

## American Institute of Constructors

### Constructor Certification Commission Policy and Procedures No. 5.10

#### **Making Changes to Commission Organization, Operations and Certification Schemes**

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 affirmative the proposed change(s) will be adopted and implemented according to a plan and schedule established and approved by the Commission taking into consideration changes that may have to be made to other Commission Policies and Procedures along with any impacts that may affect any of the Commission’s members, contractors, employees, volunteers, certificants and other constituents.

9. All changes will be placed on the Commission's website and sent to all Commission's members, contractors, employees, volunteers, certificants and other constituents for their information and any needed follow up action.
10. Any needed changes that will be required of any of the Commission constituents will be monitored by the Commission for compliance in accordance with the plan and schedule noted in Item eight above for each change.
11. In cases of non-compliance, the Commission Chair will notify the respective individual(s) that they are not in compliance and have a specific amount of time, the exact amount depending on the respective change, to comply and if additional time is required because of extenuating circumstances, a formal request in writing must be sent to the Certification Manager within ten days of receipt of the non-compliance notice. The request is to include the reason(s) along with the required needed extra time.
12. The request for a time extension will be considered by the Commission at their next regularly scheduled meeting. The results of the Commission's deliberations will be communicated by the Commission Chair within five days of the Commission's decision.
13. If the respective individual(s) do not come into compliance within the designated time, the relationship with the Commission will be terminated including the removal of certification status of non-complying certificants. In this case, the respective individuals will be notified in writing within five days of the Commission decision to terminate the relationship
14. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective individual's secured Commission file.

### **Revision History**

Last Revision: 12/11/2021