CP#7-04 – Committees and Members

Approved: 01/17/04 | **Revised:** 07/12/25

1.0 Purpose of Council Policy: The work of the International Code Council (ICC) depends upon the activities and work product of volunteer committees. This policy sets forth general guidelines for the establishment and operations of these committees in accordance with the ICC Bylaws.

2.0 Statutory Authority: Under Articles V and XI of the Bylaws, the Board of Directors of the International Code Council (ICC Board) has general charge of the affairs of the Corporation and is authorized to establish committees as occasions may require and to define the structure, powers and duties of those committees.

1.1 Pursuant to Article IX of the Bylaws, the ICC Board issues the following policy which it may amend, waive, or supplement, in whole or in part, at any time.

3.0 Rules and Procedures:

3.1 Request: Any person, organization or existing Committee may request the ICC Board to establish a Committee to address any issue of proper concern to the ICC. The ICC Board shall determine the term and type of each Committee in accordance with Sections 3.3 and 3.4. The ICC Board may determine the scope and/or objectives prior to the establishment of a Committee or may defer such determination as it deems appropriate.

3.2 Staff Liaison: Following approval of the establishment of a Committee by the ICC Board, a Staff Liaison shall be appointed by the CEO of the ICC and shall:

1. If undetermined by the ICC Board at the time of a Committee's establishment, prepare a scope and objectives statement for the committee, which shall be approved by the ICC Board,
2. Prepare a suggested list of interests appropriate to be represented on the committee, and
3. Accumulate all available resource material for committee consideration at its first meeting.

3.3 Term of Committees: With respect to determining the term of Committees, there shall be two (2) types of Committees, Standing Committees and Ad-hoc Committees.

3.3.1 Standing Committees: A Standing Committee is a Committee that is formed for an indefinite term and continues until discharged by the ICC Board, or consolidated with another Committee.

3.3.2 Ad-hoc Committees: The term of an Ad-hoc Committee is either (i) a specified period of time or (ii) until completion of its stated goals and objectives. In the event an Ad-hoc Committee is formed for a specified period of time, it may petition the ICC Board for an extension of its term if

it has not completed its goals and objectives within such timeframe. In any event, the ICC Board shall conduct an annual review of each Ad-hoc Committee.

3.4 Type of Committees: With respect to determining rules governing the membership of committees as set forth in Section 5, there shall be two types of committees, Technical committees and Non-technical committees.

3.4.1 Technical Committees: Technical committees are committees which are directly related to and support the process and development of ICC Codes and Standards. This includes ICC Councils, Codes and Standards committees, exam development committees and other technical committees as approved by the ICC Board.

3.4.2 Non-technical committees: Non-technical committees are committees which provide an oversight and/or administrative function in support of the non technical activities of the ICC. This includes Professional Development Services committees (other than exam development), Government Relations committees, ICC Board created committees not directly related to the process and development of ICC Codes and Standards and other non technical committees as approved by the ICC Board (excluding Committees and assignments of the ICC Board).

3.4.3 Transaction of Business: Except as otherwise provided in this policy, the organizational Bylaws or in other applicable Council policies, Robert's Rules of Order shall govern the transaction of business at committee meetings. The ICC Board shall develop a Council policy for each Standing Committee, as defined in Section 3.3.1.

4.0 Staff Liaison Role:

4.1 Duties: The CEO shall appoint a Staff Liaison to each committee who, in addition to performing the functions stated in Section 3.2 for new Projects shall:

4.1.1 Serve in an advisory capacity to each assigned committee and assist the committee to achieve the committee's compliance with this policy;

4.1.2 On instruction and guidance from the committee, prepare necessary text and recommendations;

4.1.3 Coordinate the text of documents for which the assigned committee is responsible with the text of other documents to avoid, insofar as practicable, conflicts and duplication;

4.1.4 Be responsible for the editorial treatment of the document's text and recommendations;

4.1.5 Attend meetings of the committees when possible;

4.1.6 Keep the applicable officer(s) of each committee informed concerning changes in committee personnel, availability of meeting dates and places;

4.1.7 Perform such functions as may be stated in the Council Policy governing such committee or assigned by the CEO;

4.1.8 Prepare each committee report, if any, for publication; and

4.1.9 Prepare any comments received on a committee report in a form suitable for committee consideration;

4.1.10 Review the committee membership list, at least annually, with respect to the criteria of Section 5.0; and

4.1.11 Distribute the committee roster to the committee members at least annually. Distribution of committee rosters with committee contact information shall not be permitted unless approved unanimously by the committee.

5.0 Committee Membership:

5.1 General Rules Applicable to Technical and Non-Technical Committees:

5.1.1 Announcement: To provide the broadest possible opportunity for individuals to participate on ICC committees, the ICC shall make a public announcement for applicants to fill vacant positions on committees. This announcement shall include:

1. A notice posted on the ICC lead in web page
2. A notice in all applicable ICC ePublications
3. A specific notice to the IAC
4. A formal request for qualified nominations from ICC's strategic partners who have demonstrated a commitment to the organizations public safety mission, the Governmental Consensus Process, and represent a broad cross section of users and producers

All applicants will be provided due consideration in the appointment process.

5.1.2 Deadlines: The deadline for receipt of applications for appointment to ICC Code Development Committees shall be the first business day in April prior to the first year of each 36-month code cycle The deadline for receipt of applications of other committees shall be posted no later than 30 days prior to the deadline, unless otherwise provided in the applicable Council Policy governing such committee or approved by the ICC Board.

5.1.3 Application for Membership: Each candidate for committee membership shall submit statements indicating the following:

1 Evidence of knowledge and competence in the work of the committee;

2 Assurance of ability to participate actively in the work of the committee including responding to correspondence and attendance at committee meetings;

3 Relationship of applicant to the scope of the committee;

4 Whether the applicant currently serves on other ICC Committees, Councils or ad-hoc Committees;

5 What organization, company, etc., the nominee would represent;

6 Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representatives, can meet the time constraints imposed by the committee objectives;

7 What person or organization would fund participation; and

8 Agreement to notify the office of the CEO of a change in employment; and

9 The appropriate interest category (see section 5.1.7).

5.1.4 Appointment: Appointment to a committee shall be based on:

1 Qualifications of the applicant,

2 Limiting the size of each committee to a manageable working group,

3 Maintaining balance of interests within the membership of each committee, and

4 Maintaining appropriate geographic distribution for regulators.

5.1.5 Committee Composition: The ICC is committed to the principals of balance and flexibility, allowing the use of different methodologies to meet the needs of different subject areas when determining the composition of committees to ensure to the extent practicable, representation among competing interests. In this effort to achieve balance and openness, the ICC may consider input from outside organizations and stakeholders; provided, however, that the ICC shall retain sole authority to determine appointments to the various committees.

5.1.6 Appointment and Composition: An applicant for committee membership may identify an alternate representative if desired, except members of Code Development Committees, for which there are no individual alternate representatives. The members and alternates of each committee shall be appointed in accordance with the applicable Council Policy governing such committee. The alternate shall not vote if the primary member is present. The ICC Board may also identify and appoint alternates, who shall serve at large to the respective appointed committee.

5.1.7 Interest Categories: Each member appointed to a committee shall be assigned to one of the following interest categories.

5.1.7.1 General Interest (G): Individuals assigned to the General Interest category are those who represent the interests of an entity, including an association of such entities, representing the general

public or entities which promulgate or enforce the provisions within the committee scope. Examples of entities include:

Consumers
Government Regulatory Agency

5.1.7.2 User Interest (U): 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 utilize the provisions within the committee scope. Examples of entities include:

Academia
Applied Research Laboratory
Building Owner
Design Professional
Government Non-regulatory Agency
Insurance Company
Private Inspection Agency
Product Certification/Evaluation Agency

5.1.7.3 Producer Interest (P): Individuals assigned to the Producer Interest category are those who represent the interests of an entity, including an association of such entities, which produces, installs or maintains a product, assembly or system subject to the provisions within the committee scope. Examples of entities include:

Builder
Contractor
Distributor
Labor
Manufacturer
Material Association
Standards Promulgator
Testing Laboratory
Utility

5.1.7.4 Multiple Interests: Individuals representing entities in more than one of the above Interest categories, one of which is a Producer Interest, are assigned to the Producer Interest. Individuals representing entities in the General Interest and User Interest categories are assigned to the User Interest.

5.1.8 Members Changing Employment: When a Member changes employment, or interest category, membership on the committee automatically terminates. The Member changing employment may request reappointment to the committee by submitting a new application for membership. The new business interest and affiliation of the applicant and any change in interest category must be identified. The updated application for reappointment shall be submitted through the CEO, or his designee, to the Executive Committee of the ICC Board of Directors for consideration.

5.1.9 Chairpersons: The Chair and Vice Chair of committees shall be elected by the committee from the appointed members of the committee, unless

otherwise provided in the applicable Council Policy governing such committee or determined by the ICC Board.

5.1.10 Representation of Interests: A committee member shall withdraw from and take no part in those matters with which the committee member has an undisclosed financial, business, or property interest. The committee member shall not participate in any committee discussion or any committee vote on the matter in which they have an undisclosed interest. A committee member shall not represent him or herself as an official or unofficial representative of the ICC or the committee except at a regularly convened meeting of the committee. All requests for a committee member's views or interpretations as a member of this committee are to be submitted to the offices of the CEO.

5.1.10.1 Service on Multiple Committees: In order to maximize opportunities for members to participate in the business of ICC, ICC's general desire is that an individual not simultaneously serve on more than one Committee, Council or Ad-hoc Committee; provided, however, that the ICC Board may determine from time to time that simultaneous service is prudent.

5.2 RULES APPLICABLE TO TECHNICAL COMMITTEES

5.2.1 Committee Composition: With respect to Technical committees, a minimum of thirty-three and one-third percent (33.3%) of the members of each committee shall be regulators representing the General (G) interest category. The balance of the committees membership shall be composed of User (U) and Producer (P) interest categories.

5.2.2 Code Related Committees Membership Term: Code Development Committees, the Code Correlation Committee, and Interpretation Committees shall be appointed to a 36-month term in accordance with CP#9. The term shall be from January 1, 2012 to December 31, 2014, and every 36 months thereafter, except for the initial transition period where dates shall be July 1, 2009 to December 31, 2011 respectively. The size of Code Development Committees, the Code Correlation Committee and Interpretation Committees shall be determined by the ICC Board.

5.2.3 Other Technical Committees Membership Term: The term of membership on Technical committees not specifically addressed in Section 5.2.2 shall be determined by the ICC Board or the Council Policy governing such committee, as applicable.

5.3 RULES APPLICABLE TO NON-TECHNICAL COMMITTEES

5.3.1 Appointments: Members of Non-technical committees shall be appointed in accordance with the applicable Council Policy governing such committees.

5.3.2 Non-technical Committees Membership Term: Unless otherwise noted in the respective Council Policy governing such committee, Non-technical committee members shall be appointed for a period of two years, and shall be eligible to serve a maximum of three consecutive full terms. Initial appointment terms shall be staggered and maintained to facilitate continuity and transition of Committee members. From time to time, the

ICC Board may alter the length of terms or number of terms a Committee member may serve to address unique circumstances. Notwithstanding the foregoing, membership on an Ad-hoc Committee shall be for the life of the committee unless otherwise determined by the ICC Board.

6.0 Calling Committee Meetings:

6.1 Establishing Committee Meeting Dates: Committee Chairpersons shall call meetings at such times as may be necessary and convenient for the transaction of business. Prior to issuing a call for such a meeting, the Chairperson shall consult with the CEO and staff liaison to be apprized of other committee meetings or other scheduled events which may affect attendance at the proposed meeting. At least four weeks notice of regularly scheduled meetings shall be given by the Secretariat in media designed to reach directly and materially affected interests. The notice shall describe the purpose, date(s) and location of the meeting and shall identify a readily available source for further information.

6.2 Distribution of Agenda: The Chairperson shall have distributed to the committee, and to others expressing an interest, an appropriate agenda at least 14 days in advance of the date for which a meeting is called, or at such a time interval prior to the meeting as the membership of the committee may earlier agree. A copy of this agenda shall be forwarded to the CEO.

7.0 Attendance and Participation at Committee Meetings:

7.1 Attendance: Attendance at Committee meetings shall be open to all members and others having a direct and material interest except as otherwise restricted by direction of the Board.

7.2 Participation: In order to participate in the meetings of a committee, all participants are required to identify their name, representation, and business affiliation and adhere to the Code Council's *Code of Ethics*.

7.3 Recording Individuals requesting permission to record any meeting, hearing, or portion thereof, shall be required to provide the ICC with a release of responsibility disclaimer and shall acknowledge that ICC shall retain sole ownership of the recording, and that they have insurance coverage for liability and misuse of recording materials. Equipment and the process used to record shall, in the judgment of the ICC Secretariat, be conducted in a manner that is not disruptive to the meeting. The ICC shall not be responsible for equipment, personnel, or any other provision necessary to accomplish the recording. An unedited copy of the recording shall be forwarded to ICC within 30 days of the meeting. Recordings shall not otherwise be copied, reproduced or distributed in any manner. Recordings shall be returned to ICC or destroyed upon the request of ICC.

7.4 Expenses: ICC will provide reimbursement for all reasonable travel expenses of Governmental Members serving on the Committees in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.

8.0 Committee Reports:

8.1 Restricted Publication: Committees shall not issue reports or release documents developed by the committee except as herein provided:

8.1.1 During the development of such material, the distribution of background material, analyses and tentative or draft reports shall be limited to the members of the responsible committee, the membership of cooperating committees and others whom the committee specifically desired to receive such drafts. When a committee, by majority vote, authorizes distribution of drafts to secure comment and assistance, specific notices as to their status as committee working papers shall be included.

8.1.2 When the reports or documents are judged to be in form for consideration, they shall be submitted in the form prescribed in their scope and objectives statement.

8.2 Minutes of Committee Meetings: Minutes of each committee meeting shall be recorded in the form approved by the committee and issued to committee members without undue delay by the Committee Chairperson, or a duly-appointed individual acting at the direction of the Chairperson. No other minutes shall be authorized. Verbatim transcriptions of committee meetings made by tape recorders, stenotype machines, or other means shall not be permitted unless authorized by the Chairperson.

Minutes shall, as a minimum, record the time and place of committee meetings, names of persons attending, and a summary of actions taken. Minutes shall be approved by the committee.

8.3 Scheduling: Each committee shall submit a report to the ICC Board, at least annually. The report shall reflect the status of the assignments placed before that committee.

9.0 Activities of Committees:

9.1 Scope of Work: The work of each committee shall be:

9.1.1 In accordance with the committee's scope and objectives statement,

9.1.2 In accordance with any instructions subsequently issued by the ICC Board, and

9.1.3 Consistent with the objectives of the ICC.

9.2 Document Content: Each committee shall, as far as practicable, prepare documents in terms of required performance — avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, fire experience, research data, engineered fundamentals, or other available information.

9.3 Intercommittee Coordination: Any committee dealing with a subject that falls within the primary charge of another committee shall coordinate its activities with the committee having primary jurisdiction and shall avoid conflicts and minimize duplication. Questions of jurisdiction between two or more committees shall be subject to review by the Board.

9.4 Liaison with Staff: Each Committee Chairperson shall keep the Staff Liaison fully informed on the work of the committee, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all the committee material (e.g., agenda, resource material, minutes, ballots, reports, and correspondence).

10.0 Committee Voting Procedures:

10.1 Voting Privileges: All members except advisory members shall have voting privileges. Each eligible voting member, duly-appointed and serving on the committee, including the Chairperson and Vice Chairperson (if any), shall have one vote in the affairs of the committee on which the member serves.

10.2 Voting by Proxy: Voting by proxy shall not be permitted.

10.3 How Members May Vote: Each member shall record his/her opinion as "affirmative", "negative", or "not voting".