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Policy – The Constructor Certification Commission is responsible to make and approve all changes in to its organization, operations and certification schemes.

Responsibility – Constructor Certification Commission

Reference Commission Documents – None

Procedures – The following procedures will be followed in making changes to the Commission’s organization, operations and certification schemes.

1. Proposed changes to the Commission’s organization, operations and/or certification schemes can be brought to the Commission by any member of the Board of Governors or Board of Advisors.
2. The proposed change must include a detailed description including a justification, ramifications to the existing organization, operation(s) and/or certification schemes, resulting costs/savings and a recommended implementation schedule.
3. The proposed change(s) are to be sent to the Certification Manager who in turn sends it to all Commission members, certificants and the public, through the Commission website, within 10 days of its receipt with a request for a review and comments to be sent to the Certification Manager within 30 days.
4. Within 10 days of the end of the comment period, the Certification Manager prepares a summary of all the comments received from the Commission members, certificants and the public on the proposed change(s) and sends the summary to the Commission members. In addition, the Certification Manager places the proposed change(s) on the agenda for the following month’s Commission meeting.
5. The Commission members will discuss the proposed change(s) at a regularly scheduled monthly meeting. As a result of the discussion either further discussion will be required or a vote taken on whether or not to adopt the proposed change(s).
6. If further discussion is needed, the Commission Chair will establish a plan of action along with a deadline to gather any further information and to bring the proposed change(s) to the Commission for final action.
7. If no further discussion is needed, the Commission will vote in accordance with the Commission’s Operating Guidelines for or against the proposed change(s).
8. If the vote is negative the proposed change(s) will not be implemented. If the vote is

