

MMCD Documents Committee

Terms of Reference

Reviewed: Yearly or as required

1. Purpose & Mandate

The Documents Committee, a volunteer group, reviews and updates all MMCD publications to ensure fairness, minimize contractor risk, and support equitable dispute resolution. It also maintains templates, instructions, and general conditions in line with industry and legal standards.

2. Scope of Work

The Committee's scope includes, but is not limited to:

- Review and update MMCD publications, both printed and electronic, for editing, content, formatting, consistency and style including:
 - MMCD Volume II General Conditions, Specifications and Standard Detail Drawings
 - MMCD Design Guidelines
 - MMCD Client Consultant Agreement
 - Forms and Templates
 - Tender Preparation Templates
 - Civil 3D and Other Software Templates
 - Other Publications, as developed

3. Committee Structure

- Chairperson: Appointed by the MMCD Board or Executive Director.
- External Support: Legal, administrative, and subcommittees may assist but are not formal members.
- Quorum: Voting for proposed updates and revisions to the publications requires a minimum of 50% + 1 of current members (minimum 7), including at least 2 sponsoring representatives, 2 consultant representatives and 2 contractors.

4. Selection & Tenure

- MMCD members may be invited to volunteer based on expertise and sector representation.

- Invitations may be made by current members or stakeholders based on the size and balanced representation of the Committee.
- Experience: Minimum 5 years' experience as Owner, Contractor, or Consultant (or combination thereof).
- Typical term: 2 years, renewable upon review.

5. Responsibilities & Duties

- Attend and actively participate in meetings, in person or by electronic means.
- Assist in answering questions submitted to the MMCD
- Review and provide feedback on MMCD documents and forms.
- Engage stakeholders for input and issue identification.
- Review potential additions, deletions, and supplementary clauses for General Conditions (or other MMCD Documents) as suggested by the MMCD community
- Receive reports from technical committees regarding technical content revisions
- Receive reports on publication sales and inventories of MMCD documents
- Oversee contracts for consulting, publishing and other matters related to the Committee
- Maintain confidentiality and act in the MMCD Association's best interest.
- Promote MMCD Tender Documents and participate in training as appropriate.
- Prepare a progress report on the work of the Committee for the Board

6. Meetings

- Frequency: Bi-weekly (every 2 weeks), or more as needed; at least quarterly for strategic reviews.
- Format: In-person or virtual.
- Agenda: Prepared by Chairperson and distributed one week in advance.
- Minutes: Recorded by administrative support and circulated within one week.

7. Typical Agenda Topics

- Review and update MMCD standard drawings.
- Modernizing tendering processes to allow for digital submissions (e-bonding, electronic signatures, online submissions).
- Tendering and contract administration updates.
- Specification and clause updates (e.g., GC revisions, unforeseen market conditions).
- Quality control and assurance definitions and testing frequency tables.
- Review and adoption of universally accepted specifications and drawings

8. Reporting & Review

- Prepare progress reports for the Board as required (e.g. for the AGM).
- Prepare supplemental updates for Board approvals.
- Yearly review of Terms of Reference with recommendations submitted to the Board.
- Annual acceptance of Terms of Reference at the first meeting each year.

9. Governance Alignment

Committee operations must comply with MMCD Bylaws and Constitution, including adherence to Association objectives, reporting requirements, and procedures for committee creation and dissolution.

- Membership: 9–15 members with balanced representation from Owners, Contractors, and Consultants.

Effective Date: November 2025