



## OFFICIAL METHODS BOARD

### TERMS OF REFERENCE

#### I. NAME:

OFFICIAL METHODS BOARD (OMB)

#### II. MISSION:

To serve the Association in a scientific and advisory capacity to foster the highest standards of scientific integrity and to maintain and advance the Association's reputation as a globally leading source for scientific information in the areas of safety and integrity of foods and other products that impact public health.

#### III. RESPONSIBILITIES:

##### General

- 1) To implement procedures adopted by the Board of Directors in accordance with the principles of the *Official Methods<sup>SM</sup>* Program as described in the Association Bylaws: Article VIII *Official Methods of Analysis*, Section 3.
- 2) To provide scientific oversight for other technical programs where applicable within the Association.
- 3) To preserve and enhance the reputation of the *Official Methods of Analysis of AOAC INTERNATIONAL (OMA)* as a trusted source of high-quality analytical methods.
- 4) To acknowledge outstanding scientific and technical volunteer activity and achievement within AOAC.
- 5) To support the Association strategic plan.

##### Chair

- 1) To organize and lead scheduled OMB meetings and ensure that all business is conducted in accordance with the AOAC ethical policies, practices, and guidelines.
- 2) To administer selection of new OMB members, with the support of the AOAC staff

liaison according to the *Process for Selecting Members of the Official Methods Board*.

- 3) To ensure that all new OMB members are introduced to, understand, and follow the guidelines for the operation of the OMB and their role and responsibilities (i.e., participation in meetings and the associated work of the OMB, including ad hoc tasks).
- 4) To appoint and dissolve working groups, sub-committees, and task forces as needed.

#### **Chair-elect and Past-chair**

- 1) To provide support for the activities of the Chair, with the Chair-elect discharging the duties of Chair if she/he is unavailable for any reason.

#### **IV. COMPOSITION AND ORGANIZATION:**

- 1) The OMB shall consist of a Chair, Chair-elect, Past-chair, Chair of the Committee on Safety, Chair of the Committee on Statistics, and up to 13 additional members. All members of the OMB shall be members of AOAC INTERNATIONAL.
- 2) The OMB represents the membership of AOAC INTERNATIONAL, and as such the composition of the OMB should reflect that of the membership of the Association. The membership of the OMB shall not be dominated by any single interest and shall be composed of members representing a balance of scientific expertise from a diverse range of international commercial, government, and academic sectors.
- 3) A quorum of the OMB shall be a minimum of two-thirds of the members present for a meeting.
- 4) The decisions of the OMB shall be based on the total number of the OMB members, in which a majority (> 50%) of the total OMB membership is required to pass a motion.
- 5) The Chair shall be appointed by the AOAC President for a 3-year term.
- 6) All members of the OMB are recommended by the Chair and appointed by the President.
- 7) The Chair-elect shall be selected according to the procedures outlined in the *Process for Selecting the Chair-elect of the Official Methods Board* guidance document.
- 8) The Chair-elect will serve up to 3 years immediately prior to the commencement of his/her term as Chair. The Past-chair may serve up to 3 years, commencing immediately after his/her term as Chair. The terms of Chair-elect, Chair, and Past-chair are independent of any time previously served as an OMB member, however OMB membership expires upon completion of the term as Past-chair.
- 9) Members shall serve for a term of 3 years and may be reappointed for one additional 3-year term. A term on the OMB need not be served in an unbroken sequence provided the total term as an OMB member is limited to 6 years. Under exceptional circumstances, OMB members whose 6-year membership has expired may be appointed by the AOAC President on an *ad hoc* basis for an additional 1-year term at the recommendation of the Chair and with the approval of the President.
- 10) New members shall be selected according to the procedures outlined in the *Process for*

*Selecting Members of the Official Methods Board* guidance document.

**V. STAFF LIAISON:**

The Executive Director of AOAC INTERNATIONAL shall assign a member of the staff to serve as staff liaison.

**VI. REVIEW SCHEDULE:**

Every 3 years.

**VII. DATE ESTABLISHED:**

1915 (as Board of Editors).

**VIII. DATES REVISED:**

10/81; 10/83; 9/84 (III); 9/85 (II, IV, V); 10/85 (III, IV); 9/86 (III); 9/87 (III, V, VI); 4/89; 5/91 (VI); 6/98; 3/99; 3/2004; 1/2010; 9/2016, 9/2020.