

2024

NCWM COMMITTEE HANDBOOK

A GUIDE TO SERVING ON STANDING COMMITTEES



National Conference on Weights and Measures
"That Equity May Prevail"

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2024 Amendments

New Section 9. Opening Statement by the Committee Chair at Hearings

Renumber remaining sections.

Section 12. Status of Agenda Items

- Allow for changes to proposals by the responsible party up to November 15 and April 15.
- The committee can set a deadline for developing items and has the option to withdraw if deadlines are not met.
- When status may be assigned to items that are returned to the committee.

Section 13. Designating the Status of Agenda Items (Complete rewrite.)

New Section 25. After Action Review

1. Introduction

Being selected for a committee of the National Conference on Weights and Measures (NCWM) is an essential and worthy assignment. Committee members are an integral facet in the development of national standards for weights and measures. Without the time and effort of committee members, the system would not work.

As a committee member, you also have an opportunity to advance your professional development. Many leaders among NCWM's membership have enhanced their skills at public speaking, facilitating, problem-solving, and technical writing during service to standing committees.

Though the issues affecting standards development are constantly changing, one can rest assured that the role of the Committee member remains a constant and a hallmark to the larger NCWM process of standards development.

2. Committee Structure

Article IX of the NCWM Bylaws defines the make-up of standing committees. There are five voting members on each committee, including at least one member from each of the Regional Associations. These members are Active NCWM members, meaning that they are state, county, or local weights and measures regulatory officials. They are appointed to the Committee by the NCWM Chair to 5-year terms. The terms are staggered to provide senior leadership to each Committee. If an unexpected vacancy occurs, the NCWM Chair will appoint a replacement. Veteran members will have time to mentor new members on the roles, responsibilities, and conduct so that each will be well prepared to lead the work of the Committee as Chair if so selected.

Some committees also have an Associate member nominated by the Associate Membership Committee and appointed by the NCWM Chair to a 5-year term. Each committee is supported by Technical Advisors. These are NCWM Advisory members representing Measurement Canada and the National Institute of Standards and Technology (NIST). In addition, the Specifications and Tolerances Committee has two NTEP Technical Advisors. These Advisors support the Committees they serve by supplementing the knowledge of the Committee members. Advisory members assigned to committees do not have a specified term of service and do not have voting privileges.

3. Committee Member Roles and Responsibilities

The Committees are structured to ensure a voice to all. For that reason, each committee member must participate fully without any one member gaining undue influence over the decision process of the Committee. Below are the common responsibilities for all committee members that will serve as the basis for effective and inclusive participation of all members (voting and non-voting) to contribute to an effective and productive committee:

- Adhere to NCWM policies and maintain proper committee decorum.
- Review and study agenda items in advance of committee meetings and NCWM Interim and Annual Meetings.

- Actively participate in Committee Work Sessions, and the development of Reports and Addendum Sheets.
- Take notes of comments and positions during Open Hearings, Work Sessions, and Voting Sessions.
- Perform outreach to stakeholders (including Industry) and draw them into the standards development process.

The following sections discuss the further specific roles and responsibilities for each type of committee member, in addition to the roles and responsibilities listed above.

a. Chairs

Chairing a Standing Committee is a significant responsibility and requires the ability to mentor, manage, and lead the committee members. Duties are as follows:

- Ensure adherence by the Committee to NCWM Bylaws, Policies and Procedures and maintain proper decorum.
- Maintain communication with the Committee¹ throughout the year as the agenda items develop.
- Preside over the Committee Open Hearings and Work Sessions. (See sample Voting Session Script in Appendix A)
- Encourage and ensure that each person is upholding their responsibilities to the Committee while staying within the parameters of their role.
- Manage time in Work Sessions by ending repetitive discussions or debates with a vote by the Active Committee Members.
- Mentor the Committee Vice-Chair.

b. Vice-Chairs

- Assist the Chair during Open Hearings and Committee Work Sessions as needed.
- Assist the Chair in virtual meeting sessions by monitoring raised hands and “chat” comments.
- Shadow the Chair in preparation for Chairing the following year, or in the event the Chair needs to step down.
- Assume the duties as Chair in the Chair's absence.
- Mentor new committee members.

c. Active Members, including the Chair and Vice-Chair

- Ensure all committee members, voting and non-voting, are included in committee communications.

¹ NCWM provides each Committee with a dedicated email listserv.

- Communicate the Regional Association Committee perspective to the NCWM Committee.
- Communicate the NCWM Committee perspective to the corresponding Regional Association Committee.
- Propose any recommended changes to agenda items along with an explanation to the Committee prior to Interim and Annual Meetings.
- Communicate any identified concerns with or questions about proposals in agenda items and share these with the Committee.
- Select Committee Chair and Vice Chair at the conclusion of the Annual Meeting.
- Vote on committee decisions, such as item status and report approval.
- Abstain from providing any input to the Committee during Work Sessions, unless called upon for clarification by the Committee Chair², if the Active Committee Member's organization is the submitter of an item before the Committee.

d. Associate Members

- Bring a business perspective to committee discussions.
- Provide technical guidance to items during Work Sessions but refrain from taking positions or guiding the Committee to positions on agenda items.
- Abstain from discussion of technical items related to their business if such participation could be perceived as gaining a competitive advantage to their employer or industry sector during Work Sessions, unless called upon for clarification by the Committee Chair.
- Abstain from providing any input to the Committee during Work Sessions, unless called upon for clarification by the Committee Chair, if the Associate Member or the Associate Member's organization is the submitter of an item before the Committee.
- Abstain from voting on committee decisions such as item status and report approval.

e. Technical Advisors

- Provide technical guidance (including, but not limited to, a gap analysis with proposed solutions submitted in advance of meetings)³ to committee members, NCWM members, and industry during meetings and Work Sessions, and on an ongoing basis, as requested by the Chair.
- Locate and request participation by experts and other participants and coordinate their contributions to Committee Work Sessions and/or Open Hearings.

² If the Committee Chair's organization is the submitter of an item before the Committee, the Vice-Chair shall assume the Chair's responsibilities and the Chair shall abstain from providing any input to the Committee, unless called upon for clarification by the Acting Committee Chair.

³ For documented technical guidance provided by NIST, the OWM Technical Analysis is provided both directly to NCWM and posted to the NIST Publications webpage prior to the meetings:
<https://www.nist.gov/pml/owm/publications/owm-technical-analysis>

- Develop contacts within applicable federal agencies to assist with the identification and interpretations of federal laws, regulations, and requirements to avoid preemption actions and maintain harmonization with NCWM recommendations.
- Serve as liaison between NCWM, federal agencies, and trade and industry associations.
- Serve as a resource for possible harmonization with international standards.
- Abstain from taking positions or leading the Committee to positions on agenda items during Work Sessions. Identifying the technical merits and deficiencies of an item is not considered "leading" the Committee to a position.
- Abstain from providing any input to the Committee if the Technical Advisor or the Technical Advisor's organization is the submitter of an item before the Committee during Work Sessions, unless called upon for clarification by the Committee Chair.
- Abstain from voting on committee decisions such as item status and report approval.

f. Committee Coordinators

- Ensure adherence by the Committee to NCWM Bylaws, Policies and Procedures.
- Assist the Committee Chair in planning committee activities related to the NCWM Interim and Annual Meetings, including pre-meeting planning calls.
- Assist the Committee Chair to develop agendas and establish priorities for meetings.
- Assist the Chair to ensure that the input and participation of all committee members are being heard and considered.
- Document the final positions of the Committee and the primary rationale for the Committee's decision(s) for the NCWM's Annual Report and distribute to the Committee for review and approval.
- Maintain a record of input made on items and ensure this input is appropriately documented in the Committee reports.
- Coordinate the development, preparation, and completion of reports by the Committee in proper format and by established deadlines.
- Ballot committee members for review and approval of reports and submit the approved reports to NCWM.
- Report any updates or issues encountered by the Committee to both the Committee Chair and the NCWM Executive Director.
- Refrain from taking positions or guiding the Committee to positions on agenda items.
- Abstain from submitting agenda items.
- Abstain from voting on committee decisions such as item status and report approval.

4. Annual Committee Cycle

Committee Members are permitted to make comments on agenda items on behalf of their own organizations during Open Hearings and Voting Sessions. In such cases, the Committee Member

shall clearly state the organization they are representing. The Committee Member shall make such comments from the floor unless other accommodations are necessary.

Fall Regional Meetings

- NCWM:
 - Provides an agenda for the regions, including new and carryover items.
 - Provides a template for the Regional Association meeting reports
- Committee Members:
 - Provides the NCWM Committee perspective at the regional level for carryover items
 - Attempt to build regional consensus through additional development of carry over items
 - Document input at Regional Association meetings
 - Assist in developing the Regional Association report, as requested
 - Ensure the Regional Association report is submitted to NCWM
 - Provide contact information to NCWM for stakeholder outreach.

Interim Meeting

Prior to Meeting

- Receive draft *NCWM Publication 15*, Interim Meeting Agenda from NCWM and approve for publication
- Conduct agenda review via electronic meetings
- Attend relevant Task Group meetings and Technical Sessions, as assigned by the Chair
- Attend Joint Committee Meeting and Agenda Review prior to open hearings

During the Meeting

- Be accessible to stakeholders.
- Attend all Open Hearings if possible
- Take notes during Open Hearings for your relevant committee
- Receive oral reports from task groups and subcommittees during Open Hearings
- Participate appropriately during Work Sessions
- Designate a tentative status for each agenda item
- Begin drafting report
- Attend Joint Committee Meeting (Chair will report on the tentative status of items and respond to questions)

After the Meeting

- Draft and approve Interim Meeting Report (for *NCWM Publication 16*)
- Committee Chair will submit the Committee's Interim Meeting Report to NCWM

Spring Regional Meetings (where applicable)

- NCWM:
 - Provides an agenda for the regions, including new and carryover items.
 - Provides a template for the Regional Association meeting reports
- Committee Members:
 - Provides the NCWM Committee perspective at the regional level for carryover items
 - Attempt to build regional consensus through additional development of carry over items
 - Document input at Regional Association meetings
 - Help develop the Regional Association report
 - Ensure the Regional Association report is submitted to NCWM
 - Provide contact information to NCWM for stakeholder outreach.

Annual MeetingPrior to Meeting

- Review statistics, comments, and supporting documents posted under the Meeting Documents link on the NCWM Website
- Conduct agenda review

During the Meeting

- Attend relevant task groups meetings and technical sessions
- Participate in the Joint Committee Meeting
- Conduct any necessary final agenda review
- Be accessible to stakeholders throughout meeting
- Attend Open Hearings
- Take notes during Open Hearings for your relevant committee
- Receive oral reports from task groups and subcommittees during Open Hearings
- Participate in Work Sessions
- Develop consent calendar (if applicable)
- Develop and approve addendum sheets by the deadline using the provided template
- Present Committee Report and take comments at the Regional Association Sessions

- Attend Voting Sessions

After the Meeting

- Elect a committee chair to serve the next 12 months
- Draft and approve the final report for the NCWM Annual Report
- Submit final report to NCWM

5. NCWM Publications 15 and 16

NCWM Publication 15 is the agenda for the NCWM Interim Meeting held each January. *NCWM Publication 16* contains the reports of the Committees following the Interim Meeting and serves as an agenda for the Annual Meeting each July.

Beginning in the fall of 2011, NCWM assumed many of the responsibilities for *NCWM Publications 15* and *16* that were previously carried out by NIST staff. This change in responsibilities was driven by the availability of resources to meet demands. In many ways, these publications remain a collaborative effort of the Regional Association and NCWM. In this section, we discuss the process and the responsibilities of standing committees in the publication cycle. It is necessary to start with the handling of new proposals in the fall and follow through to the NCWM Annual Report following the July Annual Meeting.

New Proposals

All new proposals are to be submitted electronically to NCWM in Word format using Form 15 (See Appendix B). This will enable NCWM to cut-and-paste when incorporating the new items into the committee agendas. If new proposals are sent to anyone other than NCWM, they must be forwarded to NCWM immediately. NCWM staff will follow up with the source of new proposals if they are sent in the wrong format.

Fall Regional Meeting Preparation

Before the fall regional meetings, NCWM will provide each Regional Committee with an agenda in Word format that contains Carryover items and new proposals and a report template to report regional recommendations back to NCWM

These items will be sent to Regional Committee Chairs, regional representatives to NCWM Standing Committees, Technical Advisors, and copied to the Regional Association chair/president and the regional representative to the NCWM Board of Directors. This will provide every assurance that each region will have the necessary documents and that Technical Advisors are aware of all new items coming forward. It is each region's responsibility to enforce any policy of deadlines for receiving new proposals.

Publication 15 Deadlines

Each Regional Association Committee will be reminded of the November 1 deadline for submitting regional reports to NCWM. It is best to have the reports as soon as possible in advance of that

deadline. If a Regional Association Committee misses the deadline, the region's recommendations may not appear in *NCWM Publication 15*. NCWM will forward all regional reports to Technical Advisors as they are received. NCWM staff will merge all Regional Association committee reports for new and carryover items to create the Committee Agendas in *NCWM Publication 15*.

We target November 16 to post *NCWM Publication 15* on www.ncwm.com. Notice will be given to stakeholders via email when it is available. NCWM may print and ship *NCWM Publication 15* to the NCWM Interim Meeting site for distribution to attendees.

NCWM Interim Meeting

At the conclusion of the Interim Meeting, each Committee Chair will report on the tentative status of each agenda item. NCWM will provide each Standing Committee with a template for completing its Interim Report. Each Committee is responsible for drafting and approving its report. The Chair may choose to delegate items to various committee members based on expertise. Committee members (including the Technical Advisors) have the responsibility to assist in drafting the report and ensuring that relevant and accurate information is included. The Committee Chair shall ballot the voting members of the Committee to approve the Interim Meeting Report.

Publication 16 Deadlines

Each Committee must have reviewed and approved its report and submitted it to NCWM no later than March 15. NCWM will incorporate the Committee Reports into *NCWM Publication 16* for the NCWM Annual Meeting in July. NCWM will post *NCWM Publication 16* on www.ncwm.com by April 1 and notify all members via email. NCWM may print and ship *NCWM Publication 16* to the Annual Meeting site for distribution to attendees.

NCWM Annual Meeting

At the Annual Meeting, NCWM provides each Committee with a template to create their addendum sheets for use during the Voting Session.

NCWM Annual Report

The NCWM Annual Report is a product of the NCWM. The Committees are responsible for drafting their final Committee Reports based on *NCWM Publication 16*, the Annual Meeting Addendum Sheets, and actions taken at the Annual Meeting. The Committee Chair shall ballot the voting members of the Committee to approve their final reports. NCWM will publish and distribute the NCWM Annual Report to all NCWM Members in electronic format. NCWM will use the Annual Report to prepare Committee Agendas for the fall Regional Association meetings.

Final Report Deadlines:

- Carryover Items to NCWM: 4 weeks after the NCWM Annual Meeting.
- Complete Final Report to NCWM by September 30.

6. Supporting Documents Submitted to Committees

The following procedures are used for the handling of supporting documents that are submitted to committees.

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 confirming:
 - a. NCWM, Technical Advisors and the Committee 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 15* or *16*, but the Committees may refer to them in their reports, and the documents will remain on the website.
 - 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.
 - g. The NCWM Annual Report is distributed electronically and will contain the documents that the Committee deems necessary or appropriate.
3. The following statement (or a variation of it) will appear in the front of *Publications 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. If the Committee believes supporting documents are obsolete, notify NCWM staff to request removal. NCWM staff will confirm with the submitter before removal.

7. Resources to Conduct Work Throughout the Year

It is essential that standing committees, subcommittees, task groups, etc. are given the resources to continue developing agenda items throughout the year, not just during the Interim and Annual Meetings. NCWM will make resources available toward that effort. If a committee needs additional resources or funding other than those listed below, it may make a request to the NCWM Executive Director.

- **Email Listserv:** Every committee has an email listserv hosted by NCWM. You are provided with one email address to save to your contact list or address book. When you send it to that address, you are reaching every person serving on your committee. When you reply to that address, you are responding to every person serving on the Committee. NCWM updates the contacts for each listserv whenever there is a change in committee membership.

- **Electronic Meetings:** NCWM may host electronic meetings for the Committees, Subcommittees and Task Groups. Please contact the Executive Director to determine scheduling availability.
- **Private Web Page:** NCWM can provide each committee with a web page to serve as a clearinghouse for posting and archiving your documents. Committee members have a direct link to the page. There is no other way to navigate to it, so the work is not on display for general membership or the public unless your group shares the link. It is a handy way of ensuring everyone on the Committee has all relevant material at their disposal.
- **Broadcast Email:** If for any reason, a committee wants to send mass communication to NCWM membership, NCWM can do that through the broadcast email service. There is a size limit of 300 KB for attachments. Staff can send the email in such a way that it looks like it came from your email address instead of NCWM's.
- **Subcommittees, Task Groups, and Focus Groups:** Committees may request the formation of subcommittees, task groups, or focus groups to assist with difficult agenda items. The resources offered to standing committees are available to subcommittees, task groups and focus groups, too. See Appendix C – Policy 1.5.1. *Subgroups Supporting the Work of the Organization* to see how these various groups are formed and how they function.
- **Meeting Space:** All standing committees are provided meeting space at Interim and Annual Meetings. NCWM provides audio visual equipment as needed for these sessions. Meeting space may also be available for subcommittees, Task Groups, and Focus Groups, but arrangements should be made with NCWM in advance to assure availability.
- **Staff Assistance:** The NCWM staff can assist committees by developing or formatting documents, communicating with membership, facilitating meeting needs, etc. Committees should keep this in mind and inquire when staff assistance would be appreciated.

NCWM is open to additional ideas on how we can allocate resources to the work of committees.

8. Committee Work Sessions

Committees shall hold Electronic Meetings between Interim and Annual Meetings to further the development of items. NCWM offers this service as a means of support for our committee's work. When committees meet by these electronic means, they are not obligated to announce it in advance or open it up to the membership. Any work product from those meetings will ultimately be vetted in Open Hearings to facilitate due process.

Committee Work Sessions held in conjunction with Interim and Annual Meetings are a different matter. These Work Sessions are used for committee review before Open Hearings, Committee deliberations following Open Hearings, drafting of Committee Reports and Addendum Sheets. All meetings of NCWM in these venues are open to all registered attendees. If a committee wishes to have a closed session, it must be in accordance with NCWM Policy 2.4.4. *Committee Work Schedules* (see Appendix D), which requires the NCWM Chair's approval, that the topic be proprietary, and that proper advance notice be given.

Although the Work Sessions are open to all registered attendees, NCWM maintains a strict policy against non-committee members participating in committee discussions as outlined in NCWM Policy 2.4.1. *Committee Work Session Protocol* (see Appendix E). The policy contains a statement to read at the beginning of each Work Session and as needed throughout the Work Session. Adherence to this policy is of utmost importance to ensure that all testimony heard by the Committee occurs during Open Hearings and Voting Sessions where all registered attendees can be present to hear. It is important for all voting committee members, Associate Member Representatives and all Technical Advisors to refrain from providing testimony that was not previously heard during the Open Hearings or provided as Supporting Documents under Section 11. It is also important that all Voting Committee Members, Associate Member Representatives and all Technical Advisors refrain from attempting to influence other committee participants regarding a position on an item.

9. Opening Statement by the Chair at Hearings

The Committee Chair shall read the following statement at the beginning of the committee's open hearings:.

"This open hearing is your opportunity to comment on the items of this committee's agenda. You are welcome to attend our committee work session following these hearings, but we will not take additional comments during that session.

Please direct your comments to the Committee chair, beginning with your name and the organization you represent in making your comments.

We have limited time for these hearings, so we ask that you limit your comments to the time provided on the clock at the front of the room. If your comments are lengthy, we request that you also submit them in writing. Otherwise, the committee may not capture all of the important points.

We kindly ask that commenters refrain from speaking until acknowledged by the chair, to allow our committee members time to complete their notes from the previous comments.

10. Transparency in Representation

Some NCWM members are consultants. Typically, these individuals formerly worked for a private company or government agency where they gained expertise in weights and measures and the NCWM process. These individuals are commonly held in high regard by our membership for their level of experience and past participation at NCWM.

Committees and membership need to know who a consultant is representing when they are providing public comment on agenda items. It is quite common for consultants to speak on behalf of a paying client rather than based on their positions.

In recognition of this need for transparency, the Board of Directors adopted Policy 2.4.8. *Transparency in Representation* (see Appendix F). When a member rises to comment and identifies himself or herself as representing a consulting service, committee Chairs are encouraged to ask if they are providing testimony on behalf of a client and, if so, the name of the client.

11. Elements of an Agenda Item

The elements of an agenda were modified for 2021 and are as described as follows:

Item No.: The item number represents the code, law, or regulation that is being modified, and the year it first appeared on the NCWM agenda. Here is an example:



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

Status: The options are Voting, Informational, Assigned, Developing or Withdrawn, characterized as V, I, A, D or W, respectively. There is no status associated with new items in *NCWM Publication 15* for the Interim Meeting. The same may be true for carryover items that were returned to the Committee at the previous Annual Meeting for failure to achieve the required number of votes to pass or fail. The Committee assigns the status at the Interim Meeting and provides the status in the report for the Annual Meeting as presented in *NCWM Publication 16*.

Title: The title should identify the subject of the amendment, not just the law or regulation to be amended.

Source: The source is usually an organization such as a company, agency or state that initially submitted a proposal. On rare occasions, it could be the name of an individual.

Purpose: Consider this a statement of intent. It should be concise, answering the question, "What are we trying to fix?" It should not provide justification or background for the item.

Item Under Consideration: This is the most current version of the proposal being offered by the Committee for discussion. Previous versions of the proposal may appear in the Background/Discussion portion of the report.

Previous Action: If the item carried over from previous years, this section explains the action taken in those years.

Original Justification: This is the justification provided by the submitter on Form 15.

Comments in Favor, Against and Neutral: These are the comments in bullet point format that the Committee found relevant, and categorized by Regulatory, Industry and Advisory.

Item Development: The Committee explains any changes made to the original proposal, and committee recommendations.

Regional Associations' Comments: These are copied and pasted from the most recent Regional Association reports.

Format of an Agenda Item:

[Item No.] [Status] [Title]

Source:

[Organization and year introduced into NCWM's agenda]

Purpose:

[Concise statement of intent, such as problem being fixed]

Item under Consideration:

[Proposed Language]

Previous Action:

(e.g.) 2016: Informational
2017: Voting – Returned to Committee
2018: Voting

Original Justification:

[From Form 15]

Comments in Favor:

Regulatory:

-
-
-

Industry:

-
-
-

Advisory:

-
-
-

Comments Against:

Regulatory:

-
-
-

Industry:

-

-
-

Advisory:

-
-
-

Neutral Comments:

Regulatory:

-
-
-

Industry:

-
-
-

Advisory:

-
-
-

Item Development:

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

Regional Associations' Comments:

[Refresh each year based on Regional Association reports]

12. Status of Agenda Items

The following descriptions are also provided in *Appendix G, NCWM Policy 3.3.2. Procedures to Modify Handbooks*, and are shown below.

“Voting” – These are items the Committee believes are fully developed and ready for final consideration by the NCWM Membership. **“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 refinement to address concerns. The Committee has taken the responsibility for any additional refinement of Informational items. The Committee may submit updates for inclusion in Publication 15 no later than November 15, and in Publication 16 no later than April 15.

“Developing” – These items are deemed by the Committee to have merit in concept but are found to be lacking enough information or detail for full consideration. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By designating Developing status to an agenda item, the Committee has sent the item back to the submitter for further development. It is critical that the Committee Report provide the submitter with a clear indication

of what is necessary to move the item forward for full consideration. The committee may also establish a deadline to complete that task. The item will be carried on the Committee agenda with contact information for the person responsible for its development. The Committee will take comments on Developing items during open hearings of the Interim Meeting, starting with the developer, if available. The developer may submit updates for inclusion in Publication 15 no later than November 15, and in Publication 16 no later than April 15. If the developer cannot meet these deadlines for publication, they may submit updates in writing to the Committee for consideration and possible inclusion in the next Committee Report. If the developer is unable to satisfy the committee's request for further development, within a reasonable timeframe, the committee may choose to withdraw the item and ask the developer to resubmit the item when it is ready.

“Assigned” – These items are deemed by the Committee to have merit but are found to need further enhancement before being considered by the Committee (much like a Developing item). 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 Subgroup of the Committee per NCWM Policy 1.5.1. *Subgroups Supporting the work of the Organization*. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried on the Committee agenda and will include contact information for the Chair of the responsible Subgroup. 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 Open Hearings of the Interim Meeting, starting with the developer if available. The assigned group may submit updates for inclusion in Publication 15 no later than November 15, and in Publication 16 no later than April 15. The assigned group shall submit their final recommendations to the Committee for consideration and possible inclusion in the next Committee Report.

“Withdrawn” – These are items that the Committee has found to be without merit or have not had sufficient development to be given further consideration. The Committee's determination to withdraw an item may not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended, and no further testimony will be received. The item may be reintroduced through the Regional Associations for consideration as a new item using the Form 15 process. Voting Items are designated as “Returned to Committee” during the Annual Meeting when a voting item neither passes or fails. An Item neither passes or fails if it does not receive either 27 votes in favor or 27 votes against. The Committee then has the option of retaining the previous status or designating a new status for that item in its Annual Report. The Committee may also elect to carry it forward to the Interim Meeting without an assigned status.

13. Designating the Status of Agenda Items

The status of items are determined at or after the Interim Meeting and may be changed during the Annual Meeting.

During the Interim Meeting:

- The Committee will assign each new item a status
- The Committee may change the status of items carried forward from the Annual Meeting.

- The Committee will assign a status to items that were “Returned to Committee”, at the end of the Interim Meeting if a status was not designated in the Committee’s final Annual Report.

After the Interim Meeting but prior to the March 15th deadline:

- The Committee may change the status of Informational, Assigned, and Developing items.
- The Committee may not change items assigned a status of Informational, Assigned or Developing to a status of Voting
- The Committee may amend Informational, Assigned, and Developing items. A change of status must be thoroughly documented in the Committee report.
- In rare cases the Committee may downgrade items assigned a Voting status during the Interim Meeting. These are items that the Committee determines to be very well developed but in need of minor changes to be considered for a vote. The Voting status may be downgraded in accordance with the following:
 - The Committee, during the Interim Meeting, identifies the specific areas that need refinement.
 - The Committee communicates to the submitter of the item, appropriate subgroup, and/or affected stakeholders what data or information is needed or if language needs modification.
 - The Committee establishes a date for the delivery of the data, information, or language.
 - The Committee will consider the data, information, or language and either confirm the Voting status, downgrade the status or withdraw the item.
 - If the Committee does not receive a timely response to their request the item may be downgraded or withdrawn at the Committee’s discretion.
 - The Committee will communicate the status of the item to NCWM promptly.
 - NCWM will notify the submitter, appropriate subgroup, and/or affected stakeholders of the decision. If the Committee withdraws the item NCWM will inform the submitter that they may submit a new Form 15 proposal.

During the Annual Meeting:

- The Committee may amend Voting items based on additional information received during the Annual Meeting.
- The Committee may change the status of an Assigned or Developing item to Informational based on information received prior to or during the Annual Meeting.
- The Committee may remove items from the Voting agenda at the Annual Meeting by changing the status prior to a call for the vote of the NCWM membership. This action is referred to as “downgrading.”
- Voting members may amend a Voting item during the Voting Session of the Annual Meeting following the procedures outlined in the NCWM Bylaws.

- The Committee may receive testimony on Developing items. The testimony will be limited to an update from the developer of the item.
- The Committee may receive testimony on Assigned items which will be limited to an update from the representative of the responsible subgroup.

14. Grouping Agenda Items into Blocks

It is sometimes advantageous to group items that are related to each other into a Block of items so that the Committee can hear comments on those items together during Open Hearings. At times, they may even be voted upon as a Block.

Grouping items into a Block is a committee decision. The Committee may decide at any time during the NCWM Conference cycle to:

- Group items together into a Block,
- Add additional items to an existing Block, provided the existing Block of items has not already been designated "Voting", or
- Remove items from an existing Block.

When taking any of these actions, the Committee Report will reflect and explain the decisions that were made. Carryover items from the NCWM Annual Meeting will remain as such for the fall regional agendas and *NCWM Publication 15*. As NCWM receives new proposals, the Committee may be asked to consider Blocking them in advance of NCWM preparing the fall Regional Association agendas.

There are 3 types of item blocks:

1. **Opposing Items:** These are two items that are in direct conflict with each other. The Committee may take comments on both together, but only one may be adopted. Based on the comments received and committee discussion, one or both items may be Withdrawn. If neither item is Withdrawn, both may be designated "Voting," status, but voted upon separately. If the first item passes, the Committee will withdraw the second item before it goes to a vote. If the first item fails, the second item may be put to a vote. The Committee should discuss and have rationale for which item is voted upon first.
2. **Interdependent Items:** These are items that address a similar topic in multiple codes or model regulations to the degree that, if one item is adopted, all must be adopted. For this reason, they should all have the same status as they move through the process. The Block would be presented for a single vote to adopt all of the items together.
3. **Related Items:** These items are addressing a similar topic across multiple codes or model regulations. Since the topics are similar, it is advantageous to take comments on them together, but since they are not interdependent, they do not all necessarily have to have

the same status. The Committee does not have to present them all for a single vote either. They may be voted upon individually or as a Block.

15. Addendum Sheets

Often a committee will receive new information during Open Hearings that would make them reconsider the status of an item. If the Committee wishes to change the status of an item, amend the proposal itself or add to the Background/Discussion of the item during the Annual meeting but before the Voting Session, this is done during the Work Session following Open Hearings. [NOTE: the status of an item cannot be escalated to Voting if it was designated as something other than a Voting item in the final Interim Meeting Report.] The Committee will develop "Addendum Sheets" to reflect these modifications to the report that initially appeared in *NCWM Publication 16*. NCWM staff will notify the Committee of the deadline to provide an electronic copy of the Addendum Sheets for printing. This deadline ensures that the Addendum Sheets are made available to all Annual Meeting attendees for review before voting commences on the next day.

During the Voting Session, the Committee Chair will address the new recommendations or comments found in the addendum sheets as each item is introduced. The Addendum Sheets may also include a consent calendar as covered in the section titled "Consent Calendars".

If the Committee makes changes after the Addendum Sheets are printed, the Committee will present those changes during the Voting Session. However, this practice should be avoided if possible as it provides only a nominal time for membership review and input.

16. Late Amendments to Voting Items

Even though an item was published as a Voting item for the Annual Meeting, the Committee maintains full ownership and control of the item until the call for the vote. There are several ways a Voting item can be amended at the Annual Meeting. In the interest of due process, submitters of the amendments are encouraged to provide their recommendations and the rationale for requesting a change to a proposal in advance so that they are available for review by the entire body of the NCWM, not just those present at the Annual Meeting.

- The Committee may amend the item under consideration during Work Sessions.
- The Committee may amend the Background/Discussion of the item during Work Sessions.
- The Committee may amend the item under discussion during the Voting Session based on comments from the floor.
- An amendment may be made from the floor during the Voting Session.
- The Committee may change the status of the item, downgrading it from "Voting" to "Information," "Developing," "Assigned" or "Withdrawn."

Amendments to a Voting item made during the Voting Session will follow procedures found in *Roberts Rules of Order*.

When a Voting item is amended during the Annual Meeting, the Committee must consider whether the item should remain a Voting item or be held over another year to ensure that due process is preserved. There are no clear rules regarding when proposed amendments are significant enough to warrant carrying the item over, but there are important factors to consider in the decision-making process.

- **Clarity:** If the amendment provides better clarity for interpretation and enforcement without altering the intent, it may be advantageous to continue with the voting process.
- **Editorial:** If the amendment is editorial, the decision to maintain the amended item as a Voting item typically does not interfere with due process.
- **Scope:** If the amendment to an item increases or limits its scope so that it could potentially affect more stakeholders, the Committee should strongly consider changing the status to Informational, Assigned or Developmental and carrying the item over for another year. This way, the stakeholders potentially affected by the proposed amendment can be notified and have the opportunity to study the item and participate in the process.
- **Technical Changes:** If the amendment is technical, there is a good chance that more time is needed to consider the impact of the technical changes. Not all of NCWM's expertise can be in attendance at any given meeting so the Committee should consider changing the status to Informational, Assigned or Developmental and carrying the item over. Likewise, because of the limited amount of time typically available to discuss proposed amendments during Voting Sessions and Work Sessions, even those technical experts in attendance at the meeting may not have adequate time to fully consider the ramifications of the recommended changes.

Sometimes the Committee must make difficult or complex decisions during the Voting Session. It may be helpful for the Chair to call for a short break so the Committee can discuss the situation and come to a proper decision.

17. Voting Procedures for Amendments from the Floor

If a weights and measures official wishes to amend an item from the floor during the Voting Session, they must first receive permission from the general body to hear the amendment. The procedures are as follows (see *NCWM Bylaws, Article X, Section 7*):

Section 7 - Amendments and Changes

A. Technical Items

1. Changes

Committee Chairs may offer changes to their final reports on the day of voting.

2. Amendments

Substantive amendments can be made at the request of weights and measures officials only, and:

- a. a majority of the voting delegates of the House of State Representatives and the House of Delegates must vote favorably before a proposed amendment can be accepted for debate.
- b. A two-thirds favorable vote of the House of State Representatives and the House of Delegates on the amendment is required for passage (the requirement for a minimum vote of 27 in each House also applies).

B. Business Items

1. Changes

Committee or Board of Directors members may offer editorial changes to their final reports on the day of voting.

2. Amendments

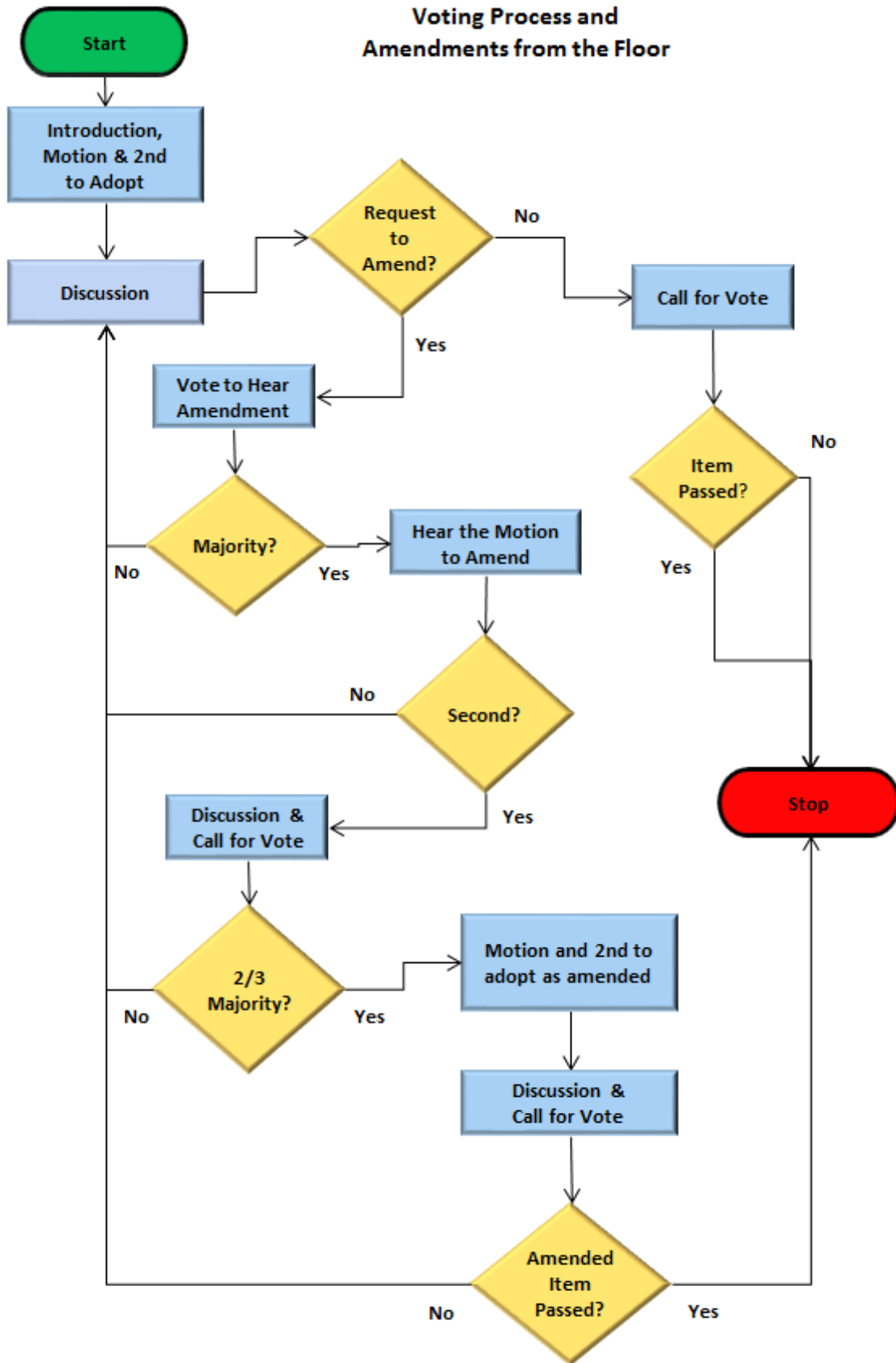
Substantive amendments can be made at the request of any member, and:

- a. a majority of the voting delegates of each House must vote favorably before a proposed amendment can be accepted for debate.
- b. a two-thirds favorable vote of each House on the amendment is required for passage (the requirement for a minimum vote of 27 in all three Houses also applies).

If the item is amended, the Committee will deliberate on the status of the amended item using the guidance in the previous section to determine if the body should proceed in adopting the amended item or declare it Informational, Assigned or Developmental.

If the amendment fails, the body will resume discussion and voting of the item as originally presented by the Committee.

Voting Process and Amendments from the Floor



18. Consent Calendars

The consent calendar is a list of Voting items on the Addendum Sheet that the Committee has grouped for a single vote. It is a convenient method of dispatching a portion of the Voting Agenda in a very efficient manner for items the Committee believes have the full support of the membership and require no additional discussion.

The following are examples of items that should not appear on a consent calendar:

- Items for which the Committee knows there is not unanimous support.
- Items for which the Committee has included any changes in the Addendum Sheets from how the item initially appeared in *NCWM Publication 16*. This way the Committee Chair can highlight the changes before a vote on the item.
- Items for which the Committee would like to entertain any discussion before a vote.

Even when following these basic guidelines, it is common to have requests spoken from the floor to remove items from the consent calendar for individual consideration.

- A person may wish to oppose the item without opposing the entire consent calendar.
- A person may want the opportunity to comment on the individual item before the vote is cast.
- A person may simply want a recorded vote on a particular item to clarify that it had the unanimous support of the voting delegation.

The Committee grants each request to remove items from the consent calendar without discussion in accordance with *NCWM Bylaws, Article X, Section 6*.

19. Addendum Sheets Process

1. The Committee prepares Addendum Sheets after all the Open Hearings have concluded for all standing committees.
2. Develop a consent calendar of non-controversial Voting items.
3. Identify Voting items that should be voted upon separately.
4. Committee Members develop positions and specific language, with input from the Technical Advisor(s), for Addendum Sheets as follows:
 - a. Agree on language and recommendations
 - b. Prepare and review Addendum Sheets
 - c. The Chair reviews and signs the Addendum Sheets
 - d. NCWM staff arrange for the printing of the Addendum Sheets
5. The following color coding will be used when printing the Addendum Sheets:

- a. Specifications and Tolerances CommitteeGreen
- b. Laws and Regulations Committee Blue
- c. Board of DirectorsGoldenrod
- d. NTEP CommitteePink
- e. Professional Development CommitteeCream

See Appendix D: Committee Work Schedules for more details.

20. Committee Reports

The Interim Committee Report is presented each year in *NCWM Publication 16*, which serves as the agenda for the Annual Meeting.

Take great care in drafting reports. They are a mechanism for communicating with stakeholders so they understand the entirety of each item and may develop informed positions of their own. They are also used by stakeholders and courts to discover the intent of adopted standards so that they are correctly interpreted and applied. They are not intended to advance positions, but they should explain how the Committee came to its recommendations. That is a difficult line, but an important one for the integrity of the Committee.

The responsibility for drafting the report lies with the Committee members. Historically, the committees have developed a reliance on Technical Advisors for their writing skills and formatting of reports. However, the responsibility of drafting the content within the report is to be determined by the Committee. Committee Members should assist as much as possible in creating first-drafts for reports on various agenda items based on discussions and consensus of the Committee. Before approving the reports, committee members should carefully review them to ensure that they are unbiased and convey the considerations of the Committee in their deliberations.

The Committee's Annual Report is a combination of the Committee's Interim Meeting Report in *NCWM Publication 16*, Addendum Sheets provided before the Voting Session, and amendments made from the floor during the Voting Session. After voting on individual items, the report is adopted in its entirety, granting the Executive Director editorial privileges. The outgoing Committee Chair is responsible for one final official act following the Annual Meeting, to ballot the Committee to approve the Annual Report. The incoming committee member will not participate in the decision. Each Committee Report appears in the NCWM Annual Report which NCWM shall make available to all members in a searchable PDF format.

21. Committee Decision Process

The Committee Chair will run the Work Sessions with the assertive leadership of the Committee to encourage open and fair participation of all committee members. The Committee Chair and Committee Coordinator will ensure that all participants are properly fulfilling their respective roles and that no individual committee member dominates the discussions and opinions of others. It is always the five "Active" members of the Committee who are the "voting" members making the final decisions. Technical Advisors have an equally important role of ensuring the Voting Members are

considering the facts in their decisions, but Technical Advisors are to refrain from advancing an agenda for or against individual items, either in committee deliberations or in the decision process.

22. Conduct of Committee Members

As a member of a Standing Committee, you have taken a higher role in representing the NCWM organization. Committee members historically take great pride in being one of the faces of the organization because of the importance of the issues and integrity in the process. While the familiarity of colleagues is one of the benefits of meeting attendance, keep in mind that your role on the Committee increases the demands on your time from other attendees. Also, keep in mind that many of the attendees are there for the first time. They must come away with an impression of NCWM as an open, friendly, and professional organization. By maintaining some simple guidelines for conduct, we accomplish these goals. More importantly, these guidelines will help the Committee to function effectively toward the NCWM mission of striving for consensus on model standards.

1. Fulfill the roles and responsibilities of the position. *See Appendix A for an outline.* The outline was a cooperative effort between NCWM, NIST, and the Associate Membership. The roles vary according to a title (Chair, Active Member, Technical Advisor, or Associate Member.)
2. Do not allow anyone on or off the Committee to gain undue influence over the decision process of the Committee. These decisions are made by a group of five Voting Members, having given careful consideration to information presented by stakeholders and Technical Advisors.
3. Always give due consideration to Canadian and International Organization of Legal Metrology (OIML) approaches to the issues. It is our obligation under international treaty to harmonize where practical. However, do not feel obligated to harmonize where it's not practical.
4. Adhere to NCWM policy regarding participation of non-committee members and non-voting committee members during work sessions. (See Appendix E) What may appear as innocent commentary to one observer could be interpreted by another as improper influence over the voting-committee members without proper due process.
5. The use of electronic devices by a committee member during Work Sessions to receive guidance from those not on the Committee is strictly prohibited. This would be no different than inviting open comments from select members during the Work Session.
6. Encourage two-way communication during Open Hearings. All committee members are given access to microphones at the head table so that they may ask questions of attendees who stand up to comment. Follow-up questions can help the Committee more clearly understand the comments they are receiving and will help the audience to understand the issues fully.
7. If you wish to offer your position on an item during your Committee's Open Hearings, walk down to the floor microphone, address the Chair and state who you are representing

before making any comments. This action clarifies that you are speaking on behalf of yourself or your employer and not speaking on behalf of the Committee.

8. Make time for hallway discussions with stakeholders. They paid to come to the meeting, and hallway discussions, whether business-related or not, will make them feel welcome and make future attendance and participation more likely. Newer attendees may have questions on our processes but feel uncomfortable asking. Encourage them to do so. If they have a lot of questions, encourage them to visit with the Executive Director, perhaps through a quick introduction. If discussions include lobbying efforts on specific items, encourage the attendees to bring those comments to the Committee through testimony during Open Hearings, the Voting Session or in writing.
9. If you are associated with the Committee (e.g., Voting Committee Member, Technical Advisor or AMC Representative) and an item submitted by you or your organization is before the Committee you must recuse yourself from all discussion during the Work Session, unless specifically called upon by the Chair to provide clarifying statements only.

23. Travel Expenses

NCWM does not assist with travel expenses for committee members to attend the Annual Meeting. Assistance is provided as needed for committee members to attend the Interim Meeting. In some cases, this means full travel expenses. In other cases, it means covering a portion of the travel cost, such as airfare or lodging. Some members can have the full expenses paid by their employers. The point is to make sure travel expense is never the reason for a committee member to miss the Interim Meeting.

Please review the NCWM Travel Policy in Appendix H before your travel so that your expenses are properly documented and appropriate. Failure to do so could result in non-reimbursable expenses.

24. Special Meetings

Electronic Meetings

Conference calls and web meetings are referred to as "Electronic Meetings". In-person meetings are referred to as "public" meetings. While committees, subcommittees, task groups, and focus groups are encouraged to conduct Electronic Meetings, it is important to remember proper protocol regarding testimony received from stakeholders. (See *NCWM Policy 2.4.1. Committee Work Session Protocol in Appendix E*). Committees, subcommittees, task groups, and focus groups should limit access to electronic meetings to only those who serve on the Committee, Subcommittee, Task Group, or Focus Group. Any work product of the Committee, Subcommittee, Task Group, or Focus Group can then be properly vetted in Committee Reports and NCWM Open Hearings.

With so many ways to participate electronically in meetings, it became necessary for the Board of Directors to set a policy that defines when it is appropriate and when it is not. See *NCWM Policy 2.4.6. Electronic Access to Meetings in Appendix I for complete details*.

Each Standing Committee has a dedicated email listserv for use as a discussion forum to continue the work of the Committee throughout the year. It is a convenience that ensures all Committee members and Technical Advisors are included in the communication with the selection of just one email address from your address book.

Committees may also hold conference calls throughout the year. These can be scheduled quickly and are often more efficient than email to cover topics and reach decisions. Contact the Executive Director for scheduling and call-in instructions on the corporate account.

Electronic Meetings are also encouraged when the Committee wants to view, create, or edit documents or share presentations. NCWM has accounts to host web-based meetings. committees, subcommittees, task groups, and focus groups are strongly encouraged to take advantage of this technology to further their work throughout the year.

Special Public Meetings

On rare occasions, an additional face-to-face meeting may be justified. For example, a committee may need to plan an agenda and invite stakeholders to meet with them to work through complicated or lengthy issues. If this need arises, the Chair should file a request with the Board of Directors to appropriate special funding for the meeting and for NCWM staff to assist in hotel or meeting space arrangements. See the request form in Appendix J.

25. After Action Review

Upon completion of the Interim and Annual meeting, each Standing Committee should (must?) complete an “After Action Review” (AAR). The purpose of an AAR is to provide feedback and input to NCWM Leadership of what is working well and opportunities for improvement. This will help provide and lead to better guidance and improved policy to the overall function of the Committee.

The review should be led and drafted by the Chair, Committee Coordinator, and NIST Technical Advisor. The Committee should then meet to discuss and seek additional input from all Committee Members. A written summary should (must?) then be sent to all Committee Members as well as the Executive Director of the NCWM. This should be completed within two weeks upon completion of the Interim and Annual meetings.

An AAR should consist of:

- **What worked well?**
- **What can be improved?**
- **Recommendations and lessons learned.**
- **Action items (including classifying it as a Correction Action (CA), Preventive Actions (PA), Improvement Actions (IA)).**

Appendix A: Sample Voting Session Script

PRESIDING OFFICER

Now the Conference asks the members of the [Name of Standing Committee] to please take their place on stage.

- Once the committee members are seated...

The next Standing Committee Report will be that of the [Name of Standing Committee], presented by Committee Chair, _____.

The Presiding Officer returns to their seat. The Committee Chair takes their place at the podium to address the audience.

COMMITTEE CHAIR

- Introduce the Specifications and Tolerances Committee Members.
- Discuss any corrections needed to Addendum Sheets. Those items in the 2019 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 item.
- Explain how the report will be presented based on the prepared outline.

Are there any requests to remove items from the Consent Calendar?

- Create a list of items that will be removed for an individual vote.
- Once discussion has concluded...

Our Voting Consent Calendar now represents the following items...

I move for adoption of the Consent Calendar.

The Committee Chair returns to their seat. The Presiding Officer takes their place at the podium to address the audience.

PRESIDING OFFICER

There has been a motion to adopt the Consent Calendar [as amended]. Is there a second?

- Once a second is received...

Is there any discussion of the items on the Consent Calendar?

- Once discussion has concluded...

Hearing no more discussion, I hereby call for the vote. Those in favor, please press the number 1 on your keypad. Those in opposition, please press the number 2 on your keypad. The voting starts now.

- The A/V staff will prompt the system to open for voting.
- The Presiding Officer will allow about 30 seconds to pass and then state:

If you need more time to record your vote, please indicate so by raising your hand.

- The Presiding Officer will continue in this manner until the voting for this item is complete.
- The Presiding officer will read the results.

House of Representatives, those in favor [#]. Those in opposition [#].

In the House of Delegates, those in favor [#]. Those in opposition [#].

- A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If more than 54 total votes are cast in the House of Delegates, a simple majority of the total votes is required to pass (or defeat) the issue in that House. Should a tie vote occur with less than 54 total votes in the House of Delegates, or if the minimum votes in support of or in opposition to are not cast in the House of Delegates, the issue is decided by the vote of the House of State Representatives.
- Based on the results of the vote, say the appropriate response below.

The item has passed.

or

The item has failed.

or

No action is taken on the item. The item is returned to the Standing Committee.

- Following action on the Consent Calendar, the Standing Committee Chair will introduce the next item and repeat the voting process outlined above for each individual item.

The Presiding Officer returns to their seat. The Committee Chair takes their place the podium to address the audience.

COMMITTEE CHAIR

I move to adopt the report of the [Name of Standing Committee] in its entirety and authorize the Executive Director editorial privileges.

The Committee Chair returns to their seat. The Presiding Officer takes their place at the podium to address the audience.

PRESIDING OFFICER

There has been a motion to adopt the report of the [Name of Standing Committee] in its entirety and authorize the Executive Director editorial privileges. Is there a second?

- Once a second is received...

Is there any discussion on the report of the Standing Committee?

- Once discussion has concluded...

Hearing no more discussion, I hereby call for the vote. Those in favor in say “aye.” Those in opposition say “nay.”

- Based on the results of the vote, say the appropriate response below.

The report is adopted.

The report is not adopted.

- The Presiding Officer returns to their seat. The Committee Chair takes their position at the podium to address the audience.

COMMITTEE CHAIR

- Thank the Committee Members for their hard work.
- Thank the attendees for their contributions and attention.
- Turn the meeting back to over to the Presiding Officer.

Appendix B: Form 15: Proposal to Amend NIST Handbooks, Guidance Documents, NCWM Bylaws or NCWM Publication 14



Form 15: Email proposals in Microsoft Word format to info@ncwm.com by August 15, 2023.

Each Regional Association will hold hearings on proposals in the fall. See meeting dates at www.ncwm.com/meetings. If any region deems that the item has merit, the region will forward the item to NCWM for national consideration. For more information on the Form 15 process, visit www.ncwm.com/standards-dev.

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

| |
|---|
| |
| 20. Requested Action if Considered for NCWM Agenda: |
| <input type="checkbox"/> Voting Item <input type="checkbox"/> Developing Item <input type="checkbox"/> Informational Item <input type="checkbox"/> Other (Please Describe): |
| 21. List of Attachments: |
| |



| | |
|--------------------|---|
| Section: | 1. Administration |
| Subpart: | 1.5. Conference Operation |
| Policy No.: | 1.5.1. |
| Title: | Subgroups Supporting the Work of the Organization |
| Effective: | January 8, 2016 |
| Revised: | January 2023 |

Appendix C: 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 Chair 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:

NCWM Bylaws Article IX, Section 4 requires that individuals appointed to the subgroups defined here shall be NCWM Active, Advisory, or Associate members of NCWM.

Non-members of the subgroups can attend subgroup meetings in conjunction with NCWM Interim and Annual Meetings. They may also attend other meetings of the subgroup by invitation from the subgroup Chair.

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 of Directors 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 of Directors, 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 Chair who will also make all appointments, including the designation of a Task Group Chair. 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 Interim and Annual Meetings. NCWM provides 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. If there was not consent among the task group, the report should include dissenting opinions.
- 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 Chair who will also make all appointments, including the designation of a steering committee Chair. 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 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 Chair will make all appointments, including the designation of a subcommittee Chair. The size and representation of 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 for 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 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 Interim and Annual Meetings when items are under development. **If there was not consent among the subcommittee, the report should include dissenting opinions.**
- 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.



| | |
|--------------------|--------------------------|
| Section: | 2. Meetings |
| Subpart: | 2.4. Management |
| Policy No.: | 2.4.4. |
| Title: | Committee Work Schedules |
| Effective: | January 2008 |
| Revised: | August 2014 |

Appendix D: 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 Annual Meetings.

Background: It is necessary that committees adhere to a strict schedule at 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 schedule including work sessions, open hearings, and publication deadlines. This policy provides that guidance.

Policy:

Times are listed in the Annual Meeting Brochure, *NCWM Publication 16*. Room assignments will be posted on-site as well as in the *NCWM Publication 16* provided at registration.

A. Prior to 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 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 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 Annual Meeting site.
5. Please let NCWM staff know of any audiovisual needs via e-mail at 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 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).

4. Identify any non-technical business items and notify the NCWM Chair.

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 Chair or Chair-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 Annual Meeting Brochure or NCWM Publication 16. 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. Interim Meeting Report Presentation
 - 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.
 - d. Solicit comments on 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 the Interim Meeting Reports.
 - h. Standing committee 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 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.
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 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 Standing Committee may change the category of any item prior to making a motion for vote. Information items may not be changed to voting items at the Annual Meeting.
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 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 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 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 Chair.

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.



| | |
|--------------------|---------------------------------|
| Section: | 2. Meetings |
| Subpart: | 2.4. Management |
| Policy No.: | 2.4.1. |
| Title: | Committee Work Session Protocol |
| Effective: | January 2010 |
| Revised: | N/A |

Appendix E: Policy 2.4.1. Committee Work Session Protocol

Purpose: Establish a 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 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 only provide input when specifically requested by the Committee Chair. 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 the 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."



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|--------------------|--------------------------------|
| Section: | 2. Meetings |
| Subpart: | 2.4. Management |
| Policy No.: | 2.4.8. |
| Title: | Transparency in Representation |
| Effective: | January 2016 |
| Revised: | N/A |

Appendix F: 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 an 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 Interim and Annual meetings.

Policy:

1. Individuals who submit proposals to NCWM to amend NIST Handbooks, NCWM 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 include the name of the organization, special interest group or individual that they are representing.
3. Individuals providing comments 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 Interim or Annual meeting and meetings of committees, subcommittees, task groups, or NTEP sectors and includes face-to-face meetings, via web meeting, conference call, or in any other form.

Individuals who are being paid, or who's expenses are being subsidized, such as consultants to represent another organization or individual's positions shall indicate the name of that organization or individual they are representing in the manners outlined in parts 1-3 of this policy.



| | |
|--------------------|---------------------------------------|
| Section: | 3. Publications |
| Subpart: | 3.3. Handbooks and Publications |
| Policy No.: | 3.3.2. Procedures to Modify Handbooks |
| Title: | Procedures to Modify Handbooks |
| Effective: | January 2015 |
| Revised: | January 2022 |

Appendix G: 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 of Directors 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 Association 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.

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. Complete the form and submit it electronically in Microsoft Word format to NCWM at 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 Association meeting agenda, submit no later than August 15 of 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. Regional Association 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 August 15.
2. NCWM will forward new items to Regional Associations for consideration at their 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 Association review and comment whenever possible.
5. NCWM committees will present the new and carryover items for Open Hearings at the January Interim Meeting.

(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 November 1 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 November 1, 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 November 1, but prior to the 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 November 1 deadline. If an item is received after the November 1 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 Interim Meeting may be added to the Interim Meeting agenda by a majority vote of the Committee.
 - b. A "priority" item received after the Interim Meeting may be added to the Committee's 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 15) that identifies the items to be discussed during the 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. Interim Meeting

1. The Committee shall hold public hearings at the 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 Interim Meeting. Requests to make presentations shall be received by the Committee Chair or Technical Advisor at least two weeks prior to the start of the meetings.

H. Interim Meeting Report

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

I. Classifications for Agenda Items

At the Interim Meeting, the Committee can classify proposals in one of 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 source for further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda with contact information for the person responsible for the development. The Committee will take comments on Developing items during open hearings of the Interim Meeting, starting with the developer if available. The Developer may submit updates for inclusion in Publication 15 no later than November 1, and in Publication 16 no later than April 1. If the Developer cannot meet these deadlines for publication, the 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 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 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 open hearings of the Interim Meeting, starting with the developer if available. The 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. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended, 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 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 Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the

voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws.

3. Remove items from the voting agenda at the 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 Interim Report.
2. All comments on the Interim Meeting Report shall be submitted to the Committee no later than one month preceding the opening of the Annual Meeting.

K. Annual Meeting

1. The Committee will hold a public hearing at the 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 Chair. The Committee Chair 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 Chair 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 of Handbooks 44, 130 or 133 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)



| | |
|--------------------|---------------|
| Section: | 4. Travel |
| Subpart: | 4.1. Funding |
| Policy No.: | 4.1.1. |
| Title: | Travel Policy |
| Effective: | May 2007 |
| Revised: | November 2019 |

Appendix H: Policy 4.1.1. Travel Policy

Purpose:

This policy is issued by the National Conference on Weights and Measures (NCWM), Board of Directors to guide 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 most cost-effectively. 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 Interim and Annual Meetings are responsible for their 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 that 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 following the rates established by the Internal Revenue Service as an allowable deduction, based on actual miles traveled.
2. Airline travel costs will be reimbursed for regular coach fares. Non-refundable tickets are frequently available at substantial savings if purchased within specified time frames before travel. Travelers are encouraged to take advantage of such discounts when possible. However, travelers

are responsible for exercising reasonable care and prudence in deciding to purchase non-refundable tickets to ensure that no expense is incurred for a ticket that 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 the 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 <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

Meal and incidental per Diem: \$72 per day (includes tips)

Per Diem Adjustments:

Breakfast \$16

Lunch \$18

Dinner \$38

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 www.ncwm.com/helpful-forms.
2. The form is designed to be completed electronically. If completed by hand, use care that penmanship is legible.
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 NCWM 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

Fax: 402-434-4878

National Conference on Weights and Measures / National Type Evaluation Program
Travel Expense Reimbursement Form



Submit completed form and additional documents to: don.onwiler@ncwm.com

If completing form by hand, do so legibly. Illegible forms may delay processing times.

| NCWM MEMBER INFORMATION | | | |
|---|--|---|--|
| Member ID#: | Full Name: | Organization: | |
| Make Check Payable To: | | | |
| Street Address: | | | |
| City: | State: | Zip Code: | Country: |
| Phone Number: | Fax Number: | Email Address: | |
| EVENT INFORMATION | | | |
| Committee (if applicable): | Function: | Dates of Travel: | |
| EXPENSES | | | |
| Airfare: *Please provide receipt. | | \$ | |
| Personal Vehicle Travel: \$.62/Mile *Mileage rate may be adjusted as per GSA Standard Mileage Rates. | | Number of Miles: | \$ 0.00 |
| | | 0 | |
| Parking: *Please provide receipt. | | \$ | |
| Ground Transportation: *Please provide receipt. | | \$ | |
| Time You <u>Left</u> Home on Day 1: | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. | Time You <u>Arrived</u> Home on Last Day: | <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. |
| Per Diem: \$72/Day (Includes Tips) *Please adjust meals provided by NCWM. Breakfast \$16, Lunch \$18, Dinner \$38 | | Number of Days: | \$ |
| Lodging: *Please provide receipt. | | \$ | |
| Miscellaneous Expenses (Does NOT Include Tips or Phone Calls) *Please provide receipt. | | \$ | |
| Total Expenses Claimed: | | \$ | 0.00 |
| Signature: | | Date: | |



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| Section: | 2. Meetings |
| Subpart: | 2.4. Management |
| Policy No.: | 2.4.6. |
| Title: | Electronic Access to Meetings |
| Effective: | January, 2009 |
| Revised: | November 2020 |

Appendix I: Policy 2.4.6. Electronic Access to Meetings

Purpose: Establish a 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 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. Audio visual 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 NTEP 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, workgroups, 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, NTEP sector meetings, NCWM Open Hearings, and Voting Sessions.

Appendix J: Committee Handbook Quick Guide

| NCWM Interim and Annual Meetings |
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| General: |
| Formulate a recommended status and final language if appropriate for each agenda Item in Pub 15 by November 15 1 (for the Interim Meeting) or Pub 16 by April 15 (for the Annual Meeting) based on written/spoken comments received. |
| Before the Meeting |
| <p>Committee Chair:</p> <ul style="list-style-type: none"> • Schedule an Agenda Review to occur within a few weeks before the Interim and Annual meetings. • Communicate with committee members to be sure they are aware of the meeting times and locations. • If contacted by stakeholders who wish to do presentations regarding agenda items: <ul style="list-style-type: none"> • Advise there is/may be a 10-minute time limit. • Request a copy of and review all presentations. Collaborate with Technical Advisor if needed. • Forward presentation to NCWM and committee members 2 weeks prior to the meeting. |
| <p>All Committee Members:</p> <ul style="list-style-type: none"> • Plan travel to allow participation in all your assigned committee meetings, open hearings, and voting sessions. • Thoroughly review all agenda items: <ul style="list-style-type: none"> • Ensure you understand the purpose of each item and associated recommendations, consulting with other committee members and submitter as needed. • Review written comments submitted and posted on the NCWM website and from regional association meetings. • Follow up with experts and others in your region to gain a better understanding of each issue, determine the level of support for/objections to the proposal, and consider possible alternative solutions. • Develop your recommendations for each item based on recommendations, comments, and technical points. |
| During the Agenda Review Session |
| <ul style="list-style-type: none"> • During the Agenda Review, the Chair leads a discussion with the Committee for each item including: <ul style="list-style-type: none"> • Summarize the purpose of the item. • Identify source and general nature of each comment received. • Identify items needing additional input or action from submitter or others and follow up prior to the meeting or be prepared to ask for this input during the Open Hearings (i.e., additional industry segment input). • If provided, review the OWM Analysis to ensure understanding of comments received on each item. • If provided, review all written comments received for each item to understand stakeholder positions. • Remind committee members to take notes. |
| During Open Hearings and/or Voting Sessions |
| <p>Chair:</p> <ul style="list-style-type: none"> • Follow the prepared script to introduce each item and call for comments. • Assign a volunteer to monitor time limits that are to be imposed. • Facilitate discussion of each agenda item. <ul style="list-style-type: none"> • Maintain decorum and assure protocol is followed. Remind speakers to address the chair. • If the Committee has identified the need for additional input or information, announce this request. |
| <p>All Committee Members:</p> <ul style="list-style-type: none"> • Listen carefully to stakeholder comments. Take detailed notes regarding what was said and by whom for use during deliberations in the Committee's Work Sessions. • If a point was missed or was unclear, request through the Chair the opportunity to ask the commenter to repeat or clarify the information. |

| During Regional Association Caucus Meetings at NCWM Annual Meeting | |
|--|--|
| <ul style="list-style-type: none"> As representative to your region, you are responsible for providing an overview of each item, the status assigned by the Committee, and a brief description of the rationale for the Committee’s recommendation. | |
| During Committee Work Sessions at Meetings | |
| <p>Chair:</p> <ul style="list-style-type: none"> At the beginning of the Work Session, review with the Committee Members and those in the audience the protocol for conducting meetings contained in Policy 2.4.1 in the Committee handbook. Observers shall not participate unless recognized by the Chair. Responses shall be limited to technical clarification. No new information or positions shall be heard. Annual Meeting: Submit the Addendum sheets to NCWM staff by 5:00 p.m. on Tuesday for printing. | |
| <p>All Committee Members:</p> <ul style="list-style-type: none"> Participate in committee work sessions to discuss and develop content for the required deliverable. If clarification is required, request through the Chair that the Committee seek input from submitter and/or industry or regulatory experts. Interim Meeting: Prepare a summary of each item <i>status</i> to be given verbally by the Chair on Wednesday. At this point, the Committee owns the agenda and may update language for any agenda item based upon Regional Association recommendations and oral or written testimony Annual Meeting: Prepare Addendum Sheets with any changes to each proposal and <i>status</i> of each item. The Committee owns items and associated status up to the time the items are presented for a vote. NCWM Voting Members will vote on the Committee's items using the Committee’s Interim Report (NCWM Pub 16) and the Addendum Sheets. The Committee’s Technical Advisors may assist with the preparation of the required deliverables using the templates provided by the NCWM when requested by the Chair. | |
| Following the Meeting | |
| <ul style="list-style-type: none"> Use templates provided by NCWM to prepare reports; see also “Deliverables.” The Technical Advisors may assist with drafting of the report for review. For Developing Items, summarize points to be addressed by submitter. Chair follows up with each submitter or assigns task to individual committee members. If necessary, the Chair may assign sections of the report to each member to create a draft. Members carefully review the draft reports; compare content with meeting notes; ensure narrative is clear and concise; and identify any necessary changes. The assigned draft reports are sent to the Committee Coordinator for assembly. The assembled draft report is provided to the Committee Members for final review. The final draft report is then provided to the Voting Committee Members for approval. | |

| Other Resources & Information | |
|--|---|
| Item Status Designation Summary | |
| Voting (V): | Items considered fully developed with technical merit and ready for voting by the NCWM Membership. |
| Voting Consent (VC): | Grouping of Voting Items made at the Annual Meeting for the purpose of expediting the voting process. VC items are generally those which are not considered to be controversial in nature. Members can request an item be removed from the VC Calendar prior to voting. |
| Information (I): | The committee has taken the responsibility for any further refinement and review, taking comments and recommendations from stakeholders. Informational items are maintained or “owned” by the Committee. |
| Assigned (A): | The “Assigned” designation indicates the Committee’s intention to have the item assigned to an NCWM Sub-Group for further development. Include clear directions and expectations. |
| Developing (D): | Items which are considered by the Committee to have technical merit but are not adequately developed for action at the national level. Developing items go back to the submitter for further development along with clear instruction regarding what is needed for further consideration. |
| Withdrawn (W): | Items designated as Withdrawn are designated as such based on stakeholder input and committee review. These items lack technical merit or need significant development, analysis, and input. Withdrawn items may be reintroduced through the Regional Associations for consideration as a new item. |

| Deliverables |
|---|
| Interim Meeting Deliverables: |
| <ul style="list-style-type: none"> • Verbal report by the Committee Chair on Wednesday regarding the tentative status of each item. • Committee's Interim Report to be published in NCWM Publication 16. • Interim Report will include Committee's changes to the Items Under Consideration; rationale for committee action; need for additional work on any Developing or Information items. |
| Annual Meeting Deliverables: |
| <ul style="list-style-type: none"> • Addendum Sheets detailing proposed language changes and the proposed status of each agenda item. • The Committee's final report will be included in the NCWM Annual Report. • Final report will incorporate changes outlined in the Committee's Addendum Sheets; key points discussed during open hearings and voting sessions; outcome of the Voting Session; rationale for committee action to change any items; and need for additional work on any Developing or Information items. |
| Full NCWM Guide for Committee Members: |
| https://cdn.ncwm.com/userfiles/files/Committees/2020-Committee_Handbook.pdf |
| See also Item 7. Annual Committee Cycle and Appendix A – Roles & Responsibilities of Committee Members |
| Important Dates: |
| <ul style="list-style-type: none"> • April 1 – Pub 16 with the agenda for the Annual Meeting, shall be available. • August 15 – Carryover Items due to the NCWM for inclusion in the fall Regional Association agendas. • August 15 – New proposals are due (submitted on Form 15) • September 30 – Final Report due for review/inclusion in the NCWM Annual Report. • November 1 – Final Regional Association Committee Reports Due to NCWM |

| Regional W&M Association Meetings |
|---|
| General: |
| As the national committee member, you are responsible for providing updates regarding the content and status of each of the agenda items to your respective Regional Association. |
| Before the Meeting: |
| <ul style="list-style-type: none"> • Review Committee agenda - ensure you understand key points of each issue; contact submitter/Chair as needed. • Be prepared to summarize the items and answer questions about each. • Review the NCWM Committee's Final report to identify input needed from your region and issues brought forth from other regions or stakeholders on any item. • Contact Regional Association Committee Chair to offer your assistance as liaison to the NCWM Committee • Verify Regional Association Committee will have access to current edition of relevant NIST Handbooks and other pubs. • Unable to attend? Offer remote assistance to your Regional Association, alert National and Regional Association Chair, if possible. |
| During the Meeting: |
| <ul style="list-style-type: none"> • Serve as "liaison" to National Committee: <ul style="list-style-type: none"> • Communicate national perspective/actions. • Explain rationale and key issues for items. • Attempt to resolve disputes by proposing alternative solutions during Open Hearings. • Take detailed notes during Open Hearings/Voting Sessions, including source of comments (for follow-up) and outcome. • Offer assistance during committee work session. • Assist the Committee in developing a recommended status for the NCWM Committee to consider for each item. Be prepared to explain significance of each status designation. • Encourage the Committee to document the rationale for these recommendations. |
| After the Meeting: |
| <ul style="list-style-type: none"> • Share your notes with NCWM committee members. • Alert the NCWM Committee Chair of volatile issues & need for follow-up with commenters/submitters. • Ensure Regional Association Committee report is submitted to the NCWM Committee Chair and Executive Director. |



National Conference on Weights and Measures
"That Equity May Prevail"