

**WESTERN WEIGHTS AND MEASURES
ASSOCIATION**

WWMA



**TECHNICAL CONFERENCE
PLANNING GUIDE**

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WESTERN WEIGHTS AND MEASURES ASSOCIATION TECHNICAL CONFERENCE

The Western Weights and Measures Association (WWMA) was formed in 1958, and is proud to be comprised of the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. Membership in the WWMA is voluntary and open to anyone involved in or concerned with weights and measures activities. The WWMA was formed to promote equity in the marketplace in the exchange of goods and services by weight, measure or count; to provide technical and administrative education to its members in all areas of weights and measures; to act as a source of information and a forum for debate in assisting the National Conference on Weights and Measures, Inc. (NCWM) and the National Institute of Standards and Technology (NIST) in the development of consensus standards for weighing and measuring devices and commodities sold by weight, measure or count; to cooperate with the NCWM and NIST in promoting the use, by its member jurisdictions of uniform laws, regulations, and administrative procedures adopted by the NCWM.

The WWMA Annual Technical Conference is usually held in September, and hosted in one of its member states. The Annual Technical Conference provides members and opportunity to convene and fulfil the mission of the WWMA by participating on technical review committees, providing input during open hearings, attending or hosting educational sessions, serving in leadership roles, and socially networking with other attendees. The official hearings and business meetings are operated in accordance with Robert's Rules of Order.

This planning guide has been created specifically to enable conference leaders and hosts to plan and conduct a successful WWMA Annual Technical Conference. The guide also contains information to help with WWMA meetings held during the NCWM Annual and Interim Conferences.

General Planning Calendar

12 Months Ahead

The previous year's president and host, who make up the Program Committee each year will have already given you guidance on your planning and will have shared tips for a successful event. At 12 months, the current president will continue with the planning strategy.

Contact the local Chamber of Commerce; they can be a good source of free promotional items for handouts.

Coordinate with NCWM, Inc. staff and NIST/WMD the conference dates to avoid conflicts with other regional or NCWM meetings. Second or third week of September is traditional which avoids holidays and summer-rates at hotels. Conference begins on Sunday and ends on Thursday.

Program Committee members will have coached you on how to research the hotel selection and a decision should be made at or before this time. Most hotels are booked well in advance for events of this size and long range planning will ease a lot of stress later. More hotel details are discussed in the planning guide.

Host and president must work closely throughout the entire planning process to meet conference needs and keep progress on track.

10 Months Ahead

Time to begin the program planning outline; last year's schedule is a general guide and you will also find an example in **Appendix A**. Previous host will send you a conference kit which contains flags, stationary, and assorted leftovers from previous conferences.

Contact treasurer and previous year's host for information on attendance, costs and credit card details.

Choose the conference location and hotel. Read the section in this guide on hotel negotiations and figure that this is about the latest you can sign the contract.

9 Months Ahead

Search out print shops and outside food services (if necessary). Verify that they have the capacity for the anticipated group size.

Obtain a financial advance and tax exempt form from the secretary/treasurer for deposits and pre-conference bills. Obtain a checkbook or access to the conference bank account in order to pay your bills when the time comes.

Determine if you will open a private post office box for conference correspondence and registrations. This can help avoid lost mail in your department.

President sends notice to the membership and updates the web-site with dates, location and other important information.

President will announce committee assignments.

Make sure mailing lists are up to date.

8 Months Ahead

Begin the program planning, filling out the basic outline.

Make sure hotel arrangements are firm and the room rates are established.

Decide on any special promotional items (e.g. pins, cups, bags, etc.) and place the order. This is optional but is much appreciated by attendees.

7 Months Ahead

Discuss conference updates with the webmaster at NCWM and prepare a short article for the website.

President begins working with standing committees to get requests for agenda items out in a timely manner.

Visit hotel again if possible.

6 Months Ahead

Extend invitations to key guests-NCWM chairman and chairman-elect, NIST/WMD chief and staff.

Arrange for speakers, panel members, and other program participants. This includes key note speakers, color guard (if desired) chaplain, and secretary/treasurer.

Contact presenters who could provide training sessions during the conference. Make sure the trainers are prepared for the allotted time and that any equipment needs are met. Ask for permission to post electronic copies of their presentations and collect the presentations. Training sessions are extremely important for the attendees who are not involved with committee work sessions.

Contact each committee chairman to discuss schedules, timetables, provide a copy of the “WWMA Committee Guide”, and make sure everyone is using the correct agenda report format.

Send an email update to the entire membership with an update and any new details. This will generate excitement for the event and give potential attendees extra time to make travel arrangements.

Update conference website.

5 Months Ahead

Check with hotel again, making sure meeting rooms and catering arrangements are progressing well.

Get the necessary estimates for the special events and any extras including the print shop, outside catering, and outing transportation.

Update conference web-site.

4 Months Ahead

Design program cover and schedule. Continue program arrangements.

Prepare conference update, email to membership.

Update conference web-site.

Send a request to officers, directors, and associate membership committee chairman for agenda items that they would like to include at the July regional meeting held during the NCWM Annual Conference.

President will prepare to conduct the regional meeting at the NCWM Annual Conference in July.

Host will prepare an update including a handout to cover the tentative conference program and hotel information.

President will plan to meet with the NCWM Chairperson at the NCWM Annual Conference.

3 Months Ahead

Confirm with the standing committees that work on the agenda items is progressing and that the WWMA members serving on NCWM committees are preparing background information on the carryover items.

Finalize conference budget and set registration fees.

E-mail complete program brochure which will include hotel information, registration form, hospitality suite donation form and a promotional letter from the host illustrating the activities, services and excitement to be found in the area. The purpose of this is to encourage attendance and early registration. Examples of forms can be found in Appendix A.

E-mail the WWMA conference agenda even if it is not in the final form. It is important to highlight the major issues and describe the training seminars that will be presented. Remember that this information will very likely be used by potential guests to obtain approval to attend the conference.

Strongly encourage early registration from potential attendees.

Keep close communication with the President.

Update the conference web-site to include all this information.

2 Months Ahead

Finalize the conference agenda and program.

E-mail the complete program brochure again, including any additional new information.

Encourage early registration from potential attendees. This is extremely important for the host for preparations and funding.

Keep close communication with the President.

Contact the awards committee to arrange for plaques, certificates and other awards

Post final conference update on the web-site and include program highlights to encourage greater attendance.

1 Month Ahead

Send confirming e-mail to all speakers, panel members, etc. and request biographical information from them for introductions and send these bios to the president-elect. Make sure audio visual needs are met for speakers and trainers (a lapel microphone works well for trainers).

Coordinate with committee chairmen and get finalized committee agendas with background information in a ready for publication format. Make sure all committee members have copies.

Post committee agendas on web-site and send e-mail notification to members. Encourage members to research the agenda items prior to the conference in order to enhance the attendance value.

Host will submit final conference agenda and program to the printer. Confirm that the final product is correct while there is still time for corrections.

Host will have 100 or as many as needed committee agendas printed in bound copies and ready for the registration table.

Keep close account of the registrations as they come in and move contact information to a list-of-attendees sheet that you will provide at the registration table.

Host will provide staff to attend the registration table and sergeant at arms (usually two) to assist with the meeting rooms.

Confirm that name badges with holders and lanyards have been assembled and that registration desk office-type equipment is available (computer, printer, paper, stapler, three-hole punch, etc.).

Confirm that all arrangements have been finalized with hotel, catering, outings, transportation, etc.

Gather all gifts, prizes, etc.

President prepares the agenda for the WWMA Board of Directors meeting.

President prepares remarks and presentations for the entire conference.

E-mail conference brochure and registration information one last time and encourage registration. This will be your last opportunity to finalize the attendance numbers to make the final arrangements.

Update the conference web-site with all available information.

Conference Time

Visit the hotel a few days in advance to confirm arrangements, contacts for staff and last minute changes.

Check with catering, outing events, transportation and any special activities you have scheduled.

Set-up registration table and run power supply.

Stock the hospitality suite and arrange for a host and helpers.

Make sure hotel has set-up the hallway message boards as needed.

Staff the registration table and make sure you have enough people to cover for breaks. There will be several days of long hours for the registration table so there may be a need for shifts.

The host will make sure the local staff are prepared and informed of the schedule of events. These members of your staff are relied upon to act as “greeters” for the attendees and are usually quizzed about places of interest in the area. Attendees really enjoy talking with the local W&M staff.

Prepare for additional arrivals and day attendees. The registration desk should be capable of printing name-tags and registration packets as needed.

Double check estimates for the tours and make adjustments as needed.

Confirm all financial arrangements with the secretary/treasurer.

1 Month After

Make sure final reports have been sent to NCWM. This is usually done by the Secretary/Treasurer.

Send the conference kit to the next host. This is usually done by the Secretary/Treasurer.

Host will prepare thank-you letters and send to the speakers and training presenters.

President will send resolutions and other recognitions to the recipients not present at the meeting.

Host will contact the Secretary/Treasurer to coordinate final details and to reconcile the budget and expenditure accounting.

President will update conference web-site with information on new officers, WWMA information, new members, award recipients, final committee agendas, presentations etc.

2 Months After

Determine the attendance counts for general registration, day attendees, outing and banquets. This information is valuable for the future hosts.

Close out accounts and post office box, etc.

Host to provide final registration list and financial report to the President and Secretary/Treasurer.

President and host will become the Program Committee and begin mentoring the host who is scheduled two years in advance.

HOTEL PROVISIONS

Normally, the host is given two to three years lead time to negotiate hotel provisions. Even if it is not possible to firm-up the rates until the year of the conference, this lead time is necessary although it has been done in as little as 12 months so don't despair.

Things to consider about the location are proximity airports, scheduled air carriers, transportation to and from the airport, convenience to guest and member activities, quality of the hotel facilities including the meeting rooms, bars, restaurants, and other facilities within walking distance of the hotel.

The following are the basic needs of the conference including *suggested* times for meeting rooms. This information will be needed for initial hotel negotiations.

SUNDAY Various times

8:00am - 5:00pm Hallway registration table, staging area and storage. *Required all week.*

1:00pm - 3:00pm Three small break-out rooms for Standing Committee Agenda Reviews.

3:00pm - 4:00pm One room for Board of Directors Meeting (20-25 capacity).

MONDAY – WEDNESDAY 8:00am - 5:00pm

Hallway registration table and staging area.

One Large Meeting Room (100-125 capacity) for Open Hearings and General Session equipped with:

- Elevated head table to seat at least ten, center podium, 5 microphones, narrow tables, chairs, water and glasses (check on a lapel microphone to offer guest speakers who would rather not use a podium).
- Audience tables (generally in three rows), two isle microphones on stands, water and glasses either on tables or on a refreshment stand in the back of the room; often there will be writing tablets and pens provided (negotiate).
- One or more large projection screens power strips for projectors, US and state flags on stands.
- Note: Associate members may meet here privately for 30 minutes on one of the mornings or afternoons.

Three smaller break-out rooms (20-25 capacity) for committee work sessions. These rooms will be occupied 8:00am-9:00pm or later Monday-Wednesday and need to be equipped with:

- A work-table for seven committee members (in the round or U-shaped table arrangement), chairs, water and glasses, power-strip for computer, projectors, and a screen or blank wall.

- Audience chairs for 10-15 members.

THURSDAY 9:00am - Noon

One Large Meeting Room (100-125 capacity)

- Voting Session and WWMA Business Meeting/Roundtable Discussion; to be fully equipped as noted above for Open Hearings and General Session.
- These times are suggestions; each event will be unique depending on the special events and will be modified by the host as necessary.

HOTEL NEGOTIATIONS

Multiple hotels in the area should be competing for your business even if you have a specific hotel in mind. It is an easy technique to leverage one against the other and can result in significant cost savings. You and/or the President will be signing the contract on behalf of the WWMA so the terms must be acceptable in order to avoid a severe loss.

Federal per diem room rates are the absolute ceiling for our event. Many guests are not allowed to stay at hotels that exceed this rate and may have to stay elsewhere or cancel the trip.

Free internet and Wi-Fi should be negotiated and can be expensive for guests. Internet should be made available in both conference rooms and sleeping rooms if possible. Check for the availability of a guest business center within the hotel.

Conference rooms for committee work sessions and open hearings/general session should be available at no cost based on the room occupancy. Don't take this for granted; make sure it is in writing. It may be necessary to negotiate a fee for the conference rooms in order to save somewhere else (shell game) but negotiate aggressively to keep the costs low.

Conference room set-ups- Make sure there are no extra hotel charges for set-up or reconfiguring the rooms. This includes table, chairs, audio-visual equipment, etc.

Equipment needs- All audio-visual equipment, hallway message boards, wastebaskets, tablecloths, water service, power-strips, pens and note pads, etc. should be clearly negotiated in advance and in writing. If you can't get the hotel to absorb the costs, make sure you are allowed to bring in your own equipment. In recent years, the host has been providing the computer/printer equipment for the registration table and the committees have been pooling resources to provide projectors and laptops for the work sessions.

Hotel catering for special events and coffee breaks is a major detail and one where the hotel will not usually budge on price. Make sure you nail down the total price including any tips or hidden service charges. You can use these firm prices as a bargaining chip to get something else reduced or free. The money spent for in-hotel services is your leverage in negotiating so, if you cannot come to terms with the hotel; suggest to them that

you will have to use an outside vendor for the banquet events (which is OK). *It is standard to give a firm head count for catered events three days prior. Negotiate with estimates until that point.*

Details for catered events will need to be negotiated early-on in the process in order to set the registration fees. Discuss every aspect of the catering including meal selections (meat, fish, chicken, and/or vegetarian), buffet or individual service, table arrangements, china, silverware, waiters, etc. and get in writing, any detail you think necessary.

A head table with seating for 8-10 and a podium with microphone are required for these events. If the hotel uses round tables for the audience members, require them to limit seating to a u-shape arrangement so all guests have a line-of-sight to the podium. This may require more tables but is much more comfortable.

No-host (cash) bar will be required for the awards banquet. Ask that some locally produced beverages be part of the selection.

Complementary rooms and upgraded VIP rooms are normally offered or negotiated based on the number of nights booked for the conference. Generally, hotels will give one complementary room for each 50 reserved. Be as accurate as you can with the estimates but don't give firm numbers until the last minute.

The secretary/treasurer's room (paid by the conference) and the hospitality suite are usually provided complimentary by the hotel. Try to get a complementary room and/or room upgrade for the President but not if it conflicts with the Secretary/Treasurer's room or the hospitality room.

Negotiate a room upgrade for VIP officers of the WWMA and NCWM, NIST staff and other special guests but keep in mind some hotels do not have room upgrades.

Negotiate the room rate to be in effect at least one night before and after the event and make sure the room rate is the same for single or double occupancy. Hotels may balk at the extra night provision but usually have no problem with single/double occupancy.

Negotiate a storage room or a secure location to store any equipment and supplies you may bring along for use during the conference such as computers, printers, projectors etc.

SPECIAL EVENTS

Traditionally, there are three special events included with a conference that provide for a memorable experience and attract attendance. These events are not mandatory and can vary considerably according to location and cost considerations.

President's Breakfast: Monday, 8:00am - 9:00am.

Most events begin with a formal/semi-formal breakfast which provides a good opportunity for welcoming speeches (president, host, NCWM chair, NIST chief, other keynote speakers). Some hotels have a large free breakfast and you may elect not to have breakfast at this event and call this time the Opening Ceremonies instead.

Informal meeting for Spouses and Guests: Monday morning

Consider having an informal meeting for spouses and guests to network immediately following the Presidents breakfast or the Opening Ceremonies. Someone familiar with local attractions should be available to provide an orientation, suggestions and helpful hints. Some hosts may be able to plan for and offer some short, low-cost daytime events for spouses and guests such as walking tours, cooking class, museum visits or van tours.

Outing: Tuesday, 6:00pm - 9:00pm.

An optional outing for attendees and guests is usually included in the registration fee. This outing encourages attendance at these functions, can vary widely depending what is available or popular in the area but usually consists of dinner, drinks and a visit to someplace special. The President and host will discuss the outing and come to a decision. To encourage guests and retirees attendance, costs should be kept reasonable. Also, having as many activities as possible included in the registration fee encourages attendance at these functions. The outing may be held on a different date and time depending on availability, cost and other factors.

Awards Banquet: Wednesday, 6:00pm - 9:00pm.

A formal banquet is normally held to honor the work and dedication of the conference leaders, keynote speakers, instructors, advisors, support staff, and those special individuals that have made a significant contribution to the WWMA. This banquet has traditionally been held in the hotel as part of the negotiation process but is acceptable to coordinate this event at another site if it is a benefit to the conference.

HOSPITALITY ROOM

Negotiate with the hotel to allow you to bring in your own beverages and supplies for the hospitality room. Some hotels have tried to prevent this in order to supply their own beverages and a bartender; this would probably be a deal-breaker.

Food safety requires that we have refrigeration and provisions for ice. The hotel may supply ice or the host will bring in extra ice and coolers.

Donations from members should be the major funding source for stocking the hospitality suite. If your state has county or city jurisdictions, ask for a financial donation or have them bring something that represents their area to share with the group. Ask other states to bring some local specialty to share; this is very popular with the guests. Accepting donations from local businesses or the associates group is generally not allowed for ethical reasons. If you run short of donations, ask attendees for additional funds. A sample donation form can be found in **Appendix C**.

Spend all of the donations on the supplies and do not hold back the funds for other purposes. Plan out how much food and drink you will use each day. Don't dip into the next day's supply or you will be out before the week is over.

Plan and announce the hours of operation. There will be pressure to open early and stay late but you must maintain control to conserve resources and avoid complaints from other hotel guests. If possible, staff the hospitality suite with your own people or ask for volunteers who can maintain control.

Close the hospitality suite when it conflicts with an event that has a no-host bar as you will normally need to meet a minimum for the bar.

The secretary/treasurer has traditionally volunteered to head the hospitality room and keeps a list of necessary supplies. Select volunteers from your organization to also assist with the hospitality room. There has been quite a bit of leftover liquor and it is advised to purchase smaller quantities with the intent of restocking as needed during the event if possible.

Additional supplies are needed besides food and drinks. Napkin, plastic silverware, plates, bowls, beverage cups, corkscrew, serving forks, spoons, tongs, paring knife, ice buckets & chests, serving platters and bowls, tin foil, plastic wrap, toothpicks or anything else you may think of to hold a party.

SETTING THE CONFERENCE REGISTRATION FEE

Conference Expenses

You will find below a list of most of the costs associated with hosting a conference. Contact the previous host(s) to obtain a breakdown of their costs and attendance figures. At the end of your conference prepare a summary of your costs and attendance figures for the next host and send a copy to the Secretary/Treasurer.

- Membership Dues
- Conference Rooms
- Audio Visual Equipment
- Copy/Reproduction Costs (double sided printing)
- Conference Raffle Gifts (optional)
- Coffee Service (optional)
- Promotional Items (pins, pens, bags, or binder)
- Speaker/Trainer Costs (free is preferred)
- Transportation Costs
- Conference/Guest Outings
- Awards Banquet and Bar
- President's Breakfast
- Membership Dues (include a buffer for pay-pal fees)
- Secretary/Treasurer's Costs (room & stipend)
- Awards (engraved plaque and other major awards)
- Registered Attendees
- Day Registrations
- Hotel Nights
- Breakfast Attendance
- Banquet Attendance
- Outing Attendance
- Other

REGISTRATION FEE

It is the responsibility of the host, with the approval of the president, to establish the registration fees. As a non-profit organization, the objective is to cover all conference costs and membership dues without profit or loss (but any applied tolerance should be in the positive direction). A sample registration document can be found in **Appendix B**.

There are three categories of fees associated with a conference.

Membership Dues:

Currently set at \$25.00 annually to join or maintain membership (confirm the dues with the secretary/treasurer before setting your registration fee).

Conference Registration fees:

Entire conference including membership dues

Daily Attendance Rate (consider \$50-\$60)

Note: Conference registration and membership dues are waived for honorary and retired members.

Special Event fees: (enough to cover the expenses)

Fee established for individuals such as guests, retirees or honorary members choosing to attend a banquet, outing or other special event.

MEALS/BANQUETS AND OTHER EVENTS

Determining the number of people for each event is crucial to control your costs. Here are some helpful hints:

Use a database that allows you to easily check on the number of attendees for each event.

The registration form should have a check-box for people to select the meals and events they would like to attend and a description of what events are included in the registration fee. There should be two boxes to choose from; "I will attend" and "I will not attend". If someone pays registration but does not check the box; count them as attending. Events that are included in the registration are non-refundable.

If you have any extra events that are not covered by the registration fee, be sure to collect that up-front along with the registration fee. See **Appendix B**.

Day attendees and some guests will decide to attend a catered event at the last minute. Keep careful count and communicate to the hotel staff or tour companies as soon as possible. Be aware of cutoff times for changes as you may not be able to accommodate guests or you may incur extra costs.

Plan for two different dishes at the catered events and include a vegetarian option. You may consider offer either individual service or a buffet for the meals. Hotels plan for 3-5% more food than needed but you still need to up-date your guest count regularly as the conference progresses.

Professional tour companies (with references) should be used for outing events and should charge on a fixed price per person. Collect money in advance and do not allow for refunds unless they cancel with enough lead time to make adjustments with the tour company. The host should personally verify the tour company, the particular tour, and the transportation before making a binding commitment.

REGISTRATION TABLE

Mobile office and command center.

Have at least one computer/printer combination available at the registration table for your staff. Computer should be loaded with conference attendee database, nametag printing software, and a document for printing

receipts as needed. It is very helpful to have wireless internet access at the registration table. Back up your data periodically.

Have the **WiFi** user name and password displayed or readily available for conference attendees.

Schedule staff to provide coverage at the registration table throughout the conference.

A second computer is often helpful to have on hand for attendees and committees to complete their reports, etc. This extra computer also covers you for unanticipated breakdowns but make sure the hotel provides the necessary power-strips.

Office supplies should be available at the registration table (Paper, printer cartridges, spare thumb drive, extra printer cable and power strips). You should also consider having a technical person available and arrange for a secure place to store your equipment overnight.

Nametags should be kept simple and readable from a distance. This may be stating the obvious, but make sure the person's name is prominent and spelled correctly. We always provide a nametag holder and if possible a lanyard.

PLANNING THE PROGRAM

The main purpose of our association is to develop high quality national weights & measures standards and to educate our members in all areas of weights and measures. It is important to fully support the committees and technical advisors in their work. The networking and training enhance the effectiveness of our programs and the skills of our members.

The president and host need to work closely to plan both the conference and the guest programs in order to attract and justify attendance. The program needs to provide a balance of keynote speakers, resources for constructive committee work, and appropriate educational opportunities for general membership.

The NIST OWM Director and the Scale Manufacturers Association (SMA) usually conduct a director's roundtable discussions on Wednesday and take 60 to 90 minutes. Be sure to contact the NIST OWM Chief and SMA representative in advance.

GENERAL OVERVIEW OF DAILY ACTIVITIES

SUNDAY

Registration usually begins on Sunday at approximately 1:00 pm. Attendees will receive conference materials, name tags and welcome gifts assembled by the host. Committee agendas and other materials will be available for pickup.

Committee agenda reviews are usually held; 1:00-3:00pm followed by the board of director's meeting held 3:00-4:30pm. This provides for a reasonable dinner hour Sunday night and a visit to the hospitality suite till 9:00pm. Some of the members serve on both standing committees and the board.

MONDAY

President's Breakfast and welcome is an optional function and if scheduled usually occurs from 8:00 - 10:00am.

Opening Ceremonies begin the formal part of the program. If the breakfast is scheduled the opening ceremonies begin immediately after breakfast.

The opening ceremonies begin around 8:30 am and the usual order for the morning is:

- President's call to order.
- Invocation and pledge of allegiance by the chaplain (color guard if available in the area).
- Roll call of the states by the Secretary/Treasurer.
- Host's welcome address and introduction of other official speakers.
- President's address
- Other official speakers may include - the NCWM chair, NCWM chair elect, NIST OWM Chief, host state or county agency head, chamber of commerce spokesperson, and may include an Associate Membership committee representative.

President will announce the order in which we will present the standing committee agendas, ask new members to remain in the room for an orientation session, and announces a 30 to 60 minute break for others.

The president-elect will give an orientation for new members; which typically takes 20-30 minutes.

Open hearings generally take the remainder of the day and may continue into Tuesday depending on the number of items on the agenda. Open hearings continue until about 5:00pm. Some committees will conduct work sessions in the evening and should announce the times and locations at the conclusion of their committee's open hearing. The president visits each committee chairman to give them a deadline for submitting electronic versions the addendum sheets for printing and distribution.

President announces the evening work-sessions, makes necessary announcements, and calls recess until Tuesday morning.

See **Appendices G and H** for an outline and script.

TUESDAY

President calls the conference back to order and introduces the president-elect who will serve as presiding officer for the scheduled training and/or equipment demonstrations, NIST Director's round table and Scale Manufacturers Association round table planned for Tuesday or Wednesday.

The president-elect introduces the presenters from a prepared bio provided by the host.

Tuesday evening is usually reserved for the conference outing. The president-elect makes any necessary announcements and calls recess.

WEDNESDAY

President-elect calls the conference back in session and continues with the planned training and round table discussions. The president elect announces the Awards Banquet and other events.

The president visits each work session and the standing committees are reminded of the deadline for submitting addendum sheets for printing.

The president -elect makes necessary announcements about the Awards Banquet, location of the addendum sheets, and gavels the conference in recess.

Wednesday evening is reserved for the banquet and awards ceremony.

See Appendices I and J for details and scripts.

THURSDAY

President calls the conference back in session about 9:00 am. The voting session usually begins with a review by the parliamentarian or secretary/treasurer of the voting procedures.

President announces that the annual business meeting will begin immediately following the voting session.

Voting begins and the order will be determined by the President. Depending on how the voting is progressing, the president may call a break about 10:30 am or continue until the voting is complete.

The business meeting will be called to order after the completion of the voting session. The president will announce that members who do not wish to attend may leave and will thank them for their attendance and participation. A roll call of the states will be conducted by the Secretary/Treasurer or designee to determine if there is a quorum.

At the conclusion of the business meeting, the gavel is passed to the incoming president who will make final comments and officially adjourns the WWMA Annual Technical Conference.

The incoming president and next year's host become the Program Committee. The committee may include the current year host, current and/or president and other interested members.

See Appendices L and M for details and scripts.

DUTIES OF THE PRESIDENT/PRESIDENT-ELECT IN CRONOLOGICAL ORDER

The President, President Elect and host should review this guide, the bylaws and constitution as soon as they are appointed. They must also become familiar with Robert's Rules of Order so that they can conduct committee hearings, voting sessions and business meetings efficiently.

Prior to the NCWM Interim Meeting

President will have begun the conference planning as listed in this guide and will have canvased the active state directors to make long term and annual committee assignments.

The President will contact the NCWM Executive Director several months in advance to request meeting space if the WWMA is planning to have a meeting during the NCWM Interim Conference

Standing Committee Assignments: Long term assignments should be reserved for state directors or county/city sealers who can and will remain active in the conference. Annual assignments can be filled by members of the host jurisdiction or other eligible members. It is understandable if a member declines to serve due to travel restrictions or other commitments.

Nominating Committee: Is comprised of the current and past two presidents. The member serving their third year usually chairs the committee. The committee should begin their work several months prior to the conference.

Honors & Awards Committee: Is comprised of three senior WWMA members who are familiar with the accomplishments of the deserving recipients and who are not on the Nominating Committee.

Resolutions Committee: Is comprised of two members who will compile the personal information, print the certificates for signature, and file the report of the committee with the president, secretary/treasurer, and host. During the awards banquet the Committee Chair announces the recipients and the President presents the certificates.

Auditing Committee: Is comprised of two members assigned each year to review the conference's finances and sign the financial report.

At the NCWM Interim Meeting

A WWMA membership meeting may be called at the discretion of the President (and president-elect) to discuss WWMA business. The President or president-elect should review the constitution and by-laws to ensure business conducted is in accordance with the constitution and bylaws.

At the NCWM Annual Meeting

President (and president-elect if possible) will hold a WWMA membership meeting and announce committee assignments. See **Appendix D**.

Future hosts will be given the opportunity to give updates of their conference plans

At the WWMA Technical Conference

President will preside over the Board of Director’s Meeting. See **Appendix E**

President will preside over the President’s Breakfast, Opening Ceremonies and Open Hearings. See **Appendix F&H**.

President-elect will preside over Orientation Session and Training Sessions. See **Appendix I**.

President will preside over the Awards Banquet. See **Appendix J**

President will preside over the Voting Session. See **Appendix L**

President will preside over the Business Meeting. See **Appendix M**.

President passes the gavel to incoming president. Incoming president then presents a plaque to the outgoing president, makes appropriate closing remarks, and then adjourns the conference.

After the WWMA Technical Conference

The past president is responsible for gathering and reviewing the final committee reports, completing a final attendee list, obtaining digital copies of the educational presentations and preparing a final conference financial report. The past president forwards these documents to the Secretary/Treasurer in time to meet NCWM deadlines.

The Secretary/Treasurer submits completed committee reports to NCWM and requests publication of the attendee list and educational presentations on the WWMA website. A copy of the final conference financial report will be kept by the Secretary/Treasurer. See Article IV Sec. 3 of the Bylaws for details.

Past president also completes final updates to the website including membership and awards categories and posts the educational presentations.

Appendix A - Schedule Example

WWMA XXnd Annual Technical Conference Schedule of Events

Sunday	Noon	Registration	Mezzanine Level 2
	1:00-3:00	Standing Committee Agenda Review	Room XX, XX, XX
	3:00-4:30	Board of Directors Meeting	Room XX
Monday	8:00-10:00	Presidents Breakfast	Room XX
	10:00-10:30	Opening Ceremonies	Room XX
	10:30-11:00	Orientation	Room XX
	11:00-12:00	Open Hearings	Room XX
	12:00-1:30	Lunch on Your Own	

	1:30-5:00	Open Hearings	Room XX
	5:30-9:00	Hospitality Suite	Room XX
Tuesday	8:00-8:30	Associates Meeting	Room XX
	8:30-12:00	<i>List training session times</i>	Room XX
	12:00-1:30	Lunch on Your Own	Room XX
	1:30-4:00	<i>List training session times</i>	Room XX
	5:00-9:00	List outing instructions	
Wednesday	8:00-9:00	Director's Roundtable	Room XX
	9:00-12:00	<i>List training sessions times</i>	Room XX
	12:00-1:30	Lunch on Your Own	Room XX
	1:30-4:00	<i>List training session times</i>	Room XX
	6:00-9:00	Awards Banquet	Room XX
Thursday	9:00-11:00	Voting Session	Room XX
	11:00-12:00	WWMA Business Meeting	Room XX
	12:00	Passing of the Gavel/Adjourn	

Appendix B - Registration Form Example

Please complete registration form legibly and submit to:

Western Weights and Measures Association

Address

Address

ATTENDEE INFORMATION				
Check One: <input type="checkbox"/> Member <input type="checkbox"/> Retired Member <input type="checkbox"/> Single Day Attendee				
Name:		Name for Badge:		
Title:		Organization / Jurisdiction:		
Street Address:				
City:		State:	Zip:	Country:
Phone:		Email:		
ATTENDEE'S GUEST INFORMATION				
Name:		Name for Badge:		
REGISTRATION FEES				
	Member	Retired Member	Single Day Attendee	Guest
Before August 11, 2016	\$325.00 (includes WWMA membership dues)	\$0.00	\$75.00/day	N/A
After August 11, 2016	\$350.00 (includes WWMA membership dues)	\$0.00	\$75.00/day	N/A

SPECIAL EVENT FEES				
	Member	Retired Member	Single Day Attendee	Guest
Outing to Luau (9/12/2016)	Included In Registration	\$80.00	\$80.00	\$80.00
Awards Banquet (9/14/2016)	Included In Registration	\$60.00	\$60.00	\$60.00
PAYMENT INFORMATION				
If you are a Single Day Attendee, select the day(s) you will be attending: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday				
Will <u>You</u> Be Attending the <u>Luau</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		Will <u>Your Guest</u> Be Attending the <u>Luau</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will <u>You</u> Be Attending the <u>Awards Banquet</u> : <input type="checkbox"/> Yes <input type="checkbox"/> No		Will <u>Your Guest</u> Be Attending the <u>Awards Banquet</u> : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Check Enclosed (made payable to Western Weights and Measures Association)		Total Amount Enclosed: \$		

Cancellation Policy

Cancellations received by August 11, 2016 are subject to a 15% cancellation fee. Cancellations received after August 11, 2016 are subject to a 50% cancellation fee. No refunds will be given after the event has commenced. In the case of a state-declared natural emergency a full refund will be issued. Refund requests due to personal medical emergencies shall be considered based on documentation. In such instances, a full refund may be issued. Refunds will only be made on registration fees paid to the Western Weights and Measures Association.

Appendix C - Hospitality Suite Donation Example

Hospitality Suite Donation
Western Weights and Measures Association
5Xrd Annual Technical Conference
Hotel
City, State
Date

Donations are always appreciated in order to provide a great place to end your workday. Everyone likes to sample delicacies from other regions so if you have a treat you would like to share, please bring it along.
If you wish to contribute, please complete the form and mail a separate check.

Date _____

Name _____

Contribution \$ _____ Check Number _____

Checks payable to: **WWMA 20XX** (note the Hospitality Suite)

Mail to: **WWMA 20XX**
c/o WWMA 20XX
City, State

Appendix D - WWMA meeting at NCWM Interim and Annual Meetings

The president should prepare an agenda for the meeting in advance and provide it to attendees at least one week before the meeting. The agenda is usually placed on WWMA stationery. Following is a sample agenda and meeting script.

Western Weights & Measures Association

WWMA MEETING AGENDA

Denver, CO

Wednesday July 27, 2016 at 9:00 am – Mt. Sopris Room

Roll Call - Mahesh Albuquerque

Secretary/Treasurer Report – Mahesh Albuquerque

Financial Report

Minutes

Proposed Changes to Bylaws - Constitution and Bylaws Review Committee, Joe Gomez, Jerry Buendel and Mahesh Albuquerque

Discussion to amend Article IV, Section 2, to allow 3 members from any one State on the Board of Directors - Kristin Macy

L&R, S&T, and PDC Committee Agenda Review and Consent Calendar

Training at Regional Meetings - Brett Gurney

2016 WWMA Conference Update - Honolulu, HI - Jeri Kahana

2017 WWMA Conference Update - Arizona - Michelle Wilson

2018 WWMA Conference Update - Wyoming - Bob Weidler

2019 WWMA Conference - TBD - Volunteers?

NCWM Updates - Jerry Buendel, Kristin Macey, Brett Gurney & Ray Johnson

Program Updates - All

The President presides over the meeting. Following is a script that can be used for the meeting.

I call this session to order.

The president will remind the Secretary/Treasurer and members that minutes must be taken to record decisions and commitments. **I would now like to call** on our Secretary/Treasurer_____ to conduct a Roll Call of the States and present the minutes of our last meeting. Fifteen members from at least six states shall constitute a quorum for conducting business of the Association. (WWMA Bylaws, Article II, Section 1(a))

I would also call on our secretary/treasurer to present the Association Treasury Report.

Do we have any old business to attend to?

We will now conduct our new business:

I would like to introduce our new President-Elect_____

I would like to go around the room and get a news update on items of interest from the state directors present, and we will start in the order that the state entered the Union.

CA_OR_NV_CO_MT_WA_ID_WY_UT_NM_AZ_AK_HI.

Do we have any news from our county or city officials present?

Our next conference will be held in _____ on _____ and I would like to ask our Host _____ to give us an update of the events planned. (Host gives sales pitch to get everyone excited to attend)

The following year the conference will be held in _____ and hosted by _____. I would like the host to give us an update.

Do we have any volunteers for future conferences?

I would also like to announce the committee assignments that have been made for this year's conference.

(List all members by name and jurisdiction with special emphasis on the new members)

PDC_S&T_L&R_Nominating

We will now ask for an update from our future site hosts.

Now I will ask for reports from the standing committees.

S&T_L&R_PDC_BOD_NTEP_

Are there any additional agenda items to discuss?

It is now time to see if we can come to consensus on the WWMA's support of Voting Items.

(Ask for consensus on each VC calendar presented; and individual items that have complete support)

(President will speak for the group on the floor during the voting session)

Thank you all for your presence and participation; this meeting is adjourned.

Appendix E - Board of Directors meeting at WWMA

The President presides over the meeting. Following is a script that can be used to guide the meeting.

I call this session to order.

I would now like to call on our Secretary/Treasurer_____ to conduct a Roll Call of the States and to present the minutes of our last meeting. A majority of the voting members of the Board shall constitute a quorum.

I will also call on our Secretary/Treasurer to present the Association Treasury Report and give a review of any association correspondence since our last meeting

A discussion of old business will include known future conference site selection; a few words from the future hosts and any other old business that needs attention.

We will now conduct our new business:

I would now ask our host to give us a report and update.

Discuss unknown future site possibilities.

Appoint new directors if needed.

Make last minute committee replacements if needed.

Review any changes to bylaws.

Any additional agenda items

I would now like to call for a brief review of the standing committees (chairman or other committee members present) PDC, L&R and S&T.

Call for a report of any special committees or task forces that our members are engaged in for the conference.

Make necessary announcements.

Adjourn the meeting.

Appendix F - Opening Ceremonies and/or President's Breakfast

The President presides over the breakfast and ceremony. Below is a script that can be used to guide the activity.

Opening Ceremonies are conducted the same whether there is a breakfast or not.

If there is a President's Breakfast reserve a head table(s) for president, sec/treasurer, parliamentarian, chaplain and speakers.

Good morning, ladies and gentlemen my name is _____ representing _____

I have the honor of serving as president of the Western Weights & Measures Association.

I would like to begin our breakfast this morning by calling on our Chaplain _____ to lead us in an invocation.

(Breakfast begins either served by staff or buffet style)

(Allow guests to enjoy the meal and after tables are cleared begin with):

At the sound of the gavel, I officially call to order; the General Session of the Western Weights and Measures Association's XXth Annual Technical Conference and declare it to be open and ready for business.

I would like to call on our Parliamentarian _____ to lead us in the Pledge of Allegiance

(Supply parliamentarian with an introduction bio for the color guard if present)

I would now like to call **on our Secretary/Treasurer** _____ **to conduct a Roll Call of the States.**

(This is a good time for the host to introduce their staff)

(Introduce each program speaker with a short bio prepared in advance. Speakers usually include in order: host jurisdiction officials, a special keynote speaker (optional), NCWM chair and chair-elect, NIST chief and ends with WWMA president.

(Thank speakers at the close of each presentation)

At close of breakfast, make any necessary announcements; announce time and room location for Orientation/Open Hearings/Technical Sessions/Special Presentations.

At this point there should be a break to allow staff to rearrange the room, for the membership to move to the room used for Open Hearings, or to allow for orientation.

At the sound of the gavel, I call this session into recess until _____ at which time we will begin the Open Hearings.

Appendix G - Orientation Script

The President-elect usually conducts the orientation.

Good Morning Ladies and Gentlemen,

My name is _____ representing _____ and I will be giving a short orientation for our new attendees or a refresher for others.

We have found this session to be very helpful in describing the program that will be presented this week and I hope to clarify the:

- Procedures to be followed in presenting proposals and recommendations to the membership
- and
- the manner in which these proposals & recommendations will be presented for consideration in the voting session on Thursday
-

Are there any first-time attendees to the WWMA present?

There are four regions that make up the NCWM (Northeastern, Central, Southern) and of course, the Western Weights & Measures Association.

The general process goes something like this; information is presented to each of the Standing Committees through the process of Form 15 proposals for new agenda items or from carryover items that still need work which is sent to us from the NCWM committees. Through independent committee research, and testimony from the membership here today, the committees will work on each item to reach consensus for a vote. If passed by the body, these items will be sent to the National committees' agendas for consideration at the interim meeting in January and perhaps for a final vote at the NCWM meeting next summer.

If passed by the NCWM membership, the item then becomes part of NIST Handbook 44, 130, 133, as appropriate.

After this orientation, the three Standing Committees will be presenting their agenda items at the Open Hearings.

During the Open Hearings, committees will be taking testimony on the various issues & proposals on their agendas.

Now this is where your testimony or comments are needed.

- You are encouraged step up to the microphone
- Introduce yourself by name
- State your affiliation/jurisdiction
- Speak to issue and give the committee reasons to see things your way.

I know it's easy for me to say: "Get up and speak to the issue..."

- Recognize that this can seem a bit intimidating

- Do not be intimidated – What you have to say is important and valuable
- Very happy you're here – That you have interest/enthusiasm
- Everyone WANTS to hear your thoughts, opinions, suggestions
- If you're unsure, watch & ask others
- You've come a long way to be here and I encourage your participation.

Following the Open Hearings, ea. committee goes into work sessions.

Specifications & Tolerances Committee: Room _____

Laws and Regulations Committee: Room _____

Professional Development Committee: Room _____

You are encouraged to attend these work sessions but please keep in mind that the time for testimony is today, not in the work sessions.

At the work sessions, committees will consider points made in open hearing testimony and members will debate their views.

This testimony may influence the committee's views on agenda items.

- May prompt to withdraw an item, if flawed or unnecessary
- May decide more work needed (informational / developmental)
- May amend a proposal from what appears on agenda
- May determine that item is ready to present for a vote on Thursday

Committees will each prepare addendum sheets that reflect the changes or decisions of the committee.

- Addendum sheets will be available Wednesday evening
- Be sure to pick up after Banquet on Wed. night
- Review for changes & status of items (W, I, D, or Voting)

Several training sessions are scheduled throughout the conference. Refer to your program schedule for the subject and time. All Training sessions will be held in the _____. Again, I encouraged everyone to attend these training sessions.

I will now ask our (parliamentarian/sec/treasurer) to come to the microphone and explain the voting process. *(After that)*

Call a break or hand conference back to President.

Appendix H - Open Hearings

The President presides over the open hearings.

At the sound of the gavel, I call this session back to order.

We begin the Open Hearings by calling for the agenda items that will be presented by each committee in turn.

It is intended that each item will be explained and a committee recommendation will be included.

This is the opportunity for you to express your position, offer your comments and exchange ideas on each item; and I encourage everyone's participation in this process. When you approach the microphone to give your testimony, please state your name and affiliation for the record and then proceed with your comments to the committee.

I now call on the committee chair and members of the _____ Committee to come forward.

- *The WWMA President will determine the order in which committees will present their agendas*
- *Repeat for Professional Development , Laws & Regulations and Specifications & Tolerances Committees*
- *The committee chair will introduces the committee and begin hearing testimony on the agenda items.*

We will now break for lunch, at the sound of the gavel, I call this session into recess until _____ at which time we will continue the Open Hearings.

(After lunch)

At the sound of the gavel, I call this session back to order.

(Continue with committee agendas)

At the end of session, **make announcements**; invite members to hospitality room, etc.

At the sound of the gavel, I call this session into recess until _____ tomorrow, at which time we will continue (with the Open Hearings if necessary) (or) (with a list of training sessions that you will find in your schedule).

Appendix I - Training Days Script

Training days are usually held on Tuesday and Wednesday.

The President-elect usually presides over the training events.

At the sound of the gavel, I call this session back to order.

Today we've been offered several excellent educational presentations of interest including _____, _____ and _____.

I would like to introduce our first speaker (give a short bio introduction of the speaker) who will give a presentation on _____

(Move through presentations, introducing speakers, giving biographical sketches, as appropriate. Thank everyone, in turn)

We will now break for lunch,

At the sound of the gavel, I call this session into recess until _____ at which time we will continue with a presentation on _____

(After lunch)

At the sound of the gavel, I call this session back to order.

I would like to introduce our last speaker of the day (give a short bio introduction to the speaker) who will give a presentation on _____

I would like to thank today's speakers and everyone in the audience for your attention and participation.

Announce time and location for outing (if scheduled).

Announce the time and location for hospitality room or other planned activities.

At the sound of the gavel, I call this session into recess until tomorrow morning at _____

Appendix J – WWMA Awards

Appendix J - Awards and Awards Banquet

AWARDS

The following awards are presented at the awards banquet. The Honors and Awards Committee selects the recipients and provides the names to the host at least one month prior to the conference so that the awards may be ordered and engraved.

The descriptions below describe the criteria for the awards and may be used as a script for presenting the awards during the banquet. It is not a requirement that the association present an award in each of these categories.

Ray Rebuffo Award

This award is presented to an active member from a western jurisdiction (state/county/city) who has been widely recognized for outstanding effort to advance the principles of the Association within the recent past.

It is awarded by the Association in memory of Ray Rebuffo, a WWMA pioneer who was an early leader in the western jurisdictions and Chief Sealer of Weights and Measures for the state of Nevada.

Ray Rebuffo was a tireless worker on behalf of weights and measures both in Nevada and nationally through the National Conference on Weights and Measures. Ray was responsible for Nevada being in the first group of ten states to receive new state standards from the federal government (NIST...then NBS) for its new State Metrology Laboratory in 1970. Ray died of a heart attack on the day the new Nevada Metrology Laboratory was dedicated.

A person who receives this award exemplifies Ray Rebuffo's qualities of dedication, highly competent service, friendliness and ability to lead and develop consensus in solving difficult tasks.

Les Murphy Award

This award is presented to an associate member from industry or other related field with an interest in the purpose or activities of the weights and measures profession, who has been widely recognized for outstanding effort to advance the principles of the Association within the recent past. A person who receives this award exemplifies Les Murphy's qualities of ingenuity, original thinking outside the box, creativity, dedication to equity in the marketplace and consistent support for effective and fair weights and measures.

It is awarded by the Association in memory of Les Murphy, a pioneer scale man and founder of the L.R. Murphy Scale Company, Sacramento, California (now a part of Cardinal-Detecto) who was instrumental in getting western officials and industry associates to organize the WWMA in 1958. He designed and manufactured a broad line of heavy capacity scales utilizing welded steel pipe levers in place of the traditional cast-iron levers. This manufacturing break through revolutionized the manufacture and marketing of heavy capacity scales in the post-World War II era.

Earl Prideaux Award

This award is presented to a spouse of an associate or active or senior member of the association, who has provided exceptional support to the activities, goals and/or mission of the Western Weights and Measures Association.

The award is named for the late Earl Prideaux the director of the Colorado Weights and Measures Program in the 1970's and 80's. Earl initiated the award to recognize the contributions member's spouses make to the success of the annual conference and to the goals of the association.

In addition to being the Director of the Colorado Weights and Measures Program Earl served as Chairman of the National Conference on Weights and Measures, as President of the Western Weights and Measures Association, and had achieved the rank of Colonel in the US Army. He brought many of his military practices and concepts to the development and enforcement of weights and measures standards and regulations. Earl

had a passion for recognizing achievement and wanted an award for spouses to reflect the same level of recognition given to active and associate members in the other association awards.

A person who receives this award exemplifies Earl Prideaux's dedication to excellence and participation in Association activities.

AWARDS BANQUET

The President usually emcees the awards banquet.

Banquet is usually preceded by social hour and has a much more relaxed structure than the rest of the conference. The event may include pre-dinner entertainment.

President welcomes everyone and introduces the head table (host, NIST chief, president-elect, NCWM chair, etc).

When dinner is completed, President calls on Chairman of the Resolutions Committee to present resolution certificates (president-elect will join the chairman to present certificates).

President calls on chairman of the Honors and Awards Committee to introduce the committee, and make awards presentations. The president-elect joins the chairman to help present the awards.

President and host both give a final thank-you speech to the members for participation.

Host may be called to conduct a gift raffle (optional).

Appendix K - Secretary/Treasurer Voting Procedures For Technical Sessions and Business Meetings

WWMA Bylaws, ARTICLE II, Section 1, B and C (Note: Sections B and C are identical)

- 1) Fifteen members from at least six states shall constitute a quorum for voting on items brought before the association by the committees.
- 2) Any active member is eligible to vote and to participate in the technical session. Associate members, honorary members, senior members, and the ex officio non-voting member of the Board are not eligible to vote but may attend technical sessions and discuss the issues being presented.
- 3) Each eligible member shall be entitled to cast one vote on each proposal for which a vote is required.
- 4) Proxy votes are not permitted.
- 5) A majority vote of those active members present is required to pass a motion.

All voting is by a voice vote of the members eligible to vote.

In the event that the voice vote is too close to be determined in the opinion of the President, there shall be a show of hands.

No abstentions are recorded and proxy votes are not permitted.

Appendix L - Presidents Voting Script

PRESIDENT: At the sound of the gavel, I call this session back to order.

PRESIDENT: We will now begin the Voting Session immediately followed by the Annual Business Meeting. I call on our Parliamentarian _____ who will explain the voting procedures.

PRESIDENT: I now call on the members of the _____ Committee to come forward.

- *The WWMA President will determine the order in which committees will come forward for voting.*
- *Repeat for Professional Development , Laws & Regulations and Specifications & Tolerances Committees*
- *The committee chair will introduces the committee and begin voting.*

COMMITTEE CHAIR: Will introduce the voting item, and make a motion for adoption of the item(s) and ask for a second. (Note: If items are presented on a consent calendar any member can ask that the item be removed and considered for an individual vote.)

PRESIDENT: We have a motion and a second, is there any discussion?

- *Remind those giving testimony that they must clearly state their name, who they represent, their position on the item, and to be brief in their testimony*
- *When discussion is complete, call for the vote*

PRESIDENT: All in favor _____ All opposed _____ Motion passes (or fails).

PRESIDENT: I now turn the session back to the committee chair.

- *Repeat the procedure for each item*

COMMITTEE CHAIR: At the completion of the voting items, the committee chair will move to adopt the report of the committee in its entirety, authorizing editorial privileges to the secretary and ask for a second.

PRESIDENT: We have a motion and a second, is there any discussion?

(When discussion is complete, call for the vote)

PRESIDENT: All in favor? _____ All opposed? _____ Motion passes (or fails).

PRESIDENT: I now turn the session back to the committee chair.

(Committee chair will thank the committee members)

PRESIDENT: That concludes the vote of the _____ Committee; I would like to thank the committee members for their hard work and would now call on the _____ Committee to take the stage.

(Repeat for Professional Development Committee, Laws & Regulations and Specifications & Tolerances Committees)

(When all voting is concluded)

PRESIDENT: That concludes the voting session of the Western Weights & Measures Association's XXnd Annual Technical Conference. We will continue shortly with the Annual Business Meeting, for those members of the audience who do not wish to attend, I would like to extend a heartfelt thank-you for your attendance and participation in the conference; this event could not succeed without you.

PRESIDENT: At the sound of the gavel, I call this session into recess until _____ at which time we will continue with the Annual Business Meeting.

Appendix M - WWMA Business Meeting

The President will preside over the business meeting.

At the sound of the gavel, I call this session back to order.

I would now like to call on our Secretary/Treasurer _____ to conduct a Roll Call of the States, determine that we have a quorum and to present the minutes of our last meeting. Fifteen members from at least six states shall constitute a quorum for conducting the business of the Association.

I would also call on our secretary/treasurer to present the Association Treasury Report.

We will now hear from _____ who will present the Auditing Committee Report.

A discussion of our old business will include:

(Usually future conference site selections with a few words from the future hosts and any other old business that needs attention).

We will now conduct our new business:

I call on _____ to present the Associate Member Committee report (if AMC met)

I call on _____ to present the Resolutions Committee report

I call on _____ to present the Honors & Awards Committee report

Call for a report of any special committees or task force that our members are engaged in for the conference.

I call on _____ to present the Nominating Committee report.

(Chairman of the committee will present the slate of officers; president-elect, secretary/treasurer, board of directors (13 state representatives, two California county officials, NIST ex-officio representative). (Nominating Committee may also have a selection of new honorary members).

I call for any other nominations from the floor (if there are none, close nominations).

I call for a vote on the report of the Nominating Committee.

Take and record the vote, welcome new officers.

President makes final presentation, thanks special guests, etc.

President passes gavel to new president, who presents plaque to outgoing president, makes appropriate closing remarks.

(New president will adjourn by stating)

At the sound of the gavel I adjourn the Western Weights & Measures Association's XXnd Annual Technical Conference.

Appendix N - Resolution Committee Example

REPORT OF THE RESOLUTIONS COMMITTEE WESTERN WEIGHTS AND MEASURES TECHNICAL CONFERENCE

(location)

(date)

The Resolution Committee wishes to express the appreciation of the members of the Western Weights and Measures Association to those who have contributed their time and talents toward the arrangements for, the conduct of, and the success of this XXth Annual Technical Conference.

Special thanks are extended:

- (XXXX)-1 To the honorable (name and title) for (his/her) gracious welcome to the conference members and guests.
- (XXXX)-2 To (name) Chairman of the National Conference on Weights and Measures for (his/her) leadership and guidance in ensuring the success of this conference.
- (XXXX)-3 To the staff of the (host jurisdiction, name of hosts), for their hard work, kindness and assistance in ensuring the success of this conference.
- (XXXX)-4 To the National Institute of Standards and Technology and the Office of Weights and Measures, particularly (name of staff attending), for the technical assistance which contributed to the success of this conference.
- (XXXX)-5 To (other speakers, panel members, etc.), for (his/her/their) participation in this conference.

(XXXX)--6 To the staff of the (hotel) for their assistance and courtesies, all of which contributed to the enjoyment and comfort of the conference attendees and guests.

(List can be extended to include any others, as desired)

Respectfully submitted,

Names of Resolutions Committee Members

WESTERN WEIGHTS AND MEASURES ASSOCIATION



CONSTITUTION

Added 1985, Amended 1998, Effective 1999

We, the members of the Western Weights and Measures Association, have formed this Association to promote equity in the marketplace in the exchange of goods and services by weight, measure or count; to provide technical and administrative education to our members in all areas of weights and measures; to act as a source of information and a forum for debate in assisting the National Conference on Weights and Measures, Inc. and the National Institute of Standards and Technology in the development of consensus standards for weighing and measuring devices and commodities sold by weight, measure or count; to cooperate with the National Conference on Weights and Measures, Inc. and the National Institute of Standards and Technology in promoting the use, by our member jurisdictions of uniform laws, regulations, and administrative procedures adopted by the National Conference on Weights and Measures, Inc.

Amended 1998

ARTICLE I - NAME

Section 1: The name of this organization shall be "Western Weights and Measures Association".

ARTICLE II - DEFINITIONS

Section 1: The following shall apply to the Western Weights and Measures Association, its constituency, members, and activities, as amplified or qualified in the Bylaws.

a) Active member--Means any person gainfully employed in weights and measures activities by a state, county, city or other sovereign jurisdiction within the area of the Western Weights and Measures Association;

b) Associate member--Includes any person, other than an active member, evidencing an interest in the purpose or activities of the Western Weights and Measures Association or weights and measures in general;

c) Association or Western Weights and Measures Association--Encompasses the area included in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming, and the active members derived there from. The Association also includes all other classes or membership, irrespective of employment status or area of residency, who are dedicated to the principles set out in the preamble to the Constitution;

d) Annual membership fee--Means the amount due annually, as established by directive of the Board, to initially become, or continue as a member of the Association.

e) Board or Board of Directors--Means those members elected to determine the administrative policies of the Association.

Amended 1998

f) Former member--Means any person formerly enjoying any class of membership in the Association.

g) Honorary fellow--Means a person recognized by the Association and designated recipient of the fellowship in memory/honor of (1) Ray Rebuffo, (2) Les Murphy or (3) Earl Prideaux;

h) Honorary member--Means any senior member or retired person nominated for such distinction by the Honors and Awards Committee and further designated as such by majority vote of the Board;

i) Registration fee--Means the amount established by the host jurisdiction, with the approval of the President to nominally defray the cost of the annual meeting;

j) Senior member--Includes any person, other than an active or associate member, permanently retired from gainful employment in the weights and measures profession. Employment in an avocation will not alter a retired person's status.

k) President's award--Means a person recognized by the Honors and Awards Committee for significant contributions to the Association.

Amended 1998

ARTICLE III- MEMBERSHIP

Section 1: Membership in the Association, except honorary membership, shall be conditioned on payment of the annual membership fee, provided that senior members who have retired from Federal, State, county or city weights and measures, or from industry and have been active members of the Western Weights and Measures Association for ten or more years shall not be subject to the payment of Membership and Registration fee for attendance at the Annual Meeting. Special fees established for events at the annual Conference will not be included in this exemption.

Section 2: The class of membership shall be established under Article II - Definitions.

ARTICLE IV - ADMINISTRATION

Section 1: The officers of this Association shall consist of a President and a President-Elect elected from the active membership, and a Secretary/Treasurer appointed by the Board of Directors from the active or senior membership.

Amended 1998

Provided, that the President shall appoint an Assistant Treasurer from the active or senior membership, who shall assume the duties of the position, as prescribed in the Bylaws, upon confirmation by the active membership at the annual meeting.

Section 2: There shall be a Board of Directors consisting of the President, President-Elect, Immediate Past President, one board member for each state jurisdiction having one or more active members in the Association, and up to four board members representing county, city, state, or other jurisdictions within the Association and one Associate Membership representative. No more than two of the county, city, or other jurisdiction board members shall be from the same state. The Executive Secretary of the National Conference on Weights and Measures, Inc. shall be an ex officio non-voting member of the Board of Directors.

Prior to each annual meeting, the Associate Membership Committee shall provide the name of the Committee's proposed Board of Directors representative to the Chairman of the Nominating Committee for inclusion in the slate of officers/directors to be presented to the membership for election.

Amended 1998

ARTICLE V -AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended only by two-thirds majority vote of the active members present at an annual meeting of the Association. Any proposed change shall be submitted in writing to the Board of Directors at least fifteen days in advance of the meeting at which it is to be considered. The Board of Directors shall consider the proposed amendment at its next meeting and make a recommendation to the Association. The proposed amendment, together with the Board of Directors recommendation, shall be mailed to the head of each active member state, county, city or other sovereign jurisdiction within the Association at least thirty days prior to the annual meeting at which it is proposed to be adopted. An amendment to the Constitution shall include an effective date.

ARTICLE VI - BYLAWS

Section 1: This Constitution shall be supplemented by Bylaws which shall detail the methods of operation of the Association. Such Bylaws shall not be inconsistent with the provisions of the Constitution.

ARTICLE VII - EFFECTIVE DATE

This Constitution shall govern the affairs of the Association on and after October 18, 1985.

WESTERN WEIGHTS AND MEASURES ASSOCIATION



BYLAWS

Added 1985, Amended 1998, 2004, and 2016, Effective 9/2016

ARTICLE I - MEMBERSHIP

Section 1: Persons eligible for any class of membership, as defined in the Constitution, shall become members upon payment of the annual membership fee. Membership dues are payable on or before the close of the annual meeting and shall entitle the individual to the privileges of membership during the ensuing year. Provided, senior members that have retired from Federal, State, county or city weights and measures, or from industry, and have been active members of the Western Weights and Measures Association for ten years or more, shall not be subject to the payment of the membership and registration fee. Special fees established for events at the annual Conference will not be included in this exemption.

Section 2: If the Board elects to publish a newsletter, all member jurisdictions and all members shall receive it, and part of the membership fee shall be designated by directive of the Board to the support of the Association newsletter.

Amended 1998

Section 3: Active members may be elected or appointed to any position of the Association. An Associate member may be elected to the Board of Directors to serve as a voting member of the Board on business issues before the Board of Directors. Associate Members may serve as non-voting members of the Laws & Regulations Committee and the Professional Development Committee. Senior and Associate Members may be appointed by the President to serve on Annual Committees, the Honors and Awards Committee, Special Committees and Task Forces.

Amended 1998, 2004

Section 4: Honorary members, by virtue of the esteem in which they are revered by the Association, are exempt from the payment of the annual meeting registration fee and the annual membership fee. Special fees established for events at the Annual Conference will not be included in this exemption.

Amended 1998

ARTICLE II - VOTING

Section 1: Quorum:

- (a) Board meetings
 - 1) A majority of the voting members of the Board shall constitute a quorum.
 - 2) All appointed members of the Board including the Associate member is eligible to vote on business issues before the Board of Directors. Associate members, honorary members, senior members, and the ex officio non-voting member of the Board are not eligible to vote but may attend all open meetings and discuss the issues being presented.
 - 3) A majority vote of those appointed members present is required to pass a motion.
 - 4) If the Board conducts business by mail or electronic means, a majority vote of the voting members of the Board by the time period designated by the President is required to pass a motion.
 - 5) Proxy votes are not permitted.

- (b) Business meetings
 - 1) Fifteen members from at least six states shall constitute a quorum for conducting the business of the Association.
 - 2) Any active member is eligible to vote and to participate in the business meeting. Associate members, honorary members, senior members, and the ex officio non-voting member of the Board are not eligible to vote but may attend business meetings and discuss the issues being presented.
 - 3) Each eligible member shall be entitled to cast one vote on each proposal for which a vote is required.
 - 4) Proxy votes are not permitted.
 - 5) A majority vote of those active members present is required to pass a motion.

Amended 2016

- (c) Technical sessions
 - 1) Fifteen members from at least six states shall constitute a quorum for voting on items brought before the association by the committees.
 - 2) Any active member is eligible to vote and to participate in the technical session. Associate members, honorary members, senior members, and the ex officio non-voting member of the Board are not eligible to vote but may attend technical sessions and discuss the issues being presented.
 - 3) Each eligible member shall be entitled to cast one vote on each proposal for which a vote is required.
 - 4) Proxy votes are not permitted.
 - 5) A majority vote of those active members present is required to pass a motion.

Added 2016

Section 2 Method: All voting is by a voice vote. In the event that the voice vote is too close to be determined in the opinion of the President, there shall be a show of hands. No abstentions are recorded and proxy votes are not permitted.

Amended 1998 and 2016

ARTICLE III - ELECTIONS

Section 1: All officers and members of the Board of Directors, except for the offices of President and Secretary and Treasurer, shall be elected by ballot or by acclamation to the respective terms of office established by the Constitution. A plurality of all votes cast shall constitute a choice.
Amended 1998 and 2016

Section 2: The President-Elect will be elected at the annual meeting one year prior to the term of service as Association President. After serving one year as President-Elect, the incumbent will succeed to the office of Association President.

The consecutive re-election of a President-Elect is prohibited.
Amended 2016

Section 3: The nominating committee shall prepare a slate of elective officers and board members to present to the membership. Nominations from the floor may also be made for any elective officer.

Section 4: Nomination, election, and installation of officers for the ensuing year shall be conducted prior to the adjournment of the annual meeting. The elected officers shall serve for one year or until their successors shall be elected and installed. Except as provided in Section 5, all Officers, except for the President and the President-Elect are eligible to succeed themselves. However, a past president may be nominated as President-Elect in future years.
Amended 2016

Section 5: In the case of a vacancy in the office of President, the President-Elect, with approval of the Board of Directors, shall appoint a three member sub-committee of the Board to nominate a replacement, and that person shall be appointed to fill the office of President if a majority of the members of the Board approve the nomination. In the event the President-Elect is appointed to complete the term, he/she shall also serve as President during the subsequent year for which he/she was originally elected.
Amended 1998

Section 6: The same person may fill the office of Secretary and Treasurer.
Added 2016

ARTICLE IV - DUTIES

Section 1: The President shall (1) preside at all Association meetings; (2) serve as Chairman of the Board of Directors; (3) appoint members to annual and standing committees; (4) call special meetings of the Association or of the Board when requested by at least four voting members of the Board; (5) preserve order; and (6) uphold the Constitution and Bylaws. The President may: (1) appoint special committees, and (2) call special meetings of the Association or of the Board when needed.
Amended 1998

Section 2: The President-Elect, in the absence of the President, shall assume the duties of the President. The President-Elect shall perform such other duties assigned by the President.

Section 3: The Secretary shall be responsible for: (1) keeping appropriate records of all proceedings and actions of the Association; (2) transcribing the minutes of the Board meetings and the general meetings of the Association; (3) publication of the preliminary reports of the annual and standing committees and dissemination to the membership at the appropriate times; (4) forwarding of the annual and standing committee reports in final format to the Executive Secretary of the National Conference on Weights and Measures, Inc.; (5) maintaining a correspondence file for the President and the Board

of Directors; and (6) perform such duties as are customary to the office or that may be assigned by the President of the Association.

Amended 1998

Section 4: The Treasurer shall be responsible for: (1) keeping accurate records of the funds of the Association; (2) collecting all fees and paying all Association bills; (3) keeping a detailed record of the receipts and disbursements of all funds; (4) maintaining checking and/or savings accounts in the name of the Association as mandated by directive of the Board (such accounts shall have as co-signers, two active members designated by the Board of Directors); and (5) preparing a financial statement and presenting that statement and the financial records of the Association, covering all transactions in the previous fiscal year, to the Board at its meeting incident to the annual meeting.

Amended 2016

Section 5: If the Board elects to publish a newsletter, the Newsletter Editor shall be responsible for the preparation and distribution of the Association newsletter at timely intervals as prescribed by directive of the Board. The Newsletter Editor shall present the Treasurer, from time to time, with invoices reflecting the cost of publishing and mailing the newsletter, and the Treasurer shall pay such costs from the budgeted account established for the newsletter.

Amended 1998

Section 6: The Board of Directors shall: (1) determine the administrative policies of the Association; (2) approve the month and general location of the annual conference; (3) be responsible for the financial policies of the Association; (4) delegate expenditure authority to the President and Treasurer as necessary for the routine administration of the Association; (5) request special meetings to be called by the President and authorize executive sessions of the Board, or the Association; (6) fill vacancies on the Board; (7) under Article V of the Constitution, act on proposed changes to the Constitution and Bylaws; (8) act upon all requests for amendments to the Constitution and Bylaws by making a recommendation to the Association at the next business meeting following receipt of the request; (9) in the case of a vacancy in the office of President, shall approve the appointment of a three member subcommittee of the Board, selected by the President-Elect to nominate a President, and shall also approve the selection of the President; (10) appoint the Secretary Treasurer and Historian; and may appoint a Newsletter Editor; and (11) establish the amount of the stipend to be paid to the Secretary/Treasurer, and if the Association publishes a newsletter, the Newsletter Editor. *Amended 1998*

ARTICLE V - MEETINGS

Section 1: There shall be an annual meeting of the Association. The program of the conference shall include a Board of Directors meeting, meetings and reports of committees, a business meeting, and as appropriate, presentations of technical papers, panels, and/or round table discussions, and such other events and activities as are of value in carrying out the purpose and objectives of the Association.

Section 2: Special meetings of the Association, at which a quorum of members is expected to be present, may be called by the President, to convene in conjunction with regional or national meetings of related organizations.

Section 3: Special meetings of the Board of Directors may be called by the President, at the President's discretion, or when requested by four or more voting members of the Board of Directors.

Section 4: Board and Association meetings, except as provided in Article IV, Section 6(5), shall be open to all members and to guests invited by the Association.

ARTICLE VI - COMMITTEES

Section 1: Standing Committees of the Association shall be:

- (a) Specifications and Tolerances Committee;
- (b) Laws and Regulations Committee; and
- (c) Professional Development Committee

Standing Technical Committees shall consist of no less than five weights and measures official members, with representation from separate jurisdictions in at least four states. Three weights and measures official members are to serve three year terms, staggered so that one member is appointed each year to serve a three year term by the incoming President. The member serving the third year shall act as Chairman of the committee. The incoming President shall appoint at least two new weights and measures official members to each standing technical committee for one year terms.

No less than one weights and measures official member of the Professional Development Committee should be a member, or recent former member, of the NCWM, Inc. Board of Directors.

The Laws and Regulations Committee and the Professional Development Committee shall each include at least one non-voting member appointed from the Associate Membership, each to serve a two year term staggered so that the terms expire in alternate years. The incoming President shall appoint an Associate Membership representative to fill the expired term.

Amended 2016

At least one current or immediate past NCWM standing committee member may serve as a member of the WWMA standing committee. That member must be an active member of the WWMA.

Added 2016

Vacancies will be filled by the President who shall appoint a replacement to fill the unexpired term of the member unable to serve.

Amended 2004

Section 2: Annual Committees of the Association shall be:

- (a) Program Committee;
- (b) Resolutions Committee
- (c) Nominating Committee; and
- (d) Auditing Committee

Annual Committees shall consist of at least three members, with weights and measures official representation from separate jurisdictions in at least two states. Senior and Associate members may also serve on Annual Committees. Annual Committees are appointed by the incoming President to serve during their term in office.

Amended 1998

Section 3: Honors and Awards Committee: The Honor and Awards Committee shall consist of three members serving staggered three year terms. At least two members shall be weights and measures officials representing two states. The member serving the third year shall be Chairman. A new member will be appointed each year by the incoming President to replace the retiring member. The President may appoint a replacement to serve the unexpired term of any member unable to serve.

Amended 1998

Section 4: Associate Membership Committee: The Associate Membership Committee shall appoint a Chairman for the Associate Membership Committee. This Committee, consisting of five members, four of whom shall be appointed by its chairman, will serve to advise and assist the Association on matters of mutual interest to the Association.

Section 5: Special committees or task forces may be appointed by the President to carry out any specific identified need or purpose of the Association. Special committees or task forces shall serve for a period of one year. Extensions beyond one year must be approved by the association's current president.

Amended 2016

ARTICLE VII - HONORS AND AWARDS

Section 1: It is the duty of the Association to recognize service to the Association and to weights and measures generally, by individuals who are part of the weights and measures community. The Honors and Awards Committee shall be responsible for designating individuals worthy of being recognized by the Association. To be considered for Association honors, a person must have made significant contributions to the Association, its meetings, conferences or projects or to weights and measures generally, or be widely recognized as a leader in the field of industry. Posthumous awards will not be considered. The following honors and awards are provided but need not be awarded in any one year:

(a) Honorary Membership: A person selected for honorary membership shall be a senior member or shall be retired and not actively employed with any branch of government or segment of industry that is connected with the Association or its member jurisdictions.

(b) Honorary Fellowship: A person selected for honorary fellowship must be widely recognized for outstanding effort to advance the principles of the Association within the recent past. A recipient of this award shall be known and titled as "Honorary Fellow of the Western Weights and Measures Association".

1) A selected person from the active membership shall receive the award in memory of Ray Rebuffo.

2) A selected person from the associate membership shall receive the award in memory of Les Murphy.

3) A selected spouse of a member or former member shall receive the award in honor of Earl Prideaux.

(c) President's Award: A person selected for a President's Award shall be a member or former member who has made significant contributions to the Association.

Amended 1998

ARTICLE VIII - MEMBERSHIP AND REGISTRATION FEE

Section 1: Registration fees for the annual meeting shall be set by the host jurisdiction, with the approval of the President, to nominally cover the cost of the meeting.

Section 2: Annual Membership Fee: Each person eligible for active, associate or senior membership shall pay an annual fee set by the Board of Directors in order to become a member or maintain membership. If the Board elects to publish a newsletter, this fee shall include the cost of the Association newsletter and any other perquisites of membership except registration at the annual meeting.

Amended 1998.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws may be done only in the manner prescribed for amendments to the Constitution.

ARTICLE X - EFFECTIVE DATE

These Bylaws shall govern the conduct and affairs of the Association, concurrent with the effective date of the Constitution on which they are based.