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**Date:** March 5, 2007  
**To:** Owners of Version 3.1 of the U.S. National CAD Standard®  
**From:** National Institute of Building Sciences  
**Subject:** NCS Rules of Governance, Version 3.1, Appendix F – Amendment

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**NCS Appendix F – Article 1.5b**

**Remove** "Amendments to these Rules of Governance shall require the approval of 2/3 of Project Committee members whose effective date of membership is 84 or more calendar days prior to the date the proposed amendment(s) are issued for ballot."

**Add** "Amendments to these Rules of Governance shall require the approval of a minimum of 2/3 majority from non-abstention votes cast from eligible Project Committee members whose effective date of membership is 84 or more calendar days prior to the date the proposed amendment(s) are issued for ballot."

**NCS Appendix F – Article 2.8d**

**Remove** "Standing task teams shall forward promptly to the Steering Committee for inclusion in an upcoming ballot all ballot item submittals approved by 2/3 of the task team members."

**Add** "Standing task teams shall forward promptly to the Steering Committee for inclusion in an upcoming ballot all ballot item submittals approved by simple majority of the task team members. A simple majority shall consist of more than 50 percent of the non-abstention voting members. Ballot items that do not receive approval from a simple majority of the task team members shall be rejected by the task team."

**NCS Appendix F – Article 2.9b**

**Remove** the last sentence in Article 2.9b "All ballot items submitted by petition must be received by the Steering Committee no later than 7 days prior to the close of the Ballot Submission Period in order to be included in the ballot for that revision cycle."

**Add** in its place "All ballot items submitted by petition must be received by the Steering committee no later than the close of the Ballot Submission Period in order to be included in the ballot for that revision cycle."

**NCS Appendix F – Article 2.13b**

**Remove** "The Steering Committee shall provide a list of eligible voters, including their contact information, to the Project Committee prior to the Ballot Voting period."

**Add** "The Steering Committee shall provide a list of eligible voters, including their contact information, to the Project Committee prior to the Ballot Item Review Period."

**NCS Appendix F – Article 3.1a**

**Remove** "The results of a ballot to amend the NCS shall be valid only if ballots are cast by a minimum of 2/3 of eligible Project Committee members."

**Add** "Individual ballot items shall be approved and become effective upon approval of 2/3 of non-abstention ballots cast."

**NCS Appendix F – Article 3.1b**

**Remove** Article 3.1b in its entirety.