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I. MEMBERSHIP AND VOTING

The Analytical Accreditation Board (AAB) will be comprised of eighteen (18) members in all, each serving three-year terms with the exception of the ex-officio representatives and officers (chair, vice chair, and past chair). Representation is as follows:

- Twelve (12) individuals will be elected/appointed to represent all aspects of the AIHA Laboratory Accreditation Programs (LAP), LLC and laboratory data producers and/or laboratory data users and/or regulators of the laboratory industry;
- Three (3) individuals will serve in officer positions (Chair, Vice Chair and Past Chair);
- Chief Site Assessor (ex-officio);
- AIHA Board Liaison (ex-officio)
- AIHA-LAP, LLC Director (ex-officio)

An AAB member shall be a graduate of an accredited institution of higher education holding a bachelors degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline who has been engaged a majority of his/her time in analytical laboratory activities (analysis or interpretation of data) for at least three years. Consultants and those retired from analytical laboratory activities are acceptable candidates, as well as those representing governmental and academic laboratories.


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

The AAB Executive Committee (EC) is comprised of the Chair, Past Chair, Vice Chair, AIHA Board Liaison and the AIHA-LAP, LLC Director.

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

II. ELECTION AND TERM OF OFFICE

AAB members shall be appointed for terms of office (normally three years) as established by the AAB Nominating Committee (see Section VII). Terms shall begin and end on a calendar year rotation (January 1 to December 31). Each AAB 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.

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An individual, if re-appointed, may serve two consecutive terms on the AAB but must remain out of consideration for at least one year before running for a third term, unless he/she is asked by the Nominating Committee to serve as Vice Chair.

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

III. RESIGNATION

An AAB member may resign by oral tender of resignation at any meeting of the AAB or by giving written notice thereof to the AAB 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 AAB may, by a vote of two-thirds (2/3) of its voting members, remove any AAB representative.

V. VACANCIES


A vacancy in office because of death, resignation, or removal of an AAB 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 AAB. In filling such vacancies, the AAB shall observe the succession by the Vice Chair to a vacancy in the office of Chair, if applicable.

VI. EXECUTIVE COMMITTEE

The AAB EC shall meet periodically, at the discretion of the Chair, and shall be authorized to make decisions, on behalf of the entire AAB, between meetings of the AAB. The Executive Committee shall have all of the powers of the AAB in the management of the affairs of the AIHA-LAP, LLC. The Executive Committee shall report its activities to the AAB on a routine basis at regularly scheduled meetings of the AAB, or more immediately if circumstances warrant.

The AAB Executive Committee will act in a manner that is in accordance with the AIHA-LAP, LLC policy modules as approved by the AAB.

VII. NOMINATION PROCESS

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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 AAB. Although it may be desirable to have direct expertise of each program represented on the AAB, it is not necessary. (The AAB should consult with appropriate members of the Technical Advisory Panel (TAP) when necessary.) To achieve this goal, AIHA-LAP, LLC endeavors to create an AAB nomination process that is inclusive, transparent, and representative of the important and varied issues facing laboratories.

The AIHA-LAP, LLC Senior Manager reviews the AAB schedule to determine which members' terms are expiring at end of current year and the call for nominations is posted in numerous communication vehicles (e.g. AIHA-LAP, LLC Newsletter, Synergist, etc.) in March of each year. Application deadline is set for June 30. Communication includes information on how to obtain an AAB Candidate Application


Note: This deadline may be extended, and/or the call for appointments re-opened if there is not a sufficient number of applicants. If this is necessary, the process timeline will be adjusted as necessary.

All potential AAB members must complete the *AAB Candidate Application*. No more than 25% of the twelve (12) non ex-officio members at any given time shall be appointed.

A Nominating and Appointment Committee will be established (see Section VIIa) to review all applications received and will utilize the *AAB Candidate Evaluation Matrix* to “score” each application submitted. Candidates who have volunteered with AIHA-LAP, LLC will be given higher consideration. Each application will receive an overall “score” from each member of the Nominating and Appointment Committee. The Nominating and Appointment Committee shall remove a candidate application from consideration if the applicant is directly employed by AIHA-LAP, LLC (full/part-time employee or fee-for-service consultant/contractor) or if the applicant serves on the boards of either the AIHA Proficiency Analytical Testing Programs, LLC or AIHA Registry Programs, LLC.

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 and Appointment Committee members participate in at least one (1) telephone interview (one-on-one interview or as part of a joint interview). All members complete their assigned telephone interviews by the end of July.

Each member of Nominating and Appointment Committee completes the AAB Candidate Evaluation Matrix to score each applicant and returns the completed matrix to the Senior

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Manager, who compiles a composite score for each AAB candidate based upon the scores of the submitted evaluation matrices and submits the scores to the Nominating and Appointment Committee.

The Nominating and Appointment 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 AAB appointment list.

The Senior Manager notifies the elected candidates and the AAB of the results. The Senior Manager also notifies customer labs of newly elected members via AIHA-LAP, LLC newsletter or other communication vehicle

The AAB Nominating and Appointment Committee will coordinate its activities with the TAP Appointment Committee to ensure consistency in evaluating candidates and their qualifications. Candidates can apply for both AAB and TAP, but the Committees will ensure that candidates who are elected to AAB will not also serve on TAP simultaneously. Members on the AAB Nominating Committee cannot be considered candidates for AAB.

a. Nominating and Appointment Committee Composition


The Nominating and Appointment Committee is a standing committee of the AAB. Representatives of the committee are selected by the AAB Past Chair and/or staff.

The composition of the AAB Nominating and Appointment Committee shall be:

- AAB Immediate Past Chair (Nominating and Appointment Committee Chair)
- AIHA Board Liaison
- One (1) AAB Representative (*selected by the AAB Past Chair*)
- One (1) TAP Representative (*selected by the AAB Past Chair*)
- Two (2) Representatives from AIHA-LAP, LLC-accredited laboratories (*selected by AIHA staff*)
- Senior Manager or designee

b. Vice Chair Nomination Process

The Nominating and Appointment Committee is also responsible for recommending an individual to serve as AAB Vice Chair. The Nominating and Appointment Committee recommendation for Vice Chair will be presented to the AAB in May or June of each year. If the AAB does not approve the Nominating and Appointment Committee's

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recommendation for Vice Chair, then the Nominating and Appointment Committee will recommend another Vice Chair candidate for AAB approval. The AAB 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 AAB member, having served at least one (1) full year on the AAB.
- The Nominating Committee shall consider the number of years of AAB service and the extent/significance of the contributions made to the AAB (or AIHA-LAP, LLC) during this service period.

c. Nomination Process Timeline

TABLE I

MONTH	ACTIVITIES
March	<ul style="list-style-type: none"> • Nominating and Appointment Committee formed • Call for AAB nominations posted in the AIHA-LAP, LLC Newsletter, The Synergist, and other communication vehicles.
April	<ul style="list-style-type: none"> • Conference call of the Nominating and Appointment Committee held to consider potential candidates for Vice Chair and explain process
May/June	<ul style="list-style-type: none"> • Vice Chair candidate presented to AAB for approval; • Candidate applications being received; deadline is June 30; • This deadline may be extended, and/or the call for appointment may be re-opened if there is not a sufficient number of applicants. • The process timeline will be adjusted as necessary.
July	<ul style="list-style-type: none"> • Applications compiled and sent to Nominating and Appointment Committee for review. • Conference call of the Nominating and Appointment Committee held to assign interviews of candidates • Nominating and Appointment Committee reaches consensus on alternate Vice Chair recommendation (if necessary). • Candidates' responses to questions are compiled and shared with Nominating and Appointment Committee. • If necessary, alternate Vice Chair recommendation made to AAB and approved by AAB.
August	<ul style="list-style-type: none"> • Conference call to select final list of candidates for appointment.



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September-October	<ul style="list-style-type: none">• AAB Nominating and Appointment Committee presents proposed AAB appointees to AAB for approval/disapproval. If necessary, Nominating and Appointment Committee reaches consensus on alternate proposed AAB appointments. Names of alternate proposed AAB appointees are submitted to AAB for approval.
October/November	<ul style="list-style-type: none">• New AAB members are notified of their appointment
November/December	<ul style="list-style-type: none">• Official appointments announced to AIHA-LAP, LLC customers, etc.