

## **RULES OF PROCEDURE**

### **ACCREDITATION COMMITTEE AND ACCREDITATION COMMITTEE MEETINGS**

#### **1 Scope**

- 1.1 This document details the operation and meetings of the Accreditation Committee constituted by the International Accreditation Service, Inc. (IAS).

#### **2 Purpose of Accreditation Committee**

- 2.1 The Accreditation Committee and its meetings approve accreditation criteria (AC) which are integral to the operation of IAS accreditation programs.
- 2.2 Provide an opportunity for effective, balanced, and measured involvement by all interested parties in the deliberation.

#### **3 Accreditation Committee Responsibilities**

- 3.1 Schedule meetings that are open to the public subject to requirements contained in this document.
- 3.2 Refrain from discussions on cost and pricing information relating to IAS accreditation programs, as well as any other matters of conflict of interest.

#### **4 Accreditation Criteria Approval Process**

- 4.1 Accreditation Criteria are established by the committee to provide a basis for IAS accreditation programs.
- 4.2 Approval Procedure of Accreditation Criteria
- 4.2.1 Proposed or revisions to existing accreditation criteria may be submitted by interested parties to IAS, and/or a draft criteria may developed by the IAS staff to meet potential accreditation needs. The proposed criteria is discussed in open session with the Accreditation Committee during a scheduled meeting.
- 4.2.2 Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion at the committee meeting, unless determined by IAS management that extraordinary considerations are needed.
- 4.2.3 Parties interested in proposed new criteria may deliver written communications and submissions regarding such proposed criteria to IAS within approximately 30 days of posting of the public notice on the IAS website. Such communications and submissions will be subject to provisions of clause 6.10. The committee shall be informed of all pertinent written communications received by IAS.

- 4.2.4 Any relevant communication and changes to a criteria arising from the written communication/submission shall be posted to the IAS website prior to the meeting.
- 4.2.5 Participants at the accreditation committee meetings shall have the opportunity to speak on the proposed criteria to provide information to the committee. Committee meetings are generally held by electronic means. Participants are responsible to ensure access to appropriate computer equipment, software, and internet connectivity to ensure effective participation during the meeting.
- 4.3 Approval of Accreditation Criteria
  - 4.3.1 Approval of accreditation criteria is as specified in clause 6.6 of these rules.
- 4.4 Effective Date of Published Criteria
  - 4.4.1 The effective date of approved criteria or approved revisions to existing accreditation criteria shall be no earlier than 30 days following the decision by the committee.

## **5 Accreditation Committee Membership**

- 5.1 Accreditation Committee members are selected from senior technical and management positions within accredited organizations, users of accreditation services, technical and industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall have knowledge of regulatory practices within their technical and industry sector and international conformity assessment process and practices.
- 5.2 Qualification and Experience Requirements:
  - 5.2.1 Member shall possess a minimum of ten years of technical management-level experience in their specialty. A Bachelor's degree from an accredited institution in STEM discipline is preferable.
  - 5.2.2 Current employment within the fields of conformity assessment, governmental regulations in the technical area, or related training/academia.
  - 5.2.3 Demonstrate expertise in one or more accreditation programs offered by IAS.
- 5.3 Members must agree to abide by IAS' antitrust policy.
- 5.4 Individuals interested in serving in the accreditation committee must submit to IAS management, a copy of their resume/CV, documents pertinent to their qualifications and experience, as well other material for review by the IAS Board of Directors and IAS management.
- 5.5 Each member is appointed by the IAS Board of Directors for a one-year term, initially.
- 5.6 Subsequent reappointment terms of AC members may be for 2 years, at the discretion of IAS Board of Directors.

- 5.7 Membership is limited to 3 terms in total (6 years) served consecutively in addition to the initial one-year term. The maximum years a member can service is 7 years consecutively.
- 5.8 Member who is appointed as the accreditation committee chairperson or vice chairperson may serve an additional 2-year term (for a total of 9 years), beyond the stipulated term in clause 5.7.
- 5.9 The accreditation committee chairperson and vice chairperson are elected by the IAS Board of Directors for a two-year term. The duration a chairperson and vice chairperson can serve is as stipulated in clause 5.8.
- 5.10 The chairperson is a non-voting member unless the committee has a tied vote. The chairperson may exercise a tie-breaking vote.
- 5.11 A staff member is assigned by IAS President as secretary to the accreditation committee. The secretary is the keeper of the committee minutes.

## **6 Accreditation Committee Meetings**

- 6.1 Accreditation Committee shall meet periodically (at least once every 12 months). More frequent meetings may be called at the discretion of the committee chairperson in consultation with IAS Management, to revise, amend or approve current or new accreditation criteria.
- 6.2 Scheduled meetings are generally online via WebEx, Microsoft Teams, Zoom or equivalent means.
- 6.3 To address any extraordinary situation, IAS may request the committee chairperson to consider approval of new criteria, or revisions to existing criteria at a shorter than 60-days public notice, as noted in clause 4.2.2. For such situations, timelines for interested parties to deliver communications and submissions to IAS shall be determined by the committee chairperson.
- 6.4 All scheduled meetings shall be publicly announced. The schedule (Date and Time) of the meeting will be decided by the committee chairperson in consultation with IAS management.
- 6.5 Meetings are open to public and interested parties except when the chairperson may call for a closed session.
- 6.6 A meeting quorum consists of fifty percent (50%) of the committee members, plus one. A quorum is required for any action. Approval of any criteria requires a simple majority of the members present. In case of tied vote, the chairperson may exercise their vote in accordance with clause 5.10 of these rules.
- 6.7 In the absence of the chairperson, the vice chairperson shall preside over the committee meeting.
- 6.8 AC meetings must be recorded by written minutes, and these minutes are motioned for approval at subsequent meetings. These minutes will reference the written submittals to the committee, and the action(s) stipulated by the committee as part of the official motion at the hearing. The minutes shall include the names of the persons moving and seconding the motion, as well as the motion. In addition, the minutes will record the results of the committee voting (e.g. unanimously, 4 yes and 3 No. etc.). No other transcripts of the discussions at the meeting shall be recorded and noted in the minutes.

- 6.8.1 Official meeting records shall be kept by IAS only.
  - 6.8.2 No other audio, video or other recordings of the meeting shall be permitted.
  - 6.8.3 Visual aids (including, but not limited to, charts, slides, videos, or presentation software) viewed at meetings shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy.
  - 6.8.4 IAS minutes of the meeting and such visual aids, including communications and submissions from interested parties, if any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.
- 6.9 Parties interested in the deliberation of the committee must refrain from communication, whether in writing or verbally, with committee members regarding agenda items.
- 6.10 Written communications and submissions regarding agenda items should be delivered to IAS.
- 6.10.1 Communication for consideration by accreditation committee must be submitted to IAS at least thirty days prior to the scheduled accreditation committee meeting.
  - 6.10.2 All such written communications and submissions shall be considered nonconfidential and available for discussion in open session of an Accreditation Committee meeting.
  - 6.10.3 Prior to the meeting, communications and submissions received by IAS will not be released to any party without permission of the author.
  - 6.10.4 The accreditation committee shall always have access to all communications and submissions.
  - 6.10.5 The committee reserves the right to refuse acceptance of communications and submissions which do not comply with the provisions of this section. ▪