

Report of the NCWM Board of Directors

Jerry Buendel, Chair
State of Washington

100 INTRODUCTION

This is the report of the Board of Directors (BOD) (hereinafter referred to as the “Board”) for the 101th Annual Meeting of the National Conference on Weights and Measures (NCWM). This report is based on the Interim Report offered in the NCWM Publication 16, “Board Report,” testimony heard at public hearings, comments received from the regional weights and measures associations and other parties, the addendum sheets issued at the Annual Meeting, and actions taken by the membership at the voting session of the Annual Meeting. The voting items presented below were adopted as presented when this report was approved.

Table A identifies the agenda and appendix items by reference key, title of item, page number, and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. The first three digits of an item’s reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** the Committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(I) Informational Item:** the item is under consideration by the Committee but not proposed for Voting; **(V) Voting Item:** the Committee is making recommendations requiring a vote by the active members of NCWM; **(W) Withdrawn Item:** the item has been removed from consideration by the Committee.

Table C provides a summary of the results of the voting on the Committee’s items and the report in its entirety. Some Voting Items are considered on an individual basis; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Committee has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Committee entertains any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

Proposed revisions to the handbook(s) are shown as follows. 1) deleted language is indicated with a **bold face font using strikeouts** (e.g., ~~this report~~), and 2) proposed new language is indicated with an **underscore bold faced font** (e.g., new items). When used in this report the term “weight” means “mass”.

Note: It is the 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 U.S. customary units.

Subject Series List

Introduction	100 Series
Activity Reports.....	110 Series
Strategic Planning, Policies, and Bylaws.....	120 Series
Financials.....	130 Series
Other 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		

Table C
Summary of Voting Results

<i>Reference Key Number</i>	<i>House of Senate Representatives</i>		<i>House of Delegates</i>		<i>Results</i>
	<i>Yeas</i>	<i>Nays</i>	<i>Yeas</i>	<i>Nays</i>	
120-4	Voice Vote				Adopted
120-5	Yeas: 51 Nays: 22				Adopted
To Accept the Report	-Voice Vote				Adopted

Details on All Items
(In order by Reference Key)

110 ACTIVITY REPORTS

110-1 I Membership

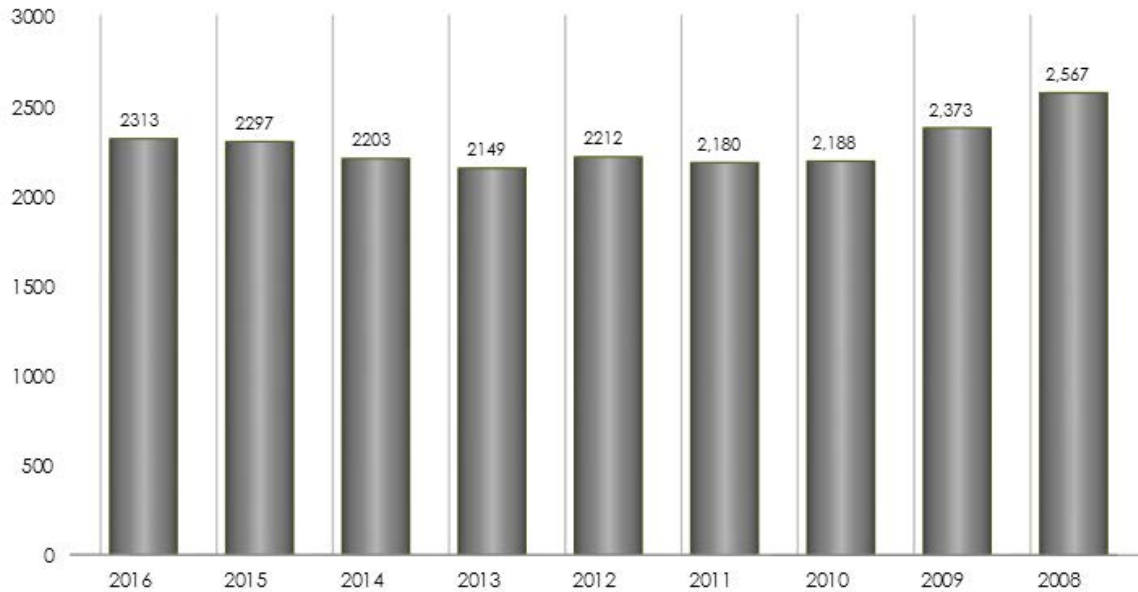
The chart and graph below show NCWM membership levels as of June 30 of recent years by membership categories. NCWM has experienced a gradual growth in membership levels for the past four years. This growth is most significant in the category of state government weights and measures officials, which increased 21 % since 2013.

The potential growth remains significant, and NCWM continues to enhance programs and services that add value to membership.

Annual Membership Totals

Year Type	June 2016	June 2015	June 2014	June 2013	June 2012	June 2011	June 2010	June 2009	June 2008
Associate	803	806	802	818	842	813	814	822	848
Foreign Associate	89	76	64	50	58	62	53	53	56
Total Associate	892	882-	866	868	900	875	867	875	904
State Government	675	665	603	558	589	567	565	696	831
Local Government	492	491	492	486	487	495	524	558	554
Total Active	1167	1156	1095	1044	1076	1062	1089	1254	1385
NIST	14	16	16	16	16	16	12	14	15
Other Federal Government	11	11	9	10	11	11	12	10	9
Foreign Government	14	13	13	13	14	14	12	24	22
Retired	215	219	207	198	195	202	196	196	232
Total Advisory	254	259	242	237	236	243	232	244	278
Grand Total	2313	2297	2203	2149	2212	2180	2188	2,373	2,567

Annual -Membership Totals as of June 30 Each Year



110-2 I Meetings

Attendance at the 2016 Interim Meeting in San Diego, California, far exceeded the attendance of the Interim Meetings in recent history. It was an opportunity for many California county officials to attend and participate in our standards development process. There were also some special additions to the program this year. On Sunday morning and afternoon, there was a Transportation Network Systems Forum that included presentations by representatives from Uber and Lyft. On Wednesday morning, there was a very well attended session on investigations of credit card skimmers at fuel stations. Panelists included Dr. Matthew Curran of Florida, Mr. Craig VanBuren of Michigan, and special agents from the FBI and Secret Service. This session drew much attention from local media including camera crews from seven local television stations. Because of the success of this event, plans will be made to continue the Wednesday morning educational sessions.

The 101st Annual Meeting was held at the Grand Hyatt in downtown Denver, Colorado, with the third-highest attendance of the past 10 years. It included nearly double the normal number of exhibitors. The Committees successfully moved many important items from their agendas.

Interim Meetings:

- January 8 - 11, 2017 Hyatt Regency San Antonio, San Antonio, Texas
- January 21 - 24, 2018 Sirata Beach Resort and Conference Center, St. Petersburg, Florida

Annual Meetings:

- July 16 - 20, 2017 102nd Annual Meeting: Omni William Penn Hotel in Pittsburgh, Pennsylvania
- July 15 - 19, 2018 103rd Annual Meeting: Hyatt Regency in Tulsa, Oklahoma
- July 2019 104th Annual Meeting: Location is to be determined in Central 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 nearby entertainment and dining options.

The 2017 Interim Meeting will be located at the Hyatt Regency San Antonio, San Antonio, Texas. This beautiful hotel is in a spectacular location on the famous San Antonio Riverwalk and overlooks the historic Alamo Mission. For more information about the 2017 NCWM Interim Meeting, go to <http://www.ncwm.net> click on meetings or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

In July 2017 NCWM will hold the 102nd Annual Meeting at the historic Omni William Penn Hotel in downtown Pittsburgh, Pennsylvania. For more information about this meeting, go to http://www.ncwm.net/sems/event_detail/2017-annual-pa or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

110-3 I Participation in International Standard Setting

Mr. Kenneth Butcher, NIST, OWM, provided a report during Open Hearings of the 2016 NCWM Annual Meeting in Denver, Colorado. An updated report is 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 I Associate Membership Committee (AMC) Activity

The Associate Membership Committee (AMC) is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws which are available on the Committee pages of <http://www.ncwm.net>. AMC meets at least two 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 Chairman, Vice-Chairman, 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 <http://www.ncwm.net>. Downloadable applications for training grants and reimbursement forms are also available at this site.

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

1. Funding request forms that are complete, specific, and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process pending further clarification.
2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings, or regional associations meetings will not be considered training.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as projectors) will not.

5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an “expert trainer” that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

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

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

At the 2016 Annual Meeting, Mr. Chris Guay, Procter and Gamble Co., provided a description of the Associate Membership and encouraged all members, especially Associate members, to attend their meetings, which are held at each NCWM Interim and Annual Meeting.

See Appendix B for the AMC Meeting Minutes.

110-5 I Task Groups, Subcommittees, Steering Committees

Focus Groups, Task Groups, Subcommittees, and Steering Committees:

Focus Groups (FG), Task Groups (TG), Subcommittees, and Steering Committees (SC) are created by appointment by the NCWM Chairman and operate as defined in NCWM Policy 1.5.1. Subgroups Supporting the Work of the Organization. A TG is given a specific charge, and it reports to the appropriate NCWM standing Committee. A TG will disband at the completion of its assignment. A Subcommittee is charged with ongoing responsibilities in support of a Standing Committee (Committee) in a specific field of expertise. A SC is charged with unbiased fact-finding that will assist NCWM membership in decision processes for difficult issues. A SC will disband upon completion of its specific charge.

NCWM offers resources to these TGs and Subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, group e-mail 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. These tools enable year-around progress of TG and Subcommittee work.

Because NCWM TGs and Subcommittees report directly to NCWM Standing Committees or Board of Directors, any new proposals developed through one of these groups 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:

The group reports to the Laws and Regulations (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
E-mail: 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
E-mail: kfloren@acwm.lacounty.gov

Multi-Point Calibration Task Group:

The group reports to the Specifications and Tolerances (S&T) 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
E-mail: julie.quinn@state.mn.us

Promotional Tool Kit Task Group:

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

Chair

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

Organometallics Task Group:

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

Chair

Mr. Randy Jennings
Tennessee Department of Agriculture
P.O. Box 40627
Nashville, TN 37204
Phone: (615) 837-5327
Fax: (615) 837-5335
E-mail: randy.jennings@tn.gov

Weigh-in-Motion Vehicle Scale Task Group:

The group reports to the S&T Committee. For more information, contact:

Chair

Mr. Alan Walker
Florida Department of Agriculture and Consumer Services
6260 Buckingham Rd
Fort Meyers, FL 33905
Phone: (850) 274-9044
E-mail: Alan.Walker@freshfromflorida.com

110-6 I Regional Association Activities

Upcoming Regional Association Meetings:

Fall 2016 Meetings

WWMA Annual Meeting

September 10-15, 2016
Honolulu, Hawaii
Contact: Jeri Kahana
E-mail: Jeri.M.Kahana@hawaii.gov

NEWMA Interim Meeting

October 25-26, 2016
Portsmouth, New Hampshire
Contact: James Cassidy
E-mail: jcassidy@cambridgema.gov

CWMA Interim Meeting

October 2-5, 2016
St. Charles, Missouri
Contact: Sherry Turvey
E-mail: sherry.turvey@kda.ks.gov

SWMA Annual Meeting

October 16-19, 2016
Arlington, Texas
Contact: Philip Wright
E-mail: Philip.Wright@TexasAgriculture.gov

Spring 2017 Meetings

CWMA Annual Meeting

May 22-25, 2017
Lincoln, NE
Contact: **Sherry Turvey** sherry.turvey@kda.ks.gov

NEWMA Annual Meeting

May 15-18, 2017
Saratoga Springs, New York
Contact James Cassidy
E-mail: jcassidy@cambridgema.gov

120 STRATEGIC PLANNING, POLICIES, AND BYLAWS

120-1 I Strategic Planning

The Executive Director presents a Strategic Plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session every other year in January at its quarterly meeting just prior to the Interim Meeting. The Board met Friday, January 8, 2016, in San Diego, California, prior to the NCWM Interim Meeting to do strategic planning for the new year. Members can review the Strategic Plan online at <https://www.ncwm.net> in the “About” section. The Board welcomes member input. Suggestions may be submitted to Executive Director, Mr. 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: Enhance the NCWM as a national and international resource for standards development:

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

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

Goal 2: Expand the role of the NCWM as a source of support for state and local weights and measures programs:

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

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

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

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

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

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

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

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

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

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

Goal 5: Preserve the financial stability of NCWM:

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

120-2 I Improving the NCWM Standards Development Process

Source:

NCWM Board of Directors (2016)

Purpose:

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

Background/Discussion:

At the 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 in which it would make it move more efficient and at the same time encourage broader attendance and participation by stakeholders. Some suggestions included modeling NCWM’s process to be more like an ANSI process and possibly voting on standards twice per year instead of once.

NCWM Chairman, Mr. Jerry Buendel has set out four phases in developing recommendations to improve the standards development process. In January 2016, he formed a Charter Team to begin Phase 1 of the plan and report back to the Board of Directors in July 2016. In Phase 1, the Charter Team will evaluate the NCWM’s existing process and outline its strengths and weaknesses.

Charter Team Members are:

Member	Jurisdiction/Organization	Region/Association
John Gaccione, Chair	Westchester County, NY	Northeast Region
Joe Gomez	New Mexico	Western Region
Julie Quinn	Minnesota	Central Region
Dr. Matthew Curran	Florida	Southern Region
David Calix	NCR	Associate Membership
Robert Murnane	Seraphin Test Measure	Associate Membership
Don Onwiler	NCWM	
Carol Hockert	NIST OWM, Retired	

Charter Team Member, Dr. Matthew Curran, presented an overview of the team’s report on Phase 1. He was asked to clarify what is meant when the team says it is considering an ANSI process. Mr. Curran explained that ANSI is just one of many options and no recommendation has been made. The final recommendation may be pieces of what other models use. A member expressed that it may be beneficial to vote two times per year, but it is important to not move items so quickly that there is not proper time for review by stakeholders. Mr. Curran responded that any concerns along the way may be brought directly to the task group. See Appendix C for a copy of the report.

Chair-Elect, Ms. Kristin Macey, will ask the team as its next step to consider a Lean Six Sigma approach of identifying and implementing specific tools to help the team meet its goals.

Since the existing standards development process and voting system are defined in NCWM Bylaws, there is 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 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, NCWM Publication 15 agendas and NCWM Publication 16 reports.

120-3 I Publication and Distribution of NCWM Work Products

Source:

Packaging and Labeling Subcommittee (2015)

Purpose:

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

Background/Discussion:

The NCWM Package and Labeling Subcommittee (PALS) is developing a document that provides principles and recommendations to capture best practices for the many 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 mislead consumers.

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

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

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

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

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

120-4 V Update to NCWM Bylaws based on Periodic Review

(This item was Adopted.)

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: <http://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 - GoalsMission

Section 1 - GoalsMission

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
4. 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:

1. 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,
2. standards and testing equipment for weights and measures officials,
3. procedures for testing commercial equipment, and
4. 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:

1. effective program management,
2. education, and
3. 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 ~~P~~rogram (~~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 house 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 Two-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.

D. 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 five-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 V NCWM Bylaws, Article X, Sections 4 and 9A

(This item was adopted.)

Source:

Los Angeles County, California (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~~ 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.

Voting on Technical Issues: The Two-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)	(< 54 total votes)	(≥ 54 total votes)	
			House of State Representatives	Majority Vote Yea	Official Vote (≥ 27)	Motion Accepted	Motion Accepted	Returned to Committee	Motion Accepted
Unofficial Vote (< 27)	Returned to Committee	Returned to Committee			Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>	
Majority Vote Nay	Official Vote (≥ 27)	Returned to Committee		Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	Motion Rejected	<u>Returned to Committee</u>
	Unofficial Vote (< 27)	Returned to Committee		Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>
Tie Vote		Returned to Committee		Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	Returned to Committee	<u>Returned to Committee</u>

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 weights and measures 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 the 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 actions 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 regarding 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.

At the 2016 Annual Meeting, Mr. Kurt Floren spoke in support of this amendment, saying it is a matter of equity that 27 states should not prevail when there is a tie in the House of Delegates. Opposition was concerned that this amendment could further delay action unnecessarily when the majority of states support a proposal. It was also suggested that it is because of the unbalanced make-up of the House of Delegates there is an unbalanced authority of the houses.

130 FINANCIAL

130-1 I Financial Report

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

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

The following is the balance sheet as of June 30, 2016, in comparison with the same time the previous year. Assets in the balance sheet are inflated by the NIST Training Initiative Grant that was awarded to NCWM. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by Associate Members and is spent at the discretion of the Associate Membership Committee (AMC) in accordance with Committee Bylaws.

ASSETS	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	29,542.91	30,386.05
NIST Training Grant	20,668.70	38,720.00
Certificates of Deposit	1,216,909.66	1,171,664.56
Checking	15,174.16	42,910.00
Savings	254,702.03	291,052.89
Total Checking/Savings	<u>1,536,997.46</u>	<u>1,574,733.50</u>
Accounts Receivable	-2,407.45	420.00
Other Current Assets	92,360.30	89,233.63
Other Assets	15,105.29	13,417.29
TOTAL ASSETS	<u>1,642,055.60</u>	<u>1,677,804.42</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	39,333.45	33,451.35
Total Liabilities	<u>39,333.45</u>	<u>33,451.35</u>
Equity		
Designated - Associate Membership	29,542.91	30,386.05
Designated – NIST Training Grant	20,668.70	38,720.00
Unrestricted Net Assets	1,375,197.09	1,373,165.90
Net Income	180,313.45	202,081.12
Total Equity	<u>1,602,722.15</u>	<u>1,644,353.07</u>
TOTAL LIABILITIES & EQUITY	<u>1,642,055.60</u>	<u>1,677,804.42</u>

Mr. Jerry Buendel, Washington | Chairman
Ms. Kristin Macey, California | Chair-Elect
Mr. Ronald Hayes, Missouri | Immediate Past 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. Georgia Harris, Acting Chief, NIST, OWM | Executive Secretary
Mr. Jim Truex, NCWM | NTEP Administrator
Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

Board of Directors

Appendix A

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

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

INTRODUCTION

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

Note: OIML publications are available electronically without cost at www.oiml.org.

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Table B
Glossary of Acronyms and Terms

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

Details of All Items
(In order by Reference Key)

I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES

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

TC 3/SC 5 Conformity Assessment (United States)

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

The OIML *Ad-Hoc* Working Group (AHWG) on the OIML Certificate System, consisting of interested CIML members, Committee on Participation Review (CPR) members, and representatives of manufacturers' associations, met twice in the first half of 2015. This working group was tasked with reviewing the structure, rules, and procedures governing the operation of the MAA (and the role of Utilizing Participants), with a view to increasing the efficiency of the operation of the MAA, and, if necessary, amending their internal (MAA) documents and suggesting to TC 3/SC 5 appropriate amendments to OIML Publication B 10. This *Ad-Hoc* Working Group was chaired by the CIML first Vice-President Dr. Roman Schwartz of PTB (Germany).

The AHWG has developed a proposal that could significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal includes the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee are also envisioned. The AHWG put this proposal forward to the CIML at its meeting in Arachon, France, in October 2015, where it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that has prepared a draft of a proposed new framework document establishing the OIML-CS, for voting on at the 2016 CIML Meeting (in Strasbourg, France). This Project Group, also chaired by Dr. Schwartz, is working on an *ad-hoc* basis, and not under the rules of the OIML Directives, or under TC 3/SC 5. Operational documents for the Management Committee are being prepared but have not yet been circulated to the full CSPG for review. The CSPG is striving to begin implementation of the OIML-CS in January 2018.

Until the new OIML-CS is approved by the CIML, the current Basic and MAA systems will continue and will be supported by the BIML.

A meeting of the CPR was held in March 2016 in Denmark; the United States was represented at the meeting by Mr. Darrell Flocken (NCWM, NTEP), Dr. Charles Ehrlich (NIST, OWM), and Mr. John Barton (NIST, OWM).

The preliminary ballot of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* was distributed for CIML vote and comment in July 2015, with votes and comments due in October 2015. Although the vote passed, there were conflicting comments for which a proposed solution has been developed. The CIML will vote at its 2016 meeting on whether to issue this document as an OIML Guide, rather than a Document, to give the user community, the necessary time to consider how to incorporate it into OIML Recommendations. If there are any questions or for more information, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov. Please also see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication for more details on the activities of TC 3/SC 5.

TC 5/SC 1 Environmental Conditions (Netherlands)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* has been published. This is a very important document in the OIML system and is used by all the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of this recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (E3) for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional information on TC 5/SC 1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

The OIML D 31 *General Requirements for Software-controlled Measuring Instruments* has been published and now serves as guidance for software requirements in International Recommendations by OIML TCs. The United States participated in the technical work on this document and submitted votes and comments on several drafts of the document. A new project on software verification was approved by the CIML, and the United States is waiting for the first draft of this document. Please contact Dr. Ambler Thompson at (301) 975-2333 or ambler@nist.gov if you would like to discuss OIML software efforts.

TC 6 Prepackaged Products (South Africa)

The first draft of a new project *Guidance for defining the system requirements for a certification system for prepackages* was discussed at a TC 6 meeting in Seoul, South Korea, in September 2014. This guideline is being developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods. It is expected that the 2 CD of this guidance document will be distributed soon.

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

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

For more information on the activities of this committee, and to participate in the U.S. review of these documents, please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov.

TC 8 Measurement of Quantities of Fluids (Japan)

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

Systems for Liquids Other Than Water (1996) – this document is important for other OIML recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of any of these documents or to participate in the project to revise R 119.

TC 8/SC 1 Static Volume and Mass Measurement (Germany)

The United States chairs the Project Group that has drafted new sections of OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 1 CD of R 71 and R 85 were distributed for project group comment in March 2016. The 2 CD of OIML R 80-2, *Road and Rail Tankers, Test Methods* was distributed in April 2016. The Secretariat has also initiated the effort of revising OIML R 95 *Ships' Tanks*. A meeting to discuss these TC 8/SC 1 projects is scheduled for June 2016 in Gothenburg, Sweden. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

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

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

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

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first working draft (1WD) of R 81 to TC 8/SC 6 members and the USNWG for their review and comment. Nine members of the R 81 project group submitted comments on Parts 1 and 2 of R 81. A compilation of those comments will be distributed in mid-2016, and distribution of a first committee draft incorporating these comments is also planned for mid-2016. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

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

All three parts of OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, have now been published. This standard is important to U.S. stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels such as hydrogen gas and compressed natural gas (CNG). To obtain more information on this effort, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

The United States distributed the 4th Committee Draft of R 60-1 *Metrological Regulation for Load Cells* Parts 1 and 2 (Metrological and technical requirements and Metrological controls and performance tests) in November 2015 for comments and voting. Along with the 4 CD of R 60-1, the 1 WD (Working Draft) of R 60-2 was circulated among the TC 9/p1 members for review in November 2015. Voting on the 4 CD of R 60-1 indicated the need for a 5 CD to be developed based upon comments from the project group. Comments received on the 1 WD of R 60-2 will be used to develop a 1 CD, R 60-1, 5 CD and R 60-2, 1 CD are expected to be circulated to TC 9/p1 members during the summer of 2016. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

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

Although no project has yet been formally started, the results of a 2015 questionnaire indicated that a majority of TC 8/SC 1 members wanted to initiate the revision process for OIML R 76:2006 *Non-automatic weighing instruments*.

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

All three parts of OIML R 50 *Continuous Totalizing Automatic Weighing Instruments* (Belt Weighers) received final CIML approval in November 2014, and R 50 was published in March 2015. To receive copies of these documents or to obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

The TC 9/SC 2 Secretariat distributed a questionnaire concerning a possible project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R 51 was also announced by the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or richard.harshman@nist.gov if you are interested in the project to revise this document.

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

The 7 CD of OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* was distributed for voting in December 2014. Voting was conducted using the new OIML on-line voting for project groups and officially closed in April 2015. The 7 CD was approved by the project group with a total of 8 “yes” votes and 1 “no” vote. Comments received on the 7 CD were considered and the document was to be forwarded as a DR to the CIML for preliminary ballot voting. This voting will close in July 2016. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov if you would like to participate in this work.

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

The 5 CD of a draft document *Measuring Instruments for Protein Determination in Grains* was circulated for vote in 2014. The United States voted “yes” on the 5 CD of this draft document in December 2014. Preliminary ballot voting on the DR closed in November 2015. The United States submitted a “no” vote with some significant comments on the DR based on the non-uniformity with the testing requirements in OIML R 59. The preliminary ballot passed (with 20 “yes” votes and only two “no votes”), and it is expected that this new document will receive final CIML approval in October 2016. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like to participate in this work.

OIML Mutual Acceptance Arrangement (MAA)

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

II. REPORT ON THE 50TH CIML MEETING IN ARCACHON, FRANCE IN OCTOBER 2015

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

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

The CIML decided to renew the appointment of the BIML Director for a three-year term starting in January 2016. The Committee also expressed its expectation that it plans to renew the appointment of Mr. Willem Kool as BIML Assistant Director for a fixed term of up to five years at its meeting in 2016.

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

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

The Committee approved the following draft publications:

- Recommendation: OIML R 139-3 *Compressed gaseous fuels measuring systems for vehicles - Part 3: Test report format*;
- Revision of OIML R 79: *Labeling requirements for prepackages*; and
- New Recommendation: *Ophthalmic instruments - Impression and applanation tonometers*.

The Committee approved two new projects in TC 8/SC 1 Static volume and mass measurement:

- the revision of R 71 *Fixed storage tanks — General requirements*; and
- the revision of R 85 *Automatic level gauges for measuring the level of liquid in stationary storage tanks*.

The United States will serve as the convener on these two projects.

The Committee also approved a new project, the revision of OIML B 6:2013 *Directives for OIML technical work* to be conducted in an *Ad-hoc* Working Group.

The OIML *Ad-Hoc* Working Group (AHWG) on the OIML Certificate System explained their proposal that could significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal includes the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee are also envisioned. The AHWG put this proposal forward to the CIML in Arachon, and it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that will prepare drafts of the proposed new documents establishing the OIML-CS, for voting on at the 2016 CIML Meeting. This Project Group, chaired by Dr. Schwartz (CIML First Vice-president), will work on an *ad-hoc* basis, and not under TC 3/SC 5.

Until the new OIML-CS is approved by the CIML, the current Basic and MAA systems will continue and will be supported by the BIML.

The Committee congratulated this year’s recipients of an OIML Medal:

- Mr. Ngo Quy Viet, Vietnam, and
- Mr. Cartaxo Reis, Portugal.

III. FUTURE OIML MEETINGS

The 51st CIML Meeting and the 15th OIML Conference (held once every four years) will be held the week of October 17 - 21, 2016, in Strasbourg, France.

IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Bogotá, Columbia, (November 2014) and Punta Cana, Dominican Republic (October 2015). Mr. José Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. The Legal Metrology Working Group is chaired by Mr. Emilio Löbbe from INTI/Argentina. The organization is working to build capacity in legal metrology for SIM member countries. In April 2015, INTI hosted a three-day course on “Assessment and Acceptance of Electrical Energy Meter Type Approval Certificates” in Buenos Aires, Argentina, as part of a regional project on “Quality Infrastructure for Energy Efficiency and Renewable Energy Sources in Latin American and the Caribbean.” Also in April 2015, SIM held a workshop on “truck scales” and “modular verification” (load cells and digital indicators) in Panama City, Panama. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM.

The 22nd Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by the United States and was held in Honolulu, Hawaii. The People’s Republic of China has held the Presidency and Secretariat of APLMF for several years. Mr. Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. At the end of the meeting, New Zealand assumed the APLMF Secretariat, and Mr. Stephen O’Brien of New Zealand’s Ministry of Business, Innovation and Employment (MBIE) assumed the Presidency of APLMF.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities are facilitated through its seven work groups. The most active WG is the Working Group on Training Coordination, chaired by Australia. In 2015, APLMF held the following training courses:

<u>Course</u>	<u>Venue/Host</u>	<u>Trainers</u>	<u>Delivery Dates</u>
Pre-packaged goods	Bandung, Indonesia	New Zealand	May 18 - 22, 2015
Verification of Fuel Dispensers	Pattaya City, Thailand	Australia	June 15 -19, 2015
Verification of Taxi Meters	Shanghai, China	China	July 07 - 10, 2015
Verification of CNG Dispensers	Kuala Lumpur, Malaysia	Malaysia	Aug 18 - 2,1 2015
Verification of Rice Moisture	Phnom Penh, Cambodia	Japan	Nov 16 - 20, 2015

Appendix A – Report on the Activities of OIML and Regional Legal Metrology Organizations

The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the 2005 - 2013 time period were highly valued by the member economies, promoted harmonization in the Asia-Pacific region and frequently led to revised/improved legislation and regulations in the member economies.

A significant joint project entitled “Metrology Enabling Developing Economies in Asia” (MEDEA) has been launched by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This four-year project is being managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies. Several more training courses are planned through the MEDEA Project for the years 2016 to 2017.

The United States was represented at the APLMF meeting in Honolulu, Hawaii, by Ms. Carol Hockert, Chief of the Office of Weights and Measures (NIST), Mr. Jerry Buendel of the Washington State Department of Agriculture (current Chairman of the National Conference on Weights and Measures (NCWM), Ms. Jeri Kahana, Administrator of Weights and Measures for the State of Hawaii, Mr. Dmitri Karimov of IDEX/Liquid Controls (current Chair of the Meter Manufacturers Association), Dr. Charles Ehrlich, and Mr. Ralph Richter. The U.S. Scale Manufacturers Association (SMA) hosted the Welcome Dinner. Dr. Ehrlich serves as the Chair of the APLMF work group on Mutual Recognition Arrangements and gave a report and update on the OIML MAA. Mr. Richter presented the United States Country Report.

Japan is scheduled to host the next APLMF meeting in Tokyo in November 2016. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF and the 2016 APLMF Annual Meeting.

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Appendix B
Associate Membership Committee (AMC)
Agenda and Annual Meeting Minutes

David Calix, Chair
NCR

Table A
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AGENDA

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

Associate Membership Committee (AMC)

Annual Meeting Minutes

July 26, 2016
Denver, CO

Call to Order

The meeting was called to order at 5:00 p.m. by the AMC Chairman, Mr. David Calix.

Meeting Minutes

The minutes from the previous AMC meeting were unanimously approved.

Financial Condition

A copy of the financial report for fiscal year to date October 15, 2015, to July 12, 2016, was distributed to the group. Favorable comments were received regarding the new format of the report, which is much easier to read and understand.

AMC Account Balance	\$25,967.91
Pending Payments	9,557.00
Available Funds	\$16,410.91

The financial report was unanimously approved.

Board of Directors Report

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

WEST

Budget issues in Alaska continue.

Arizona Weights and Measures program moved to Department of Agriculture.

Hawaii will be hosting WWMA (week of September 11, 2016) in Honolulu, Hawaii.

California received funding for the alternative fuel labs.

SOUTH

Mississippi looking for online testing of inspectors.

Kentucky is losing inspectors due to retirement and budget.

Southern Weights and Measures meeting will be in Arlington, Texas, and not Fort Worth.

NORTHEAST

Connecticut is establishing programs on electric and fuel cell vehicles and propane fuel.

Mr. Steve Giguere now Acting Director in Maine, doing rulemaking to adopt NIST Handbook 133, "Checking the Net Content of Packaged Goods" procedures.

Pennsylvania is in their first year of a fuel quality program.

Vermont is still getting their lab back and running after the flood several years ago.

Interim Meeting is in Portsmouth, New Hampshire at end of October.

CENTRAL

Indiana's metrologist left and the lab is down until new people are trained.

Iowa's lab is still not open and using other state labs.

Michigan received full funding to add inspectors and equipment.

Skimmers are being placed Friday nights and Saturdays and picked up Sundays.

Interim Meeting is in St Charles, Missouri, the first week of October.

NIST

Mr. Doug Olson (new Chief of NIST, Office of Weights and Measures) will be here Monday night and Tuesday. Georgia Harris will be the Acting Chief until February.

Training – doing more webinars especially for metrology; including support for Latin America.

Packaging and Labeling NIST Handbook 133 training for 105 people this year (weight and volume).

Doing first count, length, width NIST Handbook 133, class later this year in California.

Compressed Natural Gas (CNG) testing school this fall in Utah.

Train the Trainer Program has worked well to provide assistance to NIST trainers and as a supplement to the NIST training.

Questions remain on the official status of classes taught by non-NIST instructors.

Board Items of Interest

Membership currently somewhat stable.

Board has agreed to send Mr. Darrell Flocken and Mr. Don Onwiler to InterWeighing Expo in China which occurs every two years.

Upcoming Meetings:

- San Antonio, Texas, NCWM Interim meeting in January 2017.
- Pittsburgh, Pennsylvania, NCWM Annual meeting July 2017.

PALS/FALS Subcommittee Issues Under Discussion:

- Reporting of votes within the Subcommittee.
- Management of issues between Standing Committee and Subcommittee.

Charter Team Phase 1 and movement to Phase 2:

- Phase 1 report.
- Plan to Move into Phase 2.

Tool Kit Task Group (videos developed and under development).

Posting of Employment Opportunities on NCWM website:

- Positions can be posted by a NCWM member;
- Can be accessed by NCWM and non-NCWM members.

Professional Development Committee (PDC)

Mr. Richard Shipman, the PDC representative on the Committee reported on the activity of the PDC.

- Working on competency exams. The Committee is seeking input from the states.
- The PDC expressed appreciation to the Board for the support received by the AMC for training funds
- Ms. Julie Quinn has a very nice presentation on safety related to service. She expressed the need for input from industry.
- There will be two positions opening on the Committee.

Laws and Regulations (L&R) Committee Report

Ms. Rebecca Richardson, the AMC representative on the L&R Committee, reported on the activity of the L&R.

- Finished the agenda work today.
- Ms. Ha Dang stepped down. Ms. Michele Wilson will take her place through 2019.

AMC Fund Disbursement Report

Pending	Toolkit Task Group	\$4,275.00
Pending	Virginia: SMAP	\$2,300.00
Pending	NH - NEMAP	\$872.00
Pending	Virginia: Safety	\$500.00
Pending	Texas: SWAP	\$1,060.00
Approved	NYS	\$3,750.00
Approved	CNMI	\$6,900.00

Filling Vacant Positions

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

OFFICE	NAME	AFFILIATION	TERM ENDS
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	Walmart 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

The open positions will be filled as follows:

Committee Chair – Richard Shipman, Rice Lake Weighing Systems will move up from Vice Chair to Committee Chair.
 Vice Chair – Bill Callaway, Crompco, will move into the Vice Chair from Secretary.
 Secretary/Treasurer – Mark Flint, ADM

Old Business

None.

New Business

BOD developing processes to speed up the change procedures. An improvement group was formed. Phase I – Shorter commitment. Phase II – Could be longer commitment. A Six sigma or Lean approach to be used.

The AMC policy on funds distribution is located on the NCWM website and has not been reviewed in seven years. This item is to be placed on the agenda for the next meeting.

Discussion on industry involvement. The question was raised on how do we get more industry involvement – not just when there is an item on the NCWM agenda that affects that industry (being pro-active vs. re-active). This topic will be added to the next meeting agenda.

Adjournment

With no further new business, Chair Calix adjourned the meeting at 6:25 p.m.

Respectfully submitted by,
 Mr. Richard Shipman
 Vice Chairman

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. Henry Oppermann, W&M Consulting
Ms. Rebecca Richardson, Marc-IV Consulting / National Biodiesel Board
Mr. Richard Suiter, Richard Suiter Consulting LLC
Mr. Mark Flint, ADM
Mr. Jim Hewston, J.A. King
Mr. John Hughes, Rice Lake Weighing System
Mr. Jerry Buendel, NCWM Chair
Mr. Brett Gurney, Utah Dept. of Agriculture, Weights and Measures
Mr. Marc Buttler, Emerson
Mr. Don Onwiler, NCWM
Mr. Louis Straub, Fairbanks
Mr. Ron Gibson, Seraphin
Mr. Mike Kunselman, CQA
Mr. Mark Flint, ADM
Mr. Henry Kellogg, Campucom

Appendix C
Report of Team Charter to the Chairman
National Conference on Weights and Measures

July 2016

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

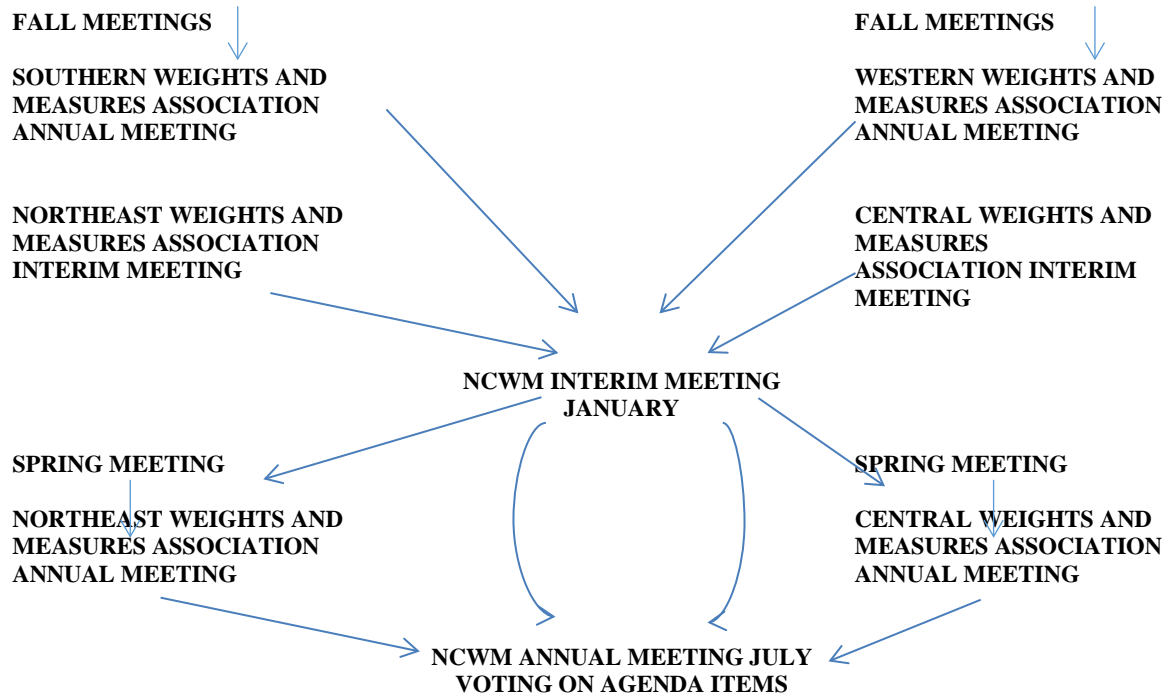
The report also identifies other standards groups whose workings may provide valuable information to Team Charter as its work progresses. Also identified are the participants in NCWM, as well as end users of the work product of NCWM.

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

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

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

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



Other National and International Standards Setting Groups:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Stakeholders in the National Conference on Weights and Measures:

Membership in NCWM is made up of three classes: **Active, Advisory, and Associate**. For the purposes of voting on an agenda item, NCWM is divided into three (3) houses; the House of State Representatives, The House of Delegates, and The House of General Membership. NCWM presently has 2300 members.

Membership Breakdown

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

Active Members:

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

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

Advisory Members:

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

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

Associate Members:

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

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

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

End Users:

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

Public Sector Users

Field Inspectors
Auditors
Supervising Officials
Device Evaluators
Law Enforcement

Private Sector Users

Manufacturers
Producers
Commodity Packers
Retailers - Consumer Goods
Advertisers and Marketers

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

Compressed Natural Gas/Liquefied Natural Gas - Method of Sale

2013: New Informational Item: Assigned to a new Steering Committee

2014: Item Withdrawn by Submitter

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

2015: Voting Item: Returned to Committee

- Conference now had two "compromise" proposals; one establishing volume equivalents and the other establishing mass
- The Committee agreed to move the volume equivalents version for vote

2016: Voting Item

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

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

Automatic Temperature Compensation Timeline:

- 2000: Proposed by WWMA for VTMs
- 2001: Informational
- 2002: Voting Item Returned to Committee
- 2003: Voting Item Returned to Committee
- 2004: Voting Item Returned to Committee
- New proposed Method of Sale for ATC
- 2005: Both items were informational
- 2006: Both items were informational
- 2007:
- ATC Steering Committee was formed
 - NCWM Chair testified at congressional hearing on ATC
 - L&R vote on permissive ATC Returned to Committee
 - ATC for RMFD was proposed – Informational
 - ATC for VTMs was adopted
- 2008:
- L&R presented informational item with 2 options for ATC recommendation and original proposal
 - ATC for RMFD was informational
- 2009:
- L&R moved item from voting to withdrawn
 - S&T retained informational item for RMFDs
- 2010: S&T withdrew item for RMFDs

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

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

Software Identification Timeline

- 2005: Software Sector was created to address software concerns including identification.
- 2007: Software Sector submitted G-S.1. Identification as a Developing item
- 2008: Item was upgraded to Informational
- 2009: Informational
- 2010: Informational

BOD 2016 Final Report
Appendix C – Charter Team Report

2011: Downgraded to Developing
2012: Developing
2013: Developing
2014: Developing
2015: Developing
2016: Voting Item

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

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

Pasta Timeline

2010: Voting Item Returned to Committee
2011: Voting Item Returned to Committee
2012: Voting Item Returned to Committee
2013: Adopted

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

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

GPS Systems Timeline

2012: New Developing Item from Seattle
2013: The GPS item was grouped with other taxi items into a new single Developing item for the USNWX on Taximeters.
2014: Developing
2015: Developing
2016:

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

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

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

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

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

Laws and Regulations Committee				
Final Actions Taken on Voting Items				
Year	Item	Years in System	Action	Title
2011	232-3	1	Adopted	1.7.2. Pelletized Ice Cream
2012	231-3	1	Adopted	10.11. Statements of Cubic Measure in Compressed Form
	232-1	3	Adopted	2.13.4. Declaration of Weight (Polyethylene)
	232-2	1	Adopted	2.19. Kerosene
	232-3	1	Adopted	2.23. Animal Bedding
	232-4	2	Adopted	2.33. Vehicle Motor Oil
	232-7	1	Adopted	2.32.1. Definition of Hydrogen Fuel
	237-1	2	Adopted	2.1.2. Gasoline - Oxygenate Blends
	237-3	1	Adopted	3.3.4. Nozzle Requirements for Diesel Fuel
	237-4	2	Adopted	3.13.1. Labeling of Vehicle Motor Oil
	237-6	1	Adopted	3.2.X. EPA Labeling Requirements Also Apply
	237-7	1	Adopted	4. Retail Storage Tanks and Dispenser Filters
	237-9	4	Adopted	2.XX. Requirements for Hydrogen Fuel
	237-10	2	Adopted	X.X. Definitions Hydrogen Fuel, Internal Combustion Engines, Fuel Cell VehiclesS
	260-4	3	Adopted	4.7. Polyethylene Sheeting Test Procedure
2013	221-1	2	Adopted	1. Definitions
	232-3	1	Adopted	2.33. Oil, 2.33.1.4.5. Tank Trucks and Rail Cars
	232-5	2	Adopted	2.XX. Retail Sale of Electricity/Vehicle
	260-1	4	Adopted	2.3.8. Moisture Loss - Pasta Products
2014	231-2	3	Adopted	10.3. Aerosols and Self-Pressurized Containers
	232-4	2	Adopted	Section 2.33. Oil
	232-6	3	Adopted	2.30. Ethanol Flex Fuel Blends
	232-7	1	Adopted	2.XX. Diesel Exhaust Fluid (DEF)
	232-8	1	Adopted	2.20. Gasoline-Oxygenate Blends
	237-6	2	Adopted	3.13. Oil, 3.13.1. Labeling of Vehicle Engine (Motor) Oil Required
	237-7	1	Adopted	3.2.7. Documentation for Dispenser Labeling Purposes
	237-9	3	Adopted	4. Definitions, 2. Standard Fuel Specifications, 3. Classification and Method of Sale of Petroleum Products
	237-10	1	Adopted	3.XX. Diesel Exhaust Fluid (DEF)
	237-11	1	Adopted	2.12. Motor Oil
	260-2	1	Adopted	3.12. Fresh Oysters Labeled by Volume

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

Specifications and Tolerances Committee				
Final Actions Taken on Voting Items				
Year	Item	Years in System	Action	Title
2011	310-1	4	Adopted	Provision for Sealing Electronic Adjustable Components
	310-3	2	Adopted	G-A.6. Non-retroactive Requirements (Remanufactured Equipment)
	320-2	1	Adopted	T.N.4.7. Creep Recovery for Load Cells
	321-1	4	Adopted	N.3.1.3. Check for Consistency of the Belt Along Its Entire Length
	331-1	1	Adopted	S.2.6. Thermometer Well, Temperature Determination
	336-1	1	Adopted	Appendix D - Definitions of Utility-Type Water Meters
	342-1	2	Adopted	N.5.1. Verification of Master Metering Systems
2012	320-3	1	Adopted	N.3.1.2. Interim Approval
	320-4	1	Adopted	UR.1.2. Grain Hopper Scales
	320-6	1	Adopted	Appendix D - Definitions. Reference weight car
	321-1	1	Adopted	S.1.9. Zero Read Indicator
	321-2	1	Adopted	UR.1. User Requirements
	330-1	1	Adopted	Unit Price Posting...
	330-2	1	Adopted	Selection of Unit Price
	330-3	1	Adopted	Agreement Between Indications
	330-4	1	Adopted	Recorded Representations
	330-5	1	Adopted	Unit Price and Product Identity
	330-6	1	Adopted	Computing Device
	336-1	1	Adopted	S.3. Markings
	358-1	1	Adopted	N.1.3.4. Test Objects with Protrusions
	359-1	1	Adopted	Tentative Status of Code 5.59
2013	320-1	2	Adopted	S.6.4. Railway Track Scales and Appendix D - Definitions
	320-4	2	Adopted	Appendix C - Units of Mass (ton)
	321-1	1	Adopted	UR.1.2. Conveyor Installation
	321-2	1	Adopted	Appendix D - Definitions. Belt Revolution, Belt Load...
	330-2	1	Adopted	Table T.2. Accuracy Classes and Tolerances for Liquid Measuring Devices

	331-1	1	Adopted	Table 1. Accuracy Classes and Tolerances for VTMs
	331-2	5	Adopted	T.4. Product Depletion Test
	337-3	1	Adopted	Table T.2. Accuracy Classes for MFMs
	356-1	1	Adopted	Table S.2.5. Categories of Device and Method of Sealing
	356-2	2	Adopted	UR.3.4. Printed Tickets
2014	310-2	1	Adopted	G-S.5.6. Recorded Representations
	320-2	1	Adopted	UR.2.4. Foundations, Supports and Clearance
	321-1	1	Adopted	UR.1.2. Conveyor Installation
	330-1	1	Adopted	S.1.6.8. Recorded Representations and UR.3.3. Computing Device
	330-3	2	Adopted	N.4.2.4. Wholesale Devices
	330-5A	2	Adopted	UR.3.3. Computing Device
	330-5B	2	Adopted	UR.3.3. Computing Device
	332-2	1	Adopted	S.1.5.3. Recorded Representations, POS Systems
2015	310-2	1	Adopted	G-UR.4.1. Maintenance of Equipment
	320-2	1	Adopted	T.N.3.5. Separate Main Elements
	320-4	5	Adopted	2.20 Weigh-in-Motion Vehicles Scales for Law Enforcement
	321-1	1	Adopted	A.1. General
	321-2	1	Adopted	S.4. Marking Requirements
	321-3	1	Adopted	N.2.1. Initial Verification
	321-4	1	Adopted	N.2.3. Minimum Test Load
	321-5	1	Adopted	N.3.1.1. Determination of Zero
	321-6	1	Adopted	UR.1.2. Conveyor Installation
	321-7	1	Adopted	UR.3.1. Scale Conveyor Maintenance, Weighing Systems
	321-8	1	Adopted	Appendix D - Definitions. Weigh-belt systems
	330-2	1	Adopted	Table S.3.3. Categories of Device and Methods of Sealing
	354-1	1	Adopted	S.1.1.1. Recording Elements
	354-2	1	Adopted	S.1.2. Advancement of Indicating Elements
	354-3	1	Adopted	S.1.3.3. Passenger Indications
	354-4	1	Adopted	S.1.8. Protection of Indications
	354-5	1	Adopted	S.1.9. Recorded Representation
	360-3	1	Adopted	Appendix D - Definitions. Point-of-sale-system
	360-5	2	Adopted	Electric Vehicle Fueling and Submetering

Conclusions:

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

1. Standing Committee agendas include too many items. In recent years, agendas have overwhelmed committee members. Committee work sessions have become all-consuming and diminish the Committee's final work product. Late night time commitments affect committee members' morale and cause difficulties in recruiting new committee members. The existing agenda item designation system only provides guidance to the Committees as it relates to the status of an item.
2. Items remain on committee agendas for indefinite periods of time. Clearly there are agenda items that need extensive development, but *revisiting and/or voting* on the same items on a yearly basis raises frustration and causes interested groups to question the credibility of the Conference. Interested parties have bypassed the NCWM process and have reached out to the Federal and State Governments for favorable legislation. Some states have passed "boutique legislation" to address that state's immediate need.
3. Adoption or non-adoption of agenda items by the Conference as a whole occurs just once a year. Items that are ready for a vote or have been voted on and are ready for a revote cannot be revisited until the July Annual Meeting. Voting only once a year inherently slows the approval process.
4. Agenda items can be intensely technical and inconsistent technical knowledge of a specific item by committee members can hinder the study of the item. Committees may not have the expertise or time to develop items, and proposal authors may not have the resources or connections to reach out to affected parties except at national meetings. The result is that items of a technical nature may not be developed adequately before reaching the Committee and may return year after year without significant change because of a continuing lack of resources for development.
5. Committee Chairpersons have broad authority and control over their agendas. The tools provided to committee chairs are explained in detail during the NCWM Committee Orientation process, but we believe committee chairs do not use these tools enough in reviewing agenda content. Also, emphasis should be placed on the most efficient utilization of time outside of the NCWM meeting timeframes to work on agenda items.
6. Comments during open hearings and the voting process at times are not directed to the Committees and their chairpersons, inviting "back and forth" discussions on agenda items. Although comments are strongly encouraged, "back and forth" discussions can cause unnecessary delays and can diminish the time necessary to consider "last minute" changes. As a result, an item deemed by the Committee ready for a vote may be quickly "pulled back" increasing the time it remains on an agenda.
7. Subcommittees perform an important function by advising and assisting the Standing Committees on agenda specific topics. A Subcommittee's recommendation and work product become an integral part of an agenda item. Subcommittee members are subject matter experts, whose expertise and background should be fully utilized by Standing Committees.
8. Every proposal/agenda item presented to a regional association and/or to NCWM is distinct and raises a corresponding level of interest. Determining "how long" an item takes to move through the NCWM process is difficult and is driven by the uniqueness (technical nature and the widespread effect on the marketplace) of agenda items. Data suggests that most items move relatively smoothly through the conference approval process, but that suggestion is clearly diminished by the uniqueness of an item.

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

Mr. John Gaccione, Westchester County, New York | Chairman and Northeastern Representative
Dr. Matthew Curran, Florida | Southern Representative
Mr. Joseph Gomez, New Mexico | Western Representative
Ms. Julie Quinn, Minnesota | Central Representative
Mr. Robert Murnane, Seraphin Test Measure, Co. | Associate Membership
Mr. David Calix, NCR Corporation | Associate Membership
Mr. Don Onwiler, NCWM
Ms. Carol Hockert, NIST/OWM (Retired)

Team Charter Committee Members

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