

## **Charter Bylaws**

### **No Wrong Door Tools Application Change Control Board (CCB)**

1. Projects that require 100 hours or more combined work from Peerplace and VDA or that could have a significant negative impact on system operability must have approval from CCB before development can begin.
2. CCB will review projects that fall under these criteria only after the requestor has approved a quote obtained from Peerplace for the statement of work and signed a commitment to funding.
3. CCB members present for meetings will be considered sufficient for a quorum. Majority of the vote is sufficient for the adoption of any motion. Method for voting will be by "General Consent" unless a naye is heard and then a recount would be executed by "Roll Call".
4. Chair person will be elected by the CCB voting members from the CCB voting members.
5. CCB is open to designated members. Other persons if needed to accomplish business of the meeting may be called upon. CCB meetings are internal operations of the No Wrong Door Tools Application. Internal working meetings are not subject to public participation requirements.
6. Members who attend at least 50% of the Board meetings held annually will remain in good standing. Exception to this regulation requires approval from CCB by way of a vote.