

# USNWG on Taximeters – Draft Charter

The work group described and referenced in this document and formed under the U.S. Department of Commerce’s National Institute of Standards and Technology shall be known as the United States Work Group on Taximeters. Within the text of this document, the work group will be referred to as the “USNWG”. The information in this document provides a description of the work group’s objectives, structure, responsibilities, and procedural policies.

## Objectives

The National Institute of Standards and Technology (NIST) has formed the USNWG in response to inquiries and requests received from weights and measures officials and others for support and guidance in evaluating the function and operation of taximeters that incorporate emerging technologies which are not addressed in current standards. Current standards and examination procedures were developed prior to the wide scale appearance of these technologies which include: Global Positioning Satellite Systems; Mobile Data Terminals; and Point of Sale Systems interfaced with taximeters. Additionally, manufacturers and taxi industry officials who develop, design and market taximeters and associated products that incorporate these emerging technologies have also expressed the need for uniform policies and practices used during field and type evaluations of their products. The weights and measures community recognizes that existing standards and test procedures must be updated to keep pace with technological advances used to measure and assess charges based on time and/or distance measurements.

The USNWG will address these needs by analyzing current practices and by developing proposals to ensure that current methodologies and standards are updated to facilitate measurements that are traceable to the International System of Units (SI). More specifically, the work group will review existing requirements and test procedures currently referenced in NIST Handbook 44 Section 5.54, Taximeters Code and propose changes as needed. The work will include: identification of gaps between the Code and technology currently in use in taxi applications; development and presentation of proposals through the National Conference on Weights and Measures (NCWM) to modify NIST Handbook 44, as needed; and identification and development of proposed changes for inspection procedures used by regulatory weights and measures officials.

## Membership

Membership in the USNWG is open to anyone having expertise and interest in taximeter systems and is intended to bring together regulatory and other government officials; representatives of the taxicab business; service industries; trade associations; consumer organizations; and experts in time/distance measurement. Individuals serving on the USNWG may represent more than one category listed above.

Candidates must make a formal request to the USNWG Chair and Technical Advisor (e-mail, or postal mail) stating either their intent to participate in, or to simply observe the work group’s activities. Those candidates wishing to actively participate will be designated as “P-Members”, those wishing to observe

will be designated as “O-Members”. P-Members will be called on to comment or vote on documents and procedures or to possibly serve on a subcommittee. An entity (company, agency, organization, etc.) is permitted to designate more than one individual to participate in the work of the main work group or a work group subcommittee; however, in the case where a vote is taken on an issue before the work group, each entity represented on the USNWG as a P-Member is entitled to only one vote. The number of P-Members on the USNWG may be limited to maintain the work group’s membership numbers at a manageable level and to facilitate the efficiency and productivity of the USNWG.

O-Members may choose to follow the activity of the USNWG by receiving and commenting on documents and/or attending in-person meetings, video-, audio-, web-, or tele-conferences, or by e-mail or postal mail correspondence. O-Members however, will not be permitted to participate in meeting discussions unless they are specifically recognized by the USNWG Chair during the meeting.

### Responsibilities of Participation

P-Members are expected to actively participate in the efforts of the work group during video-, audio-, web-, tele-conferences, e-mail or postal mail correspondence, or in-person meetings to indicate either support or disagreement with the USNWG actions or to provide detailed input on specific issues. A period of inactivity on the part of any P-Member should not exceed more than two consecutive USNWG project/technical meetings. After an extended period of nonparticipation defined as three consecutive meetings, the Chair will contact a member to assess whether or not it is appropriate to change that member's status from participant (P-Member) to observer (O- Member). Alternative representatives may be assigned by P-Member agencies/organizations to participate on the USNWG after notification has been provided to the Chair and Technical Advisor regarding this circumstance. Members may resign from the USNWG or its Subcommittees by notifying the Chair and Technical Advisor of that intent.

### USNWG Officers

NIST staff will serve as USNWG Chair. The Chair’s responsibilities include:

- to maintain the floor and direct the group agenda to ensure progress;
- ensure that no parties monopolize discussions;
- ensure that discussions remain on focus; and
- perform these duties as an objective lead (allowing all points of view to be heard).

The Chair will ensure that work progresses according to schedule and ultimately to a satisfactory conclusion.

The Technical Advisor shall act in a technical and administrative capacity to coordinate and promote the development of legal metrology standards. The Technical Advisor shall prepare meeting agendas and summaries and facilitate the work of the USNWG by ensuring that proper analysis and development of agenda items has been performed and that any conclusions developed accurately represent the intent of the USNWG. The Technical Advisor shall represent the USNWG position in the standards

development process in International Organization of Legal Metrology Working Groups on this or related subjects. Typically, the role of Technical Advisor is held by a NIST representative.

### Technical Subcommittees:

The formation of a special technical subcommittee from the USNWG membership may occur when the scope of the work on legal metrology standards requires a separate or special focus to achieve its goals. A subcommittee may be disbanded by a majority vote of the USNWG and/or when the subcommittee has successfully completed its project.

### Meetings:

The USNWG will convene a meeting of its members either in-person, by video-, audio-, web-, or tele-conference, at any time when all of the following conditions are met:

- The meeting is within the budget,
- One-fourth or more of the membership agrees that a meeting should be called,
- At least 50% of USNWG members must be present, and
- A sufficient number of issues of technical merit require that the USNWG meet.

A notice of the meeting date and location should be distributed to all USNWG members at least 14 days prior to the meeting for web-based meetings/teleconferences or 30 days for face-to-face meetings. Member's schedules and availability as well as meeting locations and costs shall be considered when meeting schedules are developed.

### Communications:

Outside of scheduled in-person meetings, USNWG or sub-committee communications shall be take place via e-mail, telephone/teleconference, or web-based media (webinars/web-conferences).

### Meeting Agendas:

The Technical Advisor or an appointed alternate and the Chair will develop meeting Agendas. Any USNWG member may submit an agenda item to the Chair and Technical Advisor.

Submission of an agenda item must include:

- the title of the item;
- a recommendation for work group or subcommittee action;
- a brief summary of the purpose of the agenda item;
- detailed information that provides justification in support of the recommendation;
- reasons against the recommendation;
- organizations or individuals contacted for input regarding the recommendation; and
- any other information that would assist the work group or subcommittee in reaching a conclusion on the recommendation.

Members are encouraged to submit well-developed agenda items in advance of the meeting. Early submission of an agenda item allows for (1) proper analysis of the item by the Technical Advisor; (2) the USNWX membership to study and distribute the item among their stakeholders; (3) more thorough discussions at the meeting; and (4) due process of the issue(s). Each submission should be accompanied by a description of the issue and any supporting documentation. Items will be prioritized by the Chair and Technical Advisor in advance of the meeting for the purposes of preparing the meeting agenda. At the start of each meeting, the USNWX will be asked to agree upon the order in which items will be addressed. At that point, individual members can propose re-ordering of agenda items and, if agreed to by majority vote of those present, the order of items be reorganized accordingly.

Items submitted less than 30 days before and up to the day of the meeting must include sufficient background information and an analysis of the issue. The item may be held for the USNWX or subcommittee to address at a future meeting if it is submitted within 30 days of the scheduled meeting. If members wish to submit an agenda item who are unable to participate in a meeting must provide the item in a well-developed form that can be evaluated on its own merit or have an alternate present the issue. In the absence of the submitter the USNWX will need to determine why the item is relevant and what should be the outcome. Prior to the beginning of each meeting, items submitted after distribution of the meeting agenda will be considered for inclusion on the agenda on a case-by-case basis depending on the perceived urgency to address that issue, the issue's complexity, and the size of the existing agenda. Priority items should be marked urgent and include a narrative explaining why the issue requires a priority status. Priority items are considered time-sensitive issues such as those that involve litigation, pre-emption by a federal statute, conflicts with an international standard, or one that could affect health and safety. A majority vote of the USNWX is required for an item to receive priority status and be placed ahead of other items already on the agenda.

### Meeting Summaries:

A draft of the meeting summary shall be made available for review within 30 days of the conclusion of a meeting or sub-committee project. Summaries will include findings and recommendations of the group/committee. A final draft of the summary shall be distributed within 60 days of the conclusion of a meeting or completion of a project. The USNWX members will be polled and must indicate approval, submit questions, or request specific corrections to a summary within 14 days of the receipt of the document. In the case where a member fails to respond by the deadline, the Technical Advisor will consider this as approval of the summary.

Timetable for USNWX meeting procedures —

- Agenda Items to be submitted not later than 21 days prior to meeting date.\*
- Draft meeting summary to be distributed to USNWX for review not later than 30 days after meeting concludes.

- Input from USNWG on draft meeting summaries or project summaries to be received not later than 14 days after receipt of the document.
- Final summaries to be distributed to USNWG not later than 45 days after the conclusion of meeting or when project is completed.
- Notice of meeting to be distributed to USNWG not less than 14 days prior to web-based meetings and not less than 30 days prior to a face-to-face meeting.

\* A priority item or urgent issue submitted less than 21 days prior to a meeting requires a majority vote of the USNWG to be placed ahead of other items on the agenda. Additional items submitted less than 21 days before or during the meeting must be well developed and will be considered on a case-by-case basis by the USNWG at that meeting.

### Voting:

In cases where consensus is not reached on issues considered by the USNWG or when substantial changes are requested to be made to summaries or technical documents, the P-Members must approve the action by a vote. A quorum must be present during a meeting for a vote to be performed, and in the absence of a quorum, the entire P-Membership will be polled by electronic ballot to resolve the issue. No response to a balloted vote will constitute a “yes” or an approval vote. The approval of an issue up for consideration requires 51% of total votes cast.

Each company, agency, organization, etc. holding a P-member status will have one equal vote. O-Members will not vote. An official voting member may delegate his or her voting rights for voting issues addressed during a specific meeting to a proxy. The voting member may submit his or her authorization for the proxy in writing to the Chair and Technical Advisor.

No absentee votes will be accepted for agenda issues that are to be discussed during a meeting; this is to ensure each vote is cast based on an examination of the latest data, discussions, etc. by all groups affected by a project or action.

### Charter Amendment:

This charter may be amended by a vote (as described above) at any meeting when the proposal outlining changes to the guidelines is distributed to the membership at least 30 days prior to the meeting.