

Research Council on Structural Connections

Procedure for Proposing Changes

Foreword: This procedure was created to establish a formal approach for the submission of ideas or proposed changes to the Specification for Structural Joints Using High-Strength Bolts. The Specification Committee desires this process to be as straightforward as possible, enabling members to communicate their ideas by attaching them to an email.

Proposed Change Process Summary: The process is a four-step process:

- 1) The Committee shall consider all changes that correct an error, improve life safety, promote economic bolting systems, improve predictable behavior, or advance efficient use.
- 2) All proposals for change are to be prepared by a member of the Specification Committee and submitted to the Chair of the Specification Committee for consideration and assignment to a task group to become an agenda item at the next committee meeting.
- 3) The task group reviews the proposal, recommends an action to the Chair of the Specification Committee, and may assist with the final preparation of a ballot item if that is the task group's recommendation.
- 4) The Specification Committee addresses the proposed revision as an agenda item of new business at their next meeting, where the proposed change is debated, accepted, and sent out as a ballot item for voting by the Specification Committee on their next ballot.

Proposal Format: Each proposed change is to contain the following information and is to be submitted on separate documents:

- 1) Author's name and contact information, e-mail address, and phone number (as a minimum)
- 2) Proposed change
- 3) Rationale or justification for change (e.g., references to research)
- 4) Proposed Commentary

Items without the above information may be considered inadequate and rejected by the Chair of the Specification Committee for further consideration.

Use the attached page to submit proposals, contact the Specification Committee Chair, or obtain a copy from the Website at www.boltcouncil.org.

RCSC Proposed Change

Name: _____ E-mail: _____

Phone: _____

Is this a new RCSC Specification Section ____ Yes ____ No

Existing RCSC Specification Section Affected: _____

Proposed Change:

Rational or Justification for Change (attach additional pages as needed):

Commentary (attach additional pages as needed):

-----For Committee Use Below-----

Date Received: _____ Forwarded: Yes /No

Approved my Specification Chair: _____

Date Sent to Specification Committee: _____

Final Disposition: _____