



CP#5-04 – Code Technology Committee

Approved: 01/17/04 | Revised: 05/20/07

- 1.0 **Purpose of Council Policy:** This policy establishes the ICC Code Technology Committee (CTC) and sets forth the objectives, procedures and organization of the Committee.
- 2.0 **Name of Committee:** Code Technology Committee (CTC)
- 3.0 **Objectives of the Committee:**
 - 3.1 To identify and make recommendations for the elimination of conflicts among the International Codes and standards.
 - 3.2 To identify those areas where existing conflicts cannot be resolved and recommend new changes as may be necessary.
 - 3.3 To evaluate and incorporate, where appropriate, new technology and concepts which pertain to the requirements being investigated. Where new technology or concepts are not contained in the International Codes, a proposal for such matters shall be made to the ICC Board of Directors after which, if approved, the CTC shall proceed.
- 4.0 **Rules and Procedures of Committee:**
 - 4.1 **Agenda:** Areas of study and investigation shall be assigned by the ICC Board of Directors and to achieve the Objectives in Section 2.0. The CTC shall produce and publish an agenda and workplan for each assignment inclusive of the establishment of goals, timelines, and deliverables.
 - 4.2 **Quorum:** A majority of the voting members of the CTC shall constitute a quorum at any meeting of the CTC.
 - 4.3 **Voting:** Each CTC member shall be entitled to one vote. The CTC vote for approval of any matter before the CTC shall be at least a majority of those voting members present and voting.
 - 4.4 **Funding:** ICC shall fund the participation of the Governmental members serving on the CTC. All others shall fund their own participation. All other administrative costs shall be paid by ICC.
 - 4.5 **Secretariat:** The ICC Chief Executive Officer shall appoint a Secretariat from ICC staff.
 - 4.6 **Meetings:**
 - 4.6.1 Meetings will be of such length as necessary to accomplish the workload.
 - 4.6.2 All meetings shall be open with notice provided to interested parties who have expressed such interest.

- 4.6.3 All meetings, as far as may be practical, shall be scheduled at locations which minimize costs.
- 4.6.4 The CTC shall hold the necessary number of meetings with agenda items specifically noted in order for interested parties to participate. The final outcome of such meetings shall be a report for the specific area of study to be processed in accordance with Section 5.0.
- 4.6.5 All attendees and participants shall identify their business and proprietary interests when participating in the CTC meetings.
- 4.7 **Copyright:** CTC members and participants in study groups shall agree in writing to waive copyright protection for the benefit of the ICC with respect to any code language created within the CTC process, including language developed from a code, standard or work product copyrighted by such member's organization. This would be contingent upon copyrighting of the respective codes, standards or work product in which such reproduction occurs.
- 4.8 **CTC Study Groups:** The CTC may create study groups of interested persons for the specific purpose of preparing working drafts for consideration by the CTC. Such study groups shall meet as needed in order to accomplish their assigned tasks and the cost of participants are not defrayed by the ICC except as provided in Section 4.4. All meetings of the CTC study groups shall be open with notice provided to interested parties which have expressed such interest. Study groups shall produce and develop an agenda and workplan for each assignment inclusive of the establishment of goals, timelines, and deliverables.

5.0 **Committee Organization and Structure:**

- 5.1 **Membership:** The CTC may be composed of code officials, representatives of allied and interested organizations and professions with knowledge and experience in code issues.
- 5.2 **Terms of Committee Members:** Each member of CTC shall be appointed by the ICC President in accordance with the bylaws. Initial appointment terms shall be staggered. Once staggered terms are established, appointments shall be for a period of three years. Interim vacancies in the CTC may be filled by the President of the ICC. The number of consecutive terms shall not be limited.
- 5.3 **Chair and Vice Chair:** The Chair and Vice Chair shall be elected by the CTC from the appointed members of CTC for a one year term.

6.0 **Reporting:**

- 6.1 **Processing:** The Secretariat of the CTC shall process the reports according to the codes/standards development process of the ICC.
- 6.2 **Participation in Code Development Activities:** Subsequent to the completion of a report according to the full CTC process described herein, the CTC shall participate in the ICC Code and Standard Development Process. Participation shall include the preparation of code change proposals, modifications, and public comments. Participation shall also include the preparation of a statement of support, opposition or modification to code change proposals and public

comments by another party which directly relates to work on which CTC has taken action.