

**Board of Directors
2021 Interim Meeting Report
Addendum Sheet**

Mr. Hal Prince, Chairman
Florida

INTRODUCTION

The Board of Directors submits its Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This addendum sheet contains the report items published in *NCWM Publication 16: Committee Reports for the 106th Annual Meeting*. The addendum sheet will address the following items during the Annual Meeting.

Items are grouped according to item status:

(VC) Voting Consent Calendar: The Committee has grouped these items for a single vote.

(V) Voting Item: The Committee is making recommendations requiring a vote by the active members of NCWM.

(I) Informational Item: The item is under consideration by the Committee but, not proposed for Voting.

(A) Assigned Item: The Committee assigned development of the item to a recognized subcommittee or task group.

(D) Developing Item: The Committee 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.

(W) Withdrawn Item: The item has been removed from consideration by the Committee.

Voting Item(s)		
Reference Key	Title of Item	Addendum BOD Page
SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS5		
SPB-21.4 V	Article II – Mission, Article VI – Directors and Appointive Officers, Article VII – Duties of Director and Appointive Officials, Article X – Voting System	5

Developing Item(s)		
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Withdrawn Item(s)

Reference Key	Title of Item	Addendum BOD Page
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SPB-3 W	Publications 15 and 16 Committee Report Format	4
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Details of All Items <i>(In order by Reference Key)</i>

ACT – ACTIVITY REPORTS

ACT-1 I Membership

ACT-1
Comments: No changes.

ACT-2 I Meetings

ACT-2
Comments: No changes.

ACT-3 I Participation in International Standard-Setting

ACT-3
Comments: Dr. Ehrlich provided a report on NIST OWM international activities.

ACT-4 I Associate Membership Committee Activity

ACT-4
Comments: Chris Guay, CGGT Resources, gave an update on AMC activities. He asked membership to consider requesting funding assistance for special projects, especially funding for training activities.

ACT-5 I Task Groups, Subcommittees, Steering Committees

ACT-5
Comments: The Chairs of the Promotional Toolkit, Cannabis, & Bylaws Review Task Groups provided updates on their activities.

ACT-6 I Regional Association Activities

ACT-6
<p>Comments: <u>2021 Meetings</u></p> <p style="padding-left: 40px;">CWMA Annual Interim Meeting May 10-13 <u>October 18-21</u>, 2021 Wisconsin Dells, WI Contact: Ms. Sherry Turvey, sherry.turvey@ks.gov</p> <p style="padding-left: 40px;">NEWMA Annual Interim Meeting May 17-20 <u>October 5-7</u>, 2021 Virtual Meeting Contact: Mr. James Cassidy, james.cassidy@mass.gov</p> <p style="padding-left: 40px;">WWMA Annual Meeting September 26-30, 2021 Golden, CO Contact: Mr. Mahesh Albuquerque, mahesh.albuquerque@state.co.us</p> <p style="padding-left: 40px;">SWMA Annual Meeting October 10-13, 2021 New Orleans, LA Contact: Dr. Bobby Fletcher, bfletcher@ldaf.state.la.us</p>

SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS

SPB-1 I Strategic Planning

SPB-1
<p>Comments: Mr. Prince, NCWM Chair, reported that the Board has put strategic planning on hold during the pandemic and will resume the process when the Board of Directors and NIST OWM can meet in person. The Board looks forward to this opportunity to work together with NIST OWM when the work resumes.</p> <p>Attendees expressed appreciation for the engagement and collaboration between the Board and NIST OWM as we move forward.</p>

SPB-3 W Publications 15 and 16 Committee Report Format

SPB-3
<p>Comments: No changes.</p>

SPB-21.1 W Article 1 – General, Section 4 - Dissolution

SPB-21.1
Comments: The original submitter of this item has requested that it be withdrawn. There was no objection and the item is withdrawn.

SPB-5 I Bylaws, Article IX – Committees

SPB-5
Comments: All comments were in support of retaining the Subcommittee structure and efforts by the Subcommittee to improve efficiencies. FALS has submitted a draft document to the Board for review and feedback. The Laws and Regulations Committee which oversees FALS will also review the document and provide feedback to the Board of Directors. The Board will review bylaws and policies to see if there are opportunities to better define structure, process, and procedures for all subcommittees.

SPB-21.2 A Bylaws, Article IX – Committees

SPB-21.2
Comments: The Bylaws Review Task Group will meet before the Interim Meeting to discuss and recommend any necessary changes.

SPB-21.3 D Bylaws, Article X – Voting System

SPB-21.3
Comments: The submitter continues to develop and refine the language of the proposal.

SPB-21.4 V Article II – Mission, Article VI – Directors and Appointive Officers, Article VII – Duties of Director and Appointive Officials, Article X – Voting System

SPB-21.4
Comments: Kurt Floren, LA County, California, provided recommendations to improve the original proposal. Several other attendees expressed support for his recommendations. The Board accepted the recommendations with additional minor edits. The following proposal is presented for adoption. During the Board of Directors work session, Dr. Olson recommended and the Board accepted a change to Article X, Section 5, Part D, Timing.

Item Under Consideration:

Article II - Mission

Section 1 - Mission

~~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 mission of the National Conference on Weights and Measures, Inc. is to ensure equity through uniform standards in a changing marketplace. NCWM develops uniform and equitable weights and measures standards to:

- Promote commerce and fair competition by leveling the playing field,
- Ensure consumers “get what they pay for”, and
- Foster confidence in marketplace transactions.

Article VI - Directors and Appointive Officials

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Section 2 - Directors Eligibility

- ~~A.~~ Any active member in good standing shall be eligible to hold the office of Chairman, Chairman-Elect, Past Chairman, Treasurer, and Active Director, provided that the individual meets the other requirements set forth in the Bylaws. Further, any Associate member is eligible to hold office as the Associate Director and any Active, Advisory, or Associate member is eligible to hold office as an at-large Director.
- ~~B. The Chairman-Elect will be elected at the Annual Meeting one year prior to the term of service as Corporation Chairman. After serving one year as Chairman-Elect, the incumbent will succeed to the office of Corporation Chairman.~~

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Section 3 - Nominations and Elections

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D. Terms of Office

1. The Chairman, Chairman-Elect and Past Chairman shall serve for a term of 1 year ~~or until their successors are respectively elected or appointed and qualified.~~ The Chairman-Elect will be elected at the Annual Meeting one year prior to the term of service as Corporation Chairman. After serving one year as Chairman-Elect, the incumbent will succeed to the office of Corporation Chairman. The consecutive reelection of a Chairman and Chairman-Elect is prohibited; however, the eight other directors may be re-elected. The eight other directors shall serve for 5-year terms; except for the Associate Director and Treasurer who shall serve a 3-year term. Elections shall take place at such intervals as are necessary to retain an 11-member Board at all times, except that vacancies shall be filled under Section 3, paragraph E, below.
2. All Directors shall take office immediately following the close of the Annual Meeting at which they were elected.

3. Should the Chairman-Elect for any reason be unable or unwilling to be installed as Chairman, his/her successor shall be elected by the Board of Directors. In this event, the newly elected Chairman-Elect shall be installed as Chairman.

E. Filling Vacancies

A vacancy is created if an individual is unable or unwilling to complete their term, is removed for cause, or if timely elections cannot be held for any reason. In case of a vacancy in any of the elective offices, the Chairman (or, if the vacancy is for the Chairman's position, the immediate Past-Chairman) shall nominate a replacement, and that person shall be appointed to fill the office if a majority of the members of the Board approve the nomination. **The new appointee shall take office immediately following the vote of the board and serve the remainder of the term to which they were appointed.**

Article VII - Duties of the Directors and Appointive Officials

Section 1 - Board of Directors

The Board of Directors is the governing body of the Corporation and is authorized to make all decisions relating thereto, including but not limited to the following:

1. conducts the business of the National Conference on Weights and Measures, Inc., as a Corporation, which at a minimum includes (a) overseeing the preparation and filing of the biennial report and fee with the Nebraska Secretary of State in compliance with Neb. Rev. Stat. Section 21-301.
2. reviews and approves the budget;
3. selects the place and dates for each meeting of the Corporation;
4. fixes all fees including but not limited to meeting registrations, fees associated with NTEP administration, publications, and the annual membership fee;
5. advises the responsible individual or organization, as designated by the Chairman, with respect to the programs for the meetings of the Corporation and its committees, and makes recommendations to the Corporation, the Corporation officers, and the committee chairmen;
6. reviews an annual audit report prepared by an external auditor whose services are retained by the corporation to assess the accuracy of the financial statements, the accounting principles used, and evaluate overall financial statement presentation; and
7. establishes and periodically reviews the policies and procedures for the corporation.

The Board of Directors, in the interval between meetings of the Corporation:

1. authorizes meetings of Corporation committees in accordance with the provisions of Article VIII, Section 3,
2. authorizes expenditures that are not in the budget, and
3. acts for the Corporation in all routine or emergency situations that may arise.

~~Special meetings of the Board may be held at the discretion of the Chairman, and may take place in any manner technologically possible, including, but not limited to, telephone conference calls and electronic mail. A quorum shall consist of 7 members of the Board. Voting may be cast in any manner prescribed by the Chairman. All questions before the Board of Directors will be decided whenever practical, by voice vote or by ballot, and will be decided on the basis of the majority of votes cast.~~

The Board serves as a policy and coordinating body in matters of national and international significance which may include such areas as metrication; the interaction with organizations such as the International Organization of Legal Metrology (OIML), American National Standards Institute (ANSI), International Organization for Standardization (ISO), ASTM International, ~~National Conference of Standards Laboratories (NCSL International)~~, and such internal matters as may be required

Section 2 - Chairman

The Corporation Chairman has broad authority including, but not limited to, the authority to make policy decisions on behalf of the Corporation and take such actions as are necessary to put these decisions into effect. The Chairman is the principal presiding officer at the meetings of the Corporation and of the Board of Directors, makes appointments to the several standing and special purpose committees, and appoints other Corporation officials to serve during his or her term of office. **All appointments are made from among the NCWM Membership.** The Chairman, on behalf of the Board, annually presents a report on Corporation activities.

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Section 3 - Parliamentarian

The Parliamentarian shall assist in assuring meetings of the Corporation are conducted in a proper manner. ~~The rules contained in Robert's Rules of Order shall govern the Corporation in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.~~

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Article VIII - Meetings of the Corporation

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Section 3 – Conduct of Annual and Interim Meetings

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

Section 34 – ~~Special-Other~~ Meetings of the Board of Directors, Committees and Subgroups within the Corporation

- 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, **web meeting** and ~~electronic~~ email. A quorum shall consist of 7 members of the Board. Voting may be cast in any manner prescribed by the Chairman. **All questions before the Board of Directors will be decided whenever practical, by voice vote or by ballot, and will be decided on the basis of the majority of votes cast.**
- B. Other Committees **and subgroups** of the Corporation are authorized to hold meetings at times other than the Annual Meeting or Interim Meeting **by any manner technologically possible, including, but not limited to telephone conference call, web meeting and email. If a committee or subgroup desires to conduct a meeting requiring travel and facilities at the expense of the corporation, such meeting will be subject to approval in advance by the Board of Directors, 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.~~

Section 45 - Rules of Order

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws

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Article X - Voting System

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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. Eligible members may vote virtually if the meeting is held entirely or in part electronically in accordance with the terms and intents of Article VIII, Section 3. 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 voice vote, a show of hands, standing vote, or machine (electronic) vote count. No abstentions are recorded.

D. Timing

Voting by all eligible Houses is simultaneous-, or as close to simultaneous as achievable through the voting platform in use. The parliamentarian will announce the results immediately following the vote.

E. Recording

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

F. Applicability

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

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Section 8 - Seating Arrangement

The seating arrangement for voting sessions during in-person meetings is as shown in the diagram.

SPB-21.5 W Safety Subcommittee

SPB-21.5
Comments:

All comments supported retention of the Safety Subcommittee. Chair-Elect Ivan Hankins reported that several members expressed interest in participation. The Board withdrew this item and Mr. Hankins will proceed with appointments as Chair following the Annual Meeting.

FIN – FINANCIAL

FIN-1 I Treasurer’s Report

FIN-1
Comments: No changes.



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- Mr. Hal Prince, Florida | NCWM Chairman
 - Mr. Ivan Hankins, Iowa | NCWM Chairman-Elect
 - Mr. Craig VanBuren, Michigan | NTEP Committee Chair
 - Mr. Ray Johnson, New Mexico | Treasurer
 - Mr. Loren Minnich, Kansas | Active Membership - Central
 - Mr. Jack Walsh, Town of Wellesley, Massachusetts | Active Membership - Northeastern
 - Mr. Mahesh Albuquerque, Colorado | Active Membership - Western
 - Mr. Gene Robertson, Mississippi | Active Membership - Southern
 - Ms. Rebecca Richardson, MARC-IV Consulting | At-Large
 - Ms. Rachelle Miller, Wisconsin | At-Large
 - Mr. Christopher Guay, Associate | AMC Representative
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- Mr. Don Onwiler, NCWM | Executive Director
 - Dr. Douglas Olson, NIST, OWM | Executive Secretary
 - Mr. Darrell Flocken, NCWM | NTEP Administrator
 - Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

Board of Directors