

**WESTERN WEIGHTS AND MEASURES ASSOCIATION  
TECHNICAL CONFERENCE**

**WWMA**

**A Guide to Serving on Standing Committees**

**LAST REVISED 2022**

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## **Introduction**

Having been selected to serve as a member of a Western Weights and Measures Association (WWMA) standing committee, you take on a responsibility that is essential to the development of the uniform standards used by weights and measures officials and industry partners across the United States. The WWMA is proud to be comprised of the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

The development of weights and measures standards is constantly advancing, and committee members at the regional level are the first to consider and make decisions on proposals to add new standards or amend existing standards. Given the meeting schedules of the regional associations, the WWMA is the first region to consider these proposals giving our association a unique opportunity to be a leader in this process.

Participation on a WWMA standing committee not only provides an opportunity to lend expertise on the subjects under consideration, but also the opportunity to advance one's professional development skills in the areas of leadership, problem solving, technical writing, and public speaking. Additionally, participation on a WWMA standing committee also serves to prepare individuals to serve on standing committees at the national level.

This guide is intended to provide a general overview of the activities of the WWMA's standing committees, including the roles and responsibilities of committee members and the processes and procedures the committees will follow when carrying out their work.

This guide, the WWMA Constitution and Bylaws, the WWMA's Policies, and additional resources may be found online at <https://www.westernwma.org/>.

## **Role of WWMA Standing Committees in the National Conference on Weights and Measures Standards Development Process**

Each year, the National Conference on Weights and Measures (NCWM) considers proposals to amend the standards published in *National Institute of Standards and Technology (NIST) Handbooks 44, 130 and 133*. An overview of the NCWM's standards development process may be found online at <https://www.ncwm.com/standards-dev>. Review of this information by WWMA standing committee members is strongly encouraged.

The WWMA is one of four regional associations that evaluates and provides input on standards and proposals under consideration by the NCWM. The WWMA's position on these proposals is established at the WWMA's Annual Technical Meeting through:

- Open hearings
- Deliberation by the WWMA standing committees during committee work sessions
- Preparation of a Standing Committee Addendum Sheet containing recommendations to the Active membership of the WWMA to assign one of the following status designations to each proposal:
  - **Voting (V):** Items that the committee believes are fully developed, ready for consideration by the voting membership and can be presented to the corresponding NCWM committee for consideration at the next national meeting. There may be instances where the committee does not fully support the policy or technical merits of 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 presented at the voting session.
  - **Informational (I):** Items considered by the committee to have merit and contain a complete proposal to address the issue with background detail, but which 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 (D):** Items considered having merit but lacking necessary clarity in the proposal language, background information and/or technical data and which require further development by the submitter. When sending a proposal back to the submitter for further development, the committee will give a summary of what is necessary for full consideration.
  - **Withdrawn (W):** When faced with a lack of support from the WWMA Active members 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.
  - In addition to the status designations described above, an NCWM standing committee may have designated a carryover item with a status of "Assigned". Assigned items were deemed by the NCWM standing committee to have merit but were found in need further enhancement before being considered by the committee. Typically, the item will contain a good explanation of the issue the item is intending to address, but definitive proposal language has yet to be developed and the NCWM committee identified that further development should

be conducted by an NCWM subcommittee, steering committee, or task group. While WWMA standing committees do not have authority to assign items to NCWM subcommittees, steering committees, or task groups, they may wish to include a recommendation that an NCWM standing committee consider doing so for any items the WWMA standing committee designates as Informational or Developing.

- A voting session of the Active members of the WWMA
- Submission of a Final Committee Report to the NCWM

(Further details on Open Hearings, Committee Work Sessions, Committee Addendum Sheets, Voting Sessions, and Final Committee Reports are included later in this guide).

Following the WWMA Annual Technical Meeting, the Final Committee Reports of the WWMA standing committees are submitted to the NCWM for inclusion in NCWM's Publication 15, which contains the agendas of NCWM's standing committees for the NCWM Interim Meeting held in January of each year. More information on the NCWM's standing committees, Publication 15, and Interim Meetings may be found online at <https://www.ncwm.com/>.

While the WWMA standing committees serve to advise the NCWM standing committees as to the WWMA's recommended status on proposals to amend *NIST Handbooks 44, 130 and 133*, the WWMA and its committees maintain complete independence from the NCWM. The WWMA and its standing committees are not bound in any way to consider or act on proposals submitted to the WWMA by the NCWM. When proposals are under consideration by a WWMA standing committee, that committee maintains complete control over the item and can recommend any modification(s) to the proposals that the committee finds appropriate.

### **Standing Technical Committee Overview**

Article VI of the WWMA Bylaws establishes three standing technical committees, which mirror the standing committees of the NCWM.

- **Laws & Regulations Committee (L&R)**

Considers basic weights and measures law, to specific laws and regulations for weighmasters, commodity regulations, price scanners, unit pricing, engine fuel and automotive lubricants and more. These model laws and regulations are published in the *NIST Handbook 130, Uniform Laws and Regulations in the Areas of Legal Metrology and Fuel Quality*.

Additionally, the L&R Committee addresses test procedures for verifying the actual net quantity contained in packages offered for sale. These standards are published in *NIST Handbook 133, Checking the Net Contents of Packaged Goods*.

- **Specifications and Tolerances Committee (S&T)**

Considers issues related to the design, testing, tolerances, and user requirements for commercial weighing and measuring devices. This broad scope includes scales, meters, measure containers, grain analyzers, taxi meters, timing devices, length measuring devices and more. The standards under the purview of the S&T Committee are published in *NIST Handbook 44 Specifications, Tolerances, and other Technical Requirements for Weighing and Measuring Devices*.

- **Professional Development Committee (PDC)**

The PDC is dedicated to ongoing education and certification of professionals in the weights and measures field, whether public or private. The work of this committee supports the NCWM PDC in their responsibility for the curriculum and exams in the NCWM Professional Certification program. The PDC also serves as a resource for safety information and awareness.

## **Standing Technical Committee Membership**

The WWMA president shall annually appoint members of the WWMA to standing committees in accordance with the membership requirements established in Article VI of the WWMA's Bylaws (summarized below).

Ideally, all appointments to WWMA standing committees should be confirmed no later than January of each year. This timing is intended to allow for newly appointed committee members to participate in committee orientation to be held in the Spring of each year, and for all committee members to participate in one or more committee preparation sessions scheduled in advance of the WWMA's Annual Technical Meeting.

Each standing committee must consist of the following:

- **Weights and Measures Officials**

No less than five (5) weights and measures officials (WWMA Active members) from separate jurisdictions in at least four (4) different WWMA member states.

- Three (3) members assigned to staggered three-year terms. These appointees will progress to committee Chairman in their third year of committee membership.

- Two (2) members will be assigned a one-year term and shall be listed as annual members on committee rosters.
  - No less than one member of the PDC should be a member, or recent former member, of the NCWM Board of Directors.
  - At least one current or immediate past NCWM standing committee member may serve as a member of the corresponding WWMA standing committee. That member must be an active member of the WWMA.
- **Associate Members**

In addition to the members listed above, the PDC and L&R committees will each have one member appointed from the WWMA Associate membership. The Associate member is appointed to a standing committee for a two-year term. The Associate member serves to support the work of the committee by:

- Performing outreach to industry stakeholders to draw them into the standards development process.
- Providing a business and/or industry perspective on items under consideration by the respective committees.
- Providing technical considerations to items during committee work sessions. When providing such technical considerations, the Associate member must refrain from advocating for positions that could be perceived as gaining a competitive advantage to their employer or industry sector.
- The Associate member appointee is a non-voting member of the committee but may participate in the development of Committee Addendum Sheets and Committee Reports.

### **NIST Technical Advisors**

The Chief of the NIST Office of Weights and Measures (OWM) typically assigns NIST Technical Advisors to attend regional weights and measures conferences to perform various duties, and these advisors may be available to assist in technical matters under consideration by the WWMA standing committees. Such technical assistance may include:

- Providing technical guidance (including a gap analysis with proposed solutions), as requested.
- Serving as a liaison between the WWMA, Federal agencies, and trade and industry associations, as requested.
- Locating and requesting participation by experts and other participants and coordinate their contributions to WWMA open hearings.
- Serving as a resource for harmonization with international standards.

- Providing technical recommendations to items during committee work sessions, as requested. However, the provision of such recommendation should not constitute a position on an agenda item nor attempt to guide the committee to a position on an agenda item.

NIST Technical Advisors are not considered members and hold no voting rights on any WWMA standing committee.

Requests for assignment of a NIST Technical Advisor shall be submitted to the NIST OWM Chief by the chairman of the respective WWMA standing committee, with notice to the WWMA president of such request.

### **Committee Orientation Session**

In the Spring of each year a standing committee orientation session will be conducted by the WWMA president, in conjunction with the chairmen of the standing committees. The purpose of this orientation session is to familiarize newly appointed standing committee members with the topics contained in this guide and to provide them with any specific information they will need to be successful in their role as a standing committee member during the upcoming standards review cycle. Attendance is required for new standing committee members and chairmen, but these sessions are open to all standing committee members. These sessions will typically be conducted virtually to avoid travel expenses.

### **Committee Preparation Session(s)**

A standing committee chairman may call one or more committee preparation sessions in advance of the WWMA's Annual Technical Meeting. These sessions will provide an opportunity for committee members to review carryover agenda item topics, prepare notes and questions on carryover agenda items, to review technical information and data which has been submitted to the committee, and/or to identify any technical information or data which the committee believes should be requested from submitters of standards proposals, technical experts, NIST and/or NCWM in advance of the WWMA's Annual Technical Meeting. In the interest of transparency, testimony will not be taken at these sessions and no deliberation on status designation for proposals scheduled to come before the committee shall take place during these sessions. These sessions will be held virtually to avoid travel expenses.

## Committee Agenda Review Meeting

On the Sunday of the WWMA Annual Technical Meeting each standing committee will convene to review the items contained on their agenda. This meeting will provide an opportunity for committee members to identify any specific questions they may wish to address during open hearings and to review any technical information or final supporting documents that have been submitted on any agenda item. Final supporting documents may include letters, presentations and data submitted for consideration with the agenda items. Any person who is registered for the WWMA Annual Technical Meeting may attend a committee agenda review meeting, but testimony will not be taken at these sessions and no deliberation on status designation for proposals scheduled to come before the committee shall take place during this meeting.

## Committee Agenda Elements and Structure

### Agenda Item Numbering

Each standard proposal under consideration as a standing committee agenda item will be assigned an item number. Item numbers represent the code, law, or regulation that is proposed to be modified, the year the item first appeared on an NCWM agenda, and the order of submission for the code or regulation in the original year of submission. For example:



In this example, this is the first item introduced for 2020 to amend the Handbook 44 Scale Code.

### Agenda Item Status Designation

Proposals first submitted in the year in which the WWMA Technical Meeting is being held will appear on the committee agenda without a status designation. Proposals which have been carried over from previous cycles will appear with the status designation assigned by the corresponding NCWM standing committee at the most recent NCWM Annual Meeting.

### **Agenda Item Title**

Item titles shall identify the subject of the amendment, not just the law or regulation proposed to be amended.

### **Agenda Item Source**

The source of an agenda item is usually an organization such as a company, agency, state or local jurisdiction that submitted the proposal. On rare occasions, the source could be an individual person.

### **Agenda Item Purpose Statement**

The statement of intent of the submitter of the proposal, indicating what problem or issue the item is intending to resolve. It should not provide background or justification for the item.

### **Agenda Item Under Consideration**

This section contains the language of the proposal currently under consideration by the committee. Language proposed to be removed from the *NIST Handbook(s)* is indicated in ~~bold strikethrough~~ typeface. Language proposed to be added to the *NIST Handbook(s)* is indicated in **bold underlined** typeface. Previous versions of the proposals may appear in the Background/Discussion portion of the agenda item.

### **Agenda Item Previous Action**

If the agenda item has been carried over from previous years, this section explains the action taken in those years.

### **Agenda Item Original Justification**

Narrative provided by the submitter of the proposal when originally submitted to the NCWM justifying why the proposal is necessary and appropriate. This section may also indicate the status the submitter of the item is requesting the committee assign to the item.

### **Agenda Item Blocks**

When preparing a standing committee agenda, the committee chairman may determine that it is advantageous to group items that are related to one another into a block of items so that the committee can receive testimony on those items together during open hearings. There are three types of item blocks:

**Opposing Items:** These are two items that are in direct conflict with each other. The committee will take comments on both together, but ultimately only one may

be adopted. Based on the comments received and committee discussion, one or both items may be recommended for withdrawal. If neither item is Withdrawn, both may be designated "voting," status, but voted upon separately.

**Interdependent Items:** These are items that address a similar topic in multiple codes or model regulations which are dependent upon one another to the degree that, if one item is adopted, all must be adopted. For this reason, they should all have the same status as they move through the process.

**Related Items:** These items are addressing a similar topic across multiple codes or model regulations. Since the topic is similar, it is advantageous to take comments on the items together, but since they are not interdependent, they do not all necessarily need to be designated as the same status.

## **Open Hearings**

Open hearings are the forum in which the WWMA membership receives information on technical proposals under consideration by the WWMA standing committees. Any person who is registered for the WWMA Annual Technical Meeting may provide testimony on agenda items during open hearings. Typically, the submitter of the agenda item proposal will provide testimony on their item, though submitters may not always have the financial means to attend all regional association meetings and so they may submit information to the WWMA in writing. Other interested parties may provide testimony in support or opposition to the item, or they may request clarification on the intent of an item, identify language contained within the proposal which requires amendment or correction, and/or provide additional language intended to improve upon the proposal. NIST technical advisors may provide data or other information during open hearings to assist the committee in their consideration of the agenda item. NIST technical advisors may advocate for or against an agenda item during open hearings.

In the interest of transparency, any person testifying in open hearings must identify themselves and any entity they are affiliated with or representing each time they provide testimony before a committee. If a consultant is providing testimony on behalf of a client(s), they are obligated to provide the name of the client(s) when they identify themselves. Committee members are entitled to ask for clarification on representation.

Committee members will take notes during open hearings to assist them in their work sessions. Members of standing committees will be expected to refer to these notes during the work sessions to assist the committee in the determination of agenda item status.

It is recommended that each standing committee chairman designate a committee member as secretary to document the name, affiliation and position of each person providing testimony during open hearings so that that information may be properly documented in the committee's Addendum Sheet as needed.

A script template for committee chairmen to use in conducting open hearings is included at the end of this guide.

### **Work Sessions**

Committee work sessions are the forum in which the members of the committee will deliberate on the items contained on their agenda and determine a recommended status for each agenda item. Any person who is registered for the WWMA Annual Technical Meeting may attend a committee work session, but only the committee members engage in the deliberative process in the work session.

The committee will review information and testimony provided on each item during the open hearings. 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 prohibited from giving testimony during the work sessions. Only testimony given during the open hearings shall be considered in committee deliberations. Decisions on agenda items are made by the committee, and it must not be allowed for any person, inside or outside the committee, to gain undue influence. The committee chairman may request that an audience member provide an additional piece of information or data if necessary for the committee to reach consensus on an item but allowing audience members to provide additional testimony or otherwise unduly influence the committee during a work session is prohibited. Any committee member or NIST Technical Advisor, who is also a submitter of an item, should refrain from further advocating their position on their item during the work sessions, and recuse themselves from the discussion unless specifically called upon by the committee chairman for input.

### **Addendum Sheets**

As the standing committees conduct their respective work sessions, they will prepare an addendum sheet to their agenda. These addendum sheets will notate the status designation the committee is recommending for each item, provide a summary of the arguments the committee heard in favor or in opposition to the item, and include any other information that will serve to inform the WWMA membership and the NCWM as to how and why the committee reached their recommendation.

Addendum sheets do not necessarily need to engross the comments of each individual providing testimony but should include enough detail to inform the reader as to interests of those who provided testimony. The committee may amend the language of a proposal and add new background information to the item. The addendum sheets form the basis of the committee's final reports and are intended to convey to stakeholders the committee's intent when recommending the status for a proposed standard and how this standard should be interpreted and applied.

If the committee is recommending that an item be designated as "Developing", the addendum sheet should include specific instruction to the submitter of the proposal as to what additional information is needed and/or what actions the submitter should take to advance the proposal, including any deadline(s) by which such information should be provided and/or action(s) should be taken.

The addendum sheets must follow the standardized committee addendum report format. It is recommended that each committee chair assign a committee member as secretary to draft the addendum sheets throughout the course of the work session rather than conducting the work session and then later drafting the addendum sheets.

Addendum sheets are to be submitted to the host of the WWMA Annual Technical Meeting by a specified deadline on the Wednesday evening of the meeting. It is critical that this deadline is met so that the host has time to print and distribute the addendum sheets to the meeting attendees in sufficient time for review in advance of the voting session.

Each standing committee's addendum sheets serves as their respective agendas for the voting session at the WWMA Annual Technical Meeting.

### **Consent Calendar**

When a standing committee has reason to believe that one or more items they are recommending for voting status has complete support of the membership as a voting item, the items 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 contained in the consent calendar and will also ask the general membership if there are any items that members would like to be removed from the calendar and voted on separately. There are many reasons a member would want a separate vote on any given item and the committee chair is obligated to comply with such a request without reservation.

## **Voting Session**

The voting session is traditionally held on the final day of the WWMA Annual Technical Meeting. Each standing committee chair will present their respective addendum sheets and review the recommended status designation the committee has assigned to each item. Items contained in a consent calendar items and blocked items will be reviewed as a group. Additional testimony on agenda items may be provided by during the voting session and the committee may decide to amend an item's status designation based upon such testimony.

Active members of the WWMA are eligible to vote on standing committee agenda items.

Following completion of the votes on each of the items recommended by a standing committee for voting status, the committee chairman will call for a vote on the remainder of items contained in the committee's addendum sheet.

A script template for committee chairmen to use in conducting the voting session is included at the end of this guide.

## **Final Committee Reports**

Each standing committee's final report will document the final status designation for each agenda item as approved by the Active members of the WWMA in the voting session. The committee's addendum sheets will be updated to include a summary of any testimony received on an item during the voting session and any revised status designations made during the voting session and a summary of why such status designation change was made. Any item(s) removed from a consent calendar should be noted accordingly in the final report.

Each standing committee member should have the opportunity to review the final report before the committee chairman sends the report to the WWMA president for submission to the NCWM to assure the report represents the committee's final comments and recommendations. Final committee reports are due to NCWM no later than November 1. It is recommended that the committee complete their final report as soon as possible following conclusion of the WWMA Annual Technical Meeting to ensure that the submission deadline is met.

Final reports must follow the standard final report format. Examples of past reports prepared in the standard format may be found on each WWMA standing committee's respective page on the WWMA website:

[Laws & Regulations Committee](#)

## **Responsibilities of Standing Committee Members**

The goal of the WWMA's standing committees is to strive for consensus on the development of model standards and to impress on WWMA Technical Meeting attendees that we are an open, transparent, and professional organization respectful of everyone's opinion and concerns. We can achieve these goals by following these guidelines.

### **Participate in committee preparation sessions and educate yourself on the proposals under consideration**

Every committee member must engage in the decision-making process by investigating and researching each new or carryover item as they become available. Contact the submitter of the proposal 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 NCWM Publication 16.

Additional supporting documentation on agenda items is often submitted in the weeks immediately preceding the WWMA Annual Technical Meeting. Allocate time during this period to review supporting documentation as it is received.

### **Participate in open hearings and work sessions with the goal of arriving at a consensus**

Be open to new data or information, keep notes of testimony at open hearings, and 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**

Consider yourself on a research mission when receiving testimony at open hearings. Because testimony is prohibited during committee work sessions, open hearings is the place and time to be sure that you clearly understand the position of those testifying. Ask clarifying questions of persons providing comment on proposals under consideration by the committee. 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.

## **Committee Chairman Role and Responsibilities**

Along with the normal duties of a committee member, each standing committee chairman is responsible to:

### **Preparation of Committee Agenda**

Standing committee chairmen will work collaboratively with the WWMA president throughout the year to create their respective committee's agenda. Agendas must be finalized no later than three weeks prior to the WWMA Annual Technical Meeting so that they may be posted on the WWMA website and so that the meeting host has adequate time to print hard copies prior to the meeting.

### **Lead Committee Members in Preparation and Participation**

Standing committee chairmen will assist the WWMA president in conducting an annual committee orientation session for new committee members. During this session the chairman of each standing committee should identify any specific subjects that their respective committee members need to educate themselves about in advance of that year's WWMA Annual Technical Meeting.

As needed, committee chairmen should convene a committee preparation session(s) to help assist committee members in being informed on subjects related to proposals included on the committee's agenda. These sessions will be conducted virtually to avoid travel expense.

### **Receive and Distribute Supporting Materials for Agenda Items**

Each committee chairman is responsible to ensure that information submitted to them regarding proposals contained on their agenda is promptly shared with their committee members and with the WWMA president for publishing as part of the supporting materials for the committee's agenda.

### **Preside Over Committee Meetings**

Committee chairmen preside over their committee's preparation session(s), agenda review meeting, open hearings, work sessions, and presents their committee's report at the voting session. The chair of each standing committee is responsible to ensure that the work of their committee is conducted in a transparent manner and that proper rules of order are followed.

### **Preparation of Final Report**

Committee chairman shall endeavor to ensure that each member of their committee has had an opportunity to review and approve of the Committee's Final Report before it is sent to the WWMA president for submission to the NCWM by the established deadline.

### **Annual WWMA Standing Committee Calendar**

- **September**, following conclusion of WWMA Annual Technical Meeting
  - Second-year committee member assumes committee chairmanship
  - Standing Committee Reports submitted to NCWM by WWMA president no later than October 31
- **January**
  - WWMA president finalizes appointment of standing committee members for the forthcoming year
- **March - May**
  - Standing committee orientation session(s)
- **April – August**
  - One or more committee preparation sessions, as scheduled by the respective committee chairmen
  - Standing committee chairmen and the WWMA president begin preparation of Standing Committee Agendas
  - Standing committee members review and educate themselves on carry-over proposals following the NCWM Annual Meeting
- **Mid-August**
  - Committee chairmen and the WWMA president finalize Standing Committee Agendas
- **September**, prior to WWMA Technical Meeting
  - Standing committee agendas published on WWMA website (no later than three weeks prior to the WWMA Annual Technical Meeting to allow adequate time for WWMA members to review and for printing of hard-copy meeting documents)
  - Review documents submitted to committee related to proposals
- **WWMA Annual Technical Meeting – Standing Committee Schedule**
  - Sunday:** Committee Agenda Review Meeting
  - Monday:** Open Hearings
  - Tuesday:** Committee Work Sessions
  - Wednesday:** Committee Work Sessions; publish Committee Addendum Sheets

**Thursday:** Voting Session

**Post-conference:** Finalize Standing Committee Reports for publication (due to WWMA President no later than third week of October for submission to NCWM by November 1)

## **Committee Chairman's Script----Open Hearings**

**Good Morning/Afternoon** Ladies and Gentlemen

My name is \_\_\_\_\_, representing \_\_\_\_\_ and I have the honor of serving as chair 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** \_\_\_\_\_ <insert number> carryover items from the NCWM annual meeting and we have \_\_\_\_\_ <insert number> 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, though it is recommended that any changes to the order be announced at the beginning of open hearings so that attendees are properly noticed)*

**I will introduce** the items by number and title and will give a brief summary of the proposal.

*(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 dialogue 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)\_\_\_\_\_

### **Committee Chairman’s Script----Voting Session**

(includes optional consent calendar vote – if no consent calendar, delete those references)

**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 *(if applicable)* 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 recommended status designation for the proposal. If the committee has recommended any revisions to the proposal I will review those 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 items designated on the committee's addendum sheets as informational or withdrawn?

*(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.