



Meetings Procedures for IKECA Standards Development Committee Consensus Body

Appreciation from IKECA

Dear Member:

Thank you for your participation. Development of the standards would not be possible without the participation of volunteers like you.

Materials to Bring to Committee Meetings

- Agenda with all attachments – either your own paper copy or available on your digital device. Only a limited number of duplicate copies will be available at meetings.
- Most current version of standards under discussion
- 2014 Edition of NFPA 96
- 2011 Edition of ANSI/IKECA C10
- IKECA Standards Development Committee Standard Operating Procedures
- Agenda with all attachments
- Minutes of previous meeting
- IKECA Brief Manual of Style
- This Guideline

"Nice to Have" Materials

- Previous editions of NFPA 96
- ICC Codes – International Fire Code, International Mechanical Code
- Roberts' Rules of Order

Preparation

Prepared actions and statements will clarify your position and provide the committee with a starting point. Prepared actions and statements really help expedite the progress of the meeting.

Getting Things Done

Comments

Only one posting of comments will be made; it will be arranged in section/order and will be pre-numbered. This will be distributed electronically by IKECA Staff.

Bring the comments to the committee meeting. As the schedule may be tight, no extensions of the deadline for receipt of completed ballots or extensions of the period to change vote will be possible. It is therefore suggested that those of you who must consult with others regarding your ballot do so based on the material passed out at the meeting, and your meeting notes. Do not wait for receipt of the ballot materials from IKECA.

Regulations and Operating Procedures

All actions at and following the committee meetings will be governed in accordance with the IKECA Standard Development Committee's Standard Operating Procedures (SOP) and ANSI Essential Requirements. All committee actions will be in accordance with IKECA policies and procedures for committee projects. The style of IKECA 101 will comply with the IKECA Brief Manual of Style. Failure to comply with these rules could result in challenges to the standards-making process. A successful challenge on procedural grounds could prevent or delay publication of IKECA Standard 101. Consequently, the committee must follow the SOPs and procedures.

Processing Comments & General Committee Rules of Conduct

Comments Requiring Committee Actions

All comments must be acted upon. If a comment does not comply with IKECA SOPs (such as an incomplete proposal), the committee may reject the comment. However, any of the standard actions may be taken. Please make sure that the committee's action and the committee's statement result in a complete action that can be readily understood.

Committee Actions

The following are the actions permitted under the IKECA SOPs for disposition of comments. Please note that comments can be held for further study.

Accept - The committee accepts the comment exactly as written. Only editorial changes such as paragraph and section numbering, and corrections to spelling, capitalization, and hyphenation may be made. If a comment is accepted without a change of any kind, except for editorial changes, the committee can simply indicate acceptance. The committee should add a committee statement explaining the action if, for example the committee does not agree with all of the substantiation or supporting data or has a number of different reasons for acceptance than those stated in the substantiation or supporting data. The absence of such a statement could mislead the reader by giving the impression that the committee agreed with all of the substantiation for the comment.

Reject - The comment is rejected by the committee. If the principle or intent of the comment is acceptable in whole or in part, the proposal should not be rejected, it should be accepted in principle or accepted in principle in part. A complete reason for rejection of the comment must be supplied in the committee statement.

Accept in Principle - Accept the comment with a change in wording. The committee action must indicate specifically what action was taken to revise the proposed wording, and where the wording being revised is located (i.e., in the proposed wording or in the document). If the details are in the action on another proposal, the committee action may simply indicate "Accept in Principle" but reference should then be made in the committee statement to the specific comment detailing the action.

Accept in Part - If part of a comment is accepted without change and the remainder is rejected, the comment should be "Accepted in Part." The committee action must indicate what part was accepted and what part was rejected and the committee statement must indicate its reasons for rejecting that portion.

Accept in Principle in Part - This is a combination of "Accept in Principle" and "Accept in Part" as shown above.

Hold – Comments can be held and processed as a proposal during the next revision cycle provided that one of the following conditions is met:

- (a) The comment introduces a concept that has not had public review by being included in a related proposal as published in the Report on Proposals.
- (b) The comment would change the text proposed by the CB to the point that the CB would have to restudy the text of the Report on Proposals or other affected parts of the Document.
- (c) The comment would propose something that could not be properly handled within the time frame for processing the report.

Committee Statements

Any comment that is "Accepted in Principle", "Accepted in Part", "Accepted in Principle in Part" or "Rejected" must include a committee statement, preferably technical in nature that provides the reasons for the action.

References to the requirements of other documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include a least one, identified as an example. It is a violation of the regulations for a committee to reject a comment simply because it accepted a different proposal on the same subject.

Reference in the committee statement to another committee action is inappropriate unless the referenced comment contains all of the applicable technical justification for the action. If the rejection or change was for the same reason that another comment was rejected or changed, the committee statement may refer to that comment giving the same reason for rejection or change. Please verify that cross references to other comments are correct. The committee statement should not refer to another committee statement which, in turn, refers to some other committee statement. There may be a situation where the committee will want to refer to two, three, or more committee statements if they are all appropriate. When the committee develops a

committee action for a comment that is accepted in principle, the rationale must indicate why the wording submitted was not accepted. This reason should be technical in nature, unless the committee has simply rewritten the submitter's text, in which case the committee can state that the proposed wording should meet the submitter's intent.

The committee statement on a comment that is accepted in part should indicate specifically why that part of the comment was not accepted.

Easy Procedures for Handling a Motion

IKECA Committee Meetings are conducted in accordance with Roberts' Rules of Order. In order for a proposal to be discussed, a motion must be made. A simplified procedure for discussion of motions is as follows:

Member

- Member Addresses the Chair
- Receives Recognition from the Chair
- Introduces the Motion
- (Another Member) Seconds the Motion.

Chair (Presiding Officer)

- States the Motion
- Calls for Discussion
- Takes the vote
- Announces the Result of the Vote

It is imperative that you review the proposals before the meeting and develop proposed actions and statements. These prepared actions and statements will clarify your position and provide the committee with a starting point. Prepared actions and statements really help expedite the progress of the meeting.

Balloting Dos and Don'ts

Either fax or mail your ballot - Please do not do both. Don't return the entire package; just return the appropriate ballot page(s) and explanation of votes.

Alternate Members

At the end of each cycle, there will be a records review of all members regarding their participation in the standards-making process. Therefore, it is important for alternate members to remember that return of ballots is expected, even though they know that their principal member will be attending meetings and returning their ballots.

General Procedures for Meetings

- Use of tape recorders or other means capable of producing verbatim transcriptions of any IKECA Committee Meeting is not permitted. However, the IKECA Secretariat may record meeting proceedings and shall maintain sole possession of such recordings
- Attendance at all IKECA SDC CB Meetings is open.
- Participation in IKECA Committee Meetings is generally limited to committee members and IKECA staff. Participation by guests is limited to individuals, who have previously requested of the chair time to address the committee on a particular item, or individuals who wish to speak regarding public proposals or comments that they submitted.
- The chairman reserves the right to limit the amount of time available for any presentation.
- No interviews will be allowed in the meeting room at any time, including breaks.
- All attendees are reminded that formal votes of committee members will be secured by letter ballot. Voting at this meeting is used to establish a sense of agreement, but only the results of the formal letter ballot will determine the official position of the committee on any comment.
- Note to Special Experts: Committee members must declare their interest representation if it is other than their official designation as shown on the committee roster, such as when a special expert is retained and represents another interest category on a particular subject. If such a situation exists on a specific issue or issues, the committee member shall declare those interests to the committee, and refrain from voting on any proposal, comment, or other matter relating to those issues.
- Smoking is not permitted at IKECA Committee Meetings.

Questions?

Gina Marinilli, IKECA
100 North 20th Street, Suite 400
Philadelphia, PA 19103
215.564.3484
Fax 215.963.9785
gmarinilli@fernley.com

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ⁱ Adopted from Note from the Staff Liaison, NFPA 96 Committee