

## NCWM Board of Directors 2017 Interim Meeting Report

Kristin Macey, Chair  
California

### 1000 INTRODUCTION

The Board of Directors submits this Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Board during its Interim Meeting in San Antonio, Texas, January 8-11, 2017. The Board will conduct Open Hearings for the items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three digits of an item's reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** the Board determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(I) Informational Item:** the item is under consideration by the Board but not proposed for Voting; **(V) Voting Item:** the Board is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Board.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Board has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Board will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

The Board of Directors may change the status designation of agenda items (Developing, Informational, Voting, and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An "Item under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in **bold faced italics**. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to <https://www.ncwm.net/meetings/annual/publication-16> to review these documents.

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

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

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**Subject Series List**

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Introduction .....	1000 Series
Activity Reports.....	1100 Series
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**Glossary of Acronyms and Terms**

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
AMC	Associate Membership Committee	NTEP	National Type Evaluation Program
CTT	Conformity to Type	OIML	International Organization of Legal Metrology
ISWM	International Society of Weighing and Measuring	OWM	Office of Weights and Measures
MAA	Mutual Acceptance Arrangement	PDP	Principal Display Panel
L&R	Laws and Regulations Committee	PDC	Professional Development Committee
NCWM	National Conference on Weights and Measures	VCAP	Verified Conformity Assessment Program
NIST	National Institute of Standards and Technology		

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

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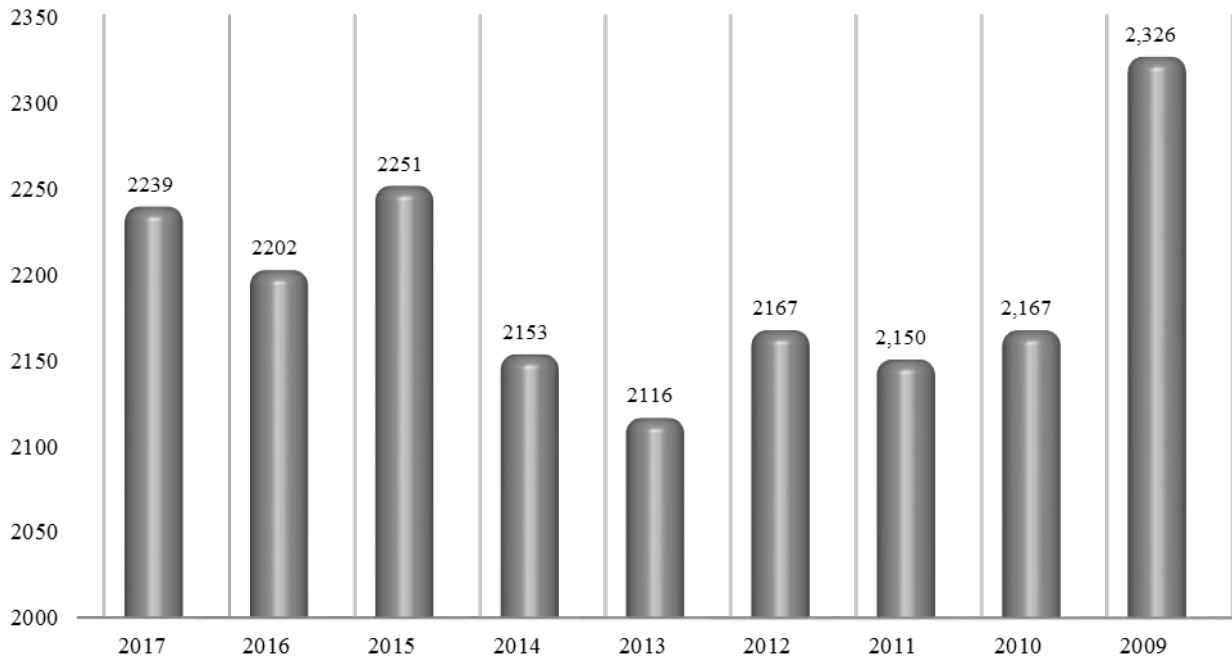
**1100 ACTIVITY REPORTS****1100-1 I Membership****Membership**

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

**Annual Membership Totals**

<b>Year Type</b>	<b>March 2017</b>	<b>March 2016</b>	<b>March 2015</b>	<b>March 2014</b>	<b>March 2013</b>	<b>March 2012</b>	<b>March 2011</b>	<b>March 2010</b>	<b>March 2009</b>
Associate	787	758	779	779	803	807	796	796	797
Foreign Associate	82	80	74	55	51	57	57	51	51
<b>Total Associate</b>	<b>869</b>	<b>838</b>	<b>853</b>	<b>834</b>	<b>854</b>	<b>864</b>	<b>853</b>	<b>847</b>	<b>848</b>
State Government	644	624	658	598	550	583	569	569	691
Local Government	467	487	484	477	477	486	484	519	543
<b>Total Active</b>	<b>1111</b>	<b>1111</b>	<b>1142</b>	<b>1075</b>	<b>1027</b>	<b>1069</b>	<b>1053</b>	<b>1088</b>	<b>1234</b>
NIST	15	15	16	15	16	16	15	12	13
Other Federal Government	12	10	11	8	10	10	11	12	10
Foreign Government	13	14	12	13	13	14	14	11	22
Retired	219	214	217	208	196	194	204	197	199
<b>Total Advisory</b>	<b>259</b>	<b>253</b>	<b>256</b>	<b>244</b>	<b>235</b>	<b>234</b>	<b>244</b>	<b>232</b>	<b>244</b>
<b>Grand Total</b>	<b>2239</b>	<b>2202</b>	<b>2251</b>	<b>2153</b>	<b>2116</b>	<b>2167</b>	<b>2150</b>	<b>2,167</b>	<b>2326</b>

**Annual Membership Totals as of March 31 Each Year**



**1100-2 I Meetings**

The 101<sup>st</sup> Annual Meeting was held at the Grand Hyatt in downtown Denver with attendance among the highest of the past 10 years and a large number of exhibitors. The committees successfully moved on many important items on their agendas.

The 2017 Interim Meeting in San Antonio, Texas was also very successful. For the second year, a special educational session was held on Wednesday morning. This year was a panel discussion on weights and measures in agriculture. Panelists included Kristin Macey (CA), Ron Hayes (MO), Stephen Benjamin (NC), Stuart Stnard (TX), Stacey Schofield (GIPSA) and Ken Tichota (NE). The session was very well attended and included very interesting discussions as each presenter delivered messages on impact in a wide range of agriculture market sectors. Because these sessions have been so successful, NCWM will continue to hold Wednesday morning educational sessions at the Interim Meetings. Anyone with ideas for compelling topics may submit them to NCWM for consideration by the Chairman.

**Interim Meetings:**

- January 21-24, 2018 Sirata Beach Resort & Conference Center, St. Petersburg, Florida
- January 13-16, 2019 Francis Marion Hotel, Charleston, South Carolina

**Annual Meetings:**

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

The 102<sup>nd</sup> Annual Meeting will be located at the Omni William Penn Hotel in Pittsburgh, Pennsylvania. This is a historic downtown hotel which opened its doors in 1916 and recently underwent a multimillion dollar renovation. It has been host to movie stars, politicians, heads of state and leaders in business and industry. Our Wednesday evening special event will be held at the Carnegie Science Center where dinner will be served and attendees will have access to 3 floors of exhibits. For more information about the 102<sup>nd</sup> Annual Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2017-annual-pa](https://www.ncwm.net/sems/event_detail/2017-annual-pa) or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or [elisa.stritt@ncwm.net](mailto:elisa.stritt@ncwm.net).

In January 2018 NCWM will hold the Interim Meeting at the Sirata Beach Resort and Conference Center in St. Petersburg, Florida. After full days of meetings and hard work attendees will have the opportunity to relax in the evening on St. Pete Beach. For many it will be a nice break from winter chill. For more information about this Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2017-annual-pa](https://www.ncwm.net/sems/event_detail/2017-annual-pa) or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or [elisa.stritt@ncwm.net](mailto:elisa.stritt@ncwm.net).

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

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

Dr. Charles Ehrlich, NIST-OWM, will provide a report during Open Hearings of the 102<sup>nd</sup> NCWM Annual Meeting in Pittsburgh, Pennsylvania. An updated report is also included as an appendix to this agenda of the Board of Directors. (*See Appendix A.*)

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

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

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

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

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

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

1. Funding request forms that are complete, specific and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process pending further clarification.

2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings or regional associations meetings will not be considered training.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as projectors) will not.
5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer” that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

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

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

At the 2017 Interim Meeting, Chris Guay reported on the activity of the AMC including the status of the AMC fund. Mr. Kurt Floren of Los Angeles County expressed great appreciation for the funding that the AMC has provided to sponsor the travel for trainers. Mr. Brett Gurney provided a report on his experience traveling to Saipan to provide Handbook 133 training to 25 inspectors from Saipan, Tinian, Rota, Guam, Palau, Chuuk and the Marshall Islands. His travel was made possible through the AMC fund. CNMI Governor Ralph Torres reported an estimated \$3 million in annual losses for consumers due to inaccurate package contents that are imported to the region through the Saipan seaport. Mr. Gurney said the training was a huge success, and that he was impressed by the enthusiasm to learn and commitment to their work. He expressed gratitude to the AMC for making this effort possible and for their ongoing efforts to support NCWM’s mission.

The AMC will meet during the 102<sup>nd</sup> Annual Meeting on Tuesday evening, July 18 at 5:00. All annual meeting attendees, especially NCWM Associate members are encouraged to attend. (*See Appendix B for the AMC Meeting Minutes from January 2017.*)

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

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

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

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

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

The Promotional Toolkit Task Group reports to the Board of Directors. Task group chairman Stephen Benjamin of North Carolina provided a report at the 2017 Interim Meeting. Among the activities of this group, it has developed 4 videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel dispenser inspections, and motor fuel quality. The next video will be on package inspections and is planning others to follow. Suggestions include LPG meter inspections, grain moisture meters, and possibly 2 videos on metrology; one focused on the laboratory and the other linking this to the field.

A new Safety Task Group is being formed under the leadership of Julie Quinn of Minnesota to report to the Professional Development Committee. The task group will identify the common safety hazards encountered by inspectors and the resources available to mitigate those hazards. The task group will also focus on areas where resources are lacking and how those resources can be developed. Future reporting of this task group will appear in the Professional Development Committee report.

**Fuels and Lubricants Subcommittee:**

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

**Chair**

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

**Packaging and Labeling Subcommittee:**

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

**Chair**

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

**Promotional Tool Kit Task Group:**

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

**Chair**

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

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

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



**Co- Chair**

Mr. Alan Walker  
Florida Bureau of Standards  
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**Co- Chair**

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Email: [tim.chesser@aspb.ar.gov](mailto:tim.chesser@aspb.ar.gov)

**Safety Task Group:**

This group reports to the Professional Development Committee:

**Chair**

Ms. Julie Quinn  
Minnesota Weights and Measures Division  
14305 South Cross Drive  
Suite 150  
Burnsville, MN 55306  
Phone: (651) 5369-1555  
Email: [julie.quinn@state.mn.us](mailto:julie.quinn@state.mn.us)

**1100-6 I Regional Association Activities**

Upcoming Regional Association Meetings:

**Spring 2017 Meetings**

**CWMA Annual Meeting**

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

**NEWMA Annual Meeting**

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

**Fall 2017 Meetings**

**WWMA Annual Meeting**

September 24-28, 2017  
Scottsdale, Arizona  
Contact Michelle Wilson [mwilson@azda.gov](mailto:mwilson@azda.gov)

**NEWMA Interim Meeting**

October 25-26, 2017  
Hyatt Place Old Port  
433 Fore Street  
Portland, ME 04101  
Contact: James Cassidy [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

**CWMA Interim Meeting**

October 16-18, 2017  
Embassy Suites  
Two Convention Center Plaza

St. Charles, MO 63303  
Contact: Sherry Turvey [sherry.turvey@kda.ks.gov](mailto:sherry.turvey@kda.ks.gov)

**SWMA Annual Meeting**

October 8-11, 2017  
Wyndham Riverfront Little Rock  
2 Riverfront Place  
Little Rock, Arkansas 72114  
Contact Tim Chesser [tim.chesser@aspb.ar.gov](mailto:tim.chesser@aspb.ar.gov)

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

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

The Executive Director presents a Strategic Plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session every other year in January at its quarterly meeting just prior to the Interim meeting. The next strategic planning session will be Friday, January 19, 2018 in St. Petersburg, Florida prior to the NCWM Interim Meeting. Members are able to review the Strategic Plan online at [www.ncwm.net](http://www.ncwm.net) in the “About” section. The Board welcomes member input. Suggestions may be submitted to Executive Director Don Onwiler at [don.onwiler@ncwm.net](mailto:don.onwiler@ncwm.net).

There are five Goals in the NCWM Strategic Plan:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Source:**

NCWM Board of Directors (2016)

**Purpose:**

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

**Background/Discussion:**

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

In January 2016, NCWM Chairman Jerry Buendel formed a Charter Team and set out four phases in developing recommendations to improve the standards development process. In Phase 1, the Charter Team evaluated the

NCWM’s existing process and outline its strengths and weaknesses and report back to the Board of Directors in July 2016. Phase 2 is planned as the phase in which the team identifies potential changes to existing NCWM processes and considers their impact on operation of regional associations, NIST, NCWM governance and others in order to provide adequate regulations to users on a timelier basis. Also in Phase 2 the Charter Team will consider other regulation setting models that may be suitable for NCWM. In Phase 3 the Charter Team will offer two alternatives for consideration by the Board. The alternatives will include implementation plans and identify barriers and issues. In Phase 4 the Board will select the changes and begin implementation.

Charter Team Members are:

John Gaccione, Chair	Westchester County, NY	Northeast Region
Joe Gomez	New Mexico	Western Region
Rob DeRubeis	Michigan	Central Region
Dr. Matthew Curran	Florida	Southern Region
Eric Golden	Cardinal Scales Mfg.	Associate Membership
Rob Upright	Seraphin Test Measure	Associate Membership
Don Onwiler	NCWM	
Carol Hockert	NIST OWM - Retired	

NCWM Chairman Kristin Macey attended a meeting of the Charter Team at the 2017 Interim Meeting as it continues its work in Phase II. She provided a report during open hearings. The team is exploring the possibility of NCWM having voting sessions at both meetings each year instead of just the July meeting. The team envisions a system where new proposals could be submitted to the Southern and Western regions in the fall and to the Central and Northeastern regions in the spring. The spring and fall meetings would be conducted in a very similar fashion to the current regional associations’ annual meetings. At both meetings the committees will assign a status to each item that will be carried over to the next NCWM meeting. The Charter Team believes this approach addresses many of the issues that were identified in the current process that NCWM uses. The discussion is now focused on when adopted standards would become enforceable and whether they could be published once per year or trice per year. The group will study the impact on NIST resources and regulatory programs in developing its recommendations. The group will also discuss possible alternatives and hopes to have a final Phase II report available for the July 2018 Annual Meeting. *See Appendix C for a copy of the report.*

NCWM Chairman Kristin Macey has asked the team to consider a Lean Six Sigma approach of identifying and implementing specific tools to help the team meet its goals.

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

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

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

**Source:**  
Packaging and Labeling Subcommittee (2015)

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

**Background / Discussion:**

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

The principles and recommendations under development by PALS are intended to provide both manufacturers and regulators with a standard and guidance regarding best practices for these kinds of statements in order to provide increased uniformity and statement integrity. Rather than attempt to create regulations covering these topics, which would require involvement of multiple federal agencies, PALS believes that the development of principles and recommendations provides an actionable and reasonable approach for bringing standardization and consistency to this topic.

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

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

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

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

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

### **Source:**

NCWM Board of Directors (2017)

### **Purpose:**

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

### **Item under Consideration:**

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

#### **G. Interim Meeting**

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

## H. Interim Meeting Report

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

## I. Classifications for Agenda Items

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

1. **"Voting"** – These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the Committee or the Committee has reached agreement that it is ready for voting status to let NCWM membership decide. The Committee has the ability to remove items from the voting agenda at the Annual Meeting by changing the status prior to a vote of the NCWM membership. The Committee may amend voting items during the course of the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws; or
2. **"Informational"** – These items are deemed by the Committee to have merit. They typically contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the Committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The Committee has taken the responsibility for any additional development of Informational items. For particularly difficult items, the Committee may assign the item to an existing Subcommittee under its charge or request that the NCWM Chair appoint a special task group that reports to the Committee. At the Annual Meeting, the Committee may change the status of the items, but not to Voting status because the item has not been published as such in advance of the meeting; or
3. **"Developing"** – These items are deemed by the Committee to have merit, but are found to be lacking enough information for full consideration. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the Committee has sent the item back to the source ~~for or assigned it to some other entity outside the scope of the Committee with the responsibility of~~ further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda in bulletin board fashion with contact information for the person or ~~organization that is~~ responsible for the development. Since the Committee is not required to receive testimony on developing items, this status should be carefully implemented so as not to weaken the standards development process; or
4. **"Assigned" – These items are deemed by the Committee to have merit, but are found to need further development before being considered by the Committee. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the committee thinks further development should be conducted by a subcommittee, steering committee or task group. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried in the Committee agenda in bulletin board fashion and will include contact information for the chairperson of the responsible subcommittee, steering committee or task group. Since the item is being developed by a designated group outside of the Committee, the Committee will not receive testimony during open hearings on assigned items, however a representative of the responsible group will provide a brief progress report on the development efforts. An assigned item will be returned to the Committee when the responsible group feels the item is fully developed or that no further progress can be made in developing the item. A Committee may revoke the assigned status at any time.**

5. **“Withdrawn”** – These are items that the Committee has found to be without merit. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended. The item may be reintroduced through the regional associations for consideration as a new item.

(Amended 2013)

**Background/Discussion:**

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

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

Mr. Chuck Corr of ADM and at-large officer on the Board of Directors provided a presentation at the 2017 Interim Meeting explaining this proposed additional agenda item status. The item prompted a number of comments regarding various elements of the current process including the following.

- Consider a deadline for Developing Items to be developed so they don’t linger too long on agendas.
- Create a forum separate from the committee agendas to discuss Developing Items.
- Bring back the Online Position Forum, but as a “Discussion Forum”
- Put the assigned developer of an item in control of the content for that item in Publications 15 and 16.
- Do not bring Developing Items up for open hearing discussions until they are developed.
- Provide an example of a properly developed item that is ready for consideration.

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

Sample Agenda Index:

**2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS.....49**

2801-1 A Uniform Regulation for the Method of Sale of Commodities, Section 2.XX. Automatic Transmission Fluid.....49

2801-2 A Uniform Engine Fuels and Automotive Lubricants Regulation, Sections 2.1.4. Products for Use in Lubricating Automatic Transmission Fluids and 3.14. Automatic Transmission Fluid.....51

**2802 PACKAGING AND LABELING SUBCOMMITTEE ACTIVITEE REPORTS.....52**

2802-1 A Uniform Packaging and Labeling Regulation, Section 13.1. Introductory Offers.....49

Sample Agenda Item:

**2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS**

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

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

**Source:**

American Petroleum Institute (2016)

**Purpose:**

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

**Item under Consideration:**

This item is being developed by the Fuels and Lubricants Subcommittee.

**Background/Discussion:**

See Appendix A, Page XX

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

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

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

**Item under Consideration:**

Amend the NCWM Bylaws as follows;

**Article VI – Directors**

**Section 1 - Directors**

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

An 11-member Board of Directors consisting of:

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

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

~~The treasurer and the active, associate and at-large directors may be consecutively re-elected, however, the consecutive reelection of a Chairman and Chairman-Elect is prohibited. Should the Chairman-Elect~~



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

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**Section 3 - Nominations and Elections**

**D. Terms of Office**

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

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

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

**E. Filling Vacancies**

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

**Background/Discussion:**

There was a consensus of the officers of the Board of Directors at the July 2016 meeting to increase the term of office for the Treasurer from one year to three years. This increase would allow the Treasurer to develop a deeper understanding of the financial affairs of the Conference. No comments were received at the 2017 Interim Meeting.

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

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

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

**Item under Consideration:**

Amend the NCWM Bylaws as follows;

**Article I - Voting System**

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

### **A. House of State Representatives**

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

### **B. House of Delegates**

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

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

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

### **A. Motion Accepted If:**

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

**And**

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

### **C. Motion Rejected If:**

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

**And**

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

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

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

**Or**

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

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

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

**Background / Discussion:**

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

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

Clean copy of the voting table as proposed:

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

## 1300 FINANCIAL

### 1300-1 I Financial Report

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

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

The following is the balance sheet as of March 31, 2017 in comparison with the same time the previous year. Assets in the balance sheet were inflated in 2016 by the NIST Training Initiative Grant that was awarded to NCWM. Those funds have been depleted and the new grant will reimburse NCWM as funds are spent. This will provide a more stable representation of NCWM’s actual assets. Assets are also inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by Associate Members and are spent at the discretion of the Associate Membership Committee in accordance with Committee Bylaws.

<b>ASSETS</b>	<u>March 31, 2017</u>	<u>March 31, 2016</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	31,820.19	31,249.29
NIST Training Grant	0	26,827.99
Certificates of Deposit	1,226,926.52	1,214,518.95
Checking	28,316.71	39,559.42
Savings	335,751.13	292,605.37
Total Checking/Savings	<u>1,622,814.55</u>	1,604,761.02
Accounts Receivable	17,108.02	8,853.37
Other Current Assets	69,058.96	72,416.23
Other Assets	15,162.84	9,342.17
<b>TOTAL ASSETS</b>	<b><u>1,724,144.37</u></b>	<b>1,695,372.79</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities	38,064.80	39,400.36
Total Liabilities	<u>38,064.80</u>	39,400.36
Equity		
Designated - Associate Membership	31,820.19	31,236.83
Designated – NIST Training Grant	0	26,816.97
Unrestricted Net Assets	1,412,222.23	1,362,030.85
Net Income	242,037.15	235,887.78
Total Equity	<u>1,686,079.57</u>	1,655,972.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,724,144.37</u></b>	<b>1,695,372.79</b>

## 1400 OTHER ITEMS

### 1400-1 I Electronic Voting System

**Source:**

NCWM Board of Directors (2017)

**Purpose:**

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

**Background / Discussion:**

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

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

some voters who wanted to see how the vote tally responds and partially from incorrect use of the keypads. The latter can be overcome with fairly simple education in how to interpret information provided to the voter through the keypad display.

Following the Annual Meeting, the manufacturer of the voting system provided several updates to the software to improve communication speed between the keypads and the computer. Several hardware improvements were also made to increase the speed of communication between the keypads and the computer. Upon further testing, the system appeared to be more responsive. The voting process will also be modified by removing the time limit to vote. This will allow each voter to receive confirmation from the system that their vote has been registered.

The attendees of the 2017 Interim Meeting attempted to run tests of the system to see if the concerns were alleviated. Unfortunately, there was a software disconnect between the data collection software and the slide presentation software. The cause of this disconnect was identified and there may be further testing of the system at the CWMA Annual Meeting in May. If this test goes well, NCWM may try the system for official voting at the 2017 NCWM Annual Meeting.

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

Mr. Don Onwiler, NCWM | Executive Director  
Dr. Douglas Olson, NIST, OWM | Executive Secretary  
Mr. Jim Truex, NCWM | NTEP Administrator  
Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

**Board of Directors**

## Appendix A

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

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

#### INTRODUCTION

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

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

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

<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
ANSI	American National Standards Institute	ISO	International Standardization Organization
APEC	Asia-Pacific Economic Cooperation	IWG	International Work Group
APLMF	Asia-Pacific Legal Metrology Forum	LMWG	Legal Metrology Work Group
APMP	Asia-Pacific Metrology Program	MAA	Mutual Acceptance Agreement
B	Basic Publication	MTL	Manufacturers' Testing Laboratory
BIML	International Bureau of Legal Metrology	NIST	National Institute of Standards and Technology
BIPM	International Bureau of Weights and Measures	NTEP	National Type Evaluation Program
CD	Committee Draft <sup>1</sup>	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document <sup>2</sup>	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation <sup>2</sup>	TC	Technical Committee
DV	Draft Vocabulary <sup>3</sup>	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft <sup>3</sup>
<p><sup>1</sup> CD: a committee draft at the stage of development within a technical committee, subcommittee or project group; in this document, successive drafts are numbered 1 CD, 2 CD, etc.</p> <p><sup>2</sup> DD, DR, and DV: a draft document approved at the level of the technical committee, subcommittee or project group concerned and sent to BIML for approval by CIML.</p> <p><sup>3</sup>WD: working draft that precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.</p>			



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

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

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

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

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

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

A meeting of the CPR will also be held in Shanghai, China in June 2017; the US will be represented at the meeting by Mr. Darrell Flocken (NCWM/NTEP) and Dr. Charles Ehrlich (NIST/OWM).

A new OIML Guide OIML G 19 entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* was published in January, 2017. This document was published as an OIML Guide, rather than a Document, in order to give the user community the necessary time to consider how to incorporate it into OIML Recommendations. If there are any questions, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or [charles.ehrlich@nist.gov](mailto:charles.ehrlich@nist.gov). Please also see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication.

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

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

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

A new project to revise OIML D 31 *General Requirements for Software-controlled Measuring Instruments* was approved in October 2016. This document serves as guidance for software requirements in International Recommendations by OIML TCs. The United States will participate in the technical work on this project which will expand the scope of the document to include software verification. A new Working Draft (WD) has been distributed by the convener with comments requested by June 2017. Please contact Dr. Ambler Thompson at (301) 975-2333 or [ambler@nist.gov](mailto:ambler@nist.gov) if you would like to discuss OIML software efforts.

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

A new publication entitled “Guidance for Defining the System Requirements for a Certification System for Prepackages” will be finalized and submitted to the CIML for adoption in 2017. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods.

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

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

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

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

Based on responses received on a questionnaire concerning several projects in TC 8, Japan decided to cancel a project to combine and revise R 40, R 41 and R 43 into a single standard entitled *Standard volumetric measures*. Japan also decided to delay the project to revise R 63 *Petroleum Measurement Tables* (1994) until the corresponding ISO standard is next revised. The Secretariat plans to start the revision of R 119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996) -- this document is important for other OIML

Recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of any of these documents or to participate in the project to revise R 119.

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

The United States and The Netherlands became the new Co-Secretariats of TC 8/SC 1 in June 2016 after Germany announced that it wished to step down as Secretariat. The United States chairs the Project Group that has drafted new sections of OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 1CDs of R 71 and R 85 were distributed for project group comment in March 2016. The 2CD of OIML R 80-2, *Road and Rail Tankers, Test Methods* was distributed in April 2016. A meeting to discuss all of these TC 8/SC 1 projects was held in June 2016 in Gothenburg, Sweden. The Subcommittee also discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks* at the meeting in Sweden, and a new project to revise R 125 was approved by the CIML in October 2016. Distribution of the 2CDs of R 71 and R 85 are scheduled for May 2017 and a meeting of TC 8/SC 1 is being planned for September 2017 in The Netherlands. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like copies of the documents or to participate in any of these projects.

### **TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)**

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

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

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first committee draft (1CD) of R 81 to project group members and the USNWG for their review and comment; this comment period on R 81 closed in September 2016. A 2CD is anticipated to be distributed in the second quarter of 2017. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@nist.gov).

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

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov), if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

Although all three parts of OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, have recently been published, a project to initiate a new revision of R139 was approved by the CIML in October 2016. The Netherlands and Japan serve as Co-Conveners on this new project that will mostly focus on ensuring that the

Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. A Kick-off meeting of the R 139 Project Group was held in February 2017 in Tokyo, Japan. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels. A 1CD of R 139 is expected in the Summer of 2017. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

### **TC 9 Instruments for Measuring Mass (United States)**

The United States distributed the 5<sup>th</sup> Committee Draft (CD) of all parts of R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) in October 2016. Votes and comments from the R 60 Project Group were received and collated in January 2017. Twenty votes in total were received from the P members of TC9/p1. The votes consisted of: one abstention; two “no” votes; and eighteen “yes” votes. The threshold needed for approval of the 5<sup>th</sup> Committee Draft was met. While the two-thirds majority needed for approval of the 5CD was exceeded, some Project Group members had submitted comments that implied there were a few significant issues that were unacceptable to those members. Considering that those significant issues could result in the rejection of the 5CD during a CIML preliminary ballot, it was determined that a subgroup be formed to resolve those few issues. A meeting of that subgroup (TC9/p1/SG1) was convened on 14 March, 2017 and resulted in additional revisions to the 5CD. These revisions alleviated the objections raised by the PG members working in that subgroup. The current draft (5.1CD) was posted on the appropriate OIML PG Workspaces and is now under review by the entire PG. The P members of the Project Group have been asked to vote only on the latest revisions by 3 April, 2017. Provided the 5.1CD is approved by the PG, it will then be forwarded to the CIML for preliminary ballot. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or [john.barton@nist.gov](mailto:john.barton@nist.gov).

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

A new project to revise OIML R 76:2006 *Non-automatic weighing instruments* was approved by the CIML in October 2016 at its annual meeting in Strasbourg, France. In addition to revising R 76, the project group has been requested to provide suggestions on how to best approach the verification and inspection of these measuring instruments. Please contact Mr. Rick Harshman at (301) 975-8107 or [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov) if you are interested in the project to revise this document.

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

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

The TC 9/SC 2 Secretariat has distributed the 5CD of OIML R 61 *Automatic gravimetric filling instruments*; votes and the Project Group approved the 5CD. The document is now out for online Preliminary Ballot with a voting deadline of June 30, 2017. The TC 9/SC 2 Secretariat distributed a questionnaire concerning a possible project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R 51 was also announced by the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or [richard.harshman@nist.gov](mailto:richard.harshman@nist.gov) if you are interested in the project to revise this document.

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

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

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

Preliminary ballot voting closed in Nov 2015 on a new draft document *Measuring Instruments for Protein Determination in Grains*. The US submitted a “no” vote with some significant comments on the DR based on the non-uniformity with the testing requirements in OIML R 59. These issues were resolved, and this new Recommendation received final CIML approval in October 2016. It was published as OIML R 146 on the OIML website in February 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or [diane.lee@nist.gov](mailto:diane.lee@nist.gov), if you would like more information on this effort.

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

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

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

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

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

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

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

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

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

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

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

The Committee approved the following final draft publications:

- Revision of R 59 *Moisture meters for cereal grains and oilseeds*;
- Revision of R 87 *Quantity of product in prepackages*;
- New Recommendation (will become R 146) *Protein measuring instruments for cereal grains and oilseeds*;
- New Recommendation (will become R 147) *Standard blackbody radiator for the temperature range from – 50 °C to 2500 °C*.

The Committee approved several new technical projects:

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

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

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

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

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

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

#### IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Punta Cana, Dominican Republic (November 2015) and in Montevideo, Uruguay (November 2016). Mr. Hector Laiz from INTI, Argentina serves as the SIM President. The new chair for the Legal Metrology Working Group is Raimundo Alves de Rezende, Legal Metrology Director of INMETRO, Brazil. The organization is working to build capacity in legal metrology for SIM member countries. In April 2016, INTI organized a workshop on “Metrological requirements for household water meters” in Lima, Peru. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on SIM.

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

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

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

The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

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

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

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





**Appendix B**

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

Richard Shipman, Chair  
Rice Lake Weighing Systems

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

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**AGENDA**

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
  - (a) Board of Directors Report
  - (b) Professional Development Committee Report
  - (c) Laws and Regulations Committee Report
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

## AMC Interim Meeting Minutes

January 10, 2017  
San Antonio, TX

### Call to Order 5:00 pm Regency West

- Hand-outs and Sign in

### Meeting Minutes

- 2016 Annual Meeting Minutes approved.

### Financial Condition

- Budget is in good standing
- Year over year 2016 to 2017 budget expenditures are very similar
- Budget Report approved

### Board of Directors Report

- NCWM Board Meeting (January, 2017) For AMC Report
- Central Meeting: May 22-25 Embassy Suites, Lincoln, NE

#### North Dakota

New W&Ms Director Konrad Crawford

#### South Dakota

Working on a new Laboratory

Having problems with a company wanting to use a non-NTEP product in the US.

#### Vermont

Record number of test reports in 2016 (NY limited early in year and NH closed late in the year)

#### Massachusetts

Charlie Carroll retiring this week (January 15, 2017) after 58 years.

Don't have a replacement due to no funding in the budget – position not posted yet

Funding proposal hopefully approved in January.

#### Utah

Hosting CNG training –inviting other states

Looking at building new buildings/lab – more inspectors – administration supporting W&M

#### Arizona

Found 88 skimmers in 2016

Working with law enforcement and retailers on skimmer device detection

Non-NTEP devices being used for rocks, gravel, water, etc.

#### Saipan trip (Brett with funding from AMC)

25 trainees for training from multiple islands

Did package checking (most everything they have is “imported”).

Had local media show up including articles and television.

Had not received training in 15 years.

Approx population is 53,000

Challenge is lack of funding.

#### NIST

NIST Training will be given at each of the 4 regional meetings in 2017

Willie May retired January 3<sup>rd</sup>. Will have an acting Director Kent Rochford. New Director may take 1-2 years.

Administrative Workshops (in 2017) Dates are set – Stakeholder presentation added (Guay and Straub)

NIST “Train the Trainer” Criteria – documented expertise?

Next Meetings

2017 Annual Meeting: Pittsburgh, PA, July 16-19

#### 2018

Interim Meeting: St Petersburg, FL, Jan 21-25

Annual Meeting: Tulsa, OK, July 15-19

2019 Interim Meeting – Charleston, SC, January 13-16

**Charter Team** – Looking at feasibility of voting at both January and July meetings.

- Group discussion regarding the preparation of materials and the speed in which it is worked on prior to voting at the conference. Some concern that the items are being developed at the National Conference and not at the Regional Conferences.

**Electronic Voting**—Optimizing equipment, procedures and layout for successful use.

Two By-law changes being proposed

- Extend Treasurer term to 3 years
- Clarify Voting Terminology

Board Policy Changes being contemplated

- Adding an Assigned category

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

The Committee reviewed all items on the agenda and a formal report will be released shortly

### **Professional Development Report**

- PDC will be presenting first at the annual meeting
- Weighing and measuring modules are submitted – waiting on supervision
- Safety Task Group has been formed and Julie Quinn is the Chairperson
- The group will be looking for representatives in industry and regulatory agencies for participation.
- The PDC will be working on the post testing surveys as the next agenda item.

### **AMC Disbursement Funds Report**

#### **Marshall Islands – Brett Gurney Update**

- Training was completed in 2016
- Much of the equipment had not been certified in a long time
- The largest concern was that packages were not being weighed correctly
- Brett trained 7 jurisdictions
- The training was badly needed

#### **Training Fund Applications**

Michigan ASTM Training Request \$14,000

Tim White in attendance to review the application

- Intent is to have laboratory employees and field employees trained to be experts in Diesel Fuel
- Debate regarding the amount of the application and the importance of training.
- The committee voted and approved \$3,750

### **Filling Vacant Positions**

- Paul Lewis is retiring, Steve Grabski is no longer attending NCWM. These positions will need to be filled.
- Bob Weise & Prentiss Searles volunteered to be on the committee

### **Old Business**

#### **Review Training Fund Policies**

- Is there a need to formalize the AMC Training Funds disbursement criteria?
  - Review AMC Committee Training Funds guidance document
- The group feels the current document & application for AMC Funds is acceptable

#### **How can industry be more involved in the conference?**

- Industry is actively involved in the conference?
- Can industry become more involved in PDC's training program?

### **New Business**

#### **Discussion regarding the day and time of the AMC Meetings.**

- Committee work interferes with the AMC Meeting

BOD 2017 Interim Meeting Report  
Appendix B – AMC Agenda and Draft Minutes

- o Richard will discuss with NCWM at a later date

**Meeting Adjourned 6:35 pm**

**Attendees**

Chris Guay	Proctor & Gamble		
Brett Gurney	Utah W&M		
Jerry Buendel	WA W&M		
Fran Elson Houston	Ohio W&M		
Tim White	MI Department of Agriculture & Rural Development		
Jimmy Cassidy	City of Cambridge W&M		
Bob Wiese	NW Tank		
Bill Callaway	Crompco		
Rebecca Richardson	M4 Consulting		
Prentiss Searles	API		
Bob Murnane	Seraphin	Test	Measure

## Appendix C

### Report of Team Charter to the Chairman

July 2016

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

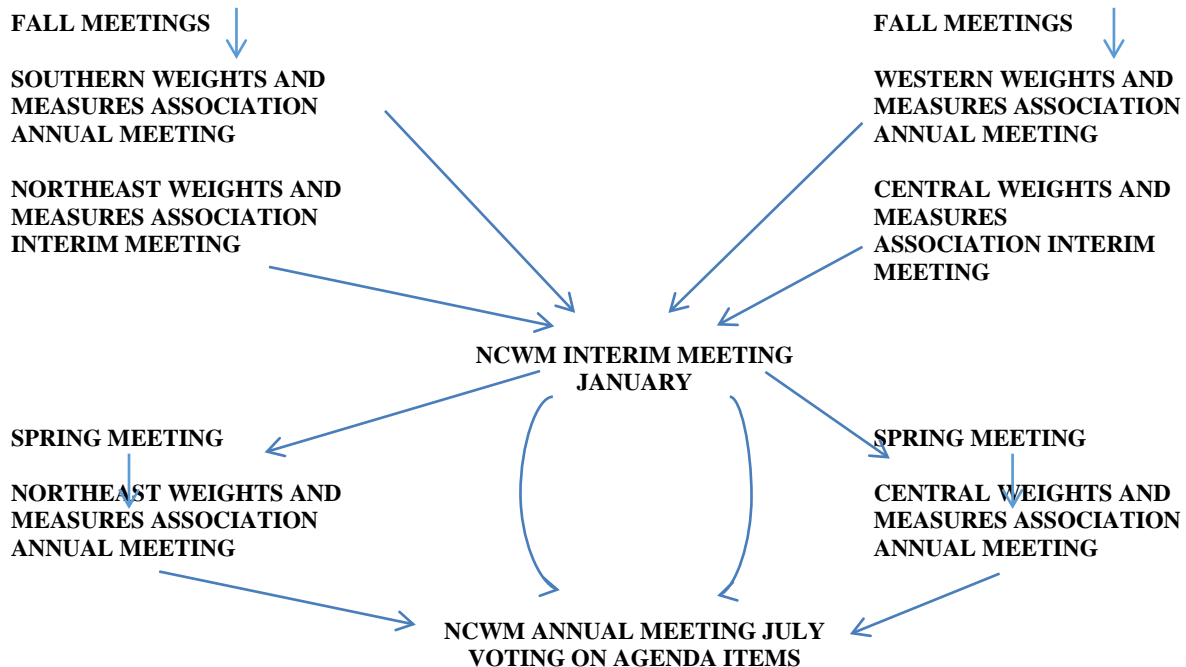
The report also identifies other standards groups whose workings may provide valuable information to Team Charter as its work progresses. Also identified are the participants in NCWM, as well as end users of the work product of NCWM.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Membership Breakdown

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

### **Active Members:**

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

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

### **Advisory Members:**

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

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

### **Associate Members:**

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

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

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

### **End Users:**

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

**Public Sector Users**

Field Inspectors  
Auditors  
Supervising Officials  
Device Evaluators  
Law Enforcement

**Private Sector Users**

Manufacturers  
Producers  
Commodity Packers  
Retailers - Consumer Goods  
Advertisers and Marketers

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

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

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

2014: Item Withdrawn by Submitter

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

2015: Voting Item: Returned to Committee

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

2016: Voting Item

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

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

**Automatic Temperature Compensation Timeline:**

2000: Proposed by WWMA for VTMs

2001: Informational

2002: Voting Item Returned to Committee

2003: Voting Item Returned to Committee

2004: Voting Item Returned to Committee

- New proposed Method of Sale for ATC

2005: Both items were informational

2006: Both items were informational

2007:

- ATC Steering Committee was formed



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

2008:

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

2009:

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

2010: S&T withdrew item for RMFDs

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

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

**Software Identification Timeline**

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

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

2008: Item was upgraded to Informational

2009: Informational

2010: Informational

2011: Downgraded to Developing

2012: Developing

2013: Developing

2014: Developing

2015: Developing

2016: Voting Item

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

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

**Pasta Timeline**

2010: Voting Item Returned to Committee

2011: Voting Item Returned to Committee

2012: Voting Item Returned to Committee

2013: Adopted

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

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

**GPS Systems Timeline**

2012: New Developing Item from Seattle

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

2014: Developing

2015: Developing

2016:

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

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

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

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

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

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

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

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

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

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

## Specifications and Tolerances Committee

### Final Actions Taken on Voting Items

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

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

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

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

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

## Conclusions:

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

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

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

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

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

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Mr. John Gaccione, Westchester County, New York | Chairman & Northeastern Representative  
Dr. Matthew Curran, Florida | Southern Representative  
Mr. Joseph Gomez, New Mexico | Western Representative  
Mr. Robert DeRubeis, Michigan | Central Representative  
Mr. Eric Golden, Cardinal Scale Manufacturing | Associate Membership  
Mr. Robert Upright, Vishay Transducers | Associate Membership  
Mr. Don Onwiler, NCWM  
Ms. Carol Hockert, NIST/OWM (Retired)

**Team Charter Committee Members**