

**BYLAWS**  
for the  
**METROLOGY COMMITTEE**  
of the  
**DEPARTMENT OF ENERGY**



**Est.  
August  
1996**

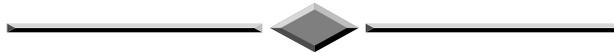
# **BYLAWS**

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# **METROLOGY COMMITTEE**

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# **DEPARTMENT OF ENERGY**



### **NAME**

This DOE Metrology Committee (Committee) was formed in August 1996, under the name of DOE Metrology Committee, at a DOE Metrology Workshop held at Sandia National Laboratories in Albuquerque, New Mexico.

### **OBJECTIVE**

The Committee will promote a coordinated metrology program for DOE; provide a network for sharing information and resources; and encourage high-quality, cost-effective metrology services for DOE Programs.

### **MEETINGS**

The Committee normally meets once a year. The meeting will normally be hosted by a DOE facility. Robert's Rules of Order shall be followed, unless voted otherwise by the Committee.

### **MEMBERSHIP**

Membership in the DOE Metrology Committee is open to all DOE personnel and DOE contractors involved with measurements, standards, and calibration. Ex-officio members will be appointed as needed.

### **RESPONSIBILITIES**

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

- Maintaining an awareness of the state-of-the-art in metrology;

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- Assessing the impact that new DOE program requirements, changes to government national and international specifications and standards (e.g., ISO Guide 25), technology developments, and National Institute of Standards and Technology measurement policies and practices may have on existing and future DOE metrology programs, personnel, and facilities;
- Striving for high quality and cost-effective uniformity of operating methods and equipment consistent with technical requirements of the individual DOE facilities;
- Establishing a standard of excellence for all DOE Metrology laboratories through a sharing of information and data networking;
- Implementing DOE metrology programs, such as measurement intercomparison programs, metrology cost reduction, sharing of supplier approvals, and benchmarking; and
- Reporting to the DOE Technical Standards Program at least annually on important committee activities .

## **STEERING COMMITTEE**

### **Composition**

The Steering Committee (committee) shall consist of a maximum of ten elected members plus the chairperson of each active Working Group.

### **Governance**

The DOE Metrology Committee shall be governed by the Steering Committee which shall have general charge of the committee. A quorum shall consist of at least one-half (1/2) of the active members. A passing vote shall consist of at least two-thirds (2/3) of the Steering Committee members present.

### **Secretariat**

A secretariat shall be selected by the committee to coordinate the committee's activities.

### **Duties of the Steering Committee**

The Steering Committee shall:

- Provide direction and guidance, and govern the DOE Metrology Committee;
- Determine meeting dates and locations;
- Establish the Metrology Committee agenda;

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- Serve as point of contact for DOE metrology issues; and
- Ensure that the following principles govern the operation of the DOE Metrology Committee:
  1. Openness: Participation in committee standards development process shall be open to all persons who are directly and materially affected by the activity in question.
  2. Balance of Interests: Any standards development activities undertaken by the committee shall be comprised of representatives of all categories of interest that relate to the subject matter.
  3. Due Process: The committee shall ensure that any individual or organization within DOE who believes that an action or inaction of the committee causes unreasonable hardship or potential harm is provided the opportunity to have a fair hearing of its concerns.
  4. Reporting: The committee shall report on an annual basis to the DOE Technical Standards Program Office on Metrology Committee activities.

#### Duties of the Secretariat

The Secretariat shall:

- Maintain minutes of all Committee and Steering Committee meetings and distribute copies of the minutes where appropriate within one month of a meeting, and maintain an archive copy of all minutes.
- Maintain a record of attendance for all Committee and Steering Committee meetings;
- Maintain an archival file of all Committee and Steering Committee meetings, including any handouts and/or attachments, and copies of all records of attendance.
- Distribute where appropriate copies of handouts and/or attachments produced at 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.
- Be responsible for maintaining on file the current and past versions of the Committee Charter and the Committee Bylaws.

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**Election of Steering Committee Member**

The Steering Committee members shall be elected by the general membership of the Metrology Committee at the annual meeting of the Metrology Committee. Each shall serve a term of two (2) years, except for one-half (1/2) of the initially elected Steering Committee members, who will be randomly selected to serve a term of only one (1) year. There is no limit on the number of terms a member can serve.

**Qualification of Steering Committee Member**

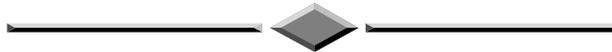
The Steering Committee members shall be DOE Metrology Committee members.

**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 Metrology Committee.

**Subcommittees and Working Groups**

Subcommittees and working groups can be formed by the Steering Committee to address relevant issues on DOE metrology. The subcommittees and working groups shall report to the Steering Committee. Each subcommittee and working group shall appoint a chairperson to oversee activities.



These Bylaws were approved by the Metrology Committee on March 11, 1998.