ARTICLE 1 - ASSOCIATION BYLAWS

1.1 These Bylaws are in accordance with the Bylaws of the American Association for Laboratory Accreditation (A2LA). The A2LA Technical Advisory Committee (TAC) will hereinafter be referred to as the Committee. A2LA will hereinafter be referred to as the Association. On issues not specifically addressed by the Association Bylaws these Bylaws shall govern.

ARTICLE 2 - SCOPE

2.1 The scope of the Committee shall be the development of accreditation guides, positions, and recommendations to the Association for the activities listed below:

2.1.1 Construction Materials Advisory Committee (CMAC) – Construction materials, geotechnical and putting green materials testing laboratories and other related Conformity Assessment Bodies (CABs).

2.1.2 Electromagnetic Advisory Committee (EMAC) – Electrical, electromagnetic compatibility (EMC), electrical product safety, telecom, interoperability, wireless technologies, information technology (IT) and specific absorption rate (SAR) laboratories and other related CABs.

2.1.3 Life Sciences Advisory Committee (LSAC) - biological, chemical and environmental testing laboratories and other related CABs.

2.1.4 Measurement Advisory Committee (MAC) - calibration, measurement traceability, measurement uncertainty, dimensional inspection, reference materials, and measurement audits.

2.1.5 Materials Testing Advisory Committee (MTAC) - Materials and product testing, including mechanical, acoustics and vibration, non-life science chemical, non-destructive, and thermal testing laboratories and other related CABs.

2.1.6 Medical Testing Advisory Committee (MedTAC) - medical testing laboratories in accordance with the ISO 15189 and current CLIA requirements and any other requirements that are applicable as well as other related CABs.

2.1.7 Reference Materials Advisory Committee (RMPAC) - Reference material producers and other related CABs.

2.1.8 Proficiency Testing Provider Advisory Committee (PTPAC) - Proficiency testing providers and other related CABs.

2.1.9 Forensic Examination Advisory Committee (FEAC) - Organizations performing testing or inspection-related activities where the result of those activities will be used in civil and criminal proceedings as well as other related CABs.
2.1.10 Product Certification Advisory Committee (PCAC) – Product certification bodies and other related CABs.

2.1.11 Inspection Body Advisory Committee (IBAC) – Inspection bodies, special inspections and other related CABs.

Project selection for the Committee will be coordinated with other Association committees, as appropriate, and with other organizations and individuals in the subject areas, so that unnecessary duplication of effort will be minimized. The Committee, as coordinated with or requested by the Association, shall represent the Association to various groups with a stake in the standards development process within the areas enveloped by the Committee.

2.2 The Committee shall report to the A2LA management and communicate its findings with the Vice President of Accreditation Services. The Committee has no right to bind the Association without direct authorization of A2LA Board of Directors.

2.3 To achieve the scope (and goals) of Article 2.1, the Committee may undertake, among others, the following activities:

a. Contribute to the production and promotion of knowledge of Committee members relating to the scope of the Committee;
b. Promote, encourage and maintain the highest possible professional level of practice and ethics in the scope of its related accreditations;
c. Encourage research and exchange of ideas, experiences and projects in the scope of the Committee;
d. Establish, with the help of the Association, preferred contacts with organizations, both public and private, nationally or internationally, to promote worldwide consistent accreditation approaches;
e. Promote and support activities leading towards the development of laboratory competence within the Committee scope;
f. Promote activities such as courses, conferences, seminars, meetings and exhibitions for the Committee scope in support of the Association;
g. Promote and sponsor publications that conform to the goals of the Association intending to inform other organizations, both public and private, nationally or internationally, and with germane associations in the country or abroad;
h. Maintain a dialog with other organizations for improvement of the accreditation process within the Committee scope;
i. Promote the use of non-proprietary, readily available and consensus-based standards, interfaces and formats for cost-effectiveness and fairness;
j. Oversee working group and task group operation to see that they are within the scope of the Committee, and the charter of the working groups and task groups;
k. Facilitate, as appropriate, inter-laboratory comparisons and cooperation to minimize variation in test results; and
l. Assist the Association in establishing clarifications and interpretations with in the Committee scope to support such requests from industry.

ARTICLE 3 - MEMBERSHIP

3.1 Participation – Participatory membership is open to all who meet the established membership rules within these Bylaws. Participatory membership does not necessarily grant Voting membership rights (see 3.2).

3.2 Participatory Membership – Participatory membership is open to any individual having a stake, interest or specific expertise in one or more areas under the Committee’s scope. Participatory members may partake in discussions within the Committee but may not vote on technical or administrative matters.
3.3 **Voting Membership** – Voting membership on the Committee shall be as individual Association members, Association assessors, individuals in a lead responsibility (e.g. Technical Manager, Quality Manager, Supervisor, Approved Signatory, or deputies thereto) for an accredited or enrolled Conformity Assessment Body (CAB), and representatives from interested stakeholders in a field within the scope of the Committee. All voting members shall have expertise in one or more areas of the Committee scope.

3.4 **New Members** – Individuals requesting participatory or voting membership on the Committee shall do so through the Recording Secretary (RS) or through the Chair of the Committee. Confirmation of all new members will be made by the Chair, Moderator and RS and all decisions are final. The Committee members will seek new members to enhance the knowledge/experience base of the Committee.

3.5 **Voting Privileges** – All Committee members with voting privileges (see 3.3) are entitled to vote on administrative matters such as election of officers. Furthermore, all members of the Committee with voting privileges may vote on Committee ballot actions of a technical nature (e.g. technical positions). No more than one vote per organization, individual, independently accredited CAB (i.e., not part of a branch system), or accredited branch system of CABs will be accepted. The number of votes from accredited/enrolled CABs shall not exceed 50% of the votes on a ballot.

3.5.1 If the number of CAB votes exceeds 50%, those votes shall be normalized down to 50%. (For example: There are 35 CABs vs 20 non-CABs. Of the 35 votes, 30 are ‘Yes’ and 5 are ‘No’. This means that 86% of the CAB votes were ‘Yes’ votes and 14% were ‘No’ votes. This equates to 17 ‘Yes’ votes and 3 ‘No’ votes when normalized to a total of 20.)

3.6 **Voting Actions** – Voting members present (including absentee votes and proxies) will be determined at the outset of any Committee meeting (physical or virtual) by review against the roster of Voting Members.

3.6.1 Voting at meetings (physical or virtual) for decisions on administrative matters (i.e., election of officers) is made by simple majority of those voting (with at least 25% of total voting membership participating, including proxies and absentee ballots). If fewer than 25% of members are present/participating at a physical or virtual Committee meeting, decisions on administrative matters will be by electronic ballot with the approval determined by simple majority (with at least 25% of the voting membership submitting a vote). Ballots will be reviewed to eliminate conflict with Article 3.5.

3.6.2 Voting on technical decisions shall be as per Article 8 below.

3.7 **Maintaining Voting Membership** – To maintain voting membership (i.e. voting privileges) on the Committee, the member shall participate in at least 50 percent of the meetings held (either physical or virtual) within a two-year period. Failing this, the person shall cease to be a voting member of the committee if so determined by the Chair, Moderator and RS. An exception to this process would be granted if the Member submits in writing a request for exception supplying adequate justification pending approval by the Committee Chair, Moderator and Recording Secretary. Notice of Committee voting membership termination shall be sent to the member by the Recording Secretary in writing, along with an option of remaining on the Committee as a participatory member only.

**ARTICLE 4 - OFFICERS AND THEIR ELECTIONS**

4.1 **Officers** – The Officers of the Committee shall be a Chair, Moderator and a Recording Secretary. As workload of the Committee increases a Vice Chair may be established.

4.2 **Duties of the Officers:**
4.2.1 Chair – The Chair, or in his/her absence, an alternate if available, presides at all meetings of the Committee. Alternate selection will be in the following order (1) Vice Chair, if available, (2) Work Group Convener in the order of the Work Group size, (3) individual selected by majority vote at the meeting.

4.2.2 Vice Chair (as appropriate) – The Vice Chair assists the Chair in the discharge of the Chair’s duties and performs other duties as may be delegated to the Vice Chair by the Chair.

4.2.3 Moderator – The Moderator shall be an Association staff member appointed by the President and is a non-voting member of the Committee. Aside from the Committee Chair, this individual is responsible for presiding over the discussion, ensuring that the discussion is within the applicable rules (e.g. A2LA, ISO/IEC 17011, APLAC, ILAC, IAAC, etc.) and keeping the meeting on track. This staff person is usually a more senior level A2LA staff person and should be a trained Accreditation Body evaluator that has received ISO/IEC 17011 evaluator training. The Recording Secretary may serve as the Moderator with approval from the President.

4.2.4 Recording Secretary – The Recording Secretary shall be an Association staff member appointed by the President and is a non-voting member of the Committee. The Recording Secretary shall keep the minutes and perform such other duties as may be assigned by the Chair. The Recording Secretary will be responsible for coordinating Committee correspondence and maintaining decision records. The Recording Secretary is responsible for maintaining a copy of the most current bylaws, the minutes, the roster of membership (voting and participatory), the roster of officers, the attendance record of members, and the biographical sketches of all members (including interim members). The Recording Secretary shall bring known conflicts to the attention of the Committee Chair for resolution with the Association.

4.3 Term of Office – The term of office shall normally be for two (2) years beginning January 1 of the even numbered years and terminating December 31 of the following odd numbered year. The office holders, especially work group chairs, may be re-elected for the following term.

4.4 Elections - Nominations are to be provided to and confirmed by the Recording Secretary in consultation with the Committee Chair and voting occurs prior to or during the next regularly scheduled meeting of the TAC.

4.4.1 If voting is to occur at a regularly scheduled meeting, all Voting Members are notified a minimum of four weeks prior to the meeting. All Voting Members unable to participate in the meeting may submit a written selection directly to the Recording Secretary at least two weeks prior to the meeting.

4.4.2 Alternatively, an electronic ballot may be used. In this case, Voting Members are to be provided a minimum of two weeks to submit their ballots.

4.4.3 All voting is to be performed per the voting criteria in Articles 3.5 and 3.6 above.

4.5 Absence of Officers – If the office of Chair becomes vacated prior to the normal election, the Vice-Chair (if available) shall immediately become the Chair. In the absence of both a Chair and Vice Chair, the Recording Secretary will ballot the voting membership proposing as candidates other qualified individuals (after asking them if they would accept the position) via email or other expeditious means with a majority vote leading to election of a new Chair (per the criteria in Articles 3.5 and 3.6).

4.5 Approval of Committee Officers – The Committee Chair must be formally approved and appointed by the President/CEO, in accordance with Section 8.6 of the Association Bylaws (A101). Once the President/CEO has formally appointed the Committee Chair, the Recording Secretary must officially
notify the Committee of the elected officer’s appointment, their responsibilities and their exact term of office.

ARTICLE 5 – WORK GROUPS

5.1 Working Groups – The Chair of the Committee may establish working groups with working group conveners. Working groups are established to work on specific areas of conformity assessment activities that are expected to continue on a long-term basis. The Moderator (or designee) and RS (or designee) shall be included in the activities of each working group. The RS (or designee) is responsible for documenting minutes of all working group meetings.

5.2 Reporting - A working group will report directly to the Committee Chair, who is responsible for correspondence to all other members of the Committee. Work group Conveners shall be responsible for working level correspondence with copies of such correspondence being provided to the Committee Chair, Moderator and Recording Secretary. Correspondence to those outside the Committee and Association representing Committee position or formally inviting new members to participate or providing other actions will be by the Committee Chair with Association concurrence.

ARTICLE 6 - TASK GROUPS

6.1 Task Groups – Task groups of one or more persons may be appointed by the Chair of the Committee or the work group convener(s) as appropriate to their responsibilities for specific assignments. Task groups of one or more persons may be assigned to prepare initial drafts of Association documents or provide initial review of technical issues. A task group is formed when an activity requires special attention, an involvement of more than one individual, and is not an expected long term or continuing activity meriting a work group. The Moderator (or designee) and RS (or designee) shall be included in the activities of each task group. The RS (or designee) is responsible for documenting minutes of all task group meetings or discussions.

6.2 Reporting – A task group will report directly to the responsible Work Group Convener or Committee Chair. That individual will be responsible for correspondence to all other members of the Committee. Work group Conveners shall be responsible for working level correspondence with copies of such correspondence being provided to the Committee Chair, Moderator and Recording Secretary. Correspondence to those outside the Committee and Association representing Committee position or formally inviting new members to participate or providing other actions will be by the Committee Chair with Association concurrence.

ARTICLE 7 - MEETINGS

7.1 Number of meetings – Regular, face-to-face meetings of the Committee shall be held at least once per year (usually in concurrence with the Association Technical Forum and Annual Meeting) and as often as necessary (e.g., via face-to-face, web conference or teleconference) to carry out the business of the Committee. Special meetings of the Committee may be held at the call (or e-mail notification) of the Chair or at the written request (or e-mail request) of at least 4 members of the Committee.

7.2 Time and place – The time and place of all meetings of the Committee shall be the responsibility of the Chair in conjunction with the Recording Secretary. Notices of all meetings shall be transmitted to the members of the Committee no less than four weeks in advance of the meeting by the Recording Secretary.

7.3 Proxies – A Committee voting, or participatory member may delegate in writing a qualified individual as proxy for a single meeting. This written proxy shall be recognized if presented to the Recording Secretary
at least 2 weeks prior to the meeting with concurrence of the Chair, and review of the biographical sketch of the proxy if requested. No individual shall hold or exercise proxies for more than one voting member.

7.4 Quorum – Twenty-Five (25) % voting Committee members (including proxies) constitute a quorum at a Committee meeting. Likewise, twenty-five (25) % voting work group members (including proxies) constitute a quorum at a work group meeting.

7.5 Meeting notices and agenda – The Chair, Moderator and Recording Secretary shall be notified in advance of all meetings of work groups and task groups and shall receive agendas and minutes of these meetings.

7.6 Meeting rules – Robert’s rules of order (most current version) shall guide the Committee meetings except where these rules are in conflict with the Committee or Association Bylaws.

7.7 Executive Sessions – Executive sessions are utilized to discuss sensitive issues that are inappropriate to share at normal or general meetings. Such sessions are not routine but are convened to discuss items or issues that may cause embarrassment, such as discipline or personnel matters. Participation is normally by the Chair, Moderator, Recording Secretary, and working group chairs, as appropriate. Members or guests may be invited to participate in these sessions when approved by the normal executive session membership by a majority of those present. Executive sessions will be on every normal agenda (see 7.9), but approval of the session will be recorded when necessary or noted as not necessary by the majority vote of designated normal Executive session members.

7.8 An appropriate order of business at regular meetings may be:

1. Roll call and establishment of voting members present
2. Identification of Proxies
3. Determination of Quorum
4. Identification of Observers/Invited Guests (see Articles 7.9 and 7.10 below)
5. Approval of Agenda
6. Review of these TAC Bylaws
7. Review of Technical Consensus Decisions
8. Reading of and Correction to Minutes of Previous Meeting
9. Review of Previously Assigned Action Items (briefly, if covered in other agenda items)
10. Reading of Report on Business Transacted Other Than at Current Meeting (e.g., by work or task groups)
11. Report of Communications
12. Reports of Officers
13. Unfinished Business
14. New Business
15. Elections if Not Otherwise Provided For
16. Special Executive Session (if necessary)
17. Adjournment

7.9 Observers – Committee and working group meetings are open to observers. Executive Sessions are not. Requests by observers to participate in a particular discussion are approved at the discretion of the Chair with notification provided to the Moderator and RS.

7.10 Invited Guests – Guests may be invited to Committee or working group meetings to participate in discussions relating to the subject for which they were invited. Guests may be invited to Executive Sessions as described in Article 7.7. Requests of invited guests to participate in a particular discussion are approved at the discretion of the Chair with notification provided to the Moderator and RS.
ARTICLE 8 – TECHNICAL BALLOTS

8.1 Technical Ballots – Recommendations for all technical actions (e.g., voting on criteria and policy documents, etc.) shall be provided to all voting members at least 4 weeks in advance of a meeting (physical or virtual, if voting will occur during the meeting) or provided to all voting members electronically, giving at least 2 weeks to vote (if voting via electronic ballot).

8.2 Reporting Procedures – The voting outcome on all balloted items shall be properly reported to the Committee. In the event negative votes or abstentions are received, those votes shall be tallied and included in the committee records associated with the balloted item (e.g., in the meeting minutes for the Annual Technical Forum). To be considered valid, all negative votes must be accompanied by reasons based on either technical or procedural considerations and must include suggested revisions. At the specific request of a voting member, his/her name is to be recorded in the meeting minutes (or associated records and correspondence) to indicate their specific vote on a particular subject.

ARTICLE 9 - REPORTS

9.1 Committee Reports – The Recording Secretary (or Chair as appropriate) shall submit minutes/reports to the Association’s Quality Manager for each Committee meeting, minimally at each Annual Technical Forum. Report submittals for working group activities will be by request and agreement of the Committee Chair and Recording Secretary.

9.2 Technical Consensus Decisions – All critical decisions voted on and approved by the TAC shall be summarized in the corresponding A2LA document and included on the A2LA website, as appropriate.

ARTICLE 10 - AMENDMENTS

10.1 Structural amendments to these bylaws are disallowed, except as recommended by A2LA executive management. These Bylaws are ultimately approved by A2LA executive management.

10.4 Upon final approval or revisions of these Bylaws, the Recording Secretary for each TAC is responsible for distributing the Bylaws to all members of the Committee.

ARTICLE 11 - INDEMNIFICATION

11.1 The Association shall indemnify any member of the Committee who was or is a party or is threatened to be made a party to any proceeding (which shall include for the purposes of this article any threatened, pending, or completed action, or other proceeding whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Association)) by reason of the fact that such person was or is an authorized member of the Committee against expenses (which shall include for purposes of this Article attorney’s fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action or proceeding if such person acted in good faith and in a manner such person reasonably believed to be in, or not opposed to, the best interests of the Committee and, with respect to any criminal proceeding, had no reasonable cause to believe such person’s conduct was unlawful.

ARTICLE 12 - COMPENSATION
12.1 Members of the Committee shall not receive any compensation for time spent for their voluntary services, but as coordinated through the Recording Secretary may be reimbursed for expenses associated with the Committee activities.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/4/19</td>
<td>➤ Integrated into Qualtrax</td>
</tr>
<tr>
<td></td>
<td>➤ Updated Header/Footer to current version</td>
</tr>
<tr>
<td></td>
<td>➤ Updated format and font for consistency</td>
</tr>
</tbody>
</table>