



Well Control Committee Voting Procedures

Any change to or decision that will impact the WellCAP Curriculum Guidelines and/or Accreditation Criteria will undergo the following review and approval process.

Initiating Change

- Proposed changes may be initiated by a Well Control Committee member, a Well Control Subcommittee, a WellCAP-accredited Training Provider, or a member of IADC staff.
- The proposed change may be submitted verbally or in writing.
- The Chairman of the Well Control Committee will consider the change request and assign the issue to a current subcommittee, or form a new subcommittee, to review the issue.
- The subcommittee will conduct a review of the issue, and make a recommendation to the Committee relative to the proposed changes. Exact language of the proposed Accreditation Criteria change will be drafted by the subcommittee.
- The proposed change must then undergo: 1. a public comment and review process, and 2. an official vote.

Public Comment and Review Process

- The proposed change will be posted on the Well Control Committee's website.
- Notice of the proposed change and request for review comments will also be communicated to the oil and gas industry as a minimum via:
 1. IADC Drill Bits article;
 2. E-mail to all WellCAP-accredited training providers and to all Well Control Committee members;When feasible, notice of the proposed changes and request for comments shall be given at the following:
 1. IADC well control conferences held in various geographical regions (unless the proposed change impacts one geographical area), and
 2. IADC Well Control Committee meetings or workshops held in the United States.
- Review comments will be received for up to 3 months from date of first posting on the IADC website.
- Director of Accreditation and Certification will compile review comments and deliver them to the subcommittee that drafted the proposal. A synopsis of the review comments will be given at the next Well Control Committee meeting.
- All review comments received will be evaluated by the Subcommittee. The Subcommittee will revise the proposed accreditation criteria change as appropriate based on the review comments received.

- The revised proposed accreditation criteria will be posted on the IADC website for one month before an official vote is held to ratify the accreditation criteria change.

Voting Process

- The Chairman will set a date for the vote.
- The vote will take place at a Well Control Committee meeting, with absentee voting permitted prior to the meeting.
- Voting members are defined as any individual or company listed on the IADC Well Control Committee distribution list maintained by IADC. Only one person per company may vote. In the situation where more than one person is listed for a company, the company must designate an official voting member in advance of the vote.
- Notice of an upcoming vote will be sent via e-mail to Well Control Committee members and WellCAP-accredited training providers at least one month prior to the date of the vote. The date and place of the meeting at which the vote will be held will be clearly communicated in this notice.
- An absentee ballot will be sent with the announcement of the vote. A form for designating official voting member will also be sent with the announcement of the vote. Absentee ballots may be submitted to IADC up to 5 working days prior to the Committee meeting at which the vote will be held. Absentee ballots should be submitted by replying to the e-mail notice of vote or by fax to the attention of Holly Shock at (713) 292-1946.
- All attendees present at the meeting on the date of the scheduled vote will be permitted to vote. If multiple persons representing one company are present, only the vote of the official company voting member will be counted.
- Votes may be cast as affirmative, negative, or abstain.
- Votes will be counted by IADC staff and verified by the Director, Accreditation and Certification Programs.
- A simple majority of votes cast will be required to adopt the proposal.
- In the event of a tie, the Chairman will cast the deciding vote.
- Results of ballots will be reported to all Committee members and WellCAP-accredited training providers. Notice of acceptance will be reported in IADC Drill Bits, posted on the IADC Well Control Committee web page, posted on the Well Control Committee web page, and distributed as a Bulletin to all WellCAP-accredited training providers.
- Effective date of the program change will be as specified in the WellCAP Accreditation Criteria. (**Current WellCAP Accreditation Criteria require the effective date of a program change to be at least 6 months after the issuance date of the WellCAP Bulletin announcing the program change.**) All relevant WellCAP program documents and procedures will be updated prior to full implementation of the program change.

- Once an issue is decided, the issue may not be reconsidered for 2 years from the date of the vote, except in the case of a successful appeal of the decision (see Appeals Process).

Appeals Process

A decision of the Committee may be appealed by any voting member of the Committee. A written request for review of the decision should be submitted to the Director – Accreditation and Certification Programs. The decision may be appealed if there is evidence that IADC voting procedures have been violated or adverse impacts to certain individuals or groups of individual have not been previously considered. The request should name of the person petitioning for the review, state the reason for the appeal, and provide evidence supporting the request for review. The request will be submitted to the WellCAP Appeals Panel, who will review the request and issue a decision on the matter. The decision of the WellCAP Appeals Panel will be final.