RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

1.0 PURPOSE

The purpose of the Accreditation Committee and its meetings is to monitor the work of and to develop accreditation criteria for International Accreditation Service, Inc. (IAS).

2.0 MEETINGS

2.1 The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under Section 1, subject to Section 5.0 of these rules.

2.2 All scheduled meetings shall be publicly announced.

2.3 Two-thirds (2/3) of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members present is required on any action.

2.4 In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

2.5 Minutes of the meetings shall be kept.

3.0 MEETING RECORDS

An electronic record of meetings shall be made by IAS; no other audio, video, electronic or stenographic recordings of the meetings will be permitted. Visual aids (including, but not limited to, charts, overhead transparencies, slides, videos, or presentation software) viewed at meetings shall be provided by IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy. A copy of the IAS recording of the meeting and such visual aids, if any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

4.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS

Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. All written communications and submissions regarding agenda items should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and available for discussion in open session of an Accreditation Committee meeting, and shall be delivered at least twenty days before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with the provisions of this section. All such communications and submissions will be available from IAS upon written request and payment of costs associated with duplication. The materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

5.0 CLOSED SESSIONS

Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

6.0 ACCREDITATION CRITERIA

Accreditation criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations. Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing or as otherwise determined by the Accreditation Committee.

6.1 Procedure

6.1.1 New Criteria

6.1.1.1 Proposed accreditation criteria may be submitted by interested parties to IAS, and shall be developed by the IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting.

6.1.1.2 Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion at the committee meeting.

6.1.1.3 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of the posting of the public notice on the IAS website. Such
communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

6.1.1.4 Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria listed on the meeting agenda, to provide information to committee members.

6.1.2 Existing Criteria

6.1.2.1 Changes to existing accreditation criteria may be submitted by interested parties to IAS, and shall be developed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant to the procedures set forth herein, or (ii) by postal ballot, provided public notice is provided as stipulated in Section 6.1.1.2.

6.1.2.2 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed revisions to IAS within 40 days of the posting of the public notice regarding such proposed revisions to accreditation criteria. Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

6.1.3 Effective Date of Published Criteria

The effective date of approved accreditation criteria or approved revisions to existing accreditation criteria, shall be no earlier than 30 days following the public meeting.

6.2 Approval

Approval of accreditation criteria shall be as specified in Section 2.3 of these rules.