

ICC CODE ACTION COMMITTEES

RULES AND PROCEDURES

September 15, 2011

The following Rules and Procedures have been developed by ICC to guide ICC Code Action Committees in the drafting of code change proposals and participation in the 2012/2013 Cycle.

These Rules & Procedures are subject to periodic review and update from time to time by ICC.



SCOPE

The ICC Board has approved the creation of Code Action Committees to review and propose revisions to the International Codes relative to the scope of each CAC. CAC's are regulated, including their respective scopes, by ICC Council Policy 31.

CAC COMMITTEES AND WORK GROUPS

The members of the CAC's were appointed by the ICC Board. Where specific focus, interest or regional considerations are needed, the CAC's will establish Work Groups (WG) of interested parties who will develop work product for consideration by the CAC. With the exception of Fire Code Action Committee Regional Work Groups, the WG's are chaired by members of the CAC.

CODE CHANGE/PUBLIC COMMENT DRAFTING PRINCIPLES

The following principles shall guide the effort. These principles are not keyed to any importance hierarchy and are not intended to be all inclusive:

- Mandatory language which is suitable for adoption for multiple levels of regulatory need.
- Compatible and coordinated with the family of I-Codes in order to provide a comprehensive adoptable package of regulatory requirements.
- Include both a simplified prescriptive approach whenever possible as well as performance options.
- Not be an unreasonable barrier to innovation.
- Result in a regulatory framework with local/state/federal regulations in mind.
- Provide criteria to measure compliance.
- Refer to referenced standards where deemed necessary. The determination to reference a standard shall include an assessment as to whether such reference is preferred over including requirements into the body of the code. The scope and application of reference standards shall be clearly identified. Referenced standards shall meet the criteria contained in Council Policy 28 – Code Development.
- Founded on the following I-Code principles:
 - Protect public health, safety and welfare
 - Provisions should not unnecessarily increase construction costs
 - Provisions should not prohibit the use of new materials, products or methods of construction
 - Provisions should not give preferential treatment to particular types or classes of materials, products or methods of construction

FORMAT

The code change/public comment format shall:

- Be compatible and consistent with the family of I-Codes
- Include section titles which are considered editorial and must not be relied upon to establish the scope or application of code requirements.
- Include text which is gender neutral

ASSIGNMENT OF COPYRIGHT

Any and all materials developed in drafting of code change proposals and public comments shall be copyrighted by the ICC. CAC members, Work Group members and participants shall agree to waive copyright protection for the benefit of the ICC, including language developed from a code, standard or work product copyrighted by the individual's organization. Under no circumstances will text be copied from another standard or work product without permission and subsequent copyright being held by ICC.

SCHEDULE

ICC shall develop and maintain a schedule which shall be periodically reviewed and updated. The schedule shall incorporate the following key procedural elements/milestones:

- Hold the number of meetings necessary to develop the code change proposals for both Group A and Group B codes.
- Submit code change proposals for Group A codes by the January 3, 2012 deadline
- Participate in the 2012 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.
- Submit code change proposals for Group B codes by the January 3, 2013 deadline
- Participate in the 2013 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.

MEETING LOGISTICS

ICC shall be responsible for the meeting logistics of both the CAC's and Work Groups.

- All meetings shall be in accordance with ICC Council Policy # 7 – Committees and Councils
- All meetings shall be open meetings. The level of participation by interested parties shall be at the discretion of the Chair. All participants shall identify their business and proprietary interests when participating.
- A majority of the voting members of the CAC shall constitute a quorum at any meeting of the CAC. A formal vote need not be taken if consensus is achieved on an issue. Where a vote is necessary, a majority of those voting members present and voting shall be required for such action. Work Groups shall proceed in a similar effort to reach consensus and shall operate under informal committee procedures. The product developed by the WG's will be subject to review and approval by the CAC.
- The dates and locations of all meetings shall be determined by ICC, to determine the most cost-effective alternatives.
- Teleconferences are anticipated on an as-needed basis.

COMMUNICATION LOGISTICS

ICC shall be responsible for communications between the CAC, Work Groups, interested parties and the public. Only the ICC may make official statements with respect to the CAC.

- A website will be established and populated with material that is to be publicly available
- An interested party e-mail distribution list will be developed
- All documents will be in electronic format only. Hard copies will not be made available.

ROLE OF STAFF

The staff of ICC shall:

- Act in a non voting support role to the CAC
- Act as a technical resource to the CAC
- Act in a project management function in consultation with the Chairs of the respective CAC's in order to maintain the established schedule
- Be responsible for the development of applicable documents
- Be responsible for identifying and securing meeting locations and logistics