



Organization of Scientific Area Committees (OSAC) for Forensic Science

TERMS OF REFERENCE FOR OSAC TASK GROUPS (TGs)

This document describes the framework for Task Groups and outlines the authority, composition, terms of office, tasks, and practical rules regarding all Task Groups. In addition to these Terms of Reference (ToR), the Task Groups shall adhere to the *OSAC Charter and Bylaws* and the *OSAC Code of Responsibility*.

1. Purpose

Task Groups (TGs) shall bring together subject matter experts to review standards or to accomplish a specific OSAC task or priority.

2. Roles and Responsibilities

TG responsibilities may include:

- providing advice and assistance to OSAC units that are drafting standards and
- producing standardization roadmaps, documents on terminology, statements of research needs, process maps, or performing other OSAC tasks.

3. Membership

TGs shall include OSAC members and may include affiliates.

4. Organizational Authority

TGs have no organizational authority.

5. Operation

5.1 Executive Officers

Each TG shall have a chair. The chair shall manage the activities of the TG. This duty includes presiding over meetings, inviting guests to meetings, reporting on TG activities, and disseminating draft documents and other work products within the OSAC. TG documents intended for dissemination to all subcommittees or SACs or to recipients outside of OSAC may not be disseminated to these individuals or groups without prior approval from the TG's organizing unit.

5.2 Terms of Office

5.2.1 Terms of Office held by OSAC members correspond to their term of office for their OSAC role. OSAC affiliate members do not have a term of office.

5.2.2. A member may be removed for insufficient participation or for other good cause as specified in the *OSAC Charter and Bylaws*.

5.3 Task Group Meetings

5.3.1 Frequency

- Meetings may be held as needed.

5.3.2 Venue

- Each TG may meet in-person or virtually.
- NIST shall approve the venue for any in-person meetings.
- Meetings shall be closed to the public.

5.3.3 Participation

- Members shall participate in accordance with the *OSAC Unit Participation Requirements*.
- Members shall attend as many meetings as possible.
- The chair may invite guests to attend meetings. Guest invitations for in-person meetings require approval from the OSAC Program Office.
- Active, healthy debate is encouraged. OSAC processes and voting requirements support a consensus decision where different perspectives are provided an opportunity to be heard and dissenting opinions are recorded but the process moves forward after the required level of support is achieved.

5.3.4 Manner of Acting

- Meetings may be conducted without following formal rules of procedure; however, if a member objects to a procedure or the chair deems it appropriate, the latest edition of *Robert's Rules of Order* shall be followed.

5.3.5 Agendas

- Agenda items may be suggested by the FSSB chair, SAC chairs, SAC subcommittee chairs, IC chair, and TG chair and members.

5.3.6 Minutes

- A designee shall take the minutes of each meeting and distribute them to the TG members.
- The approved minutes shall be made available to the TG within ten days of approval.

6. Voting

- Two-thirds (2/3) of each TG's membership constitutes a quorum. A quorum is required to conduct business in which a vote is required.
- Voting rules are established at the outset of a TG's first meeting. OSAC affiliates cannot be excluded from voting at the Task Group level.
- Proxy voting contributes to the voting quorum.
- Votes may take place during TG meetings or via an electronic poll.

7. Representation and Communication

- The TG chair, or designee, may be invited to represent OSAC at the request of NIST.
- A TG member has no authority to make official representations about OSAC positions without the specific prior, written approval of NIST.

8. Amendments

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