

## NCWM Board of Directors 2016 Interim Meeting Agenda

Kristin Macey, Chair  
California

### 1000 INTRODUCTION

The Board of Directors will hold its quarterly meeting on Saturday and Sunday, January 7-8, 2017, and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The Board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

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***.

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

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

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**Subject Series List**

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Introduction .....	1000 Series
Activity Reports.....	1100 Series
Strategic Planning, Policies, and Bylaws.....	1200 Series
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Other Items .....	1400 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
CTT	Conformity to Type	OIML	International Organization of Legal Metrology
ISWM	International Society of Weighing and Measuring	OWM	Office of Weights and Measures
MAA	Mutual Acceptance Arrangement	PDP	Principal Display Panel
L&R	Laws and Regulations Committee	PDC	Professional Development Committee
NCWM	National Conference on Weights and Measures	VCAP	Verified Conformity Assessment Program
NIST	National Institute of Standards and Technology		

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

**1100 ACTIVITY REPORTS**

**1100-1 I Membership**

**Membership**

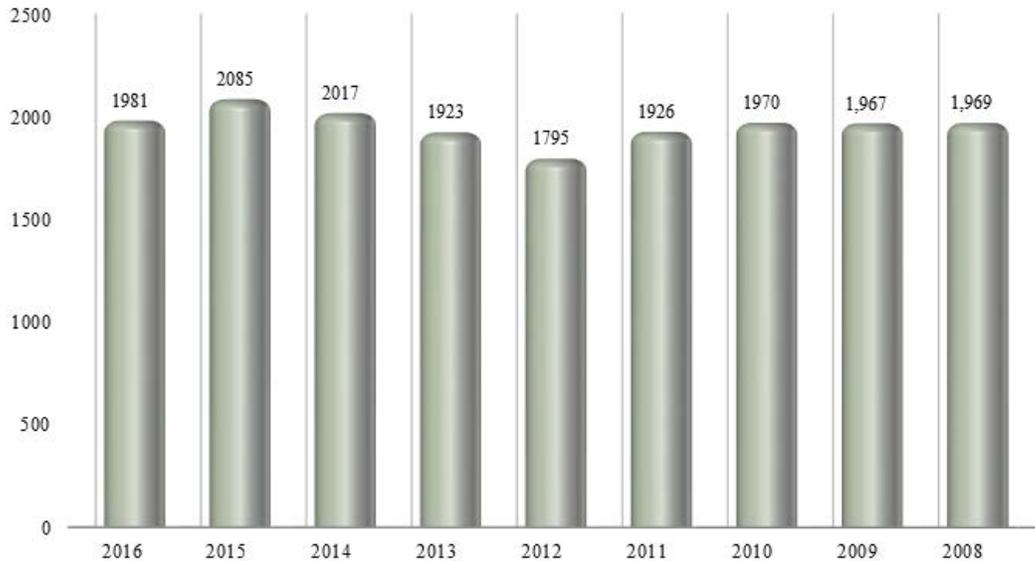
The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth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

The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

**Annual Membership Totals**

Year Type	Oct. 2016	Oct. 2015	Oct. 2014	Oct. 2013	Oct. 2012	Oct. 2011	Oct. 2010	Oct. 2009	Oct. 2008
Associate	668	695	698	665	695	701	733	700	687
Foreign Associate	66	67	58	45	40	50	45	43	39
<b>Total Associate</b>	<b>734</b>	<b>762</b>	<b>756</b>	<b>710</b>	<b>735</b>	<b>751</b>	<b>778</b>	<b>743</b>	<b>726</b>
State Government	552	625	580	542	381	475	500	506	515
Local Government	447	447	441	435	450	464	455	495	482
<b>Total Active</b>	<b>999</b>	<b>1072</b>	<b>1021</b>	<b>977</b>	<b>831</b>	<b>939</b>	<b>955</b>	<b>1001</b>	<b>997</b>
NIST	13	15	1	15	16	16	14	0	0
Other Federal Government	7	10	12	7	11	10	10	13	10
Foreign Government	12	13	14	12	6	12	14	11	23
Retired	216	213	213	202	196	198	199	199	213
<b>Total Advisory</b>	<b>248</b>	<b>251</b>	<b>240</b>	<b>236</b>	<b>229</b>	<b>236</b>	<b>237</b>	<b>223</b>	<b>246</b>
<b>Grand Total</b>	<b>1981</b>	<b>2085</b>	<b>2017</b>	<b>1923</b>	<b>1795</b>	<b>1926</b>	<b>1970</b>	<b>1967</b>	<b>1969</b>

**Annual Membership Totals as of October 1 Each Year**



**1100-2 I Meetings**

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

The 101<sup>st</sup> Annual Meeting was held at the Grand Hyatt in downtown Denver with the third-highest attendance of the past 10 years. It included nearly double the normal number of exhibitors. The committees successfully moved many important items from their agendas.

**Interim Meetings:**

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

**Annual Meetings:**

- July 16-20, 2017 102<sup>nd</sup> Annual Meeting: Omni William Penn Hotel in Pittsburgh.
- July 15-19, 2018 103<sup>rd</sup> Annual Meeting: Location to be Determined in Southern Region
- July 2019 104<sup>th</sup> Annual Meeting: Location to be Determined in Central Region

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

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

In July 2017 NCWM will hold the 102<sup>nd</sup> Annual Meeting at the historic Omni William Penn Hotel in downtown Pittsburgh. For more information about this Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2017-annual-pa](https://www.ncwm.net/sems/event_detail/2017-annual-pa) or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or [elisa.stritt@ncwm.net](mailto:elisa.stritt@ncwm.net).

### **1100-3 I Participation in International Standard Setting**

Dr. Charles Ehrlich, NIST-OWM, will provide a report during Open Hearings of the 2017 NCWM Interim Meeting in San Antonio, Texas. An updated report is also included as an appendix to this agenda of the Board of Directors. (*See Appendix A.*)

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

### **1100-4 I Associate Membership Committee Activity**

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

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

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

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

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

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

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

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

At the 2016 Annual Meeting Mr. Chris Guay, Procter and Gamble Co., provided a description of the Associate Membership and encouraged all members, especially Associate members to attend their meetings which are held at each NCWM Interim and Annual Meeting. *See Appendix B for the AMC Meeting Minutes.*

## **1100-5 I Task Groups, Subcommittees, Steering Committees**

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

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

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

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

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

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

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

#### **Chair**

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

**Packaging and Labeling Subcommittee:**

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

**Chair**

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

**Promotional Tool Kit Task Group:**

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

**Chair**

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

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

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

**Chair**

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

**1100-6 I Regional Association Activities**

Upcoming Regional Association Meetings:

**Spring 2017 Meetings**

**CWMA Annual Meeting**

May 22-25, 2017  
Lincoln, Nebraska  
Contact: Sherry Turvey [sherry.turvey@kda.ks.gov](mailto:sherry.turvey@kda.ks.gov)

**NEWMA Annual Meeting**

May 15-18, 2017  
Saratoga Springs, New York  
Contact James Cassidy [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

**Fall 2016 Meetings**

**WWMA Annual Meeting**

September 24-18, 2017  
Scottsdale, Arizona  
Contact Michelle Wilson [mwilson@azda.gov](mailto:mwilson@azda.gov)

**NEWMA Interim Meeting**  
TBD

**CWMA Interim Meeting**  
TBD

**SWMA Annual Meeting**  
October 8-11, 2017  
Little Rock Arkansas  
Contact Tim Chesser [tim.chesser@aspb.ar.gov](mailto:tim.chesser@aspb.ar.gov)

## **1200 STRATEGIC PLANNING, POLICIES, AND BYLAWS**

### **1200-1 I Strategic Planning**

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

There are five Goals in the NCWM Strategic Plan:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**1200-2 I Improving the NCWM Standards Development Process**

**Source:**

NCWM Board of Directors (2016)

**Purpose:**

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

**Background/Discussion:**

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

NCWM Chairman Jerry Buendel has set out four phases in developing recommendations to improve the standards development process. In January 2016, he formed a Charter Team to begin Phase 1 of the plan and report back to

the Board of Directors in July 2016. In Phase 1, the Charter Team will evaluate the NCWM’s existing process and outline its strengths and weaknesses.

Charter Team Members are:

John Gaccione, Chair	Westchester County, NY	Northeast Region
Joe Gomez	New Mexico	Western Region
Julie Quinn	Minnesota	Central Region
Dr. Matthew Curran	Florida	Southern Region
David Calix	NCR	Associate Membership
Robert Murnane	Seraphin Test Measure	Associate Membership
Don Onwiler	NCWM	
Carol Hockert	NIST OWM - Retired	

Charter Team Member Dr. Matthew Curran, Florida, presented an over view of the team’s report on Phase 1. He was asked to clarify what is meant when the team says it is considering an ANSI process. Mr. Curran explained that ANSI is just one of many options and no recommendation has been made. The final recommendation may be pieces of what other models use. A member expressed that it may be beneficial to vote two times per year, but that it is important to not move items so quickly that there is not proper time for review by stakeholders. Mr. Curran responded that any concerns along the way may be brought directly to the task group. *See Appendix C for a copy of the report.*

Chair-Elect Kristin Macey will ask the team as its next step to consider a Lean Six Sigma approach of identifying and implementing specific tools to help the team meet its goals.

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

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

**1200-3 I Publication and Distribution of NCWM Work Products**

**Source:**

Packaging and Labeling Subcommittee (2015)

**Purpose:**

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

**Background / Discussion:**

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

The principles and recommendations under development by PALS are intended to provide both manufacturers and regulators with a standard and guidance regarding best practices for these kinds of statements in order to provide increased uniformity and statement integrity. Rather than attempt to create regulations covering these topics, which

would require involvement of multiple federal agencies, PALS believes that the development of principles and recommendations provides an actionable and reasonable approach for bringing standardization and consistency to this topic.

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

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

The reorganized Interpretations and Guidelines from Handbook 130 were presented at the May 2016 Board Meeting. At that meeting, Mr. Ken Butcher, NIST/OWM, explained that these were originally developed to provide leverage for enforcement agencies. The focus group will provide a final review of the new document. Upon completion of that review, the document will be posted to the NCWM Website.

The simplified Form 15 was approved and will be implemented immediately. The form was also modified to include its use in recommending changes to the new guidance document.

#### **1200-4 Policy 3.2.2. Procedures to Modify Handbooks**

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

Streamline the open hearings by establishing a status for items that have been assigned to a subcommittee, steering committee or task group for development whereby the standing committee will refrain from taking comments until it receives recommendations that can be presented for discussion.

**Item under Consideration:**

Amend NCWM Policy 3.2.2. Procedures to Modify Handbooks as follows:

**G. Interim Meeting**

1. The Committee shall hold public hearings at the Interim Meeting for the purpose of discussing and taking comments on ~~all~~ agenda items.
2. Upon request, the Committee will provide the opportunity for presentations by government officials, industry representatives, consumer groups, or other interested parties during the Interim Meeting. Requests to make presentations must be received by the Committee Chairman or Technical Advisor at least two weeks prior to the start of the meetings.

**H. Interim Meeting Report**

1. Items under consideration by the Committee, and about which the Committee offers comments or recommendations to NCWM to act upon during the Annual Meeting, will be included in the Committee's Interim Report published in the Annual Meeting Program and Committee Reports (NCWM Publication 16).
2. The Annual Meeting Program and Committee Reports will be prepared and distributed to Conference members approximately three months prior to the NCWM Annual Meeting.

## I. Classifications for Agenda Items

At the Interim Meeting, the Committee can classify proposals in one of three ways as:

1. **“Voting”** – These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the Committee or the Committee has reached agreement that it is ready for voting status to let NCWM membership decide. The Committee has the ability to remove items from the voting agenda at the Annual Meeting by changing the status prior to a vote of the NCWM membership. The Committee may amend voting items during the course of the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws; or
2. **“Informational”** – These items are deemed by the Committee to have merit. They typically contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the Committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The Committee has taken the responsibility for any additional development of Informational items. For particularly difficult items, the Committee may assign the item to an existing Subcommittee under its charge or request that the NCWM Chair appoint a special task group that reports to the Committee. At the Annual Meeting, the Committee may change the status of the items, but not to Voting status because the item has not been published as such in advance of the meeting; or
3. **“Developing”** – These items are deemed by the Committee to have merit, but are found to be lacking enough information for full consideration. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the Committee has sent the item back to the source ~~for or assigned it to some other entity outside the scope of the Committee with the responsibility of~~ further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda in bulletin board fashion with contact information for the person or ~~organization that is~~ responsible for the development. Since the Committee is not required to receive testimony on developing items, this status should be carefully implemented so as not to weaken the standards development process; or
4. **“Assigned”** – These items are deemed by the Committee to have merit, but are found to need further development before being considered by the Committee. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the committee thinks further development should be conducted by a subcommittee, steering committee or task group. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried in the Committee agenda in bulletin board fashion and will include contact information for the chairperson of the responsible subcommittee, steering committee or task group. Since the item is being developed by a designated group outside of the Committee, the Committee will not receive testimony during open hearings on assigned items, however a representative of the responsible group will provide a brief progress report on the development efforts. An assigned item will be returned to the Committee when the responsible group feels the item is fully developed or that no further progress can be made in developing the item. A Committee may revoke the assigned status at any time.
5. **“Withdrawn”** – These are items that the Committee has found to be without merit. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended. The item may be reintroduced through the regional associations for consideration as a new item.

(Amended 2013)

**Background/Discussion:**

In recent years, open hearings have exceeded the allotted time. Much of the testimony during these open hearings is being spent on items that are still under development by a subcommittee or task group. The Board of Directors believes that debates and testimony during open hearings should be spent on items where the “item under consideration” has been developed and is being presented for action by the standing committee and NCWM membership.

Under this proposal, the standing committee agenda would identify those items that are assigned by the committee to a subcommittee, steering committee or task group with the status “Assigned”. Those items with that status will not be discussed in open hearings other than an optional update report from the chairman of the group that is developing a recommendation. When the committee receives a recommendation to present as the “Item under Consideration”, the committee would change the status to “Informational” or “Voting” to allow for the normal vetting through open hearings.

The following is an example of how “Assigned” items would be handled in Publication 15 and 16 committee agendas. This example is representative of the Laws and Regulations Committee.

Sample Agenda Index:

<b>2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS.....</b>	<b>49</b>
2801-1 A Uniform Regulation for the Method of Sale of Commodities, Section 2.XX. Automatic Transmission Fluid.....	49
2801-2 A Uniform Engine Fuels and Automotive Lubricants Regulation, Sections 2.1.4. Products for Use in Lubricating Automatic Transmission Fluids and 3.14. Automatic Transmission Fluid.....	51
<b>2802 PACKAGING AND LABELING SUBCOMMITTEE ACTIVITEE REPORTS.....</b>	<b>52</b>
2802-1 A Uniform Packaging and Labeling Regulation, Section 13.1. Introductory Offers.....	49

Sample Agenda Item:

**2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS**

NOTE: The following items have been assigned to the Fuels and Lubricants Subcommittee for development. The chair or other representative of the subcommittee will provide an update report on these items during open hearings. See Appendix A, page XX for additional background and discussion on these items.

**2801-1 A Uniform Regulation for the Method of Sale of Commodities, Section 2.XX. Automatic Transmission Fluids**

**Source:**  
American Petroleum Institute (2016)

**Purpose:**  
Define how transmission fluids shall be identified in the marketplace on delivery documents and invoices and receipts from service.

**Item under Consideration:**  
This item is being developed by the Fuels and Lubricants Subcommittee.

**Background/Discussion:**  
See Appendix A, Page XX

**1200-5 Bylaws, Article VI - Directors**

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

Increase the term of office of the Treasurer on the Board of Directors from one year to three years to ensure better continuity and expertise.

**Item under Consideration:**

Amend the NCWM Bylaws as follows;

**Article VI – Directors**

**Section 1 - Directors**

The Directors of the National Conference on Weights and Measures, Inc., shall be:

An 11-member Board of Directors consisting of:

1. Chairman,
2. Past-Chairman,
3. Chairman-Elect,
4. Treasurer, and

Seven other Directors: 4 directors to be elected from the active membership, the Nominating Committee will endeavor, where practical, to nominate one director from each of the 4 (four) regional Conferences, (Central, Northeastern, Southern and Western: the "Active Directors"); 1 director from the associate membership (the "Associate Director"); and 2 (two) at-large Directors, (the "at-large Directors") who may be elected from the Active, Advisory, or Associate membership who are eligible to serve.

~~The treasurer and the active, associate and at large directors may be consecutively re-elected, however, the consecutive reelection of a Chairman and Chairman-Elect is prohibited. Should the Chairman-Elect for any reason be unable or unwilling to be installed as Chairman, his/her successor shall be elected by the Board of Directors. In this event, the newly elected Chairman-Elect shall be installed as Chairman.~~

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. .  
.

**Section 3 - Nominations and Elections**

**D. Terms of Office**

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

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

**E. Filling Vacancies**

In case of a vacancy in any of the elective offices, the Chairman (or, if the vacancy is for the Chairman’s position, the immediate Past-Chairman) shall nominate a replacement, and that person shall be appointed to fill the office if a majority of the members of the Board approve the nomination.

**Background/Discussion:**

There was a consensus of the officers of the Board of Directors at the July 2016 meeting to increase the term of office for the Treasurer from one year to three years. This increase would allow the Treasurer to develop a deeper understanding of the financial affairs of the Conference.

**1200-6 Bylaws, Article X – Voting System**

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

Replace the terms “official” and “unofficial” with clearer terminology to describe whether a vote has met the required number of votes to pass or fail within each house.

**Item under Consideration:**

Amend the NCWM Bylaws as follows;

**Article I - Voting System**

.  
. .

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

**A. House of State Representatives**

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

**B. House of Delegates**

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for **an item to pass or fail in that house**~~the vote to be considered official~~. If 54 total or more votes are cast in the House of Delegates, a simple majority rules. If the minimum 27 votes in support or opposition are not cast, the issue is decided by the vote of the House of State Representatives. If there is a tie vote with 27 or more votes each in favor and opposition, the item neither passes nor fails and shall be addressed as set forth in Section 9A (C).

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## Section 9A - Voting - Technical Issues

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

### A. Motion Accepted If:

1. the House of State Representatives casts ~~an official vote~~the required minimum votes in favor of the item

**And**

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

### C. Motion Rejected If:

1. the House of State Representatives casts ~~an official vote~~the minimum required votes in opposition of the item

**And**

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

### D. Issue Returned to Committee for Future Consideration If:

1. The House of Representatives fails to cast ~~an official vote~~the minimum required votes.
2. ~~An official vote~~The minimum required votes is cast in each house but one house votes yea and the other house votes nay.

**Or**

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

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

Voting on Technical Issues: The 2-House System								
The vote by a house is “Official” if:			The number of Yea votes is 27 or more					
			OR					
			The number of Nay votes is 27 or more					
			House of Delegates					
			Majority Vote Yea		Majority Vote Nay		Tie Vote	
			Official Vote (≥ 27 Votes)	Unofficial Vote (< 27 Votes)	Official Vote (≥ 27 Votes)	Unofficial Vote (< 27 Votes)	( < 54 total votes )	( ≥ 54 total votes )
House of State Representatives	Majority Vote Yea	Official Vote (≥ 27 Votes)	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted	Returned to Committee
		Unofficial Vote ( < 27 Votes )	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	Official Vote (≥ 27 Votes)	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Returned to Committee
		Unofficial Vote ( < 27 Votes )	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Tie Vote			Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee

**Background / Discussion:**

Presently, the bylaws define an “official” vote as one that has met the specified minimum number of votes within a house. In 2015, a table was incorporated into Article X to help clarify action taken on issues depending on whether the “official” vote has been achieved. When this table was developed, the term “unofficial” was introduced to describe any house vote that did not meet the minimum number of required votes for an “official” vote. It has been mentioned however, that those votes are still official votes, even if the minimum votes are not cast.

The Board of Directors suggests removing the terms “official” and “unofficial”. Instead, the bylaws would simply define the number of votes needed in each house and the outcome of the item based on those requirements. This proposal does not change in any way the interpretation of the bylaws and how they are applied.

Clean copy of the voting table as proposed:

Voting on Technical Issues: The 2-House System								
			House of Delegates					
			Majority Vote Yea		Majority Vote Nay		Tie Vote	
			≥ 27 Votes	< 27 Votes	≥ 27 Votes	< 27 Votes	< 54 total votes	≥ 54 total votes
House of State Representatives	Majority Vote Yea	≥ 27 Votes	<b>Motion Accepted</b>	<b>Motion Accepted</b>	Returned to Committee	<b>Motion Accepted</b>	<b>Motion Accepted</b>	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee				
	Majority Vote Nay	≥ 27 Votes	Returned to Committee	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>	<b>Motion Rejected</b>	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee				
	Tie Vote		Returned to Committee	Returned to Committee				

## 1300 FINANCIAL

### 1300-1 I Financial Report

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses. In 2017, the Board is implementing a 10-year forecasting method to assist in the budgeting process.

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

The following is the balance sheet as of September 30, 2016 in comparison with the same time the previous year. Assets in the balance sheet are inflated by the NIST Training Initiative Grant that was awarded to NCWM. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by Associate Members and is spent at the discretion of the Associate Membership Committee in accordance with Committee Bylaws.

<b>ASSETS</b>	<u>September 30, 2016</u>	<u>September 30, 2015</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	25,967.91	27,408.91
NIST Training Grant	8,797.43	37,479.69
Certificates of Deposit	1,228,252.78	1,173,667.22
Checking	17,517.45	53,373.38
Savings	271,702.03	207,162.41
Total Checking/Savings	<u>1,552,237.60</u>	<u>1,499,091.61</u>
Accounts Receivable	-2,595.95	20.00
Other Current Assets	79,073.35	88,196.86
Other Assets	18,729.51	14,079.49
<b>TOTAL ASSETS</b>	<b><u>1,647,444.51</u></b>	<b><u>1,753,512.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	185,515.42	178,341.55
Total Liabilities	<u>185,515.42</u>	<u>178,341.55</u>
Equity		
Designated - Associate Membership	25,967.91	27,408.91
Designated – NIST Training Grant	8,797.43	37,479.69
Unrestricted Net Assets	1,387,643.36	1,377,383.35
Net Income	39,520.39	-19,225.54
Total Equity	<u>1,461,929.09</u>	<u>1,423,046.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,647,444.51</u></b>	<b><u>1,601,387.96</u></b>

## 1400 OTHER ITEMS

### 1400-1 I Electronic Voting System

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

Implement a modern, fast and reliable voting system that will improve efficiency of voting sessions.

**Background / Discussion:**

NCWM purchased a wireless electronic voting system in 2016. It was used at the 2016 Annual Meeting for the first time. Unfortunately, the wireless communication was slower than expected, raising concerns for whether votes were being received. After voting on several items in this manner, the voting assembly reverted back to manually counting raised state placards and hands.

After reviewing the circumstances of this first attempt, several hardware issues were identified that would have delayed communication. Additionally, there appeared to be some user issues, partially from experimentation by

some voters who wanted to see how the vote tally responds and partially from incorrect use of the keypads. The latter can be overcome with fairly simple education in how to interpret information provided to the voter through the keypad display. Following the Annual Meeting, the manufacturer of the voting system provided several updates to the software to improve communication speed between the keypads and the computer.

In working with the manufacturer of the system, action has been taken to alleviate these issues. Several hardware and software improvements were made to increase the speed of communication between the keypads and the computer. Upon further testing, the system appears to be more responsive.

There will be another demonstration of the system for attendees of the 2017 Interim Meeting. The effort will be to make members more familiar with how the system operates and communicates with the users and build confidence that the system is reliable.

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Ms. Kristin Macey, California | Chairman  
Mr. James Cassidy, City of Cambridge, Massachusetts | Chair-Elect  
Mr. Jerry Buendel, Washington | NTEP Committee Chair  
Mr. Raymond Johnson, New Mexico | Treasurer  
Mr. Brett Gurney, Utah | Active Membership - Western  
Mr. Craig VanBuren, Michigan | Active Membership - Central  
Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern  
Mr. Steve Giguere, Maine | Active Membership - Northeastern  
Mr. Chris Guay, Procter and Gamble | Associate Membership  
Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large  
Ms. Julie Quinn, Minnesota | At-Large

Mr. Don Onwiler, NCWM | Executive Director  
Ms. Georgia Harris, NIST, OWM | Acting Executive Secretary  
Mr. Jim Truex, NCWM | NTEP Administrator  
Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

**Board of Directors**



## Appendix A

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

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

#### INTRODUCTION

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

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

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#### Table B Glossary of Acronyms and Terms

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

<sup>1</sup> CD: a 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)**

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

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

The AHWG developed a proposal that will significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal includes the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee are also planned. The AHWG put this proposal forward to the CIML at its meeting in Arachon, France, in October 2015, where it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that prepared a draft of a proposed new framework document establishing the OIML-CS, for voting on at the 2016 CIML Meeting (in Strasbourg, France). Prior to this CIML Meeting, a meeting of the CSPG was held (in Teddington, England) to resolve issues with the framework document, which permitted the framework document to be approved at the 2016 CIML Meeting. Also approved at the 2016 CIML Meeting was creation of a Preliminary Management Committee (PrMC), also Chaired by Dr. Schwartz. Draft Operational Documents for the OIML-CS have now been prepared, and will be discussed at a meeting of the PrMC tentatively planned for February 2017, in Germany. A second meeting of the PrMC will likely be held in June 2017, so that all of the OIML-CS documents can be approved at the 2017 CIML Meeting, with implementation of the OIML-CS anticipated to begin in January 2018.

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

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

The preliminary ballot of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* was distributed for CIML vote and comment in July 2015, with votes and

comments due in October 2015. Although the vote passed, there were conflicting comments for which a proposed solution has been developed. The CIML is now voting on whether to issue this document as an OIML Guide, rather than a Document, in order to give the user community the necessary time to consider how to incorporate it into OIML Recommendations. If there are any questions, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov). Please also see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication.

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

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

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

A new project to revise OIML D 31 *General Requirements for Software-controlled Measuring Instruments* was approved in October 2016. This document serves as guidance for software requirements in International Recommendations by OIML TCs. The United States will participate in the technical work on this project which will expand the scope of the document to include software verification. Please contact Dr. Ambler Thompson at (301) 975-2333 or [ambler@nist.gov](mailto:ambler@nist.gov) if you would like to discuss OIML software efforts.

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

The first draft of a new project *Guidance for defining the system requirements for a certification system for prepackages* was discussed at a TC 6 meeting in Seoul, South Korea, in September 2014. This guideline is being developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods. The 2CD of this guidance document was distributed in June 2016.

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

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

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

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

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

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

The United States and The Netherlands became the new Co-Secretariats of TC 8/SC 1 in June 2016 after Germany announced that it wished to step down as Secretariat. The United States chairs the Project Group that has drafted new sections of OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 1CDs of R 71 and R 85 were distributed for project group comment in March 2016. The 2CD of OIML R 80-2, *Road and Rail Tankers, Test Methods* was distributed in April 2016. A meeting to discuss all of these TC 8/SC 1 projects was held in June 2016 in Gothenburg, Sweden. The Subcommittee also discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks* at the meeting in Sweden, and a new project proposal to revise R 125 was approved by the CIML in October 2016. 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)**

This subcommittee continues the effort on a new project for the “immediate revision” of all three parts of R 117 *Dynamic Measuring Systems for Liquids Other Than Water*. This new project will fully harmonize all three parts and add new annexes to R 117 for several complete measuring systems, including: (a) measuring systems for the unloading of ships' tanks and for rail and road tankers using an intermediate tank, (b) measuring systems for liquefied gases under pressure (other than LPG dispensers), (c) measuring systems for bunker fuel, and (d) measuring systems for liquefied natural gas (LNG). The 1CD of R 117 was distributed in April 2016, and an R117 project group meeting was held in Delft, The Netherlands in July 2016 to resolve comments received on the 1CD. The 2CD is expected in early 2017. If you have any questions or would like to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

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

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first committee draft (1CD) of R 81 to project group members and the USNWG for their review and comment; this comment period on R 81 closed in September 2016. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

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

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-

3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

Although all three parts of OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, have recently been published, a project to initiate a new revision of R139 was approved by the CIML in October 2016. The Netherlands and Japan will serve as Co-Conveners on this new project that will mostly focus on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. A meeting of the R 139 Project Group has been scheduled for February 2017 in Tokyo, Japan. 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. 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)**

The United States distributed the 5<sup>th</sup> Committee Draft of all parts of R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) in October 2016. Votes and comments from the R 60 Project Group are due in January 2017. 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 new project to revise OIML R 76:2006 *Non-automatic weighing instruments* was approved by the CIML in October 2016 at its annual meeting in Strasbourg, France. In addition to revising R 76, the project group has been requested to provide suggestions on how to best approach the verification and inspection of these measuring instruments. Please contact Mr. Rick Harshman at (301) 975-8107 or [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov) if you are interested in the project to revise this document.

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

In October 2016, the CIML approved a new TC 9/SC 2 project to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type*. To receive copies of the documents concerning this project or to obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

The TC 9/SC 2 Secretariat has distributed the 5CD of OIML R 61 *Automatic gravimetric filling instruments*; votes and comments were due in October 2016. The TC 9/SC 2 Secretariat distributed a questionnaire concerning a possible project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R 51 was also announced by the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov) if you are interested in the project to revise this document.

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

The voting on the preliminary ballot of OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* closed in July 2016. R 59 received final CIML approval in October 2016, and it is expected that this recommendation will be published on the OIML website in early 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov) if you would like more information on this effort.

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

Preliminary ballot voting closed in Nov 2015 on a new draft document *Measuring Instruments for Protein Determination in Grains*. The US submitted a “no” vote with some significant comments on the DR based on the non-uniformity with the testing requirements in OIML R 59. These issues were resolved, and this new Recommendation received final CIML approval in October 2016. It will be published as OIML R 146 on the OIML

website in early 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov), if you would like more information on this effort.

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

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

## **II. REPORT ON THE 51<sup>ST</sup> CIML MEETING AND THE 15<sup>TH</sup> OIML INTERNATIONAL CONFERENCE IN STRASBOURG, FRANCE IN OCTOBER 2016**

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

Mr. Stephen Patoray, who has been serving as BIML Director since January 2011, provided several reports on financial and administrative matters at the BIML, including improvements that have been implemented since his arrival at the BIML. Mr. Patoray also discussed several upgrades to the OIML website. Mr. Patoray's appointment as the BIML Director will end in 2018.

The Committee sadly noted the unexpected passing of BIML Assistant Director Mr. Willem Kool, and posthumously awarded him the OIML Medal. It was decided that the vacant position of a BIML Assistant Director be advertised with the plan to have a new BIML Assistant Director appointed at the 52nd CIML Meeting in 2017.

Dr. Roman Schwartz of the PTB in Germany is currently serving as CIML First Vice-President; the Committee selected Dr. Schwartz to continue serving in the role for a six-year term.

The Committee welcomed Thailand as a new Member State and welcomed Angola as a new Corresponding Member.

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

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

The Committee recognized the continuing efforts of the Ad-hoc Working Group that is working to revise OIML B 6:2013 *Directives for OIML technical work*.

The Committee approved the following final draft publications:

- Revision of R 59 *Moisture meters for cereal grains and oilseeds*;

- Revision of R 87 *Quantity of product in prepackages*;
- New Recommendation (will become R 146) *Protein measuring instruments for cereal grains and oilseeds*;
- New Recommendation (will become R 147) *Standard blackbody radiator for the temperature range from – 50 °C to 2500 °C*.

The Committee approved several new technical projects:

- the revision of D 31:2008 *General requirements for software controlled measuring instruments*;
- the revision of R 46:2012 *Active electrical energy meters*;
- the revision of R 76:2006 *Non-automatic weighing instruments*;
- the revision of R 125:1998 *Measuring systems for the mass of liquids in tanks*;
- the revision of R 139:2014 *Compressed gaseous fuel measuring systems for vehicles*;
- the development of a new Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type*;
- the development of a new Recommendation on *Near infra-red saccharimetry instruments*.

The Committee held lengthy discussions on the effort to create and implement the new OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. (For a summary of this effort, please see the TC 3/SC 5 section of this report.) Until the new OIML-CS is fully operational, the current Basic and MAA systems will continue and will be supported by the BIML.

The Committee instructed the secretariats of Technical Committees and Subcommittees and the conveners of Project Groups, when OIML Recommendations for relevant categories of measuring instruments are being developed or revised, to ensure that a requirement should be included, if necessary, stating that the instruments shall not exploit the maximum permissible errors or systematically favor any party. The Committee also instructed the Bureau to monitor the implementation of this resolution.

The Committee congratulated this year's recipient of the OIML Award for Excellent Achievements in Legal Metrology in Developing Countries – The Institute of Trade Standards Administration, Kenya.

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

The 52<sup>nd</sup> CIML Meeting is being planned to be held in Cartagena, Columbia in October 2017. The 53<sup>rd</sup> CIML Meeting is being planned to be held in Hamburg, Germany in October 2018.

### **IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS**

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Punta Cana, Dominican Republic (November 2015) and in Montevideo, Uruguay (November 2016). Mr. José Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. The Legal Metrology Working Group is chaired by Mr. Emilio Löbbe from INTI/Argentina. The organization is working to build capacity in legal metrology for SIM member countries. In April 2015, INTI hosted a 3-day course on “Assessment and Acceptance of Electrical Energy Meter Type Approval Certificates” in Buenos Aires, Argentina as part of a regional project on “Quality Infrastructure for Energy Efficiency and Renewable Energy Sources in Latin American and the Caribbean.” Also in April 2015, SIM held a workshop on “truck scales” and “modular verification” (load cells and digital indicators) in Panama City, Panama. In October 2015, the SIM LMWG held a 3-day Inter-American Workshop in Buenos Aires, Argentina on “Safety Software and Hardware for Legal Metrology”. In April 2016, INTI organized a workshop on “Metrological requirements for household water meters” in Lima, Peru. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM.

The 23<sup>rd</sup> Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by Japan and was held in Tokyo in November 2016. Starting in January 2016, New Zealand assumed the APLMF Secretariat, and Mr. Stephen O’Brien of New Zealand’s Ministry of Business, Innovation & Employment (MBIE) assumed the Presidency. Previously, the People’s Republic of China held the Presidency and the Secretariat of APLMF for several years.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities are facilitated through its seven work groups. The most active WG is the Working Group on Training Coordination, chaired by Australia. In 2016, APLMF held the following training courses:

<b>Course</b>	<b>Venue/host</b>	<b>Trainers</b>	<b>Delivery dates</b>
Verification of Fuel dispensers	Pattaya City, Thailand	Australia	11-13 July 2016
Mass standards	Jakarta, Indonesia	Japan	30 Aug – 1 Sept 2016
Verification of non-automatic Weighing instruments	Kuala Lumpur, Malaysia	Malaysia	28 Nov–1 Dec 2016

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 launched by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This four-year project is being managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies. Several more training courses are planned through the MEDEA Project.

Mr. Ralph Richter represented the United States at the APLMF meeting in Tokyo. Mr. Richter served as the Acting-Chair of the APLMF work group on Mutual Recognition Arrangements (acting for Dr. Charles Ehrlich) and gave a report and update on the OIML Certificate System project. Mr. Richter also presented the United States Country Report.

Cambodia is scheduled to host the next APLMF meeting in November 2017. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on APLMF and the 2017 APLMF Annual Meeting.



**Appendix B**

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

, Chair  
NCR

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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 Report
  - (b) Professional Development Committee Report
  - (c) Laws and Regulations Committee Report
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## AMC Annual Meeting Minutes

July 26, 2017  
Denver, Colorado

### Call to Order

The meeting was called to order at 5 pm by the AMC chairman Calix.

### Meeting Minutes

The minutes from the previous AMC meeting was unanimously approved.

### Financial Condition

A copy of the financial report for fiscal year to date 10/01/15 – 07/12/16 was distributed to the group.

Favorable comments were received regarding the new format of the report. It is much easier to read and understand

AMC Account Balance	\$25,967.91
Pending Payments	9,557.00
Available Funds	\$16,410.91

The financial report was unanimously approved.

### Board of Directors Report

Mr. Guay, the AMC representative on NCWM Board of Directors gave a report regarding board activities:

#### WEST

Budget issues in Alaska

Arizona W&M program now moved to Dept. of Agriculture

Hawaii will be hosting WWMA (wk. of 9/11) in Honolulu.

California received funding for alternative fuel labs

#### SOUTH

MS looking for online testing of inspectors

KY losing inspectors due to retirement and budget

Southern meeting will be in Arlington, not Fort Worth

#### NORTHEAST

CT establishing programs on electric and fuel cell vehicles, propane fuel

Steve G now acting director now in Maine, doing rulemaking to adopt HB 133 procedures.

PA in first year of fuel quality program

VT still getting their lab back and running after flood several years ago.

Interim Meeting in Portsmouth, NH at end of October

#### CENTRAL

IN lost metrologist and lab is down until new people are trained

Iowa lab is still not open, using other state labs

Michigan received full funding to add inspectors and equipment

Skimmers are being placed Friday nights and Saturdays, picked up Sundays.

Interim Meeting in St Charles, MO first week of October

#### NIST

Doug Olson (new Chief of NIST Office of Weights) will be here Monday night and Tuesday

Georgia Harris acting chief until February

Training: Doing more webinars especially for metrology, including support for Latin America.

Packaging and Labeling HB 133 training for 105 people this year (Weight and Volume).

Doing first count, length, width HB 133 class later year

CNG testing school this fall in Utah

Train the Trainer program has worked well to provide assistance to NIST training.

Questions remain on official status of classes taught by non-NIST instructors.

### Board Items of Interest

Membership currently fairly stable.

Board has agreed to send Daryl and Don to Interweigh Expo in China which occurs every 2 years.

Upcoming Meetings

- San Antonio NCWM Interim meeting in January, 2017
- Pittsburgh NCWM Annual meeting next July.

PALS/FALS Subcommittee Issues Under Discussion

- Reporting of votes within the Subcommittee
- Management of Issues Between Standing Committee and Subcommittee

Charter Team Phase 1 and movement to Phase 2

- Phase 1 report
- Plan to Move into Phase 2

Tool Kit Task Group (videos developed and under development)

Posting of Employment Opportunities on NCWM website

- Positions can be posted by NCWM member
- Can be accessed by NCWM and non-NCWM members

Professional Development Committee

Mr. Richard Shipman, the PDC representative on the committee reported on the activity of the PDC

- Working on competency exams. The committee is seeking input from the states.
- The PDC expressed appreciation to the BOD for the support received by the AMC for training funds
- Julie Quinn has a very nice presentation on safety related to service. She expressed the need for input from industry.
- There will be two positions opening on the committee.

**Laws and Regulations (L&R) Committee Report**

Ms. Richardson, the AMC representative on the L&R Committee reported on the activity of the L&R.

- Finished agenda work today.
- Todd stepped down. Michele Wilson will take his place through 2019

**AMC Fund Disbursement Report**

Pending	Toolkit Task Group	\$4,275.00
Pending	Virginia: SMAP	\$2,300.00
Pending	NH - NEMAP	\$872.00
Pending	Virginia: Safety	\$500.00
Pending	Texas: SWAP	\$1,060.00
Approved	NYS	\$3,750.00
Approved	CNMI	\$6,900.00

**Filling Vacant Positions**

There are 3 positions to fill on the AMC. The three officers and two committee members.

Committee Chair	David Calix	NCR Corporation	2016
Vice-Chair	Richard Shipman	Rice Lake Weighing Systems, Inc.	2016
Secretary / Treasurer	Bill Callaway	Crompco	2016
Member	Richard Shipman	Rice Lake Weighing Systems, Inc.	2020
Member	Steven Grabski	Wal-Mart Stores, Inc.	2020
Member	Christopher Guay	Procter and Gamble, Co.	2020
Member	Mark Flint	ADM	2020
Member	Rebecca Richardson	Marc – IV Consulting	2020

Member	David Calix	NCR Corporation	2018
Member	Bill Callaway	Crompco	2018
Member	Robert Murnane, Jr.	Seraphin Test Measure	2018
Member	Paul A. Lewis, Sr.	Rice Lake Weighing Systems, Inc.	2019

**The open positions will be filled as follows:**

Committee Chair - Richard Shipman, Rice Lake Weighing Systems will move up from Vice Chair to Committee chair.  
 Vice Chair – Bill Callaway, Crompco, will move into the Vice Chair from Secretary.  
 Secretary/Treasurer – Mark Flint, ADM

**Old Business**

None.

**New Business**

BOD developing processes to speed up the change procedures. An improvement group is being formed. Phase I – Shorter commitment. Phase II – Could be longer commitment. A Six sigma or Lean approach to be used.

The AMC policy on funds distribution is located on the NCWM website and has not been reviewed in 7 years. This item is to be placed on the agenda for the next meeting.

Discussion on industry involvement. The question was raised on how do we get more industry involvement – not just when there is an item on the NCWM agenda that affects that industry (being pro-active vs. re-active). This topic will be added to the next meeting agenda.

**Adjournment**

With no further new business Chair Calix adjourned the meeting at 6:25 pm

Respectfully submitted by,  
 Mr. Richard Shipman,  
 Vice Chairman

**Individuals in Attendance**

- Mr. Richard Shipman, Rice Lake Weighing Systems
- Mr. Chris Guay, Proctor & Gamble
- Mr. Paul Lewis Sr., Rice Lake Weighing Systems
- Mr. Bob Murnane, Seraphin
- Mr. Russel Vires, Mettler Toledo
- Mr. David Calix, NCR
- Mr. Henry Oppermann, W&M Consulting
- Ms. Rebecca Richardson, Marc-IV Consulting / National Biodiesel Board
- Mr. Richard Suiter, Richard Suiter Consulting LLC
- Mr. Mark Flint, ADM
- Mr. Jim Hewston, J.A. King
- Mr. John Hughes, Rice Lake Weighing System
- Mr. Jerry Buendel, UDAF
- Mr. Brett Gurney, UDAF
- Mr. Marc Buttler, Emerson
- Mr. Don Onwiler, NCWM
- Mr. Louis Straub, Fairbanks
- Mr. Ron Gibson, Seraphin
- Mr. Mike Kunselman, CQA
- Mr. Mark Flint, ADM
- Mr. Henry Kellogg, CompuCom

## Appendix C

### Report of Team Charter to the Chairman

#### National Conference on Weights and Measures

July 2016

In recent years, concerns have been raised over the ability of the National Conference on Weights and Measures (NCWM) to accept, review and pass or reject items that appear on its committee's agenda in a timely manner. Team Charter was asked to assess the current status of standards development in NCWM and identify areas that are problematic. The following report includes a brief overview of the existing standards process and provides examples of recent items that appeared on the agendas of NCWM Committees and outlines areas where changes are needed.

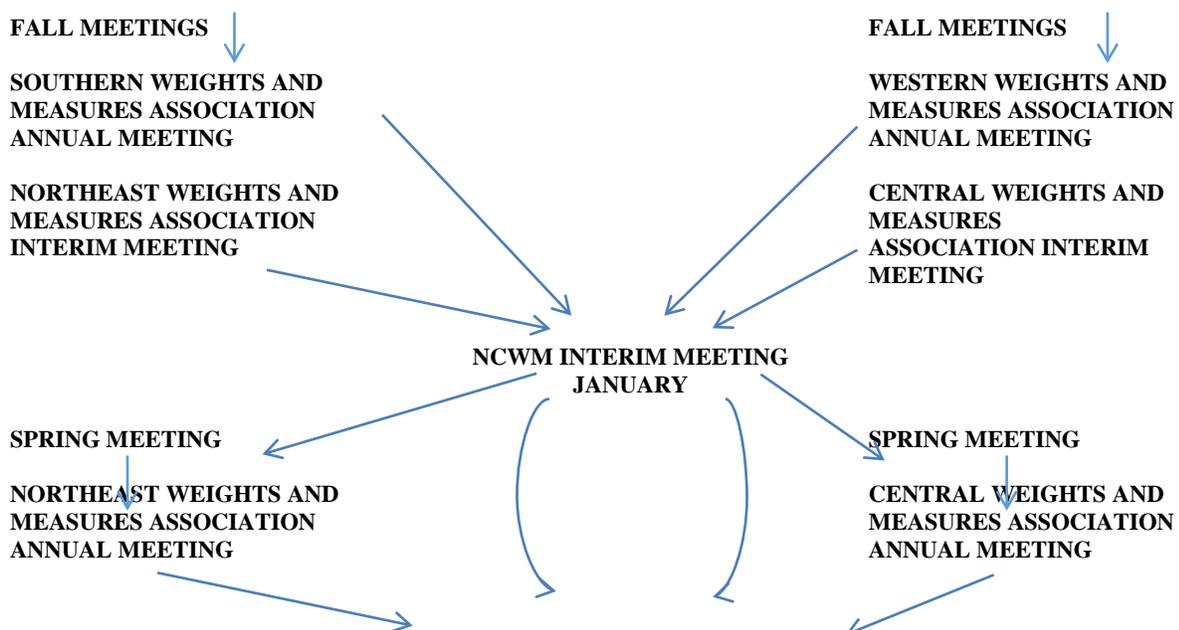
The report also identifies other standards groups whose workings may provide valuable information to Team Charter as its work progresses. Also identified are the participants in NCWM, as well as end users of the work product of NCWM.

NCWM's internal structure includes a Board of Directors, Standing Committees, Special Purpose Committees, the National Type Evaluation Committee, and Ad Hoc Committees, Subcommittees, Task Forces, and Study Groups.

The Standing Committees of NCWM are the Committee on Specifications and Tolerances, the Committee on Laws and Regulations, and the Professional Development Committee. The final work product of the standing committees is published in NIST Handbook 44, NIST Handbook 130 and NIST Handbook 133.

Interested parties wishing to present an item (proposal) to the National Conference on Weights and Measures must follow the guidelines described in NCWM's Bylaws, Policies and Rules. Items of a technical nature are assigned to a standing committee and then included as an agenda item at both the regional and national levels. Agenda items are reviewed and discussed at the regional and national level and then either presented as a voting item or removed from an agenda.

#### NCWM – THE “MEETING FLOW” OF AGENDA ITEMS AS THEY MOVE FROM REGIONAL MEETINGS TO NATIONAL MEETINGS



**NCWM ANNUAL MEETING JULY  
VOTING ON AGENDA ITEMS**

**Other National and International Standards Setting Groups:**

Studying the methodology of standards setting used by other standards setting organizations will assist Team Charter in addressing the concerns raised in phase 1 of the report.

American Society for Testing and Materials (ASTM) <https://www.astm.org/>

ASTM International is an international standards organization that develops and publishes voluntary consensus technical standards for a wide range of materials, products, systems, and services.

Society of Automotive Engineers (SAE) <http://www.sae.org/>

SAE International, initially established as the Society of Automotive Engineers, is a U.S.-based, globally active professional association and standards organization for engineering professionals in various industries.

International Standards Organization (ISO) <http://www.iso.org/iso/home.html>

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from various national standards organizations. The organization promotes worldwide proprietary, industrial and commercial standards.

National Institute of Standards and Technology (NIST) <http://www.nist.gov/>

NIST promotes U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life.

The American National Standards Institute (ANSI) <https://www.ansi.org/>

ANSI oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States.

Underwriters Laboratories (UL) <http://ulstandards.ul.com/>

UL is a product safety testing, certification and standards development organization.

National Fire Protection Association (NFPA): <http://www.nfpa.org/>

NFPA is a trade association that creates and maintains standards and codes for usage and adoption by local governments.

International Electrotechnical Commission (IEC) <http://www.iec.ch/>

IEC is a nonprofit organization that develops and publishes standards concerning electrical technologies.

## Stakeholders in the National Conference on Weights and Measures:

Membership in NCWM is made up of three classes: **Active, Advisory, and Associate**. For the purposes of voting on an agenda item, NCWM is divided into three (3) houses; the House of State Representatives, The House of Delegates, and The House of General Membership. NCWM presently has 2,300 members.

### Membership Breakdown

<u>Type</u>	<u>Number of Members</u>
Active	1162
Associate	884
Advisory	254
Total	2300

### Active Members:

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

- Each of these groups designates one official as its representative to the **House of State Representatives**.
- All remaining State, County and City Regulatory Weights and Measures Officials in attendance are seated in the **House of Delegates**.

### Advisory Members:

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

- These members are seated in the **House of General Membership**.

### Associate Members:

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

These members are seated in the **House of General Membership**

At the Annual Meeting of the Conference in July of each year, committees of the conference present agenda items to the membership for debate and a possible vote. All registered attendees may comment on both business and technical items during open hearings and voting sessions. However, the adoption of technical items and committee reports is to be decided by a formal vote of the active members in accordance with the NCWM Bylaws. For business items presented by the Board of Directors, all NCWM Associate, Advisory and Active members are eligible to vote.

### End Users:

NIST/NCWM Publications are used by government agencies at the federal, state, and local levels. The publications when adopted become law, regulations or rules depending on the involved public entity. Private sector users (manufacturers, wholesalers, and retailers) use the publications as guidelines to insure compliance with state and local weights and measures regulations.

**Public Sector Users**

Field Inspectors  
Auditors  
Supervising Officials  
Device Evaluators  
Law Enforcement

**Private Sector Users**

Manufacturers  
Producers  
Commodity Packers  
Retailers - Consumer Goods  
Advertisers and Marketers

**The timelines below represent five (5) wide ranging recent agenda items.**

**Compressed Natural Gas/Liquefied Natural Gas - Method of Sale**

2013: New Informational Item: Assigned to a new steering committee

2014: Item Withdrawn by Submitter

- New Voting Item by same submitter: Returned to committee
- Steering committee charged with making recommendations prior to Annual
- Steering Committee provided recommendations in June
- NIST offered an alternative proposal in July for mass
- Voting was on the Steering committee's version

2015: Voting Item: Returned to Committee

- Conference now had 2 “compromise” proposals; one establishing volume equivalents and the other establishing mass
- The committee agreed to move the volume equivalents version for vote

2016: Voting Item

**Length of Time on a Committee(s) Agenda – 3 Years**

**Net Results – *No New Rule, Regulation or Law Added to Handbooks***

**Automatic Temperature Compensation Timeline:**

2000: Proposed by WWMA for VTMs

2001: Informational

2002: Voting Item Returned to Committee

2003: Voting Item Returned to Committee

2004: Voting Item Returned to Committee

- New proposed Method of Sale for ATC

2005: Both items were informational

2006: Both items were informational

2007:

- ATC Steering Committee was formed

- NCWM Chair testified at congressional hearing on ATC
- L&R vote on permissive ATC Returned to Committee
- ATC for RMFD was proposed – Informational
- ATC for VTMs was adopted

2008:

- L&R presented informational item with 2 options for ATC recommendation and original proposal
- ATC for RMFD was informational

2009:

- L&R moved item from voting to withdrawn
- S&T retained informational item for RMFDs

2010: S&T withdrew item for RMFDs

### **Length of Time on a Committee(s) Agenda – 11 Years**

**Net Results – *No New Rule, Regulation or Law Added to Handbooks***

### **Software Identification Timeline**

2005: Software Sector was created to address software concerns including identification.

2007: Software Sector submitted G-S.1. Identification as a Developing item

2008: Item was upgraded to Informational

2009: Informational

2010: Informational

2011: Downgraded to Developing

2012: Developing

2013: Developing

2014: Developing

2015: Developing

2016: Voting Item

### **Length of Time on a Committee(s) Agenda – 12 Years**

**Net Results – *No New Rule, Regulation or Law Added to Handbooks***

### **Pasta Timeline**

2010: Voting Item Returned to Committee

2011: Voting Item Returned to Committee

2012: Voting Item Returned to Committee

2013: Adopted

**Length of Time on a Committee(s) Agenda – 4 Years**

**Net Results – *New Guidance Given on package Inspections - Added to Handbooks***

**GPS Systems Timeline**

2012: New Developing Item from Seattle

2013: The GPS item was grouped with other taxi items into a new single Developing item for the USNWX on Taximeters.

2014: Developing

2015: Developing

2016:

- USNWX placeholder item is still Developing.
- California proposed a new draft code for GPS systems.
- Additional states are considering adopting standards in advance of NCWM.

**Length of Time on a Committee(s) Agenda – 5 Years**

**Net Results – *No New Rule, Regulation or Law Added to Handbooks***

**Final Actions of Laws and Regulations and Specifications and Tolerances Committees - 2011-2015**

In addition to the timelines listed above, the committee was also provided with data on final actions taken on voting items from two of the standing committees for the years 2011 to 2015. The data does not include split votes or status downgrades by the committees prior to voting.

<b>Laws and Regulations Committee</b>				
<b>Final Actions Taken on Voting Items</b>				
<b>Year</b>	<b>Item</b>	<b>Years in System</b>	<b>Action</b>	<b>Title</b>
<b>2011</b>	232-3	1	Adopted	1.7.2. Pelletized Ice Cream
<b>2012</b>	231-3	1	Adopted	10.11. Statements of Cubic Measure in Compressed Form
	232-1	3	Adopted	2.13.4. Declaration of Weight (Polyethylene)
	232-2	1	Adopted	2.19. Kerosene
	232-3	1	Adopted	2.23. Animal Bedding
	232-4	2	Adopted	2.33. Vehicle Motor Oil
	232-7	1	Adopted	2.32.1. Definition of Hydrogen Fuel

	237-1	2	Adopted	2.1.2. Gasoline - Oxygenate Blends
	237-3	1	Adopted	3.3.4. Nozzle Requirements for Diesel Fuel
	237-4	2	Adopted	3.13.1. Labeling of Vehicle Motor Oil
	237-6	1	Adopted	3.2.X. EPA Labeling Requirements Also Apply
	237-7	1	Adopted	4. Retail Storage Tanks and Dispenser Filters
	237-9	4	Adopted	2.XX. Requirements for Hydrogen Fuel
	237-10	2	Adopted	X.X. Definitions Hydrogen Fuel, Internal Combustion Engines, Fuel Cell Vehicles
	260-4	3	Adopted	4.7. Polyethylene Sheeting Test Procedure

<b>2013</b>	221-1	2	Adopted	1. Definitions
	232-3	1	Adopted	2.33. Oil, 2.33.1.4.5. Tank Trucks and Rail Cars
	232-5	2	Adopted	2.XX. Retail Sale of Electricity/Vehicle
	260-1	4	Adopted	2.3.8. Moisture Loss - Pasta Products

<b>2014</b>	231-2	3	Adopted	10.3. Aerosols and Self-Pressurized Containers
	232-4	2	Adopted	Section 2.33. Oil
	232-6	3	Adopted	2.30. Ethanol Flex Fuel Blends
	232-7	1	Adopted	2.XX. Diesel Exhaust Fluid (DEF)
	232-8	1	Adopted	2.20. Gasoline-Oxygenate Blends
	237-6	2	Adopted	3.13. Oil, 3.13.1. Labeling of Vehicle Engine (Motor) Oil Required
	237-7	1	Adopted	3.2.7. Documentation for Dispenser Labeling Purposes
	237-9	3	Adopted	4. Definitions, 2. Standard Fuel Specifications, 3. Classification and Method of Sale of Petroleum Products
	237-10	1	Adopted	3.XX. Diesel Exhaust Fluid (DEF)
	237-11	1	Adopted	2.12. Motor Oil
	260-2	1	Adopted	3.12. Fresh Oysters Labeled by Volume

<b>2015</b>				
	231-1	2	Adopted	Sections 6.4., 6.5., and 6.7. Addition of Tables
	232-2	2	Withdrawn	Section 2.20.3. Street Sign Prices and Advertising
	260-1	1	Adopted	Section 2.7. Chitterling Test Procedure
	260-2	1	Adopted	Section 3.9. Dimensional Test Procedure for Verifying the Compressed Quantity

## Specifications and Tolerances Committee

### Final Actions Taken on Voting Items

Year	Item	Years in System	Action	Title
<b>2011</b>	310-1	4	Adopted	Provision for Sealing Electronic Adjustable Components
	310-3	2	Adopted	G-A.6. Non-retroactive Requirements (Remanufactured Equipment)
	320-2	1	Adopted	T.N.4.7. Creep Recovery for Load Cells
	321-1	4	Adopted	N.3.1.3. Check for Consistency of the Belt Along Its Entire Length
	331-1	1	Adopted	S.2.6. Thermometer Well, Temperature Determination
	336-1	1	Adopted	Appendix D - Definitions of Utility-Type Water Meters
	342-1	2	Adopted	N.5.1. Verification of Master Metering Systems

<b>2012</b>	320-3	1	Adopted	N.3.1.2. Interim Approval
	320-4	1	Adopted	UR.1.2. Grain Hopper Scales
	320-6	1	Adopted	Appendix D - Definitions. Reference weight car
	321-1	1	Adopted	S.1.9. Zero Read Indicator
	321-2	1	Adopted	UR.1. User Requirements
	330-1	1	Adopted	Unit Price Posting...
	330-2	1	Adopted	Selection of Unit Price
	330-3	1	Adopted	Agreement Between Indications
	330-4	1	Adopted	Recorded Representations
	330-5	1	Adopted	Unit Price and Product Identity
	330-6	1	Adopted	Computing Device
	336-1	1	Adopted	S.3. Markings
	358-1	1	Adopted	N.1.3.4. Test Objects with Protrusions
	359-1	1	Adopted	Tentative Status of Code 5.59

<b>2013</b>	320-1	2	Adopted	S.6.4. Railway Track Scales and Appendix D - Definitions
	320-4	2	Adopted	Appendix C - Units of Mass (ton)
	321-1	1	Adopted	UR.1.2. Conveyor Installation
	321-2	1	Adopted	Appendix D - Definitions. Belt Revolution, Belt Load...
	330-2	1	Adopted	Table T.2. Accuracy Classes and Tolerances for Liquid Measuring Devices
	331-1	1	Adopted	Table 1. Accuracy Classes and Tolerances for VTMs
	331-2	5	Adopted	T.4. Product Depletion Test
	337-3	1	Adopted	Table T.2. Accuracy Classes for MFMs
	356-1	1	Adopted	Table S.2.5. Categories of Device and Method of Sealing
	356-2	2	Adopted	UR.3.4. Printed Tickets

<b>2014</b>	310-2	1	Adopted	G-S.5.6. Recorded Representations
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	320-2	1	Adopted	UR.2.4. Foundations, Supports and Clearance
	321-1	1	Adopted	UR.1.2. Conveyor Installation
	330-1	1	Adopted	S.1.6.8. Recorded Representations and UR.3.3. Computing Device
	330-3	2	Adopted	N.4.2.4. Wholesale Devices
	330-5A	2	Adopted	UR.3.3. Computing Device
	330-5B	2	Adopted	UR.3.3. Computing Device
	332-2	1	Adopted	S.1.5.3. Recorded Representations, POS Systems

<b>2015</b>	310-2	1	Adopted	G-UR.4.1. Maintenance of Equipment
	320-2	1	Adopted	T.N.3.5. Separate Main Elements
	320-4	5	Adopted	2.20 Weigh-in-Motion Vehicles Scales for Law Enforcement
	321-1	1	Adopted	A.1. General
	321-2	1	Adopted	S.4. Marking Requirements
	321-3	1	Adopted	N.2.1. Initial Verification
	321-4	1	Adopted	N.2.3. Minimum Test Load
	321-5	1	Adopted	N.3.1.1. Determination of Zero
	321-6	1	Adopted	UR.1.2. Conveyor Installation
	321-7	1	Adopted	UR.3.1. Scale Conveyor Maintenance, Weighing Systems
	321-8	1	Adopted	Appendix D - Definitions. Weigh-belt systems
	330-2	1	Adopted	Table S.3.3. Categories of Device and Methods of Sealing
	354-1	1	Adopted	S.1.1.1. Recording Elements
	354-2	1	Adopted	S.1.2. Advancement of Indicating Elements
	354-3	1	Adopted	S.1.3.3. Passenger Indications
	354-4	1	Adopted	S.1.8. Protection of Indications
	354-5	1	Adopted	S.1.9. Recorded Representation
	360-3	1	Adopted	Appendix D - Definitions. Point-of-sale-system
	360-5	2	Adopted	Electric Vehicle Fueling and Submetering

**Conclusions:**

The committee members exchanged e-mails and phone calls that fostered discussion on the items identified below. All committee members agree that practical solutions should be developed to address the concerns listed below.

1. Standing committee agendas include too many items. In recent years, agendas have overwhelmed committee members. Committee work sessions have become all-consuming and diminish the committee’s final work product. Late night time commitments affect committee members’ morale and cause difficulties in recruiting new committee members. The existing agenda item designation system only provides guidance to the committees as it relates to the status of an item.
  
2. Items remain on committee agendas for indefinite periods of time. Clearly there are agenda items that need extensive development, but *revisiting and/or voting* on the same items on a yearly basis raises frustration and causes interested groups to question the credibility of the Conference. Interested parties have bypassed the NCWM process and have reached out to the Federal and State Governments for favorable legislation.

Some states have passed “boutique legislation” to address that state’s immediate need.

3. Adoption or non-adoption of agenda items by the Conference as a whole occurs just once a year. Items that are ready for a vote or have been voted on and are ready for a revote cannot be revisited until the July Annual Meeting. Voting only once a year inherently slows the approval process.
4. Agenda items can be intensely technical and inconsistent technical knowledge of a specific item by committee members can hinder the study of the item. Committees may not have the expertise or time to develop items, and proposal authors may not have the resources or connections to reach out to affected parties except at national meetings. The result is that items of a technical nature may not be developed adequately before reaching the committee and may return year after year without significant change because of a continuing lack of resources for development.
5. Committee Chairpersons have broad authority and control over their agendas. The tools provided to committee chairs are explained in detail during the NCWM Committee Orientation process, but we believe committee chairs do not use these tools enough in reviewing agenda content. Also, emphasis should be placed on the most efficient utilization of time outside of the NCWM meeting timeframes to work on agenda items
6. Comments during open hearings and the voting process at times are not directed to the committees and their chairpersons, inviting “back and forth” discussions on agenda items. Although comments are strongly encouraged, “back and forth” discussions can cause unnecessary delays and can diminish the time necessary to consider “last minute” changes. As a result, an item deemed by the committee ready for a vote may be quickly “pulled back” increasing the time it remains on an agenda.
7. Subcommittees perform an important function by advising and assisting the standing committees on agenda specific topics. A subcommittee’s recommendation and work product become an integral part of an agenda item. Subcommittee members are subject matter experts, whose expertise and background should be fully utilized by standing committees.
8. Every proposal/agenda item presented to a regional association and/or to NCWM is distinct and raises a corresponding level of interest. Determining “how long” an item takes to move through the NCWM process is difficult and is driven by the uniqueness (technical nature and the widespread effect on the marketplace) of agenda items. Data suggests that most items move relatively smoothly through the conference approval process, but that suggestion is clearly diminished by the uniqueness of an item.

NCWM members representing different interests have raised concerns that NCWM will not be able rise to the challenges it will confront in the 21<sup>st</sup> Century. Finding solutions to the concerns identified above will greatly assist the conference in meeting those challenges.

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Mr. John Gaccione, Westchester County, New York | Chairman & Northeastern Representative  
Dr. Matthew Curran, Florida | Southern Representative  
Mr. Joseph Gomez, New Mexico | Western Representative  
Ms. Julie Quinn, Minnesota | Central Representative  
Mr. Robert Murnane, Seraphin Test Measure, Co. | Associate Membership  
Mr. David Calix, NCR Corporation | Associate Membership  
Mr. Don Onwiler, NCWM  
Ms. Carol Hockert, NIST/OWM (Retired)

**Team Charter Committee Members**