**NCWM Board of Directors**

**2023 Interim Meeting Agenda**

Mr. Mahesh Albuquerque, NCWM Chairman

Colorado

The Board of Directors (hereinafter referred to as the "Board") will address the following 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 three letters of an item's reference key are assigned from the Subject Series List. The next 2 digits represent the year the item was introduced. 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 the 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 may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in *NCWM Policy 3.1.4. Handbooks, Procedures to Modify Handbooks*. 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. Suggested revisions are shown in **bold face print** by **~~striking out~~** information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in ***bold faced italics***. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to www.ncwm.com/publication-15 to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in their 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 table. If possible, the posting will be done at least a day prior to the planned closed session.

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

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| Subject Series List |

Activity Reports ACT Series

Strategic Planning, Policies, and Bylaws SPB Series

Financial FIN Series

Other Items OTH Series

|  |
| --- |
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| Table BGlossary of Acronyms and Terms |

|  |  |  |  |
| --- | --- | --- | --- |
| Acronym | Term | Acronym | Term |
| AMC | Associate Membership Committee | NTEP | National Type Evaluation Program |
| NCWM | National Conference on Weights and Measures | OIML | International Organization of Legal Metrology |
| NIST | National Institute of Standards and Technology | OWM | Office of Weights and Measures |
|  |
| Details of All Items *(In order by Reference Key)* |

# ACT – Activity Reports

ACT-1 I Membership

The chart and graph below show NCWM membership levels as of March 31 of recent years by membership categories. 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 return, and new members are received. The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

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| **Annual Membership Totals** |
|  **Year Type** | **Oct.****2014** | **Oct.****2015** | **Oct. 2016** | **Oct.****2017** | **Oct.****2018** | **Oct.****2019** | **Oct.****2020** | **Oct.****2021** | **Oct.****2022** |
| Associate | 698 | 670 | 668 | 658 | 643 | 636 | 607 | 608 | 609 |
| Foreign Associate | 58 | 58 | 66 | 68 | 70 | 79 | 77 | 91 | 86 |
| **Total Associate** | **756** | **728** | **734** | **726** | **713** | **715** | **684** | **699** | **695** |
| State Government | 580 | 575 | 552 | 615 | 739 | 744 | 614 | 698 | 644 |
| Local Government | 441 | 444 | 447 | 429 | 412 | 406 | 397 | 389 | 380 |
| **Total** **Active** | **1021** | **1019** | **999** | **1044** | **1151** | **1150** | **1011** | **1087** | **1024** |
| NIST | 1 | 15 | 13 | 15 | 15 | 17 | 16 | 15 | 19 |
| Other Federal Government | 12 | 10 | 7 | 10 | 10 | 8 | 7 | 7 | 5 |
| Foreign Government | 14 | 13 | 12 | 13 | 14 | 14 | 13 | 13 | 14 |
| Retired | 213 | 213 | 216 | 223 | 225 | 235 | 241 | 245 | 248 |
| **Total Advisory** | **240** | **251** | **248** | **261** | **264** | **274** | **277** | **280** | **286** |
| **Grand Total** | **2017** | **1998** | **1981** | **2031** | **2128** | **2139** | **1972** | **2066** | **2008** |

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

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ACT-2 I Meetings

Interim Meetings:

* January 8-11, 2023 Hyatt Regency Hotel, Savannah, Georgia
* January 7-10, 2024 Royal Sonesta Hotel, New Orleans, Louisiana
* January 12-15, 2025 Francis Marion Hotel, Charleston, South Carolina

Annual Meetings:

* July 30-August 3, 2023 108th Annual Meeting: Marriott Norfolk Waterside, Norfolk, Virginia
* July 14-18, 2024 109th Annual Meeting: Renaissance Cleveland Hotel, Cleveland, Ohio
* TBD

NCWM 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. For more information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting Planner, at (402) 434-4872 or elisa.stritt@ncwm.com.

ACT-3 I Participation in International Standard-Setting

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

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

ACT-4 I Associate Membership Committee Activity

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

AMC has established a reputation for promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in the 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. The AMC has the 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 following their "Guidelines for Selection and Approval of Training Funds," which are posted on the Committee's webpage on [www.ncwm.com](http://www.ncwm.com). 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. Preference is given to training requests that benefit higher numbers of participants over those for fewer or single-person benefit. The Committee also gives priority consideration to multi-state training that encourages uniformity.
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, the committee will consider requests for the purchase of training materials, but not requests for the purchase of assets (such as projectors).
5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an "expert trainer" that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

The AMC will meet on Tuesday, January 10, 2023, 7:30 am – 8:30 am.

ACT-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 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 after completing 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. These tools enable year-round progress of task group and subcommittee work.

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

The Promotional Toolkit Task Group reports to the Board of Directors. Among the activities of this group, it has developed multiple videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel dispenser inspections, motor fuel quality, and checking the net contents of packaged goods and LP Gas Meter inspections. Mr. Stephen Benjamin (NC) reported that the next video will be about grain analyzer inspections. Mr. Benjamin expects the next video to highlight laboratory metrology. Video productions will resume in spring 2022.

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

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

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

Reporting to the Board of Directors:

**Promotional Tool Kit Task Group**

**Chair**

Mr. Stephen Benjamin

North Carolina Department of Agriculture

919-707-3225, steve.benjamin@ncagr.gov

**Cannabis Task Group:**

|  |  |
| --- | --- |
| **Co-Chair**Mr. Charles RutherfordCPR Squared, Inc.612-655-5494, charlie@cprsquaredinc.com | **Co-Chair**Mr. Vince WolpertArizona Department of Agriculture602-920-4236. vwolpert@azda.gov  |

**Policy and Bylaw Review Task Group**

**Chair**

Mr. Chris Guay

CGGT

513-652-6597, guay.cb@gmail.com

Reporting to the Laws and Regulations Committee:

**Fuels and Lubricants Subcommittee**

**Chair**

Vanessa Benchea

Florida Department of Agriculture and Consumer Services

813-868-8263, Vanessa.Benchea@fdacs.gov

**Packaging and Labeling Subcommittee**

**Chair**

Mr. Chris Guay

CGGT

513-652-6597, guay.cb@gmail.com

Reporting to the Specifications and Tolerances Committee:

**Field Reference Standards Task Group**

**Chair**

Vacant

**Milk Meter Tolerance Task Group**

**Chair**

Vacant

**Verification Scale Division (e) Task Group**

**Chair**

Mr. Doug Musick

Kansas Department of Agriculture

785-564-6681, doug.musick@ks.gov

Reporting to the Professional Development Committee:

**Safety Subcommittee**

**Chair**

Mr. John Bell

Missouri Department of Agriculture

573-751-8599, johnny.bell@mda.mo.gov

**Skimmer Education Task Group**

|  |  |
| --- | --- |
| **Co-Chair**Ms. Paige AndersonNational Association of Convenience Stores703-836-4564, panderson@convenience.org | **Co-Chair**Mr. John McGuireNew Jersey Weights and Measures732-815-7816, mcguirej@dca.njoag.gov  |

**Skimmer Education Task Group**

|  |  |
| --- | --- |
| **Co-Chair**Ms. Paige AndersonNational Association of Convenience Stores (NACS)703-518-4221, panderson@convenience.org  | **Co-Chair**Mr. John McGuireNew Jersey Weights and Measures501-570-1159, mcguirej@dca.njoag.gov  |

ACT-6 I Regional Association Activities

2023 Meetings

NEWMA Annual Meeting

May 8-11, 2023

Saratoga Springs, NY

Contact: Mr. James Cassidy, james.cassidy@mass.gov

CWMA Annual Meeting

May 15-18, 2023

Grand Rapids, MI

Contact: Ms. Elizabeth Lambert, elizabeth.lambert@mda.mo.gov

WWMA Annual Meeting

September 17-20, 2023

Sparks, NV

Contact: Mr. Mahesh Albuquerque, mahesh.albuquerque@state.co.us

SWMA Annual Meeting

TBD

Contact: Stephen Benjamin, steve.benjamin@ncagr.gov

# SPB – Strategic Planning, Policies, and Bylaws

SPB-1 I Strategic Planning

Chair Mahesh Albuquerque and Executive Director Don Onwiler met with Dr. Katrice Lippa and her staff at the NIST Campus in September to discuss the NCWM / NIST partnership. They also met with NIST legal counsel to discuss the development of a new Memorandum of understanding between our organizations.

The Board had delayed strategic planning during the COVID-19 pandemic because of its inability to hold in-person meetings. The Board is ready now to resume strategic planning and will report progress to membership as the process develops.

SPB-5 I Bylaws, Article IX – Committees

Source:

NCWM Board of Directors (2020)

Purpose:

Streamline the standards development process by elevating the Fuels and Lubricants Subcommittee into a standing committee.

**Item Under Consideration:**

Amend the NCWM Bylaws as follows:

1. Committees

**…**

* 1. Standing Committees

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

Committee on Specifications and Tolerances;

Committee on Laws and Regulations, and

**Committee on Fuels and Lubricants**

**~~3~~4.** Committee on Professional Development

Membership

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

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

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

**…**

* 1. Duties and Fields of Operation of Board of Directors and Committees
		1. **Laws and Regulations Committee**

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

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

the development and interpretation of uniform laws and regulations;

the study and analysis of bills for legislative enactment;

the establishment and maintenance of published guidelines and other effective means of encouraging uniformity of interpretation and application of weights and measures laws and regulations; and

liaison with Federal agencies, State agencies, and other groups or organizations on issues within the purview of the Committee. This role entails explaining, advocating, and coordinating Corporation positions, recommendations, and needs before Federal Government agencies, consumer groups, the associate NCWM membership, domestic and international standards organizations, industry, trade associations, and others. The goals are to provide and solicit information, develop a spirit of cooperation, and promote uniformity with the activities and standards of the NCWM.

* + 1. **Specifications and Tolerances Committee**

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

Its scope embraces all matters dealing with:

specifications, tolerances, and technical requirements of any kind relating to scales, weights, measures, and weighing and measuring devices and accessories, including interpretation of such material whenever necessary,

standards and testing equipment for weights and measures officials,

procedures for testing commercial equipment, and

liaison with Federal agencies, State agencies, and other groups or organizations on issues within the purview of the Committee. This role entails explaining, advocating, and coordinating Corporation positions, recommendations, and needs before Federal Government agencies, consumer groups, the associate NCWM membership, domestic and international standards organizations, industry, trade associations, and others. The goals are to provide and solicit information, develop a spirit of cooperation, and promote uniformity with the activities and standards of the NCWM.

* + 1. **Fuels and Lubricants Committee**

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

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

**standard specifications for fuels and lubricants,**

**methods of sale for fuels and lubricants,**

**labeling, documentation and terms in the sale of fuels and lubricants,**

**standards for handling and storing fuels and lubricants, and**

**liaison with Federal agencies, State agencies, and other groups or organizations on issues within the purview of the Committee. This role entails explaining, advocating, and coordinating Corporation positions, recommendations, and needs before Federal Government agencies, consumer groups, the associate NCWM membership, domestic and international standards organizations, industry, trade associations, and others. The goals are to provide and solicit information, develop a spirit of cooperation, and promote uniformity with the activities and standards of the NCWM.**

**~~C~~D.** Professional Development Committee

The mission of the Committee is:

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

* + - 1. effective program management,

education, and

public relations.

**…**

(Re-letter remaining paragraphs.)

**Background/Discussion:**

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

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

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

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

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

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

2021 NCWM Interim Meeting: FALS Chair, Mr. Bill Striejewske (NV) reviewed the history of the Subcommittee and noted its "considerable growth without guardrails." FALS members prefer to keep the Subcommittee structure and have held numerous meetings over the past year to address issues that led to the proposal to replace it with a Fuels and Lubricants Standing Committee.

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

* Objective
* FALS Scope (purpose and duties)
* FALS Officers
* FALS Membership (including classification)
* Meetings
* Items – Changing Existing, or Proposing New Items
* Development of New Items by FALS
* Focus Groups
* Voting (within FALS)

2021 NCWM Annual Meeting: All comments were in support of retaining the Subcommittee structure and efforts by the Subcommittee to improve efficiencies. FALS has submitted a draft document to the Board for review and feedback. The Laws and Regulations Committee which oversees FALS will also review the document and provide feedback to the Board of Directors.

The Board will review bylaws and policies to see if there are opportunities to better define structure, process, and procedures for all subcommittees

2022 NCWM Interim Meeting: The Board remains concerned that the draft Fuels and Lubricants Subcommittee Standard Operating Procedures (SOPs) does not address the issues leading to the proposed elevation to a Standing Committee. The Board intends to maintain this item as Informational to continue discussions with the Chairs of the L&R Committee and FALS.

2022 NCWM Annual Meeting: No Changes,

SPB-23.1 Various Bylaw Sections: Voting Twice Each Year

**Source:**

Board of Directors, Voting Focus Group

**Purpose:**

The purpose of this item is to expand the NCWM voting process from once per year to twice per year, improving and enhancing the function of NCWM.

**Item under Consideration:**

Amend NCWM Bylaws as follows:

**Articles I-III – No Change**

**Article IV - Membership Fees and Records**

**Section 3 – Waiver of Registration and Membership Fees**

Individuals who have retired after 10 or more years of weights and measures employment in either the public or private sectors, and who have attended at least one **Winter or Summer** **~~Annual~~** Meeting **(or Annual Meeting if before 2024)**, shall not be subject to the payment of the registration and membership fees. The spouses of retired members shall enjoy the same privileges as spouses of active members.

**Article V – No Change**

**Article VI – Directors and Appointive Officials**

**Section 1 – No Change.**

**Section 2 – No Change.**

**Section 3 – Nominations and Elections, Parts A. B, C, D**

1. **Nominating Committee**

Each year prior to the Corporation’s **Winter** **~~Interim~~** Meeting, the Chairman shall appoint a Nominating Committee. The Past Chairman will serve as Chairman of the Nominating Committee.

1. **Nominations**

1. The Nominating Committee shall submit one name for each elective office and present its recommendation as a slate in its report to the Corporation.

2. Additional nominations for officers may be made from the floor at the **Summer** **~~Annual~~** Meeting provided that prior consent of the nominee has been obtained in writing and presented to the presiding officer at the time of the nomination.

1. **Elections**

Directors shall be elected during a designated session of the **Summer** **~~Annual~~** Meeting by a formal recorded vote of the members in attendance and eligible to vote on Corporation motions. See Bylaws, Article X - Voting System

1. **Terms of Office**

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

2. All Directors shall take office immediately following the close of the **Summer** **~~Annual~~** Meeting at which they were elected.

3. No Change.

1. **No Change.**

**Section 4 – No Change.**

**Section 5 – Removal of Directors**

A director may be removed for cause upon a vote for his or her removal by a majority of the Board at a properly called meeting of the Board. Removal for cause shall include, but not be limited to, failure by the Director to attend two consecutive meetings of the Corporation. For purposes of this section, two consecutive meetings shall mean **Winter or Summer** **~~annual or interim~~** meetings of the Corporation.

**Section 6 – Appointive Officials**

1. **No Change.**
2. **Assumption of Office**

All appointive officials shall take office immediately following appointment and will serve through the subsequent **Summer** **~~Annual~~** Meeting of the Corporation unless otherwise specified by the Corporation Chairman.

**Article VII – Duties of the Directors and Appointive Officials**

**Section 10 – Sergeants-at-Arms**

The Sergeants-At-Arms help preserve order during the public sessions of the **Corporation’s ~~Corporation~~ Winter and Summer Meetings ~~Annual Meeting~~**. Their responsibilities include ensuring that only registered delegates are present and that individuals or groups appearing before the Corporation are properly identified.

**Article VIII – Meetings of the Corporation**

**Section 1 – Business Meetings ~~Annual Meeting~~**

The AnnualBusiness Meeting of members shall be held at the **Summer** **~~Annual~~** meeting of the Corporation. **However, the Board of Directors may call for a Business Meeting at the Winter Meeting, should it be deemed necessary**. Notice of **all** **~~the~~** **business meetings ~~annual meeting~~** shall be given. Notice shall be no less than 10 days before the date of the meeting, except that notice to act on an amendment to the Articles of Incorporation, a plan of merger, a proposed sale of assets or the dissolution of the Corporation shall be given not less than 25 days before the date of the meeting.

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

**Section 2 – Technical Meetings**

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

**Section 3 ~~Section 2~~ – Board of Directors and Standing Committee ~~Interim~~ Meetings**

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

**Section 4 ~~Section 3~~ – Conduct of Summer ~~Annual~~ and Winter ~~Interim~~ Meetings**

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

**Section 5 ~~Section 4~~ – Other Meetings of the Board of Directors, Committees and Subgroups within the Corporation.**

A. No Change.

B. Other Committees and subgroups of the Corporation are authorized to hold meetings at times other than the **Summer or Winter** **~~Annual~~** Meeting **~~or Interim~~**. Meeting by any manner technologically possible, including, but not limited to telephone conference call, web meeting and email. If a committee or subgroup desires to conduct a meeting requiring travel and facilities at the expense of the corporation, such meeting will be subject to approval in advance by the Board of Directors.

**Section 6 ~~Section 5~~ – No Change otherwise.**

**Article IX - Committees**

**Sections 1-4 – No Change.**

**Section 5 – Duties and Fields of Operation of Board of Directors and Committees**

1. **Laws and Regulations Committee**

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

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

the development and interpretation of uniform laws and regulations;

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

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

Its scope embraces all matters dealing with:

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

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

The mission of the Committee is:

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

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

**C.1-C.2. No Change**

1. **Conference Training Topics**

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

1. **Uniformity of Data - No Change**

**Part D. Nominating Committee**

The Nominating Committee annually presents a slate of nominees for all elective offices. The names of these nominees shall appear in the report of the Nominating Committee and shall be published in the Program and Committee Reports for the **Summer** **~~annual~~** meeting of the Corporation.

**Parts E-G – No Change.**

**Article X - Voting System**

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

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

**Section 1 - House of State Representatives**

1. **Official Designation**

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

1. **Composition**

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

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

1. **Method of Designation**

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

**Section 2 - House of Delegates**

**Official Designation**

All other Active members present and registered at the **Winter and Summer Meetings** **~~Annual Meeting~~** (those not sitting in the House of State Representatives) are grouped as a body known as the "House of Delegates."

**Section 3 - House of General Membership**

**Official Designation**

This body shall comprise Associate and Advisory members of NCWM, Inc., who are present and registered at the **Winter and Summer Meetings** **~~Annual Meeting~~**. The House of General Membership shall vote, as well as the House of Representatives and the House of Delegates, on all business issues relating to NCWM, Inc., as a Corporation.

**Section 4 Minimum Votes Needed for an Official Vote of a House on Technical Items – No Change**

**Section 5 - Voting Rules**

1. **Quorum - No Change**
2. **Proxy Votes**

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

**C.-F. No Change**

**Section 6 - Committee Reports – No Change**

**Section 7 - Amendments and Changes – No Change**

**Section 8 – Seating - No Change**

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

**A.-B. No Change**

1. **Issue Returned to Committee for Future Consideration** If:
2. The House of Representatives fails to cast the minimum **number of** required votes **for an item to pass or fail**.
3. The minimum **number of** required votes is **received from ~~cast in~~** each house but one house votes **“yea” ~~yea~~** and the other house votes **“nay” ~~nay~~**.

**Or**

1. 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.

**And**

1. **The chair of the respective Standing Committee makes a specific request in writing to retain the issue on the Standing Committee’s Agenda.  The written request shall be sent to the NCWM Executive Director within 10 calendar days following the voting session.  The day of the voting session counts as the first day of the 10 days.**

The issue cannot be recalled for another vote at the same **Winter or Summer** **~~Annual~~** Meeting.



**An item can only be returned to committee if it meets the criteria in Article X, Section 9A, (C) 1, 2, or 3, and 4.**

**Section 9B – Voting – Business Issues – No Change**

**Section 10 - Procedures – No Change**

**Article XI - Amendments**

These Bylaws may be amended, added to, or repealed at any **Winter or Summer** **~~Annual~~** Meeting of the membership under normal Corporation procedures. Proposed changes must be published in the recommendations of the Board of Directors in its **~~Interim~~** Report (contained in the Program for the **Winter and Summer Meetings** **~~Annual Meeting~~**, NCWM **Publications 16W or 16S** **~~Publication 16~~**) and discussed at the open hearing of the Board of Directors at the **Winter or Summer** **~~Annual~~** Meeting at which said changes will be voted on. Amendments to the Bylaws must be approved by a minimum of a simple majority vote of the general membership in attendance.

**Previous Action:**

New in 2023

**Original Justification:**

There is a necessity for the NCWM to be able to respond in a sufficient and timely manner to changes and new technology emerging in the nation’s marketplace. Currently, many states adopt the Handbooks crafted by the NCWM, but are unable to enforce without proper codes. Likewise, the industry often cannot use new technology or advance without updates to existing jurisdictional codes. This change would enhance the function and efficiency of the NCWM and provide regulators and the regulated community with improved response to marketplace changes.

The Focus Group acknowledges that some jurisdictions may be impacted due to the likelihood of slight increase in costs to have two voting sessions per year.

While the NCWM does not have oversight over the four regional associations; however, there are currently two regional associations (the Southern (SWMA) and the Western (WWMA)) that meet once per year whereas the other two regional associations (the Central (CWMA) and the Northeastern (NEWMA)) currently meet twice per year. The two regional associations that currently meet only once per year would have to determine the impact and consider adjustments, if any, they felt necessary to in order to preview items that were introduced in the Spring cycle.

**Comments in Favor:**

**Regulatory:**

**Industry:**

**Advisory:**

**Comments Against:**

**Regulatory:**

**Industry:**

**Advisory:**

**Neutral Comments:**

**Regulatory:**

**Industry:**

**Advisory:**

**Item Development:**

New

SPB-23.2 Policy 2.4.7. Recording Meetings

**Source:**

Board of Directors

**Purpose:**

Provide a recording of open hearings and voting sessions for committees to reference as needed during their work sessions to assist them in capturing testimony in their reports.

**Item under Consideration:**

Amend NCWM Policy 2.4.7. as follows:

Recording Meetings

**Purpose:** Establish a policy restricting the verbatim recording of NCWM meetings.

**Background:** In 2011 and 2012, members approached staff with concern for tape recorders at Open Hearings and Voting Sessions of the Interim and Annual Meetings. They worried that attendees would be hesitant to comment freely in meetings out of uncertainty for how their comments might be used. Others requested express permission from staff to be allowed to record the sessions for their own use.

Some states have laws protecting the right to record public meetings. NCWM, however, is not a government organization and is not subject to public meetings laws. One option is for NCWM to disallow recording altogether and continue to recognize minutes and meeting reports as the official records of its meetings. Another option is for NCWM to record all meetings (except Executive Sessions) and charge a cost-recovery fee to anyone who requests a transcript. In this option, attendees would not be allowed to use their own recording devices. A third option is to simply allow any registered attendee to record the meetings for their own use.

NCWM is sensitive to the need for open and honest discussions on some very difficult and even controversial agenda items. The likelihood of maintaining lively and productive debates is hampered when attendees are unsure who is recording a meeting and what their motives are. For these reasons the Board of Directors has established this policy.

**In late 2022, the Board of Directors amended the policy to be effective in 2023, allowing NCWM staff to record Open Hearings and Voting Sessions for use only by committees in developing reports and addendum sheets.**

**Policy:**

1. **~~No person, including staff, officers, volunteer leadership, media or attendees shall be permitted to create~~Other than the exceptions in 1.a. and 1.b. below, all persons are prohibited from creating** verbatim recordings using any recording device such as, but not limited to, an audio or video recorder, stenotype or stenographer~~,~~ in **any NCWM meetings, including** open hearings, standing committee work sessions or voting sessions of the NCWM Interim or Annual Meetings or in any NTEP Sector meetings.
	1. **NCWM staff may make verbatim recordings of open hearings and voting sessions exclusively for use by NCWM standing committees to assist in drafting their reports and addendum sheets.**
		1. **All recordings or written transcripts shall be in the sole possession of the NCWM Committee Coordinator and shall be destroyed prior to adjournment of the Interim and Annual Meetings.**
	2. Committees, subcommittees, task groups, sectors and the Board of Directors may, upon consent of all present, record conference calls or web meetings held outside of the regular meetings of the corporation. **Such recordings may only be used to assist in the preparation of reports or minutes of the meetings.**
2. NCWM does not recognize video, audio, or stenotype recordings of any type as official records of its meetings. Only the written reports or minutes approved by the committees, subcommittees, task groups, sectors and the Board of Directors are recognized as official records of their respective meetings, hearings, or voting sessions.
3. Meeting registration forms will include the statement, “No verbatim recordings using a device such as, but not limited to, an audio or video recorder, stenotype, or stenographer are allowed. Written reports will serve as the official record for meetings.”
4. NCWM reserves the right to record special presentations, awards, and training events.

**Previous Action:**

New in 2023

**Original Justification:**

Committee members have requested access to a recording of open hearings that they could reference during work sessions. This would help them to handle gaps or discrepancies in their notes and ensure accurate depictions in their reports.

NCWM policy prohibits verbatim recordings in an effort to promote stakeholders’ ability to provide open and candid testimony without worry of possible repercussions, or having their comments taken out of context. Yet the Board of Directors understands how recordings would benefit the committees if it can be handled in a responsible manner.

The draft revisions are designed to provide the committees with a useful tool while ensuring that recordings are handled in a secure manner and not maintained beyond the intended purpose.

**Comments in Favor:**

**Regulatory:**

**Industry:**

**Advisory:**

**Comments Against:**

**Regulatory:**

**Industry:**

**Advisory:**

**Neutral Comments:**

**Regulatory:**

**Industry:**

**Advisory:**

**Item Development:**

New

# FIN – Financial

FIN-1 I Treasurer's Report

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

The September 30, 2022, balance sheet below provides a comparison with the same time the previous year. Assets are inflated by the Associate Membership Fund. These funds are accumulated through the additional $15 dues paid by associated members and are spent at the discretion of the Associate Membership Committee in accordance with the Committee Bylaws.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ASSETS** | **September, 2021** |  | **September 30, 2022** |
| Current Assets | $  |  | $  |
| Checking/Savings |  |  |  |
| Associate Member Fund | 50,805.27 |  | 49,711.74 |
| Certificates of Deposit | 864,507.28 |  | 866,914.71 |
| Equities | 0.00 |  | 702,390.30 |
| Money Market Fund | 1,002.61 |  | 1,005.37 |
| Checking | 24,788.19 |  | 14,088.47 |
| Savings | 730,899.54 |  | 16,021.88 |
| Total Checking/Savings | 1,672,002.89 |  | 1,650,132.47 |
|  |  |  |  |
| Accounts Receivable | 16,419.53 |  | 18,618.96 |
| Other Current Assets | 275,948.95 |  | 208,541.01 |
| Other Assets | 20,043.95 |  | 32,645.96 |
|  |  |  |  |
| **TOTAL ASSETS** | **1,984,415.32** |  | **1,909,938.40** |
|  |  |  |  |
| **LIABILITIES & EQUITY** |  |  |  |
| Liabilities |  |  |  |
| Current Liabilities | 180,677.56 |  | 171,398.60 |
| Total Liabilities | 180,677.56 |  | 171,398.60 |
|  |  |  |  |
| Equity |  |  |  |
| Designated - Associate Membership  | 50,805.27 |  | 49,705.01 |
| Unrestricted Net Assets | 1,626,017.78 |  | 1,692,730.32 |
| Net Income | 126,914.71 |  | -3895.53 |
| Total Equity | 1,803737.76 |  | 1,738,539.80 |
|  |  |  |  |
| **TOTAL LIABILITIES & EQUITY** | **1,984,415.32** |  | **1,909,938.40** |

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Mr. Mahesh Albuquerque, Colorado | NCWM Chairman

Mr. Gene Robertson, Mississippi | NCWM Chairman-Elect

Mr. Ivan Hankins, Iowa | NTEP Committee Chair

Mr. Craig VanBuren, Michigan | Treasurer

Mr. Loren Minnich, Kansas | Active Membership - Central

Mr. Marc Paquette, Vermont | | Active Membership – Northeastern

Mr. Hal Prince, Florida | Active Membership - Southern

Ms. Kevin Schnepp, California | Active Membership - Western

Dr. Matt Curran, Florida | At-Large

Ms. Rebecca Richardson, MARC-IV Consulting | At-Large

Mr. Chris Guay, CGGT | AMC Representative

Mr. Don Onwiler, NCWM | Executive Director

Dr. Katrice Lippa, NIST, OWM | Executive Secretary

Mr. Darrell Flocken, NCWM | NTEP Administrator

Ms. Erica Garnier,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 or **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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Acronym** | **Term** | **Acronym** | **Term** |
| 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 Draft1 | 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 Document2 | SC | Technical Subcommittee |
| DoMC | Declaration of Mutual Confidence | SIM | Inter-American Metrology System |
| DR | Draft Recommendation2 | TC | Technical Committee |
| DV | Draft Vocabulary2 | 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 Draft3 |
| 1CD: 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.2DD, 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.3WD: 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)** |

I. Report on the Activities of the OIML Technical Committees

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

TC 3/SC 5 Conformity Assessment (United States)

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

TC 5/SC 1 Environmental Conditions (Canada)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of the most recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (“E3”) for a non-mains local source of electrical power supply. Canada has responsibility for this Secretariat, and a new project to revise D 11 was approved by the CIML in Oct 2022. Please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**, if you would like additional information on TC5/SC1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all of the OIML International Recommendations.  The recently published revision of D 31 now incorporates methods/means of software verification and improved harmonization of terminology. This includes a subset of terms for “Measurement Result Relevant Information” and “Measurement (Process) Information”; this will distinguish data necessary for legal metrology purposes from data that is necessary for instrument operation but otherwise not legally necessary.

Because some issues in the last revision cycle in OIML D 31 were not able to be fully resolved, the document is now being further revised. A virtual project group meeting was held in Feb 2022 to help resolve comments received on the 1CD, and a 2CD of the revised document was distributed to the project group in July 2022. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or **katya.delak@nist.gov** if they have questions or would like to participate.

TC 6 Prepackaged Products (South Africa)

OIML Guide G 21, entitled “*Guidance for Defining the Requirements for a Certification System for Prepackages*” has been published. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods. The current publication of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) includes a comprehensive overhaul of the statistical requirements and sampling plans. This Subcommittee is continuing its work on a project entitled “R87 Prepackage Template”. TC 6 is also responsible for OIML R 79 *Labeling Requirements for Prepackaged Products.* For more information or to participate in the activities of this committee, please contact Dr. Charles Ehrlich (301) 975-4834 or **charles.ehrlich@nist.gov**.

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

The United States chairs the Project Groups that are revising OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 2CDs of R 71 and R 85 are planned to be distributed soon. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a project to revise R 125 has been approved by the CIML. Please contact Mr. Ralph Richter at (301) 975- 3997 or **ralph.richter@nist.gov**, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 5 Water Meters (United Kingdom)

The current version of OIML R 49 *Water meters intended for the metering of cold potable water and hot water* was published in 2013 after a major multi-year revision effort. A key component of the previous revision effort was to bring the water meter standards from the International Organization for Standardization (ISO) and the European Committee for Standardization (CEN) into full harmonization with OIML R 49. A new revision effort on R 49 has begun in 2022 with the water meter committees/experts from all three standards organizations participating. In addition to updating and improving the standards, a key goal of the effort is to ensure the three standards remain fully harmonized. Several virtual meetings have been held in 2022 to support the rapid completion of this project. The 1CD of R 49 is currently being circulated for international comment with comments due in February 2023. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**.

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

The Secretariat for OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has resolved the comments received on the first committee draft (1CD) of R 81, and a 2CD is anticipated to be distributed soon. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**.

TC 8/SC 7 Gas Metering (Netherlands)

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 version of R 137 to create a new performance-based standard for gas meters in the United States. A new project to revise R 137 was approved by the CIML in Oct 2022.

Starting in 1Q of 2022, The Netherlands has re-started its work on a project to revise OIML R 140, *Measuring systems for gaseous fuels*. When created, this Recommendation was mostly written to cover pipeline systems for natural gas. In addition to general improvements and a significant update for the Recommendation, a focus of the revision project will be to ensure the document fully covers measuring systems for several other gaseous fuels. Please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**, if you would like to participate in any of these TC 8/SC7 efforts or if you would like to obtain a copy of any of these gas measurement documents.

TC 9 Instruments for Measuring Mass (United States)

OIML R 60 *Metrological Regulation for Load Cells* was published in Nov 2021, after the completion of a minor revision (called an “update”) of R60. This update included the removal of a requirement to include the OIML Certificate Number on each device. For additional information on TC 9 activities, please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**

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

A project to revise OIML R 76:2006 *Non-automatic weighing instruments* is in progress. In addition to revising the R 76 Recommendation, the project group has been requested to provide guidance on how to best approach the verification and inspection of measuring instruments in this category. Several Project Sub-Groups have been tasked with reformatting/updating/improving the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Sub-Groups are developing proposals for adding up-to-date software requirements and for considering the inclusion of new test procedures for modules. A first Committee Draft (1CD) of the R 76 revision is continuing to be developed. Please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov** if you are interested in the effort to revise this document.

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

After a few years of development, OIML R 150 *Continuous totalizing automatic weighing instruments of the arched chute type* received final CIML approval in November 2020 and was published in April 2021. This type of measuring instrument measures the centripetal force on an arched chute. To receive copies of this new document, please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov**

Projects are continuing to revise both OIML R 51 *Automatic catch-weighing instruments* and R134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads.* Both of these Recommendations were last approved/published in 2006, and both of the revision projects are currently in the Working Draft stage. Subcommittee meetings to discuss both of these projects have been held (virtually) in both 2021 and 2022. Please contact Mr. Ralph Richter at (301) 975-3997 or **ralph.richter@nist.gov** if you are interested in the projects to revise either R51 or R134.

TC 12 Instruments for measuring electrical quantities (Australia)

OIML R 46 *Active Electrical Energy Meters* is undergoing a significant revision. The United States provided comments on the fourth working draft (4WD) of the R46 revision in 2021. The Project Group has established several subgroups to work on specific issues related to the revision and the continuing development of R46, including: Quantities and Harmonics (looking at Reactive Energy and the issue of Fundamental vs. Harmonic Power); Smart Street Lighting; DC Metering; and Remote Displays and Meters with Modular Components. The R46 Project Group held a series of (virtual) meetings during the past two years.

In Oct 2021, the CIML approved a new (separate) project under TC 12 that is entitled *Electric vehicle charging stations*. This project group is led by the Netherlands, held several virtual meetings in 2022, and has already developed and published a new OIML Guide G 22 *Electric Vehicle Supply Equipment (EVSE).* This PG is using the newly published Guide as the basis for producing a new OIML Recommendation for this measuring equipment. Please contact Dr. Katya Delak at (301) 975-2520 or **katya.delak@nist.gov** if you have questions about these projects or would like to participate.

OIML Certification System (OIML-CS)

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from test laboratories, and also to promote better awareness of the certificate system, an effort to develop a significantly improved and more robust OIML Certification System (OIML-CS) was started in 2015. After three years of development, implementation of the new OIML-CS began in January 2018. Thirty-seven (37) instrument categories are covered under the OIML-CS; see the OIML website [**www.oiml.org/en/oiml-cs/categories**](file:///C%3A%5CUsers%5Clisawar%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CYGL8FGZ9%5Cwww.oiml.org%5Cen%5Coiml-cs%5Ccategories) for the complete list.

The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years that started in January 2021. Dr. Charles Ehrlich (NIST and the U.S. CIML Member) serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken (NCM/NTEP) serves on the Review Committee, which is now part of the Management Committee.

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

II. REPORT ON THE 57th CIML MEETING in OCTOBER 2022 (held online)

The fifty-seventh meeting of the International Committee of Legal Metrology (CIML) was held on 18–20 October 2022, again as an online meeting because of the COVID-19 pandemic. There were over 160 participants from OIML Member States, OIML Corresponding Members, and organisations in liaison.

The CIML President, Dr Roman Schwartz (from PTB in Germany), reported on the key activities that had taken place since the Oct 2021 CIML Meeting. These highlights included the signing by eight international organisations of a Joint Statement of Intent (JSI) “On the digital transformation in the international scientific and quality infrastructure”, and the establishment of a new and very successful OIML Digitalization Task Group (DTG). He also announced that an internal financial audit of BIML salaries and other operational expenses had been carried out, and that a suite of internal documents had been established which clearly define the roles and responsibilities for various internal OIML financial processes and procedures.

The BIML Director, Mr Anthony Donnellan, reported on the various activities and achievements of the BIML and its staff. He particularly noted the continued efforts to improve the effectiveness of OIML technical work and activities in support of Countries and Economies with Emerging Metrology Systems (CEEMS) and the OIML Certification System (OIML-CS). Mr Donnellan emphasized the continued initiatives by the BIML to minimize the impact of the pandemic and to ensure business continuity. He also presented the efforts that are ongoing to encourage new economies to join the Organization, which currently has 126 Members.

Mr Donnellan also reported on the very successful modernization of the OIML website, which was relaunched in January 2022. He noted that the website is constantly being improved to cater to the Organization’s growing online needs.

The recent year’s accounts were presented and were approved by the CIML. Mr Donnellan reported that the Organization continues to be in a strong financial position, although late payments still present an underlying risk to the OIML and rising inflation continues to be a challenge. He stated that expenses remain generally within expectations, and the OIML Operating Reserve was not accessed during this period. Information was also given concerning the external auditor.

A summary of the detailed discussions held during the Regional Legal Metrology Organizations (RLMO) Round Table held on 27 September 2022 was presented by its Chairperson, Dr. Charles Ehrlich. Organisations in liaison (BIPM, CECIP, EURAMET, IAF, ICUMSA, IEC, ILAC, ISWIM, and MARCOGAZ) submitted written reports on their activities.

The BIML gave a report on the progress of the technical work of the Organization and lists of high- priority projects and publications were approved by the CIML.

At the Oct 2022 meeting, the following publications were approved by the CIML:

* Revision of B 8:2012 *OIML Financial Regulations*;
* Revision of B 12:2004 *Policy paper on liaisons between the OIML and other bodies*;
* Revision of B 18:2018 *Framework for the OIML Certification System (OIML-CS)*;
* Revision of B 19:2017 *Terms of Reference for the Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS)*;
* Revision of D 5:1982 *Principles for the establishment of hierarchy schemes for measuring instruments*;
* Revision of D 10:2007 ILAC-G24/OIML D 10 *Guidelines for the determination of recalibration intervals of measuring equipment used in testing laboratories*;
* New Document (D 37:2022) *Guide for the application of ISO/IEC 17020 to the assessment of OIML Issuing Authorities under the OIML CS*;
* Update of V 1:2013 *International vocabulary of terms in legal metrology (VIML).*

The following publication was reconfirmed by the CIML:

* R 139:2018 *Compressed gaseous fuel measuring systems for vehicles*.

The following new projects were approved by the CIML:

* Revision of B 6:2019 *Directives for OIML technical work. Part 1: Structures and procedures for the development of OIML publications* and *Part 2: Guide to the drafting and presentation of OIML publications*;
* Revision of D 11:2013 *General requirements for measuring instruments - Environmental conditions*;
* Revision of R 75:2002 *Heat meters*;
* Revision of R 137:2012 *Gas meters*.

The CIML President spoke about communication with OIML stakeholders. He notably mentioned the OIML Bulletin and the ongoing need for contributions from Members in the form of articles. The concept of “Mentors” to manage specific topics or themes, launched in 2020, has been very successful again in 2022 with two feature OIML Bulletin editions: ‘Measurement related to traffic’ (April 2022) and ‘Metrology for a sustainable environment’ (July 2022). The theme for the October 2022 edition is focused on e-Learning and training.

Dr Roman Schwartz confirmed that he will step down as CIML President at the beginning of the 58th CIML Meeting in Oct 2023. In a secret ballot, the CIML elected Dr Bobjoseph Mathew, currently the CIML Second Vice-President and the CIML Member for Switzerland, as CIML President for a six-year term starting at the beginning of the 58th CIML Meeting.

The OIML-CS Management Committee Chairperson, Mr Mannie Panesar (UK), reported on the activities of the OIML-CS, including the online MC meeting held in March 2022. He reported that despite the impact of the pandemic, the OIML-CS continues to function well with OIML Issuing Authorities and Test Laboratories continuing to extend their scopes to include additional instrument categories and new editions of OIML Recommendations. As referenced above, the CIML approved the revision of B 18:2018 *Framework for the OIML Certification System (OIML-CS)* which implements the CIML decision to allow OIML Issuing Authorities to use ISO/IEC 17020 (with additional requirements) as an alternative to ISO/IEC 17065 to demonstrate competence.

Mr Peter Mason, CEEMS Advisory Group (CEEMS AG) Chairperson, gave an update on the activities of the CEEMS AG. He described changes in AG membership, requesting that Members consider joining the AG. Mr Jaco Marneweck (from South Africa) was appointed CEEMS AG Chairperson and Mr Han Jianping (from P.R. China) was appointed CEEMS AG Vice-Chairperson by the CIML.

Mr Mason highlighted the revision of B 19 *Terms of Reference for the Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS)*, and the development of a new publication on *CEEMS activities in a post-COVID world.*  He also discussed some points from the CEEMS AG Work Plan, including a collaboration with the BIPM to develop an e-Learning package and other materials on OIML D 1 *National metrology systems – Developing the institutional and legislative framework*. An OIML medal was awarded to Mr Peter Mason for his contribution to the work of the OIML.

Dr Sascha Eichstädt (from PTB in Germany) was appointed Chairperson of the OIML Digitalisation Task Group (DTG) and Dr Ping Yang was appointed Deputy Chairperson. Dr Eichstädt described four current areas of work:

* Support of the IMEKO TC6 Conference *Metrology and digital transformation*;
* Support for OIML technical work regarding “smart meters”;
* Strategic items on the OIML’s role in an international digital metrology system; and
* Support for the CEEMS AG *Online technology* project.

The 2022 OIML CEEMS Award was awarded to the Guyana National Bureau of Standards (GNBS) for their outstanding contributions to the work of the OIML.

All of the 57th CIML Meeting Resolutions, documents, and presentations can be found on the OIML website at [**https://www.oiml.org/en/structure/ciml/sites.**](https://www.oiml.org/en/structure/ciml/sites)

III. Future OIML Meetings

It is planned that the 58th CIML Meeting will be held in Chiang Mai, Kingdom of Thailand, in October 2023. It is planned to hold the 17th OIML Conference in the year 2025.

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 SIM Legal Metrology Working Group (LMWG) held its most recent in-person meeting in Cartagena, Columbia. Several issues of importance to the SIM countries were discussed, including: recent weights and measures training that participants felt had been successful, how the new OIML-CS certification system would affect the weights and measures programs in each country, and the problems that many programs faced concerning adequate and stable access to resources. The meeting closed with a discussion on the future needs and expectations of each of their countries. Possible next steps and planning for future training and future LMWG communication and meetings were considered. The current chair of the SIM LMWG is Mr. Pedro Pérez Vargas of the Superintendencia de Industria y Comercio in Columbia. Please contact Mr. Ralph Richter at (301) 975-3997 or [**ralph.richter@nist.gov**](file:///C%3A%5CUsers%5Clisawar%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CYGL8FGZ9%5Cralph.richter%40nist.gov) for more information on SIM and the activities of the SIM LMWG.

A virtual meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was most recently held on 01-02 Nov 2022. The APLMF Secretariat has now fully transitioned from New Zealand to Malaysia, with Dr. Osman Zakaria serving as the APLMF President.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities have been facilitated through its working groups. The most active WG has been the Working Group on Training Coordination. Because of the importance of the training mission to APLMF, this WG has now become a permanent part of the APLMF Secretariat (instead of a separate WG). The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies. In 2022, two new APLMF working groups were formed: “WG on Measurement of Fuels” and “WG on Medical Measurements.”

A significant joint project entitled “Metrology Enabling Developing Economies in Asia” (MEDEA) has been conducted over the past several years by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This project has been managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies.

Please contact Mr. Ralph Richter at (301) 975-3997 or [**ralph.richter@nist.gov**](file:///C%3A%5CUsers%5Clisawar%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CYGL8FGZ9%5Cralph.richter%40nist.gov) for more information on APLMF.

**Appen****dix B**

National Conference on Weights & Measures

Associate Membership Committee Meeting Minutes

2022 Annual Conference

Wednesday, July 13, 2022 Tacoma, Washington

**Call to order:** 8:05 AM PDT

**Minutes from last meeting** were read and a motion was made by Prentiss Searles, 2nd Russ Vires to accept the minutes as read. The motion carried unanimously.

**Financial Report:** The Committee has available funds in the amount of $48,131.89 with no outstanding requests to be considered currently. A detailed report was made available to attendees. A motion to accept the report was made by Chris Guay and seconded by Jim Pettinato, motion carried unanimously.

**NCWM Committee Reports:**

**BOD:**

Proposed Bylaw changes:

Include an associate member on the NCWM nominating committee.

Voting Twice per Year—started by Charter Team about 10 years ago, a Board Task Group looking at how it might be implemented.

*Discussion: Mark Buttler commented on this item, supports the idea. Others (Jim P, Brent) echoed the support – one concern that was raised was the concern that adequate opportunity for comment is provided for both voting cycles. Christy () supported this idea as a chance to improve the responsiveness of the Conference to priority items. Russ Vires echoed these concerns as well. Steve (GM) accelerated processing of items submitted at inopportune times e.g. late fall makes sense. Don Onwiler concurred with the statements made and recognized that these concerns have been acknowledged by the board. Prentiss Searles requested that the presentation re semi-annual voting be shared to the entire membership (those that weren’t able to attend) as well.*

NCWM Trade Show—Team is looking starting a trade show with training and other sessions.  *Mahesh described the vision for this board initiative, focusing on a learning experience with training and industry participation. Some general interest was expressed, concerns regarding separate event requiring more travel and industry not really reaching the target customer base were expressed.*

Cadence from Nevada must step down from the Board and a new representative from the Western region will be named shortly.

**L&R:**

No additional comments were made and members were directed to the information in the published addendum.

**PDC:**

Members were also directed to the addendum for details. One item that may be of interest is a desire for SMEs to come forward to allow us to update the current list of SMEs that are available for regional training.

**Old Business:**

Russ Lewis (Marathon) pointed out that ASTM also has videos on LPG and asked that this information be shared with the Conference before we spend additional monies on our own videos.

Cannabis moisture – can we assist in finalizing this study/work item? AMC representatives will explore this request.

**New Business:**

Russ Vires (SMA) shared that an SMA member has reported NY is charging a fee to accept new or changed NTEP reports. Russ asked that the AMC consider a position statement on this practice. Don Onwiler indicated that this practice is a remnant from the pre-NTEP days where states managed their own device registration program and it was never discontinued.

Nomination/election of officers for 2022-2023:

The floor was opened to nominations for committee members to replace those with terms expiring in 2022. Several new volunteers came forward. The membership nominated the following new board members and officers for the 2022-2023 term:

Bill Callaway – Chair

Jim Pettinato – Vice-chair

Christy Moore – Secretary

Brent Price – Treasurer

David Boykin – member at large

Chris Guay – member at large

A motion to elect the officers and new members above was made by Chris Guay. The motion was seconded by Russ Lewis; motion carried.

The meeting was adjourned at 8:52 AM PDT.

2022 Associate Membership Committee meeting attendees:

|  |  |
| --- | --- |
| Bill Callaway | Crompco |
| Jim Pettinato | TechnipFMC |
| Chris Guay | CGGT Resources |
| Russ Vires | SMA |
| Prentiss Searles | API |
| Brent Price | Gilbarco |
| Mahesh Albuquerque | Colorado Div. of Oil and Public Safety |
| Marc Buttler | Emerson |
| Don Onwiler | NCWM |
| Raymond Johnson | Fairbanks Scales |
| Mark Hanes | Tennessee Dept of Agriculture |
| Paul Koten | NCR |
| David Boykin | NCR |
| Rebecca Richardson | M4 Consulting |
| Steven Kirby | GM |
| Luke Hazel | Cascade Corp |
| Isabelle Tremblay | Measurement Canada |
| Erica Garnier | Measurement Canada |
| Rowan Hemsing | Measurement Canada |
| Lei Gu | Measurement Canada |
| Bruce Swiecicki | NPGA |
| Treyton Drake | IDEX Corp |