

## **ICC INDUSTRY ADVISORY COMMITTEE**

### **PURPOSE, ORGANIZATIONAL RULES AND PROCEDURES**

#### ARTICLE I. PURPOSE

##### Section 1. Purpose and Scope

The purpose of the Industry Advisory Committee (IAC) is to promote, in cooperation with the International Code Council (ICC), public health, safety, and welfare in the built environment by serving as a national forum for the building community to interface with the ICC. For the purposes of the IAC, the building community is taken to include all those involved in the planning, design, construction, regulation, and utilization of buildings.

IAC activities will provide an opportunity for participation by interested organizations, including trade and professional associations and other bodies representing affected and knowledgeable sectors of the building community, including the public.

The scope of the IAC's activities encompasses policy and procedural issues related to the development, maintenance, and implementation of the International Code system. Issues to be considered may include social, technical, administrative, procedural, political, legal, and economic.

##### Section 2. Objectives

- a. To advise the ICC board of directors on matters that will affect the working relationship or coordination of efforts of the ICC and industry, federal agencies and standards writing organizations.
- b. To advise the ICC of methods to implement and improve the codes and other documents and services provided by the ICC.
- c. To advise the ICC as to policies and programs to enhance the codes administration and enforcement process.

##### Section 3. Establishment

The IAC is established by the International Code Council in accordance with ICC Policy CP#6-1995, Industry Advisory Committee. The IAC operates as an independent, voluntary body under the terms of this ICC Policy.

##### Section 4. Activities

To achieve its purposes, the IAC shall pursue the following activities:

- a. promote the development of consistent and rational regulations suitable for the building construction process;
- b. recommend, encourage, and promote adoption by the ICC of appropriate procedures and practices to enhance the development and maintenance of model codes;
- c. assess implementation progress by national, regional, state, and local regulatory agencies, and foster the use of ICC documents;
- d. identify opportunities for the improvement of building regulations and regulatory practices and encourage public and private organizations to effect such improvements; and
- e. provide advice to private and governmental bodies regarding their programs of code related research, development, and implementation.

## ARTICLE II. MEMBERSHIP

### Section 1. Qualifications

Membership in the IAC is open to individuals representing organizations with interest in the ICC's purpose and activities such as professional, labor, trade, voluntary standards, public interest organizations, and public agencies not eligible to vote in the final action of the ICC code development process. Organizations meeting these requirements and interested in pursuing the purpose and objectives of the IAC may petition for their designated representative to be appointed to membership in the IAC by the ICC board of directors. The IAC will work closely with the ICC to create and maintain a membership that constitutes a broad and balanced representation of knowledgeable and affected segments of the building community and the public interest.

### Section 2. Admission of Members

Representatives of qualified organizations will be admitted as members of the IAC upon the organization's filing of a completed membership application with the secretariat of the IAC and upon approval by the ICC board of directors. Organizations may designate an alternate representative authorized to act on their behalf in the absence of their primary member. Any change in the authorized representative or alternate shall be accompanied by filing a notice of such change with the secretariat of the IAC with a copy to the President the ICC.

### Section 3. Rights of Members

Each member shall be entitled to one (1) vote on all matters brought before the IAC, and shall receive notice of meetings, minutes of such meetings, and other appropriate documentation of the affairs of the IAC. Each person serving on any subcommittee, panel or other unit of the IAC shall be entitled to one (1) vote on all matters before that unit.

#### Section 4. Terms

Members shall serve until replaced.

#### Section 5. Expenses

All members shall be responsible for their own expenses.

### ARTICLE III. CONDUCT OF IAC BUSINESS

#### Section 1. Policy

The business of the IAC and its subunits shall be conducted in accord with the policies, rules, and procedures established by vote of the members of the IAC. Such policies, rules, and procedures shall not conflict with the rules and procedures of the ICC.

#### Section 2. Meetings

The IAC shall hold at least two meetings per year. One meeting shall be designated as the IAC's Annual Meeting. All meetings will be called by the Chairman of the IAC upon at least thirty (30) days written notice to all members. All IAC meetings shall be open to all interested parties.

#### Section 3. Rules of Order

The rules set forth in *Robert's Rules of Order, Newly Revised, 1990 Edition* shall govern in all cases where not in conflict with this charter and any special rules and orders the IAC or the ICC board of directors may adopt.

#### Section 4. Quorum

A Quorum for conduct of the IAC's business shall be twenty (20) members of the IAC. The lack of a duly constituted quorum shall not preclude those in attendance from conducting IAC business provided that the actions are ratified by mail by the IAC in accord with the requirements for mail ballot.

#### Section 5. Voting

All matters submitted to a vote during meetings of the IAC shall be considered passed if a simple majority of the members present vote in favor. All attendees at an IAC meeting are entitled to make and second a motion. Mail ballots to the full membership of the IAC shall be required in the following instances:

- a. All amendments to Rules and Procedures.

- b. When called for by a simple majority of the IAC.

When a mail ballot is called for, the following shall apply:

- a. Ballots shall provide four alternatives; Yes; Yes with reservations; No; and, Not Voting. "Yes with reservation" and "No" votes must be accompanied by full and sufficient basis for the vote. A "No" vote shall be accompanied by specific suggestions for change, if those changes would change the negative to affirmative.
- b. Canvass of ballots shall be no less than thirty (30) days after date mailed.
- c. Ballots shall be reviewed and counted by a Tellers Committee of two or more members appointed by the Chairman. The executive committee shall attempt to resolve all "Yes with reservations" and "No" votes. All such votes and accompanying basis for the vote shall be distributed to the full voting membership.
- d. For amendments to these "Procedures, " a two-thirds (2/3) affirmative ("Yes" and "Yes with reservations") vote of "yes," "yes, with reservations" and "no" votes received by the canvass shall be sufficient to record a favorable vote, provided at least one-half (1/2) of the members ballots are returned.
- e. All votes and supporting materials shall be filed with the secretariat of the IAC.

The results of votes by the full IAC shall not be considered binding on organizations participating as members of the IAC, but shall be binding with respect to the business of the IAC.

#### Section 6. Minutes

Minutes shall be kept of all meetings of the IAC and its constituent groups and shall be approved by the members attending the meetings. Approved minutes shall be filed with the Chairman of the IAC and retained by the ICC.

### ARTICLE IV. OFFICERS

#### Section 1. Officers

The officers of the IAC shall be the Chairman and the Vice Chairman.

#### Section 2. Selection of Officers

All IAC officers shall be elected by majority vote of members of the IAC.

#### Section 3. Terms

The Chairman and the Vice Chairman shall serve for a term of two (2) years beginning immediately following the Annual Meeting. IAC officers may serve successive terms. Vacancies shall be filled for any unexpired term by the IAC. Each such officer shall hold office until a successor shall have been duly elected and qualified, or until resignation or removal by the IAC.

#### Section 4. Duties

The duties and responsibilities of officers shall be as follows:

- a. Chairman - The Chairman shall preside at all meetings of the IAC. The Chairman shall appoint, with the concurrence of the IAC, all subcommittees, panels, and other units of the IAC and verify the review and approval of all reports and other documents for public release on behalf of and with the approval of the IAC.
- b. Vice Chairman - The Vice Chairman shall act for the Chairman in all respects during the absence of the Chairman.

### ARTICLE V. EXECUTIVE COMMITTEE

#### Section 1. Members

The IAC's executive committee shall be the officers of the IAC and six (6) other members appointed by the IAC Chairman and confirmed by majority vote of the IAC.

#### Section 2. Functions

In the intervals between meetings of the IAC, the Executive Committee may meet and may exercise the authority provided to it by the IAC. Minutes of the Executive Committee's meetings shall be prepared and a copy provided to each member of the IAC.

### ARTICLE VI. ELECTION OF OFFICERS

#### Section 1. Nominations Committee

The Nominations Committee shall consist of five (5) members appointed by the IAC Chairman with the concurrence of the IAC. The term of the Nominations Committee shall begin prior to June 1 of each year and shall expire with the Annual Meeting.

#### Section 2. Nominations Process

At least thirty (30) days before the IAC's Annual Meeting, the Nominations Committee shall submit the slate of candidates for IAC officer positions to the IAC for its consideration. Candidates to fill unexpired terms of officer positions shall be developed and considered in a similar manner.

### Section 3. Election of Officers

At the Annual Meeting of the IAC, the slate of officers proposed by the Nominations Committee shall be presented by the Nominations Committee chairman. Further nominations may be made from the floor. Following the close of nominations, the officers shall be elected by majority vote of the members present. If multiple nominations for one position are made, the vote shall be by written ballot. The candidate receiving the greatest number of votes and a simple majority is elected. In the event of ties or if a candidate does not receive a majority vote, additional written runoff ballots shall be conducted.

## ARTICLE VII. SUBCOMMITTEES

### Section 1. Operations

Subcommittees shall function under written rules and procedures approved by the IAC and the ICC board of directors.

### Section 2. Term

The IAC, by majority vote, may create and terminate such subcommittees as it deems appropriate.

### Section 3. Membership

Membership on all subcommittees shall be made up of members of the IAC, alternates, or other member designees.

## ARTICLE VIII. PUBLICATIONS

Reports and other documents of the IAC and its subcommittees that are intended for public release by the IAC must be reviewed and approved by the IAC and the ICC board of directors prior to publication.

## ARTICLE IX. AMENDMENTS

Proposed amendments to any article may be offered by a written petition by twenty (20) percent of the members of the IAC or by majority vote of the IAC. The Chairman of the IAC shall cause such duly authorized proposed amendments to be submitted to the full membership for written ballot at least forty-five (45) days prior to the next meeting. Votes received at least fifteen (15) days prior to the meeting shall be tallied by the IAC Executive Committee for reporting to the IAC at its next meeting.