



CP#9-04 – Role & Structure of Advisory Councils

Approved: 01/17/04 | Revised: 12/09/16

1.0 Purpose of Council Policy: This policy establishes the ICC Councils program and sets forth objectives, procedures, and organization.

2.0 Rules and Procedures:

2.1 Councils: The ICC Board of Directors shall create one or more Councils. The Councils so created shall be responsible for the implementation and oversight of ICC Code and Standard Development, to facilitate Membership interaction with ICC and other activities as assigned by the ICC Board of Directors.

2.2 Except as otherwise provided herein, the Councils and all members shall comply with *CP 7 – Committees & Members*.

2.3 The number of members on each Council [or Membership Council Governance Committee] shall be as determined by the ICC Board of Directors. Each Council member shall be appointed by the ICC Board of Directors with each member appointed for a three-year term. Initial appointment terms shall be staggered. No member shall serve for more than two complete consecutive terms. The council shall elect its Chair and Vice Chair.

2.4 A Council may be composed of code officials, representatives of allied/interested organizations and professions with knowledge and experience in the code discipline(s) within the Council's scope.

2.5 All members of the Council shall be eligible to vote on all matters.

3.0 Types of Councils and Responsibilities:

3.1 Codes & Standards Council: The Codes & Standards Council shall be responsible for the implementation and oversight of ICC's Code and Standard Development for all of the International Codes, Standards and related committees. The Code & Standard Council shall be comprised of committee members familiar with the ICC Code and Standard Development Process and be representative of the code disciplines of the International Codes.

3.1.1 To serve as the technical oversight committee for activities within its scope as approved and assigned by the ICC Board of Directors.

3.1.2 To identify and recommend technical support activities and other services to the ICC Board of Directors.

3.1.3 To review committee applications submitted to ICC in response to the public announcement in accordance with *CP 7 - Committees & Members* and recommend appointments for the ICC Board of Directors to consider.

In all cases, the ICC Board of Directors shall be the appointing authority in accordance with *Section 11.1* of the ICC Bylaws. Where practical and not otherwise in conflict with this policy, preference in recommendations of governmental representatives should be given to applicants who have served previously on Code Action Committees in accordance with CP 31.

3.1.4 Codes and Standards Procedures. The Codes and Standards Council shall be responsible for the review and oversight of the ICC Codes and Standards Development Process in accordance with *CP 28 - Code Development* and *CP - 12 ICC Standards Development*, respectively, in accordance with Section 2.0 of this policy.

3.1.5 Structure of the Codes and Standards Council. The Code and Standards Council shall be composed of members as follows: 10 Code Officials, representatives of allied/interested organizations and professions with knowledge and experience in the Code disciplines(s); the current Chairs of the Membership Councils; and 5 representatives from our Founding Strategic Partners.

3.2 Membership Councils. Membership Councils shall be created by the ICC Board of Directors as necessary to keep the membership informed of the activities of the Code Council. The Board may establish a specific charge or charter for each Membership Council, including a budget, goals, and objectives. General responsibilities of the Membership Councils including but not limited to:

3.2.1 Build and improve relationships with stakeholders with an interest in the activities of the applicable Membership Council.

3.2.2 Provide opportunities to enhance the understanding, acceptance and adoption of ICC codes related to the applicable Membership Council.

3.2.3 Make recommendations for ICC training and certification programs related to the activities of the applicable Membership Council.

3.2.4 To keep stakeholders of the ICC informed and engaged in the activities of ICC.

3.2.5 Act as an advocate for areas of professional or technical interest and to receive feedback from the stakeholders.

4.0 Reporting: A Council report from each Council shall be submitted to the ICC Board of Directors as necessary to support the activities of the Council, but not less than annually.