 AIHA Registry Programs, LLC	Quality System Document	Code: QSD – RPB – 1
		Revision 1
		8/28/2009
		Page 1 of 6
Title: Registry Programs Board Governance		

I. MEMBERSHIP AND VOTING

The Registry Programs Board (RPB) will be comprised of a maximum fourteen (14) members in all, each serving up to three-year terms with the exception of the ex-officio representatives and officers (chair, vice chair, and past chair). Representation is as follows:

- Up to eight (8) individuals will be elected/appointed to represent all aspects of the AIHA Registry Programs, LLC and organization data producers and/or organization data users and/or regulators of the Industrial Hygiene industry;
- Up to three (3) individuals will serve in officer positions (Chair, Vice Chair and Past Chair);
- AIHA Board Liaison (ex-officio); and
- Director, AIHA Scientific and Technical Initiatives, (ex-officio).

An RPB member shall be a graduate of an accredited institution of higher education holding a bachelor's degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline who has been engaged a majority of his/her time in analytical activities (analysis or interpretation of data) for at least three years.


All RPB members shall have full voting rights except ex-officio members. A quorum (more than fifty percent of RPB voting members) shall be required for an RPB vote to be officially recognized as actionable. There are no provisions for proxy votes.

The RPB Executive Committee (EC) is comprised of the Chair, Past Chair, Vice Chair, AIHA Board Liaison, and the Director, AIHA Scientific and Technical Initiatives. The AIHA Board Liaison and the Director, AIHA Scientific and Technical Initiatives are ex-officio members of the Executive Committee.

The Vice Chair shall be selected as outlined in Section VIIb. The duties and responsibilities of RPB members, Chair, Past Chair, Vice Chair, and Executive Committee are outlined separately (see *RPB Duties and Responsibilities*).

II. ELECTION AND TERM OF OFFICE

RPB members shall be elected by ballot for terms of office (normally three years) as established by the RPB Nominating Committee (see Section VII). Each approved AIHA Registry Program participating organization in good standing* will cast one vote for each of the open positions being voted upon. Terms shall

 AIHA Registry Programs, LLC	Quality System Document	Code: QSD – RPB – 1
		Revision 1
		8/28/2009
		Page 2 of 6
Title: Registry Programs Board Governance		

begin and end on a calendar year rotation (January 1 to December 31) and can be up to 3 years in length. Each RPB representative shall hold office until his/her term expires and a successor has been duly elected. Exceptions may occur due to death, resignation, or removal.

An individual, if re-elected, may serve two consecutive terms on the RPB but must remain off of the ballot for at least one year before running for a third term, unless they are asked by the Nominating Committee to serve as Vice Chair. In this case, an individual shall not be required to remain off the ballot for one year.

Ex-officio representatives' terms are not limited to three years. Officer terms are two years for each position of Vice Chair, Chair and Past Chair. For officer positions, this means that an individual could technically serve up to six full years consecutively.

*Note: Good standing means that the AIHA Registry Program, LLC participant is current on all fees due to the LLC.

III. RESIGNATION

An RPB member may resign by oral tender of resignation at any meeting of the RPB or by giving written notice thereof to the RPB Chair. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

IV. REMOVAL


The RPB may, by a vote of two-thirds (2/3) of its voting members, remove any RPB representative.

V. VACANCIES

A vacancy in office because of death, resignation, or removal of an RPB representative may be filled for the unexpired term by an appointment by the Nominating Committee (see Section VII), subject to the approval of the majority approval of the RPB. In filling such vacancies, the RPB shall observe the succession by the Vice Chair to a vacancy in the office of Chair, if applicable.

VI. EXECUTIVE COMMITTEE

The RPB EC shall meet periodically, at the discretion of the Chair, and shall be authorized to make decisions, on behalf of the entire RPB, between meetings of

 AIHA Registry Programs, LLC	Quality System Document	Code: QSD – RPB – 1
		Revision 1
		8/28/2009
		Page 3 of 6
Title: Registry Programs Board Governance		

the RPB. The Executive Committee shall have all of the powers of the RPB in the management of the affairs of the AIHA Registry Programs, LLC. The Executive Committee shall report its activities to the RPB on a routine basis at regularly scheduled meetings of the RPB, or more immediately if circumstances warrant.


VII. NOMINATION PROCESS

The goal of the nomination process is to identify, evaluate and select the best, most balanced, representative group of volunteers possible to serve on the RPB. Although it may be desirable to have direct expertise of each Registry Program represented on the RPB, it is not necessary. To achieve this goal, AIHA Registry Programs, LLC endeavors to create an RPB nomination process that is inclusive, transparent, and representative of the important and varied issues facing laboratories.

All potential RPB members must complete the *RPB Candidate Application*. Selection of candidates from an organization already represented on the RPB will be carefully considered to avoid instances of two people from the same organization serving on the RPB simultaneously.

A Nominating Committee will be established (see Section VIIa below) to review all applications received and shall utilize the *RPB Candidate Evaluation Matrix* to “score” each application submitted. Candidates who have volunteered with the LQAP, the AIHA Laboratory Accreditation Programs, LLC, the AIHA Registry Programs, LLC or the AIHA Proficiency Analytical Testing Programs, LLC will be given higher consideration. Each application will receive an overall “score” from each member of the Nominating Committee. With the exception of AIHA Laboratory Accreditation Program, LLC Site Assessors, the Nominating Committee shall remove a candidate application from consideration if the applicant is directly employed by AIHA or any AIHA Affiliate Laboratory Program (full/part-time employee or fee-for-service consultant/contractor).

Each member of the Nominating Committee will be involved in applicant interviews via telephone. Telephone interview assignments will be made in a fair and equitable manner such that all Nominating Committee members participate in at least one (1) telephone interview (one-on-one interview or as part of a joint interview). The Nominating Committee will meet to discuss and evaluate the input from the telephone interviews and collaborate to narrow the list of potential candidates that will be included on the RPB election ballot.

 AIHA Registry Programs, LLC	Quality System Document	Code: QSD – RPB – 1
		Revision 1
		8/28/2009
		Page 4 of 6
Title: Registry Programs Board Governance		

Candidates can apply for both the RPB and the AIHA Affiliate Laboratory Programs Technical Advisory Panel (TAP), but the Committees will ensure that candidates who are elected to RPB will not also serve on TAP simultaneously unless considered necessary. Members on the RPB Nominating Committee cannot be considered candidates for RPB.

a. Nominating Committee Composition

The Nominating Committee is a standing committee of the RPB. Representatives are recommended by the RPB Past Chair and/or staff and approved by a majority vote of the RPB.

The composition of the RPB Nominating Committee shall be:


- RPB Immediate Past Chair (Nominating Committee Chair)
- AIHA Board Liaison
- Up to one (1) RPB Representative (*selected by the RPB Past Chair*)
- Up to two (2) Representatives from approved Registry Program organizations (*selected by AIHA Registry Programs, LLC staff*)
- Up to one (1) AIHA Registry Programs, LLC staff representative

b. Vice Chair Nomination Process

The Nominating Committee is also responsible for recommending an individual to serve as RPB Vice Chair. The Nominating Committee recommendation for Vice Chair will be presented to the RPB in May or June of each year. When the Vice Chair recommendation is approved by a majority of the RPB, the AIHA Executive Director must be notified prior to formal appointment of the selected individual for Vice Chair. If the RPB does not approve the Nominating Committee’s recommendation for Vice Chair, then the Nominating Committee will recommend another Vice Chair candidate for RPB approval. The RPB may reject one (1) Nominating Committee recommendation.

Guidelines for the Vice Chair recommendation are as follows:

- The individual being considered for the Vice Chair leadership position must be a sitting RPB member, having served at least one (1) full year on the RPB.
- The Nominating Committee shall consider the number of years of RPB service and the extent/significance of the contributions made to the RPB

 AIHA Registry Programs, LLC	Quality System Document	Code: QSD – RPB – 1
		Revision 1
		8/28/2009
		Page 5 of 6
Title: Registry Programs Board Governance		

(or LQAP, the AIHA Laboratory Accreditation Programs, LLC, AIHA Registry Programs, LLC or AIHA Proficiency Analytical Testing Programs, LLC) during this service period.

c. Nomination Process Timeline

TABLE I

April	<ul style="list-style-type: none"> • Call for RPB nominations posted in AIHA Affiliate Laboratory Programs News, The Synergist, and other communication vehicles [application deadline May 30]. • Candidate applications begin arriving at AIHA. • Nominating Committee considers potential candidates for Vice Chair recommendation.
May	<ul style="list-style-type: none"> • Candidate applications being received. • Vice Chair candidate presented to RPB for approval; then to AIHA Executive Director for consent.
June	<ul style="list-style-type: none"> • Applications compiled and sent to Nominating Committee for review. • First conference call held to organize activities of the Nominating Committee. • Candidate application evaluations begin. • Interview questions developed for candidates. • Nominating Committee members are assigned candidates to contact for telephone interview. • Nominating Committee reaches consensus on alternate Vice Chair recommendation (if necessary).
July	<ul style="list-style-type: none"> • Candidates' responses to questions are compiled and shared with Nominating Committee. • If necessary, alternate Vice Chair recommendation made to RPB and approved by RPB. • Conference call to select final nominees for election.
August	<ul style="list-style-type: none"> • Ballot is developed and finalized. • Each nominee provided with opportunity to educate voters about background, positions, etc.
September	<ul style="list-style-type: none"> • Ballot sent to approved Registry Program organizations at beginning of month. • Prepare for RPB orientation meeting in October. • Ballots collected and tallied by AIHA Registry Programs, LLC staff and verified independently by the Board Liaison.



AIHA

Registry
Programs, LLC

Quality System Document

Code: QSD – RPB – 1

Revision 1

8/28/2009

Page 6 of 6

Title: Registry Programs Board Governance

October	<ul style="list-style-type: none">• Election results announced.• Hold RPB orientation meeting for new members. (Staff and RPB Chair to plan and implement)
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