

OSAC MEMBERSHIP NOMINATIONS AND APPOINTMENT PROCEDURE



Section 4 of the OSAC Charter and Bylaws provides the specifications for OSAC membership, which includes OSAC members and affiliates. It notes that appointments are made following this “OSAC Membership Nominations and Appointment Procedure.” Key membership provisions and authorities from the OSAC Charter and Bylaws are provided below.

1. Key Provisions

- 1.1. OSAC shall have appointed members and affiliates.
- 1.2. Each OSAC member shall be a United States citizen or lawful permanent resident of the U.S. (i.e., green card holder).
- 1.3. OSAC members are eligible for up to two consecutive three-year terms in a single OSAC unit.
- 1.4. OSAC affiliates may be U.S. Persons or international participants.
- 1.5. OSAC affiliates do not have terms or term limits.

2. Key Authorities

- 2.1. The Forensic Science Standards Board (FSSB) shall appoint members, via two-thirds ($\frac{2}{3}$) majority vote of the FSSB, for the FSSB, Scientific Area Committees (SACs), and Standards Review Panel (SRP). Note: SAC Chairs are FSSB positions, and Subcommittee (SC) Chairs are SAC positions.
- 2.2. The SACs shall appoint members, via a two-thirds ($\frac{2}{3}$) majority vote of the SAC, for their SCs.
- 2.3. OSAC unit Chairs appoint all OSAC affiliates, and affiliates serve at the pleasure of the OSAC unit Chair.

3. OSAC Membership Selection Considerations

- 3.1. OSAC units shall consider the following attributes when recommending applicants for participation as members or affiliates:
 - skill and experience – individuals who are knowledgeable in the applicable area of forensic science or a subject matter expert who can contribute to the development of standards,
 - interest – individuals must be willing to devote the energy and attention required,
 - character – individuals who have earned the confidence of others in the community, those whose reputation shall enhance the OSAC reputation within the community.
 - availability – individuals who can commit to attending meetings, working on projects, and representing the OSAC in the community,
 - employer classification – individuals who are employed by different types of organizations,

- primary job classification – individuals who hold different roles in their organizations,
- OSAC unit preference indicated by the applicant.

4. Nominations Process

4.1. FSSB, SAC, or SRP Membership

Nominations Task Group (TG) Actions

The FSSB Nominations TG shall review recommended individuals to fill vacancies on the FSSB, SACs, or SRP. The TG shall consist of the following individuals:

- FSSB members representing the professional forensic science associations,
- NIST Ex-Officio Member, who may delegate this role to another NIST staff member, and
- TG Chair, who will be selected by the FSSB Chair.

When one or more positions become open on the FSSB, SACs, or SRP, the Nominations TG shall be provided with the number of open positions to be filled in the impacted OSAC unit. The OSAC unit Chair shall provide guidance on specific applicants' attributes that may be needed to fulfill OSAC requirements for skills, experience, and balanced representation.

- The impacted OSAC unit Chair shall review the current OSAC applicant pool and provide one or more recommendations for each open position. If more than one recommendation is made, the recommendations shall be ranked.
- For FSSB professional forensic science association positions, the Nominations TG Chair shall engage with the professional association to obtain their recommended candidate.
- If the impacted OSAC unit Chair or the FSSB Nominations TG determines that a solicitation for interested applicants is needed, a public announcement can be made.

The Nominations TG shall ensure that the individual(s) recommended meet the eligibility criteria for membership. If the individual(s) do not meet the above criteria, the Nominations Task Group can contact the professional organization or the OSAC unit Chair for information or additional recommendations.

Preparation of a Slate of Selected Applicants

The Nominations TG shall provide the FSSB with a slate corresponding to the open positions no later than July 1 for FSSB, SAC, and SRP members with appointments terminating September 30th, and as needed for other vacancies.

Approval of a Slate of Selected Applicants

The FSSB shall vote to accept or reject the individual nominees within the slate. A two-thirds (2/3) majority vote of the FSSB is required. The FSSB may reject nominees only if they do not meet the eligibility criteria to fill the open position for which they are nominated.

The cause for rejection shall be clearly stated so that the Nominations TG can propose a new or partial slate.

4.2. Subcommittee (SC) Membership

The SC officers, including the chair, vice chair, and executive secretary, are responsible for reviewing recommendations to fill vacancies on the SC.

SC membership positions, the target distribution of membership, and specifics about SDO liaisons are detailed in the OSAC Charter and Bylaws Section 7.3.3.

Preparation of a Slate of Selected Applicants

When one or more positions become open on the SC:

- The impacted SC Chair shall review the current OSAC applicant pool and provide one or more recommendations for each open position. If more than one recommendation is made, the recommendations shall be ranked.
- The SAC shall be provided with the number of open positions to be filled in the impacted SC.
- The SC Chair shall provide the SAC with guidance on the specific attributes of individual applicants that may be necessary to fulfill OSAC requirements for skills, experience, and balanced representation.
- If the impacted SC Chair determines that a solicitation for interested applicants is needed, a public announcement can be made.

The SC chair shall provide the SAC with a slate corresponding to the open positions no later than August 15 for the Subcommittee with appointments terminating September 30th.

A two-thirds (2/3) majority vote of the SAC is required for approval.

5. Notification of Appointments

The corresponding OSAC unit Chair will notify applicants selected for appointment using the OSAC appointment letter stating the term and expiration date of the appointment. Selected applicants shall acknowledge receipt of the letter and accept or reject the appointment. Appointments will be sent and confirmed no later than:

- August 1 for FSSB and SAC appointments made to fill appointments terminating September 30th and within 30 days of all other appointments made by the FSSB.
- September 1 for Subcommittee appointments made to fill appointments terminating September 30th.

The corresponding OSAC unit Chair will copy or provide this correspondence to the OSAC Program Office (OPO). OPO will take all internal administrative actions to activate the appointment.