

## Board of Directors 2024 Interim Meeting Agenda

Mr. Gene Robertson, NCWM Chairman  
Mississippi

### INTRODUCTION

This is the report of the Board of Directors (hereinafter referred to as the “Board”) for the 108<sup>th</sup> Annual Meeting of the National Conference on Weights and Measures (NCWM). This report is based on the Interim Report offered in the NCWM Publication 16, testimony heard at public hearings, comments received from the regional weights and measures associations and other parties, the addendum sheets issued at the Annual Meeting, and actions taken by the membership at the voting session of the Annual Meeting. The Informational items presented below were adopted as presented when the Board’s report was approved.

Table A identifies the agenda and appendix items. Agenda items are identified in the Report by Reference Key Number, Item Title, and Page Number. Item numbers are those assigned in the Interim Meeting agenda. A Voting item is indicated with a “**V**” after the item number. An item marked with an “**I**” after the reference key number is an Informational item. An item marked with a “**D**” after the reference key number is a Developing item. The developing designation indicates an item has merit; however, the item was returned to the submitter for further development before any action can be taken at the national level. An agenda “Item Under Consideration” is a statement of proposal and not necessarily a recommendation of the BOD. Suggested revisions are shown in **bold** face print by **striking out** information to be deleted and underlining information to be added. Table B lists the results of any Voting Items.

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

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**Subject Series List**

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

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**Table B**  
**Glossary of Acronyms and Terms**

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)*

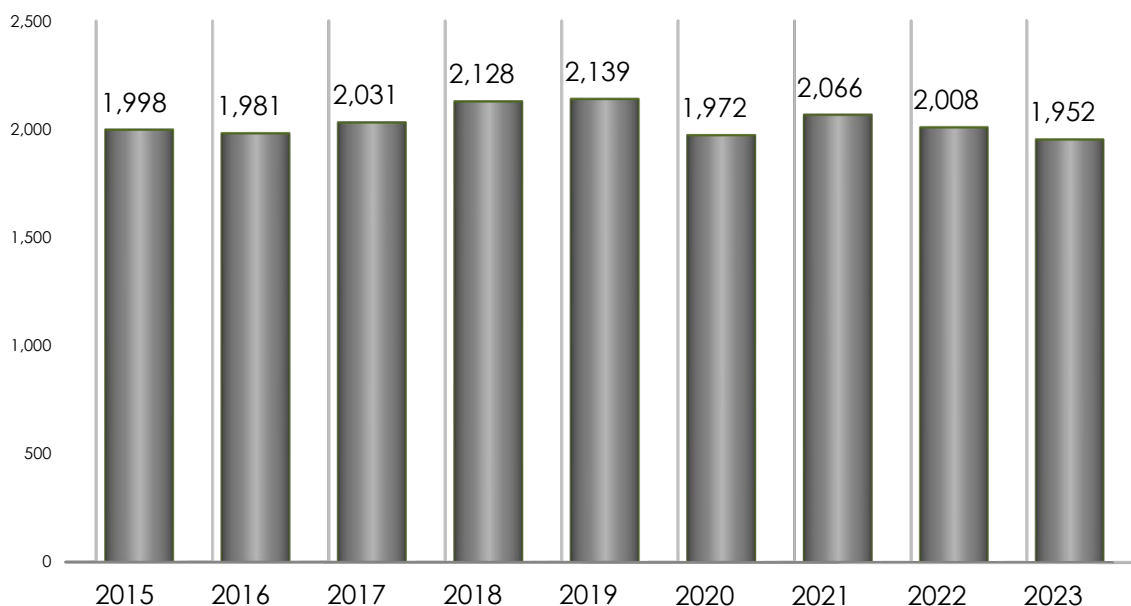
## ACT – ACTIVITY REPORTS

### ACT-1 I Membership

The chart and graph below show NCWM membership levels as of 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 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.

<b>Year Type</b>	<b>Oct. 2015</b>	<b>Oct. 2016</b>	<b>Oct. 2017</b>	<b>Oct. 2018</b>	<b>Oct. 2019</b>	<b>Oct. 2020</b>	<b>Oct. 2021</b>	<b>Oct. 2022</b>	<b>Oct. 2023</b>
Associate	670	668	658	643	636	607	608	609	573
Foreign Associate	58	66	68	70	79	77	91	86	76
<b>Total Associate</b>	<b>728</b>	<b>734</b>	<b>726</b>	<b>713</b>	<b>715</b>	<b>684</b>	<b>699</b>	<b>695</b>	<b>649</b>
State Government	575	552	615	739	744	614	698	644	564
Local Government	444	447	429	412	406	397	389	380	350
<b>Total Active</b>	<b>1019</b>	<b>999</b>	<b>1044</b>	<b>1151</b>	<b>1150</b>	<b>1011</b>	<b>1087</b>	<b>1024</b>	<b>914</b>
NIST	15	13	15	15	17	16	15	19	14
Other Federal Government	10	7	10	10	8	7	7	5	7
Foreign Government	13	12	13	14	14	13	13	14	15
Retired	213	216	223	225	235	241	245	248	353
<b>Total Advisory</b>	<b>251</b>	<b>248</b>	<b>261</b>	<b>264</b>	<b>274</b>	<b>277</b>	<b>280</b>	<b>286</b>	<b>389</b>
	<b>1998</b>	<b>1981</b>	<b>2031</b>	<b>2128</b>	<b>2139</b>	<b>1972</b>	<b>2066</b>	<b>2008</b>	<b>1952</b>

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



## **ACT-2 I Meetings**

### **Interim Meetings:**

- January 7-10, 2024 Royal Sonesta Hotel, New Orleans, Louisiana
- January 12-15, 2025 Francis Marion Hotel, Charleston, South Carolina
- January 11-14, 2026 Renaissance Mobile Riverview Plaza Hotel, Mobile, Alabama

### **Annual Meetings:**

- July 14-18, 2024 109<sup>th</sup> Annual Meeting: Renaissance Cleveland Hotel, Cleveland, Ohio
- July 13-17, 2025 110<sup>th</sup> Annual Meeting: Silver Legacy Resort Hotel, Reno Nevada
- July 26-30, 2026 111<sup>th</sup> Annual Meeting: Marriott Old City, Philadelphia, Pennsylvania

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](mailto:elisa.stritt@ncwm.com).

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

The NIST Office of Weights and Measures will provide a report during Open Hearings of the 2024 NCWM Interim Meeting. See Appendix A for a copy of the full report. The Board of Directors expresses appreciation to NIST staff for the 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.

## **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,

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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](mailto:steve.benjamin@ncagr.gov)

**Cannabis Task Group:**

**Co-Chair**

Mr. Charles Rutherford  
CPR Squared, Inc.  
602-655-5494, [charlie@cprsquaredinc.com](mailto:charlie@cprsquaredinc.com)

**Co-Chair**

Mr. Vince Wolpert  
Arizona Department of Agriculture  
602-920-4236, [vwolpert@azda.gov](mailto:vwolpert@azda.gov)

**Policy and Bylaw Review Task Group**

**Chair**

Mr. Chris Guay  
CGGT  
513-652-6597, [guay.cb@gmail.com](mailto: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](mailto:Vanessa.Benchea@fdacs.gov)

**Packaging and Labeling Subcommittee**

**Chair**

Mr. Chris Guay

CGGT

513-652-6597, [guay.cb@gmail.com](mailto:guay.cb@gmail.com)

Reporting to the Specifications and Tolerances Committee:

**Field Reference Standards Task Group**

**Chair**

Vacant

**Milk Meter Tolerance Task Group**

**Chair**

Mr. Aaron Yanker

Colorado Department of Agriculture

719-250-1851, [aaron.yanker@state.co.us](mailto:aaron.yanker@state.co.us)

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

**Chair**

Evan Foisy

A&D Engineering

631-560-3497, [EFoisy@andonline.com](mailto:EFoisy@andonline.com)

Reporting to the Professional Development Committee:

**Safety Subcommittee**

**Chair**

Mr. John Bell

Missouri Department of Agriculture

573-751-8599, [johnny.bell@mda.mo.gov](mailto:johnny.bell@mda.mo.gov)

**Skimmer Education Task Group**

**Chair**

Alan Walker

Florida Department of Agriculture and Consumer Services

805-274-9044, [alan.walker@FDACS.gov](mailto:alan.walker@FDACS.gov)

**ACT-6 I Regional Association Activities**

**2024 Meetings**

**NEWMA Annual Meeting**

May 8-11, 2023

Saratoga Springs, NY

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

**CWMA Annual Meeting**

May 15-18, 2023

Grand Rapids, MI

Contact: Ms. Elizabeth Lambert, [elizabeth.lambert@mda.mo.gov](mailto:elizabeth.lambert@mda.mo.gov)

**WWMA Annual Meeting**

September 17-20, 2023

Sparks, NV

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

**SWMA Annual Meeting**

October 8-11, 2023

Annapolis, MD

Contact: Stephen Benjamin, [steve.benjamin@ncagr.gov](mailto:steve.benjamin@ncagr.gov)

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

### **SPB-1 I Strategic Planning**

The Board of Directors presented the draft strategic plan to membership for comments in 2023. Based on comments received, the board adopted the new strategic plan at its fall 2023 quarterly meeting. The plan is considered a living document subject to ongoing review and updates as strategies are completed and new strategies are added.

### **SPB-23.1 I 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**

### **A. 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.

### **B. 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.

### **C. 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

### **D. 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.

### **E. 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~~ Winter meetings of the Corporation.

## **Section 6 – Appointive Officials**

### **A. No Change.**

### **B. 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 Annual Business 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

~~A 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**

**A. 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.

**B. 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.

**C. 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**

#### **3. 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.

#### **3. 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**

#### **A. 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."

#### **B. 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.

#### **C. 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**

##### **A. Quorum - No Change**

##### **B. Proxy Votes**

Proxy votes are not permitted. Since issues and recommendations in the committees' ~~interim~~ reports are often modified and amended at the NCWM 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**

##### **C. Issue Returned to Committee for Future Consideration If:**

1. The House of Representatives fails to cast the minimum number of required votes for an item to pass or fail.
2. The minimum number of required votes is received from ~~east in~~ each house but one house votes "yea" ~~yea~~ and the other house votes "nay" ~~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 Winter or Summer ~~Annual~~ Meeting.

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	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	≥ 27 Votes	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Returned to Committee
		< 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	Returned to Committee

## 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:**

- Mr. Vince Wolpert (AZ) spoke in support of voting twice a year and would also like to see more details regarding how the supporting events would look. He also encouraged the BOD to look at an electronic mechanism for the development of agenda items.
- Mr. Joe Smith (WI) supported the proposed language regarding items that do not pass but do not fail. He also noted that members have responsibility in this and should be held accountable. He questioned if we needed to look at what constitutes an item passing or failing as well.
- Mr. Ed Williams (Ventura County, CA) was pretty much in favor of voting twice a year. He liked splitting up the Open Hearings (into two) and also supported Mr. Brewer's suggestion (see Neutral Comments) to revisit such items again in the second Open Hearing session. He noted that such changes may require an additional meeting for some regions.
- Mr. Joe Smith (WI) spoke in support of the proposed language regarding items that do not pass but do not fail. He also noted that members have responsibility in this and should be held accountable. Mr. Smith also questioned if we needed to look at what constitutes an item passing or failing as well.
- Mr. Ed Williams (Ventura County, CA) stated he was pretty much in favor of voting twice a year. He also stated he likes splitting up the Open Hearings (into two) and also supports Mr. Brewer's suggestion to revisit such items again in the second Open Hearing session. Mr. Williams also noted that such changes may require an additional meeting for some regions.

**Industry:**

- Mr. Randy Jennings (Representing Himself) noted that he was in favor of voting twice per year but not in favor of the proposal in Section 9A pertaining to items that do not pass, but do not fail. Mr. Jennings also stated that he felt this (Section 9A proposal) would put added pressure on Committee Chairs.
- Mr. Dmitri Karimov (Liquid Controls) spoke in support of voting twice a year but expressed concern regarding having enough members to be able to vote at the (new) Winter Meeting. He also noted that he too was concerned over the process in general as was mentioned by Mr. Murnane. He felt that many items submitted are poorly drafted and in need of improvement. Lastly, he suggested that Form 15 needed to be reviewed for improvement.
- Mr. Michael Keilty (Endress + Hauser Flow) echoed comments from Mr. Jennings in that he doesn't support the language proposed regarding items that don't pass but don't fail. He also stated that he does not agree with Mr. Murnane regarding fixing the process before moving to voting twice a year. Lastly, Mr. Keilty suggested we look at something in the context of assigning a mentor to help develop successful members.

- Mr. John Hathaway (Murray Equipment) spoke in support of voting twice per year but didn't support the proposed language regarding items that don't pass but don't fail.

**Advisory:**

- None

**Comments Against:**

**Regulatory:**

- Mr. Jim Willis (NY) expressed some hesitation and wanted to see more details regarding how other aspects would be affected. Mr. Willis also noted that changes to the Handbooks require legislative ratification in his state so voting twice a year may not provide much benefit for him.

**Industry:**

- Mr. Bob Murnane (Seraphin) said he was not opposed to voting twice a year but thought the development process needed to be fixed first. He noted that he was encouraged by the committee training discussions that have taken place though. He suggested the formation of a group to evaluate recommended changes starting from scratch (not repairing the current process). He concluded by stating that he would not support this item until the process was fixed.

**Advisory:**

- None

**Neutral Comments:**

**Regulatory:**

- Mr. Kurt Floren (Los Angeles County, CA) stated he was still concerned about having two open hearing sessions. He stated he was not against voting twice per year as a matter of efficiency. However, Mr. Floren stated nothing in this item addresses how quickly a committees handle agenda items, specifically priority items. He stated he felt the April and November cut-off dates are insufficient for members to thoroughly review such items.
- Mr. Tory Brewer (WV) stated he is not against the idea of voting twice per year but was initially concerned how it might look. He thanked the BOD for providing details regarding how several aspects might look and noted he now has a clearer picture of how things could work.
- Stephen Benjamin (NC) noted that he was unable to participate in the last discussion but asked about items that didn't pass but didn't fail. Specifically, if they would retain their Voting status when returned to Committee. The BOD clarified the items that don't pass, but don't fail were no longer being considered with a time restriction and would be handled as they always have, rather based on membership feedback at the 2023 NCWM Interim Meeting Developing Items were now being considered for a time restriction. It was also noted by the BOD that this would be an NCWM Policy change as opposed to an NCWM Bylaw change.
- Mr. James Cassidy (MA) concurred with Mr. Brewer's comments. He also stated that he would like to see drafts of the policy changes as well and in addition projected attendance increases to ensure that a quorum would be present at the Winter Meeting (for voting) and post the previous attendance numbers.
- Mr. Walt Remmert (PA) agreed with Mr. Brewer and would like to see specific details regarding how this change would affect all peripheral aspects.
- Mr. Jason Flint (NJ) stated that he doesn't believe the items that don't pass but don't fail are the problem. He stated that the Developing Items are causing the large agenda sizes.
- Mr. Jose Arriaga (Orange County, CA) echoed Mr. Floren's comments. He also asked how splitting the Publications (15 and 16) would work regarding Committee reports.



- Mr. Jason Glass (KY) said he was not against voting twice a year but thought the policies that were discussed needed further vetting. Mr. Glass suggested that instead of moving directly to voting twice a year, the BOD should consider testing the process by only voting (twice a year) on items that did not pass but did not fail (i.e., vote on them at the next meeting) and see how that worked before moving fully into the process of voting twice a year on everything.

**Industry:**

- Mr. Mike Roach (PDI) stated that he agreed with Mr. Floren's statement regarding the proposal for items that do not pass but do not fail.

**Advisory:**

- Ms. Tina Butcher (NIST OWM) stated she felt more details regarding how this proposal would affect other functions was needed. She also stated that the Committees needed to be given the items after they're developed, not have the Committees do the developing. She also concurred that the agendas are too large.

**Item Development:**

2023 NCWM Interim Meeting: A presentation by the NCWM Board of Directors Focus Group Chair, Dr. Matthew Curran, was given to the NCWM membership on Sunday, January 8, 2023. The presentation contained updates and modifications based on feedback following similar presentations given at the 2022 NCWM Annual Meeting in Tacoma, WA and at each of the four regional association meetings in the fall of 2022. The session was well attended and generated a lot of good discussion and interest. The comments were formally heard on Tuesday, January 10, 2023, during the Open Hearings for the Board of Directors agenda.

Based on feedback received from the NCWM Membership during the Open Hearings at the 2023 NCWM Interim Meeting the Focus Group provided supplemental information below, for clarity.

2024 NCWM Open Hearings: Based on some remaining concerns voiced at the Annual Meeting, the Board will continue to vet and develop this proposal.

**Please note that the following content is NOT being voted upon in this agenda item rather it is being provided for additional clarity, to answer questions received by the Focus Group, and can be changed outside of the NCWM Voting process (but pursuant to NCWM Bylaws). The policy amendment drafts below were approved by the Focus Group but will require final approval by a majority vote of the Board of Directors before they can be implemented.**

- Section 1: Proposed Policy Modifications
- Section 2: Mock Agenda
- Section 3: Committee Member Rotations
- Section 4: Committee Reports
- Section 5: Open Hearings
- Section 6: Duration for Developing Items
- Section 7: Interim Meeting Attendance Statistics

## Section 1: Proposed Policy Modifications

### Policy 1.1.2. Development and Review of NCWM Policy

**Purpose:** Establish a policy for setting and reviewing NCWM bylaws and policies.

**Background:** The NCWM Bylaws give the Board of Directors sole responsibility to set the policies for the corporation. This policy establishes the process the Board of Directors is to follow in establishing, amending or repealing bylaws and policies and creates a systematic review process of existing bylaws and policies.

**Policy:**

1. The Board of Directors shall propose bylaws and set policies which ensure the proper operation of the corporation.
2. The Board of Directors shall operate similar to a standing committee to gather input from the membership on proposed modifications to the bylaws.
  - a. The Board will comply with NCWM Bylaws, Article XI-Amendments when adding, amending or repealing any bylaws.
  - b. Adding, amending and repealing policies require a simple majority vote of the Board of Directors.
3. Members may propose a modification to the published bylaws or policies.
  - a. Changes to bylaws are initiated by submitting a Form 15
  - b. Changes to NTEP administrative policies are initiated by submitting a **Form form** 15
  - c. Changes to NCWM policies are initiated through a regional board representative.
4. The Board may establish or modify existing policies without review by the membership.
5. The Board of Directors shall use the following five-year cycle for reviewing the bylaws and policies beginning on January 2015.
  - a. Year 1 - Bylaws
  - b. Year 2 - Administrative and Travel policies
  - c. Year 3 - Meeting policies
  - d. Year 4 - Publication policies
  - e. Year 5 - NTEP administrative policies

### Policy 1.1.3. Performance Evaluation of the NCWM Executive Director

**Purpose:** Establish a policy for evaluating the NCWM Executive Director.

**Background:** The Board of Directors of NCWM believes the Executive Director should be periodically evaluated to ensure he/she is improving and continuing to meet the needs of the corporation and its members. This policy establishes the process for evaluating the Executive director.

**Policy:**

6. Performance Evaluations of the Executive Director
  - a. The Chair of the Board of Directors shall work with the Board to identify an evaluation instrument to be used in evaluating the Executive Director. The instrument in Attachment 1 shall be used for the evaluations until the board approves a new instrument. The new instrument would be used in the next evaluation cycle.
  - b. The Evaluation Committee shall conduct an annual evaluation using the timeframe in 1c below. The Evaluation Committee are the current Chair of the Board of Directors, Past Chair, Treasurer and Chair-Elect.
  - c. The annual evaluation cycle, beginning in May, for the Executive Director shall consist of several steps:
    - i. Prior to the spring Board meeting the Evaluation Committee shall conduct a formal evaluation of the Executive Director. During executive session of the spring Board meeting, the Chair will present a brief summary of the evaluation to the Board.

- ii. At the spring Board meeting the Evaluation Committee shall present the proposed objectives for the Executive Director for the upcoming year to the Board for consideration and approval. The Chair shall discuss the objectives with the Executive Director after the meeting.
- iii. The Evaluation Committee shall conduct an informal mid-year evaluation at the NCWM **Winter Interim** Meeting.
- iv. The Chair shall discuss the status and progress toward the objectives with the Executive Director at the fall Board meeting.
- v. The evaluations of the Executive Director are confidential documents and the completed evaluations will be held by the NCWM attorney. Only the Executive Director Board Chair, Chair-Elect and Treasurer shall have access to the past evaluations.

Attachment 1 – Performance Evaluation Instrument

Attachment 2 – General Responsibilities of the Executive Director

### Policy 1.4.1. Records Retention

**Purpose:** This policy establishes a schedule for reducing the storage of company records while maintaining good business practices.

**Background:** NCWM management transferred from NIST to contracted association management in 1998 and then from contracted services to full time employees in 2008. Through those transitions, some records were transferred, and others were not. This policy largely reflects the new management's practices for records retention since 2008. For those records that are designated to be retained on a permanent basis, there are limitations due to transitions mentioned here.

**Policy:**

1. The following Electronic Records shall be permanently maintained in a media that is compatible with current technology.

Annual Budgets

Accounting Records

NCWM Annual Reports since 1905

NTEP Applications since 10-01-2000

NTEP Certificates since 10-01-2000

NTEP Sector Meeting Documents since 10-01-2008

NCWM Publications 14, 15 and 16 since 10-01-2008

Board of Directors Minutes since 1999

Board Meeting materials since 10-01-2008

Membership Records since 10-01-2008

Annual Meeting Attendance since 1970

**Summer Meeting Attendance since 202X**

State representation at all Annual Meetings **up to 202X**

**State representation at all Winter and Summer Meetings since 202X**

2. The following other records will be retained for the designated terms.

Annual Audits since 2001(paper)	Permanently
Check Stubs (paper)	5 years
Bank account reconciliations (paper)	5 years
Payroll Records (electronic)	5 years
Membership Renewals (paper)	5 years
Personnel Records (electronic and paper)	5 years following departure
NIST Grant Documents (electronic)	3 years following close date
NTEP Maintenance Fee Payments (paper)	1 year
Membership Renewal payments (paper)	1 year
Winter and Summer Annual Meeting Voting Records	1 year
NTEP Applications 10-2000 to 10-2008 (paper)	until they are converted to electronic

### Policy 1.5.1. Subgroups Supporting the Work of the Organization

**Purpose:** Define the formation, charge, operation and reporting for each type of group covered in this policy.

**Background:** Corporate bylaws give the NCWM Chairman the authority to create and appoint members to subcommittees and task groups, but the bylaws do not clearly differentiate between the types of groups in how they operate. On a less formal level, the Board of Directors, standing committees and subcommittees commonly designate small groups within their membership to focus on specific issues as a means of expediting their work. This policy defines types of groups and how they carry out their respective charges.

#### Policy:

##### 1. Focus Group:

- a) **Purpose:** Focus on one particular element of the larger group's charge in an effort to expedite development.
- b) **Formation:** A Focus Group is formed within and by a committee, subcommittee, task group, or Board of Directors who volunteer to assist in the effort of the Focus Group.
- c) **Charge:** The charge of a Focus Group is very limited to a specific element of the larger group's charge and may be defined by the chair of that larger group.
- d) **Operation:** A Focus Group has available to them all opportunities to meet electronically between regularly scheduled meetings of the larger group. NCWM provides conference call and web meeting services.
- e) **Decision Process:** Informal development of recommendations by the volunteer participants for the larger group.
- f) **Reporting:** A Focus Group reports and provides recommendations to the committee, subcommittee, task group or board within which it was formed. From that point the recommendations will be handled within the standard processes of NCWM.
- g) **Recognition:** Focus Groups are informal and composed of volunteers. They do not appear on the NCWM Organization Chart. It is not mandatory for the board, committee, or subgroup to notify those outside its membership when it creates focus groups.
- h) **Dissolution:** Upon completion of the initial charge or when the focus is no longer needed.

## 2. Task Group:

- a) **Purpose:** Develop a particular item or issue on the agenda of a committee, subcommittee, or the Board of Directors agendas.
- b) **Formation:** A Task Group may only be established by the NCWM Chairman who will also make all appointments, including the designation of a Task Group chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis.
- c) **Charge:** The NCWM Chair will approve the charge of a Task Group at the time of formation and may establish a deadline. The NCWM Chairman must also approve all amendments to the original charge.
- d) **Operation:** A Task Group has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web meeting and group email services.
- e) **Decision Process:** All appointed participants of the Task Group are encouraged to participate fully in the development of and the vote on final recommendations. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to participant interest.
- f) **Reporting:** A Task Group reports and provides recommendations to the committee, subcommittee, or the Board of Directors for which it was created.
- g) **Recognition:** Task Groups are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** The NCWM Chair may dissolve the task group upon completion of the initial charge or at the request of the Standing Committee.

## 3. Steering Committee:

- a) **Purpose:** Develop a comprehensive and balanced report that will assist NCWM membership in deciding upon a particularly difficult and divisive issue on the agenda of a standing committee through stakeholder input, development, and study of data, and understanding all concerns surrounding the issue. A steering committee should not make recommendations on the outcome of an item or issue.
- b) **Formation:** A Steering Committee may only be formed by the NCWM Chairman who will also make all appointments, including the designation of a steering committee chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis. Members of a steering committee should be dedicated to impartial evaluation and reporting on behalf of the steering committee.
- c) **Charge:** The NCWM Chair will define and document the charge of a steering committee and may establish a deadline.
- d) **Operation:** A steering committee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web meeting and group email services.

- e) **Decision Process:** All appointed participants of the Steering Committee shall participate in the development of and the vote on final reports as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.
- f) **Reporting:** A steering committee will report to the Board of Directors or standing committee as designated by the NCWM Chair upon forming the committee. Progress reports will be, at a minimum, twice per year at Interim and Annual Meetings. Upon completion of its study, a steering committee will provide a comprehensive and unbiased final report of the issue, including all considerations for and against various aspects of the issue so that the voting membership will fully understand the complexities and impacts of any decisions that are made when forming their positions.
- g) **Recognition:** Steering committees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** The NCWM Chair may dissolve the task group upon completion of the initial charge or at the request of the Standing Committee.

#### 4. Subcommittee:

- a) **Purpose:** Provide ongoing support for a standing committee for standards in a specific subject area requiring specialized expertise on a regular basis as issues are brought forward.
- b) **Formation:** A subcommittee may only be formed by the NCWM Board of Directors. The NCWM Chairman will make all appointments, including the designation of a subcommittee chairman. The size and representation by various interests will be defined by the Board of Directors on a case-by-case basis.
- c) **Charge:** The subcommittee will assist in developing and making recommendations to agenda items as assigned by the standing committee. Additionally, a subcommittee may bring new agenda items directly to the standing committee relevant to the subcommittee's subject matter.
- d) **Operation:** A subcommittee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM **Winter and Summer Interim and Annual** Meetings. NCWM provides conference call, web meeting and group email services.
- e) **Decision Process:** All appointed participants of the Subcommittee shall participate in the development of and the vote on final recommendations as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.
- f) **Reporting:** A subcommittee will report to the standing committee that it serves. Progress reports will be, twice per year at **Winter and Summer Interim and Annual** Meetings when items are under development.
- g) **Recognition:** Subcommittees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** A subcommittee may only be dissolved by the NCWM Board of Directors.

### Policy 2.1.1. Observer Registration Fee

**Purpose:** Establish a first-time observer level of participation at Annual Meetings.

**Background:** Annual meetings are a tremendous opportunity for persons in the surrounding area to attend, where they are otherwise unable. For example, a weights and measures jurisdiction in the host state may wish to send extra staff members who do not ordinarily attend. Still, the registration costs may be prohibitive for such attendance, depending on budget constraints of that program.

The Board of Directors developed a policy that would provide a discounted level of meeting registration; giving individuals the opportunity to take advantage of the meeting location by witnessing that Annual Meeting process at a reduced rate. However, this discounted rate would come with certain limitations that do not exist with full registration.

In 2004, this policy was expanded to include a reduced registration fee for first-time attendees at Interim meetings, too. It was also amended to extend the reduced registration fee to any first-time attendees, not just those in the immediate region. A clarification was added at that time regarding cost to attend special events.

**Policy:** Observer Fee at ~~Winter and Summer Annual and Interim~~ Meetings:

1. A one-time reduced fee for first-time attendees to ~~Winter or Summer Annual or Interim~~ meetings.
2. An attendee taking advantage of the reduced registration fee shall not have voting rights.
3. An attendee taking advantage of the reduced registration fee shall pay additional fees associated with special events that are otherwise included in the full registration fee.

### Policy 2.1.2. Refund Policy

**Purpose:** To Establish a policy for addressing requests for refund of registration fees for ~~Winter and Summer Interim and Annual~~ Meetings.

**Background:** As meeting dates approach, commitments are made for food and beverage services and special events. Registration fees are used in part to offset these costs. The Board of Directors recognizes that situations can occur where members may register and then find they are unable to attend. This policy sets the guidelines for determining whether a refund will be granted, and the amount of the refund.

**Policy:**

1. Requests for refund made prior to the early bird deadline will be subject to a 15% penalty.
2. Requests for refund made after the early bird deadline will be subject to a 50% penalty.
3. Requests for refund after the event has commenced will be denied.
4. Refunds will only be made on registration fees paid to NCWM.

**Exceptions:**

1. Requests for refund made because of a state-declared natural emergency will be granted in full.
2. Requests for refund due to personal medical emergencies shall be considered based on documentation. In such instances, a full refund may be made.

### Policy 2.1.3. One-Day Registration Fee

**Purpose:** Establish a registration option for those who only choose to attend one day of a conference.

**Background:** For many years, NCWM provided the option of attending just the Tuesday at a reduced fee of \$100 for members and \$150 for non members. This was primarily to give them an opportunity to attend Tuesday afternoon technical sessions.

As subcommittees and task groups are becoming more common, these groups are requesting meeting space and time slots in conjunction with **Winter and Summer Interim and Annual** Meetings in order to conduct their work and to hear from stakeholders. Some stakeholders would like to participate just in these special meetings without attending the entire conference, but the one-day registration has only been offered on Tuesdays. As a result, staff is put into a position of charging a full conference registration for someone who will only attend for a few hours. This practice can hamper the ability to get quality input by deterring participation of special interest groups or individuals.

By offering single-day registration to facilitate special work group sessions, these same stakeholders will be more likely to register for the full meeting when the developed items come before the membership for comment and action on standing committees' agendas.

**Policy:** One-day Registration Fee at **Winter and Summer Annual and Interim** Meetings:

1. A one-day registration fee will be offered to stakeholders who wish to attend specific technical sessions or work sessions of task groups or subcommittees.
2. This fee does not provide access to the open hearings, standing committee work sessions or voting sessions of the conference.
3. One-day registration fees shall be \$100 for members and \$150 for non members.
4. An attendee taking advantage of the reduced registration fee shall pay additional fees associated with special events that are otherwise included in the full registration fee.

### Policy 2.1.4. Waived Registration Fee for Guest Speakers



**Purpose:** Allow for waived registration fees under specific circumstances for speakers and presenters at **Winter and Summer Interim and Annual** Meetings.

**Background:** For the most part, speakers or presenters at **Winter and Summer Interim and Annual** Meetings are members and stakeholders in NCWM. However, on occasion NCWM does invite persons of specific expertise to speak, present, or participate in training or panel discussions who would not otherwise have interest in attending the meeting. In instances like these, it may be deemed appropriate to treat the individual as a guest and waive registration fees.

**Policy:**

The Executive Director shall have the latitude to waive meeting registration fees for individuals who are in attendance by special invitation to speak, provide a presentation, or training on a specific topic and who would not otherwise be in attendance provided that the individual is only attending the specified session of the meeting.

### Policy 2.1.5. Student Registration

**Purpose:** Establish a Student Pass meeting registration option for qualifying students as an educational opportunity.

**Background:** NCWM **Winter and Summer Interim and Annual** Meetings can be very educational for young people. By attending our meetings, they can learn about such things as:

- Professional conduct in meetings ranging from task group meetings to voting sessions,
- Interaction between stakeholders of varying interests, or positions on issues,
- Technical matters on the committee agendas,
- Applying rules of order,
- Meeting management and more.

NCWM believes it is important to welcome students as observers upon request and at a reasonable cost. It may even be used for a child of appropriate age to observe a parent in a professional setting and learn more about what they do for their company or agency. The Board of Directors developed the student registration option with these things in mind, but it could also be offered to undergraduate students at local education institutions.

**Policy:**

1. Students ranging from 7<sup>th</sup> grade through undergraduate levels may register for a student pass to attend **Winter and Summer interim or annual** meetings at no charge.
2. Students who wish to attend special functions such as receptions, breakfasts, or special events shall pay the normal guest rate.
3. A student pass provides access to all meetings that are available under full registration, but the student shall not participate in the meeting proceedings other than by quietly observing.
4. Students may be asked to leave a meeting if they insist in participating in the proceedings or are otherwise disrupting the proceedings.
5. The website and registration form will advise interested persons to contact NCWM for information on student registration.

## Policy 2.2.1. Site Selection

**Purpose:** To assist NCWM meeting planners in selecting and recommending sites for **Winter and Summer Interim and Annual** Meetings.

**Background:** One of the considerations in site selection for meetings is the federal government per diem rate established for that area. A significant percentage of attendees are local, state, and federal government employees who qualify for the per diem rate and who are limited to this rate when traveling out of state. When contracts are signed with hotels for meetings, part of the rate negotiation is dependent on the number of sleeping rooms that will be filled by attendees. If the negotiated rate for sleeping rooms is higher than federal per diem, some government employees may reserve rooms at the lower per diem rate. These rooms do not count toward meeting the reserved room block in the contract. This consideration for per diem rates has caused the disqualifications of sites offering rates above the per diem even though the offered rates were less than the per diem in other locations under consideration. The Board also clarified the policy to avoid paying above the per diem rate if that rate drops after the contracts have been signed.

The NCWM also must consider other factors in site selection such as air fare, access from an airport to the hotel, food and entertainment surrounding the hotel, and climate.

**Policy:**

1. Per Diem rates remain a primary consideration in site selection.
2. Flexibility exists to contract sleeping rooms above per diem if those rates are still considered relatively low (the location must offer value).
3. When contracting at per diem rates, the contract should be worded so that if per diem rates fall prior to the event, the reduction will be represented in the rates actually paid by attendees.
4. A warm location for the **Winter Meeting Interim** is preferable, but this is not a requirement.
5. It is important to review all aspects of the location so that as many people will wish to attend this meeting as possible.
6. Consideration should be given to second tier cities.

## Policy 2.3.3. NCWM Meeting Space for Other Groups

**Purpose:** Define when it is appropriate for NCWM to sponsor meeting space for groups other than those recognized as part of the NCWM structure.

**Background:** The contracts that NCWM secures for **Winter and Summer Interim and Annual** Meetings typically include all meeting space at no charge as long as other required minimums are met such as room nights or food and beverage. At one time, NCWM offered this complimentary meeting space to industry groups that wished to meet in conjunction with NCWM events. That practice was discontinued because of concern that NCWM might have to accommodate every request that was received to avoid being accused of unfair practices. The change in practice has caused industry groups to bear additional costs.

NCWM values the participation of individual companies and their industry associations in the standards development process. Some of these associations have been in place for many years and have demonstrated a commitment to NCWM's mission. NCWM also recognizes that these industry groups or associations can more effectively participate in the process if given the opportunity to gather separately in conjunction with our meetings to discuss technical issues.

This policy establishes specific criteria whereby NCWM may appropriately sponsor meeting space for industry associations and special interest groups who request to meet in conjunction with ~~Winter and Summer Interim and Annual~~ Meetings

**Policy:**

1. NCWM may sponsor meeting space in conjunction with ~~Winter and Summer Interim and Annual~~ Meetings for industry and special interests groups if:
  - A. The group has established bylaws,
  - B. The group has agendas and meeting minutes demonstrating that it has met in conjunction with NCWM meetings for at least 3 consecutive years,
  - C. The group's mission is complementary to NCWM's mission, and
  - D. The group's activities have benefited NCWM and its stakeholders.
2. All meetings held in space sponsored by NCWM for industry or special interest groups shall be open to participation by any individuals who are registered for the NCWM ~~Winter or Summer Interim or Annual~~ Meeting.
3. NCWM reserves the right to deny sponsored meeting space for reasons including, but not limited to limitations of space available, inadequate advance notice, or failure to meet the criteria established in this policy.
4. NCWM is not responsible for monitoring or enforcing State/Federal anti-trust regulations for attendees of meetings, or groups representing specific industry sectors.

### Policy 2.4.1. Committee Work Session Protocol

**Purpose:** Establish protocol whereby a committee can receive input from observers during work sessions in an appropriate manner.

**Background:** NCWM standing committees have historically refrained from accepting comments from observers during their committee work sessions at ~~Winter and Summer Interim and Annual~~ Meetings. The rationale has been that all meeting attendees should benefit from stakeholder input during open hearings.

However, there are times when an observer could offer technical clarifications that would make the committee's work session more productive and their decisions more informed. Past policy has made observers hesitant to raise their hand because perception exists that it is bad form. Likewise, committee chairs have been hesitant to call on observers for assistance.

The Board of Directors has determined it necessary to provide clear policy that would enable standing committees to accept input from observers in an appropriate manner during these work sessions as a means of making the committee work more efficient without circumventing due process.

**Policy:**

1. Committee chairs may accept contributions of technical clarification only from observers during their work sessions.
2. Observers shall not dominate discussions, restate positions from the open hearings, or provide new positions.
3. Committees shall communicate any new information received during work sessions in their addendums so other attendees have opportunity to respond.
4. For consistency, the following prepared statement shall be read out loud by the committee chair at the beginning of each work session and throughout as deemed necessary.

"This is a work session of the standing committee. Observers who wish to contribute technical clarification to assist the committee's decision process shall raise their hand to be recognized by the committee chair. No opinions or positions will be heard from observers during the work session and should be stated publicly during open hearings."

## Policy 2.4.2. Training Session Topics

**Purpose:** Establish the protocol for selecting training ~~to that may~~ occur at NCWM ~~Winter or Summer and Annual~~ Meetings.

**Background:** The Professional Development Committee (PDC), Board of Directors, and Chairman of the Board have all played various roles in determining the training program for the ~~Winter and Summer Annual~~ Meetings. This has led to some confusion among the parties and a request from the PDC for clarification.

Training falls under the scope of the PDC so it seems appropriate that this committee continue to have a role in identifying key issues for this time slot at the ~~Winter and Summer Annual~~ Meetings. The NCWM Chairman, however, should be able to exercise some authority in setting the agenda for his/her meeting. Past Chairmen have found the input from the PDC very helpful in this effort.

**Policy:**

1. Following the ~~Winter and Summer Interim~~ Meetings, the PDC shall make recommendations to the NCWM Chairman of topics for ~~the~~ training sessions that may occur at ~~the Annual~~ future ~~Meetings meetings~~.
2. The PDC is not responsible for developing the content of training sessions, but may recommend facilitators.
3. The NCWM Chairman determines what the training program will be for the ~~Winter and Summer Annual~~ Meetings.

## Policy 2.4.3. Retired Member Voting Privileges

**Purpose:** To set forth policy regarding the voting rights of retired members at meetings.

**Background:** NCWM Bylaws, Article IV, Section 3 – Waiver of Registration and Membership Fees states:

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, shall not be subject to the payment of the registration and membership fees.

The Bylaws do not specify whether the waived registration fees apply to NTETC Sector Meetings. It is also not clear if retired members may be appointed to a sector with voting privileges.

**Policy:**

1. If a person has retired member status as defined in NCWM Bylaws he/she may attend any NCWM meetings including committee and NTETC Sector meetings at no charge.
2. Retired Members shall have the same voting privileges as Associate Members at **Winter and Summer Interim and Annual** Meetings.
3. Persons with retired membership status shall not have voting privileges at NTETC Sector meetings.
4. If a person with retired member status wants to be a member of an NTETC Sector and have voting privileges, he/she shall pay NCWM Associate Membership dues and request appointment by the NTEP Committee Chairman as an Associate Member of the NTETC Sector.

## Policy 2.4.4. Committee Work Schedules

**Purpose:** Create a policy that clearly defines the duties and work schedules of NCWM standing Committees during the course of **the Winter and Summer Annual** Meetings.

**Background:** It is necessary that committees adhere to a strict schedule at **the Winter and Summer Annual** Meetings to meet the needs of the organization and its members. Many individuals and companies invest to attend and participate. Committees must be conscientious of the weekly schedules including work sessions, open hearings, and publication deadlines. This policy provides that guidance.

## POLICY:

Times are listed in the **Winter and Summer Annual** Meeting **Brochures Brochure**, NCWM Publication **16w/15w and 16s/15s**. Room assignments will be posted on-site as well as in the **version of** NCWM Publication 16 provided at registration.

### A. PRIOR TO **THE WINTER AND SUMMER MEETINGS ANNUAL MEETING** – COMMITTEE TECHNICAL ADVISORS AND CHAIRS

1. Any material that a Standing Committee plans to add as part of its Addendum Sheets, including appendices, reports or other multi-page segments, should be completed and reproduced prior to the **Winter and Summer Meetings Annual Meeting**.
2. Make 200 copies of any document using the color-coding shown in the printing schedule. This will save time and printing costs and reduce the workload during the **Winter and Summer Meetings Annual Meeting**.
3. Update all report items with the latest data as an electronic file. The NCWM standard is to use

Microsoft Office Word with the font Times New Roman 10 pt – proportional spacing.

4. Bring back-up reports (hard copy and electronic) with you or arrange to have them sent to the **Winter and Summer Meeting sites Annual Meeting site**.
5. Please let NCWM staff know of any audiovisual needs via e-mail at **info@ncwm.com** **info@ncwm.net** or 402-434-4880.

## **B. SUNDAY: AGENDA REVIEWS**

1. Review the status of all agenda items and discuss any correspondence or comments received after the **previous meeting Interim Meeting**.
2. Develop general plans and procedures for working sessions on Sunday, Monday and Tuesday and the Voting Session on Wednesday and Thursday. Plans should include how to handle controversial issues with alternative strategies.
  3. Plan coordination with other Committee(s) / Presiding Officer (s). Identify any non-technical business items and notify the NCWM Chairman.

## **WHO ATTENDS**

1. Standing Committee Members and Technical Advisors
2. Registered Delegates

## **EXECUTIVE SESSION**

A Standing Committee may decide to make part of its session an "Executive Session" (closed), but this is only permitted for highly sensitive matters, such as those involving proprietary information. **The Standing Committee must request approval by the NCWM Chairman or Chairman-Elect and post this information on the Standing Committee meeting door and at the registration desk.** The Conference discourages any Committee from making their entire Sunday session an "Executive Session" unless notice was given in the **Winter or Summer Annual Meeting Brochure** or NCWM Publication **16w/15w or 16s/15s**. Sunday is the first day of the meeting and NCWM Members may have made their travel arrangements so that they can attend the Sunday reviews. Whenever possible, an Executive Session should be delayed until later in the week so that the 24-hour notice can be given and posted.

## **C. MONDAY / TUESDAY**

1. **Publication 16w or 16s Interim Meeting** Report Presentation (Voting Items)
  - a. Introduce the Standing Committee Members.
  - b. Explain how the report will be presented based on the prepared outline.
  - c. Present **Interim Meeting Report** proposed changes **to Publication 16w or 16s**.
  - d. Solicit comments on **Publication 16w or 16s the Interim Meeting Report** and proposed changes.
  - e. Identify items and issues for **the** future study and maintain the list for use in

the Final Report.

- f. If you have speakers lined up, describe your planned procedure (i.e. time limit per speaker, how you will handle questions, etc.).
- g. Information acquired at the Open Hearings is used by the Standing Committee Members in the development of their Addendum Sheets to **Publication 16w or 16s the Interim Meeting Reports.**
- h. Standing Committees positions should not be announced until after deliberations are concluded. However, the Committee Chair may reassure the audience as to the direction they intend to follow if the Standing Committee has reached a conclusion prior to this presentation. Standing Committee presentations may be preceded with handouts explaining the position of the Standing Committee so that the audience can gain a better understanding of the issue.

### **ADDENDUM SHEETS FOR PUBLICATION 16W OR 16S TO INTERIM REPORTS**

1. Standing Committee Chair, Members and Technical Advisor(s) prepare Addendum Sheets after **all** the Open Hearings have concluded for all Standing Committees **with Voting Items before them.**
2. Develop a Consent Calendar of non-controversial Voting Items.
3. Identify Voting Items that should be voted upon separately.
4. Positions and specific language for Addendum Sheets are developed by Standing Committee Members and the Technical Advisor(s) as follows:
  - Agree on language and recommendations
  - Formally approve Addendum Sheets by recorded vote
  - Prepare and review Addendum Sheets
  - Standing Committee Chair reviews and signs the Addendum Sheets
  - NCWM staff arranges for the Addendum Sheets to be printed

### **ADDENDUM SHEETS PRINTING SCHEDULE**

Addendum Sheets must be given to NCWM Staff, on provided flash drive, by **8:00 am. 5:00 p.m.** Tuesday.

The following color coding will be used when printing the Addendum Sheets:

Specifications and Tolerances Committee .....Green

Laws and Regulations Committee .....Blue

Board of Directors.....Goldenrod

NTEP Committee .....Pink

Professional Development Committee.....Cream

## **D. WEDNESDAY / THURSDAY**

### **Voting Order for Standing Committee Reports / Committee Reference Keys**

1. Professional Development Committee – 400 Series
2. Specifications and Tolerances Committee – 300 Series
3. Laws and Regulations Committee – 200 Series
4. National Type Evaluation Program Committee – 500 Series
5. Board of Directors – 100 Series
6. Nominating Committee – 800 Series

### **VOTING PROCEDURES**

1. See Bylaws for details.
2. See "Robert's Rules of Order"

### **PRESENTATION PREPARATION**

Standing Committee Chair prepares for presentation with assistance from the Standing Committee Members and Technical Advisor(s):

1. Determine the sequence and grouping of items and present them on Addendum Sheets. Voting Items that are expected to be non-controversial will have been grouped into a single Consent Calendar.
2. ~~Information items and voting items are to be identified separately in the Interim Report. However, the The~~ Standing Committee may ~~downgrade~~ **change the category of** any **Voting** item prior to making a motion for vote. ~~Information items may not be changed to voting items at the Annual Meeting. Items not assigned a Voting status at the previous meeting are ineligible to be voted on unless the item meets the requirements of NCWM Policy 3.3.2. Section E. Exceptions to Policy Submission of Items to the NCWM Committee Agenda; Submission of "Priority" Items.~~
3. Prior to Wednesday, 12 p.m. prepare an outline of the report and how motions are to be presented by the Standing Committee Chair.
4. The Consent Calendar will be handled first, followed by the separate Voting Items and then the report as a whole. The Standing Committee Chair may present the individual Voting Items in any sequence and is responsible for ensuring that all items are covered.
5. As each item is presented, announce the item number, the corresponding page number in the ~~report~~ **Interim Report** and the page number in the addendum sheets.

### **REPORT PRESENTATION**

Great care must be taken to make sure all items are adequately covered and clearly presented.

The Standing Committee Chair Will:

- Introduce the Standing Committee Members
- Explain how the report will be presented based on the prepared outline



- Ask whether any items on the Consent Calendar should be removed for an individual vote
- Read and explain changed items for clarity
  - Note: Those items in the **report Interim Report** not amended or changed and printed on the Addendum Sheets may be read by title and acted on without a complete reading of the items.
- Make a motion for the adoption of the Consent Calendar as a single voting item
- Make a motion for adoption of each voting item not included in the Consent Calendar

Following each motion by the Standing Committee Chair, the Presiding Officer Will:

- Restate the motion, ask for a second to the motion
- Ask for discussion
- Call for the vote per NCWM voting procedures
- Announce the result

After completion of all voting items, the Standing Committee will make a motion to adopt the report of the Standing Committee in its entirety and authorize the Executive **Director Secretary** editorial privileges.

The Parliamentarian:

- Will be seated with the Standing Committee
- Rules only when asked by the Presiding Officer

## VOICE VOTES ON NCWM, INC. BUSINESS ITEMS

The Board of Directors Report and Nominating Committee Report are taken as Voice Votes, unless designated otherwise by the Chairman.

## SELECTING NEXT YEAR'S STANDING COMMITTEE CHAIR

After Standing Committee appointments are announced, Standing Committee Members should meet to select next year's Standing Committee Chair. This selection may be made with or without the Technical Advisor(s), but they should be informed as soon as possible.

### Policy 2.4.5. Written Testimony

**Purpose:** To create a consistent method of making written testimony a part of the permanent record.

**Background:** Stakeholders have the option of providing written testimony, either from the floor during open hearings, or through correspondence with the committee prior to **a Winter or Summer an Interim or Annual** Meeting. Information received by committees in this manner can have a profound effect on the decisions the committee makes regarding specific items on their agendas, yet the general membership has not always had the opportunity to receive the information and gain the same level of insight.

**Policy:**

1. The person or office that receives supporting documents will forward them electronically as needed to ensure receipt by NCWM, and the standing committees. NCWM will not maintain hard copies.
2. Upon receipt, NCWM will send an email to the submitter explaining:

- a. NCWM, its committees, and the NIST Technical Advisors have received (list documents)
  - b. NCWM has posted the documents on our website at (provide a link)
  - c. Stakeholders will be notified to check the website for supporting documents.
  - d. NCWM will not publish the supporting documents in *NCWM Publication* ~~16W or 16S 15 or 16~~, but the committee may choose to include them in its report as deemed necessary or appropriate.
  - e. NCWM will not distribute printed copies of the documents at the meeting.
  - f. The submitter is welcome to bring and make available hard copies for attendees of the meeting.
3. The following statement (or a variation of it) will appear in the front of *Publications* ~~16W or 16S 15 and 16~~, at the end of each agenda item.

*Additional letters, presentations, and data may have been part of the Committee's consideration. Please refer to [link name] to review these documents.*

4. NCWM will archive documents and will provide them on request.

## Policy 2.4.6. Electronic Access to Meetings

**Purpose:** Establish policy for electronic access such as teleconferencing, video conferencing or web meetings as a means of participating in NCWM meetings from remote locations.

**Background:** For the purpose of this policy, a public meeting is defined as a scheduled and advertised meeting of NCWM or any of its sectors, committees, ad hoc committees, subcommittees, task forces and study groups at a facility where members travel to participate. In addition to these public meetings, it is common for committees, subcommittees and task groups, etc. to organize teleconferences and web meetings in between these regularly scheduled public meetings to continue their work.

NCWM has received occasional requests from individuals who wish to participate in a portion of the discussions of public meetings via telephone or web meeting. The request may seem reasonable since the member would have to pay for travel and lodging to attend only that small portion of a multi-day event. Service plans for teleconferencing; video conferencing and web meetings have limits on the number of participants. NCWM's policy should clarify who is granted access and who is not.

The cost is also of concern. Equipment rental costs, phone line access fees at hotels, and internet access in meeting spaces all typically have costs associated with them and the prices can vary greatly according to the hotel and audio/visual service vendor. The cost could multiply quickly as the practice expands to all public meetings including NTETC Sector Meetings, task group meetings, subcommittee meetings, committee work sessions, and potentially NCWM open hearings and voting sessions.

The policy capitalizes on technology, but sets fair limitations on its use to control costs and expectations.

### **Policy:**

1. NCWM encourages the use of electronic meeting formats by sectors, committees, subcommittees, work groups and task groups when these meetings are scheduled outside of NCWM public meetings. Electronic participation by non-members of the group is denied except by special invitation of the group chair.

2. Members of ad hoc committees, subcommittees, task forces and study groups may electronically access public meetings of those groups if funding and capability is present. Electronic participation by non-members of the group is denied except by special invitation of the group chair.
3. Electronic access is denied for all public standing committee meetings, NTETC sector meetings, NCWM open hearings and voting sessions at entirely in-person **Winter or Summer Interim or Annual** Meetings.
  - a. If the Board of Directors has declared an emergency, and the **Winter or Summer Interim or Annual** Meeting is held entirely, or in part, electronically by internet services, electronic access will be granted to participants who are registered for the electronic sessions.

## Policy 2.4.7. 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.

### **Policy:**

4. No person, including staff, officers, volunteer leadership, media or attendees shall be permitted to create verbatim recordings using any recording device such as, but not limited to, an audio or video recorder, stenotype or stenographer, in open hearings, standing committee work sessions or voting sessions of the NCWM **Winter or Summer Interim or Annual** Meetings or in any NTEP Sector meetings.
5. 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.
6. Such recordings shall be permanently disposed of following the preparation of written reports or minutes.
7. 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.

8. 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.”
9. NCWM reserves the right to record special presentations, awards, and training events.

## Policy 2.4.8. Transparency in Representation

**Purpose:** Provide transparency of representation for comments on NCWM agenda items.

**Background:** During NCWM open hearings and voting sessions, those who speak are historically asked to state their name and affiliation prefacing their comments. For example, a person may work for a manufacturer, serve as a member of a NCWM subcommittee, and also belong to some other industry association. Such a person states which of these they are representing when they approach to make comments.

The Board of Directors believes this transparency is very important to the audience in understanding the motivation and interest behind testimony received and positions that are taken. They further believe that the practice should be framed in NCWM policy and extended to all NCWM official meetings, not just the **Winter and Summer Interim and Annual** meetings.

**Policy:**

1. Individuals who submit proposals to NCWM to amend handbooks, bylaws, policies, etc. shall clearly state on the proposal the name of the organization, special interest group or individual that they are representing.
2. Individuals providing written testimony including data, background, expertise, position, etc. shall clearly include the name of the organization, special interest group or individual that they are representing.
3. Individuals providing comment or testimony during official sessions of NCWM shall clearly state the name of the organization, special interest group or individual that they are representing.
4. Official sessions of NCWM are defined as any **Winter or Summer Interim or Annual** meeting and meetings of committees, subcommittees, task groups, or NTEP sectors and includes meetings that are face-to-face, via web meeting, conference call, or in any other form.
5. Individuals who are being paid, or who’s expenses are being subsidized, such as consultants to represent another organization or individual’s positions shall clearly indicate the name of that organization or individual they are representing in the manners outlined in parts 1-3 of this policy.

## Policy 2.4.10. **Winter and Summer Annual and Interim** Meetings Held Entirely or In-Part by Internet Meeting Services

**Purpose:** The Board of Directors may declare an emergency prior to **a Winter or Summer Meeting an interim or annual meeting** allowing all of the meeting to be held electronically or for some to attend in-person and some to attend electronically. The rules below are established to ensure smooth operation of the meeting while allowing all participants an opportunity to fully participate in the presentations, discussions, and decisions as allowed at the normal in-person meeting.

**Background:** The 2020 global pandemic brought attention to NCWM's need for provisions to conduct business when the Board of Directors deems a significant number of members may not be able to participate at an in-person meeting. The NCWM Chair formed a task group to review bylaws and policies to address the needs of the association in such circumstances. This policy is a product of that effort.

**Policy:**

5. **Login information.** The NCWM office shall send by e-mail to every registered member of the conference requesting electronic access, in advance of each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The NCWM office shall also include a copy of, or a link to, these rules.
6. **Login time.** The chair of the conference shall appoint a recording secretary for each session of the meeting. The Recording Secretary shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
7. **Signing in and out.** Members shall identify themselves as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting when ever present, but shall sign out upon any departure before adjournment.
8. **Quorum calls.** The presence of a quorum shall be established by audible roll call of the in-person and electronic attendees at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand maybe made following any vote for which the announced totals add to less than a quorum.
9. **Technical requirements and malfunctions.** Each member participating electronically is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
10. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
11. **Voting.** Voting shall be done by the most appropriate means which will be announced at least one week prior to the meeting. The votes by the House of State Representatives shall be displayed to both the in-person and electronic attendees

## Policy 2.6.1. Special Awards Established

**Purpose:** To establish NCWM Special Awards to recognize various levels of contributions and service to NCWM and the weights and measures community.

**Background:** The Board of Directors determined that an organization such as this needs a means of acknowledging outstanding and selfless service beyond the certificates of appreciation and desk-top awards that may be presented for the routine service to committees, subcommittees, etc. Three awards were created with the goal of representing a progression of importance or significance from one award to the next. The awards were established in 2010, but not formalized in the NCWM Policy Manual until the creation of this policy.

In 2022 the Board of Directors considered and approved proposals to create two additional awards to recognize a broader range of Weights & Measures professionals and their contributions to the goals of the NCWM.

**Policy:** The following NCWM Special Awards and descriptions are hereby established.

### **1. NCWM Award for Outstanding Contribution**

**Qualifications:** This award recognizes members that have made notable contributions to the development of NCWM standards, policy, administrative support, or other services deemed worthy of recognition. The recipient will have been a member of the NCWM for at least five (5) years.

**Description:** The award shall consist of a plaque with dimensions measuring approximately 8" x 10" that includes the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary, and Executive Director and a brief outline of the contributions that the recipient has made to the NCWM.

### **2. NCWM Award of Distinguished Service**

**Qualifications:** This award recognizes individuals who have made a long-term commitment of service and leadership to NCWM. Recipients have maintained membership in NCWM for at least ten (10) years and have made significant contributions to the enhancement of the organization as a whole through committee service, important contributions to standards development, served as a resource for knowledge, promoted the vision for the NCWM, or other long-term commitments that have advanced the mission of the NCWM.

**Description:** The award shall consist of a plaque with dimensions measuring approximately 9" x 12" that includes the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary and Executive Director and a brief outline of the contributions that the recipient has made to the NCWM.

### **3. NCWM Lifetime Achievement Award**

**Qualifications:** This award recognizes individuals who are by and large well-known and highly regarded for their outstanding performance and contributions to the NCWM. No more than one (1) award can be granted annually. The recipients have maintained membership in NCWM for at least ten (10) years. Because of the special significance of the Lifetime Achievement Award and recognizing that the recipients are often retired, travel expenses are authorized only in accordance with NCWM Travel Policy as needed for the recipient and a guest with the limitation of one guest room. Nominees are considered based on the following characteristics:

**Integrity -** Their contributions based on unbiased input in such a manner that members are confident that the only motivation is for the improvement the organization and our work products.

**Leadership -** Their contribution in leading NCWM Committees, Sub-Committees, Sectors, Task Forces, Ad Hoc Assignments, work as Appointive Officials, or other displays of leadership that have advanced NCWM toward becoming an overall better organization. The individual selected for this award will have displayed sound decision-making capabilities, communication skills, motivational skills, and a tolerance for the views of others.

**Description -** The award shall consist of a plaque with dimensions measuring approximately 14" x 17" that includes the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary, and Executive Director, and an appropriate outline of the contributions that the recipient has made to the NCWM.

### **4. Inspector of the Year**

**Qualifications:** This award recognizes individuals whose primary responsibility consists of Weights & Measures field inspection duties. The nominee will be actively engaged as an inspector. Nominees will be evaluated on notable contributions in the following areas: improving inspection processes or efficiencies, advancing co-workers professional development, providing support and leadership to fellow inspectors, making a positive impact on their inspection program and the regulated community in which they serve. Participation at their respective regional

association and/or NCWM meetings may also be considered. Travel expenses are authorized in accordance with NCWM Travel Policy as needed for the recipient and a guest.

Description: The award shall consist of a plaque with dimensions measuring approximately 8" x 10" that includes the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary, and Executive Director and a brief outline of the contributions that the recipient has made as an Inspector.

## 5. Weights & Measures Program of the Year

Qualifications: This award recognizes an outstanding Weights & Measures Program. All state, county, or city Weights & Measures Programs are eligible to be nominated. Nominated programs will be evaluated on contributions to the NCWM, engagement in the formation of technical & legal requirements as adopted by the NCWM, engagement at NCWM **Winter and Summer Meetings Annual and Interim meetings** as well as Regional Association meetings. The nominee will demonstrate positive impact to consumers and businesses in the jurisdiction they reside as a result of their W&M program. The nominated program will also have had active NCWM members for at least five (5) years. Travel expenses are authorized in accordance with NCWM Travel Policy as needed for two program representatives.

Description: The award shall consist of a plaque with dimensions measuring approximately 9" x 12" that includes the NCWM seal, the recipient's name, date of award, signatures of the NCWM Chairman, Executive Secretary and Executive Director and an appropriate outline of the contributions that the recipient has made to the NCWM.

## Policy 2.6.2. Special Awards Subcommittee

**Purpose:** To establish a Subcommittee reporting to the Board of Directors that recommends candidates to receive the NCWM Special Awards.

**Background:** When the NCWM Board of Directors established special awards to recognize various levels of contributions and service to NCWM and the weights and measures community, it was necessary to develop a structure for how recipients would be nominated and chosen. The Board agreed that a selection committee should be formed to receive those nominations and that the Board of Directors should have final approval.

### Policy:

4. Subcommittee Scope: The Scope of the Awards Subcommittee shall be to nominate deserving individuals for special award recognition. Any member of the NCWM, regardless of membership category, and including Awards Subcommittee members, may recommend nominees for Subcommittee consideration. The Subcommittee shall meet either (1) during the **Winter Interim** Meeting or (2) via web meeting or conference call. If meeting using the web or conference call, the Subcommittee shall meet no later than February 1 of each year. The Awards Subcommittee shall document that each nominee meets the qualifications outlined for each award. Nominations for awards will be presented to the NCWM Board of Directors by March 1 of each year
5. Membership: The Chairman of the Awards Subcommittee shall be the Past Chair of the NTEP Committee. The NCWM Chair shall appoint committee members to include one (1) NCWM Active Member from each of the four (4) Regional Associations, and two (2) NCWM Associate Members. The NCWM Chair shall confer with the Executive Committee of each Regional Association and the Chair of the Associate Membership on recommendations for Subcommittee members. All members, other than the Committee Chair, will serve initially for three years. The NCWM Chair shall review membership and may make appointments as deemed appropriate. No committee member will serve for more than five (5) consecutive years.

6. **Nomination Deadline:** Nominations that are submitted from General Membership shall be proposed to the Awards Subcommittee by December 31 of each calendar year. Nominations from Subcommittee Members may be submitted to the Subcommittee prior to or at the time of their **yearly annual** meeting. All nominations will be presented on the appropriate standardized nomination form.

### Policy 3.1.4. Voting Results Posted

**Purpose:** Establish a means of publishing the voting results from NCWM **Winter and Summer Annual** Meetings.

**Background:** Historically, there has not been established a consistent method of publishing results from the voting sessions of the NCWM **Winter and Summer (previously Annual) Annual** Meetings. Information of interest would include the Committee, the Item, the vote count in the House of Representatives, the vote count in the House of Delegates, and the disposition. This information should be made available as soon as practical following the official voting sessions held during the NCWM **Winter and Summer Meetings. (previously Annual) Annual Meeting.**

Some options that have been discussed include posting on the web site, printing in the next newsletter, and sending out an email to all members with the results.

**Policy:**

1. Voting results shall be posted within 2 weeks of the conclusion of the **Winter and Summer Meetings Annual Meeting** on the NCWM Website as part of the **Winter and Summer Annual** Meeting Archives.

### Policy 3.3.2. Procedures to Modify Handbooks

**Purpose:** Establish NCWM policy for proposing modifications to NCWM Handbooks.

**Background:** The following policy formerly existed in the Introduction sections of NIST Handbooks 44 and 130. Since NCWM did not have a policy manual until more recent years, this seemed to be the appropriate place to make the policy readily available for modifying those Handbooks. In 2010, NCWM created a new policy manual based on policy decisions by the Board of Directors over the previous 10 years. With a policy manual in place, the Board believes that the following is more properly placed there than in the NIST Handbooks.

**Policy:**

**A. Submission of Agenda Items – Preamble**

NCWM Bylaws require that its officers and committees observe the principles of due process for the protection of the rights and interests of affected parties. Specifically, it requires that the committees and officers: (a) give reasonable advance notice of contemplated studies, items to be considered for action, and tentative or definite recommendations for conference vote, and (b) provide that all interested parties have an opportunity to be heard.

**B. Submission Process**

Anyone introducing an item to the Committee shall initially use the regional weights and measures associations to consider its merits. Using the regional associations ensures discussion and evaluation of items at the grassroots level by involving the regional members in the development, evaluation, and justification of proposals. The regions include the Central, Northeastern, Southern, and Western Weights and Measures Associations. For information on the regional associations, visit [www.ncwm.net](http://www.ncwm.net).



To submit a proposal, obtain Form 15: Proposal to Amend Handbooks at <https://www.ncwm.com/helpful-forms> or by contacting NCWM via email at [info@ncwm.com](mailto:info@ncwm.com). Complete the form and submit it electronically in Microsoft Word format to NCWM at [info@ncwm.com](mailto:info@ncwm.com). Instructions for completing the form are included with the electronic version of this template. To ensure that your proposal is included on the regional meeting agenda, submit no later than **February 15 or** August 15 of **each the** calendar year ~~immediately preceding the calendar year in which the NCWM Interim Meeting where the proposal would first be considered by NCWM is held.~~ **Submissions received prior to February 15 of each calendar year will appear on the regional association agendas and the Summer NCWM Meeting. Submissions received after February 15, but before August 15 of each calendar year will appear on the regional association agendas and the Winter NCWM Meeting.** Regional meeting schedules are available on the NCWM website.  
(Amended 2021)

### C. Procedures

The NCWM Committee will consider items according to the following procedures:

1. Submit new items to NCWM by **February 15 or** August 15, **for the NCWM Summer or Winter Meetings, respectively.**
2. NCWM will forward new items to regional associations for consideration at their **respective spring or** fall meetings.
3. If the regional associations find merit in the new items, they shall forward them to the NCWM Committees with their recommendations.
4. NCWM committees and subgroups are not required to submit a Form 15 proposal, but NCWM recommends that they do so to allow for regional review and comment whenever possible.
5. NCWM Committees will present the new and carryover items for Open Hearings at the **Summer and Winter Meetings January Interim Meeting.** **Carryover items having had a Developing status for three consecutive years shall automatically be removed from the Committee's agenda for the next meeting. However, such items may be retained on a Committee's agenda and presented during the next Open Hearings so long as a specific request has been made by the Committee Chair to the NCWM Executive Director within 10 days of the conclusion of the meeting during which it appeared for the third time as Developing. Such requests shall not be considered standing requests and must be made following each meeting that an applicable item is to be retained.**

(Amended 2018 and 2021)

### D. Criteria for Inclusion on the NCWM Committee's Agenda

1. Any item forwarded to NCWM by at least one regional association and received by **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting** will be automatically placed on the Committee's **Interim** Meeting agenda.
2. Items that have not been submitted to a regional association, but which are submitted to NCWM by **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting**, will be evaluated by the Committee using the criteria in Section E, Exceptions to Policy, and Section F, Committee Agenda.
3. Any proposal received by NCWM after **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting**, but prior to the **next meeting Interim Meeting**, will be evaluated by the Committee according to Section E, Exceptions to Policy and Section F, Committee Agenda. Only those items determined to be a national "priority" will be included on its agenda.
4. Proposals shall be submitted on a Form 15 and shall include:

- a. a concise statement of the item or problem outlining the purpose and national need for its consideration. An electronic copy of the background material and proposed amendment(s) should be submitted in a Microsoft Word format on a CD ROM, DVD, or by electronic mail sent to info@ncwm.net;
- b. background material, including test data, analysis of test data, or other appropriately researched and documented material for the Committee to evaluate when deciding its position or future activity on the proposal;
- c. proposed solutions to problems stated in specific language and in amendment form as changes to Conference documents; and
- d. if a proposal involves a new area of weights and measures activity; practical, realistic, and specific recommendations for laws or regulations to be adopted and test methods to be utilized to provide for proper enforcement.

When proposals are to modify or add requirements to existing publications, such as Handbook 130, Uniform Laws and Regulations in the Areas of Legal Metrology and Engine Fuel Quality, or Handbook 133, Checking the Net Content of Packaged Goods, the proposal should:

- 1) identify the pertinent portion, section, and paragraph of the existing publication that would be changed (e.g., Uniform Method of Sale of Commodities Regulation, Section 8.2, paragraph (b));
- 2) provide evidence of consistency with other NCWM publications such as with other uniform laws and regulations;
- 3) provide evidence of consistency with federal laws and regulations (e.g., U.S. Department of Agriculture [USDA] or Federal Trade Commission [FTC] regulations); and
- 4) relay the positions of businesses, industries, or trade associations affected by the proposal including supporting and opposing points of view.

**E. Exceptions to Policy for Submission of Items to the NCWM Committee Agenda; Submission of “Priority” Items**

The Committee will use the following criteria to evaluate items that have not been approved by a regional association, but have been received by the **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting** deadline. If an item is received after the **May 1 for the Summer Meeting or** November 1 **for the Winter Meeting** deadline, it will be included on the agenda if the Committee determines that it is a national “priority.”

Criteria for Inclusion on the Committee’s Agenda When No Regional Association Has Approved the Item.

1. Items shall have significant legal impact on weights and measures laws and/or regulations involving:
  - a. court cases/attorney general opinions; or
  - b. preemption by federal statute or regulation; or
  - c. conflicts with international standards; or
  - d. items which could affect health and safety.
2. The Committee may contact parties that are potentially affected by an item (e.g., trade associations, industry, and consumer groups) for comments. The Committee may consider these comments and any other information in determining if the item should be included on its agenda.
3. When the Committee determines that it should consider an item as a “priority” (using the criteria in 1.), the item will be handled in the following manner:
  - a. A “priority” item received prior to the **next meeting Interim Meeting** may be added to the **next meeting Interim Meeting** agenda by a majority vote of the Committee.

- b. A “priority” item received after **a meeting the Interim Meeting** may be added to the Committee’s **next meeting Annual Meeting** agenda as:
  - 1) a discussion item by a majority vote of the Committee; or
  - 2) as a voting item by a majority vote of the Committee and the NCWM Board of Directors.

#### **F. Committee Agenda**

1. The Committee will review items that have been submitted and selected by a majority vote to be included on its agenda. The Committee will only include those items that have been:
  - a. approved by at least one of the regional associations; or
  - b. forwarded by other committees, subcommittees, NTETC Sectors, task forces, or work groups, or those items that meet the criteria in Section E, Exceptions to Policy.
2. The Committee will publish an agenda (NCWM Publication **16W and 16S 45**) that identifies the items to be discussed during the **Winter or Summer Interim** Meeting. This agenda will be distributed to members approximately 30 days prior to the meeting. The agenda will be provided upon request to all other interested parties.  
(Amended 1998)

#### **G. Winter and Summer Meetings Interim Meeting**

1. The Committee shall hold public hearings at the **Winter and Summer Meetings Interim Meeting** for the purpose of discussing and taking comments on 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 **Winter and Summer Meetings Interim Meeting**. Requests to make presentations shall be received by the Committee Chairman or Technical Advisor at least two weeks prior to the start of the meetings.

#### **H. Winter and Summer Meeting Reports 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 **Winter and Summer Meetings Annual Meeting**, will be included in the **Committee Reports Committee’s Interim Report** published in the **Winter and Summer Meeting Programs Annual Meeting Program** and Committee Reports (NCWM Publication **16W and 16S 46**).
2. The **Winter and Summer Meeting Programs Annual Meeting Program** and Committee Reports will be prepared and distributed to Conference members approximately three months prior to the NCWM **Winter and Summer Meetings Annual Meeting**.

#### **I. Classifications for Agenda Items**

At the **Winter and Summer Meetings Interim Meeting**, the Committee can classify proposals in one of the following ways:

1. “**Voting**” – These are items the Committee believes are fully developed and ready for final consideration by the established due date for final committee reports. 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.

2. **“Informational”** – These items are deemed by the Committee to have merit. They typically contain a proposal to address the issue 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.
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 **submitter source** for further development. The Committee Report will provide the **submitter 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 with contact information for the **submitter person responsible** for the development. The Committee will take comments on Developing items during **the Winter and Summer Meetings open hearings of the Interim Meeting**, starting with the **submitter developer** if available. **The submitter is also expected to lead the gathering of information for the item and in between meetings work with those who have comments to bring the item to a fully developed status.** The **submitter Developer** may submit updates for inclusion in **Publication 16W or 16S Publication 15** no later than November 1 **or April 1, respectively, and in Publication 16 no later than April 1**. If the **submitter Developer** cannot meet these deadlines for publication, the **submitter Developer** may submit updates in writing to the Committee for consideration and possible inclusion in the next Committee Report.
4. **“Assigned”** – These items are deemed by the Committee to have merit but are found to need further enhancement 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 **assigned designated** group with clear direction and expectations. The item will be carried in the Committee agenda and will include contact information for the chairperson of the **assigned responsible** subcommittee, steering committee or task group. An assigned item will be returned to the Committee when the responsible group believes 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. The Committee will take comments on Assigned items during **the Winter and Summer Meetings open hearings of the Interim Meeting**, starting with the **responsible party developer**, if available. **The assigned group is also expected to lead the gathering of information for the item and in between meetings work with those who have comments to bring the item to a fully developed status.** The **assigned group assigned group** shall submit their final recommendations to the Committee for consideration and possible inclusion in the next Committee Report.
5. **“Withdrawn”** – These are items that the Committee has found to be without merit **or if no progress has been made by the developer pursuant to Section C. Procedures**. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders **regarding merit**. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication **16W or 16S 46** as Withdrawn, the status of that item may not be amended, and no further testimony will be received. The item may be reintroduced through the regional associations for consideration as a new item.

(Amended 2021)

At the **Winter and Summer Meetings Annual Meeting** the Committee may:

1. Change the status of the items, but no item may be changed to Voting status because the item has not been published, as such, in advance of the meeting.

2. Amend voting items during the **Winter and Summer Meetings Annual Meeting** based on additional information received following the **previous meeting Interim Meeting** and testimony received at the **meeting Annual Meeting**. These items may also be amended by the voting membership during the voting session of the **Winter and Summer Meetings Annual Meeting** following the procedures outlined in the NCWM Bylaws.
  3. Remove items from the voting agenda at the **Winter and Summer Meetings Annual Meeting** by changing the status prior to a call for the vote of the NCWM membership.
  4. Take testimony on Developing items which will be limited to an update from the person developing the item.
  5. Take testimony on Assigned items which will be limited to an update from the representative of the responsible group.
- (Amended 2013, 2018 and 2019)

**J. Comments on **Interim** Reports**

1. Weights and measures officials, industry representatives, and all others are encouraged to submit written comments on items in the Committee's **Winter and Summer Reports Interim Report**.
2. All **written** comments on the **Winter and Summer Reports Interim Meeting Report** shall be submitted to the Committee no later than one month preceding the opening of the **next meeting Annual Meeting**.

**K. **Winter and Summer Meetings Annual Meeting****

1. The Committee will hold a public hearing at the **Winter and Summer Meetings Annual Meeting** to discuss items on its agenda.
2. Those who want to speak on an item during the public hearing should request time from the Committee Chairman. The Committee Chairman may impose time limits on presentations, the discussion of a question, or the discussion of a proposed amendment.

**L. Final Committee Reports and Conference Action**

1. Following the public hearings, the Committee will prepare its final report for action by the voting membership of the Conference. Copies of the final report will be provided to the membership prior to the voting session for that report.
2. The Chairman of the Committee will present the final report of the Committee to the Conference body. A vote will be taken on items, proposals, or sections in the report as circumstances require. The Conference will vote on the entire final report as presented in accordance with established Conference voting procedures. Parliamentary procedures according to Robert's Rules of Order, as amended by NCWM Bylaws, shall be adhered to in the presentation of, and any action on, a Standing Committee report.

(Amended 1998)

**M. Editorial Changes to the Handbooks**

Changes to the handbooks are considered editorial in nature when the change does not alter the technical content or understanding of the handbook and meets the following criteria: 1) the modified text did not change the meaning or procedure outlined, 2) modified text corrected an omission or clarified how the text was written, 3) the item itself was reformatted and relocated in the text to make the organization of the content more meaningful.

**N. Publication of the Handbook**

NIST may not publish a new edition if it determines that it is reasonable to forego an annual publication (e.g., amendments were minor or editorial in nature) to save printing, mailing, and other costs. If this occurs, NIST will issue a notice that the current edition is still valid and will explain its action. (Note: Section numbering may be changed from one edition of the handbook to another to accommodate additions or deletions.)  
(Amended 2008)

### Policy 4.1.1. Travel Policy

**Purpose:** This policy is issued by the National Conference on Weights and Measures (NCWM), Board of Directors to provide guidance to individuals requesting reimbursement for travel incurred while conducting business on behalf of NCWM.

**Policy:**

Individuals on an NCWM-approved trip will be reimbursed for travel expenditures that are both reasonable and necessary. When conducting business on behalf of NCWM, travel must be conducted in the most cost-effective manner. Travel routing must follow the most direct practicable route. Reimbursement of expenses will be limited to the cost of reasonable, necessary, and cost-effective travel. Members traveling at NCWM expense to NCWM **Winter and Summer Interim and Annual** Meetings are responsible for their own meeting registration fees. All travel shall be approved in advance by the NCWM Executive Director or the Chair of the NCWM Board of Directors.

**Procedures:**

Procedures for authorizing travel and documenting expenses are designed to ensure adequate control over expenditures of NCWM funds. Requests for reimbursement of expenditures which do not comply with this policy will be denied.

**A. Travel Approval**

1. Routine travel shall be approved by the Executive Director.
2. If travel is considered out of the normal routine as described in NCWM Policy 4.1.2. Approval of Non-Standard Travel, then prior approval shall be obtained from the Chair of the NCWM Board of Directors.

**B. Transportation**

1. Private vehicles may be used for official travel when determined to be cost beneficial. The maximum amount of reimbursement will be limited to the lowest cost of airline travel to the same destination over the same dates. Reimbursement for personal vehicle expenses will be made in accordance with the rates established by the Internal Revenue Service as allowable deduction, based on actual miles traveled.
2. Airline travel cost will be reimbursed for regular coach fares. Non-refundable tickets are frequently available at substantial savings if purchased within specified time frames prior to travel. Travelers are encouraged to take advantage of such discounts when possible. However, travelers are responsible for exercising reasonable care and prudence in making the decision to purchase non-refundable tickets to ensure that no expense is incurred for a ticket which is not used.
3. NCWM will reimburse travelers for reasonable ground transportation costs. Receipts for expenditures are required.
  - a. Reimbursement for the use of rental vehicles will be limited to situations where the rental vehicle provides an overall cost savings. Travelers shall obtain prior approval from the Executive Director.

- b. Tips for ground transportation which are reasonable and documented on receipts are considered reimbursable.

**C. Lodging**

1. The majority of travel will be to destinations where group arrangements have been made for lodging. In instances where individual arrangements for lodging are being made by the traveler, government rates must be requested.
2. Lodging reservations frequently must be guaranteed. If a traveler finds they are not able to fulfill a guaranteed reservation, the traveler is responsible for ensuring the reservation is either changed or canceled to avoid unnecessary charges. If the traveler does not use the reservation and has not changed or canceled it, NCWM will not reimburse the traveler for any resulting charges.

**D. Meals and Individual Expenses**

1. The cost of meals and incidental travel costs such as personal telephone calls are reimbursed through the per diem rate established by NCWM Board of Directors. Because reimbursement is based on a per diem amount, such expenses should not be itemized on the travel reimbursement form. The current per diem rate is listed in the Rate Schedule below.
2. When 2 or more people who are all traveling at NCWM expense dine together, one person may pay for the group and claim the entire expense by submitting the dining receipt along with names of individuals included in the meal. Alcoholic beverage purchases on a dining receipt are not reimbursable.
3. When meals are provided as part of the event or if the cost of a meal is paid for by another person, the per diem for the day shall be adjusted as listed in the Rate Schedule below.

**RATE SCHEDULE**

Mileage: Current federal rate as published at: [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)

Meal and incidental per Diem: \$72.00 per day (includes tips)

Per Diem Adjustments:

Breakfast \$16.00

Lunch \$18.00

Dinner \$38.00

4. Meals are reimbursable on travel days under the following conditions
  - Breakfast – if leaving before 6:00 a.m.
  - Lunch – if leaving before 11:00 a.m.
  - Lunch – if returning after 2:00 p.m.
  - Dinner – if returning after 7:00 p.m.

**E. Out-of-Country Travel**

In instances involving out-of-country travel, NCWM will authorize travel expenditures with the established per Diem of the federal government.

**F. Submitting Documentation for Reimbursement**

1. Obtain the most current reimbursement form at <http://www.ncwm.net/resource/forms>.
2. The form is designed to be completed electronically. If completed by hand, use care that penmanship is legible.

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3. Reimbursement checks are mailed to the address on file at NCWM unless another address is specified on the reimbursement form.
4. Submit the form and all receipts to the Executive Director for final approval. Original receipts are not required.
5. Request for Reimbursements shall be submitted in any one of the following ways:

Mail: Don Onwiler  
NCWM  
1135 M Street, Suite 110  
Lincoln, NE 68508

Email: [don.onwiler@ncwm.com](mailto:don.onwiler@ncwm.com)  
Fax: 402-434-4878



## Section 2: Agenda (Equivalent to current Annual Meeting format).

### NCWM Winter/Summer Meetings

#### Schedule of Events

*(The schedule of events is tentative and subject to change.)*

*\*Committee hearings will occur in the order presented below. Times of each hearing are not firm; when one committee finishes, the next committee will begin. Committee chairs reserve the right to group items and select their sequence for presentation on voting. There will be no break between committee reports; registrants should plan to attend an entire Voting Session to ensure their presence when items of interest are likely to be under consideration.*

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#### Sunday

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8:00 a.m. – 9:30 a.m.	Coffee Service
8:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:30 a.m. – 12:00 p.m.	Meter Manufacturer Association
9:00 a.m. – 11:30 a.m.	Subcommittee and Task Group Breakouts
11:30 a.m. – 1:00 p.m.	Lunch on Your Own
1:00 p.m. – 3:30 p.m.	<b>Fuels and Lubricants Subcommittee</b>
3:30 p.m. – 4:00 p.m.	<b>Joint Committee Meeting</b>
4:00 p.m. – 5:00 p.m.	<b>Agenda Review</b> Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee
5:30 p.m. – 7:00 p.m.	<b>Chairman's Reception</b>

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**Monday**

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7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:00 a.m. – 8:30 a.m.	<b>New Attendee Orientation</b>
8:30 a.m. – 12:00 p.m.	<b>Official Session – Open Hearings</b> Specifications and Tolerances Committee Laws and Regulations Committee NTEP Committee Board of Directors
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 5:00 p.m.	<b>Official Session – Open Hearings Continued</b>
1:30 p.m. – 5:00 p.m.	<b>Committee Work Sessions</b> (To be announced) Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee

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**Tuesday**

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7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 5:00 p.m.	Registration and Exhibits
8:00 a.m. – 9:45 a.m.	<b>Official Session – Open Hearings</b> (continued as necessary) Presiding Officer: Ms. Cheryl Ayer, New Hampshire
9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 12:00 p.m.	<b>General Session</b> Pledge of Allegiance and Invocation Welcome Address Honorary President’s Address Chairman’s Address Awards Ceremony
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 5:00 p.m.	<b>Committee Work Sessions</b> Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee Board of Directors / NTEP Committee
8:00 p.m.	<b>Addendum Sheets Available</b> Registration Area

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**Wednesday**

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7:00 a.m. – 9:00 a.m.	Light Breakfast
7:00 a.m. – 3:00 p.m.	Registration and Exhibits
8:00 a.m. – 9:00 a.m.	Associate Membership Committee
9:00 a.m. – 12:00 p.m.	<b>Regional Association Meetings</b> Central Weights and Measures Association Northeastern Weights and Measures Association Southern Weights and Measures Association Western Weights and Measures Association
12:00 p.m. – 1:00 p.m.	Lunch on Your Own
1:00 p.m. – 4:30 p.m.	<b>Voting Session</b> Professional Development Committee Specifications and Tolerances Committee Laws and Regulations Committee

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**Thursday, August 3, 2023**

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7:30 a.m. – 9:00 a.m.	Light Breakfast
7:30 a.m. – 10:00 a.m.	Registration and Exhibits
9:00 a.m. – 12:00 p.m.	<b>Voting Session</b> (continued as necessary) NTEP Committee Board of Directors Nominating Committee <b>Closing Ceremony</b> Passing of the Gavel / New Chairman's Address Benediction / Adjourn

### Section 3: Committee Member Rotations

Currently, the NCWM Chair appoints new committee members at the conclusion of the NCWM Annual Meeting or if the situation warrants at the Interim Meeting or even in between meetings if the need arises. The new Committee member then begins to work with the Committee in preparation for the NCWM Interim (or next scheduled) Meeting.

The proposal to separate Open Hearings into two segments (one for all Voting Items and another for all other agenda items) raised the question of when and how the transition of Committee Members would take place under this scenario. One possibility is for the announcement of new Committee Members by the NCWM Chair to be made at the beginning of the Meeting (e.g., on Monday morning before commencement of the Voting Open Hearings or alternatively during the General Session on Tuesday morning) and once the Voting Open Hearings conclude, the new member would take the place of the outgoing member. This would allow for the new Committee Member to hear all testimony as an active Committee Member during the second Open Hearing Session (for all other items). The outgoing Committee Member would still be responsible for report writing, if any, pertaining to the items that were voted upon.

More than one NCWM Member suggested voting on items immediately after the Voting Open Hearing Session, but upon further review this would not provide the Committees with sufficient time to evaluate testimony, make any necessary changes and have them communicated (through Addendum Sheets or another mechanism) to the membership in a timely manner.

### Section 4: Committee Reports

Committee reports following the two national meetings could still be handled in the same manner as they currently are handled. Separating Publications 15 and 16 into all carryover items and all Voting Items, respectively, would not change the report format or deadline(s). Committee member rotations would also not change the report format or deadline. The outgoing member would still be responsible for any aspects related to items considered while on the Committee and the incoming member could be responsible for all information regarding active items before the Committee beginning at the commencement of the Open Hearing Session during which active Committee Membership was designated (i.e., the second Open Hearings for all other agenda items).

### Section 5: Open Hearings

Open Hearings (for Voting Items only) could commence on Monday morning and proceed until finished. The Committees could retire into Work Sessions immediately following the Open Hearings for Voting Items. This would typically only apply to the Specifications and Tolerances Committee and the Laws and Regulations Committee unless another Standing Committee had Voting Items on the agenda. Changes made by the Committees based on testimony to be reported on the Addendum Sheets could be provided to NCWM staff by 8:00 am the following morning (Tuesday) and made available to membership at 12:00 on Tuesday in preparation for the Voting Session on Wednesday afternoon (times subject to NCWM office staff approval). The Open Hearings for all other agenda items could begin Tuesday morning following the Opening Ceremonies and proceed until conclusion. Committees could then retire to Work Sessions to evaluate testimony (this would include any new Committee Members and the outgoing Committee Members would not need to be in attendance). It is important to note that Committees are not required to write their entire report by the conclusion of the closing ceremonies. Members are appreciative to know the status of items before leaving the meeting though. To acknowledge this each Committee has the option to discuss the status of each non-voting item and present that summary during their Joint Committee Report on Thursday morning followed by writing the report to its conclusion and submitting the final report by the report due date (approximately 6 weeks following the conclusion of the national meeting).

It is possible that the testimony for Voting Items on Monday may take less time than testimony for all other items. Should this prove to be the case it is possible to move Opening Ceremonies from Tuesday morning to Monday afternoon, which would provide two extra hours for testimony on all non-voting items. The Voting Work Sessions under that scenario could then commence at the conclusion of the Opening Ceremonies on Monday afternoon.

## Section 6: Duration for Developing Items

More than one member of the NCWM Membership during the 2023 NCWM Interim Meeting Open Hearings expressed interest in establishing a maximum time limit on each Committee's agenda for Developing Items. No specific duration was conveyed during this testimony. This preference was conveyed in response to the proposal to limit the time for "items that don't pass, but don't fail" to remain on Committee agendas. Following the expressed preferences of NCWM Members who spoke during these Open Hearings the proposed language in the NCWM Bylaws, Article X Voting System Section 9A Voting – Technical Issues was removed and the proposed language in NCWM Policy 3.3.2. Procedures to Modify Handbooks was changed to address Developing Items instead of Voting Items. A period of three consecutive years was inserted for discussion purposes and to solicit membership feedback moving forward. Interested readers should review both scenarios.

## Section 7: Interim Meeting Attendance

The question was raised regarding sufficient attendance at the current Interim Meeting (proposed Winter Meeting) to be able to vote. NCWM bylaws require a minimum of 27 votes in both the House of Representatives and House of Delegates for any item to pass or fail. While neither the Board of Directors nor the NCWM can control attendance it is anticipated that attendance will increase at the proposed Winter Meeting due to the occurrence of voting activities. The Focus Group recognizes and appreciates the added cost for attending an additional meeting for those who do not currently attend the NCWM Interim Meeting and for one extra day of travel for those who currently do attend the NCWM Interim Meeting. The Focus Group also hopes those who do not currently attend the NCWM Interim Meeting will begin attending and recognize the importance and benefit of voting twice a year.

The NCWM Interim Meeting has managed an average attendance of 184 registered attendees over the last nine Interim Meetings (including the two virtual events in 2021 and 2022). While it is difficult to determine exactly how many Representatives and Delegates were present at the last Interim Meeting, there were approximately 31 Representatives and 49 Delegates in attendance. This would be sufficient to pass or fail Voting Items pursuant to the voting requirements in the NCWM Bylaws.

In comparison, the NCWM Annual Meeting boasts an average of 214 registered attendees over the last ten Annual Meetings (including the two virtual events in 2021). The last Annual Meeting saw 38 Representatives and 42 Delegates in attendance. There were slightly more Representatives in attendance with equally as many fewer Delegates present when compared to the NCWM Interim Meeting.

Analyzing these data suggest that there is a reasonable assurance that sufficient Active Members would be in attendance to carryout voting under the provisions of the NCWM Bylaws. Further, while there are no guarantees, it is anticipated that this number would increase if voting activities were to commence during the proposed Winter Meeting (i.e., current NCWM Interim Meeting).

Item SPB-23.1 as submitted for the 2023 NCWM Interim Meeting (Original Language)

### **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**

#### **F. 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.

#### **G. 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.

#### **H. 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

#### **I. 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.

#### **J. 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

### C. No Change.

### D. 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 Annual Business 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**

**D. 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;

4. the study and analysis of bills for legislative enactment;
5. 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
6. 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.

**E. Specifications and Tolerances Committee**

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

Its scope embraces all matters dealing with:

5. 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,
6. standards and testing equipment for weights and measures officials,
7. procedures for testing commercial equipment, and

8. 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.

#### **F. 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:

4. effective program management,
5. education, and
6. public relations.

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

##### **4. 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.

##### **4. 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**

#### **D. 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."

#### **E. 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.

#### **F. 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**

#### **D. Quorum - No Change**

#### **E. 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**

C. **Issue Returned to Committee for Future Consideration If:**

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

**And**

4. **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.

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	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted	Returned to Committee
		< 27 Votes	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	≥ 27 Votes	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Returned to Committee
		< 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	Returned to Committee

**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.

#### SPB-23.2 I 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:**

10. ~~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.
  - a. 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.
    - i. 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.
  - b. 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.
11. 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.
12. 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.”
13. 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:**

- Thank you for entering into the 21<sup>st</sup> century.

**Industry:**

- 

**Advisory:**

- 

**Comments Against:**

**Regulatory:**

- Electronic files remain retrievable from the hard drive after hitting delete.
- How would NCWM verify with complete assurance that the transcript is destroyed.

**Industry:**

- The transcript will become a crutch for committee members, in effect, making their work less efficient.

**Advisory:**

- 

**Neutral Comments:**

**Regulatory:**

- 

**Industry:**

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**Advisory:**

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**Item Development:**

The Board understands the concerns for protecting the confidentiality of a transcript of Open Hearings. It will investigate available technologies that would ease those concerns. There will be no action on this policy until more information is available.

**SPB-24.1                      Electronic Publications 15 & 16**

**Source:**

Board of Directors

**Purpose:**

Get membership feedback on eliminating printed copies of Publications 15 & 16.

**Item under Consideration:**

**NCWM offers Publications 15 and 16, the Interim and Annual Meetings agendas, in two formats. They are available as downloads from the NCWM website and provided as printed books at the meetings. NCWM is considering limiting these publications to electronic format.**

**Previous Action:**

New in 2024

**Original Justification:**

Society has become less dependent on paper by recognizing the advantages of electronic files. They provide easy word searches and links from a table of contents to a specific item in the file. By eliminating printed books, NCWM would provide a positive environmental impact while realizing cost savings from printing and shipping hundreds of large books twice yearly.

Recognizing the need for electronic devices, NCWM would include access to power supply throughout the meeting rooms.

**Comments in Favor:**

**Regulatory:**

**Industry:**

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**Advisory:**

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**Comments Against:**

**Regulatory:**

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**Industry:**

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**Advisory:**

- 

**Neutral Comments:**

**Regulatory:**

- 

**Industry:**

- 

**Advisory:**

- 

**Item Development:**

**SPB-24.2**

**Corporate Name Change**

**Source:**

Board of Directors



**Purpose:**

Provide clarification to the general public that the National Conference on Weights and Measures is not just a meeting, but an organization.

**Item under Consideration:**

**Change the corporation's name as follows throughout the NCWM Bylaws:**

**National ~~Conference~~Council on Weights and Measures, ~~Inc.~~**

**Previous Action:**

New in 2024

**Original Justification:**

It is common for individuals and organizations to think that the National Conference on Weights and Measures is meeting, not an organization. Staff has also noticed through communication with members and other stakeholders, that they already use the word "Council." By changing "Conference" to "Council" NCWM could reduce that confusion while retaining the well-known acronym.

NCWM's legal counsel has also suggested dropping "Inc." in the corporate name since it is not required and would simplify the name to the form that it is used.

The Board of Directors is considering this change in name and request feedback from our membership by voicing support or concerns. This change would be a business item requiring a vote of the General Membership in attendance of an Annual Meeting to change the corporate bylaws.

**Comments in Favor:**

**Regulatory:**

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**Industry:**

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**Advisory:**

- 

**Comments Against:**

**Regulatory:**

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**Industry:**

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**Advisory:**

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**Neutral Comments:**

**Regulatory:**

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**Industry:**

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**Advisory:**

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**Item Development:**

## FIN – FINANCIAL

### FIN-1 I Treasurer's Report

Overall, NCWM's financial health is strong and there are no concerns. All financial transactions and balances have been reviewed and deemed to be properly recorded and reported. We will continue to have all finances audited by an independent party after the close of the fiscal year, which runs October 1 through September 30.

Our financial statements accurately reflect NCWM's financial position and performance. We have sufficient liquidity to meet our current and future obligations. Financial performance is in line with expectations based on the current market and is doing well.

There are no immediate risks or areas of concern that require attention. I recommend continuing to monitor NCWM's financial performance and taking proactive measures to ensure its long-term financial stability, particularly as we move forward with building our own NTEP laboratory. I recommend we adopt treasurer's report, as presented.

Respectfully submitted by Craig A. VanBuren, Treasurer.

<b>ASSETS</b>	<b>September 30, 2022</b>	<b>September 30, 2023</b>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	49,711.74	55,174.62
Certificates of Deposit	740,152.50	405,174.90
Equities	634,866.52	757,009.26
Money Market Fund	121,100.18	344,214.29
Checking	8,113.47	-124,524.29
Savings	16,021.88	78,027.78
Total Checking/Savings	<u>1,569,966.29</u>	<u>1,515,157.56</u>
Accounts Receivable	18,618.96	42,439.44
Other Current Assets	149,341.15	148,847.11
Other Assets	34,702.25	38,789.33
<b>TOTAL ASSETS</b>	<b><u>1,772,628.65</u></b>	<b><u>1,745,233.44</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	<u>180,837.02</u>	<u>178,394.33</u>
Total Liabilities	<u>180,837.02</u>	<u>178,394.33</u>
Equity		
Designated - Associate Membership	49,711.74	55,167.56
Unrestricted Net Assets	1,686,674.59	1,536,624.07
Net Income	<u>-144,594.70</u>	<u>-24,952.52</u>
Total Equity	<u>1,591,791.63</u>	<u>1,566,839.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,772,628.65</u></b>	<b><u>1,745,233.44</u></b>

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Mr. Gene Robertson, Mississippi | NCWM Chairman  
Mr. Marc Paquette, Vermont | NCWM Chairman-Elect  
Mr. Mahesh Albuquerque, Colorado | NTEP Committee Chair  
Mr. Craig VanBuren, Michigan | Treasurer  
Mr. Daniel Walker, Ohio | Active Membership - Central  
Mr. Jack Walsh, Massachusetts | Active Membership – Northeastern  
Mr. Paul Floyd, Louisiana | Active Membership - Southern  
Ms. Kevin Schnepf, California | Active Membership - Western  
Dr. Matt Curran, Florida | At-Large  
Ms. Ray Johnson, Fairbanks Scales | 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](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**

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 Draft <sup>1</sup>	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document <sup>2</sup>	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation <sup>2</sup>	TC	Technical Committee
DV	Draft Vocabulary <sup>2</sup>	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft <sup>3</sup>
<sup>1</sup> CD: a committee draft at the stage of development within a technical committee, subcommittee, or project group; in this document, successive drafts are numbered 1 CD, 2 CD, etc. <sup>2</sup> DD, DR, and DV: a draft document approved at the level of the technical committee, subcommittee or project group concerned and sent to BIML for approval by CIML. <sup>3</sup> WD: working draft that precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.			

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

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**I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES**

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

**TC 3/SC 5 Conformity Assessment (United States)**

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

**TC 5/SC 1 Environmental Conditions (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 previous revision cycle included: 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. A new project to revise D 11 was approved by the CIML in Oct 2022, with Canada having responsibility for the Secretariat. Two sets of virtual meetings for the international project group have now been held; the first set were in May 2023 and the second set were in Sept 2023. It is expected that a 1CD will be ready for distribution in the first half of 2024. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like additional information on TC5/SC1 or OIML D 11.

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

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all of the OIML International Recommendations. Because some issues in the last revision cycle in OIML D 31 were not able to be fully resolved, the document entered an immediate revision cycle. A significant part of the new guidance in the revision of D 31 was developed in three subject-area subgroups: Machine Learning, Remote Verification, and Terminology. The 2CD was approved by the PG in Oct 2022. The revised D 31 passed its Preliminary Ballot in April 2023 and received final CIML approval in Oct 2023. Because software issues are rapidly changing, the CIML approved another revision cycle for D 31 at the CIML Meeting in Thailand in Oct 2023. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if they have questions or would like to participate.

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

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*. The TC 6 Technical Committee held a virtual meeting to discuss many of its efforts in March 2023. 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](mailto: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](mailto: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 began 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 and 2023 to support the rapid completion of this project. The 2CD of OIML R 49 passed its project group vote in June 2023, in parallel with the harmonized 2CD of ISO 4064. The CIML Preliminary Ballot on OIML R 49 closed in Nov 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](mailto:ralph.richter@nist.gov).

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

The Secretariat for OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has 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](mailto: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, but work on the R 137 revision has not yet begun.

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, including hydrogen. A 1WD of R 140 (Part 1) was distributed to the PG in Feb 2023, and a virtual meeting of the project group was held in March 2023. 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 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](mailto: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 has been developed with assistance from the BIML. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) if you are interested in the effort to revise this document.

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

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 2022 and 2023. A Subcommittee meeting was held in June 2023. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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, and the comment period on the 1CD package of R 46 closed in April 2023. 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. A meeting of the R46 Project Group (a joint meeting with the EVSE Project Group, see next paragraph) was held in June 2023 in Delft, the Netherlands.

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, has held several virtual meetings in 2022 and 2023, 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.

At the CIML meeting in Thailand in Oct 2023, the CIML approved another new project under TC 12 for a New Recommendation: “*DC electricity metering*”. The United States will be the Convener for this new project. Please contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if you have questions about any of these TC 12 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](http://www.oiml.org/en/oiml-cs/categories) 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 (NCWM/NTEP) serves on the Review Committee, which is now part of the Management Committee.

OIML held its eighth annual OIML-CS Management Committee meeting in March 2023; the meeting was hosted by the Swiss Federal Institute of Metrology (METAS) at its facilities in Bern, Switzerland. The US was represented by Mr. Ralph Richter (NIST OWM) and Mr. Darrell Flocken (NCWM/NTEP) at the meeting with excellent participation that included a diverse international representation overall. Several pressing issues for the Certification System were resolved across a wide range of technical areas.

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

## **II. REPORT ON THE 58<sup>TH</sup> CIML MEETING IN OCTOBER 2023, MEETING HELD IN CHIANG MAI, KINGDOM OF THAILAND**

The Fifty-eighth meeting of the International Committee of Legal Metrology (CIML) was held on 17–19 October 2023 in Chiang Mai, Kingdom of Thailand. Because of the pandemic, this was the first “in-person” CIML meeting since 2019. A quorum was reached with 54 Member States either present or represented.

The CIML President, Dr Roman Schwartz, reported on the key activities and membership changes that had taken place during the year. At the end of his report, he handed over the presidency to Dr Bob Joseph Mathew (Vice-Director of the Federal Institute of Metrology METAS, Switzerland), who was elected for a six-year term at the 57th CIML Meeting in 2022. The Committee thanked Dr Schwartz for his presidential leadership during the period 2017–2023, awarded him an OIML Medal, and made him an Honorary Member. Mr Bill Loizides (Australia) was elected as the CIML Second Vice-President for a six-year-term with immediate effect.

The BIML Director, Mr Anthony Donnellan, reported on the activities and achievements of the BIML and its staff over the previous year. Mr Donnellan’s report emphasized the extensive and critical role that the International Bureau of Legal Metrology (BIML) performs to raise awareness of, and to promote, international legal metrology. The five-year terms of Mr Donnellan and Mr Dunmill (BIML Assistant Director) were renewed by the Committee. The accounts for 2022 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 from Member States and rising inflation continue to be a challenge. He stated that expenses remain generally within expectations, and that the OIML Operating Reserve had not been accessed during this most recent period.

A summary of the detailed discussions held during the Regional Legal Metrology Organisations Round Table (RLMO RT) held in Sept 2023 was presented by the RLMO RT Chairperson, Dr Charles Ehrlich. Organisations in liaison the OIML (including BIPM, IAF, and ILAC) submitted written reports on their activities and CECIP gave an oral presentation.

The BIML gave a report on the progress of the technical work of the Organization that included lists of high-priority projects and publications. The Committee thanked the French and German co-conveners of TC 9/SC 1/p 1 for their work on the revision of R 76:2006 “*Nonautomatic weighing instruments*” and approved the temporary transfer of the convenership of that project to the BIML.

The following publications were approved by the Committee:

- Revision of OIML B 6:2019 “*Directives for OIML technical work (Parts 1 and 2)*”;
- Revision of OIML B 19:2022 “*Terms of Reference for the Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS AG)*”;

- Revision of OIML D 31:2019 “*General requirements for software-controlled measuring instruments*”;

The following new projects were approved by the CIML:

- Revision of D 31:2023 “*General requirements for software-controlled measuring instruments*”;
- New Recommendation: “*DC electricity metering*”.

Mr Chris Pulham spoke about communication with OIML stakeholders and gave a presentation on the OIML Bulletin, focusing on the highly successful concept of “Mentors” and plans for future editions. He also discussed , including adding a “Letters to the Editor” section and exploring possibilities to introduce more technical, peer-reviewed articles. Members were encouraged to submit topics and articles for future editions.

The OIML Certification System (OIML-CS) Management Committee (MC) Chairperson, Mr Mannie Panesar, reported on the activities of the OIML-CS, including the MC meeting held at METAS, Switzerland in March 2023. He welcomed India as the newest OIML Issuing Authority to join the OIML-CS, and he spoke about plans for the growth and future development of the OIML-CS. Mr Panesar’s term as MC Chairperson and Mr Bill Loizides’ term as MC Deputy Chairperson both come to an end in Dec 2023. Mr Marc Schmidt was appointed as the new MC Deputy Chairperson, and he will take on the role of Acting MC Chairperson for a 12-month period from 1 Jan 2024. It is planned that a new MC Chairperson will be appointed at the 59th CIML Meeting in 2024. OIML R 111:2004 “*Weights of classes E1, E2, F1, F2, M1, M1-2, M2, M2-3 and M3*” has been added to the scope of the OIML-CS.

Mr Jaco Marneweck, CEEMS Advisory Group (CEEMS AG) Chairperson, gave an update on the activities of the CEEMS AG. Mr Chakra Yodmani (Deputy Director General of the Thailand Department of Internal Trade) presented details of the “NEXT” Legal Metrology Systems (LMS) program, called the “Chiang Mai Declaration”. The Committee welcomed this proposal from the Thai Delegation and tasked the CEEMS AG with working on its implementation.

The Chairperson of the OIML Digitalization Task Group (DTG), Dr Sascha Eichstädt from PTB in Germany, reported on the Seminar held on 16 September 2023 “The future of the OIML in the digital era”. The outcome of this Seminar will enable the DTG to develop a roadmap for the OIML’s work in this area.

Concerning OIML activities on e-Learning and other online training, the Committee requested the BIML, in consultation with the DTG, the CEEMS AG, the OIML-CS MC, and the RLMO RT, to draft an e-Learning concept plan that takes into account OIML G 23:2022 “*Guide to the use of online technology for conducting CEEMS activities in a post-COVID world*” and the outcomes of the OIML seminars held in 2019 and in association with the 58th CIML Meeting.

An OIML medal was awarded to Mrs Mairead Buckley (CIML member from Ireland) for her significant contributions to the work of the OIML. Letters of Appreciation were presented to Dr Marko Esche, Mr Han Jianping, Dr Rainer Kramer, and Mr Mannie Panesar for their contributions to the work of the OIML. Two tentative invitations were presented to the Committee to host the 59th CIML Meeting in 2024 in either Japan or P.R. China. The 58th CIML Meeting Resolutions, documents, and presentations are available on the OIML website at <https://www.oiml.org/en/structure/ciml/sites>

### III. FUTURE OIML MEETINGS

It is planned that the 59th CIML Meeting will be held in either Japan or P.R.China in October 2024. 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, Colombia. 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. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM and the activities of the SIM LMWG.

A meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was held in Bohol, The Philippines, in Nov 2023. Due to the pandemic, this was the first APLMF meeting that has been held “in-person” since 2019. The US was represented in the meeting by Mr. Ralph Richter (NIST OWM). The APLMF Secretariat has been held by Malaysia since 2020, with Dr. Osman Zakaria serving as the elected 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 continue to be 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.

There are currently five APLMF training courses being planned for 2024:

- APLMF/MEDEA Online training course on pre-packaged goods (online);
- APLMF/MEDEA Training course on EVSE (online);
- APLMF/MEDEA Training course on rice moisture measurement (location, TBD);
- OIML/APLMF/MEDEA Seminar on OIML-CS (probably in PR China); and
- OIML/APLMF/MEDEA Seminar on OIML D 1 (probably held in PR China).

The next meeting of APLMF is being planned to held in-person in November 2024 in Taipei City, the capital of Taiwan. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on APLMF.

## Appendix B

**National Conference on Weights & Measures  
Associate Membership Committee Meeting Minutes  
2023 Interim Meeting  
Wednesday, August 2, 2023 Norfolk, VA**

**Call to Order:** Bill Callaway (Crompco) called the meeting to order at 8:03am EST.

**Minutes from last meeting:** The Committee reviewed and approved the minutes of the previous meeting from January 2023.

**Financial Report:** There have been 4 requests for financial support for training. All requests were approved. The criteria for request for financial support are available from the NCWM website. The Associate Member Committee (AMC) bank account has just over \$58k with pending approved payments of \$20, 551.12.

### **NCWM Committee Reports:**

**BOD:** Mahesh Albuquerque of Colorado, current NCWM Chairman, stated the Board's appreciation for the funds made available for training. The Board is working diligently to promote the funding available for training to the states and regions. There was a discussion about using AMC funds for trade show promotion of the Conference.

The Board continues to develop the Strategic Plan for NCWM.

**L&R:** Prentiss Searles of API provided an update. There is an open position on the L&R for the Associate Membership. This position is a great way to learn the inner workings of the NCWM process..

**PDC:** Jim Pettinato of TechnipFMC provided a training update. There is an open position on the PDC for the Associate Membership. The skimmer task group is also looking for leadership.

### **Old Business:**

Training requests:

- Montana LPG Training Application \$2900 Approved
- Hawaii RMAP Training Application \$628 Approved
- Annual NYS W&M Association Training Application \$5000 Approved
- California Hearing Officer & Advocacy training \$7500 Approved

**New Business:**

Brent Price was nominated for AMC Representative on the L&R Committee.

Perry Lawton was nominated for AMC Representative on the PDC committee.

These nominations carried, and the AMC will recommend these replacements on the respective committees to the incoming NCWM Chair, Gene Robertson (MS).

The meeting was adjourned at 8:55 AM.

Associate Membership Committee (AMC):

Chair: Bill Callaway	Crompco
Vice Chair: Jim Pettinato, Jr.	TechnipFMC
Secretary: Kristy Moore	Growth Energy consultant
Treasurer: Brent Price	Gilbarco
David Boykin	NCR Corporation
David Calix	NCR Corporation
Chris Guay	CCTG
Bob Murnane	Seraphin Test Measure

Respectfully submitted by:  
Kristy Moore  
AMC Secretary