

# **Procedures for Modifying Rules and Regulations**

**A Document of the Exhibition and Event Industry  
Audit Commission**



# **RULES MODIFICATION PROCESS**

## **1.0 REQUESTS FOR MODIFICATION**

Only those Auditors currently approved by the EEIAC to perform audits may request a modification to the Rules and regulations. Any other person or entity must forward all requests to an approved auditor who can, at its sole discretion, choose to submit a request to the EEIAC Rules and Regulations Committee. All requests must be made in writing and sent to:

EEIAC Rules and regulations Committee  
Address P.O. Box 802425, Dallas, Texas 75380-2425  
Attention: Chairman  
Email address: [eeiac@exhibitionaudits.org](mailto:eeiac@exhibitionaudits.org)

## **2.0 TIMING FOR REQUESTS**

At least once each year, the Rules and Regulations Committee shall meet to consider all written requests. A notice of a Rules and Regulations Committee Meeting shall be sent to all approved audit organizations at least 45 days prior to the meeting date. All requests must be received prior to the meeting date in order to be considered.

## **3.0 REVIEW AND RECOMMENDATION**

The Rules and Regulations Committee will consider all requests for modification. Recommendations from the Committee will be submitted to the full EEIAC Board of Directors.

## **4.0 RULINGS**

The EEIAC Board of Directors will review recommendations from the Rules and regulations Committee. Approval or rejection of request will be decided by majority vote during the EEIAC Board of Directors Annual Meeting. Notice of any ruling will be sent to all approved audit organizations within 30 days of the conclusion of the Annual Meeting.

## **5.0 Appeals**

An audit organization may appeal a ruling by submitting an appeal to the address in section 1.0 of this document. Appeals must be received within 30 days of notice of the ruling. The Board of Directors will review an appeal only if new information not submitted at the time of the original request is included with the appeal. The Board of Directors will consider the appeal and make a final ruling at its next regularly scheduled meeting. The ruling on any appeal will be considered final.