

<b>Preparing Authority:</b>  Jordan Acton	  <b>A105 - Bylaws of the A2LA Technical Advisory Committees</b>	<b>Publication Date:</b>  11/30/23
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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 TAC. On issues not specifically addressed by the Association Bylaws, these Bylaws shall govern.

## ARTICLE I – SCOPE

1. The scope of the TAC shall be the development of accreditation guides, positions, and recommendations to the Association for the conformity assessment activities listed below:
  - 1.1. Construction Materials Advisory Committee (CMAC) – Construction materials, geotechnical and putting green materials testing laboratories and other related Conformity Assessment Bodies (CABs).
  - 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.
  - 1.3. Life Sciences Advisory Committee (LSAC) – Biological, chemical, environmental testing laboratories, biobanks and other related CABs.
  - 1.4. Measurement Advisory Committee (MAC) – Calibration, measurement traceability, measurement uncertainty, dimensional inspection, reference materials, and measurement audits.
  - 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.
  - 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.
  - 1.7. Reference Materials Advisory Committee (RMPAC) – Reference material producers and other related CABs.
  - 1.8. Proficiency Testing Provider Advisory Committee (PTPAC) – Proficiency testing providers and other related CABs.
  - 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.
  - 1.10. Product Certification Advisory Committee (PCAC) – Product certification bodies and other related CABs.
  - 1.11. Inspection Body Advisory Committee (IBAC) – Inspection bodies, special inspections and other related CABs.

- 1.12. Environmental Advisory Committee (EAC) – Environmental testing (e.g. TNI, DoD/DoE Quality Systems Manual and/or individual state program requirements) laboratories and other related CABs.
- 1.13. The TAC Secretariat (TS) shall report to the Vice President of Accreditation Services (VPAS).
- 1.14. To achieve the scope (and goals) of Article 2.1, the TAC may undertake, among others, the following activities:
  - 1.14.1. Contribute to the production and promotion of knowledge of TAC members relating to the scope of the TAC;
  - 1.14.2. Promote, encourage and maintain the highest possible professional level of practice and ethics in the scope of its related accreditations;
  - 1.14.3. Encourage research and exchange of ideas, experiences and projects in the scope of the TAC;
  - 1.14.4. Establish, with the help of the Association, preferred contacts with organizations, both public and private, nationally or internationally, to promote worldwide consistent accreditation approaches;
  - 1.14.5. Promote and support activities leading towards the development of Conformity Assessment Body (CAB) competence within the TAC scope;
  - 1.14.6. Promote activities such as courses, conferences, seminars, meetings and exhibitions for the TAC scope in support of the Association;
  - 1.14.7. 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;
  - 1.14.8. Maintain a dialog with other organizations for improvement of the accreditation process within the TAC scope;
  - 1.14.9. Promote the use of non-proprietary, readily available and consensus-based standards, interfaces and formats for cost-effectiveness and fairness;
  - 1.14.10. Assist the Association in establishing clarifications and interpretations within the TAC scope

## **ARTICLE 2 – MEMBERSHIP**

- 2. Members on the TAC shall have expertise in one or more activities within TAC scope and may be individual A2LA members, A2LA 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. Members are entitled to vote on election of officers and provide (to A2LA) technical input/recommendations on criteria.
  - 2.1. New Members: Individuals requesting membership on the TAC shall do so through the TS. Those individuals shall submit a resume to the TS along with a written request for admittance. A2LA Assessors are considered de facto members of their respective TAC(s) and do not require approval by the TS or Chair. Decisions on all new membership requests will be made by the Chair and TS and are final.

- 2.2. Maintaining Membership: To maintain membership on the TAC, the member shall actively participate in TAC activities (either physical or virtual).
- 2.3. Revoking Membership: The person shall cease to be a member of the TAC if no longer actively participating, as so determined by the Chair, and TS. 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 TAC Chair, and TS.
- 2.4. When 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) leave the CAB, they may reapply as a new, individual Association member. It is the CAB's responsibility to request membership for the new individual replacing the previous member.

### **ARTICLE 3 - OFFICERS**

3. Officers: The Officers of the TAC shall be a Chair, Vice Chair (as appropriate) and TS.

- 3.1. Duties of the Officers:

- 3.1.1. Chair: The Chair presides at all meetings of the TAC and performs other duties as may be assigned by the TS. Please refer to [A137 – Duties of the A2LA Technical Advisory Committee Chair](#). Alternate selection will be in the following order (1) Vice Chair, if available, (2) TS, (3) Staff Designee.
- 3.1.2. Vice Chair (as appropriate): The Vice Chair assists the Chair in the performance of the Chair's duties. If the office of Chair becomes vacated prior to the normal election, the Vice-Chair (if available) shall immediately become the Chair.
- 3.1.3. TAC Secretariat: The TS shall be an Association staff member appointed by the Vice President Accreditation Services (VPAS) and is a non-voting member of the TAC. Aside from the TAC Chair, this individual is responsible for presiding over the discussion, ensuring that the discussion is within the applicable rules (e.g. A2LA, etc.) and keeping the meeting on track. The TS shall:
  - Arrange for and coordinate TAC meetings (time/place, agenda etc.);
  - Arrange for a meeting minute-taker;
  - Coordinate all TAC correspondence;
  - Maintain TAC records (roster, minutes, draft documents, ballots, applicable correspondence);
  - Work with the TAC Chair to ensure the discussion is within the applicable rules and keeping the meeting on track.
- 3.2. Elections: Elections will be by electronic ballot with the approval determined by simple majority (with at least 25% of the voting membership submitting a vote). 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.
- 3.3. Approval of TAC Officers: The TAC Chair must be formally approved and appointed by the Vice President Accreditation Services (VPAS). Once the VPAS has formally appointed the TAC Chair, the TS must officially notify the TAC of the elected officer's appointment, their responsibilities, their automatic admittance to the Impartiality Committee (IC) and their exact term of office.

- 3.4. 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.

#### **ARTICLE 4 – DISCOURSE**

It will be the responsibility of the members of the TAC to provide recommendations for technical consensus on an ongoing basis. These recommendations shall be provided to the TS, who will disseminate to the TAC. If general consensus cannot be reached via email, these recommendations will be discussed to achieve consensus during the meetings.

#### **ARTICLE 5 - MEETINGS**

5. TAC meetings shall be held during the A2LA Annual Conference and during “A2LA TAC Week” (date announced during each A2LA Annual Conference).
- 5.1. Agenda – The agenda will consist of any items brought up during the time period from the last meeting that were not resolved via email with the TAC. In addition, A2LA will solicit TAC agenda topics on a quarterly basis from stakeholders. The agenda will be distributed to the TAC at least 30 days prior to the meeting.
- 5.2. Conduct – All meeting attendees are expected to conduct themselves in a professional manner.
- 5.3. Discussion – One person speaks at a time, as recognized by the Chair. Once a topic discussion is closed, it will not be revisited again unless original discussion is tabled to be revisited later in the meeting.
- 5.4. Minutes – Minutes should detail relevant discussions and opinions identified during a meeting. If action items arise from meetings, the minutes shall detail the responsible party, and an agreed upon timescale to complete the action.
- 5.5. Reports – Minutes shall be finalized and a copy of the final meeting minutes shall be distributed by the TS to the committee members within 30 days after the meeting.

#### **ARTICLE 6 – ADDITION OF TACS**

When A2LA develops new accreditation programs that do not fall under any existing TACs, a new TAC will be created to support the evolution of the accreditation area. The Accreditation Manager or Program Manager working on the development of the new program will request a TS to be appointed by VPAS. Once the TS is appointed, they will follow this SOP to add TAC members and arrange future meetings. Additionally, this SOP and the A2LA website will need to be updated to list the new TAC and the associated TS and Chair.

#### **ARTICLE 7 - LEGAL**

- 7.1. The Association shall indemnify any member of the TAC 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 TAC 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 TAC and, with respect to any criminal proceeding, had no reasonable cause to believe such person's conduct was unlawful.

- 7.2. Members of the TAC shall not receive any compensation for time spent for their voluntary services.

## DOCUMENT REVISION HISTORY

Date	Description
08/11/22	<ul style="list-style-type: none"> <li>➤ 2.1 – inserted text to add assessor to TAC roster</li> <li>➤ 3.1.1 – added text for reference of <i>A137 – Duties of the TAC Chair and Vice-Chair</i></li> <li>➤ 5.1 – inserted text to reference quarterly solicitation of agenda topics</li> <li>➤ 5.1 – changed agenda distribution to TAC from 7 days to 30 days</li> <li>➤ 5.5 – added that final meeting minutes are to be sent by TS 30 days after meeting</li> </ul>
11/30/23	<ul style="list-style-type: none"> <li>➤ 1.12 – added new section for newly created Environmental Advisory Committee (EAC)</li> <li>➤ 3.1.3 – removed biosketch from parenthesis in “Maintain TAC records” bullet</li> <li>➤ 3.4 – removed “for the following term” from the end of the last sentence to clarify there is no limit</li> <li>➤ 6.0 – added new section to provide instructions on developing new TACs</li> </ul>