

ICC CODE TECHNOLOGY COMMITTEE

STUDY GROUP PROCEDURES

(Approved 12/13/06)

Criteria for CTC Appointment of a Study Group

Study Groups may be appointed by the CTC when it becomes apparent that the charge given the CTC by the ICC bears further study and review than may be accommodated during normal CTC meetings.

Operating procedures for Study Groups

A. A Study Group shall perform the following activities in developing its Work Product:

1. Receive the specific charge/scope and objectives from the CTC
2. Identify supporting documentation
3. Identify options for consideration and direction to the CTC
4. Be responsible for communicating SG recommendations to the CTC via regular reports and request placement on CTC Meeting agenda(s) as necessary
5. Respond to CTC requests for information and/or progress reports.

B. Composition and Procedure: A Study Group shall operate under the following guidelines:

Participants: The Study Group shall be comprised of representatives of affected and identified interests; members from industry, code officials, experts in the field, affected parties, advocates, etc.

1. Governance: A minimum of two CTC representatives shall be assigned to each study group. One of the CTC members shall be chairman as appointed by the chairman of the CTC. The chairman shall be responsible for reporting to the CTC. The number of voting members shall be based on ensuring balance among the interests.
2. Meetings: A Study Group may meet in person at venues agreed to or via teleconference/Web meeting. In addition, a Study Group may schedule in-person meetings in conjunction with CTC meetings so long as they are not held simultaneously.