



Section:	1.
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Title:	Review and Acceptance of Proposals to Modify NIST Handbooks 44, 130 and 133 for Inclusion on the Agenda of a WWMA Standing Technical Committee
Effective:	TBD
Revised:	N/A

Policy and Procedures for Review and Acceptance of Proposals to Modify National Institute of Standards and Technology Handbooks 44, 130 and 133 for Inclusion on the Agenda of a WWMA Standing Technical Committee

Purpose: Establish WWMA policy and procedures whereby new proposals submitted to the Association seeking to modify National Institute of Standards and Technology (NIST) Handbooks 44, 130 and 133 are reviewed and approved for inclusion on the agenda of a WWMA Standing Technical Committee.

Background: During the 2018 – 2021 period, numerous members of the WWMA reported that they had observed an increase in the number of proposals seeking to amend NIST Handbooks 44, 130 and 133 being submitted to the Association, which these members considered deficient and unworthy of consideration. The proposals in question were incomplete, appeared to serve the interests of a single entity rather than the weights and measures community at large, and/or or did not contain sufficient justification to merit consideration.

Members of the Association’s Standing Technical Committees voiced frustration to the Association’s membership at large and to the Association’s Board of Directors that these deficient proposals were consuming a great deal of time at the Association’s Annual Meeting, during both Open Hearings and Standing Technical Committee work sessions. Deficient proposals were identified as a significant contributing factor in the challenge the Association’s Standing Technical Committees face in completing their business in a reasonable timeframe. It was noted that a disproportionate amount of time was required to remediate these deficient proposals, time which would have otherwise been available for Standing Technical Committee consideration and deliberation of well-prepared proposals and/or for Standing Technical Committee Members to participate in the business networking opportunities the Association’s Annual Meeting provides. The extended work hours required of the Standing Technical Committee members and being denied the benefit of taking part in the business networking opportunities of the Association’s Annual Meeting were identified as potential impediments to recruiting Association members to serve on Standing Technical Committees.

At the Association’s 64th Annual Technical Conference held September 2021, the WWMA Professional Development Committee reported the need for training and support for the members of

the Association's Standing Technical Committees. Addressing the issue of the significant amount of Standing Technical Committee resources being consumed to consider deficient proposals was identified as one area where the Association could help support the work of its Standing Technical Committees.

Policy:

A. Submission of Proposals for inclusion on the agenda of a WWMA Standing Technical Committee – Preamble

The Constitution of the WWMA establishes that the Association shall 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, and to cooperate with the NCWM and NIST in promoting the use, by the Association's member jurisdiction, of uniform laws, regulations and administrative procedures adopted by the NCWM.

This policy and the procedures contained herein seek to support the Association and its members in meeting the above stated purposes, while also acknowledging the limitations on the time available to the Association to conduct the business of its Annual Technical Conference. The Association values highly the resource of its members' time and seeks to use that time as efficiently and effectively as possible, while still observing the principles of due process for the protection of the rights and interests of parties affected by the actions of the Association.

B. Proposal Submission Process

Any person or organization wishing to submit a proposal seeking to amend NIST Handbooks 44, 130 or 133 for consideration by the WWMA shall submit such proposal to the President of the Association in writing. Such submission may be sent directly to the President of the Association or may be received via the NCWM in accordance with their applicable [policies and procedures](#).

The preferred format for proposal submissions is the [NCWM Form 15: Proposal to Amend NIST Handbooks, NCWM Guidance Documents, Bylaws or Publication 15](#). Proposals submitted in any other format must include all information contained on the NCWM Form 15.

Proposals submitted directly to the Association should be received by the Association President by July 15, but must be received by the Association President no later than August 15th of the year in which the submitter wishes to have the proposal included on the agenda of a WWMA Standing Technical Committee. All proposals will be considered and evaluated for inclusion in accordance with procedures set forth in Sections C and D, below. Proposals received after this deadline will not be considered until the following year.

C. Proposal Review Procedures

1. On or before July 1 of each year the Association President shall, as authorized by

Section 1 of Article IV of the WWMA Bylaws, form a special committee for the purpose of reviewing and approving for inclusion on the agenda of a WWMA Standing Technical Committee all proposals seeking to modify National Institute of Standards and Technology (NIST) Handbooks 44, 130 and 133 received by the Association President on or before the submission deadlines specified in this policy.

The members of the special committee shall be as follows:

- The President-Elect of the Organization, who shall serve as Chair of the special committee and who may designate another member of the committee as Secretary of the special committee.
 - The Active Member of the WWMA who serves as the Regional Representative to the NCWM Board of Directors
 - The Chairman of each WWMA Standing Technical Committee
 - The member of each WWMA Standing Technical Committee who serves on the respective NCWM Standing Committee.
2. The special committee formed in accordance with Section C. (1.) of this policy shall hold two sessions (either in person, virtually, or a combination thereof) for the purpose of reviewing proposals as follows:

a. First Review Session

On or before the last Friday of July to review proposals received by the Association President on or before July 15 of the year in which the submitter wishes to have the proposal included on the agenda of a WWMA Standing Technical Committee. Proposals reviewed during this meeting of the special committee that are rejected are eligible for reconsideration by the special committee during their Second Review Session in accordance with the process outlined in Section F., below.

b. Second Review Session

On or before the last Friday of August to review:

- i. Proposals received between July 16 and August 15 of the year in which the submitter wishes to have the proposal included on the agenda of a WWMA Standing Technical Committee.
- ii. Any proposal(s) reviewed and rejected by the special committee at its First Review Session for which a revised version of the proposal has been submitted to the Association President for reconsideration on or before August 15 of the year in which the submitter wishes to have the proposal included on the agenda of a WWMA Standing Technical Committee.

Proposals reviewed and rejected during the Second Review Session are not eligible for reconsideration for placement on the agenda of a WWMA Standing Technical Committee at the ensuing WWMA Annual Meeting but may be resubmitted to the Association in any subsequent year for consideration in accordance with this policy.

D. Proposal Acceptance Criteria

In conducting their review of proposals, the special committee shall determine a YES or NO answer to the following questions. The Secretary of the special committee shall utilize the proposal evaluation form included in Appendix A of this policy to document the outcome of the special committee's review of each proposal.

For All Proposals

1. Is the proposal (Form 15) complete?
2. Does the information presented clearly identify the problem/improvement that the proposal is intended to address?
3. Does the proposal indicate a Requested Action of Voting Item?

If YES, continue to question number 4.

If NO, stop here.

- a. If the answers to both questions 1 and 2 were YES, continue to question 7 and answer YES
- b. If the answer to question 1 and/or 2 was NO, continue to question 7 and answer NO

For Proposals Recommended as Voting Item

4. Does the proposal benefit more than a single entity?
5. Has the submitter demonstrated that they have considered both the positive and the negative effects of the proposal on other parties, including consideration of possible opposition to the proposal?
6. Is data necessary to support the proposal?
 - a. If YES, has sufficient data been included with the proposal?
7. Is the proposal accepted for consideration at the WWMA Annual Meeting?
 - a. For proposals indicating a Requested Action of Developing Item, Informational Item or Other, answer in accordance with subsection a. and b. of question 3.
 - b. For proposals indicating a Requested Action of Voting:

- i. If the answers to questions 1 – 6 a. are all YES, answer YES
- ii. If the answer to question 1, 2 or one or more of questions 4 through 6 a. is NO, answer NO.

E. Notification of proposal acceptance or rejection

Following completion of each special committee review session the Association President shall provide written notice to the submitter of each proposal of the special committee's acceptance or rejection of their proposal.

A copy of the special committee's completed review form shall be provided to the submitter of any proposal that the special committee does not approve for inclusion on the agenda of a WWMA Standing Technical Committee.

F. Request for reconsideration of proposals rejected during the special committee's First Review Session

The submitter of any proposal that was rejected by the special committee during their First Review Session may submit an amended version of their proposal for consideration at the special committee's Second Review Session.

Any request for reconsideration of a proposal that was rejected by the special committee during their First Review Session must be submitted in writing to the Association President no later than August 15 of the year in which the submitter wishes to have the proposal included on the agenda of a WWMA Standing Technical Committee. All such requests must be submitted in the form of a full proposal in accordance with the requirements set forth in section B. of this policy.

Appendix A – WWMA Proposal Evaluation Form