



# CP#45-14 – Professional Development Council (PDC)

Approved: 04/26/2015 | Revised: 05/31/24

## GENERAL

- 1.0 **Purpose of Council Policy:** This policy establishes the ICC Professional Development Council and sets forth its mission, objectives, and organization.
- 2.0 **Name of Council:** The program governing body shall be known as the International Code Council Professional Development Council, hereinafter referred to as “PDC.”
  - 2.1 **Organization:** ICC shall establish: (1) The PDC; (2) a Certification Committee (“CC”) under the PDC; and (3) an Education Committee (“EC”) under the PDC.
- 3.0

- 5.1 The PDC shall be considered a standing non-technical committee and therefore is not subject to candidate selection by the Codes and Standards Council in accordance with CP#9.
- 5.2 The ICC Board of Directors shall also appoint alternate members to fill unexpected vacancies that may occur.
- 6.0 **Terms of Office:** All members shall be appointed for a three year term with the exception of the ICC Board of Directors Liaison who shall be appointed for a one year term. No member shall serve more than two complete consecutive terms. Initial appointments shall be staggered.
- 6.1 **Initial Appointments:** To accomplish the stagger requirement of Section 6.0, inaugural appointment of committee members shall be in three groups with different terms of office: Group 1: one year term; Group 2: two year term; and Group 3: three year term. Each appointment and reappointment of committee members after these initial appointments shall be for a term of three years.
- 7.0 **Meetings:** Meetings of the PDC will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be subject to the approval of the ICC staff. The PDC may invite persons who are not members to attend portions, or all, of the closed meetings in an advisory capacity.
- 8.0 **Quorum:** Two-thirds of the members shall constitute a quorum at any meeting; provided, however that such two-thirds must include at least three members from each of the CC and EC.
- 9.0 **Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 10.0 **Responsibilities of the ICC Board of Directors Liaison(s):** The Liaison(s) will attend all PDC meetings as a voting member(s), and will be responsible for reporting on the PDC activities to the ICC Board of Directors. The Liaison(s) will attend all CC and EC meetings as an ex officio, non-voting member of each committee, and will report to the committees on the decisions of the ICC Board of Directors that affect the committees' work or activities.
- 11.0 **Responsibilities of the Chair of the PDC:** The PDC Chair will attend all PDC meetings as a voting member. The Chair will attend all CC and EC meetings as an ex officio member of each committee and will act as tie-breaker. The PDC Chair shall guide the PDC in meetings consistent with ICC's policies, position statements and strategic plan. With the staff liaison, the PDC Chair will develop a work plan that will allow the PDC to effectively and efficiently perform its work as well as ensure the work of the PDC is carried out between meetings. The PDC Chair shall move Council members toward participation and decision-making.
- 12.0 **Responsibilities of the Staff Liaison:** The staff liaison shall serve as an informed resource to the Chair and members of the PDC. The staff liaison shall assist the Chair in facilitating PDC discussions and activities which achieve the PDC's objectives.
- 12.1 Be thoroughly familiar with all aspects of the PDC's work, including the scope of work, subjects under discussion, and policies and procedures related to the PDC's work.

- 12.2 Provide orientation for each new PDC Chair and new members each year. This includes, but is not limited to, providing copies of the past minutes from previous year's PDC activity and historical benchmarks or other documents maintained per 12.10.
- 12.3 Work with the PDC Chair to develop a plan of work that will allow the PDC to effectively and efficiently accomplish its work for the year.
- 12.4 Work with the PDC Chair to develop agendas and conduct effective meetings of the PDC.
- 12.5 Provide administrative support for planning and execution of all meetings.
- 12.6 Draft minutes of meetings for review and approval by the PDC Chair.
- 12.7 Work with the PDC Chair, other members, and staff to ensure the work of the PDC is carried forth between meetings.
- 12.8 Facilitate communication of activities, including requests for action and/or proposed policies, to the ICC Board of Directors through the Board Liaison and the PDC Chair.
- 12.9 Assist the PDC in proposing policies, products, and services that will further the goals and objectives of ICC.
- 12.10 Maintain records and relevant information regarding the work of the PDC.

### **CERTIFICATION COMMITTEE (CC)**

**13.0 Mission:** The mission of the CC is to promote professionalism of individuals in the built environment by providing professional examinations and certification services worldwide.

**14.0 Objectives:**

- 14.1 Develop and administer examination and certification programs that can be relied upon for employment or licensure purposes as evidence of an individual's knowledge of construction codes, standards and practices that are necessary for competent professional practice.
- 14.2 Approve and apply credentialing standards to include occupational job titles, detailed descriptions of each certification category, task lists, and knowledge, skills and abilities requirements.
- 14.3 Apply ICC's Certification Program Standards and CC Rules that govern test development, validation, test administration, and other activities, such as eligibility requirements, certification and recertification.
- 14.4 Utilize third-party accreditation services (where applicable) to evaluate the quality of the program.

**14.5**      Maintain and make available

**15.10 Responsibilities of the CC Members:** Members shall actively participate in the





- 16.13.2** Plan meeting agendas with the staff liaison.
- 16.13.3** Conduct committee meetings.
- 16.13.4** Review minutes of meetings before their distribution to the committee.
- 16.13.5** Provide reports to the CC Chair regarding committee activities and performance when requested. Make recommendations on behalf of the committee.
- 16.13.6** Work with the staff liaison to ensure the work of the committee is carried out between meetings.
- 16.13.7** Move committee members toward participation and decision- -





- 19.5 Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 19.6 Staff:** ICC shall provide the staff support necessary to assist in accomplishing the work of the EC. Staff shall serve as ex officio members of the EC, without voting privileges.
- 19.7 Funding:** ICC will provide reimbursement for all reasonable travel expenses of EC Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.
- 19.8 Reports and Minutes:** Approved reports and minutes shall be placed on the upcoming combined PDC and ICC Board of Directors meeting agendas.
- 19.9 Appeals:** Appeal procedures shall be governed by the PDC Board of Directors.



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