



CP#12-03 – ICC Standards Development

Approved: 01/17/04 | Revised: --/--/--

1.0 Purpose of Council Policy: In order to accomplish the ICC mission of providing a coordinated and comprehensive set of model codes, it is necessary to assure the availability of acceptable standards for reference in the *International Codes*. This policy gives general criteria regarding the development and maintenance of standards by ICC, intended for reference in one or more of the *International Codes*.

2.0 Rules and Procedures:

2.1 Standards Council: The ICC Standards Council that shall administer the development process of ICC Standards is hereby established.

2.1.1 Composition: The ICC Standards Council shall be appointed by the ICC Board of Directors and shall be composed of nine members, each appointed for a three-year (3) term. Initial appointment terms shall be staggered. No member shall serve for more than two (2) complete consecutive terms. The council shall elect its Chairman.

2.1.2 Duties: The ICC Standards Council shall perform those duties assigned by this Policy including the establishment and administration of standards development through the *ICC Procedures for Consensus Committee Projects*, and such other duties as may be assigned by the ICC Board of Directors. Except as otherwise provided herein, the Council and members shall comply with CP # 9-03, Councils.

2.1.3 Voting: The vote of the ICC Standards Council regarding any action on the issuance of Standards shall be by two-thirds affirmative vote of all Council members. Action on all other matters shall be subject to a majority vote of the Council.

2.2 Need for Standard: Prior to development of a new standard, the ICC Standards Council shall establish that a need exists. The establishment of need shall be determined by, but not limited to, consideration of the following:

1. Requests for standard development in accordance with Section 3.0 of this policy;
2. Review of existing standards on similar subjects;
3. Willingness of existing standards developers to address need;
4. Review of existing standards for compatibility with the *International Codes*; and compliance with Section 3.6 - Referenced Standards as shown in the ICC Code Development Process for the *International Codes*; and

5. Review of timeliness, frequency, responsiveness and consensus nature of an existing standard maintenance process.
 6. To assist in their deliberations, the ICC Standards Council may appoint working committees to review documents and may hold public hearings to gather input.
- 2.3 Request for Standard:** The ICC Standards Council will consider all requests to develop an ICC Standard in accordance with this policy. The request for a standards development project shall be accompanied by the appropriate forms and procedures as developed by the ICC Standards Council.
- 2.4 Procedures:** The ICC Standards Council shall use the ICC *Procedures for Consensus Committee Projects*, as approved by American National Standards Institute (ANSI) to administer the development, issuance, and maintenance of standards as needed. The ANSI PINS may be submitted without prior approval.
- 2.5 Standards Development Consensus Committee Composition:** The ICC Standards Council shall appoint the members and alternates of ICC Consensus Committees (CC) and assign their interest categories for ICC standards development activity. An applicant for committee membership may identify an alternate representative if desired. The alternate shall not vote if the primary member is present. At a minimum, Interest Categories shall include Producer, User, and General Interest. Other interest categories shall be included where determined by the Standards Council to be appropriate to the standards activity. The ICC Standards Council may also terminate CC members.
- 2.6 Consensus Committee Appointment:** Notification of standards activity and solicitation of CC members shall be announced in suitable media and posted on the ICC web site to provide the opportunity for participation by all directly and materially affected persons. The ICC Standards Council shall appoint individuals for ICC Consensus Committees in accordance with CP #7-03, *Committees and Members*, based on appropriateness of the applicant's designated Interest Category, committee balance, and compliance with the ICC *Procedures for Consensus Committee Projects*.
- 2.7 ICC Standards Criteria:** ICC Standards shall comply with Section 3.6, *Referenced Standards*, of the ICC *Code Development Process for the International Codes*.
- 2.8 Board of Directors:** Decisions of the ICC Standards Council shall be appealable to the ICC Board of Directors. Anyone wishing to appeal to the Board of Directors concerning a Standards Council's decision related to the issuance of a standard shall file notice of intent to appeal to the ICC Program Manager within 15 days following the formal decision of the Standards Council. A Standards Council decision related to the issuance of a standard includes any action of the Council that issues or affects the text of a standard. Appeals concerning other actions by the Standards Council shall be filed within a reasonable period of time.