



INTERNATIONAL
CODE
COUNCIL®

2021 GROUP A VIRTUAL COMMITTEE ACTION HEARING **PROTOCOLS**



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As indicated on page Roman Numeral ii of the “2021 Group A Proposed Changes to the I-Codes” (“agenda”), the 2021 Group A Committee Action Hearing (CAH) requires protocols to be implemented in order to conduct the CAH virtually. The CAH will be conducted with most committee members, moderators and staff on-site at the ICC Central Office in Country Club Hills, IL (“hearing room”) and some committee members will be participating virtually. 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](#) (version 5.6.1). The goal is to replicate our typical in-person hearings to the greatest extent possible.

The following are the protocols for conducting the CAH as approved by the Code Council Board of Directors. Section numbers from CP28 *Code Development* are in parenthesis.

- CP28 COMPLIANCE: Compliance with CP28 dated 12/03/20 is required. Excerpts from CP28 unique to the 2021 Virtual CAH are on page 6.
- WEBSITES: There are two ICC websites: one for View Hearings Only; and one for Hearing Participants. References to “website” in these protocols is the website for Hearing Participants, unless noted otherwise.
- ZOOM ROOMS: There are three Zoom rooms being utilized for the virtual CAH. For the participants, one is called the “Testify Room” and the other is called the “Priority Room”. Details for both are included in these protocols. The third room is unique to audio/visual production and is called the “Live Room”. The Live Room is where participants are placed in order to speak during the hearing.
- REGISTRATION: There is a registration process with two types of registrations: Hearing Participant and View Hearings Only. Registration is required and was opened on February 22, 2021. Registration will be open through the end of Track 2 which is scheduled for May 5th.
 - Hearing Participant: This website is for those who want to participate virtually in all aspects of the hearings, including participants:
 - Providing testimony
 - Making motions to change the hearing order
 - Making motions to table a code change
 - Who are code change proponents who wish to speak in opposition to motions to change the hearing order or table a code change
 - Suggesting modifications as part of testimony
 - Raising a point of order
 - View Hearings Only: This is similar to our normal webcasting of the hearings. This includes all the links on the Hearing Participant website, with the exception of: “TESTIFY”; “PRIORITY”; and “cdpACCESS”.

If you have originally registered for View Hearings Only, there is a link on that website to modify your registration to Hearing Participant.

- **PARTICIPANT IT:** It is the responsibility of the participant (testifier) that his/her IT infrastructure support their participation, including connection issues. The hearings will not be delayed to accommodate a participant's inability to participate due to connection problems, regardless of the cause. Such occurrences are not subject to a point of order. It is recommended that participants utilize a headset for improved audio quality.
- **HEARING ORDER CHANGES (5.4.4):** The process for considering motions to revise the published hearing order are:
 - Hearing order changes will be considered at the beginning of each code as one of the first orders of business using the "TESTIFY" link
 - Hearing order changes are limited to moving items back in the agenda
 - If the proponent of the code change under consideration objects (see "PRIORITY LINK"), the motion will be ruled out of order. If no objection, the change to the hearing order is ruled in order. (5.4.4.1)
 - After the first code change is brought to the floor, motions to revise the hearing order are made using the "PRIORITY" link
- **PARTICIPANT TESTIFY:** The "TESTIFY" link on the website allows participants to testify including suggesting modifications. The process is:
 - Click "TESTIFY" on the webpage. This will place you in the Testify Room staffed by a technician and an ICC code staff member. Instructions are displayed in the room.
 - The Moderator will direct the queuing process by announcing that the queue for (support; opposition; rebuttal in support; rebuttal in opposition) is open and the participants will be directed to use the "raise hand" feature in order to be placed in the queue. Your place in the queue will be displayed on the website. The audio and video from the website will be televised live in the Testify Room.
 - Proponents participating in the process will be the first to testify. If you are the proponent or speaking on behalf of the proponent, please use the chat function 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.
 - When it is your turn to testify, you will be moved from the Testify Room to the Live Room and directed by the Moderator to testify (see testifying protocols below).
 - Once your testimony is complete, you will be placed back in the Testify Room.
- **TESTIFYING PROTOCOLS:** The testifying protocols are:
 - Individuals testifying are requested to have their video on to facilitate the process. This provides focus for the members of the committee listening to 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.
 - Upon the conclusion of an individual's testimony, the testifier is requested to remain online in order to respond to committee questions, if any.
 - As with in-person hearings, visual presentations are not be permitted. (5.4.3)

- **MODIFICATIONS:** Modifications are required to be submitted via cdpACCESS and suggested as part of testimony. Be sure to view page Roman Numeral vii in the agenda. Modifications are posted in cdpACCESS which is one of the “Hearing Information Quick Links” on both websites (5.5.2)
- **TABLING:** Participants making a motion to table are given priority access by using the “PRIORITY” link. If the proponent of the code change under consideration objects (see “PRIORITY LINK”), the motion will be ruled out of order. If no objection, the motion to table is ruled in order. (5.4.5)
- **PRIORITY LINK:** The “PRIORITY” link on the website allows participants to perform the following functions: make a motion to table; raise a point of order; allow the proponent to object to a tabling motion or a hearing order change. This link will also be used for changes to the hearing order during the hearing after the initial changes to the order have been made (See “hearing order changes” previously discussed). The priority process is:
 - Participant clicks the “PRIORITY” link on the website. If the participant is in the Testify Room, the participant will need to unmute their audio and convey the nature of their priority to the technician.
 - The technician, in consultation with ICC code staff, will ask the participant the nature of their priority
 - The website will show a red banner displaying “PRIORITY” below the screen
 - Motions to table (5.4.5), points of order (5.4.8) and proponent objections to either a tabling motion or hearing order change (5.4.4.1 and 5.4.5, respectively) will be communicated to the Moderator and the Moderator will stop the hearing in order to have the concern heard
 - Further changes to the hearing order will be considered following the committee action on the code change under consideration
- **VIRTUAL COMMITTEE MEMBERS:** Protocols are in place for the logistics of virtual committee member questions, participation in committee discussion and voting. This includes:
 - Committee members will have their video on. The committee members for the respective code will be shown on a screen in the hearing room to facilitate committee interaction and contact with the Moderator and Chair. When a virtual committee member speaks, he/she will be shown on the website.
 - Committee members who are proponents of a code change will withdraw as a member of the committee and participate as a member of the public in floor discussion. (5.2.2)
 - If a committee member has IT connection issues which prohibits them from voting on a code change, their vote will be recorded as an abstention.
- **ASSEMBLY CONSIDERATION:** Assembly consideration has been removed from the process (5.7)
- **RECONSIDERATION:** Reconsideration of a code change remains prohibited for these virtual hearings. (5.4.6)
- **SUPPORTING DOCUMENTATION:** In lieu of the “back table” in the hearing room, such material can be emailed to ICC for posting, provided the materials are received well in advance of the code change being brought to the floor. Such materials require a file name comprised of the code change number followed by the submitters last name. (3.3.5.4)

- CEUs: A CEU link is located on both the View Hearings Only and Hearing Participant websites to document attendance for CEU purposes.
- cdpACCESS SUPPORT: Click on the “cdpACCESS” link on the website for cdpACCESS support.
- HEARING INFORMATION QUICK LINKS: There are numerous links to documents posted in support of the CAH. They are located on both websites, below the hearing screen.

Be sure to consult the Participant Instructions/Demo posted on the website for additional information and screen shots.

An overview of the testifying process is provided on page 5 and the CP28 updates are located on page 6.

OVERVIEW OF HOW TO TESTIFY

- The Moderator directs the participants for the identified code changes to go to the website and click on the “TESTIFY” link in order to be placed in the Testify Room.
- The Moderator instructs participants in support of code change “X” to raise their hand in the Testify Room.
 - Hand raise short cuts: PC users: ALT – Y MAC users: Option - Y
- The technician begins to fill the website queue with the names of testifiers. ICC code staff is in the Testify Room to assist if questions arise.
 - Proponent: Use the chat function to inform the technician that you are the proponent.
 - In order to minimize disruptions, the chat feature is limited to chats between the technician and an individual participant and the audio is muted.
 - The audio and video from the website will be televised live in the Testify Room.
- The Moderator calls for testimony from the first person in the support queue as the queue is filling.
- As names appear on the screen, the Moderator calls for testimony from the next testifier.
- Prior to calling for testimony from the final queued testifier in support, the Moderator instructs testifiers in opposition to raise their hands to fill the opposition queue.
 - The process above is repeated for each side of testimony through rebuttal in opposition.
- The Moderator turns the floor over to the Chair for committee discussion and voting AND directs participants in support of the next code change to raise their hands in the Testify Room in order to fill the support queue for the next code change.
- While in committee discussion, the support queue is filled for the next code change.
- The audio and video from the website will be televised live in the Testify Room during committee discussion and voting.
- Repeat above.

CP28 UPDATES FOR THE 2021 VIRTUAL CAH

The following are the revisions made to CP28 *Code Development* (Revised 12/03/20) in support of the process for conducting the 2021 Virtual CAH. The full CP28 can be found on page Roman Numeral xiv of the agenda or [click here](#).

Code change bibliography

3.3.5.4 Bibliography (2021 virtual CAH only): 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 submit the substantiating materials electronically to the appropriate ICC office. The substantiating information will be posted on the ICC website. Supporting documentation may be provided via a link to a website provided by the proponent and included in the bibliography. The reason statement shall include the date the link was created.

Virtual table in hearing Room for additional information

5.4.3 Presentation of Material at the Public Hearing (2021 virtual CAH only): 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, including 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 submitted electronically to the appropriate ICC office. The material will be posted on the ICC website.

Agenda order changes

5.4.4.1 Proponent Approval (2021 virtual CAH only): A motion to revise the agenda order is considered in order unless the proponent(s) of the moved code change proposals are participating in the virtual hearing and object to the move. Where such objections are raised, the motion to revise the hearing order shall be ruled out of order by the Moderator. The ruling of the Moderator shall be final and not subject to a point of order in accordance with Section 5.4.8. The motion to change the hearing order is not debatable.

5.4.4.3 Revised Agenda Order Approved (2021 virtual CAH only): If the motion to revise the agenda order is not ruled out of order, the Moderator shall declare the motion approved.

Tabling

5.4.5 Tabling (2021 virtual CAH only): Tabling of code change proposals shall be permitted. The motion to table is considered in order unless the proponent(s) of the tabled code change proposals are participating in the virtual hearing and object to the tabling. Where such objections are raised, the motion to table shall be ruled out of order by the Moderator. The ruling of the Moderator shall be final and not subject to a point of order in accordance with Section 5.4.8. The motion to table is not debatable.

The motion to table must identify one of the following as to the location in the agenda when or where the code change proposal(s) will be considered:

1. To a specific date and time within the timeframe of the Code Change Agenda for the code change proposals under consideration, or
2. To a specific location in the Code Change Agenda for the code change proposals under consideration.

5.4.5.2 Tabling approved (2021 virtual CAH only): If the motion to table is not ruled out of order, the Moderator shall declare the motion approved.

Points of order

5.4.8 Points of Order (2021 virtual CAH): Any person participating in the public hearing may challenge a procedural ruling of the Moderator or the Chairman. The decision on such challenges shall be determined by a vote of the committee, which requires a majority vote.

Assembly consideration

5.7 [Deleted]