	<i>The American Association for Laboratory Accreditation</i>	
	A119 – Bylaws of the Forensic Examination Advisory Committee (FEAC)	Document Revised: 6/20/2011
	Page 1 of 5	

(Approved by the A2LA Criteria Council on June 9, 2011)

ARTICLE 1 - ASSOCIATION BYLAWS

- 1.1 These Bylaws are in accordance with the Bylaws of the American Association for Laboratory Accreditation (A2LA). The Forensic Examination Advisory Committee will hereinafter be referred to as the Committee. The Criteria Council will hereinafter be referred to as the Council. The Board of Directors will be referred to as the Board. The American Association for Laboratory Accreditation will be referred to as the Association. On issues not specifically addressed by the Association Bylaws these Bylaws shall govern.

ARTICLE 2 - SCOPE

- 2.1 The scope of the Committee shall be the development of accreditation and assessment guides in accordance with the ISO 17025 and ISO 17020 requirements and any other requirements that are applicable for organizations performing testing or inspection related activities where the result of those activities will be used in civil and criminal proceedings. The Committee shall also address issues/concerns related to any accredited Proficiency Testing Providers and Reference Material Producers relevant to its scope. Project selection for this Committee will be coordinated with other A2LA committees, as appropriate, and with other organizations and individuals in the subject area, so that unnecessary duplication of effort will be minimized.
- 2.2 The Committee shall report to the Council, and communicate its findings with the Council Chairman and the Staff Advisor. The Committee has no right to bind the Association without direct authorization of the Board.

ARTICLE 3 - MEMBERSHIP

- 3.1 Participatory membership is open.
- 3.2 Membership on the Committee shall be as individuals. Approval of membership shall be by vote of the members. Participatory Membership is open. Voting membership on the Committee shall be as individual A2LA members, A2LA assessors, or official representatives of organizations..
- 3.3 Applications - Individuals requesting membership on the Committee shall do so through the A2LA Office. The Committee members will seek members to enhance the knowledge/experience base of the Committee.
- 3.4 Maintaining Membership - To maintain membership on the Committee, the member shall attend at least 50 percent of the meetings within a two-year period. Failing this, the person shall cease to be a member of the committee if so recommended by members present at a Committee meeting. An exception to this process would be granted if the Member submits in writing a request for exception supplying adequate justification pending approval by the



The American Association for Laboratory Accreditation

A119 – Bylaws of the Forensic Examination Advisory Committee (FEAC)

Document Revised:
6/20/2011


Page 2 of 5

Committee Chair and Recording Secretary. Notice of Committee membership termination shall be sent to the member by the Recording Secretary in writing.

- 3.5 Voting Privileges - All Committee members are entitled to vote on administrative matters such as election of officers and Committee Bylaws. Furthermore, all members of the Committee may vote on Committee ballot actions. All negatives and comments received from all ballot returns shall be considered. No more than one vote per organization, program, or accredited laboratory will be accepted. The number of votes from accredited organizations shall not exceed 50% of the votes on a ballot.
- 3.6 Voting Actions - Voting members present will be determined at the outset of any Committee meeting. Voting decisions are made by simple majority of those present (minimum of 25% of all voting members not counting proxies). If fewer than 25% of voting members are present, decisions will be by letter ballot with the approval by simple majority of ballots returned. Ballots will be reviewed to eliminate conflict with paragraph 3.5.

ARTICLE 4 - OFFICERS AND THEIR ELECTIONS

- 4.1 Officers - The Officers of the Committee shall be a Chairman, Vice Chairman and Recording Secretary. The Recording Secretary shall be an Association staff member appointed by the President. Consistent with Association rules, the Recording Secretary is a non-voting member.
- 4.2 Duties of the Officers:
- 4.2.1 Chairman - The Chairman shall preside at all meetings of the Committee. The Chairman shall be an ex officio member of all subcommittees of the Committee.
- 4.2.2 Vice Chairman - The Vice Chairman shall perform such functions as assigned by the Chairman and shall assume the Chairman duties when the Chairman is absent. The Vice Chairman shall become Chairman during the subsequent term.
- 4.2.3 Recording Secretary - The Recording Secretary shall keep the minutes, conduct correspondence for the Committee and perform such other duties as may be assigned by the Chairman.
- 4.3 The term of office shall be for two years beginning January of the even numbered years and terminating December 31 of the following odd numbered year. Elections shall be held, as necessary, during the Association's Annual Meeting. Nominations must be made to the Chairman six weeks before the A2LA Annual Meeting. The chairman is responsible for corresponding the nominations to the Voting Members four weeks before the Annual Meeting. The slate shall be sent by letter ballot to the Committee. The letter ballot shall provide for write-in votes. Members of the ad hoc committee shall be eligible for election. Election shall be by majority of those voting. The voting restrictions of paragraph 3.5 shall apply. The recording secretary is responsible for preparing the letter ballot and tallying the votes. The tally shall be completed by the Fall BOD meeting of the odd-numbered year and the results of the election shall be reported to the VP for placement on the BOD Technical Committee's Agenda. All officers must be formally approved and

	<i>The American Association for Laboratory Accreditation</i>	
	A119 – Bylaws of the Forensic Examination Advisory Committee (FEAC)	Document Revised: 6/20/2011
	Page 3 of 5	

appointed by the Chair of the A2LA Board of Directors.


- 4.4 Term of Office - The term of office shall be for two years beginning January 1 of the even-numbered years and terminating December 31 of the following odd-numbered year. With the exception of the Recording Secretary officers are eligible for election for not more than three consecutive terms in any one office.
- 4.5 Vacancies - Vacancies in elective office shall be filled by appointment by the Chairman, except that in the case of a vacancy in the Committee Chairman, the Vice Chairman shall succeed to serve the remainder of the term.

ARTICLE 5 - TASK GROUPS

- 5.1 Task Groups - Task groups of one or more persons may be appointed by the Chairman for specific assignments such as preparing initial drafts of standards or conducting the initial review of technical issues.
- 5.2 Discharge - Upon completion of its work or for other reasons, a Task Group may be discharged or put on inactive status by the Committee Chairman. Officers of the discharged or inactivated Task Group shall transmit all records of permanent interest to the Association Office for archiving.
- 5.3 Reporting - A Task Group will report to the Committee chairman through the Recording Secretary.

ARTICLE 6 - MEETINGS

- 6.1 Number of Meetings - Regular meetings of the Committee shall be held annually at the A2LA Annual Meeting and as often as necessary to carry out the business of the Committee. Special meetings of the Committee may be held at the call of the Chairman or at the written request of at least 5 members of the Committee. Note: Meetings may also take place by teleconference.
- 6.2 Time and Place - The time and place of meetings of the Committee shall be the responsibility of the Committee Chairman and Recording Secretary. Notices of meetings shall be transmitted to the members of the Committee no less than six weeks in advance of the meeting.
- 6.3 Proxies - Committee members representing a voting interest may delegate in writing a qualified individual as proxy at a single meeting. This written proxy shall be recognized if presented to the Committee Recording Secretary prior to the meeting, but no individual shall hold or exercise proxies for more than one member.
- 6.4 Quorum - Committee members representing one-fourth of the members shall constitute a quorum for the transaction of business at the Committee meeting. The number shall not be less than eight (8) member votes to include proxy or fax votes. Due to the relative size of a Task Group, at least 50% of the Task Group members (not counting proxies) constitute a quorum at a Task Group meeting. The voting limits of paragraph of 3.5 apply.

	<i>The American Association for Laboratory Accreditation</i>	
	A119 – Bylaws of the Forensic Examination Advisory Committee (FEAC)	Document Revised: 6/20/2011
	Page 4 of 5	

6.5 Meeting Notices and Agenda - The Association Office shall distribute:

- meeting notices 30 days in advance of non-virtual meetings,
- agendas 10 days in advance of meetings, and
- minutes 30 days after meetings.

6.6 Meeting Rules - Robert's Rules of Order (most current version) shall guide the Committee meetings except where these rules are in conflict with the Committee or Association Bylaws.

6.7 Virtual Meetings - Discussions and balloted decisions may be made using the Internet (those Committee members not having access to the Internet will correspond using conventional mail) or by teleconference. Five Committee members may initiate the decision making process by submitting a proposal to the Chairman with accompanying rationale. The proposal and rationale will be communicated to the Committee through the Recording Secretary. Responses should be submitted to the Recording Secretary for correlation and communication to the Committee. Two weeks after issuance of the proposal and rationale, the originators may request a vote be taken. If so requested, the Chairman will authorize a ballot (administered by Recording Secretary). The Committee members must return their ballots within two weeks. (See Section 3)

ARTICLE 7 - BALLOTS

7.1 Document Ballots - Recommendations for all actions shall be approved in accordance with committee procedures.

7.2 Negative Votes - All negative votes shall be considered by the Committee for action.

7.3 Reporting Procedures - The number of affirmative, negative, and abstaining ballots shall be properly recorded. All negative votes to be valid shall be accompanied by reasons based on either technical or improper procedures considerations and shall include suggested revisions. Abstaining members may request that their reasons be recorded.

ARTICLE 8 - REPORTS TO THE CRITERIA COUNCIL

8.1 Committee Reports - The Chairman shall submit a report or minutes to the Criteria Council within 30 days after each regular meeting.

8.2 Minority Reports - Dissenting members (individually or jointly) shall have the right to submit minority reports to the Criteria Council, within 60 days of a regular meeting or report completion.

ARTICLE 9 - AMENDMENTS

9.1 Amendments to these Bylaws are normally proposed by a member at a regular meeting of the Committee. If practical these Bylaws may be amended by a majority vote of all



The American Association for Laboratory Accreditation

A119 – Bylaws of the Forensic Examination Advisory Committee (FEAC)

Document Revised:
6/20/2011

Page 5 of 5

members present at any regular scheduled Committee meeting. Where this is not practical, as determined by the majority of officers at a meeting, a letter /e-mail ballot may be authorized by the Chairman with coordination of the Recording Secretary. Amendments shall be authorized by approval of a majority of the members in attendance at the Committee meeting or a majority of the members voting electronically or by mail. Paragraph 3.5 applies.

- 9.2 Amendments to these Bylaws shall be adopted by letter ballot on the majority approval of the Committee members voting provided that they do not conflict with the Association Bylaws.
- 9.3 Dissenting Votes - When the letter ballot approves the amendment, the Recording Secretary will compile dissenting votes and provide them to the Board along with the recommended amendment.
- 9.4 Final drafts of the Bylaws are sent to the Association's Board for final approval.
- 9.5 Grammatical, typographical and spelling errors may be corrected by the Recording Secretary, as long as no correction alters the intent of the affected Bylaw.

Document Revision History

Date	Description
2/17/2010	Initial Approval
6/20/11	Section 4.3 - Revision to describe term of office and election time period, to describe that nominations are handled through the Committee Chairman, and to remove the requirement that a nomination committee be formed. Section 6.1 - Reference to Assessor Conclave amended to A2LA Annual Meeting.