

Report of the Board of Directors

Dennis Ehrhart, CPM
 Assistant Director, Compliance
 Arizona Department of Weights & Measures

Introduction

The Board held its quarterly Board of Directors meeting on Saturday, July 10, 2004, and continued that meeting during work periods throughout the remainder of the Annual Meeting. The Board of Directors and NTEP Committee invited members to dialogue with the Board on issues that the Board and NTEP Committee have on the following issues: Conformity Assessment, NCWM Organizational Structure, the National Training Program, Voting Procedures, Public Relations campaign and participation internationally, i.e., OIML, CFTM, APLMF, and USNWG.

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1. Conformity Assessment

The Conformity Assessment Work Group met immediately following the Central Weights and Measures Association meeting on May 6, 2004, in Omaha, Nebraska. The Work Group met as a whole and then divided into three separate working groups (Initial Verification, Administrative Review, and Verified Conformity Assessment) to address the details of the Conformity Assessment Program.

2. NCWM Organizational Structure

At its meeting in April 2004, the Board of Directors considered the use of National Working Groups to support the Standing Committees on an as-needed basis. The Professional Development Committee that was formed at the Annual Conference in 2003 has begun its work.

3. National Training Program Curriculum

Representatives from the Board of Directors met with the Professional Development Committee during the Interim Meeting. They shared their vision of how a curriculum could be designed. Dennis Ehrhart, NCWM Chairman, pledged financial support to the Committee so that they can accomplish their task.

4. (I) Voting Procedures

The Board discussed the feedback they had received on the current voting procedures. They will continue to take comments on the proposal put forth by the Central Weights and Measures Association (CWMA) in Pub 15, which is as follows:

Article X, Section 4 - Minimum Votes

A. House of State Representatives

When at least 35 delegates are in attendance in the House of Representatives, A a minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If 54 or more votes are cast in the House of State Representatives, a simple majority of the total votes is required to pass (or defeat) the issue.

When fewer than 35 jurisdictions are in attendance in the House of Representatives, a two-thirds majority of those representatives in attendance at the Conference voting in favor of, or in opposition to, an issue must be cast for the vote to be considered official. The rules for a quorum still apply.

B. House of Delegates:

A minimum of 27 votes in favor of, or 27 votes in opposition to, an issue must be cast for the vote to be considered official. If more than 54 total votes are cast, then a simple majority rules. Should a tie vote occur, or if the minimum votes in support of or opposition to are not cast, the issue is decided by the vote of the House of State Representatives.

The Board also considered an alternate proposal made by Chris Guay that **when there are fewer than 35 jurisdictions in attendance in the House of Representatives, a three-fourths majority of those Representatives in attendance at the Conference voting in favor of, or in opposition to, an issue must be cast for the vote to be considered official. The rules for a Quorum still apply.**

In recent voting sessions of the NCWM, some items have failed to move because the mandatory 27 votes in favor of or opposed to were not attained. These proposals would allow action on items in years of low attendance, but only when a strong majority is reached in favor of or opposition to an item. The second option would strengthen the proposal from a two-thirds majority to a three-fourths majority in those years

of low attendance. The intent being that such a strong majority would provide assurance that the same outcome would have been reached on voting items had the attendance been higher.

Some members contend that voting procedures should not be altered because of a temporary decrease in attendance of annual meetings.

5. Public Relations Campaign

The public relations plan drafted by Dee Ann Deaton, Public Information Officer, Arizona Department of Weights and Measures, is attached as Appendix A to the BOD report.

6. NCWM Participation in International Standards Setting Activities

The Board will continue to support NCWM participation in international standards setting activities. Ross Andersen is serving as the liaison between NCWM and OIML on this issue. Dave Frieders, NCWM Chair-Elect, will continue these efforts during his year as Chairman.

7. Financial

The Board reviewed the 2002/03 year-end audited financial report.

	Statement of Activities ending September 30, 2003	2004 Budget
Revenue & Support		
Dues-government	\$76,800	\$97,500
Dues-associate	\$49,500	\$61,750
Associate member fund	\$14,835	\$14,250
NTEP	\$447,570	\$432,025
Interim Meeting Fees	\$19,380	\$21,750
Annual Meeting Fees	\$67,262	\$80,900
Publication Sales	\$22,380	\$18,850
Interest	\$12,528	\$7,500
Advertising	\$839	\$975
Miscellaneous	\$4,103	\$0
Newsletter	\$9,000	\$0
Total Revenue & Support	\$724,197	\$735,500
Expenses		
Programs		
Membership	\$11,030	\$10,814
NTEP	\$422,188	\$431,662
Interim Meeting	\$46,281	\$51,056
Annual Meeting	\$63,332	\$95,545
Publications	\$13,491	\$15,601
Newsletter	\$13,757	\$15,315
Total Programs	\$570,079	\$619,993

Management and General

Management Fees	\$46,500	\$48,655
Associate Fund	\$24,694	\$14,000
Board of Directors	\$21,086	\$25,000
Bank Fees	\$9,729	\$6,400
Website	\$12,025	\$11,635
Legal & Accounting	\$5,228	\$7,225
Telephone	\$1,733	\$2,000
Insurance	\$1,940	\$2,700
Office Supplies	\$1,224	\$1,200
Printing & Duplicating	\$535	\$1,000
Postage	\$53	\$100
Committee Travel	\$715	\$2,500
Miscellaneous	\$2	\$0
Storage Space Rental	\$960	\$960
Total Management and General	\$126,424	\$123,375
Total Expenses	\$696,503	\$743,368
Change in Net Assets	\$27,694	(\$7,868)

National Conference on Weights & Measures, Inc. Balance Sheet as of September 30, 2003

Assets

Current Assets

Cash and cash equivalents	\$202,365
Certificates of Deposit	\$542,085
Accounts receivable	\$470
Prepaid expenses	\$2,329
Interest receivable	\$6,703

Total assets \$753,952

Liabilities and Net Assets

Current Liabilities

Accounts payable	\$508
Deferred revenue – other	-
Deferred dues revenue	\$122,225
Total liabilities	\$122,733

Net Assets

Unrestricted	\$631,219
Total liabilities and net assets	\$753,952

8. Nominating Committee

The Nominating Committee submitted the following report to the NCWM Board of Directors:

- Chairman Elect: Don Onwiler, Nebraska
- Treasurer (one-year term): Tom Geiler, Town of Barnstable, Massachusetts
- Associate Membership (three-year term): Darrell Flocken, Mettler-Toledo
- Active Membership/Northeastern (five-year term): Charles Carroll, Massachusetts

9. Future Meetings

NCWM Annual Meetings

2005	July 10-14	Hilton in Walt Disney World, Orlando, FL
2006	July 9-13	Chicago Marriott, Chicago, IL

NCWM Interim Meetings

2005	January 23-26	Fairmont Miramar, Los Angeles, CA
2006	January 22-25	Omni Jacksonville, Jacksonville, FL
2007	January 21-24	Omni Jacksonville, Jacksonville, FL

NTEP Lab and Sector Meetings

GMM/NIR Sector Meeting	August 26-27, 2004, Kansas City, MO
Weighing Sector Meeting	August 29-31, 2004, Ottawa, Canada
Measuring Sector Meeting	October 22-23, 2004, Biloxi, MS

10. Membership Report

The total NCWM membership as of June 2004 is 2,517. The membership breakdown by category is:

State Government	828
Local Government	527
U.S. Government	36
Foreign Government	21
Associate Members	837
Foreign Associate	42
Retirees	226

D. Ehrhart, Arizona, Chairman

R. Andersen, New York, Chairman of the NTEP Committee

D. Frieders, San Francisco, California, Chairman-Elect

T. Geiler, Barnstable, Massachusetts, Treasurer

K. Angell, West Virginia

M. Cleary, California

B. McGrath, Boston, Massachusetts

D. Onwiler, Nebraska

S. Pahl, Texas

C. Guay, Procter & Gamble Co.

D. Quinn, Fairbanks Scales

Executive Secretary: H. Oppermann (NIST)

Advisors: B. Palys, Executive Director, NCWM Headquarters

G. Vinet, Canada

Board of Directors

Appendix A



National Conference on Weights and Measures

“Recognition through Transparency”

15245 Shady Grove Rd., Suite 130, Rockville, MD 20850

(240) 632-9454 FAX (301) 990-9771

Email: ncwm@mgmtsol.com

Strategic Planning for an NCWM National Media Campaign

Prepared on October 27, 2003

By Dee Ann Deaton, Public Information Officer,
Arizona Department of Weights & Measures

Mission

To develop a public relations-based committee that will assist the NCWM, state, county and city weights and measures agencies develop a national media campaign. The committee's mission is to increase public support, agency communication, industry compliance and funding of weights and measures programs by developing, coordinating and promoting an internal and national awareness campaign that increases public and industry support of the NCWM services and weights and measures programs.

Objectives

1. Increase overall awareness of the NCWM.
2. Increase the total number of citizens who act as the "eyes" of weights and measures agencies.
3. Increase industry compliance.
4. Increase funding support of both legislators and voters for weights and measures programs.

Method

1. Identify services and challenges that weights and measures agencies are currently facing through detailed research so that a proactive media campaign can be developed that will benefit NCWM members.
2. Develop an internal media campaign that targets members with and without public relations (PR) personnel.
3. Increase awareness of the NCWM through targeted print, radio and television media, public service announcements (PSAs), movie theater pre-show ads and events.
4. Develop and promote national investigative stories (determined by members' participation, needs and services) for all media outlets that include regulatory agencies' inspection results and the monetary impact the results have on both consumers and industry.
5. Capitalize on the need for increased funding and weights and measures presence in the marketplace through TV talk shows including: Primetime, Good Morning America, Dateline, CNN, Oprah, Larry King Live, The Today Show, 20/20 and local networks and cable stations for each member's area.
6. Promote and implement Arizona's 12-month television story schedule entitled "Weights & Measures Tip of the Month." The NCWM should encourage all regulatory members to locally promote the same consumer awareness stories at the same time, which will assist with the national recognition efforts.
7. Develop, promote and distribute two PSAs titled "Plan Before You Scan" and "Who You Gonna Call?" in both audio and visual formats. PSAs should be in English and Spanish. Budget, PSA time-lines, story boards, scripts, casting, shooting location, video production, needed props, beta and video duplication and distribution will be developed by the committee with the NCWM Board's approval. Industry members may be asked to assist or support the production of the PSAs. Retail members may be asked to run the audio versions in their stores throughout the country.

Challenges

Challenge #1: A national campaign is not recommended until: 1) member participation is increased; 2) uniformity is established for inspection procedures; and 3) the monetary impact of weights and measures programs is determined.

Solution: It is recommended that before the NCWM considers promoting itself on a national basis, an in-depth survey of weights and measures programs needs to be conducted as part of the strategic planning process. The survey should include the following topics:

1. Detailed description of each program including:
 - types of inspections;
 - procedures used;
 - inspection results including names of companies;
 - licensing fees;
 - agency staff and budget;

- current outreach programs; and
- Agency needs, successes and challenges.

Benefit to NCWM: Results will enable NCWM to better understand how to improve uniformity and will provide the committee with the ability to develop relevant stories and identify possible challenges.

2. The monetary impact each type of inspection has on both consumers and industry.

Benefit to NCWM: Results will enable the committee to include the “so what” (financial impact) aspect of the stories. This information is critical if the NCWM desires to increase the support of legislators, industry and the public.

- Weights and measures PR/outreach programs each state, county and city plans to pursue for the FY 2004.

Benefit to NCWM: NCWM will be able to assess member’s needs and identify member’s resources to assist in promoting a national campaign.

3. Agencies’ current financial and regulatory challenges.

Benefit to NCWM: The information will help determine types of stories and assess possible opposition NCWM and members may encounter.

4. Media outlets and working relationships.

Benefit to NCWM: NCWM can develop a media contact list for each area.

Industry Survey Topics

Profile of the organization such as:

- Directory of locations including cities and states;
- Types of weights and measures requirements and programs; and
- The view of weights and measures regulatory efforts.

Benefit to NCWM: Provides the NCWM with industry’s current view of weights and measures and the types of challenges NCWM needs to address prior to promoting a national PR campaign.

Once the survey(s) are complete and results are determined, the direction, available resources and vehicles that will be used for a national outreach program can be determined.

Challenge #2: DeeAnn Deaton has contacted weights and measures state and county agencies including: New York, California, Seattle Washington, Montana, Alaska, Texas, Washington DC, Florida and Pennsylvania. Only Kelley Chapman from Montana and Mike Cleary from California have stated they would like to be members of the committee. All other states contacted either did not have a Public Relations person currently promoting their agency or their PR person was part of a larger agency that currently does very little to promote weights and measures issues. *Note: Some agencies that currently have websites did not have sections for their weights and measure departments.*

Solutions: Internal Awareness Campaign: An internal awareness campaign that focuses on educating members with and without PR personnel about the NCWM and weights and measures issues is needed.

Agencies without PR personnel would greatly benefit from training that includes: strategic media planning, writing press releases, handling interviews, promoting stories, developing sound bites and developing interview

scripts. NCWM should consider hosting PR-training workshops during conferences for those agencies without PR personnel.

With the scope of the work involved in developing, promoting and coordinating a national campaign, the NCWM may want to consider hiring a National PR firm to assist and also hire a full-time Public Information Officer to coordinate the campaigns.

Challenge #3: Determining NCWM's media budget and available support: NCWM's media budget needs to be determined in order for the committee to establish the types of outreach programs that can be developed. The committee can research different avenues of promotion such as public service announcements, print advertising, television and radio commercials, public service announcements, movie theater ads, B-roll for talk show segments, NCWM television or cable show, a movie, etc.

Solution: The committee requests that an approximation of campaign funding be determined. NCWM may want to explore corporate sponsorship opportunities that may be available as they determine the media/outreach budget. The committee looks forward to meeting the above challenges and awaits both Board guidance and approval for the proposed direction.

Appendix B

Report on the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

Weights and Measures Division, NIST

The Weights and Measures Division (WMD) of the National Institute of Standards and Technology (NIST) is responsible for coordinating U.S. participation in OIML and other international legal metrology organizations. Learn more about OIML at the OIML website at <http://www.oiml.org> on the Internet. Dr. Charles Ehrlich, Group Leader of the ILMG, can be contacted at charles.ehrlich@nist.gov or at 301-975-4834 or by fax at 301-926-0647.

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- V. 10th Annual Asia-Pacific Legal Metrology Forum (APLMF)
- VI. Inter-American Metrology System (SIM) Legal Metrology Working Group (LMWG) Meeting

I. Report on the Activities of the OIML Technical Committees

This section provides a report on the status of work in OIML Technical Committees (TCs) and Technical Subcommittees (SCs) of specific interest to members of the NCWM. Also included are reports on recent activities of those groups and schedules of future activities of Secretariats, the U.S. National Working Groups (USNWGs), and the International Working Groups (IWGs) of committees and subcommittees.

TC 3 Metrological Control (United States of America)

A joint working group of the OIML, the International Bureau of Weights and Measures (BIPM), and the International Laboratory Accreditation Cooperation (ILAC) developed a draft revision of OIML D1 "Elements for a Law on Metrology." In early 2004, the document was reviewed for consistency with HB-130 by the members of TC3, by the NCWM Laws and Regulations Committee, and by the NIST Weights and Measures Division. The revision of D1 presents the various elements that should be considered when preparing laws related to metrology. This document gives advice on general laws covering all the aspects of legal metrology, as well as specific laws related to some distinct aspects of metrology, such as legal units and traceability. It can also be used to evaluate provisions related to legal metrology in more general laws such as those on consumer protection and conformity assessment. When completed in 2004, the document will be a tool that individuals can use in preparing such laws. They can select appropriate elements and adopt them into their legislation.

TC3/SC1 "Pattern Approval and Evaluation" (United States)

The International Documents dealing with metrological control of measuring instruments using the processes of type approval and verification have not been revised in over fifteen years. The existing OIML documents are D19 "Pattern evaluation and pattern approval" and D20 "Initial and subsequent verification of measuring instruments and processes." The subcommittee has approved the U.S. proposal for a combined revision of OIML D19 and D20 into a single document "Principles of Metrological Control of Measuring Instruments: Type Approval and Verification." Key elements of three other OIML documents will also be incorporated into the combined revision of OIML D19 and D20. These documents are D3 "Legal Qualification of Measuring Instruments," R34 "Accuracy Classes of Measuring Instruments," and R42 "Metal Stamps for Verification Officers."

The existing documents are out of date since they do not include developments such as the OIML certificate system, D27 "Initial Verification of Measuring Instruments Utilizing the Manufacturer's Quality Management System," and

the “Framework for a Mutual Acceptance Arrangement (MAA) on OIML Type Evaluations.” Consideration needs to be given to the appropriate conformity assessment options developed by the ISO Council Committee on Conformity Assessment (ISO CASCO). This includes quality systems, product certification, and accreditation. Consideration needs to be given as well to information technology and statistical methods to increase or decrease verification intervals based upon proven instrument performance. For more information on this activity, contact Dr. Ambler Thompson at 301-975-2333 or at ambler@nist.gov.

TC 5/SC 1 Electronic Instruments (Netherlands)

A meeting was held in the Netherlands in October 2002 to discuss comments received on the 2nd committee draft (2nd CD) of a revision of D11 "General Requirements for Electronic Measuring Instruments." There were a number of new proposed tests to be added to D11. Based on meeting discussions and other comments received on the 2nd CD, a 3rd CD was circulated by the Secretariat in May 2003. The United States voted “yes” and provided comments on the 3rd CD in September 2003. In February 2004, the final Draft Document was circulated for comment by the BIML. The document was approved by CIML postal ballot in May 2004. This is an especially important document in the OIML system because its testing requirements will become general guidance for all OIML Recommendations for electronic measuring instruments.

TC 5/SC 2 Software (Germany and France)

There was a meeting of the co-Secretariats, Germany and France, Mr. Tanasko Tasić from MIRS, Slovenia, as the representative of the TC5 chairman, and Mr. Attila Szilvássy as the representative of BIML in December 2003 in Paris. The goal of the meeting was to reach agreement on the appropriate next steps for this project. It was agreed to distribute the collated results from the software questionnaire circulated in 2002. All TCs and SCs that are currently revising an OIML Recommendation will be contacted to ensure that software aspects are considered in revised Recommendations. TCs and SCs will be asked to nominate a contact person for exchanging information with TC5/SC2. MIRS and LNE have already started to review all OIML Documents and Recommendations published since 1990 for terms related to software. It is expected that information from these activities will be made available for distribution to the subcommittee in 2004 with a Working Draft document to follow. Please contact Wayne Stiefel at 301-975-4011 or by email at stiefel@nist.gov if you would like to participate in this project.

TC 8/SC 3 “Measuring Instruments for Liquids other than Water.” (Germany) and TC 8/SC 4 “Dynamic Mass Measurements (Liquids other than Water)” (United States)

OIML R117 “Measuring Instruments for Liquids other than Water” is undergoing an extensive revision, incorporating new instrument technologies and merging the document with OIML recommendations R86 “Drum Meters” and R105 “Mass Flowmeters.” This is a high priority project for OIML, and ILMG is working with the U.S. National Working Group on flowmeters, Germany, and the Netherlands (convener of the work group tasked with revising R117) on this effort. Meetings of the U.S. National Working Group on flowmeters were held during the NCWM Interim Meeting in January 2004 and the NCWM Annual Meeting in July 2004. Measurement Canada has been a strong contributor to this effort. An aggressive timetable is being followed for TC8/SC3 and SC4 to complete this major project.

An extremely productive joint meeting of OIML TC8/SC3 and SC4 was held in October 2003 in Paris, France. Forty-five participants, including official representatives from 17 countries, attended the meeting. Several representatives of major U.S. manufacturers of these systems actively participated in the meeting. These technical experts provided a depth of experience and technical expertise that proved highly valuable during the meeting. Working from the first committee draft of R117 (1st CD, August 2003), participants at the 4-day Paris meeting successfully completed a hefty and detailed agenda designed to resolve several key issues on the document’s revision. Some of these key issues included: conversion devices, electronic sealing, significant faults, endurance testing, and required documentation. Based largely on the consensus decisions reached by meeting participants, the second committee draft (2nd CD) of R117 was circulated to the two subcommittees in April 2004. Because the 2nd CD received over 90 % “yes” votes, the next phase of the project will be the development of a Draft Recommendation (DR). If you have questions or would like to become involved in this effort, please contact Mr. Ralph Richter by email at ralph.richter@nist.gov or at 301-975-4025.

TC8/SC5 "Water Meters" (United Kingdom)

The amended R49-1 "Water Meters Intended for the Metering of Cold Potable Water: Metrological Requirements" was republished and placed on the OIML web site in April 2002. Amended versions of both R49-2 "Test Methods" and R49-3 "Test Report Format" were approved for publication at the November 2003 CIML meeting in Kyoto, Japan.

TC8/SC7 "Gas Metering" (Belgium and France)

The Secretariat circulated a 3rd CD of the Recommendation "Measuring Systems for Compressed Natural Gas (CNG) for Vehicles" and annexes covering performance tests for electronic devices and basic test procedures. In April 2003, the United States cast a negative ballot on the 3rd CD because the testing requirements were unrealistic. A 4th CD is being prepared by the Secretariat.

A ballot was circulated on the 3rd CD "Measuring Systems for Gaseous Fuel" in March 2004. This Recommendation is intended for large pipelines with large flowrates and operating pressures, or systems not fitted with diaphragm gas meters. Different types of measuring systems are considered: measuring systems providing indications of volume at base conditions or mass converted from a volume of gas determined at metering conditions, measuring systems providing directly the mass of gas, and measuring systems providing indication of energy corresponding to a volume at base conditions or a mass of gas. The US voted "no" on the 3rd CD in June 2004. Please contact Wayne Stiefel at 301-975-4011 or at stiefel@nist.gov if you would like to obtain a copy of the 3rd CD or to participate in these projects.

TC 8/SC 8 "Gas Meters" (Netherlands)

The Secretariat sent the members of the subcommittee a letter with the results of a questionnaire asking for comments to guide the initiation of a work program to revise R6 "General Provisions for Gas Volume Meters," R31 "Diaphragm Gas Meters", and R32 "Rotary Piston Gas Meters and Turbine Gas Meters." A small majority of members voted to produce one new recommendation for gas meters that will replace R6, R31, and R32. The Secretariat reported that they would develop an initial draft. The new document, according to the Secretariat, may consist of a general chapter mainly consisting of R6 and those aspects in common with R31 and R32 and separate chapters on household and industrial gas meters. The USNWG provided comments and will participate in the development of the new Recommendation. Please contact Wayne Stiefel at 301-975-4011 or at stiefel@nist.gov if you would like to participate in this project.

TC 9/SC 1 "Nonautomatic Weighing Instruments" (Germany and France)

In May of 2002, Germany and France, the co-secretariats of OIML TC 9/SC 1 "Non-automatic Weighing Instruments" (NAWI), announced that they had initiated the first review of OIML Recommendation 76 "Non-automatic Weighing Instruments" since 1994. This review cycle is of major importance to U.S. interests because R76 serves as the foundation for a majority of the laws and regulations that governs weighing instruments around the world. This review is significant for U.S. weighing instrument manufacturers because international harmonization of requirements would eliminate technical barriers to trade and reduce the delays and the cost of getting new weighing instruments into the global marketplace. It is also important for legal metrology officials since it is taking place when the NCWM is considering entering into the OIML Mutual Acceptance Arrangement for type evaluations with other countries (e.g., Germany). This effort supports one of the Conference's long-range strategies to "work toward the harmonization of U.S. (e.g., NIST Handbook 44 "Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices") and international standards." The United States received the first working draft of the revised R76 in December 2003. This draft includes new language addressing metrological controls for type evaluations, conformity, and initial and subsequent inspections. This draft was circulated to the USNWG for comment, and a U.S. response was submitted to the Secretariat in April 2004. The USNWG will also be consulted concerning proposals to modify Handbook 44 to harmonize with R76. If you would like to participate in this effort, please contact Steve Cook at 301-975-4003 or steven.cook@nist.gov.

TC 9/SC 2 "Automatic Weighing Instruments" (United Kingdom)

In July of 2003, the United States voted "no" on a third committee draft of a proposed new Recommendation "Automatic Instruments for Weighing Road Vehicles in Motion - Part B - Axle Loads" that was prepared by the OIML Secretariat in the United Kingdom. Several technical and clarification items were forwarded to the Secretariat as justification for this negative vote. If you would like to receive a copy of the latest draft of this document or participate in this work please contact Richard Harshman at 301-975-8107 or harshman@nist.gov.

TC17/SC1 "Humidity" (China)

In February 2001, the 1st Committee Draft Revision of OIML R59 "Moisture Meters for Cereal Grains and Oilseeds" was received from the TC17/SC1 Secretariat, the Peoples Republic of China. The current edition of R59 was developed in the 1980s and includes technical and metrological requirements for both automatic and manual meters. A U.S. National Working Group reviewed the draft revision of R59 and sent comments to the Secretariat in the spring of 2001. Because of substantial problems with this draft, the Secretariat asked the United States to prepare a new OIML draft based on the National Conference on Weights and Measures National Type Evaluation Program (NTEP) requirements. A working draft of the Recommendation was prepared based upon requirements for moisture meters in Handbook 44 and Publication 14. After preparation by the United States, this working draft was distributed by China to the IWG in February 2003 for comment. Based on comments received on the working draft, a first committee draft was distributed to the IWG in May 2003. Both drafts had been distributed to the U.S. National Working Group, which for the most part is a subset of the NTEP Grain Sector. In October 2003, China hosted a meeting of the TC17/SC1 subcommittee in Beijing to review and discuss this revised document. A second committee draft that incorporated US comments was circulated in May 2004 by the Secretariat. Please contact Diane Lee at 301-975-4405 or at diane.lee@nist.gov if you would like to participate in this working group.

TC17/SC8 "Quality Analysis of Agricultural Products" (Australia)

A new subcommittee has been formed to study the issues and write a working draft document "Measuring Instruments for Protein Determination in Grains." The Secretariat for this new subcommittee is Australia and a meeting was held in May 2004 in Sydney. Please contact Diane Lee at 301-975-4405 or at diane.lee@nist.gov if you would like to participate in this working group.

II. Mutual Acceptance Arrangement (MAA) on OIML Type Evaluations

The MAA document and its associated document "Checklists for Issuing Authorities and Testing Laboratories Carrying Out OIML Type Evaluations" were both adopted at the 38th CIML meeting in November 2003 in Kyoto, Japan, after presentations given by the International Bureau of Legal Metrology (BIML) Director and Dr. Charles Ehrlich, the Secretariat of TC3. The CIML agreed to set up a working group in order to address the financial aspects of the implementation of the MAA and to come up with a financial plan for implementing the MAA before the 2004 CIML Meeting.

The Working Group on "Implementation of the MAA" met in Paris in February 2004. Further discussions on MAA Implementation were held at the OIML Presidential Council meeting in March 2004. The following proposals will be included in a document submitted for the approval of the 2004 CIML Meeting in Berlin:

- The implementation of the MAA will have consequences on the existing OIML Certificate System. When a Declaration of Mutual Confidence (DoMC) is signed for a given category, the following rules shall apply:
 - The Issuing Authorities who participate in this DoMC will issue all their Certificates and Test Reports under the conditions of the OIML Certificate System plus the specific conditions of this DoMC;
 - Issuing Authorities that do not sign this DoMC will be allowed to continue issuing OIML Certificates in this category for a limited period (e.g., one year) after the signature of the DoMC (in order to be able to complete work in progress). After this period, they will either have to join the DoMC or to stop issuing OIML Certificates for this category; and
 - OIML Certificates and Test Reports issued under the conditions of a DoMC will bear a specific OIML logo. The individual registration fee due by the manufacturer in application of the OIML Certificate System will be replaced by a contribution payable to the Bureau by the participating Issuing Authority. These Certificates will be recorded by the Bureau on a specific database, which will be published on the OIML web site.
- The participation of an Issuing Authority in a particular DoMC will generate fees to the BIML, comprising two complementary parts:
 - A fixed annual amount for each participation in a DoMC (□1200 euros);
 - An additional amount for each Certificate issued under the DoMCs in which the Issuing Authority participates (□150 euros), which will bear the specific OIML logo above mentioned.

- An additional staff member will be recruited by the Bureau to undertake the new tasks resulting from the implementation of the MAA. This additional staff member should start work at the BIML on January 1, 2005, for a 4-year period.
- Implementation of the MAA will start with two categories: R60 (Load Cells) and R76 (Nonautomatic Weighing Instruments). These two categories will be addressed in parallel, as it may save costs for visits and assessments by experts, since the experts for these categories generally being the same people. Work on the implementation of the MAA for these two categories will start immediately, so that the two corresponding DoMCs can be expected early in 2005. The following events will be organized at the end of 2004:
 - A workshop for all OIML Issuing Authorities to inform them of the provisions related to the implementation of the MAA that have been approved at the 39th CIML Meeting, and on the planned schedule; and
 - Two one-day meetings for potential participants of the first two DoMCs.
- The Bureau will soon invite all parties interested in taking part in DoMCs on R60 and R76 to start preparing their application documents, so that these two one-day meetings can focus on more practical issues. A more formal meeting of the Committees on Participation Review for these two Declarations of Mutual Confidence will be scheduled shortly after the two one-day meetings.

For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich, at charles.ehrlich@nist.gov or at 301-975-4834 or by fax at 301- 975-5414.

III. Report on the OIML Presidential Council

OIML Presidential Council Meeting – March 1-2, 2004

Dr. Charles Ehrlich attended a meeting of the OIML Presidential Council at the OIML Headquarters (International Bureau of Legal Metrology (BIML) in Paris) on March 1-2, 2004. The following are some highlights of this meeting:

- The OIML Long-Term Action Plan will not be revised immediately; the existing version will continue to be followed.
- Approved Recommendations, Documents, and other publications will be printed and distributed as soon as possible, priority being given to those Recommendations applicable under the Certificate System and the MAA.
- New financial regulations are being prepared for implementation in 2005.
- Work will be initiated on the newly established permanent Working Group on Developing Countries, which will be chaired by Dr. Seiler (PTB, Germany) for the next two years.
- The revision of the Directives for Technical Work will be started. A Working Group is being established for that purpose with the main goals of accelerating the technical work and further developing the OIML web site.

The draft budget for the next financial period (2005 to 2008) was reviewed in light of the decisions of the 38th CIML Meeting.

Upcoming OIML Meetings

The 2004 CIML meeting will be held in conjunction with the next quadrennial OIML Conference in Berlin, Germany, from October 25 - 29, 2004. Anyone wishing to be a member of the U.S. delegation in Berlin is requested to contact Dr. Charles Ehrlich at charles.ehrlich@nist.gov or at 301-975-4834.

The 2005 CIML meeting will be held June 17-20, 2005, in Lyon, France to coincide with the 50th Anniversary of the establishment of OIML.

IV. Report on the 38th Meeting of the International Committee of Legal Metrology (CIML)

Representatives from 49 of the 60 member nations participated in the 38th Annual Meeting of CIML from November 5 - 8, 2003, in Kyoto, Japan. The CIML President welcomed two new member countries, New Zealand and

Vietnam. Meetings of the OIML Presidential and Development Councils were also held. Dr. Charles Ehrlich is the CIML Member for the United States. Dr. Ehrlich was accompanied in Kyoto by Mr. Ross Andersen (NTEP Chair) and Mr. Wayne Stiefel of ILMG.

The CIML approved the following draft Recommendations and Documents in Kyoto:

- Revision of R 48
Tungsten ribbon lamps for calibration of radiation thermometers;
- Amended version of R 49-2
Water meters intended for metering cold potable water. Part 2: Test methods;
- Draft Recommendation R 49-3
Water meters intended for metering cold potable water. Part 3: Test report format;
- Revision of R 52
Hexagonal weights, ordinary accuracy class from 100 g to 50 kg;
- Revision of R 61-1
Automatic gravimetric filling instruments, Part 1: Metrological and technical requirements - Tests;
- Draft Revision of R 61-2
Automatic gravimetric filling instruments. Part 2: Test report format;
- Revision of R 87
Quantity of products in prepackages;
- Draft amendment to OIML R 99/ISO 3930
Instruments for measuring vehicle exhaust emissions;
- Draft Recommendation R 134
Automatic instruments for weighing road vehicles in motion - Test Report Format; and
- New Recommendation (R 135)
Spectrophotometers for medical laboratories.

Budget

The BIML Director gave a presentation on a preliminary proposal for the 2005-2008 OIML budget. The Committee approved the guidelines set out in this document and instructed the BIML Director to prepare a proposal for the 2004 Conference, highlighting the distinction between (1) the normal budget, financed by Member State Contributions, and other usual income of the Organization; and (2) the optional, additional budget, corresponding to the implementation of the MAA and changes in the way in which publications will be distributed, and whose charges and income shall be specific. The Committee also noted information given by the BIML Director concerning the revision of the OIML Financial Regulations. The Committee instructed the Bureau to complete this Draft Revision and to submit it to Member States in time for approval at the 39th CIML Meeting and 12th OIML Conference in 2004.

Work of the TCs/SCs

Concerning the OIML technical activities, the CIML expressed its satisfaction with the increased volume of work accomplished during the last 12 months (compared with the previous one-year period). The CIML requested OIML TCs and SCs continue to accelerate their work, especially in the fields listed as high priority and priority projects.

The Committee approved the project as proposed by TC 18 on *Ophthalmic Instruments - Impression and Applanation Tonometer*.

The Committee noted a proposal submitted by France to develop 'interpretation documents' pertaining to the accreditation of legal metrology Issuing Authorities and Testing Laboratories. Noting an agreement between the TC3/SC5 Secretariat (U.S.) and the BIML, the Committee instructed TC3/SC5 to set up a Working Group (convened jointly by France and the BIML) to develop the first drafts of these documents.

OIML Certificate System

The CIML decided that the following Recommendations would be applicable within the OIML Certificate System when published:

- Revision of R 48, *Tungsten ribbon lamps for calibration of radiation thermometers*;
- New Recommendation - R 135, *Spectrophotometers for medical laboratories*.

The CIML noted several proposed actions for implementing the revised P1 "OIML Certificate System for Measuring Instruments:"

- The responsible TCs/SCs should include new provisions for modules and families of measuring instruments (as far as the definition of families, identification of modules and/or families together with their metrological requirements, test methods, and test report forms are concerned) when developing new or revising existing Recommendations intended for application within the OIML Certificate System, in order that Certificates may be issued accordingly;
- The TCs/SCs concerned should accelerate the development of horizontal type OIML Documents (e.g., on software, uncertainty, etc.) to be implemented when drawing up new and revised Recommendations;
- The BIML should assist TCs/SCs and Issuing Authorities in the implementation (realization of new and additional tasks) of the revised P1; and
- CIML Members and the BIML should pursue further general actions in promoting the OIML Certificate System at national, international and regional levels, and keep international and regional organizations in liaison with the OIML informed of the advantages of the OIML Certificate System with special regard to its new features.

The Committee instructed the BIML to carry out inquiries among OIML members and among manufacturers and applicants who already possessed OIML certificates as to their experience in the voluntary acceptance and use of OIML certificates for national or regional type approvals, as well as to their views on the functioning of the OIML Certificate System with a special view to the new provisions of P1. The outcome of these inquiries shall be included in the report on the OIML Certificate System to be presented in 2004.

Study on the benefits of legal metrology

Mr. John Birch gave a presentation on his report *The Benefits of Legal Metrology for the Economy and Society*. The Committee expressed its great appreciation of this report and instructed the BIML to distribute it as an expert report. A summary report compiled by Mr. Birch will also be published in the OIML Bulletin. The Committee instructed the CIML President and the BIML to consider any complementary actions or studies, which would be helpful in raising the awareness of metrology and legal metrology.

Liaisons with international and regional institutions

The CIML President gave a report on the good cooperation OIML enjoys with the Metre Convention (BIPM/CIPM) and with ILAC.

The Committee approved a policy paper on OIML liaisons with other organizations.

The Committee noted a progress report given by the BIML Director on a paper formalizing OIML relations and cooperation with Regional Legal Metrology Organizations (RLMOs); this paper is being submitted for comments to the RLMOs. The Committee instructed the BIML to continue progress with this paper so as to establish a formal framework for OIML cooperation with the RLMOs.

V. 10th Annual Asia-Pacific Legal Metrology Forum (APLMF)

The 10th Annual Meeting and Working Group meetings of the Asia-Pacific Legal Metrology Forum (APLMF) were held from November 2-4, 2003, in Kyoto, Japan. Dr. Charles Ehrlich served as Head of Delegation and was accompanied by Mr. Ross Andersen representing the National Conference on Weights and Measures (NCWM) and Mr. Wayne Stiefel (ILMG). The meetings were attended by more than 70 delegates from 17 member countries and invited guests from international and regional organizations.

The President of APLMF is Dr. Akira Ooiwa who is Director of the Mechanical Metrology Division at the National Metrology Institute of Japan. Dr. Ooiwa stated that one of the main objectives of the APLMF is to harmonize measurement legislative systems in the Asia-Pacific region. The Forum is making efforts to achieve confidence in metrological control, reduce transaction costs in trade, and promote technical training. He also emphasized that APLMF should support mutual recognition arrangements among regional economies to accept each other's data of trade measurements and test results concerning utilities metering and regulatory standards.

The Forum currently has six active Working Groups: (1) Training chaired by Australia, (2) Prepackaged Goods chaired by New Zealand, (3) Mutual Acceptance Arrangements chaired by USA, (4) Utility Meters chaired by Canada, (5) Medical Measurements chaired by Chinese Taipei, and (6) Rice Moisture Measurements chaired by Japan. All of these working groups held meetings in Kyoto.

Mr. Gilles Vinet of Canada presented the 2003 Report of the Utility Meters Working Group. He discussed the responses to the utility meters survey; 15 economies of the Asia-Pacific region had responded, and the response summary tables were distributed. He also discussed the work of OIML TC12 on electricity meters. An APLMF training seminar or workshop on electricity meters is being organized.

Dr. Ehrlich, serving as Chairman of the WG on Mutual Recognition Arrangements, presented a report on the status of the OIML Mutual Acceptance Arrangement (see separate section in this report). Dr. Ehrlich confirmed that the WG would continue to support the work of the OIML and would not attempt to develop a regional MRA. The WG also plans to continue encouraging the revision by OIML of D1 "Law on Metrology."

There are presently 26 member economies, 20 full members and 6 corresponding members, in the Forum. Japan is now serving the second year of a two-year term as Secretariat of the APLMF. Because a new president for 2004-2005 was not selected in Kyoto, the current president would remain in the office for one more term.

The United States will host the 2004 APLMF meeting in San Diego, October 6-7, 2004. Sponsorship and attendance by all interested U.S. parties is encouraged; please contact Dr. Ehrlich for details at charles.ehrlich@nist.gov or at 301-975-4834 or by fax at 301- 926-0647.

VI. Inter-American Metrology System (SIM) Legal Metrology Working Group (LMWG) Meeting

A meeting of the SIM Legal Metrology Working Group took place September 18, 2003, in Panama City, Republic of Panama in conjunction with the SIM General Assembly. Mr. Wayne Stiefel served as Head of the U.S. Delegation. Cesar Luiz da Silva of INMETRO in Brazil served as the LMWG Chair. Attending the meeting were representatives from eighteen member countries: Antigua & Barbuda, Argentina, Bolivia, Brazil, Chile, Grenada, Guatemala, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Santa Lucia, St. Vincent, Uruguay, USA, and Venezuela.

OIML - Law on Metrology

A draft revision of OIML D1 "Law on Metrology" was distributed to the attendees for comment at the meeting last year in Chile. The Chair indicated that no comments had been received on D1 for transmittal to the U.S. Secretariat.

SIM Web Site

The legal metrology portion of the SIM web site http://www.science.oas.org/SIM/organization/twg/smt_twg_11.htm has improved, and now has more information and links to other sites. The Chair sent a questionnaire to all countries asking for links to country web sites. The intent is to present legal metrology information by means of links rather

than country submissions that have to be regularly updated. The Chair decided to encourage response by sending another survey similar to the APLMF Directory of Legal Metrology and encourage structuring this with web links.

Packaging and Labeling Survey

Mr. W. Stiefel led this discussion. Twenty (20) countries responded to a survey on packaging and labeling in 2001. Responses are posted on the SIM LM site http://www.science.oas.org/SIM/organization/twg/smt_twg_11news.htm. The survey will be sent to members a second time to obtain updated and more complete information on requirements.

Appendix C

Associate Member Committee Annual Meeting Minutes and Summary Report

Pittsburgh, PA July 12, 2004

Chairman: Bill Sveum, Kraft Foods North America
Vice Chair: Mark Galletta, Nestlé-USA
Secretary/ Treasurer: Gary Lameris, Hobart Corp.
Meeting Attendees: 27 (see Appendix A for list of attendees)

1. Call to Order

The meeting was called to order at 5:04 pm by the chairman. The previous meeting's minutes were distributed, reviewed and approved.

2. Financial Condition

Financial reports were reviewed. The fund balance as of June 30, 2004, is \$21,647 of which \$10,000 is reserved for the outing on July 14 and \$8,282 remains in the fund for website development. To date, the only expense this fiscal year has been \$550 for the Associate Member listserv and webpage.

A motion was made by Richard Davis and seconded. The motion reads:

"The AMC committee respectfully requests that, due to the present direction of the NCWM Board in developing a new website over updating the old NCWM website, no further AMC funds be spent on the present website and that the remaining balance of \$8,232 be returned to the AMC fund."

The motion was approved.

3. NCWM Board of Director's Report

Dave Quinn

After studying methods to update the website have proved unsuccessful to date, the NCWM Board's intent is to replace the current NCWM website with a more modern interface to better serve the members and make it easier to get documentation. This resulted in the motion during the financial report to request that further funds not be spent on the present website until a new website business plan is available.

There still is some opportunity to improve the communication and working relationship between the NCWM and NIST. The NCWM believed some financial support was going to be provided by NIST and are to date disappointed at the support given.

There is some concern between the OIML relationship and mutual recognition with other countries. At the present time, there needs to be some investment in the U.S. labs to enable them to be qualified to test devices to the international specifications. At the present time, the NCWM appears to be ready to sign an agreement to become a Class B country and accept OIML R 60 test data from other test labs and countries for load cells.

Chris Guay

The board is developing a process for workgroups and attempting to determine where they will be most productive.

There is some interest in surveys in weights and measures again. Chris has requested to be on the committee and has presented the committee with the AMC and NCWM procedures on conducting surveys.

Chris is attending the Asian Pacific Legal metrology forum in San Diego October 6 and 7 and is making a presentation on international labeling issues. He may have some time in his presentation to share with others, so contact Chris Guay for more information.

4. AMC Website

An initial AMC website area has been developed and some documents are already being archived there. Additional documents are now being prepared for placement and archiving on the website.

The website can be found by going to www.ncwm.net,
Then activating the **NCWM Members Only Section** link,
Then activating the **NCWM Associate Members** page link.

5. AMC Fund Disbursement Requests

AMC training – last year the AMC did not provide funds for training and there is some confusion on whether a letter asking for training fund requests was actually sent to the state directors. The AMC Committee will advise the Chair of the NCWM of the availability of funds and request that a business plan be presented for funds disbursement at the 2005 Interim meeting.

6. Bylaw Updates

Updated bylaws were presented by Mark Gallenta. The updates were reviewed, a motion was made and seconded to approve the updates, and the Bylaws were unanimously approved. See Appendix B for the separate bylaws document:

7. Elections

There were 4 openings on the standing committee. Volunteering for being on the committee and terms are:

Bill Sveum	3 year term, expiring July 2007 replacing John Baker
Vince Orr	5 year term, expiring July 2009
Paul Lewis	5 year term, expiring July 2009
Mike Gaspers	5 year term, expiring July 2009

The new members were elected to the above terms.

Steve Langford was elected to replace Gary Lameris as Secretary/Treasurer.
Gary Lameris was promoted to Vice-Chairman.
Mark Gallenta was promoted to Chairman.

The new officers were approved by the committee.

8. New Business

Darrell Flocken asked the AMC attendees to consider a petition in support of the Fair Measurement Act. The consensus after discussion was that the attending members are far fewer than the number of Associate members in the Conference, and the members attending may not have the corporate authority to sign such a petition.

9. Adjourn

With no further new or old business, a motion to adjourn was recognized by the Chair. The meeting adjourned at 6:20 pm.

Respectfully submitted,
Gary Lameris, AMC Secretary/Treasurer
July 12, 2004

Appendix A. AMC Attendee list**July 12, 2004 Pittsburgh, PA**

Name		Company	Email
Nathan	Crowder	Wal-Mart Stores Inc.	nathan.crowder@wal-mart.com
Scott	Davidson	Mettler Toledo	scott.davidson@mt.com
Richard	Davis	Georgia Pacific	richard.davis@gapac.com
*Darrell	Flocken	Metter Toledo	darrell.flocken@mt.com
*Mark	Galletta	Nestle USA	mark.galletta@us.nestle.com
Michael P.	Gaspers	Farmland Foods, Inc.	mpgaspers@farmland.com
*Chris	Guay	Proctor & Gamble	guay.cb@pg.com
Zina	Juroch	Pier1 Import	zmjuroch@pier1.com
Steve	Kendra	Precision Solutions Inc.	sak@precisionsolutionsinc.com
Chip	Kloos	Colgate Palmolive Co	chip.kloos@colpal.com
Dennis	Kolsun	H.J. Heinz	dennis.kolsun@hjheinz.com
*Stephen	Langford	Cardinal Scale Mfg.	slangford@cardet.com
*Gary	Lameris	Hobart Corp.	gary.lameris@hobartcorp.com
Paul	Lewis	Rice Lake Weighing Sys.	paulew@rlws.com
John	Moore	Lore Consulting	lorejm@msn.com
Tracy	Morgan	Sam's Club	tracy.morgan@wal-mart.com
*Bob	Murnane	Seraphin	rmurnane@pemfab.com
O. R. "Pete"	O'Bryan	Foster Farms	obryanp@fosterfarms.com
*Vince	Orr	ConAgra Foods	vince.orr@conagrafoods.com
Gale	Prince	Kroger	gale.prince@kroger.com
Dave	Quinn	Fairbanks Scale	dave.w.quinn@mindspring.com
Frank	Rusk	COTI	frankrusk50@hotmail.com
Jeffrey M.	Santarpio	Dunbar Mfg, LLC	jeff.santarpio@dunbarusa.com
Alex	Schuettenberg	Conoco Phillips Co.	alex.schuettenberg@conocophillips.com
David	Sefcik	Whole Foods Market	david.sefcik@wholefoods.com
*Bill	Sveum	Kraft Foods	wsveum@kraft.com
Merrill	Thompson	Balcer & Daniels	Fax 765-548-2214

* Denotes Committee Member

Appendix B: Revised Bylaws

Bylaws of the Associate Membership Committee Of the National Conference on Weights and Measures Revised: 07-12-2004

ARTICLE I: Name and Relationship to the National Conference on Weights and Measures

The name of this Committee is the Associate Membership Committee (Committee), an unincorporated committee representing the associate membership of the National Conference on Weights and Measures (NCWM) organized and existing pursuant to the Constitution and Bylaws of the NCWM (NCWM Publication 1). The associate membership of the NCWM comprises representatives of manufacturers, industry, business, consumers, and other persons who are interested in the objectives and activities of the NCWM.

ARTICLE II: Members of Committee

The Committee shall consist of not less than 5 nor more than 10 associate members of the NCWM nominated and elected by the associate members in attendance at the Annual Meeting of the associate membership and appointed by the NCWM Chairman. The Committee shall strive to be representative of the cross-section of interests within the associate membership. The Associate Membership Committee Chairman shall provide the list of elected members to the NCWM Chairman for appointment.

ARTICLE III: Objectives and Responsibilities

The following are, without limitation, the objectives and responsibilities of the Committee:

- (a) to explain, advocate and coordinate associate membership positions, recommendations, concerns and needs as they relate to issues of interest before NCWM;
- (b) to serve as a mechanism for dissemination of general and administrative information of interest to the associate membership, including advising associate members with respect to the programs for meetings of the NCWM and its Committees;
- (c) to encourage the associate membership to participate in and otherwise assist in weights and measures conferences, meetings, seminars, training programs;
- (d) to recommend one or more associate members as representatives to the standing committees of the NCWM and, when deemed appropriate, such other committees of the NCWM consistent with any policies, procedures and/or guidelines adopted by the NCWM or the Committee regarding such representatives;
- (e) to convene during the Annual and Interim Meetings of the NCWM, and at such other time as may be called by the Committee Chairman or a majority of the members of the Committee;
- (f) to approve and present to the Board of Directors of the NCWM, the Associate Membership Committee's Annual Report for inclusion in the annual report of the NCWM;
- (g) to assist in planning and coordinating associate membership events at the NCWM;
- (h) to adopt those procedures and policies the Committee deems appropriate to further the objectives and responsibilities set forth herein;
- (i) to create special committees as it deems necessary to promote the objectives and carry on the work of the Committee and the associate membership, and to appoint the members of those special committees.
- (j) to promote weights and measures principles and techniques amongst the associate members of the NCWM and the general public in conjunction with the efforts of the NCWM.

ARTICLE IV: Meetings

Section 1. Annual Meeting: The Annual Meeting of the associate membership and Associate Membership Committee shall be conducted as one joint meeting to be held during the Annual Meeting of the NCWM and shall be open to all members of the NCWM. Only associate members have voting rights on issues before the associate membership. The time and place of the Annual Meeting shall be published in the NCWM Annual Meeting Program

and shall be coordinated with the Board of Directors of the NCWM so as to avoid, as much as is possible, program and logistical conflicts with associate members.

The agenda for this Meeting shall include the election of officers, reports from the Committee Chairman and Secretary/Treasurer, and other items pertinent to the activities of the associate membership in the NCWM.

Section 2. Interim Meeting: The Interim Meeting of the associate membership and Associate Membership Committee shall be conducted as one joint meeting to be held during the Interim Meeting of the NCWM and shall be open to all members of the NCWM. Only associate members have voting rights on issues before the associate membership. The time and place of the Interim Meeting shall be published in the NCWM Interim Meeting Program and shall be coordinated with the Board of Directors of the NCWM so as to avoid, as much as possible, program and logistical conflicts with associate members.

The agenda for this meeting shall include any items pertinent to the activities of the associate membership in the NCWM.

Section 3. Special Meetings: Special meetings of the Committee may be called at any other time deemed necessary by the Committee Chairman or by a majority of the Committee. Such special meetings may be held by means of conference telephone or similar communications equipment enabling all members in the meeting to hear one another, and participation in a meeting pursuant to such means shall constitute presence in person at such meetings. Written or oral notice of the date, time and place of all special meetings of the Committee shall be given to each member personally or mailed to his/her usual place of business at least five (5) days prior to the date of the meeting, provided that any one or more Committee members, may waive such notice in writing or by attendance without protest at such meeting.

Section 4. Quorum and Rules of Order: A quorum necessary for a meeting shall consist of a majority of the members of the Committee. The rules contained in Robert's Rules of Order shall govern the Committee in all cases to which they are applicable, and provided that they are not inconsistent with the Constitution or Bylaws or the Special Rules of the NCWM.

Section 5. Voting: Each member of the Committee shall be entitled to one vote on each matter submitted to the Committee for action during special meetings as defined in Article IV, Section 3.

ARTICLE V: Term

Section 1. Term: The term of the individual members of the Committee shall be for a period of five (5) years and shall run from the adjournment of the Annual Meeting of the Committee at which a member is elected through the fifth Annual Meeting thereafter. Individual members completing their term are eligible for renomination and reappointment subject to concurrence of the associate membership at the duly scheduled meeting.

Section 2: Vacancies: In the event a Committee member is unable, for any reason, to fulfill his/her appointed term, a successor to serve the remainder of that term shall be nominated by the Associate Membership Committee for appointment by the NCWM Chairman at the next regularly scheduled meeting.

ARTICLE VI: Officers

The associate members shall, at their Annual Meeting, elect a Committee Chairman, Vice Chairman, and Secretary/Treasurer from their membership each to serve for a term of 1 year, which term shall run from the adjournment of the Annual Meeting at which the officers are elected through the succeeding Annual Meeting of the NCWM.

ARTICLE VII: Duties of Officers

Section 1. Chairman: The Chairman shall:

- (a) preside at all meetings of the Committee;
- (b) coordinate participation by the associate membership in NCWM program activities;

- (c) plan activities and events sponsored by the Committee cooperatively with the NCWM Board of Directors and NCWM Chairman;
- (d) request and obtain concurrence by the Associate Membership Committee relative to NCWM plans for involvement of the associate membership;
- (e) report informally to the associate members on the plans and activities of the committee;
- (f) perform such other duties as may be prescribed in this Charter or assigned by the Committee;
- (g) submit annually to the NCWM Board of Directors a report concerning the program of the Committee, which report is intended to be included in the final report of the Board of Directors to the NCWM;
- (h) formally authorize or concur with all checks written on behalf of the Committee; and
- (i) appoint, as necessary, associate members to assist in the planning and coordination of functions to assure the highest level of support to the NCWM.

Section 2. Vice Chairman: The Vice Chairman shall:

- (a) assist the Committee Chairman in the planning and implementation of Committee programs;
- (b) act and serve on behalf of the Committee Chairman in the event that the Chairman is unable to carry out the duties of that office;
- (c) audit annually the Committee Treasurer's report;
- (d) perform other duties as are assigned by the Committee Chairman.

Section 3. Secretary/Treasurer: The Secretary/Treasurer shall:

- (a) record all proceedings of the meetings of the Committee in a book to be kept for that purpose;
- (b) be custodian of the records of the Committee and see that the books, reports, statements, and all other documents and records of the Committee are properly kept and filed;
- (c) communicate with the NCWM Treasurer regarding monies collected and distributed on behalf of the associate membership including authorizing, when necessary, checks written on behalf of the associate membership;
- (d) submit an annual report at the time of the Annual Meeting of the Committee;

ARTICLE VIII: Committees

The Committee, by resolution adopted by a majority of the Committee members at a meeting at which a quorum is present, may designate two (2) or more associate members to constitute a Subcommittee, which Subcommittee shall have and may exercise all such authority as may be provided in the resolution adopted by the Committee.

ARTICLE IX: Amendments

The Bylaws of the Committee may be amended, added to, or repealed at any Annual Meeting of the membership provided that any proposed changes must be included in the agenda of the Committee and discussed at the Annual Meeting of the Committee at which said changes will be voted on. Amendments to the Bylaws must be approved by a minimum of 2/3 vote of all associate members in attendance at said meeting.