

A GUIDE FOR OFFICERS OF TECHNICAL COMMITTEES AND TECHNICAL CORRELATING COMMITTEES OF THE NFPA

This Guide is for use by Committee Officers in carrying out their duties. This Guide documents the general practices and procedures followed by the Standards Council in the administration of the NFPA Codes- and Standards-Making System.

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A GUIDE FOR COMMITTEE OFFICERS

I. Introduction

The success of the NFPA voluntary codes- and standards-producing effort depends upon fair-minded professionals such as yourself. NFPA is grateful to you for serving as an officer of an NFPA Committee and for your part in assuring the success of our voluntary codes and standards effort. Through your efforts, documents are developed using the latest technology for the preservation of life and property.

This Guide is intended to assist you in carrying out the important responsibilities of a Committee Officer, and has been developed to be used in conjunction with the Committee Leadership Conference (CLC). Attendance at the CLC is mandatory for all Committee Officers at the next available session unless otherwise approved by the Council Secretary, and is strongly encouraged for other committee members. If this Guide does not address questions unique to your Committee, please contact the staff liaison assigned to your Committee, the Secretary of the Standards Council, or the Codes and Standards Administration Department.

This Guide provides a brief summary of the Regulations Governing Committee Projects. References to the Regulations appear in parentheses throughout the text. The Regulations are included in the NFPA Directory, available on the NFPA Website, and are included in Annex C. The Regulations are prepared by the Standards Council, approved by the Boards of Directors, and are the rules governing all NFPA Committees. If a Committee has adopted specific Supplemental Operating Procedures approved by the Standards Council, those procedures may supplement the information in this Guide. Model Supplemental Operating Procedures are contained in Annex B-6.

Comments or suggestions for improvement of this Guide are solicited so that it may become a more beneficial and useful document.

II. AN OVERVIEW OF THE CODES- AND STANDARDS-MAKING PROCESS

A. NEW PROJECTS

Anyone can submit a request for a new code or standards project. NFPA then publishes an announcement in the newsletter, *NFPA News*. The announcement acknowledges that the NFPA has received a request for a new project and requests comments on the need for the project, organizations that may be active in the subject matter of the proposed project, resource material that is available, and an indication of persons who would be willing to participate in the project if it is approved by the Standards Council.

The proposed code or standards project and the public comments it generates are then reviewed by the Standards Council. The Standards Council is the body created by the NFPA's Board of Directors to administer the Association's codes- and standards-development activities.

B. ASSIGNMENT OF PROJECTS TO COMMITTEES

If the Council determines a need exists for the proposed project, it either assigns the project to an existing Technical Committee or establishes a new Committee whose membership reflects a fair balance of concerned interests. All NFPA codes and standards are developed and periodically revised by these Technical Committees. Members of the Committees are appointed by the Standards Council and include volunteer experts representing the government, educational institutions, business, insurance companies, industry, and consumers. Some 6,500 persons with diverse interests and expertise comprise the approximately 240 Technical Committees within the NFPA codes- and standards-making system. Each Committee Member is classified by interest and each Committee is structured so that not more than one-third of the membership is from a single interest. The Standards Council assigns a scope of activity to each Committee to avoid conflict or duplication of effort.

C. TECHNICAL COMMITTEE ACTIVITIES

Once a Technical Committee has been established by the Standards Council, the Association issues public notices announcing the Committee's meeting date and calling for specific proposals from interested persons. The decision to release a draft to the public for review in order to allow the submittal of public proposals must be agreed to by a simple majority of the Technical Committee via letter ballot. A proposal may then be made on the draft copy of a new document [draft copy available from the Codes and Standards Administration Department or on NFPA's Home Page on the Internet (<http://www.nfpa.org>) or, in the case of an existing document, to amend existing text. This public notice appears in *NFPA News*, American National Standards Institute (ANSI) *Reporter*, *Federal Register*, and relevant trade journals.

The Committee meets to consider all proposals received and finalizes the draft of a proposed document, or amendments to an existing document. Letter ballot approval by at least two-thirds of all Committee members eligible to vote is required for Committee approval. More will be said about the permitted action of Committees in Section VI of this Guide.

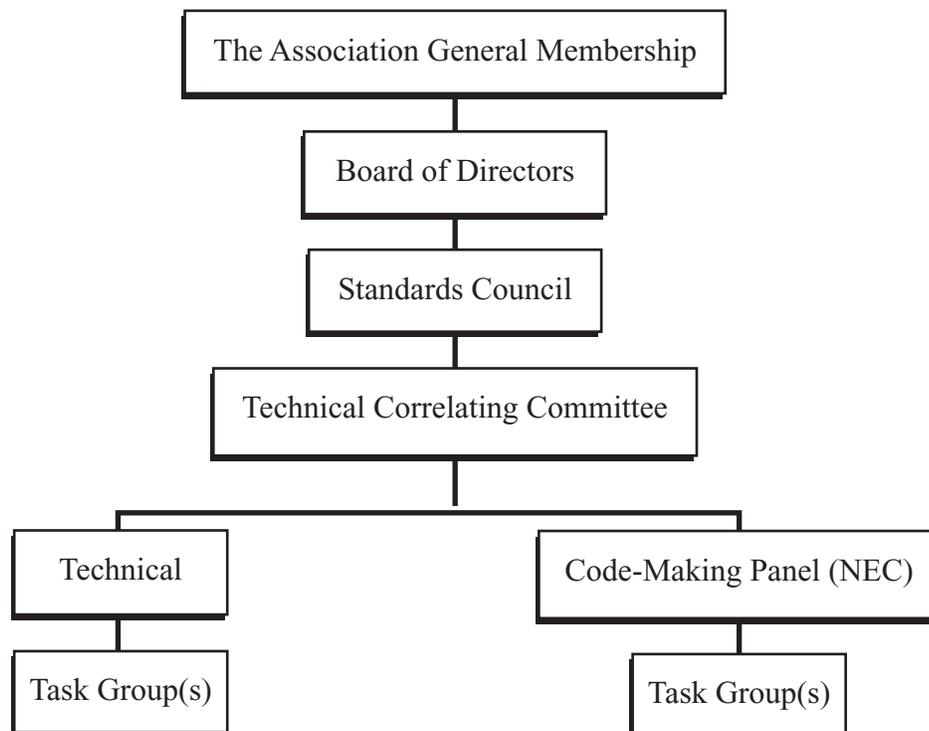
If the Standards Council determines that a project is of sufficient magnitude that it spans the scope of more than one Committee, the Council may appoint a Technical Correlating Committee to

direct the activities of the Technical Committees that have primary responsibility for the development and revision of documents assigned to them. It is the responsibility of the Technical Correlating Committee to coordinate and supervise the work of the Technical Committees under its charge to ensure that no conflicts exist, that satisfactory correlation is achieved among the documents developed by the Technical Committees, and that the Technical Committee activities have been conducted in accordance with the Regulations and any approved Supplemental Operating Procedures. In the case of the National Electrical Code Committee, Code-Making Panels are Technical Committees.

The Standards Council has established a structure for Technical Correlating Committees such that they should be a separate, independent group having oversight of the Technical Committee activities. Therefore, Technical Committee chairs should not be voting members of the Technical Correlating Committee. In addition, each Technical Correlating Committee should have a defined structure that includes the list of interests to be represented.

The following is a chart showing the structure of volunteers in NFPA's codes- and standards-making activities.

STRUCTURE OF THE VOLUNTEERS IN THE NFPA CODES- AND STANDARDS-MAKING SYSTEM



D. REPORT ON PROPOSALS

All proposals, together with the Committee action on each proposal, and proposed new documents developed by the Committee appear as the Committee's Report in the NFPA's *Report on Proposals* (ROP). A two-thirds letter ballot approval vote of the members of the Committee eligible to vote is required for Committee approval of the actions on the proposals. Should the Committee revise or reject in whole or in part a proposal, it must include in its report the reasons for this change or rejection. These ROPs, which are widely distributed and available to anyone on request, are sent automatically to each proposer and all affected Committee Members. The Association provides at least a 60-day comment period for all proposals in the ROPs.

E. REPORT ON COMMENTS

At the conclusion of the comment period, the Committee reconvenes to discuss the public comments and decide its action on each comment. A two-thirds letter ballot approval vote of the members of the Committee eligible to vote is required for Committee approval of the actions on the comments. All comments, Committee action and reasons for revising or rejecting comments are published in the Committee's *Report on Comments* (ROC). The ROC is available to anyone on request and is furnished automatically to each commenter and Committee Member.

F. ASSOCIATION ACTION

The Committee's Report (ROP and ROC) is presented for open debate at NFPA's semiannual meetings held in May and November in various cities throughout the United States and Canada. Anyone, regardless of membership in NFPA, may present views at these meetings. With all views known, an informed NFPA membership votes to approve, amend, and/or return a portion or the entire report to the Committee.

G. STANDARDS COUNCIL ACTION

The final step is the issuance of the document by the Standards Council. The decision is based on all of the information presented, including the vote of the membership. If the Document is issued by the Standards Council, it is published in booklet form and also is included in the appropriate volume of NFPA's annually published set of codes.

The following is a simplified flow chart showing the process for codes and standards approval:

H. APPEALS AND PETITIONS

Anyone dissatisfied with action taken within NFPA's codes- and standards-making system may file an appeal to the Association's Standards Council. Some areas of appeals are:

- the Standards Council's decision on whether a certain document should be developed,
- the Association's action on a proposed Committee Report at an NFPA meeting,
- the technical validity or fairness of a document or part of a document,
- the Standards Council's decision on the appointment of a nominee to a Committee.

Actions of the Standards Council may be petitioned to the Board of Directors (See Regulation 1-7).

SIMPLIFIED FLOW CHART OF THE CODES- AND STANDARDS-MAKING SYSTEM

Technical Committee.



Call for proposals to amend existing document or on draft of a new document.



Committee meets to act on proposals, to develop its own proposals,
and to prepare its Report.



Committee is letter balloted on action on proposals.
If two-thirds approve – Report goes forward.
Lacking two-thirds approval – Report returned to Committee.



Report on Proposals (ROP) is published for public review and comment.



Committee meets to act on each public comment and develops its own comments.



Committee is letter balloted on action on comments.
If two-thirds approve, action is published.
Lacking two-thirds approval, action is returned to Committee.
Report on Comments (ROC) is published for public review.



NFPA membership meets and acts on Committee Reports (ROP and ROC).



Committee balloted on any amendments to Reports adopted by the NFPA meeting.



Notification of intent to file an appeal to Standards Council on Association action filed within 20
days of the NFPA meeting.



Standards Council decides whether or not to issue a code or standard or to take other
action based on all evidence before it, including any appeals.

III. APPOINTMENT, TENTURE, AND CONDUCT OF COMMITTEE OFFICERS

NFPA Technical Committee members who accept the responsibilities of the office of Chair or Secretary must set aside their financial and business interests to impartially carry out the duties of these offices.

An important responsibility of a Technical Committee Officer is to become familiar with the Regulations and any applicable Supplemental Operating Procedures, and to direct Committee projects in conformance with those Regulations and related NFPA procedures. The Guideline for the Conduct of Participants in the NFPA Codes- and Standards-Development Process can be found in Annex A-1.

The Standards Council has established a Guideline on the Appointment and Tenure of Committee Chairs. This Guideline can be found in Annex A-10.

IV. DUTIES OF THE CHAIR, MEMBERS, AND STAFF LIAISONS

A. AUTHORITY AND RESPONSIBILITY OF CHAIR

It is the responsibility of the chair (or the acting chair in the absence of the chair) of an NFPA Committee to oversee the entire operation of the Committee to assure that it performs its assigned duties as defined by its scope in an atmosphere of cooperation and fairness. The preferred manner to hold meetings is with all participants at the same physical location. Meetings with participants not in the same physical location, such as teleconference or videoconference meetings, require supplemental considerations in addition to the duties stated herein. These additional considerations are summarized in Annex B-13.

A chair conducts meetings, presents the Committee Report to an Association Meeting, and generally performs the tasks traditionally associated with Committee chair duties. It is important for the chair to understand that Committees exist for the purpose of producing documents that contribute to the improvement of safety.

The chair of a Committee organizes and leads the other members of the Committee in the participatory process of document development. However, the Committee chair must depend on the professionalism of the voluntary members, rather than on pay or promotional incentives. A chair's traditional responsibilities fall into several important general categories, including:

(1) *Conducting Committee Meetings*: The chair leads the Committee in developing documents. The chair must exercise democratic leadership by creating an atmosphere that encourages open yet focused discussion and broad participation. Consensus building is a large part of the chair's job. If the chair (and vice chair, if any) is absent, the staff liaison may, with the approval of the Council Secretary, appoint an acting chair for that meeting.

(a) *Calling a Meeting (3-3.2)*. Calling a Committee meeting is the chair's responsibility. Committees may meet at any time or in any place suitable to the Committee. When calling a meeting to prepare a Committee Report, the chair must follow the Schedule of Events (published in the *NFPA Directory*) for the cycle that the Committee plans to enter. The chair will notify the Secretary of the Standards Council via the staff liaison of the Committee's intent to enter the cycle with sufficient lead time so that an announcement can be published as required by 3-3.2.1 of the Regulations.

The chair should consult with the Secretary of the Standards Council via the staff liaison to be apprised of other Committee meetings or other scheduled events that might affect attendance at a meeting. The only exception to this procedure is a special meeting called for the purpose of handling items of an emergency nature.

(b) *Notifying the Secretary, Standards Council, of Meeting (3-3.2.1)*. Notice of each meeting and agenda must be sent to the Secretary of the Standards Council via the staff liaison, as far in advance as possible, so that the Secretary may publish a notice of the meeting.

(c) *Distribution of Agenda* (3-3.2.2). The chair is responsible for the preparation of an appropriate agenda, which must be distributed to all Committee members at least fourteen days in advance of the date on which a meeting is called, or at such a time interval prior to the meeting as the membership of the Committee may have previously determined. Every effort must be made to produce an accurate agenda and then to follow that agenda.

(d) *Attendance* (3-3.3.2) Attendance at Committee meetings is open. This means that anyone can attend a Committee meeting. Participation by guests is restricted as indicated below.

(e) *Participation* (3-3.3.3) The chair should ensure that participation in Committee meetings is limited to Committee members and the staff liaison, with the following exception. A guest may address the Committee on a subject relevant to specific items under consideration provided due notice of this intent is received by the chair in writing at least seven days prior to the meeting. The chair may waive this seven day notice. When a guest addresses the Committee, equal opportunity shall be afforded those with opposing views. The Chair should designate the time allotted for any such addresses.

Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCC's, TCs, and Task Groups. The review of samples of non-hazardous products and materials may be allowed. 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 during meetings of TCCs, TCs, or Task Groups.

(f) *Alternate's Participation* (3-3.3.3). An alternate member has the same participation rights as the member when the member is absent. When the member and the alternate are both present, the chairman may give the alternate the privilege of the floor, but only with the consent of the principal member.

(g) *Designated Representatives of Members* (3-3.3.3). If a member (and designated alternate) cannot attend, a designated representative may be sent to express the views of the absent member, but the representative may not vote or make motions.

(h) *Transacting Business* (3-3.3). The chair should use *Robert's Rules of Order* to govern the transaction of business at Committee meetings. Technical Committee meetings, however, are often working sessions and it may not be necessary to strictly follow *Robert's Rules of Order*. Nevertheless, a Committee can become bogged down in details or reach an impasse on a subject, in which case the chair's expertise in "getting things moving" is important. The chair's responsibility is one of guidance and leadership, not one of domination. In large Committee meetings it may be necessary to adhere strictly to Robert's Rules in order to efficiently conduct the business of the Committee. The chair will decide how the Committee best conducts its meetings. Regardless of the degree to which a Committee adheres to Robert's Rules, it is necessary for the chair to remember the spirit of these rules. Essentially the rules allow for all opinions to be heard on a subject, restrict the authority of the chair, and through a process of voting, ensure that a decision of the group is reached democratically. Although the chair should encourage discussion and consensus building, the chair should not substitute his/her sense of the group's will for an actual vote by the individual members. An action by the Committee in meeting is not official unless there is a vote on a motion.

There may be occasions when disagreements will become discourteous. This is a real test of a chair's patience and ability to guide the discussion to reasonable agreement. These situations may warrant the strict application of Robert's Rules.

A voice vote is usually adequate on matters requiring a vote. In the case of a question as to the outcome, a show of hands will be adequate. Voting in Committee meetings is not final since all matters requiring Association action must be submitted to a letter ballot of the Committee. The decision to submit Committee proposals to a letter ballot (even though the action on the proposal may be to reject it) must be made by at least a simple majority of the voting members of the Committee at the meeting.

The following items comprise a summary of some suggestions for effectively chairing a meeting:

- i. Start and adjourn on time.
- ii. Have everyone (including guests) sign an attendance roster.
- iii. Make sure that everyone is introduced prior to commencing business.
- iv. Discourage guests from sitting at the table with Committee members.
- v. Point out that verbatim recordings of the meeting are not permitted unless authorized by the Council Secretary (3-3.3.4).
- vi. Start with a clear statement of objectives (agenda items) of the meeting and what is to be accomplished. State approximate time that should be allocated for each item.
- vii. Review background information that will lead to more informed discussion.
- viii. Encourage participation.
- ix. Keep the meeting moving and the discussion relevant to the subject.
- x. Summarize major points as the meeting progresses.
- xi. Talk to the whole group and not to individuals.
- xii. Solicit opinions from opposing sides where disagreements occur.
- xiii. If conflicts occur, summarize the problem and revert to the areas of previous agreement.
- xiv. Try to motivate silent members by seeking their opinions.
- xv. Follow the previously distributed agenda.

A brief discussion of parliamentary procedure, as well as a basic chart of motions, can be found in Annex B-12.

(2) *Planning*: With the help of the NFPA staff liaison and other Committee members, the chair plans the objectives and activities of the Committee as they relate to the scope and assignments directed by the Standards Council. In addition, the chair brings the work of the Committee into compliance with the Regulations as adopted by the Standards Council. (See the *NFPA Directory*.)

(3) *Recommending New Members and Reappointment/Nonreappointment of Existing Members* (3-2.2.1, 3-2.4.1, 3-2.5): The chair will be asked by the Standards Council for recommendations concerning appointing new or replacement members to the Committee and the annual reappointment/nonreappointment of existing members. All Technical Correlating Committee and Technical Committee appointments are made by the Standards Council. Each request for Committee membership is processed by the Standards Council Secretary, who obtains a completed application for committee membership from each applicant. (See Committee membership application printed in the back of the *NFPA Directory*.)

As chair, you will be sent a copy of the membership application, along with a form soliciting your recommendations. Included on this form is the preliminary classification of the proposed member based on the *Guidelines to Classification of Committee Members* (see Annex A-3). This form also includes the complete name, address, and telephone number, as well as an indication of the type of appointment (principal or alternate); voting status (voting or nonvoting); previous status (if any); representation; and whether the proposed member is a replacement on the Committee. An important function of the Committee chair is to make a recommendation on all applicants for Committee membership, and return the recommendation by the requested date.

Chair should base its recommendation on:

- (a) the qualifications of the applicant with respect to the scope of the Committee activities,
- (b) maintaining a balance of interests within the membership of the Committee,
- (c) ability of applicant to participate actively,
- (d) limiting the size of the Committee to a manageable working group,
- (e) Committee supplemental operating procedures (if any).

The staff liaison and Standards Council Secretary also make recommendations on each applicant.

If the Standards Council does not receive a recommendation from the Technical Committee Chair on an applicant for Committee membership, the Standards Council will hold action on that applicant for one meeting and again request a recommendation from the chair.

If the Standards Council wishes to act contrary to the chair's recommendation, the Standards Council will hold final action for one meeting and notify the chair of its intended action, affording the chair an opportunity to respond.

Some guidelines that the Council uses in its selection process include:

(a) The Association separates voting members into three categories: Organization Representatives, Representatives of a Section or Committee, and Personal Members (3-2.2.1). The Standards Council gives preference to applicants representing organizations. Guidelines for the Appointment of Liaison Representatives to Committees can be found in Annex A-11.

(b) The Standards Council will not appoint a member to the Committee if that interest classification is not in balance. The Regulations (3-2.5) require that no more than one-third of the voting members of a Technical Committee represent any one interest classification. This is based on the classifications contained in Annex A-3. This rule applies whether the appointment is a change in position from alternate to principal or reverse, a replacement, or a change in status.

(c) The Standards Council attempts to keep the Committee size manageable with a maximum size of 30 members. Therefore, the Council will reject applicants when the interest is already represented if the Committee is nearing the maximum size.

(d) Qualified applicants to Committees whose appointments are withheld for reasons set forth in (b) or (c) above are placed on a hold list. When a vacancy occurs on the committee, a review of the hold list for replacements takes place. Criteria for qualified applicants include:

- Organization preference
- Committee experience
- Individual expertise

If an applicant demonstrates a lack of qualifications, it is not recommended that the applicant be rejected due to balance, as that member would end up on a hold list. Individuals may be asked to express continued interest in being considered for membership when a vacancy occurs by filling out and returning an updated Committee Membership Application.

(e) When a principal member leaves the Committee, the alternate becomes a voting alternate. Voting alternates remain on the Committee until reappointment time, at which time the organization is solicited to fill the principal's position. If no response is received, the alternate is dropped. A Committee member may have one alternate; in the absence of the principal, the alternate enjoys the same voting privilege as the principal. When a principal member fails to return a ballot, the alternate's ballot is counted instead in the ballot tally. An alternate must be of the same interest classification as the principal member.

(f) When an organization withdraws its sponsorship, the member is automatically removed. When an organization requests to replace a member, the existing member remains on the Committee until the new application is acted on.

(g) Nonvoting members are appointed only as an exception to meet a special need (see Annex A-4).

(h) Multiple organization representatives to Committees are made only as an exception when the representation of different interest groups is better served by multiple members from the same organization (see Annex A-5).

(i) No one will be appointed to a Committee as a representative of a particular organization or interest if that organization or interest is already represented, except as an alternate to the existing representative or as a multiple organization representative.

(j) A nonvoting position of Member Emeritus is available to recognize long standing Committee members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

(k) The Standards Council will take cognizance of any Council-approved Committee Supplemental Operating Procedures or Policies.

All applicants are subject to annual review and reappointment by the Standards Council. Once a year the Secretary of the Standards Council notifies the chair regarding the activity of the Committee members. The Standards Council acts on these reappointments at their October Meeting. Membership is for the calendar year. Members are required to attend committee meetings. If attendance is not possible due to demonstrated hardship, written commentary must be submitted in advance of the meeting (3-3.3.3). If Committee members consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit a lack of interest, knowledge, or responsibility, the chair should recommend that they not be reappointed. In making a recommendation for nonreappointment, the chair

should review all of the individual's participation, including assigned task groups. The staff liaison monitors the participation of Committee members with respect to attendance at committee meetings and the return of ballots. When it is recommended that an individual not be reappointed, the Secretary of the Standards Council writes the individual, and the organization the individual represents, if any, indicating that a recommendation will be made to the Standards Council that the individual not be reappointed due to lack of participation. This notification provides the member or organization an opportunity to indicate any unusual circumstances relating to the lack of participation. The Secretary of the Standards Council includes this information in the report to the Council.

(4) *Minutes and Records* (3-3.3.4). The chair must ensure that accurate minutes are kept and that necessary reports from the Committee, task groups, or individual members are delivered in a timely fashion. The minutes of all meetings must record as a minimum the members present, the date and location of the meeting, and the actions taken by vote of the Committee. In addition, the minutes should list task group members and Committee assignments and record the reasons for the actions taken, particularly if the actions are the result of research or tests. Substantiation for Committee action should not appear in the minutes because justifications appear in ROPs or ROCs. Minutes of ROP and ROC meetings solely for the purpose of acting on proposals and comments should simply reference the actions to be published in the ROP and ROC. Requests for copies of the minutes will be processed by the staff liaison of the Committee. All Committee meetings must have minutes of the previous meeting approved by the Committee, with copies maintained in the staff liaison files. See Annex B-1 for sample minutes. Copies of any materials distributed at Committee meetings must be provided to the staff liaison for record keeping. Minutes of meetings held without a staff liaison present must be forwarded to the staff liaison.

(5) *Appointing a Secretary* (3-1.3.3). The chair may appoint a secretary to the Committee from among the membership of the Committee. A person not a member of the Committee may be appointed secretary on approval of the Standards Council. An Association staff person cannot be assigned as a Committee secretary unless approved by the Secretary of the Standards Council. The duties of the secretary involve keeping minutes and records, preparing the minutes of meetings, and preparing the call for meetings with an agenda. In the absence of a secretary, the chair or staff liaison will assume the responsibilities of secretary.

(6) *Motivating Members*. The chair is responsible to motivate individual Committee members to participate actively in the Committee's deliberations.

(7) *Evaluating the Work of the Committee*. The chair should evaluate periodically the progress of a project with the Committee.

B. MEMBERS CHANGING STATUS (3-1.3.2)

When a Committee member changes status, membership on the Committee automatically terminates. A change of status includes a change in employment, organization represented, or funding source. If he/she desires to continue service, the member must at that time request reappointment to the Committee by submitting a new application for membership to the Secretary of the Standards Council. The procedure for the appointment of a new member is then followed.

C. THE STAFF LIAISON'S ROLE (3-1.7)

Each Committee is assigned an NFPA staff liaison who serves in an advisory capacity and as-

sists the Committee in following the Regulations. The staff liaison serves as a valuable resource to the Committee on procedural and technical issues and should be relied upon by the Committee for advice.

In addition, the staff liaison has daily contact with concerned parties and, therefore, can advise the Committee on what is confusing or being misinterpreted in the field.

It is important for the chair to keep the staff liaison fully apprised of all Committee activities including forwarding copies of all Committee correspondence. Staff liaisons attend all Committee meetings and task group meetings, when possible. Whether or not a Committee has a secretary, staff liaisons are responsible for recording all Committee actions and any needed justifications for the actions on proposals and comments at Committee meetings in which the *Report on Proposals* (ROP) and *Report on Comments* (ROC) are discussed.

The staff liaison is responsible for:

- All balloting [*Report on Proposals* (ROP), *Report on Comments* (ROC), Formal Interpretations (FI), Tentative Interim Amendments (TIA)];

Note: In some instances the balloting of task groups is done by the chair of the task group. In such cases, the original of all ballot materials must be forwarded to NFPA.

- Mailing agendas and minutes;
- Recording actions on proposals and comments;
- Editorial review for compliance with the Manual of Style.
- Monitoring the participation of Committee members.

In addition, the staff liaisons can arrange for meeting rooms and other facilities at NFPA Headquarters or at hotels and reserve a block of sleeping rooms, often with lower-than-normal rates. For some meetings, staff liaisons working through NFPA's travel experts sometimes can obtain special air fares.

V. COMMITTEE ACTIVITIES

A. GENERAL (3-3.1)

The activity of each Technical Committee must be:

- (1) in accordance with the Committee's scope as approved by the Standards Council,
- (2) in accordance with any instructions subsequently issued by the Standards Council, and
- (3) consonant with the objectives of the Association.

B. SCOPE (3-1.1)

The activities of a Technical Committee are governed by the scope. The chair must monitor that the Committee is operating within its scope as approved by the Standards Council. If the Committee wishes to address a subject that is clearly not within its scope, it should propose a revised scope for Standards Council review and approval. Committee scopes are subject to continuing Standards Council review to eliminate any ambiguities, conflicts, or duplication of responsibilities among Technical Committees. A sample of a scope assigned to a Technical Committee is contained in Annex B-2.

C. ACTIVITY WITHIN SCOPE (3-3.1.2)

Each Technical Committee may:

- (1) prepare proposed codes, standards, recommended practices, or guides, and
- (2) prepare proposals to amend existing documents, and
- (3) prepare comments on proposed changes to documents, and
- (4) recommend reconfirmation or withdrawal of a document, and
- (5) process Tentative Interim Amendments, and
- (6) process Formal Interpretations.

D. DOCUMENT CONTENT (3-3.6)

Each Technical Committee must, as far as practical, prepare documents in terms of required performance. Documents are to avoid specifications of materials, devices, or methods that preclude obtaining the desired results by other means. The content of documents must be based on one or more of the following factors: fire experience, research data, engineering fundamentals, or other pertinent information.

NFPA provides Technical Committees with data through its One Stop Data Shop located at NFPA Headquarters. Technical Committees are strongly encouraged to use, free to the Committee, the resources of this group to develop statistics and other information to help shape and resolve issues in the design and revision of codes and standards. (See Annex B-7 for details on this service.)

Technical Committees should endeavor to reference standards developed and maintained through a consensus process. The consensus process provides a balance of interests the opportunity for comment and contains a procedure for resolving differences in views and objectives. An original copy of the reference document shall be on file at NFPA Headquarters, if not readily available from other sources. (See *Regulations Governing Committee Projects 3-3.7.*)

A standard should not require proprietary materials to the exclusion of others, neither should a standard prescribe a specific agency for quality control or testing.

The scope or application of a standard should be clearly described. A standard which includes testing procedures should describe, in detail, preparation of the test sample and sample selection. A test standard should also describe the report format for the test results, and the analysis technique if analysis is required. The measure of performance for which the test is conducted should be clearly defined.

Where background materials are referenced by a committee to support a committee position preference should be given to the following types of publications:

(1) Materials which have been published in a peer reviewed publication (e.g. *SFPE Journal*, *Fire Technology*, etc.)

(2) Independent third party test reports.

(3) Documents developed by organizations using procedures which provide an opportunity for public review and input. The procedures should incorporate a process for resolving objections and divergent views between affected parties until substantial agreement has been reached.

E. WRITING, PREPARATION, AND PRINTING OF DOCUMENTS

It is important that NFPA Technical Committee documents be written so as to be “user friendly.” The user must be able to easily understand and follow the requirements or guidance established by the Committee. This will enhance the use of NFPA documents and assist jurisdictions in more readily adopting codes and standards into law as well as aid the authority having jurisdiction in enforcing these requirements. Annex B-9 contains Recommendations for Assisting Technical Committees in Making Documents More Usable, Adoptable, and Enforceable. Annex B-8, Codes and Standards Initiative, contains some questions to be answered in terms of user-friendliness and provides some examples of document requirements that can be subject to interpretation.

(1) *Manual of Style*: NFPA has a Manual of Style, NFPA 1M, that deals with the writing, preparation, and printing of Technical Committee documents. NFPA 1M should be followed when writing new or revising existing documents. The MOS can be downloaded from the NFPA Website. In addition, there is a Style Manual of the *National Electrical Code* which should be followed for that document.

(2) *Types of Documents*: NFPA publications produced by Technical Committees are classified as follows:

(a) *Standards*. 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 Annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

(b) *Codes*. 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.

(c) *Recommended Practices*. 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.

(d) *Guides*. 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.

(3) *Releasing Drafts from Committees*. In order to release a draft of a new document to the public for review, a simple majority of the committee must agree, via letter ballot, with the proposed draft in order to release it to the public to solicit proposals.

(4) *Publication of Documents*: After issuance by the Standards Council, documents are published by the Association, individually, and as part of the annually published set of codes. Volumes 1-12 of this set of codes, commonly referred to as the *Fire Codes*, contain documents that have been judged suitable for legal adoption and enforcement (codes and standards). Volumes 13-14 contain recommended practices and guides, which are generally referred to as good engineering practices. NFPA copyrights all of its Technical Committee documents. The Copyright Policy Statement can be found in the *NFPA Directory*.

F. INTERCOMMITTEE COORDINATION (3-3.5.5)

Any Technical Committee dealing with a subject that falls within the primary charge of another Technical Committee (see 3-3.1.1) must coordinate its activities with the Technical Committee having primary jurisdiction and must avoid conflicts and minimize duplication. Questions of jurisdiction between two or more Technical Committees must be subject to adjudication by the Council except that, when a project includes several Technical Committees, the Technical Correlating Committee must settle questions of jurisdiction between Technical Committees operating under its responsibility. Appeals from the action of the Technical Correlating Committee may be made to the Council.

The Standards Council has established a Guideline for Handling Potential Jurisdiction (Scope) Issues Between Committees Developing Occupancy Standards and Committees Developing Installation Standards (see Annex A-9). An Occupancy Committee should, wherever possible, reference in its document the requirements established by an installation standard. An Installation Committee should, wherever possible, address the specific hazard associated with occupancies in its document without directly specifying occupancies.

If an Occupancy Committee wishes to modify in its document the requirements established by an Installation Committee, or if an Installation Committee wishes within its document to restrict an installation to a specific occupancy, the Committees must follow the Guidelines shown in Annex A-9.

G. EXTRACTS

Extracting material from an NFPA document and including it in another NFPA document is permissible. Such a practice may be preferable to citing a reference and can result in a more usable document. It should be recognized, however, that extracting material has the potential disadvantage of creating a situation where the text of the source document and the user document may not be identical because they are on different revision cycles.

The Guidelines and Procedures for Updating Extracts are contained in Annex A-6.

H. TECHNICAL ADVISORY COMMITTEE RECOMMENDATIONS

Technical Advisory Committees have been established to assist NFPA Technical Committees in addressing certain specific areas of expertise. These include:

- *Toxicity Advisory Committee* - The Toxicity Advisory Committee has primary responsibility for providing guidance and recommendations on questions relating to assessing the toxicity of the products of combustion.
- *Fire Tests Committee* - In addition to its normal function, this Committee has responsibility for recommending the application of, and advice in the interpretation of, acceptable testing standards for problems of concern to NFPA Technical Committees.

Requests for recommendations from a Technical Advisory Committee must be initiated by the Committee seeking the recommendation. The request should be made through the Secretary of the Standards Council. The criteria used by Technical Advisory Committees to process requests from the Technical Committees for recommendations are contained in Annex A-7.

I. RETROACTIVITY

The Council has adopted a guideline on retroactivity including suggested uniform wording for use by Committees desiring a retroactivity statement in their documents.

The guidelines and the suggested wording are contained in Annex A-8.

J. COMMITTEE LISTS

Committee membership lists available on the NFPA Website and are contained in the *Technical Committee Directory*, *Report on Proposals*, *Report on Comments* and in the final Technical Committee document. The list that appears in the Technical Committee document is the list as of the time the Committee is balloted on the *Report on Comments*. If there is no *Report on Comments*, then the list as published in the *Report on Proposals* appears in the document.

K. EQUIVALENCY

The Council has adopted suggested uniform wording on equivalency for use by Committees desiring an equivalency statement in their documents. The suggested wording is contained in Annex A-12.

VI. PROCESSING DOCUMENTS

A. PROCESSING PROPOSALS AND COMMENTS AT COMMITTEE MEETINGS

The Standards Council requires all Committees' actions to be in accordance with the NFPA Regulations Governing Committee Projects and any Supplemental Operating Procedures approved by the Standards Council. Failure to comply with these rules could result in challenges to the codes- and standards-making process. A successful challenge on procedural grounds could prevent publication of a document. Consequently, Committees must follow the Regulations and Procedures.

(1) *Committee Action on Proposals and Comments*: All proposals and comments must be acted on. Those that do not comply with Sections 4-3.3 or 4-4.5 of the NFPA Regulations may be rejected for that reason. These sections require that each proposal or comment include identification of the submitter; identification of the specific part of the document to which the proposal or comment is directed; the proposed text of the proposal or comment, including the wording to be added, revised (and how revised), or deleted; and a statement of the problem and substantiation for the proposal or comment. A submitter, by written request to the Council Secretary, may withdraw the proposal/comment before the published proposal/comment closing date. Proposals/comments cannot be withdrawn after the established proposal/comment closing date.

The Committee can act on the proposals or comments in any order it wishes. It can establish preliminary numbers for easy reference instead of referring to a log number. When a Committee member receives the ballot after the Committee meeting, the log number and the final proposal or comment number will appear on the ballot so the Committee members can refer to their copies of the proposals or comments.

(2) *Types of Committee Actions* (4-3.5.1 and 4-4.6.3): All proposals and comments must be accepted exactly as written, rejected, accepted in principle, or accepted in part. In addition, comments may be held. A discussion of these actions follows:

(a) *Accept*: The Committee accepts the proposal or comment exactly as written. Only editorial changes such as paragraph and section numbering, and corrections to spelling, capitalization, and hyphenation may be made.

If a proposal or comment is accepted without a change of any kind, except for editorial changes, the Committee simply can indicate acceptance. The Committee may choose to add a Committee Statement explaining the action if, for example, the Committee does not agree with all of the substantiation or supporting data or has a number of different reasons for acceptance from those stated in the substantiation or supporting data. The absence of such a statement could mislead the reader by giving the impression that the Committee agreed with all of the substantiation for the proposal or comment. If the action is to accept the proposal or comment as written, but the Committee wishes to indicate a more suitable location in the document, this can be added as part of the Committee Action, again without a statement by the Committee.

(b) *Reject*: The proposal or comment is rejected by the Committee. If the principle or intent of the proposal or comment is acceptable in whole or in part, the proposal or comment should not be rejected. It should be accepted in principle.

If the basic intent of a proposal or comment is accepted in an action on another proposal or comment, the proposal or comment should be accepted in principle.

(c) *Accept in Principle*: Under this permitted action, the Committee can:

- Accept the proposal or comment with a change in wording, or
- Accept a portion of the proposal or comment with a change in wording, rejecting the remainder of the proposal or comment.

The Committee Action must indicate specifically what action was taken to revise the proposed wording, and where the wording being revised is located (i.e., in the submitter's proposed wording or in the existing document). If the details are in the action on another proposal or comment, the Committee Action may simply indicate "Accept in Principle," but reference should then be made in the Committee Statement to the specific proposal or comment detailing the action.

The Committee Statement must indicate why the proposal or comment was not accepted as submitted. Any concept in the proposal or comment that is not accepted should be addressed in the Committee Statement with an explanation of why it was not accepted.

(d) *Accept in Part*: If part of a proposal or comment is accepted without change and the remainder is rejected, the proposal or comment should be *Accepted in Part*. The Committee Action must indicate what part was accepted and what part was rejected and the Committee Statement must indicate the reasons that portion was rejected.

(e) *Accept in Principle in Part*: Combination of (c) and (d) above.

(f) *Hold Comment*: A Committee is required to hold a comment for processing as a proposal for the next revision cycle that:

- introduces a concept that has not had public review, or
- changes the text proposed by the Technical Committee to the point that the Committee would have to restudy the text of the Report or other affected parts of the document,
- proposes something that cannot be handled properly within the time frame established for processing the Report.

(3) *Committee Reasons for Actions on Proposals and Comments*: Any proposal that is Accepted in Principle, Accepted in Part, or Rejected must include as a Committee Statement, preferably technical in nature, reasons for the action. Such statements must be sufficiently detailed so as to convey the Committee's exact justification for its action. This will assist members of the Association in their deliberations at the semi-annual meetings of the Association and permit the submitter to develop additional material for rebuttal if so desired.

References to the requirements of other documents as a reason for rejection should be to the specific sections of the document including the requirements. If there is more than one such section, the reference should include at least one, identified as an example.

It is a violation of the Regulations for the Committee to reject a proposal or comment simply be-

cause it accepted a different proposal or comment on the same subject. Reference in the Committee Statement to another Committee action is inappropriate unless the referenced proposal or comment contains all of the applicable technical justification for the action.

If the rejection or change was for the same reason another proposal or comment was rejected or changed, the Committee Statement may refer to that proposal or comment, giving the same reason for rejection or change.

When the Committee develops a Committee Statement for a proposal or comment that is accepted in principle, the rationale must indicate why the wording submitted was not accepted. Again, this reason should be technical in nature, unless the Committee has simply rewritten the submitter's text, in which case the Committee can state that the proposed wording should meet the submitter's intent.

The Committee Statement on a proposal or comment that is accepted in part should indicate specifically why that part of the proposal or comment was not accepted.

When a Report receives a large number of proposals or comments on a single issue, all with the same recommendation and with similar substantiation, the NFPA staff liaison may combine these into a single or several proposals or comments with multiple submitters. The statement of problem and the substantiation for the proposal or comment shall be a general summary of the submitted material, prepared by the NFPA staff.

Sample Committee actions on proposals and comments can be found in Annex B-3.

(4) *Balloting Proposals and Comments*: All Committee actions on proposals and comments must be balloted through the Technical Committee and Technical Correlating Committee. Actions decided during Technical Committee and Technical Correlating Committee meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in the Regulations Governing Committee Projects (See also 3-3.3). Formal votes of members must be secured by letter ballot. A member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons within the ballot. The reasons for negative votes shall be transmitted 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 non voting members shall be included. The vote of an alternative member shall be counted and circulated only when the principal member does not exercise his or her voting privileges.

The following table clarifies the circulation of commentary provided by TC and TCC members during the various stages of processing: (see page VI-4)

The ballot may be taken on the Report as a whole, in segments, or it may be done individually. The decision to segment the Report, i.e., letter ballot the Report other than as a whole, shall be made either by the chair or by a vote of more than one-third of the voting members of the Committee at its meeting.

Ballot Commentary	Voting Members Comments		Non Voting Member Comments
	Neg's	Affirm's	
A) Circulated with negatives (if any neg votes*)	Yes	Yes	Yes
B) Reported with ballot summary	Yes	Yes	Yes
C) Published in ROP/ROC	Yes	Yes	No
*no action if no negative votes received			

B. REPORTING TO AN ASSOCIATION MEETING (Section 4-5)

One of the chair's *most important* and demanding jobs is presenting the Committee's Report at an May or November Meeting of the Association. Committee Reports are published in advance of the Association Meeting in the *NFPA Report on Proposals (ROP)* and *Report on Comments (ROC)* for anyone to review. The chair should endeavor to have as many Committee members present as possible. If circumstances make it impossible for the chair to present a Report, arrangements must be made in advance for a knowledgeable officer or member of the Committee to substitute. Staff liaisons must not be asked to make presentations at semi-annual meetings of the Association on behalf of the Committee. If a substitute for the chair cannot be found, the Council Secretary will assign someone to give the Report. When a Technical Correlating Committee/Technical Committee Report is involved, it is desirable to have the chair of all relevant Committees participate in presenting the Report. An entire Committee Report may be sent back to Committee merely because the chair or a substituted officer failed to give complete answers to questions from the floor of an Association meeting. Therefore, preparations for the delivery of a Committee's Report is often critical to its passage. The chair presenting the Report should answer any questions from the floor of the meeting as completely and as concisely as possible so that the inquirer will be satisfied. When a chair needs assistance or technical expertise in answering a question, an appropriate Committee member should be asked to reply to the question.

The chair should consult with the staff liaison prior to the meeting. Annex B-4 contains a Committee Officer's Presenters Guide which will be prepared by the staff liaison. The Committee Officer's Presenters Guide will indicate the pages in the ROP and ROC where the Committee Report and Supplementary Report are published, the Committee ballot on the ROP and ROC, including negative ballots, any editorial changes decided by the Committee since the publication of the ROP and ROC, and the motion that the Report be adopted as presented in the ROP and as amended by the ROC (if any).

NFPA has established convention rules for the conduct of business at technical sessions at May and November Association meetings. This was done because previously, *Robert's Rule of Order* were followed, but there were occasions when portions of these *Rules* were not appropriate. Therefore, NFPA Convention Rules were created and can be found in Annex A-2.

C. BALLOTING ON ASSOCIATION AMENDMENTS INCLUDING SUITABILITY

Action by the Association to amend a Report, return a portion of a Report or return an entire Report to Committee is subject to ballot of the appropriate Committee to (a) accept or reject an amend-

ment, return a portion, or return of entire Report, and (b) to determine the suitability of the document if an amendment is rejected or a portion of a Report is returned to Committee.

The Technical Committee shall be balloted on the technical nature and suitability of the amendment recommended by the Association. The Technical Correlating Committee shall be balloted on the technical nature and suitability of both the Associations amendment and Technical Committee ballot, in accordance with the authority of the Technical Correlating Committee as defined in 3-4.2. The Technical Committee ballot shall be completed within 21 days and the Technical Correlating Committee ballot shall be completed within 45 days, both following the first business day after adjournment of the Association Meeting.

Suitability is defined as follows: (1-4) Suitable — [as it pertains to determinations made by Committees in accordance with 4-6.1 of the Regulations] means that the text of the document amended as a result of Association action is consistent in its recommendations, does not contain conflicts, is complete, and otherwise is editorially and technically adequate for use.

VII. COMMITTEE CORRESPONDENCE

Committee officers, including the secretary, should use Committee stationery for official Committee correspondence. The stationery is available from NFPA Headquarters. The staff liaison assigned to the Committee should be contacted for a supply. Copies of all correspondence must be sent to the staff liaison. Committee stationery must never be used for personal or other professional correspondence, or to express personal opinions that differ from the position of the Committee. Additional guidance on the use of stationery can be found in Annex B-11.

VIII. TENTATIVE INTERIM AMENDMENTS (TIAS)

If there is an emergency need to amend an NFPA document between regular adoption cycles, a Tentative Interim Amendment (TIA) may be processed.

In order to be processed, the proposed TIA must be determined to be of an emergency nature requiring prompt action and must have the endorsement of a Committee member. The initial determination of emergency nature is made by the Secretary of the Standards Council after consultation with the appropriate Committee chair based on the guidelines in Sections 5-1 and 5-2 of the *Regulations Governing Committee Projects*.

If the proposed TIA meets the requirements of Section 5 of the *Regulations Governing Committee Projects*, it will be published in *NFPA News* with a closing date for receipt of comments (approximately 60 days from publishing date). The staff liaison ballots the Technical and Technical Correlating Committee (if any). The proposed TIA and the results of the Committee ballot are then forwarded to the Standards Council for action. The Standards Council, after review of the Tentative Interim Amendment and Committee action, decides whether or not to issue the TIA. Issued TIAs shall become effective twenty days after Council action unless an appeal is filed with the Council.

A Tentative Interim Amendment is tentative because it has not been processed through the entire codes- and standards-making procedures. It is interim because it is effective only between editions of the document. A TIA automatically becomes a proposal of the proponent for the next edition of the document and, as such, is subject to all of the procedures of the codes- and standards-making process.

Proposed TIAs, as well as issued TIAs, are available on the NFPA Website.

IX. FORMAL INTERPRETATIONS (FIs)

Formal Interpretations provide formal explanations of the meaning or intent of any specific provision or provisions of any document.

Formal Interpretations on Guides should, wherever possible, be avoided. When necessary, however, a background statement of the Committee's position should be included along with the “yes” or “no” response. A statement, written or oral, that is not processed as a Formal Interpretation is not considered the official position of NFPA or any of its Committees and must not be considered to be, nor relied upon as, a Formal Interpretation.

The Formal Interpretation procedure does not prevent any Committee chair, member of any Committee, or the staff liaison from expressing an opinion on the meaning or intent of any document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not represent the position of the Committee 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 and the involved Committee chair.

A. EDITIONS TO BE INTERPRETED

Interpretations must be rendered on the text of the requested edition of the document. The interpretation also shall apply to and be published based on the current edition of the document, if the text is identical, unless deemed inappropriate by the Committee.

B. METHOD OF REQUESTING FORMAL INTERPRETATIONS

A request for a Formal Interpretation must be directed to the Council Secretary. The request must include a statement with specific reference 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 must be in writing and must indicate the business interest of the requester. A request involving an actual field situation must so state and all parties involved must be named and notified. NFPA has provided a form for requesting a Formal Interpretation. A sample form can be found in Annex B-5.

C. QUALIFICATIONS FOR PROCESSING

The staff liaison with assistance of the Secretary of the Standards Council determines whether a request qualifies as an FI or should be handled by a “Personal Opinion.” If it is processed as a Personal Opinion, a copy must be sent to the Committee chair and the Standards Administration Department.

A request for an interpretation will not be processed if it:

- (1) involves a determination of compliance of a design, installation, or product or equivalency of protection;
- (2) involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection;
- (3) involves text that clearly and decisively provides the requested information;
- (4) involves subjects that were not previously considered by the Committee or that are not addressed in the document.

D. EDITING

If determined as qualifying, the staff liaison reviews the request to determine if it can be answered with a “Yes” or “No” answer.

If it cannot, the request is rephrased into a form that can be answered “Yes” or “No.” The requester is then contacted for concurrence with the rephrased FI.

E. BALLOTING

If accepted for consideration, each request for an FI must be submitted to letter ballot of the Technical Committee having primary jurisdiction for the document or portion thereof covering the subject under consideration.

The staff liaison conducts the balloting. The entire Technical Committee is balloted and three-quarters agreement of the Technical Committee must be obtained for the FI to be issued.

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.

Where the necessary agreement is not received, the item is placed on the docket for processing and resolution by the Technical Committee at its next meeting.

If the required agreement is secured from the Technical Committee, all named parties are notified by the staff liaison, and the FI becomes effective 20 days after the notification, unless an appeal is filed within that 20-day period.

The FI must be placed on the agenda for review by the Committee to determine whether any change is desired to the text. If such a change is indicated, the Committee must process the change through the normal procedures and the FI will no longer be published.

Supplemental Operating Procedures may be adopted by a Technical Correlating Committee such that the Formal Interpretation is balloted concurrently through the Technical Correlating Committee 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 Technical Committee at its next meeting.

FIs should not be balloted with an answer, except if an answer and qualifying comment are developed by the Technical Committee.

Note: The balloting should be completed within 90 days of the receipt of the original FI or the agreed upon reworded FI.

X. FOR FURTHER INFORMATION

The NFPA is grateful for your voluntary participation with the development of documents dedicated to improving safety. If any aspect of your responsibilities as a Committee officer requires further clarification or if you would like additional advice, please contact your staff liaison, the Secretary of the Standards Council, or the Codes and Standards Administration Division. Recommendations for improvements to this Guide should be addressed to Codes and Standards Administration Division.

Annex A-1

GUIDELINES FOR THE CONDUCT OF PARTICIPANTS IN THE NFPA CODES AND STANDARDS DEVELOPMENT PROCESS

Section I Introduction and Statement of Purpose.

Since 1896, the NFPA 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) which 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 which 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 which 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 which 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 which 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 member's 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 which 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 which 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 3-3.3.3 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 which 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 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. 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 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 an 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 (Part I, above) and Statement of General Principles (Part II, above). 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/TCC's 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/TCC's 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 non-partisan, 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.

Approved Standards Council: December 1994; Amended November, 2002

Approved Board of Directors: December 1994

Annex A-2

NFPA TECHNICAL MEETING CONVENTION RULES

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 seconds.

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.

Approved Standards Council: November 1992; Revised November 2002, January, 2004
Approved Board of Directors: September 1993; Revised November 2002, March 2004

Annex A-3

GUIDELINES TO CLASSIFICATION OF COMMITTEE MEMBERS

These Guidelines are for use by the Standards Council and the staff to assist in complying with 3-2.5 of the Regulations Governing Committee Projects.

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M Manufacturer: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U User: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. I/M Installer/Maintainer: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L Labor: A labor representative or employee concerned with safety in the workplace.
5. R/T Applied Research/Testing Laboratory: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E Enforcing Authority: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I Insurance: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C Consumer: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE Special Expert: A person not representing (1) through (8), and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: "Standard" connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations

on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of “Utilities” in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

Approved Standards Council : November 1981; Revised October 1990
Approved Board of Directors: June 1997

Annex A-4

APPOINTING NONVOTING MEMBERS TO COMMITTEES

Voting is a fundamental aspect of NFPA Committee activities. The effectiveness of a Committee can be diminished by less than full participation by its members, and members who repeatedly fail to return ballots jeopardize their Committee membership (Regulations Governing Committee Projects - Section 3-1.3.1).

The Council recognizes that it may be appropriate from time to time to appoint an individual Committee member who cannot vote on Committee matters. Provisions for appointing such nonvoting members are covered in Sections 3-2.2.4 and 3-2.2.5 of the Regulations. However, in fairness to Committee members who accept and meet their obligation to complete and return their ballots and in consideration of effective Committee operation, the Council feels that appointments for nonvoting members should be made only as an exception to meet a special need that cannot be met by the voting members of the Committee.

If an individual is nominated for nonvoting status, the Council should be informed of the special qualifications or restrictions of the nonvoting nominee that justify Committee membership.

Approved Standards Council: July 1981

Approved Board of Directors: June 1997

Annex A-5

APPOINTING MULTIPLE ORGANIZATION REPRESENTATIVES TO COMMITTEES

Maintaining a balance of interest within the membership of each NFPA Technical Committee is essential to ensure the opportunity for fair and equitable participation without dominance by any single interest.

The Regulations note that organization membership is the preferred method of securing representation of interested groups.

The Council recognizes that it may be appropriate from time to time to appoint more than one organization representative to the same Committee. However, the Council feels that appointments for multiple organization memberships to the same Committee should be made only as an exception when the representation of interested groups is better served by multiple members from the same organization than by single representation from separate organizations.

If an individual is nominated as a multiple organization member, both the Committee chair and the organization must provide the Council with its rationale for needing multiple organization representation on the Committee. The organization must identify the segment of the industry represented by each multiple organization representative.

There shall be no more than one representative on each Technical Committee from each industry segment, up to a maximum of three representatives from the same organization.

Approved Standards Council: July 1985
Approved Board of Directors: June 1997

Annex A-6

EXTRACT GUIDELINE

A) General.

(1) **Scope.** This guideline provides guidance to TCs for extracting text from other documents whose TCs have primary jurisdiction for the subject covered. This guideline is intended to apply to extraction among NFPA documents, and documents between NFPA and other organizations that are working with NFPA to harmonize and/or coordinate their respective documents.

(2) **General Guidance.** A document may contain text extracted from another document provided:

(a) there is good and sufficient reason for the extracts:

(b) there is clear indication, with the extracted text, of the number, title and edition of the document from which the extracts are taken and that requests for interpretations or proposed revisions of the text must be referred to the Committee responsible for the source document;

(c) any editing of the extracted text is confined only to making the style consistent with that of the document containing the extract and then only with the concurrence of the Committee responsible for the source document; and

(d) the extracted text is kept current with that of the source document.

B) Procedures for Updating Extracts.

The extract procedure requires that the extracted text be kept current with that of the source document in a timely appropriate manner.

In most cases an update to extracted text can be accomplished via a proposal or a comment during the regular revision process of the document. If no proposal to update extracted text is received, the document in which the extracted text appears must be updated by the Committee responsible for the document during its next regular revision process.

It may be necessary to update extracted text prior to the next regular revision cycle of the document if the change in text of the document of origin results in a major conflict between the documents.

If a request is received to update an extract prior to the next regular revision cycle of the document containing the extracted text, such a request shall be submitted to the Council Secretary who, after consultation with the appropriate Committee chair, shall determine whether it is eligible for processing.

If the extract is determined to be eligible for processing, the staff liaison shall letter ballot the extracting Committee on the updating of the extracted text, including any editorial revisions necessary to conform to the style of the document.

Note: If the extract needs to be editorially revised to fit the language of the document in which it is to appear, the staff liaison for the Committee responsible for the document of origin shall contact the source Committee to verify that the intent of the extract has not been changed.

The ballot results, including any negative ballots and the reasons for the negatives, shall be forwarded to the Standards Council to determine whether or not to issue the extract update.

If the extracting Committee does not wish to include the updated extract, the Committee shall delete the existing extract from its document by means of a Tentative Interim Amendment; or if the document is in the process of revision, by the normal processing of a document amendment.

C) Guidance for the extraction of text from one document to another

(1) General. The intent of extracting text is to make a document as complete and useful as possible. Care must be taken not to compromise the intent of the criterion being extracted.

A section or paragraph being extracted from another document represents a specific thought, and it is important that the thought in its entirety be extracted. The context of the original extracted material should not be compromised or violated.

(2) Exception and Caution Statements. Text should not be extracted without including any exception(s) associated with the extracted text. Likewise, caution statements should also be included. Exception and caution statements are considered part of the requirements of the associated paragraph.

(3) Notes and Related Appendices. Notes and appendices are intended as advisory, supplemental information, and thus they may or may not be included along with an extracted paragraph. If the extracted text contains "Notes" in the parent document, the committee should carefully review the notes. This same logic applies to related Annex sections. If the committee chooses not to extract the note or related Annex section, they should be sure that the paragraph cannot be misinterpreted based on the absence of this supplemental information.

(4) Paragraph Numbering. Committee's need to be careful not to change the relationship of paragraphs to each other in the way they renumber extracted text. For example, if a paragraph with 2 subparagraphs is renumbered as 3 separate and distinct paragraphs, does that change the relationship of paragraph 2 and 3 to the original paragraph 1. Many times subparagraphs refine requirements in the host paragraph and renumbering will change that emphasis, and possibly compromise that relationship. For example:

Parent Document	Document Extracting
7-5.1 Paragraph	8-2.3.1 Paragraph
7-5.1.1 Subparagraph	8-2.3.2 Paragraph
7-5.1.2 Subparagraph	8-2.3.3 Paragraph
7-5.2 Paragraph	8-2.3.4 Paragraph

The committee taking the extract should be very careful not to take part of a section or paragraph and skip another part of this same section or paragraph (e.g. take 7-5.1, 7-5.1.1, and 7-5.1.3, but not take 7-5.1.2) without a valid reason. This can be misleading as the user will think they have the complete text and the extracted text may be used out of context. The family of paragraphs that state a set of requirements should be kept together to ensure both documents are consistent in stated requirements.

(5) References. Where extracted material references another paragraph in the document from which the material is extracted, the committee should try to extract the referenced paragraph as well so their document is more complete and user friendly. The intent of extracting text is to make a document as complete and useful as possible. Sending someone back to another document for a referenced paragraph is not user friendly.

Approved Standards Council: January 1984; Revised November, 2003
Approved Board of Directors: June 1997

Annex A-7

CRITERIA FOR THE PROCESSING OF TECHNICAL ADVISORY COMMITTEE RECOMMENDATIONS BY TECHNICAL COMMITTEES

1. Requests for Technical Advisory Recommendations

Requests for recommendations from a Technical Advisory Committee must be initiated by the Committee seeking the recommendation. The request should be made through the Secretary of the Standards Council.

2. Disposition of Recommendations

The Committee should consider the recommendation of the Technical Advisory Committee in developing its Report or Supplemental Report in the substantiation for the Committee action where the Technical Advisory Committee's response is a significant factor in the determination (disposition) of the proposal or comment.

3. Timing Sequence for Requests

A. Committee Proposals—If a Committee wants recommendations on Committee proposals before it meets to finalize its Report, a minimum of two months should be provided for a response from the Technical Advisory Committee. This will provide adequate time for the Technical Advisory Committee recommendations to be included in the ROP.

B. Other Proposals (Committee or Public)—If a Committee seeks a recommendation from a Technical Advisory Committee on a Committee proposal generated at its last meeting before letter ballot, or on a public proposal acted on at its last meeting, it may indicate in its action on a proposal that a recommendation has been requested from a Technical Advisory Committee. The Technical Advisory Committee recommendation may be published as a comment in the ROC.

C. Public Comments—If a Committee seeks a recommendation from a Technical Advisory Committee on a public comment, it may in accordance with 4-4.6 of the Regulations Governing Committee Projects “Hold the Comment for Further Study,” with an indication that a recommendation has been requested from the Technical Advisory Committee. A “held” comment automatically becomes a proposal for the next revision of that document.

Approved Standards Council: July 1983

Approved Board of Directors: June 1997

Annex A-8

RETROACTIVITY GUIDELINES

The Standards Council adopted a Guideline on Retroactivity including suggested uniform wording which might be used by NFPA Committees desiring a retroactivity statement in their documents. The procedures are as follows:

Retroactivity is solely the discretion of the authority having jurisdiction.

In general, however, a new edition of a code or standard is for application to facilities, equipment, structures, and installations that occur on or after the effective date of the code or standard.

The courts have decided that facilities, equipment, structures, and installations that met society's demand for fire safety when originally built may not necessarily meet society's demands for fire safety today.

In addition, if a code or standard is revised because fire experience shows that the document did not adequately cover a hazard, the hazard should not be allowed to continue simply because the document cannot be applied "retroactively."

For these reasons, it may be desirable to have some wording in certain NFPA codes and standards to clarify the intended application of the standard.

The following is suggested as wording that might be included in a code or standard to cover the subject of retroactivity if it is determined by the Committee that a retroactivity statement is needed in the document:

Retroactivity: The provisions of this (document type) reflect a consensus of what is necessary to provide an acceptable degree of protection from the hazards addressed in this (document type) at the time the (document type) was issued.

Unless otherwise specified, the provisions of this (document type) shall not apply to facilities, equipment, structures, or installations that existed or were approved for construction or installation prior to the effective date of the (document type). Where specified, the provisions of this (document type) shall be retroactive.

In those cases where the authority having jurisdiction determines that the existing situation presents an unacceptable degree of risk, the authority having jurisdiction shall be permitted to apply retroactively any portion of this (document type) deemed appropriate.

The retroactive requirements of this (document type) shall be permitted to be modified if their application clearly would be impractical in the judgment of the authority having jurisdiction, and only where it is clearly evident that a reasonable degree of safety is provided.

Approved Standards Council: January 1986, April 1999

Approved Board of Directors: June 1997, June 1999

Annex A-9

GUIDELINES ON POTENTIAL JURISDICTIONAL (SCOPE) ISSUES BETWEEN COMMITTEES DEVELOPING OCCUPANCY STANDARDS AND COMMITTEES DEVELOPING INSTALLATION STANDARDS

Occupancy standards deal directly or indirectly with hazards of occupancies by identifying conditions common to those occupancies, and thus serve to define those hazards. It is appropriate for Occupancy Committees to consider performing a hazard analysis on each occupancy to establish a more precise level of protection required by that hazard. It is appropriate for Installation Committees to address specific hazards as identified by Occupancy Committees.

I. An Occupancy Committee should wherever possible reference the requirements established by an installation standard.

(A) If an Occupancy Committee wishes to modify in its document the requirements established by an Installation Committee or utilize the requirements of an Installation Standard in a manner inconsistent with the intent (scope) of the Installation Standard, the Occupancy Committee must:

1. Provide a rationale for the proposed modification for inclusion in the Annex of their standard as part of the ROP.
2. Notify the chair of the Installation Committee of the intended change and attempt to arrange a meeting with the chair or designated representative prior to final action on ROC.
3. The representative of the Installation Committee shall review the proposed modifications and ensure that the Occupancy Committee proposing modifications fully understands any restrictions or limitations inherent in the installation standard.

(B) If the Installation Committee disagrees with the proposed modifications put forward by an Occupancy Committee, it may avail itself of the normal standards-making process.

II. An Installation Committee should, wherever possible, address the specific hazards associated with occupancies without directly specifying occupancies.

(A) If an Installation Committee wishes, within its documents, to restrict an installation to a specific occupancy or establish special criteria for a specific occupancy, the Installation Committee must:

1. Provide a rationale for the proposed restriction or special criteria for inclusion in the Annex of their standard as part of the ROP.
2. Notify the chair of the appropriate Code or Occupancy Committee of the intended change and attempt to arrange a meeting with the chair or designated representative prior to final action on ROC.

3. The representative of the Occupancy Committee shall review the proposed modifications and ensure that the Installation Committee fully understands any restrictions inherent in the occupancy standard.

(B) If the Occupancy Committee disagrees with the proposed modifications put forward by an Installation Committee, it may avail itself of the normal standards-making process.

Approved Standards Council: October 1988

Approved Board of Directors: June 1997

Annex A-10

GUIDELINE ON APPOINTMENT AND TENURE OF COMMITTEE CHAIR

The chair's appointment should, whenever possible, be from the current membership of the Committee.

No one should chair a Technical Committee and Technical Correlating Committee within the same project.

If, in the opinion of the Standards Council, an individual has a known or potential conflict of interest with the scope of a Committee or other circumstances that could influence the individual's impartiality, that individual should not be appointed to serve as chair of that Committee.

Note: A conflict of interest is defined as any situation in which the Committee's decision or votes could substantially and directly affect the chair's financial or business interests.

Chairs are reviewed annually for reappointment. The Council will generally not reappoint a chair who has served for more than ten consecutive years, or three complete cycles of any Committee document, whichever is less, effective January 15, 1990, for new appointments and January 15, 1986, for existing chairs. Existing chairs as of January 15, 1990 may serve a minimum of six additional years.

Approved by Standards Council: October 1988

Approved by Board of Directors: December 1989; Revised June 1997

Annex A-11

GUIDELINES FOR APPOINTMENT OF LIAISON REPRESENTATIVES TO COMMITTEES

Section 3-2.2.1 of the Regulations Governing Committee Projects recognizes representatives of Committees or Sections as permitted categories for membership on Committees. Liaison membership is essential in many instances throughout various projects, and encourages liaison where a flow of information is necessary to facilitate the development of companion documents.

It is evident, however, that liaison memberships have been established where no mechanism exists for the interchange of information between Committees, and in the case of NFPA Section representatives, there is no criteria in establishing a category of interest for eligibility other than those applied for individual membership. Section representatives to Committees differ from Committee liaison members in that Committees are entities without a proprietary or specialized interest and cannot instruct voting of their membership. The following guidelines are used by the Council when acting on applications for Committee liaison membership and section representatives.

Committee Liaison Membership

1. All applications for Committee liaison membership shall be considered on the basis of factors that would ordinarily be applied to any applicant, including category of interest.
2. Category of interest and organizational representation shall be congruent in the companion Committees.
3. Membership shall not be listed as liaison without concurrence between the respective Committee chairmen.
4. If items 1 and 2 above cannot be achieved because of an imbalance in the category of interest, nonvoting membership shall be considered in accordance with the Standards Council Policy on Nonvoting Members to Committees.

NFPA Section Representatives on Committees

1. An NFPA Section may elect to propose a representative to a Committee under the provisions of Section 3-2.2.1 of the Regulations Governing Committee Projects, and authorized by Paragraph 10 of the Regulations Governing NFPA Sections.
2. All applications for Section representation to a Committee shall be considered on the basis of factors ordinarily applied to any applicant, including category of interest.
3. The Section shall state in its authorization letter the reasons for such representation, including a statement as to whether the Section intends to direct or instruct the representatives voting on the Committee's actions.

4. Section members who represent organizations with instructed voting policies shall be eligible for Section representation on Committees, except as provided in 5 below.

5. If items 2 and 4 above cannot be achieved because of an imbalance in the category of interest, nonvoting representation shall be considered in accordance with the Standards Council Guideline on Nonvoting Members to Committees.

Approved Standards Council: October 1988

Approved Board of Directors: June 1997

Annex A-12

EQUIVALENCY STATEMENT

The Council has adopted the following suggested uniform wording on equivalency for use by those NFPA Committees desiring an equivalency statement in their documents:

Equivalency: Nothing in this (code) (standard) is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety over those prescribed by this (code) (standard). Technical documentation shall be submitted to the authority having jurisdiction to demonstrate equivalency. The system, method, or device shall be approved for the intended purpose by the authority having jurisdiction.

Approved Standards Council: April 1988, April 1999

Approved Board of Directors: June 1997, June 1999

Annex A-13

GUIDELINE FOR ORGANIZATIONAL INTEREST CATEGORY

Special consideration is given when assigning the interest category for members of Technical Committees that represent organizations rather than individual employers. In general, organizational representatives will be given preference over non-organizational representatives since they are assumed to be representing a broader spectrum of individuals.

Technical Committee members shall be classified based on the interest class that they are perceived to bring to committee discussions, based on employer, organization, or both. Subject to this general rule, the following additional guidelines apply:

1. Representatives of organizations shall have the same interest classification individually as the organization they represent, or the organization must have a mechanism to direct or establish a position with a means of maintaining communication on relevant issues.
2. Representatives of NFPA Sections will typically be classified based on the employer of the member.

Approved Standards Council: July 1997

Approved Board of Directors: November 1997

Annex A-14

GUIDELINE ON REFERENCES IN NFPA DOCUMENTS TO PROPRIETARY PRODUCTS AND SERVICES.

Technical Committees should generally avoid references in NFPA Documents to proprietary products and services that meet the requirements of an NFPA code or standard or may be suitable for use in complying with an NFPA code or standard. Technical Committees should eliminate, and in the future, avoid these types of references unless a compelling need for such a reference exists. In the exceptional situation where such a reference is included,

(a) the reference should be contained in a nonmandatory Annex, and

(b) the Annex should contain a clear statement:

- 1) that the reference is for information purposes only,
- 2) that information concerning the product or service has been provided by the manufacturer or other outside sources, and
- 3) that the information concerning the product or service has not been independently verified nor has the product or service been endorsed or certified by the NFPA or any of its Technical Committees.

Approved Standards Council: October 2001

Approved Board of Directors: November 2001

Annex A-15

GUIDELINE ON REFERENCES IN NFPA DOCUMENTS TO COMPUTER SOFTWARE.

Technical Committees should avoid mandatory references to computer software in NFPA documents.

Instead, Technical Committees should draft provisions concerning electronic methods of calculation and modeling in terms of performance criteria. Technical Committees may also consider third party review and listing requirements where appropriate.

Technical Committees should eliminate, and in the future, avoid mandatory references to computer software, whether proprietary or in the public domain. Where appropriate and necessary, Technical Committees may include references to computer software in an Annex, provided that the Annex contains a clear statement that:

- (a) the reference is for informational purposes only,
- (b) information concerning the software has been provided by the developer or other outside sources, and
- (c) The information concerning the software has not been independently verified nor has the software been endorsed or certified by the NFPA or any of its Technical Committees.

Approved Standards Council: November 2002
Approved Board of Directors: November 2002

Annex B-1

SAMPLE MINUTES

(Committee stationery)
MINUTES OF MEETING
PUBLIC OPERATIONS COMMITTEE
MADISON, WI
SEPTEMBER 4-5, 1993

Meeting was called to order by Chair Jones Friday at 9:00 AM, September 4, 1993.

Members present:

W. G. Jones, Chair	US Navy
John Ryan	Hunt County Fire Dept.
David Smith	L.A. City Fire Dept.

Guests Present:

Thomas Kennedy	ABC Corp.
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Chair Jones mentioned correspondence from Michael White and William Green indicating they would not be in attendance.

The Committee voted to approve the Minutes of the April 4-5, 1994 meeting.

Ninety public comments were received on NFPA 1, which is being processed in the 1994 Fall Meeting cycle. These comments were discussed and acted upon and that action can be found in the 1994 Fall Meeting ROC.

The Committee then got into a detailed review of NFPA 2. The Task Groups assigned at the last meeting to review specific chapters each reported on suggested changes as follows:

Chapters 1 - 3	John Ryan, Chair
Chapters 4 -6	David Smith, Chair

The Committee voted to accept the report of the task groups and to enter NFPA 2 into the 1996 Fall Meeting cycle.

The Committee then discussed a proposed new document on hazardous chemicals. The Committee voted to approve an outline for this document as shown in Attachment A.

The Committee voted to hold the next meeting in Phoenix, AZ, on October 29-31, 1995. The meeting will start at 8:00 AM on October 29.

Respectfully Submitted,

Annex B-2

SAMPLE COMMITTEE SCOPE

Scope: This Committee shall have primary responsibility for documents on safeguarding against the hazards associated with the manufacturing, handling, and storage of aerosol products.

Annex B-3

SAMPLE COMMITTEE ACTION ON PROPOSALS AND COMMENTS

1. Sample Public Proposal - Accept

72E - (4-5.1.1): Accept

SUBMITTER: John Smith, Airtight Inc.

RECOMMENDATION: Change the first words in the first sentence from “line type” to “Projected beam type.”

SUBSTANTIATION: Change necessary to conform to Section 4-2.2.1 which defines the operating principle of the projected beam smoke detector.

COMMITTEE ACTION: Accept.

2. Sample Public Proposal - Accept in Principle

72E - 2- [3-2.1.3(d)]: Accept in Principle

SUBMITTER: John Smith, Airtight, Inc.

RECOMMENDATION: In the second sentence beginning “In another type—etc.,” change to read as follows:

“In a second type—etc.”

Add a third sentence to read as follows:

A third type is similar to the second except that the intervening space is filled with a thermistor substance in which the electrical resistance continuously changes as the temperature changes.

SUBSTANTIATION: The present description of the second type, a single wire centered in a metallic tube in which a eutectic salt is used, does not describe the thermistor type sensor which poses an entirely different operating principle. The third sentence is proposed so that the thermistor principle is properly defined.

COMMITTEE ACTION: Accept in Principle.

Change 3-2.1.3(b) to read as follows:

Electrical Conductivity. A line type or spot type sensing element whose resistance varies as a function of temperature.

COMMITTEE STATEMENT: The Committee felt the operation of this type of detector was better described under the electrical conductivity class rather than the heat sensitive cable class.

3. Sample Public Proposal - Accept in Part

15-8- (8-5.2): Accept in Part

SUBMITTER: John Smith, Airtight Inc.

RECOMMENDATION: 8-5.2 Add the following sentence: Supervision shall include but not be limited to the tripping device, solenoid, or valve, and any connecting wiring, tubing, or pipes.

SUBSTANTIATION: The automatic detection systems and tripping systems are a very essential part of these systems. It is essential that these systems be connected and operational at all times. Adoption of this revision will upgrade the standard.

COMMITTEE ACTION: Accept in part. Add a new sentence to read as follows: Supervision shall include but not be limited to the tripping device, solenoid, or valve, and any connecting wire.

COMMITTEE STATEMENT: The Committee agrees with the proposal but has deleted the supervision of tubing or pipes because it is already covered in 8-5.3.

4. Sample Public Proposal - Reject

72E - 7 - (2-5.2): Reject

SUBMITTER: John Smith, Airtight Inc.

RECOMMENDATION: Delete Section 2-5.2 entirely.

SUBSTANTIATION: Subject matter adequately covered in Chapter 8.

COMMITTEE ACTION: Reject.

COMMITTEE STATEMENT: The Committee feels that an acceptance test requirement should be a general requirement appropriately contained in Chapter 2. This section has been modified by Proposal 17 (Paragraph 2-5.2.1) to cross-reference the detailed requirements of Chapter 8.

5. Sample Public Comment - Hold

12A - 107 - (1-9.5): Hold

SUBMITTER: John Smith, Airtight Inc.

COMMENT ON PROPOSAL NO: 12A-1

RECOMMENDATION: Delete paragraphs 1-9.5.5.1 through the conclusion of paragraph 1-9.5.5.4. Revise to read as follows:

1-9.5.5.1 Halon 1301 containers shall be given a complete external visual inspection, in accordance with Compressed Gas Assn. pamphlet CGA-6, every 5 years.

1-9.5.5.2 Where the external visual inspection indicates that the container has been damaged (per pamphlet CGA-6) additional strength tests may be required.

1-9.5.5.3 (Insert current 1-9.5.6 and adjust numbering of remaining paragraphs).

SUBSTANTIATION: Current testing criteria is a copy of past CO₂ requirements. This was not appropriate as the agents are very different.

D.O.T. does not require hydrostatic tests of Halon 1301 containers per special provision 173.34(e)(10) (Note attached letter from D.O.T.)

D.O.T. does require the external visual inspection every 5 years.

Presently, the halon manufacturers have not been hydrostatically testing any of their vessels and have had no problems over a very long time frame. Industry studies have shown contamination from the hydrostatic testing procedure to be a leading cause of future corrosion.

Hydrostatic testing increases the "cost" of owning a Halon 1301 system unnecessarily.

Supporting material on file at NFPA headquarters.

COMMITTEE ACTION: Hold

COMMITTEE STATEMENT: The Committee feels this is a major change which was not available for public review. Additional information from other manufacturers is needed to evaluate these proposed changes.

Annex B-4

COMMITTEE OFFICER'S PRESENTER'S GUIDE

Chairman's Report - Single Committee

The Report of the Committee on _____ will be found on pages _____ of the Report on Proposals for the 20 ____ May Meeting.

The Committee proposes for official adoption (amendments to, new document on, partial revisions to) NFPA _____.

The ballot statements for the Technical Committee Report can be found on page ____ of the Report on Proposals for this meeting and on page ____ of the Report on Comments.

The Supplementary Report has been submitted to letter ballot of the Committee, which consists of _____ voting members, of whom _____ voted affirmative, _____ voted negatively, _____ abstained, and _____ failed to return their ballots.

Mr. Chairman, I move adoption of the Committee's report.

Annex B-5

Formal Interpretation Request Form

(This information is requested in Section 6 of the Regulations Governing Committee Projects)

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

NFPA Document No.: _____ Edition: _____ Paragraph Reference: _____

NFPA Membership No.: _____

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 yes or no):

Signature: _____ Date: _____

Mail to: Secretary, Standards Council • National Fire Protection Association
One Batterymarch Park, Quincy, MA 02169-7471
Fax No. 617-770-3500

Annex B-6

MODEL SUPPLEMENTAL OPERATING PROCEDURES

MODEL SUPPLEMENTAL OPERATING PROCEDURES
FOR THE NFPA PROFESSIONAL QUALIFICATIONS PROJECT

Adopted by the Technical Correlating Committee on Professional Qualifications: [insert date]

Approved by the Standards Council: [insert date]

Preamble: The operations of the NFPA Professional Qualifications Project (i.e., the Technical Correlating Committee on Professional Qualifications and the various Professional Qualifications Technical Committees and Task Groups), are governed by the NFPA Regulations Governing Committee Projects (“Regulations”). In addition to and in supplementation of those Regulations, the following Supplemental Operating Procedures have been adopted and approved pursuant to Sections 3-3.7 and 3-4.3(h) of the Regulations. These Supplemental Operating Procedures are intended to be consistent with and supplement the Bylaws of the Association and the Regulations Governing Committee Projects and should any conflict appear either now or as the Bylaws or Regulations may be amended, the Bylaws and Regulations shall govern.

1. General. The NFPA Professional Qualifications Project has been established by the NFPA Standards Council for the purpose of providing the technical criteria for professional qualifications for fire service, public safety and related personnel. The Technical Correlating Committee on Professional Qualifications (“TCC”) has been assigned the primary responsibility for the management of the Project. The Technical Committees assigned to the project will be responsible for developing assigned standards, recommended practices and guides related to the Professional Qualifications Project.

2. The Technical Correlating Committee (“TCC”).

2.1. Technical Correlating Committee Membership. Subject to appointment by the Standards Council, the Chairs of the Professional Qualifications Technical Committees, or their designated representatives, shall serve as non-voting members on the Technical Correlating Committee. Voting by these members shall be restricted to Professional Qualification System Management, which shall include all matters within the authority of the TCC except for voting both at TCC meetings and by letter ballot on actions on proposals and comments in accordance with Sections 4-3.6 and 4-4.7 of the Regulations, and on TIA’s and FI’s in accordance with Sections 5 and 6 of the Regulations. (See, generally, Regulations at Sections 3-1 and 3-2).

2.2. Responsibilities of the Technical Correlating Committee. In addition to the responsibilities described in Section 3-4 of the Regulations Governing Committee Projects, the TCC shall establish a Manual for Correlation of Professional Qualifications Standards. The manual shall provide direction regarding the format of the job perfor-

mance requirements in the documents, specific definitions for use in documents under the direction of the TCC, and general Annex material to assist in the implementation of these standards.

2.3. Voting at Technical Correlating Committee Meetings. To adopt an action at meetings of the TCC at least a simple majority of the Committee members present and eligible to vote shall be required. (See, generally, Regulations at Sections 3-3.4, and 3-3.4.2):

3. Amending these Supplemental Operating Procedures. These Procedures may be amended by the Technical Correlating Committee on Professional Qualifications by a two-thirds affirmative vote of the voting and restricted voting members. This vote shall be by letter ballot. Accepted amendments shall be submitted to the Standards Council for approval. (See, generally, Regulations at Section 3-3.7):

Rationale: Draft Operating Procedures have been prepared for the Professional Qualifications Project. In drafting them, it was attempted to use a format which can become a standard format for other internal operating procedures for other projects. The following are some basic features of the format.

- There are adoption and approval dates inserted at the beginning of the procedures where the appropriate date can be inserted when they are formally adopted by the TCC or TC and approved by the Standards Council.

- There is a preamble which the Standards Council requested be drafted which makes reference to the section of the Regulations Governing Projects which authorizes the adoption of internal operating procedures, and which makes clear the relationship of the operating procedures to the NFPA Regulations Governing Committee Projects and the NFPA Bylaws.

- It is the Standards Council's expressed desire that internal operating procedures not repeat materials already contained in the Regulations Governing Committee Projects but that, instead, they supplement and expand upon only those portions of the Regulations which are thought to require greater specificity for the purposes of a particular Committee Project. The Council's desire was that all Committee Projects utilize the Regulations Governing Committee Projects and any internal operating procedures together. The Council was concerned that allowing internal operating procedures to liberally repeat the text of large portions of the Regulations Governing Committee Projects would discourage Committee members from going directly to the Regulations themselves and would eventually lead to conflicts between the Regulations and the operating procedures as the Regulations were amended from time to time. Therefore the following approach has been followed:

- The approach used by earlier drafts of these internal operating procedures of creating what appears to be a fully integrated stand-alone set of procedures with several "articles" and subdivisions has been rejected. Instead, each procedure is divided into a separate numbered paragraphs and sub-paragraphs.

- The procedures have been titled, "Supplemental" operating procedures to emphasize that they not procedures in themselves but only a supplement to the Regulations Governing Committee Projects.

- A direct reference has been made to the portion of the Regulations Governing Committee Projects which the procedure supplements.

- Material which merely restates what already appears in the Regulations Governing Committee Projects has been deleted, although it would be appropriate, on occasion, to repeat small portions of the regulations for purposes of clarity or emphasis.

- Since internal operating procedures are required by the Regulations Governing Committee Projects to be consistent with the Regulations, any procedures which conflict with the regulations have been deleted. For example, the previous draft of these operating procedures permitted meetings of the Technical Correlating Committee to be held either at the call of the chair or upon written request of at least five of the voting or restricted voting members. This conflicts with Section 3-3.2 of the Regulations which gives the chair the sole authority to call meetings.

- Some provisions of the prior draft of the procedures, such as those concerning membership on the Technical Correlating Committee and types of restrictions on voting, are not really internal operating procedures but are really matters which fall within the sole authority of the Standards Council. Assuming that a Committee Project feels that it wants a set of internal operating procedures, it might be useful to incorporate into these procedures such provisions so that general committee structure decisions of the Standards Council are clearly set forth in a document which will be readily available to all members or potential members of the committee project. Accordingly, these provisions have been retained, but qualifying phrases have been added such as “subject to appointment by the Standards Council” or “subject to the approval of the Standards Council”.

- The previous draft contained lists of the various responsibilities of the TCC divided according to the type of TCC member involved (i.e. voting or restricted voting member). The responsibilities listed seemed to repeat what was already in the Regulations Governing Committee Projects. Therefore, they have been omitted, with the single exception of the responsibility to develop a manual on correlation. This project seems to be a good example of the type of specific responsibility which is genuinely supplemental of the general responsibilities assigned to the TCC by the Regulations Governing Committee Projects, and which is therefore appropriately part of an internal operating procedures.

In conclusion, in redrafting this particular set of operating procedures, it was found that most of the material to be mere repetition of matters which are already contained in the Regulations Governing Committee Projects. This new draft therefore is quite short, since there are only a few matters in which the procedures genuinely supplement the Regulations. In addition, most of the material in the draft is not really “operating procedures” but is instead a description of how the Standards Council has structured the membership and voting rights of the TCC. The TCC and/or the Standards Council may therefore wish to reconsider whether it is necessary to have operating procedures at all or whether some other means (a memorandum summarizing Standards Council actions concerning the TCC membership and voting structure) might accomplish the same thing.

Prepared by: NFPA Associate General Counsel
Date: April 1994

Annex B-7

NFPA'S PROGRAM OF STATISTICS SUPPORT FOR TECHNICAL COMMITTEES

I. What This Resource Is

Committees develop the statistics and other real experience information they need to help resolve issues in the creation and revision of standards. Here is how that support is provided:

(A) Overall Statistics

Whenever possible, two data bases — the NFPA annual survey of U.S. fire departments and the U.S. Fire Administration's National Fire Incident Reporting System — are used to develop statistical projections of some part of the national fire problem: how many fires, what associated losses, what characteristics, what trends, and so forth. For a Technical Committee, this might mean

- Estimating the size of the part of the problem addressed by the Committee's standards (e.g., fires beginning with painting machines),
- Estimating the size of the part of the problem likely to be affected by a proposed standard change (e.g., fires beginning in areas of the home that are not now required to have sprinkler coverage but might if the standard changes),
- Estimating the size and characteristics of the part of the problem targeted by a possible new standard (e.g., fires beginning with contents and furnishings, and the most commonly involved items of these),
 - Examining trends in a part of the problem,
 - Examining characteristics related to general performance of major systems, like sprinklers and detectors.

(B) Illustrative and Exploratory Fire Analysis

Sometimes a Technical Committee will want brief, focused summaries of selected incidents to illustrate certain scenarios and phenomena or to lend a sense of three-dimensional vividness to cold statistics. Or, a Technical Committee may want information on any aspect of building design or system performance that is more detailed than the overall, representative national fire data bases can handle. In either of these cases, two other data bases are used - NFPA's Fire Incident Data Organization (FIDO), a computerized data base that also has hard copy incident files which the other two data bases do not, and NFPA's Major Fire Investigations. The more than 50,000 incidents in FIDO and the dozens of fire investigations have been used to provide illustrative or exploratory analysis of issues like these:

- Selected incidents involving sliding or rolling metal fire doors, and the performance of them,
- Incidents where halon extinguishing systems were present,
- Types of grain present in storage facility fires involving grain dust,
- Specific design and performance characteristics of automatic sprinkler systems present in facilities that had large-loss fires.

In each case, the level of detail exceeded what could be extracted from the national fire incident data bases. These exploratory analyses often can show what can go wrong, even if they cannot tell *how often* things go wrong.

(C) Special Data Collection and Analysis

The Fire Analysis and Research Division (FARD) also will help Technical Committees set up special surveys if these appear useful for particular purposes. Such help has already been provided on one survey addressing helicopter facilities and another on no-smoking policies of hospitals. The service can include help on designing the survey instrument, on selecting the group or sample to be surveyed, and in analyzing and interpreting the results.

FARD can review statistical material received from third parties and give a best assessment of the validity and relevance of the material and of the statistical inferences drawn from it.

FARD can reach out to its networks to try to identify data bases not normally used that might provide needed detail on issues faced by Technical Committees. This might involve groups like the Occupational Safety and Health Administration, the Consumer Product Safety Commission, and Factory Mutual, whose data resources and interests go beyond fire and who may be able to help on topics before the Committee.

(D) Structuring Decisions for Analysis

Another service is to help frame issues in a form where the most use can be extracted from available data and the expert judgments of the Committee. For example, if available data bases cannot provide an estimate of the size of the precise part of the problem of interest to the Committee but can set bounds on its size, FARD may also be able to help the Committee analyze whether its decision is sensitive to where the actual value falls within those bounds.

II. How to Tap This Resource

A request must be made in writing by a Technical Committee chair or staff liaison. When the request is in hand, the FARD Assistant Vice President, John Hall, will discuss it with the requestor to pin down details, examine alternative options on how to proceed, and identify any special schedule needs that would dictate extra speed in handling the request. After draft analysis is completed, review copies are provided to the staff liaison and offered to specified managers in each of NFPA's technical areas. This helps determine whether the statistical analysis results make sense to those trained in fire science and engineering and also may identify fruitful areas for expansion or clarification. After this review is completed, the revised report is delivered to the staff liaison, who coordinates its distribution to the Committee as the chair directs. This process ensures technical quality with respect to all the technical fields relevant to safety. The entire process is done with no charge back to the Technical Committee, except in the case of very large special projects (like a major survey) with costs agreed upon in advance.

Annex B-8

CODES AND STANDARDS INITIATIVE, INCLUDING EXAMPLES OF NONENFORCEABLE TEXT

Codes and Standards Initiative
Goals

- Maintain and Enhance Quality Control and Technical Excellence
- Increase User, Friendliness of NFPA Codes and Standards
- Provide for Adoptability
- Provide for Enforceability

The following questions will assist committees in determining the “user-friendliness” of their documents

- 1) Can the requirements be measured?
- 2) Is the document self-contained?
- 3) Does the Committee know what they mean?
- 4) Does the Committee mean what they say?
- 5) Does the document defer to the authority having jurisdiction when....
the Committee doesn’t have an answer?
- 6) Will the document stand up under enforcement?
- 7) Is it really...
 - a Code?
 - ...or a Standard?
 - ...or a Guide?

The Following are Some Examples of Text that is not "User-Friendly" or is "Nonenforceable"

Can the Requirements Be Measured?

“The water supply shall be capable of providing pressure and discharge capacity required for automatically supplying sprinklers, hydrants, and hose lines.”

Does the Committee Know What They Mean?

“Between the regular maintenance examinations or tests, the detection system shall be visually inspected by competent personnel, in accordance with an approved schedule necessitated by conditions as determined by the operator.”

Does the Committee Mean What They Say?

“The manager shall be responsible for the presence of adequate numbers and types of fire protection devices and appliances and for their proper maintenance.”

Does the Document Defer to the Authority Having Jurisdiction When...The Committee Doesn't Have an Answer?

“The provisions of fire walls, fire stops, automatic sprinklers, and other fire extinguishing facilities...shall depend upon the amount of exposed steel, the fire resistance ratings of reinforced concrete construction or assemblies, and the fire hazard as determined by the authority having jurisdiction.”

Will the Document Stand Up Under Enforcement?

“Periodic practice drills shall be held at frequent intervals, preferably once a month and at a minimum of twice a year.”

Annex B-9

RECOMMENDATIONS FOR ASSISTING TECHNICAL COMMITTEES IN MAKING DOCUMENTS MORE USABLE, ADOPTABLE, AND ENFORCEABLE

1. Explanatory material, or wording that does not state a requirement or is not essential to understanding a requirement, should be deleted or relocated to the Annex, as appropriate. Definitions or notes referring to other documents are an example of text essential to understanding a requirement. The Annex of the document shall not contain mandatory requirements.

2. Revise language that is ambiguous to stipulate specific enforceable criteria.

a. Specific attention should be given to revising existing mandatory text that uses the word “may” and replacing it with phrases such as “shall,” “shall be permitted to,” or similar wording. Although NFPA 1M, *Manual of Style*, indicates that “may” intends to state a permissive use, it is commonplace for enforcing authorities to interpret such text as implying “may not,” resulting in confusion in enforcement activities.

b. Frequently, text is informational or explanatory implying a requirement or permissive use. Such text shall be revised using “shall,” “shall be permitted,” or similar wording to properly stipulate intended requirements or permissive uses.

c. Terms such as adequate, suitable, etc., shall whenever possible be replaced with actual requirements or the term should be deleted. Advisory information with alternatives shall be placed in the Annex.

3. Revise document requirements that require a decision relative to a range of choices of levels of safety. Whenever feasible, the revision should result in a statement of specific minimum criteria, and should not require a decision by the enforcing authority to determine the minimum requirements.

Retain only those judgmental items that clearly depend upon local field conditions or where complete information on hazards, protection methods, or safety measures is not available to specify actual requirements.

4. Where maintenance falls within the scope of a document, maintenance requirements should be in a separate section of the document, independent of requirements for a new installation.

5. The NFPA documents should be reviewed to identify all definitions essential to understanding the text. Essential definitions should be provided and located in a single location within the text. Definitions that are commonly found in a dictionary should be deleted. Terms that are used only once may be defined and located at the point of use. Definitions shall not contain requirements.

6. A thorough review of the document should be conducted for conformity with the NFPA Manual of Style.

7. The context in which the key words “approved,” “authority having jurisdiction,” “labeled,” and “listed” are used should be reviewed to assure that the use of these words is consistent with its definition.

8. Each NFPA document should be reviewed to identify requirements that are not relevant to the scope of the document. Such requirements should be deleted or referred to other NFPA committees.

9. The appendices of the documents should be reviewed to identify material that is essential to the enforcement of the standards. This material shall be relocated to the body of the standard in mandatory language.

Approved: October 1988

Annex B-10

THE FIRE PROTECTION RESEARCH FOUNDATION (FPRF)

The Research Foundation is an independent, non-profit Foundation whose mission is to be the catalyst for urgently-needed, credible, objective fire research documentation for NFPA Technical Committees. By virtue of its independence and its proximity to the NFPA, the Research Foundation is uniquely able to develop data and analysis on fire and related hazards, and to expeditiously deliver results to Technical Committees.

Results of Foundation studies lead directly to stronger codes and standards by providing them with a clear technical basis. Research Foundation documents has already been absorbed into various NFPA codes, model building codes, insurance recommendations, safety approvals organizations, international code making organizations, and have even been used directly by the United Nations.

For information on projects, available technical reports, or more about the Research Foundation, call 617-984-7283.

Approved: January 1996

Annex B-11

DISCLAIMER NOTICE AND THE PROPER USE OF NFPA STATIONERY

The following explains the use of NFPA letterhead, and in particular, the "Notice on Interpretations" that appears at the bottom of NFPA letterhead used for the Technical Advisory Service and for NFPA Technical Committee letterhead. Because of the potential legal consequences of improper use of NFPA stationery, it is important that the following guidelines be strictly followed:

1. All Advisory Service related correspondence generated by staff shall use NFPA stationery, not Technical Committee stationery. Advisory service correspondence from NFPA staff is a service of the NFPA not its constituent Technical Committees and the stationery should reflect that fact.

2. No one other than NFPA staff or corporate officers shall be provided with or be permitted to use regular NFPA stationery. Technical Committee stationery may continue to be provided to Committee officers for use in conducting Committee business. Committee officers may use this stationery (which will always use the Notice set forth in 3, below) in expressing a written opinion in accordance with Section 6-1.1, NOTE, of the Regulations Governing Committee Projects. Committee officers and Committee members, however, should be regularly advised that they are free to refer all requests for interpretations to staff for handling as part of our Technical Advisory Service.

3. A new Notice shall be used in place of the "Notice on Interpretations" which has been in use. The new Notice is as follows:

Important Notice: This correspondence is not a Formal Interpretation issued pursuant to NFPA Regulations. Any opinion expressed is the personal opinion of the author, and does not necessarily represent the official position of the NFPA or its Technical Committees. In addition, this correspondence is neither intended, nor should be relied upon, to provide professional consultation or services.

On stationery in which the notice appears (see 4 below), it shall be presented as a footer in no smaller than 8 point type, and the phrase, "Important Notice" is to appear in Bold. Paper stocks will be replaced through attrition.

4. The new Notice shall be used as follows:

a. Technical Committee Stationery. The Notice shall appear on all Technical Committee stationery, without exception.

b. NFPA stationery. The Notice shall appear on all NFPA stationery used for Technical Advisory Service correspondence or for any other staff correspondence providing informal interpretation or opinion about NFPA codes and standards.

c. E-Mail. The Notice shall appear on all E-Mail correspondence in the same manner and for the same types of correspondence described above. A hard-copy printout of all E-Mail re-

quests and responses is to be kept in the appropriate advisory service logs. E-Mail submittals should clearly identify the submitter and the submitter's organization or location.

5. The body of all Advisory Service responses should clearly identify, as applicable, the original requesting individual and organization, the document and edition being interpreted or discussed, and other information as required. It is not necessary to repeat in the body of the response the information included in the Notice, although, it is appropriate, if desired, to refer to the Notice in the body of the letter for emphasis. In any case, the content of the letter should always clearly support the spirit of the Notice.

6. It is important that staff regularly remind Committee members and officers of their obligation to provide a disclaimer required by the Regulations in Section 6-1.1 NOTE. This is because the Regulations Governing Committee Projects permit Committee Members and Officers to give personal opinions about the meaning of NFPA standards, and those opinions may sometimes be rendered orally or on private stationery which does not contain the printed Notice. This disclaimer requires that the person rendering the opinion orally or in writing "clearly state that the opinion is personal and does not necessarily represent the position of the Technical Committee or the National Fire Protection Association and may not be considered to be or relied upon as such." The failure to provide such a disclaimer could have serious legal implications for the NFPA. To aid Staff, Standards Administration will be preparing information summarizing the policy on informal interpretations which will be provided both to Staff and to individual Committee Members and Officers upon appointment and at each reappointment to their Technical Committees.

Prepared by: Secretary Standards Council

Date: November 1996

Annex B-12

DISCUSSION OF PARLIAMENTARY PROCEDURES

The following principles serve as the foundation on which the framework of the democratic process is built. They are the fundamentals by which people work successfully in groups. *Robert's Rules of Order* provide a complete explanation of Parliamentary Procedure.

1. Rules of Order facilitate (not hinder or obstruct) the expression of the majority's will. Overly technical use of the rules to defeat the majority's will is a misuse. Rules should be used only to the extent necessary to expedite business, avoid confusion, and protect the rights of members.
2. Every member of a group, at joining, tacitly agrees to be governed by the majority will of that group.
3. All members have equal rights, privileges, and obligations. The rights include: the right to propose, to speak without interruption, to ask questions, to vote, and to insist on impartial application of the rules.
4. The rights of those who hold minority views must be protected by allowing them ample time to be heard and to speak in opposition.
5. The use of the Rules of Order should engender full and free discussion of every proposition presented. Each member has the basic right to express his or her opinion fully and freely without interruption or interference. Therefore, motions seeking to limit debate or to vote immediately (previous question) require a two-thirds vote.
6. The actions of Committees should be based on the motions of its members. Motions have a definite order of precedence based on urgency in relation to the efficient transaction of business. Each motion holds a fixed rank for its introduction and consideration. The Rules of Order ensure that questions will ultimately be resolved unless interrupted by a matter of greater weight.
7. Every member has the right to know at all times what question is before the assembly and what its effect will be. The chair should ensure that at the time a vote is taken all members understand what they are voting on. The chair should explain procedural motions and their effects before calling for a vote on them.

For instance, if a motion to "the previous question" is adopted, debate will be cut off immediately. The members should be informed. Every member has the right to make a parliamentary inquiry.

Aim - Every action that is taken by a deliberative body should be taken intelligently.

8. Only one motion can be considered at a time.
9. The presiding officer at a meeting should be impartial and refrain from entering the debate.

10. Each presiding officer should know the following about each motion.

- Its rank, i.e., when it can be made (is it “out of order”) when another motion is pending.
- Second required?
- What vote is required for passage?
- Is it amendable?
- Is it debatable?
- May it be reconsidered?

The basic chart of motions serves as a guide to answering these questions. The significance of “rank” or “precedence” is that, when any motion is pending, those motions above it (on the chart) are in order and those below it are out of order. The maker of some motions can interrupt the speaker. The maker of certain other motions must wait to be recognized by the chair. Once a motion of higher rank than the one “under discussion” has been moved and seconded, (if a second is required), that higher ranking motion must be disposed of before again returning to the motion of lower rank.

Five classifications of motions -

There are five classifications of motions and they must be taken up in a definite order of preference. They are stated here in ascending order:

1. Main motions.
2. Subsidiary motions.
3. Incidental motions.
4. Restoratory motions.
5. Privileged motions.

Main motions - state a question or item of business and bring it before the group.

Subsidiary motions -- amend or in some way alter main motions. They must, therefore, be considered and voted upon ahead of the main motions to which they apply.

Incidental motions - procedural questions should be acted on before either subsidiary or main motions since they relate to pending questions. They have no order of precedence among themselves.

Restoratory motions - these are also procedural but do not relate to pending motions. They have precedence over the incidental, subsidiary, and main motions and have an order of precedence among themselves. They are, in ascending rank,

1. To ratify
2. To rescind
3. To take from the table
4. To reconsider.

Most procedural questions are not subject to debate since they are governed by parliamentary procedure rather than the wishes of the members.

Privileged Motions - Highest priority (see chart as to rank among themselves). A “question of privilege” might be “I can’t hear the speaker.” They do not relate to pending motions.

Conducting the Meeting - Motions or discussions that are unrelated to the business at hand should be ruled out of order by the presiding officer. The same is true for motions made solely to obstruct the transaction of business. The presiding officer may listen to debate on procedural motions if he or she wishes but he or she is not bound to do so.

A motion presented by a Technical Committee to the membership does not require a “second” but all other rules pertaining to main motions apply.

BASIC CHART OF MOTIONS

<i>PRIVILEGED MOTIONS</i> (high privilege motions)	SECOND	DEBATE	AMEND	VOTE	RECONSIDER R UPT	INTER
To fix the time to adjourn	S		A	M	R	
To adjourn	S			M		
To take a recess	S		A	M		
Question of privilege				Ch.		
Call for order of the day				Ch.		
Close Debate (Previous Question)	S			2/3		
RESTORATORY MOTIONS (main motions)						
Reconsider (the vote)	S	D*	A	M		I.P.
Rescind (repeal)	S	D		2/3	R-n	
INCIDENTAL MOTIONS (incidental to the pending question)						
Demands or request (decided by the chair)						I.S.
Point of Order				Ch.		I.P.
Parliamentary Inquiry				Ch.		I.P.
Withdraw a motion (by motion S. M. R-n)				Ch.		I.P.
Withdraw a second				Ch.		I.S.
Question quorum				Ch.		I.P.
Objections (appeal decision of the Chair)	S	D*		M	R	
SUBSIDIARY MOTIONS (assisting motions)						
Limit or extend debate	S		A	2/3	R	
Commit (refer to a Committee)	S	D	A	M	R	
Amend	S	D	Aa*	M	R	
MAIN MOTIONS						
Accepting motions or adopting reports of Committees	S+	D	A	M	R	

LEGEND:

- “S” indicates a second is required.
- “I.S.” indicates may interrupt a speaker.
- “D” indicates debatable.
- “I.P.” indicates may interrupt a proceeding and usually a speaker with consent.
- “A” indicates amendable.
- “Aa*” indicates there are one or more exceptions but these can be considered minor as basically the rule indicated applies.
- “Aa**” under Amend indicates only two amendments can be pending at one time.
- “Ch” chair decides or rules
- “M” (Majority) or “2/3” indicates vote required.
- + not required if motion to adopt made by person giving report.

Annex B-13

SPECIAL ATTENDANCE MEETINGS

The preferred manner to hold meetings is with all participants at the same physical location. However, teleconferences, videoconferences, or other methods of holding meetings that allow participants to be at separate physical locations have a tendency to be more cost-efficient, and thus are not discouraged.

Such meetings are subject to the same constraints as when all the participants are at the same location. Yet certain additional considerations are required. The following general aspects of the meeting need to be considered.

1. **Meeting Notices.** The same requirements apply as do for a regular meeting (see RGCP 3-3.2.1).
2. **Agendas.** The same requirements apply as do for a regular meeting (see RGCP 3-3.2.2).
3. **Openness (public observation).** The same requirements apply as do for a regular meeting (see RGCP 3-3.3.2). In addition, all teleconferences should be arranged on a party paid-basis for all. Videoconferencing on a site or non-site arrangement is allowed on a case-by-case basis, as approved by the Council Secretary.
4. **Voting in Meeting.** The same requirements apply as do for a regular meeting (see RGCP 3-3.4). In particular, all votes on any issue need to be confirmed by a roll-call.
5. **Guest Participation.** The same requirements apply as do for a regular meeting (see RGCP 3-3.3.3). Furthermore, any cost burden for attendance and participation by a guest are the responsibility of the respective guest.
6. **Member Participation and Non-Participation.** The same requirements apply as do for a regular meeting (see RGCP 3-3.3.3). In particular, the enforcement of 3-3.3.3 (b/c/d) and 3-3.4 needs to be monitored.
7. **Chair Control of Meeting.** The same requirements apply as do for a regular meeting (see RGCP 3-3). Special attention is required of the staff liaison and chair to assure that the Regulations Governing Committee Projects are adequately followed. In particular, all votes on any issue need to be confirmed by a roll-call.
8. **Transcriptions/Taping.** The same requirements apply as do for a regular meeting (see RGCP 3-3.3.4). This policy should be read at the beginning of the meeting and read by the chair into the record.
9. **Minutes (Record Keeping).** The same requirements apply as do for a regular meeting (see RGCP 3-3.3.4).

Annex B-14

GLOSSARY OF TERMS

This Annex is provided to assist committees in coordinating the use of definitions in the NFPA Glossary of Terms. It outlines the appropriate methods for writing, adopting and the use of definitions.

1-1 Definition Classifications

1-1.1 Unique - used by one document only. A committee with a document containing a unique definition, by default is given jurisdiction over that definition.

1-1.2 Preferred - used where more than one definition exists for a given term. A committee with a document containing a preferred definition, by default is given jurisdiction over that term. Preferred status is given to the definition that best describes the term. In the case of multiple uses for a term, Preferred1 status is given to the most common use of that term. Preferred2 status is given to the next use of the term. For example, the term "vessel" can be used to describe a ship, it can also be used to describe a container. Therefore the term vessel and similar terms will appear in the glossary as follows:

Vessel.	Preferred1
Responsible Doc: 70	NFPA 70, 1999 ed.
A container such as a barrel, drum, or tank for holding fluids or other material.	

Vessel.	Preferred2
Responsible Doc: 306	NFPA 306, 1997 ed.
Includes every description of watercraft used, or capable of being used, as a means of transportation on water.	

1-1.3 Secondary - used where more than one definition exists for a given term. Secondary status is given to the definition that does not best describe the term or does not conform to the Manual of Style. Secondary definitions should be revised in accordance with section 2-1 of this procedure.

1-1.4 Boilerplate – a model definition for the most commonly used terms in the glossary. Boilerplate definitions initially had the highest number of secondary definitions assigned to them in the first edition of the Glossary of Terms. Boilerplate definitions are a compilation of all the secondary definitions for the terms involved. It is felt that one definition for these terms should suffice. Boilerplates are included in the Glossary of Terms as a proposed definition for all documents wishing to use these terms.

2-1 Revising Definitions

2-1.1 Prior to revising Unique and Preferred definitions, the Glossary of Terms should be consulted to avoid the creation of additional Secondary definitions.

2-1.2 All Secondary definitions should be reviewed and eliminated where possible by the following method (in order of preference):

- a) adopt the preferred definition if suitable.
- b) modify the secondary term and definition to make it unique.
- c) request that the Standards Council reassign responsibility for the term .
- d) request that the Standards Council authorize a secondary definition.

2-2 Adopting Preferred definitions

2-2.1 The adoption of preferred definitions should be treated as extracted text in accordance with the Manual of Style.

2-2.2 When adopting definitions with Annex material, only the definition should be adopted unless the adopting committee wishes specifically to include the Annex material. Many definitions presently contain references to the main text of the document. It is anticipated that these references will be moved to the Annex of the document. This information should not constitute an additional definition in the Glossary of Terms.

2-2.3 All requests of the Standards Council should be made through the Council Secretary.

2-3 Style

2-3.1 Definitions should be shown in a format similar to the NFC Index, for example, the term "Storage Tanks" should be listed as "Tanks, Storage" etc.

2-3.2 For additional style and format requirements, see the Committee Officers Guide -NFPA Manual of Style, Section C-2.3 "Definitions".

2-4 Reporting

2-4.1 All revisions, other than editorial, should be processed as a proposal/comment.

2-4.2 All revisions to definitions will be reported in a definitions annex which will appear in each ROP/ROC. Only those proposals/comments effecting change will appear in the annex. Proposals/comments appearing in the annex are in addition to the document report.

Annex B-15

SUBMITTING COMMITTEE PROPOSALS AND COMMENTS IN THE NAME OF THE COMMITTEE ON THE REPORT OF ANOTHER COMMITTEE

Although any individual may submit a proposal or comment, there are two ways that a Committee can submit proposals or comments on another Committee's Report:

1. Proposals/Comments that are balloted through the Committee. (These are published in the name of the Committee and anyone on the Committee can move adoption on the floor of an NFPA Association meeting.)
2. Proposals/Comments that are discussed and agreed to by the Committee in meeting but are not subsequently balloted. (These are published in the name of the Chair followed by the title "Chair" and the Committee name. A statement must be included in the substantiation referencing the fact that it was discussed and agreed to in a Committee meeting, and may if appropriate refer to minutes of the meeting for further details. Only the Chair or his/her duly authorized representative can move adoption on the floor of the NFPA Association meeting.)

NOTE: If a Committee chair or member wishes to submit a proposals/comment on another Committee's Report, she/he must do so as an individual with no Committee affiliation.

Annex B-16

Guideline on Referencing NFPA and Partner Organization Documents.

In response to several requests to address whether there should be guidelines for NFPA committees to use when referencing documents of other organizations when NFPA has a document that addresses the subject, the Council has given consideration to the issue and has concluded as follows.

NFPA codes and standards are developed by Technical Committee Projects with assigned scopes of activities. Where a Technical Committee (TC) wishes to deal with a subject that falls within the primary jurisdiction of another TC, NFPA rules require that the TC coordinate its activities with the TC having primary jurisdiction to identify and resolve conflicts and minimize duplication (See Regulations Governing Committee Projects [Regulations] at 3-3.5.5, Intercommittee Coordination.) The assignment of activity scopes and the requirement of intercommittee coordination are intended to ensure that the NFPA codes and standards system produces a unified and consistent set of consensus codes and standards. This goal is also promoted by the “extraction policy” dealing with text extracted from other NFPA Documents, set forth in the Committee Officers Guide.

The same goal of unity and consistency should govern when a Committee wishes to reference another publication. Specifically, if a Technical Committee wishes, in one of its Documents, to address a subject by means of a reference, in whole or in part, to another publication, and the subject is addressed by another NFPA Document developed by a TC with primary jurisdiction over the subject, the reference should be exclusively to that NFPA Document.

In exceptional circumstances, a TC may reference a publication of another organization in addition to the applicable NFPA Document, but only if the TC provides an adequate rationale for why such a reference is necessary. (See also Regulations at 3-3.6.2 and 3-3.7 for further information on reference publications.)

Further, the NFPA has initiated a project to develop, together with partner organizations, a full, coordinated set of consensus codes and standards for the built environment. The Council anticipates that, as this project proceeds, the Council will be designating the codes of NFPA’s partner organizations as publications that should be treated, for purposes of reference within NFPA Documents, in the same manner set forth in this policy as NFPA Documents.

Annex C

Regulations Governing Committee Projects

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 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 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 re-study 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 action during 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 text 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) **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).

4-6.9 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 Docu-

ment, 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.