National Fire Protection Association
2004 Directory

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Who to Call for What

The following is a quick reference to direct you to the appropriate NFPA department or staff person when you contact NFPA with a question or request. Mailing address: NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471. Telephone: (617) 770-3000.

TECHNICAL ASSISTANCE

Aviation Mark T. Conroy, Sr. Fire Protection Engineer
Boiler/Furnace Amy B. Spencer, Senior Chemical Engineer
Theodore C. Lemoff, Principal Gases Engineer
Building Code Robert E. Solomon, Assistant Vice President
Ron Coté, Principal Life Safety Engineer
Allan Fraser, Sr. Building Code Specialist
Gregory E. Harrington, Principal Fire Protection Engineer
Bonnie E. Manley, Sr. Structural Engineer
Kirsten Paoletti, Associate Fire Protection Technician
Milosh Puchovsky, Principal Fire Protection Engineer
Building Construction Bonnie E. Manley, Sr. Structural Engineer
Chemicals Guy R. Colonna, Assistant Vice President
Carl H. Rivkin, Sr. Chemical Engineer
Amy B. Spencer, Sr. Chemical Engineer
Chimneys/Heat-Producing Appliances James D. Lake, Sr. Fire Protection Specialist
Codes and Standards Administration Casey C. Grant, Assistant Vice President, Assistant Chief Engineer
Codes and Standards Operations Robert J. Vondrasek, Vice President
Disaster Management Martha H. Curtis, Sr. Fire Service Specialist
Dust Explosion Hazards Amy B. Spencer, Sr. Chemical Engineer
Electrical Engineering Mark W. Earley, Assistant Vice President
Lee F. Richardson, Sr. Electrical Engineer
Richard J. Roux, Sr. Electrical Specialist
Jeffrey S. Sargent, Electrical Specialist
Joseph V. Sheehan, Principal Electrical Engineer
Donald W. Shields, Sr. Electrical Specialist
Explosives Guy R. Colonna, Assistant Vice President
Extinguishing Systems/Special Agents David R. Hague, Sr. Fire Protection Engineer
Mark T. Conroy, Sr. Fire Protection Engineer
James D. Lake, Sr. Fire Protection Specialist
Extinguishing Systems/Water Dana R. Haagensen, Fire Protection Engineer
Christian Dubay, Sr. Fire Protection Engineer
Fire Alarm Systems Lee F. Richardson, Sr. Electrical Engineer
Richard J. Roux, Sr. Electrical Specialist
Fire and Emergency Services Protective Clothing and Equipment Bruce W. Teele, Sr. Fire Service Safety Specialist
Fire Investigations Robert Duval, Sr. Fire Investigator
Fire Prevention Code Martha H. Curtis, Sr. Fire Service Specialist
Fire Pumps Dana R. Haagensen, Fire Protection Engineer
Fire Service (Fire Departments) Carl E. Peterson, Assistant Division Director, Public Fire Protection
Fire Service Management Carl E. Peterson, Assistant Division Director, Public Fire Protection
Fire Service Occupational Safety and Health Carl E. Peterson, Assistant Division Director, Public Fire Protection
Fire Tests Milosh Puchovsky, Principal Fire Protection Engineer
Flammable Liquids Robert P. Benedetti, Principal Flammable Liquids Engineer
Gases Theodore C. Lemoff, Principal Gases Engineer
Hazardous Materials Response David G. Trebisacci, Sr. Fire Service Specialist
Health Care Richard P. Bielen, Chief Systems and Applications Engineer
Industrial Fire Protection Guy R. Colonna, Assistant Vice President
International Fire Marshals Association Steven F. Sawyer, Executive Secretary
International Operations Olga Caledonia, Director, Latin American Operations
Manufactured Housing
Theodore C. Lemoff, Principal Gases Engineer/Plumbing
Bonnie E. Manley, Senior Structural Engineer/Structural
Jeffrey S. Sargent, Electrical Specialist/Electrical
Kirsten Paoletti, Associate Fire Protection Technician/Fire Safety
Milosh Puchovsky, Principal Fire Protection Engineer/Admin
Marine Fire Protection Guy R. Colonna, Assistant Vice President
Lawrence B. Russell, Sr. Chemical/Marine Specialist
Professional Qualifications Frank E. Florence, Sr. Fire Service Specialist
Public Fire Protection Carl E. Peterson, Assistant Division Director, Public Fire Protection
Safety to Life Ron Coté, Principal Life Safety Engineer
Allan Fraser, Sr. Building Code Specialist
Gregory E. Harrington, Principal Fire Protection Engineer
Kirsten Paoletti, Associate Fire Protection Technician
Milosh Puchovsky, Principal Fire Protection Engineer
Smoke Management Systems Milosh Puchovsky, Principal Fire Protection Engineer
Sprinkler Systems Christian Dubay, Sr. Fire Protection Engineer
Dana R. Haagensen, Fire Protection Engineer
Storage Dana R. Haagensen, Fire Protection Engineer
Wildland Fire Management James C. Smalley, Sr. Fire Service Specialist

Who to Call for What

The following is a quick reference to direct you to the appropriate NFPA department or staff person when you contact NFPA with a question or request. Mailing address: NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471. Telephone: (617) 770-3000.

OTHER ASSISTANCE

Accounts Payable Dana Barros, Sr. Accounting Associate
Advertising Dorinda Fergason
Codes and Standards Administration Leona Attenasio Nisbet, Director
Colpitts World Travel Lauren Connelly 800-795-9500
Conferences Albert B. Sears, Jr., Vice President
World Safety Conference and Exposition (formerly Annual Meeting)
Professional Education Conference (formerly Fall Meeting)
Conference Services Linda Bailey, Director
Contracts Barbara Maskell, Grants and Contracts Specialist
Contributions Nancy Perkins, Executive Office Manager
Corporate Communications Margie Coloian, Director, Public Affairs
Customer Sales Lorraine B. Ustach, Sr. Manager 800-344-3555
Customer Service and Member Services 800-735-0100
Fire Statistics and Data (One-Stop Data Shop) Nancy Schwartz, Administrator
Fire Technology (Technical Journal) Kathleen Robinson, Publisher
High-Risk Outreach Sharon Gamache, Executive Director
International Operations Olga Caledonia, Manager
Legal Maureen Brodoff, Vice President and General Counsel
Dennis J. Berry, Secretary of the Corporation/Director of Licensing
Library (Morgan Technical) Sue Marsh, Librarian
Marketing Andrew Wandell, Assistant Vice President
Meeting Support Services Anna D. Thompson, Manager
Member Services Carol Ann Faber, Marketing Manager
NFPA Journal (Member Magazine) Kathleen Robinson, Publisher
NFPA Update (Newsletter) Michael Hazel, Web Publisher
Proposals/Comments Fax 617-770-3500/On-line www.nfpa.org
Public Affairs (Pub. Info./Media Relations) Margie Coloian, Director, Public Affairs
Public Education Programs Judy Comoletti, AVP, Public Education
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Publications/Order Fulfillment Brian Bishop, Assistant Vice President
Regional Offices
Building Code Field Office Raymond B. Bizal 562-497-1706
Nancy McNabb 214-351-2019
James Dolan 732-270-3138
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Denver Representative David E. Nuss 303-663-5550
Mid-Atlantic Representative J. Benjamin Roy 302-653-5700
New England Representative Gary S. Keith 617-770-3000
Southern Representative Olin L. Greene 850-942-5459
West Coast Representative Ray Bizal 562-497-1706
Research Foundation Frederick K. Mulhaupt, President (TFPRF)
Seminar Registration Sheryl Doyle 800-344-3555
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Visual Media Harry Abraham, Director
Washington, DC Office John Biechman, Vice President, Government Affairs 703-516-4346
Web Content Michael Hazell, Web Publisher
NFPA's Website: www.nfpa.org

The NFPA Vision

NFPA is the premier source worldwide for the development and dissemination of knowledge about fire and life safety.

The NFPA Mission

Our mission is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically-based consensus codes and standards, research, training, and education.

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Dear Friend,

Last year, tragic events dominated headlines and underscored the importance of NFPA's ongoing work to make the world safer. In Rhode Island, 100 people died when a fire swept through a nightclub. In Chicago, at a dance club, 21 died in a crowd crush. Nursing home fires in Hartford and Nashville took 24 lives. Wildland fires in California claimed 22 lives, and obliterated more than 800,000 acres.

NFPA worked quickly after these tragedies, marshaling our resources to disseminate relevant information, to bring about more stringent codes, and to advocate for even better safety.

Today's NFPA is vastly different from its beginning days more than a century ago when our focus was principally fire sprinkler standards. So much more is being discussed and accomplished now, thanks to the thousands of volunteers who participate at every level of our system.

Included in this Directory is information on technical committees, the Standards Council, board activities, awards, and member services. All this and more makes this a convenient handbook and highlights activities that all of us are proud of, whether in response to a crisis, or as part of day-to-day operations.

I trust this Directory will serve you well in the coming year and that you appreciate, as I do, the exemplary work that NFPA accomplishes.

James M. Shannon
President and CEO

Table of Contents

PART I

ASSOCIATION OPERATIONS

NFPA: An Overview 5
Articles of Organization 8
Bylaws 9
Publishing Guidelines 13
NFPA Board Members 13
Officers 13
Directors 14
NFPA Elected Officers, 1896–2004 14
Committees of the Board of Directors 15
Standards Council 16
Administrative and Advisory Committees 17
Adoption and Use of the *National Electrical Code®* (*NEC®*) and Related Documents 17
Center for High-Risk Outreach 17
Flammable Liquids Field Service 18
Gases Field Service 18
Marine Chemist Qualification Board (MCQB) Regulations 18
Procedures for Appeals to the Board of Directors from Decisions of the Marine Chemist Qualification Board 19
Marine Field Service 20
Physical and Chemical Data Consistency 20
Toxicity 20
Awards 20
Paul C. Lamb 20
Honorary Members 21
Standards Medal 21
Distinguished Service 21
Special Achievement 22
Committee Service 22
Harry C. Bigglestone 22
Rolf H. Jensen Memorial Public Education 23
NFPA Staff 23

PART II

MEMBERSHIP SECTIONS, CHAPTERS, AND ORGANIZATION MEMBERS

Regulations Governing NFPA Sections 27
NFPA Sections 27
Architects, Engineers, and Building Officials 27
Aviation 28
Building Fire Safety Systems 28
Education 29
Electrical 29
Fire Science and Technology Educators 30
Fire Service 30
Health Care 31
Industrial Fire Protection 31
International Fire Marshals Association 32
Latin American 33
Lodging Industry 33
Metropolitan Fire Chiefs 33
Rail Transportation Systems 34
Research 34
Wildland Fire Management 34
Regulations Governing NFPA Chapters 35
Organization Members 36

PART III

FOUNDATION

The Fire Protection Research Foundation 37

PART IV

EXTERNAL RELATIONSHIPS

Regulations Governing NFPA Representatives 38
American National Standards Institute, Inc. 38
Other Organizations 39
International Activities 41

PART V

REGULATIONS AND PROCEDURES

Regulations Governing Committee Projects 43
Regulations for Annual 2005 and All Preceding Revision Cycles 44
Regulations for Fall 2005 and All Subsequent Revision Cycles 60
NFPA Technical Meeting Convention Rules 77
Convention Rules for Annual 2005 and All Preceding Revision Cycles 77
Convention Rules for Fall 2005 and All Subsequent Revision Cycles 78
Standards Council Selection Process 80
Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process 81
Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council 84

PART VI

PROJECTS, SCHEDULES, AND FORMS

Committee Projects and Scopes 86
Numerical List of NFPA Technical Committee Documents 98
Subject List of NFPA Technical Committee Documents 103
Schedules for Processing Committee Reports 108
Forms/Applications 111
NFPA Membership Application 111
NFPA Technical Committee Membership Application 113
NFPA Technical Committee Document Proposal Form 117
NFPA Formal Interpretation Request Form 119
NFPA/Committee Member Update Form (for change of address or resignation) 121

PART I ASSOCIATION OPERATIONS

The NFPA (National Fire Protection Association) was established in 1896. The Association is an independent, voluntary-membership, nonprofit (tax-exempt) organization. Incorporated in 1930 under laws of the Commonwealth of Massachusetts, NFPA's mission is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically-based consensus codes and standards, research, training, and education. NFPA's international headquarters is located in Quincy, MA, USA. A board of directors has general charge of the affairs of the Association.

THE OPERATIONS GROUP

NFPA activities generally fall into two broad, interrelated areas — technical and educational. The Association's technical activities include research and code and standard development, while its educational efforts seek to reach people of all ages from all regions with instruction in safety from fire and certain other hazards.

Codes and Standards

A major focus of the Association is the development, publication, and dissemination of timely consensus codes and standards. Adoption, use and enforcement of these documents serve to minimize the possibility and effects of fire and other hazards in all aspects of contemporary activity. NFPA codes and standards are developed by about 250 committees, each of which represents a balance of affected interests. More than 6,800 people serve on these committees on an unpaid basis. The NFPA Standards Council administers the committees and their work on nearly 300 documents addressing topics of importance to the built environment.

The consensus process by which NFPA codes and standards are developed is based on the premise that safety is every person's business. Numerous opportunities exist throughout this process to allow both proponents and opponents of all technical subjects to be freely and fairly heard. Once the documents complete the development process and are issued, they are published and made available as model documents for voluntary use.

All NFPA consensus codes and standards are developed under the procedures of the American National Standards Institute (ANSI). ANSI criteria assure procedural fairness, openness, due process, and input and decision making from all affected parties. NFPA's consensus documents fall under four broad categories:

Building Construction and Life Safety

The Building Construction and Life Safety Division is responsible for the development of *NFPA 5000®, Building Construction and Safety Code®* and NFPA *101®, Life Safety Code®* and the fire test standards that support these two major codes.

Electrical Engineering

The Electrical Engineering Division is responsible for the areas of electrical and fire alarm systems and equipment. An advisory committee provides guidance for NFPA activity on the adoption and use of the *National Electrical Code®* and related documents. In partnership with the International Association of Electrical Inspectors, the staff participates in managing a certification program for electrical inspectors.

Fire Protection Applications & Chemical Engineering

The Fire Protection Applications & Chemical Engineering Division is responsible for the areas of fire protection systems and equipment, special hazards and occupancies, and chemical and hazardous material storage and handling. Three advisory committees provide guidance for NFPA activity in the areas of flammable liquids, gases, and marine field service. Through the Marine Chemist Qualification Board, the Association administers the NFPA Certificated Marine Chemist Program.

Public Fire Protection

The Public Fire Protection Division is responsible for more than 80 NFPA fire and emergency service codes and standards. Division personnel also assist in the administration of the Fire Inspector, Fire Protection Specialist, and Plan Reviewer Certification Programs and the Regional Fire Code Development Committees. Division personnel support NFPA investigation of fire and emergency incidents, provide liaison between NFPA and other fire service organizations, and present lectures at seminars throughout North America and other areas of the world.

Fire Analysis and Research

NFPA's Fire Analysis and Research Division provides statistics and incident information on specific topics and maintains one of the world's most extensive fire experience databases. NFPA's annual survey of fire departments and its Fire Incident Data Organization (FIDO) file on large and major fires are used along with special studies and other major databases, most notably the U.S. Federal Emergency Management Agency's (FEMA) National Fire Incident Reporting System (NFIRS).

The Division produces dozens of annual reports and special studies on varied aspects of the nation's fire problem and provides analysis and data services for individuals, government agencies, and private sector organizations. Access to the statistical information is through the division's One-Stop Data Shop. Some reports are available on NFPA's Web site.

Fire Investigations

NFPA conducts investigations of incidents of technical interest to the Association and its constituents, conveying important lessons from the incidents to NFPA technical committees and technical programs, as well as to the broader fire community. NFPA fire investigators regularly coordinate their activities with state and provincial fire marshals, metropolitan fire chiefs, building code groups, and federal agencies, working in the US and internationally. The reports are distributed by NFPA and summaries are also available through NFPA's Web site.

International Operations

NFPA has established offices in Canada, Mexico, Europe, and Hong Kong. The Association undertakes the translation of key codes and standards and works in varied collaborative relationships with its counterparts around the world. NFPA's International Operations division publishes a bilingual Spanish/Portuguese magazine, *NFPA Journal® Latinoamericano*, and serves as the executive secretary of NFPA's Latin American membership section. NFPA has begun the creation of a Chapter system throughout Latin America that is being pioneered in Mexico, Argentina, Dominican Republic, Colombia, and Venezuela.

Library: Charles S. Morgan Technical Library

The Charles S. Morgan Technical Library maintains one of the largest collections of information relevant to fire research today, holding vital data on the topics of fire prevention, fire safety, and fire service. The library's comprehensive collection includes more than 10,000 books and technical reports; 370 periodicals; films and videocassettes; and NFPA-published archives dating from the Association's founding in 1896. Code history documentation and research, as well

as copies of past NFPA codes, are provided by library staff for a fee. The NFPA library catalog can be accessed on NFPA's Web site.

Public Education

The Public Education Division provides the technical foundation for NFPA's fire and life safety education messages and outreach strategies for the general public, fire departments, and other educators.

General Education

NFPA's community-based educational programs, *Risk Watch®: Unintentional Injuries* and *Risk Watch®: Natural Disasters* are delivered through the Champion Management Team (CMT) program. This system utilizes multi-agency coalitions to support schools and classroom teachers who implement NFPA educational programs. The Division provides the technical support and training for CMTs as they expand NFPA programs throughout states and provinces.

Educational messages, based on NFPA codes and standards, are developed and incorporated in materials for consumer use. A committee of fire and burn experts convenes annually to discuss, modify, or recommend research for messages.

Center for High-Risk Outreach

The Center was created to address the needs of people at the greatest risk from fires and burns: young children, older adults, and people in low-income communities. The Center looks for emerging issues that relate to factors that cause people to be at higher risk of fire death and injury and works to provide solutions through engineering, enforcement, and education. These activities include providing technical assistance and training to facilitate the delivery and continuity of NFPA programs designed for those at highest risk at the local, state, provincial, national, and international levels; identifying and educating specific individuals and agencies about populations at high risk; and working to obtain legislative and/or administrative support of NFPA initiatives that increase safety levels among those groups. The Center has developed two programs for high-risk populations: the *Learn Not to Burn®* Preschool Program, for young children ages three to five, and *Remembering When™*, a fire and fall injury prevention program for older adults.

Fire Prevention Week

As the official sponsor of Fire Prevention Week (FPW) for more than 80 years, NFPA selects the theme for the national commemoration and works to increase public awareness about the dangers of fire and how to prevent it. According to the National Archives and Records Administration's Library Information Center, Fire Prevention Week is the longest running public health and safety observance on record. To support local fire departments, FPW materials are distributed to every fire department in the United States and Canada. In addition, an enhanced version of these FPW materials is available through a dedicated Web site (www.firepreventionweek.org).

The history of FPW has its roots in the Great Chicago Fire, which occurred on October 9, 1871. This tragic conflagration killed more than 250 people, left 100,000 people homeless, and destroyed more than 17,000 structures. The Fire Marshals Association of North America [now the International Fire Marshals Association (IFMA)] sponsored the first National Fire Prevention Day on the 40th anniversary of the Great Chicago Fire. In 1920, President Woodrow Wilson issued the first National Fire Prevention Day proclamation. Every year since 1925, the President of the United States has signed a proclamation pronouncing the Sunday-through-Saturday period in which October 9 occurs a week of national observance.

Regional Operations

NFPA has strategically located regional offices in the United States to work with members and other constituents locally on building, electrical, and fire safety issues and to assist jurisdictions in the adoption of NFPA codes and standards. NFPA regional offices are located in Quincy, MA; Rehoboth Beach, DE; Louisville, KY; Tallahassee, FL; Denver, CO; Long Beach, CA; Dallas, TX; Toms River, NJ; and Sacramento, CA.

THE ADMINISTRATION GROUP

Government Affairs

The Association works with the United States Congress and federal agencies through its Washington, DC office to promote the adoption and use of NFPA codes and standards and to encourage a uniform national approach to combating fire and other hazards.

An active government affairs role is central to the Association's work, as NFPA codes and standards are widely used as a basis of legislation and regulation at all levels of government, from local to international. Examples of NFPA codes that have received worldwide recognition include the *Life Safety Code®*, the *National Electrical Code®*, and the *National Fuel Gas Code*. Many NFPA codes are referenced by federal government agencies, such as the regulations of the U.S. Occupational Safety and Health Administration (OSHA). The documents are also used by insurance authorities for risk evaluation and premium rating and as references in designs and specifications.

Human Resources

NFPA is an equal opportunity/affirmative action employer offering its employees competitive salary and benefits packages. NFPA's work is carried out by a staff of 199 professional and 126 support personnel, located primarily in the Quincy, MA headquarters and in the Avon, MA distribution center. NFPA personnel work in support of NFPA's mission through varied programmatic activities.

Legal Services

NFPA's Legal Department personnel serve as counsel to the NFPA Standards Council, which oversees the Association's codes and standards development activities, helping to ensure that due process and fairness are upheld throughout the creation or revision of all NFPA codes, standards, recommended practices, and guides. Additionally, this Department represents the association in organizational matters of law.

Meeting Services

NFPA's conferences serve as educational and networking opportunities for Association members and others interested in benefiting from information on the latest fire, electrical, and building safety techniques and technologies. Several major conferences are hosted by NFPA annually:

The NFPA *World Safety Conference and Exposition®* draws an average attendance of 7,500 people each May or June. The conference includes educational sessions and one of the largest expositions of fire protection and safety products in North America. It also features a technical committee report session, offering members an opportunity to vote on NFPA code and standard actions, and offering the public the opportunity to voice their opinions on those actions.

NFPA's Fall Education Conference includes in-depth training sessions in key fire prevention and protection subject areas. The Fall Conference scheduled for November 2004 will be the last to be held in this manner, and will be followed in 2005 and thereafter with this meeting consolidated into the aforementioned NFPA *World Safety Conference and Exposition®* held during May or June.

The *NEC Forum*, based on NFPA's *National Electrical Code®*, is a unique field-specific conference, held regularly, and designed to increase knowledge of electrical code specifications, changes, and interpretations, while facilitating peer interaction and discussion of compliance issues.

The Americas Fire Expo is an educational event serving the fire safety industry in Latin America, the Caribbean Basin, and the Southeastern United States. Co-located with Americas Security Expo, the show draws thousands of attendees each year.

Public Affairs
NFPA's corporate communications program is carried out by the Public Affairs Division. Through public awareness campaigns, news releases, feature articles, and media interviews, NFPA's spokespeople communicate the Association's mission, technical and educational activities, and life-saving messages to diverse audiences. NFPA is recognized by the electronic and print media as the leading authoritative source of technical information, research, prevention, and safety advice on fire and other hazards. The Division personnel regularly seek out international, national, and local media outlets to offer timely data, advice, and information as story possibilities.

Research Foundation
The Fire Protection Research Foundation is the world's only charitable fire and building research institution. An independent nonprofit organization established in 1982, the Foundation is a catalyst for encouraging and conducting independent research on fire, electrical, and building risk. The Foundation collaborates with laboratories throughout the world, investigating new technologies, and documenting the performance of fire- and building-related products. The Foundation focuses on the state of the art and science in fire technical areas such as suppression, detection, toxicity, and transportation vehicles. Two Research Foundation symposia are offered each year, on the following topics: fire suppression and detection, and fire risk and hazard.

THE BUSINESS GROUP

NFPA supports the accomplishment of its mission through varied business activities. These serve to fund the complex codes and standards development process, research, public education outreach, and public advocacy activities central to NFPA's mission.

Certification Programs
NFPA presently offers eight recognized certification programs designed to document the minimum competency of and offer professional recognition to those individuals within the specified field of practice. Based on NFPA codes, standards, and technical publications, the programs include Certified Fire Protection Specialist, Certified Fire Inspector I and II, Certified Fire Plan Examiner, Certified Master Electrical Inspector, Certified Residential Electrical Inspector, Certified Building Inspector, and Certified Building Plans Examiner. A Certified Building Official examination is in development. Information for each of the programs is available at www.nfpa.org/certification.

Member Publications
The *NFPA Journal*®, NFPA's official membership magazine, covers major fire protection and suppression topics. A bimonthly publication also available online, the *Journal* carries special NFPA statistical studies on large-loss and multiple-death fires and fire fighter deaths and injuries; articles on advances in fire protection, public education, and codes and standards development; and Association information of interest to NFPA members.

The *NFPA Journal*® *Buyers' Guide* is produced in print and online, and provides the contact information necessary to obtain the products and services of the leading fire protection and fire service equipment manufacturers.

NFPA Update, e-mailed on request monthly, is an exclusive NFPA member benefit. *NFPA Update* covers safety-related news and contains "hotlinks" that provide instant access to additional information on NFPA's Web site.

Membership
Approximately 75,000 individuals and 68 national trade and professional organizations comprise NFPA's voluntary membership. The majority of members reside in the United States; overall, members represent 110 nations. In the most recent year, membership percentages by professional fields were as follows: architects, engineers, and contractors (17.3%); fire service (16.4%); industrial firms (15%); health care and educational facilities (8%); federal, state, and local governments (7.1%); electrical services (5.3%); offices, retail, lodging, and restaurants (3%); insurance (2.5%); utilities (1.5%); and other fields not classified above (23.1%).

There are 16 industry-specific sections within NFPA's membership, providing the opportunity for field concentration and exchange of ideas. The sections are: Architects, Engineers, and Building Officials; Aviation; Building Fire Safety Systems; Education; Electrical; International Fire Marshals Association (IFMA); Fire Science and Technology Educators; Fire Service; Health Care; Industrial Fire Protection; Latin American; Lodging Industry; Metropolitan Fire Chiefs Committee; Rail Transportation Systems; Research; and Wildland Fire Management.

NFPA Web sites
NFPA Online: The Association's varied Web properties, led by NFPA Online (www.nfpa.org), serve NFPA members and the general public. Through its diverse Web capabilities, the Association provides original content to researchers, policy-makers, educators and trainers, the media, allied organizations, and other audiences. All users encounter fresh NFPA data, free access to key codes and standards, timely public advocacy positions and advice, and other useful information. Members also enjoy access to valuable member-only materials.

Educational Web sites: A Web site dedicated to NFPA's childhood injury prevention program, *Risk Watch*® (www.riskwatch.org), is useful for children, parents, teachers, community advocates, and others. As the official sponsor of Fire Prevention Week, NFPA hosts a Web site dedicated to this national safety commemoration (www.firepreventionweek.org) that is the source of free educational materials for the fire service and general public. Another specialized NFPA Web site designed for children is www.sparky.org, which features educational information from the Association's safety mascot, Sparky the Fire Dog®.

NFPA's Online Catalog: (www.nfpacatalog.org) provides a direct way for customers to purchase NFPA codes, standards, and companion products, professional development opportunities and membership on demand. Toll-free nationwide ordering of products is also available by calling 800-344-3555 from 8:30 a.m. to 8 p.m. eastern time.

Professional Development
NFPA offers a wide variety of professional development opportunities addressing the latest fire and safety requirements and best practices. To help its customers stay current, NFPA presents seminars, videos, on-line learning, and special topic conferences.

NFPA seminars support the most widely used NFPA codes and standards and can be customized to meet the unique needs of the customer. NFPA also collaborates with other organizations and individuals to enhance the learner's experience with specific topics and expertise. Computer-based training can be accessed through the Professional Development section of NFPA's Web site. Five Certificate Programs are available that enable students to earn CEUs. Programs address topics of interest to firefighters and facilities complying with OSHA requirements, and related to the most widely used NFPA standards.

Technical Publications
The Association's technical and general-interest publications cover the public safety spectrum. In addition to codes and standards, they include handbooks, technical/reference books, fire service publications, textbooks, pocket guides, and training manuals. Nearly 300 codes and standards are available as single copies. The single codes and standards are available in print form and in PDF form. The PDF

version of the codes and standards can be purchased and downloaded directly from the Internet at www.nfpacatalog.org. The *National Fire Codes®* (*NFC®*), the complete set of all NFPA codes and standards, are also available as part of a 15-volume softbound set, or as part of a loose-leaf print or electronic subscription service. The electronic *NFC* subscription can be purchased on CD-ROM or as an online subscription on the Internet.

NFPA 5000®, *Building Construction and Safety Code®* was issued in 2002 and is the only building code that is developed under ANSI procedures. *NFPA 5000* represents one of the 11 major codes that comprise the *Comprehensive Consensus Codes®* (C3) set. Other major NFPA documents include NFPA *101®, Life Safety Code®*; and NFPA 70, *National Electrical Code®*. All of the C3 codes are developed under the ANSI process. One of the many strengths of the C3 code set is to also rely, to the extent practicable, on the use of ANSI documents from other organizations.

Video Programs

The Association is a major distributor of video programs designed to serve the training and information needs of the fire service, business, industry, education, and health care. NFPA films consistently receive top honors at film festivals throughout the country. Research, development and production of original, persuasive, and memorable educational videos are continual at NFPA. NFPA videos are available on a broad range of topics, suitable for public education, workplace safety and hazard awareness, fire and other emergency response personnel, and field-specific industry training. NFPA's newest productions include *Emergency Evacuation: What Every Employee Should Know*; *Inspection and Testing of Automatic Sprinkler Systems*; and *Inspection and Testing of Fire Alarm Systems*.

Articles of Organization

ADOPTED MAY 17, 1971; EFFECTIVE MAY 15, 1972 (AMENDED NOVEMBER 13, 1995)

ARTICLE 1—NAME. The name of this corporation is **NATIONAL FIRE PROTECTION ASSOCIATION, INC.**

ARTICLE 2—PURPOSES AND POWERS. The purposes of the corporation (hereinafter referred to as the Association) shall be to promote the science and improve the methods of fire protection and prevention, electrical safety and other related safety goals; to obtain and circulate information and promote education and research on these subjects and to secure the cooperation of its members and the public in establishing proper safeguards against loss of life and property. In furtherance of those purposes, the Association's powers shall specifically include all of the powers specified in paragraphs (a) through (l) and (n) through (o), respectively, of Section 9 of Chapter 156B of the Massachusetts General Laws, together with all powers necessary or convenient to effect any or all of the aforesaid purposes.

ARTICLE 3—NATURE OF ORGANIZATION. The Association is a membership corporation not organized for the purposes of realizing pecuniary profit or gain to its members, but the Association may pay reasonable compensation for services rendered and may indemnify the directors, officers, employees and agents of the Association from certain unexpected consequences of their actions or omissions in the affairs of the Association, to the extent provided from time to time by action of the Board of Directors. Through membership no member is pledged to any course of action.

ARTICLE 4—MEMBERSHIP. The membership of the Association shall consist of such class or classes with such qualifications, rights and obligations as shall be set forth in the Bylaws of the Association as the same may from time to time be amended.

ARTICLE 5—OFFICERS AND DIRECTORS. The officers of the Association shall be a President, Treasurer, Secretary, Chair, First Vice Chair, and Second Vice Chair of the Board of Directors, and such additional officers as shall from time to time be designated by the Board of Directors. There shall be a Board of Directors including elected Directors and ex-officio members, consisting of not less than fifteen or more than thirty Directors.

The powers and duties of the President, Treasurer and Secretary shall be such as usually pertain to the Chief Executive, Financial, and Recording Officers of a corporation respectively. Said Officers shall have such additional powers and duties, and all other Officers shall have such powers and duties, as may from time to time be assigned by the Board of Directors.

The Board of Directors shall have general charge of the affairs of the Association, and the Board shall conduct those affairs through the Officers of the Association and such Committee or Committees as shall from time to time be formed pursuant to the Bylaws of the Association.

ARTICLE 6—ANNUAL MEETING. The membership of the Association shall meet annually within or without the Commonwealth of Massachusetts to elect such Officers, Directors of the Association, and others in accordance with the Bylaws, and to act on such other business as may properly come before the meeting.

ARTICLE 7—AMENDMENT. These Articles may be amended at any meeting of the Association members, duly called and held, by a vote of two-thirds of the votes cast, notice of the proposed amendment having been given to all members at least sixty days previous.

Bylaws

ADOPTED MAY 17, 1971; EFFECTIVE MAY 15, 1972
(AMENDED NOVEMBER 15, 2003)

ARTICLE 1 NAME

1.1. The name of the corporation is the NATIONAL FIRE PROTECTION ASSOCIATION, INC. and it shall be popularly known as the National Fire Protection Association and/or the NFPA (hereinafter in these Bylaws referred to as the Association).

ARTICLE 2 PURPOSES AND POWERS

2.1. The purposes of the Association shall be to promote the science and improve the methods of fire protection and prevention, electrical safety, and other related safety goals; to obtain and circulate information and promote education and research on these subjects; and to secure the cooperation of its members and the public in establishing proper safeguards against loss of life and property. In furtherance of those purposes, the Association's powers shall specifically include all of the powers specified in Paragraphs (a) through (l) and (n) through (o), respectively, of Section 9 of Chapter 156B of the Massachusetts General Laws, together with all powers necessary or convenient to effect any or all of the aforesaid purposes.

ARTICLE 3 MEMBERSHIP

3.1. Categories of Membership. There shall be seven categories of membership:

Voting Members
(a) Regular Member
(b) Life Member
(c) Senior Member
(d) Organization Member
(e) Honorary Member

Nonvoting Members
(f) Affiliate Member
(g) Student Member

3.2. Regular Member. Individuals desiring to advance the purposes of the Association shall be eligible to become Regular Members. A Regular Member shall have one vote in the affairs of the Association and shall pay dues as determined in accordance with these Bylaws.

3.3. Life Member. An individual who has been a voting member of the Association continuously for 35 years shall be eligible to become a Life Member. A Life Member shall receive all benefits of regular membership but shall be exempt from payment of annual dues.

3.4. Senior Member. An individual of age 65 years or greater shall be eligible to become a Senior Member. A Senior Member shall receive all benefits of regular membership and shall pay dues as determined in accordance with these Bylaws.

3.5. Organization Member. Organizations desiring to advance the purposes of the Association, including without limitation, institutes, societies, corporations, firms, associations, fire departments, fire service organizations, or governmental boards, bureaus, or departments or agencies shall be eligible to become Organizational Members.

Each organization shall be limited to one organization membership and shall have one vote in the affairs of the Association. Organizational members shall pay dues as determined in accordance with these Bylaws.

3.6. Honorary Member. An individual who, in the determination of the Membership of the Association acting on the recommendation of the Board of Directors, has rendered to the Association exceptional services of the highest order over a substantial period of years shall be eligible to become an Honorary Member. Each Honorary Member shall have all the rights and benefits of a Regular Member, but shall be exempt from payment of annual dues.

3.7. Affiliate Member. Individuals motivated to support NFPA public education campaigns and technical programs, or otherwise prompted to benefit by and contribute to the work of the Association shall be eligible to become an Affiliate Member. An Affiliate Member shall not vote, but may otherwise participate in the affairs of the Association. Dues for this category of membership shall be determined in accordance with these Bylaws.

3.8. Student Member. An individual enrolled as a full-time student in a fire science or fire related curriculum shall be eligible to become a Student Member. A Student Member shall not vote, but shall be eligible to participate in all other affairs of the Association. Dues for this category of membership shall be determined from time to time in accordance with these Bylaws.

3.9. Admission to Membership. Membership shall be by application to the Association and shall state the category of membership requested.

3.10. Rescission of Membership. The Board of Directors, by a two-thirds vote, may rescind any membership for acts or omissions deemed by the Board not to be in the best interests of the Association. Membership may be terminated without action by the Board for failure to pay dues after notice of such failure.

3.11. Other Categories of Membership. The Board of Directors may add, delete, or modify additional categories of non-voting membership, having such rights and responsibilities as the Board shall determine.

3.12. Membership Dues. The membership dues structure shall be determined from time to time by the Board of Directors.

ARTICLE 4 MEETINGS OF THE MEMBERS

4.1. Regular Meetings.

(a) There shall be an Annual Meeting of the Association, held during the month of May unless determined otherwise by the Board of Directors, to act on the report of the Nominating Committee; to act on recommendations of the Board of Directors and of committees other than Technical Committees; and to act on such other business as may properly come before the Meeting. The time and place of the Annual Meeting shall be determined by the Board of Directors.

(b) There shall also be a meeting of the Association, held during the month of October or November unless determined otherwise by the Board of Directors, to act on recommendations of the Board of Directors and of committees other than Technical Committees, and to act on such other business as may properly come before the meeting. The time and place of this meeting shall be determined by the Board of Directors.

4.2. Technical Meetings. In addition to meetings described in Section 4.1(a) and (b) there may be one or more meetings convened annually in conjunction with a Regular Meeting for the purpose of making recommendations to the Standards Council on the issuance of NFPA Documents, as defined in Section 8.1(b) of these Bylaws. Such meetings may entertain no other business, shall have a quorum of 100 persons entitled to vote but may otherwise operate pursuant to rules of procedure as approved by the Board of Directors.

4.3. Special Meetings. A Special Meeting may be called by the Board of Directors, or shall be called on written application to the Board of Directors of at least ten percent of the quorum necessary to vote at the Annual

Meeting of the Association, as defined in Section 4.1(a). No business other than that stated in the notice of the Special Meeting shall be conducted thereat. No Special Meeting may be convened to make a recommendation on an NFPA Document without approval of the Board of Directors.

4.4. Quorum. In order to transact business at the Annual Meeting of the Association or any Regular or Special Meeting of the Association, there shall be present at least 500 persons entitled to vote.

4.5. Voting. Only members of record 180 days before the opening of any Association Regular or Technical Meeting shall be entitled to vote at that Meeting and only members of record as of the date of the notice of a Special Meeting shall be entitled to vote thereat. Exception: Individuals who join the Association at a Regular or Technical Meeting shall be entitled to vote at the next Regular or Technical Meeting. Amendment of the Articles of Organization or the Bylaws shall require the affirmative vote of two-thirds of the votes cast at a meeting at which such amendment may properly be considered. All other Association action shall require only the affirmative vote of a majority of the votes cast at the meeting.

The vote of each Regular, Life, Senior, and Honorary Member shall be cast by that member individually.

The vote of each Organization Member shall be cast by one of its accredited representatives. Each accredited representative shall be recorded with the President or his designee before the opening of the meeting. A person shall not be an accredited representative of more than one organization.

4.6. Notices. Notice of meetings of the Association shall be mailed, postage prepaid, to all members entitled to vote thereat not less than 60 days previous to the scheduled meeting date. Notices may be contained within other published material of the Association and shall not be invalidated by misdirection due to address changes not brought in writing to the attention of the Secretary of the Association at least 90 days before the date of such notice.

4.7. Rules of Order. Unless otherwise provided in these Bylaws, "Robert's Rules of Order (Revised)" shall govern the transaction of business at all meetings.

ARTICLE 5 BOARD OF DIRECTORS

5.1. Powers and Duties. The Board of Directors shall have general charge of the affairs of the Association, which it may conduct through the Officers of the Association and through an Executive Committee, a Finance Committee, an Audit Committee, outside advisors, and such additional committee or committees as shall from time to time be formed at the discretion of the Board of Directors by the Board or its Chair. Any and all such committees will have such structure, power, and duties as may be prescribed by these Bylaws and as shall from time to time be determined by the Board of Directors or by its Chair with the consent of the Board.

5.2. Elected Directors. Directors shall be elected by the Membership of the Association at the Annual Meeting acting either on the recommendation of the Nominating Committee or by such other nominations as are allowed by these Bylaws. Directors shall have skills and background as necessary to govern the affairs of the Association. Directors shall be elected to terms of up to 3 years staggered as determined at the Annual Meeting on a recommendation of the Board of Directors. No elected Director shall serve for more than two successive 3-year terms. All Directors or Officers of the Association, elected or appointed, shall be from among the members of the Association.

Such Directors elected by the members shall take office 7 days after the close of that Annual Meeting.

5.3. Ex-Officio Members. The following shall be ex-officio voting Members of the Board of Directors, namely, the Chair, the most recent past Chair available to serve, the First Vice Chair, the Second Vice Chair, the Secretary, the Treasurer, and the President. Ex-officio Members shall enjoy all the powers and privileges of elected Directors.

5.4. Vacancies. Vacancies occurring between Annual Meetings may be filled by the Board of Directors for the unexpired term of that vacancy. If the Board does not fill the vacancy before the next meeting of the Nominating Committee, the Nominating Committee shall consider candidates for the unexpired term as part of its normal activities, and may propose a replacement for consideration at the Annual Meeting in due course.

5.5. Meetings. The Board of Directors may hold its meetings in such place or places within or without the Commonwealth of Massachusetts as the Board may from time to time determine. Meetings of the Board shall be held on written request therefore, filed with the Secretary, by the Chair or by the President with the concurrence of the Chair, or by five or more of the members of the Board. Unless otherwise provided by law, members of the Board of Directors may participate in a meeting of the Board by means of a conference telephone or similar communications equipment. Participation by such means shall constitute presence in person at a meeting of the Board.

5.6. Notice. Notice of all meetings of the Board of Directors shall be given by the Secretary by mailing the same at least 20 days before the meeting. Unless otherwise indicated in the notice, any and all business may be transacted at the meeting. Notice may be waived by any Director by telephonic or written communication to the President or the President's designee, and shall be deemed waived by any Director in attendance.

5.7. Quorum. A majority of the Directors then in office shall constitute a quorum for the transaction of business and the affirmative vote of a majority of the Directors present shall be required for a vote or resolution to carry at any meeting except as otherwise required by these Bylaws.

5.8. Action by Consent. Any action required or permitted to be taken at any meeting of the Directors may be taken without a meeting if a written consent thereto is signed by two-thirds of the Directors and filed with the records of the minutes of the Directors. Such consent shall be treated as a vote for all purposes.

5.9. Removal. A Director may be removed from office with or without cause, by a majority vote of the members of the Association present and voting at a Regular or Special Meeting, provided that such business was contained in the notice of such meeting.

After due notice and hearing, a Director may also be removed from office by a vote of a majority of the Directors then in office for cause or for acts or omissions deemed by the Board to violate the Association's Code of Ethics for Directors.

5.10. Executive Committee. There shall be an Executive Committee of the Board of Directors consisting of the Chair, the First Vice Chair, the Second Vice Chair, the Secretary, the Treasurer, the Immediate Past Chair, the President, and three Directors. The three Directors shall be appointed annually by the Chair of the Board of Directors and may serve no more than two consecutive 1-year terms. The Executive Committee shall act for the Board of Directors between meetings, shall distribute its minutes to the Board in a timely fashion, and shall make a report of its interim activities at the next meeting of the Board. The procedures contained in Paragraphs 5.5 through 5.8 inclusive shall also apply to the Executive Committee provided, however, that any action by the Committee taken without a meeting requires the signed consents thereto of at least two-thirds of the Committee.

5.11. Finance Committee. There shall be a Finance Committee of the Board of Directors consisting of the Second Vice Chair, the President, the Treasurer, the Chair of the Pension Committee, and three other Direc-

tors. The three other Directors shall not be members of the Executive Committee, shall be appointed annually by the Chair of the Board of Directors, and shall be eligible to serve no more than three consecutive 1-year terms on the Committee. The Finance Committee shall have general supervision of the financial affairs of the Association on behalf of and subject to the approval of the Board. The Finance Committee shall be chaired by the Treasurer.

5.12. Audit Committee. There shall be an Audit Committee of the Board of Directors consisting of six members of the Board none of whom shall be an Officer of the Association as defined in Section 6.1, and one of whom shall be a member of the then-current Finance Committee who shall serve without vote. The Chair and the membership of the Audit Committee shall be named annually by the Chair of the Board with no members being eligible to serve more than three consecutive 1-year terms. The Audit Committee shall meet at least annually with the outside Auditor of the Association and shall report to the Board on its meeting(s), including the results of the audit. The Audit Committee shall annually recommend the outside Auditor for the Association.

ARTICLE 6 OFFICERS

6.1. Number. The Officers of the Association shall be a President, a Treasurer, a Secretary, a Chair, a First Vice Chair, and a Second Vice Chair of the Board of Directors. Additional Officers with such powers and duties not inconsistent with these Bylaws from time to time may be appointed by the Board of Directors. If required by the Board, the Officers of the Association shall give a bond for the faithful discharge of the Officer's duties in such sum and with such surety or sureties, if any, as the Board of Directors shall from time to time determine.

6.2. Election and Qualification. The President shall be elected by the Board of Directors and shall serve at the will and pleasure of the Board. The Chair, Vice Chairs, Treasurer, and Secretary of the Association shall be elected by the members at the Annual Meeting of the Association from among those nominated pursuant to Paragraph 6.15 of this Article. Such Officers elected by the members shall take office 7 days after the close of that Annual Meeting. The term of office for the Chair, the Vice Chair, the Secretary, and the Treasurer, shall be 1 year or until their successors are elected and qualified. The Chair, the First Vice Chair, and the Second Vice Chair shall not serve more than two consecutive terms in any one elective office. The Secretary shall not serve more than four and the Treasurer shall not serve more than six terms in that office.

6.3. Removal. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of the Board of Directors. Any officer elected by the membership may be removed from office in accordance with the procedures and criteria set forth in Paragraph 5.9, substituting the word "Officer" for the word "Director" therein.

6.4. Vacancies. In case any office of the Association becomes vacant by death, resignation, or any other cause, the Directors may appoint an officer to fill such vacancy, in accordance with the provisions of Paragraph 5.4.

6.5. The Chair. The Chair of the Board of Directors, shall preside at Meetings of the Association and at meetings of the Board of Directors and of the Executive Committee. The Chair shall, subject to the approval of the Board of Directors, authorize and appoint such regular or special committees and outside advisors as are required to carry on the affairs of the Association. The Chair shall serve as an ex-officio member, without vote, on all committees to which not specifically named. The Chair shall not be a member of the Audit or Nominating Committees.

6.6. The Vice Chair. At the request of the Chair, or in the event of the Chair's absence or disability, the First Vice Chair may perform any and all of the duties and shall possess all of the powers of the Chair and shall have such other powers and perform such other duties as the Board of Directors or the Chair from time to time determines to the extent authorized by law. In the event of the absence or disability of the First Vice Chair, the Second Vice Chair may perform any and all duties and possess such powers of the First Vice Chair.

6.7. The President. The President shall be the Chief Executive Officer of the Association. The President shall report to the Association at the Annual Meeting of the Members with respect to the affairs of the Association. The President may sign, with the Secretary or any other proper Officer of the Association, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, these Bylaws, or by statute to some other Officer of the Association. The President shall serve as an ex-officio member, without vote, on all committees to which not specifically named. The President shall not be a member of the Audit or Nominating Committees.

The President shall perform such additional duties as may be assigned from time to time by the Board of Directors or the requirements of Massachusetts law, and shall exercise such other powers to the extent authorized by law.

6.8. The Senior Vice President. The Board of Directors may elect one or more Senior Vice Presidents on the recommendation of the President. At the request of the President, or in the event of the President's absence or disability, a Senior Vice President may perform any and all of the duties and shall possess all of the powers of the President and shall have such other powers and perform such other duties as the Board of Directors or the President from time to time determines to the extent authorized by law.

6.9. The Secretary. The Secretary shall have charge of such books, documents, and papers as the Board of Directors shall determine, and in general shall perform all of the duties incident to the office of Secretary, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned to the Secretary from time to time by the Board of Directors, to the extent authorized by law.

6.10. Assistant Secretary. The Board of Directors, after consultation with the President and the Secretary, may elect one or more Assistant Secretaries. Any duties and powers of the Secretary may be delegated to the Assistant Secretary, and the Assistant Secretary shall have such other powers and such other duties as the Board of Directors may from time to time determine to the extent authorized by law.

6.11. The Treasurer. The Treasurer shall provide for the custody of all funds, securities, books of account, and financial records of the Association. The Treasurer shall provide for the giving of receipts for moneys due and payable to the Association from whatever source, and shall see to the deposit of these moneys in such banks, trust companies, and other depositories as shall be selected by the Board of Directors. The Treasurer shall see to the making of such payments and promissory notes issued by the Association as the Treasurer may deem necessary, convenient, or proper to be made on behalf of the Association.

The Treasurer shall also exhibit the books of the Association at all reasonable times to any Officer or Director at the office of the Association; report to the Members at least annually concerning the financial affairs and condition of the Association for the last fiscal year; and in general, perform all of the duties incident to the Office of Treasurer, subject to the directions of the Board of Directors. In the event of the absence or inability of the Treasurer to perform the above duties, the Board may designate another Officer or Director to perform any and all of the duties and possess all of the powers of the Treasurer, to the extent authorized by law.

6.12. Assistant Treasurer. The Board of Directors, after consultation with the President and the Treasurer, may elect one or more Assistant Treasurers. Any duties and powers of the Treasurer may be delegated to the

Assistant Treasurer, and the Assistant Treasurer shall have such other powers and such other duties as the Board of Directors may from time to time determine to the extent authorized by law.

6.13. Compensation of Officers. The Chair, both Vice Chairs, Secretary, and Treasurer shall be unsalaried. The President shall be salaried. The President's compensation shall be set by the Board of Directors. The President shall set the salary of other officers with approval of the Board of Directors.

6.14. Multiple Offices. Any individual may hold more than one office in the Association if it appears necessary for carrying on the affairs of the Association, provided, that the office of the President shall not be combined with that of the Treasurer or the Secretary.

6.15. Nominating Committee.

(a) There shall be a Nominating Committee of seven members, consisting of the most recent past Chair available to serve, three members, and an alternate elected by the Association at its Annual Meeting, and three members elected by the Board of Directors at the next meeting of the Board following the Annual Meeting from those of its own members who have at least 2 years to serve. The Board may elect from its number one or more alternates for its elected members. Such alternates may serve, without regard to remaining years of service, in the case of absence or inability to serve by one or more of the Board's designated members.

(b) It shall be the duty of the Nominating Committee, through its Chair, to report to the Secretary of the Association at least 90 days before the next Annual Meeting after its election, a list of its nominees for the Office of Chair, First Vice Chair, Second Vice Chair, Treasurer, Secretary, required Directors, and four members from the membership at large, one of whom shall be designated Chair and one of whom shall be designated an alternate, to serve on the Nominating Committee to be elected at such Annual Meeting. The Secretary shall report the nominations of the Nominating Committee to the Membership at least 60 days before the Annual Meeting.

(c) Other nominations signed by at least 250 members, entitled to vote, which may be received by the Secretary not less than 30 days before the Annual Meeting, shall be immediately submitted by the Secretary to the Membership.

ARTICLE 7 REPRESENTATIVES, COMMITTEES, AND SECTIONS

7.1. Representatives. The President may appoint such representatives of the Association with such powers and to perform such acts and duties on behalf of the Association, to the extent authorized by law, as the President may see fit. This may include the appointment of one or more delegates to represent the Association at meetings or on committees of other organizations. The President shall keep the Board informed of all such appointments.

7.2. Committees. The Board of Directors may appoint or disband committees, from within or without the membership of the Association, with such powers, responsibilities, and duties as the Board of Directors shall determine consistent with these Bylaws.

7.3. Sections.

(a) Groups of members having a substantial community of specialized interest in fire protection may be organized in Sections upon authorization by the Board of Directors. Likewise, separate existing organizations may upon their request be constituted as Sections of the Association.

(b) A Section shall function pursuant to the supervision and within the regulations established by the Board of Directors.

(c) The Board of Directors, after due notice and hearing, may suspend or terminate any Section which fails to conform to the Regulations or whose members do not evidence sufficient interest to justify continuance of the Section.

ARTICLE 8 DEVELOPMENT OF ASSOCIATION TECHNICAL COMMITTEE DOCUMENTS

8.1. For the purpose of these Bylaws, NFPA Documents shall mean Codes, Standards, Recommended Practices, Guides, and other documents of a similar nature developed in accordance with 8.2 or 8.3 of these Bylaws and any regulations adopted pursuant thereto.

8.2. Basic Method of NFPA Document Development.

(a) The Board of Directors shall appoint a Standards Council to provide for the administration of NFPA Document development activities including the establishment, appointment, and administration of Technical Committees. Except as provided in 8.3 of these Bylaws, the Standards Council shall be the issuer of all NFPA Documents. Members of the Standards Council shall be members of the Association.

(b) Regulations for the Standards Council and for the administration of NFPA Document development activities shall be adopted by the Board of Directors with the advice of the Standards Council. The Standards Council shall perform those duties assigned by such Regulations and any other duties assigned to it by the Board of Directors.

(c) The Board of Directors shall adopt regulations which provide a means of petitioning either the Board of Directors or a duly appointed committee thereof for review of decisions of the Standards Council.

(d) The membership of the Standards Council shall not include members of the Board of Directors.

8.3 Alternative Methods of NFPA Document Development.

(a) Notwithstanding the provisions of 8.2 of these Bylaws, the Board of Directors may, in its discretion, provide for consensus-based methods of developing and issuing NFPA Documents, alternative to the method set forth in 8.2. Such alternatives may include consensus-based methods for the joint development of NFPA Documents with other organizations or entities.

(b) Any alternative consensus-based methods for the development and issuance of NFPA Documents shall be set forth in regulations adopted by the Board of Directors.

ARTICLE 9 INDEMNIFICATION

9.1. Indemnification of Officers and Directors. The Association shall indemnify each of its present and former officers and directors to the fullest extent permitted by the applicable laws of the Commonwealth of Massachusetts, against expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which such person may be made a party by reason of such service. Such indemnification shall not be available when such Officer or Director has not acted in good faith or has acted in a manner opposed to the best interests of the Association as determined by the Board of Directors.

ARTICLE 10 REGULATIONS AND STANDING RULES

10.1. Adoption. The Board of Directors may adopt rules and regulations to supplement but not conflict with these Bylaws. These shall take the form of Regulations and Standing Rules, adopted and administered according to this Section.

10.2. Regulations. Regulations shall include those key directives of the Board that deal with the governance of the Association and those groups subordinate to and established by the Board. Such Regulations shall be adopted or amended by the Board acting upon the affirmative vote of two-thirds of the Directors present at a duly constituted meeting.

Proposals for new Regulations or amendments to the existing Regulations, shall be distributed to the Board along with the notice of the meeting at which they will be considered.

Proposed amendments may be submitted to the Chair by any member in writing. The Chair shall inform the submitter in writing as to the disposition of his/her proposal.

Regulations shall be published annually and available to members of the Association on request.

10.3. Standing Rules. Standing Rules shall include resolutions and policies adopted from time to time. Standing Rules may be adopted or amended by the Board acting upon the affirmative vote of a majority of the votes cast at a duly constituted meeting. A vote to adopt a Standing Rule may not be changed at the same meeting at which enacted, except by a motion to reconsider.

Standing Rules shall be distributed to all Officers and Directors on a regular basis and shall be available to members on request.

Standing Rules that are not reaffirmed by the Board within 5 years of adoption shall automatically be rescinded.

ARTICLE 11 AMENDMENT

11.1. The Bylaws of the Association may be amended at any Meeting of the Association by the affirmative vote of two-thirds of the votes cast at the Meeting, acting on the recommendation of the Board of Directors, provided that notice of the proposed amendment shall have been contained in the notice of the Meeting.

11.2. A Bylaw amendment proposed by Association members shall be properly before any Meeting, if the proposed amendment has been submitted to the President in writing over the signatures of 250 or more members of the Association entitled to vote not less than 90 days nor more than 180 days before the next following duly called Meeting of the Association. A recommendation of the Board of Directors in favor of or in opposition to the proposed amendment shall accompany the proposed amendment.

Publishing Guidelines

The National Fire Protection Association is committed to publishing high quality materials on fire and life safety education and fire protection that are in the public interest. The NFPA is vigilant in its responsibility to be nondiscriminatory with regard to race, religion, color, national origin, sex, age, or physical handicap.

NFPA products will be affirmative and nondiscriminatory in regard to the following:

(a) **Gender.** Publications and audiovisual materials should be as follows:
   1. Make every effort to use neutral language (nouns and pronouns)
   2. Give consideration to presenting males and females in nontraditional social and occupational roles, and avoid stereotypical representation and references by gender
   3. Provide realistic mixed representation

(b) **Racial, Ethnic, and Religious Backgrounds.** Publications and audiovisual materials should be as follows:
   1. Avoid any discriminatory, offensive, or biased representations or references to race or ethnic or religious origin
   2. Provide realistic mixed representation
   3. Affirmative in providing fair and reasonable representtion and references to nontraditional social and occupational roles

(c) **Age.** Publications and audiovisual materials should be as follows:
   1. Endeavor to accurately portray and reference all age groups
   2. Use a variety of age groups in depicting nontraditional occupational roles

(d) **Handicapped.** Publications and audiovisual materials should be as follows:
   1. Treat physical/mental limitations in a sensitive, realistic manner
   2. Treat physical/mental limitations in a positive, nontraditional manner

(e) **Socioeconomic/Educational Life-Styles.** Publications and audiovisual materials should be as follows:
   1. Aware of and give consideration to a multitude of lifestyles in the areas of socioeconomic/educational levels

NFPA Board Members

Officers

For the year 2003-2004:

Corinne Broderick *Chair*, Sr. Vice President, Massachusetts Medical Society, 860 Winter Street, Waltham, MA 02154

George J. Ockuly *First Vice Chair,* Executive Vice President, Technical Marketing Consultants, 15120 Isleview Drive, Chesterfield, MO 63178-4460

Warren E. McDaniels *Second Vice Chair*, New Orleans Fire Department, 317 Decatur Street, New Orleans, LA 70130

Vincent J. Bollon *Secretary*, International Association of Fire Fighters, 1750 New York Avenue, N.W., Washington, DC 20006

Paul M. Fitzgerald *Treasurer*, 58 Travis Road, Holliston, MA 01746

James M. Shannon *President/CEO,* NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Arthur E. Cote* *Executive Vice President and Chief Engineer*, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

*Not members of the Board of Directors

Bruce H. Mullen* *Sr. Vice President, CFO*, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Dennis J. Berry* *Assistant Secretary*, NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Martin H. Reiss *Immediate Past Chair,* President and CEO, The RJA Group, Inc., Worcester Road, Suite 501, Framingham, MA 01701-5401

Directors

The officers listed above (except the executive/senior vice presidents and assistant secretary) and the following:

Kathleen H. Almand, PE *Executive Director,* Society of Fire Protection Engineers, 7315 Wisconsin Avenue, Suite 1225W, Bethesda, MD 20814 (term expires 2006)

Ronald P. Bertone *President,* Bertone Associates, 8 Tindale Road, Suite 2, Middletown, NJ 07448 (term expires 2004)

S. Joe Bhatia *Executive Vice President, CEO,* Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062 (term expires 2005)

Donald P. Bliss *Director,* N12 Center for Infrastructure Expertise, 100 Arboretum Drive, Portsmouth, NH

H. Wayne Boyd *President, CEO*, U.S. Safety & Engineering Corporation, 2365 El Camina Avenue, Sacramento, CA 95821-5647 (term expires 2004)

Luther L. Fincher, Jr. *Fire Chief,* 228 East Ninth Street, Charlotte, NC 28202-2530 (term expires 2005)

Russell P. Fleming *Vice President,* Engineering, National Fire Sprinkler Association, PO Box 1000, 20 Birch Trail, Patterson, NY 12563 (term expires 2005)

Douglas P. Forsman Union Colony Fire/Rescue Authority, 919 7th Street, Greeley, CO 80631 (term expires 2005)

Todd Gritch, HKS Inc., 1919 McKinney Avenue, Dallas, TX 75201 (term expires 2005).

Louis G. Jekel *Partner,* Jekel & Howard, 8283 N. Hayden Road, Suite 100, Scottsdale, AZ 85258-2282 (term expires 2006)

Fred M. Leber *CEO,* Leber Rubes Inc., 2300 Yonge Street, Suite 2100, Toronto, ON, M4P 1E4, Canada (term expires 2006)

Board of Directors, 2003–2004

Front row from left: Louis Jekel, Martin H. Reiss, H. Wayne Boyd, Corinne Broderick, James M. Shannon, Vincent Bollon, Alfred Leber
Second row from left: Steve Muncy, Gary Taylor, Kathleen Almand, Joseph Bhatia
Third row from left: Doug Forsman, Phillip C. Stittleburg, Luther Fincher, Jaime Moncada-Perez, Donald Bliss, Martin Maddaloni, Ronald Bertone, Todd Gritch
Fourth row from left: Dennis Berry, Bruce Mullen, Paul M. Fitzgerald, Art Cote, Russ Fleming, George Ockuly.
Missing from picture: Warren McDaniels

Martin J. Maddaloni *General President,* United Association of Plumbers, Pipefitters & Sprinklerfitters, 901 Massachusetts Avenue, N.W., Washington, DC 20001-4397 (term expires 2004)

Jaime Moncada-Perez *President,* Pirotec Ltd., Avenida Caracas (13) No. 74-41, Santafé de Bogotá, DC Colombia (term expires 2004)

Steve Muncy *President,* American Fire Sprinkler Association, 9696 Skillman Street, Dallas, TX 75243-8204 (term expires 2005)

Philip C. Stittleburg *Fire Chief,* La Farge Fire Department, PO Box 9, La Farge, WI 54639-0009 (term expires 2004)

Gary M. Taylor *Partner,* Taylor-Wagner Inc., 3072-5th Line, Innisfill, ON, L9S 4P7, Canada

NFPA Elected Officers

President*

1896	C. C. Little	1934–1935	H. L. Miner
1897–1899	U. C. Crosby	1936–1937	G. W. Elliott
1900–1906	C. A. Hexamer	1938–1939	S. D. McComb
1907	W. W. Dudley	1940–1941	Alvah Small
1908–1909	C. M. Goddard	1942–1943	D. J. Price
1910–1911	W. H. Merrill	1944–1945	R. E. Vernor
1912 H. L.	Phillips	1946–1947	C. W. Pierce
1913–1914	R. D. Kohn	1948–1949	J. L. Wilds
1915–1916	C. E. Meek	1950–1951	A. H. S. Stead
1917	Louis Wiederhold	1952–1953	A. L. Cobb
1918–1919	F. J. T. Stewart	1954–1955	T. S. Duke
1920–1921	W. E. Mallalieu	1956–1957	J. A. Neale
1922–1923	H. O. Lacount	1958–1959	H. G. Thomas
1924–1925	R. P. Miller	1960–1961	L. S. Bush
1926–1927	Dana Pierce	1962–1963	J. S. Queener
1928	A. M. Schoen	1964–1965	Warren J. Baker
1929	F. C. Jordan	1966–1967	Paul C. Lamb
1930–1931	F. T. Moses	1968–1969	Elmer F. Reske
1932–1933	Sumner Rhoades	1970–1972	John J. Ahern

Chair of the Board of Directors

1896	U. C. Crosby	1976–1978	W. A. McAdams, Jr.
1898–1902	W. H. Stratton	1978–1980	John L. Bryan
1903–1906	E. U. Crosby	1980–1982	J. Armand Burgun
1907	H. C. Henley	1982–1984	Jack C. Sanders
1908–1910	H. L. Phillips	1984–1986	Chester W. Schirmer
1911–1917	F. J. T. Stewart	1986–1988	Joseph E. Johnson
1918	H. L. Phillips	1988–1990	Alan V. Brunacini
1919–1921	R. P. Miller	1990–1992	Warren E. Jackson
1922–1943	A. T. Bell	1992–1994	John P. Swope
1944–1949	G. W. Elliot	1994–1996	Jack Wells
1950–1957	R. E. Vernor	1996–1998	G. Richard Morris
1958–1965	T. S. Duke	1998–2000	Herman W. Brice
1966–1972	Loren S. Bush	2000–2002	Martin H. Reiss
1972–1974	Elmer O. Mattocks	2002–2004	Corinne Broderick
1974–1976	Frank J. Fee Jr.		

Secretary-Treasurer

1896–1902	E. U. Crosby	1939–1963	H. T. Freeman
1903–1908	W. H. Merrill	1964–1972	Frank J. Fee, Jr.
1909–1938	F. H. Wentworth		

*In 1972, the office of President as an elected officer was dropped and the title was assigned to the chief executive officer.

Treasurer

1972–1982 Joseph E. Johnson
1982–1992 Thomas G. Bell
1992–1995 John A. Love
1995–1998 Frank J. Fee III
1998–2004 Paul M. Fitzgerald

Secretary and Assistant Treasurer

1972–1980 Alan Stevens

Secretary

1981–1986 Warren E. Jackson
1986–1995 Frank J. Fee III
1996–1997 Murray A. Cappers, Jr.
1997–1998 David A. Lucht
1998–2002 Jan Gratton
2002– Vincent J. Bollon

Assistant Treasurer

1981–1982 Thomas G. Bell
1982–1992 John A. Love
1993–1995 Frank J. Fee III
1996–1997 Mark J. Lawless

Chief Executive Officer

1909–1939 Franklin H. Wentworth, Managing Director
1939–1969 Percy Bugbee, General Manager
1969–1979 Charles S. Morgan, President
1980–1991 Robert W. Grant, President
1992–2002 George D. Miller, President
2002– James M. Shannon, President

Committees of the Board of Directors

Audit Committee

CHAIR: **Philip C. Stittleberg**

Ronald P. Bertone
Russell P. Fleming
Todd Gritch
Louis G. Jekel
Steve Muncy
Mary K. Briand (staff liaison)

Scope: Recommend, annually, to the Board of Directors, the appointment of the external auditor for the Association; consult with the external auditor on the planned scope of the audit; review the external audit report (including the management letter and management responses) in consultation with the external auditor, President, and Chief Financial Officer and report to the Board; review the internal audit reports in consultation with the external auditor; provide direct channels of communication to the Board of Directors for the external auditor, responsible internal audit staff, and other designated officers; initiate special audits when appropriate; report at least annually to the Board; review the external Audit report of the NFPA-related Foundations with the external auditor and report to their respective Boards and the NFPA Board.

Compensation Committee

CHAIR: **Paul M. Fitzgerald**

S. Joe Bhatia
Corinne Broderick
George J. Ockuly
James M. Shannon
Catherine M. Scifres (staff liaison)

Scope: Review annually and recommend to the Board of Directors the compensation for the President of the Association; review annually, in conjunction with the President, and recommend to the Board of Directors the establishment of the salary ranges and incentive compensation for the Sr. Vice President officers of the Association; review annually the salary administration for the Association; report at least annually to the Board.

Executive Committee

CHAIR: **Corinne Broderick**

Vincent J. Bollon
Paul M. Fitzgerald
Russell P. Fleming
Fred M. Leber
Warren E. McDaniels
George J. Ockuly
Martin H. Reiss
James M. Shannon
Dennis J. Berry (staff liaison)

Scope: Authority pursuant to 5.10 of the Bylaws to act on behalf of the Board between meetings of the Board. The Executive Committee is required to distribute its minutes in a timely fashion and make a report of its interim activities at the next meeting of the Board. At the next Board meeting following each Annual Meeting, submit a report to the Board on the recommended size and composition of the Board for review, modification, and transmittal to the Nominating Committee.

Finance Committee

CHAIR: **Paul M. Fitzgerald**

Kathleen H. Almand
Vincent J. Bollon
Luther L. Fincher, Jr.
Russell P. Fleming
Warren E. McDaniels
James M. Shannon
Ex-Officio Member: Corinne Broderick
Bruce H. Mullen (staff liaison)

Scope: General supervision of the financial affairs of the Association subject to the approval of the Board (see Bylaws 5.11); review annual operating, capital, and cash flow budgets of all NFPA activities and recommend them to the Board for approval; annually recommend dollar limits to the Board of Directors for capital expenditures and debt financing; receive and review information regarding the budgets of NFPA-related Foundations; develop, review, and evaluate investment policy for NFPA Funds and reserves, subject to review with the Board of Directors.

NFPA Fire Safety Educational Memorial Fund Committee

CHAIR: **John L. Bryan**

Mary Corso
Willa Gratz
Kenneth E. Isman, PE
William C. Jablonsky
George D. Miller
Leona A. Nisbet
J. Kenneth Richardson, PE
Gary M. Taylor
Ex-Officio Members:
Corinne Broderick
James M. Shannon

Scope: The administration of the NFPA Fire Safety Educational Memorial Fund, including investment of funds and establishment of criteria for award and designation of recipients. The scholarships include David B. Gratz (International), Warren Isman, and John L. Jablonsky. Report at least annually to the Board.

Globalization Committee

CHAIR: **George J. Ockuly**

Ronald P. Bertone
S. Joe Bhatia
Paul M. Fitzgerald
Todd Gritch
Jaime Moncada-Perez
Martin H. Reiss
Gary M. Taylor
Arthur E. Cote (staff liaison)
Ex-Officio Members:
Corinne Broderick
James M. Shannon

Scope: Review and comment on staff plans and programs to meet the global strategic objectives of the Association; report at least annually to the Board of Directors.

Governance Committee

CHAIR: **TBD**
H. Wayne Boyd
Douglas P. Forsman
Todd Gritch
Louis G. Jekel
Gary M. Taylor
Dennis J. Berry (staff liaison)
Ex-Officio Members:
Corinne Broderick
James M. Shannon

Scope: Recommend a Code of Ethics for Directors for approval by the Board; review questions concerning the ethical conduct of Board members and report to the Board; review proposed amendments to Bylaws and Regulations of the Association and all Constitutions, Bylaws, and procedures of Sections and recommend action to the Board of Directors; recommend Standing Rules, which should be affirmed, modified, or rescinded prior to automatic five-year rescission; review operating procedures prepared by Board Committees for approval by the full Board; report at least annually to the Board.

Meetings Program Committee

CHAIR: **Steve Muncy**
Kathleen H. Almand
Donald P. Bliss
H. Wayne Boyd
Luther L. Fincher, Jr.
Todd Gritch
Fred M. Leber
Martin J. Maddaloni
Jaime Moncada-Perez
Martin H. Reiss.
Albert B. Sears, Jr. (staff liaison)
Ex-Officio Members:
Corinne Broderick
James M. Shannon

Scope: Work with the staff in planning and organizing the Association's Annual, Fall, and Regional Meeting programs; report at least annually to the Board.

Membership Committee

CHAIR: **TBD**
Ronald P. Bertone
Donald P. Bliss
H. Wayne Boyd
Paul Crossman (staff liaison)
Douglas P. Forsman
Louis G. Jekel
Steve Muncy
Philip C. Stittleburg
Ex-Officio Members:
Corinne Broderick
James M. Shannon

Scope: Review and recommend ways to increase the Association membership and improve member-related activities; review establishment and organization of sections and chapters and make recommendations to the Board. Section Constitutions, Bylaws, and procedures will be reviewed by the Governance Committee for compliance with the provisions of the Regulations Governing NFPA Sections; review and make recommendations to the Board regarding membership classification and dues; make recommendations for MAC membership; report at least annually to the Board.

Nominating Committee

CHAIR: **John L. Bryan**
Kathleen H. Almand
S. Joe Bhatia
Dennis R. Compton
Steve Daly
Rebecca F. Denlinger (alt.)
L. Jeffrey Mattern
Steve Muncy (alt.)
Martin H. Reiss
Dennis J. Berry (staff liaison)

Scope: To nominate candidates for Board and Officer positions and to report to the Association pursuant to 6.15 of the Bylaws.

Paul C. Lamb Award Committee

CHAIR: **Martin H. Reiss**
Corinne Broderick
Peg Carson
James M. Shannon
R. Ian Stronach
Dennis J. Berry (staff liaison)

Scope: Select recipients of the Paul C. Lamb Award; report annually to the Board.

Pension Committee

CHAIR: **Vincent J. Bollon**
Ronald P. Bertone
Corinne Broderick
Russell P. Fleming
Bruce H. Mullen
Carl E. Peterson
James M. Shannon
Catherine M. Scifres (staff liaison)

Scope: Review the employee pension plan and make recommendations to the Board regarding contributions to and other policies for maintenance of an appropriate pension plan for NFPA employees within the requirements of the Employee Retirement and Security Act and other applicable law; report at least annually to the Board of Directors.

Presidential Advisory Committee for the Center for High Risk Outreach

Douglas P. Forsman (Board liaison)

Scope: A presidential advisory committee appointed by the NFPA President provides expert advice to the Center on technical and educational issues of fire and burn safety related to high-risk audiences.

Rolf H. Jensen Memorial Public Education Award Committee

CHAIR: **Douglas P. Forsman**
David Lucht
Arthur E. Cote

Scope: Recognize a successful partnership between a private-sector entity and fire agency who have joined together to conduct a public fire and life safety education program or initiative that has achieved measurable success; assist in publicizing applications for the award; review applications and select award recipients; report award selection to NFPA Board of Directors; confer award at the NFPA Annual Meeting; report at least annually to the Board of Directors.

Standards Council

CHAIR: **Philip J. DiNenno** Hughes Associates, Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652 (term expires 12/04)
SECRETARY: **Casey C. Grant**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
RECORDING SECRETARY: **Leona Attenasio Nisbet**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Glenn P. Benarick Fairfax County Fire and Rescue, Fire Prevention Division, 4100 Chair Bridge Road, Fairfax, VA 22030 (term expires 12/04)
John F. Bender MD Office of State Fire Marshal, 300 E. Joppa Road, Suite 1002, Towson, MD 21286-3020 (term expires 12/05)
April L. Berkol Starwood Hotels and Resorts, Inc., 1111 Westchester Avenue, White Plains, NY 10604-3500 (term expires 12/04)

†Nonvoting
Note: Some members are eligible for reappointment.

Standards Council, 2004

First row: A. Berkol, M. Brodoff, P. DiNenno, L. Nisbet, R. Breezee
Back row: J. Bender, K. Faulstich, D. Talka, R. Bukowski, G. Benarick, J. Pauley, J. Stevenson, P. Willse, K. Isman, M. Newman, C. Grant

Rick Breezee Metropolitan Airport Commission, 6040 28th Avenue South, Minneapolis, MN 55450 (term expires 12/04)
Richard W. Bukowski U.S. National Institute of Standards & Technology, Building and Fire Research Laboratory, 100 Bureau Drive, Stop 8664, Gaithersburg, MD 20899 (term expires 12/05)
Kenneth S. Faulstich U.S. Department of Veterans Affairs, Chief Network Office (10NB), 810 Vermont Avenue, N.W., Washington, DC 20420 (term expires 12/06)
Kenneth E. Isman National Fire Sprinkler Association, 40 Jon Barrett Road, Patterson, NY 12563 (term expires 12/05)
Michael T. Newman Johnson & Johnson, One J & J Plaza, New Brunswick, NJ 08933 (term expires 12/06)
James T. Pauley Square D Company, 1601 Mercer Road, Lexington, KY 40511 (term expires 12/05)
John Stevenson John Stevenson Architect, Inc., 3776 Front Street, San Diego, CA 92103 (term expires 12/04)
Donald J. Talka Underwriters Laboratories, Inc., 1285 Walt Whitman Road, Melville, NY 11747 (term expires 12/04)
Peter J. Gore Willse GE Global Asset Protection Services, 20 Security Drive, Suite 201, Avon, CT 06001 (term expires 12/05)
Scope: See "Establishment and Operation of the Standards Council" (Section 2 of the "Regulations Governing Committee Projects" in Part V).

Chair of the Standards Council

1975–1979	Paul C. Lamb
1980	John L. Bryan
1981–1984	Alan Stevens
1985–1991	John L. Bryan
1991–1992	John L. Jablonsky
1992–1998	Russell P. Fleming
1999–2001	Gary M. Taylor
2002–	Philip J. DiNenno

Secretary

1975–1984	Richard E. Stevens
1984–1996	Arthur E. Cote
1996–	Casey C. Grant

Administrative and Advisory Committees

After each committee is an indication of the scope of committee activity and, where appropriate, a reference to the NFPA publications for which it is responsible.

Advisory Committee on Adoption and Use of the *National Electrical Code*® (*NEC*®) and Related Documents

CHAIR: **Jack Wells** Pass & Seymour/Legrand, Inc., 50 Boyd Avenue, PO Box 4822, Syracuse, NY 13221-4822

James W. Carpenter International Association of Electrical Inspectors, 901 Waterfall Way, Suite 602, Richardson, TX 75080
Donald A. Mader Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062
H. Brooke Stauffer National Electrical Contractors Association, 3 Bethesda Metro Ctr., Suite 1100, Bethesda, MD 20814-5372
John W. Troglia Edison Electric Institute, 860 Kurtis Drive, Elm Grove, WI 53122

ALTERNATES:
Robert E. Bernd Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062

†Nonvoting

Frank K. Kitzantides National Electrical Manufacturers Association, 1300 N. 17th St., Suite 1847, Rosslyn, VA 22209

Scope: Advise and assist the President of the Association in facilitating acceptance and use of the *National Electrical Code* and related documents, and promote uniform application of the *Code* and associated documents.

The Committee is also responsible for the model law providing for inspection of electrical installations.

Staff Liaison: **Mark W. Earley**

Center for High-Risk Outreach Presidential Advisory Committee

CHAIR: **James McMullen** President, The McMullen Company, Inc. 1261 Lake Blvd., Suite 250, Davis, CA 95616-5668
EXECUTIVE DIRECTOR: **Sharon Gamache**† NFPA Center for High-Risk Outreach, Staff Representative, 1 Batterymarch Park, Quincy, MA 02169-7471

Sherman Carthen International Association of Black Professional Fire Fighters, IABFF, 6209 Wildwood Drive, Oklahoma City, OK 73105

Pedro Flores Regional Fire Marshal, Navajo Regional Office, Bureau of Indian Affairs, Federal Bldg., Rm. 310, 301 West Hill Street, Gallup, NM 87301

Ernest J. Grant R.N., M.S.N., Nursing Education Clinician, Burn Outreach, North Carolina Jaycee Burn Center, University of North Carolina Hospitals, 101 Manning Drive, Chapel Hill, NC 27514

Salvador Morales Past President, National Association of Hispanic Fire Fighters, NAHF, 2702 Park Run Drive, Arlington, TX 76016

G. Richard Morris 77 Chiswell Crescent, Toronto, ON, M2N 6G2, Canada

Nancy J. Trench Assistant Director, Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-8045

Jack Wells Vice President, Corporate Development, Pass & Seymour/Legrand, Inc., 50 Boyd Avenue, PO Box 4822, Syracuse, NY 13209

Scope: A presidential advisory committee appointed by the NFPA President provides expert advice to the Center on technical and educational issues of fire and burn safety related to high-risk audiences. The committee shall report its activities annually to the NFPA Board of Directors.

Flammable Liquids Field Service Advisory Committee

CHAIR: **Vacant**

John A. Davenport Industrial Risk Insurers, 4889 Wakema Road, West Point, VA 23181-3628

Richard S. Kraus Petroleum Safety Consultants, 8712 Chippendale Court, Annandale, VA 22003-3807 (Rep., American Petroleum Institute)

Scope: The Committee is established to provide advice and assistance to the President of the Association for the Flammable Liquids Field Service effort.

Staff Liaison: **Robert P. Benedetti**

Gases Field Service Advisory Committee

CHAIR: **Vacant**

Larry T. Ingels American Gas Association, Inc., 1515 Wilson Blvd., Arlington, VA 22209

Carl T. Johnson Compressed Gas Association, 1725 Jefferson Davis Hwy., Arlington, VA 22202

Scope: The Committee is established to provide advice and assistance to the President of the Association for the Gases Field Service effort.

Staff Liaison: **Theodore C. Lemoff**

Marine Chemist Qualification Board (MCQB)

CHAIR: **Christopher Scott** T. T. Barge, Inc., PO Box 9064, Bridge City, LA 70096

EXECUTIVE SECRETARY: **Guy R. Colonna**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Kimble R. Lehman National Maintenance and Repair, Inc., PO Box 38, Hartford, IL 62048

Terry C. Guidry Bollinger Shipyards, Inc., PO Box 250, Lockport, LA 70374

Timothy O'Connor Keystone Shipping Co., One Bala Plaza East, Suite 600, Bala Cynwyd, PA 19004-1496

Richard R. Miner Intermodal Transportation Services, Inc., 175 Paramount Drive, Raynham, MA 02767

ALTERNATE:

Kenneth L. Mercer Marine Chemists, Inc. of Texas, PO Box 12477, Beaumont, TX 77726 (Alt. to Christopher Scott)

NONVOTING:

Robert Hennessy Commandant (MOS-3), U.S. Coast Guard, 2100 2nd Street, S.W., Washington, DC 20593

Matthew Barker (alternate) Commandant (MOS-3), U.S. Coast Guard, 2100 2nd Street, S.W., Washington, DC 20593

Joseph Daddura U.S. Dept. of Labor — OSHA, 200 Constitution Avenue, N.W., Washington, DC 20210

Jon Nelson Office of Assistant Secretary to the Navy, 1000 Navy Pentagon, Washington, DC 20350-1000

Staff Liaison: **Guy R. Colonna**

Regulations (MCQB)

ADOPTED APRIL 1967
(AMENDED NOVEMBER 1998)

For the purpose of certificating Marine Chemists, the Board of Directors of the National Fire Protection Association shall appoint a Marine Chemist Qualification Board (hereinafter called the Board). This Board shall be organized and shall function in accordance with the regulations that follow. Certificates are issued upon information believed to be reliable but no other representation and no warranty or guarantee, express or implied, is made in connection therewith. In addition, neither the Association nor any of its officers, directors, committees, committee members, or employees assume any responsibility for any misrepresentation, error of judgment, default, or negligence of the holder of a certificate.

ORGANIZATION OF THE BOARD

1. The Board shall consist of five members, appointed by the Board of Directors of the National Fire Protection Association. The membership of the Board shall have a representative of the tank ship operators, the shipyards, the Marine Chemists Association, the marine insurance industry, and a practicing Marine Chemist. Membership on the Board shall be available to the U.S. Coast Guard (USCG), the U.S. Navy (USN), and the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor. Such membership shall be on a voting or nonvoting status as the named government agency shall determine. The individual representing each named government agency shall be nominated by that agency and subject to the approval of the Board of Directors of the National Fire Protection Association. Members of the Board shall be appointed to serve three-year terms except for the member from the USCG, OSHA, and USN who shall serve at the discretion of the parent agency or unless terminated by the Board of Directors of the National Fire Protection Association. Members serving three-year terms may serve no more than two consecutive full three-year terms.

2. The Board Chair shall be appointed by the National Fire Protection Association Board of Directors from among the members of the Marine Chemist Qualification Board.

3. The Marine Chemist Qualification Board shall advise the Board of Directors of the National Fire Protection Association on the establishment of or amendment to the Rules for the Certification and Recertification of Marine Chemists, which shall be adopted by the Board of Directors.

†Nonvoting

4. Based upon the Rules for the Certification of Marine Chemists, the Board shall act on applications for certification and recertification as a Marine Chemist or for registration as a trainee, and may issue a certificate or deny certification, or registration to an applicant. In its consideration of any application, the Board shall apply the Rules and make appropriate determinations regarding the qualifications of any applicant.

5. The Board may suspend or cancel a certificate in accordance with the Rules.

6. The Board shall renew certificates providing that the Marine Chemist requesting renewal meets the requirements of the Board and the Rules.

7. Action on applications for certification shall be by written ballot of the Board. If a member of the Board votes against certification of an applicant or fails to return a ballot within 30 days, the application of that applicant shall be held for review and discussion at the next meeting of the Board.

8. The Board shall recommend to the Board of Directors of the National Fire Protection Association a suitable processing fee and a fee for renewal of certification.

9. Robert's Rules of Order, Revised, shall govern at meetings of the Board, except as may otherwise be provided in these Regulations.

10. The Board shall keep a record of its proceedings and a register of all applications for certification including the application, the responses of the references, supplementary material submitted with the application, including letter ballots, and such other information as may be deemed necessary by the Board.

11. The Board shall submit annually to the Board of Directors of the National Fire Protection Association a report of its transactions of the preceding year.

SECRETARY OF THE BOARD

12. The President of the Association shall appoint a Secretary to the Board who shall be a member of the Association staff.

DUTIES OF THE SECRETARY

13. The Secretary of the Board shall receive applications for certification and the processing fee, shall solicit the recommendations of references, shall request action on each application from the Board, and shall perform such other duties as may be requested by the Board or assigned by the President of the Association.

14. The Secretary shall record the certificate number awarded to each certificated Marine Chemist and the expiration date.

15. Annually a roster of certificated Marine Chemists shall be published by the Secretary. The roster shall be mailed to each certificated Marine Chemist and furnished to others on request.

APPEALS TO THE BOARD

16. Any person who shall feel aggrieved by any action of the Board in denying or suspending that person's certificate or any other action taken by the Board may appeal therefrom to the Board of Directors of the National Fire Protection Association. The procedures for appeals to the Board of Directors and the procedures for hearings shall apply to any appeal.

TERMINATION OF APPOINTMENTS

17. The term of office of members of the Board may be terminated at the discretion of the Board of Directors.

†Nonvoting

Procedures for Appeals to the Board of Directors from Decisions of the Marine Chemist Qualification Board

1. An appeal to the Board of Directors of the National Fire Protection Association of a decision of the Marine Chemist Qualification Board shall be filed within 15 days following the Board's action and shall include a brief statement present the issues on appeal. Twenty copies of the statement including any essential attachments and exhibits to the statement of appeal shall be filed.

2. The Board of Directors, or any subcommittee acting on behalf of the Board of Directors, will have before it the record of the proceedings before the Marine Chemist Qualification Board. In addition, the Board of Directors may seek technical assistance from staff or any other source or persons deemed appropriate by the Board of Directors.

3. Should the Board of Directors determine that it is necessary or appropriate to solicit other views, persons presenting other views may be afforded ten days within which to file comments on the appeal.

4. All appeals shall be resolved upon the written submission of the appellant and the record before the Board of Directors as described above unless the appellant requests the privilege of making an oral presentation and that privilege is granted. In that case, the appellant shall be assessed a filing fee of $2,500 to be posted with the appeal. This fee may be reduced or waived by the President upon application of the appellant if good cause for reducing or waiving the fee is presented. If a hearing is granted, the Procedures for Hearings shall be followed.

5. Unless the Board of Directors otherwise orders, the authority to consider and decide an appeal to the Board of Directors shall be delegated to a Subcommittee of the Board. Subcommittees shall be appointed by the President with the approval of the Chair of the Board or, in the event of his or her unavailability, the First or Second Vice Chair.

6. Subcommittees shall consist of three or more members of the Board of Directors. The criteria for selection and appointment of Appeals Subcommittee members shall be as follows:

(a) A subcommittee member shall be a person who can decide the appeal on the merits in an impartial manner.

(b) A subcommittee member shall not have any conflicts of interest. (A conflict of interest is defined as any situation in which a decision on an appeal could substantially and materially affect the member's financial or business interest.)

(c) Each appeals subcommittee shall to the extent practicable represent diverse interests within the Association.

In making a decision of whether or not to serve on a Subcommittee, the member may consult with the NFPA General Counsel.

Any challenge to the composition of the Subcommittee that is not resolved, shall be referred by the President to the Executive Committee for resolution.

7. Any of the deadlines or requirements set forth in the appellate process may be waived by the Subcommittee upon application of the appellant or any other party for good cause shown, or in the discretion of the Subcommittee.

8. The Board of Directors may determine to instruct the Subcommittee or the Executive Committee as to precisely how it shall conduct any appeal.

Marine Field Service Advisory Committee

CHAIR: **Lamar E. Labauve** Delta Lab & Gas Testing, Inc., 18066 John Broussard Road, Prairieville, LA 70769
EXECUTIVE SECRETARY: **Guy R. Colonna**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
MEMBER EMERITUS: **Linwood E. Temple** 35 Park Street, Bath, ME 04530

Francis J. Calton American Bureau of Shipping, 45 Eisenhower Drive, 2nd Fl., Paramus, NJ 07652
Robert Clinton American Waterways Operators, 801 N. Quincy Street, Suite 200, Arlington, VA 22203
Joseph J. Cox Chamber of Shipping of America, 1730 M Street, N.W., Suite 407, Washington, DC 20036
William Erny American Petroleum Institute, 1220 L Street, N.W., Washington, DC 20005
Franklin W. Losey American Shipbuilding Association, 600 Pennsylvania Avenue, S.E., Suite 305, Washington, DC 20003
Edward J. Willwerth Marine Chemist Association, Inc., PO Box 773, Plymouth, MA 02362
Edward F. Wilmot Great American Insurance Companies, 125 Maiden Lane, New York, NY 10038
Daniel Youhas Shipbuilders Council of America, 1445 F Street, N.W., Suite 225, Washington, DC 20005

Scope: This Committee is established to advise and assist the President of the Association in the administration of the Marine Field Service and to facilitate communication between the sponsoring elements of the maritime industry and the management of the Association. The Committee will consult with the President in the selection and appointment of staff personnel assigned to the Service, will provide advisory assistance to the President in its administration, and will receive periodic reports thereof.

Physical and Chemical Data Consistency Advisory (PCDCA) Committee

CHAIR: **Herbert W. Cooper, PhD** CodeLamp Corp., Jericho, NY
EXECUTIVE SECRETARY: **Amy Spencer**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Richard Gowland Dow Chemical, King's Lynn, Norfolk, Great Britain
Arthur Krawetz, PhD Phoenix Chemical Laboratory, Inc., Chicago, IL
William Lawrence FM Global, Norwood, MA
Milton Norsworthy Arch Chemicals, Inc., Charleston, TN
Curtis Payne U.S. Coast Guard, Washington, DC
David Wechsler The Dow Chemical Company, Freeport, TX
Erdem Ural Loss Prevention Science & Technologies, Inc., Stoughton, MA

Scope: In order to have consistent data throughout NFPA codes and standards, this PCDCA Committee shall be responsible for maintaining accurate and uniform physical and chemical data values, including source information, to committees of the Association. Initial data will be provided by the individual NFPA Technical Committees, and will be verified and maintained in the database by the PCDCA Committee. The respective Technical Committees will still be responsible for providing input and recommendations for addition or modification of data to the PCDCA and keeping the PCDCA aware of any changes in data in their respective fields of expertise. Similar to the NFPA Glossary of Terms project, the NFPA Technical Committees will then use this database for the official values to use in their respective documents. The PCDCA Committee is also responsible for resolution of questions and policies (including data inconsistencies) relating to these data within NFPA codes and standards. This Committee shall report its activities annually to the Secretary, NFPA Standards Council.

Toxicity Technical Advisory Committee

CHAIR: **Richard G. Gann** U.S. National Institute of Standards and Technology, 100 Bureau Drive, Stop 8650, Gaithersburg, MD 20899-8650
SECRETARY: **Casey C. Grant**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

Craig Beyler Hughes Assoc., Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652
Edward V. Clougherty Worcester Polytechnic Institute, 20 Pleasant Valley Circle, W. Roxbury, MA 02132
Christopher Laux Connecticut Dept. of Public Safety, PO Box 2794, Middletown, CT 06457
James P. Lyon Huntsman Polyurethane, 286 Mantura Grove Road, West Deptford, NJ 08066
Richard Pehrson Minnesota State Fire Marshal Division, 444 Cedar Street, Suite 145, St. Paul, MN 55101
Membership: Recommended by the President and appointed by the Chair with the approval of the Board of Directors for terms of three years. The Chair of the Committee is appointed by the Board and limited to two three-year terms.

Scope: This Committee shall be responsible for providing recommendations to committees of the Association on questions and policies relating to assessing the toxicity of the products of combustion. This Committee shall report its activities annually to the Standards Council.

Staff Liaison: **Casey C. Grant**

Awards

Paul C. Lamb Award

Established to honor members whose service to NFPA characterizes the height of voluntary spirit and deed, this is the highest award that NFPA bestows.

The selection criteria fall into six categories:

1. The impact of the individual's service on NFPA's goals
2. The extent to which that service represents a broad range of responsibility and achievement
3. The extent to which that service has been significant on different levels of NFPA activity
4. The duration of that service
5. The individual's achievements in fire safety
6. The personal attributes of the individual

†Nonvoting

Paul Lamb's life is a legacy of service to NFPA and to the cause of fire safety that many will strive for but few will attain. Recipients must equal or surpass the depth and range of service that Paul Lamb has given to NFPA for more than 35 years.
Award selection by: Lamb Award Selection Committee, a committee of the board with representation from the Standards Council and Member Advisory Council.

RECIPIENTS TO DATE:

1980	Paul C. Lamb	1993	Donald J. Keigher
1981	Joseph E. Johnson	1995	Richard G. Biermann
1983	Alan Stevens	1997	Rolf H. Jensen
1986	John L. Bryan	1999	G. Richard Morris
1987	John L. Jablonsky	2000	Walter Smittle III
1988	J. Armand Burgun	2001	Alan Brunacini
1991	Jack A. Bono	2002	Martin H. Reiss
1992	Warren E. Jackson	2003	Chester W. Schirmer

Honorary Members

Honorary membership may be bestowed upon those who have rendered NFPA exceptional services of the highest order over a substantial period of years.
Award selection by: Vote of the membership acting on the recommendation of the Board of Directors

RECIPIENTS TO DATE:

1901	Uberto C. Crosby	1953	H. E. C. Rainey
1906	Henry C. Eddy	1955	Richard E. Vernor
1908	W. A. Anderson	1956	Arthur L. Brown
1914	Florence M. Grisword	1961	T. Seddon Duke
1918	F. E. Cabot	1963	Hovey T. Freeman
1919	C. M. Goddard	1964	Merwin M. Brandon
1919	Charles A. Hexamer	1969	Horatio Bond
1920	William H. Merrill	1969	Percy Bugbee
1929	Henry O. Lacount	1969	John A. Neale
1930	Albert T. Bell	1971	E. W. Fowler
1931	Rudolph P. Miller	1972	Loren S. Bush
1935	Dana Pierce	1973	Paul C. Lamb
1935	Howard L. Stanton	1973	J. Sharp Queener
1939	Franklin Wentworth	1978	John J. Ahern
1941	George W. Booth	1978	H. Baron Whitaker
1944	Alvah Small	1982	Elmer F. Reske
1946	Henry A. Fiske	1984	Richard E. Stevens
1946	C. B. MacKinney	1988	Charles S. Morgan
1949	Harold L. Miner	1992	Joseph E. Johnson
1950	David J. Price	1993	John L. Bryan
1951	H. E. Newell	2002	George D. Miller

Standards Medal

The highest award bestowed by the Standards Council that is given for outstanding contributions to safety in the development of standards prepared by NFPA technical committees.

The selection criteria fall into six categories:

1. Dedication and sincerity to a project
2. Length of service
3. Leadership of a project or technical committee
4. Voluntarism beyond normal duties of committee membership
5. Respect and admiration of peers and associates
6. Outstanding achievement

Award selection by: The Standards Council

RECIPIENTS TO DATE:

1986	Carl W. Walter	1990	Harold E. Nelson
1987	Rexford Wilson	1991	Richard Y. LeVine
1988	Rolf H. Jensen	1992	Chester W. Schirmer
1989	Baron Whitaker	1993	Patrick E. Phillips
1994	John G. Degenkolb	1999	J. Kenneth Richardson
1995	Walter Smittle III	2000	Robert W. Nelson
1996	Richard E. Stevens	2001	D. Harold Ware
1997	Thomas W. Jaeger	2002	Donald W. Belles
1998	Russell P. Fleming	2003	Wayne G. Carson

Distinguished Service Award

The Distinguished Service Award recognizes specific outstanding accomplishments of individuals rendering service to NFPA and to the cause of fire safety.
Award selection by: Resolution of the Board of Directors

RECIPIENTS TO DATE:

1957
L. E. Antene
J. J. Duggan
Norman Thompson
Warren Baker
Everett Fowler
Chris Thomson
Hylton Brown
W. M. Jones
Mark Walls
M. M. Brandon
George Richardson
Carl W. Walter

1958
R. D. MacDaniel
Al Steiner
Dave Stroop
Harold Muir

1959
Charles Bunn
Frank Fetherton
Roy Hudenburg

1960
R. C. Byrus
A. L. Ham

1961
Ray Hill
Jack O'Donnell
Jack Pryce

1962
Dale Auck
Ed Tabisz

1963
Robert Van Dolah
H. H. Watson

1965
A. Morrison
Ennis John Techton
Baron Whitaker

1966
Gladys Mueller

1969
Carroll Shaw
Cecelia Wolfe

1972
J. C. Abbott
William H. Doyle
Thomas M. Torrey
Walter Carter
Alan Stevens

1973
Harry Marryatt

1975
Dick Van Dyke
Public Service Council
Tatham-Laird & Kudner
Byron Paul
Robert P. Gersin Assoc.

1977
E. A. Brand
Martin M. Brown
Kent P. Stiner

1978
Ross A. W. Switzer

1979
Richard L. Lloyd
Hugh Romano
Carl W. Walter

1980
Ray Andrews
Richard W. Osborn
Jake Wischmeyer
Arch R. Gilchrist

1981
K. G. "Red" Hulme
Lewis G. Matthews
Walter F. Schuchard
Jerome Lederer

1982
Donald C. Fleckenstein
Robert W. Lassell
George L. Morse
Paul H. Goodell
Robert H. Merz
H. Emerson Thomas

1983
Linwood E. Temple

1984
Courtney Alvey
Walter B. Howard
Jack O'Donnel
Leonard Corey
Norman R. Lockwood
Robert A. Pedersen
William Foley
E. Eugene McNamara
Herman A. Spaeth
C. Fred Hedlund

1985
W. Hershel Sharp

1986
Donald J. Keigher
Henry D. Smith

1988
Richard B. Boyd, Jr.
B. Victor Hewes

1989
Frederic Rochart

1990
Saul Aronow
John F. Behrens
Thomas W. Jaeger

1992
Thomas G. Bell
Howard D. Summers, Jr.

1994
James R. Beyreis
Glenn A. Erickson
Jonas L. Morehart

1995
William A. Columbus

1997
D. Peter Lund

1998
Frank J. Fee III

1999
John Vitkauskos

2002
Irving Mande

Special Achievement Award

This award is presented to recognize the significant contribution of a committee member to a single project that has enhanced the NFPA codes- and standards-making process.
Award selection by: The Standards Council

RECIPIENTS TO DATE:

1998
John M. Cholin
Leonard R. Hathaway
Christopher E. Marion
Richard C. Riccardi

1999
Robert Ely

2002
Jesse J. Beitel
Jack Mawhinney
Henry Renfrew
James H. Stannard, Jr.
William L. Testa

2003
Lawrence M. Krasner
Kenneth W. Linder
Samuel E. McTier
Thomas J. Wysocki

Committee Service Award

Given for continuous voluntary service as a technical committee member over a substantial period of time, in recognition and appreciation of distinguished service to NFPA in the development of NFPA codes and standards.
Award selection by: The Standards Council

RECIPIENTS TO DATE:

1986
Charles L. Averill
Richard Y. LeVine
Richard F. Schwab
Kernan R. Dennis
David S. Martin
Len H. Sessler
Oliver W. Johnson
Richard W. Osborn

1987
W. H. Axtman
Max R. Schulman
George Weldon
Norman E. Carlson
Ben Segall
Jack Wood
Donald M. Johnson

1988
Jack S. Barritt
Robert Ely
George M. Hidzick
Howard D. Boyd
B. Victor Hewes
J. Samuel Slicer
John Cedervall

1989
Artie Barker
Robert H. Merz
Robert W. Seelbach
John Behrens
Harold E. Nelson
Max R. Spencer
William J. Christian
Charles B. Schram
Lewis W. Vaughn

1990
A. Richard Albrecht
Layard E. Campbell
Patrick E. Phillips
Wayne E. Ault
John G. Degenkolb
James M. Simmons
James J. Brenneman
James W. Nolan
William L. Testa

1991
Robert L. Bjornsen
Leland J. Hall
Samuel J. Porter
Vince C. Braun
William N. Lawton
Donald M. Yarlas
William H. Dornette
Ernest E. Miller

1992
Alan V. Brunacini
Richard G. Gewain
James C. Sharp
Manuel J. DeLerno
Edward C. Lawry
Desmond R. Todd
Marvin J. Fischer
Wayne F. Parker
H. V. Williamson
George W. Flach
Marshall E. Petersen

1993
Charles B. Barnett
Irving Mande
William A. Schmidt
Thomas J. Brown, Jr.
Richard R. Osman
G. Harry Stine
Richard A. Hudnut

1994
Martin M. Brown
Edward D. Leedy
William J. Smith
John M. R. Bruner
Paul D. Smith

1995
O. M. Goodman
Earl W. Roberts
H. Emerson Thomas
George A. Krabbe
Roland I. Spencer
Thomas H. Wood
Richard E. James H. Martineau Stannard, Jr.
Robert Worthington

1996
Connor L. Adams
Milton E. Cox
Robert W. Nelson
Benjamin B. Aycock
Bolling F. Douglas
Edward P. Reid
William J. Bradford
Edward Jefferson
Robert W. Shirley
Gilbert E. Cain
Walter W. Maybee
William P. Thomas, Jr.

1997
William M. Carey
Anthony G. Martino
Bernard W. Whittington
Robert Ely
Richard F. Murphy
Dean K. Wilson
Ralph Lewis
Bruce Schwartz
Louis A. Witzeman
Robert Lundberg
James F. Wheeler

1998
Wayne G. Carson
Allen KnicKrehm
Timothy G. Stillman
Richard L. P. Custer
James K. Lafontaine
John W. Troglia
John W. Hoglund
Kirby W. Perry
D. Harold Ware
Vic D. Humm
Walter F. Schuchard

1999
Paul Duks
Stephen Hoover
Robert C. Merritt
Thomas Goonan
Paul O. Huston
Raymond Ostrowski
John C. Livingston

2000
Edward Bent
James F. Hoebel
Lewis H. Zimmerman
Carrol E. Burtner
Vlassios G. Pyrpyris
John M. Fresina
Leon C. Schaller

2001
John A. Blair
John E. Bunting
Mary D. Chambers
Philip H. Cox
Robert C. Duncan
Charles B. Henrici
August F. Manz
William T. O'Grady
William E. Peterson
Joseph E. Pipkin
Michael C. Polagye
J. Philip Simmons

2002
Fred G. Allison
Ronald H. Kirby
L. L. Neibauer
John G. O'Neill
James F. O'Regan
James Retzloff
John Sharry
Jack Thacker
John J. Walsh
Forrest V. Weir

2003
Kenneth Bush
Donna Brehm
Richard J. Davis
Kenneth W. Dungan
Douglas S. Erickson
John D. Jensen
Charles E. Kirtley
William E. Koffel
James K. Lathrop
Gerald E. Lingenfelter
Wayne D. Moore
Jennifer Nelson
James W. Simms
John M. Watts

Harry C. Bigglestone Award

This award is named to honor the memory of Harry C. Bigglestone, who served as a trustee of the Research Foundation and chair of the NFPA Committee on Central Station Signaling Systems, and who was a fellow and past president of the Society of Fire Protection Engineers. Harry was also an executive director of the Pacific regional office of the Insurance Servicers Office and taught at Cogswell College in San Francisco.

The award is given annually to the paper appearing in *Fire Technology* that best represents excellence in the communication of fire protection concepts. Accompanying this award is a $1,000 cash prize from the National Fire Protection Research Foundation.

RECIPIENTS TO DATE:

1985
T. T. Lie
Kenneth J. Schwartz

1986
Peter F. Johnson

1987
Richard L. Smith

1988
Frederick W. Mowrer
Robert Brady Williamson

1989
Dingyi Huan
John Krasny
John Rockett

1990
Homer W. Carhart
Francis R. Faith
J. Thomas Hughes
Curtis T. Ewing

1991
Frederick W. Mowrer

1992
John R. Hall, Jr.
Ai Sekizawa

1993
David J. O'Connor
Gordon W. H. Silcock

1994
Robert G. Bill, Jr.
Hsiang-Cheng Kung

1995
Charles J. Kibert
Douglas Dierdorf

1996
Thomas McAvoy
James A. Milke

1997
Mohammed Sultan

1998
James Quintiere

1999
Brian Y. Lattimer
Richard Roby
Uri Vandsburger

2000
James A. Milke

2001
James R. Lawson
William E. Mell

2002
Steven D. Wolin
Noah L. Ryder
Frederick Leprince
James A. Milke
Frederick W. Mowrer
Jose L. Torero

2003
Scott K. Anderson
Robert G. Bill, Jr.
Richard Ferron
Hsiang-Cheng Kung

Rolf H. Jensen Memorial Public Education Award

This award is presented annually to a local fire department to support a fire and life safety education community-wide program or campaign.

RECIPIENTS TO DATE:

1994
Canadian Tire Child Protection Foundation
Fire Prevention, Canada

1995
St. Paul Department of Fire and Safety Services
St. Paul Area Chapter — American Red Cross

1996
Oregon Fire Education Association
National Association of Insurance Women — Oregon Chapter

1997
Rochester Fire Department
National Fire Service Support Systems, Inc.
BIC Corporation

1998
Winnipeg Fire Department
Kiwanis Club of Winnipeg

1999
Redlands Fire Department
Loma Linda University Children's Hospital

2001
Glenwood Fire Department
Rhodia Chemical, Chicago Heights Plant

2002
Snohomish County Fire Protection District #8
Sunnyside Preschool

2003
Lacey Fire District Three
Lacey Sunsetters Kiwanis Club

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Nancy Perkins, Executive Office Manager

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Eric Peterson, Research Foundation Administrator

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Jean Fitzmaurice, Business Systems Consultant
Sydney Guffey, Information Systems Consultant/AS400
Michael Robert, Information Systems Consultant
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Paul Bateman, Jr., Infrastructure End User Computing Specialist
Kevin P. Gokey, Information Systems Consultant
Isabelle Martin, Supervisor, Help Line
Joseph Mele, Infrastructure End User Computing Specialist

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Peggy Travers, Technical Committee Report Supervisor

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Kimberly D. Rohr, Fire Data Analyst
Nancy L. Schwartz, One-Stop Data Shop Administrator

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Sue Marsh, Librarian
Stephanie Naoum, Library/Records Management Assistant

International Operations

Olga Caledonia, Director, Latin American Operations
Gabriela Mazal, Global Communications Coordinator
Lorena Solarczyk, Administrator

Internet

Michael Hazell, Web Publisher, Web Content
Jennifer Lancione, Web Content Editor

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Eileen Connare, Administrative Executive Secretary

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***Mark W. Earley,** Assistant Vice President
Carol Henderson, Secretary
***Joseph V. Sheehan,** Principal Electrical Engineer
***Richard Roux,** Sr. Electrical Engineer
***Lee F. Richardson,** Sr. Electrical Engineer, Signaling
***Kenneth Mastrullo,** Sr. Electrical Specialist
***Jeffrey S. Sargent,** Sr. Electrical Specialist
***Donald Shields,** Sr. Electrical Specialist
***Jean A. O'Connor,** Electrical Projects Specialist

HAZARDOUS CHEMICALS/MATERIALS
***Guy R. Colonna,** Assistant Vice President
Patti Mucci, Sr. Technical Secretary
***Robert P. Benedetti,** Principal Flammable Liquids Engineer
***Theodore C. Lemoff,** Principal Gases Engineer
***Carl H. Rivkin,** Sr. Chemical Engineer
***Lawrence Russell,** Sr. Chemical/Marine Specialist
***Amy B. Spencer,** Sr. Chemical Engineer
Susan Desrocher, Project Administrative Supervisor

SYSTEMS AND APPLICATIONS
***Richard P. Bielen,** Chief Systems and Applications Engineer
***Mark T. Conroy,** Sr. Fire Protection Engineer
***David R. Hague,** Sr. Fire Protection Engineer
***James D. Lake,** Sr. Fire Protection Specialist
***Christian Dubay,** Sr. Fire Protection Engineer
***Dana R. Haagensen,** Fire Protection Engineer

Public Fire Protection

***Gary O. Tokle,** Assistant Vice President
Stacey Van Zandt, Secretary
***Carl E. Peterson,** Assistant Director
***Martha H. Curtis,** Sr. Fire Service Specialist
***Frank E. Florence,** Sr. Fire Service Specialist
***Steven F. Sawyer,** Sr. Fire Service Specialist/Executive Secretary, IFMA
James Smalley, Manager, Wildland Fire Protection
Cheryl Blake, Manager, Wildland/Interface Fire Publications
Michele Steinberg, National Technical Assistance Program Manager
***Lawrence J. Stewart,** Associate Fire Service Specialist
***Bruce W. Teele,** Sr. Fire Service Safety Specialist
***David G. Trebisacci,** Sr. Fire Service Specialist

REGIONAL OPERATIONS

Gary S. Keith, Vice President
Renee Spiegel, Administrator

CENTRAL REGIONAL MANAGER
Russell E. Sanders, 3257 Beals Branch Road, Louisville, KY 40206

DENVER REGIONAL MANAGER
David Nuss, PO Box 325, Castle Rock, CO 80104

*Committee Staff Liaison: see Part VI, Projects, Schedules, and Forms

MID-ATLANTIC REGIONAL MANAGER
J. Benjamin Roy, PO Box 1166, Rehoboth Beach, DE 19971

NEW ENGLAND REGIONAL MANAGER
Robert Duval, 1 Batterymarch Park, Quincy, MA 02169-7471

SOUTHERN REGIONAL MANAGER
Olin L. Greene, PO Box 14823, Tallahassee, FL 32317-4823

BUILDING CODE FIELD OFFICE
Raymond Bizal, Regional Manager, 6285 E. Spring Street, #363, Long Beach CA 90808-4000
Nancy McNabb, Regional Manager, 4517 Goodfellow Drive Dallas, TX 75229

FIRE CODES FIELD OFFICE
James Dolan, Regional Manager, Fire Codes, 1100 Bandon Road, Toms River, NJ 08753-3138

WESTERN CODE SUPPORT OFFICE
Karen Stein, Administrative Office Manager, 1107 9th Street, Suite 680, Sacramento, CA 95814

Building Fire Protection and Life Safety

***Robert E. Solomon,** Assistant Vice President
***Ron Coté,** Principal Life Safety Engineer
***Gregory E. Harrington,** Principal Fire Protection Engineer
***Milosh Puchovsky,** Principal Fire Protection Engineer
***Bonnie Manley,** Sr. Structural Engineer
***Allan Fraser,** Sr. Building Code Specialist
***Kirsten Paoletti,** Associate Fire Protection Technician
Diane Matthews, Project Administrator

Fire Investigations

Robert Duval, Sr. Fire Investigator

PUBLIC EDUCATION

Judith L. Comoletti, Assistant Vice President
Barbara Dunn, Secretary
Sandra Araujo, Public Education Specialist
Amy LeBeau, Public Education Communications Specialist

Center for High-Risk Outreach

Sharon Gamache, Executive Director
Barbara Dunn, Secretary

PART II MEMBERSHIP SECTIONS, CHAPTERS AND ORGANIZATION MEMBERS

Regulations Governing NFPA Sections

ADOPTED BY THE ASSOCIATION IN 1946
(AMENDED NOVEMBER 15, 2003)

1. Subject to approval of the Board of Directors of the NFPA, groups of Members having specialized interest in fire protection may be organized in Sections, or existing separate organizations may be constituted as Sections of the National Fire Protection Association by action of the Board of Directors. The qualifications for membership in every Section shall be specifically defined. Groups or organizations desiring to become Sections shall submit their proposals to the Board for action.

2. Membership of Sections shall be confined to Members of the NFPA and representatives of Organization Members.

3. Sections may elect their own officers and formulate their own Constitution, Bylaws and procedures, provided that they are consistent with the Articles of Organization, the Bylaws, the Regulations Governing Committee Projects and the general policies of the Association. The Constitution, Bylaws, and procedures of a Section must have the approval of the Board of Directors.

4. Sections may hold meetings for discussion, interchange of information, and promotion of the objectives of their membership and otherwise operate as they may desire consistent with the general policies of the Association. Meetings of Sections may be held at such time and place as the Section may desire, provided that one meeting each year be held at the time and place of a Regular Meeting of the Association.

5. Section meetings shall be open to all Members of the Association, except that Sections may hold closed sessions with attendance limited to Members of the Section, NFPA Officers and Directors, and staff representatives.

6. Sections may enter proposals or comments into the NFPA document development process provided that those actions are in conformance with the Regulations Governing Committee Projects and so long as the majority of the Section members attending a Section meeting where the issue was discussed have approved the proposal or comment and there are not less than 25 votes cast at the meeting. Sections may take a position on an issue on the floor of an Association Technical Committee Reports Session if the majority of Section members attending a Section meeting have approved that position and there are not less than 25 votes cast at the meeting. The Executive Committee of a Section may, by majority vote taken at a meeting, where a quorum of Executive Committee members is present to conduct normal business, authorize the filing of an appeal or petition on any issue where the Section, in accordance with the forgoing procedures, has either filed a public proposal or comment or taken a position at a Technical Committee Reports Session.

On all other actions or resolutions that might tend to commit the Association to a policy, the section must submit such proposed actions or resolutions to the NFPA Board of Directors for approval. Section policies, resolutions and positions are limited to internal section operations only. Sections may not adopt, publicize or promote any policies, positions or resolutions except as provided herein. Videos, slides, overheads, and similar visual aids may be allowed at Section meetings, including the review of samples of non-hazardous products and materials. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations. Physical demonstrations, experiments, or simulations shall not be allowed. Notwithstanding the forgoing, any Section which was a separate existing organization as described in the NFPA Bylaws, Article 7.3(a), may, with the approval of the NFPA Board of Directors, provide in its Section Bylaws for different procedures than those set forth in this paragraph.

7. Sections shall not solicit funds or accept contributions except when authorized by the Association in Annual Meeting or by the Board of Directors.

8. Sections shall not incur financial obligations or commit themselves or the Association to any expenditures unless previously authorized by the Finance Committee or the Board of Directors.

9. The NFPA Executive Office staff shall provide service for Sections in accordance with authorization by the Board of Directors.

10. Sections may be represented on Technical Committees of the Association in accordance with the Regulations Governing Committee Projects.

11. The Board of Directors after due notice and hearing may suspend or terminate any Section that does not conform to these regulations or whose members do not show sufficient interest to justify continuance of the Section organization.

NFPA Sections

Architects, Engineers, and Building Officials

The Architects and Building Officials Section was organized at the 1979 NFPA Annual Meeting.

Section membership is open to all NFPA members who are Registered Architects and Registered Professional Engineers, principally engaged in building design, and their designated employees, and Building Officials engaged in the administration of building codes and regulations. Affiliate membership is open to all NFPA members who have interest in the building design and construction code regulation process.

The objectives of NFPA Architects, Engineers, and Building Officials Section are to:

(a) Encourage a greater understanding of the many aspects of safety to life and property from fire, structural collapse, and natural perils such as earthquakes, hurricanes, and floods,

among architects and engineers responsible for designing buildings, and building officials who administer and enforce legal regulations applying thereto

(b) Create opportunities with an environment in which mutual understanding and cooperation among architects, engineers, and building officials may be developed and enhanced

(c) Create opportunities for leaders to emerge and attain recognition by their peers through elective office and to provide direction and vision for this section

This section is active and sees an important role for itself in the ongoing development of *NFPA 5000®, Building Construction and Safety Code®*, as the members constitute major stakeholders in the design, permitting, and construction inspection and control process.

CHAIR: **John Kampmeyer** Triad Fire Protection Engineering Corp.,150 Saxer Avenue, Springfield, PA 19064

VICE CHAIR: **Carl F. Baldassarra** Schirmer Engineering Corp., 707 Lake Cook Road, Deerfield, IL 60015-4997

SECRETARY: **Mike Ashley** Building Official, Rome, GA, 6 West Sixth Avenue, P.O. Box 1433, Rome, GA 30162

EXECUTIVE SECRETARY: **Allan Fraser**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS:

Albert M. Comly, Jr. Vitetta, 4747 S. Broad Street, Philadelphia, PA 19112

David Harris President, National Institute of Building Sciences (NIBS), 1090 Vermont Avenue, N.W., Suite 700, Washington, DC 20005-4905

Peter J. Willse Engineer, GE Global Asset Protection Services, 85 Woodland Street, PO Box 5010, Hartford, CT 06102-6016

Sal DiCristina Building Official, Rutgers University, 88 Street 1603, Piscataway, NJ 08854-8037

Joe McElvaney City of Phoenix, Development Services Department, 200 West Washington Street, 3rd Floor, Phoenix, AZ 85003

David Collins, AIA The Preview Group, 316 West Fourth Street, Cincinnati, OH 45202

Aviation

The Aviation Section was authorized by the NFPA Board of Directors on June 17, 1980. Membership in the Aviation Section is contingent upon membership in NFPA. Membership shall be open to any member of NFPA who is engaged in the design of aircraft or airport facilities, in the operation of aircraft or airport facilities, or in the protection against or prevention of loss or injury as applied to aircraft or airport facilities. Included specifically are design engineers of aircraft, airport facilities, or fire protection equipment; operators of airport facilities; pilots; airport fire service and fire marshal personnel; and others who have an interest in the objectives of the section.

The purposes of the section shall be as follows:

(a) Encourage a greater understanding of the many aspects of safety to life and property from fire as applied to aircraft and airport facilities

(b) Create an environment in which mutual understanding and cooperation among the many professional disciplines may be enhanced

(c) Create opportunities for leaders to emerge and attain recognition by their peers through elective office

CHAIR: **Dennis C. Kennedy** Ansul Inc./Tyco, One Stanton Street, Marinette, WI 54143

VICE CHAIR: **Joseph Gott** Naval Facilities Engineering Command, Washington Navy Yard, 1322 Patterson Avenue, S.E., Suite 1000, Washington, DC 20374-5065

SECRETARY: **Simon Dreyfuss** Sicli-Matériel-Incendie S.A., Feuerlösch-Material AG, Route des Acacias 45, Case Postale 1450 1211 Genève 26 Switzerland

EXECUTIVE SECRETARY: **Mark T. Conroy**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS:

Roger Davis BAA PLC, Heathrow Airport, Heathrow Airport Ltd., Bldg. 1092 Wessex Road, Heathrow, Middlesex UB3 5AP England

Joseph A. Wright FAA/Florida Emergency Training Facility, 11 Middleground Road, Ocala, FL 34482

EX OFFICIO: **Joseph L. Scheffey** Hughes Associates, Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652

Building Fire Safety Systems

The Building Fire Safety Systems Section shall be open to those NFPA members professionally involved in design, approval, manufacture, distribution, installation, maintenance, and certification of alarm, detection, suppression, security, and smoke control systems. The section shall also be open to users, owners, and those responsible for training on such systems. The purpose of the section shall be as follows:

(a) Promote fire safety in structures

(b) Provide for the coordination of fire and life safety equipment and systems in buildings

(c) Provide a forum for technology transfer on fire protection equipment

(d) Provide for a forum on education and training related to fire protection equipment

(e) Provide for joint meetings on this type of equipment with other member sections

(f) Provide for enhanced communications among NFPA members

CHAIR: **Neal Krantz** Siemens Fire Safety Industrial and Utility Industries, Global Manager, 30126 Bretton, Livonia, MI 48152

VICE CHAIR: **Raymond A. Grill** Rolf Jensen & Associates, Inc., 3040 Williams Drive, Suite 400, Fairfax, VA 22031-4612

SECRETARY: **Roland Huggins** AFSA, 12959 Jupiter Road, Suite 142, Dallas, TX 75238

EXECUTIVE SECRETARY: **David R. Hague**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

PAST CHAIRS: **April Berkol** Environment Safety, Health, Fire & Life Safety, Starwood Hotels & Resorts Worldwide, Inc., 777 Westchester Avenue, White Plains, NY 10604-3520

Richard Osman Schirmer Engineering Corp., 1132 Montgomery Drive, Deerfield, IL 60015

DIRECTORS:

Art Black Carmel Fire Protection Association, PO Box 7168, Carmel, CA 93921

Thomas Hammerberg Automatic Fire Alarm Association, PO Box 951807, Lake Mary, FL 32795-1807

Kevin Kelly National Fire Sprinkler Association, 40 Jon Barrett Road, PO Box 1000, Patterson, NY 12563

Joe McElvaney, Jr. Development Services Department, 200 West Washington Street, Phoenix, AZ 85009

David A. Pelton Ansul Inc., 1240 Iroquois Drive, Ste. 102, Naperville, IL 60563

Dean K. Wilson P.E. Hughes Associates, Inc., 133 Primrose Lane, Windsor, CT 06095-4753

NOMINATING COMMITTEE:

CHAIR: **April Berkol** Environment Safety, Health, Fire & Life Safety, Starwood Hotels & Resorts Worldwide, Inc., 777 Westchester Avenue, White Plains, NY 10604-3520

†Nonvoting

Thomas Antal Michaud, Cooley, Erickson Assoc., 333 S. 7th Street, Suite 1200, Minneapolis, MN 55402
William Fries Hughes Associates, 3610 Commerce Drive, Suite 817, Baltimore, MD 21227
Thomas Harned Liberty Mutual Property, 2144 Reindeer Court, Gilbertsville, PA 19525
Ronald K. Mengel Honeywell Fire Solutions Group, 3825 Ohio Avenue, St. Charles, IL 60174

NEWSLETTER:
CHAIR: **Joseph McElvaney** Jr. Fire Protection Engineer, 200 West Washington St., Phoenix, AZ 86503

PROGRAM COMMITTEE:
CHAIR: **Ronald K. Mengel** Honeywell Fire Solutions Group, 3825 Ohio Avenue, St. Charles, IL 60174
CO-CHAIR: **Neal Krantz** Siemens Fire Safety Industrial and Utility Industries Global Manager, 30126 Bretton, Livonia, MI 48152

PROMOTION/MEMBERSHIP:
CHAIR: **Raymond A. Grill** Rolf Jensen & Associates, Inc., 3040 Williams Drive, Suite 400, Fairfax, VA 22031-4612
Dave Csicsek 500 Windridge Lane, #14, Florence, KY 41042

Education

The Education Section was authorized by the NFPA Board of Directors on May 17, 1981, and held its first official meeting on May 19, 1981, at the NFPA Annual Meeting.

Membership in the Education Section is open to any NFPA member who holds responsibility for education in an organization or community or who shares a sincere interest in fire safety education. This membership may include, but is not limited to, persons in the fire service, business, industry, school systems and institutions, insurance companies, burn treatment centers, the public information service, and manufacturers or producers of equipment or training aids that have a direct impact toward the purposes of the Education Section. The objectives of the section as set forth in its constitution are as follows:

(a) Unite for professional benefit those members of NFPA who share a sincere interest in fire and life safety education as a means of protecting life and property
(b) Facilitate the reduction of fire and burn deaths and injuries through information dissemination, education, and communication
(c) Facilitate the reduction of fire losses to property through information dissemination, education, and communication
(d) Provide an atmosphere for information and resource exchange among individuals and among organizations involved in fire and life safety education as a means of protecting life and property
(e) Impact upon the consensus standards process of NFPA to ensure that education requirements and recommendations are reflected in codes and standards
(f) Promote cooperation among private enterprise, nonprofit organizations, associations, and government agencies with an interest in fire and life safety education at the national, state, and local levels
(g) Disseminate state-of-the-art materials concerning fire and life safety education to the membership through a newsletter and/or other means
(h) Provide for the education community at each location where the section may meet exposure to fire and life safety resources and programs

†Nonvoting

EXECUTIVE BOARD OFFICERS:
CHAIR: **Peg Carson** Carson Associates, Inc., 35 Horner Street, Suite 120, Warrenton, VA 20186-3415 (term expires 5/05)
VICE CHAIR: **Paul Schwartzman** 1341 Fairport Road, Fairport, NY 14450 (term expires 5/05)
SECRETARY: **Patricia Mieszala** RN Burn Concerns, Inc., 7700 Via Napoli, Burbank, CA 91504 (term expires 5/05)
EXECUTIVE SECRETARY: **Judy Comoletti**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS:
Monique Cardwell 60 Secretariat Lane, Fairview, TX 75069 (term expires 5/05)
Jim Dalton National Fire Sprinkler Association, PO Box 810, Warrenton, VA 20188 (term expires 11/04)
Earl Diment Portland Fire Bureau, 55 SW Ash, Portland, OR 97204-3590 (term expires 5/05)
Shawn Kelley Arlington County Fire Department, 1020 N. Hudson Street, Arlington, VA 22201-2186 (term expires 11/04)
Lynn Schofield Provo City Fire Department, 80 South 300 West, Provo, UT 84601 (term expires 11/04)
PAST CHAIR: **Vicki Hamilton Wade** P.O. Box 7669, Washington, DC 20013

Electrical

In 1948 the NFPA Board of Directors authorized an Electrical Section of NFPA. The section provides particular opportunity for section members to become informed and contribute to the development of NFPA electrical and fire alarm standards. For this purpose, it sponsors open meetings where proposals for revisions or additions to these standards may be discussed. Bulletins and reports on matters affecting the work of NFPA technical committees in this field are made available to members of the section through the executive secretary as the need indicates.

Activities, programs, and procedures of the NFPA Electrical Section shall be in accordance with the Regulations Governing NFPA Sections. Membership in the section is open to any member of the Association who qualifies in accordance with the following specifications. Each member of the section must be a member of NFPA who is licensed or certified to provide electrical services or fire alarm services, or whose primary responsibility includes one of the following:

(a) Engineering, manufacturing, testing, selling, regulating, certifying, or servicing of electrical or fire alarm products or electrical or fire alarm services
(b) Designing, constructing, installing, testing, inspecting, maintaining, or approving electrical or fire alarm installations
(c) Performing or teaching others to perform the electrical or fire alarm services noted in (a) or (b)

Membership in the Electrical Section is also open to any individual member of NFPA not meeting the preceding requirements, provided that person satisfies the requirements for membership on an *NEC* code-making panel or NFAC committees as judged by the Executive Committee of the section.

To become a member of the Electrical Section, it is necessary to file a section membership application form with NFPA. (Forms are available on request.)

The executive secretary of the section keeps a record of the membership, notifies its members of section meetings and nominees for section office, and keeps members of the section informed on matters of interest to them.

The chair of the section reports to the annual meeting of the section on the work of that committee and may take such other steps considered desirable to keep the section informed.

OFFICERS 2003-2004:

CHAIR: **Richard E. Loyd** R&N Associates, 24623 S. Rocky Brook Drive, Sun Lakes, AZ 85248-6256

FIRST VICE CHAIR: **Paul A. Dobrowsky** 5701 South Holley Road, Holley, NY 14470-9754

SECOND VICE CHAIR: **H. Brooke Stauffer** National Electrical Contractors Association, 3 Bethesda Metro Center, Suite 1100, Bethesda, MD 20814-5372

THIRD VICE CHAIR: **James T. Pauley** Square D Company, 1601 Mercer Road, Lexington, KY 40511

SECRETARY: **Michael I. Callanan** National Joint Apprentice & Training Council, 301 Prince Georges Boulevard, Suite D, Upper Marlboro, MD 20774

EXECUTIVE SECRETARY: **Jeffrey S. Sargent**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

EXECUTIVE COMMITTEE:

IMMEDIATE PAST CHAIR: **Art Black** Carmel Fire Protection Associates, Carmel-by-the-Sea, CA 93921

Robert Baird Independent Electrical Contractors, 4401 Ford Avenue, Suite 1100, Alexandria, VA 22302

William Hopple Tyco/SimplexGrinnell, 6952 Preston Avenue, Suite A, Livermore, CA 94551-9545

David Kendall Carlon, Lamson & Sessions, 25701 Science Park Drive, Cleveland, OH 44122

George Straniero AFC Cable Systems, Inc., 106 Village Center Drive, Freehold, NJ 07728

NOMINATING COMMITTEE:

CHAIR: **Art Black** Carmel Fire Protection Associates, Carmel-by-the-Sea, CA 93921

James Daly General Cable, 11 Valley Lane, Upper Saddle River, NJ 07458-1609

Michael Johnston International Association of Electrical Inspectors, 901 Waterfall Way, Suite 602, Richardson, TX 75080-7702

Fire Science and Technology Educators

The Fire Science and Technology Educators Section was authorized by the NFPA Board of Directors on June 22, 1976, and organized on November 15, 1976.

Membership in the Fire Science and Technology Educators Section is contingent upon membership in NFPA and shall be limited to full and adjunct faculty, instructors, and administrators at institutions of higher education, and such other persons as the Executive Board determines to be in the interest of the section.

Objectives of the section as set forth in its constitution are as follows:

(a) Advance professionalism in the field of fire protection, encouraging educational goals at institutions of higher education
(b) Hold periodic meetings for the purpose of discussing problems and exchanging information of concern to the membership
(c) Develop qualification guidelines for fire science and technology educators at institutions of higher education
(d) Study, develop, and assess curriculum, teaching materials, and educational methods
(e) Develop and disseminate information such as:
  (1) Directories of educational institutions, meetings, and courses in fire science and technology
  (2) Technical advances in fire science
(f) Stimulate and participate in research and development in furtherance of the objective of NFPA
(g) Undertake such other projects as may be authorized in the interest of the section and NFPA

†Nonvoting

EXECUTIVE BOARD OFFICERS:

CHAIR: **Ronald L. Hopkins** Fire and Safety Engineering Technology, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, KY 40475 (term expires 2004)

VICE CHAIR: **Robert Gagnon** Gagnon Engineering, 2660 Daisy Road, Woodbine, MD 21797 (term expires 2004)

SECRETARY: **Clinton H. Smoke, Jr.** Asheville-Buncombe Technical Community College, 340 Victoria Road, Asheville, NC 28801 (term expires 2004)

EXECUTIVE SECRETARY: **Frank E. Florence**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

PAST CHAIR: **Richard Custer** Arup Fire, 160 East Main Street, Suite A, Box 1432, Westboro, MA 01581

DIRECTORS:

Robert T. Foraker II Delaware Technical and Community College, 10 Saybrook Way, New Castle, DE 19720 (term expires 2004)

Jeffery Hartle Central Missouri State University, 323A Humphreys, Warrensburg, MO 64093

Patrick Kennedy John A. Kennedy & Associates, 7678 Old 301 Boulevard, Sarasota, FL 34243

Anthony Van Odyk Seneca College of Applied Arts and Technology, 1750 Finch Avenue, East, Willowdale, ON, M2J 2X5, Canada (term expires 2004)

Thomas J. Woodford Associate Professor and Head Fire Protection and Safety, College of Engineering, Architecture and Technology, 303 Campus Fire Station, Stillwater, OK 74048-0306

Fire Service

The Fire Service Section was authorized by the NFPA Board of Directors on December 12, 1972, and inaugurated in 1973.

Membership in the Fire Service Section shall be contingent upon membership in NFPA and shall be open to any member of NFPA who:

(a) Is an active or retired member of a fire department providing public fire prevention, life safety education, emergency medical services, and fire suppression services to a state, county, province, municipality, or organized fire district
(b) Is an active or retired member of a fire department providing fire prevention, life safety education, emergency medical services, and fire suppression services to airfields, industrial complexes, and military bases
(c) Is principally engaged in the training and education of fire department members including municipal, governmental, and industrial
(d) Is a fire apparatus and equipment manufacturer, and a vendor dealing in fire department equipment or services.

The objectives of the section as set forth in its constitution are as follows:

(a) Unite for mutual professional benefit those members of NFPA who are members of the fire service
(b) Advance the interests of the profession in the field of fire protection, prevention, life safety education, and suppression
(c) Stimulate awareness of the need for continually improving programs in management, training, and education within the profession
(d) Encourage and assist its members in conducting meetings, conferences, seminars, and such other forums as may be practicable for the exchange of information and the encouragement of professionalism within the service
(e) Encourage participation by its members on the technical committees of the association consistent with NFPA Regulations Governing Committee Projects
(f) Advance and encourage the development of improved fire suppression equipment, apparatus, and all related facilities

(g) Encourage public authorities to specify and purchase fire protection equipment meeting appropriate performance standards
(h) Bring to the attention of its members such matters of legislation and regulations as would be of interest
(i) Promote cooperation within the fire service and between the fire service and other fire protection practitioners
(j) Promote community life safety education and awareness
(k) Promote cultural diversity within the fire service
(l) Promote interaction among other NFPA sections by sponsoring joint educational venues at NFPA meetings

EXECUTIVE BOARD OFFICERS:
CHAIR: **Terry Allen** City of Cambridge, 1625 Bishop Street North, Cambridge, ON, N1R 7J4, Canada
VICE CHAIR: **Maureen T. Hennessy** Lt. Col. Prince Georges County Fire Department, Largo Government Center, Fire Department HQ 9201 Basil Court, 4-East, Largo, MD 20774
SECRETARY: **Kirk H. Owen** Plano Fire Department, 1901 Avenue K, Plano, TX 75074
IMMEDIATE PAST CHAIR: **Gordon L. Hartschuh** 650 Timberline Drive, Akron, OH 44333
EXECUTIVE SECRETARY: **Gary Tokle** NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS:
Gary Neilson Reno Fire Department, Safety/Training Division, 200 Evans Avenue, PO BOX 1900, Reno, NV 89505
Michael Vincent 734 East Ivy Drive, Seaford, DE 19973
Mary S. Bogucki Yale University, Office of Emergency Medicine, 464 Congress Avenue, New Haven, CT 06519
Peter A. McMahon Town of Grand Island, 2255 Baseline Road, Grand Island, NY 14072
Stephen E. Norris United Firefighters of Los Angeles City, 1571 Beverly Boulevard, Suite 201, Los Angeles, CA 90026
Glenn P. Benarick Deputy Chief, Fairfax County Fire & Rescue Department, Fire Prevention Division, 4100 Chain Bridge Road, Fairfax, VA 22030. NFPA Standards Council Representative.

Health Care

The Health Care Section is comprised of individuals with a focus on the protection of patients, visitors, staff, property, and the environment from fire, disaster, and related safety issues.

Section membership is open to individual members of NFPA and delegated representatives of organizational members of NFPA who meet one of the following requirements:
(a) Health care facility, organization, or association staff
(b) Licensed or certified to perform, performs, or teaches others to perform medical services
(c) Directly involved in engineering, manufacturing, testing, selling, regulating, or servicing medical products, devices, or services
(d) Design, construct, test, inspect, maintain, regulate, license, or certify a medical facility or facilities
(e) Other individual members of NFPA who can show reasonable involvement with the objectives of the section

Membership eligibility is determined by the Executive Board of the section or the executive secretary of the section under the direction of the Executive Board. Any individual member of NFPA not meeting the requirements may be a member of the section provided a reasonable involvement with the objectives of the section can be demonstrated to the Executive Board.

The objectives of the Health Care Section are to provide to NFPA members having a professional involvement in the provision of health care facilities and services increased opportunities:
(a) For exchange of information and experience in fire safety, fire prevention, and related matters
(b) To develop their understanding of fire prevention and control methods appropriate to the health care industry
(c) To encourage and facilitate contributions to assist in the development and applications of NFPA codes and standards prepared by authorized committees of the association

EXECUTIVE BOARD OFFICERS:
CHAIR: **Richard Strub** 2620 Winter Garden Drive, Chattanooga, TN 37421
FIRST VICE CHAIR: **Susan B. McLaughlin** SBM Consulting, 229 Whitney Drive, Barrington, IL 60010
SECOND VICE CHAIR: **Thomas W. Gardner** Schirmer Engineering Corporation, 7230 McGinnis Ferry Road, Suwanee, GA 30024
SECRETARY: **Dean Menken** Providence Health System, 4805 NW Glisan Street, Portland, OR 97213
IMMEDIATE PAST CHAIR: **Thomas Haynes** Woodpecker Hill Nursing Home, 2084 Plainfield Pike, Rte 14, Green, RI 02827
EXECUTIVE SECRETARY: **Richard P. Bielen**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTORS:
Donald Bender Loma Linda University Medical Center, Loma Linda University Medical Center, Loma Linda, CA 92354
Max Hauth Hauth Health Care Consultants, Inc., 2516 Jonila Avenue, Lakeland, FL 33803
Thomas Salamone Healthcare & Life Safety Concepts, 20 Elmwood Circle, Peekskill, NY 10566
Phillip Thomas Beverly Enterprises, Inc., 1000 Beverly Way, Fort Smith, AR 72919

Industrial Fire Protection

The Industrial Fire Protection Section of NFPA was authorized by NFPA Board of Directors on June 21, 1965, and organized on October 1, 1965. Section membership, which is contingent upon membership in NFPA, is open to any employee of an industrial, institutional, or commercial entity who on a full-time or part-time basis is actively engaged in the formulation, administration, or implementation of policies and procedures designed to provide fire protection for his employer's facilities. Affiliate membership is available to individuals with an interest in the goals and objectives of the section. There are no dues or fees other than NFPA membership dues required of section members.

The objectives of the section as set forth in its constitution are as follows:
(a) Unite for mutual professional benefit those employees of industrial and certain other properties engaged full-time or part-time in fire protection, prevention, or suppression
(b) Act as a central agency for the exchange of information among its members
(c) Advance the interests of industry in the field of fire protection, prevention, and suppression
(d) Stimulate awareness, throughout industry, of the need for continually improving industrial fire programs
(e) Encourage participation by its members on the technical committees of the Association consistent with NFPA Regulations Governing Committee Projects
(f) Prepare for publication by the Association such educational materials as may be most practicable and suitable for broadening the understanding of industrial managements and their employees

†Nonvoting

(g) Advance and encourage the development of improved fire protection equipment, devices, and methods by pooling experience and correlating the recommendations of its members
(h) Encourage industry to specify and purchase fire protection equipment on the basis of quality and performance
(i) Bring to the attention of its members such matters of legislation and regulation as would be of obvious interest
(j) Promote cooperation between industrial and public fire fighting forces
(k) Help industry achieve its primary goal of profitable operation by stimulating awareness of the total cost of fire

EXECUTIVE BOARD OFFICERS:
CHAIR: **Michael Newman** Property Loss Prevention, Johnson & Johnson Co., 1 Johnson & Johnson Plaza, New Brunswick, NJ 08933
VICE CHAIR: **Michael Snyder** Dow Corning Midland Site, 3901 S. Saginaw Road, Mail #060, Midland, MI 48686-0995
SECRETARY: **Thomas A. Gray** Rolf Jensen & Associates, Inc., 549 West Randolph Street, 5th Floor, Chicago, IL 60661-2208
EXECUTIVE SECRETARY: **Guy R. Colonna**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
PAST CHAIR: **Stephen Daily** Anheuser Busch Co., 3630 S. Geyer, Suite 400, St. Louis, MO 63127

DIRECTORS:
Christina Francis Procter & Gamble, 2 Procter & Gamble Plaza, Cincinnati, OH 45202 (term expires 2006)
Neal Krantz LVC Technologies, Inc., 2855 Opdyke Road, Suite F, Auburn Hills, MI 48326 (term expires 2004)
Terry Marski The Tribune Co., 435 N. Michigan Avenue, Suite 600, Chicago, IL 60611 (term expires 2006)
Diane May MeadWestvaco, 300 Pratt Street, Luke, MD 21540 (term expires 2006)
Craig P. Remsburg The Boeing Co., PO Box 516, St. Louis, MO 63166 (term expires 2005)
Dale Romme Hallmark Cards, 2501 McGee, Kansas City, MO 64141-6580 (term expires 2005)
Rick R. Schartel PPL, 2 N. 9th Street, N-5, Allentown, PA 18101-1179 (term expires 2004)

AFFILIATE DIRECTORS:
Mike DeVore State Farm Insurance Co., One State Farm Plaza, Bloomington, IL 61710 (term expires 2005)
Ronald A. Stein Aon Risk Services, Inc., 1000 Walnut, PO Box 13647, Kansas City, MO 64199-3647 (term expires 2004)

International Fire Marshals Association

Organized in 1906, the International Fire Marshals Association (IFMA), formerly the Fire Marshals Association of North America, was reorganized in 1927 as the Fire Marshals' Section of NFPA.

The mission of IFMA is to assist in the preservation of life and property by advocating, promoting, and providing leadership in the prevention and mitigation of fire, explosion, and other related hazardous conditions.

The goals and objectives of IFMA are as follows:
(a) Unite for mutual benefit those officials engaged primarily in the prevention of fire, the investigation of fires, and/or public fire and life safety education
(b) Provide educational and professional development opportunities through technological, certification, and prevention programs
(c) Provide a resource service to the members.
(d) Actively market and promote a positive, dynamic, and proactive profile.
(e) Actively participate in the codes- and standards-making process at the international, national, state, and local levels
(f) Monitor fire safety issues at the international, national, state, and local level.
(g) Develop mechanisms for Chapters to participate in the association
(h) Monitor and support research and development of solutions to fire protection and fire prevention problems

Membership in IFMA is contingent upon membership in NFPA and is open to individuals who meet the following membership requirements:

MEMBER: A fire official who has been lawfully appointed and authorized by the authority having jurisdiction and charged with the statutory responsibilities and duties for fire prevention accomplished through enforcement of fire laws and regulations, property inspections, public fire safety education, or investigation of the cause and origin of fires is eligible for membership.

ASSOCIATE MEMBER: A member of NFPA who does not qualify for member status as outlined in Article 3.1(a). Associate members shall not hold an elective office or vote in the affairs of the association.

AFFILIATE MEMBER: An affiliate member of NFPA who is interested in the stated mission and objectives of IFMA. Affiliate members shall not hold an elected office or vote in the affairs of the association.

Membership applications are available on request.

EXECUTIVE BOARD OFFICERS:
PRESIDENT: **John F. Bender** Chief Fire Protection Engineer, Maryland State Fire Marshals Office, 300 East Joppa Road, Suite 1002, Towson, MD 21286
FIRST VICE PRESIDENT: **Scott Adams** Fire Marshal, Park City Fire District, PO Box 680967, Park City, UT 84068-0967
SECOND VICE PRESIDENT: **Jon Nisja** Minnesota State Fire Marshals Office, 444 Cedar Street, Suite 145, St. Paul, MN 55101-5145
SECRETARY: **Jimmy Hill** Deputy Chief/Fire Marshal, Los Angeles City Fire Department, 200 N. Main Street, Room 91, Los Angeles, CA 90012
EXECUTIVE SECRETARY: **Steven F. Sawyer**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
PAST PRESIDENT: **Ron R. Farr** Fire Chief/Fire Marshal, Kalamazoo Township Fire Department, 1720 Riverview Drive, Kalamazoo Township, MI 49004

EXECUTIVE BOARD MEMBERS:
Charles "Ed" Altizer State Fire Marshal, Virginia Dept. of Housing & Community Development, 501 N. 2nd Street, Richmond, VA 23219-1321 (term expires 5/04)
Don Goff Fire Marshal, Hillsborough County Fire Department, 3210 South 78th Street, Tampa, FL 33602 (term expires 5/05)
Bonnie Howe Fire Marshal, Goodyear Fire Department, P.O. Box 5100, Goodyear, AZ 85338 (term expires 5/05)
R. T. Leicht Delaware State Fire Marshals Office, PO Box 5069, Marshallton, DE 19808 (term expires 5/04)

IFMA CHAPTERS:
Alberta Chapter 8
Arizona Fire Marshals Association 5
Fire Marshals Association of Alabama 8
Fire Marshals Association of Colorado 20
Fire Marshals Association of Delaware Valley 6
Fire Marshals Association of Minnesota 11
Fire Marshals Association of Oklahoma 7
Fire Marshals Association of Utah 17
Florida Fire Marshals & Fire Inspectors Association 3

†Nonvoting

Illinois Fire Inspectors Association 15
Michigan Fire Inspectors Society 1
New England Association of Fire Marshals 2
New Jersey Fire Prevention and Protection Association 21
New York State Fire Marshals and Inspectors Association 4
North Carolina Fire Marshals Association 12
Oregon Fire Marshals Association 19
South Carolina Fire Inspectors Association 14
Southern Nevada Fire Prevention Association 22
Tennessee Fire Safety Inspectors Association 16
Texas Fire Marshals Association 9
Washington State Association of Fire Marshals 18
West Virginia Chapter 13
Wisconsin Fire Inspectors Association 23

Latin American

NFPA has established the Latin American Membership Section to improve the technical levels of fire protection throughout Latin America.

Section meetings will be conducted with simultaneous translation of Spanish and English. Membership in the Latin American Section is not restricted by location or language, and membership is open to anyone interested in promoting a higher degree of fire safety in Latin American countries.

EXECUTIVE BOARD OFFICERS:
CHAIR: **José Figueroa** FM Global, 5800 Granite Parkway, Suite 600, Plano, TX 75024.
PAST CHAIR: **Eduardo Abé** Calcic S. A. Gobernador Castro 3365 (B1606DXK) Carapachay, Buenos Aires, Argentina
VICE CHAIR: **Rey Cartagena** INRICO, Camino los Alelies 87, Sabanera del Rio, Gurabo PR 00778
SECRETARY: **Jose Luis Frías** DHIMEX, Tajin 368, Narvarte 03020 Mexico, DF Mexico
EXECUTIVE SECRETARY: **Olga Caledonia**† NFPA, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101

DIRECTORS:
Roger Ariza Siemens, Cerberus Division, 371 Executive Way, Miramar, FL 33025
Eduardo Álvarez Edar Ingeniería, Constitución 1923, Buenos Aires, Argentina
Fernando Chacón IDP Ingeniería S. A., Zona Industrial Carabobo 8va Transversal Centro Ind. Manni Galpov, 12 Valencia, Carabobo, Venezuela
María Figueroa IAHF, 8518 N.W. 163rd Terrace, Miami Lakes, FL 33016
Juan Carlos Guilbe, FireTech, Av. Calle Manuel de Jesús Troncoso, 63, Santo Domingo, Rep. Dominicana
Marcelo Lima Lima & Lago Consultores, Estrada da Fazendinha, 3333, Carapicuíba, SP, 06351-040 Brazil
Jaime Sotomayor Kamana Cía Ltda., Ave. 12 de Oct. WTC piso 15, Ofc. 1506 Quito, Ecuador

Lodging Industry

The Lodging Industry Section was authorized by NFPA Board of Directors on December 4, 1987, and held its organizational meeting at NFPA Annual Meeting on May 18, 1988.

Membership in the Lodging Industry Section shall be contingent upon membership in NFPA and is open to any member or designated representative or organizational member employed in the lodging industry, and related industries, who is professionally involved in life safety or fire-related activities.

The object of this section is to bring together professionals who are professionally involved in the lodging industry and related industries and their role in pursuing the mission of NFPA.

The section will sponsor meetings, forums, and other activities of interest and service to all NFPA members, members of the section, or others.

Associate membership is open to any NFPA member having an interest in the lodging industry. Associate members enjoy all the benefits of regular members but do not have voting privileges.

CHAIR: Vacant
VICE CHAIR: Vacant
SECRETARY: **Jeffery L. Shearman** Zurich Insurance, PO Box 5168, Johnstown, PA 15904 (term expires 2004)
EXECUTIVE SECRETARY: **Gregory E. Harrington**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
IMMEDIATE PAST CHAIR: **April L. Berkol** Starwood Hotels & Resorts Worldwide, Inc., 1111 Westchester Avenue, White Plains, NY 10601-3500

DIRECTORS: The above-named officers and the following:
Richard R. Anderson Chimney Hill Inn, 207 Goat Hill Road, Lambertville, NJ 08530 (term expires 2004)
Byron L. Briese Rolf Jensen & Associates, Inc., 3040 Williams Drive, Suite 400, Fairfax, VA 22031-4618 (term expires 2004)
Raymond C. Ellis, Jr. University of Houston, 229 C. N. Hilton Hotel & College, Houston, TX 77204-3028 (term expires 2004)
E. Sterling Hanger, Jr. The Greenbrier, 300 West Main Street, White Sulphur Springs, WV 24986 (term expires 2005)
Jim Ray Marriott International, Inc., 1 Marriott Drive, 92436, Washington, DC 20058 (term expires 2005)

Metropolitan Fire Chiefs

The Metropolitan Fire Chiefs Committee was organized in 1965. In October 1996, it was established as a section of NFPA.

The mission of the Metropolitan Fire Chiefs Section (Metro Chiefs Section) is to focus on major issues that impact fire departments serving large jurisdictions in the United States and abroad. As an informed advisory body, the Metro Chiefs Section shall support, serve, and provide input to the staff and members of NFPA.
The Metro Chiefs Section is limited to fire chiefs having a minimum staffing strength of 400 fully paid, career fire fighters. The chief must also be a member of NFPA and the IAFC.

CHAIR: **Chief Wes Shoemaker** Winnipeg Fire & Paramedic Service, 151 Princess Street, 5th Floor, Winnipeg, MB, R3B 1L1, Canada (term expires 5/04)
VICE CHAIR: **Chief Rebecca Denlinger** Cobb County Fire & Emergency Services, 1596 County Services Parkway, Marietta, GA 30008-4021 (term expires 5/04)
SECRETARY: **Chief Kelvin Cochran** Shreveport Fire Department, 801 Crockett Street, Shreveport, LA 71101 (term expires 5/04)
TREASURER: **Chief William McCammon** Alameda County Fire Department, 835 E. 14th Street, Suite 200, San Leandro, CA 94577-3767 (term expires 5/04)
EXECUTIVE SECRETARY (nonvoting): **Russell E. Sanders**† NFPA Metro Chiefs, 3257 Beals Branch Road, Louisville, KY 40206
BOARD MEMBER: **Chief Robert Ojeda** San Antonio Fire Department, 115 Auditorium Circle, San Antonio, TX 78205 (term expires 5/04)
SENIOR BOARD MEMBER: **Retired Chief Tim Fuller** 112 Western Avenue N #1, St. Paul, MN 55102 (term expires 5/04)
ALTERNATE BOARD MEMBER: **Chief Otis James Latin, Sr.** Ft. Lauderdale Fire-Rescue, 101 NE 3rd Avenue, Suite 500, Fort Lauderdale, FL 33301-1019 (term expires 5/04)

†Nonvoting

IMMEDIATE PAST CHAIR: **Chief Mario Trevino** San Francisco Fire Department, 698 2nd Street, San Francisco, CA 94107-2015 (term expires 5/04)
IAFC/NFPA Board Representative: **Chief Luther Fincher, Jr.** Charlotte Fire Department, 228 E. 9th Street, Charlotte, NC 28202-2530
IAFC Staff Liaison: **Sacha Dick** International Association of Fire Chiefs, PO Box 4065, Lawrence, KS 66046

Notes:
Officer positions include Chair, Vice Chair, Secretary, and Treasurer.
The Executive Secretary is a nonvoting member of the Executive Board.
The Alternate Board Member shall vote **only** in the absence of the Board Member.
The IAFC and NFPA Staff Liaisons and Board Representative(s) are not members of the Executive Board.

Rail Transportation Systems

Rail Transportation Systems, formerly the NFPA Railroad Section, was authorized by the NFPA Board of Directors in January 1944. The section was discontinued in June 1952 and reestablished as an NFPA section in January 1963. The section has two grades of membership: members and affiliate members. Both grades are contingent on membership in NFPA or being designated as a representative of an organization member of NFPA. A member must be either an officer or full-time employee in the rail transportation industry or of an association or organization sponsored and supported by the rail transportation industry. An affiliate member is one who, while not meeting the requirements as a member, has an interest in fire protection in the rail transportation industry.

The object of this section, through the interchange of ideas and experiences, shall be as follows:

(a) Promote interest in and improvement of the methods of fire protection
(b) Promote proper safeguards and guidelines relative to the handling of hazardous materials in rail transportation

The section holds its annual meetings in conjunction with the NFPA Annual Meeting and annual symposiums on fire and life safety issues in conjunction with the NFPA Fall Meetings.

CHAIR: **James P. Gourley** Fire Protection Engineer, 657 N. Easton Road, Glenside, PA 19038
SECRETARY: **Gary Hudon** Canadian Pacific Railway Co., 401, 9th Avenue, S.W., 11th Fl., Gulf Canada Square, Calgary, AB T2P 4Z4, Canada
EXECUTIVE SECRETARY: **James Lake**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
PAST CHAIR: **R. G. Ellis** (J907) CSX Corporation, 500 Water Street, Jacksonville, FL 32203-0466

DIRECTORS:
E. S. (Tod) Hanger The Greenbrier–CSX Hotels, 300 West Main Street, White Sulphur Springs, WV 24986
James M. Surless The Long Island Railroad, 93-59 183rd Street, 4th Floor, Hollis, NY 11423
Joseph W. Zearfoss Marsh USA Transportation Group, Two Logan Square, Philadelphia, PA 19103

Research

Authorized in 1987 and organized in 1988, the Research Section of NFPA brings together persons involved in or interested in research related to fire safety, fire science, fire codes and standards, fire protection, and the like. Its principal activity is the facilitation of communication between researcher and research user, including what users need, what researchers have available, and what general strategies will lead to increased use of valid research.

This section was established to serve the interests of its membership in research on fire-related issues by the following:

(a) Facilitating communication between those who conduct fire research and those who use the results of such research
(b) Facilitating communication by fire safety and fire protection practitioners of their needs that may be addressed by research
(c) Facilitating communication by researchers of the applicability of their research to the mission of NFPA and other fire research user needs
(d) Facilitating technology transfer to the consensus codes and standards process and other fire safety and fire protection decision-making processes
(e) Identifying methods by which fire research can be more systematically applied to fire safety and fire protection decisions, including the codes and standards process
(f) Facilitating communication among researchers on better ways to serve user needs and to plan and support research to serve those needs

CHAIR: **Samuel Dannaway** Fire Protection Engineer, S. S. Dannaway Association Inc., 720 Iwilei Road, Suite 410, Honolulu, HI 96817
VICE CHAIR: **Daniel Madrzykowski** U.S. National Institute of Standards & Technology, Building & Fire Research Laboratory, Bldg. 224, Rm. A-345, Gaithersburg, MD 20899
SECRETARY: **Stephen Hill** Bureau of Alcohol, Tobacco and Firearms, 3623 Martins Dairy Circle, Olney, MD 20832
EXECUTIVE SECRETARY: **John R. Hall, Jr.** NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
PAST CHAIR: **Jesse Beitel** Hughes Associates Inc., 3610 Commerce Drive, Suite 817, Baltimore, MD 21227-1652

AT-LARGE MEMBERS:
Marino DiMarzo University of Maryland, Rm. 0147, Engineering Class Bldg., College Park, MD 20742 (2003–2005)
Rodney A. McPhee Canadian Wood Council, 1730 St. Laurent Boulevard, Suite 350, Ottawa, ON, K1G SL1, Canada (2002–2004)
Brian Meacham Arup Risk, 160 E. Main Street, P.O. Box 1432, Westborough, MA 01581 (2002–2004)
Thomas Woodford Oklahoma State University, 1917 W. University Avenue, Stillwater, OK 74078 (2003–2005)

NOMINATING COMMITTEE:
Alwin Kelly Hughes Associates, 3610 Commerce Drive, Suite 817, Baltimore, MD 21227
Jill Wellens Hughes Associates, 303 E. Par Street, Orlando, FL 32804

Wildland Fire Management

The Wildland Fire Management Section was formed in 1988. The objective of the section is to bring together those NFPA members professionally involved in all aspects of wildland fire management. Membership in the section is open to all individuals professionally involved in wildland fire management at all levels.

The section is established to serve the interests of its members by the following:

(a) Bringing together for mutual professional and technical benefit those individuals involved in wildland fire management, the wildland/urban interface, and other related activities
(b) Promoting the exchange of information among its members
(c) Advancing the interests of wildland fire management
(d) Conducting or sponsoring its members to hold meetings, conferences, seminars, and such other forums as may be appropriate for the exchange of information and the encouragement of professionalism among those responsible for planning, implementing, and operating wildland fire management and other related activities

(e) Encouraging participation by its members on the technical committee and in the code development process of the Association

(f) Promoting cooperation among the Wildland Fire Management Section, wildland fire agencies of other nations, and federal, state, and local fire protection organizations

The Wildland Fire Management Section will be a catalyst in the search for effective wildland fire management models in settings from the wildland/urban interface to wilderness.

CHAIR: **Billy Terry** USFS, 201 14th Street, S.W., PO Box 96090, Washington, DC 20090-6090

FIRST VICE CHAIR: **Lewis Blair** Cullman Electric Motor, Inc., 1420 Sportsman Lake Road, Cullman, AL 35055

SECOND VICE CHAIR: **Rich Schell** CA Dept. Forestry & Fire Protection (CDF), PO Box 944246, Sacramento, CA 94244-2460

SECRETARY: **Nancy Porter** USFS, 16351 NE Thompson Street, Portland, OR 97230

PAST CHAIR: **Maggie Doherty** USFS, HC-31 Box 3200, Seeley Lake, MT 59868

EXECUTIVE SECRETARY: **James C. Smalley**† NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471

DIRECTOR CENTRAL REGION: **Jerome Harvey** City of Lead, 801 W. Main Street, Lead, SD 57754

DIRECTOR EASTERN REGION: **Gary C. Wood** North Carolina Division of Forest Resources, Griffith's Forestry Center, 2411 Old U.S. 70 West, Clayton, NC 27520

DIRECTOR WESTERN REGION: **Bill Mills** City of Colorado Springs, Fire Prevention Division, 375 Printers Parkway, Mail Code 1442, Colorado Springs, CO 80910-3191

DIRECTOR FOR CANADA: **Tom Johnston** Canadian Interagency Forest Fire Centre, 210-301 Weston Street, Winnipeg, Manitoba R3E 3H4, Canada

DIRECTOR-AT-LARGE: **Mike Long** Division of Forestry, 3125 Conner Boulevard, Tallahassee, FL 32399-1650

Regulations Governing NFPA Chapters

ADOPTED BY THE BOARD OF DIRECTORS NOVEMBER 2001 (AMENDED NOVEMBER 2003)

1. Subject to approval of the Board of Directors of the NFPA, groups of Members having a distinct regional or national identification may be organized in regional Chapters of the NFPA, by action of the Board of Directors of the NFPA. The qualifications for membership in every Chapter shall be specifically defined in that Chapter's Charter and Bylaws. Groups or organizations desiring to become Chapters shall submit their proposals to the Board of Directors of the NFPA for action.

2. Membership of Chapters shall be confined to Members of the NFPA and representatives of Organization Members.

3. Chapters may elect their own officers and formulate their own Bylaws and procedures, provided that they are consistent with the Articles of Organization, the Bylaws, the Regulations Governing Committee Projects, and the general policies of the NFPA. The Bylaws and procedures of a Chapter must have the approval of the Board of Directors of the NFPA. All minutes of the Chapter shall be in or translated into English and if translated shall be certified or approved by an officer of the Chapter, who did not undertake such translation, prior to entry in the records of the Chapter or the NFPA.

4. Chapters may hold meetings for discussion, interchange of information, and promotion of the objectives of their membership, and otherwise operate as they may desire consistent with the general policies of the NFPA. Meetings of Chapters may be held at such time and place as the Chapter may desire.

5. Chapter meetings shall be open to all Members of the NFPA, except that Chapters may hold closed sessions with attendance limited to Members of the Chapter, NFPA Officers and members of the Board of Directors of the NFPA, and staff representatives.

6. On all actions or resolutions that might tend to commit the NFPA to a policy, the Chapter must submit such proposed actions or resolutions to the Board of Directors of the NFPA for approval. Chapter policies, resolutions, and positions are limited to internal Chapter operations only. Chapters may not adopt, publicize, or promote any policies, positions, or resolutions except as provided herein.

7. Chapters shall only solicit dues or funds or accept contributions in cash or kind, in accordance with guidelines established by the Board of Directors of the NFPA.

8. Chapters shall not incur financial obligations or commit themselves or the NFPA to any expenditures unless previously authorized by the Finance Committee of the Board of Directors of the NFPA, or by action of the Board of Directors of the NFPA, or pursuant to Guidelines referred to in the previous section.

9. The NFPA Regional Representative or other member of the NFPA Staff, as designated by NFPA management, shall be the Secretary of each Chapter, shall be aware of all actions of the Chapters, and shall otherwise provide service for Chapters in accordance with authorization by the Board of Directors of the NFPA.

10. Chapters may be represented on Technical Committees of the NFPA in accordance with the Regulations Governing Committee Projects.

11. The Board of Directors of the NFPA, after due notice and hearing, may suspend or terminate any Chapter that does not conform to these regulations or whose members do not show sufficient interest to justify continuance of the Chapter organization.

Guidelines of the Board of Directors Issued Pursuant to Section 7 of the Regulations Governing NFPA Chapters

A Chapter may as a chapter solicit funds only for the following purposes and may hold funds derived from any source, only as follows:

1. Funds may be solicited and held:
   - For the sale of NFPA memberships and/or publications pursuant to a distribution agreement approved by NFPA management
   - For specific chapter events or meetings with approval of the NFPA Representative
   - For support of fire or other safety related programs to be held in its region, as approved by the NFPA Representative

2. Funds derived as above may be held only as follows:

- In an account available to the NFPA regional representative and to which a report, at least monthly, is given to the NFPA regional representative
- For incidental, legal, or audit costs required by local law in its region.

3. Dissolution

Upon dissolution of the Chapter for any reason, all funds collected shall become the property of NFPA and shall be used first to pay any outstanding obligations of the Chapter and then remitted to the general NFPA treasury.

Organization Members

Acadia Insurance Company One Acadia Commons, PO Box 9010, Westbrook, ME 04098-5010

Agere Systems Inc. 1110 American Parkway N.E., Allentown, PA 18109-9138

Airline Pilots Association 535 Herndon Parkway, PO Box 1169, Herndon, VA 20172

Alarm Detection Systems Inc. 1111 Church Road, Aurora, IL 60505

Alliance of American Insurers 3025 Highland Parkway, Suite 800, Downers Grove, IL 60515-1289

American Fire Sprinkler Association 9696 Skillman Street, Suite 300, Dallas, TX 75243

American Society of Anesthesiologists 520 N. Northwest Highway, Park Ridge, IL 60068

Atofina Petrochemicals Inc. 15710 John F. Kennedy Boulevard, Houston, TX 77032

Canadian Auto Sprinkler Association 335 Renfew Drive, Suite 302, Markham, ON, L3R 9S9, Canada

Canadian Wood Council 1400 Blair Place, Suite 210, Ottawa, ON, K1J 9B8, Canada

Chubb and Son Inc. 15 Mountain View Road, Warren, NJ 07059-6711

CMA 7500 Security Boulevard, Baltimore, MD 21244-1850

Corn Refiners Association Inc. 1701 Pennsylvania Avenue, N.W., Suite 950, Washington, DC 20006

CSA America 8501 E. Pleasant Valley Road, Cleveland, OH 44131

Dalian Guobiao Emerg Power No 853 North West Road, Ganjingzi Dist Dalian City, Dalian 130022 China

FM Global Research 1151 Boston Providence Turnpike, Norwood, MA 02062

Federal Emergency Management Agency 500 C Street, S.W., Room 411, Washington, DC 20472

Fire Department Safety Officers Association 30 Main Street, Suite 6, Box 149, Ashland, MA 01721

Fire Equipment Manufacturing Association Inc. 1300 Sumner Avenue, Cleveland, OH 44115

Fire Suppression Systems Association 5024 R Campbell Boulevard, Baltimore, MD 21236

Flad Assocs, Inc., 644 Science Drive, Madison, WI 53711

Frederick, City of 4 W. 7th Street, Suite 200, Frederick, MD 21701

Fuji Photo Film Inc. PO Box 1306, Greenwood, SC 29648

Gas Appliance Manufacturing Association Inc. 2107 Wilson Boulevard, Arlington, VA 22201-3042

GE Global Asset Protection Services 20 Security Drive, Suite 201, Avon, CT 06001

Graham Engineering Corporation 1203 Eden Road, York, PA 17402

Home Safety Council 1605 Curtis Bridge Road, Wilkesboro, NC 28697

International Association of Fire Chiefs (IAFC) 4025 Fair Ridge Drive, Suite 300, Fairfax, VA 22033-2868

Institute of Electrical and Electronics Engineers, Inc. (IEEE) Three Park Avenue, 17th Floor, New York, New York 10016-5997

Independent Electrical Contractors Inc. 4401 Ford Avenue, Suite 1100, Alexandria, VA 22302-1432

Information Technical Industrial Council 1250 Eye Street, N.W., Suite 200, Washington, DC 20005

Institute of Makers of Explosives 1120 Nineteenth Street, N.W., Suite 310, Washington, DC 20036

Kraft Maid Carpentry PO Box 1055, Middlefield, OH 44062

Martins Uniforms Inc. 2320 W. Hillsborough Avenue, Tampa, FL 33603

MBMA 1300 Summer Avenue, Cleveland, OH 44115

MSO Inc. 139 Harristown Road, Glen Rock, NJ 07452

NAFED 104 S Michigan Avenue, Suite 300, Chicago, IL 60603

National Electrical Contractors Association 3 Bethesda Metro Center, Suite 1100, Bethesda, MD 20814

National Electrical Manufacturing Association 1300 N. 17th Street, Suite 1847, Arlington, VA 22209

National Fire Sprinkler Association 40 Jon Barrett Road, PCB 1000, Patterson, NY 12563

National Research Council 24 Montreal Road, Bldg. M24, Ottawa, ON, K1A 0R6, Canada

National School Supply and Equipment Association 8300 Colesville Road, 250, Silver Spring, MD 20910

New York City Bureau of Water Supply 5 Jay Street, Katonah, NY 10536

Night Vision and Electronic Sensors Directorate (NVESD) 10221 Burbeck Road, Fort Belvoir, VA 22060

Precision Inc. 300 SE 14th Street, Pella, IA 50219-0287

Publix Supermarket Inc. PO Box 407, Lakeland, FL 33802

Quincy Compressor (EnPro Industries) 3501 Wismann Lane, PO Box C2, Quincy, IL 62305-3116

Recreation Vehicle Industries Association 1896 Preston White Drive, Reston, VA 20191

River Consult Inc. 3000 Corp. Exchange Drive, Suite 400, Columbus, OH 43231

Robson Woese Inc. 5824 Widewaters Parkway, East Syracuse, NY 13057

Rockville, City of 111 Maryland Avenue, Rockville, MD 20850

Roman Catholic Diocese of Pittsburgh 111 Boulevard of the Allies, Pittsburgh, PA 15222

SAAMI 121 Beverly Drive, Kennett Square, PA 19348

Sheet Metal and Air Conditioners 4201 Lafayette Center Drive, Chantilly, VA 20151

SUNY Stony Brook 110 Suffolk Hall, Stony Brook, NY 11790

Texas Commission of Fire Protection PO Box 2286, Austin, TX 78768-2286

Texas, University of, Medical Branch 301 University Boulevard, Rte. 1108, Galveston, TX 77555

Toronto Fire Services 4330 Dufferin Street, North York, ON, M3H 5R9, Canada

Transport Canada Headquarters Tower C, Place De Ville, 330 Sparks Street, Ottawa, ON, K1A 0N5, Canada

Underwriters Laboratories Inc. 333 Pfingsten Road, Northbrook, IL 60062

Unifirst 68 Jonspin Road, Wilmington, MA 01887

U.S. Army District Corps of Engineers PO Box 2288, Mobile, AL 36602

U.S. Army Corps of Engineers CEHNC MX 7701 Telegraph Road, Rm. 2A-16, Alexandria, VA 22315-3813

U.S. Department of Veterans Affairs 810 Vermont Avenue, N.W., Suite 800,Washington, DC 20420

White Electrical Construction Co. 1730 Chattahoochee Avenue N.W., Atlanta, GA 30318

PART III FOUNDATION

The Fire Protection Research Foundation

The Fire Protection Research Foundation is the world's only independent charitable fire and building safety research institution. It was founded in 1982 to serve as a worldwide focus and catalyst for obtaining and communicating new, objective, usable solutions to fire problems and other hazards through research.

The Research Foundation convenes ongoing research advisory councils in broad fire technical areas such as fire detection futures, fire suppression futures, fire toxicity, transportation vehicles, performance-based fire safety, post-fire analysis, wire and cable, and aqueous film-forming foams. These international councils review the state of the science and technology in their respective fields, and make recommendations for future research.

The Foundation forms consortium-based projects by assembling expertise and funding from diverse directions to address the most crucial fire safety issues of the day. More than 35 multi-year projects have provided data and analysis to NFPA standards; building codes; and international fire, electrical, and environmental standards. Numerous Foundation projects have validated new risk analysis and fire test methods. Several have documented new fire protection and electrical safety strategies, technologies, and new product safety performance tests. The Foundation also conducts research application symposia to further its mission to encourage practitioners to use new research solutions for fire problems.

As a public nonprofit 501(c)(3) charity, the foundation accepts fully tax-deductible corporate and individual donations to its projects, and gifts, such as charitable trusts, to its permanent fund. More than 400 private and public organizations from around the world have co-sponsored research projects. The Research Foundation Board of Trustees is appointed by NFPA's Board of Directors. The President of NFPA serves as the Research Foundation chair, and the Trustees include the chair of the NFPA Board of Directors.

OFFICERS
CHAIR: **James M. Shannon** President, NFPA
ACTING DIRECTOR: **Robert J. Vondrasek** Vice President, NFPA
SECRETARY: **Louis A. Witzeman** Chairman Emeritus, Rural/Metro Fire Department

ASSISTANT TREASURER: **Bruce Mullen** Sr. Vice President, Chief Financial Officer, NFPA

BOARD OF TRUSTEES
Corinne Broderick Massachusetts Medical Society
Raymond A. Grill The RJA Group
Richard T. Groos The Viking Corporation
Davis R. Parsons BWD Consulting
Mickey Shiver Reedy Creek Improvement District
Catherine L. Stashak Schirmer Engineering Corporation
Jack Wells Pass & Seymour/Legrand Company
Steven F. Wydeveld Will County, IL
Robert G. Zalosh Worcester Polytechnic Institute

PART IV EXTERNAL RELATIONSHIPS

Regulations Governing NFPA Representatives

ADOPTED BY BOARD OF DIRECTORS, JUNE 1967
(AMENDED NOVEMBER 2001)

Section 1. Appointment.

1-1 Appointment of Members and their Tenure.
NFPA Representatives to other organizations shall be appointed by the President, who may seek the recommendation of the Board of Directors and/or the Standards Council concerning the appointment of such representatives.

All such appointments are subject to annual review and reappointment by the President and those members who exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

Representation to another organization shall not in and of itself constitute an endorsement of the organization or of any document developed by the organization.

Section 2. Qualification.

2-1 Membership Qualifications.
Each candidate shall submit statements to the President indicating the following:

(a) evidence of knowledge and competence in the work of the other organization;
(b) assurance of ability to participate actively in the work of the other organization including responding to correspondence and attendance at meetings;
(c) what person or organization would fund participation;
(d) agreement to notify the President of a change in status including employment, or funding source.

2-2 Selection.
Selection and appointment shall be based on the qualifications of the applicant under the provisions of 2-1.

The person selected shall be familiar with the standards of the National Fire Protection Association, if any, which impinge on the activities of the other organization. The person should preferably be a member of an NFPA Committee having parallel or related interests or a member of the NFPA Staff.

Section 3. Authority and Responsibilities

3-1 Authority and Responsibilities.
Following appointment, each NFPA representative to other organizations shall advance, insofar as possible, the objectives of the National Fire Protection Association to promote the science and improve the methods of fire protection, fire prevention, electrical safety, and other safety related goals and shall advance the policies of the Association as expressed in its Codes and Standards. If questions of policy or technical issues arise in which the NFPA representative feels the need for additional guidance, assistance shall be sought through the NFPA Executive Office, the Secretary of the Standards Council, or the staff liaison for the NFPA Committee whose scope encompasses the subject.

In some cases, the scope of the activities of the other organization may be of such significance that the President may, at his discretion, appoint an advisory group to provide guidance and assistance to the NFPA Representative. In such cases, the NFPA Representative shall keep the advisory group fully informed of all issues and must secure direction from the advisory group prior to expressing an NFPA position.

Any proposed actions that are contrary to Association policy as expressed in its codes and standards shall be reported immediately to the NFPA Executive Office or the Secretary of the Standards Council for communication to any affected NFPA Committees, Sections, and others as appropriate.

Final actions of other organizations cannot be approved or disapproved by an NFPA representative until they have been cleared with the NFPA Executive Office or any NFPA Committee(s) whose scope encompasses the subject. NFPA Committee clearance shall be processed through the Secretary of the Standards Council. It is possible some questions may have to be referred to the NFPA Board of Directors or the Standards Council for decision.

3-2 Reporting of Final Actions.
Approval or disapproval of any final or critical actions of other organizations by the NFPA representative shall be reported to the NFPA Executive Office or the Secretary of the Standards Council so that such actions can be communicated, if appropriate, to any affected NFPA Committees, Sections, or the entire membership of the National Fire Protection Association. This reporting is for the purpose of assuring that all interested and concerned NFPA members and Committee members can be kept properly informed of activities in which the Association is participating.

American National Standards Institute, Inc.

NFPA is a member of the American National Standards Institute, Inc. (ANSI). ANSI, a private, nonprofit organization founded in 1918, is the coordinator of voluntary standards activities in the United States and the agency that approves standards as American National Standards. It is also the coordinator and manager of U.S. participation in the work of nongovernmental international standards organizations.

As national coordinator, ANSI assists organizations involved in standardization to reach agreement on needs for codes and standards, establish priorities, plan to meet identified needs, and avoid duplication of effort. ANSI also offers codes- and standards-developing organizations a neutral forum for resolving differences and provides procedures and services to help them use their resources effectively.

An Executive Standards Council, standards boards, forums, special panels and committees help those involved reach coordination of objectives.

Effective national coordination requires competent, voluntary cooperation from all sectors. ANSI enlists cooperation of this type. It is a federation of the standards competence existing in technical, trade, professional, labor, and consumer organizations; government agencies; and commerce and industry. These groups cooperate with ANSI to reach agreement on standards needs and priorities and to resolve differences that may arise. They also voluntarily submit standards to ANSI for approval.

ANSI approves standards as American National Standards when it is satisfied that its consensus and due process requirements have been met.

For each standard, ANSI's Board of Standards Review (BSR) evaluates evidence, submitted by codes- and standards-developing groups, that those directly and materially affected reach substantial agreement—consensus—on the standard's provisions. It also assesses

evidence that the code or standard was developed under an open process that gave affected interests an opportunity to express their views and that all comments were carefully considered. If the BSR is satisfied, it takes action on approval.

ANSI is the coordinator and manager of U.S. participation in the activities of the world's major nongovernmental international standards bodies—the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Through ANSI, U.S. industry, business, and other interests are able to influence international standards that affect trade.

NFPA acts in a variety of ways in cooperation with ANSI. A listing follows of NFPA participation in the various activities of ANSI.

BOARD OF DIRECTORS
Arthur E. Cote (NFPA staff)
EXECUTIVE STANDARDS COUNCIL
Casey C. Grant (NFPA staff)
BOARD OF STANDARDS REVIEW
Leona Attenasio Nisbet (NFPA staff)
NATIONAL POLICY COMMITTEE
Robert J. Vondrasek (NFPA staff)
ORGANIZATION MEMBER FORUM
Robert J. Vondrasek (NFPA staff)
APPEALS BOARD
Maureen Brodoff (NFPA staff)

ANSI Committee Projects Served by NFPA Representatives

ANSI/OSHA Coordinating Committee Bruce W. Teele (NFPA staff)

Architectural Features and Site Design of Public Buildings and Residential Structures for Persons with Handicaps Committee ANSI/ICC Project A117.1 Sponsor: International Code Council, Allan Fraser, Ron Coté, (NFPA staff)

Code for Pressure Piping ANSI Project B31 Sponsor: American Society of Mechanical Engineers, Theodore C. Lemoff (NFPA staff)

Committee on Leakage Current for Electrical Appliances ANSI Project C101 Sponsor: Underwriters Laboratories Inc., Paul Lawrenz (Kelvinator Division, American Motors Corp., 14250 Plymouth Road, Detroit, MI 48232) (NFPA representative)

Gas Burning Appliances Approval and Installation Requirements ANSI Project Z21 Sponsor: American Gas Association, Theodore C. Lemoff (NFPA staff)

Ground Ladders ANSI Project A14 Sponsor: Samuel C. Cramer (Aluminum Ladder Co., PO Box 5329, Florence, SC 29502), Ronald Bennett Alternate (Aluminum Ladder Co.) (NFPA representatives)

Industrial Gas Equipment Installation and Utilization ANSI Project Z83 Sponsor: American Gas Association, Theodore C. Lemoff (NFPA staff)

National Fuel Gas Code ANSI Project Z223 Sponsor: Theodore C. Lemoff (NFPA staff)

Procurement Standards Gas Turbines ANSI Project B133 Sponsor: Leonard Hathaway, M & M Protection Consultants, 3400 Georgia–Pacific Center, 133 Peachtree Street NE, Atlanta, GA (NFPA representative)

Respiratory Protection ANSI Project Z88 Sponsor: Lawrence Livermore Laboratories, Bruce W. Teele (NFPA staff)

Safety in Electric and Gas Welding and Cutting Operations ANSI Project Z49 Sponsor: American Welding Society, Amy B. Spencer, Theodore C. Lemoff (alt.) (NFPA staff)

Safety Requirements for Confined Space ANSI Project Z117 Sponsor: American Society of Safety Engineers, Guy R. Colonna (NFPA staff)

Safety Requirements for Plumbing ANSI Project A40 Sponsor: International Association of Plumbing and Mechanical Officials, Mechanical Contractors Association of America, National Association of Plumbing–Heating–Cooling Contractors, Theodore C. Lemoff (NFPA staff)

Workplace Floor and Wall Openings, Stairs, and Railing Systems ANSI Project A1264 Sponsor: American Society of Safety Engineers, Ron Coté (NFPA staff)

Other Organizations

American Boat and Yacht Council Guy R. Colonna, Dana R. Haagensen (NFPA staff)

American Forest & Paper Products Association Bonnie Manley (NFPA staff)

American Institute of Chemical Engineers Safety and Health Division, Loss Prevention Programming Committee: Robert P. Benedetti (NFPA staff)

American Institute of Steel Construction AISC Fire Safety Engineering Committee: Robert E. Solomon (NFPA staff)

American Petroleum Institute Safety and Fire Protection Subcommittee: Robert P. Benedetti (NFPA staff)

American Society for Testing and Materials Committee on Halogenated Organic Solvents and Fire Extinguishing Agents (D-26), Subcommittee 09 on Recycled Halon 1301: Mark T. Conroy (NFPA staff); Committee on Hazard Potential of Chemicals (E-27), Subcommittee 01 Terminology: Robert P. Benedetti (NFPA staff); Subcommittee 04 Flammability and Ignitibility: Robert P. Benedetti (NFPA staff); Committee on Fire Standards (E-5): John R. Hall, Jr. (NFPA staff), principal; Vacant (NFPA staff), alternate; Detention & Correction Facilities (F33): Ron Coté (NFPA staff): Committee on Performance of Buildings (E-06), John R. Hall, Jr. (NFPA staff)

American Society of Civil Engineers Structural Engineering Institute, Executive Committee of CSAP: Bonnie E. Manley (NFPA staff); ASCE 7 Main Committee: Bonnie Manley (NFPA staff); ASCE CSAC: Bonnie Manley (NFPA staff)

American Society of Heating, Refrigerating & Air-Conditioning Engineers, Inc. Ventilation Requirements & Infiltration (TC4.3): Mark T. Conroy (NFPA staff); SSPC 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings Allan Fraser (NFPA staff); SSPC 90.2 Energy Efficient Design of New Low-Rise Residential Buildings: Allan Fraser (NFPA staff); CIS Code Interaction Subcommittee of ASHRAE Standards Committee: Allan Fraser (NFPA staff)

American Society of Mechanical Engineers Elevator & Escalator Code Coordination Committee (A17): Ron Coté (NFPA staff); Code for Pressure Piping—B31 (NIRG): James D. Lake (NFPA staff); Committee on Powered Industrial Trucks (B56): Richard E. Munson (Hockessin, DE 19707); Committee on Steel Smoke Stacks: Joseph F. Schulz (VanPacker Products Co., 6th St. and Bay Avenue, Beach Haven, NJ 08008), Richard L. Stone (alt.) (Wallace Murray Corp., PO Box 137, Belmont, CA 94002); Emergency Operations Committee: Vacant

American Underground Construction Association James D. Lake (NFPA staff)

American Water Works Association Committee on Fire Protection: Christian Dubay (NFPA staff), Committee on Cross Connections: Christian Dubay (NFPA staff)

American Welding Society Amy B. Spencer, Theodore C. Lemoff (NFPA staff)

Association for Facilities Engineers Kenneth G. Mastrullo (NFPA staff)

Commission Fire Accreditation International Frank Florence (NFPA Staff)

Congressional Fire Services Institute National Advisory Committee John Biechman (NFPA staff), Working Group, John Biechman (NFPA Staff)

Council on Tall Buildings and Urban Habitat Robert E. Solomon (NFPA staff)

Electrical Safety Foundation International Board of Directors: James M. Shannon (NFPA staff)

Fire Detection Institute Mark Earley (NFPA staff)

Intertec Testing Services/ETL Testing Laboratories Safety Council: Mark W. Earley (NFPA staff)

Institute of Electrical & Electronics Engineers, Inc. Metric Practice Committee: Casey C. Grant (NFPA staff), Arc Flash Task Group: Kenneth G. Mastrullo (NFPA Staff)

International Association of Electrical Inspectors Global Affairs Committee: Mark W. Earley (NFPA Staff)

InterAgency Board Selective Equipment List Bruce Teele (NFPA staff)

International Association of Fire Chiefs Operation Life Safety Advisory Committee: John Biechman (NFPA staff)

International Association of Plumbing and Mechanical Officials Theodore C. Lemoff, Guy R. Colonna (NFPA staff)

International Code Council Industry Advisory Committee: Robert J. Vondrasek (NFPA staff)

International Fire Code Institute Gregory E. Harrington (NFPA staff)

International Fire Service Training Association Frank E. Florence (NFPA staff)

International Tunneling Association James D. Lake (NFPA staff)

Joint Commission on Accreditation of Health Care Organizations, Committee on Health Care Safety Robert E. Solomon, Gregory E. Harrington (NFPA staff)

Mechanical Contractors Association of America Theodore C. Lemoff (NFPA staff)

National Association of Plumbing–Heating–Cooling Contractors Theodore C. Lemoff (NFPA staff)

National Conference of States on Building Codes and Standards James M. Shannon, Arthur E. Cote, John C. Biechman, Robert J. Vondrasek, Gary S. Keith, Robert E. Solomon, Ray Bizal, Nancy McNabb, Renee Spiegel (NFPA staff)

National Consumers League Home Fire Safe Project John Biechman (NFPA staff)

National Coordinating Council on Emergency Management Martha Curtis (NFPA staff)

National Fire Academy Board of Visitors: Gary O. Tokle (NFPA staff)

National Fire Information Council Carl E. Peterson, Marty Ahrens (NFPA staff)

National Institute of Building Sciences James M. Shannon, Arthur E. Cote, John C. Biechman, Gary S. Keith, Robert J. Vondrasek,; Building Seismic Safety Council National Earthquake Hazards Reduction Program (NEHRP) Christian Dubay, Bonnie Manley, Theodore Lemoff (NFPA staff); Multihazard Mitigation Council: Gregory E. Harrington, John C. Biechman (NFPA staff); MMC Committee on Building Official Guidebook: Allan Fraser (NFPA staff)

National Petroleum Refiners Association Fire and Accident Prevention Committee Robert P. Benedetti (NFPA staff)

National Propane Gas Association Safety Committee Theodore C. Lemoff, Carl Rivkin (NFPA staff); Technology and Standards Committee: Theodore C. Lemoff (NFPA staff)

National Safe Boating Council Guy R. Colonna (NFPA staff)

National SAFE KIDS Campaign Judy Comoletti (NFPA staff)

National Safety Council Marine Section Guy R. Colonna, Lawrence B. Russell (NFPA staff)

National Volunteer Fire Council Gary O. Tokle (NFPA staff);

National Wildfire Coordinating Group James M. Shannon (NFPA staff)

North American Fire Training Directors Frank Florence (NFPA staff)

Public/Private Fire Safety Council Sharon Gamache, John R. Hall, Jr. (NFPA staff)

Society of Fire Protection Engineers Arthur E. Cote (NFPA staff); Licensing Committee, Milosh Puchovsky (NFPA staff)

Standards Engineering Society Director of Membership: Leona Attenasio Nisbet

The Infrastructure Security Partnership (TISP) Bonnie Manley, Robert Solomon (NFPA staff)

Underwriters Laboratories, Inc. Appeals Panel: Leona Attenasio Nisbet (NFPA Staff) Corporate Member: Arthur E. Cote (NFPA staff); Electrical Council: Mark W. Earley (NFPA staff); Fire Council: Robert E. Solomon (NFPA staff); Industrial Advisory Group for Smoke Detection on Recreational Boats: Guy R. Colonna (NFPA staff); Standards Technical Panels: STP 80, Steel Tanks for Oiler Burner Fuel: Robert P. Benedetti (NFPA staff); STP 924 Ron Coté (NFPA staff), STP 580 Bonnie Manley (NFPA staff), STP 1275, Flammable Liquids Storage Cabinets Robert P. Benedetti (NFPA staff); STP 4, 5, 6, 13, 20, 22, 248, 250, 310, 489, 498, 514A, 514B, 514C, 515, 551, 647, 913, 1002, 1004, 1005, 1017, 1018, 1020, 1026, 1028, 1030, 1042, 1047, 1053, 1054, 1059, 1007, 1081, 1086, 1092, 1123, 1203, 1206, 1411, 1412, 1413, 1414, 1416, 1418, 1419, 1429, 1431, 1434, 1441, 1446, 1563, 1565, 1573, 1574, 1594, 1598, 1636, 1640, 1642, 1647, 1682, 1693, 1795, 2279, 3101, 3111, 6500 Jeffrey S. Sargent (NFPA staff); STP 48, 50, 62, 83, 153, 174, 183, 347, 355, 410, 414, 458, 508, 508A, 508C, 651, 719, 763, 1699, 1703, 1740, 1741 Joseph V. Sheehan (NFPA staff); STP 103, 197, 558 James D. Lake (NFPA staff); STP 199 Christopher Dubay (NFPA staff); STP 205, 205A, 674, 687, 2044 Richard P. Bielen (NFPA staff); STP 217, 833, 834, 840, 2034, 2085, 2157, 2161, 2231 Lee Richardson (NFPA staff); STP 488 David R. Hague (NFPA staff); STP 464, 466, 1863 Richard J. Roux (NFPA staff); STP 486E, 486A-B, 486C, 486D, 745, 746E, 746, 749, 751, 758, 845, 858, 859, 863, 1559 Kenneth Mastrullo (NFPA staff); STP 499, 506 Donald Shields (NFPA staff); STP 605,60950 Mark T. Conroy (NFPA staff)

U.S. Department of Defense Equal Partners Implementation Committee John Biechman (NFPA staff)

U.S. Department of Energy Technical Standards Richard P. Bielen (NFPA staff)

U.S. Department of Housing & Urban Development "Path" Project: Allan B. Fraser (NFPA staff); Federal Advisory Committee for Manufactured Housing: Robert E. Solomon (NFPA staff), Kirsten M. Paoletti (NFPA staff)

U.S. Department of Transportation Chemical Transportation Advisory Committee Amy B. Spencer, Lawrence B. Russell (NFPA staff)

U.S. Department of Transportation Technical Pipeline Safety Standards Committee Theodore C. Lemoff (NFPA staff)

U.S. Edison Electric Institute Fire Protection Committee Advisory Task Force Group Richard P. Bielen (NFPA staff)

U.S. World Standards Day Tonya Gipson, Leona Attenasio Nisbet (NFPA staff)

Urban Wildland Interface Project James C. Smalley (NFPA staff)

Western Fire Chiefs Association Gary O. Tokle, Gregory E. Harrington, David Nuss (NFPA staff)

Worcester Polytechnic Institute Fire Safety Board of Advisors Casey C. Grant (NFPA staff)

International Activities

Canadian Gas Association Standards Steering Committee on Gas Appliances and Related Accessories Theodore C. Lemoff (NFPA staff)

Canadian Standards Association Canadian Electrical Code Committee (Part 1) Mark W. Earley (NFPA staff); Oil Burning Equipment: Robert P. Benedetti (NFPA staff)

Conference of Fire Protection Associations-I (CFPA-I) Chair, George D. Miller, Christine Ellis (NFPA staff)

Inter-Jurisdictional Regulatory Collaboration Committee (IRCC) Milosh Puchovsky (FNPA staff)

International Association for Fire Safety Science John R. Hall, Jr. (NFPA staff)

International Council for Research and Innovation in Building and Construction (CIB) Task Group 37, Performance-Based Building Regulatory Systems; Milosh Puchovsky (NFPA staff); Working Group 14, Fire: John R. Hall, Jr. (NFPA staff); Task Group 50, Tall Buildings Robert Solomon (NFPA staff)

International Electrotechnical Commission U.S. National Committee to IEC, Mark W. Early (NFPA staff); (IEC/TC44) Safety of Machinery, Joseph Sheehan (NFPA staff); (IEC/TC64) Electrical Installations of Buildings, Mark W. Early (NFPA staff); (IEC/TC79) Alarm Systems, Lee Richardson (NFPA staff)

International Standardization Organization U.S. Technical Advisory Group (ISO/TC21) James D. Lake (NFPA staff); (ISO/TC21/SC5) Sprinkler and Water Spray Extinguishing Systems, James D. Lake, Secretariat (NFPA staff); (ISO/TC92/SC4) Fire Safety Engineering Rita Fahy, Assigned Expert, WG11 (NFPA staff), John R. Hall, Jr., Convenor, WG10 (NFPA staff); (ISO/TC94/SC13) Personel Safety-Protective Clothing and Equipment, Bruce Teele (NFPA staff); (ISO/TC223) Civil Defense, Martha Curtis (NFPA staff)

International Technical Committee for the Prevention and Extinction of Fire (CTIF) Russell E. Sanders, Gary O. Tokle (NFPA staff)

Pacific Area Standards Congress Mark W. Earley (NFPA staff)

U.S. National Committee Mark W. Earley, Joseph V. Sheehan (NFPA staff)

U.S.N.C. Council Mark W. Earley (NFPA staff)

World Organization of Building Officials President, George D. Miller, Robert Solomon, Christine Ellis (NFPA staff)

PART V REGULATIONS AND PROCEDURES

Special Notice on NFPA Regulations and Procedures

Starting in 2005, the NFPA Fall Education Conference normally held in November of each year will be combined into the *World Safety Conference and Exposition*® (WSCE). The WSCE, also known as the Annual meeting, has traditionally been held each year either in the months of May or June.

This change is designed to ease member schedules and travel and will allow Association business to be carried out in one meeting starting in 2005, eliminating the need for attendance at two Association membership meetings. Meanwhile, NFPA's 2004 WSCE will take place May 23–26 in Salt Lake City, Utah. The 2004 Fall Education Conference will be held November 13–17 in Miami Beach, Florida.

During this transition, a major concern has been how this will impact the processing of NFPA codes and standards. The solution is to maintain two distinct revision cycles, but utilize a single Technical Committee Report (TCR) Session that will be held annually at the WSCE.

Revised regulations and procedures are now in effect for all NFPA documents being processed in the Fall 2005 and subsequent revision cycles, and these will help to eliminate unnecessary time expenditures during the TCR Sessions and will provide agenda control and management tools that will increase the efficiency of these sessions. The key timesaving device being implemented is a new procedure whereby persons wishing to make a motion at a TCR Session must file in advance of the session, a notice of "*intent to make a motion.*" Among other benefits, this will allow identification of "*consent documents,*" which are noncontroversial documents with no motions that can bypass the TCR Session and go directly to the Standards Council for issuance. This applies to approximately 80 percent of all processed NFPA documents.

Beginning in this 2004 NFPA Annual Directory, and continuing through 2005, this section of the Directory will include two sets of the Regulations Governing Committee Projects and two sets of Convention Rules. One set applies to all NFPA documents reporting up to and including the Annual 2005 revision cycle. The second set applies to all NFPA documents reporting in the Fall 2005 and subsequent revision cycles. These regulations and procedures are clearly identified in this section with an appropriate heading and footer.

NFPA has held their Annual Association Membership Meetings in the spring of each year (May or June) since 1897. The Fall Conference was also added in 1948 (October or November), but it wasn't until 1974 that documents began to be processed through a Fall TCR Session. Thus, NFPA is effectively returning to a processing arrangement that it has used for the majority of its existence. Because two revision cycles will still be used (but with a single TCR Session and also recognizing *consent documents*), most NFPA committee projects will not notice a significant change with the handling of their assigned documents.

Note: For updates throughout the year, please visit the NFPA Directory online: www.nfpa.org/Codes/Directory.asp

PART V

REGULATIONS AND PROCEDURES

Regulations Governing Committee Projects 43
Regulations for Annual 2005 and All Preceding Revision Cycles 44
Regulations for Fall 2005 and All Subsequent Revision Cycles 60
NFPA Technical Meeting Convention Rules 77
Convention Rules for Annual 2005 and All Preceding Revision Cycles 77
Convention Rules for Fall 2005 and All Subsequent Revision Cycles 78
Standards Council Selection Process 80
Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process 81
Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council 84

Regulations Governing Committee Projects

Regulations for Annual 2005 and All Preceding Revision Cycles

TABLE OF CONTENTS — Page No.

Section 1	**General Provisions**	44
1-1	Scope of Regulations	44
1-2	Standards Council Guidelines	44
1-3	Amendment	44
1-4	Generic Terms	44
1-5	Authority	44
1-6	Appeals to the Council	44
1-7	Petitions to the Board of Directors	45
1-8	Use of Visual Aids and Demonstrations before the Standards Council or Board of Directors	45
1-9	Joint Projects	45
1-10	Submittal of Documents by Other Organizations to NFPA	45
Section 2	**Establishment and Operation of the Standards Council**	46
2-1	General	46
2-2	Authority	46
2-3	Model Laws and Ordinances	46
2-4	Member Requirements	46
2-5	Member Terms	46
2-6	Chair	46
2-7	Votes	46
2-8	Board Report	46
2-9	Secretary	46
2-10	Council Deliberations	46
Section 3	**Establishment and Operation of Technical Committees and Technical Correlating Committees**	46
3-1	Establishing and Dissolving Technical Committees and Technical Correlating Committees	46
3-2	Membership of Technical Committees and Technical Correlating Committees	47
3-3	Powers and Duties of Technical Committees and Technical Correlating Committees	48
3-4	Organization and Responsibilities of Technical Correlating Committees	51

TABLE OF CONTENTS — Page No.

Section 4	**Development and Revision of NFPA Documents**	51
4-1	Initiation	51
4-2	Overview	51
4-3	Proposal Stage	51
4-4	Comment Stage	53
4-5	Membership Action at Association Technical Meetings	54
4-6	Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings	56
4-7	Action by the Council	57
4-8	Publication of Documents	57
Section 5	**Tentative Interim Amendments**	57
5-1	Preliminary Determination of Compliance	57
5-2	Evaluation of Emergency Nature	57
5-3	Publication of Proposed Tentative Interim Amendment	58
5-4	Technical Committee and Technical Correlating Committee Action	58
5-5	Action of the Council	58
5-6	Effective Date of Amendment	58
5-7	Publication of Amendment	58
5-8	Applicability	58
5-9	Subsequent Processing	58
5-10	Exception	58
Section 6	**Formal Interpretations**	58
6-1	General	58
6-2	Method of Requesting Formal Interpretations	58
6-3	Processing	59
6-4	Issuance of Interpretation	59
6-5	Publication	59
6-6	Action Following Issuance of Formal Interpretation	59

Regulations Governing Committee Projects

Regulations for Annual 2005 and All Preceding Revision Cycles

ADOPTED BY BOARD OF DIRECTORS ON OCTOBER 22, 1996 (AMENDED NOVEMBER, 2003)

Section 1 General Provisions.

1-1 Scope of Regulations. These Regulations cover the process of developing and revising NFPA Documents and the role of the Board of Directors, Standards Council, Technical Correlating Committees, and Technical Committees in this process. Procedures for establishing and operating these Committees are included as are requirements for processing Tentative Interim Amendments and Formal Interpretations.

1-2 Standards Council Guidelines.

1-2.1 General. The Standards Council may adopt guidelines to supplement but not conflict with these regulations. These shall take the form of Guidelines adopted and administered according to this section.

1-2.2 Approval. Guidelines shall include those key directives of the Council that deal with the governance of Technical Committees and Technical Correlating Committees and those groups subordinate to and established by the Standards Council. Such guidelines shall be adopted or amended by the Standards Council acting upon the affirmative vote of two-thirds of the Standards Council members present at a duly constituted meeting. Such Guidelines shall be submitted to the Board of Directors for approval.

Proposals for new guidelines or amendments to the existing guidelines shall be distributed to the Standards Council along with the agenda of the meeting at which they will be considered.

Proposed amendments may be submitted to the Standards Council Chair in writing. The Chair shall inform the submitter in writing as to the disposition of his or her proposal.

Guidelines shall be published and available on request.

1-3 Amendment. Amendments to the Regulations Governing Committee Projects shall be submitted by the Standards Council to the Board of Directors for approval.

1-4 Generic Terms. The following terms, used in these Regulations, shall have the meaning indicated below:

Appeal — any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, the Association, or the Standards Council, at any time in the Document development process. (See 1-6.)

Association — National Fire Protection Association.

Association Technical Meeting — Technical Meeting as defined in Section 4.2 of the NFPA Bylaws.

Comment — suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with 4-4.

Council — see "Standards Council."

Document (Technical Committee Document) — a Code, Standard, Recommended Practice, or Guide excluding any index thereto.

Including — including but not limited to.

Member — a person, regardless of voting status, who serves on an NFPA Technical Committee or Technical Correlating Committee.

Panel — see "Technical Committee."

Petition — a request seeking the intervention of the NFPA Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council. (See 1-7.)

Primary Charge — see 3-1.1.

Project — see "Technical Committee Project."

Proposal — a suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with 4-3.3.

Recommendation — Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

Reconfirmation — continuation of an existing NFPA Document without change except for updated references and editorial adjustments.

Report — see "Technical Committee Report."

Report on Comments (ROC) (formerly TCD) — a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP) (formerly TCR).

Report on Proposals (ROP) (formerly TCR) — a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (see 3-3.4.5, 4-3.5.2, and 4-3.7).

Scope — see 3-1.1.

Section — see Paragraph 7.3 of NFPA Bylaws.

Standards Council (also referred to as "Council") — a Committee appointed by the Board of Directors in accordance with Article 8 of the Association Bylaws.

Suitable — as it pertains to determinations made by Technical Committees or Technical Correlating Committees in accordance with 4-6.1 and 4-6.2 of these Regulations means that the text of the Document amended as a result of Association or subsequent Technical Committee and Technical Correlating Committee action is consistent in its recommendations, does not contain conflicts, is complete, and otherwise is editorially and technically adequate for use.

Task Group — an ad hoc group appointed to address a specific topic or problem (see 3-1.3.4).

Technical Committee (also referred to as TC) — a group responsible for development and revision of any Document or Documents emanating from a Technical Committee Project. A Technical Committee reporting to a Technical Correlating Committee can be termed a Panel.

Technical Committee Document — see "Document."

Technical Committee Project (also referred to as "Project") — a technical activity defined by an approved committee scope within which a TC or TCC functions to develop one or more Documents.

Technical Committee Report — is the Report of the Technical Committee and Technical Correlating Committee (if any) on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

Technical Correlating Committee (also referred to as TCC) — a group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

1-5 Authority. Under Article 5 of the Articles of Organization and 5.1 of the Bylaws, the Board of Directors of the National Fire Protection Association has general charge of the affairs of the Association. Pursuant to those powers, the Board of Directors has issued the following Regulations, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

1-6 Appeals to the Council.

1-6.1 General. Anyone can appeal to the Council concerning procedural or substantive matters related to the development, content, or issuance of any Document of the Association or on matters within the purview of the authority of the Council, as established by the Bylaws

and as determined by the Board of Directors. Such appeals shall be in written form and filed with the Secretary of the Standards Council.

1-6.2 Time for Filing an Appeal.

(a) **Issuance of Documents.** Except as provided in (b) and (c), below, an appeal concerning the issuance of a Document shall be filed no later than 20 days after the Association Technical Meeting at which Association action on the issuance of the Document was recommended. An appeal related to the issuance of a document includes any appeal which could result in the issuance or return of a Document or which could affect the text of a Document.

(b) **Association Technical Meeting Failed Amendments.** If an amendment recommended at an Association Technical Meeting fails to receive the approval of the TC or TCC pursuant to 4-6.1, it will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(c) **Tentative Interim Amendments.** A proposed Tentative Interim Amendment, which has been submitted for processing pursuant to 5-1, will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(d) **Other Appeals.** As to other actions not addressed in 1-6.1(a) – (c), an Appeal shall be filed within a reasonable time of the challenged action.

1-6.3 Filing and Contents of an Appeal.

(a) To the extent practicable, the appeal should contain, in separately denominated sections, the following:

(1) Name, affiliation, and address of the appellant

(2) Statement identifying the particular action to which the appeal relates

(3) Argument setting forth the grounds for the appeal

(4) Statement of the precise relief requested

(b) Any part of the record related to the codes and standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or Association Technical Meeting transcripts as attachments to their appeals.

(c) The Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing, and in addition, may require a substituted or supplemental filing.

1-6.4 Other Submissions Relating to an Appeal. Any interested party may submit responses or other written submissions relating to any appeal filed with the Council. To the extent practicable, responses should contain, in separately denominated sections, the following:

(a) Name, affiliation, and address of the submitter

(b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal

(c) Argument setting forth the grounds for opposing or supporting the appeal

(d) Statement of recommended Council action

Parties are encouraged, to the extent practicable, to file written submissions in advance of the meeting at which action will be considered.

1-6.5 Appeals and Hearings. The Standards Council shall consider Appeals based upon written submissions and shall also afford the opportunity for a hearing on any appeal, unless the Chair, after consultation with the Council Secretary, has determined that a hearing is either impractical or unnecessary. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Council. If a hearing is held, the Procedures for Hearings shall be followed.

1-6.6 Appeals Subcommittees. The Standards Council may, in its discretion, refer Appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the Appeal by the entire Standards Council.

1-7 Petitions to the Board of Directors.

1-7.1 General. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of Documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process and to protect the interests of the Association. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

1-7.2 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

1-7.3 Effect of Filing. The filing of a Petition will not serve to stay the effective date of a Document or a Tentative Interim Amendment unless the President of the Association or the Board acts, pursuant to 4-7.2 or 5-6, to delay the effective date. Any Petition pending at the time a Document or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the Document or Tentative Interim Amendment.

1-8 Use of Visual Aids and Demonstrations before the Standards Council or Board of Directors. The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for TCCs, TCs, and Task Groups, in accordance with 3-3.3.3(e) and 3-3.3.3(f).

1-9 Joint Projects. TCs organized as joint projects with other associations or organizations may conform to the procedures established by such other groups insofar as such conformance is not in conflict with these Regulations or the Bylaws of the Association.

The Council Secretary shall determine whether any such conflict exists.

1-10 Submittal of Documents by Other Organizations to NFPA. Other organizations sometimes submit a standard or other publication of their own creation that covers or includes fire prevention or fire protection considerations for technical evaluation by the Association.

When such action is deemed appropriate, the Council Secretary shall submit such Documents to the Association Technical Committee having primary interest for its review. TC Members shall be requested to evaluate the content of such Documents for the guidance of the Council Secretary in processing the request. Nontechnical evaluations shall not be considered in determining the Association's position on the Document. Because any such evaluation shall be an expression of opinion only, it shall not constitute a Technical Committee Report or Document or Formal Interpretation.

In cases where the Council Secretary determines that the Association does not have a TC qualified to make the desired technical review, the Secretary is authorized to advise the submitter that the Association is not in a position to express an opinion on the submittal, or to request guidance from the Council.

Section 2 Establishment and Operation of the Standards Council.

2-1 General. In accordance with Article 8 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

2-2 Authority. The Standards Council shall be the issuer of Documents for the National Fire Protection Association. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the Association and the adjudication of appeals (see 1-6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

2-3 Model Laws and Ordinances. The Standards Council shall review any NFPA model laws and ordinances not under the jurisdiction of any existing NFPA Committee project for consistency with the policies of the Association, prior to publication.

2-4 Member Requirements. The Standards Council membership shall consist of twelve Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association, and shall not be members of the Board of Directors.

2-5 Member Terms.

(a) General. Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for three-year terms and shall serve no more than two complete terms as Regular Members.

(b) Unfinished Terms. If a regular member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:

(1) If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.

(2) If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.

(c) Staggering of Terms. Where necessary to ensure that the appointment of Regular Members to the Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than nine years as a Regular Member to the Council.

2-6 Chair. The term of office for the Chair shall be three years except that, where a Chair leaves office before the completion of a three-year term, the term shall end, and the successor Chair shall begin a new three-year term. A Chair shall not serve more than two terms as Chair.

2-7 Votes. The vote of the Standards Council regarding any action on the issuance of Documents shall be by two-thirds affirmative vote of all Council members present at the meeting. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or who are not present shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Council meetings is required on any matter other than the issuance of documents, such action may be taken by a vote conducted by letter ballot.

2-8 Board Report. The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

2-9 Secretary. There shall be appointed by the President, from the staff of the Association and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

2-10 Council Deliberations. Unless the Standards Council determines otherwise, Council deliberations concerning appeals shall be in executive session. In addition, the council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

Section 3 Establishment and Operation of Technical Committees and Technical Correlating Committees.

3-1 Establishing and Dissolving Technical Committees and Technical Correlating Committees.

3-1.1 Scope of Project. The Scope of a Project shall be approved by the Council and shall state the primary charge on specific subjects pertinent to the Project, but the TC or TCC may request the Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Council review to eliminate any conflicts or overlapping of responsibility between Projects.

3-1.2 Membership. The Council shall be responsible for determining the size and membership of each TC and TCC in accordance with 3-2.

3-1.3 Structure. Each TC and TCC shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. TC and TCC Members and officers and Task Group members shall be appointed in accordance with 3-1.3.1 through 3-1.3.4.

3-1.3.1 Appointment of Members and Their Tenure. The Chair and other Members shall be appointed by the Council. The Council may seek the recommendation of the TCC Chair and/or the TC Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3-1.3.2 Change of Status. When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Council Secretary. The change in status of the applicant, including any change in classification, shall be considered by the Council when reviewing the new request for membership.

3-1.3.3 Appointment of Secretary. A Chair may appoint a Secretary from among the membership. An Association staff person shall not be assigned as Secretary except as authorized by the Council Secretary.

3-1.3.4 Task Groups. A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be ap-

pointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, TIAs, or FIs.

3-1.4 Continuing Jurisdiction. Each Document issued by the Association shall be under the continuing jurisdiction of an appropriate TCC and/or TC. This responsibility can be transferred from one Project to another by action of the Council. It shall be the responsibility of each TC and TCC to review periodically the Documents for which it is responsible to ensure that they are kept current (see 4-2.3).

When approved by the Council, portions of a Document may be assigned to specific TCs, and the work of the TCs will be correlated by a TCC.

3-1.5 Life of Technical Committees and Technical Correlating Committees. Each TC and TCC shall continue until discharged by the Council or consolidated with another TC or TCC.

3-1.6 Appointment of Staff Liaison. The Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Project by the Council, the Staff Liaison shall:

(a) Prepare a recommended Scope. The Scope shall clearly describe areas of technical activity for which one or more Documents are contemplated.

(b) Prepare a suggested list of interests appropriate to be represented.

(c) Amass resource material for TC and/or TCC consideration at its first meeting.

Items (a) and (b) shall be approved by the Council prior to the first meeting of the TC and/or TCC. See also 3-1.1.

3-1.7 Role of Staff Liaison. In addition to performing the functions stated in 3-1.6 for new Projects, a Staff Liaison shall:

(a) Serve in an advisory capacity and assist the TC and/or TCC to achieve compliance with these Regulations

(b) On instruction and guidance from the applicable TC and/or TCC, process and edit text for new Documents and amendments to existing Documents

(c) Coordinate the text of Documents for which the assigned TCs and/or TCCs are responsible with the text of other Documents to avoid, insofar as practicable, conflicts and duplication

(d) Be responsible for the editorial treatment of Documents to ensure compliance with the NFPA Manual of Style

(e) Attend meetings of the assigned TCs and/or TCCs when possible

(f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like

(g) Prepare any Proposals or Comments received in a format suitable for TC consideration

(h) Prepare each Report on Proposals and Report on Comments for publication

(i) Perform such other functions as may be stated in these Regulations or assigned by the Council Secretary

3-2 Membership of Technical Committees and Technical Correlating Committees.

3-2.1 Endorsement Not Constituted. Membership on a TC and/or TCC shall not in and of itself constitute an endorsement of the Association or of any Document developed by the TC and/or TCC on which the Member serves.

3-2.2 Types of Membership. Membership shall be limited to the types specified in 3-2.2.1 through 3-2.2.5.

3-2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3-2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3-2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3-3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

3-2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

3-2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3-2.2.5 Nonvoting Members. A person meeting the requirements of 3-2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3-1.3.3.

3-2.3 Qualifications for Membership. Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as specified in 3-2.4. Membership in the National Fire Protection Association or any of its Sections shall not be a prerequisite to or a condition of appointment to a TC or TCC.

3-2.4 Application Process. Information to be included in a candidate's Application for Membership and how the Council is to review and act on this information is specified in 3-2.4.1 and 3-2.4.2.

3-2.4.1 Applications for Membership. Each candidate for membership shall submit statements to the Council Secretary indicating the following:

(a) Evidence of knowledge and competence in the work of the TC and/or TCC

(b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3-3.3.3)

(c) Relationship of applicant to the Scope of the TC and/or TCC

(d) What organization, company, etc., the nominee would represent

(e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations

(f) What person or organization would fund participation

(g) Agreement to notify the Council Secretary of a change in employment, organization represented, or funding source

3-2.4.2 Action of the Council on Applications for Membership. The Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on:

(a) Qualifications of the applicant under the provisions of 3-2.3

(b) Limiting the size of each TC and/or TCC to a manageable working group

(c) Maintaining a balance of interests within the membership

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Council for purposes of reconsideration (see 1-6).

3-2.5 Representation of Interests. The Council shall determine the interests to be represented on TCs and TCCs. The Council may seek the recommendation of the TCC Chair and TC Chair in discharging this responsibility. No more than one-third of the voting Members shall represent any one interest.

3-3 Powers and Duties of Technical Committees and Technical Correlating Committees.

3-3.1 General Responsibilities.

3-3.1.1 Scope of Work. The work of each TC and TCC shall be:

(a) In accordance with the Scope as approved by the Council (see 3-1.1)

(b) In accordance with any instructions subsequently issued by the Council

(c) Consonant with the objectives of the Association (see Article 2 of the Articles of Organization and Article 2.1 of the Bylaws)

3-3.1.2 Activity Within Scope. Consonant with the publishing Guidelines of the Association, each TC and TCC shall:

(a) Prepare proposed Codes, Standards, Recommended Practices, or Guides

(b) Prepare and/or process Proposals and Comments to amend existing Documents

(c) Recommend reconfirmation or withdrawal of a Document

(d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5)

(e) Prepare and/or process Formal Interpretations (see Section 6)

3-3.2 Calling Meetings. Chairs shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with 4-2. Before issuing a call for such a meeting, the Chair shall consult with the Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

3-3.2.1 Meeting Notices. Notice of each meeting shall be sent in advance to the Council Secretary via the Staff Liaison. The Council Secretary shall issue a notice of such meeting in one of the Association's publications sent to all Members. A notice may also be issued in other appropriate media.

3-3.2.2 Distribution of Agenda to Committee Members. A Chair shall distribute an appropriate agenda including supporting material at least 14 days in advance of the date for which a meeting is called, or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Council Secretary in accordance with 3-3.5.2.

3-3.2.3 Types of Meetings. The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest are the responsibility of the guest.

3-3.3 Transaction of Business. The transaction of business at TC and TCC meetings shall be governed in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3-3.8), and third by *Robert's Rules of Order Revised*.

3-3.3.1 Quorum. There is no quorum requirement for TC and TCC meetings.

3-3.3.2 Attendance. Meetings shall be open, except that a TCC may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in TC membership in accordance with 3-4.3(d), or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3-3.8.

3-3.3.3 Participation.

(a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the TC or TCC on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the TC or TCC shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.

(b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.

(c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.

(d) If attendance by a member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.

(e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCCs, TCs, and Task Groups. The review of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.

(f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of TCCs, TCs, or Task Groups.

3-3.3.4 Minutes of Meetings. Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the Secretary, or a duly appointed individual acting at the direction of the Chair or Secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the TC for TC meetings, and by the TCC for TCC meetings. When a TC functions under the oversight of a TCC, minutes of TC meetings shall be distributed to the TCC. A copy of TC and TCC minutes shall be filed with the Council Secretary in accordance with 3-3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Council Secretary, in consultation with the Chair. If the request is approved, NFPA will make the recording and the requester will be asked to compensate NFPA for the associated costs. The original recording will remain the property of NFPA.

3-3.4 Voting Procedures and Privileges. Each voting Member including the Chair shall have one vote in the affairs of the TC or TCC on which the Member serves. (See 3-2.2.3 for "Restricted Voting Member" privileges.) The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as alternate.

3-3.4.1 Voting by Proxy. Voting by proxy shall not be permitted.

3-3.4.2 Voting at Meetings and Letter Ballots.

(a) **Voting at Meetings.** Actions decided during TC and TCC meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in these Regulations. In calculating the vote, those who abstain shall be omitted from the calculations. See also 3-3.3.

(b) **Letter Ballots.** Formal votes of Members shall be secured by letter ballot to determine the TC/TCC action on proposals, comments, formal interpretations, or tentative interim amendments, or to establish a recommendation of a TC/TCC to revise their scope. Voting in meetings is to establish a sense of agreement, but on matters pertaining to document revisions, document interpretations, or TC/TCC scopes, only the results of letter ballots shall be used to determine the official position of the TC and/or TCC.

3-3.4.3 How Letter Ballots Are Secured. The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a ballot form. The ballot due date shall be on the ballot.

3-3.4.4 How Members May Vote on Letter Ballots. Each Member shall record his or her opinion as "affirmative," "negative," or "abstaining" on the ballot required in 3-3.4.2(b) within the time limit specified on the ballot. A Member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons with the ballot. The reasons for negative votes on a specific issue being balloted shall be transmitted to the staff liaison who will compile and circulate to each Member, who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

3-3.4.5 Calculating Votes on Letter Ballots. A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining and those who, after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, an affirmative vote of at least a simple majority of the total membership eligible to vote is required.

3-3.4.6 Ballot Statement. A ballot statement shall accompany every Technical Committee Report indicating:

(a) Number of Members eligible to vote

(b) Number voting in the affirmative

(c) Identification of negative voters and stated reasons for each negative vote

(d) Identification of those who have abstained, and reasons for each abstention

(e) Identification of those who have not returned ballots

NOTE: See 4-3.5.2, 4-4.6.4, 5-4(a), and 6-3.4 for voting requirements.

3-3.5 Responsibility to NFPA.

3-3.5.1 Liaison with Staff. Each Chair shall keep the Staff Liaison fully informed on the work of the TC and/or TCC and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, ballots, reports, and correspondence).

3-3.5.2 Identification of Committee Drafts and Working Papers. Drafts or working papers prepared by the TC or TCC which have not been formally submitted for publication and association action in accordance with 4-3.8 shall, prior to distribution either to the public or committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

3-3.5.3 Filing of Technical Committee and Technical Correlating Committee Materials with Council Secretary. TCs and TCCs shall file with the Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Council Secretary. All such filings shall be available upon reasonable request for inspection at NFPA headquarters.

3-3.5.4 Availability of TC/TCC Materials to the Public. Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration at a TC or TCC meeting, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a TC or TCC meeting, requests in writing must be received at NFPA headquarters at least 21 days in advance of the meeting. At the discretion of the Council Secretary, reasonable fees and terms of payment may be set for such materials.

3-3.5.5 Intercommittee Coordination. A TC dealing with a subject that falls within the primary charge of another TC (see 3-1.1) shall coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more TCs shall be subject to adjudication by the Council except that a TCC shall settle questions of jurisdiction between TCs operating under its responsibility.

3-3.6 Document Content. Each TC shall, as far as practicable, prepare Documents in terms of required performance, avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, fire experience, research data, engineering fundamentals, or other such information as may be available.

3-3.6.1 Definitions. Where the following terms, commonly found in the Association Technical Committee Documents, are used or defined in the body of the text, they shall be consistent with the intent of these meanings. "Definitions" shall not be altered unless approved by the Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

Approved — Acceptable to the authority having jurisdiction.

NOTE: The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the "authority having jurisdiction" may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The "authority having jurisdiction" may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) — An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

NOTE: The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner because jurisdictions and approval

agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code — A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

NOTE: The decision whether to designate a standard as a "code" is based on such factors as the size and scope of the document, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus — Consensus has been achieved when, in the judgment of the Standards Council of the National Fire Protection Association, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Council.

Guide — A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

Labeled — Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed — Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice — A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

Shall — Indicates a mandatory requirement.

Should — Indicates a recommendation or that which is advised but not required.

Standard — A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

3-3.6.2 Reference to Other Documents or Other Publications. When a reference is made in a Technical Committee Report to a Document or other publications prepared by any organization, such a reference shall contain the sponsor, title, date, or edition, and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate.

NOTE: TCs should include a bibliography of referenced material in each of their Documents.

3-3.7 Reference Standards and Publications.

3-3.7.1 Mandatory Reference Standards in NFPA Codes and Standards.

3-3.7.1.1 Mandatory standards referenced in NFPA Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at NFPA Headquarters if not readily available from other sources. See also 3-3.7.4, 4-3.3, and 4-4.5.

3-3.7.1.2 Mandatory Standards referenced in NFPA Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

3-3.7.1.3 Mandatory standards referenced in NFPA Codes and Standards not complying with 3-3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3-3.7.1.2 in a ROP or ROC.

3-3.7.2 Nonmandatory Reference Standards in NFPA Codes and Standards. Reference standards that do not comply with 3-3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in a NFPA Code or Standard.

3-3.7.3 Nonmandatory Referenced Publications in NFPA Guide Documents and Recommended Practices. Publications referenced in NFPA Guide Documents and Documents establishing recommended practices shall be subject to 3-3.7.4.

3-3.7.4 Reference to Other NFPA Documents or Documents Published by Other Organizations. When a reference is made in a Technical Committee Report to another NFPA Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at NFPA Headquarters, if not readily available from other sources.

3-3.8 Supplemental Operating Procedures. A TC and/or TCC may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the Association and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Council Secretary, who shall submit

them to the Council for approval. Amendments to the Bylaws of the Association or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

3-3.9 Publication of Committee Reports. When Committee Reports are judged to be in a form for Association consideration, they shall be submitted to the Council Secretary in accordance with 4-3.8 and 4-4.8.2. TCs and/or TCCs shall not issue material for publication through any other channel except in cases where the TC is sponsored jointly with another association (see 1-9).

3-4 Organization and Responsibilities of Technical Correlating Committees.

3-4.1 Organization. If the Council determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Council may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Council.

3-4.2 Authority. A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3-3.8). The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3-4.3 Responsibilities. The responsibilities of a TCC are:

(a) Resolving conflicts within or between Documents

(b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes

(c) Recommending the establishment of new or the discharging of existing TCs and proposing new Scopes or changes to existing Scopes of TCs

(d) Recommending changes in membership to obtain or improve representation on a TC

(e) Correlating the scheduling of the Reports from the TCs operating under its responsibility

(f) Notifying a TC of its failure to comply with these Regulations or the Manual of Style

(g) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes

(h) Establishing Supplemental Operating Procedures, if desired (see 3-3.8)

(i) Performing such other or different duties as the Council may from time to time assign

Section 4 Development and Revision of NFPA Documents.

4-1 Initiation. Any person, organization, or existing TC or TCC can request the Council to establish a Project to handle any matter of proper concern to the Association. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by existing NFPA projects.

Following receipt of such a request, the Council Secretary shall:

(a) Submit for publication by the Association a notice of receipt of the request and a solicitation of opinions on the need for the Project, information on resources on the subject matter, those interested in participating in the Project, if established, and other organizations actively involved with the subject; and

(b) Submit the request for establishing the Project, the information resulting from the published notice, and any other pertinent information to the Council for a determination as to whether such request shall be granted. If granted, a recommendation shall also be made to the Council as to whether the subject matter of the proposed Project would fall within the Scope of an existing TC Project.

4-2 Overview.

4-2.1 Revision Cycle. The Council Secretary shall establish schedules for processing technical committee Documents. This schedule shall include final dates for all critical events in a processing cycle, including but not limited to, a call for proposals and comments, availability of Technical Committee Reports, the Association Technical Meeting, and Council issuance.

4-2.2 Frequency of Amendments. A Document shall not be amended more than once tri-annually except where specifically permitted by the Council Secretary or where an amendment is by a duly processed Tentative Interim Amendment.

4-2.3 Periodic (5-Year) Policy. All TCs shall complete a Revision, Reconfirmation, or Withdrawal of each of its documents at maximum five-year intervals. Under special circumstances and when approved by the Council, the time interval may be extended to a maximum of ten years. If a TC fails to process a document within the specified time period, the Council shall take appropriate action.

4-2.4 Scheduling of Technical Committee Reports. Each TC Project Chair shall submit to the Council Secretary for approval by the Council a reporting schedule for the submission of a Technical Committee Report for each of the existing or proposed new Documents for which the TC or TCC is responsible. Any request for a change in this schedule shall be immediately transmitted to the Secretary. The TC Project Chair shall notify the Council Secretary of its intended closing date for receipt of Proposals at least 6 months before such date. The Council Secretary shall publish these dates in appropriate Association publications and other media, and the deadlines so established shall be rigidly applied.

4-2.5 Publication of Technical Committee Reports. Each Technical Committee Report consisting of a Report on Proposals and, if comments were received, a Report on Comments shall be published before the meeting at which the Report is presented for Association consideration. Notice of the availability of Report on Proposals and Report on Comments shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the Association meeting at which consideration is being requested.

4-2.6 Publication of Actions. Notice of all actions taken by the Council and the Board of Directors on TC Project matters shall be reported to the Association in a publication issued to the membership.

4-3 Proposal Stage.

4-3.1 Publication of Notice. A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in 4-3.1.1 and 4-3.1.2.

4-3.1.1 New Documents. A Committee shall notify the Council of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Council Secretary along with the notification of the intended closing date for receipt of proposals (see 4-2.4). Notice that the proposed draft Document is available from the Council Secretary shall be published in one of the Association publications sent to all Members.

4-3.1.2 Existing Documents. The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn

need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

4-3.2 Who May Submit a Proposal.

4-3.2.1 General. Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of NFPA.

4-3.2.2 Technical Committee. A Proposal that originates within a TC or TCC shall include the information requested in 4-3.3(b), (c), and (d), and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

When a TC develops a new Document, the Document may be submitted as a TC Proposal.

4-3.3 Content of Proposals. Each Proposal shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed

(c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for Proposal

(e) The signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3-3.7)

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the staff liaison, in writing, to the submitter.

4-3.4 Time for Submission or Withdrawal of Proposal. A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

4-3.5 Technical Committee Consideration of Proposals. Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3-3.4.

4-3.5.1 Technical Committee Action on Proposals. The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held and Tentative Interim Amendments. The TC shall act on each Proposal by:

(a) Accepting the Proposal

(b) Rejecting the Proposal

(c) Accepting the Proposal in principle but with changes in the proposed wording

(d) Accepting the Proposal in part

(e) Accepting the Proposal in principle in part but with changes in the proposed wording of the part

The TC action on proposals "accepted in principle," "accepted in part," "accepted in principle in part" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in 4-3.3(a) through 4-3.3(d) may be rejected by the Committee for that reason.

NOTE: When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the NFPA staff liaison may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by NFPA staff, of the submitted material.

4-3.5.2 Technical Committee Balloting on Proposals. TC action on Proposals shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the Report on Proposals to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the Report on Proposals shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Council Secretary shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Proposals.

4-3.6 Technical Correlating Committee Action Balloting on Proposals.

4-3.6.1 Review. If the Technical Committee Reports to the Association through a TCC, the TCC shall review the Reports on Proposals of the TCs under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and rationale in accordance with its authority as defined in 3-4.2. The ROP shall be published with a specific notice of the TCC actions and rationale.

4-3.6.2 Balloting. TCC shall be balloted on its proposed actions relative to the Report on Proposals in accordance with the TCC authority and responsibilities (see 3-4.2 and 3-4.3). Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not confirm its proposed actions, the Report on Proposals shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the Report on Proposals.

4-3.7 Form and Content of Technical Committee Report on Proposals. Each Report on Proposals shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (see 3-3.4.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a Report on Proposals involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately.(See also 1-4 for definition of Technical Committee Report.)

4-3.8 Submission of Report on Proposals. A Report on Proposals prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Council Secretary for printing in a Report on Proposals for public review and Comment and Association consideration. Reports on Proposals with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-2.5.)

4-3.9 Publication and Distribution of Report on Proposals. The Association shall publish the Report on Proposals for distribution to anyone interested. Notice of the availability of a Report on Proposals shall be published in one of its publications sent to all members and other appropriate media.

4-4 Comment Stage.

4-4.1 Comment Period. Reports on Proposals shall contain a notice of a Comment closing date, which shall provide for a Comment period of approximately 60 days following the date of publication unless the Council approves a longer Comment period. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

4-4.2 Subjects Appropriate for Comment. Comments shall be confined to those items under consideration for action and directly affected items. When a Report on Proposals involves a Reconfirmation of an existing Document, the entire Document is open for Comment. (See also 4-4.6.2.)

4-4.3 Who May Submit a Comment.

4-4.3.1 General. Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a comment on the actions recommended in the Report on Proposals within the Comment period established.

4-4.3.2 Technical Committee. The TC responsible for a Document may Comment on the actions recommended in the Report on Proposals after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by 4-4.6.4. TC-generated Comments shall not introduce a concept that has not had public review (see 4-4.9.2).

4-4.3.3 Content and Ballot. A Comment that originates within a TC or TCC shall include the information requested in 4-4.5(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

4-4.4 Method of Comment Submittal. Public Comments shall be submitted to the Council Secretary during the established Comment period (see 4-4.1). TC Comments may be submitted in accordance with 4-4.3.2 and 4-4.3.3.

4-4.5 Content of Comments. Each comment shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed

(c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for the Comment

(e) Signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3-3.7)

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

4-4.6 Technical Committee Consideration of Comments. Actions on all Comments shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 3-3.4.

Each TC shall process all of the Comments received in compliance with the Association timetable (see also 4-4.9).

A TC shall consider and act on all Comments that are directly related to the substantive content of the Report on Proposals.

4-4.6.1 Multiple Comments on Same Proposal. When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the NFPA staff liaison may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the NFPA staff, of the submitted material.

4-4.6.2 Guidelines for Technical Committee Action on Comments. A TC shall consider the following guidelines when determining its action on each Comment.

4-4.6.2.1 Act. It shall act on each Comment that:

(a) Relevant to the text proposed by the TC

(b) Raises a question on material which is either new or proposed to be amended by the TC, or is affected by a specific proposal

4-4.6.2.2 Hold. It shall hold for processing as a proposal for the next revision cycle a Comment that:

(a) Would introduce a concept that has not had public review by being included in a related proposal as published in the Report on Proposals

(b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the Report on Proposals or other affected parts of the Document

(c) Would propose something that could not be properly handled within the time frame for processing the report

4-4.6.2.3 Basis for Hold. In determining whether to hold a Comment pursuant to 4-4.6.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

4-4.6.2.4 Related Proposal. A TC that holds a comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the Report on Proposals is to be retained or altered.

4-4.6.2.5 Subsequent Processing. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

4-4.6.3 Technical Committee Action on Comments.

A TC shall act on each Comment by:

(a) Accepting the Comment

(b) Rejecting the Comment

(c) Accepting the Comment in principle but with changes in the proposed wording

(d) Accepting the Comment in part

(e) Accepting the Comment in principle in part but with changes in the proposed wording of the part

(f) Holding the Comment (see 4-4.6.2)

The TC action on Comments "accepted in principle," "accepted in part," "accepted in principle in part," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to

convey the TC's rationale for its action so that rebuttal may, if desired, be offered when the Committee presents its Technical Committee Report to the Association for consideration.

The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the Report on Comments.

4-4.6.4 Technical Committee Balloting on Comments. TC action on Comments shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the Report on Comments to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the Report on Comments as rejected. Negative votes based on procedural grounds shall be reported to the Council Secretary. The results of the ballot, including the technical reasons for negative votes, shall be included in the Report on Comments. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Comments.

4-4.7 Technical Correlating Committee Balloting on Comments.

4-4.7.1 Review. If the Technical Committee Reports to the Association through a TCC, the TCC shall review the Report on Comments of the TCs under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in 3-4.2.

The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions.

The Report on Comments shall be published with a specific notice of the TCC actions and rationale.

4-4.7.2 Balloting. The TCC shall be balloted on its proposed actions relative to the Report on Comments in accordance with the TCC authority and responsibilities (see 3-4.2 and 3-4.3). Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that that portion of the Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the Report on Proposals are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

If the TCC ballot is taken on the ROC as a whole and the required three-fourths affirmative vote of the TCC is not achieved on the Report on Comments, the ROC will not be forwarded to the Association.

4-4.7.3 Failure to Pass TCC Ballot. If the ROC is not forwarded to the Association, the TC may process its Report on Comments for consideration at the Association meeting immediately following the one at which it was scheduled to present its report if it feels it can satisfy the objections of the TCC and achieve the required three-fourths affirmative vote; if not, the committee shall process the Document through the next available standards-making cycle by processing a new Report on Proposals. This action does not require a new call for proposals, but the previously received proposals must be reconsidered for inclusion in the new Report on Proposals.

4-4.8 Publication of Reports on Comments. Reports on Comments shall be published as indicated in 4-4.8.1 through 4-4.8.4.

4-4.8.1 Form and Content of Report on Comments. Each Report on Comments (see 4-4.7.2) shall be in a form suitable for publication as prescribed by the Association. The Report on Comments shall contain a list of TC and TCC Members, results of the ballot, Comments, and TC and TCC action thereon. If a Report on Comments involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1-4 for definition of Technical Committee Report.)

4-4.8.2 Submission of Report on Comments. A Report on Comments prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Council Secretary for printing and Association consideration. Reports on Comments with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-4.9.3.)

4-4.8.3 Publication and Distribution of Report on Comments. The Association shall publish the Technical Committee Report on Comments for distribution to anyone interested before the Association meeting at which consideration is to be given. Notice of the availability of a Report on Comments shall be published in one of its publications sent to all members and other appropriate media.

4-4.8.4 No Comment Received. If no Comment is received, a notice of that fact shall be published in the Report on Comments.

4-4.9 Withdrawal of Technical Committee Report. A TC may, before the publication of its Report on Comments, for one of the reasons indicated in 4-4.9.1 through 4-4.9.4, withdraw its Technical Committee Report from the scheduled cycle. This action requires the approval of the Council Secretary. The Committee may then process the withdrawn material for action at a subsequent Association meeting as provided in 4-4.9.1 through 4-4.9.4.

4-4.9.1 Excess Number of Comments. When a Report receives so many Comments that the TC is not able to act on each Comment within the time schedule, the TC may withdraw its Report and submit its Report on Comments for consideration at the Association meeting following the one at which it was scheduled to present its Report. This action requires agreement of a majority of the members present at the meeting.

4-4.9.2 Substantive Comment. When a Report, other than a Reconfirmation, receives Comments with which the TC finds merit and determines must be considered in this revision, but which would require research and discussion by the TC that cannot be handled within the time frame established for processing the Report, the TC may (1) withdraw its Report and submit its Report on Comments for consideration at the Association meeting immediately following the one at which it was scheduled to present its Report, or (2) submit a new ROP in a new standards-making cycle. This action requires agreement of a majority of the members present at the meeting.

4-4.9.3 Substantive Comment on Reconfirmation. When a Report proposing Reconfirmation of a Document receives Comment with which the TC agrees, and which would result in a substantive change to the Document, the TC shall withdraw its Report, consider the Comments, and prepare a new Technical Committee Report for processing through the next available entire standards-making cycle.

4-4.9.4 Late Report on Comments. Any Report on Comments received after the date established for submittal to the Council Secretary shall result in the Report being withdrawn and held for consideration of the Association at its next meeting.

4-5 Membership Action at Association Technical Meetings.

4-5.1 Authority of an Association Technical Meeting. In respect to

Technical Committee Reports, the Association may take the following actions:

(a) Adopt a Report as published or as modified by the TC or TCC to effect editorial improvements or correction of errors

(b) Adopt a Report as amended in accordance with the provisions of 4-5.5 contingent upon subsequent approval by the required number of Members of the concerned TC and TCC (see 4-6.1)

(c) Return an entire Report to the responsible TC [see 4-5.5(c)(1)]; or

(d) Return a portion of a Report to the responsible TC; however, only that portion that was modified after the Report on Proposals was published may be returned [see 4-5.5(c)(2) and 4-5.5(c)(3)]

Amendments differing from that published in either the Report on Proposals or Report on Comments shall not be permitted for Association consideration.

The above actions are subject to review by the Council in accordance with 4-7.

4-5.2 Transaction of Business. The transaction of business at Association Technical Meetings (see Section 4-5) shall be governed, in order of precedence, first by these Regulations and second by NFPA Technical Meetings Convention Rules.

4-5.3 Who May Vote on Technical Committee Reports at Association Technical Meetings. Voting on Technical Committee Reports at Association meetings shall be limited to those authorized to vote as specified in Article 3 of the Bylaws.

4-5.4 Association Technical Meetings — General Information.

(a) **Explanation of Identifiable Part.** An "identifiable part" is a recognized component of a proposal or comment, and shall have the following features:

(1) The proposal or comment shall be capable of being segmented into separate parts understandable to the voting membership, and

(2) A decision on the segmented part shall constitute a complete action, and

(3) The segmented part of the proposal or comment shall be presented exactly as published in the ROP or ROC.

(b) **Restriction to Published Text.** Amendments are limited to proposals, comments, or an identifiable part, exactly as published in the ROP or ROC.

(c) **Designated Representative.** A submitter of a Proposal or Comment, who is to be represented by another at an Association Technical Meeting, shall designate such representative in writing to the Council Secretary. An organizational delegate shall be permitted to represent the submitter of a proposal or comment if the submitter transmitted the Proposal or Comment on behalf of the same organization.

4-5.5 Summary of Amending Motions at Association Technical Meetings. An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with any of the following motions:

(a) **Proposal.**

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(b) **Comment.**

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(5) Reject.

(6) Reject an identifiable part.

(c) **Return Technical Committee Report for Further Study.**

(1) Return entire Report.

(2) Return a portion of a Report in the form of a proposal and related comment(s).

(3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comments(s).

4-5.6 Effect of Successful Amending Motions at Association Technical Meetings.

(a) **Proposal.**

(1) **Accept.** A motion to accept a proposal negates the actions of any accepted comments on that proposal, and changes the text in accordance with the proposal as published in the ROP.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a proposal negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(3) **Accept as Modified by the TC.** A motion to accept a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal (as modified by the TC) as published in the ROP.

(b) **Comment.**

(1) **Accept.** A motion to accept a comment changes the text in accordance with the comment as published in the ROC.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a comment changes the text in accordance with the identifiable part of the comment as published in the ROC.

(3) **Accept as Modified by the TC.** A motion to accept a comment as modified by the TC changes the text in accordance with the Committee action on the comment as published in the ROC.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a comment as modified by the TC changes the test in accordance with the Committee action on the identifiable part of the comment as published in the ROC.

(5) **Reject.** A motion to reject a Comment returns that portion to ROP text, and does not reject other Comments that may affect the Proposal that is addressed by the Comment being rejected.

(6) **Reject an Identifiable Part.** A motion to reject an identifiable part of a Comment returns that portion to ROP text, and does not reject other Comments or identifiable parts of Comment(s) that may affect the Proposal that is addressed by the identifiable part of the Comment being rejected.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** A motion to return the entire report sends the entire document back to TC for further study, and any previous edition remains in effect.

(2) **Return a portion of a Report in the form of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of a proposal and related comment(s) returns to previous edition text. If other comments relating to the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of an identifiable part of a proposal and related comment(s) returns to previous edition text. If other comments relating to the identifiable part of the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

4-5.7 Who May Make Amending Motions at Association Technical Meetings. An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with 4-3.2, 4-4.3, 4-5.4(c), and the following:

(a) **Proposal.**

(1) **Accept.** The submitter of a proposal may present that proposal as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a proposal may present an identifiable part of that proposal as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report a Proposal as previously accepted by a TC when that Proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passes TC written ballot but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Proposal may present either the failed TC action or the original Public Proposal as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report an identifiable part of a proposal as previously accepted by a TC when that identifiable part of the proposal was modified in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Proposal may present an identifiable part of either the failed TC action or the original Public Proposal as submitted.

b) **Comment.**

(1) **Accept.** The submitter of a comment may present that comment as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a comment may present an identifiable part of that comment as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Comment may present either the failed TC action or the original Public Comment as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Comment may present an identifiable part of either the failed TC action or the original Public Comment as submitted.

(5) **Reject.** Anyone may present as an amendment to a Technical Committee Report the rejection of a Comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(6) **Reject an Identifiable Part.** Anyone may present as an amendment to a Technical Committee Report the rejection of an identifiable part of a comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** Anyone may propose the return of a Technical Committee Report to the responsible TC for further study in accordance with 4-5.1(c).

(2) **Return a portion of a Report in the form of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of a proposal and related comments(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of an identifiable part(s) of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).

4-5.8 Procedure for Proposing Recommendations at an Association Technical Meeting. Before proposing an action at an Association meeting, the proposer shall state his or her name, affiliation, and organization represented, if any, and shall refer to the specific item published in the Report on Proposals or the Report on Comments.

4-5.9 Forwarding Documents Following Association Technical Meeting Recommendations.

(a) When the Report of the TC is adopted at the Association Technical Meeting as published or as modified by the TC or TCC to effect editorial improvements or corrections of errors [see 4-5.1(a)], the Document shall be forwarded directly to the Council for action in accordance with 4-7.

(b) Where, due to the lack of a quorum at an Association Technical Meeting, the Association fails to make a recommendation concerning a Report or a portion of a Report, the Document shall be forwarded directly to the Council without recommendation for action in accordance with 4-7. Notwithstanding the foregoing, any motions to amend or return the Report that have passed prior to the loss of a quorum shall be processed and forwarded to the Council in accordance with 4-5 and 4-6.

(c) Where amendments are made to the Committee Report [see 4-5.1(a) and (b)], or where the Report or portions of the Report are returned [see 4-5.1(c)], the Document shall be forwarded to the responsible TC and TCC for action in accordance with 4-6.

4-6 Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings.

4-6.1 Recommended Amendments.

(a) An amendment recommended by the Association shall be submitted to ballot of the responsible TC and TCC. The TC ballot shall be completed within 21 days and the TCC ballot shall be completed within 45 days, both following the first business day after adjournment of the Association meeting.

(b) If the Association recommended amendment is approved by the TC and TCC, such action shall be deemed to be a recommendation of the TC and TCC in favor of the amendment. Approval is determined by two-thirds affirmative vote of the TC and a three-fourths affirmative vote of the TCC calculated in accordance with 3-3.4.5.

(c) If the Association recommended amendment is not approved by the TC and TCC, such action of the Committee shall be deemed to be a recommendation that the portion of the Report modified by the Association recommended amendment be returned to the TC; the remainder of the Report stands as recommended by the Association; and any existing text to which the returned portion pertains shall stand. The TC and TCC shall be balloted on whether the resulting Document is suitable; and if it is determined that it is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council which shall determine whether and in what form the document shall be issued. See also 4-6.3.

(d) Portions of Technical Committee Reports that are returned shall be processed as a Proposal in the next revision cycle in accordance with 4-3.5.

4-6.2 Recommended Return of Report or Portion of Report.

(a) If the Association recommends that a Technical Committee Report be returned to the responsible TC, such recommendation shall be deemed to mean that the previously adopted Document, if any, shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return.

(b) If the Association recommends that a portion of a Report be returned to the responsible TC, such recommendation shall be deemed to mean that any existing text to which the returned portion pertains shall stand. The TC and TCC, however, shall be balloted on whether the resulting Document is suitable; and if it is determined that the Document is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council, which shall determine whether and in what form the document shall be issued. In addition to a ballot on suitability, and, in order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return. Time constraints with respect to balloting shall be in accordance with 4-6.1 (see also 4-6.3).

NOTE: When a portion of a Report on a new or existing Document is returned to TC, the "existing text" that prevails is the text in the previous edition. Where no previous edition text exists, the proposed text is deleted.

(c) Portions of Technical Committee Reports that are returned shall be processed as Proposals in the next revision cycle in accordance with 4-3.5.

4-6.3 Disposition of Documents Following Technical Committee and Technical Correlating Committee Action. When a Technical Committee Report is returned to a TC, the TC may request action on an amended Report on Comments at the next meeting of the Association. The TC shall take into consideration the discussion that took place at the Association meeting in preparing its amended Report on Comments.

The amended Report on Comments shall include all of the Comments received during the Comment period on the initial Report and the TC action on each Comment in accordance with 4-4.1 through 4-4.6.3.

NOTE: This procedure permits a TC to directly resubmit a Report on Comments.

4-7 Action by the Council. The Council shall act on the issuance of a Document within 60 days from the date of the recommendation from the Association Technical Meeting unless this period is extended by the Standards Council.

4-7.1 Basis for Judgment. The Council shall make a judgment on whether or not to issue an NFPA Document or to take other appropriate action based upon the entire record before the Council. Among the items that the Council will consider in making a judgment are the following:

(a) Reports of the TC and TCC and all supporting documentation

(b) Transcript and deliberations of the Association meeting

(c) Recommendation of the Association established by vote taken at the Association meeting on the Technical Committee Report

(d) Balloting of the TC and TCC as may be appropriate in connection with the recommendation established by vote taken by the membership of the Association

(e) Any views that the Council has solicited from interested groups, including Sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups

(f) Any views resulting from submission of Appeals (see 1-6).

4-7.2 Effective Date. All Documents issued by the Council shall become effective 20 days after the Council action unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the Document to the Executive Committee of the Board of Directors or to the Board of Directors.

4-8 Publication of Documents. The NFPA shall publish all Documents once they have become effective and withdraw from publication all Documents that have been withdrawn.

Section 5 Tentative Interim Amendments.

5-1 Preliminary Determination of Compliance. A Tentative Interim Amendment to any Document may be processed if the Council Secretary determines, after a preliminary review, and consultation with the appropriate Chair, that the Amendment appears to be of an emergency nature requiring prompt action and has the endorsement of a Member of the involved TC or TCC. If processed, the question of emergency nature shall be considered by the TC and TCC. The text of a proposed Tentative Interim Amendment may be processed as submitted or may be changed, but only with the approval of the submitter.

5-2 Evaluation of Emergency Nature. Determination of an emergency nature shall include but not be limited to one or more of the following factors:

(a) The document contains an error or an omission that was overlooked during a regular revision process.

(b) The document contains a conflict within the document or with another NFPA document.

(c) The proposed TIA intends to correct a previously unknown existing hazard.

(d) The proposed TIA intends to offer to the public a benefit that would lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.

(e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.

(f) The proposed TIA intends to correct a circumstance in which the revised document has resulted in an adverse impact on a product

or method that was inadvertently overlooked in the total revision process, or was without adequate technical (safety) justification for the action.

5-3 Publication of Proposed Tentative Interim Amendment. A proposed Tentative Interim Amendment that meets the provisions of 5-1 shall be published by the Association in appropriate media with a notice that the proposed Tentative Interim Amendment has been forwarded to the responsible TC and TCC for processing and that anyone interested may comment on the proposed Tentative Interim Amendment within the time period established and published.

5-4 Technical Committee and Technical Correlating Committee Action.

(a) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TC in accordance with 3-3.4. The TC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such balloting shall be completed concurrently with the public review period. Any public comments inconsistent with the vote of any TC Member shall be circulated to the TC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the Tentative Interim Amendment.

(b) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TCC, if any, which shall make a recommendation to the Council with respect to the disposition of the Tentative Interim Amendment. The TCC shall be separately balloted on both the merits of the amendment (as it relates to the TCC authority and responsibilities in accordance with 3-4.2 and 3-4.3) and whether the amendment involves an issue of an emergency nature. Any public comments inconsistent with the vote of any TC or TCC Member shall be circulated to the TCC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the Tentative Interim Amendment.

(c) All public comments, ballots, and comments on ballot on the proposed Tentative Interim Amendment shall be summarized in a staff report and forwarded to the Council for action in accordance with 5-5.

5-5 Action of the Council. The Council shall review the material submitted in accordance with 5-4(c), together with the record on any Appeals (see 1-6, 1-6.1), and shall take one of the following actions:

(a) Issue the proposed Tentative Interim Amendment

(b) Issue the proposed Tentative Interim Amendment as amended by the Council

(c) Reject the proposed Tentative Interim Amendment

(d) Return the proposed Tentative Interim Amendment to the TC with appropriate instruction

(e) Direct a different action

5-6 Effective Date of Amendment. Tentative Interim Amendments shall become effective 20 days after Council issuance unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or to the Board of Directors.

5-7 Publication of Amendment. The Association shall publish in one of its publications sent to all Members notice of the issuance of each Tentative Interim Amendment; shall issue a news release to applicable and interested technical journals; and shall also include in any subsequent distribution of the Document to which the Tentative Interim Amendment applies the text of the Tentative Interim Amendment in a manner judged most feasible to accomplish the desired objectives.

The tentative character of the Tentative Interim Amendment shall be clearly indicated in the publication and release.

5-8 Applicability. Tentative Interim Amendments shall apply to the document existing at the time of issuance. Tentative Interim Amendments issued after the proposal closing date shall also apply, where the text of the existing document remains unchanged, to the next edition of the Document. Tentative Interim Amendments issued concurrently with the issuance of a new edition shall apply to both the existing and new edition.

5-9 Subsequent Processing. TC responsible for the Document or part of the Document affected shall process the subject matter of any Tentative Interim Amendment as a proposal for the next edition of the Document (see 3-3).

5-10 Exception. When the Council authorizes other procedures for the processing and/or issuance of Tentative Interim Amendments, the provisions of this Section shall not apply.

Section 6 Formal Interpretations.

6-1 General. Formal Interpretations are for the purpose of providing formal explanations of the meaning or intent of the TC on any specific provision or provisions of any Document.

6-1.1 Limitations. A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of NFPA or any of its TCs and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

> **NOTE:** This Formal Interpretation procedure does not prevent any Chair, Member, or the Staff Liaison from expressing a personal opinion on the meaning or intent of the TC on any provision of any such Document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the TC or the Association and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

6-1.2 Nature of Formal Interpretations. Requests for Formal Interpretations shall be clearly worded so as to solicit a Yes or No answer from the TC and TCC.

6-1.3 Editions to be Interpreted. Interpretations shall be rendered only on the text of the current or immediate prior edition of the Document.

6-1.4 Reasons for Not Processing. A request for an Interpretation shall not be processed if it:

(a) Involves a determination of compliance of a design, installation, or product or equivalency of protection

(b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection

(c) Involves text that clearly and decisively provides the requested information

(d) Involves subjects that were not previously considered by the TC or that are not addressed in the Document.

6-2 Method of Requesting Formal Interpretations. A request for a Formal Interpretation shall be directed to the Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identifying the portion (article, section, paragraph, etc.) of the Document and edition of the Document on which an Interpretation is requested. Such a request shall

be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state,and all parties involved shall be named and notified.

6-3 Processing.

6-3.1 Determination of Qualification. The Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for Formal Interpretation shall be processed in accordance with 6-1.4.

6-3.2 Editing of Interpretation Request. A request for an Interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

6-3.3 Balloting of Interpretations. If accepted for consideration, each request shall then be submitted to ballot of the TC having primary jurisdiction of the Document or portion thereof covering the subject under consideration.

NOTE: Supplemental Operating Procedures may be adopted by a TCC such that the Formal Interpretation is balloted concurrently through the TCC and the TC, and if the results of this ballot are in conflict, the Formal Interpretation will not be issued and the item shall be placed on the docket for processing and resolution by the TC at its next meeting (see 3-3.8).

6-3.4 Voting on Interpretations.

(a) A Formal Interpretation requires a three-quarters majority agreement as tallied in accordance with 3-3.4.5.

(b) Where ballots contain comments with regard to a position set forth in a Formal Interpretation request, such comments shall be transmitted to each Member, who may change his or her ballot at that time.

(c) Where the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the TC at its next meeting.

6-4 Issuance of Interpretation. If the required agreement is secured, the requester, the TC, and all named parties shall be notified by the Staff Liaison. The Interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the Council within that 20-day period.

6-5 Publication. Interpretations of text of the current or immediate prior edition of a Document shall be published by the Association in one of its publications sent to all members and announced in an Association news release to other media.

6-6 Action Following Issuance of Formal Interpretation. Any TC whose Document has been the subject of a Formal Interpretation shall prepare a committee proposal clarifying the text of the Document involved. The TC shall process such a proposal in conformance with procedures set forth in 4-3. After issuance of the next edition of the document, the Interpretation shall be retired.

Regulations Governing Committee Projects

Regulations for Fall 2005 and All Subsequent Revision Cycles

TABLE OF CONTENTS — Page No.

Section 1	**General Provisions**	61
1-1	Scope of Regulations	61
1-2	Standards Council Guidelines	61
1-3	Amendment	61
1-4	Generic Terms	61
1-5	Authority	61
1-6	Appeals to the Council	62
1-7	Petitions to the Board of Directors	62
1-8	Use of Visual Aids and Demonstrations before the Standards Council or Board of Directors	63
1-9	Joint Projects	63
1-10	Submittal of Documents by Other Organizations to NFPA	63
Section 2	**Establishment and Operation of the Standards Council**	63
2-1	General	63
2-2	Authority	63
2-3	Model Laws and Ordinances	63
2-4	Member Requirements	63
2-5	Member Terms	63
2-6	Chair	63
2-7	Votes	63
2-8	Board Report	63
2-9	Secretary	63
2-10	Council Deliberations	63
Section 3	**Establishment and Operation of Technical Committees and Technical Correlating Committees**	63
3-1	Establishing and Dissolving Technical Committees and Technical Correlating Committees	63
3-2	Membership of Technical Committees and Technical Correlating Committees	64
3-3	Powers and Duties of Technical Committees and Technical Correlating Committees	65
3-4	Organization and Responsibilities of Technical Correlating Committees	68

TABLE OF CONTENTS — Page No.

Section 4	**Development and Revision of NFPA Documents**	68
4-1	Initiation	68
4-2	Overview	68
4-3	Proposal Stage	69
4-4	Comment Stage	70
4-5	Notice of Intent to Make a Motion	72
4-6	Membership Action at Association Technical Meetings	72
4-7	Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings	74
4-8	Action by the Council	75
4-9	Publication of Documents	75
Section 5	**Tentative Interim Amendments**	75
5-1	Preliminary Determination of Compliance	75
5-2	Evaluation of Emergency Nature	75
5-3	Publication of Proposed Tentative Interim Amendment	75
5-4	Technical Committee and Technical Correlating Committee Action	75
5-5	Action of the Council	75
5-6	Effective Date of Amendment	75
5-7	Publication of Amendment	76
5-8	Applicability	76
5-9	Subsequent Processing	76
5-10	Exception	76
Section 6	**Formal Interpretations**	76
6-1	General	76
6-2	Method of Requesting Formal Interpretations	76
6-3	Processing	76
6-4	Issuance of Interpretation	76
6-5	Publication	76
6-6	Action Following Issuance of Formal Interpretation	76

Regulations Governing Committee Projects

Regulations for Fall 2005 and All Subsequent Revision Cycles

ADOPTED BY BOARD OF DIRECTORS OCTOBER 1996
(AMENDED NOVEMBER 2003, MARCH 2004)

Section 1 General Provisions.

1-1 Scope of Regulations. These Regulations cover the process of developing and revising NFPA Documents and the role of the Board of Directors, Standards Council, Technical Correlating Committees, and Technical Committees in this process. Procedures for establishing and operating these Committees are included as are requirements for processing Tentative Interim Amendments and Formal Interpretations.

1-2 Standards Council Guidelines.

1-2.1 General. The Standards Council may adopt guidelines to supplement but not conflict with these regulations. These shall take the form of Guidelines adopted and administered according to this section.

1-2.2 Approval. Guidelines shall include those key directives of the Council that deal with the governance of Technical Committees and Technical Correlating Committees and those groups subordinate to and established by the Standards Council. Such guidelines shall be adopted or amended by the Standards Council acting upon the affirmative vote of two-thirds of the Standards Council members present at a duly constituted meeting. Such Guidelines shall be submitted to the Board of Directors for approval.

Proposals for new guidelines or amendments to the existing guidelines shall be distributed to the Standards Council along with the agenda of the meeting at which they will be considered.

Proposed amendments may be submitted to the Standards Council Chair in writing. The Chair shall inform the submitter in writing as to the disposition of his or her proposal.

Guidelines shall be published and available on request.

1-3 Amendment. Amendments to the Regulations Governing Committee Projects shall be submitted by the Standards Council to the Board of Directors for approval.

1-4 Generic Terms. The following terms, used in these Regulations, shall have the meaning indicated below:

Appeal — any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, the Association, or the Standards Council, at any time in the Document development process. (See 1-6.)

Association — National Fire Protection Association.

Association Technical Meeting — Technical Meeting as defined in Section 4.2 of the NFPA Bylaws.

Comment — suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with 4-4.

Council — see "Standards Council."

Designated Representative — see 4-6.5(c).

Document (Technical Committee Document) — a Code, Standard, Recommended Practice, or Guide excluding any index thereto.

Including — including but not limited to.

Member — a person, regardless of voting status, who serves on an NFPA Technical Committee or Technical Correlating Committee.

Notice of Intent to Make a Motion — see 4-5.

Panel — see "Technical Committee."

Petition — a request seeking the intervention of the NFPA Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council. (See 1-7.)

Primary Charge — see 3-1.1.

Project — see "Technical Committee Project."

Proposal — a suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with 4-3.3.

Recommendation — Technical Committee or Technical Correlating Committee action on a Proposal, Comment, or Association action with respect to a Technical Committee Report.

Reconfirmation — continuation of an existing NFPA Document without change except for updated references and editorial adjustments.

Report — see "Technical Committee Report."

Report on Comments (ROC) (formerly TCD) — a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more comments resulting from public review of the Report on Proposals (ROP) (formerly TCR).

Report on Proposals (ROP) (formerly TCR) — a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (see 3-3.4.5, 4-3.5.2, and 4-3.7).

Scope — see 3-1.1.

Section — see Paragraph 7.3 of NFPA Bylaws.

Standards Council (also referred to as "Council") — a Committee appointed by the Board of Directors in accordance with Article 8 of the Association Bylaws.

Suitable — as it pertains to determinations made by Technical Committees or Technical Correlating Committees in accordance with 4-6.1 and 4-6.2 of these Regulations means that the text of the Document amended as a result of Association or subsequent Technical Committee and Technical Correlating Committee action is consistent in its recommendations, does not contain conflicts, is complete, and otherwise is editorially and technically adequate for use.

Task Group — an ad hoc group appointed to address a specific topic or problem (see 3-1.3.4).

Technical Committee (also referred to as TC) — a group responsible for development and revision of any Document or Documents emanating from a Technical Committee Project. A Technical Committee reporting to a Technical Correlating Committee can be termed a Panel.

Technical Committee Document — see "Document."

Technical Committee Project (also referred to as "Project") — a technical activity defined by an approved committee scope within which a TC or TCC functions to develop one or more Documents.

Technical Committee Report — is the Report of the Technical Committee and Technical Correlating Committee (if any) on a Document. A Technical Committee Report consists of the Report on Proposals as modified by the Report on Comments published by the Association.

Technical Correlating Committee (also referred to as TCC) — a group assigned to manage and coordinate the activities of a Technical Committee Project within which more than one Technical Committee functions.

1-5 Authority. Under Article 5 of the Articles of Organization and 5.1 of the Bylaws, the Board of Directors of the National Fire Protection Association has general charge of the affairs of the Association. Pursuant to those powers, the Board of Directors has issued the following Regulations, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

1-6 Appeals to the Council.

1-6.1 General. Anyone can appeal to the Council concerning procedural or substantive matters related to the development, content, or issuance of any Document of the Association or on matters within the purview of the authority of the Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals shall be in written form and filed with the Secretary of the Standards Council.

1-6.2 Time for Filing an Appeal.

(a) **Issuance of Documents.** An appeal related to the issuance of a document includes any appeal which could result in the issuance or return of a Document or which could affect the text of a Document. Except as provided in (b) and (c), below, an appeal related to the issuance of a Document shall be filed no later than 20 days after the Association Technical Meeting at which Association action on the issuance of the Document was recommended. Where a document goes directly to the Standards Council for issuance pursuant to 4-5.7, an appeal related to the issuance of the Document shall be filed no later than 30 days prior to the Council meeting. Unless clear and substantial reasons exist to consider such an appeal, the Standards Council may summarily dismiss the appeal on account of the procedural failure to notice and make an appropriate motion at the Association Technical Meeting.

(b) **Association Technical Meeting Failed Amendments.** If an amendment recommended at an Association Technical Meeting fails to receive the approval of the TC or TCC pursuant to 4-6.1, it will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(c) **Tentative Interim Amendments.** A proposed Tentative Interim Amendment, which has been submitted for processing pursuant to 5-1, will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 48 hours prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1-6.3 and 1-6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(d) **Other Appeals.** As to other actions not addressed in 1-6.1(a) – (c), an Appeal shall be filed within a reasonable time of the challenged action.

1-6.3 Filing and Contents of an Appeal.

(a) To the extent practicable, the appeal should contain, in separately denominated sections, the following:

(1) Name, affiliation, and address of the appellant

(2) Statement identifying the particular action to which the appeal relates

(3) Argument setting forth the grounds for the appeal

(4) Statement of the precise relief requested

(b) Any part of the record related to the codes and standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or Association Technical Meeting transcripts as attachments to their appeals.

(c) The Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing, and in addition, may require a substituted or supplemental filing.

1-6.4 Other Submissions Relating to an Appeal. Any interested party may submit responses or other written submissions relating to any appeal filed with the Council. To the extent practicable, responses should contain, in separately denominated sections, the following:

(a) Name, affiliation, and address of the submitter

(b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal

(c) Argument setting forth the grounds for opposing or supporting the appeal

(d) Statement of recommended Council action

Parties are encouraged, to the extent practicable, to file written submissions in advance of the meeting at which action will be considered.

1-6.5 Appeals and Hearings. The Standards Council shall consider Appeals based upon written submissions and shall also afford the opportunity for a hearing on any appeal, unless the Chair, after consultation with the Council Secretary, has determined that a hearing is either impractical or unnecessary. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Council. If a hearing is held, the Procedures for Hearings shall be followed.

1-6.6 Appeals Subcommittees. The Standards Council may, in its discretion, refer Appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the Appeal by the entire Standards Council.

1-7 Petitions to the Board of Directors.

1-7.1 General. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of Documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process and to protect the interests of the Association. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

1-7.2 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

1-7.3 Effect of Filing. The filing of a Petition will not serve to stay the effective date of a Document or a Tentative Interim Amendment unless the President of the Association or the Board acts, pursuant to 4-7.2 or 5-6, to delay the effective date. Any Petition pending at the time a Document or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the Document or Tentative Interim Amendment.

1-8 Use of Visual Aids and Demonstrations before the Standards Council or Board of Directors. The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for TCCs, TCs, and Task Groups, in accordance with 3-3.3.3(e) and 3-3.3.3(f).

1-9 Joint Projects. TCs organized as joint projects with other associations or organizations may conform to the procedures established by such other groups insofar as such conformance is not in conflict with these Regulations or the Bylaws of the Association.

The Council Secretary shall determine whether any such conflict exists.

1-10 Submittal of Documents by Other Organizations to NFPA. Other organizations sometimes submit a standard or other publication of their own creation that covers or includes fire prevention or fire protection considerations for technical evaluation by the Association. When such action is deemed appropriate, the Council Secretary shall submit such Documents to the Association Technical Committee having primary interest for its review. TC Members shall be requested to evaluate the content of such Documents for the guidance of the Council Secretary in processing the request. Nontechnical evaluations shall not be considered in determining the Association's position on the Document. Because any such evaluation shall be an expression of opinion only, it shall not constitute a Technical Committee Report or Document or Formal Interpretation.

In cases where the Council Secretary determines that the Association does not have a TC qualified to make the desired technical review, the Secretary is authorized to advise the submitter that the Association is not in a position to express an opinion on the submittal, or to request guidance from the Council.

Section 2 Establishment and Operation of the Standards Council.

2-1 General. In accordance with Article 8 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

2-2 Authority. The Standards Council shall be the issuer of Documents for the National Fire Protection Association. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the Association and the adjudication of appeals (see 1-6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

2-3 Model Laws and Ordinances. The Standards Council shall review any NFPA model laws and ordinances not under the jurisdiction of any existing NFPA Committee project for consistency with the policies of the Association, prior to publication.

2-4 Member Requirements. The Standards Council membership shall consist of twelve Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association, and shall not be members of the Board of Directors.

2-5 Member Terms.

(a) General. Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for three-year terms and shall serve no more than two complete terms as Regular Members.

(b) Unfinished Terms. If a regular member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:

(1) If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.

(2) If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.

(c) Staggering of Terms. Where necessary to ensure that the appointment of Regular Members to the Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than nine years as a Regular Member to the Council.

2-6 Chair. The term of office for the Chair shall be three years except that, where a Chair leaves office before the completion of a three-year term, the term shall end, and the successor Chair shall begin a new three-year term. A Chair shall not serve more than two terms as Chair.

2-7 Votes. The vote of the Standards Council regarding any action on the issuance of Documents shall be by two-thirds affirmative vote of all Council members present at the meeting. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or who are not present shall not be included in the calculation of the vote. When, in the determination of the Chair, action between Council meetings is required on any matter other than the issuance of documents, such action may be taken by a vote conducted by letter ballot.

2-8 Board Report. The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

2-9 Secretary. There shall be appointed by the President, from the staff of the Association and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

2-10 Council Deliberations. Unless the Standards Council determines otherwise, Council deliberations concerning appeals shall be in executive session. In addition, the council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

Section 3 Establishment and Operation of Technical Committees and Technical Correlating Committees.

3-1 Establishing and Dissolving Technical Committees and Technical Correlating Committees.

3-1.1 Scope of Project. The Scope of a Project shall be approved by the Council and shall state the primary charge on specific subjects pertinent to the Project, but the TC or TCC may request the Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Council review to eliminate any conflicts or overlapping of responsibility between Projects.

3-1.2 Membership. The Council shall be responsible for determining the size and membership of each TC and TCC in accordance with 3-2.

3-1.3 Structure. Each TC and TCC shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. TC and TCC Members and officers and Task Group members shall be appointed in accordance with 3-1.3.1 through 3-1.3.4.

3-1.3.1 Appointment of Members and Their Tenure. The Chair and other Members shall be appointed by the Council. The Council may seek the recommendation of the TCC Chair and/or the TC Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3-1.3.2 Change of Status. When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Council Secretary. The change in status of the applicant, including any change in classification, shall be considered by the Council when reviewing the new request for membership.

3-1.3.3 Appointment of Secretary. A Chair may appoint a Secretary from among the membership. An Association staff person shall not be assigned as Secretary except as authorized by the Council Secretary.

3-1.3.4 Task Groups. A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, TIAs, or FIs.

3-1.4 Continuing Jurisdiction. Each Document issued by the Association shall be under the continuing jurisdiction of an appropriate TCC and/or TC. This responsibility can be transferred from one Project to another by action of the Council. It shall be the responsibility of each TC and TCC to review periodically the Documents for which it is responsible to ensure that they are kept current (see 4-2.3).

When approved by the Council, portions of a Document may be assigned to specific TCs, and the work of the TCs will be correlated by a TCC.

3-1.5 Life of Technical Committees and Technical Correlating Committees. Each TC and TCC shall continue until discharged by the Council or consolidated with another TC or TCC.

3-1.6 Appointment of Staff Liaison. The Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Project by the Council, the Staff Liaison shall:

(a) Prepare a recommended Scope. The Scope shall clearly describe areas of technical activity for which one or more Documents are contemplated.

(b) Prepare a suggested list of interests appropriate to be represented.

(c) Amass resource material for TC and/or TCC consideration at its first meeting.

Items (a) and (b) shall be approved by the Council prior to the first meeting of the TC and/or TCC. See also 3-1.1.

3-1.7 Role of Staff Liaison. In addition to performing the functions stated in 3-1.6 for new Projects, a Staff Liaison shall:

(a) Serve in an advisory capacity and assist the TC and/or TCC to achieve compliance with these Regulations

(b) On instruction and guidance from the applicable TC and/or TCC, process and edit text for new Documents and amendments to existing Documents

(c) Coordinate the text of Documents for which the assigned TCs and/or TCCs are responsible with the text of other Documents to avoid, insofar as practicable, conflicts and duplication

(d) Be responsible for the editorial treatment of Documents to ensure compliance with the NFPA Manual of Style

(e) Attend meetings of the assigned TCs and/or TCCs when possible

(f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like

(g) Prepare any Proposals or Comments received in a format suitable for TC consideration

(h) Prepare each Report on Proposals and Report on Comments for publication

(i) Perform such other functions as may be stated in these Regulations or assigned by the Council Secretary

3-2 Membership of Technical Committees and Technical Correlating Committees.

3-2.1 Endorsement Not Constituted. Membership on a TC and/or TCC shall not in and of itself constitute an endorsement of the Association or of any Document developed by the TC and/or TCC on which the Member serves.

3-2.2 Types of Membership. Membership shall be limited to the types specified in 3-2.2.1 through 3-2.2.5.

3-2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3-2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3-2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3-3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

3-2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

3-2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3-2.2.5 Nonvoting Members. A person meeting the requirements of 3-2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3-1.3.3.

3-2.3 Qualifications for Membership. Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as

specified in 3-2.4. Membership in the National Fire Protection Association or any of its Sections shall not be a prerequisite to or a condition of appointment to a TC or TCC.

3-2.4 Application Process. Information to be included in a candidate's Application for Membership and how the Council is to review and act on this information is specified in 3-2.4.1 and 3-2.4.2.

3-2.4.1 Applications for Membership. Each candidate for membership shall submit statements to the Council Secretary indicating the following:

(a) Evidence of knowledge and competence in the work of the TC and/or TCC

(b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3-3.3.3)

(c) Relationship of applicant to the Scope of the TC and/or TCC

(d) What organization, company, etc., the nominee would represent

(e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations

(f) What person or organization would fund participation

(g) Agreement to notify the Council Secretary of a change in employment, organization represented, or funding source

3-2.4.2 Action of the Council on Applications for Membership. The Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on:

(a) Qualifications of the applicant under the provisions of 3-2.3

(b) Limiting the size of each TC and/or TCC to a manageable working group

(c) Maintaining a balance of interests within the membership

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Council for purposes of reconsideration (see 1-6).

3-2.5 Representation of Interests. The Council shall determine the interests to be represented on TCs and TCCs. The Council may seek the recommendation of the TCC Chair and TC Chair in discharging this responsibility. No more than one-third of the voting Members shall represent any one interest.

3-3 Powers and Duties of Technical Committees and Technical Correlating Committees.

3-3.1 General Responsibilities.

3-3.1.1 Scope of Work. The work of each TC and TCC shall be:

(a) In accordance with the Scope as approved by the Council (see 3-1.1)

(b) In accordance with any instructions subsequently issued by the Council

(c) Consonant with the objectives of the Association (see Article 2 of the Articles of Organization and Article 2.1 of the Bylaws)

3-3.1.2 Activity Within Scope. Consonant with the publishing Guidelines of the Association, each TC and TCC shall:

(a) Prepare proposed Codes, Standards, Recommended Practices, or Guides

(b) Prepare and/or process Proposals and Comments to amend existing Documents

(c) Recommend reconfirmation or withdrawal of a Document

(d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5)

(e) Prepare and/or process Formal Interpretations (see Section 6)

3-3.2 Calling Meetings. Chairs shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with 4-2. Before issuing a call for such a meeting, the Chair shall consult with the Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

3-3.2.1 Meeting Notices. Notice of each meeting shall be sent in advance to the Council Secretary via the Staff Liaison. The Council Secretary shall issue a notice of such meeting in one of the Association's publications sent to all Members. A notice may also be issued in other appropriate media.

3-3.2.2 Distribution of Agenda to Committee Members. A Chair shall distribute an appropriate agenda including supporting material at least 14 days in advance of the date for which a meeting is called, or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Council Secretary in accordance with 3-3.5.2.

3-3.2.3 Types of Meetings. The preferred manner to hold meetings shall be with all participants at the same physical location. Teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations shall be subject to the same rules as when all the participants are at the same location. Such meetings shall require a roll call to confirm all votes. Any cost burden for attendance and participation by a guest are the responsibility of the guest.

3-3.3 Transaction of Business. The transaction of business at TC and TCC meetings shall be governed in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3-3.8), and third by *Robert's Rules of Order Revised*.

3-3.3.1 Quorum. There is no quorum requirement for TC and TCC meetings.

3-3.3.2 Attendance. Meetings shall be open, except that a TCC may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in TC membership in accordance with 3-4.3(d), or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3-3.8.

3-3.3.3 Participation.

(a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the TC or TCC on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the TC or TCC shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.

(b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.

(c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.

(d) If attendance by a member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.

(e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCCs, TCs, and Task Groups. The review

of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.

(f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of TCCs, TCs, or Task Groups.

3-3.3.4 Minutes of Meetings. Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the Secretary, or a duly appointed individual acting at the direction of the Chair or Secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the TC for TC meetings, and by the TCC for TCC meetings. When a TC functions under the oversight of a TCC, minutes of TC meetings shall be distributed to the TCC. A copy of TC and TCC minutes shall be filed with the Council Secretary in accordance with 3-3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Council Secretary, in consultation with the Chair. If the request is approved, NFPA will make the recording and the requester will be asked to compensate NFPA for the associated costs. The original recording will remain the property of NFPA.

3-3.4 Voting Procedures and Privileges. Each voting Member including the Chair shall have one vote in the affairs of the TC or TCC on which the Member serves. (See 3-2.2.3 for "Restricted Voting Member" privileges.) The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as alternate.

3-3.4.1 Voting by Proxy. Voting by proxy shall not be permitted.

3-3.4.2 Voting at Meetings and Letter Ballots.

(a) **Voting at Meetings.** Actions decided during TC and TCC meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in these Regulations. In calculating the vote, those who abstain shall be omitted from the calculations. See also 3-3.3.

(b) **Letter Ballots.** Formal votes of Members shall be secured by letter ballot to determine the TC/TCC action on proposals, comments, formal interpretations, or tentative interim amendments, or to establish a recommendation of a TC/TCC to revise their scope. Voting in meetings is to establish a sense of agreement, but on matters pertaining to document revisions, document interpretations or TC/TCC scopes, only the results of letter ballots shall be used to determine the official position of the TC and/or TCC.

3-3.4.3 How Letter Ballots Are Secured. The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a ballot form. The ballot due date shall be on the ballot.

3-3.4.4 How Members May Vote on Letter Ballots. Each Member shall record his or her opinion as "affirmative," "negative," or "abstaining" on the ballot required in 3-3.4.2(b) within the time limit specified on the ballot. A Member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons with the ballot. The reasons for negative votes on a specific issue being balloted shall be transmitted to the staff liaison who will compile and circulate to each Member, who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

3-3.4.5 Calculating Votes on Letter Ballots. A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining and those who, after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, an affirmative vote of at least a simple majority of the total membership eligible to vote is required.

3-3.4.6 Ballot Statement. A ballot statement shall accompany every Technical Committee Report indicating:

(a) Number of Members eligible to vote

(b) Number voting in the affirmative

(c) Identification of negative voters and stated reasons for each negative vote

(d) Identification of those who have abstained, and reasons for each abstention

(e) Identification of those who have not returned ballots

NOTE: See 4-3.5.2, 4-4.6.4, 5-4(a), and 6-3.4 for voting requirements.

3-3.5 Responsibility to NFPA.

3-3.5.1 Liaison with Staff. Each Chair shall keep the Staff Liaison fully informed on the work of the TC and/or TCC and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, ballots, reports, and correspondence).

3-3.5.2 Identification of Committee Drafts and Working Papers. Drafts or working papers prepared by the TC or TCC which have not been formally submitted for publication and association action in accordance with 4-3.8 shall, prior to distribution either to the public or committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

3-3.5.3 Filing of Technical Committee and Technical Correlating Committee Materials with Council Secretary. TCs and TCCs shall file with the Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Council Secretary. All such filings shall be available upon reasonable request for inspection at NFPA headquarters.

3-3.5.4 Availability of TC/TCC Materials to the Public. Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration at a TC or TCC meeting, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a TC or TCC meeting, requests in writing must be received at NFPA headquarters at least 21 days in advance of the meeting. At the discretion of the Council Secretary, reasonable fees and terms of payment may be set for such materials.

3-3.5.5 Intercommittee Coordination. A TC dealing with a subject that falls within the primary charge of another TC (see 3-1.1) shall coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more TCs shall be subject to adjudication by the Council except that a TCC shall settle questions of jurisdiction between TCs operating under its responsibility.

3-3.6 Document Content. Each TC shall, as far as practicable, prepare Documents in terms of required performance, avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, fire experience, research data, engineering fundamentals, or other such information as may be available.

3-3.6.1 Definitions. Where the following terms, commonly found in the Association Technical Committee Documents, are used or de-

fined in the body of the text, they shall be consistent with the intent of these meanings. "Definitions" shall not be altered unless approved by the Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

Approved — Acceptable to the authority having jurisdiction.

> **NOTE:** The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the "authority having jurisdiction" may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The "authority having jurisdiction" may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) — An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

> **NOTE:** The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner because jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code — A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

> **NOTE:** The decision whether to designate a standard as a "code" is based on such factors as the size and scope of the document, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus — Consensus has been achieved when, in the judgment of the Standards Council of the National Fire Protection Association, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Council.

Guide — A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

Labeled — Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed — Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

> **NOTE:** The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice — A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

Shall — Indicates a mandatory requirement.

Should — Indicates a recommendation or that which is advised but not required.

Standard — A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

3-3.6.2 Reference to Other Documents or Other Publications. When a reference is made in a Technical Committee Report to a Document or other publications prepared by any organization, such a reference shall contain the sponsor, title, date, or edition, and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate.

> **NOTE:** TCs should include a bibliography of referenced material in each of their Documents.

3-3.7 Reference Standards and Publications.

3-3.7.1 Mandatory Reference Standards in NFPA Codes and Standards.

3-3.7.1.1 Mandatory standards referenced in NFPA Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at NFPA Headquarters if not readily available from other sources. See also 3-3.7.4, 4-3.3, and 4-4.5.

3-3.7.1.2 Mandatory Standards referenced in NFPA Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

3-3.7.1.3 Mandatory standards referenced in NFPA Codes and Standards not complying with 3-3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3-3.7.1.2 in a ROP or ROC.

3-3.7.2 Nonmandatory Reference Standards in NFPA Codes and Standards. Reference standards that do not comply with 3-3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in a NFPA Code or Standard.

3-3.7.3 Nonmandatory Referenced Publications in NFPA Guide Documents and Recommended Practices. Publications referenced in NFPA Guide Documents and Documents establishing recommended practices shall be subject to 3-3.7.4.

3-3.7.4 Reference to Other NFPA Documents or Documents Published by Other Organizations. When a reference is made in a Technical Committee Report to another NFPA Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at NFPA Headquarters, if not readily available from other sources.

3-3.8 Supplemental Operating Procedures. A TC and/or TCC may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the Association and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Council Secretary, who shall submit them to the Council for approval. Amendments to the Bylaws of the Association or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

3-3.9 Publication of Committee Reports. When Committee Reports are judged to be in a form for Association consideration, they shall be submitted to the Council Secretary in accordance with 4-3.8 and 4-4.8.2. TCs and/or TCCs shall not issue material for publication through any other channel except in cases where the TC is sponsored jointly with another association (see 1-9).

3-4 Organization and Responsibilities of Technical Correlating Committees.

3-4.1 Organization. If the Council determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Council may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Council.

3-4.2 Authority. A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3-3.8). The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3-4.3 Responsibilities. The responsibilities of a TCC are:

(a) Resolving conflicts within or between Documents

(b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes

(c) Recommending the establishment of new or the discharging of existing TCs and proposing new Scopes or changes to existing Scopes of TCs

(d) Recommending changes in membership to obtain or improve representation on a TC

(e) Correlating the scheduling of the Reports from the TCs operating under its responsibility

(f) Notifying a TC of its failure to comply with these Regulations or the Manual of Style

(g) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes

(h) Establishing Supplemental Operating Procedures, if desired (see 3-3.8)

(i) Performing such other or different duties as the Council may from time to time assign

Section 4 Development and Revision of NFPA Documents.

4-1 Initiation. Any person, organization, or existing TC or TCC can request the Council to establish a Project to handle any matter of proper concern to the Association. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by existing NFPA projects.

Following receipt of such a request, the Council Secretary shall:

(a) Submit for publication by the Association a notice of receipt of the request and a solicitation of opinions on the need for the Project, information on resources on the subject matter, those interested in participating in the Project, if established, and other organizations actively involved with the subject; and

(b) Submit the request for establishing the Project, the information resulting from the published notice, and any other pertinent information to the Council for a determination as to whether such request shall be granted. If granted, a recommendation shall also be made to the Council as to whether the subject matter of the proposed Project would fall within the Scope of an existing TC Project.

4-2 Overview.

4-2.1 Revision Schedules. The Council Secretary, with approval of the Standards Council, shall establish schedules of revision cycles for processing Documents. Each revision cycle shall include final dates for all critical events in the processing of Documents, including but not limited to, a call for proposals and comments, the notice of intent to make a motion, the availability of Technical Committee Reports, the Association Technical Meeting, and Council issuance. Upon request of a Project Chair, the Council Secretary may approve a proposal closing date for a Document that is different than that published in the schedule, provided that the proposal period is not less than 30 days. The Council Secretary shall publish the schedules of revision cycles in appropriate Association publications and other media.

4-2.2 Frequency of Processing Documents Through Revision Cycles. A Document shall not be processed through a revision cycle more than once every three years, and not less than once every five years, except where specifically permitted by the Standards Council. Under special circumstances, and when approved by the Council, the time interval may be extended to a maximum of ten years. If a TC fails to process a document within the specified time period, the Council shall take appropriate action.

4-2.3 Assignment of Documents to Revision Cycles. The Council shall be responsible for assigning all NFPA Documents to appropriate revision cycles. Any request for a change in assignment shall be transmitted to the Council Secretary for consideration by the Council.

4-2.4 Publication of Technical Committee Reports. Each Technical Committee Report consisting of a Report on Proposals and, if comments were received, a Report on Comments shall be published before the meeting at which the Report is scheduled for presentation. If no one has filed a Notice of Intent to Make a Motion, the Report will automatically be presented to the Council for issuance at its next

meeting. Notice of the availability of Report on Proposals and Report on Comments shall be published in one of the Association's publications sent to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the Association meeting at which consideration is being requested.

4-2.5 Publication of Actions. Notice of all actions taken by the Council and the Board of Directors on TC Project matters shall be reported to the Association in a publication issued to the membership.

4-3 Proposal Stage.

4-3.1 Publication of Notice. A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in 4-3.1.1 and 4-3.1.2.

4-3.1.1 New Documents. A Committee shall notify the Council of its intent to develop a new document prior to entering a cycle. A draft of any new Document under preparation by a TC shall be provided to the Council Secretary along with the notification of the intended closing date for receipt of proposals (see 4-2.4). Notice that the proposed draft Document is available from the Council Secretary shall be published in one of the Association publications sent to all Members.

4-3.1.2 Existing Documents. The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

4-3.2 Who May Submit a Proposal.

4-3.2.1 General. Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a Proposal. The submitter need not be a member of NFPA.

4-3.2.2 Technical Committee. A Proposal that originates within a TC or TCC shall include the information requested in 4-3.3(b), (c), and (d), and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

When a TC develops a new Document, the Document may be submitted as a TC Proposal.

4-3.3 Content of Proposals. Each Proposal shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed

(c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for Proposal

(e) The signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3-3.7)

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the staff liaison, in writing, to the submitter.

4-3.4 Time for Submission or Withdrawal of Proposal. A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

4-3.5 Technical Committee Consideration of Proposals. Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3-3.4.

4-3.5.1 Technical Committee Action on Proposals. The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held and Tentative Interim Amendments. The TC shall act on each Proposal by:

(a) Accepting the Proposal

(b) Rejecting the Proposal

(c) Accepting the Proposal in principle but with changes in the proposed wording

(d) Accepting the Proposal in part

(e) Accepting the Proposal in principle in part but with changes in the proposed wording of the part

The TC action on proposals "accepted in principle," "accepted in part," "accepted in principle in part" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in 4-3.3(a) through 4-3.3(d) may be rejected by the Committee for that reason.

> **NOTE:** When a Report receives a large number of Proposals, all with the same recommendation and with similar substantiation for the proposal, the NFPA staff liaison may combine these Proposals into a single or several Proposals with multiple submitters. The statement of the problem and the substantiation for the Proposal shall be a general summary, prepared by NFPA staff, of the submitted material.

4-3.5.2 Technical Committee Balloting on Proposals. TC action on Proposals shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the Report on Proposals to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the Report on Proposals shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The Council Secretary shall be notified of negative votes based on procedural grounds. The results of the ballot, including the technical reasons for negative votes, shall be included in the ROP. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Proposals.

4-3.6 Technical Correlating Committee Action Balloting on Proposals.

4-3.6.1 Review. If the Technical Committee Reports to the Association through a TCC, the TCC shall review the Reports on Proposals of the TCs under its responsibility and return any Proposals it deems necessary to the appropriate TC with its action and rationale in accordance with its authority as defined in 3-4.2. The ROP shall be published with a specific notice of the TCC actions and rationale.

4-3.6.2 Balloting. TCC shall be balloted on its proposed actions relative to the Report on Proposals in accordance with the TCC authority and responsibilities (see 3-4.2 and 3-4.3). Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. If the TCC ballot result does not

confirm its proposed actions, the Report on Proposals shall be published with a specific notice of such ballot results. The results of the ballot, including the reasons for negative votes on specific actions, shall be included in the Report on Proposals.

4-3.7 Form and Content of Technical Committee Report on Proposals. Each Report on Proposals shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (see 3-3.4.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a Report on Proposals involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1-4 for definition of Technical Committee Report.)

4-3.8 Submission of Report on Proposals. A Report on Proposals prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Council Secretary for printing in a Report on Proposals for public review and Comment and Association consideration. Reports on Proposals with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-2.5.)

4-3.9 Publication and Distribution of Report on Proposals. The Association shall publish the Report on Proposals for distribution to anyone interested. Notice of the availability of a Report on Proposals shall be published in one of its publications sent to all members and other appropriate media.

4-4 Comment Stage.

4-4.1 Comment Period. Reports on Proposals shall contain a notice of a Comment closing date established pursuant to 4-2.1. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

4-4.2 Subjects Appropriate for Comment. Comments shall be confined to those items under consideration for action and directly affected items. When a Report on Proposals involves a Reconfirmation of an existing Document, the entire Document is open for Comment. (See also 4-4.6.2.)

4-4.3 Who May Submit a Comment.

4-4.3.1 General. Any individual or an individual representing an organization, or the TC or TCC responsible for the Document, may submit a comment on the actions recommended in the Report on Proposals within the Comment period established.

4-4.3.2 Technical Committee. The TC responsible for a Document may Comment on the actions recommended in the Report on Proposals after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by 4-4.6.4. TC-generated Comments shall not introduce a concept that has not had public review (see 4-4.9.2).

4-4.3.3 Content and Ballot. A Comment that originates within a TC or TCC shall include the information requested in 4-4.5(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

4-4.4 Method of Comment Submittal. Public Comments shall be submitted to the Council Secretary during the established Comment period (see 4-4.1). TC Comments may be submitted in accordance with 4-4.3.2 and 4-4.3.3.

4-4.5 Content of Comments. Each comment shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed

(c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for the Comment

(e) Signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3-3.7)

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

4-4.6 Technical Committee Consideration of Comments. Actions on all Comments shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 3-3.4.

Each TC shall process all of the Comments received in compliance with the Association timetable (see also 4-4.9).

A TC shall consider and act on all Comments that are directly related to the substantive content of the Report on Proposals.

4-4.6.1 Multiple Comments on Same Proposal. When a Report receives a large number of comments on a single Proposal, all with the same recommendation and with similar substantiation for the Comment, the NFPA staff liaison may combine these Comments into a single Comment, or several Comments, with multiple submitters. The statement of the problem and the substantiation for the Comment shall be a general summary, prepared by the NFPA staff, of the submitted material.

4-4.6.2 Guidelines for Technical Committee Action on Comments. A TC shall consider the following guidelines when determining its action on each Comment.

4-4.6.2.1 Act. It shall act on each Comment that:

(a) Relevant to the text proposed by the TC

(b) Raises a question on material which is either new or proposed to be amended by the TC, or is affected by a specific proposal

4-4.6.2.2 Hold. It shall hold for processing as a proposal for the next revision cycle a Comment that:

(a) Would introduce a concept that has not had public review by being included in a related proposal as published in the Report on Proposals

(b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the Report on Proposals or other affected parts of the Document

(c) Would propose something that could not be properly handled within the time frame for processing the report

4-4.6.2.3 Basis for Hold. In determining whether to hold a Comment pursuant to 4-4.6.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

4-4.6.2.4 Related Proposal. A TC that holds a comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the Report on Proposals is to be retained or altered.

4-4.6.2.5 Subsequent Processing. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

4-4.6.3 Technical Committee Action on Comments.

A TC shall act on each Comment by:

(a) Accepting the Comment

(b) Rejecting the Comment

(c) Accepting the Comment in principle but with changes in the proposed wording

(d) Accepting the Comment in part

(e) Accepting the Comment in principle in part but with changes in the proposed wording of the part

(f) Holding the Comment (see 4-4.6.2)

The TC action on Comments "accepted in principle," "accepted in part," "accepted in principle in part," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action.

The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the Report on Comments.

4-4.6.4 Technical Committee Balloting on Comments. TC action on Comments shall be submitted to a ballot of the TC (see 3-3.4). The decision to segment the Report (i.e., ballot the Report other than as a whole) shall be made by either the Chair or by a vote of more than one-third of the voting Members of the TC at its meeting. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with 3-3.4.5 must agree with the TC action for the Report on Comments to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the Report on Comments as rejected. Negative votes based on procedural grounds shall be reported to the Council Secretary. The results of the ballot, including the technical reasons for negative votes, shall be included in the Report on Comments. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Comments.

4-4.7 Technical Correlating Committee Balloting on Comments.

4-4.7.1 Review. If the Technical Committee's report is correlated through a TCC, the TCC shall review the Report on Comments of the TCs under its responsibility and take appropriate action as it deems necessary in accordance with its authority as defined in 3-4.2.

The TCC shall be permitted to choose between alternatives proposed by TCs or develop text, as it deems necessary, to achieve correlation, consistency, and the correction of errors and omissions.

The Report on Comments shall be published with a specific notice of the TCC actions and rationale.

4-4.7.2 Balloting. The TCC shall be balloted on its proposed actions relative to the Report on Comments in accordance with the TCC authority and responsibilities (see 3-4.2 and 3-4.3). Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. If the TCC ballot does not confirm a specific proposed action on a portion of the Report, that portion shall be published with a notice that that portion of the Report affected by such action is being returned to the TC. The TCC shall state in the substantiation for its action what action is intended for any proposals or other comments related to the Comment. The Committee shall state if recommendations on related items in the Report on Proposals are to be retained or altered. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4-3.5.

If the TCC ballot is taken on the ROC as a whole and the required three-fourths affirmative vote of the TCC is not achieved on the Report on Comments, the ROC will not be forwarded to the Association.

4-4.7.3 Failure to Pass TCC Ballot. If the ROC is not forwarded to the Association, the TC may process its Report on Comments for consideration during the next revision cycle if it feels it can satisfy the objections of the TCC and achieve the required three-fourths affirmative vote; if not, the committee shall process the Document through the next available standards-making cycle by processing a new Report on Proposals. This action does not require a new call for proposals, but the previously received proposals must be reconsidered for inclusion in the new Report on Proposals.

4-4.8 Publication of Reports on Comments. Reports on Comments shall be published as indicated in 4-4.8.1 through 4-4.8.4.

4-4.8.1 Form and Content of Report on Comments. Each Report on Comments (see 4-4.7.2) shall be in a form suitable for publication as prescribed by the Association. The Report on Comments shall contain a list of TC and TCC Members, results of the ballot, Comments, and TC and TCC action thereon. If a Report on Comments involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1-4 for definition of Technical Committee Report.)

4-4.8.2 Submission of Report on Comments. A Report on Comments prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Council Secretary for printing and Association consideration. Reports on Comments with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4-4.9.3.)

4-4.8.3 Publication and Distribution of Report on Comments. The Association shall publish the Technical Committee Report on Comments for distribution to anyone interested. Notice of the availability of a Report on Comments shall be published in one of its publications sent to all members and other appropriate media.

4-4.8.4 No Comment Received. If no Comment is received, a notice of that fact shall be published in the Report on Comments.

4-4.9 Withdrawal of Technical Committee Report. A TC may, before the publication of its Report on Comments, for one of the reasons indicated in 4-4.9.1 through 4-4.9.4, withdraw its Technical Committee Report from the scheduled cycle. This action requires the approval of the Council Secretary. The Committee may then process the withdrawn material for actionduring a subsequent revision cycle as provided in 4-4.9.1 through 4-4.9.4.

4-4.9.1 Excess Number of Comments. When a Report receives so many Comments that the TC is not able to act on each Comment within the time schedule, the TC may withdraw its Report and submit its Report on Comments for consideration during the next revision cycle. This action requires agreement of a majority of the members present at the meeting.

4-4.9.2 Substantive Comment. When a Report, other than a Reconfirmation, receives Comments with which the TC finds merit and determines must be considered in this revision, but which would require research and discussion by the TC that cannot be handled within the time frame established for processing the Report, the TC may (1) withdraw its Report and submit its Report on Comments for consideration during the next revision cycle, or (2) submit a new ROP in a new standards-making cycle. This action requires agreement of a majority of the members present at the meeting.

4-4.9.3 Substantive Comment on Reconfirmation. When a Report proposing Reconfirmation of a Document receives Comment with

which the TC agrees, and which would result in a substantive change to the Document, the TC shall withdraw its Report, consider the Comments, and prepare a new Technical Committee Report for processing through the next available entire revision cycle.

4-4.9.4 Late Report on Comments. Any Report on Comments received after the date established for submittal to the Council Secretary shall result in the Report being withdrawn and held for consideration during the next revision cycle.

4-5 Notice of Intent to Make a Motion.

4-5.1 Requirement of a Notice of Intent to Make a Motion. In order to make any amending motion permitted by 4-6.5, at a Technical Committee Report session, the intending maker of a motion must file a Notice of Intent to Make a Motion in accordance with this section, and comply with the sign-in requirement for certified motions prior to the technical session in accordance with 2.7 of the Convention Rules.

4-5.2 Filing of Notice. The Notice shall be filed with the Council Secretary by the deadline established in accordance with 4-2.1. Any Notice of Intent to Make a Motion received after the filing date shall be returned to the submitter, unless the Motions Committee determines, in its discretion, that it can reasonably consider and act on the Notice in advance of the timely publication of the final Motions Committee Report and Updated Association Meeting Agenda (see 4-5.7, and 2.5 of the Convention Rules). A submitter, by written request to the Council Secretary, may withdraw the Notice of Intent to Make a Motion before the established deadline. Thereafter, the Notice of Intent to Make a Motion cannot be withdrawn without the approval of the Motions Committee.

4-5.3 Who May Submit the Notice. The Notice may be filed by anyone who meets the requirements of 4.6.8 for making the motion that is the subject of the Notice.

4-5.4 Content of the Notice. Each Notice shall include a precise description of the motion to be made in accordance with 4.6.6, and shall identify the maker of the motion and provide such evidence as may be necessary to establish that the person so identified has properly met the requirements of 4-6.8.

4-5.5 Association Technical Meeting Consideration of Motions. When a Technical Committee report on a document receives at least one notice of intent to make a motion that is certified in accordance with the Technical Meeting Convention Rules, it shall be presented for membership action at an Association Technical Meeting in accordance with 4-6 and the Convention Rules (including the sign-in requirements of 2.7 of the Convention Rules).

4-5.6 No Notice of Intent to Make a Motion Received. Where no notice of intent to make a motion is received and certified in accordance with the Technical Meeting Convention Rules, the document shall be forwarded directly to the Standards Council for action in accordance with 4-8.

4-5.7 Publication of Updated Association Meeting Agenda. Following the established deadline for the filing of a Notice of Intent to Make a Motion and any necessary review and action by the Motions Committee, the Agenda of the Association Meeting shall be updated to remove any Technical Committee Reports that, by reason of no proper Notice of Intent to Make a Motion having been filed, will not be presented to the Association Meeting. The updated Agenda shall be published on the NFPA website and, as time permits, in NFPA News, and other appropriate media.

4-6 Membership Action at Association Technical Meetings.

4-6.1 General. All completed technical committee reports, except those forwarded directly to the Standards Council in accordance with 4-5.7, shall be presented for membership action in accordance with this section and the Convention Rules.

4-6.2 Authority of an Association Technical Meeting. In respect to Technical Committee Reports, the Association may take the following actions:

(a) Adopt a Report as published or as modified by the TC or TCC to effect editorial improvements or correction of errors

(b) Adopt a Report as amended in accordance with the provisions of 4-6.5 contingent upon subsequent approval by the required number of Members of the concerned TC and TCC (see 4-7.1)

(c) Return an entire Report to the responsible TC [see 4-6.5(c)(1)]; or

(d) Return a portion of a Report to the responsible TC; however, only that portion that was modified after the Report on Proposals was published may be returned [see 4-6.5(c)(2) and 4-6.6(c)(3)]

Amendments differing from that published in either the Report on Proposals or Report on Comments shall not be permitted for Association consideration.

The above actions are subject to review by the Council in accordance with 4-8.

4-6.3 Transaction of Business. The transaction of business at Association Technical Meetings (see Section 4-6) shall be governed, in order of precedence, first by these Regulations and second by NFPA Technical Meetings Convention Rules.

4-6.4 Who May Vote on Technical Committee Reports at Association Technical Meetings. Voting on Technical Committee Reports at Association meetings shall be limited to those authorized to vote as specified in Article 3 of the Bylaws.

4-6.5 Association Technical Meetings — General Information.

(a) **Explanation of Identifiable Part.** An "identifiable part" is a recognized component of a proposal or comment, and shall have the following features:

(1) The proposal or comment shall be capable of being segmented into separate parts understandable to the voting membership, and

(2) A decision on the segmented part shall constitute a complete action, and

(3) The segmented part of the proposal or comment shall be presented exactly as published in the ROP or ROC.

(b) **Restriction to Published Text.** Amendments are limited to proposals, comments, or an identifiable part, exactly as published in the ROP or ROC.

(c) **Designated Representative.** A submitter of a Proposal, Comment or Notice of Intent to Make a Motion, who is to be represented by another at an Association Technical Meeting, shall designate such representative in writing to the Council Secretary. An organizational delegate shall be permitted to represent the submitter of a Proposal, Comment or Notice of Intent to Make a Motion if the submitter transmitted it on behalf of the same organization.

4-6.6 Summary of Amending Motions at Association Technical Meetings. An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with any of the following motions:

(a) **Proposal.**

(1) Accept.
(2) Accept an identifiable part.
(3) Accept as modified by the TC.
(4) Accept an identifiable part as modified by TC.

(b) **Comment.**

(1) Accept.
(2) Accept an identifiable part.
(3) Accept as modified by the TC.
(4) Accept an identifiable part as modified by TC.

(5) Reject.

(6) Reject an identifiable part.

(c) **Return Technical Committee Report for Further Study.**

(1) Return entire Report.

(2) Return a portion of a Report in the form of a proposal and related comment(s).

(3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comments(s).

4-6.7 Effect of Successful Amending Motions at Association Technical Meetings.

(a) **Proposal.**

(1) **Accept.** A motion to accept a proposal negates the actions of any accepted comments on that proposal, and changes the text in accordance with the proposal as published in the ROP.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a proposal negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(3) **Accept as Modified by the TC.** A motion to accept a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a proposal as modified by the TC negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal (as modified by the TC) as published in the ROP.

(b) **Comment.**

(1) **Accept.** A motion to accept a comment changes the text in accordance with the comment as published in the ROC.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a comment changes the text in accordance with the identifiable part of the comment as published in the ROC.

(3) **Accept as Modified by the TC.** A motion to accept a comment as modified by the TC changes the text in accordance with the Committee action on the comment as published in the ROC.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a comment as modified by the TC changes the test in accordance with the Committee action on the identifiable part of the comment as published in the ROC.

(5) **Reject.** A motion to reject a Comment returns that portion to ROP text, and does not reject other Comments that may affect the Proposal that is addressed by the Comment being rejected.

(6) **Reject an Identifiable Part.** A motion to reject an identifiable part of a Comment returns that portion to ROP text, and does not reject other Comments or identifiable parts of Comment(s) that may affect the Proposal that is addressed by the identifiable part of the Comment being rejected.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** A motion to return the entire report sends the entire document back to TC for further study, and any previous edition remains in effect.

(2) **Return a portion of a Report in the form of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of a proposal and related comment(s) returns to previous edition text. If other comments relating to the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of an identifiable part of a proposal and related comment(s) returns to previous edition text. If other comments relating to the identifiable part of the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

4-6.8 Who May Make Amending Motions at Association Technical Meetings. Contingent upon a valid Notice of Intent to Make a Motion in accordance with 4-5, an Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with 4-5 and 4-5.4(c), and the following:

(a) **Proposal.**

(1) **Accept.** The submitter of a proposal may present that proposal as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a proposal may present an identifiable part of that proposal as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report a Proposal as previously accepted by a TC when that Proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passes TC written ballot but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Proposal may present either the failed TC action or the original Public Proposal as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report an identifiable part of a proposal as previously accepted by a TC when that identifiable part of the proposal was modified in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Proposal may present an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(b) **Comment.**

(1) **Accept.** The submitter of a comment may present that comment as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a comment may present an identifiable part of that comment as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but

fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Comment may present either the failed TC action or the original Public Comment as submitted.

(4) **A ccept an Identifiable Part as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Comment may present an identifiable part of either the failed TC action or the original Public Comment as submitted.

(5) **Reject.** Anyone may present as an amendment to a Technical Committee Report the rejection of a Comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(6) **Reject an Identifiable Part.** Anyone may present as an amendment to a Technical Committee Report the rejection of an identifiable part of a comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** Anyone may propose the return of a Technical Committee Report to the responsible TC for further study in accordance with 4-5.1(c).

(2) **Return a portion of a Report in the form of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of a proposal and related comments(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of an identifiable part(s) of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4-5.1(d) and 4-6.2(b).

4-6.9 Procedure for Proposing Recommendations at an Association Technical Meeting. Before proposing an action at an Association meeting, the proposer shall state his or her name, affiliation, and organization represented, if any, and shall refer to the specific item published in the Report on Proposals or the Report on Comments.

4-6.10 Forwarding Documents Following Association Technical Meeting Recommendations.

(a) When the Report of the TC is adopted at the Association Technical Meeting as published or as modified by the TC or TCC to effect editorial improvements or corrections of errors [see 4-5.1(a)], the Document shall be forwarded directly to the Council for action in accordance with 4-7.

(b) Where, due to the lack of a quorum at an Association Technical Meeting, the Association fails to make a recommendation concerning a Report or a portion of a Report, the Document shall be forwarded directly to the Council without recommendation for action in accordance with 4-7. Notwithstanding the foregoing, any motions to amend or return the Report that have passed prior to the loss of a quorum shall be processed and forwarded to the Council in accordance with 4-5 and 4-6.

(c) Where amendments are made to the Committee Report [see 4-5.1(a) and (b)], or where the Report or portions of the Report are returned [see 4-5.1(c)], the Document shall be forwarded to the responsible TC and TCC for action in accordance with 4-6.

4-7 Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings.

4-7.1 Recommended Amendments.

(a) An amendment recommended by the Association shall be submitted to ballot of the responsible TC and TCC. The TC ballot shall be completed within 21 days and the TCC ballot shall be completed within 45 days, both following the first business day after adjournment of the Association meeting.

(b) If the Association recommended amendment is approved by the TC and TCC, such action shall be deemed to be a recommendation of the TC and TCC in favor of the amendment. Approval is determined by two-thirds affirmative vote of the TC and a three-fourths affirmative vote of the TCC calculated in accordance with 3-3.4.5.

(c) If the Association recommended amendment is not approved by the TC and TCC, such action of the Committee shall be deemed to be a recommendation that the portion of the Report modified by the Association recommended amendment be returned to the TC; the remainder of the Report stands as recommended by the Association; and any existing text to which the returned portion pertains shall stand. The TC and TCC shall be balloted on whether the resulting Document is suitable; and if it is determined that it is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council which shall determine whether and in what form the document shall be issued. See also 4-6.3.

(d) Portions of Technical Committee Reports that are returned shall be processed as a Proposal in the next revision cycle in accordance with 4-3.5.

4-7.2 Recommended Return of Report or Portion of Report.

(a) If the Association recommends that a Technical Committee Report be returned to the responsible TC, such recommendation shall be deemed to mean that the previously adopted Document, if any, shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return.

(b) If the Association recommends that a portion of a Report be returned to the responsible TC, such recommendation shall be deemed to mean that any existing text to which the returned portion pertains shall stand. The TC and TCC, however, shall be balloted on whether the resulting Document is suitable; and if it is determined that the Document is not suitable, the issue shall be automatically docketed as an appeal to the Standards Council, which shall determine whether and in what form the document shall be issued. In addition to a ballot on suitability, and, in order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return. Time constraints with respect to balloting shall be in accordance with 4-7.1 (see also 4-7.3).

NOTE: When a portion of a Report on a new or existing Document is returned to TC, the "existing text" that prevails is the text in the previous edition. Where no previous edition text exists, the proposed text is deleted.

(c) Portions of Technical Committee Reports that are returned shall be processed as Proposals in the next revision cycle in accordance with 4-3.5.

4-7.3 Disposition of Documents Following Technical Committee and Technical Correlating Committee Action. When a Technical Committee Report is returned to a TC, the TC may request action on an amended Report on Comments during the next revision cycle. The TC shall take into consideration the discussion that took place at the Association meeting in preparing its amended Report on Comments.

The amended Report on Comments shall include all of the Comments received during the Comment period on the initial Report

and the TC action on each Comment in accordance with 4-4.1 through 4-4.6.3.

NOTE: This procedure permits a TC to directly resubmit a Report on Comments.

4-8 Action by the Council. The Council shall act on the issuance of a Document presented for action at an Association Technical Meeting within 60 days from the date of the recommendation from the Association Technical Meeting unless this period is extended by the Standards Council. For documents forwarded directly to the Standards Council pursuant to 4-5.7, the Council shall act on the Document at its next scheduled meeting, or such other meeting as the Council may determine.

4-8.1 Basis for Judgment. The Council shall make a judgment on whether or not to issue an NFPA Document or to take other appropriate action based upon the entire record before the Council. Among the items that the Council will consider in making a judgment are the following:

(a) Reports of the TC and TCC and all supporting documentation;

(b) Any Transcript and deliberations of the Association meeting;

(c) Any Recommendation of the Association established by vote taken at the Association meeting on the Technical Committee Report;

(d) Balloting of the TC and TCC as may be appropriate in connection with the recommendation established by vote taken by the membership of the Association;

(e) Any views that the Council has solicited from interested groups, including Sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups; and

(f) Any views resulting from submission of Appeals (see 1-6).

4-8.2 Effective Date. All Documents issued by the Council shall become effective 20 days after the Council action unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the Document to the Executive Committee of the Board of Directors or to the Board of Directors.

4-9 Publication of Documents. The NFPA shall publish all Documents once they have become effective and withdraw from publication all Documents that have been withdrawn.

Section 5 Tentative Interim Amendments.

5-1 Preliminary Determination of Compliance. A Tentative Interim Amendment to any Document may be processed if the Council Secretary determines, after a preliminary review, and consultation with the appropriate Chair, that the Amendment appears to be of an emergency nature requiring prompt action and has the endorsement of a Member of the involved TC or TCC. If processed, the question of emergency nature shall be considered by the TC and TCC. The text of a proposed Tentative Interim Amendment may be processed as submitted or may be changed, but only with the approval of the submitter.

5-2 Evaluation of Emergency Nature. Determination of an emergency nature shall include but not be limited to one or more of the following factors:

(a) The document contains an error or an omission that was overlooked during a regular revision process.

(b) The document contains a conflict within the document or with another NFPA document.

(c) The proposed TIA intends to correct a previously unknown existing hazard.

(d) The proposed TIA intends to offer to the public a benefit that would lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.

(e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.

(f) The proposed TIA intends to correct a circumstance in which the revised document has resulted in an adverse impact on a product or method that was inadvertently overlooked in the total revision process, or was without adequate technical (safety) justification for the action.

5-3 Publication of Proposed Tentative Interim Amendment. A proposed Tentative Interim Amendment that meets the provisions of 5-1 shall be published by the Association in appropriate media with a notice that the proposed Tentative Interim Amendment has been forwarded to the responsible TC and TCC for processing and that anyone interested may comment on the proposed Tentative Interim Amendment within the time period established and published.

5-4 Technical Committee and Technical Correlating Committee Action.

(a) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TC in accordance with 3-3.4. The TC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such balloting shall be completed concurrently with the public review period. Any public comments inconsistent with the vote of any TC Member shall be circulated to the TC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the Tentative Interim Amendment.

(b) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TCC, if any, which shall make a recommendation to the Council with respect to the disposition of the Tentative Interim Amendment. The TCC shall be separately balloted on both the merits of the amendment (as it relates to the TCC authority and responsibilities in accordance with 3-4.2 and 3-4.3) and whether the amendment involves an issue of an emergency nature. Any public comments inconsistent with the vote of any TC or TCC Member shall be circulated to the TCC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3-3.4.5 have voted in favor of the Tentative Interim Amendment.

(c) All public comments, ballots, and comments on ballot on the proposed Tentative Interim Amendment shall be summarized in a staff report and forwarded to the Council for action in accordance with 5-5.

5-5 Action of the Council. The Council shall review the material submitted in accordance with 5-4(c), together with the record on any Appeals (see 1-6, 1-6.1), and shall take one of the following actions:

(a) Issue the proposed Tentative Interim Amendment

(b) Issue the proposed Tentative Interim Amendment as amended by the Council

(c) Where acted on concurrently with the issuance of a new edition of the Document to which it relates, issue the Tentative Interim Amendment as part of the new edition;

(d) Reject the proposed Tentative Interim Amendment

(e) Return the proposed Tentative Interim Amendment to the TC with appropriate instruction

(f) Direct a different action

5-6 Effective Date of Amendment. Tentative Interim Amendments shall become effective 20 days after Council issuance unless the President determines, within his or her discretion, that the effective date

shall be delayed pending the consideration of a Petition to the Board of Directors (see 1-7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or to the Board of Directors.

5-7 Publication of Amendment. The Association shall publish in one of its publications sent to all Members notice of the issuance of each Tentative Interim Amendment and may, as appropriate, issue a news release to applicable and interested technical journals. The notice and any news release shall indicate the tentative character of the Tentative Interim Amendment. In any subsequent distribution of the Document to which the Tentative Interim Amendment applies, the text of the Tentative Interim Amendment shall be included in a manner judged most feasible to accomplish the desired objectives.

5-8 Applicability. Tentative Interim Amendments shall apply to the document existing at the time of issuance. Tentative Interim Amendments issued after the proposal closing date shall also apply, where the text of the existing document remains unchanged, to the next edition of the Document. Tentative Interim Amendments issued concurrently with the issuance of a new edition shall apply to both the existing and new edition.

5-9 Subsequent Processing. TC responsible for the Document or part of the Document affected shall process the subject matter of any Tentative Interim Amendment as a proposal for the next edition of the Document (see 3-3).

5-10 Exception. When the Council authorizes other procedures for the processing and/or issuance of Tentative Interim Amendments, the provisions of this Section shall not apply.

Section 6 Formal Interpretations.

6-1 General. Formal Interpretations are for the purpose of providing formal explanations of the meaning or intent of the TC on any specific provision or provisions of any Document.

6-1.1 Limitations. A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of NFPA or any of its TCs and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

> **NOTE:** This Formal Interpretation procedure does not prevent any Chair, Member, or the Staff Liaison from expressing a personal opinion on the meaning or intent of the TC on any provision of any such Document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the TC or the Association and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

6-1.2 Nature of Formal Interpretations. Requests for Formal Interpretations shall be clearly worded so as to solicit a Yes or No answer from the TC and TCC.

6-1.3 Editions to be Interpreted. Interpretations shall be rendered only on the text of the current or immediate prior edition of the Document.

6-1.4 Reasons for Not Processing. A request for an Interpretation shall not be processed if it:

(a) Involves a determination of compliance of a design, installation, or product or equivalency of protection

(b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection

(c) Involves text that clearly and decisively provides the requested information

(d) Involves subjects that were not previously considered by the TC or that are not addressed in the Document.

6-2 Method of Requesting Formal Interpretations. A request for a Formal Interpretation shall be directed to the Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identifying the portion (article, section, paragraph, etc.) of the Document and edition of the Document on which an Interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

6-3 Processing.

6-3.1 Determination of Qualification. The Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for Formal Interpretation shall be processed in accordance with 6-1.4.

6-3.2 Editing of Interpretation Request. A request for an Interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

6-3.3 Balloting of Interpretations. If accepted for consideration, each request shall then be submitted to ballot of the TC having primary jurisdiction of the Document or portion thereof covering the subject under consideration.

> **NOTE:** Supplemental Operating Procedures may be adopted by a TCC such that the Formal Interpretation is balloted concurrently through the TCC and the TC, and if the results of this ballot are in conflict, the Formal Interpretation will not be issued and the item shall be placed on the docket for processing and resolution by the TC at its next meeting (see 3-3.8).

6-3.4 Voting on Interpretations.

(a) A Formal Interpretation requires a three-quarters majority agreement as tallied in accordance with 3-3.4.5.

(b) Where ballots contain comments with regard to a position set forth in a Formal Interpretation request, such comments shall be transmitted to each Member, who may change his or her ballot at that time.

(c) Where the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the TC at its next meeting.

6-4 Issuance of Interpretation. If the required agreement is secured, the requester, the TC, and all named parties shall be notified by the Staff Liaison. The Interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the Council within that 20-day period.

6-5 Publication. Interpretations of text of the current edition of a Document shall be published by the Association in one of its publications sent to all members and announced in an Association news release to other media.

6-6 Action Following Issuance of Formal Interpretation. Any TC whose Document has been the subject of a Formal Interpretation shall prepare a committee proposal clarifying the text of the Document involved. The TC shall process such a proposal in conformance with procedures set forth in 4-3. After issuance of the next edition of the document, the Interpretation shall be retired.

NFPA Technical Meeting Convention Rules

Convention Rules for Annual 2005 and All Preceding Revision Cycles

APPROVED BY BOARD OF DIRECTORS SEPTEMBER 1993 (AMMENDED NOVEMBER 2003, MARCH 2004)

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the Regulations Governing Committee Projects (see especially section 4-5) and these Convention Rules.

1. Meetings. The Secretary of the Standards Council shall develop and publish in advance, an agenda for each Association Technical Meeting. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.

2. Adjournment. Adjournment of each session shall take place only upon completion of the scheduled agenda.

3. Recess. A session may be recessed at any time at the discretion of the Chair. A motion to recess shall also be allowed at the discretion of the Chair.

4. Question of Privilege. Ruled on by the chair.

5. Call for Orders of the Day. Any change to the published agenda is to be announced by the chair at the commencement of the session.

6. Lay on the Table. Not allowed.

7. Previous Question. Requires a two-thirds vote of those present. For informational purposes prior to the vote, the Chair has the authority to ask if there is anyone who wishes to speak, who has not spoken, and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.

8. Limit or Extend Debate. Each speaker shall be limited to five minutes, or such other time as the Presiding Officer, in consideration of the available time, may designate to present their arguments.

9. Postpone Definitely. Not allowed.

10. Commit or Refer. Not allowed.

11. Amending Motions. See Regulations Governing Committee Projects at Section 4-5 (especially 4-5.4 through 4-5.8).

12. Postpone Indefinitely. Not allowed.

13. Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by a show of hands. If the Chair is uncertain of the result of the vote, he or she can order a counting of the vote. A motion that the vote be counted is allowed, and requires a majority vote of those present.

14. Main Motion (not applicable). All motions have been submitted prior to sessions as per bylaws and program.

15. Point of Order. Allowed.

16. Appeal. Decisions of the chair can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

17. Suspend Rules. Not allowed.

18. Division of Question. Allowable at the discretion of the chair.

19. Division of Assembly. Not allowed (for rules on voting on motions, see paragraph 13).

20. Parliamentary Inquiry or Point of Information. Allowed.

21. Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.

22. Take from the Table. Not allowed.

23. Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

24. Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

25. Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

26. Statements for the Record. Where a person intends to appeal to the Standards Council a Technical Committee action as to which no floor motion is available, a statement for the record shall, in the discretion of the Chair, be in order. The statement shall be solely for the purpose of informing the membership that an appeal will be filed and shall be limited to a statement of the proposal or comment number to be appealed and the action being sought (e.g., accept, reject a proposal). No argument or debate shall be permitted.

NFPA Technical Meeting Convention Rules

Convention Rules for Fall 2005 and All Subsequent Revision Cycles

APPROVED BY BOARD OF DIRECTORS SEPTEMBER 1993 (AMMENDED NOVEMBER 2002, MARCH 2004)

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the Regulations Governing Committee Projects (see especially section 4-5) and these Convention Rules.

1.0 General.

1.1 Meeting Agenda.

(a) The Secretary of the Standards Council shall, in consultation with the Chair of the Standards Council, appoint a Presiding Officer and shall develop and publish in advance, an initial agenda for each Association Technical Meeting. Such agenda shall generally include those Technical Committee Reports due for presentation to the assembly in accordance with the schedules for reporting of NFPA documents that have been approved by the Standards Council.

(b) Following the certification of motions in accordance with 2.0, the Secretary shall publish an updated agenda reflecting the removal of Technical Committee Reports from the agenda in accordance with 4-5.7 of the Regulations.

1.2 Meeting Sessions. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.

1.3 Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

1.4 Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

1.5 Appeal. Decisions of the Presiding Officer can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

2.0 Certification of Amending Motions.

2.1 Appointment of a Motions Committee. Prior to each Association Technical Meeting, a Motions Committee shall be constituted for the purpose of reviewing all amending motions, which have been noticed according to 4-5 of the Regulations Governing Committee Projects, and to provide such other assistance as the Presiding Officer may request. The Motions Committee shall consist of a minimum of three members of the Standards Council, one of whom shall also generally be the Presiding Officer. Members of the Committee shall be appointed by the Chair of the Standards Council or his designee, and may be appointed, substituted, or replaced as necessary to ensure the fulfillment of the responsibilities of the Motions Committee.

2.2 Determination of Proper Motions. As to each Amending Motion submitted, the Motions Committee shall determine whether the motion is proper, i.e., is permitted under the Regulations, and has been submitted by a person entitled under the Regulations to make the motion.

2.3 Restating and Grouping of Motions. Upon request or on its own initiative, and in consultation with the mover(s), the Motions Committee may: (a) restate an Amending Motion to facilitate the making of a proper motion or to clarify the intent of the mover; and (b) group Amending Motions which are dependent on one another into a single Amending Motion. Dependent motions are motions that the mover(s) wish to be considered by the assembly and voted on as single up or down package. In addition to the foregoing the Motions Committee may take such other actions or make such other recommendations as will facilitate the fair and efficient consideration of motions within the available time.

2.4 Multiple Notices for a Single Motion. The Motions Committee shall generally treat any motion that has been noticed by more than one person as a single motion. In such a case, any of the persons giving notice, or their Designated Representative, may make the motion, subject to the requirements of 2.7.

2.5 Certification of Amending Motions and Motions Committee Report. The Motions Committee shall certify for presentation to the assembly all proper Amending Motions, either as submitted or as modified pursuant to 2.3. The Motions Committee shall publish a report in advance of the meeting. At a minimum, the Report shall set forth each Certified Amending Motion, the person(s) authorized to make such motion, and the recommended order in which motions should be entertained. In addition, the Report may include Motions Committee notes or comments aimed at assisting the Presiding Officer or facilitating the understanding of the assembly or the orderly and efficient consideration of motions.

2.6 Permissible Amending Motions. Only the following Amending Motions may be presented to the assembly: (a) Certified Amending Motions made by authorized persons or their Designated Representatives; and (b) Follow Up Motions pursuant to 3.4.4.

2.7 Sign-in Requirement for Certified Motions Prior to Technical Session. The person(s) authorized in the Motions Committee Report to make a Certified Amending Motion or his or her Designated Representative (see Regulations at 4-6.5(c)) shall appear in person and sign in at the designated location in the meeting registration area, as soon as possible after the opening of the registration for the meeting but no later than one hour before the beginning of the Technical Session at which a Certified Amending Motion is scheduled for consideration. Any motion, as to which an authorized maker of the motion has not signed in, may not be considered by the assembly as a Certified Amending Motion. A Final List of Certified Amending Motions shall be created reflecting the remaining Certified Amending Motions for consideration of the assembly. At the discretion of the Presiding Officer or his or her designee, the sign-in requirement may be waived or the failure to sign-in excused.

3.0 Conduct of the Session.

3.1 General. In conducting the session, the Presiding Officer shall have discretion to manage the session so as to maintain an orderly debate and maximize broad participation within the available time limits. Where these rules do not govern, Roberts Rules shall serve as a guide but are not binding on the Presiding Officer in conducting the session.

3.2 Call for Orders of the Day. Any change to the published agenda is to be announced by the Presiding Officer at the commencement of the session.

3.3 Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by a show of hands. If the Presiding Officer is uncertain of the result of the vote, he or she can order a counting of the vote. A motion that the vote be counted is allowed, and requires a majority vote of those present.

3.4 Debate of Main and Amending Motions.

3.4.1 General. Subject to the broad discretion of the Presiding officer, the debate for each Main Motion and related Amending Motions shall generally be conducted according to this section.

3.4.2 Main Motions. Main motions shall be motions to adopt a Technical Committee Report on a proposed NFPA Document. All main motions shall have been placed on the agenda in advance of the Meeting in accordance with 1-1. Main motions do not require a seconder.

3.4.3 Consideration of Certified Motions. Following each Main Motion, the Presiding Officer shall open the floor to related motions from the final list of Certified Amending Motions , which, subject to the discretion of the Presiding Officer, shall generally be entertained in the order in which they appear on the List. A Certified Amending Motion shall require one seconder.

3.4.4 Follow Up Amending Motions. Upon completion of action on all certified motions related to an NFPA document, the Presiding Officer shall entertain any Follow-Up Motions. A Follow Up Motion is a motion that becomes necessary as a result of a previous successful Amending Motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion as long as it is not repetitious. The Presiding Officer shall make the determination whether a motion is a proper follow-up motion. A follow-up motion shall require two seconders.

3.4.5 Time to Debate Each Motion.

3.4.5.1 Amending Motions. Following the making and seconding of the motion, the debate shall proceed in accordance with 3.5.5.2 unless the Presiding Officer authorizes a different procedure in accordance with section 3.5.6.

3.4.5.2 Time Restrictions. The maker of the motion shall have five minutes to speak in favor of the motion.

3.4.5.3 Rebuttal. Thereafter, the Presiding Officer shall recognize speakers alternating, to the extent practicable, between those against and those that favor the motion. Each speaker shall be limited to five minutes or such other time as the Presiding Officer, in consideration of the available time, may designate.

3.4.6 Guidelines for the Presiding Officer. The Presiding Officer shall have broad discretion in managing the debate to ensure that the issues are as fully debated as possible within the available time. Without limiting that discretion, the Presiding Officer should give consideration to implementing one or more of the following guidelines:

(a) The Presiding Officer should generally refrain from calling on the same person more than once unless it appears that no others are available to speak to a position.

(b) The maker of the motion and the presenter of the report or his designee shall generally be afforded three minutes each at the close of the debate for closing remarks.

(c) The Presiding Officer may limit or disallow debate that is repetitive or not relevant to the motion.

(d) Where appropriate, and in order to encourage debaters to coordinate their presentations or to ensure that both sides are afforded equal time without affording undue time to any one speaker, or to save time where it appears that many more wish to speak to one side of an issue than the other, the Presiding Officer may allocate time to each side in groups or allow a side wishing to make a presentation as a group to yield additional time to one speaker. Participants are encouraged to coordinate such requests with the Presiding Officer in advance of the session where appropriate.

3.5 Parliamentary Motions and Actions. The following shall govern the types of motions allowed:

(a) Adjournment. Adjournment of each session shall take place only upon completion of the scheduled agenda.

(b) Amending Motions. See Regulations Governing Committee Projects at Section 4-5 (especially 4-5.4 through 4-5.8).

(c) Commit or Refer. Not allowed.

(d) Division of Assembly. Not allowed (for rules on voting on motions, see 3.3).

(e) Division of Question. Allowable at the discretion of the Presiding Officer .

(f) Lay on the Table. Not allowed.

(g) Parliamentary Inquiry or Point of Information. Allowed.

(h) Point of Order. Allowed.

(i) Postpone Definitely. Not allowed.

(j) Postpone Indefinitely. Not allowed.

(k) Previous Question. Requires a second and two-thirds vote of those present. For informational purposes prior to the vote, the Presiding Officer has the authority to ask if there is anyone who wishes to speak who has not spoken and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.

(l) Question of Privilege. Ruled on by the Presiding Officer.

(m) Recess. A session may be recessed at any time at the discretion of the Presiding Officer. A motion to recess shall also be allowed at the discretion of the Presiding Officer.

(n) Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

(o) Suspend Rules. Not allowed.

(p) Take from the Table. Not allowed.

(q) Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.

Standards Council Selection Process

ADOPTED BY THE NFPA BOARD OF DIRECTORS JANUARY 1991 (AMENDED NOVEMBER 2003)

1. The Regulations Governing Committee Projects states the following relative to the selection of individuals for the Standards Council:

> "2-1 General. In accordance with 8.1 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.
>
> 2-4 Member Requirements. The Standards Council shall be composed of a group of thirteen members, including one who shall be appointed as Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association and shall not be members of the Board of Directors."

2. In order to assist the Board of Directors in selecting qualified individuals, the Standards Council has established the following guidelines regarding the makeup of the Council.

2.1. Council members shall be familiar with the technical and standards development functions of the Association. Council members must have served on one or more NFPA Technical Committees for a period of time sufficient to be familiar with the Regulations Governing Committee Projects and the standards adoption process.

2.2. Council Members shall be selected from a broad range of appropriate interests. Although not a prerequisite for Council members or a limitation to Council membership, to the extent possible, an attempt is made to have one representative from each of the following interest categories on the Council:

Architect/Engineer	Insurance
Education	Business/Industry
Fire Equipment Mfg./Dist.	Fed/State/Local Government
Health Care	Fire Service
Building Official	Research/Testing
Electrical	Trade & Professional Assns.
Fire Marshal	

2.3. While not mandatory, an attempt is also made to have representation from the nine classifications used to identify the principal interest of members on NFPA Committees. These classifications are as follows:

Consumer	Special Expert
Insurance	Installer/Maintainer
Research/Testing	Manufacturer
Enforcer	User
Labor	

2.4. It is also desirable to have representation on the Council from certain major Technical Committees such as the National Electrical Code, Building Construction and Safety Code, Life Safety Code, Health Care Facilities, and Automatic Sprinkler Systems.

2.5. Finally, the geographic location of individuals is taken into consideration and an attempt is made to have broad representation on the Council.

2.6. The primary consideration for membership on the Council is an individual with a personal and professional reputation of high integrity and a demonstrated commitment to the principles of due process, fairness, and the validity of the consensus standards procedures.

3. The Chair of the Standards Council reviews potential candidates for Council membership with Council members based on the above guidelines and recommends one or more candidates for each vacancy to the President. The President reviews the Council's recommendations with the Council Secretary, the Chair, First Vice Chair, and Second Vice Chair of the Board prior to submitting final recommendations to the Board for approval.

4. If the status of a Standards Council member changes, including change of employment, organizational affiliation, or funding source, the Council member must notify the Council Chair or Secretary immediately. The change in status, including any change in interest category represented, will be considered by the Council in determining whether or not there is a need to recommend a replacement for the member.

5. All nominations for Council membership will be submitted in written form on the form entitled: "Nomination for Standards Council Members," and returned to the Council Secretary prior to June 15 for consideration by the Council at the July Council meeting.

Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process

ADOPTED BY THE BOARD OF DIRECTORS DECEMBER, 1994 (AMENDED NOVEMBER, 2003)

Section 1 Introduction and Statement of Purpose. Since 1896, the National Fire Protection Association has been committed to reducing the loss of life and property. The basic mission of the NFPA is, "to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically based consensus codes and standards, research, training, and education." The NFPA Codes and Standards Development Process is a central means by which the NFPA fulfills that mission. The purpose of the NFPA Codes and Standards Development Process is, through an open, broad-based, and fair process, to develop timely, scientifically based, consensus codes and standards intended to minimize the possibility and effects of fire and other hazards in all aspects of contemporary activity.

The primary goal of all participants in the NFPA Codes and Standards Development Process as well as the NFPA staff who facilitate this process should be the achievement of this purpose. This Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process is intended to assist participants and staff in that endeavor. It is divided into this Introduction and Statement of Purpose (Part I), a Statement of General Principles (Part II) that should be the basis for all conduct within the NFPA Codes and Standards Development Process, followed by conduct guidelines offering more specific guidance for participants other than Staff Liaisons (Part III). A final section (Part IV) provides guidelines for the role of NFPA Staff Liaisons.

Section 2 Statement of General Principles. The basic structure and operating procedures of the NFPA Codes and Standards Development Process has been set forth by the NFPA Board of Directors in the NFPA Bylaws, the Regulations Governing Committee Projects, and other policies and procedures established from time to time by the Board or the Standards Council. In fulfilling the general roles and obligations set forth under these regulations, policies, and procedures, all participants in the NFPA Codes and Standards Development Process should adhere to the following general principles:

(a) To promote and support the overall mission of the NFPA as well as the purposes and objectives of the NFPA Codes and Standards Development Process.

(b) To maintain a process that is open, honest, and fair to all participants.

(c) To promote the development of codes and standards that are scientifically and technically sound, that promote creativity and innovation in the development of new methods and technologies, and that set reasonable standards intended to minimize the possibility and effects of fire and related hazards.

(d) To promote the development of consensus through the broad and balanced participation of a variety of interests and through the full airing and discussion of all points of view.

(e) To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing the NFPA Codes and Standards Development Process.

Section 3 Conduct Guidelines for Participants Other than Staff Liaisons. There are many different roles within the NFPA Codes and Standards Development Process, primarily including: NFPA Standards Council members, Technical Committee or Technical Correlating Committee Officers, Technical Committee or Technical Correlating Committee members, Technical Advisory Committee members, participants at NFPA membership meetings, and submitters of proposals or comments. Although all participants in the NFPA Codes and Standards Development Process serve the same overall NFPA mission and are expected to promote the purposes and goals stated in the Statement of Purpose (Part I, above) and the Statement of General Principles (Part II, above), different roles within the Codes and Standards Development Process may carry differing responsibilities and obligations. The following guidelines for conduct are intended to provide an extension to the Statement of General Principles to assist participants in the NFPA process in carrying out their respective roles and responsibilities. Because no single set of guidelines can address every possible situation, participants in the NFPA Codes and Standards Development Process should attempt, even when the guidelines do not specifically address a situation, to act in a manner which is consistent with the Statement of Purpose, Statement of General Principles, and the spirit of these Guidelines. Questions on the interpretation or the intent of any of the provisions contained in these guidelines may be referred for resolution to the Standards Council.

3-1 Guidelines Applicable to All Participants.

(a) Participants should read, become familiar with, and adhere to the Regulations Governing Committee Projects and all other duly established policies and procedures related to the NFPA Codes and Standards Development Process.

(b) Participants should act honestly and in good faith with a view to the best interest of NFPA and the NFPA Codes and Standards Development Process. Although it is recognized that legitimate differences of opinion can exist on individual issues, participants should support and promote the defined broad objectives of the NFPA.

(c) Participants should stay current with all NFPA standards development activities in which they are directly or indirectly involved. Participants should encourage full participation in the Codes and Standards Development Process by all interested persons, and they should encourage and facilitate the full and open dissemination of all information necessary to enable full and fair consideration of all points of view.

(d) No participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view, not through withholding information or preventing points of view from being expressed.

(e) In order that the points of view and information participants contribute to the NFPA Codes and Standards Development Process can be accurately evaluated by others, participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view.

(f) In all discussion, debate, and deliberation within the Codes and Standards Development Process, participants should confine their comments to the merits of the scientific, technical, and procedural issues under review. Although participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion which is disrespectful or unprofessional in tone or which is unduly personalized or damaging to the overall process of achieving consensus.

(g) Participants should take appropriate steps to ensure that any public statements, either written or oral, which are not official statements of the NFPA, are properly portrayed as the opinion or position of that individual. Care should be taken to ensure that the public is not misled by such statements.

(h) In circumstances where duly established policies and procedures related to the NFPA Codes and Standards Development Process permit deliberations to take place in executive session, participants should respect and observe the confidentiality of those executive sessions.

3-2 Additional Guidelines Applicable to Participation in Technical Sessions of NFPA Membership Meetings.

(a) It is appropriate for participants in the Codes and Standards Development Process to urge that all persons with a genuine and demonstrated interest in the purposes of NFPA join the organization and participate as duly enrolled voting members in the Technical Sessions at NFPA membership meetings. Participants, however, should not urge, arrange, or otherwise facilitate the participation of persons with no such interest for the purpose of affecting the outcome of a vote on an issue at a Technical Session.

(b) Participants should conduct themselves at all times in a professional and respectful manner, and shall respect all rulings of the chair. They should express their views through the making of appropriate motions and through participation in the formal debate on motions.

3-3 Additional Guidelines Applicable to Members of Technical Committees and Technical Correlating Committees (TC/TCC Members).

(a) In order for the Codes and Standards Development process to operate fairly and effectively, it is necessary that Technical Committees and Technical Correlating Committees contain the representation of a variety of interests and that those interests are balanced within the Committees. In order to ensure the necessary balance of interest, TC/TCC members have an affirmative and continuing obligation to provide NFPA with timely, accurate, and complete information concerning their qualifications and interest classification.

(b) TC/TCC Members should maintain a high level of knowledge and competency in the areas of interest and/or expertise that are related to their activities within the NFPA Codes and Standards Development Process.

(c) TC/TCC Members should actively and diligently perform all duties required of them by their committee work. This includes fully preparing for and consistently attending all appropriate committee and task group meetings; reading and becoming familiar with all issues relating to Proposals and Comments on which their Committee is to act; promptly completing and returning all letter ballots; and promptly and thoroughly taking all actions necessary to complete the processing of documents within their Committees.

(d) The NFPA Codes and Standards Development Process recognizes that those who are willing and competent to participate in standards development activities often have outside business, commercial, or other interests. It is for this reason that Technical Committees and Technical Correlating Committees are required to be balanced by including in their membership persons of varying commercial and other interests. Although members are categorized according to their interest classification for the purpose of achieving balance, TC/TCC Members are not appointed to committees for the purpose of furthering their business, commercial, or other outside interests. TC/TCC Members are expected to and should base all advocacy, voting, and other standards development activities on sound technical and scientific bases and should act in the interest of fire safety and NFPA's other purposes and goals.

(e) TC/TCC Members who have been classified by the Standards Council as Special Experts comprise a category of independent consultants and experts who are generally unallied with any particular business or commercial interest. On occasion, however, independent consultants in this category may be retained by a client to advocate on behalf of the client with regard to a specific issue or issues before the TC/TCC. As to these specific issues, the TC/TCC Member should not be regarded as a Special Expert because to do so could result in a balance of interests that was not intended by the Standards Council. Therefore, TC/TCC Members categorized as Special Experts who have been retained to represent the interests of another with respect to a specific issue or issues that are to be addressed by a TC/TCC shall declare those interests to the Committee and refrain from voting on any proposal, comment, or other matter relating to those issues.

In addition, although it is not expected that TC/TCC members in other interest categories will generally be retained by another to advocate on his or her behalf with respect to a specific issue or issues before the TC/TCC, such an arrangement would present the same concerns as would exist with a Special Expert. Accordingly, a TC/TCC member in any interest category who has been retained to represent the interests of another interest category with respect to a specific issue or issues that are to be addressed by a TC/TCC shall declare those interests to the Committee and refrain from voting on any proposal, comment, or other matter relating to those issues.

(f) TC/TCC Members frequently receive funding from their employers, organizations, or other sources for their participation in the NFPA Codes and Standards Development Process, and they have an affirmative and continuing obligation to declare those sources of funding to the NFPA. Apart from those declared sources of funding, TC/TCC Members should not solicit or accept gifts, hospitality, or transfers of economic benefit, other than incidental gifts or other benefits of nominal value, from persons, groups, or organizations having dealings with their Committee or under any circumstances in which the benefit would be or would appear to be bestowed or accepted for the purposes of influencing the members' activities within the Codes and Standards Development Process.

(g) TC/TCC Members should treat all persons having dealings with their Committee with respect and fairness and should not offer or appear to offer preferential treatment to any person or group.

(h) TC/TCC Members should refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues before their committee.

3-4 Additional Guidelines Applicable to Technical Committee and Technical Correlating Committee Chairs (TC/TCC Chairs).

(a) TC/TCC Chairs should act in an impartial manner in the performance of their duties as chair.

(b) TC/TCC Chairs should disclose to all members of their Committee all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter and must not preside during the Committee's consideration of that matter. A conflict of interest is defined as any situation in which the Committee's decision could substantially and directly affect the chair's financial or business interest.

(c) If a TC/TCC Chair discovers that a conflict of interest arises and is likely to involve a major activity of the Committee or to continue over a considerable period of time, the chair must advise the Secretary of the Standards Council and seek direction as to whether the individual should continue in that role.

(d) TC/TCC Chairs should avoid potential conflicts of interest in the appointment of all Task Group Chairs. If, in the opinion of the chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to chair the Task Group.

(e) TC/TCC Chairs should exercise care and diligence in the appointment of Task Groups. Although Task Groups need not be fully balanced, chairs should attempt to include, to the extent practicable, any interested committee member or others who could usefully contribute to the work of the Task Group. TC/TCC Chairs should avoid constituting a Task Group in such a way as to unfairly exclude participation of any interest desiring and qualified to participate.

(f) TC/TCC Chairs should identify participating Task Group members when presenting Task Group reports to the full Committee for review and action. TC/TCC Chairs should ensure that the work of Task Groups is thoroughly reviewed and considered by the full Committee.

(g) TC/TCC Chairs should refrain from asserting a position in technical discussions. If a chair wishes to assert a position in the technical discussion, that individual should relinquish the chair.

(h) TC/TCC Chairs should be consistent in the conduct of meetings and in particular should be consistent with respect to participation by non-members (see Section 2-3.3.3 of the Regulations).

(i) TC/TCC Chairs should endeavor to stimulate participation from all Committee members.

3-5 Additional Guidelines Applicable to Standards Council Members (SC Members).

(a) The Standards Council acts as the overseer of the Codes and Standards Development Process, the official issuer of all NFPA documents, and the body that hears and determines all Appeals related to the Codes and Standards Development Process and to the issuance of NFPA codes and standards. As such, the Standards Council must both be and be perceived to be a fair and nonpartisan decision-making body. Accordingly, SC Members should treat all persons or groups appearing before them in a courteous, respectful, and fair manner, and should render all decisions in a fair, unbiased, and impartial manner.

(b) SC Members should read and familiarize themselves with all the issues relating to any Appeal or other matter coming before the Council.

(c) SC Members should disclose to all members of the Council all known or potential conflicts of interest or other circumstances that could influence their impartiality on a particular matter under consideration. The SC Member should then abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter. A conflict of interest is defined as any situation in which the Council's decision could substantially and directly affect the Council member's financial or business interest.

(d) SC Members who are also members/chairs of Technical Committees or Technical Correlating Committees may participate in the discussions and vote at both Committee and Council meetings. However, if an SC Member has previously expressed a position on a matter which is the subject of an Appeal to the Council in such a manner that his or her views are, or would appear to be, fixed and not amenable for open consideration of the issue, then the member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the Council to state his or her views or to provide information to the Council but should not be present during any executive session, and should not vote on the matter.

(e) SC Members may submit Proposals and Comments, and vote during Technical Report Sessions at NFPA Membership Meetings with the exception of an SC member who serves as the Presiding Officer at Technical Report Sessions. However, if an SC Member or the member's business or significant organizational affiliation either submits a Proposal or Comment or makes a floor motion or presentation during a Technical Report Session which expresses a position on a matter which is the subject of an Appeal to the Council, then the SC Member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. During the hearing or discussion, he or she may address the Council to state his or her views or to provide information to the Council but should not be present during any executive session, and should not vote on the matter.

(f) If an SC Member cannot give all sides to an Appeal before the Council fair and open-minded consideration, either because his or her views on the matter are fixed or for any other reason, he or she should abstain from participating in any hearing or discussion, should not be present during any executive session, and should not vote on the matter.

(g) An SC Member may address the Council as a spokesperson for the position of a Technical Committee where no other practical alternative exists and where the Council's decision on the issue would not substantially and directly affect the financial or business interest of the SC Member. In that case, the SC Member should, at the outset of any hearing or discussion, state his or her intention to step down from the Council for the purposes of that hearing or discussion. He or she should not be present during any executive session, and should not vote on the matter.

(h) In no case should an SC Member leave his or her role as a SC Member to represent either his or her own business or financial interests or the interest of a client before the Standards Council.

(i) SC Members who abstain from participating in any hearing or discussion, deliberations, or voting on any matter should so state either at the outset of the hearing or discussion or as soon as the need for abstention becomes clear, and they should record that abstention in the Council meeting minutes.

Section 4 Guidelines for the Conduct of NFPA Staff Liaisons. NFPA Staff Liaisons participate in the NFPA Codes and Standards Development Process primarily as facilitators. Their role is vital to the fair, open, and efficient operation of the NFPA Codes and Standards Development Process. Staff liaisons should promote the purposes and goals stated in the "Statement of Purpose" (See Section 1) and "Statement of General Principles" (See Section 2). In addition, Staff Liaisons should observe the following guidelines:

(a) Staff Liaisons should promptly and diligently perform all of the advisory, organizational, clerical, and other duties assigned to them by the Council Secretary, the Regulations Governing Committee Projects, and by all other duly established policies and procedures related to the Codes and Standards Development Process.

(b) Staff Liaisons should encourage and facilitate full and effective participation in committee work by all TC/TCC Members, and should encourage and facilitate the full, fair, and accurate presentation of all relevant information and viewpoints.

(c) Staff Liaisons should strive to ensure that all the work of the TC/TCCs to which they are assigned is carried out in accordance with the Regulations Governing Committee Projects and any other duly established policies and procedures related to the NFPA Codes and Standards Development Process.

(d) Staff Liaisons should counsel and advise the TC/TCC concerning the Regulations Governing Committee Projects, and other duly established policies and procedures related to the NFPA Codes and Standards Development Process. Staff Liaisons should also provide timely and accurate information concerning the scheduling of meetings, balloting of Committee Reports, and other information necessary to the TC/TCCs carrying out of its work.

(e) Staff Liaisons should conduct themselves in a manner that preserves and enhances the trust and confidence of standards development participants as well as the public in the integrity and efficacy of the NFPA and the NFPA Codes and Standards Development Process.

(f) Staff Liaisons should conduct themselves in a manner that reflects their nonpartisan, facilitative, and advisory role. They should maintain a demeanor that is fair and dispassionate. Staff Liaisons should take care that they neither act nor could be perceived to be acting on behalf of or in order to further the interests of any group or individual.

(g) The Staff Liaison is often in possession of technical information, standards development history, feedback concerning the standard from users, and other information of use to the TC/TCC. It is

both appropriate and beneficial for the Liaison to provide the TC/TCC such information, and the Liaison should do so as necessary to assist the TC/TCC in the course of its work.

(h) In areas in which the Staff Liaison possesses technical expertise, he or she may share that expertise with the TC/TCC and, if appropriate, express an expert opinion. Similarly, a Staff Liaison may, where appropriate, express an opinion concerning the meaning of code language or the intent of the TC/TCC. In expressing opinions, however, a Staff Liaison should clearly identify the opinion as his or her personal opinion and not necessarily that of the NFPA or any TC/TCC. The Staff Liaison should also express that opinion with brevity, dispassion, and fairness to the opinions of others, and avoid adopting an argumentative or adversarial posture.

(i) Staff Liaisons should not submit any Proposal or Comment. Staff Liaisons should not vote either formally or informally on any matter before the TC/TCC, nor should they act as chair of a TC/TCC meeting.

(j) Staff Liaisons should not vote at a Technical Reports Session of an Association meeting, or make any floor motion. Staff Liaisons should not act as the representative of the TC/TCC for the purposes of presenting a Technical Committee Report at a Technical Reports Session. Staff Liaisons should not advocate for or against any floor motion.

(k) Staff Liaisons should not act as the representative of the TC/TCC for the purposes of arguing the TC/TCC position at any hearing on an Appeal to the Standards Council or a petition to the Board of Directors. However, the Staff Liaison may provide information as requested by either the Council or the Board.

Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council

ADOPTED BY THE NFPA BOARD OF DIRECTORS, MARCH 1997 (AMENDED NOVEMBER 1999)

1 Scope of and Authority for these Regulations.

(a) These Regulations have been issued by the Board of Directors pursuant to its authority under Article 5 of the Articles of Organization and Articles 5 and 8 of the Bylaws.

(b) These regulations set forth the procedures to be used for the filing and processing of all Petitions to the Board of Directors filed pursuant to 1-7 of the Regulations Governing Committee Projects.

(c) The Board of Directors can amend these Regulations from time to time and waive or supplement, in whole or in part, at any time or times at its discretion.

(d) For the purposes of these Regulations, the Assistant Secretary of the Board of Directors, or such other person as the President may appoint, shall act as a Petitions Clerk.

2 Subcommittees of the Board. Unless the Board of Directors otherwise orders, the authority to consider and decide a Petition to the Board of Directors shall be delegated to a Subcommittee of the Board, which shall be appointed, in accordance with 2.1 of these Regulations. Subcommittees shall be appointed by the President with the approval of the Chair of the Board or, in the event of his or her unavailability, the First or Second Vice Chair.

2.1 Composition of Subcommittees. Subcommittees shall consist of three or more members of the Board of Directors. The criteria for selection and appointment of Subcommittee members shall be as follows:

(a) A Subcommittee member shall be a person who can decide the Petition on the merits in an impartial manner.

(b) A Subcommittee member shall not have any conflict of interest. (A conflict of interest is defined as any situation in which a decision on a Petition could substantially and materially affect the member's financial or business interest.)

(c) A Subcommittee member shall not be a member of any committee responsible for a Document under consideration.

(d) Each Subcommittee shall to the extent practicable represent diverse interests within the Association.

In making a decision of whether or not to serve on a Subcommittee, the member may consult with the NFPA General Counsel.

Any challenge to the composition of the Subcommittee that is not resolved shall be referred by the President to the Executive Committee for resolution.

3 The Scope of Review. The petitioner shall generally confine the argument in the Petition to matters that were presented below and shall not raise any new matters that could have but were not presented within the standards development process. A Petition to the Board of Directors shall not be regarded as simply another opportunity to reargue a position that was rejected by the Standards Council. In considering a Petition, the Subcommittee shall give due deference to the judgment of the Standards Council, and shall not intervene unless it can be demonstrated that extraordinary circumstances exist requiring Board intervention to protect the integrity of the standards development process or the interests of the Association.

4 The Record. In its consideration of the Petition, the Subcommittee shall have before it the entire record that was before the Standards Council, as well as all proceedings and decisions of the Standards Council on the issue. In addition, the Subcommittee may consult any other records of the Association that it deems pertinent to the issue, and the Subcommittee may seek technical assistance from staff, the Technical Committee, or any other source or persons that it deems appropriate.

5 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

6 Filing and Contents of the Petition.

(a) Within 15 days following the receipt of the notice of intent to file, or within such other time as the Petitions Clerk may allow, the petitioner shall file the Petition together with 19 copies. The Petition shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:

(1) Name, affiliation, and address of the petitioner

(2) Statement identifying the particular Standards Council action to which the Petition relates

(3) Argument setting forth the grounds for the Petition and, in particular, addressing why there exist extraordinary circumstances requiring the intervention of the Board (see Section 3, above and 1-7 of the Regulations Governing Committee Projects)

(4) Statement of the precise relief requested.

(b) Any part of the record related to the standards development process that is referenced or discussed in the Petition should be clearly cited in the Petition using available markings such as the title, author, date and page of the record. Since the full record will be available to the Subcommittee during its review, attachments and appendices shall not accompany the Petition, unless express permission has been obtained from the Petitions Clerk.

7 Consideration of the Petition.

7-1 Initial Review. The Petitions Clerk may, at his or her discretion, arrange for initial review of the Petition by meeting, correspondence, or telephone conference. If upon such initial review of the Petition and any relevant portions of the Record, the Subcommittee determines that the Petition has no merit, it may dismiss the Petition.

7-2 Full Review. If initial review is not conducted, or, if upon such review, the Subcommittee determines that further review is warranted, it shall afford the opportunity for responses to be filed by interested parties. Responses, together with 19 copies, shall be filed within 15 days or within such other time as the Petitions Clerk may allow.

(a) Responses shall be no more than 10 pages in length and shall contain, in separately denominated sections, the following:

(1) Name, affiliation, and address, of the respondent

(2) Statement identifying the Petition to which the response relates and stating whether the respondent supports or opposes the Petition

(3) Argument setting forth the grounds for opposing or supporting the Petition and, in particular, addressing why there does or does not exist extraordinary circumstances requiring the intervention of the Board (see Section 3, above, and 1-7 of the Regulations Governing Committee Projects).

(b) Any part of the record related to the standards development process that is referenced or discussed in a response should be clearly cited in the response using available markings such as the title, author, date and page of the record. Since the full record will be available to the Subcommittee during its review, attachments and appendices shall not accompany the response, unless express permission has been obtained from the Petitions Clerk.

(c) So as to avoid unnecessary repetition and duplication of effort, parties are encouraged to file joint responses where possible and appropriate.

(d) Unless a hearing has been requested and granted by the Subcommittee (see Section 8 below), the Subcommittee shall, either by meeting or telephone conference, review and render a decision on the Petition based on the written submissions of the parties and the record before it.

8 Requests for Hearings. If the petitioner requests a hearing on the Petition and that hearing is granted, the petitioner shall be assessed a filing fee of $2,500 to be posted following the granting of the request. This fee may be reduced or waived by the President upon application of the Petitioner if good cause for reducing or waiving the fee is presented. If a hearing is granted, the Procedures for Hearings shall be followed.

9 Waiver of Regulations. Any of the deadlines or requirements set forth in these regulations may be waived by the Subcommittee upon application of the petitioner or any other party for good cause shown, or in the discretion of the Subcommittee.

10 Subcommittee Report to the Board. The Subcommittee shall file with the Board of Directors a written report concerning each Petition that it has determined.

PART VI PROJECTS, SCHEDULES, AND FORMS

Committee Projects and Scopes

A

Aerosol Extinguishing Technology (AEG-AAA)
Scope: This Committee shall have primary responsibility for documents on design, installation, operation, testing, maintenance, and use of fire extinguishing systems that utilize aerosol extinguishing agents. It shall not address documents on safeguarding against the fire and explosion hazards associated with the manufacturing, handling, and storage of combustible or flammable aerosol products covered by other committees.

Aerosol Products (AER-AAA)
Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the manufacturing, handling, and storage of aerosol products.

Agricultural Dusts (AGR-AAA)
Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fire and explosions resulting from dusts produced by the processing, handling, and storage of grain, starch, food, animal feed, flour, and other agricultural products. The Technical Committee shall also be responsible for requirements relating to the protection of life and property from fire and explosion hazards at agricultural and food products facilities.

Air Conditioning (AIC-AAA)
Scope: This Committee shall have primary responsibility for documents on the construction, installation, operation, and maintenance of systems for air conditioning, warm air heating, and ventilating including filters, ducts, and related equipment to protect life and property from fire, smoke, and gases resulting from fire or from conditions having manifestations similar to fire.

Aircraft Fuel Servicing (AIR-AAA)
Scope: This Committee shall have primary responsibility for documents on fire safe procedures, equipment, and installations for aircraft fuel servicing.

Aircraft Maintenance Operations (AMO-AAA)
Scope: This Committee shall have primary responsibility for documents on fire safe practices during maintenance operations on aircraft including similar operations on aircraft during manufacture. This committee does not cover aircraft fuel servicing.

Aircraft Rescue and Fire Fighting (ARF-AAA)
Scope: This Committee shall have primary responsibility for documents on aircraft rescue and fire-fighting services and equipment, for procedures for handling aircraft fire emergencies, and for specialized vehicles used to perform these functions at airports, with particular emphasis on saving lives and reducing injuries coincident with aircraft fires following impact or aircraft ground fires. This Committee also shall have responsibility for documents on aircraft hand fire extinguishers and accident prevention and the saving of lives in future aircraft accidents involving fire.

Airport Facilities (ARP-AAA)
Scope: This Committee shall have primary responsibility for documents on fire safety for the construction and protection at airport facilities involving construction engineering but excluding airport fixed fueling systems.

Automatic Sprinkler Systems (AUT-AAC)
Scope: This Committee shall have overall responsibility for documents that pertain to the criteria for the design and installation of automatic, open and foam-water sprinkler systems including the character and adequacy of water supplies, and the selection of sprinklers, piping, valves, and all materials and accessories. This Committee does not cover the installation of tanks and towers, nor the installation, maintenance, and use of central station, proprietary, auxiliary, and local signaling systems for watchmen, fire alarm, supervisory service, nor the design of fire department hose connections.

Foam-Water Sprinklers (AUT-FOW)
Scope: This Committee shall have primary responsibility for documents on the protection of hazards by systems designed to function as both sprayed foam and water discharge, as from a sprinkler system.

Hanging and Bracing of Water-Based Fire Protection Systems (AUT-HBS)
Scope: This Committee shall have the primary responsibility for those portions of NFPA 13 that pertain to the criteria for the use and installation of components and devices used for the support of water-based fire protection system piping including protection against seismic events.

Private Water Supply Piping Systems (AUT-PRI)
Scope: This Committee shall have the primary responsibility for documents on private piping systems supplying water for fire protection and for hydrants, hose houses, and valves. The Committee is also responsible for documents on fire flow testing and marking of hydrants.

Residential Sprinkler Systems (AUT-RSS)
Scope: This Committee shall have primary responsibility for documents on the design and installation of automatic sprinkler systems in dwellings and residential occupancies up to and including four stories in height, including the character and adequacy of water supplies, and the selection of sprinklers, piping, valves, and all materials and accessories.

Sprinkler System Discharge Criteria (AUT-SSD)
Scope: This Committee shall have primary responsibility for those portions of NFPA 13 that pertain to the classification of various fire hazards and the determination of associated discharge criteria for sprinkler systems employing automatic and open sprinklers.

Sprinkler System Installation Criteria (AUT-SSI)
Scope: This Committee shall have the primary responsibility for those portions of NFPA 13 that pertain to the criteria for the use and installation of sprinkler systems components (with the exception of those components used for supporting of piping), position of sprinklers, types of systems, plans and calculations, water supplies, and acceptance testing.

Automotive and Marine Service Stations (AUV-AAA)
Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the general storage, handling, and dispensing of flammable and combustible liquids at automotive and marine service stations, farms, and isolated construction sites and with related activities such as dispensing gaseous fuels. This Committee shall also have primary responsibility for documents on construction, control of fire hazards, ventilations, fire protection, and maintenance of repair garages.

B

Boiler Combustion System Hazards (BCS-AAC)

Scope: This Committee shall have primary responsibility for documents on the reduction of combustion system hazards in single- and multiple-burner boilers with a heat input rate of 12,500,000 Btu/hr and above. This includes all fuels. This Committee also is responsible for documents on the reduction of hazards in pulverized fuel systems, fluidized-bed boilers, heat recovery steam generators, and stoker-fired boilers, at any heat input rate.

Fluidized Bed Boilers (BCS-FBB)

Scope: This Committee shall have primary responsibility for documents on the operation and reduction of combustion system hazards and the prevention of boiler furnace explosions of fluidized-bed boilers. This includes all fuels at any heat input rate.

Fundamentals of Combustion Systems Hazards (BCS-FUN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on fundamentals, maintenance, inspection, training, and safety for the reduction of combustion system hazards. Fundamentals shall specifically include definitions, furnace explosion/implosion prevention, manufacture, design and engineering, installation, coordination of design, construction and operation, basic operating objectives, equipment requirements, and commissioning.

Heat Recovery Steam Generators (BCS-HRS)

Scope: This Committee shall have primary responsibility for documents covering the operation of heat recovery steam generators and the related reduction of combustion system hazards and prevention of boiler furnace explosions. This includes all fuels at any heat input rate.

Multiple Burner Boilers (BCS-MBB)

Scope: This Committee shall have primary responsibility for documents covering the reduction of combustion system hazards and the prevention of boiler furnace explosions and implosions in multiple burner boilers with a heat input rate of 12,500,000 Btu/hr and above. This includes all fuels.

Pulverized Fuel Systems (BCS-PFS)

Scope: This Committee shall have primary responsibility for documents on the operation and design requirements of pulverized fuel systems and reduction of hazards associated with those systems. This includes all carbonaceous solid fuels at any heat input rate.

Single Burner Boilers (BCS-SBB)

Scope: This Committee shall have primary responsibility for documents on the reduction of combustion system hazards and the prevention of boiler furnace explosions in single burner boilers with a heat input rate of 12,500,000 Btu/hr and above. This includes all fuels.

Stoker Operations (BCS-STO)

Scope: This Committee shall have primary responsibility for documents covering the operation of stokers and related fuel burning equipment. This includes all fuels at any heat input rate.

Building Code (BLD-AAC)

Scope: This committee shall have primary responsibility for documents or portions of documents on the design and construction of every building or structure, including structural design methods and techniques, as well as the design of integrated building systems for health, safety, comfort, and convenience.

Assembly Occupancies and Membrane Structures (BLD-AXM)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people in assembly occupancies, tents, and membrane structures.

Board and Care Facilities (BLD-BCF)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in residential board and care facilities.

Building Construction (BLD-BLC)

Scope: This Committee shall have primary responsibility for documents on the selection and design of types of building construction, exterior walls, building height and area, firewalls, and fire barrier walls, as they relate to the protection of life and property from fire.

Building Service and Fire Protection Equipment (BLD-BSF)

Scope: This Committee shall have primary responsibility for documents on the application of fire protection systems including detection, alarm, and suppression, and the life safety impact of various building systems.

Building Systems (BLD-BSY)

Scope: This Committee shall have primary responsibility for documents on the application of various building systems and features that relate to convenience, health, comfort, and access to a building.

Detention and Correctional Occupancies (BLD-DET)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in detention and correctional occupancies.

Educational and Day-Care Occupancies (BLD-END)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in educational occupancies and day-care occupancies.

Fire Protection Features (BLD-FIR)

Scope: This Committee shall have primary responsibility for documents on construction compartmentation, including the performance of assemblies, openings, and penetrations, as related to the protection of life and property from fire and other circumstances capable of producing similar consequences.

Fundamentals (BLD-FUN)

Scope: This Committee shall have primary responsibility for documents on the basic goals, objectives, performance requirements, and definitions for protection of human life and property from fire, earthquake, flood, wind, and other circumstances capable of producing similar consequences and on the nonemergency and emergency movement of people.

Furnishings and Contents (BLD-FUR)

Scope: This Committee shall have primary responsibility for documents on limiting the impact of furnishings and building contents effect on protection of human life and property from fire and other circumstances capable of producing similar consequences and on the emergency movement of people.

Health Care Occupancies (BLD-HEA)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in health care occupancies.

Industrial, Storage, and Miscellaneous Occupancies (BLD-IND)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in

industrial and storage occupancies, special structures, windowless and underground buildings, and high-rise buildings.

Materials (BLD-MAT)
Scope: This Committee shall have primary responsibility for documents on the application of various building materials that are used in the construction of buildings, structures, and related facilities.

Means of Egress (BLD-MEA)
Scope: This Committee shall have primary responsibility for documents on the general requirements for safe egress for protection of human life from fire and other circumstances capable of producing similar consequences and on the non-emergency and emergency movement of people.

Mercantile and Business Occupancies (BLD-MER)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and for the emergency movement of people, in mercantile and business occupancies.

Residential Occupancies (BLD-RES)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in hotels, dormitories, apartments, lodging and rooming houses, and one- and two-family dwellings.

Structures and Construction (BLD-STR)
Scope: This Committee shall have primary responsibility for documents on the selection and design of building construction types, structural design systems and assemblies, construction techniques and methodologies, and for the protection of human life and property from fire and environmental loads.

C

Carbon Dioxide (CAR-AAA)
Scope: This Committee shall have primary responsibility for documents on the installation, maintenance, and use of carbon dioxide systems for fire protection.

Carbon Monoxide Detection (CFG-AAA)
Scope: This Committee shall have primary responsibility for documents addressing the selection, installation, operation, and maintenance of carbon monoxide warning equipment.

Chimneys, Fireplaces, and Venting Systems for Heat-Producing Appliances (CHI-AAA)
Scope: This Committee shall have primary responsibility for documents on fire safety for the construction, installation, and use of chimneys, fireplaces, vents, venting systems, and solid fuel-burning appliances. It also shall be responsible for documents on clearances of heat-producing appliances from combustible materials and terms relating to chimneys, vents, and heat-producing appliances.

Classification and Properties of Hazardous Chemical Data (CLA-AAA)
Scope: This Committee shall have primary responsibility for documents on the classification of the relative hazards of all chemical solids, liquids and gases and to compile data on the hazard properties of these hazardous chemicals.

Cleanrooms (CLR-AAA)
Scope: This Committee shall have primary responsibility for documents on fire protection for cleanrooms.

Combustible Metals and Metal Dusts (CMD-AAA)
Scope: This Committee shall have primary responsibility for documents on safeguards against fire and explosion in the manufacturing, processing, handling, and storage of combustible metals, powders, and dusts.

Construction and Demolition (COD-AAA)
Scope: This Committee shall have primary responsibility for documents on the identification and control of fire hazards associated with the construction, alteration, and demolition of buildings, tunnels, and bridges not otherwise covered by other NFPA standards.

Cultural Resources (CUL-AAA)
Scope: This Committee shall have primary responsibility for documents on fire safety for libraries, museums, places of worship, and historic structures and their contents, but shall not overlap the provisions of NFPA 101, Life Safety Code.

D

Dry and Wet Chemical Extinguishing Systems (DRY-AAA)
Scope: This Committee shall have primary responsibility for documents on the design, installation, operation, testing, maintenance, and use of dry and wet chemical extinguishing systems for fire protection.

E

Electric Generating Plants (ECG-AAA)
Scope: This Committee shall have primary responsibility for documents on fire protection for electric generating plants and high voltage direct current (HVDC) converter stations, except for electric generating plants using nuclear fuel.

Electrical Equipment in Chemical Atmospheres (EEC-AAA)
Scope: This Committee shall have primary responsibility for documents on (1) developing data on the properties of chemicals enabling proper selection of electrical equipment for use in atmospheres containing flammable gases, vapors or dusts; (2) making recommendations for the prevention of fires and explosions through the use of continuously purged, pressurized, explosion-proof, or dust-ignition-proof electrical equipment where installed in such chemical atmospheres.

Electrical Equipment of Industrial Machinery (EEI-AAA)
Scope: This Committee shall have primary responsibility for documents intended to minimize the potential hazard of electric shock and electrical fire hazards of industrial metalworking machine tools, woodworking machinery, plastics machinery and mass production equipment, not portable by hand. Reports to the Association through the Technical Correlating Committee of the National Electrical Code Committee.

Electrical Equipment Maintenance (EEM-AAA)
Scope: This Committee shall have the primary responsibility for documents relating to preventive maintenance of electrical, electronic, and communications systems and equipment used in industrial and commercial type applications with the view of: (1) reducing loss of life and property, and (2) improving reliability, performance, and efficiency in a cost-effective manner. The purpose is to provide generally applicable procedures for preventive maintenance that have broad application to the more common classes of industrial and commercial systems and equipment without duplicating or superseding instructions that manufacturers normally provide. Reports to the Association through the Correlating Committee of the National Electrical Code.

Electrical Safety Requirements for Employee Workplaces (EEW-AAA)
Scope: This Committee shall have primary responsibility for documents on electrical safety requirements to provide a practical safe working area for employees in their pursuit of gainful employment relative to the hazards arising from the use of electricity, as covered in the scope of NFPA 70, National Electrical Code. This Committee shall have primary jurisdiction but shall report to the Association through the National Electrical Code Technical Correlating Committee.

Electrical Systems Maintenance (EFM-AAA)
Scope: This Committee shall have primary responsibility for documents on the maintenance of electrical systems in existing one-

family, two-family, and multifamily dwellings. The Committee reports to the Association through the National Electrical Code Correlating Committee.

Electronic Computer Systems (ELT-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection of electronic computer equipment, components, and associated records.

Emergency Management and Business Continuity (EMB-AAA)

Scope: This Committee shall have primary responsibility for documents on preparedness for, response to, and recovery from disasters resulting from natural, human, or technological events.

Emergency Medical Services (EMS-AAA)

Scope: This Committee shall have primary responsibility for documents on the training and education requirements for personnel, personal protective equipment, health and safety programs, and quality assurance programs which incorporate physicians and the community planning process. It shall also be responsible for documents relating to emergency medical services, except those covered by other NFPA committees that may have primary responsibility.

Emergency Power Supplies (EPS-AAA)

Scope: This Committee shall have primary responsibility for documents on performance criteria for the selection and assembly of the components for emergency and standby power systems in buildings and facilities, including categories of power supplies, transfer equipment, controls, supervisory equipment, and all related electrical and mechanical auxiliary or accessory equipment needed to supply emergency or standby power to the utilization equipment. The Committee also shall be responsible for criteria on the maintenance and testing of the system. This Committee does not cover requirements for the application of emergency power systems, self-contained emergency lighting units, and electrical wiring, except that wiring that is an integral part of the system up to the load side of the transfer switch(es).

Emergency Service Organization Risk Management (ESR-AAA)

Scope: This Committee shall have primary responsibility for documents on the evaluation, management and control of risk in emergency service organizations.

Explosion Protection Systems (EXL-AAA)

Scope: This Committee shall have primary responsibility for documents on explosion protection systems for all types of equipment and for buildings, except pressure venting devices designed to protect against overpressure of vessels such as those containing flammable liquids, liquefied gases, and compressed gases under fire exposure conditions, as now covered in existing NFPA standards.

Explosives (EXP-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, transportation, storage and use of explosives and related materials. This Committee does not have responsibility for documents on consumer and display fireworks, model and high power rockets and motors, and pyrotechnic special effects.

Exposure Fire Protection (EXR-AAA)

Scope: This Committee shall have primary responsibility for documents on protection of buildings from fire exposure, excluding installation details for outside sprinklers, which are handled by the Technical Committee on Automatic Sprinklers.

F

Finishing Processes (FAA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with spray application processes, dipping processes, coating processes, and other similar processes, including glass fiber/resin fabrication processes, except for certain dipping processes that are within the scope of the Committee on Ovens and Furnaces.

Fire and Emergency Service Organization and Deployment-Career (FAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of substantially all career public fire protection and emergency medical services.

Fire and Emergency Service Organization and Deployment-Volunteer (FAD-AAA)

Scope: This Committee shall have primary responsibility for documents on the organization, operation, deployment, and evaluation of substantially all volunteer public fire protection and emergency medical services.

Fire and Emergency Services Protective Clothing and Equipment (FAE-AAC)

Scope: This Committee shall have primary responsibility for documents on the design, performance, testing, and certification of protective clothing and protective equipment manufactured for fire and emergency services organizations and personnel, to protect against exposures encountered during emergency incident operations. This Committee shall also have the primary responsibility for documents on the selection, care, and maintenance of such protective clothing and protective equipment by fire and emergency services organizations and personnel.

Electronic Safety Equipment (FAE-ELS)

Scope: This Committee shall have primary responsibility for documents on the design, performance, testing, and certification of electronic safety equipment used by fire and emergency services personnel during emergency incident operations, and shall also have primary responsibility for documents on the selection, care, and maintenance of electronic safety equipment.

Emergency Medical Services Protective Clothing and Equipment (FAE-EMS)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, torso, limb, and face protection for fire fighters or other emergency services responders during incidents that involve emergency medical operations. These operations include first aid, cardiopulmonary resuscitation, basis life support, advanced life support, and other medical procedures provided to patients prior to arrival at a hospital or other health care facility.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of emergency medical protective clothing and protective equipment by fire and emergency services organizations and personnel.

Hazardous Materials Protective Clothing and Equipment (FAE-HAZ)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, foot, torso, limb, and head protection for fire fighters and other emergency services responders during incidents that involve hazardous materials operations. These operations involve the activities of rescue; hazardous material confinement, containment, and mitigation; and property conservation where exposure to substances that present an unusual danger to responders are present or could occur due to toxicity, chemical reactivity, decomposition, corrosiveness, or similar reactions.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of

hazardous materials protective clothing and protective equipment by fire and emergency services organizations and personnel.

Respiratory Protection Equipment (FAE-RPE)

Scope: This committee shall have primary responsibility for documents on respiratory equipment, including breathing air, for fire and emergency services personnel during incidents involving hazardous or oxygen deficient atmospheres.

This committee shall also have primary responsibility for documents on the selection, care, and maintenance of respiratory protection equipment and systems by fire and emergency services organizations and personnel.

Special Operations Protective Clothing and Equipment (FAE-SCE)

Scope: This Committee shall have primary responsibility for documents on special operations protective clothing and protective equipment, except respiratory equipment, that provides hand, foot, torso, limb, head, and interface protection for fire fighters and other emergency services responders during incidents involving special operations functions including, but not limited to, structural collapse, trench rescue, confined space entry, urban search and rescue, high angle/mountain rescue, vehicular extraction, swift water or flooding rescue, contaminated water diving, and air operations.

This committee shall also have primary responsibility for documents on station/work uniform garments that are not of themselves primary protective garments but can be combined with a primary protective garment to serve dual or multiple functions.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of special operations protective clothing and equipment by fire and emergency services organizations and personnel.

Structural and Proximity Fire Fighting Protective Clothing and Equipment (FAE-SPF)

Scope: This Committee shall have primary responsibility for documents on protective ensembles, except respiratory protection, that provides head, limb, hand, foot, torso, and interface protection for fire fighters and other emergency services responders during incidents involving structural fire fighting operations or proximity fire fighting operations.

Structural fire fighting operations include the activities of rescue, fire suppression, and property conservation during incidents involving fires in buildings, enclosed structures, vehicles, marine vessels, or like properties.

Proximity fire fighting operations include the activities of rescue, fire suppression, and property conservation during incidents involving commercial and military aircraft fires, bulk flammable gas fires, bulk flammable and combustible liquids fires, combustible metal fires, exotic fuel fires, and other such fires that produce very high levels of radiant heat as well as convective and conductive heat.

Additionally, this Committee shall have primary responsibility for documents on the selection, care, and maintenance of structural and proximity fire fighting protective ensembles by fire and emergency services organizations and personnel.

Wildland Fire Fighting Protective Clothing and Equipment (FAE-WFF)

Scope: This Committee shall have primary responsibility for documents on protective clothing and protective equipment, except respiratory protective equipment, that provides hand, foot, torso, limb and head protection, as well as interface protection for fire fighters or other emergency services responders during incidents involving wildland fire fighting operations. These operations include the activities of fire suppression and property conservation in forest, brush, grass, ground cover, and other such vegetation that is not within structures but that is involved in fire.

Additionally, this committee shall have primary responsibility for documents on the selection, care, and maintenance of wildland fire fighting protective clothing and protective equipment by fire and emergency services organizations and personnel.

Fire Department Apparatus (FDA-AAA)

Scope: This Committee shall have primary responsibility for documents on the design and performance of fire apparatus for use by the fire service.

Fire Department Ground Ladders (FDG-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, inspection, testing, and use of ground ladders for the fire service.

Fire Department Rescue Tools (FDR-AAA)

Scope: This Committee shall have primary responsibility for documents related to the design, inspection, testing, and use of rescue tools for the fire services.

Fire Doors and Windows (FDW-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation and maintenance of fire doors, windows, shutters, and other equipment used to restrict the spread of fire, including arrangements for automatic operation in case of fire. This includes installation to protect buildings against external fire and to restrict the spread of fire within buildings. Vault and record room doors are covered by the Technical Committee on Record Protection.

Fire Hose (FHS-AAA)

Scope: This Committee shall have primary responsibility for documents on the size and design of fire hose connections, and the performance, maintenance, and selection of all types of fire hose, couplings, nozzles, and accessory equipment.

Fire Investigations (FIA-AAA)

Scope: This Committee shall have primary responsibility for documents relating to techniques to be used in investigating fires, and equipment and facilities designed to assist or be used in developing or verifying data needed by fire investigators in the determination of the origin and development of hostile fires.

Fire Protection for Nuclear Facilities (FIF-AAA)

Scope: This Committee shall have primary responsibility for documents on the safeguarding of life and property from fires in which radiation or other effects of nuclear energy might be a factor.

Fire Pumps (FIM-AAA)

Scope: This Committee shall have primary responsibility for documents on the selection and installation of stationary pumps supplying water or special additives including but not limited to foam concentrates for private fire protection, including suction piping, valves and auxiliary equipment, electric drive and control equipment, and internal combustion engine drive and control equipment.

Fire Reporting (FIP-AAA)

Scope: This Committee shall have primary responsibility for documents on standard methods of compiling fire experience data by the fire service. The main purposes of this Committee are to develop standard occupancy and cause classification for use by cities and states in the reporting of fires, to suggest other useful information that needs to be collected, and to develop standard forms for these purposes.

Fire Risk Assessment Methods (FIR-AAA)

Scope: This Committee shall have primary responsibility for doucments covering the following: (1) frameworks that identify the relationships of fire safety concepts used for fire prevention and fire control, including codes, standards and recommended practices, and (2) frameworks that describe the properties of risk assessment methods for use in regulations.

Fire Safety Symbols (FIS-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety symbols including those for building design plans, investigation diagrams, maps, and for public fire safety. It shall coordinate its work with NFPA technical committees and other groups dealing with subjects to which fire safety symbols apply.

Fire Service Occupational Safety and Health (FIX-AAA)

Scope: This Committee shall have primary responsibility for documents on occupational safety and health in the working environment of the fire service. The Committee shall also have responsibility for documents related to medical requirements for fire fighters.

Fire Service Training (FIY-AAA)

Scope: This Committee shall have primary responsibility for all fire service training techniques, operations, and procedures to develop maximum efficiency and proper utilization of available personnel. Such activities can include training guides for fire prevention, fire suppression, and other missions for which the fire service has responsibility.

Fire Tests (FIZ-AAA)

Scope: This Committee shall have primary responsibility for documents on fire testing procedures, for reviewing existing fire test standards and recommending appropriate action to NFPA, for recommending the application of and advising on the interpretation of acceptable test standards for fire problems of concern to NFPA technical committees and members, and for acting in a liaison capacity between NFPA and the committees of other organizations writing fire test standards. This Committee does not cover fire tests that are used to evaluate extinguishing agents, devices, or systems.

Fixed Guideway Transit Systems (FKT-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection requirements for underground, surface, and elevated fixed guideway transit systems including trainways, vehicles, transit stations, and vehicle maintenance and storage areas; and for life safety from fire in transit stations, trainways, vehicles, and outdoor vehicle maintenance and storage areas. Transit stations shall pertain to stations accommodating only passengers and employees of the fixed guideway transit systems and incidental occupancies in the stations.

Flammable and Combustible Liquids (FLC-AAC)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the storage, handling, and use of flammable and combustible liquids; and classifying flammable and combustible liquids.

Fundamentals (FLC-FUN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on the basic requirements for safeguarding against the fire and explosion hazards associated with the storage and handling of flammable and combustible liquids. This Committee shall also have responsibility for definitions related to flammable and combustible liquids and for criteria for the classification of flammable and combustible liquids.

Operations (FLC-OPS)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with operations that involve the handling, transfer, and use of flammable and combustible liquids, either as a principal activity or as an incidental activity.

Storage and Warehousing of Containers and Portable Tanks (FLC-SWC)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage, warehousing, and display merchandising of flammable and combustible liquids in containers and in portable tanks whose capacity does not exceed 2500 liters (660 gallons).

Tank Storage and Piping Systems (FLC-TAN)

Scope: This Committee shall have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage of flammable and combustible liquids in fixed aboveground and underground tanks of any size, including tanks in buildings, except as specifically covered by other NFPA documents, and with the installation of piping systems for flammable and combustible liquids. This Committee shall also have primary responsibility for documents or portions of documents on safeguarding against the fire and explosion hazards associated with the storage of flammable and combustible liquids in portable tanks whose capacity exceeds 2500 liters (660 gallons).

Flash Fire Protective Garments (FLG-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, selection, care, and use of garments and equipment used for protection of industrial personnel where there is potential for flash fire. Industrial personnel include workers who are potentially or may accidentally be exposed to hydrocarbon or combustible dust flash fires, and not electrical flashes. These documents do not cover fire fighters and other emergency services personnel.

Foam (FOM-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation, maintenance, and use of foam systems for fire protection, including foam hose streams.

Forest and Rural Fire Protection (FRU-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for rural, suburban, forest, grass, brush, and tundra areas. This Committee shall also have primary responsibility for documents on Class A foam and its utilization for all wildland and structural fire fighting. This excludes fixed fire protection systems.

G

Garages and Parking Structures (GAR-AAA)

Scope: This Committee shall have primary responsibility for documents on construction, control of fire hazards, ventilation, and fire protection in parking structures.

Gas Hazards (GAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the prevention of fire and explosion of flammable vapors in compartments or in spaces on board vessels and within shipyards and on the conditions that must exist in those compartments or spaces in order that workers can safely enter them and perform work.

H

Halogenated Fire Extinguishing Systems (HAL-AAA)

Scope: This Committee shall have primary responsibility for documents on fixed fire extinguishing systems utilizing bromotrifluoromethane and other similar halogenated extinguishing agents, covering the installation, maintenance, and use of systems.

Halon Alternative Protection Options (HAO-AAA)

Scope: This Committee shall have primary responsibility for documents on alternative protection options to Halon 1301 and 1211 fire extinguishing systems. It shall not deal with design, installation, operation, testing, and maintenance of systems employing

carbon dioxide, dry chemical, wet chemical, foam, Halon 1301, Halon 1211, Halon 2402, or water as the primary extinguishing media.

Handling and Conveying of Dusts, Vapors, and Gases (HAP-AAA)
Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fires and explosions in the design, construction, installation, operation, and maintenance of facilities and systems processing or conveying flammable or combustible dusts, gases, vapors, and mists.

Hazard and Risk of Contents and Furnishings (HAR-AAA)
Scope: This Committee shall have primary responsibility for documents on fire hazard calculation procedures for use by other Committees in writing provisions to control the fire hazards of contents and furnishings. This Committee shall also provide guidance and recommendations to Committees in assessing the fire hazard of contents and furnishings. It shall establish classification and rating systems, request the development and standardization of appropriate fire tests, and identify and encourage necessary research as it relates to the fire hazards of contents and furnishings. It shall act in a liaison capacity between NFPA and the committees of other organizations with respect to the hazard of contents and furnishings.

Hazardous Chemicals (HCS-AAA)
Scope: This Committee shall have primary responsibility for documents on, and maintain current codes for, classes of hazardous chemicals and codes for specific chemicals where these are warranted by virtue of widespread distribution or special hazards.

Hazardous Materials Response Personnel (HCZ-AAA)
Scope: This Committee shall have primary responsibility for documents on the requirements for the professional competence, training, procedures, and equipment for emergency responders to hazardous materials incidents.

Health Care Facilities (HEA-AAC)
Scope: This Committee shall have primary responsibility for documents which contain criteria for safeguarding patients and health care personnel in the delivery of health care services within health care facilities: a) from fire, explosion, electrical and related hazards resulting either from the use of anesthetic agents, medical gas equipment, electrical apparatus and high frequency electricity, or from internal or external incidents that disrupt normal patient care; b) from fire and explosion hazards associated with laboratory practices; c) in connection with the use of hyperbaric and hypobaric facilities for medical purposes; d) through performance, maintenance and testing criteria for electrical systems, both normal and essential; and e) through performance, maintenance and testing and installation criteria: 1) for vacuum systems for medical or surgical purposes, and 2) for medical gas systems.

Administration (HEA-ADM)
Scope: This Committee shall have primary responsibility for documents or portions of documents on the scope, application, and intended use of documents under the Health Care Facilities Project, as well as definitions not assigned to other committees in the Health Care Facilities Project.

Electrical Equipment (HEA-ELE)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering the maintenance, performance and testing of equipment for the purpose of safeguarding patients and staff within patient care areas of health care facilities from the hazards of fire, explosion, electricity, nonionizing radiation, heat and electrical interference.

Electrical Systems (HEA-ELS)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering performance, maintenance and testing of electrical systems for the purpose of safeguarding patients, staff and visitors within health care facilities.

Gas Delivery Equipment (HEA-GAS)
Scope: This Committee shall have primary responsibility for documents or portions of documents on the performance, and maintenance criteria for safeguarding patients and health care personnel from fire, explosion, electrical, and related hazards in anesthetizing locations involving the administration of both flammable and nonflammable anesthetics, including equipment and facilities ancillary thereto; and the performance, maintenance and testing of patient-related gas equipment for the purpose of safeguarding patients and staff within health care facilities.

Health Care Emergency Management (HEA-HCE)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering the performance of health care facilities under disaster conditions.

Hyperbaric and Hypobaric Facilities (HEA-HYP)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering the construction, installation, testing, performance and maintenance of hyperbaric and hypobaric facilities for safeguarding staff and occupants of chambers.

Laboratories (HEA-LAB)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering the maintenance of equipment and environment for the purpose of safeguarding patients, visitors and staff within laboratories in health care facilities.

Piping Systems (HEA-PIP)
Scope: This Committee shall have primary responsibility for documents or portions of documents covering the performance, maintenance, installation, and testing of medical and dental related gas piping systems and medical and dental related vacuum piping systems.

Helicopter Facilities (HHH-AAA)
Scope: This Committee shall have primary responsibility for documents on the fire protection criteria for the design and construction of elevated and ground level heliports, helistops, and helipads; fire protection requirements for heliports, helistops, and helipads; and requirements for rescue and fire-fighting operations at heliports, helistops, and helipads.

Hot Work Operations (HWO-AAA)
Scope: This Committee shall have primary responsibility for documents on the prevention of loss of life and property from fire or explosion as a result of hot work. Hot Work operations include, but are not limited to, cutting, welding, burning, or similar operations capable of initiating fire or explosion.

I

Incinerators and Waste Handling Systems (ICN-AAA)
Scope: This Committee shall have primary responsibility for documents on the fire-safe installation and use of incinerators, compactors, converters, other waste handling systems and laundry (linen) handling systems.

Industrial and Medical Gases (IMG-AAA)
Scope: This Committee shall have primary responsibility for documents on the storage, transfer, and use of industrial gases. Included are the storage and handling of such gases in their gaseous or liquid phases; the installation of associated storage, piping, and distribution equipment; and operating practices. The Committee also has a technical responsibility for contributions in the same areas for medical gases and clean rooms.

Industrial Trucks (IND-AAA)
Scope: This Committee shall have primary responsibility for documents on the safe use, maintenance, and operation of industrial trucks and other material-handling equipment to minimize fire hazards.

Inspection, Testing, and Maintenance of Water-Based Systems (INM-AAA)

Scope: This Committee shall have primary responsibility for documents on inspection, testing, and maintenance of systems utilizing water as a method of extinguishment. These include sprinkler systems, standpipe and hose systems, fire service piping and appurtenances, fire pumps, water storage tanks, fixed water spray systems, foam-water systems, valves, and allied equipment. This Committee also shall develop procedures for the conduct and reporting of routine system impairments.

Internal Combustion Engines (INT-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire safety of the installation, operation, and control of internal combustion engines, including gas turbine engines, using all types of fuel, within structures or immediately exposing structures.

L

Laboratories Using Chemicals (LAB-AAA)

Scope: This Committee shall have primary responsibility for documents for the prevention of loss of life and damage to property from fire and explosion in chemical laboratories not located in health care facilities.

Laser Fire Protection (LFP-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for laser equipment, including their safe installation, use, and maintenance.

Lightning Protection (LIG-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection from lightning of buildings and structures, recreation and sports areas, and any other situations involving danger from lightning to people or property, except those concepts utilizing early streamer emission air terminals. The protection of electric generating, transmission, and distribution systems is not within the scope of this Committee.

Liquefied Natural Gas (LNG-AAA)

Scope: This Committee shall have primary responsibility for documents on safety and related aspects in the liquefaction of natural gas and the transport, storage, vaporization, transfer, and use of liquefied natural gas.

Liquefied Petroleum Gases (LPG-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and operation of fixed and portable liquefied petroleum gas systems in bulk plants and commercial, industrial (with specified exceptions), institutional, and similar properties; truck transportation of liquefied petroleum gas; engine fuel systems on motor vehicles and other mobile equipment; storage of containers awaiting use or resale; installation on commercial vehicles; and liquefied petroleum gas service stations.

Liquid Fuel Burning Equipment (LPI-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the installation and use of stationary and portable liquid fuel-burning equipment including related tanks, piping, pumps and controls, but not including internal combustion engines, boiler-furnaces with outputs of 10,000 pounds of steam per hour and above, and process ovens and furnaces.

Loss Prevention Procedures and Practices (LPP-AAA)

Scope: This Committee shall have primary responsibility for documents on fire brigades, guard services, and techniques for securing effective fire loss prevention programs in industrial, commercial, institutional, and similar properties.

LP-Gases at Utility Gas Plants (LPU-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, location, installation, operation, and maintenance of refrigerated and nonrefrigerated liquefied petroleum gas plants to the point of introduction into the utility gas distribution system or those plants that are subject to the requirements of Title 49, Code of Federal Regulations, Part 192, Pipeline Safety Law, issued pursuant to the laws in 49 U.S.C. et seq.

M

Manufacture of Organic Coatings (MAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire and explosion hazards associated with the design, construction, and operation of organic coating manufacturing process and facilities.

Manufactured Housing (MAN-AAC)

Scope: This Correlating Committee shall have primary responsibility for documents or portions of documents that provide a safe and healthy environment for the occupant of a manufactured home.

Administration for Manufactured Housing (MAN-ADM)

Scope: This Committee shall have primary responsibility for documents or portions of documents on administrative provisions and planning requirements for manufactured homes to assure the adequacy of architectural planning considerations and documentation of compliance for a safe and healthy environment for the occupants of a manufactured home.

Electrical for Manufactured Housing (MAN-ELE)

Scope: This Committee shall have primary responsibility for documents or portions of documents on electrical conductors and electrical equipment installed within or on manufactured homes to provide a safe and healthy environment for the occupants of a manufactured home.

Fire Safety for Manufactured Housing (MAN-FIR)

Scope: This Committee shall have primary responsibility for documents or portions of documents on fire safety to the occupants of a manufactured home.

Mechanical for Manufactured Housing (MAN-MEC)

Scope: This Committee shall have primary responsibility for documents or portions of documents on condensation control; air infiltration; thermal insulation; certification for heating and comfort cooling; and heating, cooling, and fuel-burning equipment that is installed within, on, or external to a manufactured home.

Plumbing for Manufactured Housing (MAN-PLU)

Scope: This Committee shall have primary responsibility for documents or portions of documents on plumbing systems that provide a safe and healthy environment for the occupants of a manufactured home.

Structural for Manufactured Housing (MAN-STR)

Scope: This Committee shall have primary responsibility for documents or portions of documents on materials, products, equipment and workmanship and testing needed to ensure that there is a safe and healthy environment for the occupant of a manufactured home. The Committee shall also have the responsibility associated with the general requirements for designing the structure to fully withstand the adverse effects of transportation shock and vibration on a manufactured home.

Marinas and Boatyards (MAR-AAA)

Scope: This Committee shall have primary responsibility for documents on fire prevention and protection in the design, construction, and operation of marinas and boatyards.

Marine Fire Fighting Vessels (MAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, performance, and operation of marine vessels for fire fighting and related emergency operations.

Marine Terminals (MAT-AAA)

Scope: This Committee shall have primary responsibility for documents relating, generally, to the fire safe construction and fire pro-

tection of piers and wharves and of structures thereon. It shall also be responsible for documents relating to the fire safety that is unique to marine terminal facilities and operations but avoiding duplicating and overlapping the scopes of other NFPA Committees that may have primary jurisdiction.

Merchant Vessels (MER-AAA)

Scope: This Committee shall have primary responsibility for documents on the protection of human life, property, and the marine environment from fires aboard merchant vessels.

Mining Facilities (MIN-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding life and property against fire, explosion, and related hazards associated with underground and surface coal and metal and nonmetal mining facilities and equipment.

Motion Picture and Television Industry (MOI-AAA)

Scope: This Committee shall have primary responsibility for documents on the hazards associated with practices, processes, materials, and facilities associated with motion picture and television production.

Motor Craft (MOR-AAA)

Scope: This Committee shall have primary responsibility for documents on fire prevention and protection of motor craft and to encourage their use by designers, builders and owners.

N

National Electrical Code (NEC-AAC)

Scope: This Committee shall have primary responsibility for documents on minimizing the risk of electricity as a source of electric shock and as a potential ignition source of fires and explosions. It shall also be responsible for text to minimize the propagation of fire and explosions due to electrical installations.

Code-Making Panel 1 (NEC-P01)
Code-Making Panel 2 (NEC-P02)
Code-Making Panel 3 (NEC-P03)
Code-Making Panel 4 (NEC-P04)
Code-Making Panel 5 (NEC-P05)
Code-Making Panel 6 (NEC-P06)
Code-Making Panel 7 (NEC-P07)
Code-Making Panel 8 (NEC-P08)
Code-Making Panel 9 (NEC-P09)
Code-Making Panel 10 (NEC-P10)
Code-Making Panel 11 (NEC-P11)
Code-Making Panel 12 (NEC-P12)
Code-Making Panel 13 (NEC-P13)
Code-Making Panel 14 (NEC-P14)
Code-Making Panel 15 (NEC-P15)
Code-Making Panel 16 (NEC-P16)
Code-Making Panel 17 (NEC-P17)
Code-Making Panel 18 (NEC-P18)
Code-Making Panel 19 (NEC-P19)

National Fuel Gas Code (NFG-AAA)

Scope: This Committee shall have primary responsibility for documents on safety code for gas piping systems on consumers' premises and the installation of gas utilization equipment and accessories for use with fuel gases such as natural gas, manufactured gas, liquefied petroleum gas in the vapor phase, liquefied petroleum gas-air mixtures, or mixtures of these gases, including: a. The design, fabrication, installation, testing, operation, and maintenance of gas piping systems from the point of delivery to the connections with each gas utilization device. Piping systems covered by this Code are limited to a maximum operating pressure of 125 psig. For purposes of this Code, the point of delivery is defined as the outlet of the meter set assembly, or the outlet of the service regulator or service shutoff valve where no meter is provided. b. The installation of gas utilization equipment, related accessories, and their ventilation and venting systems.

O

Ovens and Furnaces (OVE-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against fire and explosion hazards associated with industrial ovens, furnaces, and related equipment that are used in the processing of combustible or non-combustible materials in the presence of air, vacuum, or other special atmospheres and are heated by electricity, fossil fuels, or other heating sources.

Oxygen-Enriched Atmospheres (OXY-AAA)

Scope: This Committee shall have primary responsibility for documents on the fire and explosion hazards that may exist in oxygen-enriched atmospheres. The Committee will correlate its work with the Committee on Health Care Facilities and other related NFPA committees as required.

P

Portable Fire Extinguishers (PFE-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation, maintenance, and use of portable fire extinguishers and equipment. Does not apply to permanently installed fire extinguishing systems even though portions of those systems are portable, such as hose and nozzles, which may be attached to a fixed supply of extinguishing agent.

Pre-Incident Planning (PIP-AAA)

Scope: This Committee shall have primary responsibility for documents on the site-specific pre-incident planning for response to fires and other types of emergencies.

Premises Security (PMM-AAA)

Scope: This Committee shall have the primary responsibility for documents on the overall security program for the protection of premises, people, property, and information specific to a particular occupancy. The Committee shall have responsibility for the installation of premises security systems.

Professional Qualifications (PQU-AAC)

Scope: This Committee shall have primary responsibility for the management of the NFPA Professional Qualifications Project and documents related to professional qualifications for fire service, public safety, and related personnel.

Accreditation and Certification to Fire Service Professional Qualifications (PQU-ACF)

Scope: This Committee shall have primary responsibility for documents on (1) procedures for fire service personnel certification to NFPA Professional Fire Service Qualifications Standards or other standards adopted by the authority having jurisdiction, and (2) procedures for accrediting national, state, provincial and local jurisdictions as certifying entities for NFPA Professional Fire Service Qualifications Standards or other standards adopted by the authority having jurisdiction.

The Committee shall also have primary responsibility for documents on procedures for accrediting non-engineering, fire-related academic, degree-granting, programs offered by institutions of post-secondary education.

Emergency Vehicle Mechanic Technicians Professional Qualifications (PQU-EVM)

Scope: This Committee shall have primary responsibility for documents on professional qualifications required of personnel engaged in the diagnosis, maintenance, and repair of systems and components that are unique to emergency response vehicles.

Fire Fighter Professional Qualifications (PQU-FFQ)

Scope: This Committee shall have primary responsibility for documents on professional competence required of fire fighters.

Fire Inspector Professional Qualifications (PQU-FIS)

Scope: This Committee shall have primary responsibility for

documents on professional competence required of fire inspectors.

Fire Investigator Professional Qualifications (PQU-FIV)
Scope: This Committee shall have primary responsibility for documents on professional competence required of fire investigators.

Fire Marshal Professional Qualifications (PQU-FMA)

Fire Officer Professional Qualifications (PQU-FOF)
Scope: This Committee shall have primary responsibility for documents on professional competence required of the fire service officers.

Fire Service Instructor Professional Qualifications (PQU-FSI)
Scope: This Committee shall have primary responsibility for documents on professional competence required of fire service instructors.

Incident Management Functional Positions Professional Qualifications (PQU-ICM)

Industrial Fire Brigades Professional Qualifications (PQU-IFB)
Scope: This Committee shall have primary responsibility for documents on the professional competence required for personnel who participate as members of industrial fire brigades.

Public Fire Educator Professional Qualifications (PQU-PFE)
Scope: This Committee shall have primary responsibility for documents on professional competence required of public fire educators, public information officers, and juvenile firesetter educators.

Public Safety Telecommunicator Professional Qualifications (PQU-PST)
Scope: This Committee shall have primary responsibility for documents on the professional qualifications for public safety dispatchers.

Rescue Technician Professional Qualifications (PQU-RES)
Scope: This committee shall have the primary responsibility for documents on the Professional Qualifications for fire service and related personnel who will perform rescue operations.

Wildfire Suppression Professional Qualifications (PQU-WSP)
Scope: This Committee shall have primary responsibility for documents on professional qualifications for personnel engaged in wildland fire management.

Public Emergency Service Communication (PUF-AAA)
Scope: This Committee shall have primary responsibility for documents relating to the operation, installation, and maintenance of public emergency services communication systems.

Pyrotechnics (PYR-AAA)
Scope: This Committee shall have primary responsibility for documents on the manufacture, transportation, and storage of consumer and display fireworks, pyrotechnic special effects, and model and high power rocket motors. This Committee shall have primary responsibility for the use of display fireworks and for model and high power rocketry, and the construction, launching, and other operations that involve model and high power rocket motors. The Committee shall have primary responsibility for documents on the wholesale and retail sale and storage of consumer fireworks.

The Committee does not have responsibility for documents on the use of consumer fireworks by the general public; on the use of pyrotechnic special effects before a proximate audience; on the manufacture, transportation, storage for use of military, automotive, agricultural, and industrial pyrotechnics.

R

Racetrack Stables (RAC-AAA)
Scope: This Committee shall have primary responsibility for documents on the loss of life (including animal life) and property from fire in racetrack stable areas, including those stable areas, barns and associated buildings at state, county and local fairgrounds. The protection of dormitory and grandstand areas is the responsibility of the Committee on Safety to Life.

Record Protection (REA-AAA)
Scope: This Committee shall have primary responsibility for documents on the protection of books, papers, plans, and other records from loss incident to fire.

Recreational Vehicles (REC-AAA)
Scope: This Committee shall have primary responsibility for documents on the fire safety criteria for recreational vehicles and recreational vehicle parks.

Road Tunnel and Highway Fire Protection (ROA-AAA)
Scope: This Committee shall have primary responsibility for documents on fire prevention and fire protection measures to reduce loss of life and property damage for road tunnels, air right structures, bridges, and limited-access highways. Excluded from this scope is the protection for facilities for the storage, repair, and parking of motor vehicles.

S

Safety to Life (SAF-AAC)
Scope: This Committee shall have primary responsibility for documents on the protection of human life from fire and other circumstances capable of producing similar consequences and for the nonemergency and emergency movement of people.

Alternative Approaches to Life Safety (SAF-ALS)
Scope: This Committee shall have primary responsibility for documents on alternative methods of protection of human life from fire and other circumstances capable of producing similar consequences and on the nonemergency, and emergency movement of people.

Assembly Occupancies and Membrane Structures (SAF-AXM)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the nonemergency and emergency movement of people in assembly occupancies, tents, and membrane structures.

Board and Care Facilities (SAF-BCF)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in residential board and care facilities.

Building Service and Fire Protection Equipment (SAF-BSF)
Scope: This Committee shall have primary responsibility for documents on the application of fire protection systems including detection, alarm, and suppression, and the life safety impact of various building systems.

Detention and Correctional Occupancies (SAF-DET)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in detention and correctional occupancies.

Educational and Day-Care Occupancies (SAF-END)
Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people in educational occupancies and day-care occupancies.

Fire Protection Features (SAF-FIR)
Scope: This Committee shall have primary responsibility for documents on construction compartmentation, including the performance of assemblies, openings, and penetrations, as related to the protection of life and property from fire and

other circumstances capable of producing similar consequences.

Fundamentals (SAF-FUN)

Scope: This Committee shall have primary responsibility for documents on the basic goals, objectives, performance requirements, and definitions for protection of human life and property from fire, earthquake, flood, wind, and other circumstances capable of producing similar consequences and on the nonemergency and emergency movement of people.

Furnishings and Contents (SAF-FUR)

Scope: This Committee shall have primary responsibility for documents on limiting the impact of furnishings and building contents effect on protection of human life and property from fire and other circumstances capable of producing similar consequences and on the emergency movement of people.

Health Care Occupancies (SAF-HEA)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in health care occupancies.

Industrial, Storage, and Miscellaneous Occupancies (SAF-IND)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in industrial and storage occupancies, special structures, windowless and underground buildings, and high-rise buildings.

Means of Egress (SAF-MEA)

Scope: This Committee shall have primary responsibility for documents on the general requirements for safe egress for protection of human life from fire and other circumstances capable of producing similar consequences and on the nonemergency and emergency movement of people.

Mercantile and Business Occupancies (SAF-MER)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and for the emergency movement of people, in mercantile and business occupancies.

Residential Occupancies (SAF-RES)

Scope: This Committee shall have primary responsibility for documents on protection of human life and property from fire and other circumstances capable of producing similar consequences, and on the emergency movement of people, in hotels, dormitories, apartments, lodging and rooming houses, and one- and two-family dwellings.

Safety at Motorsports Venues (SAM-AAA)

Scope: This Committee shall have primary responsibility for documents on training, personnel, equipment and facilities not covered by other NFPA documents as they relate to emergency operations and safety at motorsports venues.

Shipbuilding, Repair, and Lay-Up (SHI-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with vessels in course of construction, under repair and during lay-up.

Signaling Systems for the Protection of Life and Property (SIG-AAC)

Scope: This Committee shall have primary responsibility for documents on the installation, performance, maintenance, testing, and use of signaling components and signaling systems for the protection of life and property.

Fundamentals of Fire Alarm Systems (SIG-FUN)

Scope: This Committee shall have primary responsibility for documents on common system fundamentals for signaling systems, including definitions, requirements for approvals, installation, service, power supplies, equipment locations, compatibility, and system interfaces.

Single- and Multiple-Station Alarms and Household Fire Alarm Systems (SIG-HOU)

Scope: This Committee shall have primary responsibility for documents on the performance, installation, operation, and use of single- and multiple-station alarms and household alarm systems for fire warning.

Initiating Devices for Fire Alarm Systems (SIG-IDS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of initiating devices for signaling systems, including automatic fire detection devices, sprinkler waterflow detectors, manually activated fire alarm stations, supervisory signaling initiating devices, and guard's tour stations.

Notification Appliances for Fire Alarm Systems (SIG-NAS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of notification appliances for signaling systems.

Protected Premises Fire Alarm Systems (SIG-PRO)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of protected premises signaling systems, including their interconnection with initiating devices, notification appliances, and other related building control equipment, within the protected premises.

Public Fire Reporting Systems (SIG-PRS)

Scope: This Committee shall have primary responsibility for documents on the proper configuration, performance, installation, and operation of public fire alarm reporting systems. The Committee scope shall be limited to systems that use parallel telephone, series telephone, coded, or code-voice networks which utilize wire and/or radio frequency (RF) technologies, to provide any combination of manual or auxiliary fire alarm service.

Reporting of alarms by voice over the public switched telephone network utilizing the Universal Emergency Number 9-1-1, or any other telephone number that can be dialed, is outside the scope of this Committee.

Supervising Station Fire Alarm Systems (SIG-SSS)

Scope: This Committee shall have primary responsibility for documents on the installation and operation of off-premises signaling systems, including the signal-receiving facility and the communications between the protected premises and the off-premises signal-receiving facility.

Testing and Maintenance of Fire Alarm Systems (SIG-TMS)

Scope: This Committee shall have primary responsibility for documents on the proper testing and maintenance of signaling systems, their components, and the interface equipment.

Smoke Management Systems (SMO-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, installation, testing, operation, and maintenance of systems for the control, removal, or venting of heat or smoke from fires in buildings.

Solvent Extraction Plants (SOL-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with the design, construction, and operation of solvent extraction plants.

Special Effects (SPE-AAA)

Scope: This Committee shall have primary responsibility for documents on the controlled use of flame, pyrotechnics, or other means of special effects for entertainment, exhibition, demonstration, or simulation before a proximate audience; and the design, fabrication, installation, testing, control, operation, and maintenance of user equipment, fuel storage, and sources for special effects before a proximate audience

This Committee does not have responsibility for documents on hazards other than those involving a proximate audience and the life safety considerations of the audience.

Standpipes (SPI-AAA)

Scope: This Committee shall have primary responsibility for documents on the installation of standpipes, private hydrants, monitor nozzles, hose systems and hose houses including methods and procedures of water flow testing for the evaluation of water supplies in buildings and structures.

Static Electricity (STA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with static electricity, including the prevention and control of these hazards. This Committee shall also have primary responsibility for conductive and static-dissipative floors, except as this subject is addressed by the Committee on Health Care Facilities.

Subterranean Spaces (SUB-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding life and property against fire, explosion, and related hazards associated with occupancies located in subterranean spaces not addressed by other documents.

T

Tank Leakage and Repair Safeguards (TAN-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against fire, explosion, and health hazards associated with entry, cleaning and repair of tank systems and methods for detecting, controlling, and investigating releases that could cause these hazards.

Technical Rescue (TEC-AAA)

Scope: This Committee shall have primary responsibility for documents on technical search and rescue techniques, operations, and procedures to develop efficient, proper, and safe utilization of personnel and equipment.

Telecommunications (TEL-AAA)

Scope: This Committee shall have primary responsibility for documents on fire protection for telecommunication networks.

Textile and Garment Care Processes (TGC-AAA)

Scope: This Committee shall have primary responsibility for documents concerned with the fire and explosion hazards of drycleaning using combustible and noncombustible solvents, and the fire hazards of laundries and other textile care processes.

Transportation of Flammable Liquids (TRA-AAA)

Scope: This Committee shall have primary responsibility for documents on safeguarding against the fire and explosion hazards associated with over-the-road transportation of flammable and combustible liquids in tank vehicles and in portable tanks and containers.

U

Uniform Fire Code (UFC-AAA)

Scope: This Committee shall have primary responsibility for documents on a Fire Prevention Code that includes appropriate administrative provisions, to be used with the National Fire Codes for the installation, operation, and maintenance of buildings, structures and premises for the purpose of providing safety to life and property from fire and explosion. This includes development of requirements for, and maintenance of, systems and equipment for fire control and extinguishment. Safety to life of occupants of buildings and structures is under the primary jurisdiction of the Committee on Safety to Life.

V

Vehicular Alternative Fuel Systems (VAF-AAA)

Scope: This Committee shall have primary responsibility for documents on fire and explosion hazards associated with compressed natural gas (CNG) and liquefied natural gas (LNG) engine fuel systems on vehicles of all types and for refueling stations and associated storage.

The Committee shall coordinate its documents with the Committee on the National Fuel Gas Code with respect to natural gas piping within the scope of that Committee, with the Committees on Industrial Trucks, Fire Safety for Recreational Vehicles, and Marine Fire Protection with respect to engine fuel systems and refueling stations within their scopes, and with the Liquefied Natural Gas Committee with respect to storage of LNG within its scope.

Venting Systems for Cooking Appliances (VEN-AAA)

Scope: This Committee shall have primary responsibility for documents on fire safety in the design, installation, and use of exhaust systems (including hoods, grease removal devices, exhaust ducts, dampers, air-moving devices; and auxiliary equipment) for the removal of products of combustion, heat, grease, and vapors from cooking equipment, including the application of associated fire extinguishing systems.

W

Wastewater Treatment Plants (WAA-AAA)

Scope: This Committee shall have primary responsibility for documents on criteria for safeguarding against the fire and explosion hazards specific to wastewater treatment plants and associated collection systems, including the hazard classification of specific areas and processes.

Water Additives for Fire Control and Vapor Mitigation (WAB-AAA)

Scope: This Committee shall have primary responsibility for documents on the manufacture, testing, application, and use of water additives for the control and/or suppression of fire and flammable vapor mitigation including water additives used to prevent or reduce the spread of fire and the use of water additives in fixed, semi-fixed, mobile, and portable fire suppression systems.

Water-Cooling Towers (WAC-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, protection, and maintenance of water-cooling towers.

Water Mist Fire Suppression Systems (WAM-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, installation, and maintenance of systems which use a water mist for the control, suppression, or extinguishment of fire.

Water Spray Fixed Systems (WAS-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and test of fixed water spray systems for fire protection purposes.

Water Tanks (WAT-AAA)

Scope: This Committee shall have primary responsibility for documents on the design, construction, installation, and maintenance of tanks and accessory equipment supplying water for fire extinguishment, including gravity and pressure tanks, towers and foundations, pipe connections and fittings, valve enclosures and frost protection, and tank heating equipment.

Wood and Cellulosic Materials Processing (WOO-AAA)

Scope: This Committee shall have primary responsibility for documents on the prevention, control, and extinguishment of fires and explosions in wood processing, woodworking facilities and facilities that use other cellulosic materials as a substitute or additive for wood.

Numerical List of NFPA Technical Committee Documents

NFPA Designation	Short Title	Staff Liaison
1	*Uniform Fire Code*™	M. H. Curtis
10	Portable Fire Extinguishers	M. T. Conroy
11	Low-, Medium-, and High-Expansion Foam	D. R. Hague
11A	Medium- and High-Expansion Foam Systems	D. R. Hague
12	Carbon Dioxide Extinguishing Systems	M. T. Conroy
12A	Halon 1301 Fire Extinguishing Systems	M. T. Conroy
13	Sprinkler Systems, Installation of	C. Dubay
13D	Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, Installation of	C. Dubay
13E	Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems	D.G. Trebisacci
13R	Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height, Installation of	C. Dubay
14	Standpipe, Private Hydrant, and Hose Systems, Installation of	D. R. Hague
15	Water Spray Fixed Systems	D. R. Hague
16	Foam-Water Sprinkler and Foam-Water Spray Systems, Installation of	D. R. Hague
17	Dry Chemical Extinguishing Systems	J. D. Lake
17A	Wet Chemical Extinguishing Systems	J. D. Lake
18	Wetting Agents	J. D. Lake
20	Stationary Pumps, Installation of	D. R. Haagensen
22	Water Tanks for Private Fire Protection	D. R. Hague
24	Private Fire Service Mains and Their Appurtenances, Installation of	C. Dubay
25	Water-Based Fire Protection Systems, Inspection, Testing, and Maintenance of	D. R. Hague
30	Flammable and Combustible Liquids Code	R. P. Benedetti
30A	Motor Fuel Dispensing Facilities and Repair Garages Code	C. H. Rivkin
30B	Aerosol Products, Manufacture and Storage of	G. E. Harrington
31	Oil-Burning Equipment, Installation of	R. P. Benedetti
32	Drycleaning Plants	A. B. Spencer
33	Spray Application Using Flammable or Combustible Materials	R. P. Benedetti
34	Dipping and Coating Processes Using Flammable or Combustible Liquids	R. P. Benedetti
35	Organic Coatings, Manufacture of	R. P. Benedetti
36	Solvent Extraction Plants	R. P. Benedetti
37	Stationary Combustion Engines and Gas Turbines, Installation and Use of	R. P. Benedetti
40	Cellulose Nitrate Motion Picture Film, Storage and Handling of	C. H. Rivkin
42	Pyroxylin Plastic, Storage of	C. H. Rivkin
45	Fire Protection for Laboratories Using Chemicals	A. B. Spencer
50	Bulk Oxygen Systems at Consumer Sites	C. H. Rivkin
50A	Gaseous Hydrogen Systems at Consumer Sites	C. H. Rivkin
50B	Liquefied Hydrogen Systems at Consumer Sites	C. H. Rivkin
51	Welding, Cutting, and Allied Processes, Oxygen-Fuel Gas Systems for	C. H. Rivkin
51A	Acetylene Cylinder Charging Plants	C. H. Rivkin
51B	Welding, Cutting, and Other Hot Work, Fire Prevention During	A. B. Spencer
52	Compressed Natural Gas (CNG) Vehicular Fuel Systems	C. H. Rivkin
53	Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres	James D. Lake
54	*National Fuel Gas Code*	T. C. Lemoff
55	Compressed and Liquefied Gases in Portable Cylinders, Storage, Use, and Handling of	C. H. Rivkin
57	Liquefied Natural Gas (LNG) Vehicular Fuel Systems	C. H. Rivkin
58	Liquefied Petroleum Gas Code	T. C. Lemoff
59	Utility LP-Gas Plant Code	T. C. Lemoff
59A	Liquefied Natural Gas, Production, Storage, and Handling of	T. C. Lemoff
61	Fires and Dust Explosions in Agricultural and Food Products Facilities, Prevention of	A. B. Spencer
68	Deflagrations, Venting of	G. R. Colonna
69	Explosion Prevention Systems	G. R. Colonna
70	*National Electrical Code*®	M. W. Earley
70A	Electrical Code for One- and Two-Family Dwellings and Mobile Homes	M. W. Earley
70B	Electrical Equipment Maintenance	K. G. Mastrullo
70E	Electrical Safety Requirements for Employee Workplaces	K. G. Mastrullo
72®	*National Fire Alarm Code*®	L. F. Richardson
73	Electrical Inspection Code for Existing Dwellings	J. A. O'Connor
75	Electronic Computer/Data Processing Equipment, Protection of	M. T. Conroy
76	Telecommunications Facilities	M. T. Conroy
77	Static Electricity	R. P. Benedetti

NFPA Designation	Short Title	Staff Liaison
79	Electrical Standard for Industrial Machinery	J. V. Sheehan
80	Fire Doors and Fire Windows	M. T. Puchovsky
80A	Exterior Fire Exposures	A. Fraser
82	Incinerators and Waste and Linen Handling Systems and Equipment	J. D. Lake
85	Boiler and Combustion Systems Hazards Code	A. B. Spencer
86	Ovens and Furnaces	T. C. Lemoff
88A	Parking Structures	A. Fraser
90A	Air-Conditioning and Ventilating Systems, Installation of	A. Fraser
90B	Warm Air Heating and Air-Conditioning Systems, Installation of	A. Fraser
91	Exhaust Systems for Air Conveying of Materials	G. R. Colonna
92A	Smoke-Control Systems	M. T. Puchovsky
92B	Smoke Management Systems in Malls, Atria, and Large Areas	M. T. Puchovsky
96	Commercial Cooking Operations, Ventilation Control and Fire Protection of	J. D. Lake
97	Chimneys, Vents, and Heat-Producing Appliances, Glossary of Terms	J. D. Lake
99	Health Care Facilities	R. P. Bielen
99B	Hypobaric Facilities	R. P. Bielen
101®	*Life Safety Code®*	R. Coté
101A	Alternative Approaches to Life Safety	R. Coté
101B	Means of Egress for Buildings and Structures	R. Coté
102	Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures	R. Coté
105	Smoke-Control Door Assemblies, Installation of	M. T. Puchovsky
110	Emergency and Standby Power Systems	F. E. Florence
111	Stored Electrical Energy Emergency and Standby Power Systems	D. Shields
115	Laser Fire Protection	J. D. Lake
120	Coal Preparation Plants	R. P. Bielen
121	Self-Propelled and Mobile Surface Mining Equipment	R. P. Bielen
122	Underground Metal and Nonmetal Mines	R. P. Bielen
123	Underground Bituminous Coal Mines	R. P. Bielen
130	Fixed Guideway Transit and Passenger Rail Systems	J. D. Lake
140	Motion Picture and Television Production Studio Soundstages and Approved Production Facilities	R. Cote
150	Racetrack Stables	B. E. Manley
160	Flame Effects Before an Audience	G. R. Colonna
170	Fire Safety Symbols	D. R. Hague
203	Roof Coverings and Roof Deck Constructions	B. E. Manley
204	Smoke and Heat Venting	M. T. Puchovsky
211	Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances	J. D. Lake
214	Water-Cooling Towers	M. T. Conroy
220	Building Construction, Types of	B. E. Manley
221	Fire Walls and Fire Barrier Walls	B. E. Manley
225	Manufactured Home Sites, Communities, and Setups **(PROPOSED)**	M. T. Puchovsky
230	Storage, Fire Protection for	M. H. Curtis
232	Records, Protection of	D. R. Hague
241	Safeguarding Construction, Alteration, and Demolition Operations	G. E. Harrington
251	Building Construction and Materials, Tests of Fire Endurance of	M. T. Puchovsky
252	Door Assemblies, Fire Tests of	M. T. Puchovsky
253	Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source, Test for	M. T. Puchovsky
255	Building Materials, Test of Surface Burning Characteristics	M. T. Puchovsky
256	Roof Coverings, Fire Tests of	M. T. Puchovsky
257	Window and Glass Block Assemblies, Fire Test of	M. T. Puchovsky
258	Determining Smoke Generation of Solid Materials, Test Method for	M. T. Puchovsky
259	Building Materials, Test Method for Potential Heat	M. T. Puchovsky
260	Cigarette Ignition Resistance of Components of Upholstered Furniture, Tests and Classification System	M. T. Puchovsky
261	Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes, Test for	M. T. Puchovsky
262	Fire and Smoke Characteristics of Wires and Cables, Test for	M. T. Puchovsky
265	Evaluating Room Fire Growth Contribution of Textile Wall Coverings, Fire Tests for	M. T. Puchovsk
268	Ignitibility of Exterior Wall Assemblies Using a Radiant Heat Energy Source, Test Method for Determining	M. T. Puchovsky
269	Toxic Potency Data for Use in Fire Hazard Modeling, Test Method for	M. T. Puchovsky
270	Determination of Specific Optical Density of Smoke	M. T. Puchovsky
271	Heat and Visible Smoke Release Rates for Materials and Products Using an Oxygen Consumption Calorimeter, Method of Test	M. T. Puchovsky
272	Heat Release Rates for Upholstered Furniture Components Using Oxygen Consumption Calorimeter, Method of Test	M. T. Puchovsky

NFPA Designation	Short Title	Staff Liaison
273	Determining the Degrees of Combustibility of Building Materials **(PROPOSED)**	M. T. Puchovsky
274	Evaluate Fire Performance Characteristics of Pipe Insulation	M. T. Puchovsky
284	Mattress for Correctional Occupancies **(PROPOSED)**	M. T. Puchovsky
285	Flammability Characteristics of Exterior Non-Load-Bearing Wall Assemblies, Method of Test	M. T. Puchovsky
286	Room Corner Procedures, Fire Tests for	M. T. Puchovsky
287	Material Flammability Using Fire Propagation Apparatus	M. T. Puchovsky
288	Fire Door Assemblies, Fire Tests of	M. T. Puchovsky
289	Room Fire Growth Contribution of Individual Fuel Packages **(PROPOSED)**	M. T. Puchovsky
290	LP-Gas Containers, Test Method for	M. T. Puchovsky
291	Fire Flow Testing and Marking of Hydrants	C. Dubay
301	Safety to Life from Fire on Merchant Vessels	L. Russell
302	Motor Craft	D. R. Haagensen
303	Marinas and Boatyards	D. R. Haagensen
306	Control of Gas Hazards on Vessels	G. R. Colonna
307	Marine Terminals, Piers, and Wharves, Fire Protection for	L. Russell
312	Vessels During Construction, Repair, and Lay-Up, Fire Protection of	L. Russell
318	Cleanrooms, Protection of	D. R. Hague
326	Safe Entry of Underground Storage Tanks, Procedures for	R. P. Benedetti
329	Underground Releases of Flammable and Combustible Liquids	R. P. Benedetti
385	Flammable and Combustible Liquids, Tank Vehicles for	R. P. Benedetti
402	Aircraft Rescue and Fire Fighting Operations	M. T. Conroy
403	Aircraft Rescue and Fire Fighting Services at Airports	M. T. Conroy
405	Training Programs for Aircraft Rescue Fire Fighting	M. T. Conroy
407	Aircraft Fuel Servicing	M. T. Conroy
408	Aircraft Hand Portable Fire Extinguishers	M. T. Conroy
409	Aircraft Hangars	M. T. Conroy
410	Aircraft Maintenance	M. T. Conroy
412	Evaluating Aircraft Rescue and Fire Fighting Foam Equipment	M. T. Conroy
414	Aircraft Rescue and Fire Fighting Vehicles	M. T. Conroy
415	Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways	M. T. Conroy
418	Heliports	M. T. Conroy
422	Aircraft Accident Response	M. T. Conroy
423	Aircraft Engine Test Facilities, Construction and Protection of	M. T. Conroy
424	Airport/Community Emergency Planning	M. T. Conroy
430	Liquid and Solid Oxidizers, Storage of	C. H. Rivkin
432	Organic Peroxide Formulations, Storage of	C. H. Rivkin
434	Pesticides, Storage of	C. H. Rivkin
450	Emergency Medical Services and Systems **(PROPOSED)**	F. E. Florence
471	Responding to Hazardous Material Incidents	D. G. Trebisacci
472	Professional Competence of Responders to Hazardous Materials Incidents	D. G. Trebisacci
473	Competencies for EMS Personnel Responding to Hazardous Materials Incidents	D. G. Trebisacci
484	Combustible Metals, Metal Powders, and Metal Dusts	C. H. Rivkin
490	Ammonium Nitrate, Storage of	C. H. Rivkin
495	Explosive Materials Code	G. R. Colonna
496	Purged and Pressurized Enclosures for Electrical Equipment	J. S. Sargent
497	Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations	J. S. Sargent
498	Explosives Motor Vehicle Terminals	G. R. Colonna
499	Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	J. S. Sargent
501	Manufactured Housing	M. T. Puchovsky
501A	Manufactured Home Installations, Sites, and Communities	M. T. Puchovsky
502	Limited Access Highways, Tunnels, Bridges, Elevated Roadways, and Air Right Structures	J. D. Lake
505	Powered Industrial Trucks	J. D. Lake
520	Subterranean Space	A. Fraser
550	Fire Safety Concepts Tree	M. T. Puchovsky
551	Evaluation of Fire Risk Assessment	M. T. Puchovsky
555	Methods for Evaluating Potential for Room Flashover	M. T. Puchovsky
556	Evaluating Fire Hazard and Fire Risk of Vehicular Furnishing **(PROPOSED)**	M. T. Puchovsky
560	Ethylene Oxide for Sterilization and Fumigation, Storage, Handling, and Use of	C. H. Rivkin
600	Industrial Fire Brigades	G. R. Colonna
601	Security Services in Fire Loss Prevention	G. R. Colonna
610	Safety of Motorsports Venues	C. E. Peterson
654	Chemical, Dye, Pharmaceutical, and Plastics Industries, Prevention of Fire and Dust Explosions in	G. R. Colonna

NFPA Designation	Short Title	Staff Liaison
655	Sulfur Fires and Explosions, Prevention of	G. R. Colonna
664	Wood Processing and Woodworking Facilities, Prevention of Fire and Explosions in	A. B. Spencer
701	Flame-Resistant Textiles and Films, Fire Tests for	M. T. Puchovsky
703	Building Materials, Fire Retardant Impregnated Wood and Fire Retardant Coatings for	B. E. Manley
704	Identification of the Hazards of Materials for Emergency Response	A. B. Spencer
705	Field Flame Test for Textiles and Films	M. T. Puchovsky
720	Household Carbon Monoxide (CO) Warning Equipment, Installation of	L. F. Richardson
730	Premises Security Code **(PROPOSED)**	R. P. Bielen
731	Installation of Premises Security Equipment **(PROPOSED)**	R. P. Bielen
750	Water Mist Fire Protection Systems	C. Dubay
780	Lightning Protection Systems, Installation of	R. J. Roux
801	Radioactive Materials, Facilities Handling	D. R. Hague
804	Advanced Light Water Reactor Electric Generating Plants	D. R. Hague
805	Performance-Based Fire Protection for Light Water Reactor Electric Generating Plants	D. R. Hague
820	Wastewater Treatment and Collection Facilities, Fire Protection in	D. R. Hague
850	Electric Generating Plants, Fire Protection for	C. H. Rivkin
851	Hydroelectric Generating Plants, Fire Protection for	C. H. Rivkin
853	Stationary Fuel Cell Power Plants, Installation of	C. H. Rivkin
900	Building Energy Code	A. Fraser
901	Incident Reporting and Fire Protection Data, Classifications for	C. E. Peterson
909	Cultural Resources, Protection of	M. T. Puchovsky
914	Historic Structures, Fire Protection in	M. T. Puchovsky
921	Fire and Explosion Investigations	F. E. Florence
1000	Accreditation and Certification Systems Professional Qualifications	F. E. Florence
1001	Fire Fighter Professional Qualifications	F. E. Florence
1002	Fire Apparatus Driver/Operator Professional Qualifications	F. E. Florence
1003	Airport Fire Fighter Professional Qualifications	F. E. Florence
1006	Rescue Technician Professional Qualifications	F. E. Florence
1021	Fire Officer Professional Qualifications	F. E. Florence
1031	Fire Inspector Professional Qualifications	F. E. Florence
1033	Fire Investigator Professional Qualifications	F. E. Florence
1035	Public Fire Educator Professional Qualifications	F. E. Florence
1041	Fire Service Instructor Professional Qualifications	F. E. Florence
1051	Wildland Fire Fighter Professional Qualifications	F. E. Florence
1061	Public Safety Telecommunicator Professional Qualifications	F. E. Florence
1071	Emergency Vehicle Technician Professional Qualifications	F. E. Florence
1081	Industrial Fire Brigade Professional Qualifications	F. E. Florence
1122	Model Rocketry	G. R. Colonna
1123	Outdoor Display of Fireworks	G. R. Colonna
1124	Fireworks, Manufacture, Transportation, and Storage of	G. R. Colonna
1125	Model and High Power Rocket Motors, Manufacture of	G. R. Colonna
1126	Pyrotechnics before a Proximate Audience, Use of	G. R. Colonna
1127	High Power Rocketry	G. R. Colonna
1141	Planned Building Groups	C. E. Peterson
1142	Water Supplies for Suburban and Rural Fire Fighting	C. E. Peterson
1143	Standard for Wildland Fire Management **(PROPOSED)**	C. E. Peterson
1144	Protection of Life and Property from Wildfire	C.E. Peterson
1145	Class A Foam in Structural Fire Fighting, Application of	C. E. Peterson
1150	Fire-Fighting Foam Chemicals for Class A Fuels	C. E. Peterson
1192	Recreational Vehicles	J. D. Lake
1194	Recreational Vehicle Parks and Campgrounds	J. D. Lake
1201	Developing Fire Protection Services for the Public	S. F. Sawyer
1221	Public Fire Service Communication Systems, Installation, Maintenance, and Use of	L. J. Stewart
1250	Emergency Service Organization Risk Management	S. F. Sawyer
1401	Fire Service Training Reports and Records	D. G. Trebisacci
1402	Building Fire Service Training Centers	D. G. Trebisacci
1403	Live Fire Training Evolutions	D. G. Trebisacci
1404	Fire Department Self-Contained Breathing Apparatus Program	D. G. Trebisacci
1405	Land-Based Fire Fighters Who Respond to Marine Vessel Fires	D. G. Trebisacci
1410	Training for Initial Emergency Scene Operations	D. G. Trebisacci

NFPA Designation	Short Title	Staff Liaison
1451	Fire Service Vehicle Operations Training Program	D. G. Trebisacci
1452	Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys	D. G. Trebisacci
1500	Fire Department Occupational Safety and Health Program	C. E. Peterson
1521	Fire Department Safety Officer	C. E. Peterson
1561	Emergency Services Incident Management System	C. E. Peterson
1581	Fire Department Infection Control Program	C. E. Peterson
1582	Medical Requirements for Fire Fighters	C. E. Peterson
1583	Health Related Fitness Programs for Fire Fighters	C. E. Peterson
1584	Fire Department Rehabilitation Program	C. E. Peterson
1600	Disaster/Emergency Management	M. H. Curtis
1620	Pre-Incident Planning	D. G. Trebisacci
1670	Technical Rescue Incidents, Operations and Training for	F. E. Florence
1710	Organizational Deployment of Fire Suppression	G. O. Tokle
1720	Volunteer Fire Service Deployment	G. O. Tokle
1851	Structural Fire Fighting Protective Ensemble Elements, Selection, Care, and Maintenance of	B. W. Teele
1852	Selection, Care, and Maintenance of Open Circuit SCBA	B. W. Teele
1901	Automotive Fire Apparatus	C. E. Peterson
1906	Wildland Fire Apparatus	C. E. Peterson
1911	Pumps on Fire Department Apparatus, Service Tests of	C. E. Peterson
1912	Refurbishing Fire Apparatus	C. E. Peterson
1914	Testing Fire Department Aerial Devices	C. E. Peterson
1915	Fire Apparatus Preventative Maintenance Program	C. E. Peterson
1925	Marine Fire Fighting Vessels	M. H. Curtis
1931	Fire Department Ground Ladders, Design of and Design Verification Tests	C. E. Peterson
1932	Fire Department Ground Ladders, Use, Maintenance, and Service Testing	C. E. Peterson
1936	Powered Rescue Tool Systems	B. W. Teele
1951	Protective Ensemble for Technical Rescue Operations	B. W. Teele
1961	Fire Hose	C. E. Peterson
1962	Fire Hose Care, Use, and Service Testing	C. E. Peterson
1963	Fire Hose Connections	C. E. Peterson
1964	Spray Nozzles (Shutoff and Tip)	C. E. Peterson
1965	Hose Connected Appliances	C. E. Peterson
1971	Protective Ensemble for Structural Fire Fighting	B. W. Teele
1975	Station/Work Uniforms	B. W. Teele
1976	Protective Ensemble for Proximity Fire Fighting	B. W. Teele
1977	Wildland Fire Fighting, Protective Clothing and Equipment	B. W. Teele
1981	Open-Circuit SCBA for Fire Service	B. W. Teele
1982	Personal Alert Safety Systems (PASS)	B. W. Teele
1983	Fire Service Life Safety Rope	B. W. Teele
1989	Breathing Air Quality for Fire and Emergency Services Respiratory Protection	B. W. Teele
1991	Vapor-Protective Ensembles for Hazardous Materials Emergencies	B. W. Teele
1992	Liquid Splash-Protective Clothing for Hazardous Materials Emergencies	B. W. Teele
1994	Protection Ensembles for Chemical or Biological Terrorism Agents	B. W. Teele
1999	Protective Clothing for Emergency Medical Operations	B. W. Teele
2001	Clean Agent Fire Extinguishing Systems	M. T. Conroy
2010	Aerosol Fire Extinguishing Systems **(PROPOSED)**	J. D. Lake
2112	Flash Fire Protective Garments for Industrial Personnel	G. R. Colonna
2113	Selection, Care, Use, and Maintenance of Flash Fire Protective Garments	G. R. Colonna
5000®	*Building Construction and Safety Code®*	R. E. Solomon

Subject List of NFPA Technical Committee Documents

Subject	Standard No.
A	
Accreditation and Certification Systems, Fire Service Professional Qualifications	1000
Acetylene Cylinder Charging Plants	51A
Advanced Light Water Reactor Electric Generating Plants	804
Aerosol Fire Extinguishing Systems **(PROPOSED)**	2010
Aerosol Products	30B
Air-Conditioning and Ventilating Systems	90A
Aircraft Accident Response	422
Aircraft Engine Test Facilities	423
Aircraft Fuel Servicing	407
Aircraft Hand Portable Fire Extinguishers	408
Aircraft Hangars	409
Aircraft Maintenance	410
Aircraft Rescue and Fire Fighting Foam Equipment	412
Aircraft Rescue and Fire Fighting Operations	402
Aircraft Rescue and Fire Fighting Services at Airports	403
Aircraft Rescue and Fire Fighting Vehicles	414
Airport Fire Fighter Professional Qualifications	1003
Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways	415
Airport/Community Emergency Planning	424
Alternative Approaches to Life Safety	101A
Ammonium Nitrate	490
Apparatus, Preventative Maintenance Program	1915
Automotive Fire Apparatus	1901
B	
Breathing Air Quality for Fire and Emergency Services Respiratory Protection	1989
Building Code	*5000*®
Building Energy Code	900
Building Fire Service Training Centers	1402
Bulk Oxygen Systems at Consumer Sites	50
C	
Carbon Dioxide Extinguishing Systems	12
Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles	1962
Cellulose Nitrate Motion Picture Film	40
Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances	211
Chimneys, Vents, and Heat-Producing Appliances	97
Cigarette Ignition Resistance of Components of Upholstered Furniture	260
Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	499
Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas	497
Clean Agent Fire Extinguishing Systems	2001
Coal Preparation Plants	120
Code for Means of Egress for Buildings and Structures	101B
Code for Model Rocketry	1122
Combustion Systems Hazards Code	85
Communications Systems, Installation, Maintenance, and Use of Emergency Services	1221
Compressed Natural Gas (CNG) Vehicular Fuel Systems Code	52
Control of Gas Hazards on Vessels	306
Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source	253
D	
Design of and Design Verification Tests for Fire Department Ground Ladders	1931
Determining Smoke Generation of Solid Materials	258
Determining the Degrees of Combustibility of Building Materials **(PROPOSED)**	273
Developing Fire Protection Services for the Public	1201
Dipping and Coating Processes Using Flammable or Combustible Liquids	34
Disaster/Emergency Management and Business Continuity Programs	1600
Door Assemblies, Fire Tests of	252
Dry Chemical Extinguishing Systems	17
Drycleaning Plants	32
E	
Electrical Code for One- and Two-Family Dwellings and Mobile Homes	70A
Electric Generation Plants, Light Water Reactor	805
Electric Generating Plants and High Voltage Direct Current Converter Stations, Fire Protection for	850
Electrical Code®, *National*	70
Electrical Equipment Maintenance	70B
Electrical Inspection Code for Existing Dwellings	73
Electrical Safety Requirements for Employee Workplaces	70E
Electrical Standard for Industrial Machinery	79
Electronic Computer/Data Processing Equipment	75
Evaluating Fire Hazard and Fire Risk of Vehicular Furnishing	556
Emergency and Standby Power Systems	110
Emergency Medical Services and Systems **(PROPOSED)**	450
Emergency Service Organization Risk Management	1250
Emergency Services Incident Management System	1561
Emergency Vehicle Technician Professional Qualifications	1071
EMS Personnel Responding to Hazardous Materials Incidents	473
Energy Code, Building	900
Evaluate Fire Performance Characteristics of Pipe Insulation	274
Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth	286
Evaluating Room Fire Growth Contribution of Textile Wall Coverings	265
Evaluation of Fire Risk Assessments	551
Evaluation of Flammability Characteristics of Exterior Non-Load-Bearing Wall Assemblies Containing Combustible Components Using the Intermediate-Scale, Multistory Test Apparatus	285

Subject	Standard No.
Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Noncombustible Particulate Solids	91
Explosion Prevention Systems	69
Explosive Materials Code	495
F	
Field Flame Test for Textiles and Films	705
Fire Alarm Code®, National	72®
Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids	654
Fire and Explosion Investigations	921
Fire Apparatus, Automotive	1901
Fire Apparatus Driver/Operator Professional Qualifications	1002
Fire Apparatus Preventative Maintenance Program	1915
Fire Department Ground Ladders	1932
Fire Department Infection Control Program	1581
Fire Department Occupational Safety and Health Program	1500
Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems	13E
Fire Department Rehabilitation Program	1584
Fire Department Safety Officer	1521
Fire Department Self-Contained Breathing Apparatus Program	1404
Fire Doors and Fire Windows	80
Fire Endurance of Building Construction and Materials	251
Fire Fighter Professional Qualifications	1001
Fire Hose	1961
Fire Hose Connections	1963
Fire Inspector and Plan Examiner, Professional Qualifications for	1031
Fire Officer Professional Qualifications	1021
Fire Prevention and Control in Underground Metal and Nonmetal Mines	122
Uniform Fire Code™	1
Fire Prevention During Welding, Cutting, and Other Hot Work	51B
Fire Protection for Electric Generating Plants and High Voltage Direct Current Converter Stations	850
Fire Protection for Facilities Handling Radioactive Materials	801
Fire Protection for Laboratories Using Chemicals	45
Fire Protection in Planned Building Groups	1141
Fire Protection in Wastewater Treatment and Collection Facilities	820
Fire Protection of Storage	230
Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building Materials	703
Fire Safety Concepts Tree	550
Fire Safety in Racetrack Stables	150
Fire Safety Symbols	170
Fire Service Instructor Professional Qualifications	1041
Fire Service Life Safety Rope and System Components	1983
Fire Service Professional Qualifications Accreditation and Certification Systems	1000
Fire Service Training Reports and Records	1401
Fire Service Vehicle Operations Training Program	1451
Fire Test for Room Fire Growth Contribution of Individual Fuel Packages **(PROPOSED)**	289
Fire Test for Window and Glass Block Assemblies	257
Fire Tests for Flame Propagation of Textiles and Films	701
Fire Tests of Door Assemblies	252
Fire Tests of Floor Fire Door Assemblies Installed Horizontally in Fire Resistance Rated Floor Systems	288
Fire Tests of Roof Coverings	256
Fire Walls and Fire Barrier Walls	221
Fire-Fighting Foam Chemicals for Class A Fuels in Rural, Suburban, and Vegetated Areas	1150
Fires and Dust Explosions in Agricultural and Food Products Facilities	61
Fireworks Display	1123
Fixed Guideway Transit and Passenger Rail Systems	130
Flame Effects Before an Audience	160
Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces	262
Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	2112
Flammable and Combustible Liquids Code	30
Foam Systems, Medium-and High-Expansion	11A
Foam-Water Sprinkler and Foam-Water Spray Systems, Installation of	16
Fuel Gas Code, National	54
G	
Gaseous Hydrogen Systems at Consumer Sites	50A
Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures	102
H	
Halon 1301 Fire Extinguishing Systems	12A
Handling Releases of Flammable and Combustible Liquids and Gases	329
Hazardous Materials, EMS Personnel Responding	473
Hazardous Materials Incidents, Professional Competence of Responders	472
Health Care Facilities	99
Health Related Fitness Programs for Fire Fighters	1583
Heat and Visible Smoke Release Rates for Materials and Products Using an Oxygen Consumption Calorimeter	271
Heat and Visible Smoke Release Rates for Upholstered Furniture Components or Composites and Mattresses Using an Oxygen Consumption Calorimeter	272
Heliports	418
High Power Rocketry	1127
Historic Structures	914
Hose Connected Appliances	1965
Household Carbon Monoxide (CO) Warning Equipment	720
Hydroelectric Generating Plants	851
Hypobaric Facilities	99B
I	
Identification of the Hazards of Materials for Emergency Response	704
Ignitibility of Exterior Wall Assemblies Using a Radiant Heat Energy Source	268
Incident Reporting and Fire Protection Data	901
Incinerators and Waste and Linen Handling Systems and Equipment	82
Industrial Fire Brigade Member Professional Qualifications	1081

Subject	Standard No.
Industrial Fire Brigades	600
Industrial Furnaces Using a Special Processing Atmosphere	86
Industrial Furnaces Using Vacuum as an Atmosphere	86
Infection Control, Fire Department	1581
Initial Emergency Scene Operations	1410
Installation, Maintenance, and Use of Emergency Services Communications Systems	1221
Installation of Premises Security Equipment	731
Instructor Professional Qualifications	1041
Investigator, Professional Qualifications for	1033
Investigations, Fire and Explosions	921
L	
Laboratories Using Chemicals, Fire Protection of	45
Ladders, Design and Design Verification Tests for	1931
Ladders, Fire Department Ground	1932
Land-Based Fire Fighters Who Respond to Marine Vessel Fires	1405
Laser Fire Protection	115
Light Water Reactor Electric Generation Plants	805
Lightning Protection Systems	780
Liquefied Hydrogen Systems at Consumer Sites	50B
Liquefied Natural Gas (LNG)	59A
Liquefied Natural Gas (LNG) Vehicular Fuel Systems Code	57
Liquefied Petroleum Gas Code	58
Liquefied Petroleum Gases at Utility Gas Plants	59
Liquid and Solid Oxidizers	430
Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies	1992
Lithium Metal	484
Live Fire Training Evolutions	1403
Low-, Medium-, and High-Expansion Foam	11
LP-Gas Containers	290
M	
Machining and Finishing of Aluminum and the Production and Handling of Aluminum Powders	484
Magnesium Solids and Powders	484
Manufacture of Model Rocket and High Power Rocket Motors	1125
Manufacture of Organic Coatings	35
Manufacture, Transportation, and Storage of Fireworks and Pyrotechnic Articles	1124
Manufactured Home Installations, Sites, and Communities	501A
Manufactured Home Sites, Communities, and Setups **(PROPOSED)**	225
Manufactured Housing	501
Marinas and Boatyards	303
Marine Fire Fighting Vessels	1925
Marine Terminals, Piers, and Wharves	307
Marine Vessel Fires, Land-Based Fire Fighters who Respond to	1405
Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres	53
Mattresses for Correctional Occupancies **(PROPOSED)**	284
Measurement of Material Flammability Using a Fire Propagation Apparatus (FPA)	287
Measurement of Smoke Obscuration Using a Conical Radiant Source in a Single Closed Chamber	270
Medical Requirements for Fire Fighters and Information for Fire Department Physicians	1582
Medium- and High-Expansion Foam Systems	11A
Methods for Evaluating Potential for Room Flashover	555
Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes	261
Model Rocketry, Code for	1122
Motion Picture and Television Production Studio Soundstages and Approved Production Facilities	140
Motor Fuel Dispensing Facilities and Repair Garages	30A
N	
National Electrical Code®	70
National Fire Alarm Code®	72®
National Fuel Gas Code	54
O	
Oil-Burning Equipment	31
Open-Circuit Self-Contained Breathing Apparatus for the Fire Service	1981
Operations and Training for Technical Rescue Incidents	1670
Organic Peroxide Formulations	432
Organization and Deployment of Fire Suppression, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments	1720
Organization and Deployment of Fire Suppression, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments	1710
Ovens and Furnaces	86
Oxygen-Fuel Gas Systems for Welding, Cutting, and Allied Processes	51
P	
Parking Structures	88A
Personal Alert Safety Systems (PASS)	1982
Pesticides	434
Pleasure and Commercial Motor Craft	302
Portable Fire Extinguishers	10
Potential Heat of Building Materials	259
Powered Industrial Trucks Including Type Designations, Areas of Use, Conversions, Maintenance, and Operation	505
Powered Rescue Tool Systems	1936
Pre-Incident Planning	1620
Premises Secuirty Code	730
Premises Security Equipment	731
Private Fire Service Mains and Their Appurtenances, Installation of	24
Professional Competence of Responders to Hazardous Materials Incidents	472
Professional Qualifications for Fire Investigator	1033
Professional Qualifications for Public Fire and Life Safety Educator	1035
Professional Qualifications for Public Safety Telecommunicator	1061
Professional Qualifications for Fire Inspector and Plan Examiner	1031
Protection of Buildings from Exterior Fire Exposures	80A
Protection of Cleanrooms	318
Protection of Cultural Resources, Including Museums, Libraries, Places of Worship, and Historic Properties	909

Subject	Standard No.
Protection of Life and Property from Wildfire	1144
Protection of Records	232
Protective Clothing and Equipment for Wildland Fire Fighting	1977
Protective Clothing for Emergency Medical Operations	1999
Protective Ensemble for Proximity Fire Fighting	1976
Protective Ensemble For Structural Fire Fighting	1971
Protective Ensemble for USAR Operations	1951
Protective Ensembles for Chemical /Biological Terrorism Incidents	1994
Purged and Pressurized Enclosures for Electrical Equipment	496
Pyroxylin Plastic	42
R	
Racetrack Stables, Fire Protection for	150
Radioactive Materials, Fire Protection for Facilities Handling	1141
Recreational Vehicle Parks and Campgrounds	1194
Recreational Vehicles	1192
Recurring Proficiency Training of Aircraft Rescue and Fire-Fighting Services	405
Refurbishing Fire Apparatus	1912
Rescue Technician Professional Qualifications	1006
Responding to Hazardous Materials Incidents	471
Road Tunnels, Bridges, and Other Limited Access Highways	502
Roof Coverings and Roof Deck Constructions	203
Room Fire Growth Contribution of Individual Fuel Packages **(PROPOSED)**	289
Rope and System Components, Fire Service Life Safety	1983
S	
Safe Havens and Interchange Lots for Vehicles Transporting Explosives	498
Safeguarding Construction, Alteration, and Demolition Operations	241
Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair	326
Safety of Motorsports Venues	610
Safety to Life from Fire in Buildings and Structures	*101*®
Safety to Life from Fire on Merchant Vessels	301
Safety Officer, Fire Department	1521
Security Services in Fire Loss Prevention	601
Self -Contained Breathing Apparatus, Fire Department	1404
Selection, Care, and Maintenance of Open-Circuit SCBA	1852
Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensemble Elements	1851
Selection, Care, Use, and Maintenance of Flame-Resistant Garments for Protection of Industrial Personnel Against Flash Fire	2113
Self-Propelled and Mobile Surface Mining Equipment	121
Service Tests of Fire Pump Systems on Fire Apparatus	1911
Smoke and Heat Venting	204
Smoke Management Systems in Malls, Atria, and Large Areas	92B
Smoke-Control Door Assemblies	105
Smoke-Control Systems	92A
Solvent Extraction Plants	36
Spray Application Using Flammable or Combustible Materials	33
Spray Nozzles (Shutoff and Tip)	1964
Sprinkler Systems, Installation of	13
Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, Installation of	13D
Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height, Installation of	13R
Sprinkler and Standpipe Systems, Fire Department Operations in Properties Protected by	13E
Standpipe, Private Hydrants, and Hose Systems, Installation of	14
Static Electricity	77
Station/Work Uniforms for Fire and Emergency Services	1975
Stationary Combustion Engines and Gas Turbines	37
Stationary Fuel Cell Power Plants, Installation of	853
Stationary Pumps for Fire Protection, Installation of	20
Storage, Handling, and Use of Ethylene Oxide for Sterilization and Fumigation	560
Storage, Use, and Handling of Compressed and Liquefied Gases in Portable Cylinders	55
Stored Electrical Energy Emergency and Standby Power Systems	111
Subterranean Spaces	520
Sulfur Fires and Explosions	655
Surface Burning Characteristics of Building Materials	255
Symbols, Fire Safety	170
T	
Tank Vehicles for Flammable and Combustible Liquids	385
Telecommunicator, Public Safety Professional Qualifications	1061
Telecommunications Facilities	76
Testing Fire Department Aerial Devices	1914
Titanium	484
Toxic Potency Data for Use in Fire Hazard Modeling	269
Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys	1452
Types of Building Construction	220
U	
Underground Bituminous Coal Mines	123
Use of Class A Foams in Manual Structural Fire Fighting	1145
Use of Pyrotechnics before a Proximate Audience	1126
V	
Vapor-Protective Ensembles for Hazardous Materials Emergencies	1991
Vehicle Operations Training Programs, Fire Service	1451
Ventilation Control and Fire Protection of Commercial Cooking Operations	96
Venting of Deflagrations	68
Vessels During Construction, Repair, and Lay-Up	312

W

Warm Air Heating and Air-Conditioning Systems 90B
Wastewater Treatment and Collection Facilities, Fire Protection of 820
Water Mist Fire Protection Systems 750
Water Spray Fixed Systems for Fire Protection 15
Water Supplies for Suburban and Rural Fire Fighting 1142
Water Tanks for Private Fire Protection 22
Water-Based Fire Protection Systems 25
Water-Cooling Towers 214
Wet Chemical Extinguishing Systems 17A
Wetting Agents 18
Wildland Fire Apparatus 1906
Wildland Fire Management 1143
Wildland Fire Fighter Professional Qualifications 1051
Wood Processing and Woodworking Facilities 664

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Schedules for Processing Committee Reports

ANNUAL 2004 REVISION CYCLE

	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	8/16/02	8/16/02
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date	1/3/03*	1/3/03*
		2.2 Final date for ROP meeting	3/28/03	2/28/03
		2.3 Final date for mailing TC ballots	4/11/03	3/14/03
		2.4 Receipt of (TC) ballots by staff liaison	5/16/03	4/4/03
		2.5 Receipt of TC recirculation ballots	5/23/03	4/11/03
		2.6 Final date for TCC meeting		5/2/02
		2.7 Final date for mailing TCC ballots		5/9/03
		2.8 Receipt of TCC ballots		5/30/03
		2.9 Receipt of TCC recirculation ballots		6/6/03
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	5/30/03	6/13/03
		2.11 Completion of Reports	6/27/03	6/27/03
		2.12 ROP Published and Posted	8/1/03	8/1/03
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	10/10/03	10/10/03
		3.2 Final date for ROC meeting	12/26/03	11/21/03
		3.3 Final date for mailing TC ballots	1/9/04	12/5/03
		3.4 Receipt of (TC) ballots by staff liaison	1/30/04	12/26/03
		3.5 Receipt of TC recirculation ballots	2/6/04	1/2/04
		3.6 Final date for TCC meeting		1/16/04
		3.7 Final date for mailing TCC ballots		1/23/04
		3.8 Receipt of TCC ballots		2/13/04
		3.9 Receipt of TCC recirculation ballots		2/20/04
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	2/13/04	2/27/04
		3.11 Completion of Reports	3/12/04	3/12/04
		3.12 ROC Published and Posted	4/2/04	4/2/04
4	TECHNICAL SESSION	4.0 Association Meeting	5/22-27/04	5/22-27/04
5	APPEALS & ISSUANCE	5.1 Appeal closing date	6/18/04	6/18/04
		5.2 Council issuance	7/16/04	7/16/04

Note: See Regulations in effect for documents reporting up to and including Annual 2005 Revision Cycle.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

FALL 2004 REVISION CYCLE

	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	2/7/03	2/7/03
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date	6/27/03*	6/27/03*
		2.2 Final date for ROP meeting	9/19/03	8/22/03
		2.3 Final date for mailing TC ballots	10/3/03	9/5/03
		2.4 Receipt of (TC) ballots by staff liaison	11/7/03	9/26/03
		2.5 Receipt of TC recirculation ballots	11/14/03	10/3/03
		2.6 Final date for TCC meeting		10/24/03
		2.7 Final date for mailing TCC ballots		10/31/03
		2.8 Receipt of TCC ballots		11/21/03
		2.9 Receipt of TCC recirculation ballots		11/28/03
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	11/21/03	12/5/03
		2.11 Completion of Reports	12/19/03	12/19/03
		2.12 ROP Published and Posted	1/23/04	1/23/04
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	4/2/04	4/2/04
		3.2 Final date for ROC meeting	6/18/04	5/14/04
		3.3 Final date for mailing TC ballots	7/2/04	5/28/04
		3.4 Receipt of (TC) ballots by staff liaison	7/23/04	6/18/04
		3.5 Receipt of TC recirculation ballots	7/30/04	6/25/04
		3.6 Final date for TCC meeting		7/9/04
		3.7 Final date for mailing TCC ballots		7/16/04
		3.8 Receipt of TCC ballots		8/6/04
		3.9 Receipt of TCC recirculation ballots		8/13/04
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	8/6/04	8/20/04
		3.11 Completion of Reports	9/3/04	9/3/04
		3.12 ROC Published and Posted	9/24/04	9/24/04
4	TECHNICAL SESSION	4.0 Association Meeting	11/13-17/04	11/13-17/04
5	APPEALS & ISSUANCE	5.1 Appeal closing date	12/10/04	12/10/04
		5.2 Council issuance	1/14/05	1/14/05

Note: See Regulations in effect for documents reporting up to and including Annual 2005 Revision Cycle.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

ANNUAL 2005 REVISION CYCLE

	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	8/15/03	8/15/03
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date	1/5/04*	1/5/04*
		2.2 Final date for ROP meeting	3/26/04	2/27/04
		2.3 Final date for mailing TC ballots	4/9/04	3/12/04
		2.4 Receipt of (TC) ballots by staff liaison	5/14/04	4/2/04
		2.5 Receipt of TC recirculation ballots	5/21/04	4/9/04
		2.6 Final date for TCC meeting		4/30/04
		2.7 Final date for mailing TCC ballots		5/1/04
		2.8 Receipt of TCC ballots		5/28/04
		2.9 Receipt of TCC recirculation ballots		6/4/04
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	5/28/04	6/11/04
		2.11 Completion of Reports	6/25/04	6/25/04
		2.12 ROP Published and Posted	7/30/04	7/30/04
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	10/1/04	10/1/04
		3.2 Final date for ROC meeting	12/17/04	11/19/04
		3.3 Final date for mailing TC ballots	1/7/05	12/3/04
		3.4 Receipt of (TC) ballots by staff liaison	1/28/05	12/23/04
		3.5 Receipt of TC recirculation ballots	2/4/05	1/3/05
		3.6 Final date for TCC meeting		1/14/05
		3.7 Final date for mailing TCC ballots		1/21/05
		3.8 Receipt of TCC ballots		2/11/05
		3.9 Receipt of TCC recirculation ballots		2/18/05
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	2/11/05	2/25/05
		3.11 Completion of Reports	3/11/05	3/11/05
		3.12 ROC Published and Posted	4/1/05	4/1/05
4	TECHNICAL SESSION	4.0 Association Meeting	6/5-10/05	6/5-10/05
5	APPEALS & ISSUANCE	5.1 Appeal closing date	6/30/05	6/30/05
		5.2 Council issuance	7/29/05	7/29/05

Note: See Regulations in effect for documents reporting up to and including Annual 2005 Revision Cycle.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

FALL 2005 REVISION CYCLE

	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	2/6/04	2/6/04
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date	6/25/04*	6/25/04*
		2.2 Final date for ROP meeting	9/17/04	8/20/04
		2.3 Final date for mailing TC ballots	10/1/04	9/3/04
		2.4 Receipt of (TC) ballots by staff liaison	11/5/04	9/24/04
		2.5 Receipt of TC recirculation ballots	11/12/04	10/1/04
		2.6 Final date for TCC meeting		10/22/04
		2.7 Final date for mailing TCC ballots		10/29/04
		2.8 Receipt of TCC ballots		11/19/04
		2.9 Receipt of TCC recirculation ballots		11/26/04
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	11/19/04	12/3/04
		2.11 Completion of Reports	11/26/04	12/10/04
		2.12 ROP Published and Posted	1/7/05	1/7/05
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	3/25/05	3/25/05
		3.2 Final date for ROC meeting	6/10/05	5/6/05
		3.3 Final date for mailing TC ballots	6/24/05	5/20/05
		3.4 Receipt of (TC) ballots by staff liaison	7/15/05	6/10/05
		3.5 Receipt of TC recirculation ballots	7/22/05	6/17/05
		3.6 Final date for TCC meeting		7/1/05
		3.7 Final date for mailing TCC ballots		7/8/05
		3.8 Receipt of TCC ballots		7/29/05
		3.9 Receipt of TCC recirculation ballots		8/5/05
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	7/29/05	8/12/05
		3.11 Completion of Reports	8/5/05	8/19/05
		3.12 ROC Published and Posted	9/16/05	9/16/05
4	TECH SESSION PREPARATION (& ISSUANCE)	4.1 Intent to Make a Motion (ITMAM) Closing Date	11/10/05	11/11/05
		4.2 Posting of Filed ITMAM	12/9/05	12/9/05
		4.3 Council Issuance for Documents without ITMAM	1/27/06	1/27/06
5	TECHNICAL SESSION	5.0 Association Meeting for Documents with ITMAM	6/4-9/06	6/4-9/06
6	APPEALS & ISSUANCE	6.1 Appeal closing date	6/28/06	6/28/06
		6.2 Council issuance for Documents with ITMAM	7/28/06	7/28/06

Note: See Regulations in effect for documents reporting Fall 2005 and All Subsequent Revision Cycles.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

ANNUAL 2006 REVISION CYCLE

	PROCESS STAGE	PROCESS STEP	DATES FOR TC	DATES FOR TCC
1	PRELIMINARY	1.0 Notification of intent to enter cycle	7/9/04	7/9/04
2	REPORT ON PROPOSALS (ROP)	2.1 Proposal closing date	11/29/04*	11/29/04*
		2.2 Final date for ROP meeting	2/25/05	2/4/05
		2.3 Final date for mailing TC ballots	3/18/05	2/18/05
		2.4 Receipt of (TC) ballots by staff liaison	4/22/05	3/11/05
		2.5 Receipt of TC recirculation ballots	5/6/05	3/18/05
		2.6 Final date for TCC meeting		4/15/05
		2.7 Final date for mailing TCC ballots		4/22/05
		2.8 Receipt of TCC ballots		5/13/05
		2.9 Receipt of TCC recirculation ballots		5/20/05
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	5/13/05	5/27/05
		2.11 Completion of Reports	5/20/05	6/3/05
		2.12 ROP Published and Posted	6/24/05	6/24/05
3	REPORT ON COMMENTS (ROC)	3.1 Comment closing date	9/2/05	9/2/05
		3.2 Final date for ROC meeting	11/4/05	10/7/05
		3.3 Final date for mailing TC ballots	11/18/05	10/21/05
		3.4 Receipt of (TC) ballots by staff liaison	12/2/05	11/11/05
		3.5 Receipt of TC recirculation ballots	12/9/05	11/18/05
		3.6 Final date for TCC meeting		12/16/05
		3.7 Final date for mailing TCC ballots		12/23/05
		3.8 Receipt of TCC ballots		1/13/06
		3.9 Receipt of TCC recirculation ballots		1/20/06
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	12/23/06	1/27/06
		3.11 Completion of Reports	1/13/06	2/3/06
		3.12 ROC Published and Posted	2/24/06	2/24/06
4	TECH SESSION PREPARATION	4.1 Intent to Make a Motion (ITMAM) Closing Date	4/7/06	4/7/06
		4.2 Posting of Filed ITMAM	5/5/06	5/5/06
5	TECHNICAL SESSION	5.0 Association Meeting for Documents with ITMAM	6/4-9/06	6/4-9/06
6	APPEALS & ISSUANCE	6.1 Appeal closing date	6/28/06	6/28/06
		6.2 Council issuance for Documents with ITMAM or without ITMAM	7/28/06	7/28/06

Note: See Regulations in effect for documents reporting Fall 2005 and All Subsequent Revision Cycles.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

FALL 2006 REVISION CYCLE

	Process Stage	Process Step	Dates for TC	Dates for TCC
1	Preliminary	1.0 Notification of intent to enter cycle	1/7/05	1/7/05
2	Report on Proposals (ROP)	2.1 Proposal closing date	5/27/05*	5/27/05*
		2.2 Final date for ROP meeting	8/26/05	8/5/05
		2.3 Final date for mailing TC ballots	9/16/05	8/19/05
		2.4 Receipt of (TC) ballots by staff liaison	10/21/05	9/9/05
		2.5 Receipt of TC recirculation ballots	11/4/05	9/16/05
		2.6 Final date for TCC meeting		10/14/05
		2.7 Final date for mailing TCC ballots		10/21/05
		2.8 Receipt of TCC ballots		11/11/05
		2.9 Receipt of TCC recirculation ballots		11/18/05
		2.10 Final copy (w/ ballot statements) to Secretary, Standards Council	11/11/05	11/25/05
		2.11 Completion of Reports	11/18/05	12/2/05
		2.12 ROP Published and Posted	12/23/05	12/23/05
3	Report on Comments (ROC)	3.1 Comment closing date	3/3/06	3/3/06
		3.2 Final date for ROC meeting	5/5/06	4/7/06
		3.3 Final date for mailing TC ballots	5/19/06	4/21/06
		3.4 Receipt of (TC) ballots by staff liaison	6/2/06	5/12/06
		3.5 Receipt of TC recirculation ballots	6/9/06	5/19/06
		3.6 Final date for TCC meeting		6/16/06
		3.7 Final date for mailing TCC ballots		6/23/06
		3.8 Receipt of TCC ballots		7/14/06
		3.9 Receipt of TCC recirculation ballots		7/21/06
		3.10 Final copy (w/ ballot statements) to Secretary, Standards Council	6/23/06	7/28/06
		3.11 Completion of Reports	7/14/06	8/4/06
		3.12 ROC Published and Posted	8/25/06	8/25/06
4	Tech Session Preparation (& Issuance)	4.1 Intent to Make a Motion (ITMAM) Closing Date	10/20/06	10/20/06
		4.2 Posting of Filed ITMAM	11/17/06	11/17/06
		4.3 Council Issuance for Documents without ITMAM	1/26/07	1/26/07
5	Technical Session	5.0 Association Meeting for Documents with ITMAM	6/4-6/07	6/4-6/07
6	Appeals & Issuance	6.1 Appeal closing date	6/26/07	6/26/07
		6.2 Council issuance for Documents with ITMAM	7/26/07	7/26/07

Note: See Regulations in effect for documents reporting Fall 2005 and All Subsequent Revision Cycles.

* Proposal closing dates may vary according to document. Check the NFPA website (www.nfpa.org) for proposal closing date of a particular document.

NFPA Membership Application

☐ **Yes!** I want to become a member of NFPA and help make the world safe from fire.

Name _____ Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Country _____ Telephone (____) _____

Fax (____) _____ E-Mail _____

Note: Voting privileges go into effect once you have been named an individual member on NFPA rolls for 180 days.

Job Title *(Please check one)*

☐ Architect, Engineer, Consultant, Contractor (C17)
☐ Owner, President, Manager, Administrator (C10)
☐ Fire Chief, Other Fire Service (A11)
☐ Facilities Safety Officer (F14)
☐ Inspector, Building Official, Fire Marshal (F03)
☐ Loss Control, Risk Manager (L11)
☐ Other (G11) _____

Type of Organization *(Please check one)*

☐ Architecture, Engineering, Contracting (A14)
☐ Government (C12)
☐ Fire Service, Public & Private (AA1)
☐ Industrial Firm (Factory, Warehouse) (C11)
☐ Commercial Firm (Office, Retail, Lodging, Restaurant) (G13)
☐ Institutional (Health Care, Education, Detention, Museums) (B11)
☐ Electrical Services, Installation (J11)
☐ Insurance, Risk Management (B12)
☐ Utilities (G12)
☐ Other (G11) _____

Membership Dues
(Includes a $40.50 subscription to NFPA Journal®)

☐ 1 year/$135.00 ☐ 2 years/$245.00 ☐ 3 years/$350.00 ☐ 5 years/$540.00

Method of Payment

☐ Bill me ☐ My check for $_____ is enclosed.

Charge to my: ☐ VISA® ☐ MasterCard® ☐ American Express® ☐ Discover Card®

Card Number _____ Exp. Date _____

Signature _____

We can now process your membership application over the phone or you can join on-line at **www.nfpacatalog.org.**
Call toll-free and take advantage of our special membership benefits right away.
Priority #2P-AAA-1Z

1-800-344-3555
or fax to
1-800-593-6372
(Outside the continental U.S. dial 01-1-617-770-3000 or fax 01-1-508-895-8301)

Mail to: NFPA • Membership Department
11 Tracy Drive • Avon, MA 02322-9908

NFPA Technical Committee Membership Application

NFPA uses the information in this application to determine your qualifications and to assure that NFPA technical committee appointments are made in a way that ensures that committees will contain a fair balance of interests. Please provide us with as much information as you feel will assist us in the selection process. Feel free to attach additional pages if necessary.

NFPA Committee _____

Name of Individual _____ **Title** _____

Employer _____

Mailing Address _____

UPS or Other Mailing Address _____

City _____ **State/Province** _____ **Zip/Postal Code** _____

Telephone _____ **Fax** _____ **E-Mail** _____

Please indicate position for which you are applying. (See ëInformationSheet for Technical Committee Applicantsíí for descriptions of membership types.)

Principal member categories: Personal member ☐ Organization representative ☐
Section/technical committee/technical correlating committee representative ☐

Other member categories:
Alternate ☐ If yes, to whom _____ Nonvoting member ☐

1. **QUALIFICATIONS OF APPLICANT**
   a. **Provide evidence of your general knowledge and competence in the scope *(work)* of the committee *(please attach resume):*** _____
   b. **What is your specific relationship to one or more elements of the scope of the committee?** _____
   c. **Will you be able to actively participate in the work of the committee including responding to correspondence and attending committee meetings?** _____

2. **REPRESENTATION If you are applying to be an organization representative or a section/technical committee/ technical correlating committee representative, indicate below the name of the entity you would be representing and include written authorization from that entity authorizing you to be their representative:** _____
   a. **Organization representatives: Does the organization you would represent have a mechanism for instructing votes? If so, can the time constraints imposed by the Regulations Governing Committee Projects be met?** _____

3. **FUNDING SOURCE(S) FOR YOUR PARTICIPATION**
   a. **What person(s) or organization(s) would fund your participation as a committee member, either in whole or in part? (You should list your employer if your participation is funded by your employer or if your participation is part of your employment responsibilities or otherwise related to your employment.)** _____

b. Background and description of your employer and/or other person(s) or organization(s) funding participation: _____

_____

_____

4. ADDITIONAL COMMENTS _____

_____

_____

_____

Check here if you are a member of NFPA ☐ **NFPA Number:** _____

Please indicate in which format you wish to receive your ROP/ROC:

☐ **CD ROM** ☐ **PAPER** ☐ **DOWNLOAD**

(Note: In choosing the download option you intend to view the ROP/ROC from our Web site. No copy will be sent to you.)

Languages other than English _____

COMPLETE A SEPARATE APPLICATION FORM FOR EACH COMMITTEE ON WHICH YOU DESIRE TO SERVE. IN ORDER TO ASSURE THE PROMPT PROCESSING OF YOUR REQUEST, PLEASE BE SURE TO COMPLETE ALL QUESTIONS AND SIGN THIS APPLICATION.

If appointed, I agree to abide by the rules and guidelines of NFPA. In addition, I hereby agree to notify the Secretary, Standards Council, of a change in status, including change of employment, organization represented, or funding source. I also agree that NFPA shall have, and I hereby grant, all and full rights in copyright in any material that I author, either individually or with others, as a member of this committee, or that I submit for the proposed use of the committee in an NFPA code or standard or other NFPA document. I further acknowledge that I acquire no rights in any publication of the NFPA and that copyright and all rights in all materials produced by NFPA technical committees are owned by the NFPA and that the NFPA may register copyright in its own name. I attest that all of the information on this application is true and accurate.

Signature _____ **Date** _____

NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council • NFPA
1 Batterymarch Park • Quincy, MA 02169-7471

INFORMATION SHEET FOR TECHNICAL COMMITTEE APPLICANTS

The Organization
The National Fire Protection Association, known throughout the world as NFPA, is a membership organization whose primary goal is to provide methods of implementing fire and life safety and promoting the use of those methods to protect lives and property from fire and other hazards. A big part of fulfilling this mission is the development, publication, and dissemination of timely consensus codes and standards intended to minimize the possibility and effects of fire in all aspects of contemporary activity.

Technical Committee Membership
NFPA codes and standards are primarily drafted by technical committees that are balanced to include volunteers from a range of interests and backgrounds.

As a technical committee member, you have the privilege of taking an active role in the development of fire safety codes and standards. Before applying for membership, please familiarize yourself with the NFPA standards development system, as well as the responsibilities and obligations you would undertake as an NFPA technical committee member. Of particular importance for this purpose is the Regulations Governing Committee Projects, which set forth the rules governing the standards development system, and the Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process, an important document providing guidance for committee members in fulfilling the ethical and other obligations of committee membership. These documents and other important information about the NFPA are contained in the *NFPA Directory*. The Directory can be found on NFPA's website (www.nfpa.org). If you need a printed copy or if we can provide you with any other assistance, please contact the Codes and Standards Administration Department.

Description of Committee Membership

3-2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:
(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.
NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.
(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3-2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3-2.4.1.
If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3-3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

3-2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

3-2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3-2.2.5 Nonvoting Members. A person meeting the requirements of 3-2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3-1.3.3.

Appointment to a Technical Committee shall be based on the following:

- *Qualifications of the applicant*
- *Limiting the size of each technical committee to a manageable working group*
- *Maintaining a balance of interests within the membership of each technical committee*

Each application will be reviewed and acted on by the NFPA Standards Council at one of its quarterly meetings. Notification from NFPA will be forthcoming to each applicant following the Standards Council's review.

NFPA Technical Committee Document Proposal Form

Note: All proposals must be received by 5:00 p.m. EST/EDST on the published proposal closing date.

For further information on the standards-making process, please contact Codes and Standards Administration at 617-984-7249.
For technical assistance, please call NFPA at 617-770-3000.

FOR OFFICE USE ONLY
Log #: _____
Date Rec'd _____

Please indicate in which format you wish to receive your ROP/ROC: ☐ **CD Rom** ☐ **paper** ☐ **download**
(Note: In choosing the download option you intend to view the ROP/ROC from our Website. No copy will be sent to you.)

Date _____ **Name** _____ **Telephone** _____
Company _____
Address _____ **City** _____ **State** _____ **Zip** _____
Please indicate organization represented (if any) _____

1. **a) NFPA Document Title** _____
   b) NFPA No. & Edition _____ **c) Section/Paragraph** _____

2. **Proposal Recommends:** *(check one)* ☐ **new text** ☐ **revised text** ☐ **deleted text**

3. **Proposal.** *(Include proposed new or revised wording, or identification of wording to be deleted.)* Note: Proposed text should be in legislative format, that is, use underscore to denote wording to be inserted (inserted wording) and strike-through to denote wording to be deleted (~~deleted wording~~). _____

4. **Statement of Problem and Substantiation for Proposal.** Note: State the problem that will be resolved by your recommendation. Give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If more than 200 words, it may be abstracted for publication. _____

5. ☐ **This Proposal Is Original Material.** Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought, or research and, to the best of his/her knowledge, is not copied from another source.
   ☐ **This Proposal Is Not Original Material; Its Source *(if known)* Is as Follows:** _____

I hereby grant the NFPA all and full rights in copyright to this proposal, and I understand that I acquire no rights in any publication of NFPA in which this proposal in this or another similar or analogous form is used.

Signature *(Required)* _____

PLEASE USE SEPARATE FORM FOR EACH PROPOSAL • NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council • NFPA
1 Batterymarch Park • Quincy, MA 02169-7471

INSTRUCTIONS FOR SUBMITTING PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS

Contact NFPA Codes and Standards Administration for final date for receipt of proposals on a specific document.

Use a separate proposal form for submitting each proposed amendment.

Note: All proposals must be received by 5:00 p.m. EST/EDST on the published proposal closing date.

1. Type or print legibly in black ink.
2. Indicate the number, edition year, and title of the document. Also indicate the specific section or paragraph that the proposed amendment applies to.
3. Check the appropriate box to indicate whether this proposal recommends adding new text, revising existing text, or deleting text.
4. In the space identified as ''Proposal'' indicate the exact wording you propose as new or revised text, or the text you propose to be deleted.
5. In the space titled ''Statement of Problem and Substantiation for Proposal'' state the problems that will be resolved by your recommendation and give the specific reason for your proposal. Include copies of test results, research papers, fire experience, or other materials that substantiate your recommendation.
6. Check the appropriate box to indicate whether or not this proposal is original material, and if it is not, indicate the source of the material.
7. Sign the proposal.

If supplementary material *(photographs, diagrams, reports, etc.)* is included, you may be required to submit sufficient copies for all members and alternates of the technical committee. The technical committee is authorized to abstract the ''Statement of Problem and Substantiation for Proposal'' if it exceeds 200 words for publication in the Report on Proposals.

NOTE: The NFPA Regulations Governing Committee Projects in Paragraph 4-3.3 states: Each proposal shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation *(i.e. technical committee, organization, company),* where appropriate
(b) Identification of the document, edition of the document, and paragraph of the document to which the proposal is directed
(c) Proposed text of the proposal, including the wording to be added, revised (and how revised), or deleted
(d) Statement of the problem and substantiation for proposal
(e) Signature of the submitter
(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3-3.7)

NFPA Formal Interpretation Request Form

(This information is requested in Section 6 of the Regulations Governing Committee Projects)

Name _____

Company _____

Address _____

City _____ **State/Province** _____ **Zip/Postal Code** _____

Telephone _____ **Fax** _____

NFPA Document No. _____ **Edition** _____ **Paragraph Reference** _____

Did this question arise from an actual field situation? **Yes** ☐ **No** ☐

Please state your business interest in the matter and identify other parties involved:

_____

Question: ***(Should be worded so that it can be answered with either a yes or a no.)***

_____

Signature _____ **Date** _____

NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council • NFPA
1 Batterymarch Park • Quincy, MA 02169-7471

NFPA/Committee Member Update Form

(for change of address or resignation)

NOTE: If employment changes, committee members must reapply.

Committee Name _____

Name of Member _____

Employer _____

Address _____

City _____ **State/Province** _____ **Zip/Postal Code** _____

Organization Represented _____

Telephone _____ **Fax** _____ **E-Mail** _____

NFPA Membership Number _____

Please indicate:

Principal ☐ **Alternate** ☐ **Nonvoting** ☐ **Resigned** ☐ **Retired** ☐ **Deceased** ☐

Address Change *(indicate above)* ☐ **Other** ☐

Explanation *(for "Other")* _____

Signature _____ **Date** _____

NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council • NFPA
1 Batterymarch Park • Quincy, MA 02169-7471

Dates of May and November Meetings

1896	Nov 6 (orig.)	New York
1897	May 19-20	New York
1898	June 7-9	Chicago
1899	June 13-15	Boston
1900	June 26-28	New York
1901	June 11-13	Chicago
1902	May 13-l5	Philadelphia
1903	May 25-28	Chicago
1904	May 24-26	New York
1905	May 23-25	New York
1906	May 22-24	Chicago
1907	May 22-24	New York
1908	May 26-28	Chicago
1909	May 25-27	New York
1910	May 17-19	Chicago
1911	May 23-25	New York
1912	May 14-l6	Chicago
1913	May 13-15	New York
1914	May 5-7	Chicago
1915	May 11-13	New York
1916	May 9-11	Chicago
1917	May 8-l0	Washington
1918	May 7-9	Chicago
1919	May 6-8	Ottawa
1920	May 4-6	Chicago
1921	June 14-16	San Francisco
1922	May 9-11	Atlantic City
1923	May 8-10	Chicago
1924	May 13-15	Atlantic City
1925	May 12-14	Chicago
1926	May 10-13	Atlantic City
1927	May 9-12	Chicago
1928	May 7-10	Atlantic City
1929	May 13-16	Memphis
1930	May 12-15	Atlantic City
1931	May 11-14	Toronto
1932	May 9-12	Atlantic City
1933	May 29-June 1	Milwaukee
1934	May 14-17	Atlantic City
1935	May 13-16	Atlanta
1936	May 11-14	Atlantic City
1937	May 10-14	Chicago
1938	May 9-12	Atlantic City
1939	May 8-12	Chicago
1940	May 7-11	Atlantic City
1941	May 12-16	Toronto
1942	May 11-14	Atlantic City
1943	May 10-13	Chicago
1944	May 8-11	Philadelphia
1945	June 26	Boston
1946	June 3-7	Boston
1947	May 26-29	Chicago
1948	May l0-13	Washington
	Oct 28-29	Hartford
1949	May 16-19	San Francisco
	Nov 1-2	Buffalo
	Nov 29-30	Atlanta
1950	May 15-l8	Atlantic City
	Nov 15-17	St. Paul
	Nov 28-30	Dallas
1951	May 7-11	Detroit
	Oct 24-25	Portland, OR
	Oct 29-30	Los Angeles
1952	June 9-13	New York
	Dec 1-3	Houston
1953	May 11-15	Chicago
	Oct 29-30	Providence
1954	May 17-21	Washington
	Sept 20-22	Seattle
1955	May 16-20	Cincinnati
	Nov 28-30	New Orleans
1956	June 4-8	Boston
	Nov 26-28	St. Louis
1957	May 20-24	Los Angeles
	Nov 18-20	Richmond
1958	May 19-23	Chicago
	Nov 17-19	Pittsburgh
1959	June 1-5	Atlantic City
	Nov 11-13	Des Moines
1960	May 16-20	Montreal
	Nov 14-16	Columbus
1961	May 15-19	Detroit
	Oct 30-Nov 1	Kansas City
1962	May 21-25	Philadelphia
	Oct 15-17	Minneapolis
1963	May 13-17	Portland, OR
	Dec 2-4	Rochester
1964	May 18-22	Dallas
	Oct 12-14	Louisville
1965	May 17-21	Washington
	Nov 15-17	Los Angeles
1966	May 16-20	Chicago
	Nov 14-16	Raleigh
1967	May 15-19	Boston
	Nov 13-15	Omaha
1968	May 20-24	Atlanta
	Nov 19-21	Milwaukee
1969	May 12-16	New York
	Nov 18-20	Denver
1970	May 18-22	Toronto
	Nov 17-19	Nashville
1971	May 17-21	San Francisco
	Nov 16-18	Cleveland
1972	May 15-19	Philadelphia
	Nov 14-16	New Orleans
1973	May 14-18	St. Louis
	Oct 15-17	Geneva, Switz.
1974	May 20-24	Miami Beach
	Nov 19-21	Seattle
1975	May 12-16	Chicago
	Nov 18-20	Pittsburgh
1976	May 17-21	Houston
	Nov 15-18	Cincinnati
1977	May 16-20	Washington
	Nov 14-17	Atlanta
1978	May 15-19	Anaheim
	Nov 13-16	Montreal
1979	May 14-18	St. Louis
	Nov 12-15	Phoenix
1980	May 19-23	Boston
	Nov 17-20	San Diego
1981	May 18-21	Dallas
	Nov 16-19	Toronto
1982	May 17-21	San Francisco
	Nov 15-18	Philadelphia
1983	May 16-20	Kansas City
	Nov 14-17	Orlando
1984	May 21-24	New Orleans
	Nov 12-15	San Diego
1985	May 13-16	Chicago
	Nov 18-21	Baltimore
1986	May 19-22	Atlanta
	Nov 17-20	Denver
1987	May 18-21	Cincinnati
	Nov 9-12	Portland, OR
1988	May 16-20	Los Angeles
	Nov 14-17	Nashville
1989	May 15-18	Washington
	Nov 13-16	Seattle
1990	May 20-24	San Antonio
	Nov 12-15	Miami
1991	May 20-23	Boston
	Nov 18-20	Montreal
1992	May 18-21	New Orleans
	Nov 16-18	Dallas
1993	May 24-27	Orlando
	Nov 15-17	Phoenix
1994	May 16-19	San Francisco
	Nov 14-16	Toronto
1995	May 22-25	Denver
	Nov 13-15	Chicago
1996	May 20-23	Boston
	Nov 18-20	Nashville
1997	May 19-22	Los Angeles
	Nov 16-19	Kansas City
1998	May 17-21	Cincinnati
	Nov 14-18	Atlanta
1999	May 16-20	Baltimore
	Nov 13-17	New Orleans
2000	May 14-18	Denver
	Nov 11-15	Orlando
2001	May 13-17	Anaheim
	Nov 10-14	Dallas
2002	May 19-23	Minneapolis
	Nov 16-20	Atlanta
2003	May 18-22	Dallas
2003	Nov 15-19	Reno
2004	May 23-26	Salt Lake City
2004	Nov 13-17	Miami Beach
2005	May 16-20	Las Vegas
2006	TBD	Chicago

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