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I. MEMBERSHIP AND VOTING

The Proficiency Analytical Testing Programs Board (PAT Board) will be comprised of up to ten (10) 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:

- Up to eight (8) individuals will be appointed by the Director to represent all aspects of the AIHA Proficiency Analytical Testing Programs (AIHA PAT Programs) including laboratory data producers and/or laboratory data users and/or regulators of the laboratory industry
- Three (3) of these individuals will serve in officer positions (Chair, Vice Chair and Past Chair)
- AIHA Board Liaison (ex-officio)
- Director - AIHA PAT Programs (ex-officio)

The PAT Board Executive Committee (EC) is comprised of the Chair, Past Chair, Vice Chair, and the Director, AIHA PAT Programs.

Any member of the AIHA PAT Board who is a PAT Program participant must be a participant in good standing, meaning that the PAT Programs participant is current on all fees due to the AIHA PAT Programs.


Minimum Candidate Qualifications

- Hold a bachelor's degree in industrial hygiene, chemistry, physics, engineering, biology or other scientific discipline from an accredited institution of higher education
- Have engaged in analytical laboratory activities (analysis or interpretation of data) as a primary work duty for at least three years

II. APPOINTMENT AND TERM OF OFFICE

PAT Board members shall be appointed by the Director to a three-year term of office (approximately), with the option for reappointment by the Director for an additional two terms (additional years may be added based on Board composition, applications received, etc., at the discretion of the Director). Terms shall begin and end with the annual AIHA PAT Board Meeting (usually February/March/April each year). Each PAT Board representative shall hold office until his/her term expires and a successor has been duly appointed. Exceptions may occur due to death, resignation, or removal.

Ex-officio representatives' terms are not limited to three years. Officer terms are one year (approximately) for each position of Vice Chair, Chair and Past Chair, rotating at

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the annual AIHA PAT Board Meeting. The rotation will occur at the beginning of the AIHA PAT Board meeting.

An individual may be re-appointed to serve a second consecutive term on the PAT Board.

All PAT Board members shall have full voting rights for election of Vice Chair. 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.

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 Director. 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.


PAT Board members who are PAT Programs participants and are delinquent in payments to AIHA PAT Programs may be removed from the AIHA PAT Board at the Director's discretion.

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 Director. In filling such vacancies, the Director shall observe the succession by the Vice Chair to a vacancy in the office of Chair, if applicable.

VI. EXECUTIVE COMMITTEE

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 Executive Committee shall have all of the powers of the PAT Board. The Executive Committee 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.

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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 and to have direct expertise of each PAT Program represented on the PAT Board. To achieve this goal, AIHA Proficiency Analytical Testing Programs endeavors to create a PAT Board nominating process that is inclusive, transparent, and representative of the important and varied issues facing participants.

All potential PAT Board members must complete and submit the [PAT Board Candidate Application](#) to AIHA PAT Programs staff. 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 convened by the Director to review and score all applications received and shall utilize the *PAT Board Candidate Evaluation* form to evaluate each application submitted. Candidates who have served in the past on other AIHA volunteer groups or other AIHA LLCs will be given higher consideration. Persons currently employed by AIHA or currently serving in volunteer or fee-for-service consultant/contractor roles for AIHA LAP, except site assessors, are not eligible for consideration to serve on the AIHA PAT Board.

The Chair of the Nominating Committee may elect to conduct telephone interviews with candidates to assist in the nomination process. Such telephone interviews may be by conference call and include all Nominating Committee members. 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 recommended for appointment. The Director appoints and notifies new PAT Board members. PAT Programs staff and PAT Board Chair plan and hold PAT Board virtual orientation meeting for new members.

a. Nominating Committee Composition

The Nominating Committee is an ad hoc/as needed committee of the PAT Board responsible for recommending an individual to serve as PAT Board Vice Chair. The composition of the PAT Board Nominating Committee shall be:

- PAT Board Immediate Past Chair (Nominating Committee Chair)
- 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 staff*)
- One (1) AIHA Proficiency Analytical Testing Programs staff representative

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The Nominating Committee recommendation for Vice Chair will be presented to the PAT Board during the regularly scheduled meeting in the first quarter of each calendar year. 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.
- 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 and the AIHA Proficiency Analytical Testing Programs during this service period.

Nomination Process Flowchart

PAT Board Member

Call for PAT Board nominations posted in AIHA PAT Programs Newsletter and other communication media



Candidate applications received.



Applications compiled and sent to Nominating Committee for review.



Nominating Committee convenes and candidate application evaluations begin. Nominating Committee conducts candidate telephone interviews, as necessary.



Nominating Committee makes recommendations to the Director who appoints the PAT Board Members.



New members are notified and attend virtual new PAT Board member orientation meeting.

Vice Chair

Nominating Committee considers potential candidates for Vice Chair recommendation.




Vice Chair candidate presented to PAT Board for approval; then to Director for consent.



Nominating Committee reaches consensus on alternate Vice Chair recommendation, if necessary.



Alternate Vice Chair recommendation made to PAT Board and approved by PAT Board; then to Director for consent.

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Revision History

Date	Revision	Modification(s)
10/08/2016	R2	Logo update; term length change to better match practice; link update for application
See "Date of Issue" in header	See "Revision" in header	Reformatting, no change in data