

Handbook Submission Review Procedure

The following dates may be revised by the TCA Handbook Secretary or Chairman to coordinate with industry events that can provide opportunities for subcommittees to meet in person.

The deadline for all TCA Handbook submissions (new text, new methods, and revisions to existing methods) will be October 1st of the year preceding the Handbook Conference at which the submission will be considered.

TCNA will review submissions for adherence to basic submission criteria and send them, when appropriate, to the applicable subcommittee for review. For example, a submission regarding a new backer board, or a new use of an existing backer board, would be sent to the Backerboard Subcommittee. The subcommittee will be charged with identifying omissions or points in need of clarification. It is intended for the subcommittee of subject experts to aid the submitter in developing and refining a submission, before it is considered by the full Handbook Committee. This process allows the submitter to prepare for the most relevant objections and/or to gather additional information. The subcommittee must make all recommendations by December 1st.

If the submitter wishes the subcommittee to reconsider a submission, the revised submission must be received by January 2nd. The subcommittee will make its final recommendations and decide if it will endorse the submission by February 1st.

After February 1st, all submissions will be posted on the TCNA Website for review by the Handbook Committee. Sixty days will be provided for objections to be raised regarding the submissions. Discussion and attempts at resolution of an objection may begin as soon as an objection is raised. All negative comments and objections must be made within this 60-day window ending on April 1st. The submitter then has 60 days to resolve any remaining negatives.

The Handbook Conference meeting will be held the 3rd or 4th week of June. The purpose of the meeting is to provide a final opportunity for submitters to address objections to their submissions and for the Committee members to discuss any concerns in person.

Handbook Committee members are expected to arrive at the Conference fully prepared to discuss and vote on the submissions. No new negatives may be raised at the Handbook Conference, and only minimal time will be allotted for discussion, at the discretion of the Chairman.

Discussion will be limited to brief comments relating to the submissions. Those with objections will be provided an opportunity to summarize their point-of-view, with

the submitter provided an opportunity to respond. After these summary comments, the submission will be put to a vote. An 80% majority is required to pass the submission.

Voters with a potential conflict of interest are encouraged to recuse themselves from voting on applicable submissions. An organization or association represented by such an individual may appoint a proxy to vote on individual submissions.