



# CP#9-04 – Role & Structure of Advisory Councils

Approved: 01/17/04 | Revised: 10/19/19

**1.0 Purpose of Council Policy:** This policy establishes the ICC Councils program and sets forth objectives, procedures, and organization.

## **2.0 Rules and Procedures:**

**2.1 Councils:** The ICC Board of Directors shall create one or more Councils. The Councils so created shall be responsible for the implementation and oversight of ICC Code and Standard Development, to facilitate Membership interaction with ICC and other activities as assigned by the ICC Board of Directors.

**2.2** Except as otherwise provided herein, the Councils and all members shall comply with *CP 7 – Committees & Members*.

**2.3** The number of members on each Council [or Membership Council Governance Committee] shall be as determined by the ICC Board of Directors. Each Council member shall be appointed by the ICC Board of Directors and each member shall be appointed for a three-year term, unless otherwise approved by the ICC Board of Directors. Initial appointment terms shall be staggered. No member shall serve for more than two complete consecutive terms. The council shall elect its Chair and Vice Chair.

**2.4** A Council may be composed of code officials, representatives of allied/interested organizations and professions with knowledge and experience in the code discipline(s) within the Council's scope.

**2.5** All members of the Council shall be eligible to vote on all matters.

## **3.0 Types of Councils and Responsibilities:**

**3.1 Codes & Standards Council:** The Codes & Standards Council shall be responsible for the implementation and oversight of ICC's Code and Standard Development for all of the International Codes, Standards and related committees. The Code & Standard Council shall be comprised of committee members familiar with the ICC Code and Standard Development Process and be representative of the code disciplines of the International Codes.

**3.1.1** To serve as the technical oversight committee for activities within its scope as approved and assigned by the ICC Board of Directors.

**3.1.2** To identify and recommend technical support activities and other services to the ICC Board of Directors.

**3.1.3** To review committee applications submitted to ICC in response to the public announcement in accordance with *CP 7 - Committees & Members* and recommend appointments for the ICC Board of Directors to consider.

**3.1.4** In all cases, the ICC Board of Directors shall be the appointing authority in accordance with *Section 11.1* of the ICC Bylaws. Where practical and not otherwise in conflict with this policy, preference in recommendations of governmental representatives should be given to applicants who have served previously on Code Action Committees in accordance with CP 31.

**3.1.5 Codes and Standards Procedures.** The Codes and Standards Council shall be responsible for the review and oversight of the ICC Codes and Standards Development Process in accordance with *CP 28 - Code Development* and *CP - 12 ICC Standards Development*, respectively, in accordance with Section 2.0 of this policy.

**3.1.6 Structure of the Codes and Standards Council.** The Code and Standards Council shall be composed of members as follows: 10 Code Officials, representatives of allied/interested organizations and professions with knowledge and experience in the Code disciplines(s); the current Chairs of the Membership Councils; and 5 representatives from our Founding Strategic Partners.

## **3.2 Membership Councils:**

**3.2.1 Goals and Objectives:** Membership Councils shall be created by the ICC Board of Directors as necessary to keep the membership informed of the activities of the Code Council. The Board may establish a specific charge or charter for each Membership Council, including a budget, goals, and objectives. General responsibilities of the Membership Councils including but not limited to:

**3.2.1.1** Build and improve relationships with stakeholders with an interest in the activities of the applicable Membership Council.

**3.2.1.2** Provide opportunities to enhance the understanding, acceptance and adoption of ICC codes related to the applicable Membership Council.

**3.2.1.3** Make recommendations for ICC training and certification programs related to the activities of the applicable Membership Council.

**3.2.1.4** To keep stakeholders of the ICC informed and engaged in the activities of ICC.

**3.2.1.5** Act as an advocate for areas of professional or technical interest and to receive feedback from the stakeholders.

**3.2.2 Consideration of New Councils:** Proposals for the creation of new Membership Councils shall be reviewed by the Board of Directors according to the following criteria:

**3.2.2.1** Provides a unique perspective for the betterment of ICC and its membership

**3.2.2.2** Is necessary because it does not fit into one of the existing Councils

**3.2.2.3** Will not financially benefit a specific industry product or discipline

**3.2.2.4** Establishes clear expectations regarding financial support from ICC

**3.2.2.5** Explains the Council's relevance to the entire ICC membership

**3.2.2.6** Develops a work plan

**3.2.3 External Communications and Collaboration with other Councils:** Membership Councils shall communicate accomplishments and completion of work plan goals, both externally and to other Councils, using the following methods of communication:

**3.2.3.1** Work with Communications Department to develop a coordinated communications and social media plan

**3.2.3.2** Through staff liaisons, coordinate work of Councils and other committees to avoid duplication of work

**3.2.3.3** Work with external partner organizations to communicate accomplishments and opportunities for participation

**4.0 Reporting:** A report from each Council shall be submitted annually to the Board of Directors as necessary to support the activities of the Council.

**4.1 Work Plan:** The annual report shall include a work plan outlining projects, goals and initiatives the Council intends to undertake during the next year. The plan shall include any budget requests that exceed Funding and Support authorized by the Council Charter.

**4.1.1 Mid-Year Progress Report:** Each Council shall provide a mid-year progress report on projects, goals and initiatives identified in the work plan to the Board of Directors, including management of any budget allocations approved by the Board as identified in Section 4.1

**4.2 Assessment of Council Performance:** Membership Council performance shall be periodically assessed by the Board of Directors according to the following metrics:

**4.2.1** Recruitment of new members and engagement of current members

**4.2.2** Promotion and advancement of Council to increase relevance to the entire ICC Membership

- 4.2.3** Track and report participation in Council meetings and conference calls
- 4.2.4** Coordination and collaboration with other Councils through joint meetings, initiatives and communications
- 4.2.5** Monitor web analytics for each Council
- 4.2.6** Execution of unique activities identified by the Board as a performance metric for individual Councils