



National Council on Weights and Measures

"That Equity May Prevail"

111th Annual Meeting New Attendee Orientation

Miland Kofford

*Member Education and Mentorship Subcommittee
Professional Development Committee*



NCWM Mission

The mission of the National Council on Weights and Measures (NCWM) is to ensure equity through uniform standards in a changing marketplace.

Standards are set to:

Promote commerce and fair competition

Ensure consumers “get what they pay for”

Foster confidence in marketplace transactions

NCWM is a not-for-profit association

NCWM began operations in 1905





Membership Categories

Active Membership

Actively engaged in enforcement of laws and regulations
Vote on technical and business items, eligible to serve on committees

Associate Membership

Manufacturers, industry, businesses, consumers, and other interested persons
Vote only on business items, eligible to serve on committees

Advisory Membership

Representatives of federal agencies
Foreign government representatives
Other state and local government officials
No voting privileges, eligible to serve on committees

Non-Members

All others
No voting privileges, not eligible to serve on committees





National Institute of Standards and Technology (NIST)



- Advisory role on committees, NTEP Sectors and Task Groups, Executive Secretary for NCWM Board of Directors
- Analyzes, evaluates, and testifies on proposals
- Publishes standards adopted by NCWM – NIST Handbooks
- Liaison with other federal agencies and foreign governments, US representative to OIML
- Develops and publishes technical guidance documents
- Conducts training for weights and measures officials and industry
- Operates NIST Metrology Laboratory
- Metrology laboratory recognition and training for metrologists



Measurement Canada

Measurement Canada

- Advisory role on committees, NTEP Sectors, and Task Groups
- Promote harmonization between US and Canada
- Mutual Recognition Agreement (MRA) for NTEP Certification
- Valued participants at our conferences and meetings



Innovation, Science and
Economic Development Canada
Measurement Canada

Innovation, Sciences et
Développement économique Canada
Mesures Canada



Regional Associations

Regional Associations

Discuss weights and measures issues

Make recommendations on proposals submitted to NCWM

Organizational structure, similar to NCWM

Four Regional Associations

Central Weights and Measures Association (CWMA)

Northeastern Weights and Measures Association (NEWMA)

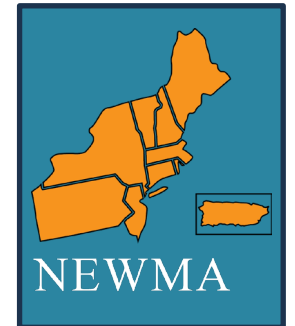
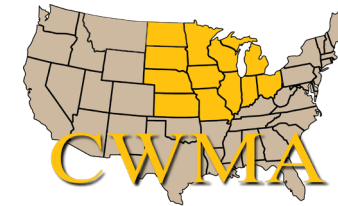
Southern Weights and Measures Association (SWMA)

Western Weights and Measures Association (WWMA)

Regional Meetings

Annual Meeting – All Regional Associations

Interim Meeting – Only CWMA and NEWMA





NCWM Meetings

Interim Meeting – January

Hear testimony on all items

Hear reports from subcommittees and task groups

Recommend status of items for consideration at Annual Meeting

Subcommittee and task group meetings, training workshops

Annual Meeting – July

Hearings on Voting, Informational, and Assigned items

Vote on Items for adoption into next year's handbooks

Subcommittee and task group meetings, regional meetings, training workshops

Other Meetings During the Year – As Required

Committees, NTEP Sectors, workgroups, subcommittees, and task groups

Many are conducted virtually



Interim Meeting Overview

Day	Events
Sunday	Subcommittee and Task Group Meetings NCWM Chair's Reception
Monday	General Session and Open Hearings
Tuesday	General Session and Open Hearings Committee Work Sessions Technical Sessions
Wednesday	Technical Sessions Joint Committee Meeting



Annual Meeting Overview

Day	Events
Sunday	Subcommittee and Task Group Meetings NCWM Chair's Reception
Monday	Open Hearings
Tuesday	Open Hearings and General Session
Wednesday	Regional Meetings Voting Session Special Evening Event
Thursday	Voting Session (continued if necessary) Closing Session



Social Events

Reception for NCWM Chair

Sunday Evening – Interim and Annual

Light Breakfast

Interim and Annual

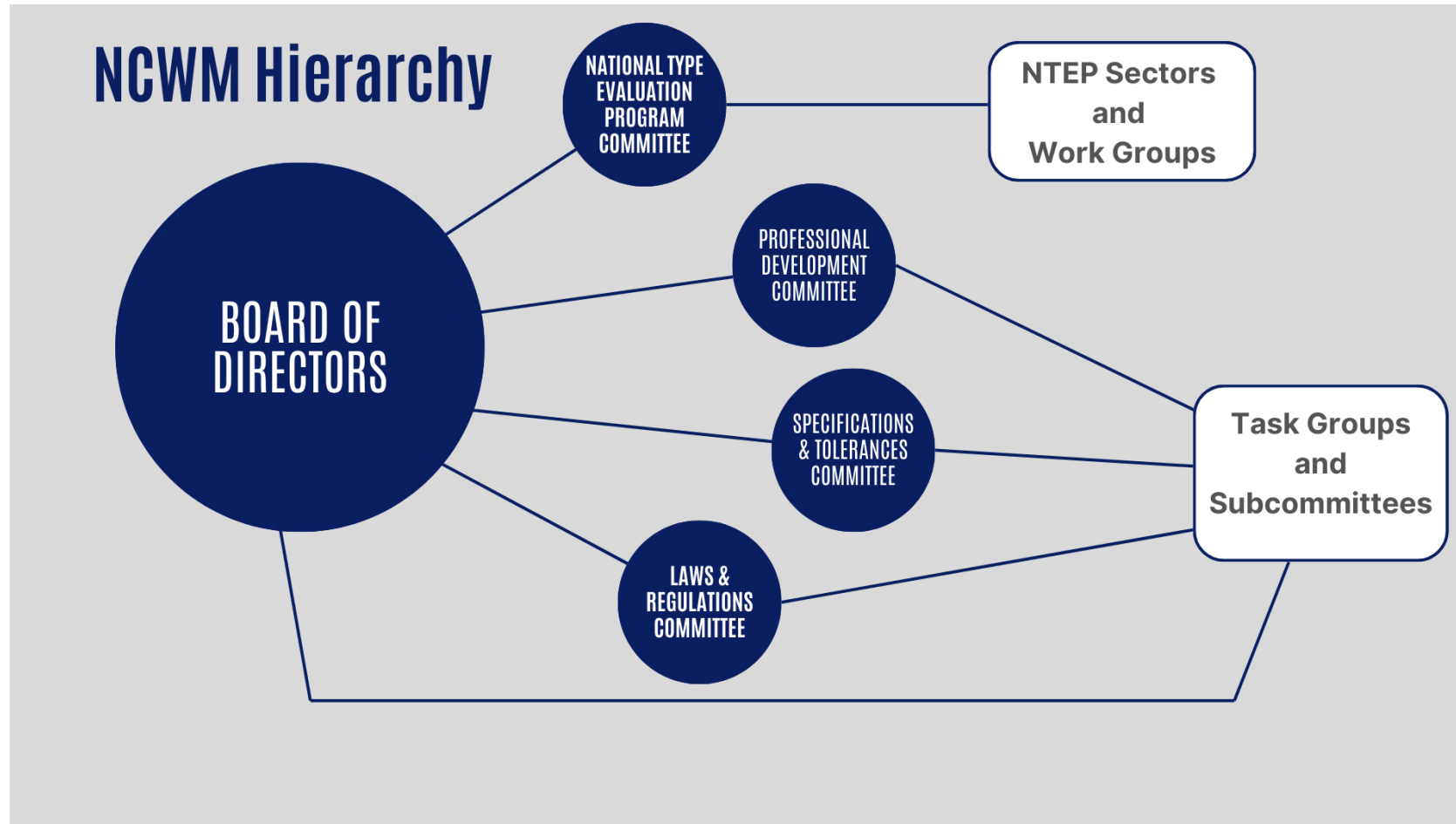
Special Event

Wednesday Evening - Annual





NCWM Organization





How Standards are Set

Process Starts With a Form 15

- Propose a new code or an amendment to the existing code
- Detailed justification for change
- Technical data or statistics to support the proposed change
- Submit to NCWM by August 15 deadline
- May submit directly to regional association(s)
- Regional association(s) may choose not to accept the proposal

GENERAL INFORMATION			
1. Proposal to: Laws & Regulations Specifications & Tolerances Professional Development Board of Directors NTEP Committee			
2. Submitter's Name:			3. Date:
4. Submitter's Organization:		5. Address:	
6. City:	7. State:	8. Zip Code:	9. Country:
10. Phone Number:	11. Fax Number:	12. Email Address:	
PROPOSAL INFORMATION			
13. Purpose: Concise statement as to the intent or purpose of this proposal, such as problem being fixed. (Do not include justification here.)			
14. Document to be Amended: ☐ Handbook 44 ☐ Handbook 130 ☐ Handbook 133 ☐ NCWM Guidance Document ☐ NCWM Bylaws ☐ NTEP Administrative Policy			
15. Cite portion to be Amended: Submit a separate Form 15 for each code, model law or regulation to be amended. Section: Paragraph:			
16. Proposal: Use strikeout to show words to be deleted and <u>underline</u> to show new words. (Do not use track changes.)			
17. For Handbook 44 proposals, indicate one of the following: ☐ Retroactive (Enforceable with respect to all devices) ☐ Nonretroactive (Enforceable on or after the effective date for devices a) manufactured within a state after the effective date, b) both new and used equipment brought into a state after the effective date, c) used in noncommercial applications which are placed into commercial use after the effective date, ad d) undergoing type evaluation including devices that have been modified to the extent that a new NTEP Certificate of Conformance is required.)			
18. Justification: Include national importance, background on the issue, and reference to supporting data or documents.			
19. Possible Opposing Argument's: Demonstrate that you are aware and have considered possible opposition.			
20. Requested Action if Considered for NCWM Agenda: ☐ Voting Item ☐ Developing Item ☐ Informational Item ☐ Other (Please Describe):			
21. List of Attachments:			



How Standards are Set

NCWM Executive Director

Assigns an item number to each proposal

Submits to the appropriate regional standing committee

Regional Associations

Conducts hearings and work sessions – evaluates items and may suggest changes

Submits report to NCWM – recommends status and makes comments

NIST Technical Advisors sometimes participate in regional annual meetings

NCWM

Assigns items to standing committees for consideration

Hearings and voting conducted at Interim and Annual Meetings



NCWM Committees

Professional Development Committee (PDC)

Training, Education, Certification, and Safety

Laws and Regulations Committee (L&R)

Packaging, Labeling, Net Content, and Fuel Quality - *NIST Handbooks 130 and 133*

Specifications and Tolerances Committee (S&T)

Scales, Meters, and Measuring Devices - *NIST Handbook 44*

Board of Directors (BoD)

Business operations, bylaws and policies, finance, and external relations

National Type Evaluation Program (NTEP)

Administration of NTEP - *NCWM Publication 14*



NCWM Committees

Standing Committee Members

- Regulatory Officials – Five with at least one from each regional association
- Associate Member Representative – At least one per committee
- NIST Technical Advisor(s)
- Canadian Technical Advisor
- NCWM Technical Advisors (S&T Committee Only)
- Subcommittees and Task Groups - Support the committees
- Members are appointed by NCWM Chair – volunteer if you would like to serve





NCWM Committee Operations

Take testimony at open hearings

Conduct work sessions to determine item status

- Committee considers oral and written testimony
- Committee determines if each item is ready for Voting and assigns status
- Only committee members can participate in work session discussions
- Committee chair may accept technical clarification during work sessions
- Any meeting participant may attend the work session

The committee may request items be assigned to a task group or subcommittee

- NCWM Board Chair approves assignments

The committee is not responsible for fully developing an item

The committee may change the status of an item until voting begins



Committee Work Sessions

Anyone May Listen to Committee Deliberations

Schedule

- Monday and Tuesday afternoons
- Times are as scheduled or as announced by committee chair
- Usually announced at official sessions and on Yapp App

Rules and Processes

- Sessions are not open for new or repeated testimony
- Observers are not allowed to participate unless requested by the committee
- The committee's comments and recommendations are published Tuesday evening



Meetings - Open Hearings

Your Opportunity to Testify or Make a Presentation

Interim Meeting – testimony on all items

Annual Meeting – testimony on Informational and Voting status items only

Must have Committee approval to make a presentation

Written Testimony

Letters and technical data may be submitted before meetings

You do not need to be present to submit written testimony





Meetings - Open Hearings

Testimony and Presentations

Testimony limited to 5 minutes

Follow-up comments may be made after other attendees have testified

Presentations, if approved, limited to 10 minutes

Protocol

Approach the microphone, wait to be recognized by the Committee Chair

State your name and who you represent

Make your comments

Be prepared to submit a written version of your testimony





Item Status

VOTING (V)

Item is fully developed and ready for vote

INFORMATIONAL (I)

Item has merit and the committee will take ownership for further development

DEVELOPING (D)

Item has merit but will be returned to the submitter or a task group for further development

WITHDRAWN (W)

Item does not have merit or support and will be removed from the agenda

ASSIGNED (A)

Item has been assigned to a subcommittee or task group typically consisting of subject matter experts for further development



Voting

Voting is Conducted at the Annual Meeting Only

Held on Wednesday and may extend to Thursday

Voting items appear with a “V” or “VC” on the committee's agendas

Similar items may be grouped in a block for efficiency

Two-House Voting System

House of Representatives - all state directors, representatives of U.S. Territories, and Native American Tribal representatives

House of Delegates - all other active regulatory WM officials

Must be present to vote – at least 27 members of each house must be present

Addendum Sheets Published Tuesday Evening

Sheets show changes in status and final amendments



Voting Session

A presiding officer and the committee members conduct the voting session

- *Roberts Rules of Order* are used during the voting session
- Committees may change the status of an item prior to voting
- Testimony and amendments are allowed during the voting session
- A member may request an item be removed from a consent calendar for a separate vote

Voting

- Technical items require a majority vote in each House
- There must be at least 27 members in the House of State Representatives for a quorum
- There must be at least 27 “yea” votes, in the House of Delegates for an item to pass
- Business issues require a majority of all NCWM members present to pass



Voting Session

Items that pass

Submitted to NIST for publication in the handbooks

NIST may make editorial changes

Handbooks are effective January 1 of each year

Items that fail

Withdrawn – submitter may resubmit next year

May be returned to committee for further consideration



Tips for a Productive Meeting

Be yourself

Everyone is approachable

Listen, speak, and participate

Attend as many sessions and events as possible

Use the Yapp App

Please ask if you have questions



**GET THE MEETING
APP FOR EVERYTHING AT
YOUR FINGERTIPS**

- Schedule of Events
- Personalized Daily Schedule
- Publication 16
- Supporting Documents
- Presentations
- Addendum Sheets
- Announcements
- Social Feed
- Attendee Information
- Exhibitor Information



National Council on Weights and Measures

"That Equity May Prevail"

Thank you!

Questions?