



INTERNATIONAL
CODE
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2021 GROUP A VIRTUAL COMMITTEE ACTION HEARING **INSTRUCTIONS**



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In an effort to make the virtual hearing experience as productive and efficient as possible, these instructions are intended to guide the hearing participants through the process as well as provide some information for those who will be viewing the CAH. **A related document entitled “2021 Virtual CAH Protocols” has also been produced – be sure to review this document as it provides the framework for conducting the hearing in addition to CP28.**

All testimony and participation will occur virtually via an online Zoom platform which is accessed from the ICC website. Be sure your Zoom application is current (Zoom [instructions and information](#)). There are two ICC websites: one for View Hearings Only; and one for Hearing Participants. These instructions focus on Hearing Participants. If you are planning on being a Hearing Participant, please [register](#) or [modify your viewing only registration](#).

[Click here](#) for sample Website and Testify Room (zoom room) screen shots. These screen shots were part of the testing that was performed which utilized actual 2021 code change numbers randomly taken from one of the hearing orders for the sole purpose of testing the logistics of the virtual system. The actual website layout for the CAH may change.

[Click here](#) for a video of live demo that was conducted on Thursday, April 8th. Approximately 325 participated in the demo.

Section numbers in parenthesis are sections from CP28.

These instructions walk you through the hearing process, focusing on:

- The websites
- Queuing the participants
- Testifying procedure
- Making a motion to change the hearing order
- Suggesting modifications as part of testifying
- Committee questions
- Making a motion to table a code change
- Raising a point of order
- Proponent objections to motions to change the hearing order or table a code change
- Key stroke short cuts
- Dos and don'ts of virtual meetings
- Recommended IT system requirements
- Follow-up Q & A to the April 8th demo

NAVIGATING THE ICC WEBSITES

There will be two websites:

- Hearing only: The hearing only webcast is similar to our normal webcast of the hearings. If you registered for hearings only and want to change your registration to hearing participant, there is a link to do that. This website includes the live feed of audio and video coming from the hearing room.
- Hearing participants: The same as the hearing only website but with added links to facilitate participation in the hearing process. The three links are: “TESTIFY”; “PRIORITY”; and “cdpACCESS”. There is a description of each link below the link.

Both websites include links to all the necessary documents to support the CAH process. They are located below the hearing screen under the title “Hearing Information Quick Links”.

OVERVIEW OF THE QUEUING/TESTIFYING PROCEDURE

- Moderator instructs participants for the code changes highlighted in orange on the screen to click the “TESTIFY” link in order to enter the Testify Room (Zoom room). While in the Testify Room, the website live feed video and audio is playing.
- Moderator instructs those who will be testifying to make sure their video is on. The video feed will only be going to the hearing room and not the website.
- Moderator instructs participants in support of first code change to raise their hand in the Testify Room.
 - Hand raise short cut: PC users: ALT – Y MAC users: Option - Y
- The support queue is filled and shown on the screen with the names of testifiers. ICC code staff is in the Testify Room assist if there are code process related questions.
 - Proponents of the code change are to use the personal chat function to inform the technician that they are the proponent in order to be the first to testify.
 - The chat function among participants in the Testify Room is disabled and audio muted.
- Moderator calls for testimony in support while the queue is filling.
- When the testifier has completed their testimony, the Moderator asks if there are any questions from the committee.
- As names of testifiers appear on screen, the Moderator calls on the next testifier.
- Prior to calling last queued testifier in support, the Moderator instructs the testifiers in opposition to raise their hand in the Testify Room to fill the opposition queue.
- Repeat above through rebuttal in opposition.
- The Moderator turns the floor over to the Chair AND directs testifiers in support of the next code change to raise their hands in the Testify Room in order to fill support queue for the next change.
- While in committee discussion, the support queue for the next code change is filled.

- The committee completes the process for recommending an action on the code change (AS, AM, D) and the Chair announces the action the action.
- The Moderator calls the next code change to the floor.

Below are the instructions displayed in the Testify Room:

- Please ensure that your full name is displayed correctly.
- Please stay muted until the Moderator calls your name to testify. (This will be from the on-air room)
- Ensure that the Participant Webcast video on the ICC website is muted.
- Unmute and tell the Tech if you have a point of order.
- When the moderator calls on testifiers to raise their hands:
 - PC users: ALT-Y, Mac: Option-Y
- If you have any questions, please send a chat to: CMI/ICC Tech, to have it answered.

TESTIFYING PROCEDURE

- Individuals testifying will be asked to place their video on, if available, to facilitate the process. This provides focus for the members of the committee considering testimony and the Moderator's ability to conduct the hearing process as efficiently as possible. This video will only be seen in the hearing room and will not be displayed on the website. For audio quality, the use of headset is recommended.
- The "TESTIFY" link on the website allows participants to testify, including suggesting modifications. The process is:
 - Click on "TESTIFY" on the website. This will place you in the Testify Room staffed by a technician and an ICC code staff member. The code staff member is there to assist with code related process issues.
 - The Moderator will direct the queuing process as part of the hearing by announcing that the queue for (support; opposition; rebuttal in support; rebuttal in opposition) is open and the participants are directed to use the "raise hand" feature in order to be placed in the queue.
 - You will see your hand raised in the Testify Room. The technician will lower the hands once the queue is populated and the next queue is called by the Moderator
- In the Testify Room, the technician will place you in the appropriate queue. Your place in the queue will be indicated on the website.
- The website will also be displayed in the Testify Room.
- If you are the proponent or speaking on behalf of the proponent, be sure to alert the technician in order to be placed first in the support queue. Only one person can be identified as speaking on behalf of the proponent.
- Upon the conclusion of an individual's testimony, the testifier is requested to remain online in order to respond to committee questions, if any.

- Depending on the number, timing and frequency of the code changes you want to testify on, you can leave the Testify Room by clicking on the “X” in the upper right. It will ask for confirmation that you want to leave. Then, to return to the Testify Room, click “TESTIFY” on the website.
- See the Q & A at the end of this document for additional “Testify Room” logistics.

MAKING A MOTION TO CHANGE THE HEARING ORDER (5.4.4)

Be sure to view page Roman Numeral vi in the code change agenda for the instructions. The process for considering motions to revise the published hearing order is:

- Hearing order changes will be considered at the beginning of each code as one of the first orders of business using the “TESTIFY” link.
- The process will follow the steps noted for queuing/testifying.
- Hearing order changes are limited to moving items back in the agenda.
- If the proponent of the code change under consideration objects, the motion will be ruled out of order (see Proponent objections to motions to change the hearing order or table a code change)

After the initial hearing order changes, subsequent motions to revise the hearing order are made using the “PRIORITY” link and following the steps above.

SUGGESTING MODIFICATIONS AS PART OF TESTIFYING (5.5.2)

Modifications are required to be submitted via cdpACCESS. Be sure to view page Roman Numeral vii in the code change agenda for the instructions. It is imperative that modifications be created well in advance of the code change being brought to the floor. Modifications are introduced as part of testimony on the code change, typically as follows:

- “Mr./Ms. Moderator, I have a suggested modification. It is “last name; #””.

The modification is shown on the website and can be accessed from the quick link on the website entitled “View Online Modifications”. The Moderator asks the Chair for a ruling as to whether the modification is in or out of order in accordance with CP28. If ruled in order, a new queuing process is created to hear testimony on the modification which will be directed by the Moderator. Following the testimony on the modification, the testimony on the code change resumes from the point where the modification was introduced.

If the modification is ruled out of order by the Chair, testimony on the code change resumes.

COMMITTEE QUESTIONS

Questions from the committee to the testifiers are an integral part of the CAH process. Committee members both on site and virtual have been instructed on how to raise a question to those testifying. It is very similar to the in-person hearing process where once the testifier completes their testimony, the committee member can then ask their question. The mics of both the in-person and virtual committee members are live. The process is initiated by: “Mr./Ms. Moderator, I have a question for the testifier”. The testifier will remain in the on-air to respond the question.

MAKING A MOTION TO TABLE (5.4.5)

Participants making a motion to table are given priority access by using the “PRIORITY” link. Be sure to view page Roman Numeral vi in the code change agenda for the instructions. The process is:

- Participant clicks the “PRIORITY” link on the website and informs the technician that they would like to make a motion to table the code change currently on the floor.
 - If the participant is in the Testify Room, the participant will need to unmute their audio and convey this the technician in the Testify Room.
- The website will show a red banner displaying “PRIORITY” below the screen
- The Moderator will acknowledge the participant who then makes the motion to table
- If the proponent of the code change under consideration objects, the motion will be ruled out of order (see Proponent objections to motions to change the hearing order or table a code change).

RAISING A POINT OF ORDER (5.4.8)

Participants raising a point of order are given priority access by using the “PRIORITY” link. The process is:

- Participant clicks the “PRIORITY” link on the website and informs the technician that they would like to raise a point of order on the code change currently on the floor.
 - If the participant is in the Testify Room, the participant will need to unmute their audio and convey this the technician in the Testify Room.
- The website will show a red banner displaying “PRIORITY” below the screen.
- The Moderator will acknowledge the participant who then raises the point of order.
- The Moderator acts on the point of order.
- If the participant disagrees with the Moderator’s resolution on the point of order, it can be challenged which is determined by a vote of the committee in accordance with Section 5.4.8 of CP28.

PROPONENT OBJECTION TO MOTION TO TABLE OR CHANGE THE HEARING ORDER (5.4.4.1 & 5.4.5)

Proponents objecting to either a motion to table or a change in hearing order which effects their code change are given priority access by using the “PRIORITY” link. The process is:

- Proponent must be participating when the motion is made and clicks the “PRIORITY” link on the website and informs the technician that they would like to object to the motion currently on the floor to either table the code change or change the hearing order.
 - If the participant is in the Testify Room, the participant will need to unmute their audio and convey this the technician in the Testify Room.
- The proponent conveys that he/she would like to object to the motion to table/hearing order change.
- The website will show a red banner displaying “PRIORITY” below the screen.

- The Moderator will acknowledge the proponent who then formally objects.
- The motion to table or change the hearing order is ruled out of order by the Moderator.

KEY STROKE SHORT CUTS

- Hand raise while in the Testify Room: PC users: ALT-Y, Mac: Option-Y
- Unmute your audio: Hold down the space bar. Audio unmuted for as long as you hold space bar down

THE DOs AND DON'Ts OF VIRTUAL MEETINGS

- Remember to have your video on, if available, when testifying or raising a priority issue.
- Mute your audio on website (webcast) if you will be participating as a testifier in order to eliminate feedback coming back from the on-air room.
- When directed by the Moderator to speak, please unmute your audio. Please do not initiate your testimony with “Can you hear me?”. If the Moderator cannot hear you, you will be so advised.

RECOMMENDED SYSTEM REQUIREMENTS

- **Be sure your Zoom platform is current. See page 1**
- Windows 10
- Internet Explorer 11, Microsoft Edge, Chrome, or Firefox
- Pentium or AMD Athlon K6 266 MHz processor or faster
- 1 gig RAM
- DSL, Cable or LAN connection
- 24-bit true color video card
- Wi-Fi speed of 13+Mbps per device (*You can check your Wi-Fi speed here: <https://fast.com/>.*)

Minimum System Requirements

- Windows 7, 8.0/8.1, or 10
- Internet Explorer 10
- Pentium 166 megahertz (MHz) processor
- 32 MB RAM
- 28.8-kilobits per second (Kbps) modem
- 16-bit sound card
- 256-color video card

Video

If you are having trouble viewing the webcast, please make sure that you have javascript enabled. We strongly recommend against Internet Explorer 9 and under. For a better experience, please upgrade to the [latest Microsoft Edge version](#) or use the latest [Firefox](#), [Google Chrome](#), [Safari](#) or [Opera](#) browser. Please consult your system administrator for assistance.

Video frozen or not playing when expected? Try pressing the Refresh/Reload button on your browser.

Having trouble viewing the webcast? The most likely reason is Wi-Fi speed. You can check it here: <https://fast.com/>. It's recommended that your Wi-Fi speed is 13+Mbps per device.

FOLLOW UP Q & A TO THE APRIL 8TH DEMO

Be sure to click the link to the demo on page 1. The demo included extensive Q & A which is part of the recording. The following are responses to follow-up questions.

- **Technical difficulties in the hearing room:** If we encounter technical difficulties in the hearing room which require the hearings to be recessed, notifications will be posted on the website and notifications sent via our communication channels.
- **Testify Room logistics:** There is a single room for all participants who want to testify. The logistics of the zoom platform are the same as we have all encountered during this pandemic. When a hand is “raised” as part of the queuing process, it is visible. Audio communications between a participant and the technician are heard by everyone. The technician will be muting everyone’s audio in order to minimize disruption. The participant does control their audio, if necessary, as noted in this document for “PRIORITY” issues. When it is your turn to testify, you are moved to the “Live Room” (on-air) room. Once testimony and committee questions, if any, are completed, you are moved back to the Testify Room.
- **“Me too” wave:** This has been used successfully in the hearings were a person who was going to testify decides not to testify as his/her point has been raised by someone else. This was a visual queue to the Moderator who acknowledges the wave. Unfortunately, this cannot be accommodated virtually. While in the Testify Room, the options are:
 - Unmute your audio and inform the technician to remove you from the queue. You will still stay in the Testify Room.
 - If you are in the on-air room, then please state “my comment was previously mentioned” or something to that effect
- **Testifying countdown warnings:** The Moderator will be as deliberate as possible to accommodate people getting in late the Testify Room. However, it is incumbent on the participant to be ready.
- **Internet speed:** As noted in the 2021 Group A Virtual Committee Action Protocols, the participants IT infrastructure is the responsibility of the participant. The hearings will not be delayed to accommodate a participant’s inability to participate due to connection problems. Recommended IT system requirements are included above.
- **CAH hearing video:** As started with the 2018 cycle, ICC will continue to post the hearing videos from this virtual CAH. The process will occur following the conclusion of Track 2 on May 5th. Once posted, notifications will be made.
- **CEUs:** There is a link on the website to report attendance for CEU purposes.
- **Text alerts:** As with the in-person hearing, ICC will have the “texts at the CAH” for updates on breaks, code change conclusion at the end of each day, etc. [Click here](#) to sign up.