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I. MEMBERSHIP AND VOTING

The Proficiency Analytical Testing Programs Board (PAT Board) will be comprised of up to fourteen (14) members, 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:

- Eight (8) individuals will be elected/appointed to represent all aspects of the AIHA Proficiency Analytical Testing Programs, 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);
- AIHA Board Liaison (ex-officio); and
- Director - AIHA Scientific and Technical Initiatives (ex-officio).

A PAT Board 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.


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

The PAT Board 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 PAT Board members, Chair, Past Chair, Vice Chair, and Executive Committee are outlined separately (see *PAT Board Duties and Responsibilities*).

II. ELECTION AND TERM OF OFFICE

PAT Board members shall be elected by ballot for terms of office (normally three years) as established by the PAT Board Nominating Committee (see Section

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VII). Each approved AIHA Proficiency Analytical Testing Program participant in good standing* will cast one vote for each of the open positions being voted upon. Terms shall begin and end on a calendar year rotation (January 1 to December 31) with up to a 3 year term. Each PAT Board 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 PAT Board 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 year 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 PAT Program participant is current on all fees due to the LLC.

III. RESIGNATION


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

V. VACANCIES

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

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VI. EXECUTIVE COMMITTEE (EC)

The PAT Board EC shall meet periodically, at the discretion of the Chair, and shall be authorized to make decisions, on behalf of the entire PAT Board, between meetings of the PAT Board. The EC shall have all of the powers of the PAT Board in the management of the affairs of the AIHA Proficiency Analytical Testing Programs, LLC. The EC shall report its activities to the PAT Board on a routine basis at regularly scheduled meetings of the PAT Board, 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 PAT Board. Although it may be desirable to have direct expertise of each PAT Program represented on the PAT Board, it is not necessary. To achieve this goal, AIHA Proficiency Analytical Testing Programs, LLC endeavors to create a PAT Board nomination process that is inclusive, transparent, and representative of the important and varied issues facing laboratories.

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

A Nominating Committee will be established (see Section VIIa below) to review all applications received and shall utilize the *PAT Board 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 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 of the AIHA Affiliate Laboratory Programs (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

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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 PAT Board election ballot.

a. Nominating Committee Composition

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

The composition of the PAT Board Nominating Committee shall be:


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

b. Vice Chair Nomination Process

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

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- The Nominating Committee shall consider the number of years of PAT Board service and the extent/significance of the contributions made to the PAT Board (or LQAP, the AIHA Laboratory Accreditation Programs, LLC, the AIHA Registry Programs, LLC or the AIHA Proficiency Analytical Testing Programs, LLC) during this service period.

c. Nomination Process Timeline

TABLE 1	
April	<ul style="list-style-type: none"> • Call for PAT Board nominations posted in AIHA Affiliate Laboratory Programs Newsletter, 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 PAT Board 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 PAT Board and approved by PAT Board. • 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 PAT Program participant organizations at beginning of month. • Prepare for PAT Board orientation meeting in October. • Ballots collected and tallied by AIHA Proficiency Analytical Testing Programs, LLC staff and verified independently by the Board Liaison.

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