



# INTRODUCTORY INFORMATION

(2014 Group C)

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By

International Code Council, Inc.

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# TABLE OF CONTENTS

## (2014 Group C)

	PAGE
Introduction.....	ii
2014 ICC Committee Action Hearings .....	ii
Membership Councils to meet prior to the hearings.....	ii
Registration and Voting .....	ii
Advanced Registration.....	iii
Code Development Process Schedule.....	iii
Procedures.....	iii
Significant Changes to the Assembly Action Process .....	vi
2012 – 2014 Group A, B and C Code Changes by Committee .....	vii
2014 Group C Code Development Committee Responsibilities .....	viii
Analysis Statements.....	viii
New Reference Standards.....	viii
Referenced Standards Updates.....	viii
Modifications .....	ix
Code Correlation Committee .....	x
ICC Website.....	x
Proponent Contact Information .....	x
2012 - 2014 Code Development Schedule.....	xi
2012 - 2014 Staff Secretaries.....	xiii
cdpACCESS Update .....	xv
2015 – 2017 Cycle Update.....	xvi
2015 – 2017 Code Development Schedule.....	xvii
CP 28 Code Development .....	xx
Cross Index of Proposed Changes.....	xxxvii
Hearing Schedule .....	xxxix
2014 Proposed Changes (Table of Contents) .....	xl

## INTRODUCTION

Welcome to cdpACCESS!

This 2014 Group C Cycle is the first cycle which is utilizing the new cdpACCESS system. This system allowed stakeholders to collaborate on potential code changes and ultimately was used to submit code changes online via the system. For more details please see cdpACCESS Updates, page xv.

The proposed changes published herein have been submitted in accordance with established procedures [Council Policy 28 Code Development (CP 28)] (see page xx) and are distributed for review. The publication of these changes constitutes neither endorsement nor question of them but is in accordance with established procedures so that any interested individuals may make their views known to the relevant code committee and others similarly interested. In furtherance of this purpose, the committee will hold an open public hearing at the date and place shown below for the purpose of receiving comments and arguments for or against such proposed changes. Those who are interested in testifying on any of the published changes are expected to be represented at these hearings.

This compilation of code change proposals is available in electronic form only. As part of ICC's green initiative, ICC no longer prints and distributes this document. The compilation of code change proposals will be posted on two locations on the ICC website: the customary posting which is linked from the [Code Development](#) webpage and from the [cdpACCESS webpage](#). CD copies will not be distributed, however ICC will have electronic versions available at the ICC Bookstore.

## 2014 ICC COMMITTEE ACTION HEARINGS

These proposed changes will be discussed in public hearings to be held on April 27<sup>th</sup> through May 3<sup>rd</sup> at the Memphis Cook Convention Center, Memphis, TN. The code committees will conduct their public hearings in accordance with the schedule shown on page xxxix.

### MEMBERSHIP COUNCILS TO MEET PRIOR TO THE HEARINGS

Prior to the hearings, the Building Official, Fire Service, PMG Official and Sustainability Membership Councils will be holding meetings during the Saturday morning, April 26<sup>th</sup>/Sunday, April 27<sup>th</sup> time period. This has been identified on the hearing schedule that was posted March 3<sup>rd</sup>.

Attention Green Stakeholders: One of the agenda items for the Sustainability Membership Council meeting on Sunday morning will be a discussion on the advancement and adoption of the IgCC. Be sure to get your hearing preparation done early enough to be able to attend and participate prior to the hearings which start at 1:00 pm.

Consult the [Membership Councils](#) webpage for details as they become available.

### REGISTRATION AND VOTING

New in 2014 is the change in process where assembly floor motions will be allowed following the committee action, however, the motion will be voted online following the hearings. All ICC members will be allowed to vote online on assembly floor motions. ICC members in attendance will still be allowed to vote on procedural "points of order" in accordance with Section 5.4.7 of CP 28 (see page xxvii). **For identification purposes, all hearing participants must register. There is no cost to register or participate in the hearings.** The registration desk will be open in the lobby of the convention center according to the following schedule:

Sunday, April 27 <sup>th</sup>	9:00 am to 5:00 pm
Monday, April 28 <sup>th</sup> through Friday, May 2 <sup>nd</sup>	7:30 am to 5:00 pm
Saturday, May 3 <sup>rd</sup>	7:30 am to 2:00 pm

CP 28 requires that ICC's membership records regarding ICC members reflect the eligible voters 30 days prior to the start of the Committee Action Hearings. This process includes new as well as changes to voting status. This

applies to all ICC Members - Governmental Members and non Governmental Members. Applicable CP 28 sections noted below:

**5.7.4 Eligible Online Assembly Motion Voters:** All members of ICC shall be eligible to vote on online assembly floor motions. Each member is entitled to one vote, except that each Governmental Member Voting Representative may vote on behalf of its Governmental Member. Individuals who represent more than one Governmental Member shall be limited to a single vote. Application, whether new or updated, for ICC membership must be received by the Code Council 30 days prior to the first day of the Committee Action Hearing. The ballot period will not be extended beyond the published period except as approved by the ICC Board.

**9.2 Applications:** Applications for Governmental Membership must be received by the ICC at least 30 days prior to the Committee Action Hearing in order for its designated representatives to be eligible to vote at the Public Comment Hearing or Online Governmental Consensus Vote. Applications, whether new or updated, for Governmental Member Voting Representative status must be received by the Code Council 30 days prior to the commencement of the first day of the Public Comment Hearing in order for any designated representative to be eligible to vote. An individual designated as a Governmental Member Voting Representative shall provide sufficient information to establish eligibility as defined in the ICC Bylaws. The Executive Committee of the ICC Board, in its discretion, shall have the authority to address questions related to eligibility.

**As such, new membership applications as well as renewal applications must be received by ICC's Member Services Department by March 28<sup>th</sup>, 2014. These records will be used to verify eligible voter status. Members are strongly encouraged to review their membership records for accuracy well in advance of the hearings so that any necessary changes are made prior to the March 28<sup>th</sup> deadline. For information on application for new membership and membership renewal, please go to [www.iccsafe.org/membership/join.html](http://www.iccsafe.org/membership/join.html) or call ICC Member Services at 1-888-ICC SAFE (422-7233)**

## ADVANCED REGISTRATION

You are encouraged to advance register by filling out the registration form available at [www.iccsafe.org/springhearings](http://www.iccsafe.org/springhearings).

## CODE DEVELOPMENT PROCESS SCHEDULE

As noted in the posted Advisory Statement of February 4, 2009, the revised Code Development Process includes maintaining the current 3-year publication cycle with a single cycle of code development between code editions. The schedule for the 2012 -2014 Code Development Cycle is the first schedule for the revised code development process (see page xi).

## PROCEDURES

The procedures for the conduct of the public hearing are published in CP 28 ("Procedures") on page xx. The attention of interested parties is specifically directed to Section 5.0 of the Procedures. These procedures indicate the conduct of, and opportunity to participate at the Committee Action Hearing. Please review these procedures carefully to familiarize yourself with the process.

There have been a number of revisions to the procedures prior to the start of the 2012 – 2014 Cycle. Also, with the implementation of cdpACCESS and corresponding changes to the process effective with the 2014 Cycle, significant changes were made to the procedures to account for the new submittal process and online voting opportunities. Included among these revisions are the following:

- Section 1.3.1 **Code Correlation.** This section institutionalizes the role of the Code Correlation Committee and the development and maintenance of the Code Scoping Coordination Matrix.

- Section 1.5      **Secretariat.** Staff has the authority to facilitate unforeseen situations which arise in the implementation of CP 28.
- Section 1.6      **Recording.** This section stipulates that ICC maintains sole ownership in the content of the hearings and has the right to control its subsequent distribution.
- Section 2.4      **Emergency Procedures.** This section includes a 'metric' to aid in the determination of when an issue rises to the level of concern appropriate to an emergency amendment. Furthermore, it now stipulates a process by which a proposed Emergency Amendment is reviewed by the ICC Codes and Standards Council who is responsible for the implementation and oversight of ICC's Code Development Process.
- Section 2.5      **Code Development Record.** Identifies the official documents and records for a cycle.
- Section 3.3.1  
&  
Section 6.4.1      **Proponent.** An e-mail address for each code change/public comment proponent will be published in the monograph, unless the proponent requests otherwise.
- Section 3.3.5.3  
&  
Section 6.4.5      **Substantiation.** ICC evaluates whether substantiating material is germane, but the policy makes it clear that ICC does not in all circumstances evaluate substantiating material for quality or accuracy.
- Section 3.3.5.6      **Cost Impact.** The proponent should submit information that supports their claim regarding cost impact. Any information submitted will be considered by the code development committee. This language is intended to emphasize the need to provide information on how the proposed change will affect the cost of construction.
- Section 3.4  
&  
Section 6.4.6      **Online Submittal.** Code changes and public comments are required to be submitted online via the cdpACCESS system.
- Section 3.6.3.1      **Standard Promulgation.** If a proposed new standard is not submitted in at least draft form, the corresponding code change proposal shall be considered incomplete and shall not be processed.
- Section 4.4      **Editorial Code Change Proposals.** Institutionalizes and revises the process by which the Code Correlation Committee considers staff identified editorial code changes. Code changes identified as editorial may be required to be considered via the entire process. (None identified for the 2014 Cycle).
- Section 4.6      **Updating Standards Referenced in the Codes.** The deadline for availability of updated referenced standards and receipt by the Secretariat is December 1<sup>st</sup> of the third year of each code cycle. For the 2012/2013/2014 cycle, the deadline is December 1, 2014.
- Section 5.2.2      **Conflict of Interest.** The determination as to whether or not a committee member should recuse themselves is left to the committee member. The only exception is where the committee member is also the proponent of the code change.
- Section 5.4.2      **Open Hearing.** A provision has been added that stipulates that participants shall not advocate a position on specific code changes with Committee Members other than through the methods provided in this policy.

- Section 5.4.3  
&  
Section 7.5.3     **Presentation of Material at the Public Hearing.** All participants are to make it clear what interests they are representing. This disclosure provides additional information upon which to evaluate the testimony.
- Section 5.5.2.1     **Submission (Modifications).** In anticipation of the new cdpACCESS online system, this section was revised to reflect that modifications will be submitted electronically while at the hearing. Unfortunately, this feature is still under development and will not be available for this cycle.
- Sections 5.7 –  
5.7.5     **Assembly consideration.** Assembly floor motions made at the Committee Action Hearing will not be voted on at the hearing. They will be voted on via an online process following the hearing (5.7.2). The process will include the ability to view the video of the hearing testimony, committee deliberations and committee action (5.7.3). Each member, including Governmental Member Voting Representatives, gets only one vote (5.7.4). A successful assembly action requires a majority of votes cast, will not be the initial motion at the Public Comment Hearing and will be considered as an automatic public comment (5.7.5 & 7.4). (see page vi)
- Section 5.8     **Report of the Committee Action Hearing.** This report will include all the actions taken at the hearing as well as the results of the online assembly vote, including vote counts.
- Section 6.5.3     **Deadline.** This section now includes a provision where-by the Code Correlation Committee is provided the opportunity to submit public comments to be considered at the Public Comment Hearing in order to facilitate code change coordination where a public comment was not submitted. Otherwise, the code change would have been placed on the consent agenda without an opportunity to coordinate with items on the individual consideration agenda.
- Sections 7.5.8     **Discussion and Voting (at the Public Comment Hearing).** Voting on main motions will occur electronically with the vote recorded and assigned to the eligible voting member (7.5.8.7). Subsequent motions for Disapproval are not in order as that is addressed where a majority vote is not achieved (7.5.8.8, 7.5.8.9). The posted results will include the vote counts. (7.5.8.10)
- Section 8.0     **Online Governmental Consensus Vote.** An entire new process following the Public Comment Hearing (PCH) where eligible voters can vote online.
- Section 9.0     **Eligible Final Action Voters.** This section requires that all Governmental Member applications must be received by 30 days prior to the Committee Action Hearings. For the 2014 Cycle, this date is March 28<sup>th</sup> (see page ii). All eligible voters must be confirmed via ICC's Electronic Voter Validation System.
- Section 10.0     **Tabulation, Certification and Posting of Results.** With the new Online Governmental Consensus Vote, security and validation of results is of paramount importance. This section outlines the steps to ensure fairness within the process. The final action results will be posted for each code change and include the tabulated vote counts from both the Public Comment Hearing and the Online Governmental Consensus Vote.
- Section 11.0     **Code Publication.** This section identifies the role and authority of the Code Correlation Committee to resolve coordination issues between code changes.
- Section 12.0     **Appeals.** With the new cdpACCESS process, this section defines actions or inactions that are not appealable.
- Section 13.0     **Violations.** This section notes the authority of the ICC Board to take whatever action necessary to maintain the integrity of the code development process.

## **SIGNIFICANT CHANGES TO THE ASSEMBLY ACTION PROCESS**

The procedures regarding assembly consideration at the Committee Action Hearing have been revised (see Section 5.7 of CP 28 on page xxviii). Some important items to note regarding assembly consideration are:

- After the committee decision on a code change proposal is announced by the moderator, anyone in the assembly may make a floor motion for assembly action (5.7.1).
- After a floor motion for assembly action is made and seconded, the moderator will accept the motion and notify the attendees that the motion will be considered via an online voting process by all ICC members (5.7.2 and 5.7.4). No additional testimony will be permitted.
- Assembly floor motions will be voted on via an online process following the hearing (5.7.2).
- The online voting process will include the ability to view the video of the hearing testimony, committee deliberations and committee action (5.7.3). Each member, including Governmental Member Voting Representatives, gets only one vote (5.7.4). A successful assembly action requires a majority of votes cast, will not be the initial motion at the Public Comment Hearing and will be considered as an automatic public comment (5.7.5).
- A code change proposal that receives a successful assembly action will be placed on the Public Comment Agenda for individual consideration (7.4).



**2012 – 2014 Cycle**  
**GROUP A, GROUP B AND GROUP C CODE CHANGES**

Note that, for code changes submitted to the 2012 I-Codes for the development of the 2015 Edition of the I-Codes, there will be three groups of code development committees and they will meet in separate years. The groupings are as follows:

<b>Group A Codes (Heard in 2012)</b>	<b>Group B Codes (Heard in 2013)</b>	<b>Group C Codes (Heard in 2014)</b>
<i>International Building Code Committees:  IBC-Fire Safety (Chapters: 7- 9, 14, 26 and App. D)  IBC-General (Chapters: 2-6, 12, 13, 27-34, App. A, B, C, F, H, K)  IBC-Means of Egress (Chapters: 10, 11 and App. E)  IBC-Structural (Chapters: 15-25 and App. G,I, J, L, M)</i>	<i>Administrative Provisions (Chapter 1 all codes except IgCC, IRC, IECC , ISPSC, Performance Code, designated definitions, and administrative update of referenced standards, including administrative updates of referenced standards in IgCC)</i>  <i>(Administrative Code Committee)</i>	<i>International Green Construction Code Committees:   IgCC—Energy/Water Committee (Chapters: 6 and 7)  IgCC—General Committee (Chapters:2-5, 8-11 and Appendices)</i>
<i>International Fuel Gas Code (IFGC Committee)</i>	<i>International Energy Conservation Code  (Commercial Energy Committee – see Note)  (Residential Energy Committee – see Note)</i>	
<i>International Mechanical Code (IMC Committee)</i>	<i>International Existing Building Code (IEBC Committee)</i>	
<i>International Plumbing Code (IPC Committee)</i>	<i>International Fire Code (IFC Committee)</i>	
<i>International Private Sewage Disposal Code (IPC Committee)</i>	<i>International Performance Code (ICC Performance Code Committee)</i>	
	<i>International Property Maintenance Code (IPMC/IZC Committee)</i>	
	<i>International Wildland-Urban Interface Code (IFC Committee)</i>	
	<i>International Zoning Code (IPMC/IZC Committee)</i>	
	<i>International Residential Code Committees:  IRC-B (Chapters: 1-10 and App. E, F, G,H, J, K, L, M, O)  IRC-M/P (Chapters: 12-33 and App. I, P)  IRC-E (Chapter 11 – see Note)</i>	
	<i>International Swimming Pool and Spa Code (ISPSC) Committee</i>	

**NOTE:** Residential Energy Committee is responsible for Chapter 11 of the IRC and the Residential Provisions of the IECC.

## **2014 GROUP C CODE DEVELOPMENT COMMITTEE RESPONSIBILITIES**

Some sections of the International Codes have a letter designation in brackets in front of them. For instance, Section 415.1 of the IBC has a [F] in front of it, meaning that this section is the responsibility of the IFC Code Development Committee.

Code change proposals submitted for such code sections that have a bracketed letter designation in front of them will be heard by the respective committee responsible for such code sections. Because different committees will meet in different years, some proposals for a given code will be heard by a committee in a different year than the year in which the primary committee for this code meets.

This is an informational item since the 2012 IgCC does not have any letter designations in brackets in front of any of the section numbers since the 2012 edition was published after the initiation of the 2012 Group A Cycle. This will change in the 2015 IgCC.

A complete summary of the Group A, Group B and Group C Code Development Committees' responsibilities can be viewed at the ICC Website: [http://www.iccsafe.org/cs/codes/Documents/2012-13cycle/GroupA-B\\_CDC-Responsibilities.pdf](http://www.iccsafe.org/cs/codes/Documents/2012-13cycle/GroupA-B_CDC-Responsibilities.pdf).

A similar summary of Code Development Committee responsibilities will be posted for the 2015 – 2017 Cycle.

## **ANALYSIS STATEMENTS**

Various proposed changes published herein contain an "analysis" that appears after the proponent's reason. These comments do not advocate action by the code committees or the voting membership for or against a proposal. The purpose of such comments is to identify pertinent information that is relevant to the consideration of the proposed change by all interested parties, including those testifying, the code committees and the voting membership. Staff analyses customarily identify such things as: conflicts and duplication within a proposed change and with other proposed changes and/or current code text; deficiencies in proposed text and/or substantiation; text problems such as wording defects and vagueness; background information on the development of current text; and staff's review of proposed reference standards for compliance with the Procedures. Lack of an analysis indicates neither support for, nor opposition to a proposal.

## **NEW REFERENCE STANDARDS**

Proposed changes that include the addition of a reference to a new standard (i.e. a standard that is not currently referenced in the I-Codes.) will include in the proposal the number, title and edition of the proposed standard. This identifies to all interested parties the precise document that is being proposed and which would be included in the referenced standards chapter of the code if the proposed change is approved. Section 3.6.3.1 of CP 28 requires that a code change proposal will not be processed unless a consensus draft of the standard has been provided. Proponents of code changes which propose a new standard have been directed to forward copies of the standard to the code development committee. An analysis statement will be posted on the ICC website providing information regarding standard content, such as enforceable language, references to proprietary products or services, and references to consensus procedure. The analysis statements for referenced standards will be posted on or before April 1, 2014. This information will also be published and made available at the hearings.

## **REFERENCED STANDARDS UPDATES**

Updates to currently referenced standards in any of the 2012 Codes were previously considered by the Administrative Code Development Committee in the 2013 Group B Cycle. The code change was ADM62-13.

It should be noted that, in accordance with Section 4.6 of CP 28, standards promulgators will have until December 1, 2014 to finalize and publish any updates to standards in the administrative update. If the standard update is not finalized and published by December 1, 2014, the respective I-Codes will be revised to reference the previously listed year edition of the standard.

## MODIFICATIONS

Modification note: In anticipation of the new cdpACCESS online system, CP 28 was revised to reflect that modifications would be submitted electronically while at the hearing. This feature is still under development and will not be available for this cycle.

Those who are submitting a modification for consideration by the respective Code Development Committee are required to submit a Copyright Release in order to have their modifications considered (Section 3.3.5.5 of CP 28). It is preferred that such release be executed in advance. Copies of the form can be downloaded from the 2014 Group C schedule at: <http://www.iccsafe.org/cs/codes/Pages/cycle.aspx>. Copyright release forms will also be available at the hearings.

**Please be sure to review Section 5.5.2 of CP #28 for the modification process.** The Chair of the respective code development committee rules a modification in or out of order. Note that this is a procedural ruling to determine if the modification is to be permitted to be considered at the hearing. It is not a technical ruling. That ruling is final, with no challenge allowed.

The proponent submitting a modification is required to supply 20 printed copies. The minimum font size must be 16 point.

### Example:

#### Original code change proposal.

The original code change proposal requested the following change to Section 305.3 of one of our I-Codes: (Note that the example is fictional.)

### PM10-13 305.13

**Proponent:** John West representing self

#### Revise as follows:

**305.3 Interior surfaces.** All interior surfaces, including windows and doors, shall be maintained in good and clean condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, ~~decayed wood~~ and other defective surface conditions shall be corrected. Surfaces of porous materials made of or containing organic materials, such as but not limited to wood, textiles, paint, cellulose insulation, and paper, including paper-faced gypsum board, that have visible signs of mold or mildew shall be removed and replaced or remediated in an approved manner.

**Exception:** Porous materials that do not contain organic materials, such as clean unpainted bricks and concrete.

#### Proposed modification:

A modification to the code change proposal is proposed:

1. To add “and sanitary” after “clean” in the first sentence.
2. To add “or water permeable” after “porous” in the third sentence.
3. Delete “in an approved manner.” in the last sentence.
4. Delete the proposed new exception.

The modification should read as follows. Note that the font style is Ariel, and the font size is 16 pt. The ~~cross-out~~, underline format is removed from the text of the original proposal and the requested revisions in the original proposal are made and shown as original text. The modification to the original proposal is shown with ~~cross-out~~, underline format applied to the changes proposed in the modification.

**Example of proposed modification:**

**PM10-13**  
**305.13**

**Modification Proponent:** Sam Sumter representing self

**Modify the proposal as follows:**

**305.3 Interior surfaces.** All interior surfaces, including windows and doors, shall be maintained in good, ~~and~~ clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster and other defective surface conditions shall be corrected. Surfaces of porous or water permeable materials made of or containing organic materials, such as but not limited to wood, textiles, paint, cellulose insulation, and paper, including paper-faced gypsum board, that have visible signs of mold or mildew shall be removed and replaced or remediated ~~in an approved manner.~~

**~~Exception: Porous materials that do not contain organic materials, such as clean unpainted bricks and concrete.~~**

*Note: The modification should be able to be shown on the overhead screen on a single page. Only show the pertinent part of the code change proposal that shows the intended revisions. The entire code change proposal need not be shown.*

## **CODE CORRELATION COMMITTEE**

In a typical code change cycle, there are code change proposals that are strictly editorial. As noted in Section 4.4 of CP28, there is an established process by which the Code Correlation Committee considers such proposals. There are no editorial proposals in the current cycle.

## **ICC WEBSITE**

This document is posted on the ICC Website – see the link on page iii. While great care has been exercised in the publication of this document, errata to proposed changes may occur. Errata, if any, will be identified in updates posted prior to the Code Development Hearings on the ICC website. Users are encouraged to periodically review the ICC Website for updates to the 2012 - 2014 Code Development Cycle-Group C (2014) Proposed Changes. Additionally, analysis statements for code changes which propose a new referenced standard will be updated to reflect the staff review of the standard for compliance with Section 3.6 of the Procedures.

## **PROPONENT CONTACT INFORMATION**

For most of the code change proposals, an e-mail address for the proponent has been provided.

## 2012 - 2014 ICC CODE DEVELOPMENT SCHEDULE

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2012 – Group A Codes IBC, IFGC, IMC, IPC, IPSDC	2013 – Group B Codes Admin, ICCPC, IEBC, IECC, IFC, IPMC, IRC, ISPSC, IWUIC, IZC	2014 – Group C Code IgCC
2012 EDITION OF I-CODES PUBLISHED	April 30, 2011		March 31, 2012
DEADLINE FOR RECEIPT OF APPLICATIONS FOR ALL CODE COMMITTEES	June 1, 2011 for the 2012/2013/2014 Cycle (updated to July 1 for IECC and IRC – Energy; August 1 for IgCC and ISPSC) June 2, 2014 for the 2015/2016/2017 Cycle. Call for committee posted January 31, 2014.		
DEADLINE FOR RECEIPT OF CODE CHANGE PROPOSALS	January 3, 2012	January 3, 2013	January 10, 2014
WEB POSTING OF “PROPOSED CHANGES TO THE I-CODES”	March 12, 2012	March 11, 2013	March 10, 2014
DISTRIBUTION DATE OF “PROPOSED CHANGES TO THE I-CODES” (CD only)	April 2, 2012	April 1, 2013	Online access via the ICC website and cdpACCESS only. Electronic version available at the ICC Bookstore.
COMMITTEE ACTION HEARING (CAH)	April 29 – May 6, 2012 Sheraton Dallas Hotel Dallas, TX	April 21 – 30, 2013 Sheraton Dallas Hotel Dallas, TX	April 27 – May 3, 2014 Memphis Cook Convention Center Memphis, TN
WEB POSTING OF “REPORT OF THE COMMITTEE ACTION HEARING”	June 8, 2012	May 31, 2013	June 6, 2014
DISTRIBUTION DATE OF “REPORT OF THE COMMITTEE ACTION HEARING” (CD only)	June 29, 2012	June 21, 2013	June 27, 2014
DEADLINE FOR RECEIPT OF PUBLIC COMMENTS	August 1, 2012	July 15, 2013	July 16, 2014
WEB POSTING OF PUBLIC COMMENTS “PUBLIC COMMENT AGENDA”	September 10, 2012	August 28, 2013	August 27, 2014
DISTRIBUTION DATE OF “PUBLIC COMMENT AGENDA” (CD only)	October 1, 2012	September 16, 2013	Online access via the ICC website and cdpACCESS only. Electronic version available at the ICC Bookstore

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2012 – Group A Codes IBC, IFGC, IMC, IPC, IPSDC	2013 – Group B Codes Admin, ICCPC, IEBC, IECC, IFC, IPMC, IRC, ISPSC, IWUIC, IZC	2014 – Group C Code IgCC
PUBLIC COMMENT HEARING (PCH)  ANNUAL CONFERENCE DATES NOTED BY AC	October 24 – 28, 2012 Oregon Convention Center Portland, OR AC: October 21 - 24	October 2 – 10, 2013 Atlantic City Convention Center Atlantic City, NJ AC: September 29 – October 2	October 1 – 7, 2014 Greater Fort Lauderdale Broward County Convention Center Fort Lauderdale, FL AC: September 28 – October 1

Notes:

- This schedule utilizes the revised hearing terms noted in the cdp ACCESS report, as follows:

<p><u>Old term</u></p> <p>Code Development Hearing</p> <p>Report of the Public Hearing</p> <p>Final Action Agenda</p> <p>Final Action Hearing</p>	<p><u>Revised term</u></p> <p>Committee Action Hearing</p> <p>Report of the Committee Action Hearing</p> <p>Public Comment Agenda</p> <p>Public Comment Hearing</p>
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## 2012 - 2014 STAFF SECRETARIES

### GROUP A (2012)

IBC-Fire Safety Chapters 7, 8, 9, 14, 26	IBC-General Chapters 1-6, 12, 13, 27-34	IBC-Means of Egress Chapters 10, 11	IBC-Structural Chapters 15-25	IFGC
Ed Wirtschoreck ICC Chicago District Office 1-888-ICC-SAFE, ext 4317 FAX: 708/799-0320 <a href="mailto:ewirtschoreck@iccsafe.org">ewirtschoreck@iccsafe.org</a>	Beth Tubbs ICC Northbridge Field Office 1-888-ICC-SAFE, ext 7708 FAX: 419/ 730-6531 <a href="mailto:btubbs@iccsafe.org">btubbs@iccsafe.org</a>	Kim Paarlberg ICC Indianapolis Field Office 1-888-ICC-SAFE, ext 4306 FAX: 708/799-0320 <a href="mailto:kpearlberg@iccsafe.org">kpearlberg@iccsafe.org</a>	Alan Carr ICC NW Resource Center 1-888-ICC-SAFE, ext 7601 FAX: 425/637-8939 <a href="mailto:acarr@iccsafe.org">acarr@iccsafe.org</a>	Gregg Gress ICC Chicago District Office 1-888-ICC-SAFE, ext 4343 FAX: 708/799-0320 <a href="mailto:ggress@iccsafe.org">ggress@iccsafe.org</a>
IMC	IPC/IPSDC			
Gregg Gress ICC Chicago District Office 1-888-ICC-SAFE, ext 4343 FAX: 708/799-0320 <a href="mailto:ggress@iccsafe.org">ggress@iccsafe.org</a>	Fred Grable ICC Chicago District Office 1-888-ICC-SAFE, ext 4359 FAX: 708/799-0320 <a href="mailto:fgrable@iccsafe.org">fgrable@iccsafe.org</a>			

### GROUP B (2013)

ADMINISTRATIVE Chapter 1 All Codes Except IRC	IEBC	IECC-Commercial	IECC-Residential	IFC
Kim Paarlberg ICC Indianapolis Field Office 1-888-ICC-SAFE, ext 4306 FAX: 708/799-0320 <a href="mailto:kpearlberg@iccsafe.org">kpearlberg@iccsafe.org</a>	Beth Tubbs ICC Northbridge Field Office 1-888-ICC-SAFE, ext 7708 FAX: 419/ 730-6531 <a href="mailto:btubbs@iccsafe.org">btubbs@iccsafe.org</a>	Kermit Robinson Whittier Office 1-888-ICC-SAFE, ext 3317 FAX: 562/699-4522 <a href="mailto:dmeyers@iccsafe.org">dmeyers@iccsafe.org</a>	Dave Bowman ICC Chicago District Office 1-888-ICC-SAFE, ext 4323 FAX: 708/799-0320 <a href="mailto:dmeyers@iccsafe.org">dmeyers@iccsafe.org</a>	Bill Rehr/ Beth Tubbs ICC Chicago District Office 1-888-ICC-SAFE, ext 4342 FAX: 708/799-0320 <a href="mailto:brehre@iccsafe.org">brehre@iccsafe.org</a> <a href="mailto:btubbs@iccsafe.org">btubbs@iccsafe.org</a>
ICC PC	IPMC	IRC-Building	IRC Mechanical	IRC Plumbing
Beth Tubbs ICC Northbridge Field Office 1-888-ICC-SAFE, ext 7708 FAX: 419/ 730-6531 <a href="mailto:btubbs@iccsafe.org">btubbs@iccsafe.org</a>	Ed Wirtschoreck ICC Chicago District Office 1-888-ICC-SAFE, ext 4317 FAX: 708/799-0320 <a href="mailto:ewirtschoreck@iccsafe.org">ewirtschoreck@iccsafe.org</a>	Larry Franks/ Allan Bilka ICC Birmingham District Office 1-888-ICC-SAFE, ext 5279 FAX: 205/592-7001 <a href="mailto:lfranks@iccsafe.org">lfranks@iccsafe.org</a> <a href="mailto:abilka@iccsafe.org">abilka@iccsafe.org</a>	Gregg Gress ICC Chicago District Office 1-888-ICC-SAFE, ext 4343 FAX: 708/799-0320 <a href="mailto:ggress@iccsafe.org">ggress@iccsafe.org</a>	Fred Grable ICC Chicago District Office 1-888-ICC-SAFE, ext 4359 FAX: 708/799-0320 <a href="mailto:fgrable@iccsafe.org">fgrable@iccsafe.org</a>
ISPSC	IWUIC	IZC		
Fred Grable ICC Chicago District Office 1-888-ICC-SAFE, ext 4359 FAX: 708/799-0320 <a href="mailto:fgrable@iccsafe.org">fgrable@iccsafe.org</a>	Bill Rehr ICC Chicago District Office 1-888-ICC-SAFE, ext 4342 FAX: 708/799-0320 <a href="mailto:brehre@iccsafe.org">brehre@iccsafe.org</a>	Ed Wirtschoreck ICC Chicago District Office 1-888-ICC-SAFE, ext 4317 FAX: 708/799-0320 <a href="mailto:ewirtschoreck@iccsafe.org">ewirtschoreck@iccsafe.org</a>		

## 2012 - 2014 STAFF SECRETARIES (continued)

### GROUP C (2014)

<b>IgCC-General</b>	<b>IgCC-Energy/Water</b>
Allan Bilka ICC Chicago District Office 1-888-ICC-SAFE, ext 4326 FAX: 708/799-0320 <a href="mailto:abilka@iccsafe.org">abilka@iccsafe.org</a>	Fred Grable ICC Chicago District Office 1-888-ICC-SAFE, ext 4359 FAX: 708/799-0320 <a href="mailto:fgrable@iccsafe.org">fgrable@iccsafe.org</a>



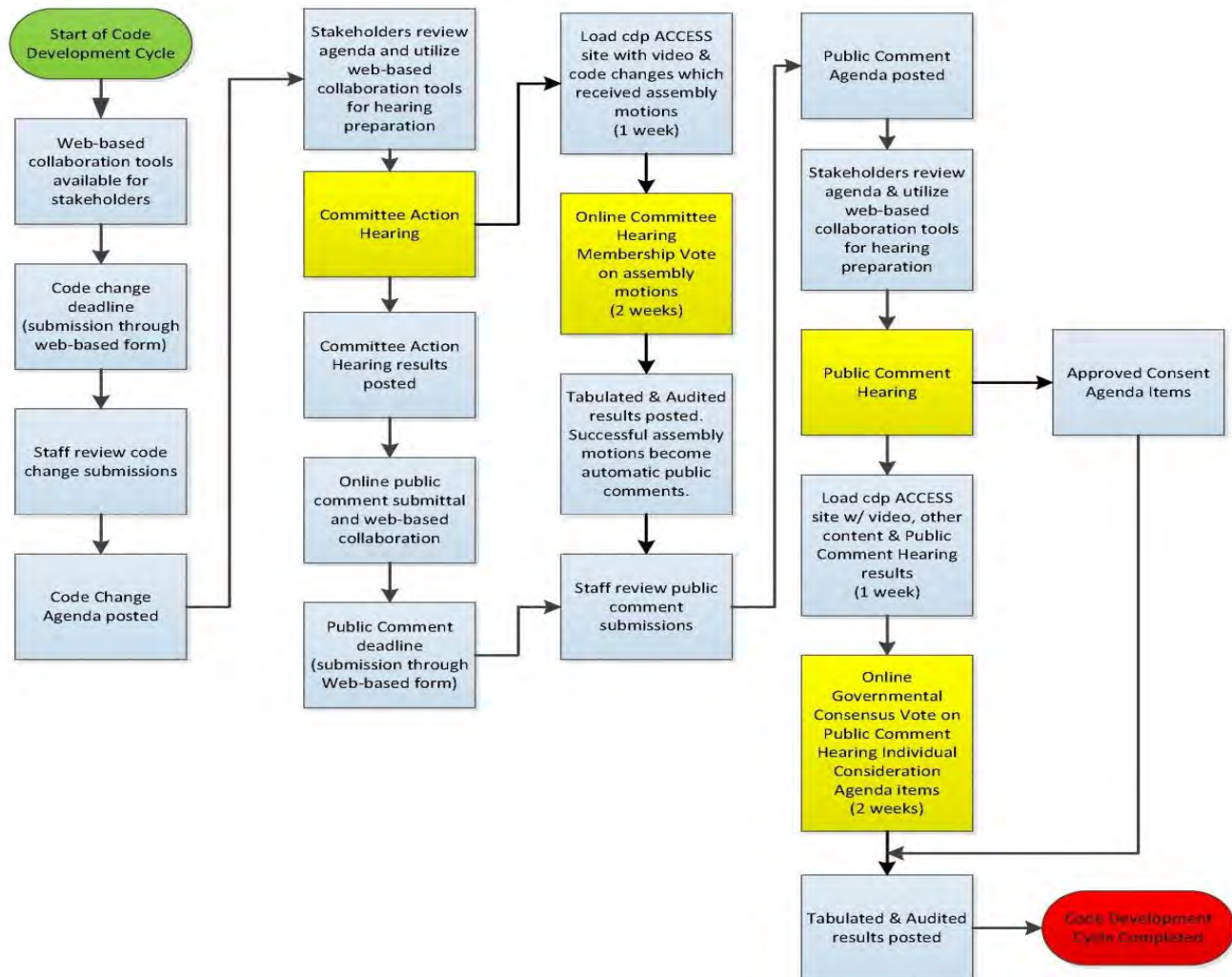
## cdpACCESS Update

The development of cdpACCESS continues in support of the new process steps in the 2014 Cycle. The upcoming new features include:

- Customized code change monograph features where stakeholders can log onto the system and identify select code changes and create customized monograph
- The Online Assembly Floor Motion Voting process which follows the Committee Action Hearing
- Collaboration features in support in the public comment development
- The online public comment submittal process
- The use of electronic voting devices at the Public Comment Hearing which record the vote of the eligible voting member
- The Online Governmental Consensus Voting process which follows the Public Comment Hearing

ICC has also created a You Tube video that lasts about one hour. Be sure to check this out as well as additional information a: [http://www.iccsafe.org/cs/cdpACCESS/Pages/def\\_ault.aspx](http://www.iccsafe.org/cs/cdpACCESS/Pages/def_ault.aspx)

## cdp ACCESS Flow Chart



## 2015 – 2017 CYCLE UPDATE

### Call for Committee

A Call for Committee in support of the 2015 – 2017 Cycle was posted January 31, 2014 for the following committees:

- All 18 Code Development Committees, including the IgCC –General and IgCC – Energy/Water committees
- All 5 Interpretation Committees
- The Code Correlation Committee

The application deadline is June 2, 2014. All current committee members must re-apply to be considered. The link to the call is: <http://www.iccsafe.org/cc/Pages/calls.aspx>

### Group A, Group B and Group C Code Groupings

The code groupings for the 2015 – 2017 Cycle have been revised from the 2012 – 2014 Cycle as follows.

Codes moved to Group A, to be considered in the 2015 Cycle:

- IEBC non-structural provisions
- IPMC
- IRC – Mechanical
- IRC – Plumbing
- ISPSC
- IZC

Codes moved to Group B, to be considered in the 2016 Cycle:

- IBC – Structural has been moved to Group B. This includes the structural provisions of the IEBC.

See page xvii for the 2015 – 2017 ICC Code Development Schedule

### Code Scoping Coordination Matrix

The current 2012 – 2014 Group A, Group B and Group C Code Development Committees responsibilities matrix is being updated for the 2015 – 2017 Cycle and will be linked from the ICC Code Development webpage as well as cdpACCESS. This matrix will reflect the updated Code Groupings noted above.

**2015/2016/2017 ICC CODE DEVELOPMENT SCHEDULE  
(March 3, 2014)**

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2015 – Group A Codes IBC- E, IBC - FS, IBC -G, IEBC, IFGC, IMC, IPC, IPMC, IPSDC, IRC – M, IRC- P, ISPSC, IZC	2016 – Group B Codes Admin, IBC-S, IECC-C, IECC/IRC-R, IFC, IRC - B, IWUIC	2017 – Group C Code IgCC
2015 EDITION OF I-CODES PUBLISHED	June 2, 2014 (approx.)		March 31, 2015 (approx.)
DEADLINE FOR RECEIPT OF APPLICATIONS FOR ALL CODE COMMITTEES	June 2, 2014 for the 2015/2016/2017 Cycle. Call for committee posted January 31, 2014 June 1, 2017 for the 2018/2019/2020 Cycle. Call for committee to be posted in January/2017.		
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF CODE CHANGE PROPOSALS	January 12, 2015	January 11, 2016	January 9, 2017
WEB POSTING OF “PROPOSED CHANGES TO THE I-CODES”	March 13, 2015	TBD	TBD
COMMITTEE ACTION HEARING (CAH)	April 26 – May 3, 2015 Memphis Cook Convention Center Memphis, TN	April/2016 TBD	April/2017 TBD
ONLINE CAH ASSEMBLY FLOOR MOTION VOTING PERIOD	Starts approx. one week after last day of CAH. Open for 1 week.	Starts approx. one week after last day of CAH. Open for 1 week.	Starts approx. one week after last day of CAH. Open for 1 week.
WEB POSTING OF “REPORT OF THE COMMITTEE ACTION HEARING”	June 5, 2015	TBD	TBD
DEADLINE FOR cdpACCESS ONLINE RECEIPT OF PUBLIC COMMENTS	July 17, 2015	TBD	TBD
WEB POSTING OF “PUBLIC COMMENT AGENDA”	August 28, 2015	TBD	TBD

STEP IN CODE DEVELOPMENT CYCLE	DATE		
	2015 – Group A Codes IBC- E, IBC - FS, IBC -G, IEBC, IFGC, IMC, IPC, IPMC, IPSDC, IRC – M, IRC- P, ISPSC, IZC	2016 – Group B Codes Admin, IBC-S, IECC-C, IECC/IRC-R, IFC, IRC - B, IWUIC	2017 – Group C Code IgCC
PUBLIC COMMENT HEARING (PCH)  ANNUAL CONFERENCE DATES NOTED BY AC	September 30 – October 7, 2015 Long Beach Convention Center Long Beach, CA AC: September 27 - 30	October 19 – 25, 2016 Kansas City Convention Center Kansas City, MO AC: October 16 – 18	October 25 – 31, 2017 Greater Columbus Convention Center Columbus, OH AC: October 22 – 24
ONLINE GOVERNMENTAL CONSENSUS VOTING VOTING PERIOD	Starts approx. one week after last day of PCH. Open for 2 weeks.	Starts approx. one week after last day of PCH. Open for 2 weeks.	Starts approx. one week after last day of PCH. Open for 2 weeks.

Group A Codes:

- IBC-E: IBC Egress provisions. Chapters 10 and 11
- IBC-FS: IBC Fire Safety provisions. Chapters 7, 8, 9 (partial), 14 and 26. Majority of IBC Chapter 9 maintained by the IFC in Group B. See notes.
- IBC-G: IBC General provisions. Chapters 3 – 6, 12, 13, 27 – 33
- IEBC: IEBC non structural provisions. See notes.
- IFGC
- IMC
- IPC
- IPMC
- IPSDC
- IRC-M: IRC Mechanical provisions. Chapters 12 - 23
- IRC-P: IRC Plumbing provisions. Chapters 25 - 33
- ISPSC
- IZC

Group B Codes:

- Admin: Chapter 1 of all the I-Codes except the IECC and IRC. Also includes the update of currently reference standards in the 2015 Codes
- IBC-S: IBC Structural provisions. IBC Chapters 15 – 25 and IEBC structural provisions. See notes.
- IECC-C: IECC Commercial energy provisions.
- IECC/IRC-R: IECC Residential energy provisions and IRC Energy provisions in Chapter 11
- IFC: The majority of IFC Chapter 10 maintained by IBC-E in Group A. See notes.
- IRC-B: IRC Building provisions. Chapters 1 – 10.
- IWUIC

Group C Codes:

- IgCC

Notes:

- Be sure to review the document entitled “2015/2016/2017 Code Committee Responsibilities” which will be posted. This identifies responsibilities which are different than Group A, B and C codes and committees which may impact the applicable code change cycle and resulting code change deadline. As an example, throughout Chapter 9 of the IBC (IBC- Fire Safety, a Group A code committee), there are numerous sections which include a “[F]” which indicates that the provisions of the section are maintained by the IFC code committee (a Group B code committee). Similarly, there are numerous sections in the IEBC which include a “[B]”. These are structural provisions which will be heard in Group B by the IBC – Structural committee while the non structural provisions will be maintained in the 2015 Group A Cycle. This is also indicated in the Code Committee Responsibilities document.
- Proposed changes to the ICC Performance Code will be heard by the Code Development Committee noted in brackets [ ] in the text of the code.
- Definitions. Be sure to review the brackets in the code in Chapter 2 of the applicable code in conjunction with the Code Development Responsibilities document noted above to determine which Code Development Committee will consider proposed changes to definitions.



# CP #28-05 CODE DEVELOPMENT

Approved: 9/24/05

Revised: 9/28/13

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## 1.0 Introduction

- 1.1 **Purpose:** The purpose of this Council Policy is to prescribe the Rules of Procedure utilized in the continued development and maintenance of the International Codes (Codes).
- 1.2 **Objectives:** The ICC Code Development Process has the following objectives:
  - 1.2.1 The timely evaluation and recognition of technological developments pertaining to construction regulations.
  - 1.2.2 The open discussion of code change proposals by all parties desiring to participate.
  - 1.2.3 The final determination of Code text by public officials actively engaged in the administration, formulation or enforcement of laws, ordinances, rules or regulations relating to the public health, safety and welfare and by honorary members.
  - 1.2.4 The increased participation of all parties desiring to participate through an online submittal and voting process that includes opportunities for online collaboration.
- 1.3 **Code Publication:** The ICC Board of Directors (ICC Board) shall determine the title and the general purpose and scope of each Code published by the ICC.
  - 1.3.1 **Code Correlation:** The provisions of all Codes shall be consistent with one another so that conflicts between the Codes do not occur. A Code Scoping Coordination Matrix shall determine which Code shall be the primary document, and therefore which code development committee shall be responsible for maintenance of the code text where a given subject matter or code text could appear in more than one Code. The Code Scoping Coordination Matrix shall be administered by the Code Correlation Committee as approved by the ICC Board. Duplication of content or text between Codes shall be limited to the minimum extent necessary for practical usability of the Codes, as determined in accordance with Section 4.5.
- 1.4 **Process Maintenance:** The review and maintenance of the Code Development Process and these Rules of Procedure shall be by the ICC Board. The manner in which Codes are developed embodies core principles of the organization. One of those principles is that the final content of the Codes is determined by a majority vote of the governmental and honorary members. It is the policy of the ICC Board that there shall be no change to this principle without the affirmation of two-thirds of the governmental and honorary members responding.
- 1.5 **Secretariat:** The Chief Executive Officer shall assign a Secretariat for each of the Codes. All correspondence relating to code change proposals and public comments shall be addressed to the Secretariat. The Secretariat shall have the authority to facilitate unforeseen situations which arise in the implementation of this council policy. Staff shall maintain a record of such actions.
- 1.6 **Recording:** Individuals requesting permission to record any meeting or hearing, or portion thereof, shall be required to provide the ICC with a release of responsibility disclaimer and shall acknowledge that ICC shall retain sole ownership of the recording, and that they have insurance coverage for liability and misuse of recording materials. Equipment and the process used to

record shall, in the judgment of the ICC Secretariat, be conducted in a manner that is not disruptive to the meeting. The ICC shall not be responsible for equipment, personnel or any other provision necessary to accomplish the recording. An unedited copy of the recording shall be forwarded to ICC within 30 days of the meeting. Recordings shall not otherwise be copied, reproduced or distributed in any manner. Recordings shall be returned to ICC or destroyed upon the request of ICC.

## 2.0 Code Development Cycle

**2.1 Intent:** The code development cycle shall consist of the complete consideration of code change proposals in accordance with the procedures herein specified, commencing with the deadline for submission of code change proposals (see Section 3.5) and ending with publication of the Final Action on the code change proposals (see Section 10.4).

**2.2 New Editions:** The ICC Board shall determine the schedule for publishing new editions of the Codes. Each new edition shall incorporate the results of the code development activity since the previous edition.

**2.3 Supplements:** The results of code development activity between editions may be published.

### 2.4 Emergency Action Procedures:

**2.4.1 Scope:** Emergency actions are limited to those issues representing an immediate threat to health and safety that warrant a more timely response than allowed by the Code Development Process schedule.

**2.4.2 Initial Request:** A request for an emergency action shall be based upon perceived threats to health and safety and shall be reviewed by the Codes and Standards Council for referral to the ICC Board for action with their analysis and recommendation.

**2.4.3 Board and Member Action:** In the event that the ICC Board determines that an emergency amendment to any Code or supplement thereto is warranted, the same may be adopted by the ICC Board. Such action shall require an affirmative vote of at least two-thirds of the ICC Board.

The ICC membership shall be notified within ten days after the ICC Boards' official action of any emergency amendment. At the next Annual Business Meeting, any emergency amendment shall be presented to the members for ratification by a majority of the Governmental Member Voting Representatives and Honorary Members present and voting.

All code revisions pursuant to these emergency procedures and the reasons for such corrective action shall be published as soon as practicable after ICC Board action. Such revisions shall be identified as an emergency amendment.

Emergency amendments to any Code shall not be considered as a retro-active requirement to the Code. Incorporation of the emergency amendment into the adopted Code shall be subjected to the process established by the adopting authority.

**2.5 Code Development Record.** The code development record shall include the official documents and records developed in support of the given code development cycle. This includes the following:

1. Code Change Agenda (Section 4.8)
2. Audio and video recording of the Committee Action Hearing (Section 5.1)
3. The Online Assembly Floor Motion Ballot (Section 5.7.3)
4. Report of the Committee Action Hearing (Section 5.8)
5. Public Comment Agenda (Section 6.6)
6. Public Comment Hearing results (Section 7.5.8.10)
7. Audio and video recording of the Public Comment Hearing (Section 7.1)
8. The Online Governmental Consensus Ballot (Section 8.2)

- 9. Final Action results (Section 10.4)
- 10. Errata to the documents noted above

The information resulting from online collaboration between interested parties shall not be part of the code development record.

### 3.0 Submittal of Code Change Proposals

- 3.1 **Intent:** Any interested person, persons or group may submit a code change proposal which will be duly considered when in conformance to these Rules of Procedure.
- 3.2 **Withdrawal of Proposal:** A code change proposal may be withdrawn by the proponent (WP) at any time prior to public comment consideration of that proposal. All actions on the code change proposal shall cease immediately upon the withdrawal of the code change proposal.
- 3.3 **Form and Content of Code Change Submittals:** Each code change proposal shall be submitted separately and shall be complete in itself. Each submittal shall contain the following information:
  - 3.3.1 **Proponent:** Each code change proposal shall include the name, title, mailing address, telephone number, and email address of the proponent. Email addresses shall be published with the code change proposals unless the proponent otherwise requests on the submittal form.
    - 3.3.1.1 If a group, organization or committee submits a code change proposal, an individual with prime responsibility shall be indicated.
    - 3.3.1.2 If a proponent submits a code change proposal on behalf of a client, group, organization or committee, the name and mailing address of the client, group, organization or committee shall be indicated.
  - 3.3.2 **Code Reference:** Each code change proposal shall relate to the applicable code sections(s) in the latest edition of the Code.
    - 3.3.2.1 If more than one section in the Code is affected by a code change proposal, appropriate proposals shall be included for all such affected sections.
    - 3.3.2.2 If more than one Code is affected by a code change proposal, appropriate proposals shall be included for all such affected Codes and appropriate cross referencing shall be included in the supporting information.
  - 3.3.3 **Multiple Code Change Proposals to a Code Section.** A proponent shall not submit multiple code change proposals to the same code section. When a proponent submits multiple code change proposals to the same section, the proposals shall be considered as incomplete proposals and processed in accordance with Section 4.3. This restriction shall not apply to code change proposals that attempt to address differing subject matter within a code section.
  - 3.3.4 **Text Presentation:** The text of the code change proposal shall be presented in the specific wording desired with deletions shown struck out with a single line and additions shown underlined with a single line.
    - 3.3.4.1 A charging statement shall indicate the referenced code section(s) and whether the code change proposal is intended to be an addition, a deletion or a revision to existing Code text.
    - 3.3.4.2 Whenever practical, the existing wording of the text shall be preserved with only such deletions and additions as necessary to accomplish the desired change.
    - 3.3.4.3 Each code change proposal shall be in proper code format and terminology.
    - 3.3.4.4 Each code change proposal shall be complete and specific in the text to eliminate unnecessary confusion or misinterpretation.
    - 3.3.4.5 The proposed text shall be in mandatory terms.



**3.3.5 Supporting Information:** Each code change proposal shall include sufficient supporting information to indicate how the code change proposal is intended to affect the intent and application of the Code.

**3.3.5.1 Purpose:** The proponent shall clearly state the purpose of the code change proposal (e.g. clarify the Code; revise outdated material; substitute new or revised material for current provisions of the Code; add new requirements to the Code; delete current requirements, etc.)

**3.3.5.2 Reasons:** The proponent shall justify changing the current Code provisions, stating why the code change proposal is superior to the current provisions of the Code. Code change proposals which add or delete requirements shall be supported by a logical explanation which clearly shows why the current Code provisions are inadequate or overly restrictive, specifies the shortcomings of the current Code provisions and explains how such code change proposals will improve the Code.

**3.3.5.3 Substantiation:** The proponent shall substantiate the code change proposal based on technical information and substantiation. Substantiation provided which is reviewed in accordance with Section 4.2 and determined as not germane to the technical issues addressed in the code change proposal may be identified as such. The proponent shall be notified that the code change proposal is considered an incomplete proposal in accordance with Section 4.3 and the proposal shall be held until the deficiencies are corrected. The proponent shall have the right to appeal this action in accordance with the policy of the ICC Board. The burden of providing substantiating material lies with the proponent of the code change proposal. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

**3.3.5.4 Bibliography:** The proponent shall submit a bibliography of any substantiating material submitted with the code change proposal. The bibliography shall be published with the code change proposal and the proponent shall make the substantiating materials available for review at the appropriate ICC office and during the public hearing.

**3.3.5.5 Copyright Release:** The proponent of code change proposals, floor modifications and public comments shall sign a copyright release reading: "I hereby grant and assign to ICC all rights in copyright I may have in any authorship contributions I make to ICC in connection with any proposal and public comment, in its original form submitted or revised form, including written and verbal modifications submitted in accordance Section 5.5.2. I understand that I will have no rights in any ICC publications that use such contributions in the form submitted by me or another similar form and certify that such contributions are not protected by the copyright of any other person or entity."

**3.3.5.6 Cost Impact:** The proponent shall indicate one of the following regarding the cost impact of the code change proposal: 1) the code change proposal will increase the cost of construction; or 2) the code change proposal will not increase the cost of construction. The proponent should submit information to support either assertion. Any such information will be considered by the code development committee. This information will be included in the bibliography of the published code change proposal.

**3.4 Online Submittal:** Each code change proposal and all substantiating information shall be submitted online at the website designated by ICC. Two copies of each proposed new referenced standard in hard copy or one copy in electronic form shall be submitted. Additional copies may be requested when determined necessary by the Secretariat to allow such information to be distributed to the code development committee. Where such additional copies are requested, it

shall be the responsibility of the proponent to send such copies to the respective code development committee.

**3.5 Submittal Deadline:** ICC shall establish and post the submittal deadline for each cycle. The posting of the deadline shall occur no later than 120 days prior to the code change deadline. Each code change proposal shall be submitted online at the website designated by ICC by the posted deadline. The submitter of a code change proposal is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.

**3.6 Referenced Standards:** In order for a standard to be considered for reference or to continue to be referenced by the Codes, a standard shall meet the following criteria:

**3.6.1 Code References:**

**3.6.1.1** The standard, including title and date, and the manner in which it is to be utilized shall be specifically referenced in the Code text.

**3.6.1.2** The need for the standard to be referenced shall be established.

**3.6.2 Standard Content:**

**3.6.2.1** A standard or portions of a standard intended to be enforced shall be written in mandatory language.

**3.6.2.2** The standard shall be appropriate for the subject covered.

**3.6.2.3** All terms shall be defined when they deviate from an ordinarily accepted meaning or a dictionary definition.

**3.6.2.4** The scope or application of a standard shall be clearly described.

**3.6.2.5** The standard shall not have the effect of requiring proprietary materials.

**3.6.2.6** The standard shall not prescribe a proprietary agency for quality control or testing.

**3.6.2.7** The test standard shall describe, in detail, preparation of the test sample, sample selection or both.

**3.6.2.8** The test standard shall prescribe the reporting format for the test results. The format shall identify the key performance criteria for the element(s) tested.

**3.6.2.9** The measure of performance for which the test is conducted shall be clearly defined in either the test standard or in Code text.

**3.6.2.10** The standard shall not state that its provisions shall govern whenever the referenced standard is in conflict with the requirements of the referencing Code.

**3.6.2.11** The preface to the standard shall announce that the standard is promulgated according to a consensus procedure.

**3.6.3 Standard Promulgation:**

**3.6.3.1** Code change proposals with corresponding changes to the code text which include a reference to a proposed new standard or a proposed update of an existing referenced standard shall comply with this section. The standard shall be completed and readily available prior to the Public Comment Hearing based on the cycle of code development which includes the code change proposal. In order for a new standard to be considered for reference by the Code, such standard shall be submitted in at least a consensus draft form in accordance with Section 3.4. If a new standard is not submitted in at least draft form, the code change proposal shall be considered incomplete and shall not be processed. Updating of standards without corresponding code text changes shall be accomplished administratively in accordance with Section 4.6.

**3.6.3.2** The standard shall be developed and maintained through a consensus process such as ASTM or ANSI.

**4.0 Processing of Code Change Proposals**

**4.1 Intent:** The processing of code change proposals is intended to ensure that each proposal

complies with these Rules of Procedure and that the resulting published code change proposal accurately reflects that proponent's intent.

- 4.2 Review:** Upon receipt in the Secretariat's office, the code change proposals will be checked for compliance with these Rules of Procedure as to division, separation, number of copies, form, language, terminology, supporting statements and substantiating data. Where a code change proposal consists of multiple parts which fall under the maintenance responsibilities of different code committees, the Secretariat shall determine the code committee responsible for determining the committee action in accordance with Section 5.6 and the Code Scoping Coordination Matrix (see Section 1.3.1).
- 4.3 Incomplete Code Change Proposals:** When a code change proposal is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the Secretariat shall notify the proponent of the specific deficiencies and the proposal shall be held until the deficiencies are corrected, with a final date set for receipt of a corrected submittal. If the Secretariat receives the corrected code change proposal after the final date, the proposal shall be held over until the next code development cycle. Where there are otherwise no deficiencies addressed by this section, a code change proposal that incorporates a new referenced standard shall be processed with an analysis of the referenced standard's compliance with the criteria set forth in Section 3.6.
- 4.4 Editorial Code Change Proposals.** When a code change proposal is submitted that proposes an editorial or format change that, in the opinion of the Secretariat, does not affect the scope or application of the code, the proposal shall be submitted to the Code Correlation Committee who shall deem the code change proposal as editorial or send the proposal back to the Secretariat to be considered by the appropriate code development committee. To be deemed editorial, such proposal shall require a majority vote of the Code Correlation Committee. Editorial proposals shall be published in the Code Change Agenda. Such proposals shall be added to the hearing agenda for consideration by the appropriate code development committee upon written request to ICC by any individual. The deadline to submit such requests shall be 14 days prior to the first day of the Committee Action Hearing. Code Correlation Committee 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.
- 4.5 Copy Editing Code Text:** The Chief Executive Officer shall have the authority at all times to make editorial style and format changes to the Code text, or any approved changes, consistent with the intent, provisions and style of the Code. Such editorial style or format changes shall not affect the scope or application of the Code requirements.
- 4.6 Updating Standards Referenced in the Codes:** The updating of standards referenced by the Codes shall be accomplished administratively by the Administrative Code Development Committee in accordance with these full procedures except that the deadline for availability of the updated standard and receipt by the Secretariat shall be December 1 of the third year of each code cycle. The published version of the new edition of the Code which references the standard will refer to the updated edition of the standard. If the standard is not available by the deadline, the edition of the standard as referenced by the newly published Code shall revert back to the reference contained in the previous edition and an errata to the Code issued. Multiple standards to be updated may be included in a single proposal.
- 4.7 Preparation:** All code change proposals in compliance with these procedures shall be prepared in a standard manner by the Secretariat and be assigned separate, distinct and consecutive numbers. The Secretariat shall coordinate related proposals submitted in accordance with Section 3.3.2 to facilitate the hearing process.
- 4.8 Code Change Agenda:** All code change proposals shall be posted on the ICC website at least 30 days prior to the Committee Action Hearing on those proposals and shall constitute the agenda for the Committee Action Hearing. Any errata to the Code Change Agenda shall be posted on the ICC website as soon as possible. Code change proposals which have not been published in the original posting or subsequent errata shall not be considered.

## 5.0 Committee Action Hearing

- 5.1 Intent:** The intent of the Committee Action Hearing is to permit interested parties to present their views including the cost and benefits on the code change proposals on the published agenda. The code development committee will consider such comments as may be presented in the development of their action on the disposition of such code change proposals. At the conclusion of the code development committee deliberations, the committee action on each code change proposal shall be placed before the hearing assembly for consideration in accordance with Section 5.7.
- 5.2 Committee:** The Codes and Standards Council shall review all applications and make committee appointment recommendations to the ICC Board. The Code Development Committees shall be appointed by the ICC Board.
- 5.2.1 Chairman/Moderator:** The Chairman and Vice-Chairman shall be appointed by the Codes and Standards Council from the appointed members of the committee. The ICC President shall appoint one or more Moderators who shall act as presiding officer for the Committee Action\_Hearing.
- 5.2.2 Conflict of Interest:** A committee member shall withdraw from and take no part in those matters with which the committee member has an undisclosed financial, business or property interest. The committee member shall not participate in any committee discussion or any committee vote on the matter in which they have an undisclosed interest. A committee member who is a proponent of a code change proposal shall not participate in any committee discussion on the matter or any committee vote. Such committee member shall be permitted to participate in the floor discussion in accordance with Section 5.5 by stepping down from the dais.
- 5.2.3 Representation of Interest:** Committee members shall not represent themselves as official or unofficial representatives of the ICC except at regularly convened meetings of the committee.
- 5.2.4 Committee Composition:** The committee may consist of representation from multiple interests. A minimum of thirty-three and one-third percent (33.3%) of the committee members shall be regulators.
- 5.3 Date and Location:** The date and location of the Committee Action Hearing shall be announced not less than 60 days prior to the date of the hearing.
- 5.4 General Procedures:** *The Robert's Rules of Order* shall be the formal procedure for the conduct of the Committee Action Hearing except as a specific provision of these Rules of Procedure may otherwise dictate. A quorum shall consist of a majority of the voting members of the committee.
- 5.4.1 Chair Voting:** The Chairman of the committee shall vote only when the vote cast will break a tie vote of the committee.
- 5.4.2 Open Hearing:** The Committee Action Hearing is an open hearing. Any interested person may attend and participate in the floor discussion and assembly consideration portions of the hearing. Only code development committee members may participate in the committee action portion of the hearings (see Section 5.6). Participants shall not advocate a position on specific code change proposals with committee members other than through the methods provided in this policy.
- 5.4.3 Presentation of Material at the Public Hearing:** Information to be provided at the hearing shall be limited to verbal presentations and modifications submitted in accordance with Section 5.5.2. Each individual presenting information at the hearing shall state their name and affiliation, and shall identify any entities or individuals they are representing in connection with their testimony. Audio-visual presentations are not permitted. Substantiating material submitted in accordance with Section 3.3.5.3 and other material submitted in response to a code change proposal shall be located in a designated area in the hearing room and shall not be distributed to the code development

committee at the public hearing.

**5.4.4 Agenda Order:** The Secretariat shall publish a Code Change Agenda for the Committee Action Hearing, placing individual code change proposals in a logical order to facilitate the hearing. Any public hearing attendee may move to revise the agenda order as the first order of business at the public hearing, or at any time during the hearing except while another code change proposal is being discussed. Preference shall be given to grouping like subjects together, and for moving items back to a later position on the agenda as opposed to moving items forward to an earlier position. A motion to revise the agenda order is subject to a 2/3 vote of those present and voting.

**5.4.5 Reconsideration:** There shall be no reconsideration of a code change proposal after it has been voted on by the committee in accordance with Section 5.6.

**5.4.6 Time Limits:** Time limits shall be established as part of the agenda for testimony on all code change proposals at the beginning of each hearing session. Each person requesting to testify on a code change proposal shall be given equal time. In the interest of time and fairness to all hearing participants, the Moderator shall have limited authority to modify time limitations on debate. The Moderator shall have the authority to adjust time limits as necessary in order to complete the hearing agenda.

**5.4.6.1 Time Keeping:** Keeping of time for testimony by an individual shall be by an automatic timing device. Remaining time shall be evident to the person testifying. Interruptions during testimony shall not be tolerated. The Moderator shall maintain appropriate decorum during all testimony.

**5.4.6.2 Proponent Testimony:** The Proponent is permitted to waive an initial statement. The Proponent shall be permitted to have the amount of time that would have been allocated during the initial testimony period plus the amount of time that would be allocated for rebuttal. Where the code change proposal is submitted by multiple proponents, this provision shall permit only one proponent of the joint submittal to be allotted additional time for rebuttal.

**5.4.7 Points of Order:** Any person participating in the public hearing may challenge a procedural ruling of the Moderator or the Chairman. A majority vote of ICC Members in attendance shall determine the decision.

**5.5 Floor Discussion:** The Moderator shall place each code change proposal before the hearing for discussion by identifying the proposal and by regulating discussion as follows:

**5.5.1 Discussion Order:**

1. Proponents. The Moderator shall begin by asking the proponent and then others in support of the code change proposal for their comments.
2. Opponents. After discussion by those in support of a code change proposal, those opposed hereto, if any, shall have the opportunity to present their views.
3. Rebuttal in support. Proponents shall then have the opportunity to rebut points raised by the opponents.
4. Re-rebuttal in opposition. Opponents shall then have the opportunity to respond to the proponent's rebuttal.

**5.5.2 Modifications:** Modifications to code change proposals may be suggested from the floor by any person participating in the public hearing. The person proposing the modification is deemed to be the proponent of the modification.

**5.5.2.1 Submission.** All modifications shall be submitted electronically to the ICC Secretariat in a format determined by ICC unless determined by the Chairman to be either editorial or minor in nature. The modification will be forwarded electronically to the members of the code development committee during the hearing and will be projected on the screen in the hearing room.

**5.5.2.2 Criteria.** The Chairman shall rule proposed modifications in or out of order before they are discussed on the floor. A proposed modification shall be ruled out of order if it:

1. is not legible, unless not required to be written in accordance with Section 5.5.2.1; or
2. changes the scope of the original code change proposal; or
3. is not readily understood to allow a proper assessment of its impact on the original code change proposal or the Code.

The ruling of the Chairman on whether or not the modification is in or out of order shall be final and is not subject to a point of order in accordance with Section 5.4.7.

**5.5.2.3 Testimony.** When a modification is offered from the floor and ruled in order by the Chairman, a specific floor discussion on that modification is to commence in accordance with the procedures listed in Section 5.5.1.

**5.6 Committee Action:** Following the floor discussion of each code change proposal, one of the following motions shall be made and seconded by members of the committee:

1. Approve the code change proposal As Submitted (AS) or
2. Approve the code change proposal As Modified with specific modifications (AM), or
3. Disapprove the code change proposal (D)

Discussion on this motion shall be limited to code development committee members. If a committee member proposes a modification which had not been proposed during floor discussion, the Chairman shall rule on the modification in accordance with Section 5.5.2.2. If a committee member raises a matter of issue, including a proposed modification, which has not been proposed or discussed during the floor discussion, the Moderator shall suspend the committee discussion and shall reopen the floor discussion for comments on the specific matter or issue. Upon receipt of all comments from the floor, the Moderator shall resume committee discussion.

The code development committee shall vote on each motion with the majority dictating the committee's action. Committee action on each code change proposal shall be completed when one of the motions noted above has been approved. Each committee vote shall be supported by a reason.

The code development committee shall maintain a record of its proceedings including the action on each code change proposal.

**5.7 Assembly Consideration:** At the conclusion of the committee's action on a code change proposal and before the next code change proposal is called to the floor, the Moderator shall ask for a motion from the public hearing attendees who may object to the committee's action. If a motion in accordance with Section 5.7.1 is not brought forward on the committee's action, the results of the Committee Action\_Hearing shall be established by the committee's action.

**5.7.1 Assembly Floor Motion:** Any attendee may raise an objection to the committee's action in which case the attendee will be able to make a motion to:

1. Approve the code change proposal As Submitted from the Floor (ASF), or
2. Approve the code change proposal As Modified from the Floor (AMF) with a specific modification that has been previously offered from the floor and ruled in order by the Chairman during floor discussion (see Section 5.5.2) or has been offered by a member of the Committee and ruled in order by the Chairman during committee discussion (see Section 5.6), or
3. Disapprove the code change proposal from the floor (DF).

**5.7.2 Assembly Floor Motion Consideration:** On receipt of a second to the floor motion, the Moderator shall accept the motion and the second and notify the attendees that the

motion will be considered in an online ballot following the hearing in accordance with Section 5.7.3. No additional testimony shall be permitted.

**5.7.3 Online Assembly Floor Motion Ballot:** Following the Committee Action Hearing, all assembly floor motions which received a second shall be compiled into an online ballot. The ballot will include:

1. The code change proposal as published.
2. The committee action and reason from the Committee Action Hearing.
3. The floor motion, including modifications which are part of the floor motion.
4. Access to the audio and video of the Committee Action Hearing proceedings.
5. Identification of the ballot period for which the online balloting will be open.

**5.7.4 Eligible Online Assembly Motion Voters:** All members of ICC shall be eligible to vote on online assembly floor motions. Each member is entitled to one vote, except that each Governmental Member Voting Representative may vote on behalf of its Governmental Member. Individuals who represent more than one Governmental Member shall be limited to a single vote. Application, whether new or updated, for ICC membership must be received by the Code Council 30 days prior to the first day of the Committee Action Hearing. The ballot period will not be extended beyond the published period except as approved by the ICC Board.

**5.7.5 Assembly Action:** A successful assembly action shall be a majority vote of the votes cast by eligible voters (see Section 5.7.4). A successful assembly action results in an automatic public comment to be considered at the Public Comment Hearing (see Section 7.4).

**5.8 Report of the Committee Action Hearing:** The results of the Committee Action Hearing, including committee action and reason, online assembly floor motion vote results and the total vote count for each assembly floor motion shall be posted on the ICC website not less than 60 days prior to the Public Comment Hearing, except as approved by the ICC Board.

## **6.0 Public Comments**

**6.1 Intent:** The public comment process gives attendees at the Public Comment Hearing an opportunity to consider specific objections to the results of the Committee Action Hearing and more thoughtfully prepare for the discussion for public comment consideration. The public comment process expedites the Public Comment Hearing by limiting the items discussed to the following:

1. Consideration of items for which a public comment has been submitted; and
2. Consideration of items which received a successful assembly action.

**6.2 Deadline:** The deadline for receipt of a public comment to the results of the Committee Action Hearing shall be announced at the Committee Action Hearing but shall not be less than 30 days subsequent to the availability of the Report of the Committee Action Hearing (see Section 5.8).

**6.3 Withdrawal of Public Comment:** A public comment may be withdrawn by the public commenter at any time prior to public comment consideration of that comment. A withdrawn public comment shall not be subject to public comment consideration. If the only public comment to a code change proposal is withdrawn by the public commenter prior to the vote on the consent agenda in accordance with Section 7.5.4, the proposal shall be considered as part of the consent agenda. If the only public comment to a code change proposal is withdrawn by the public commenter after the vote on the consent agenda in accordance with Section 7.5.4, the proposal shall continue as part of the individual consideration agenda in accordance with Section 7.5.5, however the public comment shall not be subject to public comment consideration.

**6.4 Form and Content of Public Comments:** Any interested person, persons, or group may submit a public comment to the results of the Committee Action Hearing which will be considered when in conformance to these requirements. Each public comment to a code change proposal shall be submitted separately and shall be complete in itself. Each public comment shall contain the

following information:

**6.4.1 Public comment:** Each public comment shall include the name, title, mailing address, telephone number and email address of the public commenter. Email addresses shall be published with the public comments unless the commenter otherwise requests on the submittal form.

If a group, organization, or committee submits a public comment, an individual with prime responsibility shall be indicated. If a public comment is submitted on behalf a client, group, organization or committee, the name and mailing address of the client, group, organization or committee shall be indicated. The scope of the public comment shall be consistent with the scope of the original code change proposal, committee action or successful assembly action. Public comments which are determined as not within the scope of the code change proposal, committee action or successful assembly action shall be identified as such. The public commenter shall be notified that the public comment is considered an incomplete public comment in accordance with Section 6.5.1 and the public comment shall be held until the deficiencies are corrected. A copyright release in accordance with Section 3.3.5.5 shall be provided with the public comment.

**6.4.2 Code Reference:** Each public comment shall include the code change proposal number.

**6.4.3 Multiple public comments to a code change proposal.** A proponent shall not submit multiple public comments to the same code change proposal. When a proponent submits multiple public comments to the same code change proposal, the public comments shall be considered as incomplete public comments and processed in accordance with Section 6.5.1. This restriction shall not apply to public comments that attempt to address differing subject matter within a code section.

**6.4.4 Desired Final Action:** In order for a public comment to be considered, the public comment shall indicate the desired Final Action as one of the following:

1. Approve the code change proposal As Submitted (AS), or
2. Approve the code change proposal As Modified by the committee modification published in the Report of the Committee Action Hearing (AM) or published in a public comment in the Public Comment Agenda (AMPC), or
3. Disapprove the code change proposal (D)

**6.4.5 Supporting Information:** The public comment shall include a statement containing a reason and justification for the desired Final Action on the code change proposal. Reasons and justification which are reviewed in accordance with Section 6.5 and determined as not germane to the technical issues addressed in the code change proposal or committee action may be identified as such. The public commenter shall be notified that the public comment is considered an incomplete public comment in accordance with Section 6.5.1 and the public comment shall be held until the deficiencies are corrected. The public commenter shall have the right to appeal this action in accordance with the policy of the ICC Board. A bibliography of any substantiating material submitted with a public comment shall be published with the public comment and the substantiating material shall be made available at the Public Comment\_Hearing. All substantiating material published by ICC is material that has been provided by the proponent and in so publishing ICC makes no representations or warranties about its quality or accuracy.

**6.4.6 Online submittal:** Each public comment and substantiating information shall be submitted online at the website designated by ICC. Additional copies may be requested when determined necessary by the Secretariat.

**6.4.7 Submittal Deadline:** ICC shall establish and post the submittal deadline for each cycle. The posting of the deadline shall occur no later than 120 days prior to the public comment deadline. Each public comment shall be submitted online at the website designated by ICC by the posted deadline. The submitter of a public comment is responsible for the proper and timely receipt of all pertinent materials by the Secretariat.



- 6.5 Review:** The Secretariat shall be responsible for reviewing all submitted public comments from an editorial and technical viewpoint similar to the review of code change proposals (see Section 4.2).
- 6.5.1 Incomplete Public Comment:** When a public comment is submitted with incorrect format, without the required information or judged as not in compliance with these Rules of Procedure, the public comment shall not be processed. The Secretariat shall notify the public commenter of the specific deficiencies and the public comment shall be held until the deficiencies are corrected, or the public comment shall be returned to the public commenter with instructions to correct the deficiencies with a final date set for receipt of the corrected public comment.
- 6.5.2 Duplications:** On receipt of duplicate or parallel public comments, the Secretariat may consolidate such public comments for public comment consideration. Each public commenter shall be notified of this action when it occurs.
- 6.5.3 Deadline:** Public comments received by the Secretariat after the deadline set for receipt shall not be published and shall not be considered as part of the public comment consideration. This deadline shall not apply to public comments submitted by the Code Correlation Committee. In order to correlate submitted public comments with action taken at the Committee Action Hearing on code change proposals that did receive a public comment, the Code Correlation Committee, in conjunction with staff processing of public comments, shall review the submitted public comments and submit the necessary public comments in order to facilitate the coordination of code change proposals. Such review and submittal shall not delay the posting of the Public Comment Agenda as required in Section 6.6.
- 6.6 Public Comment Agenda:** The Committee Action Hearing results on code change proposals that have not received a public comment and code change proposals which received public comments or successful assembly actions shall constitute the Public Comment Agenda. The Public Comment Agenda shall be posted on the ICC website at least 30 days prior the Public Comment Hearing. Any errata to the Public Comment Agenda shall be posted on the ICC website as soon as possible. Code change proposals and public comments which have not been published in the original posting or subsequent errata shall not be considered.

## **7.0 Public Comment Hearing**

- 7.1 Intent:** The Public Comment Hearing is the first of two steps to make a final determination on all code change proposals which have been considered in a code development cycle by a vote cast by eligible voters (see Section 9.0). The second step, which follows the Public Comment Hearing, is the Online Governmental Consensus Vote that is conducted in accordance with Section 8.0.
- 7.2 Date and Location:** The date and location of the Public Comment Hearing shall be announced not less than 60 days prior to the date of the hearing.
- 7.3 Moderator:** The ICC President shall appoint one or more Moderators who shall act as presiding officer for the Public Comment Hearing.
- 7.4 Public Comment Agenda:** The Public Comment Consent Agenda shall be comprised of code change proposals which have neither a successful assembly action nor public comment. The agenda for public testimony and individual consideration shall be comprised of proposals which have a successful assembly action or public comment (see Section 6.1).
- 7.5 Procedure:** *The Robert's Rules of Order* shall be the formal procedure for the conduct of the Public Comment Hearing except as these Rules of Procedure may otherwise dictate.
- 7.5.1 Open Hearing:** The Public Comment Hearing is an open hearing. Any interested person may attend and participate in the floor discussion.
- 7.5.2 Agenda Order:** The Secretariat shall publish a Public Comment Agenda for the Public Comment Hearing, placing individual code change proposals and public comments in a

logical order to facilitate the hearing. The proponents or opponents of any code change proposal or public comment may move to revise the agenda order as the first order of business at the public hearing, or at any time during the hearing except while another proposal is being discussed. Preference shall be given to grouping like subjects together and for moving items back to a later position on the agenda as opposed to moving items forward to an earlier position. A motion to revise the agenda order is subject to a 2/3 vote of those present and voting.

- 7.5.3 Presentation of Material at the Public Comment Hearing:** Information to be provided at the hearing shall be limited to verbal presentations. Each individual presenting information at the hearing shall state their name and affiliation, and shall identify any entities or individuals they are representing in connection with their testimony. Audio-visual presentations are not permitted. Substantiating material submitted in accordance with Section 6.4.5 and other material submitted in response to a code change proposal or public comment shall be located in a designated area in the hearing room.
- 7.5.4 Public Comment Consent Agenda:** The Public Comment Consent Agenda (see Section 7.4) shall be placed before the assembly with a single motion for Final Action in accordance with the results of the Committee Action Hearing. When the motion has been seconded, the vote shall be taken with no testimony being allowed. A simple majority (50% plus one) based on the number of votes cast by eligible voters shall decide the motion. This action shall not be subject to the Online Governmental Consensus Vote following the Public Comment Hearing (see Section 8.0).
- 7.5.5 Public Comment Individual Consideration Agenda:** Upon completion of the Public Comment Consent Agenda vote, all code change proposals not on the Public Comment Consent Agenda shall be placed before the assembly for individual consideration of each item (see Section 7.4).
- 7.5.6 Reconsideration:** There shall be no reconsideration of a code change proposal after it has been voted on in accordance with Section 7.5.8.
- 7.5.7 Time Limits:** Time limits shall be established as part of the agenda for testimony on all code change proposals at the beginning of each hearing session. Each person requesting to testify on a code change proposal shall be given equal time. In the interest of time and fairness to all hearing participants, the Moderator shall have limited authority to modify time limitations on debate. The Moderator shall have the authority to adjust time limits as necessary in order to complete the hearing agenda.
  - 7.5.7.1 Time Keeping:** Keeping of time for testimony by an individual shall be by an automatic timing device. Remaining time shall be evident to the person testifying. Interruptions during testimony shall not be tolerated. The Moderator shall maintain appropriate decorum during all testimony.
- 7.5.8 Discussion and Voting:** Discussion and voting on code change proposals being individually considered shall be in accordance with the following procedures and the voting majorities in Section 7.6:
  - 7.5.8.1 Proponent testimony:** The Proponent of a public comment is permitted to waive an initial statement. The Proponent of the public comment shall be permitted to have the amount of time that would have been allocated during the initial testimony period plus the amount of time that would be allocated for rebuttal. Where a public comment is submitted by multiple proponents, this provision shall permit only one proponent of the joint submittal to waive an initial statement.
  - 7.5.8.2 Points of Order:** Any person participating in the public hearing may challenge a procedural ruling of the Moderator. A majority vote of ICC Members in attendance shall determine the decision.
  - 7.5.8.3 Eligible voters:** Voting shall be limited to eligible voters in accordance with Section 9.0.

- 7.5.8.4 Allowable Final Action Motions:** The only allowable motions for Final Action are Approval as Submitted (AS), Approval as Modified by the committee (AM) or by one or more modifications published in the Public Comment Agenda (AMPC), and Disapproval (D).
- 7.5.8.5 Initial Motion:** The code development committee action shall be the initial motion considered.
- 7.5.8.6 Motions for Modifications:** Whenever a motion under consideration is for Approval as Submitted or Approval as Modified, a subsequent motion and second for a modification published in the Public Comment Agenda may be made (see Section 6.4.4). Each subsequent motion for modification, if any, shall be individually discussed and voted before returning to the main motion. A two-thirds majority based on the number of votes cast by eligible voters shall be required for a successful motion on all modifications.
- 7.5.8.7 Voting:** After dispensing with all motions for modifications, if any, and upon completion of discussion on the main motion, the Moderator shall then ask for the vote on the main motion. The vote on the main motion shall be taken electronically with the vote recorded and each vote assigned to the eligible voting member. If the motion fails to receive the majority required in Section 7.6, the Moderator shall ask for a new motion.
- 7.5.8.8 Subsequent Motion:** If the initial motion is unsuccessful, a motion for either Approval as Submitted or Approval as Modified by one or more published modifications is in order. A motion for Disapproval is not in order. The vote on the main motion shall be taken electronically with the vote recorded and each vote assigned to the eligible voting member. If a successful vote is not achieved, Section 7.5.8.9 shall apply.
- 7.5.8.9 Failure to Achieve Majority Vote at the Public Comment Hearing.** In the event that a code change proposal does not receive any of the required majorities in Section 7.6, the results of the Public Comment Hearing for the code change proposal in question shall be Disapproval. The vote count that will be reported as the Public Comment Hearing result will be the vote count on the main motion in accordance with Section 7.5.8.7.
- 7.5.8.10 Public Comment Hearing Results:** The result and vote count on each code change proposal considered at the Public Comment Hearing shall be announced at the hearing. The results shall be posted and included in the Online Governmental Consensus Ballot (see Section 8.2).

**7.6 Majorities for Final Action:** The required voting majority for code change proposals individually considered shall be based on the number of votes cast of eligible voters at the Public Comment Hearing shall be in accordance with the following table:

Committee Action	Desired Final Action		
	AS	AM/AMPC	D
AS	Simple Majority	2/3 Majority	Simple Majority
AM	2/3 Majority	Simple Majority to sustain the Committee Action or; 2/3 Majority on each additional modification and 2/3 Majority on entire code change proposal for AMPC	Simple Majority
D	2/3 Majority	2/3 Majority	Simple Majority

**8.0 Online Governmental Consensus Vote**

**8.1 Public Comment Hearing Results:** The results from the Individual Consideration Agenda at the

Public Comment Hearing (see Sections 7.5.5 and 7.5.8.10) shall be the basis for the Online Governmental Consensus Vote. The ballot shall include the voting options in accordance with the following table:

Committee Action	Public Comment Hearing result and Voting Majority	Online Governmental Consensus Ballot and Voting Majority	
<b>AS</b>	<b>AS:</b> Simple Majority	<b>AS:</b> Simple Majority	<b>D:</b> Simple Majority
	<b>AMPC:</b> 2/3 Majority	<b>AMPC:</b> 2/3 Majority	<b>D:</b> Simple Majority
	<b>D:</b> Simple Majority	<b>AS:</b> Simple Majority	<b>D:</b> Simple Majority
<b>AM</b>	<b>AS:</b> 2/3 Majority	<b>AS:</b> 2/3 Majority	<b>D:</b> Simple Majority
	<b>AM:</b> Simple Majority	<b>AM:</b> Simple Majority	<b>D:</b> Simple Majority
	<b>AMPC:</b> 2/3 Majority	<b>AMPC:</b> 2/3 Majority	<b>D:</b> Simple Majority
	<b>D:</b> Simple Majority	<b>AM:</b> Simple Majority	<b>D:</b> Simple Majority
<b>D</b>	<b>AS:</b> 2/3 Majority	<b>AS:</b> 2/3 Majority	<b>D:</b> Simple Majority
	<b>AMPC:</b> 2/3 Majority	<b>AMPC:</b> 2/3 Majority	<b>D:</b> Simple Majority
	<b>D:</b> Simple Majority	<b>AS:</b> 2/3 Majority	<b>D:</b> Simple Majority

**8.2 Online Governmental Consensus Ballot:** The ballot for each code change proposal considered at the Public Comment Hearing will include:

1. The Public Comment Hearing result and vote count.
2. The allowable Online Governmental Consensus Vote actions in accordance with Section 8.1.
3. Where the Public Comment Hearing result is As Submitted (AS) or Disapproval (D), the original code change proposal will be presented.
4. Where the Public Comment Hearing result is As Modified by the committee (AM) or As Modified by one or more Public Comments (AMPC), the original code change and approved modification(s) will be presented.
5. The committee action taken at the Committee Action Hearing.
6. ICC staff identification of correlation issues.
7. For those who voted at the Public Comment Hearing, the ballot will indicate how they voted.
8. An optional comment box to provide comments.
9. Access to the Public Comment Agenda which includes: the original code change, the report of the committee action and the submitted public comments.
10. Access to the audio and video of the Committee Action and Public Comment Hearing proceedings.
11. Identification of the ballot period for which the online balloting will be open.

**8.3 Voting process:** Voting shall be limited to eligible voters in accordance with Section 9.0. Eligible voters are authorized to vote during the Public Comment Hearing and during the Online Governmental Consensus Vote; however, only the last vote cast will be included in the final vote tabulation. The ballot period will not be extended beyond the published period except as approved by the ICC Board.

## 9.0 Eligible Final Action Voters

**9.1 Eligible Final Action Voters:** Eligible Final Action voters include ICC Governmental Member Voting Representatives and Honorary Members in good standing who have been confirmed by ICC in accordance with the Electronic Voter Validation System. Such confirmations are required to be revalidated annually. Eligible Final Action voters in attendance at the Public Comment Hearing and those participating in the Online Governmental Consensus Vote shall have one vote per eligible voter on all Codes. Individuals who represent more than one Governmental Member shall be limited to a single vote.

**9.2 Applications:** Applications for Governmental Membership must be received by the ICC at least 30 days prior to the Committee Action Hearing in order for its designated representatives to be eligible to vote at the Public Comment Hearing or Online Governmental Consensus Vote. Applications, whether new or updated, for Governmental Member Voting Representative status must be received by the Code Council 30 days prior to the commencement of the first day of the Public Comment Hearing in order for any designated representative to be eligible to vote. An

individual designated as a Governmental Member Voting Representative shall provide sufficient information to establish eligibility as defined in the ICC Bylaws. The Executive Committee of the ICC Board, in its discretion, shall have the authority to address questions related to eligibility.

## **10.0 Tabulation, certification and posting of results**

- 10.1 Tabulation and Validation:** Following the closing of the online ballot period, the votes received will be combined with the vote tally at the Public Comment Hearing to determine the final vote on the code change proposal. ICC shall retain a record of the votes cast and the results shall be certified by a validation committee appointed by the ICC Board. The validation committee shall report the results to the ICC Board, either confirming a valid voting process and result or citing irregularities in accordance with Section 10.2.
- 10.2 Voting Irregularities:** Where voting irregularities or other concerns with the Online Governmental Consensus Voting process which are material to the outcome or the disposition of a code change proposal(s) are identified by the validation committee, such irregularities or concerns shall be immediately brought to the attention of the ICC Board. The ICC Board shall take whatever action necessary to ensure a fair and impartial Final Action vote on all code change proposals, including but not limited to:
1. Set aside the results of the Online Governmental Consensus Vote and have the vote taken again.
  2. Set aside the results of the Online Governmental Consensus Vote and declare the Final Action on all code change proposals to be in accordance with the results of the Public Comment Hearing.
  3. Other actions as determined by the ICC Board.
- 10.3 Failure to Achieve Majority Vote:** In the event a code change proposal does not receive any of the required majorities for Final Action in Section 8.0, Final Action on the code change proposal in question shall be Disapproval.
- 10.4 Final Action Results:** The Final Action on all code change proposals shall be published as soon as practicable after certification of the results. The results shall include the Final Action taken, including the vote tallies from both the Public Comment Hearing and Online Governmental Consensus Vote, as well the required majority in accordance with Section 8.0. ICC shall maintain a record of individual votes for auditing purposes, however, the record shall not be made public. The exact wording of any resulting text modifications shall be made available to any interested party.

## **11.0 Code Publication**

- 11.1 Next Edition of the Codes:** The Final Action results on code change proposals shall be the basis for the subsequent edition of the respective Code.
- 11.2 Code Correlation:** The Code Correlation Committee is authorized to resolve technical or editorial inconsistencies resulting from actions taken during the code development process by making appropriate changes to the text of the affected code. Any such changes to a Code shall require a 2/3 vote of the Code Correlation Committee. Technical or editorial inconsistencies not resolved by the Code Correlation Committee shall be forwarded to the ICC Board for resolution.

## **12.0 Appeals**

- 12.1 Right to Appeal:** Any person may appeal an action or inaction in accordance with Council Policy 1 Appeals. Any appeal made regarding voter eligibility, voter fraud, voter misrepresentation or breach of ethical conduct must be supported by credible evidence and must be material to the outcome of the final disposition of a code change proposal(s).

The following actions are not appealable:

1. Variations of the results of the Public Comment Hearing compared to the Final Action result in

- accordance with Section 10.4.
2. Denied requests to extend the voter balloting period in accordance with Sections 5.7.4 or 8.3.
  3. Lack of access to the internet based online collaboration and voting platform to submit a code change proposal, to submit a public comment or to vote.
  4. Code Correlation Committee changes made in accordance with Section 11.2.

### **13.0 Violations**

- 13.1 ICC Board Action on Violations:** Violations of the policies and procedures contained in this Council Policy shall be brought to the immediate attention of the ICC Board for response and resolution. Additionally, the ICC Board may take any actions it deems necessary to maintain the integrity of the code development process.

## 2014 ICC CODE DEVELOPMENT CYCLE CROSS INDEX OF PROPOSED CODE CHANGES

Some of the code change proposals contain changes to sections of the IgCC that are outside the scope of committee responsible for the chapter of the IgCC in which the proposal is contained. The responsibilities of the IgCC Committees are as follows:

IgCC Energy/Water Committee: Chapters 6 and 7  
IgCC General Committee: Chapters 1-5, 8-11

Listed in this cross index are proposed code changes that include sections of the code other than those listed for the respective committees above. For example, IgCC Section 302.1 is proposed for revision in code change GEW55-14, which is to be heard by the IgCC Energy/Water Committee. This section of the IgCC is typically the responsibility of the IgCC General Committee as listed above. It is therefore identified in this cross index. Another example is Section 601.4. Chapter 6 is normally maintained by the IgCC Energy/Water Committee, but Section 601.4 will be considered for revision in proposed code change GG74 which will be placed on the IgCC General Committee agenda.

This information is provided to assist users in locating all of the proposed code changes that would affect a certain section or chapter. For example, to find all of the proposed code changes that would affect Chapter 6, review the proposed code changes in the portion of the monograph for the IgCC Energy/Water Committee, then review this cross reference for Chapter 6 for proposed code changes published in the portion of the monograph for the IgCC General Committee.

Letter prefix: Each proposed change number has a letter prefix that will identify where the proposal is published. The letter designations for proposed changes and the corresponding publications are as follows:

**PREFIX                      PROPOSED CHANGE GROUP (see monograph table of contents for location)**

GEW                      International Green Construction Code – Energy/Water  
GG                        International Green Construction Code – General

<b>International Green Construction Code</b>	
<b>Section #</b>	<b>Code Change #</b>
<b>Chapter 2 202</b>	
Bottle Filling Stations	GEW154
Daylight Response Control	GEW116
Daylight Zone	GEW116
Demand Response	GEW63
Demand Response Automation Software	GEW63
Demand Response Period	GEW54
Demand Response Signal	GEW54
Energy Storage System	GEW62
Grid-Interactive Electric Thermal Storage (GITS)	GEWE63
Onsite Renewable Energy System	GEW132, GEW133
Renewable Energy Credit(REC)	GEW133
Roof Recover	GEW77
Roof Repair	GEW77

<b>Chapter 3</b>	
302.1	GEW1, GEW3, GEW4, GEW26, GEW27, GEW55,
<b>Chapter 6</b>	
601.3	GG74, GG76 (on GEW Hearing Order)
601.4	GG74
602.1	GG76 (on GEW Hearing Order)
602.1.2.2	GG76 (on GEW Hearing Order)
602.1.2.3	GG76 (on GEW Hearing Order)
602.2	GG76 (on GEW Hearing Order)
602.2.2	GG76 (on GEW Hearing Order)
602.2.3	GG76 (on GEW Hearing Order)
605.1.1	GG76 (on GEW Hearing Order), GG78 (on GEW Hearing Order)
603.1	GG74
604.1	GG74
604.4	GG47 (on GEW hearing order)
608.1.3	GG47 (on GEW hearing order)
608.5	GG47 (on GEW hearing order)
611.3.5	GG47 (on GEW hearing order)
611.3.3.2	GG47 (on GEW hearing order)
<b>Chapter 7</b>	
701.1	GG74
702.7	GG74
<b>Chapter 8</b>	
808.8.2	GEW160
<b>Chapter 9</b>	
903.1	GEW3, GEW4, GEW122, GEW124, GEW188
<b>Chapter 10</b>	
1003.2.2	GEW3
1003.2.3	GEW3
1007.3	GEW1, GEW2, GEW3, GEW26, GEW27
Appendix A	GEW1
A106	GEW3, GEW4, GEW26, GEW27
A106.3.2	GEW98
A107.3.1	GEW188
A107.4.3	GEW188
A107.6.2	GEW188
A107.7.1	GEW188
A107.8	GEW188
A107.9	GEW188



# 2014 GROUP C COMMITTEE ACTION HEARING SCHEDULE

April 27 – May 3, 2014

## Memphis Cook Convention Center, Memphis, TN

Hearings will start at 1:00 pm on Sunday, April 27<sup>th</sup>. Prior to the hearings the Building Official, Fire Service, PMG Official and Sustainability Membership Councils will be holding meetings during the Saturday/Sunday morning time period. Be sure to consult the [Membership Councils](#) webpage for details as they become available.

The code change volume is such that a single track will be utilized. The IgCC – General hearing will start at 1:00 pm on Sunday, April 27<sup>th</sup>. The IgCC – Energy/Water hearing will start no earlier than 1:00 pm on Wednesday, April 30<sup>th</sup>, as indicated on the schedule. The schedule anticipates that the hearings will finish by 2:00 pm on Saturday, May 3<sup>rd</sup>.

Sunday April 27	Monday April 28	Tuesday April 29	Wednesday April 30	Thursday May 1	Friday May 2	Saturday May 3
Start 1 pm	Start 8 am	Start 8 am	Start 8 am	Start 8 am	Start 8 am	Start 8 am
IgCC - General	IgCC - General	IgCC - General	IgCC – General  IgCC – Energy/Water (Start no earlier than 1 pm)	IgCC – Energy/Water	IgCC – Energy/Water	IgCC – Energy/Water
End 7 pm	End 7 pm	End 7 pm	End 7 pm	End 7 pm	End 7 pm	Finish 2 pm

**Notes:**

1. IgCC General: Chapters 1, 3 – 5, 8 – Appendices. Be sure to consult the hearing order for code changes to be heard by the IgCC – Energy/Water code committee.
2. IgCC- Energy/Water: Chapters 6 & 7. Be sure to consult the hearing order for code changes to be heard by the IgCC – General code committee.
3. Consult the hearing order to determine which committee will consider code changes to the definitions in Chapter 2.
4. Hearing times may be modified at the discretion of the Chairman.
5. Breaks will be announced. A lunch break is planned. A dinner break is not planned. The hearings are scheduled to adjourn at the dinner break and resume the next day, unless necessary to complete the agenda.
6. Due to uncertainties in hearing progress, the start time indicated as “start no earlier than 1 pm” is conservatively estimated and is not intended to be scheduled hearing progress target.

**2014 PROPOSED CHANGES TO  
THE INTERNATIONAL CODES**

<u>CODE</u>	<u>PAGE</u>
IgCC General .....	GG1
IgCC Energy/Water.....	GEW1