CP#44-13 – Code Correlation Committee

Approved: 9/28/13 | **Revised:** 05/31/24

1.0 Purpose of Council Policy: This policy replaces the Scope and Objectives of the ICC Code Correlation Committee and sets forth the objectives, procedures and organization of the Committee.

2.0 Name of Committee: Code Correlation Committee

3.0 Objectives of Committee: The objective of the ICC Code Correlation Committee (CCC) is to maintain technical and editorial consistency among the International Codes (Codes). The CCC is also responsible for assisting staff in the evaluation and processing of code change proposals and comments that are exclusively editorial.

4.0 Responsibilities: The responsibilities of the CCC include:

1. Administer the ICC Code Scoping Coordination Matrix that establishes:

   a) Which code has primary responsibility for a topic when the topic could appear in more than one code, and

   b) Which code development committee shall be responsible for review and maintenance of the related code text. (Subject to limitations that may be specified by the ICC Board of Directors (ICC Board) in memorandums of understanding or other agreements between ICC and other organizations that partner in the ICC Code Development Process).

2. Assist staff in determining committee assignments for code change proposals that are not clearly established by the Code Scoping Coordination Matrix, and recommend changes to the Code Scoping Coordination Matrix, as needed, to the ICC Board.

3. In accordance with Section 5.4 of CP#28, review proposed code changes to the International Codes determined to be editorial by staff and determine whether the revision, or a modification thereof, should be deemed to be an editorial revision of the code to be incorporated in the next edition of the code or be placed before a code development committee for consideration. To be deemed editorial, such proposals shall require a majority vote of the CCC, and editorial proposals shall be published in the code change proposal monograph. Such proposals shall be added to the hearing agenda for consideration by the appropriate code development committee upon written request by any individual to the ICC. CCC proposals that are not added to a code development committee hearing agenda shall be published in the next edition of the code with no further consideration.

4. Initiate public comments, as needed, to provide for correlation of changes to be considered at the Public Comment Hearing.

5. Resolve technical or editorial inconsistencies between multiple actions taken during the code development process by making appropriate changes to the text of the affected Codes. Procedures for resolving these inconsistencies shall be in accordance with Section 7.0.

6. Submit code change proposals to correct technical inconsistencies or editorial corrections to the Codes.

7. Perform any other technical, editorial and correlative functions assigned by the ICC Board.

5.0 Committee Organization and Structure:

5.1 Appointments: Appointments to the CCC shall be made by the ICC Board in accordance with the objective of Section 3.0 of this policy and this section. The ICC Board shall take into consideration a candidate's previous service on ICC Code Committees.

5.2 Composition: The CCC shall consist of Governmental Member Voting Representatives and Honorary Members. Interim vacancies on the CCC may be filled by the President of the ICC.

5.3 Term of Committee: Members of the CCC shall be appointed to a 36 month term on a schedule coordinated with the Code Development Cycle. The number of consecutive terms shall not be limited.

5.4 Chair and Vice Chair: The Chair and Vice Chair shall be appointed by the Codes and Standards Council from the ICC Board appointed members of the committee for a three year term.

5.5 In accordance with CP#7, the CCC shall be considered a Standing technical committee.

6.0 General Rules and Procedures of the Committee:

6.1 General: All issues not specifically addressed herein shall be in accordance with other applicable Council Policies and ICC Bylaws.

6.2 Quorum: A majority of the voting members of the CCC shall constitute a quorum at any meeting of the CCC.

6.3 Voting: Each CCC member shall be entitled to one vote. The CCC vote for approval of any matter before the CCC shall be at least a majority of those voting members participating, including abstentions, unless otherwise provided in this policy or other applicable Council Policies.

6.4 Staff Support: A staff liaison shall be assigned to the CCC. Staff shall not be a voting member of the CCC. As a technical and code development resource, staff is permitted to participate in the CCC deliberations. In all cases, the final determination of a CCC issue rests with the voting members of the CCC.

6.5 Meetings: All meetings shall be open and conducted in accordance with this policy, CP#7 – Committees and Members and Roberts Rules of Order.

6.6 Copyright: CCC members shall agree in writing to waive copyright protection for the benefit of the ICC with respect to any code language created within the CCC process, use of any language developed from a code, standard or work product must be with the express written permission of the copyright holder.

6.7 Committee Representation: No committee member shall represent the committee unless specifically authorized by a majority of the committee in accordance with these procedures.

6.8 Travel reimbursement. ICC will provide reimbursement for all reasonable travel expenses of CCC Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.

7.0 Code Correlation Decisions Prior to Code Publication

7.1 Purpose. The following procedure shall apply to the resolution of technical or editorial inconsistencies resulting from actions taken during the code development process in accordance with Section 4.0, item 5.

7.2 Submittal of Requests for Code Correlation. Correlation revisions to the text of the affected codes can be requested by ICC staff, any member of the CCC, or any interested party.

7.2.1 Form of Request. The correlation request must be submitted in writing and sent to the ICC Staff, Manager of Codes. Requests can be submitted electronically or by regular mail. The request shall include the name, title, mailing address, telephone number, and email address of the proponent (s) of the revision.

7.2.2 Affected sections. The correlation request shall show proposed revisions to the affected code sections with deletions shown struck out with a single line and additions shown underlined with a single line. The text basis shall be the text of the affected code as approved during the current code development cycle.

7.2.3 Reason. The request shall be accompanied by a reason statement that includes a list of the successful code change proposals from the current code development cycle that revised the affected text. The reason statement shall include an explanation of the conflict in the text and how the proposed revision resolves the conflict and accurately reflects the intent of the participants in the code development just concluded.

7.2.4 Submittal deadline. Deadline for any submittals of proposed revisions to resolve conflicts in the code shall be determined by ICC Staff based upon

the time of completion of the Online Governmental Consensus Vote and the publication dates of the upcoming edition of the Codes. The deadline shall be posted a minimum of 30 days prior to the submittal deadline.

7.3 Processing the correlation request. Upon receipt of a correlation request, ICC staff shall confirm that the base text of the affected code sections accurately reflect the actions taken based on the applicable code change proposals.

7.3.1 Notification. The proponents of the successful code changes that revised the affected text shall be notified individually by staff that a correlation request has be received regarding the affected code text and the corresponding successful code change proposals. In addition, the correlation request shall be posted on the ICC website a minimum of 14 days prior to the meeting of the CCC to consider the request.

7.4 Committee meeting. The committee shall conduct an open meeting, either in person or via conference call, to discuss each correlation request submitted. The date and time of the meeting shall be posted on the ICC website not less than 30 days prior to the meeting. Any interested party may attend the meeting and participate in the discussion of the correlation request.

7.5 Committee action. The deliberations by the committee shall be conducted in accordance with Section 6.0. Motions can be brought forward to approve the correlation request as submitted (AS), approve the correlation request with modifications (AM), or disapprove the correlation request (D).

A motion for As Submitted or As Modified shall require a 2/3 majority of the committee members participating, including abstentions, to be successful. A motion for Disapproval shall require a simple majority of the committee members participating, including abstentions, to be successful. In the event that a motion does not receive any of the required majorities, the correlation request shall be Disapproved.

7.6 Posting decisions. A report of committee decisions on code correlation requests shall be posted on the ICC website in a timely manner. The report shall include:

7.6.1 The submitted request for correlation, with the reason statement.
7.6.2 The committee action on the request, with a reason statement from the committee.
7.6.3 A clean version of how the code text will read based upon the revisions requested.

7.7 Next Edition of the Codes. The revised text will be published in the next edition of the affected I-Code(s).

7.8 Decisions final. Decisions rendered under this section are final and are not appealable.