



INTERNATIONAL
CODE COUNCIL

Approved: 9/13/08

CP 31-07 Code Action Committees

This policy establishes the ICC Code Action Committee (CAC) and sets forth the objectives, procedures and organization of the Committee.

1.0 General

- 1.1 Purpose:** Code Action Committees are code discipline specific committees whose purposes are to develop the technical capabilities of governmental representatives and to create a candidate pool for appointments to code development committees in accordance with Section 3.0 of CP #9. The committee shall pursue opportunities to improve and enhance a particular International Code or portion thereof. This is accomplished by submitting proposed code changes and participating in the code development process. This participation consists of supporting the proposed changes submitted as well as participating in the consideration of related changes proposed by others. Upon the completion of each code development cycle each code action committee shall submit a written report of their activities to the Board of Directors.
- 1.2 Scope:** Code Action Committees shall each be of a scope specifically approved by the Board of Directors except as regulated by separate agreement or MOU approved by the Board of Directors as follows:
- Building-all chapters of the IBC and Chapters 1-10 of the IRC
 - Mechanical, Plumbing & Fuel Gas-IRC M/P, IMC, IPC & IFGC
 - Other-IECC, IRC Chapter 11 & other I-Codes
 - Oversight committee to coordinate any conflicts between CAC's.
Consists of Chairs/Vice Chairs of all CAC'S.
- 1.3 Oversight:** The Code Action Committees shall be subject to the coordination of one or more oversight committees as specifically approved by the Board of Directors. Oversight committees shall consist of the Chairs and Vice Chairs of the Code Action Committees they are coordinating. Any conflicts that cannot be resolved by the oversight committees shall be referred to the Steering Committee for Councils for resolution.

2.0 Committee Structure

- 2.1 Composition:** Each Code Action Committee shall consist of governmental representatives.
- 2.2 Meetings:** All meetings shall be open and conducted in accordance with this policy, Council Policy # 7 and Roberts Rules of Order.
- 2.3 Appointments:** Appointments to the Code Action Committees shall be made by the Board of Directors in accordance with the purpose of Section 1.1 of this policy and this section. The Board of Directors shall take into consideration a candidate's

previous service on ICC Committees, interpersonal and administrative skills, experience in activities of, and support by, a Chapter or other professional association, geographical location of the candidate, and active support of the ICC mission and goals.

- 2.4 Term of Committee:** Code Action Committees shall be appointed to an 18-month term on a schedule coordinated with the Code Development cycle and shall not exceed 12 members. No committee member shall serve more than two consecutive terms.

3.0 Staff Responsibilities

- 3.1 Staff Liaison:** A staff liaison shall be appointed for each Code Action Committee and shall serve in accordance with Section 3.0 of CP#7.

4.0 Other rules

All issues not specifically addressed herein shall be in accordance with other applicable Council Policies and ICC Bylaws.

- 4.1 Committee Representation:** No committee member shall represent the committee unless specifically authorized by a majority of the committee in accordance with these procedures.
- 4.2 Copyright:** CAC 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 CAC process, including language developed from a code, standard or copyrighting of the respective codes, standards or work product in which such reproduction occurs.
- 4.3 CAC Study Groups:** A CAC may create study groups of interested persons for the specific purpose of preparing proposed code changes for consideration by the CAC. Such study participants are not defrayed by the ICC. All meetings of the CAC 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, deliverables.