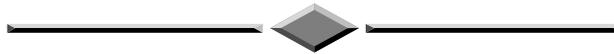


BYLAWS for the ACCREDITATION COMMITTEE of the U.S. DEPARTMENT OF ENERGY



NAME

This DOE Accreditation Committee was formed in August 1997, under the name of DOE Accreditation Committee, at a DOE accreditation workshop held at Sandia National Laboratories in Albuquerque, New Mexico.

OBJECTIVE

The Accreditation Committee shall promote a coordinated accreditation program for DOE; provide a network for sharing information and resources; and encourage high-quality, cost-effective accreditation services for DOE programs.

MEETINGS

The Accreditation Committee normally meets once a year. The meeting will normally be hosted by a DOE facility. Unless the Accreditation Committee members vote otherwise, meetings will be conducted according to *Robert's Rules of Order*.

MEMBERSHIP

Accreditation Committee membership is open to all DOE personnel, DOE contractors, and DOE subcontractors involved with acceptance and uniformity in test and calibration data. Ex-officio members will be appointed as needed.

RESPONSIBILITIES

The DOE Accreditation Committee, under the leadership of the Steering Committee, shall assist DOE organizations and DOE contractors to continually improve their accreditation operations by

- Maintaining an awareness of the state-of-the-art in accreditation;
- Assessing the possible impact of the following considerations on existing and future DOE accreditation programs, personnel, and facilities:
 - new DOE program requirements,
 - changes to government, national, and international specifications and standards,
 - technology developments, and
 - National Institute of Standards and Technology (NIST) policies and practices;
- Striving for high-quality, cost-effective, uniform operating methods that are consistent with technical requirements of the individual DOE facilities;
- Promoting information sharing and networking for all DOE laboratories and DOE contractors; and
- Reporting at least annually to the DOE Technical Standards Program on important committee activities.

STEERING COMMITTEE

Composition

The Steering Committee will consist of a maximum of ten elected members plus the chairperson of each active working group.

Governance

The Steering Committee shall govern and have general charge of the DOE Accreditation Committee. A quorum of the Steering Committee shall consist of at least one-half of the active members. A passing vote shall consist of at least two-thirds of the Steering Committee members present.

Duties of the Steering Committee

The Steering Committee shall do the following:

- Provide direction and guidance and govern the DOE Accreditation Committee;
- Determine meeting dates and locations of the DOE Accreditation Committee;
- Establish the agendas for the DOE Accreditation Committee;
- Serve as the initial point of contact for DOE accreditation issues; and
- Ensure that the following principles govern the operation of the DOE Accreditation Committee.
 - Openness. Participation in the DOE Accreditation Committee standards development process shall be open to all persons who are directly and materially affected by the activity in question.
 - Balance of Interests. Any standards development activities undertaken by the DOE Accreditation Committee shall be accomplished by a group that is composed of representatives of all interest categories that relate to the subject matter
 - Due Process. Any individual or organization within DOE that believes that an action or inaction of the committee causes unreasonable hardship or potential harm shall be provided the opportunity to have a fair hearing of concerns.
 - Reporting. Annually, the DOE Accreditation Committee shall report to the DOE Technical Standards Program Office concerning Accreditation Committee activities.

Secretariat

The Steering Committee shall select a Secretariat to coordinate the activities of the DOE Accreditation Committee.

Duties of the Secretariat

The Secretariat shall

- Maintain minutes of all DOE Accreditation Committee and Steering Committee meetings and distribute copies of the minutes, when appropriate, within one month of a meeting and shall maintain an archive copy of all minutes;
- Maintain a record of attendance for all DOE Accreditation Committee and Steering Committee meetings;
- Maintain an archival file of all DOE Accreditation Committee and Steering Committee meetings, including any handouts and/or attachments, and copies of all records of attendance;
- Distribute, when appropriate, copies of handouts and/or attachments produced at DOE Accreditation Committee and Steering Committee meetings, to be identified as such in the minutes;
- Assist the Steering Committee in maintaining a current record of members and their respective addresses; and
- Be responsible for maintaining on file the current and past versions of the DOE Accreditation Committee Charter and the DOE Accreditation Committee Bylaws.

Election of Steering Committee Members

At its annual meeting, the DOE Accreditation Committee general membership shall elect Steering Committee members. Each Steering Committee member shall serve a term of two years, except for one-half of the initially elected members, who will be randomly selected to serve a term of only one year. A member is not limited as to the number of terms he or she may serve.

Qualification of Steering Committee Members

The steering committee members shall be DOE Accreditation Committee members.

Vacancies on the Steering Committee

If a vacancy occurs on the Steering Committee, the committee shall continue operating without a replacement until a replacement can be elected by the general membership at the next meeting of the Accreditation Committee.

Working Groups

In addition to actions by the general membership, the Steering Committee can form working groups to address relevant issues on DOE accreditation. The working groups shall report to the Steering Committee. Each working group shall appoint a chairperson to oversee activities.

