

## 2013 TCNA Handbook

### Overview of Timeline, Procedure, Purpose, and Objectives

#### Target deadlines

NOTE: Dates may be revised by the TCNA Handbook Secretary or Chairman to coordinate with industry events that enable subcommittees to meet in person.

**January 13, 2012: First draft of submissions due;** includes new text, new methods, revisions to existing methods or text, etc.

#### **January 13—March 16, 2012: Subcommittee review and revision phase**

- TCNA will review submissions for adherence to basic submission criteria and send them, as 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 Backer Board Subcommittee.
- The subcommittee is 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.
- Conference calls, web-based meetings, and electronic forums are provided as needed to facilitate these discussions.

**March 16, 2012: Subcommittee deadline for final recommendations** and decision on whether Subcommittee endorses the submission. NOTE: Subcommittee endorsement is not required; submissions are forwarded to the Handbook Committee regardless of Subcommittee endorsement decision.

#### **March 19—June 1: Handbook Committee review and revision phase**

- TCNA forwards submissions to the Handbook Committee
- Straw votes will be conducted, as appropriate, to provide the submitter adequate opportunity to resolve negatives and make revisions. Straw votes are not final; voters may change their vote on later straw ballots or the final ballot
- All negative comments and objections must be made within this 60-day window
- Committee meeting likely to be held during Coverings, prior to start of the show

#### **June 19—20, 2012: Handbook Conference meeting**

- Location: Georgia Pacific Headquarters, Atlanta, GA
- Time: 8 a.m. to 5 p.m.
- Additional details forthcoming

## **Handbook Conference: Purpose and Procedures**

The purpose of the Handbook Conference is to provide a final opportunity for submitters to address objections to their submissions and for Handbook 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.

## **Handbook Conference: Objectives**

The TCNA Handbook serves as a guide to define valid systems for setting tile, and where possible, to provide multiple options for reliable ceramic tile installations. Additionally, where relevant, the Handbook delineates the responsibilities of the project designer, the tile installer, and other trades.

The Handbook Conference is part of the ongoing TCNA “open standards process” and as such, endeavors to represent all segments of the national tile industry. The objective of the Handbook Conference is to provide a forum for all industry sectors with an interest in tile or stone to contribute to the technical merits of the TCNA Handbook.

Changes to the TCNA Handbook should be considered if the proposed change allows the end-user additional valid and reliable options for the installation of ceramic tile, clarifies or improves a method, removes or changes methods proven to be unreliable, or allows the end-user to better understand the content of the Handbook.

All valid systems for setting tile and stone will be considered and excluded only if the Conferees believe the method lacks technical validity, field experience (minimum three years), or is proprietary. The TCNA Handbook is not a marketing document; every effort will be made to detail systems generically.