



# CP#12A-25 – ICC Consensus Procedures (ANSI)

Approved: 02/05/2025 | Revised: N/A

## 1.0 Due Process:

- 1.1 The International Code Council (ICC) adheres to the consensus procedures of the American National Standards Institute (ANSI) as set forth in ANSI Essential Requirements: Due process requirements for American National Standards, latest edition, hereafter referred to as “ANSI Essential Requirements.”

## 2.0 Appeals:

- 2.1 ICC adheres to the ANSI appeals criteria set forth in ANSI Essential Requirements, latest edition. All procedural matters in these Procedures and ICC Council Policy 7 – Committees and Members are appealable as set forth herein.

## 3.0 ICC Consensus Committees:

- 3.1 ICC Consensus Committees shall be informed of these ICC Consensus Procedures and shall comply with ICC Council Policy 7 – Committees and Members. Where there are conflicting or overlapping requirements between ICC Council Policy 7 and the ICC Consensus Procedures, the requirements within the ICC Consensus Procedures shall apply to ICC standards development committees. Each such committee may develop additional pr.6 (C)2.6 (opm)-6 6 (i)2.666.6 ( )11.3 (i)2.6 ((C)2.66 (h )11.22.6 (r)-6 (es)8. (e)10.6 ( pr)-6o

## 4.0 Procedures for ICC Consensus Committees:

- 4.1 General: These procedures are designed to meet the requirements for due process and development of consensus for approval of standards developed under the ICC Consensus Procedures and for approval as an American National Standard in accordance with the ANSI Essential Requirements.
- 4.2 Organization of the Committee: The Committee shall consist of its members and an ICC appointed Secretariat (ICC Secretariat). It shall have a title, scope, and an interest classification system for its members. The membership shall be sufficiently diverse to ensure reasonable balance without dominance or imbalance by a single interest category, individual or organization. No single interest category should constitute more than 1/3 of the membership of any committee.

### 4.2.1 Interest Categories:

Category	Description
A Builder:	Individuals assigned to the Builder Interest category are those who represent the interests of an entity, including an association of such entities that builds, installs or maintains an assembly or system subject to the provisions within the committee scope.

Category	Description
B Consumer:	Individuals assigned to the Consumer Interest category are those who represent the interests of an entity, including an association of such entities that represent the ul rep of the se210145bly or yste210145 object to the p4166 (ov)-2 (i)2.7 (s)-2 (i)2.6 (ons)-2 ( w)2.6 (i)

Category

Description

H User:

- 4.3.3.7 Complying with committee procedures and revisions thereof;
- 4.3.3.8 Other matters requiring committee action as provided in these procedures.

4.3.4 ICC Secretariat. The ICC Secretariat shall:

- 4.3.4.1 Organize the committee;
- 4.3.4.2 Apply for committee accreditation by ANSI and maintain accreditation in accordance with the ANSI Essential Requirements, including submission of the committee roster;
- 4.3.4.3 Develop a standard development schedule;
- 4.3.4.4 Oversee the committee's compliance with these procedures;
- 4.3.4.5 Maintain a roster of the committee and a list of standards for which the committee is responsible;
- 4.3.4.6 Provide a committee secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards, and maintenance of adequate records;



- 4.6.1.2 The subgroup is responsible for assisting the committee (e.g. draft all or a portion of a standard, drafting responses to comments, draft positions on international standards, or other purely advisory functions).
- 4.6.2 Approval of Standards. Draft standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the

purposes of maintaining deliverables on time. The chair may provide input to the schedule and henceforth require adherence to the schedule upon the committee.

The committee may be formed as a standing committee for purposes of continuous maintenance of an American National Standard according to the established and documented time schedule and pursuant to ANSI essential requirement 4.7.2.

For multiple Standards, a single committee may be responsible for some or all of such Standards.

When either a new standards project or standard revision project is being undertaken, the ICC Secretariat shall post a solicitation notice inviting interested parties to be added to an email distribution list in order to receive standard related notices.

- 4.8.1 New Standard Project. Either the ICC Secretariat or the committee shall prepare the Initial Draft. In both cases, the committee may approve the Initial Draft prior to soliciting public input.
- 4.8.2 Standard Revision Project. The ICC Secretariat shall use the current standard edition as the Initial Draft.
- 4.8.3 Soliciting Initial Draft Public Input. Public input is requested to allow interested parties to aid the committee in developing the First Draft. The ICC Secretariat shall post the Initial Draft to the ICC website for public input for a period not less than 30 days. Notification of the solicitation shall also be in the applicable ICC electronic publications. All interested parties on the email distribution list shall receive notification of the solicitation.
  - 4.8.3.1 Format of Initial Draft Public Input. Public input shall be submitted on ICC Public Comment forms in strike-out/underline format and shall

- 4.8.3.4.1 Public Comment Draft Option. At the discretion of the Project Team, in lieu of preparing the First Draft, the ICC Secretariat is permitted to prepare Public Comment Draft #1 to solicit public comments in accordance with Section 4.8.5. The Public Comment Draft #1 shall incorporate all text revisions based on approved committee actions from Public Comment consideration.
- 4.8.4 Soliciting First Draft Public Input. Public input is requested to allow interested parties to aid the committee in developing Public Comment Draft #1. The ICC Secretariat shall post the First Draft to the ICC website for public input for a period not less than 30 days. Notification of the solicitation shall also be in the applicable ICC electronic publications. All interested parties on the email distribution list shall receive notification of the solicitation.
- 4.8.4.1 Format of First Draft Public Input. Public input shall be submitted on ICC Public Comment forms in strike-out/underline format and shall include a reason for the revision, deletion or new requirement. The comment shall indicate the applicable section numbers being addressed.
- 4.8.4.2 Preparing First Draft Public Input for Committee Consideration. The Project Team shall review all comments submitted and make efforts to resolve the comments with the commenters. In order for comments to be resolved, the commenters shall indicate so in writing. The Project Team shall prepare a report for the committee with recommendations on the disposition of the comments, including all comments received in accordance with Section 4.8.3.4.
- 4.8.4.3 First Draft Public Input Consideration. The ICC Secretariat shall schedule a committee meeting at which the committee shall consider the report prepared by the Project Team. A Committee Actions Report (CAR) shall be developed by the ICC Secretariat and distributed to the input commenters for a 30 day review during which time the commenter can submit additional comments if the commenter does not believe the committee action resolved their issue. Items that were disapproved during Initial Draft consideration that have been disapproved during First Draft input consideration are considered (i) 2.6 (on) 6 (t) 6.6 (hei (or)-6 E





- 4.9.4.2 Approval of revision or addendum to part or all of a standard;
  - 4.9.4.3 Approval of change of committee scope. Where approved, a change of committee scope shall be subject to ICC Board of Directors approval.
- 4.9.5 Authorization of Letter Ballots. A letter ballot may be authorized by any of the following:
- 4.9.5.1 Majority vote of those present at a committee meeting;
  - 4.9.5.2 The chair;
  - 4.9.5.3 The secretariat;
  - 4.9.5.4 Petition of five or more members of the committee.
- 4.9.6 Disposition of Views and Objections on First Draft. Prompt consideration shall be given to the expressed views and objections of all participants commenting on the First Draft in accordance with Sections 4.8.4.2 and 4.8.4.3. The Project Team shall make an effort to resolve all expressed objections and each objector shall be advised in writing of the disposition of the objection and the reasons therefor. If resolution is not achieved, each objector shall be informed in writing that an appeals process is available in accordance with these procedures.

Unresolved objections along with attempts at resolution and negative ballot comments, shall be reported to the committee members as a recirculation ballot, in writing, in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within two weeks. Membership intending to change their vote shall notify the ICC Secretariat in writing of their intention.

After balloting and recirculation balloting are complete, all approved text revisions shall be included in Public Comments Draft #1 to be processed in accordance with Sections



4.12.1 When approved by the ICC Board of Directors, the secretariat shall notify ANSI that the standard project is being abandoned. Procedures for discontinuance of standards projects shall be in accordance with Section 4.2.1.3.3 of the ANSI Essential Requirements.

#### **4.13 Interpretation of Standards**

4.13.1 Written inquiries requesting an official interpretation of the committee's approved American National Standards shall be processed in accordance with the policy and procedures of the committee contained in the appendix. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

#### **4.14 Appeals**

Parties who are directly and materially interested in and who have been or will be adversely affected by any procedural action or inaction by a standards developer with regard to the development of a proposed American National Standard or the revision, reaffirmation, or withdrawal of an existing American National Standard, have the right to appeal. The burden of proof shall be on the party appealing. The burden of proof shall be on the party appealing.

and impartiality of ICC's processes and procedures. No person shall serve on an appeals panel in connection with an appeal where that person (a) has performed any investigative or other functions directly related to the matter being appealed, (b) has a financial, property, business or personal interest in the matter being appealed, or (c) has an actual or apparent conflict of interest in connection with the matter being appealed. At least two members of an appeals panel shall be acceptable to the appellant, and at least two members of an appeals panel shall be acceptable to the respondent. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, the matter may be referred to the Codes and Standards Council which shall appoint members of that appeals panel.

- 4.14.5 Conduct of the Hearing. The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the ICC secretariat took all actions in compliance with 3t act6Btsha.3 ( )2.6 (anc) meatrhd

## **APPENDIX A: Interpretation Policy and Procedures**

### **1.0 Purpose.**

The purpose of the committee's activity is to provide official comments on the meaning and intent of the provisions of the American National Standard for which the committee is responsible. It shall be the responsibility of the committee to review and ballot on

4.2 Second Ballot: Sixty Seven percent (67%) approval votes are required on the second ballot for acceptance. If there are less than sixty seven percent (67%) approval votes, the interpretation request shall be considered unresolved pending action in 4.3.

4.3 Unresolved Interpretations: Unresolved requests for interpretations shall be rewritten by the Secretariat, after due consideration of negative comments, and resubmitted for voting in accordance with 4.1 and 4.3. Should this re-voting fail to gain the necessary sixty seven percent (67%) positive votes, the Secretariat shall notify the requesting party in writing, citing the negative comments as reason for failure to reach a committee consensus, and a committee interpre10.5 ( r)025 ( t)-6.6ion (es)-2 (ol)2.6 (v)-2 (ed )1uomi th