CP#31-07 – Code Action Committees

Approved: 09/13/08 | **Revised:** 10/17/26

1.0 Purpose of Council Policy: This policy establishes ICC Code Action Committees (CAC) and sets forth the objectives, procedures, and organization of the Committees.

2.0 Objectives of Committees: Code Action Committees are code discipline specific committees whose purposes are to enhance the technical requirements of the International Codes and secondarily to hone the capabilities of committee members for [possible] appointment to code development committees in accordance with Section 6.2 of CP#28. The committee shall pursue opportunities to improve and enhance a particular International Code or portion thereof. This includes both the technical aspects of the codes as well as the code content in terms of scope and application of referenced standards. This is accomplished by submitting proposed code changes and participating in the code development process. This participation consists of supporting the proposed changes submitted as well as participating in the consideration of related changes proposed by others. Upon the completion of each code development cycle each code action committee shall submit a written report of their activities to the Board of Directors.

3.0 Scope of Committees: All Code Action Committees should consider the overall scope of the ICC Family of Codes in their work. To assure technical subject areas are adequately addressed, primary responsibilities are assigned below.

Committee Name	Primary Responsibility
Building Code Action Committee (BCAC)	IBC Chapters 1- 6, 10 -13, 15 - 25, 27 - 35 IEBC IgCC Chapter 1 and Appendix M IPMC IRC Chapters 1 – 10 IZC
Fire Code Action Committee (FCAC)	IBC Chapters 7, 8, 9, 14 and 26 IFC IWUIC
Plumbing, Mechanical & Fuel Gas Code Action Committee (PMGCAC)	IFGC IMC IPC IPSDC IRC Chapters 12 – 33 ISPSC

4.0 Rules and Procedures of Committees:

4.1 Scope crossover: Each Code Action Committee shall have the latitude to review Codes other than their primary responsibility provided that such review and recommendation is forwarded to the Code Action Committee with primary responsibility for final disposition and submission into the ICC Code Development Process.

4.2 Coordination: The Code Action Committees' activities shall be subject to the Code Action Coordinating committees as approved by the Board of Directors. The Coordinating committee shall consist of the Chairs and Vice Chairs of the Building, Fire, and PMG Code Action Committees.

4.3 Funding. ICC shall provide reimbursement for all reasonable travel expenses of the Governmental Members serving on the Coordinating Committee, Code Action Committees or Work Groups 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 of their designee.

4.4 Staff Liaison: A staff liaison shall be assigned for each Code Action Committee and shall serve in accordance with Section 3.0 of CP#7. Staff shall not be a voting member of the Code Action Committee. As a technical resource, staff is permitted to participate in the identification of opportunities to improve and enhance a particular International Code or portion thereof. In all cases, the final determination of the extent of the Code Action Committee's participation in the code development process rests with the voting members of the Code Action Committee.

4.5 Meetings: All meetings shall be open and conducted in accordance with this policy, CP#7 and Roberts Rules of Order.

5.0 Committee Organization and Structure:

5.1 Appointments: Appointments to the Code Action Committees shall be made by the Board of Directors in accordance with Section 2.0 of this policy and this section. The Board of Directors shall take into consideration a candidate's previous service on ICC Committees, interpersonal and administrative skills, experience in activities of, and support by, a Chapter or other professional association, geographical location of the candidate, and active support of the ICC mission and goals.

5.2 Composition: Each Code Action Committee shall consist of a balance of interests with at least 1/3 governmental representatives. The maximum percentage of governmental representatives permitted shall not be limited.

5.3 Terms: Code Action Committees shall be appointed to a 36 month term on a schedule coordinated with the Code Development cycle. No committee member shall serve more than two consecutive terms, except as noted in Section 5.3.1.

5.3.1 One-year appointments permitted. In cases where qualified candidates are not immediately available to fill open positions on one or more of the Code Action Committees, the Board of Directors can consider a maximum of two additional 1- year appointments, which must be applied for annually, to maintain continuity of the Code Action Committee.

5.4 In accordance with CP#7, the Code Action Committees shall be considered Standing technical committees.

6.0 Other rules:

6.1 All issues not specifically addressed herein shall be in accordance with other applicable Council Policies and ICC Bylaws.

6.2 **Copyright:** CAC members and participants in study groups shall agree in writing to waive copyright protection for the benefit of the ICC with respect to any code language created within the CAC process, use of any language developed from a code, standard or work product must be with the express written permission of the copyright holder.

6.3 **Committee Representation:** No committee member shall represent the committee unless specifically authorized by a majority of the committee in accordance with these procedures.

6.4 **CAC Work Groups:** A CAC may create work groups of interested persons for the specific purpose of preparing proposed code changes for consideration by the CAC. All meetings of the CAC work groups shall be open with notice provided to interested parties which have expressed such interest Work groups shall produce and develop an agenda and work plan for each assignment inclusive of the establishment of goals, timelines, and deliverables.