

## NCWM Board of Directors 2016 Interim Meeting Report

Jerry Buendel, Chair  
State of Washington

### 100 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 San Diego, California, January 10-13, 2016. 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 digits 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; **(I) Informational Item:** the item is under consideration by the Board but not proposed for Voting; **(V) Voting Item:** the Board is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Board.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The Board of Directors may change the status designation of agenda items (Developing, Informational, Voting, and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status.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.net/meetings/annual/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 provided that (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 at all 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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**Table B**  
**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
AMC	Associate Membership Committee	NTEP	National Type Evaluation Program
CTT	Conformity to Type	OIML	International Organization of Legal Metrology
ISWM	International Society of Weighing and Measuring	OWM	Office of Weights and Measures
MAA	Mutual Acceptance Arrangement	PDP	Principal Display Panel
L&R	Laws and Regulations Committee	PDC	Professional Development Committee
NCWM	National Conference on Weights and Measures	VCAP	Verified Conformity Assessment Program
NIST	National Institute of Standards and Technology		

**Details of All Items**  
*(In order by Reference Key)*

**110 ACTIVITY REPORTS**

**110-1 I Membership**

**Membership**

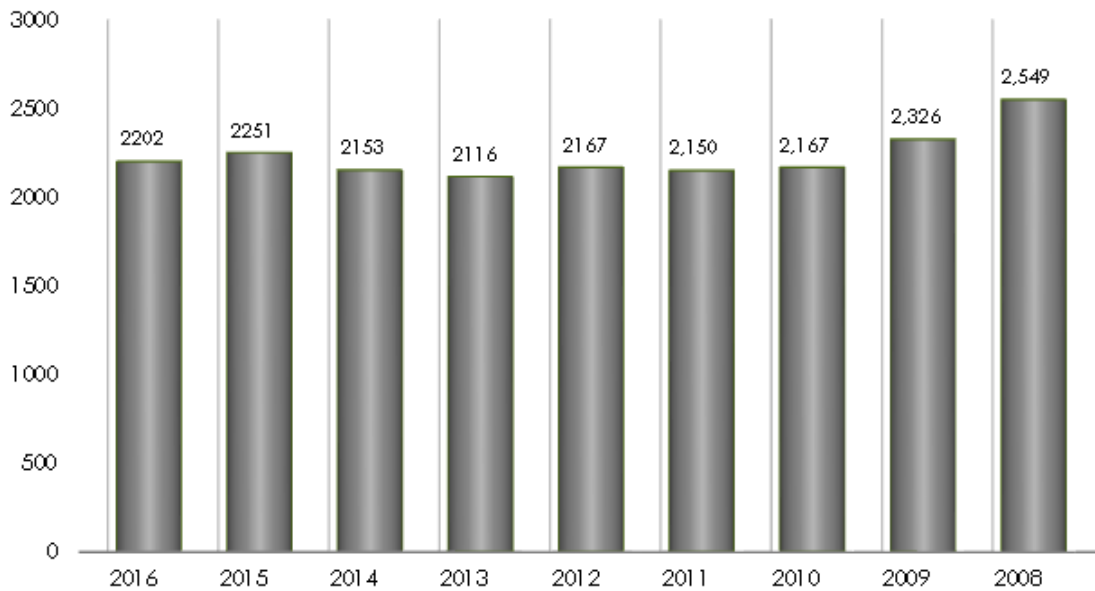
The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for the fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth is realized throughout the following 12 months.

For several years now, there has been an upwards trend in membership levels, driven by a significant increase among state officials. In fact, the growth from 2012 to 2015 is over 16%. The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

**Annual Membership Totals**

Year Type	March 2016	March 2015	March 2014	March 2013	March 2012	March 2011	March 2010	March 2009	March 2008
Associate	758	779	779	803	807	796	796	797	828
Foreign Associate	80	74	55	51	57	57	51	51	54
<b>Total Associate</b>	<b>838</b>	<b>853</b>	<b>834</b>	<b>854</b>	<b>864</b>	<b>853</b>	<b>847</b>	<b>848</b>	<b>882</b>
State Government	624	658	598	550	583	569	569	691	817
Local Government	487	484	477	477	486	484	519	543	553
<b>Total Active</b>	<b>1111</b>	<b>1142</b>	<b>1075</b>	<b>1027</b>	<b>1069</b>	<b>1053</b>	<b>1088</b>	<b>1234</b>	<b>1370</b>
NIST	15	16	15	16	16	15	12	13	15
Other Federal Government	10	11	8	10	10	11	12	10	22
Foreign Government	14	12	13	13	14	14	11	22	22
Retired	214	217	208	196	194	204	197	199	238
<b>Total Advisory</b>	<b>253</b>	<b>256</b>	<b>244</b>	<b>235</b>	<b>234</b>	<b>244</b>	<b>232</b>	<b>244</b>	<b>297</b>
<b>Grand Total</b>	<b>2202</b>	<b>2251</b>	<b>2153</b>	<b>2116</b>	<b>2167</b>	<b>2150</b>	<b>2,167</b>	<b>2326</b>	<b>2549</b>

**Annual Membership Totals as of March 31 Each Year**



**110-2 I Meetings**

Attendance at the 2016 Interim Meeting in San Diego, California far exceeded the attendance of Interim Meetings in recent history. It was an opportunity for many California county officials to attend and participate in our standards development process. There were also some special additions to the program this year. On Sunday morning and afternoon, there was a Transportation Network Systems Forum which included presentations by representatives from Uber and Lyft. On Wednesday morning, there was a very well attended session on investigations of credit card skimmers at fuel stations. Panelists included Dr, Matthew Curran of Florida, Craig VanBuren of Michigan and special agents from the FBI and Secret Service. This session drew much attention from local media including camera crews from seven local television stations. Because of the success of this event, plans will be made to continue the Wednesday morning educational sessions.

**Interim Meetings:**

- January 8-11, 2017 Hyatt Regency San Antonio, San Antonio, Texas
- January 21-24, 2018 Sirata Beach Resort & Conference Center, St. Petersburg, Florida

**Annual Meetings:**

- July 24-28, 2016 101<sup>st</sup> Annual Meeting: Grand Hyatt Denver, Denver, Colorado
- July 16-20, 2017 102<sup>nd</sup> Annual Meeting: Omni William Penn Hotel in Pittsburgh.
- July 2018 103<sup>rd</sup> Annual Meeting: Location to be Determined in Southern Region

The Board of Directors strives to plan meetings in locations that have reasonably priced airline service and are within government per diem rates. The board also evaluates locations and bids from hotels based on their ability to offer comfortable rooms, quality meeting space and a variety of nearby entertainment and dining options.

In July, NCWM will head west again go to the beautiful Grand Hyatt in downtown Denver, Colorado. For more information about this 101<sup>st</sup> NCWM Annual Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2016-annual-co](https://www.ncwm.net/sems/event_detail/2016-annual-co) or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or [elisa.stritt@ncwm.net](mailto:elisa.stritt@ncwm.net).

The 2017 Interim Meeting will be located at the Hyatt Regency San Antonio. This beautiful hotel is in a spectacular location on the famous San Antonio Riverwalk and overlooks the historic Alamo Mission. For more information about the 2017 NCWM Interim Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2017-interim-meeting](https://www.ncwm.net/sems/event_detail/2017-interim-meeting) or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or [elisa.stritt@ncwm.net](mailto:elisa.stritt@ncwm.net).

### **110-3 I Participation in International Standard Setting**

Dr. Charles Ehrlich, NIST-OWM, provided a report during Open Hearings of the 2016 NCWM Interim Meeting in San Diego, California. An updated report is also included as an appendix to this agenda of the Board of Directors. (*See Appendix A.*)

See the NTEP Committee Agenda for additional reports on NCWM's involvement internationally, including the Mutual Recognition Arrangement (MRA) with Measurement Canada and the Mutual Acceptance Arrangement (MAA) with OIML.

### **110-4 I Associate Membership Committee Activity**

The Associate Membership Committee (AMC) is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws which are available on the Committee pages of [www.ncwm.net](http://www.ncwm.net). AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meetings. It consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and Secretary/Treasurer.

AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in public and private sectors.

The NCWM membership dues for Associate members of \$90 are \$15 higher than that for Active or Advisory members. The extra \$15 is not for NCWM, but rather is placed in a separate account referred to as the AMC Fund. While AMC has discretion to allocate the funds in various ways, one means of allocating these funds is to provide grants in support of weights and measures training. The Committee receives applications and awards training grants from the AMC fund in accordance with their "Guidelines for Selection and Approval of Training Funds" which are posted on the committee's portion of [www.ncwm.net](http://www.ncwm.net). Downloadable applications for training grants and reimbursement forms are also available at this site.

The criteria to receive AMC funds for training are as follows:

1. Funding request forms that are complete, specific and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process pending further clarification.
2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings or regional associations meetings will not be considered training.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as projectors) will not.

5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer” that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

The AMC is planning to update the criteria during the 101<sup>st</sup> NCWM Annual Meeting in July 2016 to provide additional clarification. Members of AMC have been very pleased that requests for funding have been strong in past 1-2 years.

Regulatory agencies are encouraged to make use of these funds to improve training opportunities and the expertise of inspection personnel.

AMC members are also looking for new, perhaps innovative ways to play a more effective role in the NCWM structure in an effort to further improve the organization.

AMC meetings are open to all registered NCWM meeting attendees. All Associate Members are especially encouraged to attend these meetings, become familiar with the committee and offer ideas for how it can further pursue its objectives. *See Appendix B for the AMC Meeting Minutes.*

## **110-5 I Task Groups, Subcommittees, Steering Committees**

### **Focus Groups, Task Groups, Subcommittees, Steering Committees:**

Focus groups, task groups, subcommittees and steering committees are created by appointment by the NCWM Chairman and operate as defined in NCWM Policy 1.5.1. Subgroups Supporting the Work of the Organization. A task group is given a specific charge and it reports to the appropriate NCWM standing committee. A task group will disband at the completion of its assignment. A subcommittee is charged with ongoing responsibilities in support of a standing committee in a specific field of expertise. A steering committee is charged with unbiased fact-finding that will assist NCWM membership in decision processes for difficult issues. A steering committee will disband upon completion of its specific charge.

NCWM offers resources to these task groups and subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, group email services, a dedicated web page for posting and archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally, NIST OWM has provided technical advisors and web meeting forums. All of these tools enable year-around progress of task group and subcommittee work.

Because NCWM task groups and subcommittees report directly to NCWM Standing Committees or Board of Directors, any new proposals may appear in *NCWM Publication 15* without first being vetted through a regional association. Any such proposals are properly vetted through the open hearings of NCWM.

The Board expresses great appreciation to the volunteers who serve in support of the work of this organization.

### **Fuels and Lubricants Subcommittee:**

This group reports to the Laws and Regulations Committee. For more information, contact:

#### **Chair**

Dr. Matthew Curran  
Florida Department of Agriculture and Consumer Service  
3125 Conner Boulevard, Building 2  
Mail Stop L2  
Tallahassee, FL 32399-1650  
Phone: (850) 921-1570  
Fax: (850) 921-1548  
E-Mail: [Matthew.Curran@FreshFromFlorida.com](mailto:Matthew.Curran@FreshFromFlorida.com)

**Packaging and Labeling Subcommittee:**

The group reports to the Laws and Regulations Committee. For more information, contact:

**Chair**

Mr. Christopher Guay  
Procter and Gamble Co.  
One Procter and Gamble Plaza  
Cincinnati, OH 45202  
Phone: (513) 983-0530  
Fax: (513) 983-8984  
Email: [guay.cb@pg.com](mailto:guay.cb@pg.com)

**Moisture Loss Task Group:**

The group reports to the Laws and Regulations Committee. For more information, contact:

**Chair**

Mr. Kurt Floren  
LA County Agricultural Commissioner / Weights and Measures  
12300 Lower Azusa Road  
Arcadia, CA 91006  
Phone: (626) 575-5451  
Fax: (626) 350-3243  
Email: [kfloren@acwm.lacounty.gov](mailto:kfloren@acwm.lacounty.gov)

**Multi-Point Calibration Task Group:**

The group reports to the Specifications and Tolerances Committee. For more information, contact:

**Chair**

Ms. Julie Quinn  
Minnesota Department of Commerce  
14305 South Cross Drive, Suite 150  
Burnsville, MN 55306  
Phone: (651) 539-1555  
Fax: (952) 435-4040  
Email: [julie.quinn@state.mn.us](mailto:julie.quinn@state.mn.us)

**Promotional Tool Kit Task Group:**

This group reports to the Board of Directors. For more information, contact:

**Chair**

Mr. Stephen Benjamin  
North Carolina Department of Agriculture  
Raleigh, NC 27699  
Phone: (919) 707-3225  
Email: [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)

**Organometallics Task Group:**

The group reports to the Fuels and Lubricants Subcommittee and the Laws and Regulations Committee. For more information, contact:

**Chair**

Mr. Randy Jennings  
Tennessee Department of Agriculture  
PO Box 40627  
Nashville, TN 37204  
Phone: (615) 837-5327  
Fax: (615) 837-5335  
Email: [randy.jennings@tn.gov](mailto:randy.jennings@tn.gov)



**Weigh-in-Motion Vehicle Scale Task Group:**

The group reports to the Specifications and Tolerances Committee. For more information, contact:

**Chair**

Mr. Alan Walker  
Florida Department of Agriculture and Consumer Services  
6260 Buckingham Rd  
Fort Meyers, FL 33905  
Phone: (850) 274-9044  
Email: [Alan.Walker@freshfromflorida.com](mailto:Alan.Walker@freshfromflorida.com)

**110-6 I Regional Association Activities**

Upcoming Regional Association Meetings:

**Spring 2016 Meetings**

**CWMA Annual Meeting**

May 23-26, 2016  
Rapid City, South Dakota  
Contact: Sherry Turvey [sherry.turvey@kda.ks.gov](mailto:sherry.turvey@kda.ks.gov)

**NEWMA Annual Meeting**

May 16-19, 2016  
Portland, Maine  
Contact James Cassidy [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

**Fall 2016 Meetings**

**WWMA Annual Meeting**

September 10-15, 2016  
Honolulu, Hawaii  
Contact: Jeri Kahana [Jeri.M.Kahana@hawaii.gov](mailto:Jeri.M.Kahana@hawaii.gov)

**NEWMA Interim Meeting**

October 25-26, 2016  
Portsmouth, New Hampshire  
Contact James Cassidy [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

**CWMA Interim Meeting**

October 2-5, 2016  
St. Charles, Missouri  
Contact: Sherry Turvey [sherry.turvey@kda.ks.gov](mailto:sherry.turvey@kda.ks.gov)

**SWMA Annual Meeting**

October 16-19, 2016  
Fort Worth Texas  
Contact Philip Wright [Philip.Wright@TexasAgriculture.gov](mailto:Philip.Wright@TexasAgriculture.gov)

## **120 STRATEGIC PLANNING, POLICIES, AND BYLAWS**

### **120-1 I Strategic Planning**

The Executive Director presents a Strategic Plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session in January at its quarterly meeting just prior to the Interim meeting. The Board met Friday, January 8, 2016 in San Diego California prior to the NCWM Interim Meeting to do strategic planning for the new year. Members are able to review the Strategic Plan online at [www.ncwm.net](http://www.ncwm.net) in the “About” section. The Board welcomes member input. Suggestions may be submitted to Executive Director Don Onwiler at [don.onwiler@ncwm.net](mailto:don.onwiler@ncwm.net).

There are five Goals in the NCWM Strategic Plan:

1. Enhance NCWM as a national and international resource for measurement standards development.
2. Expand the role of NCWM as a resource for state and local weights and measures programs.
3. Promote uniform training for individuals involved in weights and measures.
4. Continue to improve NTEP.
5. Preserve the financial stability of NCWM.

#### **Goal 1: Enhance the National Conference on Weights and Measures as a national and international resource for standards development:**

Under this goal, NCWM has recognized the benefit of participating in other organizations where appropriate as a means of drawing on mutual resources toward common goals and heightening awareness of NCWM. This has been very successful in recent years.

Also as part of this goal, NCWM is hoping to increase stakeholder participation in NCWM through outreach efforts.

#### **Goal 2: Expand the role of the National Conference on Weights and Measures as a source of support for state and local weights and measures programs:**

NCWM is increasing the number of press releases. This will raise the level of recognition for NCWM and its membership as a resource for expert information in a vast array of topics.

Another part of this goal is to conduct surveys on occasion that benefit our members. In some cases, surveys are used to create benchmarks for comparison with future surveys.

A task group was formed and continues its work to develop a “toolkit” of items that can be used by program administrators to generate awareness and support for their programs. This toolkit is available on the NCWM website at <https://www.ncwm.net/resource/promotional-toolkit>. North Carolina took the lead in developing the first video which is now available. The Board of Directors and the Associate Membership Committee have each pledged matching funds toward 4 additional video productions.

New in 2015, NCWM began posting a “Tip of the Month” on its website. Ideas are welcome and should be addressed to Mr. Onwiler at [don.onwiler@ncwm.net](mailto:don.onwiler@ncwm.net).

Also new in 2015 is a strategy to develop guidance for retaining personnel and succession planning for positions in state and local weights and measures agencies.

#### **Goal 3: Enhance the technical competence of individuals involved in weights and measures:**

The Professional Certification Program has been a high priority under this goal. Mr. Ross Andersen serves as Certification Exam Coordinator working with the Professional Development Committee and Subject Matter Experts. Volunteer Subject Matter Experts are needed in the areas of LP Gas Meters and Price Verification. Anyone interested in assisting the writing and reviewing exam questions should contact NCWM.

The Professional Development Committee is also working with Mr. Andersen to develop two types of basic level exams; one type for service agents and the other for inspectors that are completing their initial training. See more discussion on this in the Professional Development Committee report.

There are a number of other strategies under Goal 3. Advancement toward those strategies includes a cooperative effort with NIST whereby NCWM uses grant funds from NIST to fund travel for approved trainers from around the country to assist with NIST training events. See the “Training” tab at [www.ncwm.net](http://www.ncwm.net) for more information.

**Goal 4: Continue to improve the National Type Evaluation Program:**

In this support of this goal, NCWM surveys regulatory officials every two years to monitor how they access NTEP Certificates of Conformance in the field. The mobile version of the website has benefited them greatly. As technology advances, NCWM will have a better understanding for how it can make Certificates of Conformance more accessible.

Other strategies in Goal 4 are toward training for applying information from NTEP Certificates of Conformance, maintaining viable laboratory support through authorized labs and international agreements and continued implementation of the Verified Conformity Assessment Program.

**Goal 5: Preserve the financial stability of NCWM:**

The Board has studied potential hazards that could present a burden on NCWM’s financial reserves in an attempt to be prepared. This is being balanced with continued efforts to improve services in support of customers and membership. The Board closely monitors the financial health of the organization through monthly reports and formal reviews at each of the board meetings. An independent audit of NCWM finances is conducted at the close of each fiscal year.

**120-2 I Improving the NCWM Standards Development Process**

**Source:**

NCWM Board of Directors (2016)

**Purpose:**

Assess the NCWM standards development process to determine ways to improve efficiency and participation.

**Background/Discussion:**

At the 100<sup>th</sup> NCWM Annual Meeting in 2015, several members suggested to the Board of Directors that the standards development process could be improved upon in ways that would make it move more efficiently and at the same time encourage broader attendance and participation by stakeholders. Some suggestions included modeling NCWM’s process to be more similar to an ANSI process and possibly voting on standards twice per year instead of once.

NCWM Chairman Jerry Buendel has set out four phases in developing recommendations to improve the standards development process. In January 2016, he formed a Charter Team to begin Phase 1 of the plan and report back to the Board of Directors in July 2016. In Phase 1, the Charter Team will evaluate the NCWM’s existing process and outline its strengths and weaknesses.

Charter Team Members are:

John Gaccione, Chair	Westchester County, NY	Northeast Region
Joe Gomez	New Mexico	Western Region
Julie Quinn	Minnesota	Central Region
Dr. Matthew Curran	Florida	Southern Region
David Calix	NCR	Associate Membership

Robert Murnane	Seraphin Test Measure	Associate Membership
Don Onwiler	NCWM	
Carol Hockert	NIST OWM	

Since the existing standards development process and voting system are defined in NCWM Bylaws, there is high probability that any solutions would be brought to a vote of the general NCWM membership in the form of bylaw amendments.

The Board of Directors believes that this process should be slow and deliberate so that any action taken will be well-conceived and in the best interest of NCWM and its stakeholders. The Board will communicate with membership throughout this process in open hearings, the newsletter, Publication 15 agendas and Publication 16 reports.

**120-3 I Publication and Distribution of NCWM Work Products**

**Source:**

NCWM Packaging and Labeling Subcommittee (2015)

**Purpose:**

Develop a plan for publication and distribution of new NCWM work products.

**Background / Discussion:**

The NCWM Package and Labeling Subcommittee (PALS) is developing a document that provides principles and recommendations to capture best practices for the many different kinds of existing quantity related statements which appear on package Principal Display Panels (PDPs). These are statements which are present in addition to the required declaration of net quantity. The practice of adding these expressions has increased significantly over the past decade and it is recognized that some statements can help consumers make fair value comparisons while others arguably may confuse or actually mislead consumers.

The principles and recommendations under development by PALS are intended to provide both manufacturers and regulators with a standard and guidance regarding best practices for these kinds of statements in order to provide increased uniformity and statement integrity. Rather than attempt to create regulations covering these topics, which would require involvement of multiple federal agencies, PALS believes that the development of principles and recommendations provides an actionable and reasonable approach for bringing standardization and consistency to this topic.

A focus group within the Board of Directors has provided the following recommendations for these guidance documents:

- Create a new tab on the website that would also have the handbooks.
- Duplicate the Interpretations and Guidelines in Section VI of Handbook 130, reorganize them by topic and post them to the website in the same tab.
- Guidance documents should be adopted by a vote of membership under the Board agenda or appropriate standing committee.
- Modify Form 15 to accommodate proposals related to the guidance documents
- In the process, also simplify Form 15.

**120-4 V Update to NCWM Bylaws based on Periodic Review**

**Source:**

NCWM Board of Directors (2016)

**Purpose:**

In accordance with NCWM policy, the Board of Directors has completed a review of the bylaws and provides these recommendations to more closely reflect the corporation in 2016.

**Item under Consideration:**

NOTE: This item presents only those sections of the bylaws where changes are being proposed. A complete copy of the bylaws is available for download at: [www.ncwm.net/about/bylaws](http://www.ncwm.net/about/bylaws).

Amend NCWM Bylaws as follows:

**Article I - General**

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**Section 5 - Relationship to the National Institute of Standards and Technology**

The Corporation ~~is in part self supporting and in part sponsored by~~works in cooperation with the Department of Commerce, National Institute of Standards and Technology (NIST) by means of a Memorandum of Understanding (MOU) ~~developed~~established between NIST and the Corporation. NIST ~~sponsorship~~participation and support is under the authority of that portion of the Organic Act (U.S. Code, Title 15, Chapter 7, Section 272) authorizing NIST to undertake "cooperation with the States in securing uniformity in weights and measures laws and methods of inspection."

As employees of the United States government, NIST staff are precluded by ethics laws, including sections 207-209 of Title 18 of the United States Code, from serving as officers, board members or employees of the Corporation.

~~The MOU referenced above establishes a joint project between the Corporation and NIST called "The National Conference on Weights and Measures."~~ The MOU referenced above also names the Director of NIST ~~as the~~ Honorary President of ~~this~~the National Conference on Weights and Measures and designates the Chief of the NIST Office of Weights and Measures as the Executive Secretary of the Conference. Under the MOU, on behalf of NIST, the Executive Secretary provides liaison between NIST and the Corporation; administers the NIST MOU and other cooperative agreements between NIST and the Corporation; advises the Corporation on technical and policy issues and oversees the Technical Advisors assigned to work with the various committees of the Conference; develops and does editorial review of publications of mutual interest ~~as defined in the MOU; and assists in planning the agenda for the meetings of the Conference.~~

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**Article II - GoalsMission**

**Section 1 - GoalsMission**

The mission of the National Conference on Weights and Measures, Inc. is 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 goals of the National Conference on Weights and Measures, Inc., are:~~

- ~~A. Enhance the National Conference on Weights and Measures, Inc., as a national and international resource for measurement standards development.~~
- ~~B. Provide uniform training programs for industry and government individuals involved in legal metrology.~~
- ~~C. Continue to develop new or alternative methods for improved delivery of weights and measures programs.~~
- ~~D. Continue to expand the role of the Conference in national, and as a resource in international, legal metrology.~~

## Section 2 - Regional Associations

The Corporation is a ~~National Conference~~ national association which ~~is associated and~~ has a close affiliation with four regional Weights and Measures Associations (Central, Northeastern, Southern and Western). The Corporation actively seeks representation from the four regions on its Board of Directors, standing and special purpose committees. The Corporation ~~as a corporation~~ has no legal connection with the four regional associations.

## Article III - Membership

### Section 1 - Types of Membership

Membership consists of three classes: active, advisory, and associate.

#### Active Membership

Applies to individuals in the employ of States, Commonwealths, Territories, or Possessions of the United States, their political subdivisions, the Navajo Nation, and the District of Columbia who are actively engaged in the enforcement of weights and measures laws and regulations.

#### Advisory Membership

Applies to (1) representatives of agencies of the Federal Government, (2) representatives of State and local governments other than those involved in the enforcement of weights and measures laws and regulations, (3) foreign government officials, and (4) retired persons who are interested in the objectives and activities of the Corporation ~~and who~~, participate as individuals rather than as representatives of a particular industry or interest group, and meet the criteria in Article IV, Section 3 – Waiver of Registration and Membership Fees.

#### Associate Membership

Applies to representatives of manufacturers, industry, business, and consumers, and other persons who are interested in the objectives and activities of the Corporation and who do not qualify as Active or Advisory member.

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## Article IV - Membership Fees and Records

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### Section 4 - Inspection of Records

All records of the Corporation shall be open for inspection or review at the Corporation's discretion, except records pertaining to the National Type Evaluation Program (NTEP) that are deemed proprietary by the NTEP Committee, providing a request for review is submitted to the Organization or individual responsible for maintaining such records. The inspection of the records shall take place at the offices of the Corporation at a reasonable time, under reasonable conditions, and under the supervision of the custodian of the records or an individual designated by the Board of Directors to supervise the review of the records. The Corporation may collect fees to recover costs.

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## Article VIII - Meetings of the Corporation

### Section 1 - Annual Meeting

The Annual Business Meeting of members shall be held at the annual meeting of the Corporation. Notice of the annual meeting shall be given. Notice shall be no less than 10 ~~nor more than 60~~ days before the date of the meeting, except that notice to act on an amendment to the Articles of Incorporation, a plan of merger, a proposed sale of assets or the dissolution of the Corporation shall be given not less than 25 ~~nor more than 60~~ days before the date of the meeting.

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

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

### Section 2 - Interim Meetings

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

### Section 3 - Special Meetings

- A. The Corporation Chairman is authorized to order a meeting of the Board of Directors at any time such a session is deemed by the Chairman to be in the best interests of the Corporation. Such meeting may, at the discretion of the Chairman, take place in any manner technologically possible, including, but not limited to, telephone conference call and electronic mail. A quorum shall consist of 7 members of the Board. Voting may be cast in any manner prescribed by the Chairman.
- B. Other Committees of the Corporation are authorized to hold meetings at times other than the Annual Meeting or Interim Meeting provided that:
  1. such meeting or meetings have been provided for in the Corporation budget approved by the Board of Directors, or
  2. such meeting or meetings are approved by the Board of Directors in cases where funding is required. ~~Chairman and funding is available within the approved budget, or~~
  3. ~~such meeting or meetings are approved by the Chairman and the Board of Directors including agreement to increase the budget to cover the cost of the meeting.~~

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## **Article IX - Committees**

### **Section 3 - National Type Evaluation Program (NTEP) Committee**

The NTEP Committee is comprised of five members: the Immediate Past Chairman, the Chairman and the Chair-Elect of the Conference and two regional Directors from the Board of Directors. The NTEP Committee must include at least one member from each of the four regions. The NTEP Administrator shall serve in an advisory role to the NTEP Committee.

The NTEP Committee may develop recommendations to the Board of Directors for the NTEP fees including, but not limited to application fees to obtain a NTEP Certificate of Conformance and the annual maintenance fee for retaining a NTEP Certificate of Conformance. The NTEP Committee is responsible for the operation of NTEP with respect to ~~its fiscal management~~, providing guidance related to the activities of the program and establishing Publication 14 NTEP technical policy and procedures and recommending Publication 14 administrative policies to the board for approval.

The Chairman of the NTEP Committee makes appointments from the Advisory, Active, and Associate Members to the technical committees of the National Type Evaluation Program known as Sectors. The Associate members represent the interest of manufacturers, retail sales organizations, and users of commercial devices. The Active members represent the interest of government officials and the consumer. These Sectors make technical, policy, and procedural recommendations to the NTEP Committee for implementation.

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### **Section 5 - Duties and Fields of Operation of Committees**

#### **A. Laws and Regulations Committee**

The Laws and Regulations Committee annually presents a report for Corporation action.

Its scope embraces all matters within the area of weights and measures supervision including:

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

#### **B. Specifications and Tolerances Committee**

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

Its scope embraces all matters dealing with:



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

### C. Professional Development Committee

The mission of the Committee is:

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

1. effective program management,
2. education, and
3. public relations.

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

The four main areas for focusing their efforts are:

#### 1. **National Training Program**

The focus of the ~~Nnational Ttraining Program (NTP)~~ is to increase technical knowledge, strengthen credibility, and improve the professionalism of the individual weights and measures official. ~~A s~~Strong NTP training programs would promote uniformity across the nation.

#### ~~2. National Certification System~~

~~Develop a national certification system to recognize or accredit weights and measures programs as competent or capable. The program would include requirements around individual training, proper test standards, use of national handbooks, and a data gathering system.~~

#### 3. National Certification

National certification provides confidence that an individual has a strong understanding of U.S weights and measures standards as adopted by NCWM and published in NIST Handbooks, 44, 130, and 133. The Committee oversees the development and ongoing improvement of professional certification.

#### 4. **Conference Training Topics**

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

#### 5. **Uniformity of Data**

The Committee would develop standard categories for devices and inspection areas so that such things as the number of devices, compliance rates, frequency of inspection and other areas could be compiled and compared at the national level. These statistics could be used to benchmark

organizations and to communicate the value of weights and measures to the public and to decision makers.

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## Article X - Voting System

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

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

### Section 1 - House of State Representatives

#### A. Official Designation

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

~~The House of State Representatives shall vote, as well as the House of Delegates, and the House of General Membership, on all business issues relating to NCWM, Inc., as a Corporation.~~

~~The House of Representatives and the House of Delegates alone will vote on all technical questions before the Corporation, including reports and recommendations of all of the Standing Committees (namely, the Specifications and Tolerances Committee, the Laws and Regulations Committee, and the Professional Development Committee) and the NTEP committee, as well as all other technical issues relating to weights and measures; technical handbooks; and legal metrology.~~

#### B. Composition

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

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

#### C. Method of Designation

Each representative is specified annually to the Credentials Committee 30 days before the NCWM Annual Meeting. Accommodation may be made for exceptions to this deadline. An alternate should be named prior to the NCWM Annual Meeting in case the designated representative cannot attend.

### Section 2 - House of Delegates

#### Official Designation

All other Active members present and registered at the Annual Meeting (those not sitting in the House of State Representatives) are grouped as a body known as the "House of Delegates." ~~The House of Delegates shall vote, as well as the House of Representatives and the House of General Membership, on all business issues relating to NCWM, Inc., as a Corporation.~~

~~The House of Delegates and the House of Representatives alone will vote on all technical questions before the Corporation. All members of the Corporation, including Associate Members, will vote on all business issues before the Corporation. The determination as to whether an issue is technical or business shall be made by the Board in accordance with the policies and procedures of the Corporation.~~

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

#### **Official Designation**

This body shall comprise Associate and Advisory members of NCWM, Inc., who are present and registered at the Annual Meeting. The House of General Membership shall vote, as well as the House of Representatives and the House of Delegates, on all business issues relating to NCWM, Inc., as a Corporation. ~~The House of General Membership shall not vote on technical questions before the Corporation, which includes reports and recommendations of all of the Standing Committees (see Article IX, Section 2) and all other technical issues relating to weights and measures; technical handbooks; and legal metrology.~~

### **Section 4 - Minimum Votes Needed for an Official Vote of a House on Technical Items**

#### **A. House of State Representatives**

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If 54 or more votes are cast in the House of State Representatives, a simple majority of the total votes is required to pass (or defeat) the issue.

#### **B. House of Delegates**

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If more than 54 total votes are cast, a simple majority rules. Should a tie vote occur, or if the minimum votes in support or opposition are not cast, the issue is decided by the vote of the House of State Representatives.

### **Section 5 - Voting Rules**

#### **A. Quorum**

A quorum shall consist of 27 eligible voting members in the House of State Representatives.

#### **B. Proxy Votes**

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

#### **C. Method**

For voting on business issues relating to NCWM, Inc. as a Corporation, all voting is by a voice vote of the members eligible to vote. For voting on the adoption of final reports of committees on technical issues, as well as for voting on all other issues, and in the event that the voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count. No abstentions are recorded.

#### **D. Timing**

Voting by all eligible Houses is simultaneous.

#### **E. Recording**

The voting system which shall be used, except in the case of a voice vote, is designed to record the vote count of each houses of voters, whether an electronic system, show of hands, or standing vote is used.

**F. Applicability**

These procedures (rules) apply only to the plenary (general) sessions of the NCWM.

**Section 6 - Committee Reports**

Alternatives that may be used in voting on the reports:

- A. vote on the entire report,
- B. vote on grouped items or sections, or
- C. vote on individual items; according to
  - 1. committee discretion, or
  - 2. on request by a registered attendee.

**Section 7 - Amendments and Changes**

**A. Technical Items**

1. **Changes**

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

2. **Amendments**

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

- a. a majority of the voting delegates of the House of State Representatives and the House of Delegates must vote favorably before a proposed amendment can be accepted for debate.
- b. A two-thirds favorable vote of the House of State Representatives and the House of Delegates on the amendment is required for passage (the requirement for a minimum vote of 27 in each House also applies).

**B. Business Items**

1. **Changes**

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

2. **Amendments**

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

- a. a majority of the voting delegates of each House must vote favorably before a proposed amendment can be accepted for debate.
- b. a two-thirds favorable vote of each House on the amendment is required for passage (the requirement for a minimum vote of 27 in all three Houses also applies).

## **Section 8 - Seating**

### **Arrangement**

The seating arrangement for voting sessions is shown in the diagram following Article XI of these bylaws.

### **Supervision**

The members of the Credentials Committee will count votes and control placement and movement of delegates.

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

**Only members of the House of Delegates and the House of Representatives will vote on technical questions before the Corporation.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote, a show of hands, standing, or electronic count. The requirements for an official vote in a house are found in Article X, Section 4.

### **A. Motion Accepted If:**

2. the House of State Representatives casts an official vote in favor of the item

**And**

3. the House of Delegates casts an official vote in favor of the item or the House of Delegates fails to cast an official vote.

### **B. Motion Rejected If:**

1. the House of State Representatives casts an official vote in opposition of the item

**And**

2. the House of Delegates casts an official vote in opposition of the item or the House of Delegates fails to cast an official vote.

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

1. The House of Representatives fails to cast an official vote

**Or**

2. An official vote is cast in each house but one house votes yea and the other house votes nay.

The issue cannot be recalled for another vote at the same Annual Meeting.

## Voting on Technical Issues: The 2-House System

**The vote by a house is “Official” if:** The number of Yea votes is 27 or more

**OR**

The number of Nay votes is 27 or more

			House of Delegates				
			Majority Vote Yea		Majority Vote Nay		Tie Vote
			Official Vote ( $\geq 27$ )	Unofficial Vote ( $< 27$ )	Official Vote ( $\geq 27$ )	Unofficial Vote ( $< 27$ )	
House of State Representatives	Majority Vote Yea	Official Vote ( $\geq 27$ )	<b>Motion Accepted</b>	<b>Motion Accepted</b>	Returned to Committee	<b>Motion Accepted</b>	<b>Motion Accepted</b>
		Unofficial Vote ( $< 27$ )	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	Official Vote ( $\geq 27$ )	Returned to Committee	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>
		Unofficial Vote ( $< 27$ )	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

### Section 9B -Voting - Business Issues

**All members of the Corporation, including Associate Members, will vote on all business issues before the Corporation.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count. **There is no minimum voting requirement for any house for business issues.**

**B. Motion Accepted If:**

1. a majority of those members present and voting vote Yea.

**C. Motion Rejected If:**

1. a majority of those members present and voting vote Nay.

**C. Tie Vote:**

1. In the case of a tie vote, the vote of the Chairman shall prevail.

**Background/Discussion:**

In 2015, the Board of Directors adopted a policy that provides for periodic review of NCWM bylaws and policies on a 5-year rotating basis. The initial review has taken place on the bylaws which has resulted in numerous recommended changes as presented in this item. In addition to the proposed changes in the Item under Consideration, there were many editorial corrections that had no material effect on the bylaws. The proposed changes in this item are a combination of housekeeping and updating them to be more reflective of the corporation as it exists today.

Bylaw amendments require a majority vote of all members present at the Annual Meeting.

**120-5 V NCWM Bylaws, Article X, Sections 4 and 9A**

**Source:**

Los Angeles County, CA (2016)

**Purpose:**

Establish equity between the House of State Representatives and the House of Delegates in the voting process of NCWM in the event of highly-contentious matters under consideration for adoption of model national standards when attendance and participation are relatively high in each House and testimony and votes indicate the absence of clear consensus through tie votes in either House.

**Item under Consideration:**

Amend NCWM Bylaws as follows:

**Section 4 - Minimum Votes Needed for an Official Vote of a House**

**A. House of State Representatives**

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If 54 or more votes are cast in the House of State Representatives, a simple majority of the total votes is required to pass (or defeat) the issue. **Should a tie vote occur, with 27 or more votes each in favor and opposition, the item neither passes nor fails and shall be addressed as set forth in Section 9A (C).**

**B. House of Delegates**

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If ~~more than 54~~ **or more** total votes are cast **in the House of Delegates**, a simple majority rules. ~~Should a tie vote occur, or~~ **Should a tie vote occur, with 27 or more votes each in favor and opposition, the item neither passes nor fails and shall be addressed as set forth in Section 9A (C).**

And

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

At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote, a show of hands, standing, or electronic count. The requirements for an official vote in a house are found in Article X Section 4.

**A. Motion Accepted If:**

1. the House of State Representatives casts an official vote in favor of the item

And

2. the House of Delegates casts an official vote in favor of the item or the House of Delegates fails to cast an official vote

**B. Motion Rejected If:**

1. the House of State Representatives casts an official vote in opposition of the item

And

2. the House of Delegates casts an official vote in opposition of the item or the House of Delegates fails to cast an official vote

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

- a. The House of Representatives fails to cast an official vote

Or

- b. An official vote is cast in each house, but one house votes yea and the other house votes nay

- c. Either the House of Representatives or House of Delegates casts a tie vote of 27 votes or more each in favor and in opposition to the item.**

The issue cannot be recalled for another vote at the same Annual Meeting.



## Voting on Technical Issues: The 2-House System

The vote by a house is “Official” if: The number of Yea votes is 27 or more

**OR**

The number of Nay votes is 27 or more

			House of Delegates					
			Majority Vote Yea		Majority Vote Nay		Tie Vote	
			Official Vote (≥ 27)	Unofficial Vote (< 27)	Official Vote (≥ 27)	Unofficial Vote (< 27)	(< 54 total votes)	(≥ 54 total votes)
House of State Representatives	Majority Vote Yea	Official Vote (≥ 27)	<b>Motion Accepted</b>	<b>Motion Accepted</b>	Returned to Committee	<b>Motion Accepted</b>	<b>Motion Accepted</b>	<u>Returned to Committee</u>
		Unofficial Vote (< 27)	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>
	Majority Vote Nay	Official Vote (≥ 27)	Returned to Committee	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<u>Returned to Committee</u>
		Unofficial Vote (< 27)	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>
	Tie Vote		Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>

**Background / Discussion:**

Under current NCWM Bylaws regarding voting processes and pass/fail determinations pertaining to technical issues, a vote (an “official” vote with a minimum of 27 votes constituting a simple majority either in favor or opposed) of the House of State Representatives decides the issue if the vote of the House of Delegates results in a tie. As the voting actions of NCWM serve to establish model laws and regulations for the nation, the submitter believes that it is altogether appropriate that any item proposed as such a model law or regulation receive a majority vote in each House (either in support or opposition) before being published and presented for adoption by all States and jurisdictions throughout the nation (or before being formally rejected from further consideration). The existing voting rules allow for the hypothetical result involving a 27 Aye / 26 Nay vote in the House of Representatives overriding a 27 Aye / 27 Nay vote in the House of Delegates, thus establishing a national standard based upon a single deciding vote in the House of Representatives. The submitter asserts that no national standard should be adopted (or rejected) on such a miniscule margin in only one house of a dual-house system.

This proposal retains the ability for NCWM to pursue its business and accomplish critical decision-making in the event that the House of Delegates fails to assemble sufficient numbers of Conference attendees to provide the supporting (or opposing) votes to complement (or contradict) that of the House of State Representatives by requiring at least an equivalent minimum number of votes (27) as that required of the House of Representatives to decide an issue (i.e., to constitute an “official” vote). However, it also serves to address the potential inequity under a hypothetical attendance by, for instance, 100 Delegates who submit votes totaling 50 Aye and 50 Nay (a tie), in which case an official vote of the House of Representatives (which would never, realistically, exceed 27 or 28 votes as a simple majority in a very tight vote) would “decide the issue.” The submitter believes it is arguably wrong, simply put, for 27 or 28 votes in one House to override 50 votes (under the hypothetical) in the second House to establish a national standard when the issue is so clearly controversial or uncertain as to result in a clearly divided vote amongst Weights and Measures Officials assembled from throughout the very nation for which a standard is sought.

A core goal of NCWM is to encourage attendance and participation of as many W&M Officials and interested/affected industry members as possible to ensure that the broadest possible range of testimony and perspectives is submitted for consideration by all in attendance while engaged in standards development and adoption. The submitter argues that any voting structure that serves to subordinate or subjugate the influence of one House as opposed to another could serve to discourage attendance and participation (in this case, that of Delegates), which is not healthy for NCWM or its mission. While that circumstance would continue to exist to some degree by virtue of the House of Representatives’ ability to “decide the issue” in the event of insufficient votes from the House of Delegates to constitute an “official” vote, it is understandable that business must be enabled to proceed if Delegate attendance is diminished. However, if high numbers of Delegates and their respective jurisdictional administrators see fit to support the activities and endeavors of NCWM and financially support the travel, attendance, and participation of their Delegate representatives at NCWM conferences, that support should be recognized and respected through each House having comparable effect in the case of deciding the most hotly-debated issues to come before the Conference. This proposal provides for equal footing and influence by each House when the desired high-attendance is achieved and voting results indicate the absence of a clear consensus among all in attendance. At a minimum, a simple majority in an official vote of EACH House should be required to pass or defeat an item as a model national standard when sufficient attendance exists to accomplish such.

The submitter added the following comments for consideration: Circumstantial evidence in the form of informal comments as well as formal testimony (in regard to a number of highly contentious issues in recent years) has suggested that, in some cases, substantial efforts to influence votes of NCWM members were undertaken by interested stakeholders through lobbying efforts upon appointing authorities (State Governors, County Boards of Supervisors, elected officials at federal, state, and local levels, etc.) prior to the conduct of Annual Meetings of the Conference. While such can be reasonably anticipated regarding very contentious issues, the practice of securing votes through political influences devoid of the hearing of counter-arguments and contradictory evidence is disturbing and in stark contrast to the very fundamental purpose of NCWM – to provide the venue for receiving, considering, and debating evidence and perspectives and attempting to reach clear consensus on proposed items for adoption. Any practice of “counting heads” in the House of Representatives to secure, prior to Open Hearings and resulting discussions, a minimum 27 votes with only the need to effectively split a vote of the House of Delegates to reach a desired outcome serves to, potentially, make the entire system of NCWM moot and inconsequential in regard to the very items NEEDING such open airing, debate, and thoughtful considerations. The simple requirement of a simple majority in each official vote of each House assures, at least, that appropriate and equitable support or rejection of a proposal exists before determination of a model national standard.

**130 FINANCIAL****130-1 I Financial Report**

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses.

The Board of Directors continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

The following is the balance sheet as of March 31, 2016 in comparison with the same time the previous year. Assets in the balance sheet are inflated by the NIST Training Initiative Grant that was awarded to NCWM. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. This money is accumulated through the additional \$15 dues paid by Associate Members and is spent at the discretion of the Associate Membership Committee in accordance with Committee Bylaws.

<b>ASSETS</b>	<u>March 31, 2016</u>	<u>March 31, 2015</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	31,249.29	35,028.03
NIST Training Grant	26,827.99	90,283.41
Certificates of Deposit	1,214,518.95	1,162,350.71
Checking	39,559.42	10,349.89
Savings	292,605.37	344,891.89
Total Checking/Savings	<u>1,604,761.02</u>	<u>1,642,903.93</u>
Accounts Receivable	8,853.37	5,420.97
Other Current Assets	72,416.23	97,511.66
Other Assets	9,342.17	7,676.29
<b>TOTAL ASSETS</b>	<u><u>1,695,372.79</u></u>	<u><u>1,753,512.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	39,400.36	33,147.54
Total Liabilities	<u>39,400.36</u>	<u>33,147.54</u>
Equity		
Designated - Associate Membership	31,236.83	35,028.03
Designated – NIST Training Grant	26,816.97	90,283.41
Unrestricted Net Assets	1,362,030.85	1,316,960.51
Net Income	235,887.78	278,093.36
Total Equity	<u>1,655,972.43</u>	<u>1,720,365.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,695,372.79</u></u>	<u><u>1,753,512.85</u></u>

Mr. Jerry Buendel, Washington | Chairman  
Ms. Kristin Macey, California | Chair-Elect  
Mr. Ronald Hayes, Missouri | Immediate Past Chair  
Mr. Raymond Johnson, New Mexico | Treasurer  
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Mr. Jim Truex, NCWM | NTEP Administrator  
Mr. Gilles Vinet, Measurement Canada | Board of Directors Advisor

**Board of Directors**

## Appendix A

### Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM)

#### INTRODUCTION

The OWM at NIST is responsible for coordinating United States participation in OIML and other international legal metrology organizations. Learn more about OIML at [www.oiml.org](http://www.oiml.org) and about NIST, OWM at [www.nist.gov/owm](http://www.nist.gov/owm). Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 by fax at (301) 975-8091 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

**Note:** OIML publications are available electronically without cost at [www.oiml.org](http://www.oiml.org).

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**Table B**  
**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
ANSI	American National Standards Institute	ISO	International Standardization Organization
APEC	Asia-Pacific Economic Cooperation	IWG	International Work Group
APLMF	Asia-Pacific Legal Metrology Forum	LMWG	Legal Metrology Work Group
APMP	Asia-Pacific Metrology Program	MAA	Mutual Acceptance Agreement
B	Basic Publication	MTL	Manufacturers' Testing Laboratory
BIML	International Bureau of Legal Metrology	NIST	National Institute of Standards and Technology
BIPM	International Bureau of Weights and Measures	NTEP	National Type Evaluation Program
CD	Committee Draft <sup>1</sup>	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document <sup>2</sup>	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation <sup>2</sup>	TC	Technical Committee
DV	Draft Vocabulary <sup>3</sup>	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft <sup>3</sup>

<sup>1</sup> CD: a draft at the stage of development within a technical committee, subcommittee or project group; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

<sup>2</sup> DD, DR, and DV: a draft document approved at the level of the technical committee, subcommittee or project group concerned and sent to BIML for approval by CIML.

<sup>3</sup>WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

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**Details of All Items  
(In order by Reference Key)**

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## **I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES**

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs), Technical Subcommittees (SCs), and Project Groups (PGs) of specific interest to members of the National Conference on Weights and Measures (NCWM). Schedules of future activities of the TC/SC Secretariats, PG Conveners, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) and Project Groups of the TCs and SCs are also included.

### **TC 3/SC 5 Conformity Assessment (United States)**

The OIML Basic Publications B 3:2011 *Certificate System* and B 10:2012 *Mutual Acceptance Arrangement* (MAA) are the core documents underpinning the OIML Certificate System. An amendment to B10 was approved by the CIML that allows for the voluntary use of test data from manufacturer's test laboratories (MTLs) under specially supervised conditions (NCWM has adopted the position that it will not accept test data under the MAA that was obtained from MTLs).

The OIML Ad-Hoc Working Group (AHWG) on the OIML Certificate System, consisting of interested CIML members, Committee on Participation Review (CPR) members, and representatives of manufacturers' associations, met twice in the first half of 2015. This working group was tasked with reviewing the structure, rules, and procedures governing the operation of the MAA (and the role of Utilizing Participants), with a view to increasing the efficiency of the operation of the MAA, and, if necessary, amending their internal (MAA) documents and suggesting to TC 3/SC 5 appropriate amendments to OIML Publication B 10. This Ad-Hoc Working Group was chaired by the CIML first Vice-President Dr. Roman Schwartz of PTB (Germany).

The AHWG has developed a proposal that could significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal includes the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee are also envisioned. The AHWG put this proposal forward to the CIML at its meeting in Arachon, France, in October 2015, where it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that has prepared a draft of a proposed new framework document establishing the OIML-CS, for voting on at the 2016 CIML Meeting (in Strasbourg, France). This Project Group, also chaired by Dr. Schwartz, is working on an ad-hoc basis, and not under the rules of the OIML Directives, or under TC 3/SC 5. Operational documents for the Management Committee are being prepared but have not yet been circulated to the full CSPG for review. The CSPG is striving to begin implementation of the OIML-CS in January, 2018.

Until the new OIML-CS is approved by the CIML, the current Basic and MAA systems will continue and will be supported by the BIML.

A meeting of the CPR was held in March 2016 in Denmark; the US was represented at the meeting by Mr. Darrell Flocken (NCWM/NTEP), Dr. Charles Ehrlich (NIST/OWM), and Mr. John Barton (NIST/OWM).

The preliminary ballot of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* was distributed for CIML vote and comment in July 2015, with votes and comments due in October 2015. Although the vote passed, there were conflicting comments for which a proposed solution has been developed. The CIML will vote at its 2016 meeting on whether to issue this document as an OIML Guide, rather than a Document, in order to give the user community the necessary time to consider how to

incorporate it into OIML Recommendations. If there are any questions, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov). Please also see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication for more details on the activities of TC 3/SC 5.

### **TC 5/SC 1 Environmental Conditions (Netherlands)**

OIML D 11 *General requirements for measuring instruments - Environmental conditions* has been published. This is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of this recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (“E3”) for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like additional information on TC5/SC1 or OIML D 11.

### **TC 5/SC 2 Software (Germany and BIML)**

The OIML D 31 *General Requirements for Software-controlled Measuring Instruments* has been published and now serves as guidance for software requirements in International Recommendations by OIML TCs. The United States participated in the technical work on this document and submitted votes and comments on several drafts of the document. A new project on software verification was approved by the CIML, and the United States is waiting for the first draft of this document. Please contact Dr. Ambler Thompson at (301) 975-2333 or [ambler@nist.gov](mailto:ambler@nist.gov) if you would like to discuss OIML software efforts.

### **TC 6 Prepackaged Products (South Africa)**

The first draft of a new project *Guidance for defining the system requirements for a certification system for prepackages* was discussed at a TC 6 meeting in Seoul, South Korea, in September 2014. This guideline is being developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods. It is expected that the 2CD of this guidance document will be distributed soon.

A revision of OIML Recommendation R 87 *Quantity of Product in Prepackages* (the OIML equivalent to NIST Handbook 133: *Checking the Net Contents of Packaged Goods*) includes a comprehensive overhaul of the statistical requirements and sampling plans (the revisions were prepared by Blaza Toman of NIST’s Statistical Engineering Division) to correct errors discovered by a statistician from Asia a few years ago. The U.S. and several other countries were successful in opposing efforts by several European Union countries to add drained weight test procedures and packaging requirements utilized in that region to the new edition of R87. Those procedures were rejected primarily because they failed to recognize drained weight test methods that have been in use around the world for decades and which have been adopted by Codex Alimentarius. The preliminary ballot of R 87 passed in September 2015. A sufficient majority of CIML Members supported the Draft Recommendation, but it was decided that two issues concerning sample sizes and the statistical requirements for sampling needed to be resolved before the Final Draft Recommendation could be submitted to the CIML for final approval. The project group held a meeting in Rio de Janeiro, Brazil, in January 2016 and resolved the statistical issues. It is anticipated that R87 will receive final CIML approval in October 2016.

OIML R 79 *Labeling Requirements for Prepackaged Products* received final CIML approval in October 2015 and has now been published. The US voted “yes” on both the CIML preliminary ballot in June 2015 and the final Draft Recommendation.

For more information on the activities of this committee, and to participate in the U.S. review of these documents, please contact Mr. Ken Butcher at (301) 975-4859 or [kbutcher@nist.gov](mailto:kbutcher@nist.gov).



### **TC 8 Measurement of Quantities of Fluids (Japan)**

Based on responses received on a questionnaire concerning several projects in TC 8, Japan decided to cancel a project to combine and revise R 40, R 41 and R 43 into a single standard entitled *Standard volumetric measures*. Japan also decided to delay the project to revise R 63 *Petroleum Measurement Tables* (1994) until the corresponding ISO standard is next revised. The Secretariat plans to start the revision of R 119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996) -- this document is important for other OIML recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of any of these documents or to participate in the project to revise R 119.

### **TC 8/SC 1 Static Volume and Mass Measurement (Germany)**

The United States chairs the Project Group that has drafted new sections of OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 1CD of R 71 and R 85 were distributed for project group comment in March 2016. The 2CD of OIML R 80-2, *Road and Rail Tankers, Test Methods* was distributed in April 2016. The Secretariat has also initiated the effort of revising OIML R 95 *Ships' Tanks*. A meeting to discuss all of these TC 8/SC 1 projects is scheduled for June 2016 in Gothenburg, Sweden. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of the documents or to participate in any of these projects.

### **TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)**

The CIML has approved a new project for an “immediate revision” of all three parts of R 117 *Dynamic Measuring Systems for Liquids Other Than Water*. This new project will fully harmonize all three parts and add new annexes to R 117 for several complete measuring systems, including: (a) measuring systems for the unloading of ships' tanks and for rail and road tankers using an intermediate tank, (b) measuring systems for liquefied gases under pressure (other than LPG dispensers), (c) measuring systems for bunker fuel, and (d) measuring systems for liquefied natural gas (LNG). The 1CD of R 117 was distributed in April 2016, and there is an R117 project group meeting that is scheduled to be held in Delft, The Netherlands in July 2016. If you have any questions or would like to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

### **TC 8/SC 6 Measurement of Cryogenic Liquids (United States)**

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first working draft (1WD) of R 81 to TC 8/SC 6 members and the USNWG for their review and comment. Nine members of the R 81 project group submitted comments on Parts 1 and 2 of R 81. A compilation of those comments will be distributed in mid-2016, and distribution of a first committee draft incorporating these comments is also planned for mid-2016. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

### **TC 8/SC 7 Gas Metering (Netherlands)**

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

All three parts of OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, have now been published. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels such as hydrogen gas and compressed natural gas (CNG). To obtain more information on this effort, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

### **TC 9 Instruments for Measuring Mass (United States)**

The United States distributed the 4<sup>th</sup> Committee Draft of R 60-1 *Metrological Regulation for Load Cells Parts 1&2* (Metrological and technical requirements and Metrological controls and performance tests) in November 2015 for comments and voting. Along with the 4CD of R60-1, the 1WD (Working Draft) of R60-2 was circulated among the TC9/p1 members for review in November 2015. Voting on the 4CD of R60-1 indicated the need for a 5CD to be developed based upon comments from the project group. Comments received on the 1WD of R60-2 will be used to develop a 1CD. R60-1, 5CD and R60-2, 1CD are expected to be circulated to TC9/p1 members during the summer of 2016. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

### **TC 9/SC 1 Non-Automatic Weighing Instruments (Germany and France)**

Although no project has yet been formally started, the results of a 2015 questionnaire indicated that a majority of TC8/SC1 members wanted to initiate the revision process for OIML R 76:2006 *Non-automatic weighing instruments*.

### **TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)**

All three parts of OIML R 50 *Continuous Totalizing Automatic Weighing Instruments* (Belt Weighers) received final CIML approval in November 2014, and R 50 was published in March 2015. To receive copies of these documents or to obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

The TC 9/SC 2 Secretariat distributed a questionnaire concerning a possible project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R 51 was also announced by the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov) if you are interested in the project to revise this document.

### **TC 17/SC 1 Humidity (China and United States)**

The 7 CD of OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* was distributed for voting in December 2014. Voting was conducted using the new OIML on-line voting for project groups and officially closed in April 2015. The 7 CD was approved by the project group with a total of 8 “yes” votes and 1 “no” vote. Comments received on the 7 CD were considered and the document was be forwarded as a DR to the CIML for preliminary ballot voting. This voting will close in July 2016. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like to participate in this work.

### **TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)**

The 5 CD of a draft document *Measuring Instruments for Protein Determination in Grains* was circulated for vote in 2014. The US voted “yes” on the 5 CD of this draft document in December 2014. Preliminary ballot voting on the DR closed in Nov 2015. The US submitted a “no” vote with some significant comments on the DR based on the non-uniformity with the testing requirements in OIML R 59. The preliminary ballot passed (with 20 “yes” votes and

only two “no votes), and it is expected that this new document will receive final CIML approval in October 2016. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov), if you would like to participate in this work.

### **OIML Mutual Acceptance Arrangement (MAA)**

The report on the OIML MAA can be found in the TC 3/SC 5 report above and in the NTEP section of this document. For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at (301) 975-4834 or email [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

## **II. REPORT ON THE 50TH CIML MEETING IN ARCACHON, FRANCE IN OCTOBER 2015**

Mr. Peter Mason, CIML member from the United Kingdom and President of the CIML, opened the meeting and gave the President’s Report.

Mr. Stephen Patoray, who has been serving as BIML Director since January 2011, provided several reports on financial and administrative matters at the BIML, including improvements that have been implemented since his arrival at the BIML. Mr. Patoray also discussed several upgrades to the OIML website.

The CIML decided to renew the appointment of the BIML Director for a three year term starting in January 2016. The committee also expressed its expectation that it plans to renew the appointment of Mr. Willem Kool as BIML Assistant Director for a fixed term of up to five years at its meeting in 2016.

The Committee noted an oral report given by the BIML on its activities in liaison with other international organizations aimed at developing countries. The Committee also noted the report of an advisory group that was established to carry out wide consultation, to seek suggestions and to build up links with other bodies with an interest in promoting the economic development of countries and economies with emerging metrology systems.

The CIML, recognizing the continued efforts that are needed to assist in building the capacity of legal metrology institutions and their staff in countries and economies with emerging metrology systems (CEEMS), instructed the Bureau to (1) continue its efforts to participate in capacity building activities through training courses and other regional activities organized by other organizations, and (2) further develop the OIML website such that it may be used as a source of up-to-date information on capacity-building initiatives, including training materials and, if feasible, a database of experts available to contribute to such work. The CIML also requested relevant Technical Committees and Subcommittees to take note of the demand from CEEMS to ensure Recommendations take more account of the needs of CEEMS.

The Committee approved the following draft publications:

- Recommendation: OIML R 139-3 *Compressed gaseous fuels measuring systems for vehicles - Part 3: Test report format*,
- Revision of OIML R 79: *Labeling requirements for prepackages*,
- New Recommendation: *Ophthalmic instruments - Impression and applanation tonometers*.

The Committee approved two new projects in TC 8/SC 1 Static volume and mass measurement:

- the revision of R 71 *Fixed storage tanks — General requirements*, and
- the revision of R 85 *Automatic level gauges for measuring the level of liquid in stationary storage tanks*.

The US will serve as the convener on these two projects.

The Committee also approved a new project, the revision of OIML B 6:2013 *Directives for OIML technical work* to be conducted in an Ad-hoc Working Group.

The OIML Ad-Hoc Working Group (AHWG) on the OIML Certificate System explained their proposal that could significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal includes the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee are also envisioned. The AHWG put this proposal forward to the CIML in Arachon, and it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that will prepare drafts of the proposed new documents establishing the OIML-CS, for voting on at the 2016 CIML Meeting. This Project Group, chaired by Dr. Schwartz (CIML First Vice-president), will work on an ad-hoc basis, and not under TC 3/SC 5.

Until the new OIML-CS is approved by the CIML, the current Basic and MAA systems will continue and will be supported by the BIML.

The Committee congratulated this year’s recipients of an OIML Medal:

- Mr. Ngo Quy Viet, Vietnam, and
- Mr. Cartaxo Reis, Portugal.

### III. FUTURE OIML MEETINGS

The 51<sup>st</sup> CIML Meeting and the 15<sup>th</sup> OIML Conference (held once every four years) will be held the week of 17-21 October 2016 in Strasbourg, France.

### IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Bogotá, Columbia (November 2014) and Punta Cana, Dominican Republic (October 2015). Mr. José Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. The Legal Metrology Working Group is chaired by Mr. Emilio Löbbe from INTI/Argentina. The organization is working to build capacity in legal metrology for SIM member countries. In April 2015, INTI hosted a 3-day course on “Assessment and Acceptance of Electrical Energy Meter Type Approval Certificates” in Buenos Aires, Argentina as part of a regional project on “Quality Infrastructure for Energy Efficiency and Renewable Energy Sources in Latin American and the Caribbean.” Also in April 2015, SIM held a workshop on “truck scales” and “modular verification” (load cells and digital indicators) in Panama City, Panama. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM.

The 22<sup>nd</sup> Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by the United States and was held in Honolulu, Hawaii. The People’s Republic of China has held the Presidency and Secretariat of APLMF for several years. Mr. Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. At the end of the meeting, New Zealand assumed the APLMF Secretariat, and Mr. Stephen O’Brien of New Zealand’s Ministry of Business, Innovation & Employment (MBIE) assumed the Presidency of APLMF.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities are facilitated through its seven work groups. The most active WG is the Working Group on Training Coordination, chaired by Australia. In 2015, APLMF held the following training courses:

Course	Venue/host	Trainers	Delivery dates
Pre-packaged goods	Bandung, Indonesia	New Zealand	18-22 May 2015

BOD 2016 Interim Meeting Report  
Appendix A – Report on the Activities of OIML and Regional Legal Metrology Organizations

Verification of Fuel dispensers	Pattaya City, Thailand	Australia	15-19 June 2015
Verification of Taxi Meters	Shanghai, China	China	07-10 July 2015
Verification of CNG dispensers	Kuala Lumpur, Malaysia	Malaysia	18–21 Aug 2015
Verification of Rice Moisture	Phnom Penh, Cambodia	Japan	16–20 Nov 2015

The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the 2005-2013 time period were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

A significant joint project entitled “Metrology Enabling Developing Economies in Asia” (MEDEA) has been launched by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This four-year project is being managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies. Several more training courses are planned through the MEDEA Project for the years 2016-2017.

The United States was represented at the APLMF meeting in Honolulu by: Ms. Carol Hockert, Chief of the Office of Weights and Measures (NIST), Mr. Jerry Buendel of the Washington State Department of Agriculture (current Chairman of the National Conference on Weights and Measures (NCWM), Ms. Jeri Kahana, Administrator of Weights and Measures for the State of Hawaii, Mr. Dmitri Karimov of IDEX/Liquid Controls (current Chair of the Meter Manufacturers Association), Dr. Charles Ehrlich, and Mr. Ralph Richter. The US Scale Manufacturers Association (SMA) hosted the Welcome Dinner. Dr. Ehrlich serves as the Chair of the APLMF work group on Mutual Recognition Arrangements and gave a report and update on the OIML MAA. Mr. Richter presented the United States Country Report.

Japan is scheduled to host the next APLMF meeting in Tokyo in November 2016. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on APLMF and the 2016 APLMF Annual Meeting.



**Appendix B**

**Associate Membership Committee (AMC)  
Agenda and Draft Meeting Minutes**

David Calix, Chair  
NCR

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**Details of All Items**  
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- IV. NCWM Industry Representative Reports
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- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## AMC Interim Meeting Minutes

January 12, 2016  
San Diego, CA

### I. Call to order – 7:05 am

### II. Minutes approved from previous meeting

### III. Financial Condition

Dave Calix commented that the applications that are coming into AMC are requesting more money than they are actually using.

Bob Murnane commented that the financial report is satisfactory and solves the problem we have had in previous meetings.

### IV. NCWM Industry Representatives Reports

#### a) Board of Directors Report – Chris Guay

Gilles Vinet from Measurement Canada has retired and has been replaced by Carl Cotton on the NCWM Board.

#### Regional Summaries

##### **Central Update:**

Iowa still hoping metrology lab will be up and running soon.

Kansas looking at evening inspections (at an added cost to avoid disruption)

Michigan focusing on skimmers. Program has picked up more responsibility so Director is stretched thinner.

Missouri filed new renewable fuel standard (and FTC issued new regulation) in late December.

##### **Northeast Update:**

Northeast Annual Meeting: Hyatt Place May 16 – 19 in Portland, ME

Interim Meeting (TBD)

New Jersey – using WinWam for all state inspectors. Doing some reorganization...

Massachusetts – working on a Deputy Director position

New Hampshire - Looking to use “Unmanned” Weight Stations

New York – Looking for and finding skimmers.

##### **Southern Update:**

Texas -adopted rule effective 2018 that requires annual device inspections and raises fees

Tennessee – Working on getting lab running

West Virginia – 4 straight budget cuts. Hiring freeze, eliminating empty positions.

Florida – Shifting emphasis to price verification and net content inspections

Maryland – Metrology lab is now open.

##### **Western Update:**

Alaska – budget and travel constraints,

Arizona – W&Ms moving to be under Dept of Agriculture

Washington – web-based inspection system being implemented for RMFDs and small scales

Nevada – State Metrology lab received NIST certification

Western Weights & Measures Meeting Sept 11-15 in Honolulu Marriott Resort



**Other Organizations**

**NIST:**

Carol is retiring this spring. Applications are due January 22nd. Original posting in fall, but had to be re-issued due to a technical issue. Eleven people apparently applied.

Doing a Handbook 133 training course for USDA in 2016.

Expecting a flat budget for 2015/2016 FY year.

**OIML:**

Looking at a change in their certificate system

**Canada:**

New Annual Inspection requirements and contractors who perform them for Measurement Canada.

**Membership**

2159 total as of 2197 last year (807 associate membership vs 819 last year)

Webpage - Slight visual upgrade to NCWM website to make it look more open and cleaner..

**Future NCWM Meetings**

7/24 – 7/28/2016	Annual Meeting	Denver, CO
1/8 – 1/11/2017	Interim Meeting	San Antonio, TX
7/16 – 7/20/2017	Annual Meeting	Pittsburgh, PA

Industry Representatives to the Board

**AMC Position**

At Large Position-See below

**Other Actions**

Board is looking at review and update of Administrative Policies (doing a few each year)

FTC adopted 2 regulations in late 2015, one commented upon by PALS, one by FALS

NCWM intends to publish guidance documents, interpretations, recommended practice on website in location adjacent to Handbooks. Idea is that they will be visible to those looking at the Handbooks

Publication 15 and 16 publications formatting revised – comment?

Consultants representing other companies – will be asked who they represent.

New committee to modernize the Standards Development Process and how the NCWM does business

Electronic Voting Systems are being looked at by the Board with implementation as early as 2017 annual meeting.

NTEP applications are lowest point in recent memory.

**b) Professional Development Committee Report**

Nothing to Report

**c) Laws and Regulations Committee Report – Rebecca Richardson**

Open hearings were held on Monday at the Interim meeting. The committee will meet again for work session on Tuesday afternoon. Major issues include gallon equivalency as a method of sale for compressed and liquid natural gas; maximum pore size for low-flow diesel dispenser filters; maximum allowable water in underground storage tanks; animal bedding and mulch test procedures and methods of sale issues; identification of automatic transmission fluid; and extension of the 1-psi vapor pressure exception. The committee will report its status recommendations for agenda items during the standing committee report on Wednesday, Jan. 13, 2016.

Discussion on membership in AMC and the direction of the PDC to prioritize training levels and exams in order to provide future direction for

**V. AMC Fund Disbursement Requests**

- Nevada – Discussion regarding sending a person to a training event versus a trainer to train a group. The application opens up a discussion regarding utilizing the training funds for individual training vs a group as well as for train the trainer training.
- Group to review by-laws to better define what the AMC's funds are to be utilized for in the future.

**VI. Filling Vacant Positions**

BOD – AMC nominates Chris Guay to continue to the BOD

**VII. Old Business**

None

**VIII. New Business**

Dave is going to move the meeting time. The group is going to look at future schedule to fit the meeting into a better spot.

Respectfully submitted by,  
Mr. Bill Calloway  
Secretary/Treasurer

**Attendees**

Mr. David Calix  
Mr. Bill Callaway  
Mr. Bob Murnane  
Mrs. Rebecca Richardson  
Mr. Chris Guay  
Mr. Don Onwiler  
Mr. Russell Vires  
Mr. Richard Shipment  
Mr. Bart Otool.  
Mr. Michael Roberson