



Organization of Scientific Area Committees (OSAC) for Forensic Science

TERMS OF REFERENCE FOR THE QUALITY INFRASTRUCTURE COMMITTEE (QIC)

This document sets out the framework from which the Quality Infrastructure Committee (QIC) shall operate and outlines the organizational authority, composition, terms of office, tasks and practical rules regarding the QIC. In addition to these Terms of Reference, the QIC shall adhere to the OSAC Charter and Bylaws.

1. Purpose

The Quality Infrastructure Committee (QIC) shall serve as a resource to OSAC Members on quality issues, and will interface with standards development organizations, and accreditation and certification bodies as needed. The Quality Infrastructure Committee is responsible for maintaining the *OSAC Registry* and the *OSAC Catalog* of related standards.

The aim of the QIC is to coordinate the standards development, adoption and approval activities of the forensic science discipline-specific committees and subcommittees of the OSAC.

2. Roles and Responsibilities

The QIC is responsible for:

- Reviewing standards to ensure that the OSAC Standards Development and Approval processes are followed
- Maintaining the *OSAC Registry* and the *OSAC Catalog*
- Liaising with relevant accrediting bodies to facilitate incorporation of OSAC standards
- Liaising with certification bodies to incorporate discipline-specific OSAC competency standards
- Generating impact statements and mitigation strategies, when appropriate, for forensic science laboratory management to consider when implementing standards.

2.1 Task Groups

As needed, Task Groups of the QIC shall be established by the QIC Chair and their activities administered by the QIC Vice-Chair. QIC Task Groups must be chaired by a QIC Member. QIC Task Group Members may include OSAC Members and Affiliates.

3. Membership

The Quality Infrastructure Committee will consist of fifteen (15) members including accreditation and certification specialists, quality system managers, forensic science practitioners, forensic science laboratory directors and NIST standards experts. The forensic science representatives shall include five (5) representatives of the American Society of Crime Laboratory Directors (ASCLD). Additional members of the Quality Infrastructure Committee may be appointed with the approval of a two-thirds (2/3) majority of the FSSB.

4. Organizational Authority

The Quality Infrastructure Committee oversees:

- Task Groups of the QIC.

5. Operation

5.1 Executive Officers

The Executive Officers of the QIC shall consist of the Chair, Vice-Chair, and Executive Secretary. With the exception of the QIC Chair, officer positions shall be elected by QIC's Membership prior to the end of the existing term.

The QIC Chair shall manage the activities of Quality Infrastructure Committee. These duties include, but are not limited to, approval of meeting agendas, presiding over meetings, inviting guests to QIC meetings, acting as a spokesperson for the QIC, preparing and presenting QIC activities to the OSAC Forensic Science Standards Board (FSSB), and coordinating communication between the QIC and other OSAC units.

- The QIC Vice-Chair shall execute the QIC Chair's role in the absence of the QIC Chair. The QIC Vice-Chair shall manage all of its QIC Task Group activities.
- The QIC Executive Secretary shall be responsible for recording meeting participation of Members, assist with agenda development and distribution, meeting planning and facilitation, meeting minutes and document distribution.

5.2 Terms of Office

5.2.1 QIC Members

- QIC Members are appointed by the FSSB, as positions become available. (Refer to the *OSAC Charter and Bylaws* for more details on the nomination and selection process.)
- After initial staggered 2, 3 and 4 year appointments, the terms of the QIC Members shall be 3 years and shall commence at the beginning of the Federal fiscal year. Exceptions to this occur for new and vacant positions. If the position is new and increases the membership of the OSAC Unit, the appointment will be made to ensure that staggered term limits are maintained throughout the Unit. Vacant positions shall be filled by the FSSB. Replacement appointees will serve the balance of that term.
- A QIC Member may be terminated for insufficient participation or for cause specified in the *OSAC Charter and Bylaws*. Such termination requires a two-thirds (2/3) vote of the FSSB.

5.2.2 QIC Officers

- The QIC Chair is appointed by the FSSB.
- The QIC Vice-Chair and Executive Secretary are elected by a majority vote of the QIC's total Membership.
- The terms of QIC officers shall be a fixed term of three years.
- An elected officer serving a two (2) year term (as defined in 5.2.1), can be considered for reappointment for another three (3) year term and if appointed, can be eligible for reelection.
- The QIC Chair shall be appointed by the FSSB and the QIC Vice-Chair and executive Secretary shall be elected by the QIC Membership prior to the end of the existing term.

- In the event of disengagement or withdrawal of the QIC Chair, the title and all duties and obligations shall be assumed by the QIC Vice-Chair until the FSSB has appointed a new Chair.

5.3 QIC Meetings

5.3.1 Frequency

There shall be a minimum of four (4) meetings per year.

5.3.2 Venue

- The QIC may meet in person or virtually using teleconference and webconference technology.
- NIST shall approve the venue for any in-person meetings.

5.3.3 Participation

- Two-thirds (2/3) of the QIC's Membership shall represent a quorum. A quorum is required to conduct business in which a vote is required.
- All QIC Members shall attend as many meetings as possible.
- Active healthy debate is encouraged; once a decision is made, the QIC speaks with one voice.
- Up to five guests may be invited to participate in the QIC meetings. Invitations will be extended by the QIC Chair or designee for in-person meetings, invitations may only be extended after travel authorization is approved by NIST.

5.3.4 Manner of Acting

- When deemed necessary by the QIC Chair, the latest edition of Robert's Rules of Order shall be followed.

5.3.5 Agendas

- Topics may come from The FSSB Chair, SAC Chairs, SAC Subcommittee Chairs, Chairs of the Resource Committees and QIC Members.
- The agenda shall be distributed prior to the start of each QIC meeting by the QIC Executive Secretary.

5.3.6 Minutes

- The QIC Executive Secretary (or designee) shall take the minutes of QIC meetings which are to be distributed to the QIC Membership prior to, and approved by, the QIC at its next meeting.
- The minutes of each QIC meeting shall be distributed to the FSSB and the Chairs of the Resource Committees.

6. Voting

- Each Member shall have one (1) vote. QIC Members who will not be present for an in-person or virtual meeting may notify the QIC Executive Secretary of his/her vote in advance of the meeting.
- Proxy voting is permitted and contributes to the voting quorum.
- Two-thirds (2/3) of the QIC Membership shall represent a voting quorum. A majority vote of the quorum is required unless otherwise specified.
- Votes may take place during QIC meetings or via an electronic poll.

7. Representation and Communication

- The QIC Chair, or designee, shall be invited to represent the QIC at the request of NIST.
- A QIC Member shall provide public statements representing OSAC policies or positions only upon approval of NIST.

8. Amendment, Modification or Variation

These Terms of Reference may be amended, varied, or modified in writing upon a two-thirds (2/3) majority of the full FSSB.