COLUMBUS
INTERNATIONAL CODE COUNCIL 2017

Enhance your Career:
How to Get Involved with an ICC Committee

Presenter: Nancy Springer

Monday, September 11, 2017

2:00 PM - 3:30 PM

ICC INTERNATIONAL CODE COUNCIL®

Enhance your Career:
How to Get Involved with an ICC Committee

Nancy J Springer, CBO

Building Official Butte County, CA

Session: 90 minutes

HOUSEKEEPING

- Exits-Restrooms-Cell phones

INTRODUCTIONS

- Building Officials
- Plans Examiners
- Building/Special Inspectors
- Permit Technicians
- Fire Officials
- Other: Registered Design Professionals, Industry Representatives, Administrative Personnel…

WHAT IS THIS CLASS…..

- Identify benefits and the importance of getting involved with ICC through committee participation,
- Discussion will include an overview of the ICC process on "call for committees",
- The different types of committees and when/how to apply.
- What to expect once appointed to a committee,
- The commitment for meeting attendance, participation and completing assigned tasks.

END OF SESSION …

- Identify the benefits of committee participation,
- Understand their role as a committee member,
- Understand the role of ICC staff,
- Have an awareness the overall commitment.
- Have an awareness of "Roberts Rules of Order"

BENEFITS/IMPORTANCE OF INVOLVEMENT

- Networking with other professionals
- Learn more about the subject matter- broaden your knowledge
- Diversity - Different Perspectives
- Brainstorming- discussions
- Provide input- make a difference
- Leadership abilities- teamwork- result orientated- become vested-
- ENHANCE YOUR CAREER!

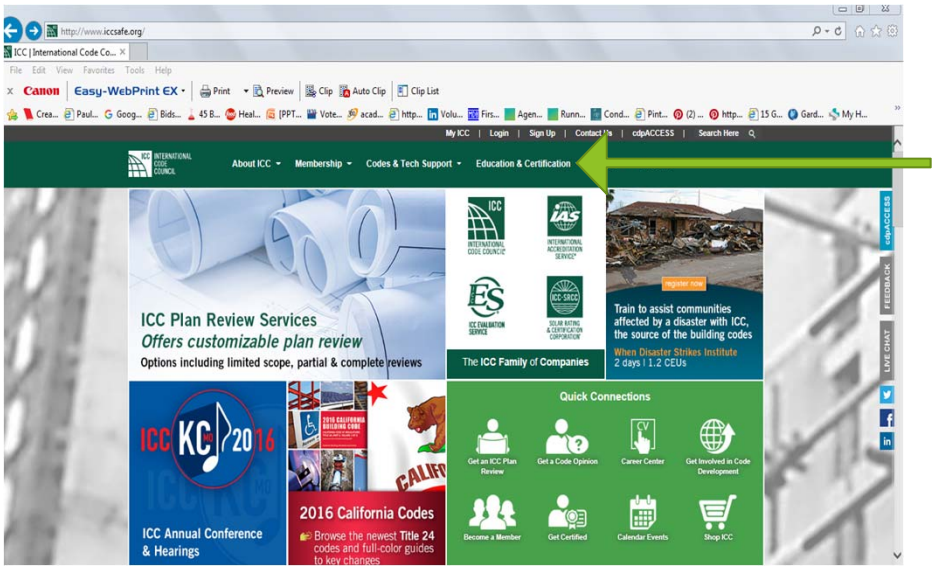
HOW TO JOIN A COMMITTEE

- ICC WEBSITE
  - http://www.iccsafe.org/
- CALL FOR COMMITTEES
  - http://www.iccsafe.org/membership/councils-committees/call-for-committees-2/

ICC Staffs role:

- Staff puts out notice for "Call for Committees"
- Application- information to submit
- Reviews applications – provides to Board for appointment
- Sends follow up of appointments

ICC WEBSITE



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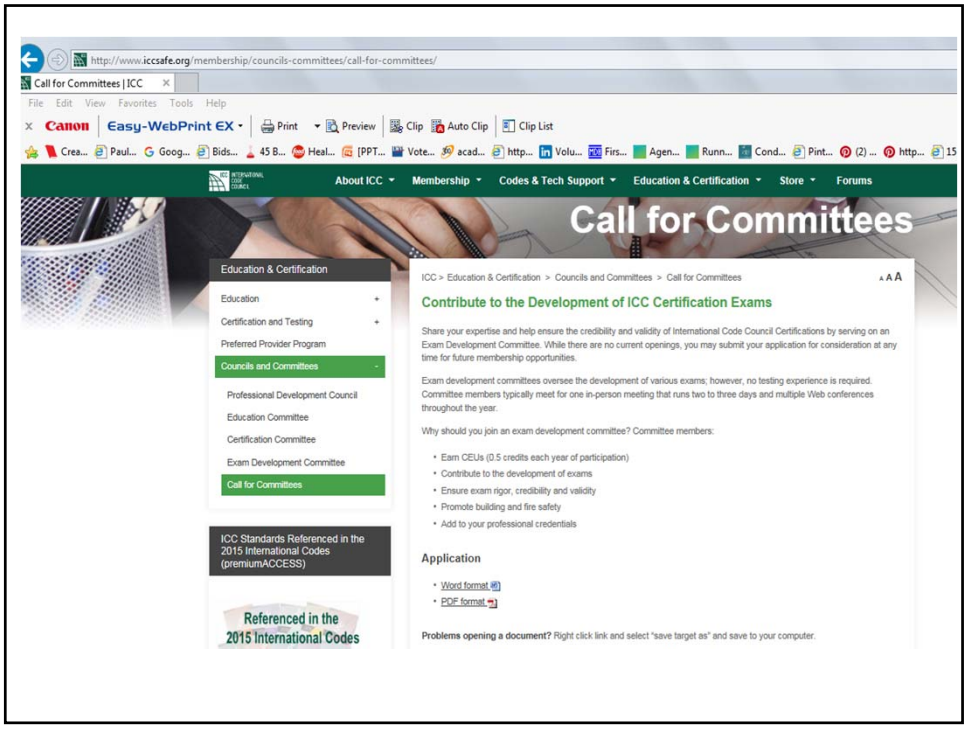
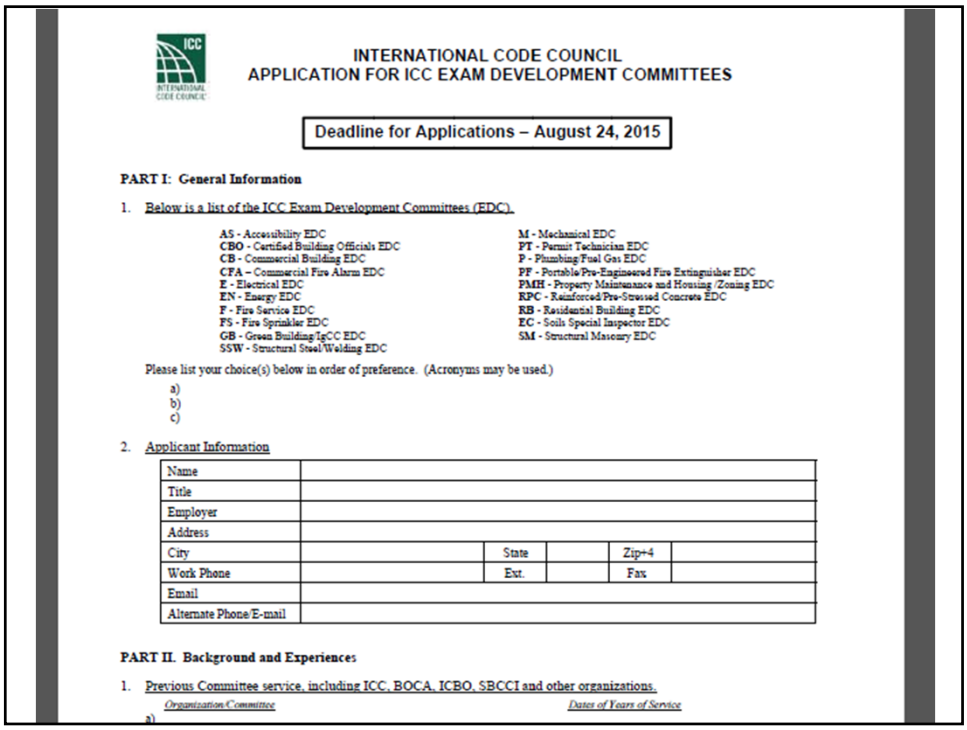




INTERNATIONAL CODE COUNCIL
APPLICATION FOR ICC EXAM DEVELOPMENT COMMITTEES

Deadline for Applications – August 24, 2015

PART I: General Information

1. Below is a list of the ICC Exam Development Committees (EDC).

AS - Accessibility EDC
CBO - Certified Building Official's EDC
CB - Commercial Building EDC
CFA – Commercial Fire Alarm EDC
E - Electrical EDC
EN - Energy EDC
F - Fire Service EDC
FS - Fire Sprinkler EDC
GB - Green Building/IgCC EDC
SSW - Structural Steel/Welding EDC
M - Mechanical EDC
PT - Permit Technician EDC
P - Plumbing/Fuel Gas EDC
PF - Portable/Pre-Engineered Fire Extinguisher EDC
PMH - Property Maintenance and Housing /Zoning EDC
RPC - Reinforced/Pre-Stressed Concrete EDC
RB - Residential Building EDC
EC - Soils Special Inspector EDC
SM - Structural Masonry EDC

Please list your choice(s) below in order of preference. (Acronyms may be used.)

a)
b)
c)

2. Applicant Information

Name					
Title					
Employer					
Address					
City		State		Zip+4	
Work Phone		Ext.		Fax	
Email					
Alternate Phone/E-mail					

PART II. Background and Experiences

1. Previous Committee service, including ICC, BOCA, ICBO, SBCCI and other organizations.

Organization/Committee *Dates of Years of Service*

a)

2017 ICC Annual Conference Education Programs
Columbus, OH

PART II. Background and Experiences

1. Previous Committee service, including ICC, BOCA, ICBO, SBCCI and other organizations.

	Organization/Committee	*Dates of Years of Service*
a)		
b)		
c)		
d)		

2. Education beyond high school.

	Name and Location of School	*Course of Study*	*Degree of Certificate*	*Date of Completion*
a)				
b)				
c)				
d)				

3. Employment History

	Employer	*Type of Work*	*Dates of Employment*
a)			
b)			
c)			
d)			

Be sure to provide information that will support the committee you are trying to join.

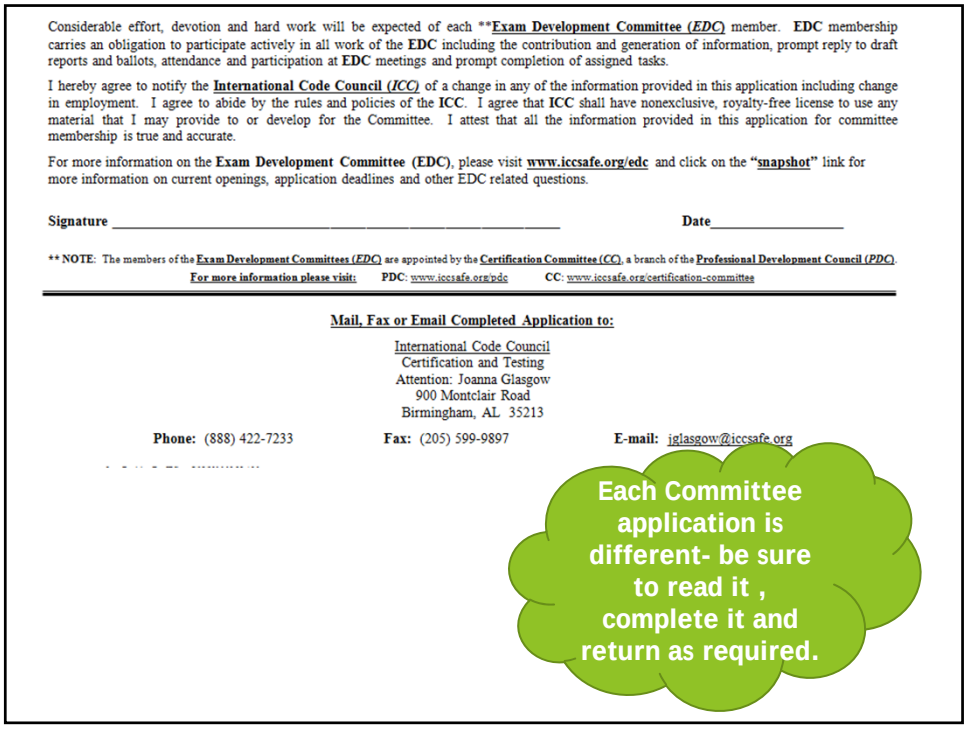
4. State the contributions, certifications or other qualifications you offer toward the success of the Committee in which you have an interest Certification in corresponding committee preferred.

5. Check all ICC certification/combination designations you currently hold:

Certifications:

- ☐ Disaster Response Inspector
- ☐ Residential Building Inspector
- ☐ Commercial Building Inspector
- ☐ Residential Electrical Inspector
- ☐ Commercial Electrical Inspector
- ☐ Commercial Energy Inspector
- ☐ Commercial Fire Alarm Inspector
- ☐ Residential Mechanical Inspector
- ☐ Commercial Mechanical Inspector
- ☐ Residential Plumbing Inspector
- ☐ Commercial Plumbing Inspector
- ☐ Property Maintenance and Housing Inspector
- ☐ Zoning Inspector
- ☐ Coastal & Floodplain Construction Inspector
- ☐ Commercial Fire Sprinkler Inspector
- ☐ Fire Inspector I
- ☐ Fire Inspector II
- ☐ Fuel Gas Inspector
- ☐ Permit Technician
- ☐ Electrical Plans Examiner
- ☐ Building Plans Examiner
- ☐ Plumbing Plans Examiner
- ☐ Mechanical Plans Examiner
- ☐ Residential Plans Examiner
- ☐ Fire Plans Examiner
- ☐ Green Building – Residential Examiner
- ☐ Commercial Energy Plans Examiner
- ☐ Commercial Fire Alarm Plans Examiner I
- ☐ Commercial Fire Alarm Plans Examiner II
- ☐ Commercial Fire Sprinkler Plans Examiner
- ☐ Pre-stressed Concrete Special Inspector
- ☐ Reinforced Concrete Special Inspector
- ☐ Structural Masonry Special Inspector
- ☐ Soils Special Inspector
- ☐ Spray-applied Fireproofing Special Inspector
- ☐ Structural Steel & Bolting Special Inspector
- ☐ Structural Steel & Welding Special Inspector
- ☐ Residential Fire Sprinkler Inspector/Plans Examiner

Here is where you can express why you want to be on the committee and how you can be an asset.



Considerable effort, devotion and hard work will be expected of each **Exam Development Committee (*EDC*) member. **EDC** membership carries an obligation to participate actively in all work of the **EDC** including the contribution and generation of information, prompt reply to draft reports and ballots, attendance and participation at **EDC** meetings and prompt completion of assigned tasks.

I hereby agree to notify the **International Code Council (*ICC*)** of a change in any of the information provided in this application including change in employment. I agree to abide by the rules and policies of the **ICC**. I agree that **ICC** shall have nonexclusive, royalty-free license to use any material that I may provide to or develop for the Committee. I attest that all the information provided in this application for committee membership is true and accurate.

For more information on the **Exam Development Committee (EDC)**, please visit **www.iccsafe.org/edc** and click on the **"snapshot"** link for more information on current openings, application deadlines and other EDC related questions.

Signature _____ **Date**_____

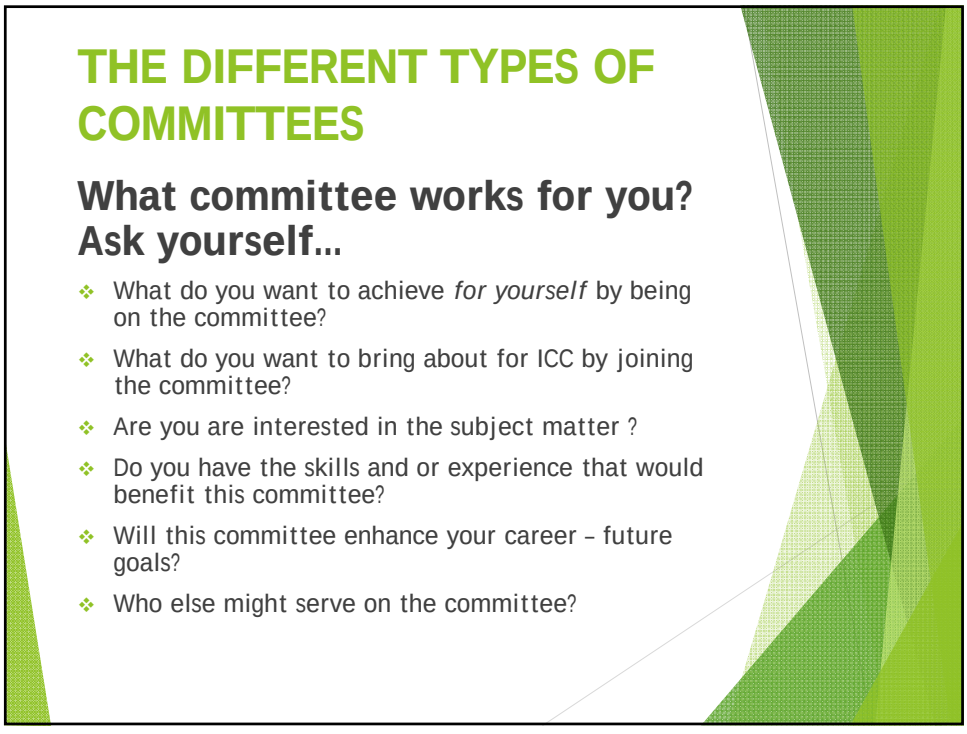
** **NOTE**: The members of the **Exam Development Committees (*EDC*)** are appointed by the **Certification Committee (*CC*)**, a branch of the **Professional Development Council (*PDC*)**.
For more information please visit: **PDC**: www.iccsafe.org/pdc **CC**: www.iccsafe.org/certification-committee

Mail, Fax or Email Completed Application to:

International Code Council
Certification and Testing
Attention: Joanna Glasgow
900 Montclair Road
Birmingham, AL 35213

Phone: (888) 422-7233 **Fax:** (205) 599-9897 **E-mail:** jglasgow@iccsafe.org

Each Committee application is different- be sure to read it , complete it and return as required.



THE DIFFERENT TYPES OF COMMITTEES

What committee works for you? Ask yourself…

- What do you want to achieve *for yourself* by being on the committee?
- What do you want to bring about for ICC by joining the committee?
- Are you are interested in the subject matter ?
- Do you have the skills and or experience that would benefit this committee?
- Will this committee enhance your career – future goals?
- Who else might serve on the committee?

HOW TO PREPARE FOR COMMITTEE WORK

- Application
- Resume
- Workshops
- Become informed about the committee.
- Learn Roberts Rules of Order- Basic understanding

What to expect once appointed to a committee,

ICC Staff's role …

- Receive a letter appointing you to committee
- List of other appointed members
- Policies associated to committed and any relevant documents- Objectives- goals of committee
- Typically the date of the first meeting
  - Face to Face – Staff will provide traveling information
  - Teleconference- agenda- call in information

ICC STAFFS ROLE *continued..*

- Face to Face meetings = Traveling
  - Staff will assist with traveling arrangements and available for any questions.
- Liaison appointed- ICC Staff Member and a Board Member
- ICC Staff Member appointed will become your main point of contact.
  - They assist with administrative duties
    - Take minutes for the meetings
    - Send out Agendas- Minutes- Associated handouts/documents
    - Make meeting arrangements – on site or call in
    - Communicate with the chairs/committee members when required as associated to subject matter of committee.
    - They are there to help

COMMITTEE SET UP

- Agendas
- Minutes
- Policies: work plans – objectives
- Review documents, gather and assess information to take back to the Committee

MEETINGS

- **Why have meetings?**
  - To give and receive information
  - To meet objectives- deliver a product or policy or other
  - To understand the needs of the membership
- **How do you meet?**
  - Face to Face
  - Teleconference calls
  - Video conference

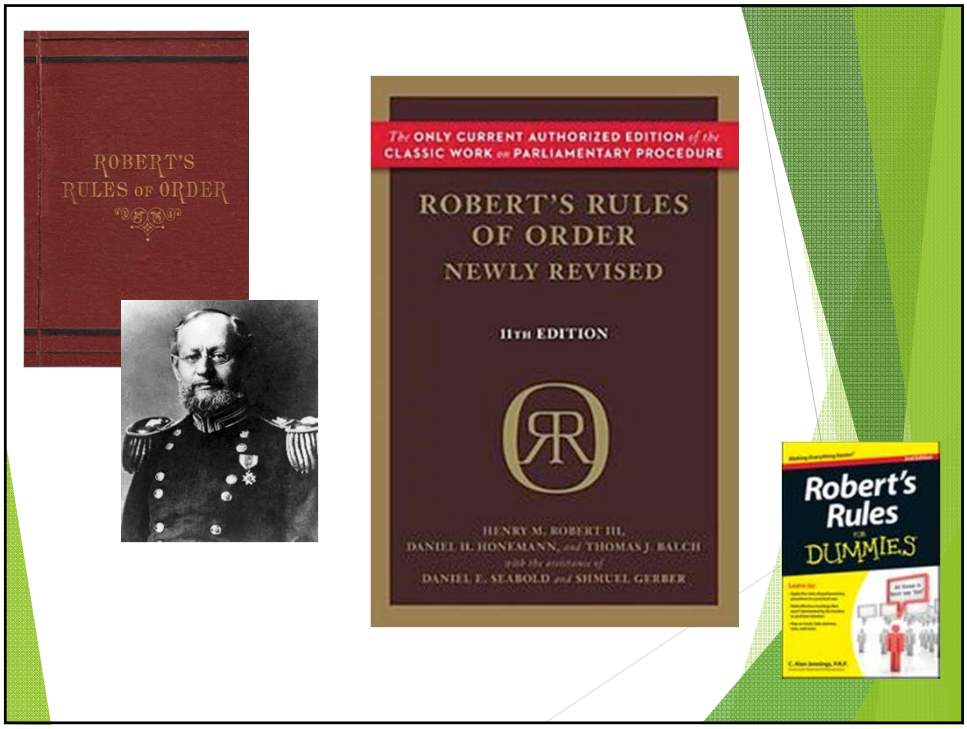
COMMITTEE ROLES

- ICC Staff: Liaison- Contact
- ICC Board Member : Liaison
- Committee Chair
- Committee Co Chair
- Committee member
- Alternate

COMMITMENT

- Attend meetings
- Active involvement
- Work with the other committee members- teamwork
- Complete assigned tasks – follow through

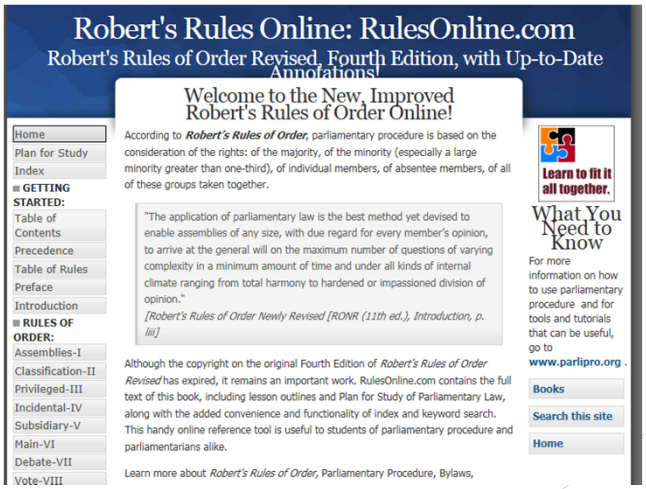
ROBERTS RULES OF ORDER



TERMS AS ASSOCIATED TO A MEETING

- **BYLAWS**
  - A document that typically spells out the Committee or Board's purpose, how it is organized, and the rules that govern how it should be run.
    - Meetings- Agendas- Minutes
- **QUORUM**
  - The minimum number of members that must be present at a meeting so that issues can be discussed and decisions made.
- **MOTIONS**
  - To introduce a new piece of business or propose a decision or action, a motion must be made by a member ("I move that……") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
- **VOTING**
  - When a motion is voted on, it passes if the number of attending members who support it is more than the number of attending members who don't. Members who are at the meeting but abstain from voting are left out of the tally.
- **ADJOURNMENT**
  - Once all business has been completed per the agenda the meeting ends. Typically a motion is made with a second.

http://www.rulesonline.com/

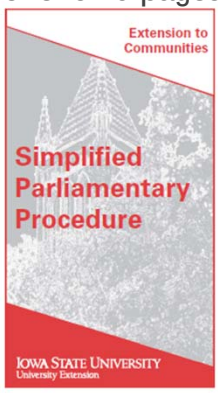


This website http://www.parlipro.org/ is a companion website to Robert's Rules Online - www.RulesOnline.com with full-text keyword search of the Fourth Edition of Robert's Rules

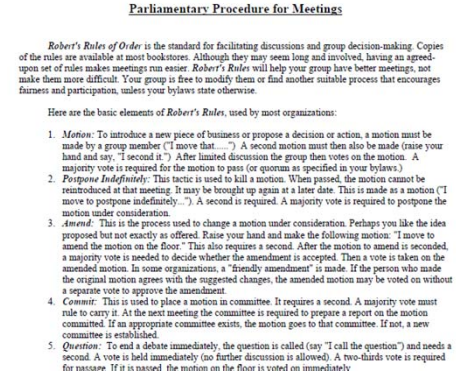
SIMPLIFIED PARLIAMENTARY PROCEDURE

https://prepareiowa.trainingsource.org/sites/default/files/boh/documents/PM1781.pdf

This one is 16 pages by Iowa State University.



REFER TO HANDOUT: *PARLIAMENTARY PROCEDURE FOR MEETINGS*



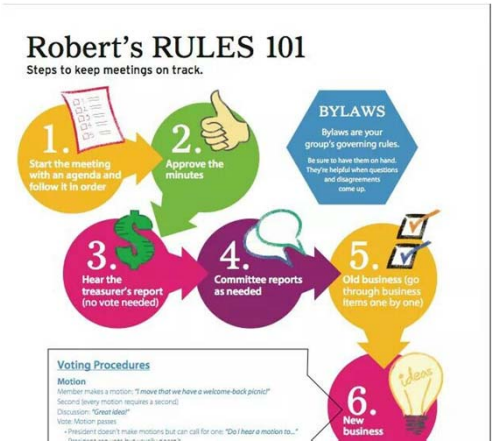
Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. *Motion:* To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that ....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. *Postpone Indefinitely:* This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. *Amend:* This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. *Commit:* This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. *Question:* To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf



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http://www.ptotoday.com/filesharing/document/1786-roberts-rules-tip-sheet

SERVING ON A COMMITTEE

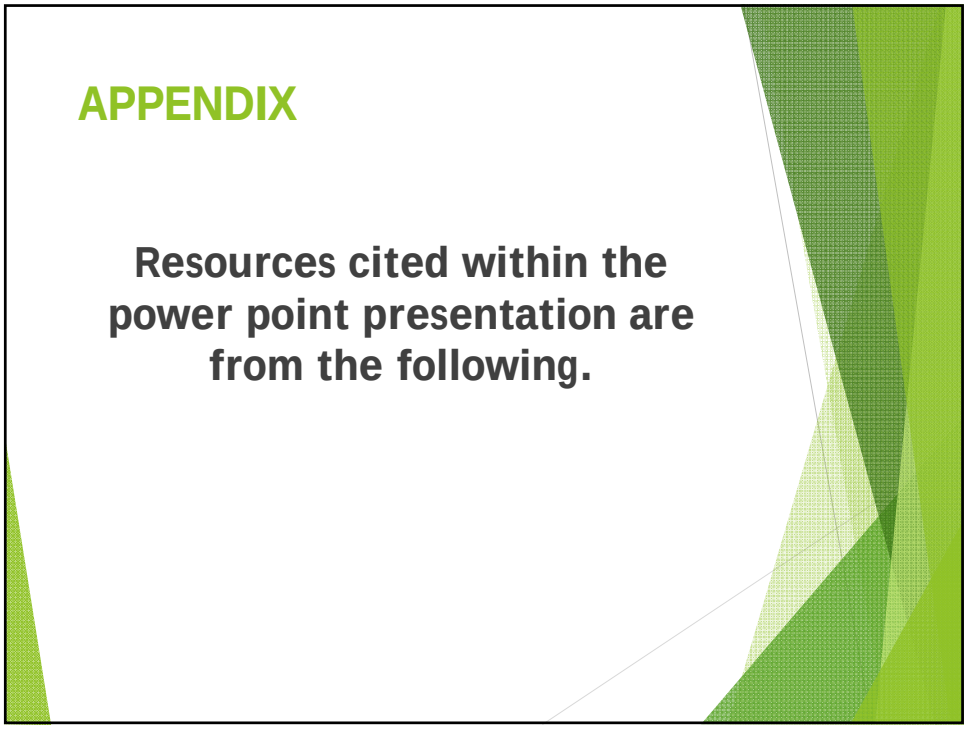
- PERSONALLY AND PROFESSIONALLY REWARDING,
- PROFESSIONALISM,
- NEW FRIENDS,
- FUN !

QUESTIONS/ANSWERS

THANK YOU
FOR YOUR PARTICIPATION!

My contact information:

Nancy Springer, CBO
Butte County
Building Division Manager/Building Official
Cell: 530.693.1559
Email: nspringer@buttecounty.net



RESOURCES

Slide 2 Images used – free images from Google search
www.google.com/images

Slide 8-13 Call for committees-reference to website
http://www.iccsafe.org/
http://www.iccsafe.org/membership/councils-committees/call-for-committees-2/

Slide 22 Speaker notes on Robert's Rules of Order
http://www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf

Slide 22 Images used – free images from Google search
www.google.com/images

Slide 23 Robert's Rules of Order – Images and speaker notes
https://www.ptotoday.com/pto-today-articles/article/8209-whats-the-big-deal-about-roberts-rules

Slide 24 Terms as associated to a meeting

https://www.ptotoday.com/pto-today-articles/article/8209-whats-the-big-deal-about-roberts-rules

Slide 25 Resource for Robert's Rules of Order

http://www.rulesonline.com/

Slide 26 Resource for Robert's Rules of Order

http://www.parlipro.org/

Slide 27 Simplified Parliamentary Procedure

https://prepareiowa.trainingsource.org/sites/default/files/boh/documents/PM1781.pdf

Slide 28 Parliamentary procedure for Meetings- HANDOUT

www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf - handout

Slide 29 Robert's Rules 101

https://s-media-cache- ak0.pinimg.com/originals/ae/d9/8f/aed98f77296a649650363bd4737bc29d.jpg

http://www.ptotoday.com/filesharing/document/1786-roberts-rules-tip-sheet

Slide 31 Images used – free images from Google search

www.google.com/images