

RULES of PROCEDURES for the Submittal of PUBLIC PROPOSALS and COMMENTS on ICC Standards

The following are the *Rules of Procedures* for the submittal of Public Proposals and Public Comments on ICC Standards.

Intent: Any interested person, persons or group may submit a Proposal or Comment, which will be duly considered when in conformance with these *Rules of Procedures*.

PUBLIC PROPOSALS: Proposals shall be based on the latest draft or edition of the applicable ICC Standard.

PUBLIC COMMENTS: Comments shall be based on the *Committee Actions* as published in the Public Proposals Report (PPR), as submitted to ANSI. Comments shall not contain new information.

Submittal Deadline: Each Proposal or Comment shall be received at the office of the Secretariat by the day and time as indicated in the announced Closing Date. The submitter of a Proposal or Comment is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.

Withdrawal of a Proposal or Comment: The proponent may withdraw a Proposal or Comment at any time prior to the announced Closing Date for receiving the Proposal or Comment.

Number of Submittals: Two (2) copies of each Proposal or Comment provided in print format, or one (1) copy in print format if also provided in electronic format, shall be submitted. Two (2) copies of all substantiating information shall be submitted. Additional copies may be requested when determined necessary by the Secretariat. A copy of a Proposal or Comment in an electronic format may be requested by the Secretariat.

Form and Content of Proposal and Comment Submittals: Each Proposal or Comment shall be submitted separately and shall be complete in

itself. A Proposal or Comment may be submitted on a form provided for that purpose by the ICC, or in an alternate format including electronic. Each submittal shall contain the following information:

Proponent: Each Proposal or Comment shall include the name, title, mailing address and telephone number of the proponent. If available, a fax number and e-mail address should be included. In addition:

1. If a group or organization submits a Proposal or Comment, the individual with prime responsibility shall be indicated.
2. If a proponent submits a Proposal or Comment on behalf of a client, group, or organization, the name and mailing address of the client, group, or organization shall be indicated.

Section Reference: Each Proposal or Comment shall relate to the applicable section(s) in the latest edition of the *Standard* and any supplement thereto. If more than one section in the *Standard* is affected by a Proposal or Comment, additional appropriate Proposals or Comments shall be submitted for all such affected sections.

Text Presentation: The text of the Proposal or Comment shall be presented in the specific wording desired with deletions shown in legislative text. (Text to be deleted to be ~~struck out~~ with a single line. New and additional text to be underlined with a single line.)

1. Each Proposal or Comment shall be in proper code format and terminology.
2. Each Proposal or Comment shall be complete and specific in the text to eliminate unnecessary confusion or misinterpretation.
3. The proposed text shall be in mandatory terms.

PUBLIC PROPOSALS

1. A Proposal shall contain a charging statement that indicates the referenced

Section(s), Table or Figure of the *Standard*, and whether the Proposal is intended to be new text, a revision to, or a deletion of existing text.

2. Whenever practical, the existing text of the *Standard* shall be preserved with only such additions and deletions as necessary to accomplish the desired change.

PUBLIC COMMENTS

1. A Comment shall contain a charging statement that indicates the referenced Section(s), Table or Figure; the Public Proposal Number; and whether the Comment is intended to be new text, a revision to, or a deletion of text of the *Committee Actions* as shown in the Public Proposals Report (PPR).

2. Whenever practical, the proposed text of the *Committee Actions* shall be preserved with only such additions and deletions as necessary to accomplish the desired change.

Supporting Information: Each Proposal or Comment shall include sufficient supporting information to indicate how the Proposal or Comment is intended to affect the intent and application of the *Standard*.

1. Purpose: The proponent shall clearly state the purpose of the proposed change (e.g., add new requirements delete current requirements, clarify the current requirements; revise outdated materials substitute new or revised material for current provisions; etc.).

2. Reason: The proponent shall justify changing the current provisions, stating why the Proposal or Comment is superior to the current provisions of the *Standard*. Proposals or Comments that add or delete requirements shall be supported by a logical explanation that clearly shows why the current provisions are inadequate or overly restrictive, specifies the shortcomings of the current provisions, and explains how the Proposal or Comment will improve the *Standard*.

3. Substantiation: The proponent shall substantiate the proposed change based on technical information and substantiation. The burden of providing substantiating material

lies with the proponent of the Proposal or Comment.

Bibliography: The proponent shall submit a bibliography of any substantiating material submitted with the Proposal or Comment. The bibliography shall be published with the proposed change, and the proponent shall make the substantiating materials available for review at the office of the International Code Council, and during the Public Hearings on Proposals or Comments.

Copyright Release: The proponent shall sign the copyright release that is either on the Proposal or Comment form or on the separate Copyright Release form, both of which are available on the ICC website, www.iccsafe.org.

Submittals in Electronic Form: Proposals or Comments submitted in an electronic format, either on disk, CD or e-mail, shall contain all of the information as required in these *Rules of Procedures*. The submitter of a Proposal or Comment submitted in an electronic format shall provide a written signature to verify the copyright release as outlined in these *Rules of Procedures*. The Secretariat may provide the form to the submitter in which the signature is to be procured.

E-mail SUBMITTAL to (preferred):

e-mail: ewirtschoreck@iccsafe.org

Fax SUBMITTAL to:

Fax: (708) 799-0320

Mail SUBMITTAL to:

**Manager of Standards
International Code Council, Inc.
4051 West Flossmoor Road
Country Club Hills, IL 60478-5795**

Any questions call (708) 799-2300, x4317