CP#12C-25 – ICC Standards Development Consensus Procedures

Approved: 02/05/25 | **Revised:** N/A

1. **Purpose of Council Policy:** In order to accomplish the ICC mission of providing a coordinated and comprehensive set of model codes as well as regulatory documents supporting the built environment, it is necessary to assure the availability of acceptable standards.
   - **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. Interest Categories**: The following interest categories shall be used to classify committee members.
     - **4.1.1. 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.
     - **4.1.2. 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 ultimate purchaser of the assembly or system subject to the provisions within the committee scope.
     - **4.1.3. Government Regulator**: Individuals assigned to the Government Regulator Interest category are those who represent the interests of an entity, including an association of such entities, representing the entities that promulgate or enforce the provisions within the committee scope.
     - **4.1.4. Insurance**: Individuals assigned to the Insurance Interest category are those who represent the interests of an entity, including an association of such entities, that insure subject to the provisions or voluntarily utilize the provisions within the committee scope, including insurance related inspection agencies.
     - **4.1.5. Manufacturer**: Individuals assigned to the Manufacturer Interest category are those who represent the interests of an entity, including an association of such entities, that produces an assembly or system subject to the provisions within the committee scope.
     - **4.1.6. Public Segment**: Individuals assigned to the Public Segment Interest category are those who represent the interests of an entity, including an association of such entities, that represent a particular group of the public that benefits from the assembly or system subject to the provisions within the committee scope.

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 User Interest category are those who represent the interests of an entity, including an association of such entities, which is subject to the provisions or voluntarily utilizes the provisions within the committee scope, including designers, architects, consultants and building owners.

4.1.9. Utility: Individuals assigned to the Utility category are those who represent the interests of an entity, including an association of such entities, which supplies power or water or accepts wastewater from an assembly or system subject to the provisions within the committee scope.

5. Responsibilities

5.1. ICC Board of Directors Responsibility. The ICC Board of Directors shall:

5.1.1. Approve initiation of a standard project;
5.1.2. Adopt committee procedures and revisions thereof;
5.1.3. Appoint new committee members;
5.1.4. Approve termination of the committee;
5.1.5. Approve withdrawal of an existing standard;
5.1.6. Approve discontinuance of standard projects; and
5.1.7. Approve a change in the committee or Standard scope.

5.2. Committee Members. The committee members shall be responsible for:

5.2.1. Developing proposed Voluntary Consensus Standards within the scope of the committee;
5.2.2. Voting on approval of proposed Voluntary Consensus Standards within the scope of the committee;
5.2.3. Considering and acting on identified views and objections;
5.2.4. Maintaining the Voluntary Consensus Standards developed by the committee;
5.2.5. Complying with committee policy and procedures for interpretations of the Voluntary Consensus Standard(s) developed by the committee;
5.2.6. Responding to requests for interpretations of the Voluntary Consensus Standard(s) developed by the committee;
5.2.7. Complying with committee procedures and revisions thereof;
5.2.8. Other matters requiring committee action as provided in these procedures.

5.3. ICC Secretariat. The ICC Secretariat shall:

5.3.1. Organize the committee;
5.3.2. Develop a standard development schedule;
5.3.3. Oversee the committee's compliance with these policies and procedures;
5.3.4. Maintain a roster of the committee and a list of standards for which the committee is responsible;
5.3.5. 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;
5.3.6. Perform other administrative functions as required by these procedures; and
5.3.7. Publish the Voluntary Consensus Standard, revisions and supplements.

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 Secretariat regarding potential partnerships with other standard developers and organizations for the support, development, publishing and/or funding of the project.

6. Officers: At a minimum, there shall be a chair and a vice-chair for each committee. Applicants interested in the chair and vice-chair positions shall be considered and appointed by the ICC Board of Directors at the time of committee appointments. Chair and Vice Chair Positions for Subgroups shall be voted on by majority of the committee membership. The Chair and Vice-Chair will each serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair's duties if the chair is temporarily unable to do so.

7. Membership

7.1. The committee shall consist of members having a direct and material interest in the activities of the committee. The addition or termination of members shall be subject to the approval of the ICC Board of Directors.

7.1.1. Voting Members. Committee members approved by the ICC Board of Directors.

7.1.2. Non-Voting Members. In special cases when specialized knowledge is needed for consideration by the committee, non-voting members may be assigned. A non-voting member is an individual who participates in the committee's discussions and activities but does not have the right to vote on decisions or motions. These members can provide valuable insights, expertise, and advice, contributing to the deliberative process, but they do not influence the final outcomes through voting. Non-voting members are included to ensure diverse perspectives and specialized knowledge, not otherwise achieved through the existing interest categories members, without altering the balance of decision-making power.

7.1.3. Alternate Members. Committee members may appoint an individual authorized to act for a member representing an organization of a committee in that member's absence subject to the approval of the ICC Board of Directors. The alternate shall be from the same organization and their expertise shall correspond to the member's interest category. Each alternate shall represent only one voting member.

7.2. Applications. Applications for membership shall be submitted to the ICC Secretariat using the ICC online membership application portal, shall indicate the applicant's direct and material interest in the committee's work in accordance with CP#7 and shall show the applicant's qualifications and willingness to participate actively in the committee.

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;
7.5.6. Interest Category of each member;
7.5.7. Tally of Interest Categories; total of voting members and subtotals for each interest category.

8. Subgroups Created by the Committee

8.1. When one or more subgroups (subcommittees, working groups, technical subcommittees, project teams, writing groups, etc.) are formed to expedite the work of the committee, their formation (and later disbandment) requires approval by a majority vote of the committee and appropriate public notice. The scope and duties delegated to the subgroup shall be approved by the committee at the time the subgroup is formed, and subsequent changes in scope or duties shall also require approval by the committee. For codes developed through the standards development process, the Chair and Vice Chair of the subgroup shall be committee members. Additionally, the makeup of such subgroup shall not be dominated by any one interest category. The charge to the subgroup shall clearly state whether:

8.1.1. The subgroup is responsible for the definitive content of one or more voluntary consensus standards and for responding to views and objections thereon. Such subgroups shall comply with the procedures in this Council Policy.
8.1.2. The subgroup is responsible for assisting the committee (e.g. drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

8.2. Approval of Standards. Draft standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the committee for approval.

8.3. Subgroup Roster. The ICC Secretariat shall maintain a current and accurate subgroup roster in accordance with the Membership Roster provisions of this policy.

9. Meetings

9.1. Committee meetings shall be held to conduct business, such as making assignments, receiving reports of work, considering draft standards, resolving differences among subgroups, and considering views and objections from any source.

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 meetings shall be given by the ICC Secretariat on the committee website. This notice can be reduced to 2 weeks' notice for virtual committee meetings. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The ICC Secretariat may optionally maintain a permanent mailing list of other interested parties.

9.3. Quorum. A majority of the members of the committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions may be taken subject to confirmation by letter ballot. If a quorum is lost during the course of a meeting, business may still be conducted by the committee for later approval when a quorum is present during the same or later meeting or for confirmation by letter ballot.

10. Standard Development Process

10.1. The ICC Secretariat shall prepare and maintain a time schedule which it shall make available on the ICC website for the standard development process that considers the standard development steps described herein and culminates with the publication of the standard. The time schedule shall be communicated with the committee chair for purposes of maintaining deliverables on time. The chair may provide input to the schedule and henceforth require adherence to the schedule by the committee.

10.2. The committee shall be established by the ICC Board of Directors for a specific period or established as a standing committee for purposes of continuous maintenance. Standing committees shall be reselected and reseated by the ICC Board of Directors at the completion and publishing of a new version of the standard.

10.3. A single committee may be responsible for some or all of multiple standards when there is commonality with the respective scopes.

10.4. 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.

10.5. 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.

10.6. Standard Revision Project. The ICC Secretariat shall use the current standard edition as the Initial Draft.

10.7. Soliciting Initial Draft Public Input. Public input is requested to allow interested parties and the public at large 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 calendar 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.

10.8. Initial Draft Public Input. Public input shall be submitted via the methodology identified by the ICC (e.g. cdpAccess, a ICC Public Comment or other tools identified) in strike-out/underline format.

10.9. Proposals: Each proposal shall be submitted separately and shall be complete in-itself. Each submittal shall contain the following information:

10.9.1. Proponent: The name, title and email address of the proponent. Email addresses shall be published with the proposals unless the proponent otherwise requests on the submittal form. If a group, organization submits a proposal, an individual with prime responsibility shall be indicated. If a proponent submits a proposal on behalf of a client, group, organization, the name and email address of the client, group, organization shall be indicated.

10.9.2. Section Reference: Each proposal shall relate to the applicable sections(s) in the latest edition of the Standard. If more than one section in the Standard is affected by a proposal, appropriate proposals shall be included for all such affected sections.

10.9.3. Text Presentation: The text of the proposal shall be presented in the specific wording desired with deletions shown struck out with a single line and additions shown underlined with a single line.

10.9.4. Supporting Information: Each proposal shall include sufficient supporting information to indicate how the proposal is intended to affect the intent and application of the Standard.

10.9.4.1. Purpose: The proponent shall clearly state the purpose of the proposal (e.g., clarify the Code; revise outdated material; substitute new or revised material for current provisions of the Standard; add new requirements to the Standard; delete current requirements, etc.).

10.9.4.2. Reasons: The proponent shall justify changing the current provisions, stating why the proposal is superior to the current provisions of the Standard. Proposals which add or delete requirements shall be supported by a logical explanation which clearly shows why the current provisions are inadequate or overly restrictive, specifies the shortcomings of the current provisions and explains how such proposals will improve the Standard.

10.9.4.3. Substantiation: The proponent shall substantiate the proposal based on technical information and substantiation. The burden of providing substantiating material lies with the proponent of the proposal. Supporting documentation may be provided via a link to a website provided by the proponent and included in the reason statement. The reason statement shall include the date the link was created. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

10.9.4.4. Bibliography: The proponent shall submit a bibliography of any substantiating material submitted with the proposal. The bibliography shall be published with the proposal.

10.9.4.5. Copyright Release: The proponent of proposals, modifications, and public comments shall sign a copyright release developed and posted by ICC.

10.9.4.6. Cost Impact: The proponent of the proposal, modification, and comments shall provide a cost impact statement in accordance with CP#12.0.

10.10. Multiple Proposals to a Section. A proponent shall not submit multiple proposals to the same section of a Standard. Where a proponent submits multiple proposals to the same section, the proposals shall be considered as incomplete proposals and processed in accordance with Section 10.11. This restriction shall not apply to proposals that attempt to address differing subject matter within a Standard section.

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 considered during the recirculation ballot period.

10.16. Format of First Draft Public Input. Public input on the first draft changes only shall be submitted via the methodology identified by the ICC (e.g. cdpAccess, a ICC Public Comment or other tools identified) 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.

10.17. 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 proponents. For comments to be resolved, the proponents 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.

10.18. 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 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.

10.18.1. Items that were disapproved during Initial Draft consideration that have been disapproved during First Draft input consideration are considered disapproved and will not be subject to ballot. The proponent shall be so notified.

10.18.2. Items that do not receive additional comments during this period are considered resolved. The applicable portions of the CAR shall also be balloted to the committee. Comments received during this period will be considered during the recirculation ballot period (See Section 11.6).

11. Voting

11.1. Vote. Each member shall vote one of the following positions:

11.1.1. Affirmative;
11.1.2. Affirmative, with comment;
11.1.3. Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
11.1.4. Abstain, with reasons.

11.2. Voting Period. The voting period for letter ballots shall end no less than 15 calendar days from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the chair's option, when warranted.

11.2.1. A follow-up notice requesting immediate return of the ballot shall be sent, as appropriate, to members whose votes have not been received within 7 working days before the ballot closes.

11.3. Actions Requiring Approval by a Majority. The following actions require approval by a majority of the membership of the committee either at a meeting or by letter ballot:

11.3.1. Confirmation of officers;
11.3.2. Formation of, or modification of, a subgroup, including its scope and duties;
11.3.3. Disbandment of subgroups;
11.3.4. Disposition of items received during public inputs that are not subject to a two-thirds vote in accordance with Section 11.4.

The following actions, by committee vote at a meeting, require approval by a majority of the members present:

11.3.5. Approval of minutes;
11.3.6. Authorization of a letter ballot.

11.4. Actions Requiring Approval by Two-Thirds of Those Voting. The following actions require a formal recorded vote with approval by at least a majority of the membership and at least two-thirds of those voting, excluding abstentions. All members of the committee shall be given the opportunity to vote on the standards related actions described in items 11.4.1 and 11.4.2 below. When votes for items 11.4.1 and 11.4.2 are recorded at a committee meeting, those members who are absent shall be given the opportunity to vote before or after the meeting:

11.4.1. Approval of a new standard or reaffirmation of an existing one;
11.4.2. Approval of revision or addendum to part or all of a standard;
11.4.3. Approval of change of committee scope. Where approved, a change of committee scope shall be subject to approval by the ICC Board of Directors.

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

falls within the scope and/or intent statements published by the ICC Board, that individual may send the question to the Committee Chair through the ICC Staff Secretariat, who shall submit the question to the ICC Board of Directors through the ICC CEO, along with any relevant background information.

14.4.1. The ICC Board shall have full discretion to determine how it conducts its consideration of the question.

14.4.2. The ICC Board shall provide a written response to the committee chair within 30 business days of its receipt of the question.

14.4.3. ICC will post the question and the ICC Board's response on the committee page on the ICC website.

14.4.4. The ICC Board's response to any submitted Scope and Intent inquiry shall be final and the Committee Chair shall ensure the Board's interpretation is applied throughout the standard's development process.

14.5. Filing Timeline and Criteria for Appeals: Appeals must be submitted to ICC within 30 calendar days of the relevant committee's action or inaction that is the basis for the appeal or by another date set by the ICC CEO. The appeal shall be filed using the online appeals form located on the ICC Codes and Standards web page. Each appeal shall include the following:

14.5.1. A specific description of the action or inaction being appealed;

14.5.2. A statement describing precisely why the action or inaction is being appealed;

14.5.3. A detailed description of how the action or inaction being appealed will adversely affect the appellant

14.5.4. A statement indicating the requested remedial action;

14.5.5. The names of individuals and organizations that may have an interest in or be affected by the action or inaction being appealed; and

14.5.6. A nonrefundable filing fee of $500.

14.5.7. Appeals that do not comply fully with Section 14.5.2 by the close of the appeals period will not be considered and no further action will be taken on the appeal.

14.6. Processing of the Appeal: Within 30 calendar days of receipt of the appeal, the ICC staff shall respond (1) respond to the appellant in writing (e.g., email) addressing the issues raised for appeal and (2) work to resolve the appeal informally with appellant. If the issue raised cannot be resolved with the appellant, it shall be processed in accordance with Sections 7 through 9 of CP#1.

14.7. Appeal Results: The report of the Chair of the Appeals Board and the Appeals Board's determinations shall be completed and submitted to the ICC CEO in a timely manner. The decision of the Appeals Board will be published on a designated page of the ICC website. The decision of the Appeals Board shall be binding and final.

15. Interpretation of Standards: Written inquiries requesting an official interpretation of the committee's Voluntary Consensus Standard shall be processed in accordance with the policy and procedures of the committee contained in Appendix A. Revisions to the standard resulting from requests for interpretations shall be processed in accordance with these procedures.

16. Parliamentary Procedures: On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) may be used.

17. Periodic Review of Standards: Each Standard shall be periodically reviewed and reaffirmed, revised, or withdrawn.

APPENDIX A: Interpretation Policy and Procedures

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 preliminary committee interpretations in accordance with the procedures indicated herein. A preliminary committee interpretation approved by the committee will be issued by the secretariat as a committee interpretation.

Committee Interpretations.

a. Purpose. A committee interpretation is intended to interpret the literal text of the standard and/or to interpret the intent of the text based upon the development of the standard. Committee Interpretations are intended to represent the official position of the committee. Any other statement either written or oral shall not be considered, referred to, or relied upon as a committee Interpretation.

b. Intent. The intent of the committee interpretation process is to clarify issues which do not appear to be addressed directly by the standard and are hence interpretive in nature. A request for committee interpretation will not be processed if such a request involves:
A determination of compliance of a specific product, design or installation,
A determination of compliance of an equivalency of protection,
A review of a project's plans or specifications,
A judgment or knowledge that is not readily available in the inquiry or which can only be acquired as a result of an on-site inspection,
Text that clearly provides the requested information, or
An issue which cannot be clearly and concisely phrased in the question asked.

Processing.

c. Requests. A request for a committee interpretation may be submitted by any person and shall be submitted in writing to the Secretariat.

d. Evaluation. Each request received will be reviewed by a three-person panel, appointed by the chairman for conformance to 2.2. Any request not conforming with Section 2.2 will be returned to the inquirer with an explanation.

e. Preliminary Interpretation. The Secretariat processes each request, providing answers and reasons for the answers to the interpretation questions, and distributes the request to each ICC committee member for deliberation and ballot.

f. Ballot Return: Committee members must vote approval or disapproval and return the ballot within 20 calendar days from time of receipt. A disapproval vote of the interpretation must be accompanied by the reason for disapproval.

Committee Voting.

g. First Ballot: A unanimous approval vote by the committee is required for the interpretation to be approved on the first ballot. If one or more committee member votes for disapproval on the first ballot, the interpretation request is returned to the committee for re-ballot with the reasons as given by the members voting for disapproval.

h. 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.

i. 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 interpretation shall not be issued.

Distribution.

j. Interpretation Distribution: Committee interpretations shall be distributed in writing to the requestor and shall be made publicly available by ICC.

Records.

Complete records of matters pertaining to committee interpretations shall be maintained by the Secretariat for a period of one complete cycle or until the standard is revised.