

## **Procedure for Submitting Proposed Changes to the MAG Specifications and Details Committee**

1. Any MAG Specifications and Details Committee (Committee) agency member or Committee advisory member can submit a change request. The change request is made by a Committee agency member or Committee advisory member to the Committee. The requestor shall identify 1) the purpose of the change and 2) provide draft copies of the proposed Specification and/or Detail CLEARLY SHOWING THE PROPOSED CHANGE(S). The proposed revision is known as a "Case for Consideration".
2. A non-Committee member may submit a proposed change through a Committee agency member or Committee advisory member or to the Chairman who will ask whether any Committee agency member or Committee advisory member is willing to sponsor the proposed change. If no sponsor is found the proposed change will not receive further consideration.
3. A copy of the proposed revision will be sent to each Committee member with the agenda packet for the next Committee meeting.
4. Each Case shall be discussed and any further changes to the Case will be reflected in Committee minutes and modifications to each Case will be reflected in subsequent agenda packets. The case sponsor shall announce his/her intention to request a vote one meeting prior to the vote.
5. A quorum of over fifty-percent of the Committee agency members shall be present and a majority vote of the Committee agency members is required for the Case to be "Recommended by the Committee". Committee advisory members will not vote on cases.
6. Cases that do not receive a majority vote shall not be resubmitted to the Committee during the following two years.
7. A case for consideration that is not voted on during the year it is introduced will receive a one-time extension to the following year.
8. A case for consideration may be withdrawn by the sponsor at any time.