



## Organization for Scientific Area Committees (OSAC) for Forensic Science

### TERMS OF REFERENCE FOR THE SCIENTIFIC AREA COMMITTEE (SAC) SUBCOMMITTEES

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

#### 1. Purpose

The SAC Subcommittees shall bring together subject matter experts for specific disciplines to review, catalyze and propose discipline-specific standards and guidelines. The SAC Subcommittees recommend documents for approval on the OSAC Registries.

The aim of the SAC Subcommittees is to adopt, coordinate, and/or develop standards and guidelines that have sound technical merit and conform to a reasonable standards development process.

#### 2. Roles and Responsibilities

Each SAC Subcommittee will also be responsible for:

- Adopting, coordinating and/or developing discipline-specific standards and guidelines that have sound technical merit and meet a reasonable standards development process
- Identifying gaps in existing standards and best practices in the domain of the Subcommittee
- Interfacing with Resource Committees on human factors, legal and quality issues
- Communicating activities, accomplishments, issues and progress to its SAC
- Managing Subcommittee Task Groups to accomplish objectives of the Subcommittee
- Supporting the work of other SAC Subcommittees by providing advice and assistance with regard to the production of standards and guidelines
- Providing input on the creation, merger or abolishment of SAC Subcommittees.

##### 2.1 Task Groups

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

#### 3. Membership

Each SAC Subcommittee will have a maximum of twenty (20) Members. The appointment of additional Members requires FSSB approval. The target distribution of Membership is as follows:

- 70 percent practitioners

- 20 percent federal practitioners
- 30 percent state and local practitioners
- 20 percent civil and other practitioners
- 20 percent researchers and scientists which may include statisticians, measurement scientists, and accreditation and certification specialists
- 10 percent research and development technology partners and providers.

#### 4. Organizational Authority

Each SAC Subcommittee oversees and coordinates:

- Task Groups of the SAC Subcommittee.

#### 5. Operation

##### 5.1 Executive Officers

The Executive Officers of a SAC Subcommittee shall consist of the Chair, Vice Chair, and Executive Secretary.

- Each SAC Subcommittee Chair shall manage the activities of his/her Subcommittee. These duties include, but are not limited to, approval of meeting agendas, presiding over meetings, inviting guests to Subcommittee meetings, acting as a spokesperson for the SAC Subcommittee, prepare and present Subcommittee activities at public SAC meetings, and forwarding draft documents and other work products within the OSAC.
- The SAC Subcommittee Vice Chair shall execute the SAC Subcommittee Chair's role in the absence of the SAC Subcommittee Chair and shall manage all of its SAC Subcommittee Task Group activities.
- The SAC Subcommittee Executive Secretary shall be responsible for recording meeting participation of Subcommittee Members, assist with agenda development and distribution, meeting planning and facilitation, meeting minutes and document distribution.

##### 5.2 Terms of Office

###### 5.2.1 Subcommittee Members

- The terms of the SAC Subcommittee Members shall be 3 years and shall commence at the beginning of the Federal fiscal year. In the first year, SAC Subcommittee Members will draw straws for 2, 3, and 4 year terms.
- A SAC Subcommittee Member may be terminated for insufficient participation or for cause as specified in the *OSAC Charter and Bylaws*. Such termination requires a two-thirds (2/3) vote of the FSSB.
- In the event of a vacancy of any Member position(s) on the SAC Subcommittee (with the exception of the Chair), the Chair of the SAC in which the Subcommittee resides shall appoint a SAC Membership Selection Task Group composed of the Subcommittee Chair and a minimum of three (3) other SAC Members. The Membership Selection Task Group shall review all applications received for that subcommittee in the OSAC Applicant Database, nominate the replacement based on those applications, and notify all SAC Members. If the Membership Selection Task Group wishes to nominate any individual who has not applied for the position, it is permissible to ask that individual to submit an application. A majority vote of the entire SAC Membership is required to approve the replacement. The SAC Chair shall forward the notice of SAC approval to the FSSB. A majority vote of the entire FSSB Membership is required to approve the replacement. In the event

the nomination for the replacement is not approved at any stage, the SAC Membership Selection Task Group shall be notified by the SAC Chair to nominate another candidate for approval.

- Vacant positions shall be filled by the FSSB. Replacement appointees will serve the balance of that term.
- In the event of a vacancy of the SAC Subcommittee Chair position, the vacancy shall be replaced in accordance with the *OSAC Charter and Bylaws*.

#### 5.2.2 Officers

- The SAC Subcommittee Chair is appointed by the FSSB.
- The SAC Subcommittee Vice-Chair and Executive Secretary is elected by a majority vote of each Subcommittee's total Membership.
- The SAC Subcommittee Chair shall be appointed by the FSSB and the SAC Subcommittee Vice-Chair and Executive Secretary shall be elected by SAC Subcommittee's Membership as terms end.
- The terms of SAC Subcommittee officers shall be a fixed term of three (3) 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.
- SAC Subcommittee Members may only hold/fill one officer position at a time.
- In the event of disengagement or withdrawal of the SAC Subcommittee Chair, the title and all duties and obligations shall be assumed by the SAC Subcommittee Vice-Chair until the FSSB appoints a new Chair.

### 5.3 SAC Subcommittee Meetings

#### 5.3.1 Frequency

- There shall be a minimum of four (4) meetings of each SAC Subcommittee per year.
- Additional meetings may be arranged, as needed, to address issues as they arise.
- Special meetings may be called by the SAC Subcommittee Chair with 48 hours' notice.

#### 5.3.2 Venue

- Each SAC Subcommittee may meet in person or virtually using teleconference and webconference technology.
- NIST shall approve the venue for any in-person meetings.
- Virtual and in-person SAC Subcommittee meetings shall be closed to the public.

#### 5.3.3 Participation

- Two-thirds (2/3) of each SAC Subcommittee's Membership shall represent a quorum. A quorum is required to conduct business in which a vote is required.
- SAC Subcommittee Member participation is critical. All SAC Subcommittee Members shall attend as many of their respective SAC Subcommittee meetings as possible.
- Active healthy debate is encouraged; once a decision is made, the SAC Subcommittee speaks with one voice.

- Meetings will be attended by each SAC Subcommittee Member and invited guests. Up to five (5) guests may be invited to participate in the SAC Subcommittee meetings, unless an exception is approved by the FSSB. Invitations will be extended by the SAC Subcommittee 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 SAC Subcommittee 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 and Members and Chairs of the Resource Committees.
- The agenda shall be distributed prior to the start of each SAC Subcommittee meeting by the SAC Subcommittee Executive Secretary.

#### 5.3.6 Minutes

- The SAC Subcommittee Executive Secretary (or designee) shall take the minutes from their respective SAC Subcommittee meetings which are to be distributed to the SAC Subcommittee Membership prior to, and approved, by each SAC Subcommittee at its next meeting.
- The minutes of each SAC Subcommittee meeting shall be distributed to its SAC within thirty (30) days of approval.

### 6. Voting

- Each Member shall have one (1) vote. SAC Subcommittee Members who will not be present for an in-person or virtual meeting may notify the SAC Subcommittee 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 each SAC Subcommittee Membership shall represent a voting quorum. A majority vote of the quorum is required unless otherwise specified.
- A two-thirds (2/3) majority of voting members is required to forward a guideline or standard to the SAC for consideration.
- Votes may take place during SAC Subcommittee meetings or via an electronic poll.

### 7. Representation and Communication

- The SAC Subcommittee Chair, or designee, shall be invited to represent OSAC at the request of NIST.
- A SAC Subcommittee 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.