**Section 1210.180 Procedures for Amending Certifications**

a) An exclusive representative shall file a petition with the Board to amend its certification whenever there is a change in its name or structure. An employer or exclusive representative shall file a petition to amend a unit certification whenever there is a change in the employer's structure or when the certification incorrectly identifies the bargaining unit or contains any other errors. The petition shall be served by the Board on any employer, or exclusive representative, who is not the petitioner. The petition shall be signed, under penalty of perjury, and shall contain:

1) the name, address and telephone number of the employer;

2) the name, address, telephone number and affiliation, if any, of the exclusive representative, as certified by the Board;

3) the name, address and telephone number of petitioner's representative;

4) a description of the proposed amendment; and

5) the reasons for the proposed amendment.

b) The employer shall post a Notice to Employees of the proposed amendment in accordance with Section 1210.170(c).

c) Interested persons, including the employer, may file objections to the proposed amendment with the Board during the posting period. Objections shall be served on the petitioner prior to, or simultaneously with, filing with the Board.

d) If, at the conclusion of the posting period, no objections have been filed, the Board may approve or disapprove the amendment or take any other action necessary to effectuate the purposes and policies of the Act.

e) If objections have been filed during the posting period, the Board shall proceed in accordance with Section 1210.170(e).

(Source: Amended at 27 Ill. Reg. 7393, effective May 1, 2003)