

**WESTERN WEIGHTS AND MEASURES ASSOCIATION
TECHNICAL CONFERENCE**

WWMA

A Guide to Serving on Standing Committees

REVISED 2012

Introduction

Having been selected to serve as a member of a Western Weights & Measures Association (WWMA) Standing Committee, you take on a responsibility that is essential to the development of our National Standards and you follow in the footsteps of thousands of dedicated professionals, past and present.

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 the 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 VI of the WWMA Bylaws describes the structure of the Standing Technical Committees.

Laws & Regulations Committee (L&R)

Specifications and Tolerances Committee (S&T)

Professional Development Committee (PDC)

Each committee must consist of no less than 5 weights & measures officials from at least 4 different states, and one NCWM ex-officio from the WWMA. Three members will be assigned to a three-year term and will progress to chairman on their third year. Two members will be assigned a one-year term and are listed as annual members. The PDC and L&R committees will also have assigned 1 non-voting associate member and the PDC must include one member (or recent former member) of the NCWM Board of Directors.

Committees are structured in this way in order to allow everyone to have a voice in the decision making process and that one member, state or organization does not gain undue influence over the committee.

Chairmanship

At the conclusion of the annual meeting, members entering their third year will assume the duties of chairman of the committee. Soon after, the incoming president will make the required assignments and notifications to round out the committees.

The chair will maintain communication with the committee throughout the year and should set up a group contacts list and verify email addresses. As proposals are submitted, the chair shall

acknowledge receipt to the submitter and forward information to committee members for consideration. The chair must make it clear to the submitter of a proposal, that it must be carefully thought out and written exactly as the submitter would like to have it appear in the appropriate Handbook or other respective document. It is not the committee's job to write or develop a person's proposal.

Along with the normal duties of a committee member, the chair also presides over the committee open hearings, work sessions, and presents the report at the voting sessions. The committee chair must be able to direct the members in the proper conduct of business and ensure that each person is upholding their responsibilities to the committee. Committee work sessions are being scrutinized from outside sources and improper conduct or loss of control will degrade the integrity of the process. The chair will make it clear before each day's work session that audience members are discouraged from giving testimony during work sessions but may be called upon to give some technical clarifications.

The chair will also be responsible for assembly of the standardized committee agenda documents and ensuring the conference host has these in time for printing. These document forms have been developed in cooperation with our NIST advisors and contain some advanced Microsoft Word features which you may need assistance with to complete.

Conduct and Responsibilities of Committee Members

The goal of the committees is to strive for consensus of model standards and to impress on attendees that the WWMA 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 get involved in the decision making process by investigating and researching each new or carryover item as they become available. Contact the person or organization proposing the changes for additional information or explanation if necessary. Canvas fellow regulatory officials, regional peers, 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.

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 a proposal, 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 proposal, 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.

- **Work Session Conduct.**

Decisions are made by the group in work sessions and it will not be allowed for one person, inside or outside the committee, to gain undue influence. All testimony must be given at the microphone during open hearing sessions so that the entire body can hear the comments and audience members should be discouraged from giving testimony during the work sessions. The committee chair may request an additional piece of information from an audience member if necessary to reach consensus on an item but 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 WWMA Laws & Regulations and the 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 W&M Division usually assigns technical advisors to attend the regional conferences for various duties and they can be available to assist the committees. These non-voting participants serve as liaison between the committee 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, historical references from other national/regional meetings or to simply help wordsmith the agenda reports.

Status of an Agenda Item

Voting: Items that the committee believes are fully developed; are 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 that the proposal is ready for a vote of the WWMA membership. Voting items may be amended or receive a status change as a result of testimony at the voting session.

Informational: Items considered by the committee to have merit and contain a complete proposal to address the issue with background detail but needs more time for input from other stakeholders or regional associations. Informational items may not be changed to voting status during the voting session.

Developing: Items considered having merit but lacking a clear proposal, background information or technical data. When sending the item 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 proposals.

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

Carryover Items and New Proposals: With the exception of developmental items, carryover items and new proposals are not assigned a status until a determination is made by the committee. Status is then published in the addendum sheets before the voting session.

Committee Reports

The committee reports are intended to convey to stakeholders, the committee's intent when recommending the adoption of a standard and how this standard should be interpreted and applied. The importance of the historical record is sometimes overlooked when producing a report but is very often used in future committee deliberations and court proceedings. Use extreme care when drafting your reports.

Addendum Sheets

During the work session after the open hearings, the committee will assign status to each proposal, may amend the proposal, add background information, and develop an addendum sheet which records all the modifications to the report. This document will follow the standardized committee addendum report format and will be provided to the host in electronic format before the scheduled printing deadline.

The committee chair will give a review of the changes to each item at the voting session and be prepared to accept additional testimony. The membership has traveled a long distance at considerable cost to participate in the process and they deserve to hear a summary of the committee's decisions.

Consent Calendar

When the committee believes a voting item has complete support of the membership, it can be added to a consent calendar list in order to streamline the voting process. The committee chair will still announce and summarize the committee's decision on each item and will also ask the general membership if there is any item that they would like to be removed from the calendar and voted on separately. There are many reasons a person would want a separate vote and the committee chair will comply with the request without reservation.

Publishing Committee Reports

The committee chair will prepare the agenda report prior to the conference and the committee annual report after the conference in the required format and will send them to the president (or past-president) for publication.

Chairman's Script----Open Hearings

Good Morning Ladies and Gentlemen

My name is _____, representing _____ and I have the honor of serving as chairman of the _____ Committee this year.

I would like to introduce the committee members working on the agenda items.

Seated on my right is:

_____ *name* _____, _____ *jurisdiction* _____

Thank you all for the hard work ahead of us.

Our agenda includes _____ carryover items from the NCWM annual meeting and we have _____ new proposals to consider. We will be taking comments on agenda items in the order they appear in the agenda, if you do not have a copy of the committee agenda, additional copies are available at the registration table. *(Can be flexible on agenda order)*

I will introduce the items by number and title and will give a brief summary of the proposal and the committee's preliminary opinion on the subject.

(Then after each item)

Are there any comments on this item?

(You may have to remind people to give their name and affiliation)

(Optional when necessary) **The committee would** like to hear comments on this item, particularly input from _____ about _____ to help us in our deliberation.

(Keep the dialogs going to get the information that you need)

(Ask for testimony in writing if it is long or complicated)

(Then, after last item and comments)

This concludes the _____ agenda, thank you for your attendance and testimony.

The committee work session will be held in _____ *(room)* _____ **beginning** _____ *(time)* _____

Chairman’s Script----Voting Session (includes optional consent calendar vote)

I would like to thank the committee members who have worked hard on the agenda items this week.

Seated on my right is:

_____ *name* _____, _____ *jurisdiction* _____

As a result of the committee’s work, we will be presenting _____ items on a consent calendar, _____ separate voting items and _____ items that have informational status. There are also _____ developmental items and there have been _____ items withdrawn.

We will begin by presenting the consent calendar, followed by the individual voting items, and then we will take comments on the informational and withdrawn items.

I will introduce the items by number and title; I will give a brief summary of the proposal and the committee’s recommendation including any of the committee’s revisions.

(After all VC items have been presented)

Does anyone wish to have an item removed from the consent calendar and voted on as an individual item?

(You may have to remind people to give their name and affiliation)

Hearing none, I move for adoption of the _____ Committee consent calendar.

Do I hear a second?

(Or)

After removal of item _____ I move for the adoption of the _____ Committee consent calendar. **Do I hear a second?**

(The presiding officer will recognize the motion, ask for comments and conduct the vote)

We will now move on to our separate voting items.

(Introduce items in order; then after each introduction)

I move for adoption of item _____. **Do I hear a second?**

(The presiding officer will recognize the motion, ask for comments and conduct the vote)

(Continue with all voting items; then state)

Does anyone wish to address the informational or withdrawn items on the agenda?

(You may have to remind people to give their name and affiliation)

Hearing none, (or) After making note of the comments,

I move for the adoption of the _____ Committee report of the _____ Annual Western Weights & Measures Technical Conference, granting editorial privileges to the association secretary.

Do I hear a second?

(The presiding officer will recognize the motion, ask for comments and conduct the vote)

I would like to thank the audience for your attention and participation, thank the committee for their hard work and I would also like to give special thanks to _____ from NIST, for lending technical support.