

- 1.1. This policy gives specific procedures regarding the development and maintenance of standards developed by the ICC pursuant to the ICC Standard Development Consensus Procedures.
- 1.2. This Policy is in addition to the requirements set forth in CP#12 – ICC Standards Development, which provides general guidance regarding the development and update of all ICC Standards.

2. **Approach:** The International Code Council (ICC) adheres to these consensus procedures when it develops voluntary consensus standards.
3. **General Procedures for Committees:** These procedures are designed to meet the requirements for due process and development of voluntary consensus standards under these Procedures and the guidance of the Office of Management and Budget (OMB) Circular No. A-119.
4. **Organization of Committees:** The Consensus 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 goal of the committee is to 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.

- 4.1.7. Standards Promulgator/Testing Laboratory:** Individuals assigned to the Standards Promulgator/Testing Laboratory Interest category are those who represent the interests of an entity, including an association of such entities, that provides independent standards promulgation or laboratory testing of an assembly or system subject to the provisions within the committee scope.
- 4.1.8. User:** Individuals assigned to the

5.4. Project Team. The Project Team shall at a minimum consist of the ICC Secretariat and one or more committee members. Formation of the Project Team is referenced in Section 8.0. The Project Team:

- 5.4.1.** Reviews and attempts to resolve proposals, comments and objections;
- 5.4.2.** Makes recommendations to the committee with regard to the disposition of input and public comments;
- 5.4.3.** Makes recommendations to the committee with regard to proposals, comments and objections that may need to be considered during the next standard revision cycle based on technical complexities or timing issues related to the standard development schedule;
- 5.4.4.** Reviews committee membership issues such as committee resignations, non-participation, conflicts of interest or other violations of ICC Council Policies. The Project Team shall make recommendations regarding these issues to the ICC Secretariat;
- 5.4.5.** Reviews and makes recommendations to the ICC 10.5 (k)-0.004 .46d Tw -21.435 -1.16 (n(t)-6.6

- 7.3. Review of Membership.** The ICC Secretariat shall review the membership list periodically with respect to the criteria identified in this section. Members are expected to actively participate in committee obligations. Where a member is found in habitual default of these obligations, the ICC Secretariat shall direct the matter to the ICC Board of Directors for appropriate action, which may include termination of membership.
- 7.4. Interest Categories.** All appropriate interests that might be directly and materially affected by the standards activity of the committee shall have the opportunity for fair and equitable participation without dominance or imbalance by any single interest, individual or organization. The interest categories are subject to revision by the ICC Board of Directors.
- 7.5. Membership Roster.** The ICC Secretariat shall maintain a current and accurate committee roster, which it shall make available on the ICC website. The roster shall include the following:
- 7.5.1.** Title of the committee and its designation;
 - 7.5.2.** Scope of the committee;
 - 7.5.3.** Secretariat: name of organization, name of secretary, and address(es);
 - 7.5.4.** Officers: chair and vice-chair;
 - 7.5.5.** Member's name, representation and business affiliation.

9.2. Open Meetings. Meetings of the committee and subgroups shall be open to all members and others having a direct and material interest. At least four weeks' notice of scheduled in-person

- 10.11. Incomplete Proposals.** When a proposal is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the Secretariat shall notify the proponent of the specific deficiencies and the proposal shall be held until the deficiencies are corrected, with a final date set for receipt of a corrected submittal. If the Secretariat receives the corrected proposal after the final date, the proposal shall be held over until the next standard development cycle.
- 10.12. Preparing Initial Draft Public Input for Committee Consideration.** The Project Team shall review all comments submitted and prepare a report for the committee with recommendations on the disposition of the comments and proposals.
- 10.13. Initial 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 proponents for no less than 30 calendar days of review, during which time the proponent can submit additional comments if the proponent does not believe the committee action resolved their issue. Items that do not receive additional comments during this period are considered resolved. Comments received during this period will be considered as input to the First Draft.
- 10.14. Preparation of First Draft.** The ICC Secretariat shall prepare the First Draft, which shall incorporate all text revisions based on approved committee actions from Public Input Consideration.
- 10.15. Substantive Technical Changes.** If there are substantive (i.e., technical) changes or modifications to the verbiage of the First Draft as a result of committee action on the Initial Draft comments, then the ICC Secretariat shall post the First Draft to the ICC website for a public review period of not less than 30 calendar days of the first draft only. 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. If there are no substantive technical changes or modifications to the verbiage of the First Draft as a result of committee action on the Initial Draft comments, then the applicable portions of the CAR shall be balloted to the committee. Comments received during this period will be considere

- 11.5. Authorization of Letter Ballots.** A letter ballot may be authorized by any of the following:
- 11.5.1.** Majority vote of those present at a committee meeting;
 - 11.5.2.** The chair;
 - 11.5.3.** The ICC Secretariat;
 - 11.5.4.** Petition of five or more members of the committee.

A "letter ballot" may be administered by any means (including electronic) which records the issue(s) being balloted and the individual votes or all the eligible voting members.

- 11.6. Disposition of Views and Objections on Initial and First Drafts.** Prompt consideration shall be given to the expressed views and objections of all participants commenting on the Initial and First Drafts. 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 10 calendar days. Members intending to change their vote shall notify the ICC Secretariat in writing of their intention. Recirculation of negative votes shall be limited to the following:

- 11.6.1.** Support of unresolved ballot or public review comments; and
- 11.6.2.** Disagreement with any changes introduced to the standard.
- 11.6.3.** After balloting and recirculation balloting are complete, all approved text revisions shall be included to complete the final draft.
- 11.6.4.** Comments received within the specified comment period that are not related to the proposal being considered shall be retained and considered as new proposals during the next development cycle. The submitter of the comment shall be so notified.
- 11.6.5.** When the above process is completed, comments received subsequent to the closing of the public review and comment period may be considered, or they shall be considered at the next review.

- 11.7. Report of Final Result.** The final result of the voting shall be reported to the committee. Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be finalized.

12. Withdrawal of Standard: The ICC Board of Directors is authorized to withdraw a standard.

13. Discontinuance of Standard Projects: When approved by the ICC Board of Directors, the ICC Secretariat shall notify the committee and make public notice of the discontinuance of the standards project.

14. Appeals:

- 14.1.** Any person may appeal an action or inaction that occurred in the course of the development of a standard. Appeals shall be limited to matters of process and procedure and should not address the relative merits of technical matters.
- 14.2.** Each specific action or inaction that the appellant asserts was in violation of a process or procedure shall constitute a separate appeal.
- 14.3. Federal Preemption Issues:** Federal preemption issues shall be handled through the procedures set forth in CP#49, not through the appeals process set forth in this policy.
- 14.4. Scope and Intent Issues:** If an individual has a question about whether a proposed provision

APPENDIX A: Interpretation Policy and Procedures

Purpose.

