

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 may not serve more than three years consecutively.

A2.2 The Chair of TCR becomes Vice-Chair of ECR.

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 senior members are 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, the Chair of ECR prepares an annual report for publication in the AATCC TECHNICAL MANUAL.

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 Chair's term is limited to three consecutive years.

B2.1.1 Subject to the approval of ECR and the Board of Directors, the Chair nominates a Vice Chair and the members

of TCR.

B2.1.2 Regional Board Members, members of the Executive Committee on Research, and Chairs of the active Research Committees shall be ex officio members of TCR.

B2.1.3 Appointed members of TCR may serve up to five years; this term may be extended by majority vote of ECR.

B2.2 The Chair of TCR appoints, subject to ECR approval, members of Research Committees and Chairs of these committees after consulting with their members.

B2.3 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.

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

B3.3 In cooperation with the ECR Chair, the Chair of TCR prepares an annual report for publication in the TECHNICAL MANUAL by January 31 of each year.

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.

C2—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 are appointed by the Chair subject to the approval of the Chairs of TCR and ECR.

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 letter ballot of all voting members. They must be Senior members of AATCC.

C2.2.1 The Chair of a Test Method Committee appoints the Chairs of its subcommittees.

C2.2.2 A Test Method Committee Chair may appoint a Steering Committee, subject to the approval of the Chair of TCR.

C2.2.3 A Test Method Committee Chair shall appoint a Secretary.

C3—Committee Officers

C3.1 Senior members of AATCC only 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 Research Committees at one time.

C3.3 A member may not serve as Chair of a Test Method Committee for more than three years consecutively, but may continue as a member.

C3.4 An ex-Chair may again become Chair after a lapse of one year.

C4—Voting

C4.1 Senior members of AATCC only may exercise a vote in AATCC Test Method Committees.

C4.2 Associate and non-members of the Association may serve as members of a Test Method Committee without vote.

C4.3 A Senior member may be a voting member of three active Test Method and three Technology Committees at the same time, but may serve on additional committees as a non-voting member. Exceptions to this may be granted by the Executive Committee on Research upon written petition from the member.

C4.4 Only one individual from any 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.

C5—Reports

C5.1 Following each committee meeting a Test Method Committee shall present a written report to TCR. The annual report may serve as a basis for the Committee's report in the AATCC TECHNICAL MANUAL. A copy of the annual re-

port should be forwarded to the Technical Director on or before January 31.

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 journal 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 not be published without clearance from the Chair, who should be guided by Association policy regarding publication of AATCC material.

Technical papers, committee reports and other documents and test methods are the property of the Association. They may not be published in full elsewhere unless written permission has been granted by the Association. Publication of Association material in other publications must give appropriate source and credit.

C8—Committee Actions

C8.1 Formal actions of a Test Method Committee shall be affirmed by letter ballot when requested by any voting member of a committee.

C9—Review of Test Methods

C9.1 A Test Method Committee shall review test methods under its jurisdiction every five years for the purpose of revision, reaffirmation or withdrawal. If a method is to be reaffirmed, reaffirmation shall be by majority approval of committee members or by a committee letter ballot followed by a TCR letter ballot. Such action must be initiated in the fourth year after approval so that final action may be concluded by the fifth year.

In cases where the Chair of a Reference Committee is no longer active or resigns from their duties in AATCC, Committee RA99, Technical Manual Editorial Review, in conjunction with the Laboratory Director, may appoint one or two experts who are knowledgeable in the area pertaining to a specific test method as reviewers of the method.

The reviewers shall recommend reaffirmation, revision or withdrawal of the method and shall initiate the appropriate TCR letter ballot.

C9.1.1 A new test method will be reviewed for reaffirmation each year for the first three years immediately following its publication through a TCR ballot.

C9.2 Workshops and seminars concerning AATCC test methods are available to non-members and members equally. At these programs, critical comments on AATCC test methods are brought to the attention of the responsible committees for their consideration and action.

D—Duties of a Test Method Committee's Chair

D1—Responsibility

D1.1 The Chair of a Test Method Committee is responsible for the operation of that Committee.

D2—Meetings

D2.1 The Chair shall call such meetings as are necessary and see that the committee's work proceeds as planned.

D2.2 In general, meetings are scheduled in conjunction with meetings of TCR in order that the latest activities of the Test Method Committee may be reported. However, the Chair may call additional meetings at the Chair's discretion.

D3—Personnel

D3.1 The Chair appoints members of a Test Method Committee, subject to the approval of the Chairs of TCR and ECR.

D3.2 Every effort is made to have a balance of voting interests on each committee in order to develop test methods according to the consensus principle.

D3.3 If a member of a Test Method Committee resigns or is unable to take an active part in the work of the Committee and is dropped the Chair shall notify the Chair of TCR and the Laboratory Director.

D3.4 A voting member who is absent from four consecutive meetings of a Test Method Committee or does not participate in any of its activities shall be dropped from the committee's membership rolls. Failure to return ballots is defined as a lack of participation in a committee activity. A terminated member may appeal to ECR for reinstatement if the member demonstrates satisfactory reasons for the inactivity. Membership voting rights can also be terminated by non-payment of annual Association dues.

D4—Test Methods—Changes and Revisions

D4.1 A Chair on behalf of their Committee makes such recommendations for changes and revisions in test methods as are required and reports them to the Chair

of TCR, who will in turn, submit these recommendations to ECR. Subject to ECR approval these recommendations for changes or revisions shall be referred to TCR for letter ballot.

D5—Financing

D5.1 Each calendar year Test Method Committees will be contacted regarding their possible needs for funds to be made available at the beginning of the fiscal year, August first.

D5.2 Should a committee require special funds not included in the annual budget for its work, the Chair should make application to the Chair of TCR who will submit the request to ECR with a recommendation. Should there be contingent provision in the existing budget to cover such expenditures, ECR may authorize the funds. Otherwise, ECR, on approval will request an authorization for expenditures from the Appropriations Committee, which, in turn, will submit the request to the Board of Directors.

D6—Requests for Assistance from AATCC Technical Center

D6.1 Technical and administrative assistance from the AATCC Technical Center, required for committee operations, should be requested by the Test Method Committee Chair from the Chair of TCR. The Chair of TCR, in consultation with ECR and Senior Staff, will determine if the work requested can be undertaken within the existing budget and program facilities available.

E-Duties of a Test Method Committee's Secretary

E1—Minutes and Records

E 1.1 The Secretary shall keep accurate minutes of all meetings and records of all test method developments of the Committee.

E1.1.1 Minutes prepared for distribution should contain on the first page the legend **"Committee Document—Not for Publication."**

E1.2 Minutes shall be circulated at an early date after a meeting. Copies shall be sent to the AATCC Technical Center, all committee members, the Chair of TCR, the Technical Director, and any other desired information addresses.

E1.3 The Secretary shall keep records of attendance at meetings.

E2—Correspondence and Reports

E2.1 At the direction of the Chair, the Secretary shall carry on such correspondence and prepare such reports as are required by the Committee.

F-Procedure for Establishing Methods of Test

F1—Need and Feasibility

F1.1 Proposals for the development of new test methods may be made by members or non-members of AATCC. They are brought to the attention of the Chair of TCR who in consultation with members of ECR determines whether the development of a proposed new method is feasible through an existing Test Method Committee. If the organization of a new committee is necessary, ECR may approve an announcement in AATCC's publication inviting members and non-members of AATCC to participate in an exploratory meeting to determine general interest in the subject. If there is sufficient interest, ECR may approve the establishment of a new committee that will function as indicated under Section C.

F2—Development Procedure

F2.1 A subcommittee which may include non-members of AATCC is organized to study available background information and to conduct interlaboratory tests according to a suitable statistical design. When the subcommittee has developed a test method which is considered reproducible and technically valid it is submitted along with all data available to the full Test Method Committee.

F2.2 A letter ballot of the Test Method Committee is conducted on the proposed test method according to G1. Upon receipt of an affirmative vote and evidence of consideration of all negative votes, a letter ballot of TCR is conducted on a proposed test method according to G2. The results are reported to ECR for final action.

F3—Designation and Publication

F3.1 ECR gives final approval or denial on a proposed test method on the basis that all substantially concerned persons have had an opportunity to express their views and that these views shall have been considered; also, that there is evidence of the technical validity of the proposed test method.

F3.2 Following confirmation by ECR a new test method is officially designated and published as soon as practical in the AATCC TECHNICAL MANUAL and in other AATCC publications when appropriate.

G-Letter Ballots

G1—Committee Letter Ballots

G1.1 A majority of members present at a meeting of a Test Method Committee may vote to send a new test method or revision of an existing test method to a let-

ter ballot of the entire Committee. Before requesting a letter ballot, however, those committee members present at the meeting should assure themselves that the new method or revision of an existing method is in prescribed form and that sufficient data are in hand to support the method or revision. All members of a Test Method Committee, both voting and non-voting, shall receive copies of all letter ballots issued by the Committee. Nonvoting members as well as voting members of the Committee may submit in writing any comments which they deem appropriate concerning the proposed test method or revision. To be counted, all letter ballots must be received by the committee concerned within 30 days of the mailing date. A ballot is considered valid when, of the voting members sent ballots, the number of ballots returned is equal to, or greater than, 50% of the mailing plus one ballot.

G1.2 If there are no negative votes on the ballot it would progress to a TCR letter ballot. If there are negatives then refer to Section G3.

G2—TCR Letter Ballots

G2.1 Once a committee letter ballot has been approved within the committee then it will progress to a TCR letter ballot. The ballot will be sent to all members of TCR. To be counted, all letter ballots must be received by the committee concerned within 30 days of the mailing date. A ballot is considered valid when, of the voting members receiving ballots, the number of ballots returned is equal to, or greater than, 50% of the mailing plus one ballot.

G2.2 If there is no negative votes on the ballot then it would be reviewed by ECR for publication in the next edition of the AATCC TECHNICAL MANUAL. If there are negatives refer to G3.

G3—Negatives on Ballots

G3.1 Within 60 days after the closing date for the Committee or TCR letter ballots the Chair of the Test Method Committee shall attempt to resolve any negative votes or comments, either personally or by a subcommittee which the Chair may appoint. If at the end of the 60 day period there are still unresolved negative votes, the Chair of the Committee shall forward to the Chair of TCR the matter on which the ballot was taken, copies of unresolved negative votes with accompanying supporting comments, a summary of attempts to resolve the negative votes, and background data and actions which led to the ballot.

G3.2 The Chair of TCR shall present the material provided by the Committee Chair to ECR for decision at its next regular meeting. Copies of the material shall