



CP#12-03 – ICC Standards Development

Approved: 01/17/04 | Revised: 12/7/18

Staff note: The update of this policy has been held pending the comprehensive review and update of the ICC Consensus Procedures.

1.0 Purpose of Council Policy: In order to accomplish the ICC mission of providing a coordinated and comprehensive set of model codes as well as regulatory documents supporting the built environment, it is necessary to assure the availability of acceptable standards. This policy gives general criteria regarding the development and maintenance of Standards by the ICC. This Policy is intended to work in concert with the ANSI approved *ICC Consensus Procedures* which regulate the development and update of ICC Standards.

2.0 Rules and Procedures:

2.1 Codes and Standards Council: The ICC Codes and Standards Council (CSC) shall administer the development process of ICC Standards in accordance with this Policy and the *ICC Consensus Procedures*. The role, responsibility and duties of the CSC shall be governed by CP # 9 *Role & Structure of Advisory Councils* and CP#7 *Committees and Members*.

2.2 Need for Standard: The ICC Board of Directors has the authority to determine whether or not ICC shall develop a new ICC Standard. This may include review and a recommendation from the CSC but is not required. The establishment of need shall be determined by, but not limited to, consideration of the following:

1. The lack of regulatory documents necessary to govern a given subject;
2. Requests for standard development in accordance with Section 2.3 of this policy;
3. Review of existing standards on similar subjects;
4. Willingness of existing standards developers to work with ICC in the joint development of an ICC Standard or to co-brand an existing standard;
5. Review of existing standards for compatibility with the *International Codes*; and compliance with CP # 28 *Code Development*; and
6. Review of timeliness, update frequency, responsiveness, adequacy of coverage and consensus nature of an existing standard.

2.3 Request for New ICC Standard: The CSC will consider all requests, including requests by ICC, to develop an ICC Standard in accordance with this policy. The request for a standards development project shall be accompanied by

information demonstrating the need for an ICC Standard (see Section 2.2. In the interest of timeliness, such requests may be directed to the ICC Board of Directors without CSC review for action in accordance with Section 2.2.

- 2.4 Updating Existing ICC Standards:** The update process for existing ICC Standards shall comply with this Policy and the ICC Consensus Procedures.
- 2.5 Procedures:** The CSC shall use the ICC Consensus Procedures, as approved by American National Standards Institute (ANSI) to administer the development, issuance, and maintenance of standards as needed. The submittal of the ANSI Project Initiation Notification (PINS) requires approval of the Executive Committee of the ICC Board of Directors. In the interest of timeliness, the ANSI PINS may be submitted without prior approval, provided the Executive Board is notified as soon as practicable following submittal. The ICC Board of Directors shall be notified of all PINS submittals at the next regularly scheduled Board meeting.
- 2.6 Standards Development Consensus Committee Composition:** The Consensus Committee shall be a balance of interests in accordance with the ICC Consensus Procedures. An applicant for committee membership may identify an alternate representative if desired. The alternate shall not vote if the primary member is present.
- 2.7 Consensus Committee Appointment:** Notification of standards activity and solicitation of Consensus Committee members shall be announced in suitable media and posted on the ICC web site to provide the opportunity for participation by all directly and materially affected persons. The CSC may review applications and make recommendations to the ICC Board of Directors for ICC Committees, including alternates, in accordance with CP #9 *Role & Structure of Advisory Councils* and CP 7, *Committees and Members*. Such review shall be based on appropriateness of the applicant's designated Interest Category, committee balance, and compliance with the ICC Consensus Procedures. Committee appointments shall be made by the ICC Board of Directors in accordance with the ICC Consensus Procedures.
- 2.8 ICC Standards Criteria:** ICC Standards shall comply with the referenced standards criteria included in CP # 28 *Code Development*.
- 2.9 Board of Directors:** The ICC Consensus Procedures shall be periodically reviewed and updated by the ICC Board of Directors. In addition to the provisions of this Policy, the ICC Consensus Procedures shall include the duties and responsibilities of the ICC Board of Directors relative to the development and updating of ICC Standards.