

NCWM Board of Directors

2016 Interim Meeting Agenda

Mr. Jerry Buendel, Chair
State of Washington

100 INTRODUCTION

The Board of Directors will hold its quarterly meeting on Friday, Saturday and Sunday, January 8-10, 2016, and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The Board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first three digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

An "Item under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in ***bold faced italics***.

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

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

Subject Series List

Introduction.....	100 Series
Activity Reports.....	110 Series
Strategic Planning, Policies, and Bylaws.....	120 Series
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Other Items – Developing Items.....	140 Series

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Table B
Glossary of Acronyms and Terms

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

Details of All Items
(In order by Reference Key)

110 ACTIVITY REPORTS**110-1 Membership****Membership**

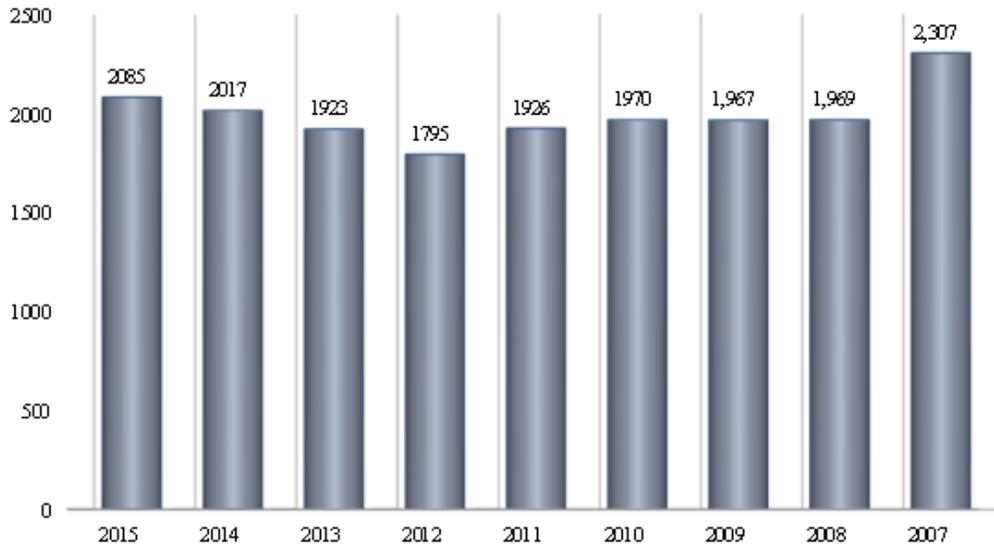
The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for the fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth is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

For several years now, there has been an upwards trend in membership levels, driven by a significant increase among state officials. In fact, the growth from 2012 to 2015 is over 16%. The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

Annual Membership Totals

Year Type	Oct. 2015	Oct. 2014	Oct. 2013	Oct. 2012	Oct. 2011	Oct. 2010	Oct. 2009	Oct. 2008	Oct. 2007
Associate	695	698	665	695	701	733	700	687	771
Foreign Associate	67	58	45	40	50	45	43	39	50
Total Associate	762	756	710	735	751	778	743	726	821
State Government	625	580	542	381	475	500	506	515	684
Local Government	447	441	435	450	464	455	495	482	537
Total Active	1072	1021	977	831	939	955	1001	997	1221
NIST	15	1	15	16	16	14	0	0	14
Other Federal Government	10	12	7	11	10	10	13	10	9
Foreign Government	13	14	12	6	12	14	11	23	22
Retired	213	213	202	196	198	199	199	213	220
Total Advisory	251	240	236	229	236	237	223	246	265
Grand Total	2085	2017	1923	1795	1926	1970	1967	1969	2307

Annual Membership Totals as of October 1 Each Year



110-2 Meetings

The attendance for the past five Interim Meetings has been exceptional, with the highest being last year in Albuquerque, New Mexico. NCWM has had the pleasure of welcoming back a number of jurisdictions to our meetings in the past several years and the reactions have been positive. This is an exciting trend and leads toward a stronger ability to develop quality national standards.

Interim Meetings:

- January 10-13, 2016 Westin San Diego Gaslamp Quarter Hotel, San Diego, California
- January 8-11, 2017 Hyatt Regency San Antonio, San Antonio, Texas
- January 21-24, 2018 Sirata Beach Resort & Conference Center, St. Petersburg, Florida

Annual Meetings:

- July 24-28, 2016 101st Annual Meeting: Grand Hyatt Denver, Denver, Colorado
- July 16-20, 2017 102nd Annual Meeting: Omni William Penn Hotel in Pittsburgh.
- July 2018 103rd Annual Meeting: Location to be Determined in Southern Region

The Board of Directors strives to plan meetings in locations that have reasonably priced airline service and are within government per diem rates. The board also evaluates locations and bids from hotels based on their ability to offer comfortable rooms, quality meeting space and a variety of entertainment and dining options close by. We are excited for the 2016 Interim Meeting at the Westin San Diego Gaslamp Quarter Hotel. This was the location of a very successful Annual Meeting in 1994 as the Doubletree Hotel and promises to be a well-attended winter venue.

In July, NCWM will head west again go to the beautiful Grand Hyatt in downtown Denver, Colorado. For more information about this 101st NCWM Annual Meeting, go to https://www.ncwm.net/sems/event_detail/2016-annual-co or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

110-3 Participation in International Standard Setting

Ralph Richter, NIST-OWM, provided a report during Open Hearings of the 100th NCWM Annual Meeting in Philadelphia, 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.

110-4 Associate Membership Committee Activity

The Associate Membership Committee 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. AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meetings. It consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and Secretary/Treasurer.

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

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

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.

Members of AMC have been very pleased that requests for funding have been strong in past 1-2 years. The increase is so significant that it may become necessary for the committee to be more selective in the application approvals and possibly limit the amounts of the grants in support of training in the future.

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.

AMC meetings are open to all registered NCWM meeting attendees. All Associate Members are especially encouraged to attend these meetings, become familiar with the committee and offer ideas for how it can further pursue its objectives. *See Appendix B for the AMC Meeting Minutes.*

110-5 Task Groups, Subcommittees, Steering Committees

Task Groups, Subcommittees, Steering Committees:

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

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

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

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

Fuels and Lubricants Subcommittee:

This group reports to the L&R Committee. For more information, contact:

Chair

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

Packaging and Labeling Subcommittee:

The group reports to the L&R Committee. For more information, contact:

Chair

Mr. Christopher Guay
Procter and Gamble, Co.

One Procter and Gamble Plaza
Cincinnati, OH 45202
Phone: (513) 983-0530
Fax: (513) 983-8984
Email: guay.cb@pg.com

Moisture Loss Task Group:

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

Chair

Mr. Kurt Floren
LA County Agricultural Commissioner / Weights and Measures
12300 Lower Azusa Road
Arcadia, CA 91006
Phone: (626) 575-5451
Fax: (626) 350-3243
Email: kfloren@acwm.lacounty.gov

Multi-Point Calibration Task Group:

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

Chair

Ms. Julie Quinn
Minnesota Department of Commerce
14305 South Cross Drive, Suite 150
Burnsville, MN 55306
Phone: (651) 539-1555
Fax: (952) 435-4040
Email: julie.quinn@state.mn.us

Promotional Tool Kit Task Group:

This group will develop tools that may be used by weights and measures agencies to promote awareness and support and adequate funding for their programs. The tools will target three separate audiences;

- o Consumers
- o Regulated Industries
- o Legislators, Governors, and Agency Administrators

Tools may include case studies, data, short-segment video productions, public service announcements, etc. In July 2015, the task group presented attendees with a short video as an example of the videos they want to develop for the toolkit.

Chair

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

Organometallics Task Group:

The group reports to the Fuels and Lubricants Subcommittee and L&R Committee. For more information, contact:

Chair

Mr. Randy Jennings
Tennessee Department of Agriculture
PO Box 40627
Nashville, TN 37204
Phone: (615) 837-5327

Fax: (615) 837-5335
Email: randy.jennings@tn.gov

110-6 Regional Association Activities

Upcoming Regional Association Meetings:

Spring 2016 Meetings

CWMA Annual Meeting

May 23-26, 2016

Rapid City, South Dakota

Contact: Sherry Turvey sherry.turvey@kda.ks.gov

NEWMA Annual Meeting

May 16-19, 2016

Portland, Maine

Contact James Cassidy jcassidy@cambridgema.gov

Fall 2016 Meetings

WWMA Annual Meeting

September 10-15, 2016

Honolulu, HI

Contact: Jeri Kahana Jeri.M.Kahana@hawaii.gov

NEWMA Interim Meeting

Dates and location to be determined

CWMA Interim Meeting

Dates and location to be determined

SWMA Annual Meeting

Dates and location to be determined

120 STRATEGIC PLANNING, POLICIES, AND BYLAWS

120-1 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 in January at its quarterly meeting just prior to the Interim meeting. The Board will meet Friday, January 8, 2016 in San Diego California prior to the NCWM Interim Meeting to do strategic planning for the new year. Members are able to review the Strategic Plan online at www.ncwm.net in the "About" section. The Board welcomes member input. Suggestions may be submitted to Executive Director Don Onwiler at 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: NCWM as a National and International Resource:

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 consumer group participation in NCWM through outreach efforts.

Goal 2: Expand the Role of NCWM as a Resource to Officials:

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. Past surveys have been budgets, staffing levels, salary grades, fuel quality programs, and more. The most recent survey was a survey of attendees of the 100th Annual Meeting to gauge their overall meeting experience and determine how our meetings can be improved. These surveys provide good benchmarks and will be repeated on occasion to identify trends.

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 will contain materials including data supporting a regulatory presence, industry contacts that can be called upon to explain the necessity of a regulatory presence to ensure a level playing field for businesses and consumer protection, and short video productions. The Board of Directors and the Associate Membership Committee have each pledged matching funds toward the video productions.

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

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: Promote Uniform Training:

The Professional Certification Program is a top priority under this goal. Three new exams were added in April 2015 and others are in the development stages. 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

There is rising interest among service agencies and regulatory agencies for referencing NCWM Professional Certification as a prerequisite to registering / licensing service agents. This would potentially provide one set of exams to satisfy the testing requirements of many states. Private companies are also very interested in NCWM Professional Certification as a way of instilling confidence in their customers that they are knowledgeable in regulatory standards. See more discussion on this in the Professional Development Committee report.

There are a number of other strategies under Goal 3. An 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. A list of those trainers and technical areas that each is comfortable presenting training is now available on the NCWM website. Also new to the website is a list of training opportunities that have been scheduled. Anyone planning a training event that would like to open up the class to other individuals should contact NCWM to have their event posted. See the “Training” tab at www.ncwm.net for more information.

Goal 4: Continue to Improve NTEP:

NCWM surveyed regulatory officials in 2012 to determine how they access NTEP Certificates of Conformance in the field. This was used as a benchmark. A second survey was conducted in 2014 that demonstrated a significant increase in the number of officials who access NTEP Certificates in the field by using hand held devices to search the Certificate database on the NCWM website. In 2013, NCWM added a mobile friendly version of the website which makes it much easier to access the NTEP database using hand-held devices such as smart phones and this has contributed to the increased electronic access from the field. A follow-up survey was conducted in 2014 which demonstrated increased access to the online database from the field. As technology advances, NCWM will have a better understanding for how it can make Certificates of Conformance more accessible.

Goal 4 includes a strategy to develop training for weights and measures officials to properly apply information on the Certificates of Conformance. There have been several useful newsletter articles in recent years and the NTEP staff is developing additional material that should be useful.

A strategy of high priority under this goal is to maintain viable support for NTEP laboratories. NTEP Administrator Jim Truex monitors the number of full-time equivalents associated with the authorized laboratories and tracks evaluation time and backlog statistics to ensure that NTEP evaluations can be completed in a timely manner. He reports these statistics quarterly to the NTEP Committee and Board of Directors.

NCWM has a contingency plan in place to ensure evaluation services are maintained for NTEP applicants in the event that insufficient services were available under the current authorized laboratory system. The Board is monitoring its available resources toward that end to ensure that NCWM is in a position to implement the worst-case scenario, should the need arise. Another strategy toward this goal is the continued development of the Verified Conformity Assessment Program (VCAP) which has already successfully addressed load cells and has moved on to the next device-type category. *See the NTEP Committee Interim Report for more details.*

As part of Goal 4, NCWM will continue to evaluate its participation in the OIML Mutual Acceptance Arrangement as it expands to include additional device types.

Goal 5: Preserve Financial Stability:

This goal was originally to “ensure” financial stability. Financial reports of the past several years indicate that NCWM is financially stable barring any unexpected circumstances. However, NCWM recognizes that it does not have sufficient reserves at this time to fully implement the NTEP contingency plan that was developed to ensure continued evaluation services if the authorized state laboratories fell victim to budget cuts. The Board has studied NCWM’s needs for reserves for NTEP and other potential exposures. 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. NCWM finances are formally audited by an accounting firm at the close of each fiscal year.

120-2 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 100th 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 at both, the January meetings and the July meetings.

The Board discussed this further at its fall 2015 meeting. They outlined a 3-step process:

1. Identify issues that exist with the system in place
2. Define options for addressing those issues
3. Select the best solutions.

NCWM Chairman Jerry Buendel is forming a Standards Development Process Task Group to study this matter and develop options and recommendations for consideration by NCWM. Since the existing standards development process and voting system are defined in NCWM Bylaws, there is high probability that any solutions would be brought to a vote of the general NCWM membership in the form of bylaw amendments.

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

120-3 Publication and Distribution of NCWM Work Products

Source:

NCWM 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.

The NCWM Board of Directors was asked to consider how to manage a NCWM standard like this which may not be a new regulation intended for inclusion in one of the NIST Handbooks. Options that were suggested include:

- a new section in a NIST Handbook,
- a stand-alone document,
- a new publication,
- a standards archive, or
- other

At the January 2015 Board of Directors Meeting, a suggestion was made to publish guidance documents electronically and make them available to the general public on the NCWM website. The Board will consider a system of naming and organizing these types of publications.

While PALS expects to utilize the normal NCWM item review and adoption process through the L&R Committee for these principles and recommendations, the question for the Board of Directors is where the principles and recommendations will “live” once they are adopted.

PALS believes this is a strategic decision requiring Board deliberation since other NCWM work products are likely to be developed in response to emerging issues. PALS anticipates that this item could be ready for submission to the L&R Committee as early as the 2016 NCWM Interim Meeting.

120-4 Update to NCWM Bylaws based on Periodic Review

Source:

NCWM Board of Directors (2016)

Purpose:

In accordance with NCWM policy, the Board of Directors has completed a review of the bylaws and provides these recommendations to more closely reflect the corporation in 2016.

Item under Consideration:

NOTE: This item presents only those sections of the bylaws where changes are being proposed. A complete copy of the bylaws is available for download at: www.ncwm.net/about/bylaws.

Amend NCWM Bylaws as follows:

Article I - General

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Section 5 - Relationship to the National Institute of Standards and Technology

The Corporation ~~is in part self supporting and in part sponsored by~~ works in cooperation with the Department of Commerce, National Institute of Standards and Technology (NIST) by means of a Memorandum of Understanding (MOU) ~~developed~~ established between NIST and the Corporation. NIST ~~sponsorship participation and support~~ is under the authority of that portion of the Organic Act (U.S. Code, Title 15, Chapter 7, Section 272) authorizing NIST to undertake "cooperation with the States in securing uniformity in weights and measures laws and methods of inspection."

As employees of the United States government, NIST staff are precluded by ethics laws, including sections 207-209 of Title 18 of the United States Code, from serving as officers, board members or employees of the Corporation.

~~The MOU referenced above establishes a joint project between the Corporation and NIST called "The National Conference on Weights and Measures."~~ The MOU referenced above also names the Director of NIST ~~as the~~ Honorary President of ~~this~~ the National Conference on Weights and Measures and designates the Chief of the NIST Office of Weights and Measures as the Executive Secretary of the Conference. Under the MOU, on behalf of NIST, the Executive Secretary provides liaison between NIST and the Corporation; administers the NIST MOU and other cooperative agreements between NIST and the Corporation; advises the Corporation on technical and policy issues and oversees the Technical Advisors assigned to work with the various committees of the Conference; develops and does editorial review of publications of mutual interest ~~as defined in the MOU; and assists in planning the agenda for the meetings of the Conference.~~

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Article II - ~~Goals~~Mission

Section 1 - ~~Goals~~Mission

The mission of the National Conference on Weights and Measures, Inc. is to advance a healthy business and consumer climate through the development and implementation of uniform and equitable weights and measures standards using a consensus building process.~~The goals of the National Conference on Weights and Measures, Inc., are:~~

- ~~A. Enhance the National Conference on Weights and Measures, Inc., as a national and international resource for measurement standards development.~~
- ~~B. Provide uniform training programs for industry and government individuals involved in legal metrology.~~
- ~~C. Continue to develop new or alternative methods for improved delivery of weights and measures programs.~~
- ~~D. Continue to expand the role of the Conference in national, and as a resource in international, legal metrology.~~

Section 2 - Regional Associations

The Corporation is a ~~National Conference~~ national association which ~~is associated and~~ has a close affiliation with four regional Weights and Measures Associations (Central, Northeastern, Southern and Western). The Corporation actively seeks representation from the four regions on its Board of Directors, standing and special purpose committees. The Corporation ~~as a corporation~~ has no legal connection with the four regional associations.

Article III - Membership

Section 1 - Types of Membership

Membership consists of three classes: active, advisory, and associate.

Active Membership

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.

Advisory Membership

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, and meet the criteria in Article IV, Section 3 – Waiver of Registration and Membership Fees.

Associate Membership

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 member.

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Article IV - Membership Fees and Records

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Section 4 - Inspection of Records

All records of the Corporation shall be open for inspection or review at the Corporation's discretion, except records pertaining to the National Type Evaluation Program (NTEP) that are deemed proprietary by the NTEP Committee, providing a request for review is submitted to the Organization or individual responsible for maintaining such records. The inspection of the records shall take place at the offices of the Corporation at a reasonable time, under reasonable conditions, and under the supervision of the custodian of the records or an individual designated by the Board of Directors to supervise the review of the records. The Corporation may collect fees to recover costs.

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Article VIII - Meetings of the Corporation

Section 1 - Annual Meeting

The Annual Business Meeting of members shall be held at the annual meeting of the Corporation. Notice of the annual meeting shall be given. Notice shall be no less than 10 ~~nor more than 60~~ days before the date of the meeting, except that notice to act on an amendment to the Articles of Incorporation, a plan of merger, a proposed sale of assets or the dissolution of the Corporation shall be given not less than 25 ~~nor more than 60~~ days before the date of the meeting.

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

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

Section 2 - Interim Meetings

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

Section 3 - Special Meetings

- A. The Corporation Chairman is authorized to order a meeting of the Board of Directors at any time such a session is deemed by the Chairman to be in the best interests of the Corporation. Such meeting may, at the discretion of the Chairman, take place in any manner technologically possible,

including, but not limited to, telephone conference call and electronic mail. A quorum shall consist of 7 members of the Board. Voting may be cast in any manner prescribed by the Chairman.

B. Other Committees of the Corporation are authorized to hold meetings at times other than the Annual Meeting or Interim Meeting provided that:

1. such meeting or meetings have been provided for in the Corporation budget approved by the Board of Directors, or
 2. such meeting or meetings are approved by the Board of Directors in cases where funding is required. Chairman and funding is available within the approved budget, or
 3. ~~such meeting or meetings are approved by the Chairman and the Board of Directors including agreement to increase the budget to cover the cost of the meeting.~~
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Article IX - Committees

Section 3 - National Type Evaluation Program (NTEP) Committee

The NTEP Committee is comprised of five members: the Immediate Past Chairman, the Chairman and the Chair-Elect of the Conference and two regional Directors from the Board of Directors. The NTEP Committee must include at least one member from each of the four regions. The NTEP Administrator shall serve in an advisory role to the NTEP Committee.

The NTEP Committee may develop recommendations to the Board of Directors for the NTEP fees including, but not limited to application fees to obtain a NTEP Certificate of Conformance and the annual maintenance fee for retaining a NTEP Certificate of Conformance. The NTEP Committee is responsible for the operation of NTEP with respect to ~~its fiscal management~~, providing guidance related to the activities of the program and establishing Publication 14 NTEP technical policy and procedures and recommending Publication 14 administrative policies to the board for approval.

The Chairman of the NTEP Committee makes appointments from the Advisory, Active, and Associate Members to the technical committees of the National Type Evaluation Program known as Sectors. The Associate members represent the interest of manufacturers, retail sales organizations, and users of commercial devices. The Active members represent the interest of government officials and the consumer. These Sectors make technical, policy, and procedural recommendations to the NTEP Committee for implementation.

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Section 5 - Duties and Fields of Operation of Committees

A. Laws and Regulations Committee

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

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

1. the development and interpretation of uniform laws and regulations;
2. the study and analysis of bills for legislative enactment;
3. the establishment and maintenance of published guidelines and other effective means of encouraging uniformity of interpretation and application of weights and measures laws and regulations; and

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

B. Specifications and Tolerances Committee

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

Its scope embraces all matters dealing with:

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

C. Professional Development Committee

The mission of the Committee is:

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

- effective program management,
- education, and
- public relations.

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

The four main areas for focusing their efforts are:

1. National Training Program

The focus of the ~~N~~ational ~~T~~training Program (NTP) is to increase technical knowledge, strengthen credibility, and improve the professionalism of the individual weights and measures official. ~~A s~~Strong ~~NTP~~training programs would promote uniformity across the nation.

~~2. National Certification System~~

~~Develop a national certification system to recognize or accredit weights and measures programs as competent or capable. The program would include requirements around individual training, proper test standards, use of national handbooks, and a data gathering system.~~

3. National Certification

National certification provides confidence that an individual has a strong understanding of U.S weights and measures standards as adopted by NCWM and published in NIST

Handbooks, 44, 130, and 133. The Committee oversees the development and ongoing improvement of professional certification.

4. Conference Training Topics

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

5. Uniformity of Data

The Committee would develop standard categories for devices and inspection areas so that such things as the number of devices, compliance rates, frequency of inspection and other areas could be compiled and compared at the national level. These statistics could be used to benchmark organizations and to communicate the value of weights and measures to the public and to decision makers.

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Article X - Voting System

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

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

Section 1 - House of State Representatives

A. Official Designation

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

~~The House of State Representatives shall vote, as well as the House of Delegates, and the House of General Membership, on all business issues relating to NCWM, Inc., as a Corporation.~~

~~The House of Representatives and the House of Delegates alone will vote on all technical questions before the Corporation, including reports and recommendations of all of the Standing Committees (namely, the Specifications and Tolerances Committee, the Laws and Regulations Committee, and the Professional Development Committee) and the NTEP committee, as well as all other technical issues relating to weights and measures; technical handbooks; and legal metrology.~~

B. Composition

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

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

C. Method of Designation

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

Section 2 - House of Delegates

Official Designation

All other Active members present and registered at the Annual Meeting (those not sitting in the House of State Representatives) are grouped as a body known as the "House of Delegates." ~~The House of Delegates shall vote, as well as the House of Representatives and the House of General Membership, on all business issues relating to NCWM, Inc., as a Corporation.~~

~~The House of Delegates and the House of Representatives alone will vote on all technical questions before the Corporation. All members of the Corporation, including Associate Members, will vote on all business issues before the Corporation. The determination as to whether an issue is technical or business shall be made by the Board in accordance with the policies and procedures of the Corporation.~~

Section 3 - House of General Membership

Official Designation

This body shall comprise Associate and Advisory members of NCWM, Inc., who are present and registered at the Annual Meeting. The House of General Membership shall vote, as well as the House of Representatives and the House of Delegates, on all business issues relating to NCWM, Inc., as a Corporation. ~~The House of General Membership shall not vote on technical questions before the Corporation, which includes reports and recommendations of all of the Standing Committees (see Article IX, Section 2) and all other technical issues relating to weights and measures; technical handbooks; and legal metrology.~~

Section 4 - Minimum Votes Needed for an Official Vote of a 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 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.

B. House of Delegates

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If more than 54 total votes are cast, a simple majority rules. Should a tie vote occur, or if the minimum votes in support or opposition are not cast, the issue is decided by the vote of the House of State Representatives.

Section 5 - Voting Rules

A. Quorum

A quorum shall consist of 27 eligible voting members in the House of State Representatives.

B. Proxy Votes

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

C. Method

For voting on business issues relating to NCWM, Inc. as a Corporation, all voting is by a voice vote of the members eligible to vote. For voting on the adoption of final reports of committees on technical issues, as well as for voting on all other issues, and in the event that the voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count. No abstentions are recorded.

D. Timing

Voting by all eligible Houses is simultaneous.

E. Recording

The voting system which shall be used, except in the case of a voice vote, is designed to record the vote count of each houses of voters, whether an electronic system, show of hands, or standing vote is used.

F. Applicability

These procedures (rules) apply only to the plenary (general) sessions of the NCWM.

Section 6 - Committee Reports

Alternatives that may be used in voting on the reports:

- A. vote on the entire report,
- B. vote on grouped items or sections, or
- C. vote on individual items; according to
 - 1. committee discretion, or
 - 2. on request by a registered attendee.

Section 7 - Amendments and Changes

A. Technical Items

1. Changes

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

2. Amendments

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

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

B. Business Items

1. Changes

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

2. Amendments

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

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

Section 8 - Seating

Arrangement

The seating arrangement for voting sessions is shown in the diagram following Article XI of these bylaws.

Supervision

The members of the Credentials Committee will count votes and control placement and movement of delegates.

Section 9A - Voting - Technical Issues

Only members of the House of Delegates and the House of Representatives will vote on 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 in a house are found in Article X, Section 4.

A. Motion Accepted If:

2. the House of State Representatives casts an official vote in favor of the item

And

3. the House of Delegates casts an official vote in favor of the item or the House of Delegates fails to cast an official vote.

B. Motion Rejected If:

1. the House of State Representatives casts an official vote in opposition of the item

And

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

C. Issue Returned to Committee for Future Consideration If:

1. The House of Representatives fails to cast an official vote

Or

2. An official vote is cast in each house but one house votes yea and the other house votes nay.

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

Voting on Technical Issues: The 2-House System

The vote by a house is “Official” if: The number of Yea votes is 27 or more
OR
 The number of Nay votes is 27 or more

			House of Delegates				
			Majority Vote Yea		Majority Vote Nay		Tie Vote
			Official Vote (≥ 27)	Unofficial Vote (< 27)	Official Vote (≥ 27)	Unofficial Vote (< 27)	
House of State Representatives	Majority Vote Yea	Official Vote (≥ 27)	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted	Motion Accepted
		Unofficial Vote (< 27)	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee
	Majority Vote Nay	Official Vote (≥ 27)	Returned to Committee	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected
		Unofficial Vote (< 27)	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

Section 9B - Voting - Business Issues

All members of the Corporation, including Associate Members, will vote on all business issues before the Corporation. At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count. **There is no minimum voting requirement for any house for business issues.**

B. Motion Accepted If:

1. a majority of those members present and voting vote Yea.

C. Motion Rejected If:

1. a majority of those members present and voting vote Nay.

C. Tie Vote:

1. In the case of a tie vote, the vote of the Chairman shall prevail.

Background/Discussion:

In 2015, the Board of Directors adopted a policy that provides for periodic review of NCWM bylaws and policies on a 5-year rotating basis. The initial review has taken place on the bylaws which has resulted in numerous recommended changes as presented in this item. In addition to the proposed changes in the Item under Consideration, there were many editorial corrections that had no material effect on the bylaws. The proposed changes in this item are a combination of housekeeping and updating them to be more reflective of the corporation as it exists today.

Bylaw amendments require a majority vote of all members present at the Annual Meeting.

120-5 NCWM Bylaws, Article X, Sections 4 and 9A

Source:

Los Angeles County, CA (2016)

Purpose:

Establish equity between the House of State Representatives and the House of Delegates in the voting process of NCWM in the event of highly-contentious matters under consideration for adoption of model national standards when attendance and participation are relatively high in each House and testimony and votes indicate the absence of clear consensus through tie votes in either House.

Item under Consideration:

Amend NCWM Bylaws as follows:

Section 4 - Minimum Votes Needed for an Official Vote of a House

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 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 the vote to be considered official. If ~~more than 54~~ **or more total** votes are cast **in the House of Delegates**, a simple majority rules. ~~Should a tie vote occur, or 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. **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).**

And

Section 9A -Voting - Technical Issues

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 in a house are found in Article X Section 4.

A. Motion Accepted If:

1. the House of State Representatives casts an official vote in favor of the item

And

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

B. Motion Rejected If:

1. the House of State Representatives casts an official vote in opposition of the item

And

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

C. Split Vote: Issue Returned to Committee for Future Consideration If:

- a. The House of Representatives fails to cast an official vote

Or

- b. An official vote is cast in each house, but one house votes yea and the other house votes nay

- c. 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.

Background / Discussion:

Under current NCWM Bylaws regarding voting processes and pass/fail determinations pertaining to technical issues, a vote (an “official” vote with a minimum of 27 votes constituting a simple majority either in favor or opposed) of the House of State Representatives decides the issue if the vote of the House of Delegates results in a tie. As the voting actions of NCWM serve to establish model laws and regulations for the nation, the submitter believes that it is altogether appropriate that any item proposed as such a model law or regulation receive a majority vote in each House (either in support or opposition) before being published and presented for adoption by all States and jurisdictions throughout the nation (or before being formally rejected from further consideration). The existing voting rules allow for the hypothetical result involving a 27 Aye / 26 Nay vote in the House of Representatives overriding a 27 Aye / 27 Nay vote in the House of Delegates, thus establishing a national standard based upon a single deciding vote in the House of Representatives. The submitter asserts that no national standard should be adopted (or rejected) on such a miniscule margin in only one house of a dual-house system.

This proposal retains the ability for NCWM to pursue its business and accomplish critical decision-making in the event that the House of Delegates fails to assemble sufficient numbers of Conference attendees to provide the supporting (or opposing) votes to complement (or contradict) that of the House of State Representatives by requiring at least an equivalent minimum number of votes (27) as that required of the House of Representatives to decide an issue (i.e., to constitute an “official” vote). However, it also serves to address the potential inequity

under a hypothetical attendance by, for instance, 100 Delegates who submit votes totaling 50 Aye and 50 Nay (a tie), in which case an official vote of the House of Representatives (which would never, realistically, exceed 27 or 28 votes as a simple majority in a very tight vote) would “decide the issue.” The submitter believes it is arguably wrong, simply put, for 27 or 28 votes in one House to override 50 votes (under the hypothetical) in the second House to establish a national standard when the issue is so clearly controversial or uncertain as to result in a clearly divided vote amongst Weights and Measures Officials assembled from throughout the very nation for which a standard is sought.

A core goal of NCWM is to encourage attendance and participation of as many W&M Officials and interested/affected industry members as possible to ensure that the broadest possible range of testimony and perspectives is submitted for consideration by all in attendance while engaged in standards development and adoption. The submitter argues that any voting structure that serves to subordinate or subjugate the influence of one House as opposed to another could serve to discourage attendance and participation (in this case, that of Delegates), which is not healthy for NCWM or its mission. While that circumstance would continue to exist to some degree by virtue of the House of Representatives’ ability to “decide the issue” in the event of insufficient votes from the House of Delegates to constitute an “official” vote, it is understandable that business must be enabled to proceed if Delegate attendance is diminished. However, if high numbers of Delegates and their respective jurisdictional administrators see fit to support the activities and endeavors of NCWM and financially support the travel, attendance, and participation of their Delegate representatives at NCWM conferences, that support should be recognized and respected through each House having comparable effect in the case of deciding the most hotly-debated issues to come before the Conference. This proposal provides for equal footing and influence by each House when the desired high-attendance is achieved and voting results indicate the absence of a clear consensus among all in attendance. At a minimum, a simple majority in an official vote of EACH House should be required to pass or defeat an item as a model national standard when sufficient attendance exists to accomplish such.

The submitter added the following comments for consideration: Circumstantial evidence in the form of informal comments as well as formal testimony (in regard to a number of highly contentious issues in recent years) has suggested that, in some cases, substantial efforts to influence votes of NCWM members were undertaken by interested stakeholders through lobbying efforts upon appointing authorities (State Governors, County Boards of Supervisors, elected officials at federal, state, and local levels, etc.) prior to the conduct of Annual Meetings of the Conference. While such can be reasonably anticipated regarding very contentious issues, the practice of securing votes through political influences devoid of the hearing of counter-arguments and contradictory evidence is disturbing and in stark contrast to the very fundamental purpose of NCWM – to provide the venue for receiving, considering, and debating evidence and perspectives and attempting to reach clear consensus on proposed items for adoption. Any practice of “counting heads” in the House of Representatives to secure, prior to Open Hearings and resulting discussions, a minimum 27 votes with only the need to effectively split a vote of the House of Delegates to reach a desired outcome serves to, potentially, make the entire system of NCWM moot and inconsequential in regard to the very items NEEDING such open airing, debate, and thoughtful considerations. The simple requirement of a simple majority in each official vote of each House assures, at least, that appropriate and equitable support or rejection of a proposal exists before determination of a model national standard.

130 FINANCIAL

130-1 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.

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

2016 BOD Interim Meeting Agenda

The following is the balance sheet as of September 30, 2015 in comparison with the same time the previous year. Assets in the balance sheet are inflated by the by the NIST Training Initiative Grant that was awarded to NCWM in 2012. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. This money is accumulated through the additional \$15 dues paid by NCWM Associate Members and is spent at the discretion of the Associate Membership Committee in accordance with Committee Bylaws.

ASSETS	<u>September 30, 2015</u>	<u>September 30, 2014</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	27,408.91	31,543.61
NIST Training Grant	37,479.69	11,509.49
Certificates of Deposit	1,173,667.22	1,161,376.81
Checking	53,373.38	30,409.80
Savings	207,162.41	255,435.27
Total Checking/Savings	<u>1,499,091.61</u>	<u>\$ 1,490,274.98</u>
Accounts Receivable	20.00	8,035.35
Other Current Assets	88,196.86	107,694.47
Other Assets	14,079.49	13,863.85
TOTAL ASSETS	<u>1,753,512.85</u>	<u>\$ 1,619,868.65</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	178,341.55	178,251.70
Total Liabilities	<u>178,341.55</u>	<u>178,251.70</u>
Equity		
Designated - Associate Membership	27,408.91	31,543.61
Designated – NIST Training Grant	37,479.69	11,504.56
Unrestricted Net Assets	1,377,383.35	1,371,633.74
Net Income	-19,225.54	26,935.04
Total Equity	<u>1,423,046.41</u>	<u>1,441,616.95</u>
TOTAL LIABILITIES & EQUITY	<u>1,601,387.96</u>	<u>\$ 1,619,868.65</u>

Mr. Jerry Buendel, Washington | Chairman
Ms. Kristin Macey, California | Chair-Elect
Mr. Ronald Hayes, Missouri | 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. James Cassidy, City of Cambridge, Massachusetts | Active Membership - Northeastern
Mr. Chris Guay, Procter and Gamble | Associate Membership
Mr. Steve Giguere, Maine | At-Large
Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large

Mr. Don Onwiler, NCWM | Executive Director
Ms. Carol Hockert, NIST, OWM | Executive Secretary
Mr. Jim Truex, NCWM | NTEP Administrator
Mr. Gilles Vinet, 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)

To be provided by Dr. Charles Ehrlich.

Appendix B

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

Bill Calloway, Chair
Crompco

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Details of All Items
(In order by Reference Key)

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

July 20th, 2015
Philadelphia, PA

Call to Order

The meeting was called to order at ~8:45 pm by the AMC Chairman Calloway. There was a delay in starting the meeting due to conference hearings running late.

Meeting Minutes

The minutes from the previous AMC meeting was unanimously approved.

Financial Condition

The financial report review indicated that the AMC account has a balance of \$35,015.17 as of the date of this meeting.

There have been five applications for training that have been approved by the committee. The total of the pending distributions is \$13,700.00.

Total available funds \$21,315.17

The financial report was unanimously approved.

Board of Directors Report

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

Central

Michigan – expecting budget shortfall for 2017.

Missouri – still seeing issues with motor oil

South Dakota – Needing help to justify their metrology lab...

Interim Meeting---

Northeast

Maine – State vs Local municipality enforcement questions

New Hampshire – will not be here due to incomplete budget

New Jersey – New person, Dave Freed is new supervisor – Howard was promoted to new position

New York – Considering adopting Hbk 130; Taxis vs Uber “battling” in NYC

Southern

Florida – Problem with ~100 credit card skimmers,

Georgia – Diesel fuel samples are failing, motor oil problems

West Virginia – Short staff – trying to cover work with what they have

Tennessee – Only one person will be allowed to conference next year

Delaware – Further budget cuts next year.

North Carolina – Jerry Butler has retired, Made video for the “tool kit” group,

Oklahoma – Now focusing on the scales; gas pumps and price verification given to other groups...

Texas – new administration looking to identify higher risk areas

Mississippi – hosting Southern in Biloxi, MS and packet about ready to issue.

Maryland – 4 positions currently open – Win-Wam software needs some updates

Western

Arizona – Weights of Measures transferred to Dept. of Agriculture, Taxi/Transportation Network Companies transferred to Dept. of Transportation

Montana – want to go to a meter testing plan.

California – Alternate fuels bill passed – Gov has until 9/30 to sign; looking to adopt Handbook 130

Western 9/27 – 10/1 Boise, ID

2016 will be Hawaii

Utah – Working to inspect gas pumps annually instead of randomly (where some pumps may have gone 5 years without being checked) (since they don’t check every pump at every station).

NIST Office of Weights and Measures

Conducting five Handbook 133 training sessions in second half of 2015
New Mass class (9 days) with classroom and field (taught once every 2 years)
Budget stable..... Expecting things to get tighter in coming years
Asia Pacific Legal Metrology Forum (APLMF) in October 28 -30, 2015 Honolulu.
June meeting about future and changes of the MAA (should we stay a signatory?) Meter people may be more interested, and scale people less so.

Measurement Canada

Gilles Vinet’s last meeting (retiring at the end of the year after 35 years). Attended first NCWM meeting in 1990. Canadian government supportive of participation with NCWM.
Most visible parts of Measurement Canada to the public are gas pumps and electricity meters.
There will be a survey issued after the meeting for feedback!
FALS will be working on updating info in Hbk 130 to make sure it is current with existing regulations
PALS will be developing more detailed contents for its document.

Professional Development Committee (PDC) Report

Mr. Shipman, the AMC representative on the PDC gave a report about the committee’s activities.

Members of the PDC met with the BOD twice on Sunday. Questions have arisen regarding PDC objectives for the certification exams. Will there be different certification levels? - Journeyman vs W&M officials for example.
Don Onwiler expressed concern that the process is taking too long.
Accreditation and Proctoring was reviewed.
A call is going to go out seeking more SMAs. If this program is to grow we need more SMAs.

Laws and Regulations (L&R) Committee Report

Mr. Grabski, the AMC representative on the L&R Committee, was not present for the annual meeting. Update will be provided as report is received.

AMC Fund Disbursement Report

Pending	Indiana: Larry Stump, Training supplies/travel	\$2,500.00
Pending	CWMA: Fran Houston	\$1,200.00
Pending	NYS W&M: Wayne Taylor, Sr.	\$3,000.00
Pending	WA Dept. of Ag: Jerry Buendel	\$4,000.00
Pending	SWMA: Gene Robertson	\$3,000.00

Filling Vacant Positions

There are 5 positions to fill on the AMC. The three officers and two committee members.

Committee Chair	David Calix	NCR Corporation	2016
Vice-Chair	Richard Shipman	Rice Lake Weighing Systems, Inc.	2016
Secretary / Treasurer	Bill Callaway	Crompco	2016
Member	Richard Shipman	Rice Lake Weighing Systems, Inc.	2020
Member	Steven Grabski	Wal-Mart Stores, Inc.	2020
Member	Christopher Guay	Procter and Gamble, Co.	2020
Member	Mark Flint	ADM	2020
Member	Rebecca Richardson	Marc – IV Consulting	2020
Member	David Calix	NCR Corporation	2018
Member	Bill Callaway	Crompco	2018
Member	Robert Murnane, Jr.	Seraphin Test Measure	2018
Member	Paul A. Lewis, Sr.	Rice Lake Weighing Systems, Inc.	2019

Old Business

None.

New Business

Jason Glass of Kentucky has submitted an application for training funds totaling \$2,500. This money is to be used to conduct net content package training for 20 individuals. After some discussion this training request was unanimously approved by the committee.

Paul Lewis suggested that our meeting day and time be moved to Tuesday mornings at 7:00 am to avoid the problems that arise when the other sessions run late. After a short discussion it was decided to pass this suggestion on to the BOD for consideration.

Russ Vires has received a question from the Central region about funds to purchase a flag and stand for its meetings. At the last Central meeting a proper flag was not available. The question was whether the AMC can fund this type of request. After some discussion it was decided that the AMC can fund this type of request with limitations on cost. Russ will notify the requester to submit a fund application for consideration by the committee.

AMC promotion or coordination of training was discussed. There is interest in getting more actively involved in setting up the training as well as to promote the activities of the PDC. Training could be held at the conference meetings. David, Bill, and Richard will meet to discuss options prior to the next interim meeting.

Adjournment

With no further new business Chair Callaway adjourned the meeting at 9:30 pm

Respectfully submitted by,
Mr. Richard Shipman,
Secretary/Treasurer

Individuals in Attendance

Mr. Richard Shipman, Rice Lake Weighing Systems
Mr. Chris Guay, Proctor & Gamble
Mr. Paul Lewis Sr., Rice Lake Weighing Systems
Mr. Bob Murnane, Seraphin
Mr. Russel Vires, Mettler Toledo
Mr. David Calix, NCR
Mr. Bill Calloway, Crompco
Mr. Henry Oppermann, W&M Consulting
Mr. Ralph Richter, NIST
Ms. Rebecca Richardson, Marc-IV Consulting / National Biodiesel Board
Mr. Richard Suiter, Richard Suiter Consulting LLC
Mr. Mark Flint, ADM