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Rules of Procedure for AATCC Test Method and Technology Committees

Introduction

The Board of Directors is AATCC's governing body which administers its affairs under the provisions of the Constitution and Bylaws. AATCC Committees are responsible for nearly every phase of the Association's activities. Thus, the strength, vigor, and authority of the Association are derived from the broad participation of its membership.

These Rules of Procedure are the responsibility of the Executive Committee on Research (ECR) which may amend or change items included after consultation with the Technical Committee on Research (TCR) and subject to the Board of Directors approval as long as they do not conflict with the AATCC Constitution or Bylaws.

A—Executive Committee on Research

A1. Function

A1.1 ECR is a standing committee of the Board of Directors. This Committee shall be responsible for establishing policy for, and programming of, all test method development and technical activities not specifically delegated to other special interest groups, subject to the Board of Directors approval.

A1.2 ECR directives for the execution of policy and program as approved by the Board of Directors are carried out through TCR.

A1.3 ECR has the responsibility to make sure that the test method development procedure follows the consensus principle and that any negative votes are fairly considered and resolved.

A1.4 ECR is the supervisory body within AATCC charged with the responsibility to attest that the necessary procedures have been followed and that the approval requirements set forth in these procedures have been met. The role of ECR in overseeing the development procedures and handling of negative votes at the committee level is covered in G1.1 through G1.4. Letter ballots of TCR are reviewed by a special Reviewing Committee consisting of the Chairs of ECR, TCR and the Test Method Committee concerned (G2).

A2. Organization

A2.1 The Chair of ECR is a member of the Board of Directors of the Association,

appointed annually by the Board of Directors. The Chair of ECR must be a member of AATCC in good standing and must maintain and active AATCC membership during their tenure as chair. The Chair may not serve more than three years consecutively.

A2.2 The Chair of TCR becomes Vice-Chair of ECR. The Chair of TCR must be a member of AATCC in good standing and must maintain and active AATCC membership during their tenure as chair.

A2.3 The President of the Association, immediate past president, president elect, Chairs of interest groups, Chair of the International Test Method Committee, Chair of the Education Advisory Board, Education Director, and the Executive Vice President are members ex-officio.

A2.4 In addition, six Individual Members may be appointed by the Board of Directors, two new appointments being made each year for terms of three years each.

A2.5 Members of ECR shall represent a broad spectrum of activities and interests and are appointed in a manner to maintain a balance of interest. No more than 50% of ECR shall represent any one interest area.

A2.6 The Technical Director serves as Secretary of ECR.

A3. Reports

A3.1 ECR reports to the Board of Directors through its Chair.

A3.2 In cooperation with the TCR Chair and the Chair of ECR, AATCC Technical Department prepares an annual report for publication which is available at AATCC.org or other suitable means of notification as determined by the Technical Director.

B—Technical Committee on Research

B1. Function

B1.1 TCR is a Subcommittee of ECR. It translates into action program and policy developed by ECR. It functions in an administrative and coordinating capacity and is responsible for directing the work of the Test Method, Technology, and Reference Committees.

B1.2 The Chair of TCR, subject to ECR approval, authorizes technical and research assignments to the AATCC Technical Center following requests for assistance by Test Method and Technology Committees.

B2. Organization

B2.1 The Chair of TCR is appointed annually by the Board of Directors after nomination by ECR. The TCR Chair's term is limited to three consecutive years.

B2.1.1 Subject to the approval of ECR and the Board of Directors, the TCR Chair with assistance of the Technical Director nominates a Vice Chair.

B2.1.2 Members of the ECR, and Chairs of the active Research Committees shall be members of TCR.

B2.1.3 The membership TCR term will coincide with the Research Committee Chair term.

B2.2 The Chair of TCR with the assistance of the Technical Staff, may nominate Research Committee Chairs. Committee members may also volunteer to become a Research Committee Chair. Candidates for nomination may consult with the members of the committee before accepting the nomination to become a Research Committee Chair. ECR must approve all Research Committee Chair nominees. Once ECR approval is granted the nominees will be appointed as a Research Committee Chair. Each Research Committee Chair must be a member of AATCC in good standing and must maintain an active AATCC membership during their tenure as chair.

B2.3 Members may self-select which Research Committees they would like to join by completing a committee application request form and submitting it to the Technical Staff for review and processing.

B2.4 The Technical Director serves as Secretary of TCR.

B3. Meetings and Reports

B3.1 TCR shall hold at least two meetings each year called by the Chair or in their absence the Technical Director.

B3.2 TCR through its Chair reports its activities to ECR.

B3.2.1 The report may be delivered verbally, however a written report shall be submitted to the Technical Department for record keeping.

B3.3 In cooperation with the ECR Chair and the Chair of TCR, the Technical Department prepares an annual report for publication which is available at AATCC.org or other suitable means of notification as determined by the Technical Director.

C—Test Method Committees

C1. Function

C1.1 Test Method Committees are appointed to carry out specific technical projects leading to the establishment of AATCC Test Methods, the development of scientific data or the assembly of information for the benefit of the textile industry and in the public interest.

Organization

C2.1 The organization of new committees or the development of proposed new test methods is announced in AATCC's publication, printed or electronic and other media of the press. Non-members as well as AATCC members are invited to participate in these activities. Non-members are given every opportunity to voice their opinion and are invited to become members and can subsequently have a voting interest. Non-members often provide the basis or request for a new test method to be developed.

C2.1.1 Members of a Test Method Committee must submit a committee application request form to the Technical department in order to join the committee. In order to be listed as a voting member of a Test Method Committee, their AATCC membership status and company affiliation must be verified by the Technical Department. See C4.

C2.1.2 Non-members may participate fully at the Subcommittee (initial) stage of test method development including interlaboratory tests and voting.

C2.1.3 A tentative completion date for development of any proposed new method must be set by the Test Method Committee and approved by ECR.

C2.2 Test Method Committee Chairs are appointed after the Chair of TCR has consulted with the Test Method Committee members concerned. Consultation may be by voice vote of members present at a regularly scheduled meeting or by committee ballot of all voting members. A Test Method Committee Chair must be Individual Member of AATCC in good standing with an active AATCC membership in effect during their tenure as chair.

C2.2.1 The Chair of a Test Method Committee may appoint the Subcommittee and Steering Committee Chairs. Members may also volunteer for these role. No additional approval is required.

C2.2.2 Subcommittees and Steering Committees may be dissolved when no longer needed.

C2.3 A Test Method Committee Chair shall appoint a Secretary. Members may volunteer for this role. The Secretary's appointment must be approved by ECR.

C3. Committee Officers

C3.1 Only Individual Members of

AATCC in good standing with an active AATCC membership in effect during their tenure may hold office in Test Method Committees and Subcommittees; i.e., Chair, Vice-Chair or Secretary.

C3.2 No member may be Chair of more than two active Test Method Committees at one time.

C3.3 A member may not serve as Chair of a Test Method Committee for three years consecutively (see C3.3.1). This is considered the term. Once the three year term is up, after consulting the members of the committee, the Chair may serve an additional year in the role as Acting Chair. No additional ERC approval is required for the year served as Acting Chair.

C3.3.1 A Committee Chair, after consulting the members of the committee, may serve a new 3 year term once their year as Acting Chair has expired. ECR approval is required for an appointment to a new three year term.

C3.4 An ex-Chair may again become Chair if there is an opening for the role.

C3.5 The Secretary, after consulting the members of the committee, may become a nominee for the Test Method Committee Chair, if there is an opening. ECR approval is required for the appointment.

C3.6 A committee cannot function without a committee chair. If a committee does not have anyone willing to serve as the Chair, the Technical Director may recommend moving the committee to reference status. The members will be alerted using the ballot process. If no one steps up to become chair the committee will be moved to reference status. If there is renewed interest after a committee is placed on reference and someone is willing to serve as the Chair, the committee, with ECR approval the committee may be reactivated.

C4. Voting

C4.1 Only Individual Members of AATCC in good standing with an active AATCC membership in effect, may exercise a vote in AATCC Test Method Committees.

C4.2 When additional expertise is required, committee chairs may invite non-members of the Association to serve as members of a Test Method Committee without vote, for a specified term.

C4.3 There is no limit placed on the number of Test Method and Technology Committees an Individual Member, in good standing with an active AATCC membership in effect, may be a voting member of. Individual Members may also serve on additional committees as a non-voting member.

C4.4 There is only one voting member per company per Test Method Committee but other company members may be non-voting members of the same Test Method

Committee. No more than one member of an organization may be a voting member of any one Test Method Committee. Other individuals from the same organization may participate in committee activities as non-voting members. All Leadership and voting members of the Test Method Committee must be AATCC members in good standing with an active AATCC membership in effect.

C4.5 If a voting member misses voting on three 3 consecutive ballots, their voting status may be downgraded to non-voting. To reinstate the status as a voting member they must submit a new committee application request form.

C4.6 Only members of AATCC in good standing with an active AATCC membership in effect may vote. Voting members whose AATCC membership lapses will be changed to non-voting status. To reinstate the status to voting, the member must provide evidence an active AATCC membership and must also submit a new committee application request form.

C5. Reports

C5.1 Following each committee meeting a Test Method Committee shall submit a written electronic report (TCR report) to the TCR Chair and Technical Staff. The annual report may serve as a basis for the Committee's annual report. A copy of the TCR report should be forwarded to the Technical Director before the close of the committee meetings. This is for record keeping and publication purposes.

C5.2 Agendas must be submitted to the technical staff and may also be posted in the Online Communities Collaboration Platform, prior to the start of the committee meeting (see L1.)

C5.3 Minutes must be submitted to the technical staff and may also be posted in the Online Communities Collaboration Platform, after the committee meeting (see L1.)

C6. Meetings

C6.1 Test Method Committee meetings shall be open to members of AATCC and non-members.

C6.2 The schedule of committee meetings shall be published in AATCC's publications and/or electronically such as on the web site.

C6.3 There shall be no registration fee for attendance to anyone (member or non-member) at these committee meetings.

C7. Publicity

C7.1 Members of the press may attend Test Method Committee meetings. They should be advised by the Chair, during the course of the meeting, that any deliberations or actions of the Committee shall