

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.1

Commission, Committees, Subcommittees Panels

professionalism in construction through certification. To take action on any matters brought before the Commission. Absence from two consecutive Commission meetings without good cause allows removal by a majority vote of the Governors.

- b. Participate, between the semi-annual Commission meetings, at least monthly on conference calls and exchange emails on special occasion as is necessary for the conduct of business of the Commission.
- c. Ratify the Treasurer's reports and to review and approve an annual budget prepared by the Treasurer for operations of the Commission
- d. Approve the appointment of committees, subcommittees, panels and task forces and receive committee reports and to review and take action on same.
- e. Research and discuss as necessary any proposed changes to the Commission's Policies and Documents and to approve any changes only by action of the Board of Governors of the Operating Procedures as provided for in the Commission's Operating Procedures.
- f. Invite trade associations and professional societies that are associated with the construction industry to nominate a practicing individual of their respective trade or profession, to be their representative on the Board of Advisors. To review such nominations and vote on approval and/or acceptance of said nominees.
- g. Contract with a management contractor to conduct the daily business of the Commission, to review performance of paid staff on an annual basis to ensure that all matters are being handled in a current and professional manner and to conduct all certification examinations and to provide for an annual review of their work
- h. Conduct all deliberations, assignments, and duties with respect to the Commission in an honorable and professional manner that will bring credit to the Commission and the certification process.
- i. Promote the Commission's certification where and when appropriate to individuals, associations, the construction industry and other stakeholders.
- j. Chair and/or serve on any of the Commission's committees, subcommittees, panels and task forces.

Board of Advisors

1. The Board of Advisors will be limited to 12 members and shall be composed of representatives of construction-affiliated trade, professional, and educational associations and other individual practitioners that wish to serve on the Commission to promote individual professionalism in the construction industry. Their broad knowledge, opinions, and observations shall serve to guide the decision making of the Commission for the sake of advancing the goal of certification. Membership on the Advisory Board shall be by invitation of the Board of Governors in accordance with the Commission's Operating Procedures (Document No. 1). No institution or association may have more than one representative at any one time on the Board of Advisors.
2. The Board of Advisors guide the decision making of the Commission, through an advisory role to advance the goal of certification. Responsibilities include, but are not limited to:

with any changes for incorporation into the development of future certification examinations. Finally, the Committee shall review the applications for certification for compliance with certification criteria; prepare and maintain the criteria for evaluating continuing professional development requirements; reviews acceptability of required continuing professional development documentation and such other duties as the Commission may assign. All work of the Committee is to be done in accordance with Document No. 85 – Skills and Knowledge Committee Operations Manual.

Examination Committee: The Committee shall have a Chair, Vice Chair, and as many members as are required to carry out its duties. All voting members on the Examination Committee must be Certified Professional Constructors and be familiar with the

responsible for planning, scheduling, and conducting all committee meetings. In addition, the Chair will be responsible to complete any needed work assigned to the committee in a timely and quality manner. Finally, the Chair will have training and assessment responsibilities as noted in Commission Policy 5.9.

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