

# **ICC AD HOC COMMITTEE ON TALL WOOD BUILDINGS (AH-TWB)**

## **RULES AND PROCEDURES**

July 6, 2016

The following Rules and Procedures have been developed by ICC to guide the ICC Ad Hoc Committee on Tall Wood Buildings in the drafting of code change proposals for the 2018/2019 Cycle.

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

## **PROJECT SCOPE**

In December/2015, the ICC Board established the ICC Ad Hoc Committee on Tall Wood Buildings noting the purpose of the ad hoc committee is to explore the building science of tall wood buildings and investigate the feasibility of and take action on developing code changes for tall wood buildings.

This scope will require further refinement by the committee.

## **AD HOC COMMITTEE**

The Board has determined that the effort is to be undertaken by the newly formed Ad Hoc Committee on Tall Wood Buildings (AH-TWB). In making the committee appointments, the Board recognized the need to have a consensus committee comprised of the necessary balance of stakeholders including:

- Representatives from building construction material industries
- Building and Fire Officials
- Architects and engineers
- Fire protection experts
- Other construction related stakeholders

Key to the development of code change proposals will be the involvement of stakeholders with the expertise to assist the AH-TWB in the effort. The AH-TWB has the authority, in working through ICC staff, to establish Work Groups (WG) of interested parties who will be assigned topics by the AH-TWB. Work Groups shall proceed in an 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 AH-TWB. The WG's will be chaired by members of the AH-TWB. Work Groups will conduct business via conference calls.

## **CODE CHANGE 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 were 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

## **FORMAT**

The code change 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

## **DRAFTING PROCESS**

The process will utilize resource documents identified by the AH-TWB, some which may require investigation and development, which support the scope of the effort. The AH-TWB shall determine the content of the code change submittals. ICC shall provide editorial support to maintain consistency with I-Code format.

## **ASSIGNMENT OF COPYRIGHT**

Any and all materials developed in drafting of code change proposals shall be copyrighted by the ICC. AH-TWB members, Work Group members and participants shall agree in writing 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, unless provided for in ICC agreements with source material providers.

## **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 (2018) and Group B (2019) codes. Two to four meetings (each 2 – 3 days) a year are anticipated during the period of July/2016 – October/2019.
- Submit code change proposals for Group A codes by the January/2018 deadline
- Participate in the 2018 cycle of code development in accordance with ICC's Council Policy 28 including code change/public comment submittals and participation in the

Committee Action and Public Comment Hearings, in accordance with the scope of the effort.

- Submit code change proposals for Group B codes by the January 2019 deadline
- Participate in the 2019 cycle of code development in accordance with ICC's Council Policy 28, including code change/public comment submittals and participation in the Committee Action and Public Comment Hearings, in accordance with the scope of the effort.

## **MEETING LOGISTICS**

ICC shall be responsible for the meeting logistics of both the AH-TWB 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 AH-TWB shall constitute a quorum at any meeting of the AH-TWB. 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.
- The dates and locations of all AH-TWB meetings shall be determined by ICC, to determine the most cost-effective alternatives.
- Teleconferences for both the AH-TWB and Work Groups are anticipated on an as-needed basis.

## **COMMUNICATION LOGISTICS**

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

- A website has been established and will be populated with material that is to be publicly available. Materials subject to a copyright not held by ICC shall not be posted unless permission is secured by the individual requesting the posting of the document.
- An interested party e-mail distribution list has been developed.
- All documents will be in electronic format only. Hard copies will not be made available.

## **ROLE OF STAFF**

The staff of ICC who are not members of the committee shall:

- Act in a non-voting support role to the AH-TWB
- Act as a technical resource to the AH-TWB
- Act in a project management function in consultation with the Chair in order to maintain the established schedule
- Be responsible for the development of meeting minutes and drafts
- Be responsible for identifying and securing meeting locations and logistics