

CENTRAL WEIGHTS AND MEASURES ASSOCIATION

CWMA

A Guide to Serving on Standing Committees

October 9th, 2019

Acknowledgement

The CWMA wishes to thank the WWMA for sharing their guide in preparation of this document.

Introduction

Congratulations on your appointment to serve as a member of a Central Weights & Measures Association (CWMA) Standing Committee. You take on a responsibility that is essential to the development of our National Standards and you follow in the footsteps of those dedicated professionals who served before you.

The development of our standards is constantly evolving and Committee members at the regional level are the first to make decisions on new and developing items. This not only gives you the opportunity to lend your expertise on these subjects but gives you the opportunity to advance your own professional development skills in the areas of leadership, problem solving, technical writing, and public speaking.

Committee Structure

Article VII of the CWMA Bylaws defines the structure of the Standing Committees as follows:

Laws & Regulations Committee (L&R)

The L & R Committee shall consist of six (6) members, four being Active members (from differing State jurisdictions or city or county subdivision thereof) appointed by the Chairperson, the fifth being the senior regional member of the same Committee of the National Conference on Weights and Measures as an ex-officio member and the sixth being an Associate or Advisory Member.

Specifications and Tolerances Committee (S&T)

The S & T Committee shall consist of five (5) members, four being Active members from differing state jurisdictions or city or county subdivision thereof appointed by the Chairperson and the fifth being the senior regional member of the same Committee of the National Conference on Weights and Measures as an ex-officio member.

Professional Development Committee (PDC)

The PDC Committee shall consist of six (6) members, four being Active members (from differing State jurisdictions or city or county subdivision thereof) appointed by the Chairperson, the fifth being the senior regional member of the same Committee of the National Conference on Weights and Measures as an ex-officio member and the sixth being an Associate or Advisory Member.

Committees are structured in this way in order to allow the opportunity for each jurisdiction to have a voice in the decision-making process. It is important that each member participate fully without any one member gaining undue influence over the decision-making process of the Committee.

Chairmanship

Selection

Traditionally, members entering the fourth year of their appointed term have assumed the duties of Chairperson (Chair) of their respective Committees. However, Article VII, Section 1. E., of our bylaws specifies that the members of each Committee will elect this position. Each Committee will choose a Chair at the conclusion of the annual meeting. During the Annual Business meeting the incoming CWMA Chairperson will make the required appointments to fill Committee vacancies.

Duties-General

The Chair will maintain communication with the Committee throughout the year and should set up a group contacts list including email addresses and, possibly, work phone numbers.

Along with the normal duties of a Committee member, the Chair also presides over the Committee agenda review, open hearings, work sessions, voting sessions, and presents the report during the Annual and Interim meetings.

The Chair is responsible for establishing an atmosphere that encourages and ensures that each person is upholding their responsibilities to the Committee. Equally important is making certain that each person stays within the parameters of their role. Depending on the dynamics of the group this could be an easy task or quite challenging. The Chair must therefore be able to direct the Committee members in the proper conduct of Committee business. No one person, inside or outside the Committee, should be allowed to gain undue influence. When the Chair is successful in maintaining proper conduct, the Committee is well positioned to effectively conduct its work with minimal scrutiny from outside.

The Chair will also be responsible for the assembly of the Committee reports and ensuring the meeting host or CWMA Annual Conference Secretary has these in time for printing. These documents have been developed in cooperation with the NCWM and the NIST advisors and contain some advanced Microsoft Word features which you may require assistance to complete.

Responsibilities and Conduct of Committee Members

The goal of the Committees is to strive for consensus of model standards and to impress on attendees that the CWMA is an open, friendly, and professional organization respectful of everyone's opinion and concerns. We can achieve these goals by following these guidelines for conduct and responsibilities.

Educate yourself on the proposals

Every Committee member must be involved in the decision-making process by investigating and researching the items on their respective agendas as they become available. If necessary, contact the submitter of the proposal for additional information or clarification. Canvas fellow regulatory officials or other stakeholders including device owners or consumer groups to gather information on the impact of the proposal. Research the history of carryover items in NIST Publication 16 or NCWM Annual Reports.

Many proposals arrive at the last minute; keeping pace with current items throughout the year will allow time for last minute research in the weeks before the conference.

Participate to arrive at a consensus

Be open to new data or information, keep notes of testimony at open hearings, be prepared to share your knowledge on the subject to help reach consensus. Engage and solicit information from conference attendees and encourage stakeholder testimony in open hearings. Members must also consider costs and benefits of an item, how a change in one code may affect another, and propose alternate solutions if possible.

Communicate during open hearings

You are on a research mission when taking testimony at open hearings. All Committee members are encouraged to open a dialog with the attendees who stand up to make comments. The Committee Chair will ensure that when an attendee gives testimony, the person first clearly states their name, who they represent, do they favor, oppose, or just wish to comment on the item, and why. It is important to you as a Committee member and to the audience as a whole, to clearly understand who the individual is and exactly what their position is on an item. Call them back to the microphone if you need additional testimony or clarification. Do not rely on the Committee chair to speak for the group at open hearings; he or she needs your support in gathering the information necessary to reach consensus. If you wish to offer your position on an item during your committee's open hearings, walk down to the floor microphone and address the committee chair. This simple action clarifies for all attendees that you are speaking on behalf of yourself or your employer and not speaking on behalf of the committee.

Work Session Conduct

Decisions are made by the group in work sessions and no one person, inside or outside the Committee, should be allowed to gain undue influence. Testimony is to be given at the microphone during open hearing sessions so that the entire body can hear the comments and will not be allowed during the work sessions. The Committee Chair may allow additional information from audience members if the Committee needs technical clarification on an item. The Committee Chair may request information from an audience member or call on an audience member who raises their hand. Allowing audience members to unduly influence the work session circumvents due process and erodes our credibility.

Note: The collaborative nature of the PDC Committee generally allows more open dialog between audience and members.

Associates Representation

The CWMA Laws & Regulations and Professional Development Committees each have a non-voting associate member assigned to provide a perspective on items from a business or industry standpoint. These members can be a great benefit to the Committee, but associate members must be cautious of participating on items if it could be perceived as gaining a competitive advantage for his or her employer.

Technical Advisors

The chief of NIST OWM may assign a technical advisor to attend the regional conferences for various duties and they may be available to assist the Committees. These non-voting participants serve as liaison between the regional and national Committees and federal agencies and should be considered a valuable asset to the Committee members. Do not hesitate to enlist their advice on technologies, marketing practices, or historical references from other national/regional meetings.

Overview

Interim Meeting

From the perspective of the Committees the purpose of the Interim meeting is to determine what status the membership believes is appropriate for each item on their respective agendas. This is done through testimony during open hearings.

Annual Meeting

From the perspective of the Committees the purpose of the Annual meeting is to determine which items on their respective agendas have the support of the membership. As with the Interim meeting this is done through testimony during open hearings.

Committee Cycle

Interim Meeting

- Review Agenda and associated materials posted on the NCWM website (if applicable) prior to the meeting
- Discuss application and impact of each item during the Committee planning session and suggest editorial or technical changes if applicable
- Take notes and solicit discussion during open hearings
- Participate during work sessions
- Complete report template for presentation to the CWMA members
- Forward recommendations to NCWM

Annual Meeting

- Review NCWM Pub 16 Agenda and associated materials posted on the NCWM website prior to the meeting
- Discuss application and impact of each item during the Committee planning session
- Take notes and solicit discussion during open hearings
- Participate during work sessions
- Complete Committee report for presentation during voting session
- Complete Consent Calendar if applicable
- Complete Final report and forward to NCWM

Status of an Agenda Item

An item will be designated with a status of Voting, Informational, Assigned, Developing, or Withdrawn; characterized as V, I, A, D, or W respectively.

Voting: This status is recommended when the Committee believes an item is fully developed; is ready for consideration by the voting membership; and can be presented to the NCWM Committees for consideration at the next national meeting. There are instances where the

Committee does not fully support an item but there is a consensus among the CWMA membership that the item is ready for a vote. Voting items may be amended or receive a status change as a result of testimony at the voting session during the Annual meeting.

Informational: This status is recommended when the Committee believes an item has merit and contains a complete proposal to address the issue with background detail but needs more time for input from other stakeholders or regional associations. If the NCWM Committee agrees with this recommendation they own the item and are responsible for its further development.

Assigned: This status is recommended for particularly difficult items that are deemed by the Committee to have merit. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the Committee thinks further development should be conducted by a subcommittee, steering Committee or task group. When recommending “Assigned” status, the Committee report shall provide clear direction, expectations, and a list of individuals or groups the Committee believes should be responsible for the development of the item. If this recommendation is accepted the NCWM Committee will request that the NCWM Chair assign the item to a subcommittee or appoint a special task group who would be responsible for the development of the item. An assigned item will be returned to the Committee when the responsible group feels the item is fully developed or that no further progress can be made in developing the item.

Developing: These items are deemed by the Committee to have merit but are found to be lacking enough information for full consideration. When recommending the item be sent back to the submitter for development, the Committee will give a summary of what is necessary for full consideration. Some developmental items are proposed with the intent of acting as a general notification of future items.

Withdrawn: When faced with overwhelming lack of support from the CWMA stakeholders or when an item does not appear to have merit and receives no testimony, the Committee may recommend an item be withdrawn from consideration. The Committee report will record an explanation for the decision to withdraw an item.

Carryover Items and New Proposals: Carryover items, an item that was voted on at the NCWM Annual Meeting but neither passed nor failed, and new proposals have no assigned a status. At the conclusion of the Interim meeting, the Committee will submit to the NCWM Committee a recommended status for the item under consideration and justification for the Committee’s decision. The NCWM Committee will consider the regions recommendations when they assign a status during the Interim meeting each January.

Committee Reports

The Committee reports are intended to convey to stakeholders, the Committee's intent when recommending the status of an item. The report should include testimony received during open hearings and the justification for the Committee's recommendation. Be informative but concise when drafting your reports.

Committee members are expected to complete the final Committee reports before returning home from the Interim or Annual meetings. The Committee Chair will forward the final committee report to their NCWM representative, the CWMA Chairperson, and the CWMA executive secretary. The Committee NCWM representative will forward the final report to their respective NCWM committee members and NIST technical advisors.

Interim Meeting Report

Committee Recommendations to CWMA

During the work session after the open hearings, the Committee will complete the report template provided by the NCWM for presentation to the CWMA. Based on the testimony received during open hearings and the discussion during the work session the Committee will determine the appropriate status for each new or carryover item and whether the status of other items should change or remain as received. When recommending an "Assigned" or "Developing" status the Committee will provide the information they believe is necessary to move the item forward.

Annual Meeting Report

Committee Recommendations to CWMA

During the work session after the open hearings, the Committee will discuss whether there is support for the status of each item. Based on this discussion the Committee will complete the report template provided by the NCWM. The Committee may recommend a change in the status of an item, downgrading it from "Voting" to "Informational", "Developing," or "Withdrawn", may recommend an amendment to an item, add comments received during open hearings, and develop an addendum sheet which records all the modifications to the report. During the voting session the Committee Chair will present the report, reviewing recommended changes to an item if applicable, and be prepared to accept additional testimony. The Committee may choose to develop a Consent Calendar to present to the members during the voting session.

Consent Calendar

The consent calendar is a list of voting items on the addendum sheet that the Committee has grouped together for a single vote. It is a convenient method of dispatching a portion of the voting agenda in a very efficient manner for items the

Committee believes have full support of the membership and require no additional discussion.

The following are examples of items that should not appear on a consent calendar:

- Items for which the Committee knows there is not unanimous support.
- Items for which the Committee has included any changes in the addendum sheets from how the item originally appeared in NCWM Publication 16. This way the Committee Chair can highlight the changes prior to a vote on the item.
- Items for which the Committee would like to entertain any discussion prior to a vote.

Even when these basic guidelines are followed in the development of a consent calendar, it is common to have requests from the floor to remove items for individual consideration.

- A person may wish to oppose the item without opposing the entire consent calendar.
- A person may want the opportunity to comment on the individual item before the vote is cast.
- A person may simply want a recorded vote on an individual item to clarify that it had unanimous support of the voting delegation.

Any request to remove an item from the consent calendar will be granted by the Chair without further discussion.

Final Report to NCWM

The Committee will amend the report template to reflect the results of the voting session and include any testimony received or amendments made to an item.