



## RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

### 1 1.0 PURPOSE

2 The purpose of the Accreditation Committee and its meetings is to safeguard IAS' impartiality to monitor the work of and  
3 to approve accreditation criteria for International Accreditation Service, Inc. (IAS).

4 The committee meetings, which are open public hearings, provide an opportunity for effective involvement by all  
5 interested parties.

### 6 2.0 MEETINGS

7 2.1 The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under  
8 Section 1, subject to Section 5.0 of these rules.

9 2.2 To properly discharge its responsibilities with respect to monitoring of IAS accreditation activities, the committee shall  
10 have a standing item on its meeting agenda for a presentation by staff on the status of its accredited programs and information  
11 on any pending appeals.

12 2.3 All scheduled meetings shall be publicly announced.

13 2.4 A majority of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members  
14 present is required on any action.

15 2.5 If a specific interest group is not represented, votes by the committee on subjects related to that interest group will be  
16 held in abeyance. IAS staff shall make pertinent information available to absentee committee members, and ballot the  
17 members at a later stage. Records of such ballots shall be made available upon request.

18 2.6 In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate  
19 Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for  
20 purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

21 2.7 Minutes of the meetings shall be kept.

### 22 3.0 MEMBER COMPETENCE CRITERIA

23 Members of the Accreditation Committee shall be familiar with conformity assessment and the implementation of  
24 regulatory requirements within their industry sector. They shall possess:

- 25 • A Baccalaureate degree from an accredited institution or a minimum of ten years equivalent experience as determined by  
26 IAS;
- 27 • Current employment within the conformity assessment, regulatory field, academia, industry, or IAS accredited CAB; and
- 28 • Demonstrated expertise in one or more accreditation programs offered by IAS.

29 **4.0 MEETING RECORDS**

30 Official meeting records shall be kept by IAS ~~electronic record of meetings shall be made by IAS~~; no other audio, video,  
31 electronic or stenographic recordings of the meetings will be permitted. Visual aids (including, but not limited to, charts, slides,  
32 videos, or presentation software) viewed at meetings shall be permitted only if the presenter provides IAS before presentation  
33 with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be  
34 provided to interested parties requesting a copy. A copy of the IAS minutes ~~recording~~ of the meeting and such visual aids, if  
35 any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to  
36 cover costs of preparation and duplication of the copy. These materials will be available shortly after the conclusion of the  
37 meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

38 **5.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS**

39 Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally,  
40 with committee members regarding agenda items. All written communications and submissions regarding agenda items  
41 should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and  
42 available for discussion in open session of an Accreditation Committee meeting, and shall be delivered *at least twenty days*  
43 before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence  
44 received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without  
45 permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with  
46 the provisions of this section. All such communications and submissions will be available from IAS upon written request and  
47 payment of costs associated with duplication. The materials will be available shortly after the conclusion of the meeting but will  
48 no longer be available after 60 days have elapsed from the conclusion of the meeting.

49 **6.0 CLOSED SESSIONS**

50 Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

51 **7.0 ACCREDITATION CRITERIA**

52 Criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations.  
53 Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing  
54 or as otherwise determined by the Accreditation Committee.

55 **7.1 Procedure**

56 **7.1.1 New Criteria**

57 **7.1.1.1** Proposed accreditation criteria may be submitted by interested parties to IAS, and/or shall be developed by the  
58 IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting

59 **7.1.1.2** Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion  
60 at the committee meeting, unless determined by IAS management that extraordinary consideration and electronic balloting are  
61 needed.

62 **7.1.1.3** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in  
63 proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of  
64 the posting of the public notice on the IAS website. Such communications and submissions will otherwise be subject to the  
65 provisions of Section 4.0 of these rules.

66 **7.1.1.4** Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria  
67 listed on the meeting agenda, to provide information to committee members.

68 **7.1.2 Existing Criteria**

69 **7.1.2.1** Changes to existing accreditation criteria may be submitted by interested parties to IAS, and/or shall be  
70 changed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant  
71 to the procedures set forth herein, or (ii) by electronic ballot, provided public notice is provided as stipulated I Section 7.1.1.2.

72 **7.1.2.2** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in  
73 the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed  
74 revisions to IAS within the following timelines:

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Type	Dates
Public Meeting	40 Days after posting of proposed criteria
Electronic Balloting Process	30 Days after posting of proposed criteria

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77 Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

78 **7.1.3 ELECTRONIC BALLOTING**

79 **7.1.3.1** IAS management shall provide written rationale and seek permission and documented approval from the IAS  
80 Accreditation Committee chair to propose new criteria or to revise existing criteria for extraordinary consideration and  
81 electronic balloting by the committee.

82 **7.1.3.2** Proposed accreditation criteria shall be available to interested parties approximately 30 days before  
83 consideration by the committee. All pertinent written communications received by IAS relating to the proposed criteria shall be  
84 received no later than 30 days after the posting of the criteria. Ballots, along with comments received and staff  
85 recommendations, will be submitted to the committee for consideration. The committee shall return their ballots with their  
86 recommendations within 10 days from the date ballots are sent. The results of the balloting will be compiled and forwarded to  
87 the chair of the committee for validation and decision.

88 **7.1.3.3** The electronically balloted criteria shall be brought back to the next regularly scheduled accreditation  
89 committee hearing as per Section 7.1.2 of these rules,

90 **7.1.4 Effective Date of Published Criteria**

91 **7.1.4.1** The effective date of approved accreditation criteria or approved revisions to existing accreditation criteria shall  
92 be no earlier than 30 days following the public meeting.

93 **7.1.4.2** Approved criteria using electronic balloting shall be effective the date of posting of the criteria on the IAS  
94 website.

95 **7.2 Approval**

96 Approval of accreditation criteria shall be as specified in Section 2.4 of these rules.

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98 **8.0 ACCREDITATION COMMITTEE MEMBERS**

99 **8.1** The IAS Accreditation Committee members are appointed or reappointed annually by the IAS Board of Directors in  
100 consultation with the IAS President.

101  
102 **8.2** Committee members are selected from senior management positions within accredited organizations, users of  
103 accreditation, industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall  
104 have knowledge of regulatory codes within their industry sector and international conformity assessment process and  
105 practices. ■