

MODULE 3A

THE TECHNICAL ASSESSMENT BOARD

This document describes the structure and function of the Technical Assessment Board (TAB).

3A.1 PURPOSE

The TAB is a Board functioning under the Source Testing Accreditation Council primarily responsible for the oversight of the STAC technical accreditation process. The TAB shall receive applications for accreditation from AETBs, appoint a technical assessor, oversee the assessment process, review the recommendations of the technical assessor and vote to grant or deny accreditation. Decisions of the TAB are reviewable by the STAC Board upon appeal by the AETB (see Module 4 for information on the appeal process).

3A.2 COMPOSITION AND TERMS

The TAB shall consist of eight members. Five members shall be from AETBs. Every effort shall be made to ensure adequate representation of both in-house and independent AETBs as well as large and small AETBs. A currently serving STAC Board of Directors member shall fill one of these five seats. Three members shall be from client organizations and/or regulatory agencies. The term of service shall be two years. The terms will be staggered so that each year, four new members will be appointed. For the initial TAB appointments, four of the members will serve one-year terms. All terms in a given year shall expire on the same date.

3A.3 APPOINTMENT

TAB members shall be appointed by the STAC Board of Directors. Each year, at least 90 days prior to the date of term expiration, the STAC Director shall issue a solicitation to STAC members and other interested parties seeking nominations for TAB membership. A TAB nomination form shall accompany this notice. Interested individuals may nominate themselves or be nominated by others. The STAC Board of Directors shall review these nominations to determine which meet the qualification criteria stated in Section 3A.4. The Board of Directors shall select the requisite number of TAB members from those in the opinion of the Board are most qualified for the position or those who will bring a unique and needed perspective to the TAB.

It is desirable to have wide participation in the TAB. While TAB members may serve more than one term, the STAC Board of Directors should give consideration to other nominees who are qualified and interested but have not yet had the opportunity to serve on the TAB.

3A.4 QUALIFICATIONS

TAB members shall have at least ten (10) years of relevant experience. For source testing members (in-house and independent) this means ten (10) years of field work performing stack tests. For client members this means ten (10) years of purchasing and/or overseeing source testing. For regulatory members, this means ten (10) years of field observation and protocol/report review. In addition, nominees must express a willingness to devote a considerable amount of time to TAB tasks including participation in conference calls and attendance at the STAC annual meeting. Nominees should also be familiar with the STAC accreditation process and the standards and practices upon which it is based.

3A.5 BOARD STRUCTURE

Each year at the first meeting after the new appointees are seated, the TAB shall elect from its membership a Chairperson. The STAC Board of Directors representative may not serve as the TAB Chairperson. The Chairperson will organize and preside over Board meetings and periodically report to the STAC Board of Directors on TAB activities and decisions.

3A.6 REPLACEMENT OF MEMBERS

If a TAB member is unable to fulfill his/her full term, the TAB Chair shall so notify the STAC Board of Directors who will make an interim appointment for the remainder of the term. Interim appointments need not go through the nomination process. If, in the opinion of the TAB Chairperson, a TAB member is not fulfilling their responsibilities (i.e. not participating in conference calls, etc.), the Chairperson may request that the STAC Board of Directors remove the individual from the TAB Board and make an interim appointment.

3A.7 VOTING

3A.7.1 A two-thirds majority of the number of TAB members eligible to vote, minus the number of abstentions, shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters regarding an AETB accreditation approval, denial or revocation.

3A.7.2 A simple majority of TAB members eligible to vote shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters other than those specified in Section 3A.7.1.

3A.7.3 A STAC Board of Directors or TAB member shall support any of his/her votes to deny or revoke accreditation by citing the specific SEMQAP policy that is the basis of the negative vote.

3A.8 CONFLICT OF INTEREST

All TAB members shall comply with the [STAC Conflict of Interest Policy](#).

3A.9 MEETINGS

TAB meetings will generally be via teleconference unless TAB members make other arrangements. The TAB will meet at least once each calendar quarter. The TAB shall conduct an annual "live" meeting in conjunction with the Source Evaluation Society (SES) conference. All TAB members must agree to attend this annual meeting as a condition of accepting a position on the TAB. This meeting will be open to all attendees of the SES conference subject to STAC and TAB confidentiality policies. Ample time will be allowed for attendees to interact with the TAB to voice questions, concerns or requests.