

# **ICC CODE ACTION COMMITTEES**

## **RULES AND PROCEDURES**

September 15, 2011

The following Rules and Procedures have been developed by ICC to guide ICC Code Action Committees in the drafting of code change proposals and participation in the 2012/2013 Cycle.

These Rules & Procedures are subject to periodic review and update from time to time by ICC.



**SCOPE**

The ICC Board has approved the creation of Code Action Committees to review and propose revisions to the International Codes relative to the scope of each CAC. CAC's are regulated, including their respective scopes, by ICC Council Policy 31.

**CAC COMMITTEES AND WORK GROUPS**

The members of the CAC's were appointed by the ICC Board. Where specific focus, interest or regional considerations are needed, the CA

## **SCHEDULE**

ICC shall develop and maintain a schedule which shall be periodically reviewed and updated. The schedule shall incorporate the following key procedural elements/milestones:

Hold the number of meetings necessary to develop the code change proposals for both Group A and Group B codes.

Submit code change proposals for Group A codes by the January 3, 2012 deadline

Participate in the 2012 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.

Submit code change proposals for Group B codes by the January 3, 2013 deadline

Participate in the 2013 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.

## **MEETING LOGISTICS**

ICC shall be responsible for the meeting logistics of both the CAC's and Work Groups.

All meetings shall be in accordance with ICC Council Policy # 7 – Committees and Councils

All meetings shall be open meetings. The level of participation by interested parties shall be at the discretion of the Chair. All participants shall identify their business and proprietary interests when participating.

A majority of the voting members of the CAC shall constitute a quorum at any meeting of the CAC. A formal vote need not be taken if consensus is achieved on an issue. Where a vote is necessary, a majority of those voting members present and voting shall be required for such action. Work Groups shall proceed in a similar effort to reach consensus and shall operate under informal committee procedures. The product developed by the WG's will be subject to review and approval by the CAC.

The dates and locations of all meetings shall be determined by ICC, to determine the most cost-