

Rules of Procedure for AATCC Test Method and Technology Committees

Introduction

The Board of Directors is AATCC's governing body which administers its affairs under the provisions of the Constitution and Bylaws. AATCC Committees are responsible for nearly every phase of the Association's activities. Thus, the strength, vigor and authority of the Association are derived from the broad participation of its membership.

These Rules of Procedure are the responsibility of the Executive Committee on Research (ECR) which may amend or change items included after consultation with the Technical Committee on Research (TCR) and subject to the Board of Directors approval as long as they do not conflict with the AATCC Constitution or Bylaws.

A—Executive Committee on Research

A1. Function

A1.1 ECR is a standing committee of the Board of Directors. This Committee shall be responsible for establishing policy for, and programming of, all test method development and technical activities not specifically delegated to other special interest groups, subject to the Board of Directors approval.

A1.2 ECR directives for the execution of policy and program as approved by the Board of Directors are carried out through TCR.

A1.3 ECR has the responsibility to make sure that the test method development procedure follows the consensus principle and that any negative votes are fairly considered and resolved.

A1.4 ECR is the supervisory body within AATCC charged with the responsibility to attest that the necessary procedures have been followed and that the approval requirements set forth in these procedures have been met. The role of ECR in overseeing the development procedures and handling of negative votes at the committee level is covered in G1.1 through G1.4. Letter ballots of TCR are reviewed by a special Reviewing Committee consisting of the Chairs of ECR, TCR and the Test Method Committee concerned (G2).

A2. Organization

A2.1 The Chair of ECR is a member of the Board of Directors of the Association,

appointed annually by the Board of Directors. The Chair may not serve more than three years consecutively.

A2.2 The Chair of TCR becomes Vice-Chair of ECR.

A2.3 The President of the Association, immediate past president, president elect, Chairs of interest groups, Chair of the International Test Method Committee, Chair of the Education Advisory Board, Education Director and the Executive Vice President are members ex-officio.

A2.4 In addition, six senior members are appointed by the Board of Directors, two new appointments being made each year for terms of three years each.

A2.5 Members of ECR shall represent a broad spectrum of activities and interests and are appointed in a manner to maintain a balance of interest. No more than 50% of ECR shall represent any one interest area.

A2.6 The Technical Director serves as Secretary of ECR.

A3. Reports

A3.1 ECR reports to the Board of Directors through its Chair.

A3.2 In cooperation with the TCR Chair, the Chair of ECR prepares an annual report for publication in the AATCC *Technical Manual*.

B—Technical Committee on Research

B1. Function

B1.1 TCR is a subcommittee of ECR. It translates into action program and policy developed by ECR. It functions in an administrative and coordinating capacity and is responsible for directing the work of the Test Method, Technology, and Reference Committees.

B1.2 The Chair of TCR, subject to ECR approval, authorizes technical and research assignments to the AATCC Technical Center following requests for assistance by Test Method and Technology Committees.

B2. Organization

B2.1 The Chair of TCR is appointed annually by the Board of Directors after nomination by ECR. The Chair's term is limited to three consecutive years.

B2.1.1 Subject to the approval of ECR and the Board of Directors, the Chair nominates a Vice Chair and the members of TCR.

B2.1.2 Regional Board Members, members of the Executive Committee on Research, and Chairs of the active Research Committees shall be ex officio members of TCR.

B2.1.3 Appointed members of TCR may serve up to five years; this term may be extended by majority vote of ECR.

B2.2 The Chair of TCR appoints, subject to ECR approval, members of Research Committees and Chairs of these committees after consulting with their members.

B2.3 The Technical Director serves as Secretary of TCR.

B3. Meetings and Reports

B3.1 TCR shall hold at least two meetings each year called by the Chair.

B3.2 TCR through its Chair reports its activities to ECR.

B3.3 In cooperation with the ECR Chair, the Chair of TCR prepares an annual report for publication in the AATCC *Technical Manual* by January 31 of each year.

C—Test Method Committees

C1. Function

C1.1 Test Method Committees are appointed to carry out specific technical projects leading to the establishment of AATCC Test Methods, the development of scientific data or the assembly of information for the benefit of the textile industry and in the public interest.

C2. Organization

C2.1 The organization of new committees or the development of proposed new test methods is announced in AATCC's publication, printed or electronic and other media of the press. Non-members as well as AATCC members are invited to participate in these activities. Non-members are given every opportunity to voice their opinion and are invited to become members and can subsequently have a voting interest. Non-members often provide the basis or request for a new test method to be developed.

C2.1.1 Members of a Test Method Committee are appointed by the Chair subject to the approval of the Chairs of TCR and ECR.

C2.1.2 Non-members may participate fully at the subcommittee (initial) stage

of test method development including interlaboratory tests and voting.

C2.1.3 A tentative completion date for development of any proposed new method must be set by the Test Method Committee and approved by ECR.

C2.2 Test Method Committee Chairs are appointed after the Chair of TCR has consulted with the Test Method Committee members concerned. Consultation may be by voice vote of members present at a regularly scheduled meeting or by letter ballot of all voting members. They must be Senior members of AATCC.

C2.2.1 The Chair of a Test Method Committee appoints the Chairs of its subcommittees.

C2.2.2 A Test Method Committee Chair may appoint a Steering Committee, subject to the approval of the Chair of TCR.

C2.2.3 A Test Method Committee Chair shall appoint a Secretary.

C3. Committee Officers

C3.1 Senior members of AATCC only may hold office in Test Method Committees and Subcommittees; i.e., Chair, Vice-Chair or Secretary.

C3.2 No member may be Chair of more than two active Research Committees at one time.

C3.3 A member may not serve as Chair of a Test Method Committee for more than three years consecutively, but may continue as a member.

C3.4 An ex-Chair may again become Chair after a lapse of one year.

C4. Voting

C4.1 Senior members of AATCC only may exercise a vote in AATCC Test Method Committees.

C4.2 When additional expertise is required, committee chairs may invite an associate or non-member of the Association to serve as members of a Test Method Committee without vote, for a specified term.

C4.3 A Senior member may be a voting member of three active Test Method and three Technology Committees at the same time, but may serve on additional committees as a non-voting member. Exceptions to this may be granted by the Executive Committee on Research upon written petition from the member.

C4.4 Only one individual from any organization may be a voting member of any one test method committee. Other individuals from the same organization may participate in committee activities as non-voting members.

C5. Reports

C5.1 Following each committee meeting a Test Method Committee shall pres-

ent a written report to TCR. The annual report may serve as a basis for the Committee's report in the AATCC *Technical Manual*. A copy of the annual report should be forwarded to the Technical Director on or before January 31.

C6. Meetings

C6.1 Test Method Committee meetings shall be open to members of AATCC and non-members.

C6.2 The schedule of committee meetings shall be published in AATCC's journal and/or electronically such as on the web site.

C6.3 There shall be no registration fee for attendance to anyone (member or non-member) at these committee meetings.

C7. Publicity

C7.1 Members of the press may attend Test Method Committee meetings. They should be advised by the Chair, during the course of the meeting, that any deliberations or actions of the Committee shall not be published without clearance from the Chair, who should be guided by Association policy regarding publication of AATCC material.

Technical papers, committee reports and other documents and test methods are the property of the Association. They may not be published in full elsewhere unless written permission has been granted by the Association. Publication of Association material in other publications must give appropriate source and credit.

C8. Committee Actions

C8.1 Formal actions of a Test Method Committee shall be affirmed by letter ballot when requested by any voting member of a committee.

C9. Review of Test Methods

C9.1 A Test Method Committee shall review test methods under its jurisdiction every five years for the purpose of revision, reaffirmation or withdrawal. If a method is to be reaffirmed, reaffirmation shall be by majority approval of committee members or by a committee letter ballot followed by a TCR letter ballot. Such action must be initiated in the fourth year after approval so that final action may be concluded by the fifth year.

In cases where the Chair of a Reference Committee is no longer active or resigns from their duties in AATCC, Committee RA99, Technical Manual Editorial Review, in conjunction with the Laboratory Director, may appoint one or two experts who are knowledgeable in the area pertaining to a specific test method as re-

viewers of the method.

The reviewers shall recommend reaffirmation, revision or withdrawal of the method and shall initiate the appropriate TCR letter ballot.

C9.1.1 A new test method will be reviewed for reaffirmation each year for the first three years immediately following its publication through a TCR ballot.

C9.2 Workshops and seminars concerning AATCC test methods are available to non-members and members equally. At these programs, critical comments on AATCC test methods are brought to the attention of the responsible committees for their consideration and action.

D—Duties of a Test Method Committee's Chair

D1. Responsibility

D1.1 The Chair of a Test Method Committee is responsible for the operation of that Committee.

D2. Meetings

D2.1 The Chair shall call such meetings as are necessary and see that the committee's work proceeds as planned.

D2.2 In general, meetings are scheduled in conjunction with meetings of TCR in order that the latest activities of the Test Method Committee may be reported. However, the Chair may call additional meetings at the Chair's discretion.

D3. Personnel

D3.1 The Chair appoints members of a Test Method Committee, subject to the approval of the Chairs of TCR and ECR.

D3.2 Every effort is made to have a balance of voting interests on each committee in order to develop test methods according to the consensus principle.

D3.3 If a member of a Test Method Committee resigns or is unable to take an active part in the work of the Committee and is dropped the Chair shall notify the Chair of TCR and the Laboratory Director.

D3.4 A voting member who fails to return three consecutive ballots may be dropped from the committee's membership rolls. A terminated member may appeal to ECR for reinstatement if the member demonstrates satisfactory reasons for the inactivity. Committee membership can also be terminated by non-payment of annual Association dues.

D4. Test Methods—Changes and Revisions

D4.1 A Chair on behalf of their Com-

mittee makes such recommendations for changes and revisions in test methods as are required and reports them to the Chair of TCR, who will in turn, submit these recommendations to ECR. Subject to ECR approval these recommendations for changes or revisions shall be referred to TCR for letter ballot.

D5. Financing

D5.1 Each calendar year Test Method Committees will be contacted regarding their possible needs for funds to be made available at the beginning of the fiscal year, January first.

D5.2 Should a committee require special funds not included in the annual budget for its work, the Chair should make application to the Chair of TCR who will submit the request to ECR with a recommendation. Should there be contingent provision in the existing budget to cover such expenditures, ECR may authorize the funds. Otherwise, ECR, on approval will request an authorization for expenditures from the Appropriations Committee, which, in turn, will submit the request to the Board of Directors.

D6. Requests for Assistance from AATCC Technical Center

D6.1 Technical and administrative assistance from the AATCC Technical Center, required for committee operations, should be requested by the Test Method Committee Chair from the Chair of TCR. The Chair of TCR, in consultation with ECR and Senior Staff, will determine if the work requested can be undertaken within the existing budget and program facilities available.

E—Duties of a Test Method Committee's Secretary

E1. Minutes and Records

E 1.1 The Secretary shall keep accurate minutes of all meetings and records of all test method developments of the Committee.

E1.1.1 Minutes prepared for distribution should contain on the first page the legend "**Committee Document—Not for Publication.**"

E1.2 Minutes shall be circulated at an early date after a meeting. Copies shall be sent to the AATCC Technical Center, all committee members, the Chair of TCR, the Technical Director, and any other desired information addresses.

E1.3 The Secretary shall keep records of attendance at meetings.

E2. Correspondence and Reports

E2.1 At the direction of the Chair, the Secretary shall carry on such correspon-

dence and prepare such reports as are required by the Committee.

F—Procedure for Establishing Methods of Test

F1. Need and Feasibility

F1.1 Proposals for the development of new test methods may be made by members or non-members of AATCC. They are brought to the attention of the Chair of TCR who in consultation with members of ECR determines whether the development of a proposed new method is feasible through an existing Test Method Committee. If the organization of a new committee is necessary, ECR may approve an announcement in AATCC's publication inviting members and non-members of AATCC to participate in an exploratory meeting to determine general interest in the subject. If there is sufficient interest, ECR may approve the establishment of a new committee that will function as indicated under Section C.

F2. Development Procedure

F2.1 A subcommittee which may include non-members of AATCC is organized to study available background information and to conduct interlaboratory tests according to a suitable statistical design. When the subcommittee has developed a test method which is considered reproducible and technically valid it is submitted along with all data available to the full Test Method Committee.

F2.2 A letter ballot of the Test Method Committee is conducted on the proposed test method according to G1. Upon receipt of an affirmative vote and evidence of consideration of all negative votes, a letter ballot of TCR is conducted on a proposed test method according to G2. The results are reported to ECR for final action.

F3. Designation and Publication

F3.1 ECR gives final approval or denial on a proposed test method on the basis that all substantially concerned persons have had an opportunity to express their views and that these views shall have been considered; also, that there is evidence of the technical validity of the proposed test method.

F3.2 Following confirmation by ECR a new test method is officially designated and published as soon as practical in the AATCC *Technical Manual* and in other AATCC publications when appropriate. Research committee chairs may request that an approved test method be made available as soon as practical via electronic format prior to publication of the AATCC *Technical Manual* by written request to the ECR secretary.

G—Letter Ballots

G1. Committee Letter Ballots

G1.1 A majority of members present at a meeting of a Test Method Committee may vote to send a new test method or revision of an existing test method to a letter ballot of the entire Committee. Before requesting a letter ballot, however, those committee members present at the meeting should assure themselves that the new method or revision of an existing method is in prescribed form and that sufficient data are in hand to support the method or revision. All members of a Test Method Committee, both voting and non-voting, shall receive copies of all letter ballots issued by the Committee. Nonvoting members as well as voting members of the Committee may submit in writing any comments which they deem appropriate concerning the proposed test method or revision. To be counted, all letter ballots must be received by the committee concerned within 30 days of the mailing date. A ballot is considered valid when, of the voting members sent ballots, the number of ballots returned is equal to, or greater than, 50% of the mailing plus one ballot.

G1.2 If there are no negative votes on the ballot it would progress to a TCR letter ballot. If there are negatives then refer to Section G3.

G2. TCR Letter Ballots

G2.1 Once a committee letter ballot has been approved within the committee then it will progress to a TCR letter ballot. The ballot will be sent to all members of TCR. To be counted, all letter ballots must be received by the committee concerned within 30 days of the mailing date. A ballot is considered valid when, of the voting members receiving ballots, the number of ballots returned is equal to, or greater than, 50% of the mailing plus one ballot.

G2.2 If there are no negative votes on the ballot then it would be reviewed by ECR for publication in the next edition of the AATCC *Technical Manual*. If there are negatives refer to G3.

G3. Negatives on Ballots

G3.1 Within 60 days after the closing date for the Committee or TCR letter ballots the Chair of the Test Method Committee shall attempt to resolve any negative votes or comments, either personally or by a subcommittee which the Chair may appoint. If at the end of the 60 day period there are still unresolved negative votes, the Chair of the Committee shall forward to the Chair of TCR the matter on which the ballot was taken, copies of unresolved negative votes with accompa-

nying supporting comments, a summary of attempts to resolve the negative votes, and background data and actions which led to the ballot.

G3.2 The Chair of TCR shall present the material provided by the Committee Chair to ECR for decision at its next regular meeting. Copies of the material shall be distributed to members of ECR prior to the meetings or as early as possible to facilitate thorough study and consideration.

G3.3 After studying the ballot and the background information provided, ECR shall take one of the following actions.

G3.3.1 Return the matter to the Test Method Committee for further work and another ballot if ECR decides that material and data submitted are insufficient to justify the action taken by the Test Method Committee.

G3.3.2 Approve a TCR letter ballot on the basis of the Test Method Committee majority or approve the publication on the basis of TCR majority if ECR reasons that the unresolved negative votes and comments are not persuasive and do not justify further investigation.

G3.4 Should the Test Method Committee recommend that a revision of the questions be put to letter ballot, a new ballot shall be circulated, and again, until no material objections exist.

G3.5 Resolution of all negative ballots must be recorded.

G4. Disqualifications and Challenges

G4.1 Members of ECR and the Board of Directors shall disqualify themselves when appeals are made on test methods if they or a member of their immediate family have financial interest in or other close relationship with any of the parties (or with the subject matter) that would make it inappropriate for them to participate in the consideration and decision of any appeal. All parties to an appeal shall have the right to challenge the qualification of the appeals board members, with justification based on the above stated reasons, at least one week prior to consideration of an appeal by ECR or the Board of Directors who are disqualified from a specific appeal shall absent themselves from the argument, deliberations and decisions.

H—Correspondence and Records

H1. Copies

H1.1 Copies of all correspondence, reports and research records should be forwarded to the Chair of TCR and the Technical Director in addition to any other desired information addresses.

H2. Files

H2.1 Test Method Committee files in the hands of Chairs and Secretaries shall be turned over promptly to their successors. The files that are no longer active but are of historical value and interest should be forwarded to the AATCC Technical Center for permanent record.

I—Reference Committees

I1. Function

I1.1 When a Test Method Committee has completed its assignment, it may assume an inactive status and function as a Reference Committee with approval of TCR and ECR.

I2. Organization

I2.1 The Chair of the Test Method Committee shall continue as Chair of the Reference Committee. The Chair shall continue the responsibilities of the committee in terms of reviewing methods requiring reaffirmation. If changes to the method are necessary the Chair should reactivate the committee.

I2.1.1 The Chair may retain such members of the Test Method Committee as he deems advisable, otherwise, the remainder of the committee is dissolved. Should a Reference Committee be reactivated, the Chair shall act as temporary Chair until the committee is reorganized.

I2.2 After its first meeting, a reactivated Test Method Committee shall submit to the Chair of TCR its recommendations for Chair.

I3. Review of Test Methods

I3.1 Reference Committees shall follow the same review procedure for test methods as active Research Committees (see C9).

I3.2 In cases where the Chair of a Reference Committee is no longer active in AATCC, see C9.1.

J—Technology Committees

J1. Scope

J1.1 To coordinate and direct the planning of technical programs of special interest to individuals and groups concerned with technology subjects; to recommend and encourage presentation of these programs as a part of the regular program of technical papers, and to promote in every way increased interest and attendance at the technical sessions of AATCC.

J1.2 To encourage and promote active participation in the research and test method development programs of the Association by members whose primary in-

terest is in the technology subject in order that problems in that area of technology may be part of the program of research of the Association.

J1.3 To act as a clearinghouse for information on the technology subject for members of AATCC.

J1.4 To develop a consensus by polling AATCC members whose primary interest is in the field of the technology subject.

J1.5 To promote the interests of the Association whenever the opportunity may arise in accordance with the Committee's objectives.

J1.6 To encourage and solicit membership in the Association on the part of individuals interested in the technology subject.

J2. Organization

J2.1 Members of a Technology Committee are appointed by the Chair subject to the approval of the Chair of TCR and ECR. Members of the Committee shall be selected to provide representation from all Sections of AATCC which have sufficient interest in the technology subject.

J2.2 The Committee shall have a Chair, and may have a Vice-Chair. The names of the individuals to be recommended to the Chair of TCR for appointment to these offices, subject to the approval of ECR, shall be determined by vote of the Technology Committee and submitted to the Chair of TCR.

J2.2.1 A Chair of a Technology Committee shall appoint a Secretary from the membership of the Committee.

J2.2.2 A Chair of a Technology Committee shall appoint the Chair of such subcommittees as are necessary to carry out its program.

J2.2.3 A Chair of a Technology Committee may appoint a Steering Committee, subject of the approval of the Chair of TCR.

J2.2.4 A Chair of a Technology Committee may not serve in that capacity for more than three years consecutively, but may continue as a member of the Committee. An ex-Chair may again become Chair after a lapse of one year.

J2.3 Only Senior members of AATCC may hold office in Technology Committees and subcommittees, and Senior members only may exercise a vote. Associate members may serve without vote on a Technology Committee. No more than one member of an organization may be a voting member of any one Technology Committee.

J3. Committee Actions

J3.1 Formal actions of a Technology Committee shall be affirmed by letter ballot when requested by any voting member of the committee. Procedures for balloting including resolution of nega-

tives shall be the same as test method committees.

J4. Meetings

J4.1 A Technology Committee shall call such meetings as are necessary and see that the committee's work proceeds as planned.

J5. Reports

J5.1 Following each committee meeting a Technology Committee shall send a written report to the Chair of TCR and the Technical Director. A Technology Committee shall submit an annual report to TCR. A report shall serve as a basis for the Committee's report to be published in the *AATCC Technical Manual*. A copy of the annual report should be forwarded to the AATCC Technical Center for publication purposes.

J6. Publicity

J6.1 A Technology Committee shall publish announcements of its meetings and activities in the Association's publication.

J6.2 The Committee shall maintain an up-to-date mailing list of both members of AATCC and prospective members who are interested in the technology subject, and shall advise such interested individuals regarding AATCC technical sessions where papers on the technology subject will be presented; notify such interested individuals by mail of the Committee members who can be contacted for information or help in problems of the technology subject; and solicit from such individuals recommendations for membership on the Technology Committee.

J6.3 The interested Sections of AATCC will be encouraged to include in their Sectional or Program Committees, a member of that Section who is a member of the Technology Committee, in order that the officers of the Section may be kept informed of the work of the Technology Committee and the availability of technical programs of interest to the members of the Section concerned with the technology subject.

J6.4 Technical papers, committee reports and other committee documents are the property of the Association. They may not be published in full elsewhere until they have appeared in AATCC's publication or unless permission has been

granted by the AATCC. Publication of Association material in other publications must give appropriate source and credit. For publicity purposes, when immediate release of news is desirable, abstracts, digests, summaries of reports must be limited to 500 words or less, unless written permission is granted by the Association.

J7. Financing

J7.1 Each calendar year Technology Committees will be contacted regarding their possible needs for funds to be made available at the beginning of the fiscal year, January first.

J7.2 Should a Committee require special funds not included in the annual budget for its work, the Chair should make application to the Chair of TCR who will submit the request to ECR with a recommendation. Should there be contingent provision in the existing budget to cover such expenditures, ECR on approval will request through the Board of Directors an authorization for expenditures from the Appropriations Committee.

K—AATCC Technical Center

K1. Function

K1.1 The AATCC Technical Center furnishes supporting services, through its staff and laboratory facilities, to the Association's committees.

K1.2 The functions of the laboratory at the AATCC Technical Center are as follows:

a. To serve as a bureau of standards for test methods, a place where AATCC methods can be run according to every detail of the test procedure as outlined.

b. To serve as a proving ground for test methods developed by various test method committees of AATCC. In doing so, the test methods will be conducted and the results analyzed statistically to make sure that they are reproducible in every sense.

c. To serve as a focal point in the organization as a site for demonstrating and developing test methods, for conducting workshops and seminars for the education of our members and industry at large.

d. To serve as a place in which test equipment necessary to conduct many AATCC test methods is on exhibit as well as a central location for equipment which

might be of interest to AATCC members.

K2. Organization

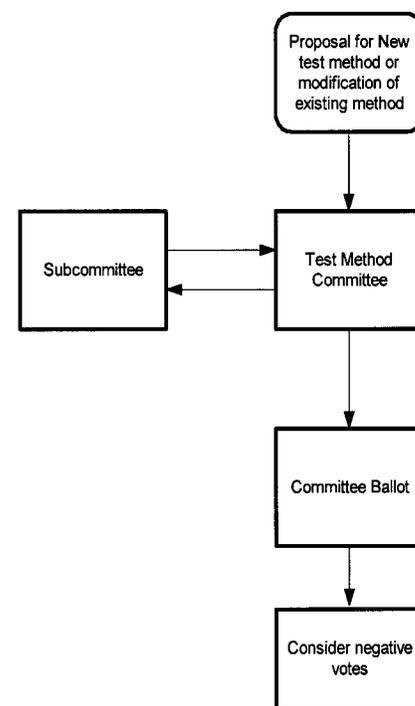
K2.1 The AATCC Technical Center located in the Research Triangle Park of North Carolina provides a permanent organizational structure for the Association.

K2.2 The Executive Vice President is responsible for the overall management of the AATCC Technical Center.

K2.3 The Technical Director supervises the technical and research assignments authorized by ECR.

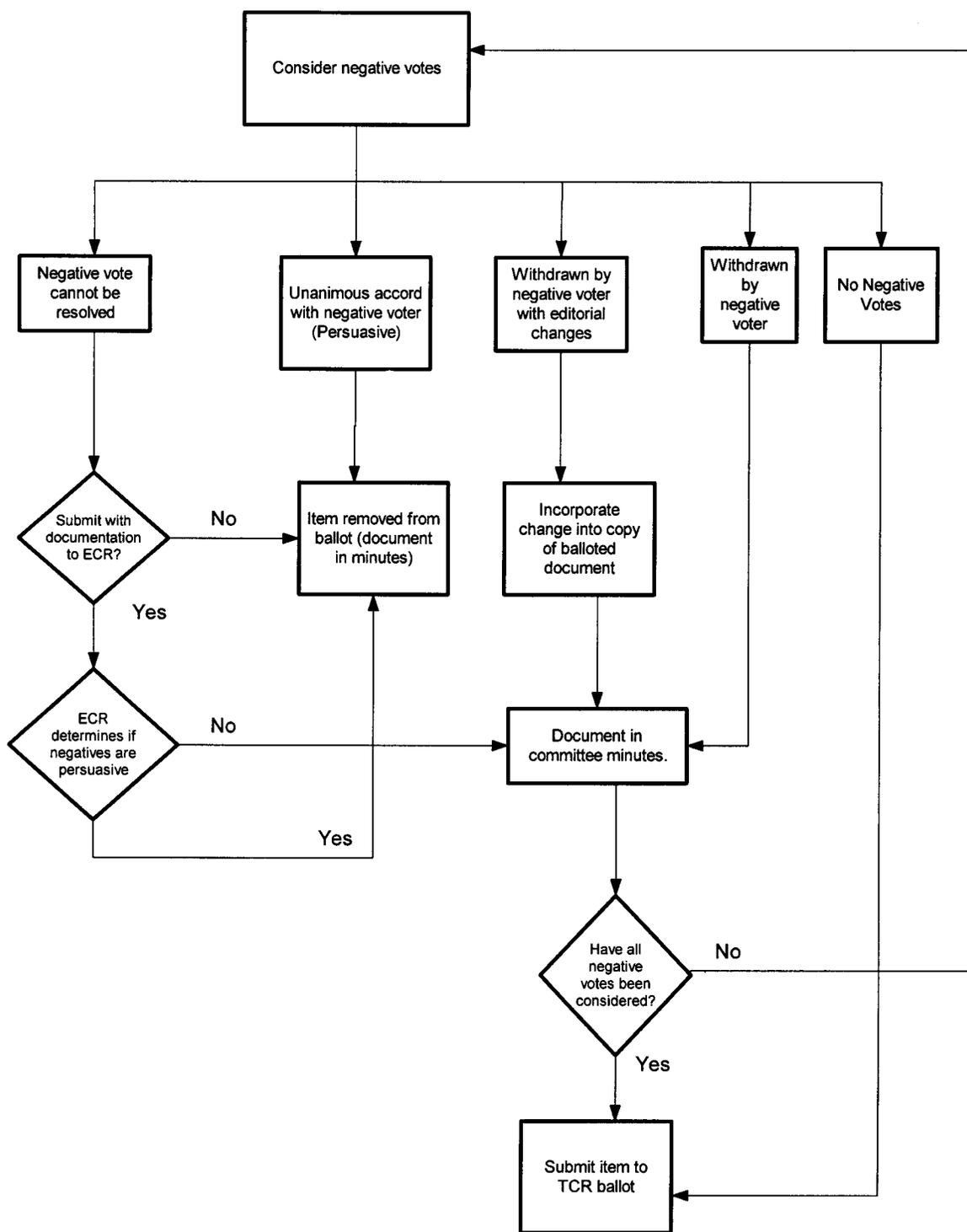
K3. Clearance of Assignments

K3.1 No assignment can be accepted by the AATCC Technical Center unless it has been approved by ECR. The AATCC Technical Center operations are intended to supplement and support AATCC Committees through preplanned co-ordination in an effort to provide maximum service within the limitations of the budget.



(See Fig. 1b)

Fig. 1a—AATCC Test Method Development.



(See Fig. 1c)

Fig. 1b—AATCC Test Method Development.

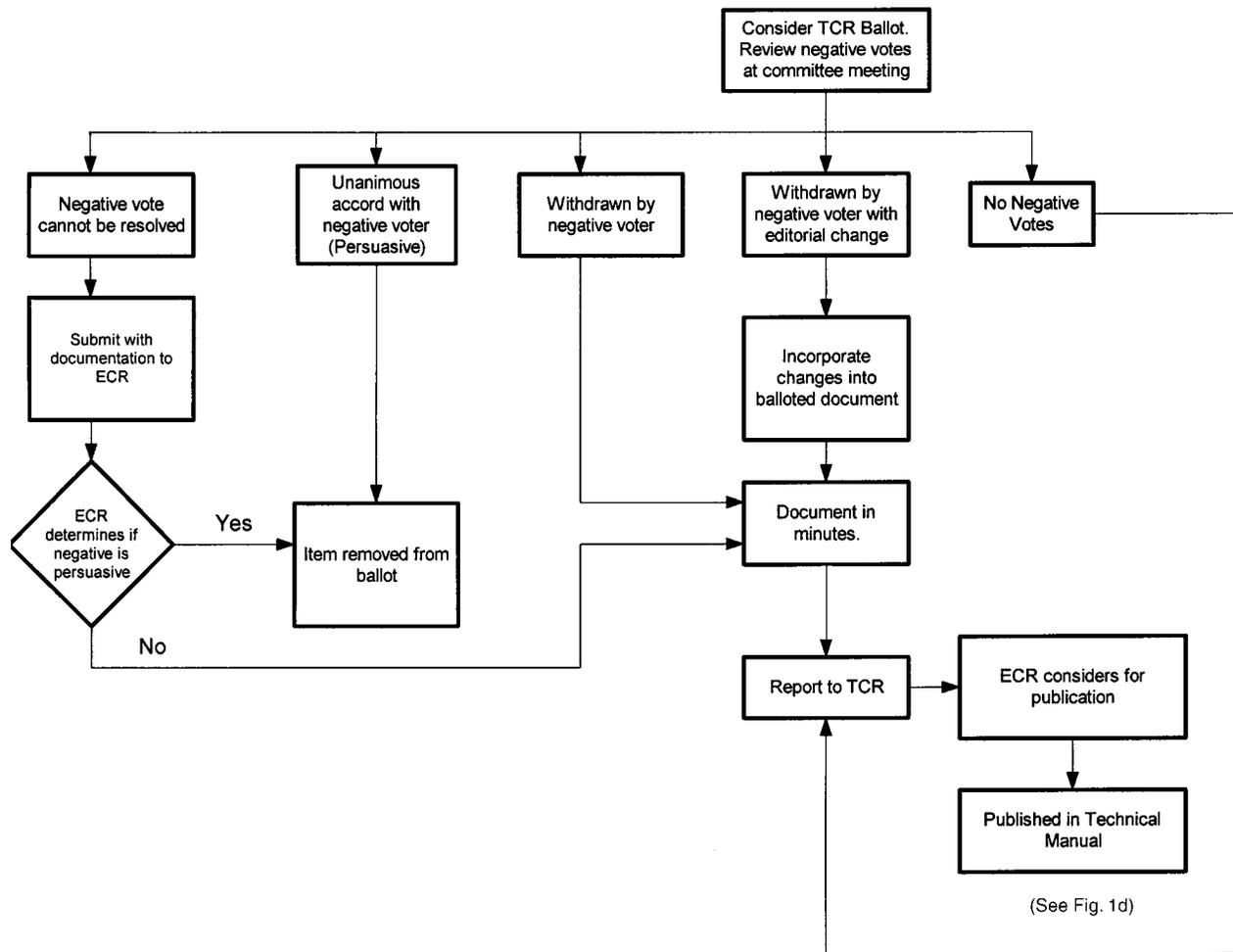


Fig. 1c—AATCC Test Method Development.

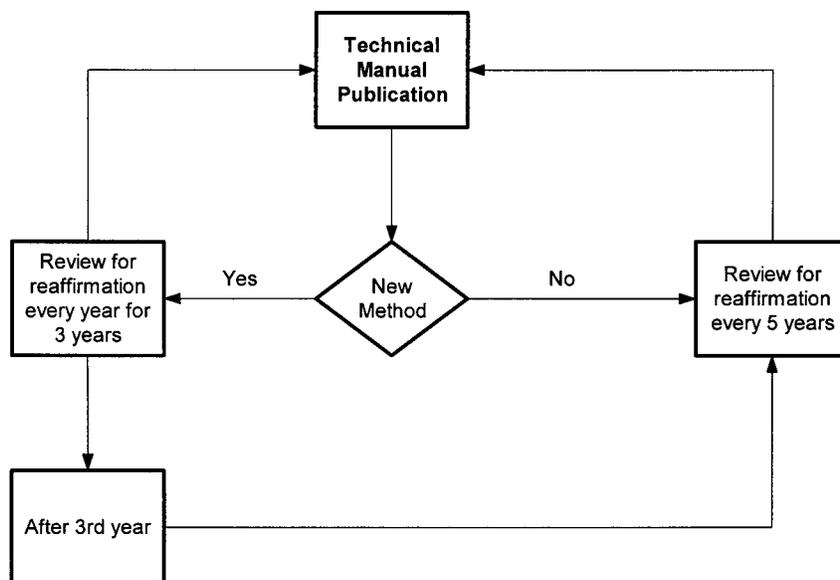


Fig. 1d—AATCC Test Method Development.