



New Jersey Environmental Laboratory Advisory Committee By-Laws

ARTICLE I. NAME: The name of this Committee shall be the Environmental Laboratory Advisory Committee (ELAC).

ARTICLE II. AUTHORIZATION: The Committee was established in 1993 by the New Jersey Department of Environmental Protection (NJDEP) Office of Quality Assurance (OQA). The ELAC is self-governing and operates independently of NJDEP.

ARTICLE III. PURPOSE: The purpose of the Committee is to provide NJDEP with input from a representative cross section of New Jersey accredited laboratories on matters related to laboratory accreditation and practice. The mission of the Committee is to advise the NJDEP on environmental monitoring issues relating to the NJDEP, the environment and public health.

ARTICLE IV. MISSION: The Committee shall serve as a means of communication between the NJDEP and the laboratory community. The Committee shall act as a forum for open discussion among laboratories and the NJDEP. The Committee will inform the laboratory community of its activities. The Committee will hold regularly scheduled monthly meetings to review and discuss topics of interest and concern to the laboratory community and the NJDEP. The Committee, as it deems appropriate, will comment on proposed or pending legislation and regulations. The Committee will, as it deems appropriate, issue statements concerning issues of importance to the laboratory community.

ARTICLE V. MEMBERSHIP: The ELAC is comprised of individuals who represent the interests of commercial, government, utility and not for profit, public, and private laboratories. Several members of ELAC are also members of the New Jersey Water Environment Association and/or the Association of Environmental Authorities. Committee membership is open to small, medium, large and bioassay laboratories who are all represented within the ELAC. All individuals with interests in regulatory environmental monitoring and laboratory accreditation are welcome to attend meetings.

ARTICLE VI. OFFICERS: The ELAC officers shall include a Chair and a Secretary. The ELAC officers shall be nominated and elected by the membership and shall hold office for a term of one year or until their successors are elected. It has been customary for officeholders to serve two consecutive one-year terms and for the Secretary to be elected to succeed the Chair.

A. CHAIR: It shall be the duty of the Chair to preside over and facilitate monthly meetings, to add items to the meeting agenda, to call special meetings, to form Subcommittees to address select topics, and to perform such other duties as pertain to the office of Chair.

B. SECRETARY: It shall be the duty of the Secretary to maintain the membership mailing list, record meeting minutes, to send draft meeting minutes to members for comment, to coordinate with NJDEP to post final approved meeting minutes to the ELAC website, to notify NJDEP in advance of meeting attendees, to coordinate with NJDEP on parking requests for meetings, and to perform the duties of the Chair in his or her absence. The Secretary shall also assist the Chair in the performance of such duties as may be assigned by the Chair.



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ARTICLE VII. MEETINGS: Committee meetings will be held monthly and shall be open to the public. ELAC normally meets on the 2nd Thursday of each month at the main NJDEP offices at 401 East State Street, Trenton, New Jersey. Regular meeting date and a meeting agenda template will be established on an annual basis by the Chair in coordination with NJDEP. Alternate meeting dates and additional meetings shall be called by the Chair, as needed.

Monthly ELAC meetings provide a forum for the discussion of environmental and public health issues related to regulatory environmental monitoring, laboratory accreditation, and initiatives and relevant topics by the NJDEP. The Committee serves as an information resource and collaborative discussion forum for environmental laboratories certified in New Jersey and related stakeholders on key issues of interest in New Jersey.

Those planning to attend an ELAC meeting must notify the Chair or Secretary no later than one week prior to the meeting. All meeting visitors must show one form of photo identification, or two non-photo IDs, when signing in at the NJDEP main lobby in the Trenton, New Jersey complex. All meeting visitors should be prepared to verify their identification. All meeting visitors must be escorted at all times by a NJDEP representative when in the building.

ARTICLE VIII. PUBLIC PARTICIPATION: Open time for public participation at ELAC meetings may be permitted depending upon the number of agenda items for consideration and will be at the discretion of the Chair. The Chair will limit the time for such discussions accordingly. Members may request the Committee consider whether an outside presentation shall be permitted.

ARTICLE IX. COMMITTEE REPRESENTATION: The Committee shall act as a self-governing body in all matters and only the Chair or Secretary or their designated spokesperson shall communicate with third parties on behalf of the Committee.

ARTICLE X. COMMUNICATION: The Committee meeting schedule, agenda, and minutes will be made public and will be posted to the Committee website (hosted by NJDEP) at: <http://www.nj.gov/dep/oqa/elac.html>. Information communicated in the meeting minutes is not to be used as official NJDEP policy or as an official Department notification. Contact NJDEP officials directly for official information regarding matters communicated in these minutes.

ARTICLE XI. AMENDMENTS TO BYLAWS: These bylaws may be amended, repealed, or suspended at any meeting of the Committee by a majority vote of the members present at that meeting provided that written request of such amendment, repeal, or suspension was sent to the Committee Chair and Secretary at least one month prior to the meeting.