWM Board of Directors 2020 Interim Meeting Report

Mr. Craig VanBuren, Chairman  
Michigan

### INTRODUCTION

The Board of Directors submits this Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Board during its Interim Meeting in Riverside, California, January 26-29, 2020. The Board will conduct Open Hearings for the items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three letters of an item's reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** The Board determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(V) Voting Item:** The Board is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** The item is under consideration by the Board but not proposed for Voting; **(A) Assigned Item:** The Board has assigned development of the item to a recognized subcommittee or task group within NCWM; **(W) Withdrawn Item:** The item has been removed from consideration by the Board.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Board has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Board will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

The Board of Directors may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An "Item under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. 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**. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to <https://www.ncwm.com/publication-16> to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in his absence, NCWM Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If possible, the posting will be done at least a day prior to the planned closed session

**Note:** It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

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**Subject Series List**

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Activity Reports..... ACT Series  
Strategic Planning, Policies, and Bylaws..... SPB Series  
Financial ..... FIN Series  
Other Items ..... OTH Series

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**Table A  
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<b>Reference Key</b>	<b>Title of Item</b>	<b>BOD Page</b>
ACT-7 V	COVID-19 Impact on the 105 <sup>th</sup> Annual Meeting.....	7
SPB-4 V	Bylaws, Article IX, Section 2 – Standing Committees.....	8



31 On the advice of legal counsel, Chairman Craig VanBuren assembled a small gathering of NCWM membership on  
32 July 15 to open the Annual Meeting and then adjourn it to a later date.

33 The Board of Directors also considered the annual election of officers. NCWM Bylaws, Article VI, Section 2, part B  
34 states the following:

- 35 • The Chairman-Elect will be elected at the Annual Meeting one year prior to the term of service as  
36 Corporation Chairman.
- 37 • After serving one year as Chairman-Elect, the incumbent will succeed to the office of Corporation  
38 Chairman.

39 For this reason, Chairman-Elect Hal Prince of Florida succeeded Craig VanBuren as NCWM Chairman at the  
40 conclusion to the above July 15, 2021 meeting and Mr. VanBuren moved to the office of Immediate Past Chair. State  
41 law mandates that other directors serve beyond the end of their terms until such time that regular elections can be held.  
42 That election will be in January 2021 when the 105<sup>th</sup> Annual Meeting reconvenes.

43 The Board set the following schedule for the January 2021 meetings:

44 **105<sup>th</sup> NCWM Annual Meeting**

45 **Sunday, January 10:** Task Group and Subcommittee Meetings

46 **Monday, January 11:**

- 47 • Morning: Open Hearings: *(voting items only)*
- 48 • Afternoon: Committee Work Sessions: *(voting items only)*
- 49 • Evening: Addendum Sheets: *(voting items only)*

50 **Tuesday, January 12:**

- 51 • Morning: Regional Meetings
- 52 • Afternoon: Voting Session and Closing Ceremony

53 **2021 NCWM Interim Meeting**

54 **Wednesday, January 13:** Open Hearings *(all remaining items)*

55 **Thursday, January 14:**

- 56 • Morning: Open Hearings
- 57 • Afternoon: Committee Work Sessions

58 **Friday, January 15:**

- 59 • Morning: Technical Session and Joint Committee Meeting, adjourning by noon.

60 **SPB-4 V Bylaws, Article IX, Section 2 – Standing Committees**

61 **Source:**

62 NCWM Board of Directors (2019)

63 **Purpose:**

64 Establish a Vice-Chairman for standing committees and encourage the progression of each committee member into  
65 the chairmanship position.

66 **Item Under Consideration:**  
67 Amend the NCWM Bylaws as follows:

68 **Article IX - Committees**

69 **Section 2 - Standing Committees**

70 The Board of Directors may create and disband standing committees in the best interests of the Corporation. As  
71 referenced in Article IX, Section 1, the Chairman makes appointments to the several special purpose committees.  
72 The current standing committees are:

- 73 1. Committee on Specifications and Tolerances;
- 74 2. Committee on Laws and Regulations, and
- 75 3. Professional Development Committee.

76 **Membership**

77 The membership of each of the standing committees consists of five members, at least one member from each of  
78 the four weights and measures regions, appointed by the Corporation Chairman from the ~~active~~**Active**  
79 membership on a rotating basis for 5-year terms, or until a successor is appointed. In addition, every fifth year the  
80 Corporation Chairman shall appoint a nonvoting Associate Member Representative (AMR) to the Committee on  
81 Laws and Regulations and the Professional Development Committee. The AMR shall be nominated by the  
82 Associate Membership Committee and shall serve a 5-year term, or until a successor is appointed.

83 When it is necessary to make an appointment to any of the standing committees to fill a vacancy caused by the  
84 death, resignation, or retirement from active service by a committee member, the appointment is for the unexpired  
85 portion of the member's term.

86 **Except as noted, each standing committee annually selects one of its active members, preferably its senior**  
87 **member, to serve as its chairman and also select a vice-chair. The vice-chair shall assist the chair during**  
88 **open hearings and committee work sessions.**

89 **Background/Discussion:**

90 The Board of Directors see committee service as an opportunity for many avenues of professional growth. This  
91 includes increased technical knowledge, networking, problem-solving, technical writing, public speaking and meeting  
92 facilitation. To get the full benefit of the experience, the Board believes that one should have a progression through  
93 the 5-year term, culminating with committee chairmanship.

94 This proposal establishes that preference in chair selection while still allowing the committee the flexibility in who it  
95 chooses as its chair each year. This proposal also establishes a vice-chair position, also selected by the committee to  
96 assist the chair in their duties.

97 Originally, the proposal designated the chair as the senior-most committee member, created a vice-chair position for  
98 next-in-line, and assigned duties to the vice-chair to serve as a scribe for the committee, as follows:

99 ~~**Except as noted, each standing committee annually selects one of its active members, preferably its senior**~~  
100 ~~**member, to serve as its chairman. Standing Committee members shall serve 5-year terms, with the Active**~~  
101 ~~**voting member having the greatest Committee seniority serving as Committee Chair and the Active**~~  
102 ~~**member having the second-most seniority serving as Vice-Chair. When the senior-most Active member of**~~  
103 ~~**the Committee has already served as Committee Chair, the next most senior Active member who has not**~~  
104 ~~**served as Chair and the Vice-Chair should be the Committee member most likely to be Committee Chair**~~  
105 ~~**the following year. The Vice-Chair member assists the Chair during open hearings and committee work**~~  
106 ~~**sessions by serving as the scribe and committee report developer.**~~

107 Members expressed concerns at the 2019 Interim Meeting with the concept of a committee vice-chair serving as a  
108 scribe. Some individuals may be quite competent for committee service but lack the keyboarding skills required to

109 take notes during hearings and work sessions. An alternate suggestion was to assign a person to each committee who  
110 has the skills to take notes and who would also benefit in technical knowledge through exposure to the committee  
111 process. Another recommended hiring through temporary employment services to serve as scribes, but a lack of  
112 technical knowledge could be a problem.

113 Due to concerns from membership, the Board modified the proposal to remove scribe duties for the vice-chair. The  
114 Board will continue to consider options for a permanent scribe for each of the standing committees. The scribe should  
115 be one who does not participate in the discussions, but rather reflects the discussions in reports and follows the  
116 direction of the committee in this regard. Another goal is to bring consistency in style and format to committee reports  
117 year-to-year. All committee members remain responsible for keeping notes in these sessions.

118 The Board received comment at the 2020 Interim Meeting that this proposal sets the stage for the Vice-Chair to step  
119 into the role of Chair if the Chair is unavailable. Hearing no opposition, the Board designated this as a Voting item.  
120 Bylaw amendments are business items presented for a vote of the general membership at the Annual Meeting.

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Mr. Craig VanBuren, Michigan | NCWM Chairman  
Mr. Hal Prince, Florida | NCWM Chairman-Elect  
Mr. Stephen Benjamin, North Carolina | NTEP Committee Chair  
Mr. Raymond Johnson, New Mexico | Treasurer  
Mr. Jack Walsh, Town of Wellesley, Massachusetts | Active Membership - Northeastern  
Mr. Ivan Hankins, Iowa | Active Membership - Central  
Mr. Mahesh Albuquerque, Colorado | Active Membership - Western  
Mr. Gene Robertson, Mississippi | Active Membership - Southern  
Ms. Rebecca Richardson, MARC-IV Consulting | At-Large  
Ms. Rachelle Miller, Wisconsin | At-Large  
Mr. Christopher Guay, Procter and Gamble | AMC Representative

Mr. Don Onwiler, NCWM | Executive Director  
Dr. Douglas Olson, NIST, OWM | Executive Secretary  
Mr. Darrell Flocken, NCWM | NTEP Administrator  
Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

**Board of Directors**