

## NCWM Board of Directors 2021 Interim Meeting Report

Mr. Hal Prince, NCWM Chairman  
Florida

The Board of Directors (hereinafter referred to as the “Board”) 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, held online January 13-15, 2021. The Board will conduct Open Hearings for the items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three letters of an item’s reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** The Board determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(V) Voting Item:** The Board is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** The item is under consideration by the Board but not proposed for Voting; **(A) Assigned Item:** The Board has assigned development of the item to a recognized subcommittee or task group within NCWM. **(W) Withdrawn Item:** The item has been removed from consideration by the Board.

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

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Board of Directors may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status.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

An “Item under Consideration” is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in **bold faced italics**. Additional letters, presentations and data may have been part of the committee’s consideration. Please refer to [www.ncwm.com/publication-16](http://www.ncwm.com/publication-16) to review these documents.

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

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

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**Subject Series List**

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

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**Table 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
NCWM	National Conference on Weights and Measures	OIML	International Organization of Legal Metrology
NIST	National Institute of Standards and Technology	OWM	Office of Weights and Measures

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

1 **ACT – ACTIVITY REPORTS**

2 **ACT-1 I Membership**

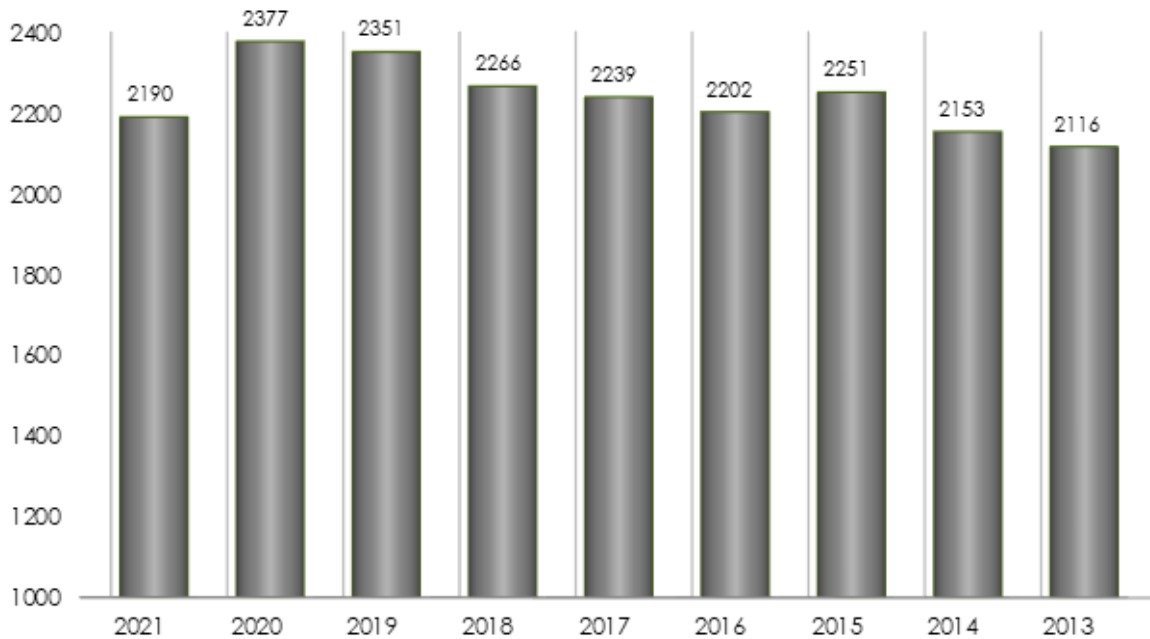
3 The chart and graph below show NCWM membership levels as of March 31 of recent years by membership categories.  
 4 October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were  
 5 not renewed become lapsed. Significant growth is realized throughout the following 12 months as additional members  
 6 return, and new members are received. The potential growth remains significant and NCWM continues to enhance  
 7 programs and services that add value to membership.

**Annual Membership Totals**

<b>Year Type</b>	<b>Mar 2021</b>	<b>Mar 2020</b>	<b>March 2019</b>	<b>March 2018</b>	<b>March 2017</b>	<b>March 2016</b>	<b>March 2015</b>	<b>March 2014</b>	<b>March 2013</b>
Associate	712	726	739	760	787	758	779	779	803
Foreign Associate	98	99	90	88	82	80	74	55	51
<b>Total Associate</b>	<b>810</b>	<b>825</b>	<b>829</b>	<b>848</b>	<b>869</b>	<b>838</b>	<b>853</b>	<b>834</b>	<b>854</b>
State Government	672	817	796	684	644	624	658	598	550
Local Government	427	456	458	468	467	487	484	477	477
<b>Total Active</b>	<b>1099</b>	<b>1273</b>	<b>1254</b>	<b>1152</b>	<b>1110</b>	<b>1111</b>	<b>1142</b>	<b>1075</b>	<b>1027</b>
NIST	16	17	16	15	15	15	16	15	16
Other Federal Government	7	8	10	11	12	10	11	8	10
Foreign Government	12	15	15	16	13	14	12	13	13
Retired	246	239	227	224	219	214	217	208	196
<b>Total Advisory</b>	<b>281</b>	<b>279</b>	<b>268</b>	<b>266</b>	<b>259</b>	<b>253</b>	<b>256</b>	<b>244</b>	<b>235</b>
<b>Grand Total</b>	<b>2190</b>	<b>2377</b>	<b>2351</b>	<b>2266</b>	<b>2239</b>	<b>2202</b>	<b>2251</b>	<b>2153</b>	<b>2116</b>

1

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



2

3 **ACT-2 I Meetings**

4 The 106<sup>th</sup> NCWM Annual Meeting will be held July 18-22, 2021 at the Hyatt Regency Hotel, in Rochester New York.  
5 This hotel is situated along the Genesee River. It is newly renovated and is the tallest, most upscale hotel in the Finger  
6 Lakes Area. You will enjoy breathtaking view, restaurants, entertainment, and shopping in the walkable area.

7 In January 2022, NCWM will hold the Interim Meeting at the Westin Tampa Waterside in Tampa, Florida. For more  
8 information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting Planner, at (402) 434-4872 or  
9 [elisa.stritt@ncwm.com](mailto:elisa.stritt@ncwm.com).

10 **Interim Meetings:**

- 11 • January 9-12, 2022 Westin Tampa Waterside, Tampa, Florida
- 12 • January 8-11, 2023 Hyatt Regency Hotel, Savannah, Georgia

13 **Annual Meetings:**

- 14 • July 18-22, 2021 106<sup>th</sup> Annual Meeting: Hyatt Regency Hotel, Rochester, New York
- 15 • July 10-14, 2022 107<sup>th</sup> Annual Meeting: Hotel Murano, Tacoma, Washington
- 16 • TBD Southern Region

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

1   **ACT-3           I    Participation in International Standard-Setting**

2   Dr. Charles Ehrlich (NIST OWM) provided a report during Open Hearings of the 2021 NCWM Interim Meeting. See  
3   Appendix A for a copy of the full report. The Board of Directors expresses appreciation to Dr. Ehrlich for his report  
4   and the important efforts of the NIST Office of Weights and Measures around the world.

5   See the NTEP Committee Agenda for additional reports on NCWM’s involvement internationally, including the  
6   Mutual Recognition Arrangement (MRA) with Measurement Canada and the OIML Certificate System (CS).

7   **ACT-4           I    Associate Membership Committee Activity**

8   Approximately 35% of NCWM memberships is Associate members. The Associate Membership Committee (AMC)  
9   is organized under the Bylaws of the National Conference on Weights and Measures, Inc. Also, AMC operates by  
10   separate Bylaws, which are available on the Committee page of [www.ncwm.com](http://www.ncwm.com). AMC meets at least 2 times per  
11   year in conjunction with NCWM Interim and Annual Meetings, and they invite all to attend. The AMC consists of  
12   between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and  
13   Secretary/Treasurer. See Appendix B for information on current members and officers.

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

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

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

- 24       1. Funding request forms that are complete, specific, and detailed will receive priority attention for approval.  
25       Based on the degree of missing or ambiguous information provided, individual requests may not be given  
26       any consideration during the AMC review process, pending further clarification.
- 27       2. Preference is given to training requests that benefit higher numbers of participants over those for fewer or  
28       single-person benefit. The Committee also gives priority consideration to multi-state training that encourages  
29       uniformity.
- 30       3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings, or regional associations  
31       meetings will not be considered training.
- 32       4. As a lower priority, the committee will consider requests for the purchase of training materials, but not  
33       requests for the purchase of assets (such as projectors).
- 34       5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer”  
35       that would benefit a high number of weights and measures officials. This will be an option when qualified  
36       volunteers are not available.

37   At the 2021 Interim Meeting, Mr. Chris Guay encouraged members to apply for funding assistance for training events.  
38   The goal of the AMC is to exhaust the funds annually. The funds may be used for such things as trainer expenses,  
39   meeting room rental, and training materials. Regulatory agencies are encouraged to make use of these funds to  
40   improve training opportunities and the expertise of inspection personnel. An attendee requested that the AMC  
41   consider also using some of the funds to offset student travel for officials who otherwise would not be able to attend.  
42   Attendees thanked the AMC for funding training.

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

3 The AMC met during the 2021 Interim Meeting on Thursday Evening, January 14, at 5:00 p.m. All Interim Meeting  
4 attendees, especially NCWM Associate members, are encouraged to attend AMC Meetings. (*See Appendix B for the*  
5 *AMC Meeting Draft Minutes from January 2020.*)

## 6 **ACT-5 I Task Groups, Subcommittees, Steering Committees**

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

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

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

20 Because NCWM task groups and subcommittees are part of the NCWM organizational structure and report directly  
21 to its standing committees, their proposals may appear in *NCWM Publication 15* without first being vetted through a  
22 regional association. NCWM vets any such proposals through the open hearings of NCWM.

23 The Promotional Toolkit Task Group reports to the Board of Directors. Among the activities of this group, it has  
24 developed five videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel  
25 dispenser inspections, motor fuel quality, and checking the net contents of packaged goods and LP Gas Meter  
26 inspections. Mr. Stephen Benjamin (NC) reported that the next video will be about grain analyzer inspections. Mr.  
27 Benjamin expects the next video to highlight laboratory metrology.

28 The Cannabis Task Group also reports to the Board of Directors. This group is addressing Scale Suitability, Method  
29 of Sale, Packaging, and Labeling, Water Activity in Packaged Products, and Inspector Safety. Mr. James Cassidy  
30 reported that the Task Group is developing Form 15 proposals to amend NCWM standards in the NIST Handbooks.  
31 This is based on assurance from Dr. Olson, NIST OWM that NIST will be able to publish the standards.

32 Chairman Hal Prince appointed a new Bylaws Review Task Group in August 2020 to also report to the Board of  
33 Directors. Mr. Craig VanBuren (MI) is Chair of this group. The group made recommendations to amend NCWM  
34 Bylaws allow NCWM to conduct virtual voting in the future under certain emergency circumstances. See Board of  
35 Directors Item SPB-21.4 for details

36 Immediate Past Chairman, Mr. Craig VanBuren (MI) requested anyone with interest in being the Safety Subcommittee  
37 Chair to reach out to him or PDC Chair Mr. Marc Paquette (VT).

### 38 Reporting to the Board of Directors:

#### 39 **Promotional Tool Kit Task Group**

##### 40 **Chair**

41 Mr. Stephen Benjamin  
42 North Carolina Department of Agriculture  
43 919-707-3225, [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)

1       **Cannabis Task Group:**  
2           **Co-Chair**  
3           Mr. James Cassidy  
4           Massachusetts Standards Division  
5           617-349-6133, [james.cassidy@mass.gov](mailto:james.cassidy@mass.gov)

**Co-Chair**  
Mr. Charles Rutherford  
CPR Squared, Inc.  
612-655-5494, [charlie@cprsquaredinc.com](mailto:charlie@cprsquaredinc.com)

2       **Bylaws Review Task Group**  
3           **Chair**  
4           Mr. Craig VanBuren  
5           Michigan Department of Agriculture  
6           517-655-8208, [vanburenc9@michigan.gov](mailto:vanburenc9@michigan.gov)

7       Reporting to the Laws and Regulations Committee:

8       **Fuels and Lubricants Subcommittee**  
9           **Chair**  
10          Dr. Bill Striejewske  
11          Nevada Division of Measurement Standards  
12          775-353-3792, [wstriejewske@agri.nv.gov](mailto:wstriejewske@agri.nv.gov)

13       **Packaging and Labeling Subcommittee**  
14          **Chair**  
15          Mr. Christopher Guay  
16          513-652-6597, [guay.cb@gmail.com](mailto:guay.cb@gmail.com)

17       Reporting to the Specifications and Tolerances Committee:

18       **Field Reference Standards Task Group**  
19          **Chair**  
20          TBD

21       **Milk Meter Tolerance Task Group**  
22          **Chair**  
23          Mr. Charlie Stutesman  
24          Kansas Department of Agriculture  
25          785-564-6681, [charles.stutesman@ks.gov](mailto:charles.stutesman@ks.gov)

26       **Verification Scale Division (e) Task Group**  
27          **Chair**  
28          Mr. Doug Musick  
29          Kansas Department of Agriculture  
30          785-564-6681, [doug.musick@ks.gov](mailto:doug.musick@ks.gov)

31       Reporting to the Professional Development Committee:

32       **Safety Subcommittee:**  
33          **Chair**  
34          TBD

35       **Skimmer Education Task Group:**  
36          **Co-Chair**  
          Ms. Paige Anderson  
          National Association of Convenience Stores (NACS)  
          703-518-4221, [panderson@convenience.org](mailto:panderson@convenience.org)

**Co-Chair**  
Mr. John McGuire  
New Jersey Weights and Measures  
501-570-1159, [mcguirej@dca.njoag.gov](mailto:mcguirej@dca.njoag.gov)

1 **ACT-6 I Regional Association Activities**

2 **2021 Meetings**

3 **CWMA Annual Meeting**

4 May 10-13, 2021

5 Wisconsin Dells, WI

6 Contact: Ms. Sherry Turvey, [sherry.turvey@ks.gov](mailto:sherry.turvey@ks.gov)

7 **NEWMA Annual Meeting**

8 May 17-20, 2021

9 Virtual Meeting

10 Contact: Mr. James Cassidy, [james.cassidy@mass.gov](mailto:james.cassidy@mass.gov)

11 **WWMA Annual Meeting**

12 September 26-30, 2021

13 Golden, CO

14 Contact: Mr. Mahesh Albuquerque, [mahesh.albuquerque@state.co.us](mailto:mahesh.albuquerque@state.co.us)

15 **SWMA Annual Meeting**

16 October 10-13, 2021

17 New Orleans, LA

18 Contact: Dr. Bobby Fletcher, [bfletcher@ldaf.state.la.us](mailto:bfletcher@ldaf.state.la.us)

19 **SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS**

20 **SPB-1 I Strategic Planning**

21 The Board of Directors engaged in strategic planning with the assistance of LBL Strategies, a professional consulting  
22 firm. The process began with an environmental scan of a sampling of membership to help guide the direction of the  
23 plan. The final planning session with LBL strategies was held in November 2019 and their services to NCWM are  
24 concluded.

25 The Board of Directors met with Dr. James Kushmerick, Director of the NIST Physical Measurement Laboratories,  
26 Dr. Olson, NIST OWM Chief and members of the OWM staff on January 24, 2020, prior to the 2020 Interim Meeting.  
27 A second meeting was held with NIST OWM on March 9-10, 2020. Following the March meeting, the Board of  
28 Directors shifted primary focus to keeping NCWM moving forward with operations and its mission during the  
29 pandemic. NCWM and NIST will continue to communicate and will resume work on the planning process when it is  
30 possible to meet in person again.

31 At the 2021 Interim Meeting, members reiterated their desire to be informed as the planning process continues.

32 **SPB-3 W Publications 15 and 16 Committee Report Format**

33 **Source:**

34 Committee Development Focus Group (2019)

35 **Purpose:**

36 Improve committee report formats to be more consistent and concise in how detail is provided for agenda items  
37 without sacrificing relevant content.

38 **Item Under Consideration:**



1 Adopt the following format for agenda items of the NCWM Standing Committees and Board of Directors for proposals  
2 to amend *Handbooks 44, 130 and 133*, NCWM bylaws and policies, and *NTEP Publication 14: Administrative Policy*.

3        **[Item No.]    [Status]            [Title]**

4        **Source:**  
5        [Organization and year introduced into NCWM's agenda]

6        **Purpose:**  
7        [Concise statement of intent, such as problem being fixed]

8        **Item under Consideration:**  
9        [Proposed Language]

10       **Previous Action:**  
11       (e.g.)        2016: Informational  
12                    2017: Voting – Returned to Committee  
13                    2018: Voting

14       **Original Justification:**  
15       [From Form 15]

16       **Arguments in Favor:**

- 17                **Regulatory:**  
18                • A  
19                • B  
20                • C

- 21                **Industry:**  
22                • A  
23                • B  
24                • C

- 25                **Advisory:**  
26                • A  
27                • B  
28                • C

29       **Arguments Against:**

- 30                **Regulatory:**  
31                • A  
32                • B  
33                • C

- 34                **Industry:**  
35                • A  
36                • B  
37                • C

- 38                **Advisory:**  
39                • A

- 1 • B
- 2 • C

3 **Item Development:**

4 [Explain any changes made to the original proposal and committee recommendations]

5 **Regional Associations' Comments:**

6 [Refresh each year based on regional reports]

7 **Background/Discussion:**

8 NCWM implemented this new format in 2020 and will apply it to all new proposals for 2021 and beyond. Carryover  
9 items will remain in their original format and will naturally fall from the agendas.

10 Previous Background/Discussion:

11 Each fall, NCWM Conducts a Committee Development Meeting for standing committee chairs, newly appointed  
12 committee members, and NIST technical advisors. At the 2017 Committee Development Meeting, the committee  
13 chairs decided to form a focus group with the Executive Director to address some of the topics of that meeting.  
14 Participants were Lori Jacobson (SD), Ethan Bogren (Westchester County, NY), Ivan Hankins (IA) and Don Onwiler  
15 (NCWM Executive Director). The focus group addressed the following items:

- 16 1. Open Hearing Protocol for Committee Chairs
- 17 2. Work Session Protocol for Standing Committees
- 18 3. Proper handling of Amendments from the floor during Voting Sessions
- 19 4. Improved Format for Agenda Items

20 When addressing format of agenda items, the focus group began by outlining the key elements of a good report,  
21 including:

- 22 • The justification that was provided by the submitter
- 23 • Arguments received by the committee in favor
- 24 • Arguments received by the committee against
- 25 • Committee deliberation and recommendations

26 Additionally, the focus group discussed and agreed upon the following considerations:

- 27 • Chronological Development: The focus group believes that the report should describe how the item evolved  
28 chronologically, but that it should not repeat the same comments from one meeting to another.
- 29 • Specific Comments: The focus group does not believe it is necessary to name each commenter. Simply  
30 include pertinent points in the report.
- 31 • Bullet Points: The focus group discussed the benefits of providing key points in bullet point fashion to  
32 simplify review for readers.

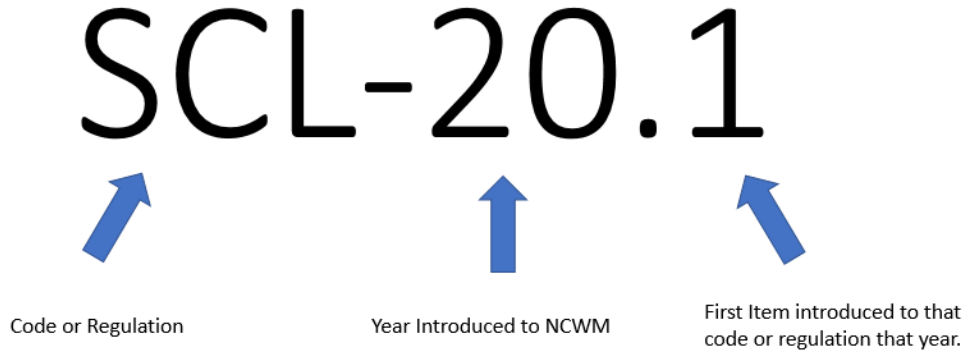
33 The focus group also discussed the present practice of placing "Background/Discussion" of agenda items in an  
34 appendix instead of putting that information within the agenda. The change was made in response to comments that  
35 there were too many pages of discussion to page through to see what is being proposed. The focus group is hopeful  
36 that a more concise presentation of the committee report will make it more acceptable to return to the previous practice.

37 Appendix E shows an example of an actual 2018 agenda item reformatted to fit the proposed template. The example  
38 is Item SCL-7: S.1.8.5. Recorded Representations, Point of Sale Systems. The item was reduced from 6 pages to 4  
39 pages using the new template. A reformatting of this significance would require review to ensure all relevant  
40 information has been retained.

41 By providing a more concise item format, members may be more accepting of placing the "Background/Discussion"  
42 of items on the agenda as shown in the sample format instead of in an appendix to the agenda. There was general  
43 support for this format at the 2019 Interim Meeting. However, there were requests to improve the item numbering

1 system so that the item number never changes for the life of the item. Based on a recommendation from the audience,  
2 a new numbering system was implemented in fall 2019 whereby the item number will include the last 2 digits of the  
3 year submitted (e.g. GEN-19.1, SCL-19.2, SCL-19.3, etc.) and the number will not change through the lifecycle of a  
4 proposal.

5 At the 2019 Annual Meeting, the Board presented a new item numbering format that will allow an item to remain  
6 unchanged for the lifespan of the proposal as shown here:



7 In this example, this is the first item introduced for 2020 to amend the Handbook 44 Scale Code.

8 Members requested that the items continue to be presented in the order reflecting the flow of the code or regulation  
9 being amended. There was some discussion of adding additional coding to identify more specifically the section of a  
10 code or regulation being amended. In general, the body supports the new numbering system. It will not affect how  
11 item blocks are organized and efforts will be made to continue mapping how items have been moved to blocks.

12 **SPB-21.1 I Article 1 – General, Section 4 - Dissolution**

13 **Source:**  
14 California Division of Measurement Standards

15 **Purpose:**  
16 Update NCWM Bylaws to be more reflective of current status.

17 **Item Under Consideration:**  
18 Amend NCWM Bylaws as follows:

19 **Article I - General**

20 ...

21 **Section 4 - Dissolution**

1 The Corporation shall dissolve in the event that the number of members falls below **one thousand (1,000)**  
2 ~~two hundred and fifty (250)~~. Upon the dissolution of the Corporation, assets shall be distributed for one or  
3 more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or any  
4 corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or  
5 to a State or local government, for a public purpose. Any such assets not so disposed of shall be disposed of  
6 by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then  
7 located, exclusively for such purposes or to such organization or organizations, as said Court shall determine,  
8 which are organized and operated exclusively for such purposes.

9 **Previous Action:**

10 (e.g.) N/A

11 **Original Justification:**

12 Membership levels are reported each year in the NCWM Board of Directors Interim Meeting Report. Reports going  
13 back to 2015 are available on the NCWM website. Since 2007, the lowest membership level was recorded in 2013  
14 (2,116 members). The highest was 2549 in 2008. The average (2007 to 2019) was 2,267.

15 The current NCWM Strategic Plan has an overarching goal to grow membership to 5,000 by 2025.

16 The submitter requested that this item be given Voting status in 2021.

17 **Arguments in Favor:**

18 **Regulatory:**

- 19 • This proposal was to correct what the submitter thought was an outdated minimum membership level  
20 for dissolution.

21 **Industry:**

- 22 • None

23 **Advisory:**

- 24 • None

25 **Arguments Against:**

26 **Regulatory:**

- 27 • None

28 **Industry:**

- 29 • None

30 **Advisory:**

- 31 • None

32 **Item Development:**

33 This proposal was submitted based an assumption that membership levels are higher than when the bylaws were  
34 drafted and adopted in 1997. The Board has responded that membership numbers have fallen short of 1997 levels  
35 because of the recessions following the September 11, 2001 attacks, the 2008-2009 recession, and now the recession  
36 caused by the 2020 pandemic. NCWM had 3,284 members in June 1997, compared to 2,417 members in June 2020.

37 While the Board appreciates the intent of the proposal, it did not see adequate justification for the change. The item  
38 remains informational pending additional justification.

1 **SPB-5 I Bylaws, Article IX – Committees**

2 **Source:**  
3 NCWM Board of Directors (2020)

4 **Purpose:**  
5 Streamline the standards development process by elevating the Fuels and Lubricants Subcommittee into a standing  
6 committee.

7 **Item Under Consideration:**  
8 Amend the NCWM Bylaws as follows:

9 **Article IX - Committees**

10 ...

11 **Section 5 - Standing Committees**

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

- 15 1. Committee on Specifications and Tolerances;
- 16 2. Committee on Laws and Regulations, and
- 17 3. Committee on Fuels and Lubricants
- 18 ~~34.~~ Committee on Professional Development

19 **Membership**

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

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

30 Except as noted, each standing committee annually selects one of its active members, preferably its senior  
31 member, to serve as its chairman.

32 ...

33 **Section 5 - Duties and Fields of Operation of Board of Directors and Committees**

34 **A. Laws and Regulations Committee**

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

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

- 37 1. the development and interpretation of uniform laws and regulations;
- 38 2. the study and analysis of bills for legislative enactment;

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

10 **B. Specifications and Tolerances Committee**

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

12 Its scope embraces all matters dealing with:

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

25 **C. Fuels and Lubricants Committee**

26 **The Fuels and Lubricants Committee annually presents a report for Corporation action.**

27 **Its scope embraces all matters dealing with:**

- 28 1. **standard specifications for fuels and lubricants,**  
29 **methods of sale for fuels and lubricants,**
- 30 2. **labeling, documentation and terms in the sale of fuels and lubricants,**
- 31 3. **standards for handling and storing fuels and lubricants, and**
- 32 4. **liaison with Federal agencies, State agencies, and other groups or organizations on issues**  
33 **within the purview of the Committee. This role entails explaining, advocating, and**  
34 **coordinating Corporation positions, recommendations, and needs before Federal**  
35 **Government agencies, consumer groups, the associate NCWM membership, domestic and**  
36 **international standards organizations, industry, trade associations, and others. The goals are**  
37 **to provide and solicit information, develop a spirit of cooperation, and promote uniformity**  
38 **with the activities and standards of the NCWM.**

39 **CD.** Professional Development Committee

40 The mission of the Committee is:

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

- 43 1. effective program management,
- 44 2. education, and

1                   3. public relations.

2                   ...

3                   (Re-letter remaining paragraphs.)

4 **Background/Discussion:**

5 The purpose of the Fuels and Lubricants Subcommittee (FALS) is to provide expertise and support to the Laws and  
6 Regulations (L&R) Committee. The L&R Committee assigns agenda items to FALS for development. FALS then  
7 develops recommendations which they submit back to the L&R Committee for consideration by the general  
8 membership.

9 FALS has grown in terms of membership and challenging issues. The Board believes it is time to consider a more  
10 streamlined approach to standards development using the proven standing committee approach. All would still  
11 participate in the process through open hearings while allowing the smaller standing committee to develop the  
12 recommendations for consideration by the membership. Members outside of the standing committee would qualify  
13 for appointments to task groups to address specific items where the standing committee requests assistance.

14 An additional benefit would be reduced workload for the hard-working L&R Committee.

15 At the 2020 Interim Meeting, FALS Chair Mr. Bill Striejewski and various FALS members expressed a desire to  
16 maintain the current structure of the subcommittee reporting to the L&R Committee. Members fear they may lose  
17 their voice in the process with the dissolution of FALS. They do, however, recognize a need to restructure how the  
18 subcommittee conducts business. FALS members also value the Sunday sessions at Interim and Annual Meetings,  
19 where they all come together to discuss items.

20 FALS members and some others of NCWM membership have expressed desire to maintain the subcommittee as a  
21 means of making the standards development more inclusive. FALS has worked over the course of the year since the  
22 January 2020 Interim Meeting to address issues raised with how FALS operates. FALS Chair, Bill Striejewski  
23 reported significant progress with a draft plan of operations which they will present to the Board upon completion.  
24 The board will review the report when it is submitted and share it with the Laws and Regulations Committee for  
25 consideration.

26 The Board will retain the proposal as an Informational item to allow FALS time to consider how they might improve  
27 their structure and process.

28 At the 2021 Interim Meeting, FALS Chair, Mr. Bill Striejewski reviewed the history of the Subcommittee and noted  
29 its “considerable growth without guardrails.” FALS members prefer to keep the Subcommittee structure and have  
30 held numerous meetings over the past year to address issues that led to the proposal to replace it with a Fuels and  
31 Lubricants Standing Committee.

32 Mr. Striejewski formed a Focus Group, Chaired by Mr. Randy Jennings. The goal is twofold: to assuage concerns  
33 both within and without FALS that the lack of structure is hampering effective work, and to give the Board the  
34 confidence to maintain the status of FALS as a subcommittee. The Focus Group has created an outline containing the  
35 following sections:

- 36           • Objective
- 37           • FALS Scope (purpose and duties)
- 38           • FALS Officers
- 39           • FALS Membership (including classification)
- 40           • Meetings
- 41           • Items – Changing Existing, or Proposing New Items
- 42           • Development of New Items by FALS
- 43           • Focus Groups
- 44           • Voting (within FALS)

45 The Focus Group hopes to complete its work in time for consideration by the Board at the July 2021 Annual Meeting.

1 **SPB-21.2 A Bylaws, Article IX – Committees**

2 **Source:**

3 California Division of Measurement Standards

4 **Purpose:**

5 Clarity and consistency in Article IX of the NCWM Bylaws.

6 **Item Under Consideration:**

7 Amend NCWM Bylaws as follows:

8 **Article IX - Committees**

9 ...

10 **Section 5 - Duties and Fields of Operation of Board of Directors and Committees**

11 ...

12 **H. NTEP Committee**

13 The NTEP Committee annually reports on its activities and makes recommendations to the Board of  
14 Directors. Its scope embraces all matters dealing with:

- 15 1. NTEP process (application, evaluation, certification, maintenance of certificate)
  - 16 2. Participating Laboratories and Evaluators
  - 17 3. NTEP sectors/workgroups
  - 18 4. VCAP
  - 19 5. International recognition (OIML, Measurement Canada)
- 20

21 **Previous Action:**

22 (e.g.) N/A

23 **Original Justification:**

24 This proposal is to make consistent the formatting and reporting requirements in Article IX.

25 Article IX, Sections 1 – 4 includes all committees [standing (L&R, S&T, PDC), nominating, finance, credentials,  
26 AMC, and NTEP]. In Section 5, all committees have reporting requirements except the NTEP Committee.

27 The submitter requested that this item be given Voting status in 2021.

28 **Arguments in Favor:**

29 **Regulatory:**

- 30 • This would make the bylaws more consistent. It looked like there was an omission of the NTEP  
31 Committee so the this would create consistency in formatting.

32 **Industry:**

- 33 • None

34 **Advisory:**

- 35 • None



1 **Arguments Against:**

2 **Regulatory:**

- 3 • None

4 **Industry:**

- 5 • None

6 **Advisory:**

- 7 • None

8 **Item Development:**

9 The Board of Directors sees merit in the proposal and has assigned it to the Bylaw Review Task Group for further  
10 development.

11 **SPB-21.3 D Bylaws, Article X – Voting System**

12 **Source:**

13 California Division of Measurement Standards

14 **Purpose:**

15 Clarity of terminology in NCWM Bylaws.

16 **Item Under Consideration:**

17 Amend NCWM Bylaws as follows:

18 **Article X - Voting System**

19 ...

20 **Section 9A – Voting – Technical Issues**

21 Only members of the House of Delegates and the House of State Representatives will vote on the technical  
22 issues ~~questions~~ before the Corporation. **Technical issues include, but are not limited to, those relating to**  
23 **agenda items and reports of the standing and NTEP committees, ad hoc committees, subcommittees,**  
24 **task forces, and study groups.** At the conclusion of debate (if authorized) on a motion, there shall be a call  
25 for the vote by voice vote, a show of hands, standing, or electronic count. The requirements for minimum  
26 votes in a house are found in Article X, Section 4.

27 ...

28 **Section 9B – Voting – Business Issues**

29 All members of the Corporation, including Associate Members, will vote on all business issues before the  
30 Corporation. **Business issues include, but are not limited to, the administrative functions of the**  
31 **Corporation such as those relating to the nominations, finance, and credentials committees, and on**  
32 **proposed operational alterations such as shifts of corporate aims and goals or fundamental structural**  
33 **changes.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice  
34 vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall  
35 be a show of hands, standing vote, or machine (electronic) vote count. There is no minimum voting  
36 requirement for any house for business issues.

1 **Previous Action:**

2 (e.g.) N/A

3 **Original Justification:**

4 In Article X – Voting System, a distinction is made between business issues and technical issues. The second  
5 paragraph of Article X, states, “**The NCWM Board of Directors shall determine whether an issue is technical or  
6 business in accordance with the policies and procedures of the Corporation.**” There does not appear to be an  
7 NCWM policy as described in Article X that plainly states which issues are technical or business, or the process used  
8 by the Board of Directors its determination.

9 If implemented, the sweeping changes proposed in the 2019 NCWM Strategic Plan would financially impact all  
10 categories of NCWM members. In the July 11, 2019 NCWM letter to Dr. Douglas Olson (NIST OWM) Item #6  
11 would force numerous state weights and measures jurisdictions to undertake lengthy and expensive changes to laws,  
12 regulations, policies, administrative manuals, and public-facing materials, e.g., web content, applications, FAQs, etc.  
13 During this time there could also be an interruption of regulatory oversight which would lead to increased consumer  
14 fraud, an uneven playing field for businesses, and spike in unfair business practices. NCWM members entrust their  
15 Board of Directors to make the right decisions, but there need to be checks and balances to ensure the Board of  
16 Directors does not govern as an oligarchy.

17 If the NCWM Board of Directors does not want to define the terms business issue and technical issue in its bylaws, a  
18 new policy should be created and placed in either Section 1. Administration or Section 2. Meetings. This new policy  
19 should state how the NCWM Board of Directors determines whether an issue is business or technical in nature,  
20 including a complex issue that may have components of both.

21 The submitter requested that this item be given Voting status in 2021.

22 **Arguments in Favor:**

23 **Regulatory:**

- 24 • The proposal should define Technical Items as related to the handbooks and define all other issues as  
25 Business Items.
- 26 • If NCWM copyrights its standards, it could have a negative effect on states that reference NIST  
27 Handbooks. This proposal was brought forward to make that decision a Business Item for a vote of the  
28 General Membership. If the distribution of the handbooks is too controlled, it could be a huge  
29 financial consequence to membership.
- 30 • Opening the state law to reference NCWM Handbooks is a dangerous endeavor.

31 **Industry:**

- 32 • None

33 **Advisory:**

- 34 • Section 9A only applies to technical items before the corporation. They are only before the  
35 corporation if presented by a standing committee.

36 **Arguments Against:**

37 **Regulatory:**

- 38 • It is unclear whether the voting system would apply only to the voting session of the NCWM Annual  
39 Meetings or would extend to the Committees and subgroups as well.
- 40 • If the definition of Business Items is too broad, it could hamper the Board from making any decisions  
41 without bringing them before the membership. It could create gridlock.

42 **Industry:**

- 43 • None



1 **Article VI - Directors and Appointive Officials**

2 ...

3 **Section 2 - Directors Eligibility**

4 ~~A.~~ Any active member in good standing shall be eligible to hold the office of Chairman, Chairman-Elect, Past  
5 Chairman, Treasurer, and Active Director, provided that the individual meets the other requirements set forth  
6 in the Bylaws. Further, any Associate member is eligible to hold office as the Associate Director and any  
7 Active, Advisory, or Associate member is eligible to hold office as an at-large Director.

8 ~~B. The Chairman-Elect will be elected at the Annual Meeting one year prior to the term of service as~~  
9 ~~Corporation Chairman. After serving one year as Chairman-Elect, the incumbent will succeed to the~~  
10 ~~office of Corporation Chairman.~~

11 ...

12 **Section 3 - Nominations and Elections**

13 ...

14 **D. Terms of Office**

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

23 2. All Directors shall take office immediately following the close of the Annual Meeting at which they were  
24 elected.

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

28 **E. Filling Vacancies**

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

35 **Article VII - Duties of the Directors and Appointive Officials**

36 **Section 1 - Board of Directors**

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

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

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

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

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

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

## 30 Section 2 - Chairman

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

37 ...

## 38 Section 3 - Parliamentarian

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

42 ...

1 **Article VIII - Meetings of the Corporation**

2 ...

3 **Section 3 - Type of meetings**

4 **The annual and interim meetings shall be in-person meetings except when an emergency is declared by the**  
5 **board of directors allowing either meeting to be held entirely or in-part by internet meeting services. The**  
6 **reason for the emergency is at the discretion of the board and may include, but are not limited to a**  
7 **pandemic that prevents a significant number of members from participating in an in-person meeting, The**  
8 **Board of Directors shall maintain policies for conducting these meetings following the principles of the in-**  
9 **person meetings as closely as possible.**

10 **Section 34 – Special–Other Meetings of the Board of Directors, Committees and**  
11 **Subgroups within the Corporation**

- 12 A. The Corporation Chairman is authorized to order a meeting of the Board of Directors at any time such a session  
13 is deemed by the Chairman to be in the best interests of the Corporation. Such meeting may, at the discretion  
14 of the Chairman, take place in any manner technologically possible, including, but not limited to, telephone  
15 conference call, **web meeting** and ~~electronic~~ email. A quorum shall consist of 7 members of the Board. Voting  
16 may be cast in any manner prescribed by the Chairman. **All questions before the Board of Directors will**  
17 **be decided whenever practical, by voice vote or by ballot, and will be decided on the basis of the majority**  
18 **of votes cast.**
- 19 B. Other Committees **and subgroups** of the Corporation are authorized to hold meetings at times other than the  
20 Annual Meeting or Interim Meeting **by any manner technologically possible, including, but not limited to**  
21 **telephone conference call, web meeting and email. If a committee or subgroup desires to conduct a**  
22 **meeting requiring travel and facilities at the expense of the corporation, such meeting will be subject to**  
23 **approval in advance by the Board of Directors, provided that:**
- 24 1. ~~such meeting or meetings have been provided for in the Corporation budget approved by the~~  
25 ~~Board of Directors, or~~
  - 26 2. ~~such meeting or meetings are approved by the Board of Directors in cases where funding is~~  
27 ~~required.~~

28 **Section 45 - Rules of Order**

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

31 ...

32 **Article X - Voting System**

33 ...

34 **Section 5 - Voting Rules**

35 **A. Quorum**

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

37 **B. Proxy Votes**

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

4 **C. Method**

5 For voting on business issues relating to NCWM, Inc., as a Corporation, all voting is by a voice vote of the  
6 members eligible to vote. Eligible members may vote virtually if the meeting is held due to an emergency,  
7 entirely, or in part, electronically in accordance with Article VIII, Section 3. For voting on the adoption of  
8 final reports of committees on technical issues, as well as for voting on all other issues, ~~and in the event that the~~  
9 ~~voice vote is too close to be determined in the opinion of the Chairman,~~ there shall be a voice vote, a show of  
10 hands, standing vote, or machine (electronic) vote count. No abstentions are recorded.

11 **D. Timing**

12 Voting by all eligible Houses is simultaneous.

13 **E. Recording**

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

16 **F. Applicability**

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

18 ...

19 **Section 8 - Seating Arrangement**

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

21 **Previous Action:**

22 (e.g.) N/A

23 **Original Justification:**

24 Background: The 2020 global pandemic brought attention to NCWM’s need for provisions to conduct business when  
25 the Board of Directors deems a significant number of members may not be able to participate at an in-person meeting.  
26 The NCWM Chair formed a task group to review bylaws and policies to address the needs of the association in such  
27 circumstances. This policy is a product of that effort. It also reflects additional changes identified by the task group  
28 as appropriate.

29 **Comments in Favor:**

30 **Regulatory:**

- 31 • It is important to incorporate provisions in the Bylaws for virtual voting but make it clear that it is tied  
32 to declarations of emergency.

33 **Industry:**

- 34 • The intent is to maintain our way of doing business, not fundamentally change the way we do business,  
35 so virtual voting should be limited to declarations of emergency.
- 36 • The regional associations should look at their bylaws to see if similar measures are needed.

37 **Advisory:**

- 38 • None

39 **Comments Against:**

40 **Regulatory:**

- 1 • Why not allow for virtual voting at all Annual Meetings, eliminating the reference to emergencies?

2 **Industry:**

- 3 • None

4 **Advisory:**

- 5 • None

6 **Item Development:**

7 At the 2021 Interim Meeting, Bylaws Review Task Group member Mr. Chuck Corr provided a review and explanation  
8 for the proposed amendments to the bylaws. The primary purpose was to enable virtual voting when it is not possible  
9 to meet in person. The Task Group also identified some areas where the bylaws could be improved unrelated to  
10 voting, which are included in the proposals. This was primarily moving sections to more appropriate locations within  
11 the bylaws without making substantive changes. The Board made several editorial changes to the proposal which are  
12 reflected in the Item under Consideration. Hearing no opposition to the proposal, this item is a Voting item.

13 **SPB-21.5 I Safety Subcommittee**

14 **Source:**

15 Board of Directors

16 **Purpose:**

17 Receive member input on the charge and future of the Safety Subcommittee.

18 **Original Justification:**

19 A Safety Task Group was appointed in 2016, reporting to the Professional Development Committee. It got off to an  
20 energetic start under the leadership of its passionate and knowledgeable chair. The Task Group was upgraded to a  
21 Subcommittee in 2018 at the request of the Task Group Chair who foresaw an ongoing benefit to membership under  
22 a more permanent structure. A primary work product of the Subcommittee was an Annual Safety Survey of state and  
23 local weights and measures programs. The Subcommittee Chair retired in 2019 and the NCWM Chairs since that  
24 time have been unsuccessful in their search for a replacement. Consequently, the Subcommittee's work gradually  
25 came to a halt.

26 The Board of Directors requests input from membership regarding the future of the Safety Subcommittee. Should  
27 NCWM maintain the Subcommittee? If so, what are the desired outputs of the Subcommittee? If the Subcommittee  
28 is to proceed, are there any volunteers to lead the group as Chair?

29 **FIN – FINANCIAL**

30 **FIN-1 I Treasurer's Report**

31 NCWM operates on a fiscal year October 1<sup>st</sup> through September 30<sup>th</sup>. Budgets are set to be conservative on projected  
32 revenues and realistic on anticipated expenses. The Board of Directors continues to monitor its ability to fully  
33 implement contingency plans based on potential costs compared to reserve funds.

34 The March 31, 2021 balance sheet below provides a comparison with the same time the previous year. Assets are  
35 inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by  
36 associated members and are spent at the discretion of the Associate Membership Committee in accordance with the  
37 Committee Bylaws.

38 Also, the annual audit was conducted by Dana F. Cole & Company as an outside entity, and this provides another  
39 layer of accountability. No concerns arose from this annual audit. Overall, the NCWM's finances are in good order.



<b>ASSETS</b>	<b>March 31, 2021</b>	<b>March 31, 2020</b>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	50,522.57	38,039.59
Certificates of Deposit	952,414.08	1,232,372.02
Money Market Fund	1,002.61	203,729.56
Checking	25,042.44	30,658.06
Savings	686,131.66	75,890.43
Total Checking/Savings	<u>1,715,113.36</u>	<u>1,580,689.66</u>
Accounts Receivable	9,599.97	6,984.37
Other Current Assets	298,926.21	341,508.85
Other Assets	13,893.79	14,792.99
<b>TOTAL ASSETS</b>	<b><u>2,037,533.33</u></b>	<b><u>1,943,975.87</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	<u>32,320.62</u>	<u>33,049.69</u>
Total Liabilities	32,320.62	33,049.69
Equity		
Designated - Associate Membership	50,522.57	38,039.59
Unrestricted Net Assets	1,655,461.17	1,599,360.71
Net Income	<u>299,228.97</u>	<u>273,525.88</u>
Total Equity	<u>2,005,212.71</u>	<u>1,910,926.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,037,533.33</u></b>	<b><u>1,943,975.87</u></b>

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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

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**



## Appendix A

### Report on the Activities of OIML and Regional Legal Metrology Organizations

#### 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 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>2</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 committee 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: working draft that 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)**

Please see the section on the OIML Certification System (OIML-CS), found at the end of this Section of Appendix A.

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

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of the most 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)**

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all OIML International Recommendations.

The recently revised D31 was published on the OIML website in December 2019. The document now includes methods/means of software verification and improved harmonization of terminology. This includes a subset of terms for “Measurement Result Relevant Information” and “Measurement (Process) Information”; this will distinguish data necessary for legal metrology purposes from data that is necessary for instrument operation but otherwise not legally necessary.

Because some issues in the last revision cycle in OIML D31 were not fully resolved, a new project is underway to “immediately revise” the document. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if they have questions or would like to participate.

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

A new Guide, OIML G 21, entitled “*Guidance for Defining the Requirements for a Certification System for Prepackages*” has been published. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods.

The current publication of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) includes a comprehensive overhaul of the statistical requirements and sampling plans. A new Project was approved at the CIML meeting in 2019 to create a “R87 Prepackage Template”.

TC 6 is also responsible for OIML R 79 *Labeling Requirements for Prepackaged Products*. For more information or to participate in the activities of this committee, please contact Mr. Kenneth Butcher at (301) 975-4859 or [kenneth.butcher@nist.gov](mailto:kenneth.butcher@nist.gov).

### **TC 7/SC 5 Multi-dimensional Measuring Instruments (Australia and Canada)**

There has been significant interest in maximizing harmonization between OIML R129 “Multi-dimensional Measuring Instruments” and the US requirements for these instruments. Canada became the Co-Convener with Australia on this project and hosted the Project Group’s first meeting in Ottawa. The comment period on the 4CD revision of OIML R129 closed in March 2020. The Project Group resolved all international comments received on the 4CD through the use of a “minor change procedure” in April 2020 and distributed the R129 Preliminary Online Ballot in May 2020. OIML R129 received final CIML approval in November 2020 and was published in December 2020. 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 this document.

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

Revised documents D 35 *Petroleum Measurement Tables* (previously R 63) and D 36 *Pipe Provers for Testing of Measuring Systems for Liquids* (previously R119) both passed their Preliminary Online Ballot in July 2020, received final CIML approval in November 2020, and were published in December 2020. 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.

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

The United States chairs the Project Groups that are revising 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 2CDs of R 71 and R 85 are planned to be distributed for project group vote and comment in 2021. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a project to revise R 125 has been approved by the CIML. 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)**

OIML R 117 *Dynamic Measuring Systems for Liquids Other Than Water* received final CIML approval in October 2019 and was published in April 2020. This project to revise R117 fully harmonized all three parts of the Recommendation and added new annexes 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). If you have any questions about R117 or the systems that it covers, 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 OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has distributed a first committee draft (1CD) of R 81 to Project Group members and the USNWG for their review and comment. These comments have now been resolved, and a 2CD is anticipated to be distributed in 2021. To obtain more information or 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 7 Gas Metering (Netherlands)**

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on multiple drafts of R137 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.

The Netherlands and Japan served as Co-Conveners on a project to revise OIML R 139, *Compressed gaseous fuel measuring systems for vehicles* that mostly focused on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. 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. The revised Recommendation has been published on the OIML website. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

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

OIML R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) was published in 2018. The CIML approved a project to do a minor revision (called an “update”) on R60 in November 2020. This update includes removal of the requirement to include the OIML Certificate Number on each device (if applicable) and is expected to be completed in 2021. 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)**

A project to revise OIML R 76:2006 *Non-automatic weighing instruments* is in progress. In addition to revising the R 76 Recommendation, the project group has been requested to provide guidance on how to best approach the verification and inspection of measuring instruments in this category. Several Project Sub-Groups have been tasked with reformatting and updating the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Sub-Groups will develop proposals for adding up-to-date software requirements and for considering the inclusion of new test procedures for modules. A first Committee Draft (1CD) of the R 76 revision is under development. Please contact Mr. Ralph Richter at (301) 975-4859 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) if you are interested in the effort to revise this document.

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

The effort to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type* is now complete. This type of measuring instrument measures centripetal force on an arched chute. The fourth committee draft (4CD) of this new document passed the PG vote in March 2020, received final CIML approval in November 2020, and was published in April 2021. To receive copies of the document, please contact Mr. Kenneth Butcher at (301) 975-4859 or [kenneth.butcher@nist.gov](mailto:kenneth.butcher@nist.gov).

The Preliminary Ballot of OIML R 61 *Automatic gravimetric filling instruments* received final CIML approval and has been published.

The CIML has approved new projects to revise OIML R 51 *Automatic catch-weighing instruments* and R134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads*. Both of these Recommendations were last approved/published in 2006, and both of the revision projects are currently in the Working Draft stage. Subcommittee meeting to discuss both of these projects were held (virtually) in May 2021. Please contact

Mr. Kenneth Butcher at (301) 975-4859 or [kenneth.butcher@nist.gov](mailto:kenneth.butcher@nist.gov) if you are interested in the projects to revise R 51, and Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov) if you are interested in R 134.

## **TC 12 Instruments for measuring electrical quantities (Australia)**

OIML R 46 *Active Electrical Energy Meters* is undergoing revision. The United States participated in the Project Group meeting that was held in May 2019 in Helsinki, Finland, and provided comments on the fourth working draft (4WD) of R46 that was distributed in December 2020. The Project Group has established four Subgroups to work on specific issues related to the revision and continuing development of R46: (1) Electric Vehicle (EV) Charging Stations; (2) Fundamental vs. Harmonic power and Reactive Energy; (3) Smart Street Lighting; and (4) Remote Displays and Meters with Modular Components. The R46 Project Group is holding a series of (virtual) meetings in May 2021. Please contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if you have questions about this project or would like to participate.

## **OIML CERTIFICATION SYSTEM (OIML-CS)**

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from test laboratories, and also to promote better awareness of the certificate system, an effort to develop a significantly improved and more robust OIML Certification System (OIML-CS) was started in 2015.

After three years of development, implementation of the new OIML-CS began in January 2018. Load cells (R 60) and non-automatic weighing instruments (R 76) entered under what is called Scheme A (an advanced level of the OIML-CS where accreditation or peer review is used as the basis for demonstrating compliance with the requirements of the OIML-CS for both OIML Issuing Authorities and Test Laboratories). Several other instrument categories (see the OIML web site, [www.oiml.org](http://www.oiml.org), for a complete list) entered under Scheme B (an introductory level of the OIML-CS where “self-declaration” is used as the basis for demonstrating compliance with the requirements of the OIML-CS). Thirty-seven (37) instrument categories are completely transitioned to Scheme A as of Jan 2021. (See the OIML website [www.oiml.org/en/oiml-cs/categories](http://www.oiml.org/en/oiml-cs/categories) for the complete list.)

In 2020, Mr. Bill Loizides (the CIML Member from Australia), who had been serving as the Deputy Chairperson of the OIML-CS Management Committee, temporarily served as the Chair. Dr. Charles Ehrlich (NIST and the U.S. CIML Member) serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken (NCM/NTEP) serves on the Review Committee, which is now part of the Management Committee. Dr. Ehrlich and Mr. Flocken had planned to attend the 3<sup>rd</sup> Annual Meeting of the OIML-CS in New Delhi, India, in March 2020, but the meeting was cancelled due to the coronavirus pandemic. Online videoconference meetings of the Management Committee were instead held in May, June, and July 2020. The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years starting in January 2021.

A noteworthy decision of the CIML at its 2020 meeting (see below) was to adopt a ‘remain silent’ approach to whether OIML Certificate Numbers can be included on the nameplates of individual instruments. Use of the OIML logo on the nameplates remains forbidden.

Details and specifics about the OIML Certificate System are available on the OIML website. If there are any questions about the OIML-CS, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov).

## **II. REPORT ON THE 55<sup>TH</sup> CIML MEETING IN OCTOBER 2020 (HELD ONLINE)**

The 16<sup>th</sup> OIML International Conference and the 55<sup>th</sup> CIML Meeting were both scheduled to be held in Suzhou (near Shanghai), P.R. China, in October 2020. However, because of the COVID-19 pandemic, it was decided to postpone the Conference until October 2021 and to hold the 55<sup>th</sup> CIML Meeting as a 3-day online meeting (20-22 Oct 2020).



The Committee decided to utilize the voting rules that apply during “in-meeting” conditions for all decisions that would be made by the Committee during the online CIML meeting. The Committee also approved the use of the secure voting tools on the OIML website for CIML draft resolutions and for secret ballots on appointments.

The OIML currently has 61 Member States and 63 Corresponding Members, and efforts are ongoing to encourage new economies to join the Organization.

The CIML President, Dr. Roman Schwartz (Germany), reported on OIML activities during the previous year and also discussed the challenges caused by the pandemic to international legal metrology efforts.

Mr. Anthony Donnellan (BIML Director) reported on the activities and achievements of the Bureau and its staff, including: efforts to improve the effectiveness of OIML technical work and activities, efforts related to Countries and Economies with Emerging Metrology Systems (CEEMS), the OIML Certification System (OIML-CS), World Metrology Day, and work with liaison organizations.

Dr. Schwartz provided a report that supports stronger cooperation between the OIML and the BIPM. The Committee approved the Terms of Reference of a new OIML/BIPM Joint Task Group (JTG) and appointed Dr Roman Schwartz, Dr Charles Ehrlich, and Mr Anthony Donnellan to serve as the OIML representatives on that JTG.

The CIML held discussions on the following Recommendations during the online meeting; all of these Recommendations received final CIML approval through secure online voting (this online voting actually occurred in November 2020).

- New Recommendation *Non-invasive non-automated sphygmomanometers* (Revision of R 16-1);
- New Recommendation *Non-invasive automated sphygmomanometers* (Revision of R 16-2);
- New Recommendation *Continuous totalizing automatic weighing instruments of the arched chute type*;
- Revision of R 129 *Multi-dimensional measuring instruments*;
- Revision of D 1 *National metrology systems – Developing the institutional and legislative framework*;
- New Document *Petroleum measurement tables* (Revision of R 63); and
- New Document *Pipe provers for testing measuring systems for liquids* (Revision of R 119).

The Committee approved a new project to update OIML R 60:2017 *Metrological regulation for load cells* under the responsibility of the OIML-CS Management Committee and the BIML.

The BIML gave a report on the technical work of the OIML, with an emphasis on high-priority projects and high-priority documents. A discussion took place on the OIML Bulletin and the plan that has been initiated to promote/improve contributions from the Membership in the form of articles for future Bulletins.

A report and update on the OIML Certification System (OIML-CS) was provided by Mr. Bill Loizides (Australia) who has served as Management Committee (MC) Acting Chairperson for the past several months. The report highlighted the increased participation in the OIML-CS, promotion and awareness-raising activities, and the key issues that the MC will be addressing in the future. The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years starting in January 2021. The CIML also re-appointed Mr. Bill Loizides as OIML-CS MC Deputy Chairperson for another three-year term.

Based on a strong effort by the U.S. and following the recommendation of the OIML Certification System Management Committee, the CIML decided that all references to the marking (especially restrictions on marking) of the OIML certificate number on measuring instruments should be removed from all OIML publications. The Committee requested that the OIML-CS MC revise the relevant OIML-CS publications and develop a Guidance Note regarding the meaning of the OIML certificate number when it is marked on a measuring instrument. The BIML was instructed to review all OIML publications to identify those that include a reference to the marking of the OIML certificate number on measuring instruments and select the most appropriate method to amend/revise the relevant publications.

The Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS AG) was created by the CIML to provide advice to the OIML on any matter relating to CEEMS. Mr. Peter Mason, (Chair of the CEEMS AG) delivered a report on the activities of this AG, including an online meeting of the AG that was held on 06 Oct 2020. His report focused on progress related to the 2018 CIML resolution concerning CEEMS. The CIML expressed their appreciation for the progress made by the Advisory Group, especially the significant effort made by the AG to complete the revision of OIML International Document D 1. The CIML also endorsed a proposal for the Advisory Group to develop a strategy on the application of online technology for capacity building and other CEEMS activities.

The new Chairperson of the Regional Legal Metrology Organization Round Table, Dr. Charles Ehrlich (U.S. and also serves as the CIML 1<sup>st</sup> VP), provided an update on the activities of the RLMO RT including an online meeting of the RLMO RT that was held on 08 Oct 2020. Significant progress has been made to improve the functioning and the effectiveness of the RLMO RT in 2020. Discussions were held concerning how both the RLMOs and their individual member countries were coping and operating during the coronavirus pandemic. Discussions were also held about further expanding the scope of the RLMO Round Table and improving the collaboration between the RLMOs – such as the sharing of training materials and e-learning modules. Interim meetings of the RLMO RT were held on April 14 and June 23, 2021, mainly for purposes of planning for the annual RLMO RT meeting on 30 September 2021. It is anticipated that ‘smart meters’ will be a focus of that meeting, along with digitalization in legal metrology, which is gaining attention and importance globally.

The following is a list of the six RLMOs that actively participate in the Round Table:

- AFRIMETS (Intra-Africa Metrology System);
- APLMF (Asia-Pacific Legal Metrology Forum);
- COOMET (Euro-Asian Cooperation of National Metrological Institutions);
- GULFMET (Gulf Association for Metrology);
- SIM (The Inter-American Metrology System); and
- WELMEC (European Cooperation in Legal Metrology).

Other organizations in liaison (including the BIPM, CECIP, IAF, ILAC, OECD and UNIDO) submitted reports to the CIML meeting that are available on the OIML website.

An OIML Medal was awarded to Dr Tsuyoshi Matsumoto (Japan) in recognition of his outstanding contributions to OIML and international legal metrology. Letters of Appreciation were presented to Mr. Ralph Richter (U.S.), Dr. Michael Rinker (Germany), and Dr. Peter Ulbig (Germany) for their contributions to the work of the OIML.

The 55th CIML Meeting Resolutions, documents and presentations can be found on the OIML website at: **[online-55ciml.oiml.org/ciml.html](https://www.oiml.org/ciml.html)**.

### **III. FUTURE OIML MEETINGS**

While the People’s Republic of China confirmed its invitation to host the 56<sup>th</sup> CIML Meeting and the 16<sup>th</sup> International Conference in 2021, it has been decided that both the CIML meeting and the Conference will be held virtually during the week of 18-22 October 2021.

Virtual meetings of the CEEMS AG and RLMO RT will be held September 28 and 30, 2021, respectively.

### **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 two most

recent in-person meetings of the SIM General Assembly were in Gaithersburg, Maryland (at NIST) and in Santa Cruz, Bolivia.

The SIM Legal Metrology Working Group (LMWG) held its most recent in-person meeting in Cartagena, Columbia. Several issues of importance to the SIM countries were discussed, including: recent weights and measures training that participants felt had been successful, how the new OIML-CS certification system would affect the weights and measures programs in each country, and the problems that many programs faced concerning adequate and stable access to resources. The meeting closed with a discussion on the future needs and expectations of each of their countries. Possible next steps and planning for future training and future LMWG communication and meetings were considered. The SIM LMWG elected a new chair in July 2020, Mr. Pedro Pérez Vargas of the Superintendencia de Industria y Comercio in Columbia. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM and the activities of the SIM LMWG.

A virtual meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was held on December 3-4, 2020. The APLMF Secretariat has now transitioned from New Zealand to Malaysia, with Dr. Osman Zakaria now serving as the APLMF President. The APLMF will again meet on-line in late 2021 (a date has not yet been set).

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 have been facilitated through its seven work groups. A meeting of the APLMF Working Groups (WGs) was held on the day prior to the APLMF meeting. The most active WG has been the Working Group on Training Coordination. Because of the importance of the training mission to APLMF, this WG has now become a permanent part of the APLMF Secretariat (instead of a separate WG). The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years 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 conducted over the past several years by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This project has been 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.

Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on APLMF.



## **Appendix B**

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

January 28, 2020  
Mr. Bob Weise, Committee Chair  
NW Tank and Environmental Services, Inc.

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

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#### **AGENDA**

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
  - a) Board of Directors
  - b) Professional Development Committee
  - c) Laws and Regulations Committee
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

**I. CALL TO ORDER**

At 7:34 a.m.

**II. MINUTES APPROVED FROM PREVIOUS MEETING**

Approved at 7:37 a.m.

**III. FINANCIAL CONDITION**

**AMC Account Balance**

\$37,620.93

**Pending Payments**

Toolkit Task Group	\$1,660.00
NYS W&M Association	\$4,000.00
Nevada: Western RMAP	\$1,781.72

**Available Funds**

\$30,179.21

Approved Financial Condition at 7:41 a.m.

**IV. NCWM INDUSTRY REPRESENTATIVES REPORTS**

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

- EV Charging Stations – requirements in Handbook 44 vs. cost of compliance. Proposals in some states would exclude Handbook 44 requirements. NCWM will prepare an educational background article for newsletter and an educational press release.
- OIML Standards: Foreign companies want international access to US market, harmonization
- New Policy: Committee Work Session Protocol on comments during work sessions – “Committee Chairs may request technical clarification from called upon observers during their work sessions.” This would eliminate “observers raising their hands” and other committee members asking an observer a question.
- Professional Certification Program – Jerry Buendel has now taken responsibility from Ross Andersen. Some new topic areas are soon to be released.
- Testing -- challenge for states wanting to administer testing, but work is underway to work through issues. Some testing centers may charge a fee, especially for private sector employees.
- Basic competency exams are a challenge for RSA (private sector service providers) employees and new state inspectors to pass since the test content can be broader than their technical niche or specialty.
- Accreditation of Professional Certification Program -- Signed agreement with accreditation agency to start to evaluate the accreditation process – they are conducting due diligence gap analysis to determine possible process/cost. Question is whether each test category will be a separate accreditation and cost of getting and maintaining accreditation.
- Board asking question whether FALS should be made a standing committee independent of L&R. Plan is to look at ways to ensure FALS works for all stakeholders.
- Strategic Plan – Board has last meeting with facilitator in November, will be discussing with members at this meeting. Looking for input.

**b) PDC Report – Jim Pettinato**

- Looking for Safety Liaison

**c) L&R Report**

Nothing to report.

**Regional Summaries**

**CWMA:**

Nothing to report.

**NEWMA:**

Nothing to report.

**SWMA:**

Nothing to report.

**WWMA:**

Nothing to report.

**Other Organizations**

**NIST:**

Nothing to report.

**OIML:**

Nothing to report.

**Canada:**

Nothing to report.

**Membership**

- Nothing to report.

**Future NCWM Meetings**

- 1/10 – 1/13/2021 Interim Meeting St. Pete Beach, FL
- 7/18 – 7/22/2021 Annual Meeting Rochester, NY

**AMC Positions**

- Need Secretary/Treasurer position filled.

**V. AMC FUND DISBURSEMENT REQUESTS**

- None at the time of meeting.
- New Request on 2/10/20 for NJ Weights and Measures to travel to Mettler Toledo facility. \$750.00

**VI. FILLING VACANT POSITIONS**

None.

**VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

- Bob Wiese brought up the Hawaiian metrology lab's metrologist had a medical event. He was wondering if there was a precedent for NCWM or committees providing some form of condolence. Chris Guay to bring up to Board.

**IX. ADJOURNMENT**

At 8:09 a.m.

Respectfully submitted by:  
Mr. Ron Gibson, Vice-Chair

**Associate Membership Committee (AMC) Members**

<b>Office</b>	<b>Name</b>	<b>Affiliation</b>	<b>Term Ends</b>
Chair	Bob Weise	NW Tank & Environmental Services	2020
Vice-Chair	Ron Gibson	Seraphin Test Measure	2020
Secretary/Treasurer	Vacant		2020
Member	Chris Guay	Procter & Gamble, Co.	2020
Member	Rebecca Richardson	MARC-IV Consulting	2022
Member	Prentiss Searles	API	2022
Member	David Calix	NCR Corporation	2023
Member	Bob Murnane	Seraphin Test Measure	2023

**AMC Meeting Attendees**

- Bob Wiese, NW Tank
- Ron Gibson, Seraphin
- Jim Pettinato, TechnipFMC
- Brad Fryburger, Southern IL Scale
- Richard Suiter, Richard Suiter Consulting
- Bill Callaway, Crompco
- Russ Vires, Mettler-Toledo
- Chris Guay, Procter & Gamble
- Brent Price, Gilbarco



## Appendix C

### Publications 15 and 16 Committee Report Format

*(Sample Item)*

**SCL-7 V S.1.8.5. Recorded Representations, Point of Sale Systems**

**Source:**

Kansas and Minnesota (2017)

**Purpose:**

Provide consumers the same opportunity, to be able to easily verify whether or not tare is taken on items weighed at a checkout stand using a POS system, which is currently afforded them when witnessing items being weighed and priced in their presence using other scales in the store.

**Item Under Consideration:**

Amend Handbook 44, Scales Code as follows:

**S.1.8.5. Recorded Representations, Point-of-Sale Systems.** – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;<sup>1</sup>
- (b) the unit price;<sup>1</sup>
- (c) the total price; and
- (d) the product class or, in a system equipped with price look-up capability, the product name or code number.

**(e) the tare weight<sup>1</sup>**

**[Non-retroactive January 1, 2022]**

**(Amended 20XX)**

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<sup>1</sup> For devices interfaced with scales indicating in metric units, the unit price may be expressed in price per 100 grams. Weight values shall be identified by kilograms, kg, grams, g, ounces, oz, pounds, or lb. *The “#” symbol is not acceptable.*

*[Nonretroactive as of January 1, 2006]*

(Amended 1995 and 2005)

**Previous Action:**

- **2017: Voting Item returned to Committee**
- **2018: Voting Item**

**Original Justification:**

This proposal would benefit consumers by enabling them to see briefly that tare is being taken on the commodities they purchase. It would also educate the public about tare and make them better and more aware consumers.

Retailers would benefit because this proposal would aid their quality control efforts behind the counter and at the cash register. Retailers would be able to see that their employees are taking tare on packages, and that the tare employees take is the appropriate tare. For example, a meat manager would be able to spot packages of 1 lb. hamburger which had been packaged on the night shift mistakenly using the tare for family packs of chicken, just by walking down the meat counter and noticing a 0.06 lb. tare on a package size that would normally have a 0.02 or 0.03 lb. tare. The manager could also spot a 0.03lb tare on packages that should have a 0.06lb tare. Either way, the manager would be able to remove the items from the shelf and make corrections before the store or its customers were harmed. The manager would also be able to re-educate the employees responsible for the error. This improved quality control and transparency would build consumer confidence in retailers' establishments. It might even reduce the time and disruption retailers experience from official package inspections.

Package checking inspections potentially could be reduced because weights and measures officials could make risk-based assessments on the need to do package checking inspections at any given location. If an official notes that gross weights or tares are visible on all random-weight packages, and that the tares seem appropriate to the package sizes, the official may be able to skip that location and focus package checking efforts on locations where tares are absent or seem inappropriate for the package sizes. That would be more efficient for both retailers and weights and measures jurisdictions. Some retailers may not want consumers to have this information as it will allow consumers and weights and measures officials to hold them accountable and would be written proof tare was not taken when, and if, that happens.

Finally, this proposal would aid weights and measures officials investigating complaints about net contents of item by creating written proof of how much tare was taken on a given package or transaction.

**Arguments in Favor:**

- It is very difficult for customers at a checkout stand to determine whether or not tare has been taken on products weighed by a store cashier on POS systems that display only a gross weight when the net weight is the only weight information appearing on the sales receipt. This is especially true, she said, when there are multiple items in a customer's shopping cart to be weighed.
- Additional information is needed on the sales receipt to make it possible for consumers to ensure tare has been taken on items weighed at a POS checkout.
- Several POS devices already provide tare information on the printed receipt.
- The proposed item would provide more information for investigations of consumer complaints.
- Printing tare values on POS register receipts is a tool for regulators and store managers to audit how personnel are doing with taking tares.
- Consumers deserve to be protected.
- This is a non-retroactive requirement that impacts equipment that is installed after the non-retroactive date.
- If customers were asked if they wanted to be charged correctly, they would say "yes," regardless if they knew what the term "tare" meant.
- Many grocers deliver products from the store to customers' homes and customers are not present during the weighing of these items to witness whether tare was taken or not during the transaction.
- Inspection of programmed tare values is not enough as this may not be the value used during the transaction.

**Arguments Against:**

- It would be too costly for scale manufacturers and retailers to modify software and label and receipt designs with little benefit.
- Even though the requirement would be nonretroactive for a period, retailers with point of sale systems and packaging scales may feel pressured to update software or purchase new devices in response to consumer demand for tare information on labels and receipts.
- The amount of paper needed to print customer receipts may increase depending on the formatting of the information and the size of the paper being used.
- All tare weights would be required on the receipt, regardless of if it were 1 or 100 weight transactions.
- The requirement would be costly to industry (e.g., increased costs for software development, employee training, and consumer education) and additional costs would be passed on to the consumer.
- Customers have not asked for this information.

- Regulators can verify that tare values in POS systems are accurate and this would confuse consumers.

**Item Development:**

The original proposal applied S.1.8.5. Recorded Representation, Point-of-Sale Systems and created a new proposed paragraph S.1.9.3. Recorded Representations, Random Weight Package Labels as follows:

**S.1.8.5. Recorded Representations, Point-of-Sale Systems.** – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;<sup>1</sup>
- (b) the gross weight or tare weight;<sup>1</sup>
- ~~(bc)~~ the unit price;<sup>1</sup>
- ~~(ed)~~ the total price; and
- ~~(de)~~ the product class or, in a system equipped with price look-up capability, the product name or code number.

*[Non-retroactive January 1, 20XX]*

<sup>1</sup> For devices interfaced with scales indicating in metric units, the unit price may be expressed in price per 100 grams. Weight values shall be identified by kilograms, kg, grams, g, ounces, oz, pounds, or lb. *The “#” symbol is not acceptable.*

*[Nonretroactive as of January 1, 2006]*

(Amended 1995 and 2005)

And

**S.1.9.3. Recorded Representations, Random Weight Package Labels.** – **A prepackaging scale or a device that produces a printed ticket as the label for a random weight package shall produce labels which must contain the following information:**

- (a) the net weight;<sup>1</sup>
- (b) the gross weight or tare weight;<sup>1</sup>
- (c) the unit price;<sup>1</sup>
- (d) the total price; and
- (e) the product class or, in a system equipped with price look-up capability, the product name or code number.

*[Non-retroactive as of January 1, 20XX]*

At the 2017 Interim Meeting, the Committee deleted the S.1.9.3. Recorded Representations, Random Weight Package Labels because it conflicts with Handbook 130, Uniform Packaging and Labeling Regulation. Additionally, the committee agreed with comments that consumers would be better served with a consistent means for representing tare, so the option of printing gross weight or tare weight was modified to simply require tare weight.

The Committee also received a suggestion to require at some future date that the tare weight appear on displays rather than requiring the information on sales receipts. However, even if a customer can view the tare indication from a POS display, the Committee noted that there still needs to be a paper trail of the recorded transaction information for enforcement purposes.

The submitters requested, and the committee agreed to modifications to the proposals in response to some concerns that were raised.

- Place the tare weight at the as the last information in the transaction.
- Extend the nonretroactive date to 2022 to allow more time to develop the software.

No additional changes have been made following the January 2017 deliberations.

**Regional Association Comments:**

WWMA: The Committee is recommending this item to be an informational item with the following changes to the purpose and text of the item copied from Appendix A, Page S&T – A24, as agreed by the S&T Committee at the 2017 NCWM Annual Meeting.

**S.1.8.5. Recorded Representations, Point-of-Sale Systems.** – The sales information recorded by cash registers when interfaced with a weighing element shall contain the following information for items weighed at the checkout stand:

- (a) the net weight;<sup>1</sup>
- (b) the unit price;<sup>1</sup>
- (c) the total price; and
- (d) the product class or, in a system equipped with price look-up capability, the product name or code number.

**(e) the tare weight<sup>1</sup>**

**[Non-retroactive January 1, 2022]**  
**(Amended 20XX)**

SWMA: The Committee heard comments from Ms. Tina Butcher (NIST OWM) who noted that the title of the item in the Appendix to the Committee’s report still includes a reference to a part of the original proposal which would have required the tare weight to be printed on random-packed products. That portion of the proposal was removed from the proposal prior to the NCWM Annual Meeting. In addition, she noted that the submitters of the item made modifications to the proposal following the 2017 Annual Meeting. The modifications recommend extending the nonretroactive date to 2022 (rather than 2020) and moving the reference to “tare weight” to the last item in the list.

The Committee heard some comments on the proposal indicating there was some confusion about the purpose of the proposal and what specifically was being recommended. The Committee heard multiple comments, both in support of and in opposition to the proposal and consequently, recommends the item for a vote to allow the membership to decide.

CWMA: The SMA opposes this item due to the implementation costs to the manufacturers, retailers, and consumers. Iowa stated they supported the item as previously proposed, excluding the non-retroactive date. The committee believes this item has been fully developed and should be moved to a vote.

NEWMA: Mr. Eric Golden (Cardinal Scale) commented that the SMA opposes this item. Comments were heard on the possible confusion it could lead to. Comments were heard on withdrawing the item. Mr. Lou Sakin (MA) believed the item had merit and recommend voting. The Committee recommends this item be moved forward as an Informational Item.