

## REGULATIONS AND PROCEDURES

# Regulations Governing the Development of NFPA Standards

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## Section 1 General Provisions.

**1.1 Scope of Regulations.** These regulations cover the process of developing and revising NFPA standards and the role of the Board of Directors, Standards Council, correlating committees, and technical committees in this process. Procedures for establishing and operating the 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 Standards Council guidelines that supplement but that do not conflict with these regulations. These guidelines shall take the form of Standards Council guidelines adopted and administered according to this section.

**1.2.2 Approval.** Standards Council guidelines shall include those key directives of the Standards Council that deal with the governance of technical committees and correlating committees and those groups subordinate to and established by the Standards Council. Such Standards Council 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 Standards Council guidelines shall be submitted to the Board of Directors for approval.

**1.3 Amendment.** Amendments to the *Regulations Governing the Development of NFPA Standards* shall be submitted by the Standards Council to the Board of Directors for approval.

**1.4 Defined Terms.** The following terms, used in these regulations, shall have the meanings set forth below and may be further described elsewhere in these regulations:

**Amending Motion** — A motion that may be presented for NFPA membership action at an NFPA technical meeting in accordance with Section 4.5.

**Amendment** — A recommended change to a proposed NFPA standard adopted by the NFPA membership through the passage of an amending motion in accordance with Section 4.5.3.2.

**ANSI** — American National Standards Institute. ANSI is the organization that accredits NFPA under ANSI's minimum acceptable due process requirements for the development of voluntary consensus standards intended for approval as American National Standards.

**Appeal** — Any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any technical committee, any correlating committee, the NFPA membership, or the Standards Council at any time in the NFPA standard development process (see Section 1.6).

**Ballot** — The formal written (including electronic) vote of a committee conducted and calculated in accordance with Section 3.3.4.3.

**Ballot, Informational** — An advisory ballot, directed by the Standards Council secretary, in consultation with the chair, to gauge the position of a committee on any subject that would assist the council in executing its authority within these regulations.

**Ballot, Supplementary** — See Section 4.4.10.2.

**Board of Directors** — The Board of Directors of the NFPA.

**Comment** — A suggested revision to the first draft submitted in accordance with Section 4.4. There are two types of comments: Public Comments and Committee Comments.

**Comment, Committee** — There are two types of committee comments, as follows:

(a) A revision that has failed ballot during the comment stage and has been redesignated as a committee comment in accordance with 4.4.10.1(a); and

(b) A second revision, or portion thereof, that has been modified or deleted by a second correlating revision in accordance with Section 4.4.11.2.

**Comment, Public** — A comment, other than a committee comment, submitted during the Comment Stage.

**Comment Stage** — The stage of the revision cycle, as set forth in Section 4.4, during which the second draft is developed.

**Committee** — When used in a general sense (and not as part of the defined terms committee action, committee comment, Committee Input, and committee statement), committee refers to both technical committees and correlating committees and the singular of committee also includes the plural.

**Committee Action or Action** — An action to accept or reject a comment, either as taken by a technical committee in accordance with Sections 4.4.8 and 4.4.8.1 or as changed by a correlating committee in accordance with Section 4.4.11.3.

**Committee Comment** — See Comment, Committee.

**Committee Input** — See Input, Committee.

**Committee Meeting** — A duly called meeting held in person or by teleconference, videoconference, or Internet/web conferencing in accordance with Sections 3.3.2 and 3.3.2.3.

**Committee Member** — A person, regardless of voting status, who serves on an NFPA technical committee or correlating committee.

**Committee Scope** — See Scope, Committee.

**Committee Statement** — The technical committee's written response to a Public Input or Public Comment or the technical committee's technical substantiation for a proposed revision.

**Consent Standard** — A proposed NFPA standard that is in accordance with Sections 4.4.8.4 and 4.5.2.5, forwarded directly to the Standards Council for issuance without consideration at an NFPA technical meeting.

**Convention Rules** — The NFPA technical meeting convention rules.

**Correlating Committee** — A committee, as established and operated in accordance with Section 3 of these regulations, that is assigned to manage and coordinate the activities of two or more technical committees.

**Correlating Input** — See Input, Correlating.

**Correlating Notes** — Written guidance by a correlating committee that provides clarification and other appropriate information that directs the responsible technical committee(s) to reconsider Public Input, Committee Input, or Correlating Input, to conduct further review, or to take further action during the preparation of the second draft. Correlating notes shall be developed in accordance with Section 4.3.11.1.

**Correlating Revision** — A revision developed by a correlating committee.

**Correlating Statement** — The correlating committee's technical substantiation for a correlating revision or a Correlating Input.

**Designated Representative** — A person designated by a submitter of a Public Comment in accordance with Section 4.5.3.5(c) to make any amending motion or related Notice of Intent to Make a Motion.

**Document Scope** — See Scope, Document.

**Draft** — The draft of a proposed new or revised NFPA standard. There are three types of drafts: preliminary draft, first draft, and second draft.

**Draft, First** — The draft of a proposed new or revised NFPA standard created by the responsible committee(s) during the Input Stage, showing in legislative text all first revisions and first correlating revisions that have passed ballot.

**Draft, Preliminary** — The draft of a proposed new NFPA standard developed by the responsible committee in order to receive Public Input in accordance with Section 4.3.

**Draft, Second** — The draft of a proposed new or revised NFPA standard created by the responsible committee(s) during the Comment Stage, showing in legislative text all second revisions that have passed ballot.

**First Draft** — See Draft, First.

**First Draft Report** — Part one of the technical committee report, which documents the Input Stage. The first draft report consists of the first draft, Public Input, Committee Input, committee and correlating committee statements, Correlating Input, correlating notes, and ballot statements (see 4.2.5.2 and Section 4.3). The report also contains a list of technical committee and correlating committee members.

**First Revision** — A revision developed by a technical committee contained in the first draft.

**Follow-Up Motion** — A motion that is permitted following a successful amending motion in accordance with the convention rules at 3.4.4.

**Formal Interpretation (FI)** — See Section 6.

**Global Revision** — A revision that revises a term or phrase either throughout an NFPA standard or throughout designated portions of an NFPA standard so as to achieve editorial consistency or correlation.

**Identifiable Part** — See Section 4.5.3.5(a).

**Informational Ballot** — See Ballot, Informational.

**Input** — A suggested revision to a proposed new or existing NFPA standard submitted during the Input Stage in accordance with Section 4.3. There are three types of input: Public Input, Committee Input, and Correlating Input.

**Input, Committee** — Input that has been developed by a technical committee. There are two types of Committee Input, as follows:

(a) A proposed technical committee-generated revision that the technical committee does not want to put in the first draft but wants published for public review in the first draft report (see Section 4.3.8); and

(b) A first revision that fails to receive support of the technical committee through a ballot [Section 4.3.10.1(b)] or that has been rejected by the correlating committee (see Section 4.3.11.3).

**Input, Correlating** — Input submitted by the correlating committee.

**Input, Public** — Input submitted during the Input Stage.

**Input Stage** — The stage of the revision cycle, as set forth in Section 4.3, during which the first draft is developed.

**Meeting Vote** — A vote taken at a committee meeting conducted by a voice vote or show of hands calculated in accordance with Section 3.3.4.2 unless it is determined in accordance with 4.3.7.1 that no meeting is necessary, in which case the meeting vote can be handled through a ballot.

**NFPA** — National Fire Protection Association.

**NFPA Member** — A member of the NFPA permitted by the NFPA bylaws to vote at NFPA technical meetings; collectively, NFPA membership. See Article 3 and Section 4.5 of the NFPA bylaws.

**NFPA Standard or Standard** — Any NFPA standard processed through these regulations. There are four types of NFPA standards: codes, standards, recommended practices, and guides (see Section 3.3.6.1). The term NFPA standard includes, as the context requires, proposed NFPA standards that are in the process of development or revision.

**NFPA Standards Development Site** — A publicly available and accessible website that includes, at a minimum, a system for the submission of Public

Input and Public Comments and a location for the online publication and review of technical committee reports and other notices and information related to NFPA standards development activities.

**NFPA Technical Meeting** — Technical meeting as defined in Section 4.2 of the NFPA bylaws. Also referred to as “Tech Session.”

**Notice of Intent to Make a Motion (NITMAM)** — A notice that is required to be submitted in order to make an amending motion at an NFPA technical meeting (see Section 4.5).

**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 Section 1.7).

**Preliminary Draft** — See Draft, Preliminary.

**Public Input** — See Input, Public.

**Public Comment** — See Comment, Public.

**Published or Publication** — Online and/or print publication in accordance with 4.2.6.

**Reconfirmation** — Continuation of an existing NFPA standard without change except for updated references and editorial adjustments.

**Resolved** — Resolved in accordance with Annex A of the ANSI Essential Requirements.

**Return** — A type of amending motion or follow-up motion that results in a recommendation to not issue an NFPA standard and to return the NFPA standard to committee for further study (see 4.6.4 and Table 1, Column 1, amending motions 13 and 14).

**Revisions** — A proposed change or set of changes to the text of an NFPA standard developed by the responsible committees in accordance with Section 4. Revisions are designated in various ways depending on type of revision and on the phase of the revision cycle in which they are developed. See First Revision, Second Revision, Global Revision, and Correlating Revision. The term revision may be used alone where the context is clear or may be accompanied by multiple designations where specificity is required (e.g., first correlating revision, second global revision).

**Revision Cycle** — See Section 4.2.1.

**Scope, Committee** — The subjects for which a committee is responsible, as established by the NFPA Standards Council in accordance with 3.1.1 and 3.1.4.

**Scope, Document** — The subjects covered within the NFPA standard that are defined by the committee and that are within the committee scope established by the Standards Council.

**Second Draft** — See Draft, Second.

**Second Draft Report** — Part two of the technical committee report, which documents the Comment Stage. It consists of the second draft, Public Comments with corresponding committee actions and committee statements, correlating notes and their respective committee statements, Committee Comments, correlating revisions, and ballot statements (see Sections 4.2.5.2 and 4.4). The report also contains a list of technical committee and correlating committee members.

**Second Revision** — A revision developed by a technical committee contained in the second draft.

**Standard** — See NFPA Standard.

**Standards Council** — The body established by the Board of Directors in accordance with Article 8 of the NFPA bylaws to administer the NFPA standards development process in accordance with Section 2 of these regulations.

**Standards Council Secretary** — See Section 2.9.

**Supplementary Ballot** — See Ballot, Supplementary.

**Task Group** — An ad hoc group appointed to address a specific topic or problem (see Section 3.1.3.4).

**Technical Committee** — A committee, as established and operated in accordance with Section 3 of these regulations, that is responsible for development and revision of NFPA standards within its assigned scope of activities. A technical committee reporting to a correlating committee can be termed panel.

**Technical Committee Report** — The report of the responsible committee(s), in accordance with these regulations, in preparation of a new or revised NFPA standard. The technical committee report is in two parts: the first draft report and the second draft report.

**Tentative Interim Amendment (TIA)** — See Section 5.

**Withdrawal** — A determination to no longer conduct standards development activities to develop, revise, or promulgate an NFPA standard.

**1.5 Authority.** Under Article 5 of the Articles of Organization and Section 5.1 of the bylaws, the NFPA Board of Directors has general charge of the affairs of the NFPA. 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 Standards Council.

**1.6.1 General.** Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any NFPA standard of the NFPA or on matters within the purview of the authority of the Standards 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 Standards Council secretary in accordance with 1.6.3.

### 1.6.2 Time for Filing an Appeal.

**Issuance of NFPA Standards.** An appeal related to the issuance of an NFPA standard includes any appeal that could result in the issuance or return of an NFPA standard or that could affect the text of an NFPA standard. Except as provided in (b) and (c) below, an appeal related to the issuance of an NFPA standard shall be filed no later than 20 days after the close of the NFPA technical meeting at which NFPA membership action on the issuance of the NFPA standard was recommended in accordance with 4.5.3.7. Where a proposed NFPA standard is considered a consent standard pursuant to 4.4.8.4 or 4.5.2.5, an appeal related to the issuance of such a consent standard shall be filed within 15 days of the published notice of a consent standard. Unless clear and substantial reasons exist to consider an appeal pursuant to 4.5.2.5, the Standards Council may summarily dismiss the appeal on account of the procedural failure to file a notice and make an appropriate motion at the NFPA technical meeting.

**NFPA Technical Meeting Amendments That Subsequently Fail Ballot of Responsible Committees.** An appeal relating to an Association Technical Meeting amendment shall be filed no later than 5 days after the notice of the amendment ballot results are published in accordance with 4.2.6.

**NOTE 1:** The results for an amendment ballot will be published in accordance with 4.2.6, typically within 10 to 30 days after the last day of the Association Technical Meeting.

**NOTE 2:** If an appeal is submitted opposing an amendment, and the amendment subsequently fails committee ballot the appeal may be re-characterized by the secretary of the Standards Council as an informational submission. See 1.6.4.

(c) **Tentative Interim Amendments.** An appeal relating to a proposed tentative interim amendment that has been submitted for processing

pursuant to Section 5.2 shall be filed no later than 5 days after the notice of the TIA ballot results are published in accordance with 4.2.6.

(d) **Other Appeals.** As to other actions not addressed in 1.6.2(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) All appeals shall be in writing. The appeal shall 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
- (5) Whether a hearing on the appeal is being requested

(b) Any part of the record related to the 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 NFPA technical meeting transcripts as attachments to their appeals.

(c) The Standards 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 Standards Council. All written submissions are required to be filed 8 days prior to the start of the council meeting unless the Standards Council secretary, in consultation with the chair of the Standards Council, grants a waiver. 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 Standards Council action

### 1.6.5 Appeals and Hearings.

The Standards Council shall consider appeals based upon written submissions unless the chair, after consultation with the Standards Council secretary grants a hearing. Requests for a hearing shall be made and submitted in accordance with 1.6.3(a)(5) and must be made at the time of the appeal filing. A decision by the chair not to hold a hearing may be overruled by a majority vote of the Standards Council.

**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 standards development process and the issuance of NFPA standards. 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 NFPA. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Standards 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 an NFPA standard 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 an NFPA standard includes any action of the Standards Council that issues or returns an NFPA standard or that affects the text of an NFPA standard. 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 an NFPA standard or a tentative interim amendment unless the President of the NFPA or the Board of Directors acts, pursuant to 4.7.4 or Section 5.8, to delay the effective date. Any petition pending at the time an NFPA standard or tentative interim amendment becomes effective will be treated as a petition to withdraw the NFPA standard 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 correlating committees, technical committees, and task groups, in accordance with 3.3.3.3(e) and 3.3.3.3(f).

**1.9 Joint Projects.** technical committees 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 NFPA.

The Standards Council secretary shall determine whether any such conflict exists.

## 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 the NFPA standards development process, including the establishment, appointment, and administration of technical committees and correlating committees.

**2.2 Authority.** The Standards Council shall be the issuer of NFPA standards for the NFPA. The Standards Council shall be responsible for applying these regulations to the establishment, appointment, and administration of committees of the NFPA and the adjudication of appeals (see Section 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, prior to publication, any NFPA model laws and ordinances not under the jurisdiction of any existing committee for consistency with the policies of the NFPA.

**2.4 Member Requirements.** The Standards Council membership shall consist of 12 regular members and a chair. Members shall be familiar with the technical and standards development functions of the NFPA and shall be selected from a broad range of appropriate interests. Members of the Standards Council shall be members of the NFPA 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 3-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 Standards 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 9 years as a regular member to the Standards Council.

**2.6 Chair.** The term of office for the chair shall be 3 years except that when a chair leaves office before the completion of a 3-year term, the term shall end, and the successor chair shall begin a new 3-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 NFPA standards shall be by two-thirds affirmative vote of all Standards Council members. In calculating the required two-thirds affirmative vote within the Standards Council, those who abstain or do not vote shall not be included in the calculation of the vote. When, in the determination of the chair, action between Standards Council meetings is required on any matter, such action may be taken by a vote conducted by 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 Standards Council Secretary.** There shall be appointed by the operating principles, from the staff of the NFPA 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 Standards Council Deliberations.** Unless the Standards Council determines otherwise, Standards Council deliberations concerning appeals shall be in executive session. In addition, the Standards Council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

## 2.11 Standards Council Meetings.

**2.11.1 Calling Meetings.** The Standards Council may establish a regular meeting schedule, and the chair may call meetings at such other times as may be necessary and convenient for the transaction of business.

**2.11.2 Meeting Notices.** The Standards Council secretary shall issue a notice of all Standards Council meetings.

**2.11.3 Meetings.** The preferred manner to hold Standards Council 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 at a Standards Council hearing is the responsibility of the guest.

## Section 3 Establishment and Operation of Technical Committees and Correlating Committees.

### 3.1 Establishing and Dissolving Technical Committees and Correlating Committees.

**3.1.1 Scope of Standards Development Activities.** The scope of standards development activities assigned to a technical committee shall be approved by the Standards Council. The technical committee or correlating committee may request the Standards Council to approve a change in its scope at any time. Such scope statement shall be subject to continuing Standards Council review to eliminate any conflicts or overlapping of responsibility between committees.

**3.1.2 Membership.** The Standards Council shall be responsible for determining the size and membership of each technical committee and correlating committee in accordance with Section 3.2.

**3.1.3 Structure.** Each technical committee and correlating committee shall have a chair, may request a secretary, and may assign task groups to handle specific assignments. Technical committee and correlating committee 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 Standards Council. The Standards Council may seek the recommendation of the correlating committee chair and/or the technical committee chair concerning the appointment of members.

All such appointments are subject to annual review and reappointment by the Standards Council. Those members who 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 Standards Council secretary. The change in status of the applicant, including any change in classification, shall be considered by the Standards 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 NFPA staff person shall not be assigned as secretary except as authorized by the Standards Council secretary.

**3.1.3.4 Task Groups.** A technical committee or correlating committee 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 technical committee or correlating committee. Such a group need not be balanced by interest. The task group shall be discharged at the conclusion of the task, and there shall not be standing task groups. The task group shall forward recommendations along with a report of underlying issues to the technical committee or correlating committee for action. Task group reports shall not be submitted in the name of the task group as input, comments, TIAs, or FIs.

**3.1.4 Continuing Jurisdiction.** Each NFPA standard issued by the NFPA shall be under the continuing jurisdiction of an appropriate correlating committee and/or technical committee. This responsibility can be transferred from one committee to another by action of the Standards Council. It shall be the responsibility of each technical committee and correlating committee to review periodically the NFPA standards for which it is responsible to ensure that they are kept current (see 4.2.3).

When approved by the Standards Council, portions of an NFPA standard may be assigned to specific technical committees, and the work of the technical committees will be correlated by a correlating committee.

**3.1.5 Life of Technical Committees and Correlating Committees.** Each technical committee and correlating committee shall continue until discharged by the Standards Council or consolidated with another technical committee or correlating committee.

**3.1.6 Appointment of Staff Liaison.** The Standards Council secretary shall appoint the staff liaison. Following approval of the establishment of a committee by the Standards Council, the staff liaison shall:

(a) Prepare a recommended committee scope. The scope shall clearly describe areas of technical activity for which one or more NFPA standards are contemplated.

(b) Prepare a suggested list of interests appropriate to be represented.

(c) Amass resource material for technical committee and/or correlating committee consideration at its first meeting.

Items (a) and (b) shall be approved by the Standards Council prior to the first meeting of the technical committee and/or correlating committee. See also 3.1.1.

**3.1.7 Role of Staff Liaison.** In addition to performing the functions stated in for new committees, a staff liaison shall:

(a) Serve in an advisory capacity and assist the technical committee and/or correlating committee to achieve compliance with these regulations.

(b) On instruction and guidance from the applicable technical committee and/or correlating committee, process and edit text for new NFPA standards and amendments to existing NFPA standards.

(c) Coordinate the text of NFPA standards for which the assigned technical committees and/or correlating committees are responsible with the text of other NFPA standards to avoid, insofar as practicable, conflicts and duplication.

(d) Be responsible for the editorial treatment of NFPA standards to ensure compliance with the *Manual of Style for NFPA Technical Committee Documents*.

(e) Attend meetings of the assigned technical committees and/or correlating committees 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 Public Input or Public Comments received in a format suitable for technical committee consideration.

(h) Prepare the first draft and second draft for publication.

(i) Perform such other functions as may be stated in these regulations or assigned by the Standards Council secretary.

### 3.2 Membership of Technical Committees and Correlating Committees.

**3.2.1 Endorsement Not Constituted.** Membership on a technical committee and/or correlating committee shall not in and of itself constitute an endorsement of the NFPA or of any NFPA standard developed by the technical committee and/or correlating committee 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 Standards 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 technical committee and/or correlating committee 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 technical committee and/or correlating committee designated by a section or technical committee and/or correlating committee 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; however, 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 is encouraged to 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 technical committee and/or correlating committee, 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. An alternate must be of the same interest classification as the principal member.

**3.2.2.3 Restricted Voting Members.** The Standards Council may appoint a member having an interest in only a portion of the scope of the work of a technical committee or correlating committee with voting privileges restricted to that portion of the scope.

**3.2.2.4 Member Emeritus.** The Standards 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 Standards Council feels that such an appointment would serve 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 NFPA or any of its sections shall not be a prerequisite to or a condition of appointment to a technical committee or correlating committee.

**3.2.4 Application Process.** Information to be included in a candidate’s application for membership and how the Standards 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 Standards Council secretary indicating the following:

- (a) Evidence of knowledge and competence in the work of the technical committee and/or correlating committee
- (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 technical committee and/or correlating committee
- (d) What organization, company, or other entity 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 the candidate’s participation

(g) Agreement to notify the Standards Council secretary of a change in employment, organization represented, or funding source

(h) Assurance of ready access to the Internet and an individual email address. Notwithstanding the foregoing, the Standards Council secretary may permit alternate means of participation in individual cases of hardship or where technical or other circumstances warrant the use of alternate means

(i) Where practical and appropriate, concurrent submission of a candidate to serve as alternate member is encouraged

**3.2.4.2 Action of the Standards Council on Applications for Membership.** The Standards 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 technical committee and/or correlating committee 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 Standards Council for purposes of reconsideration (see Section 1.6).

**3.2.5 Determination of Interests.** The Standards Council shall determine the interests to be represented on technical committees and correlating committees. The Standards Council may seek the recommendation of the correlating committee chair and technical committee chair in discharging this responsibility.

**3.2.5.1 Balance of Interests.** Normally no more than one-third of the voting members shall represent any one interest. A technical committee or correlating committee shall not be considered out of balance, however, where, due to a member resignation, change of status, pending recruitment efforts, or other circumstance, the representation of an interest exceeds one-third the voting members. In such circumstances, the Standards Council shall make reasonable recruitment efforts to restore the technical committee or correlating committee to a normal balance of interests.

**3.2.6 Limitation of Technical Committee Chairs.** A chair of a technical committee that reports to a correlating committee cannot serve as a voting member (principal or alternate) of the correlating committee. An individual shall not serve as chair of more than a single technical committee reporting to the same correlating committee. The chair of a technical committee may serve as chair during no more than three consecutive revision cycles.

**3.2.7 Limitation of Correlating Committee Chairs.** The chair of a correlating committee may serve as chair during no more than three consecutive revision cycles.

**3.3 Powers and Duties of Technical Committees and Correlating Committees.**

**3.3.1 General Responsibilities.**

**3.3.1.1 Scope of Work.** The work of each technical committee and correlating committee shall be:

(a) In accordance with the scope as approved by the Standards Council (see 3.1.1)

(b) In accordance with any instructions subsequently issued by the Standards Council

(c) Consonant with the objectives of the NFPA (see Article 2 of the *Articles of Organization* and Article 2.1 of the bylaws)

**3.3.1.2 Activity Within Scope.** Consistent with the publishing guidelines of the NFPA, each technical committee and correlating committee shall:

(a) Prepare proposed codes, standards, recommended practices, or guides

(b) Prepare and/or process Public Input and Public Comments to amend existing NFPA standards

(c) Recommend reconfirmation or withdrawal of an NFPA standard

(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, in coordination with NFPA staff liaisons, 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 Section 4.2. Before issuing a call for such a meeting, the staff liaison shall consult with the Standards 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.** The Standards Council secretary shall be notified in advance of all meetings and shall publish a notice of all meetings.

**3.3.2.2 Distribution of Agenda to Committee Members.** The staff liaison, in coordination with the 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 Standards Council secretary in accordance with 3.3.5.3.

**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 is the responsibility of the guest.

**3.3.3 Transaction of Business.** The transaction of business at technical committee and correlating committee 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 technical committee and correlating committee meetings.

**3.3.3.2 Attendance.** Meetings shall be open, except that a correlating committee may, at the discretion of the chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in technical committee 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 technical committee or correlating committee on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the technical committee or correlating committee 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, he or she may designate a person in his or her absence to express his or her views at the committee meeting. Such persons 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 correlating committees, technical committees, 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 correlating committees, technical committees, 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 technical committee for technical committee meetings and by the correlating committee for correlating committee meetings. When a technical committee functions under the oversight of a correlating committee, minutes of technical committee meetings shall be distributed to the correlating committee. A copy of technical committee and correlating committee minutes shall be filed with the Standards Council secretary in accordance with 3.3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Standards 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 technical committee or correlating committee 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 Meeting Votes.** Actions permitted to be taken by these regulations during technical committee and correlating committee meetings shall be decided by a meeting vote. Unless specifically stated otherwise in these regulations, an action requires support of at least a simple majority of the eligible voting members at the meeting. In calculating the meeting vote, those who abstain shall be omitted from the calculations.

**3.3.4.3 Ballots.** On matters pertaining to the content of NFPA standards, formal interpretations, tentative interim amendments, or technical committee/correlating committee scopes, a meeting vote is to establish a sense of agreement. Only the results of ballots shall be used to determine the final position of the technical committee and/or correlating committee. Formal



votes of members shall be secured by ballot to determine the technical committee/correlating committee positions. Ballots to secure the formal votes of the technical committee/correlating committee on the content of NFPA standards shall be only on revisions or correlating revisions, and the ballot shall not include establishing the technical committee position on Public Input or Public Comments or other items not directly resulting in a change to the NFPA standard text.

(a) **How 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.

(b) **How Members May Vote on Ballots.** Each member shall record his or her opinion as “affirmative,” “negative,” or “abstaining” on the ballot required in 3.3.4.3 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.

(c) **Calculating Votes on 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, those who returned negative ballots without comments, 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.

(d) **Ballot Statement.** A ballot statement shall accompany every first draft report and second draft report indicating:

- (1) Number of members eligible to vote
- (2) Number voting in the affirmative
- (3) Identification of negative voters and stated reasons for each negative vote
- (4) Identification of those who have abstained and reasons for each abstention
- (5) Identification of those who have not returned ballots

The staff liaison, with the approval of the Standards Council secretary, may edit or paraphrase the reasons for votes for the purpose of the publication of the first draft report and second draft report.

### 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 technical committee and/or correlating committee 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 technical committee or correlating committee that have not been formally submitted for publication as part of its technical committee reports shall, prior to distribution either to the public or to 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 Correlating Committee Materials with Standards Council Secretary.** Technical committees and correlating committees shall file with the Standards 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 Standards Council secretary. All such filings shall be available upon reasonable request for inspection at NFPA headquarters.

**3.3.5.4 Availability of Technical Committee/Correlating Committee Materials to the Public.** Agendas and supporting materials, including Public Input and Public Comments and any other materials distributed to the members for consideration at a technical committee or correlating committee 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 technical committee or correlating committee meeting, requests in writing must be received at NFPA headquarters at least 21 days in advance of the meeting. At the discretion of the Standards Council secretary, reasonable fees and terms of payment may be set for such materials.

**3.3.5.5 Intercommittee Coordination.** A technical committee dealing with a subject that falls within the primary charge of another technical committee (see 3.1.1) shall coordinate its activities with the technical committee having primary jurisdiction to identify and resolve conflicts and minimize duplication. Questions of jurisdiction between two or more technical committees shall be subject to adjudication by the Standards Council except that a correlating committee shall settle questions of jurisdiction between technical committees operating under its responsibility.

**3.3.6 NFPA Standards Content.** Each technical committee shall, as far as practicable, prepare NFPA standards 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: 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 NFPA technical committee standards, 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 Standards 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,” or its acronym AHJ, is used in NFPA standards 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 NFPA standard, 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 NFPA, 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 Standards Council.

**Guide** — An NFPA standard 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 NFPA standard 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** — An NFPA standard 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** — An NFPA standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA manuals of style. When used in a generic sense, such as in the phrases “standards development process” or “standards development activities”, the term “standards” includes all NFPA standards, including codes, standards, recommended practices, and guides.

**3.3.6.2 Reference to Other NFPA standards or Other Publications.** When a reference is made in a technical committee report to an NFPA standard or a publication prepared by another organization, such a reference shall contain the sponsor, title, date, or edition, and preferably the specific parts of the NFPA standard or other publication to which reference is made.

technical committees shall include such references only after review of such NFPA standards or publications, satisfying themselves that the references are adequate and appropriate.

**NOTE:** Technical committees should include a bibliography of referenced materials in each of their NFPA standards.

### 3.3.7 Reference Standards and Publications.

#### 3.3.7.1 Mandatory Reference Standards in NFPA standards.

**3.3.7.1.1** Mandatory standards referenced in NFPA 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.

**3.3.7.1.2** Mandatory standards referenced in NFPA 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 technical committee shall determine that the mandatory standard is appropriate for reference. The technical committee shall verify that the standard is written in mandatory language; that it 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 the technical committee report.

**3.3.7.2 Nonmandatory Reference Standards in NFPA Standards.** Reference standards that do not comply with 3.3.7.1 shall be referenced only as nonmandatory standards and shall be included only as advisory material in an NFPA code or standard.

**3.3.7.3 Nonmandatory Referenced Publications in NFPA Standards Denominated as Guides or Recommended Practices.** Publications referenced in guides or recommended practices shall be subject to 3.3.7.4.

**3.3.7.4 Reference to Other NFPA Standards or Publications by Other Organizations.** When a reference is made in an NFPA standard to another NFPA standard or other publication 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 NFPA standard or other publication to which reference is made. technical committees shall include such references only after review of such NFPA standards or other publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference NFPA standard or other publication shall be on file at NFPA headquarters, if not readily available from other sources.

**3.3.8 Supplemental Operating Procedures.** A technical committee and/or correlating committee may adopt supplemental operating procedures, provided that such procedures are consistent with the bylaws of the NFPA and with these regulations. Such procedures and amendments thereto shall be promptly transmitted to the Standards Council secretary, who shall submit them to the Standards Council for approval. Amendments to the bylaws of the NFPA or to these regulations shall automatically supersede any such procedures that may be in conflict therewith.

**3.3.9 Publication of Technical Committee Reports.** When technical committee reports are judged to be in a form for NFPA membership consideration, they shall be submitted to the Standards Council secretary in accordance with 4.3.12(b) and 4.4.12(b).

### 3.4 Organization and Responsibilities of Correlating Committees.

**3.4.1 Organization.** If the Standards Council determines that a standards development activity is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of technical committees, the Standards Council may appoint a correlating committee. The number of members and the interests from which they are selected shall be determined by the Standards Council.

**3.4.2 Authority.** A correlating committee shall direct the activities of the technical committees that have primary responsibility for the development and revision of NFPA standards assigned to them. The correlating committee shall be responsible for resolving conflicts, achieving correlation among the recommendations of the technical committees, 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 Section 3.3.8). The correlating committee shall have the authority to choose between alternatives presented by the technical committees 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 correlating committee are:

- (a) Resolving conflicts within or between NFPA standards
- (b) Recommending the resolution of conflicts between overlapping functions in technical committee scopes
- (c) Recommending the establishment of new or the discharging of existing technical committees and proposing new scopes or changes to existing scopes of technical committees
- (d) Recommending changes in membership to obtain or improve representation on a technical committee
- (e) Correlating the scheduling of the reports from the technical committees operating under its responsibility
- (f) Notifying a technical committee of its failure to comply with these regulations or the *Manual of Style for NFPA Technical Committee Documents*
- (g) Determining whether the technical committee 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 Standards Council may from time to time assign

## Section 4 Development and Revision of NFPA Standards.

**4.1 Initiation of NFPA Standard Development Activities.** Any person, organization, or existing technical committee or correlating committee can request the Standards Council to commence standards development activities on any subject matter of proper concern to the NFPA. Submittals shall be made on a form prescribed by the Standards Council secretary and shall include a statement of the scope of the desired standards development activities; substantiation of the need to address the subject matter, including a precise description of the topic(s) to be addressed and clarification that the matter is not already addressed by existing NFPA committees; groups that could be affected and other groups who should review and provide input on the standards development activity; identification of other related documents within or outside NFPA; expertise necessary to develop the new standards development activity and information on whether the current technical committee membership is adequate; and available data or information to substantiate the standards development activity.

**4.1.1 Solicitation of Information.** Following receipt of such a request, the Standards Council secretary shall, if deemed appropriate, submit for publication by the NFPA a notice of receipt of the request and a solicitation

of opinions on the need for the standards development activity, information on resources on the subject matter, those interested in participating in the standards development activity, if approved, and other organizations actively involved with the subject.

If the proposed standards development activity appears to be within the scope of an existing engineering or correlating committee, the Standards Council may refer the request to the appropriate committee(s) for comment and recommendations.

**4.1.2 Standards Council Consideration.** After the solicitation of information, the Standards Council secretary shall submit the request to commence standards development activity, the information resulting from any committee comment and recommendations, published notice, and any other pertinent information to the Standards Council for its review and consideration. The Standards Council, after review, may seek further information, either through the publication of a public notice or through other means, or it may approve or deny the request in whole or in part, or it may take such other action as it deems appropriate. The Standards Council shall take any actions prescribed by these rules that may be necessary to implement its decisions concerning the commencement of standards development activities, such as the establishment of new committees, the development or revision of committee scopes, or the providing of appropriate directions to existing committees.

### 4.2 Overview of the NFPA Standard Development and Revision Process.

**4.2.1 Revision Cycles.** As further described in these regulations, all NFPA standards shall be developed and periodically revised through scheduled revision cycles consisting principally of the following:

- (a) Technical committee/correlating committee activities, including an Input Stage (see Section 4.3) and a Comment Stage (see Section 4.4)
- (b) NFPA technical meeting consideration (see Section 4.5)
- (c) Technical committee/correlating committee follow-up by balloting of NFPA technical meeting actions (see Section 4.6)
- (d) Standards Council consideration and issuance (see Section 4.7)

**4.2.2 Schedule of Revision Cycles.** The Standards Council secretary, with approval of the Standards Council, shall establish schedules of revision cycles for processing NFPA standards. Each revision cycle shall include final dates for all critical events in the processing of NFPA standards, including but not limited to a call for Public Input and Public Comments, the Notice of Intent to Make a Motion, the availability of technical committee reports, the NFPA technical meeting, and Standards Council issuance. Upon request of a technical committee chair or, in the case of activities managed by a correlating committee, the correlating committee chair, the Standards Council secretary may approve a Public Input closing date for an NFPA standard that is different than that published in the schedule, provided that the Public Input submission period is not less than 30 days. The Standards Council secretary shall publish the schedules of revision cycles.

**4.2.3 Frequency of Processing NFPA Standards Through Revision Cycles.** An NFPA standard shall not be processed through a revision cycle more than once every 3 years and not less than once every 5 years, except where specifically permitted by the Standards Council. Under special circumstances, and when approved by the Standards Council, the time interval may be extended to a maximum of 10 years. If a technical committee fails to process an NFPA standard within the specified time period, the Standards Council shall take appropriate action.

**4.2.4 Assignment of NFPA Standards to Revision Cycles.** The Standards Council shall be responsible for assigning all NFPA standards to appropriate revision cycles. Any request for a change in assignment shall be transmitted to the Standards Council secretary for consideration by the Standards Council.

#### 4.2.5 Publication of NFPA Standards Development Activities.

**4.2.5.1 The NFPA Standards Development Site.** The NFPA standards development site shall be used for the submission of all Public Input and Public Comments and for the publication of technical committee reports and other NFPA standards development activities and information required by these regulations to be published. Notwithstanding the foregoing, the Standards Council secretary may permit alternative means of submission and publication in individual cases of hardship or where technical or other circumstances warrant the use of alternative means.

**4.2.5.2 Agricultural Dusts (CMD-AGR) Reports.** The NFPA standards development activities for each new or revised NFPA standard shall be contained in a technical committee report, which shall be in two parts:

(a) A first draft report, consisting of a section for the publication of input and a section for the publication of the first draft.

(b) A second draft report, consisting of a section for the publication of comments and a section for the publication of the second draft.

Each technical committee report shall be published in the NFPA standards development site or as otherwise provided in 4.2.6 and shall be published prior to the NFPA technical meeting at which the report is scheduled for presentation.

**4.2.6 Publication of Notices.** All notices required by these regulations and notice of all material actions taken by the Standards Council and the Board of Directors shall be published on the NFPA standards development site, in one of the NFPA's publications sent or accessible to all members, and in other appropriate media as may be determined by the Standards Council secretary.

**NOTE:** The NFPA standards development site can be accessed through the NFPA website on the Document Information (Doc Info) pages at [nfpa.org/docinfo](http://nfpa.org/docinfo). Each standard is listed, and the user chooses the standard of interest from the list. All notices relating to a current standard shall be posted on the Doc Info pages, and alerts can be set up such that notification is automatically sent when postings are made that are related to the standard of interest.

### 4.3 Committee Activities: Input Stage.

#### 4.3.1 Introduction.

(a) **General.** The Input Stage provides the opportunity for the public and others to assist technical committees in developing a draft of a new or revised NFPA standard and for submitting new material for public and committee review and consideration. Input shall be submitted and processed in accordance with Section 4.3.

As further set forth in Section 4.3, the input that may be submitted in this stage is of three types: Public Input, Correlating Input (see 4.3.3 and 4.3.7), and Committee Input.

(b) **Important Note.** The Input Stage is a preliminary stage for assisting the committee in developing its draft and for raising new issues for public review and consideration. It is not a "Public Comment" period for purposes of the ANSI Essential Requirements. While technical committees must review all Public Input and provide limited responses in accordance with 4.3.7, technical committees do not act to formally accept or reject Public Input and are not required to address all specific issues raised in the Public Input. The Comment Stage is the period in which technical committees are required to give consideration to the written views and objections of all Public Commenters and to make efforts to resolve objections within the meaning of the ANSI Essential Requirements. In order to receive consideration of views on and objections to the first draft, an appropriate Public Comment must be submitted during the Comment Stage, and any issue raised during the Input Stage but not followed up with the submission of an appropriate Public Comment shall be considered resolved.

**4.3.2 Publication of Notice Seeking Public Input.** A notice announcing that an NFPA standard has entered a revision cycle and a call for Public Input shall be published as specified in 4.2.5 and 4.2.6.

**4.3.2.1 New NFPA Standards.** In the case of proposed new NFPA standards, Public input shall be in the form of proposed revisions to a preliminary draft prepared by the responsible technical committee. The preliminary draft shall be developed as follows:

(a) A committee shall obtain Standards Council approval prior to initiating standards development activities on a new NFPA standard.

(b) Prior to entering into a revision cycle for that new NFPA standard (see 4.2.3), the technical committee shall develop a Preliminary Draft NFPA standard that shall be approved for public review through a ballot of the committee, requiring at least a simple majority.

(c) Once approved for public review, the Preliminary Draft shall be provided to the Standards Council secretary along with the notification of the intended closing date for receipt of Public Input (see 4.2.4). Notice that the proposed draft NFPA standard is available from the Standards Council secretary shall be published.

**4.3.2.2 Existing NFPA standards.** In the case of existing NFPA standards, Public Input shall be in the form of proposed revisions to the most current edition of that NFPA standard.

**4.3.3 Input from the Public or the Correlating Committee.** There are two types of input that can be submitted to assist the technical committee in developing the first draft: Correlating Input and Public Input. (There is also a type of input called Committee Input that a technical committee develops at its meeting to develop the first draft. See 4.3.8 for a discussion of this type of input).

**4.3.3.1 Correlating Input.** Correlating Input is input developed and submitted by the correlating committee on matters within its authority and responsibility (see 3.4.2 and 3.4.3) in order to provide guidance to the technical committees.

**4.3.3.2 Public Input.** Public Input is input submitted by the public proposing changes to an NFPA standard. Public Input may be submitted by:

(a) Any individual or member of the public, including an individual committee member.

(b) A committee that wishes to submit Input to another committee. Where a committee has interest in or a jurisdictional relationship with the work of another committee, a technical committee can develop and submit Public Input to send to another technical committee for consideration during development of the first draft. The committee shall be balloted in accordance with 4.3.10, and if applicable, the correlating committee shall be balloted in accordance with 4.3.11.5.2.

**4.3.3.3 Who May Submit Public Input.** Anyone may submit Public Input, and the submitter need not be a member of the NFPA. Except in the case of a committee submitting Public Input to another committee, all Public Input must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these regulations.

#### 4.3.4 Content of Public Input.

**4.3.4.1** Public input shall be submitted through the means provided by the NFPA standards development site or as may be otherwise directed by the Standards Council secretary. Each Public Input shall include the following:

(a) Identification of the submitter and affiliation (i.e., technical committee, organization, company), where appropriate.

(b) Identification of the NFPA standard, edition of the NFPA standard, and paragraph of the NFPA standard to which the Public Input is directed.

(c) Proposed text of the Public Input, including the wording to be added, revised (and how revised), or deleted. The changes shall be indicated through the use of underlines for new text and strikethroughs for deleted text.

(d) Statement of the problem and substantiation for Public Input.

(e) Supporting data and scientific evidence, when available.

(f) The signature of the submitter, which may be an electronic signature as approved by the Standards Council secretary.

(g) A copy of any document(s) (other than an NFPA standard) being proposed as a reference standard or publication (see 3.3.7) or, if providing a copy is impractical, detailed purchase and publication information.

**4.3.4.2** Input that does not include all of the required information listed in 4.3.4.1 (a) through (g) may be rejected by the technical committee for that reason.

#### **4.3.5 Time for Submission or Withdrawal of Public Input.**

(a) **Submission.** Public input to revise or amend an existing or proposed NFPA standard may be submitted up to the published Public Input closing date. Public input on the affected edition received after that date shall be returned to the submitter.

(b) **Withdrawal.** A submitter may withdraw the Public Input before the published Public Input closing date. Input cannot be withdrawn after the established closing date.

**4.3.6 Consolidation of Similar Public Input.** When a technical committee report receives a large amount of Public Input with the same recommendation and with similar substantiation for the Public Input, the NFPA staff liaison, with the approval of the Standards Council secretary, may combine this Public Input and edit as necessary into a single Public Input or several Public Inputs with multiple submitters.

#### **4.3.7 Technical Committee Consideration of Public and Correlating Input.**

**4.3.7.1 Technical Committee Meetings.** Consideration of all Public Input and Correlating Input shall be given by the affected technical committee at a duly called committee meeting, unless the chair, in consultation with the staff liaison, determines that the input is of such nature that consideration can be given without a meeting. Committee statements and responses to Public or Correlating Input shall be determined by a meeting vote requiring support of a simple majority.

**4.3.7.2 Purpose.** The purpose of public and Correlating Input is to provide input to the technical committee as it begins to develop a new or revised NFPA standard. The technical committee shall not formally accept or reject each input, but instead shall review and consider the input and, based on that input and any other information available to the technical committee, develop a draft revision to the NFPA standard under consideration.

**4.3.7.3 Responding to the Public and Correlating Input.** While technical committees are not required to formally accept or reject public and Correlating Input, the technical committee shall, to the extent practicable and in order to assist public submitters and the correlating committee in understanding the technical committee's reaction to the input, provide a response. Such response may, as is appropriate, respond to guidance given in Correlating Input, advise the submitter of flaws in the Public Input, give reasons why the technical committee disagreed with the Public Input, and/or provide guidance or directions as to further information or refinement that might be needed to substantiate the Public Input or gain technical committee support of the proposed change. technical committee responses shall be provided in accordance with 4.3.7.3.1 and 4.3.7.3.2. technical committee responses shall be developed at a committee meeting through a meeting vote requiring a simple majority and shall not be subject to a ballot.

**4.3.7.3.1 Response to Public Input by Reference to a First Revision.** When a Public Input relates to NFPA standard text that has been revised by a first revision, it shall be sufficient to refer the submitter to that first revision and its associated committee statement. Such a committee statement may, but need not directly or expressly, respond to each Public Input or each issue raised by the Public Input but may let the first revision itself serve as sufficient guidance to the submitter. In addition to such reference, the technical committee may, if the technical committee wishes, develop a committee statement responding to the Public Input.

**4.3.7.3.2 Response to Public Input by Development of an Associated Committee Statement.** When the Public Input does not relate to NFPA standard text that has been revised through a first revision, the technical committee shall develop a committee statement responding to the Public Input.

**4.3.8 Technical Committee Input.** When a technical committee is considering a revision to its NFPA standard but does not wish to include the revision in the first draft, the technical committee may submit the revision for public review and consideration as a Committee Input for the sole purpose of seeking public consideration and soliciting Public Comments. The decision to develop Committee Input shall be supported through a meeting vote requiring a simple majority and shall not be subject to ballot.

#### **4.3.9 Development of the First Draft and Associated First Revisions.**

**4.3.9.1 Development of First Draft.** Based on the review and consideration of all input, TIAs, and any other information available to it, the technical committee shall develop a first draft of the proposed new or revised NFPA standard for public review and comment.

**4.3.9.2 Segmenting of First Draft into Individual Revisions for Purpose of Balloting.** The technical committee through a meeting vote shall segment the revisions contained in its first draft into individual first revisions. The segmenting process shall be subject to the limitations of 4.3.9.2.1, shall be at the discretion of the technical committee but shall, as far as is practicable, be done so as to facilitate the clear and efficient public review and consideration of the revisions.

##### **4.3.9.2.1 Size and Content of Revisions.**

(a) An individual revision can contain multiple changes to the standard text, provided that the changes are contained within a contiguous portion of the standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(b) **Exception for Global Revisions.** Where the technical committee wishes to revise a term or phrase throughout an NFPA standard so as to achieve editorial consistency or correlation, the committee may do so through a single global revision that applies the change throughout the NFPA standard or throughout designated portions of the NFPA standard.

**4.3.9.2.2 Committee Statement.** For each revision, the technical committee shall develop an associated committee statement.

**4.3.9.2.3 Approval of Revisions.** First revisions shall be supported by at least a simple majority of the meeting vote for preliminary approval and shall be subject to final approval through a ballot (see 4.3.10).

#### **4.3.9.3 Preparation of First Draft for Balloting by the Technical Committee.**

**4.3.9.3.1** When the technical committee has completed its work, NFPA staff shall prepare the complete first draft showing individual revisions and their associated committee statements for balloting.

**4.3.9.3.2 Editorial Review.** Prior to the ballot, the first draft and individual revisions shall be reviewed by NFPA staff for editorial style, consistency, and conformance with the *Manual of Style for NFPA Technical Committee Documents*, and any required editorial changes shall be incorporated into the text of the first draft and individual revisions prior to balloting.

**4.3.9.3.3** If, in the course of editorial review, staff makes an editorial change to the text that is not part of a first revision, staff may, if committee review is deemed advisable, designate the affected text as a first revision. A notice shall be attached to such a revision indicating that it was developed by staff for editorial purposes.

#### **4.3.10 Technical Committee Balloting on the First Draft.**

**4.3.10.1 Ballot on Revisions.** Each revision contained in the first draft shall be submitted to a ballot of the technical committee and shall require a two-thirds affirmative vote. The ballot results shall be handled as follows:

(a) **Successful Revisions.** All first revisions that pass the ballot shall be considered as final first revisions for inclusion in the first draft report.

(b) **Failed Revisions.** Where a revision fails ballot, the changes proposed in the failed revision shall be considered rejected and shall be deleted from the first draft. Failed revisions shall be redesignated as Committee Input and shall be published in the input section of the first draft report. A notice shall be attached to all failed revisions designated as Committee Inputs indicating that the associated Committee Input is the result of a failed revision.

(c) **Treatment of Global Revisions.** Global revisions are balloted in the same manner as other revisions, and a global revision that passes ballot is applied, as directed, throughout the standard, independently of the results of balloting on other revisions.

#### **4.3.11 Correlating Committee Review and Action on Public Input and the First Draft.**

**4.3.11.1 Review and Permitted Activity.** Where technical committee activities are managed and coordinated by a correlating committee, the correlating committee shall review the first draft as balloted by the technical committees under its responsibility and take appropriate action within the limits of its authority and responsibility as set forth in Sections 3.4.2 and 3.4.3, in the form of correlating notes and correlating revisions.

**4.3.11.2 Correlating Notes.** In reviewing the first draft, correlating committee action shall generally take the form of correlating notes that provide clarification and other appropriate information or that direct the responsible technical committee(s) to reconsider Public Input, committee input, or Correlating Input, conduct further review, or take further action during the preparation of the second draft.

**4.3.11.2.1** Correlating notes that pass ballot shall be published in the first draft report and shall be linked to the part of the first draft to which it relates. Correlating notes shall be processed in accordance with 4.4.7 during the Comment Stage. Correlating notes shall be supported by at least a simple majority of the meeting vote for preliminary approval and shall be subject to final approval through a ballot (see 4.3.11.3).

**4.3.11.3 Correlating Revisions.** Where early action to promote correlation and consistency of the NFPA standard is warranted, the correlating committee may also revise the first draft by creating first correlating revisions, with associated correlating statements that delete or modify first revisions or other text in the first draft. To the extent that a first correlating revision modifies or deletes a first revision or any portion of the first revision, the original text of the first revision, or affected portion thereof, shall be redesignated as a Committee Input and shall be published in the input section of the first draft report along with a note indicating that the text contained in the Committee Input has been modified or deleted from the first draft as a result of first correlating revision.

##### **4.3.11.3.1 Size and Content of First Correlating Revisions.**

(a) An individual correlating revision can contain multiple changes to the standard text, provided that these changes are contained within a contiguous portion of the standard that is no smaller than an individual numbered or lettered section or larger than a chapter.

(a) **Exception for Global Revisions.** Where the correlating committee wishes to revise a term or phrase throughout an NFPA standard so as to achieve editorial consistency or correlation, the committee may do so

through a single global revision that applies the change throughout the NFPA standard.

**4.3.11.3.2** First correlating revisions shall be supported by at least a simple majority of the meeting vote for preliminary approval and shall be subject to final approval through a ballot (see 4.3.11.3).

##### **4.3.11.4 Preparation of First Draft for Balloting.**

**4.3.11.4.1** When the correlating committee has completed its work, NFPA staff shall prepare the complete first draft showing individual first correlating revisions and their associated committee statements for balloting.

**4.3.11.4.2** Prior to the ballot, the first draft and individual first correlating revisions shall be reviewed by NFPA staff for editorial consistency and conformance with the *Manual of Style for NFPA Technical Committee Documents* and any required editorial changes shall be incorporated into the text of the first draft and individual first correlating revisions prior to balloting.

**4.3.11.4.3** If, in the course of editorial review, NFPA staff make an editorial change to text that is not part of a first correlating revision, staff may, if correlating committee review is deemed advisable, designate the affected text as a first correlating revision. A notice shall be attached to such a revision indicating that it was developed by staff for editorial purposes.

##### **4.3.11.5 Correlating Committee Ballot on First Draft.**

###### **4.3.11.5.1 Balloting on Correlating Notes.**

(a) Any proposed correlating notes on the first draft shall be submitted to a ballot of the correlating committee. Approval of correlating notes shall be established by a three-fourths affirmative vote of the correlating committee. Negative votes or abstentions on specific correlating notes shall include the reasons for such votes.

(b) Only proposed correlating notes that are approved by the correlating committee ballot shall become correlating notes and be published in the first draft report. Correlating notes that fail ballot shall not be published.

(c) For approved correlating notes, a ballot statement as indicated in 3.3.4.3(d) shall be published with its associated correlating notes in the first draft report.

###### **4.3.11.5.2 Balloting on First Correlating Revisions.**

(a) Any proposed first correlating revisions taken on the first draft shall be submitted to a ballot of the correlating committee. Approval of first correlating revisions shall be established by a three-fourths affirmative vote of the correlating committee. Negative votes or abstentions on specific first correlating revisions shall include the reasons for such votes.

(b) Only proposed first correlating revisions that are approved by the correlating committee ballot shall become first correlating revisions and be published in the first draft report. First correlating revisions that fail ballot shall not be published.

(c) For approved first correlating revisions, a ballot statement as indicated in 3.3.4.3(d) shall be published with their associated first correlating revisions in the first draft report.

(d) **Treatment of Global Revisions.** Global revisions are balloted in the same manner as other revisions, and a global revision that passes ballot is applied, as directed, throughout the standard, independently of the results of balloting on other revisions.

**4.3.12 Publication of Public Input and First Draft.** technical committee reports shall be published as follows:

(a) **Form and Content of First Draft Report.** At the conclusion of ballot of the first draft, a first draft report shall be created in a form suitable for online publication that contains all content designated for publication within these regulations.

(b) Where the technical committee's activities are managed and coordinated by a correlating committee and where the correlating committee has no correlating notes or first correlating revisions, a note shall be placed in the first draft report indicating the correlating committee reviewed the first draft and did not add any correlating notes or first correlating revisions.

(c) **Submission of First Draft.** The first draft report shall be submitted to the Standards Council secretary for publication in the NFPA standards development site within the timeframe established by the published calendar of the NFPA.

(d) **Publication and Distribution of the First Draft and the Technical Committee Report.** The NFPA shall make available and publicize the availability of the first draft report. Notice of the availability shall be published.

#### 4.4 Committee Activities: Comment Stage.

##### 4.4.1 Introduction.

(a) **Development of the Second Draft.** During the Comment Stage, the responsible technical committee will develop a second draft, which incorporates any changes to the first draft developed by the technical committee. The revisions in the second draft shall be segmented into a series of second revisions, and each such second revision shall be accompanied by a committee statement. Second revisions shall be developed during the consideration of Public Comments and correlating notes and through other deliberations of the technical committee and correlating committee as further set forth in this chapter.

(b) **Purpose of and Action on Public Comments.** In developing the second draft, the technical committee reviews and considers all Public Comments. The Comment Stage is the period in which technical committees are required to give consideration to the written views and objections of all Public Commenters and to make efforts to resolve objections within the meaning of the ANSI Essential Requirements. In order to receive consideration of views on and objections to the first draft, an appropriate Public Comment must be submitted during the Comment Stage, and the technical committee shall be required to provide a response to all Public Comments in accordance with these regulations. Any issue raised during the Input Stage but not followed up with the submission of an appropriate Public Comment shall be considered resolved.

**4.4.2 Publication of Notice Seeking Public Comments.** The first draft report shall contain a notice of a Public Comment and a Public Comment closing date established pursuant to Section 4.2.2.

**4.4.3 Who May Submit a Public Comment.** Anyone may submit a Public Comment, and the submitter need not be a member of the NFPA. Except in the case of a committee submitting a Public Comment to another committee, all Public Comments must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for purposes of these regulations.

**4.4.3.1** In the case of a committee submitting a Public Comment to another committee, the committee shall be balloted in accordance with 4.4.10 and if applicable, the correlating committee shall be balloted in accordance with 4.4.11.5.1.

##### 4.4.4 Content of Public Comments.

**4.4.4.1** Public Comments shall be limited to proposing revisions to the first draft.

**4.4.4.2** Public Comments must be related to material that has received public review either through the submission of Public Input, Committee Input, or Correlating Input or through the first revisions. The technical committee may reject but hold any Public Comment that introduces "new material" or that has not had adequate public review. See 4.4.8.3.

**4.4.4.3** Public Comments shall be submitted through the means provided by the NFPA standards development site or as may be otherwise directed by the Standards Council secretary. Each Public Comment shall include the following:

(a) Identification of the submitter and affiliation (i.e., technical committee, organization, company), where appropriate.

(b) Identification of the NFPA standard and paragraph of the NFPA standard to which the comment is directed.

(c) Proposed text of the Public Comment, including the wording to be added, revised (and how revised), or deleted. The changes shall be indicated through the use of underlines for new text and strikethrough for deleted text.

(d) Statement of the problem and substantiation for the Public Comment.

(e) Supporting data and scientific evidence, when available.

(f) The signature of the submitter, which may be an electronic signature as approved by the Standards Council secretary.

(g) A copy of any document(s) (other than an NFPA standard) being proposed as a reference standard or publication (see 3.3.7) or, if providing a copy is impractical, detailed purchase and publication information.

**4.4.4.4** A comment that does not include all the required information listed in 4.4.4.3 (a) through (g) may be rejected by the technical committee for that reason.

##### 4.4.5 Time for Submission or Withdrawal of Public Comments.

(a) **Submission.** Public Comments to revise or amend the first draft may be submitted up to the published Public Comment closing date. Public Comments on the first draft received after that date shall be returned to the submitter.

(b) **Withdrawal.** A submitter may withdraw the Public Comment before the published Public Comment closing date. Comments cannot be withdrawn after the established closing date.

**4.4.6 Consolidation of Similar Public Comments.** When a technical committee report receives a large number of Public Comments with the same recommendation and with similar substantiations, the NFPA staff liaison, with the approval of the Standards Council secretary, may combine these Public Comments and edit as necessary into a single Public Comment or as several Public Comments with multiple submitters.

**4.4.7 Technical Consideration and Action on Correlating Notes.** The technical committee shall consider all correlating notes and develop a committee statement that provides a response. Where the technical committee wishes to address the correlating note through a change to the text, it shall develop corresponding second revisions. Committee statements, in response to correlating notes, shall be supported by at least a simple majority of the meeting vote and shall not be subject to ballot.

##### 4.4.8 Technical Committee Consideration and Action on Public Comments.

(a) Consideration of all Public Comments shall be given by the affected technical committee at a duly called committee meeting, unless the chair, in consultation with the staff liaison, determines that the Public Comments are of such nature that consideration can be given without a meeting.

(b) The technical committee shall develop a committee action on each comment (see 4.4.8.1) and a corresponding committee statement to support that committee action (see 4.4.8.2); where the committee's position results in further changes in the text of the NFPA standard, the technical committee shall incorporate the new text into one or more second revisions (see 4.4.9). The committee actions and committee statements developed at the meeting shall be supported by a simple majority of the meeting vote and shall not be subject to a ballot. Second revisions shall be supported at least by a simple majority of the meeting vote and shall be considered preliminary and subject to approval through a ballot (see 4.4.10).

**4.4.8.1 Available Technical Committee Actions on Comments.** The actions on comments available to the technical committee and the results of these actions are as follows:

###### (a) Accept the Comment.

(1) **Action:** The technical committee takes this action when it decides to accept the text proposed in the Public Comment exactly as submitted.

(2) **Result:** The Public Comment is marked as “Accept,” and the proposed text is incorporated into one or more second revisions.

(b) **Reject the Comment, But See Related Second Revision.**

(1) **Action:** The technical committee takes this action when it agrees with the concept of the Public Comment in whole or in part but has developed related text in one or more second revisions that is different from the text in the Public Comment.

(2) **Result:** The Public Comment is marked as “Reject But See” and a reference is provided to the related second revision(s).

(c) **Reject the Comment.**

(1) **Action:** The technical committee takes this action when it disagrees with the proposed changes in the Public Comment.

(2) **Result:** The Public Comment is marked as “Reject” and no second revision is developed.

(d) **Reject But Hold the Comment.**

(1) **Action:** The technical committee takes this action when it decides to reject the Public Comment, but hold it for processing as a Public Input for the next revision cycle in accordance with Section 4.4.8.3.

(2) **Result:** The comment is marked as “Reject But Hold,” and no second revision is developed.

**4.4.8.2 Committee Statements on Comments.** The technical committee shall develop a committee statement for all its actions on comments. committee statements supporting committee actions shall preferably be technical in nature and shall be sufficiently detailed so as to convey the committee’s rationale for its action. Committee statements may consist, in whole or in part, of a cross-reference to committee statements on other comments and second revisions.

**4.4.8.3 Reject But Hold the Comment(s).**

**4.4.8.3.1 Criteria for Hold.** The technical committee shall reject but hold for processing as Public Input for the next revision cycle, in accordance with 4.4.8.1(d), a Public Comment that meets any of the following criteria:

(a) It would introduce a concept that has not had public review by being included in a related input or first revision as shown in the first draft.

(b) It would change the text from the first draft to the point that the technical committee would have to restudy the text of the first draft.

(c) It would propose something that could not be properly handled within the timeframe for processing the second draft.

**4.4.8.3.2 Basis for Reject But Hold.** In determining whether to reject but hold a Public Comment pursuant to 4.4.8.3, the technical committee may consider any relevant factors including but not limited to the extent to which the Public Comment proposes a change that is new or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

**4.4.8.4 No Public Comment Received on an NFPA Standard.** If no Public Comment is received and no second revisions are created, the applicable NFPA standard shall be considered a consent standard. Where no Public Comment is received, the NFPA standard shall be processed in accordance with 4.4.8.4.1 and 4.4.8.4.2.

**4.4.8.4.1 Determination of a Consent Standard.** Prior to an NFPA standard being considered a consent standard, the applicable committee shall complete the following:

(a) The technical committee shall hold a second draft meeting, unless the chair, in consultation with the staff liaison, deems a meeting unnecessary. If such a decision is made, the technical committee(s), by ballot, supported by a simple majority vote, shall determine whether to hold a meeting to consider the development of second revisions. Following the second draft meeting or the determination not to hold such a meeting, the standard shall be processed as illustrated in Figure 1, and where a correlating committee exists, in accordance with item (b).

(b) Where there exists a correlating committee, the correlating committee shall hold a second draft meeting, unless the chair, in consultation with

the staff liaison, deems a meeting unnecessary. If such a decision is made, the correlating committee, by ballot, supported by a simple majority vote, shall determine whether to hold a meeting to consider the development of second correlating revisions. Following the second draft meeting or the determination not to hold such a meeting, the standard shall be processed as illustrated in Figure 1.

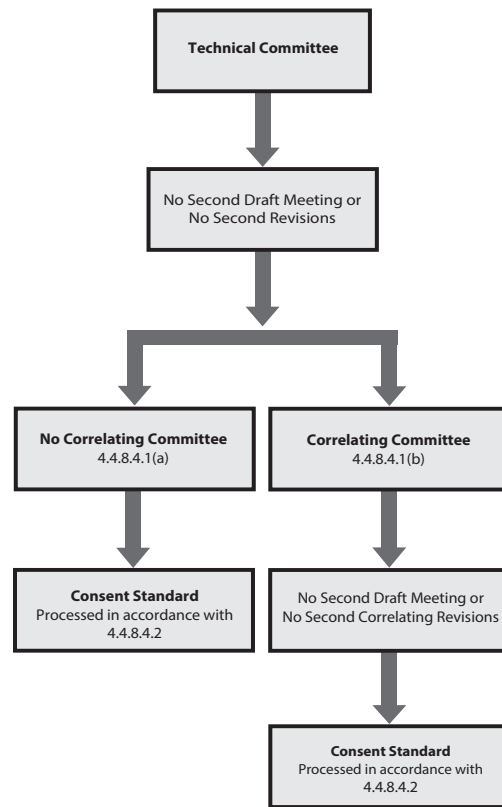


Figure 1 Determination of a Consent Standard

**4.4.8.4.2 Final Processing of a Consent Standard.** Where no second revisions are created, the proposed NFPA standard, as revised in the first draft report, shall be considered a consent standard and a notice of a consent standard shall be published. The standard shall then be forwarded directly to the Standards Council for action in accordance with Section 4.7 (see also 4.5.2.5).

**4.4.9 Development of the Second Draft and Associated Second Revisions.**

**4.4.9.1 Technical Committee Responsibility.** Based on the review and consideration of Public Comments, correlating notes, and any other information available to it, the technical committee shall develop a second draft of the new or revised NFPA standard (first draft) for NFPA technical meeting consideration (see Section 4.5). The second draft is further described in this section and shall consist of a series of second revisions.

**4.4.9.2 Development of Second Revisions.** Second revisions can be developed in response to Public Comments or correlating notes or as a result of the committee’s own review of the first draft. Second revisions must be related to material that has received public review during the Input Stage, either through the submission of Public Input, Committee Input, Correlating Input, or through first revisions.

**4.4.9.3 Segmenting of Second Draft into Individual Revisions for Purpose of Balloting.** The technical committee through a meeting vote shall segment the revisions contained in its second draft into individual second revisions. The segmenting process shall be at the discretion of the technical committee but shall be subject to the limitations of 4.4.9.4 and, as far as is



practicable, be done so as to facilitate the clear and efficient public review and consideration of the revisions.

#### 4.4.9.4 Size and Content of Revisions.

(a) An individual revision can contain multiple changes to the standard text, provided that the changes are contained within a contiguous portion of the standard that is no smaller than an individual numbered or lettered section or no larger than a chapter.

(b) **Exception for Global Revisions.** When the technical committee wishes to revise a term or phrase throughout an NFPA standard so as to achieve editorial consistency or correlation, the committee may do so through a single revision that applies the change throughout the NFPA standard.

**4.4.9.5 Committee Statement.** For each revision, the technical committee shall develop an associated committee statement.

#### 4.4.9.6 Preparation of Second Draft for Balloting and Publication.

**4.4.9.6.1** When the technical committee has completed its work, NFPA staff shall prepare the complete second draft showing individual revisions for balloting (with associated committee statements) and for eventual publication in the second draft report. Committee statements shall be included in the second draft report, but are not balloted by the committee.

**4.4.9.6.2** Prior to the ballot, the second draft and individual revisions shall be reviewed by NFPA staff for editorial consistency and conformance with the *Manual of Style for NFPA Technical Committee Documents*, and any required editorial changes shall be incorporated into the text of the second draft and individual revisions prior to balloting.

**4.4.9.6.3** If, in the course of editorial review, NFPA staff make an editorial change to text that is not part of a second revision, staff may, if committee review is deemed advisable, designate the affected text as a second revision. A notice shall be attached to such a revision indicating that it was developed by staff for editorial purposes.

#### 4.4.10 Technical Committee Balloting on the Second Draft.

**4.4.10.1 Ballot on Revisions.** Each revision contained in the second draft shall be submitted to a ballot of the technical committee and shall require a two-thirds affirmative vote. The ballot results shall be handled as follows:

(a) **Ballot of All Second Revisions.** Each second revision shall be submitted to a ballot of the technical committee.

**Result:** Second revisions that pass ballot are included as second revisions in the second draft. When a second revision fails ballot, the changes proposed in the failed second revision are rejected and are deleted from the second draft. A second revision that fails ballot shall be designated as a committee comment, marked as Reject, and published in the comment section of the second draft report with a notation that text proposed in the committee comment was contained in a proposed second revision that failed ballot and is not included in the second draft.

(b) **Reballoting of Certain First Revisions.** When a first revision has no related second revisions, the committee may decide, through a meeting vote requiring at least one-third support, to reballot a first revision to determine whether it still has the required support of the committee.

**Result:** First revisions that pass ballot are included as second revisions in the second draft. When a first revision fails ballot, the text affected by the first revision returns to previous edition text; if no previous edition text exists, the first revision shall be deleted. A first revision that fails ballot shall be designated as a committee comment, marked as Reject, and published in the comment section of the second draft report with notation that the committee comment represents a failed reballot of a first revision.

(c) **Treatment of Global Revisions.** Global revisions are balloted in the same manner as other revisions, and a global revision that passes ballot is applied, as directed, throughout the standard, independently of the results of balloting on other revisions.

#### 4.4.10.2 Supplementary Ballots.

##### 4.4.10.2.1 Supplementary Ballot for Certain Failed Revisions.

(a) Subject to the exception set forth in (c) below, where a second revision that revised text was proposed in a first revision and fails ballot, a supplementary ballot shall be conducted to determine whether the committee is in support of the related first revision.

(b) Where the supplementary ballot of the first revision passes ballot, it shall be included in the second draft as a second revision. Where the supplementary ballot of the first revision fails ballot, it shall not be included in the second draft, which shall instead retain any related previous edition text. A first revision that fails supplementary ballot shall be designated as a committee comment, marked as Reject, and published in the comment section of the second draft report with a notation that text proposed in the committee comment was contained in a proposed first revision that failed supplementary ballot and is not included in the second draft.

(c) The Standards Council secretary, in consultation with the committee chair and staff liaison, shall determine if a supplementary ballot cannot reasonably be devised that would clearly and efficiently identify related first revision text that should be considered by the committee. In this case, a supplementary ballot shall not be conducted and the failed second revision shall be deleted from the second draft, and the related first revisions shall remain.

**4.4.10.2.2 Supplementary ballot to clarify intent of the committee.** Where the results of the balloting of revisions, because of inadvertence, error, or otherwise, yields confusing, conflicting, or mutually inconsistent NFPA standard text, the Standards Council secretary may direct that a supplementary ballot be conducted so as to determine the intent of the committee.

**4.4.10.2.3 Supplementary Ballot Results.** The results of any supplementary ballot, including the reasons for negative, abstain, and affirmative with comment votes, shall be published with their associated revision or committee comment (failed revision) in the second draft report.

##### 4.4.11 Correlating Committee Review and Action on Public Comments and the Second Draft.

**4.4.11.1 Review and Permitted Actions.** Where technical committee activities are managed and coordinated by a correlating committee, the correlating committee shall review the Public Comments and the second draft as balloted by the technical committees under its responsibility and take appropriate action within the limits of its authority and responsibilities, as set forth in 3.4.2 and 3.4.3, by creating correlating revisions and revising actions on comments as set forth in 4.4.11.2 and 4.4.11.3.

**4.4.11.2 Correlating Revisions.** The correlating committee may, within the limits of its authority, revise the second draft by creating second correlating revisions, with associated correlating statements, that delete or modify second revisions or other text in the second draft. To the extent that a second correlating revision modifies or deletes a second revision or any portion of the second revision, the original text of the second revision or affected portion thereof shall be redesignated as a committee comment and shall be published in the comment section of the second draft report along with a note indicating that the text contained in the committee comment has been modified or deleted from the second draft as a result of a second correlating revision.

##### 4.4.11.2.1 Size and Content of Second Correlating Revisions.

(a) An individual revision can contain multiple changes to the standard text, provided that the changes are contained within a contiguous portion of the standard that is no smaller than an individual numbered or lettered section or no larger than a chapter.

(b) **Exception for Global Revisions.** Where the correlating committee wishes to revise a term or phrase throughout an NFPA standard so as to

achieve editorial consistency or correlation, the committee may do so through a global revision.

**4.4.11.3 Change in Actions on Comments.** Where a second correlating revision is inconsistent with the technical committee's committee action on any comment, the action shall be changed to make it consistent with the second correlating revision, and a note shall be provided with the new action indicating that it has been changed at the direction of the correlating committee to be consistent with a second correlating revision.

#### **4.4.11.4 Preparation of Second Draft for Balloting.**

**4.4.11.4.1** When the correlating committee has completed its work, NFPA staff shall prepare the complete second draft showing individual second correlating revisions and their associated committee statements for balloting.

**4.4.11.4.2** Prior to the ballot, the second draft and individual second correlating revisions shall be reviewed by NFPA staff for editorial consistency and conformance with the *Manual of Style for NFPA Technical Committee Documents*, and any required editorial changes shall be incorporated into the text of the second draft and individual second correlating revisions prior to balloting.

**4.4.11.4.3** If, in the course of editorial review, NFPA staff make an editorial change to text that is not part of a second correlating revision, staff may, if committee review is deemed advisable, designate the affected text as a second correlating revision. A notice shall be attached to such a revision indicating that it was developed by staff for editorial purposes.

#### **4.4.11.5 Correlating Committee Ballot on Second Draft.**

##### **4.4.11.5.1 Balloting on Second Correlating Revisions.**

(a) Any proposed second correlating revisions to the second draft shall be submitted to a ballot of the correlating committee. Approval of second correlating revisions shall be established by a three-fourths affirmative vote of the correlating committee. Negative votes or abstentions on specific second correlating revisions shall include the reasons for such votes.

(b) Only proposed second correlating revisions that are approved by the correlating committee ballot shall become second correlating revisions and shall be published in the second draft report. Second correlating revisions that fail ballot shall not be published.

(c) For approved second correlating revisions, a ballot statement as indicated in 3.3.4.3(d) shall be published with their associated second correlating revisions in the second draft report.

(d) **Treatment of Global Revisions.** Global revisions are balloted in the same manner as other revisions, and a global revision that passes ballot is applied, as directed, throughout the standard, independently of the results of balloting on other revisions.

**4.4.11.5.2 Ballot on the Report as a Whole.** In addition to the ballot on each of its individual second correlating revisions (see 4.4.11.3.1), there shall be a ballot of the correlating committee on the second draft. The results of the ballot for the further processing of the NFPA standard are as follows:

(a) **Forward the NFPA Standard to the NFPA Technical Meeting.** The proposed NFPA standard shall be forwarded for consideration to the NFPA membership unless the correlating committee, by a three-fourths negative vote on the ballot (demonstrably based on considerations within its authority and responsibility as set forth in 3.4.2 and 3.4.3), directs the return of the NFPA standard to the technical committee for further study. If the NFPA standard is forwarded for consideration to the NFPA membership, the results of the ballot, including the reasons for negative votes, shall be included in the technical committee report.

(b) **Return of the NFPA Standard.** If the correlating committee directs the return of the NFPA standard to the technical committee for further study, the NFPA standard is not forwarded to the NFPA membership, the second draft report is not published, and a notice that the correlating

committee has directed the return of the NFPA standard to the technical committee for further study shall be published in place of the second draft report.

**4.4.11.6 Further Processing of NFPA Standards Returned to Committee by the Correlating Committee.** When an NFPA standard is returned to the technical committee in accordance with 4.4.11.5.2(b), the correlating committee shall make a recommendation to the Standards Council on further processing, and the Standards Council shall direct one of the following options:

(a) Process the NFPA standard based on an existing first draft, without a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, reconsider and act on all Public Comments previously filed, generate any new second revisions, and publish and prepare an amended second draft.

(b) Process the NFPA standard based on the existing first draft, with a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, call for new Public Comments that would supersede all previously filed Public Comments, and publish and prepare a new second draft.

(c) Process the NFPA standard through a full revision cycle without a call for new Public Input. This requires the technical committee to reconsider all Public Input previously filed, generate any new first revisions, and publish and prepare an amended first draft, followed by the processing of the new second draft.

(d) Process the NFPA standard through a full revision cycle with a call for new Public Input. This requires the technical committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new second draft.

**4.4.12 Publication of Public Comments and Second Draft.** Technical committee reports shall be published as follows:

(a) **Form and Content of Second Draft Report.** At the conclusion of ballot of the second draft and related comments and revisions, a second draft report shall be created in a form suitable for online publication that contains all content designated for publication within these regulations.

(b) **Submission of Second Draft.** The second draft report shall be submitted to the Standards Council secretary for publication in the NFPA standards development site within the timeframe established by the published calendar of the NFPA.

(c) **Publication and Distribution of the Second Draft and the Technical Committee Report.** The NFPA shall make available and publicize the availability of the second draft report. Notice of the availability shall be published.

**4.4.13 Removal of an NFPA Standard from a Revision Cycle Prior to Publication of the Second Draft Report.** A technical committee may remove a standard, before the publication of the second draft report, for one of the following reasons:

(a) **Excess Number of Public Comments.** When a first draft receives so many Public Comments that the technical committee is not able to consider and respond to each Public Comment within the time schedule, the technical committee may remove its first draft and submit its first draft for consideration during the next revision cycle. This action requires approval through a meeting vote supported by at least a simple majority vote.

(b) **Substantive Public Comment.** When a first draft, other than a reconfirmation, receives Public Comments with which the technical committee finds merit and determines must be considered in this revision but which would require research and discussion by the technical committee that cannot be handled within the timeframe established for processing the second draft report, the technical committee may (1) remove its draft and submit its second draft for consideration during the next revision cycle or (2) submit a new first draft in a new revision cycle. This action

requires approval through a meeting vote supported by at least a simple majority vote.

(c) **Substantive Public Comment on Reconfirmation or Withdrawal.** When an NFPA standard proposing reconfirmation or withdrawal receives Public Comment with which the technical committee agrees and which would result in a substantive change to the NFPA standard, the technical committee shall withdraw its draft, consider the Public Comments, and prepare a new draft for processing through the next available entire revision cycle.

(d) **Late Report on Public Comments.** Any second draft received after the date established for submittal to the Standards Council secretary shall result in the draft being withdrawn and held for consideration during the next revision cycle.

**4.4.13.1** The removal of the NFPA standard from the revision cycle requires the approval of the Standards Council secretary. If approved, the second draft report shall not be published. The technical committee may then process the NFPA standard for action during a subsequent revision cycle in accordance with 4.4.14.

**4.4.14 Further Processing of NFPA Standards That Have Been Removed from the Revision Cycle.** When an NFPA standard is removed from a revision cycle in accordance with 4.4.13, the committee shall make a recommendation to the Standards Council on further processing, and the Standards Council shall direct one of the following options:

(a) Process the NFPA standard based on an existing first draft, without a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, reconsider and act on all Public Comments previously filed, generate any new second revisions, and publish and prepare an amended second draft.

(b) Process the NFPA standard based on the existing first draft, with a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, call for new Public Comments that would supersede all previously filed Public Comments, and publish and prepare a new second draft.

(c) Process the NFPA standard through a full revision cycle without a call for new Public Input. This requires the technical committee to reconsider all Public Input previously filed, generate any new first revisions, and publish and prepare an amended first draft, followed by the processing of the new second draft.

(d) Process the NFPA standard through a full revision cycle with a call for new Public Input. This requires the technical committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new second draft.

## 4.5 NFPA Technical Meeting Consideration.

**4.5.1 Introduction.** NFPA technical meetings are meetings of the NFPA membership, authorized by these regulations and the NFPA bylaws at Section 4.3, for the purpose of making recommendations to the Standards Council on the issuance of NFPA standards. This is done through the filing and presenting of amending motions as further described in this Section 4.5. The NFPA technical meeting provides the opportunity for further consideration of views and objections. Any issue raised during the Comment Stage that was not resolved must be followed up with the filing and presentation of a valid amending motion at the appropriate NFPA technical meeting. Where no such amending motion has been filed and presented, the issue shall be considered resolved.

**4.5.2 Requirement of a Notice of Intent to Make a Motion (NITMAM).** In order to make any amending motion permitted by 4.5.3.6 at an NFPA technical meeting, the intending maker of a motion must file a Notice of Intent to Make a Motion, or "NITMAM," in accordance with this section and comply with the sign-in requirement for certified motions prior to the NFPA technical meeting in accordance with Section 2.7 of the convention rules.

**4.5.2.1 Filing of Notice.** The Notice shall be filed with the Standards Council secretary by the deadline established in accordance with 4.2.2. 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 NFPA technical meeting agenda (see 4.5.2.6 and Section 2.5 of the convention rules). A submitter, by written request to the Standards 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.

**4.5.2.2 Who May Submit the Notice.** The notice may be filed by anyone who meets the requirements of 4.5.3.5(c) or 4.5.3.6 for making the motion that is the subject of the notice.

**4.5.2.2.1 Technical Committee or Correlating Committee Submitting the Notice.** In the case where the committee or correlating committee is the submitter of the Public Comment, any member of the respective committee may submit the notice in accordance with Table 1. In the event of the respective committee submitting the notice, the committee shall be balloted in accordance with 4.4.10 and if applicable, the correlating committee shall be balloted in accordance with 4.4.11.5.1.

**4.5.2.3 Content of the Notice.** Each notice shall include a precise description of the motion to be made in accordance with 4.5.3.6 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 4.5.3.5(c) or 4.5.3.6.

**4.5.2.4 NFPA Technical Meeting Consideration of Motions.** When a technical committee report on an NFPA standard receives at least one Notice of Intent to Make a Motion that is certified in accordance with the convention rules and an authorized maker of at least one such certified motion has signed in pursuant to Section 2.7 of the convention rules, it shall be presented for membership action at an NFPA technical meeting in accordance with Section 4.5 and the convention rules (including the sign-in requirements of Section 2.7 of the convention rules).

**4.5.2.5 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 convention rules, or where no authorized maker of a certified motion on an NFPA standard signs in to make the motion in accordance with Section 2.7 of the convention rules, the NFPA standard shall be considered a consent standard and shall be forwarded directly to the Standards Council for action in accordance with Section 4.7 (see also 4.4.8.4).

**4.5.2.6 Publication of Updated NFPA Technical 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 NFPA technical 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 NFPA technical meeting. The updated agenda shall be published on the NFPA website and, as time permits, in *NFPA News* and other appropriate media.

## 4.5.3 Membership Action at NFPA Technical Meetings.

**4.5.3.1 General.** Unless forwarded directly to the Standards Council in accordance with 4.5.2.5 and 4.5.2.6, all completed NFPA standards and their associated technical committee reports shall be presented for NFPA membership action in accordance with this section and the convention rules.

**4.5.3.2 Authority of an NFPA Technical Meeting.** The NFPA membership may provide recommendations to the Standards Council on the issuance of an NFPA standard through consideration and action on amending motions permitted in Table 1, Column 1, and in general shall accomplish one of the following:

(a) Recommend an NFPA standard as published in the technical committee report or as modified by the technical committee or correlating committee to effect editorial improvements or correction of errors. An NFPA

standard shall be deemed to have been recommended where no amending motions have been passed by the NFPA membership.

(b) Adopt an NFPA standard as amended in accordance with the provisions of Table 1 (NFPA technical meeting amending motions and ballot table) contingent upon subsequent approval by the required number of members of the concerned technical committee and correlating committee (see 4.6.1).

(c) Return an entire NFPA standard to the responsible technical committee (see Table 1, Column 3, amending motions 13 and 14).

(d) Amendments other than those permitted by these regulations shall not be permitted for NFPA membership consideration.

The above actions are subject to review by the Standards Council in accordance with Section 4.7.

**4.5.3.3 Transaction of Business.** The transaction of business at NFPA technical meetings (see Section 4.5) shall be governed, in order of precedence, first by these regulations and second by convention rules.

**4.5.3.4 Who May Vote at NFPA Technical Meetings.** Voting on NFPA standards at NFPA technical meetings shall be limited to voting members of the NFPA who have registered for the meeting.

**4.5.3.5 NFPA Technical Meetings — General Information.**

(a) **Explanation of Identifiable Part.** An “identifiable part” is a recognized component of a Public Comment or a second revision and shall have the following features:

- (1) The Public Comment or second revision shall be capable of being segmented into separate parts understandable to the voting membership.
- (2) A decision on the segmented part shall constitute a complete action.
- (3) The segmented part of the second revision or Public Comment shall be presented exactly as published in the second draft report.

(b) **Restriction to Published Text.** Amendments are limited to proposed text exactly as published in the technical committee reports.

(c) **Designated Representative.** The submitter of a Public Comment may designate a representative to make any amending motion (or related Notice of Intent to Make a Motion) that these rules would permit the submitter to make. The submitter shall designate such designated representative in writing to the Standards Council secretary.

**4.5.3.6 Permitted Amending Motions and Who May Make Such Amending Motions at NFPA Technical Meetings.** Amendments to the second draft as published in the second draft report of the technical committee report can be proposed through the making of permitted amending motions that have been previously submitted through a valid Notice of Intent to Make a Motion. The permitted amending motions, who may make such motions, and the effect of such motions are set forth in Table 1, Columns 1-3.

**4.5.3.7 Forwarding NFPA Standards Following NFPA Technical Meeting Recommendations.**

(a) When an NFPA standard is recommended at the NFPA technical meeting, without amendments, as published in the technical committee report or as modified by the technical committee or correlating committee to effect editorial improvements or corrections of errors [see 4.5.3.2(a)], the NFPA standard shall be forwarded directly to the Standards Council for action in accordance with Section 4.7.

(b) Where, due to the lack of a quorum (see NFPA bylaws at Article 4) at an NFPA technical meeting, the NFPA membership fails to undertake or complete its consideration of an NFPA standard, the NFPA standard shall be forwarded directly to the Standards Council without recommendation for action in accordance with Section 4.7. Notwithstanding the foregoing, any amending motions that have passed prior to the loss of a quorum shall

be processed and forwarded to the Standards Council in accordance with Sections 4.6 and 4.7.

(c) Where amendments are made to the NFPA standard [see 4.5.3.2(b)], or where the NFPA standard is returned [see 4.5.3.2(c)], the NFPA standard shall be forwarded to the responsible technical committee and correlating committee for action in accordance with Section 4.6.

**4.6 Technical Committee/Correlating Committee Activities: Balloting Following NFPA Technical Meetings.**

**4.6.1 Balloting of Recommended Amendments.** Following the NFPA technical meeting, the responsible committees shall be balloted concerning recommended amendments in accordance with Table 1, Column 4, which sets forth, with respect to each type of amendment, whether a ballot is conducted and the subject of the ballot.

**4.6.2 Procedure for Balloting.** Where a ballot is required by Table 1, Column 4, a passing ballot shall require a two-thirds affirmative vote of the technical committee and a three-fourths affirmative vote of the correlating committee. The technical committee ballot shall be completed within 21 days, and the correlating committee ballot shall be completed within 45 days of the NFPA technical meeting.

**NOTE:** When a correlating committee is balloted in accordance with Column 4 of Table 1, the ballot shall be limited to correlation issues resulting from the technical committee recommendation.

**4.6.3 Recommended Results of Amendments and Balloting for the Text of the NFPA Standard.** The recommended result for the text of the NFPA standard following amendments passed by the NFPA technical meeting and any subsequent balloting of the committees is set forth in Table 1, Column 5.

**4.6.4 Informational Ballots.**

**4.6.4.1 Informational Ballots following the NFPA Technical Meeting.** Informational ballots may be conducted where it would be of assistance to the council. Such informational ballots shall be advisory only and shall not change the recommended result of the standards development process (See Table 1). The council shall consider informational ballots in accordance with its authority under 4.7. Informational ballots may be conducted, without limitation, where:

- (a) The results of the balloting following the NFPA technical meeting yields confusing, conflicting, or mutually inconsistent NFPA standard text.
- (b) An amendment fails ballot and it would be of assistance to the council to determine whether the committee is in support of any related first revision or portion of a first revision.

**4.6.4.2 Informational Ballot Results.** The results of any informational ballot, including the reasons for negative, abstain, and affirmative with comment votes, shall be submitted to the Standards Council for consideration during deliberations.

**4.6.5 Further Processing of NFPA Standards That Have Been Returned to Committee.** When an NFPA standard is returned to the responsible committee through a successful amendment in accordance with 4.5.3.2(c) and Table 1, Column 3, amending motions 13 and 14, an informational ballot shall be conducted in order to determine the committee recommendation to the Standards Council on which revision cycle it wishes to pursue. The committee shall take into consideration the discussion that took place at the NFPA technical meeting in preparing its amended report. The Standards Council shall direct the following options:

(a) Process the NFPA standard based on an existing first draft, without a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, reconsider and act on all Public Comments previously filed, generate any new second revisions, and publish and prepare an amended second draft.

(b) Process the NFPA standard based on the existing first draft, with a call for new Public Comments. This requires the technical committee to begin with the existing first draft as published, call for new Public

Comments that would supersede all previously filed Public Comments, and publish and prepare a new second draft.

(c) Process the NFPA standard through a full revision cycle without a call for new Public Input. This requires the technical committee to reconsider and act on all Public Input previously filed, generate any new first revisions, and publish and prepare an amended first draft, followed by the processing of the new second draft.

(d) Process the NFPA standard through a full revision cycle with a call for new Public Input. This requires the technical committee to call for new Public Input that would supersede all previously filed Public Input, followed by the processing of the new second draft.

#### 4.7 Standards Council Consideration and Issuance.

**4.7.1 Introduction.** The Standards Council, as the appeals body and official issuer of all NFPA standards, provides a final opportunity for the further consideration of views and objections previously raised in accordance with these regulations.

**4.7.2 Notice of Right to Appeal.** Prior to a standard being forwarded to the Standards Council for issuance, participants shall have been notified of the right to appeal. Any issues raised during the standards development process that are not followed up with the filing and presentation of an appeal to the Standards Council shall be considered resolved.

**4.7.3 Action by the Council.** The Standards Council shall act on the issuance of an NFPA standard presented for action at an NFPA technical meeting within 75 days from the conclusion of the NFPA technical meeting unless this period is extended by the Standards Council. For NFPA standards forwarded directly to the Standards Council for action pursuant to Sections 4.4.8.4 and 4.5.2.5, the Standards Council shall act on the NFPA standard at its next scheduled meeting or by ballot (see Section 2.7).

**4.7.4 Basis for Judgment.** The Standards Council shall make a judgment on whether to issue an NFPA standard or to take other appropriate action based upon the entire record before the Standards Council. Among the items that the Standards Council will consider in making a judgment are the following:

- (a) The technical committee report and any supporting documentation
- (b) Any transcript and deliberations of the NFPA technical meeting
- (c) Any Recommendation of the NFPA membership established by vote taken at the NFPA technical meeting on the technical committee report
- (d) Balloting of the technical committee and correlating committee as may be appropriate in connection with the recommendation established by vote taken by the NFPA membership
- (e) Any views that the Standards Council has solicited from interested groups, including sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups
- (f) Any views resulting from submission of appeals (see Section 1.6)

**4.7.5 Effective Date.** All NFPA standards issued by the Standards Council shall become effective 20 days after the Standards Council action unless the Standards Council designates a different effective date, or the operating principles 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 Section 1.7). The operating principles may also, within his or her discretion, refer the matter of a delay in the effective date of the NFPA standard to the executive committee of the Board of Directors or to the Board of Directors.

**4.7.6 Publication of NFPA Standards.** The NFPA shall publish all NFPA standards once they have become effective.

### Section 5 Tentative Interim Amendments (TIAs).

**5.1 Who May Submit a Tentative Interim Amendment.** Anyone may submit a TIA and the submitter need not be a member of the NFPA. All TIAs must be submitted in the name of an individual with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for the purpose of these regulations.

**5.2 Content of a Proposed Tentative Interim Amendment.** Each TIA shall be submitted to the Standards Council secretary and shall include the following:

- (a) Identification of the submitter and his or her affiliation (i.e., technical committee, organization, company), where appropriate
- (b) Identification of the NFPA standard, edition of the NFPA standard, and paragraph of the NFPA standard to which the TIA is directed
- (c) Proposed text of the TIA, including the wording to be added, revised (and how revised), or deleted
- (d) Statement of the problem and substantiation for the TIA
- (e) The signature of the submitter or other means of authentication approved by the Standards Council secretary
- (f) Statement of the basis of conclusion that the TIA is of an emergency nature requiring prompt action
- (g) The written agreement of at least two members of the involved technical committee or correlating committee to the processing of the TIA. The agreement to the processing of the TIA is for the sole purpose to allow the TIA to be processed and does not necessarily imply agreement with the merits or emergency nature of the TIA.

**5.3 Preliminary Screening of Proposed Tentative Interim Amendment.** The Standards Council secretary shall review all proposed TIAs and may return to the submitter, without processing, any submission that does not conform to Section 5.2. In addition, the Standards Council secretary may reject for processing any proposed TIA that does not manifestly appear to be of an emergency nature requiring prompt action. In exercising his or her discretion to reject a proposed TIA for processing, the Standards Council secretary may consult with the responsible technical committee/correlating committee chairs and may consider, without limitation, whether the TIA submittal, on its face, does not state any adequate basis on which to conclude that it is of an emergency, whether it is unduly repetitive of issues already considered and rejected by the technical committee/correlating committee, or whether it is plainly frivolous. Where, however, there exists any reasonable question about the emergency nature of the proposed TIA or where the Standards Council secretary determines that it is otherwise advisable for the TIA to be processed, the Standards Council secretary shall submit the TIA for processing, and the question of emergency nature shall be considered anew and determined by the responsible technical committee and correlating committee. The text of a proposed TIA may be processed as submitted or may be changed, but only with the approval of the submitter.

**5.4 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 NFPA standard contains an error or an omission that was overlooked during a regular revision process.
- (b) The NFPA standard contains a conflict within the NFPA standard or with another NFPA standard.
- (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 NFPA standard 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.

### 5.5 Publication of Proposed Tentative Interim Amendment (TIA).

A proposed TIA that meets the provisions of Section 5.2 shall be published indicating that the proposed tentative interim amendment has been forwarded to the responsible technical committee and correlating committee for processing and that anyone interested may comment on the proposed tentative interim amendment within the time period established and published.

### 5.6 Technical Committee and Correlating Committee Action.

(a) The proposed tentative interim amendment shall be submitted for ballot and comment of the technical committee in accordance with 3.3.4. The technical committee 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 technical committee member shall be circulated to the technical committee to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting members calculated in accordance with 3.3.4.3(c) have voted in favor of the tentative interim amendment.

(b) The proposed tentative interim amendment shall be submitted for ballot and comment of the correlating committee, if any, which shall make a recommendation to the Standards Council with respect to the disposition of the tentative interim amendment. The correlating committee shall be separately balloted on both the merits of the amendment (as it relates to the correlating committee 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 technical committee or correlating committee member shall be circulated to the correlating committee to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting members calculated in accordance with 3.3.4.3(c) have voted in favor of the tentative interim amendment.

(c) All Public Comments, ballots, and comments on ballots on the proposed tentative interim amendment shall be summarized in a staff report and forwarded to the Standards Council for action in accordance with Section 5.7.

**5.7 Action of the Standards Council.** The Standards Council shall review the material submitted in accordance with Section 5.6(c), together with the record on any appeals (see Sections 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 Standards Council.

(c) Where acted on concurrently with the issuance of a new edition of the NFPA standard 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 technical committee with appropriate instruction

(f) Direct a different action.

**5.8 Effective Date of a Tentative Interim Amendment.** Tentative interim amendments shall become effective 20 days after Standards 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 Section 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.

**5.9 Publication of Tentative Interim Amendments.** The NFPA shall publish a 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 NFPA standard 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.

**5.10 Applicability.** Tentative interim amendments shall apply to the NFPA standard existing at the time of issuance. Tentative interim amendments issued after the Public Input closing date shall also apply, when the text of the existing NFPA standard remains unchanged, to the next edition of the NFPA standard. Tentative interim amendments issued concurrently with the issuance of a new edition shall apply to both the existing and the new editions, unless the Standards Council determines otherwise.

**5.11 Subsequent Processing.** The technical committee responsible for the NFPA standard or the part of the NFPA standard affected shall process the subject matter of any tentative interim amendment as Public Input for the next edition of the NFPA standard (see Section 3.3). Such Public Input shall be accompanied by a notice indicating its origin as a TIA, including all necessary information as required in 4.3.4, and originally submitted in the TIA.

**5.12 Exception.** When the Standards 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 (FIs).

**6.1 General.** Formal interpretations are for the purpose of providing formal explanations of the meaning or intent of the technical committee on any specific provision or provisions of any NFPA standard.

**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 technical committees 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 staff liaison from expressing a personal opinion on the meaning or intent of the technical committee on any provision of any such NFPA standard, 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 technical committee or the NFPA 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 Who May Submit a Formal Interpretation.** Anyone may submit a formal interpretation and the submitter need not be a member of the NFPA. All formal interpretations must be submitted in the name of an individual, with the individual's relevant organizational affiliation or representation noted separately. The individual shall be considered the submitter for the purpose of these regulations.

**6.1.3 Nature of Formal Interpretations.** Requests for formal interpretations shall be clearly worded so as to solicit a Yes or No answer from the technical committee.

**6.1.4 Editions to Be Interpreted.** Interpretations shall be rendered only on the text of the current or immediately prior edition of the NFPA standard.

**6.1.5 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 be acquired only 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 technical committee or that are not addressed in the NFPA standard

**6.2 Method of Requesting Formal Interpretations.** A request for a formal interpretation shall be directed to the Standards Council secretary. The request shall include a statement in which shall appear specific references to a single problem and identification of the portion (article, section, paragraph, etc.) of the NFPA standard and edition of the NFPA standard 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 Standards Council secretary, after consultation with the appropriate staff liaison, shall determine if the request for formal interpretation shall be processed in accordance with 6.1.5. The secretary's decision to process a request shall not bind the technical committee, which may, in accordance with 6.3.4(a), reconsider, based on one of the factors listed in 6.1.5, whether the formal interpretation should be issued.

**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 technical committee having primary jurisdiction of the NFPA standard or portion thereof covering the subject under consideration. The correlating committee shall be balloted on correlation issues within its authority under Section 3.4.2.

### 6.3.4 Voting on Interpretations.

(a) The ballot of the technical committee shall contain four choices to the question posed in the interpretation request: (1) yes, (2) no, (3) abstain, and (4) a formal interpretation should not be issued based on one of the factors indicated in 6.1.5, or because a yes or no answer would be inappropriate.

(b) A formal interpretation requires a three-quarters majority agreement in favor of either a yes or no answer to the question posed in the interpretation request. 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, for the formal interpretation to be issued, a simple majority of the committee membership eligible to vote must vote in favor of the prevailing yes or no answer.

(c) When 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.

(d) When the necessary agreement is not received, the item shall be placed on the docket for processing and resolution by the technical committee at its next meeting.

**6.4 Issuance of Formal Interpretations.** If the required agreement is secured, the requester, the technical committee, and all named parties shall be notified by the staff liaison. The formal interpretation shall be issued and shall become effective 20 days after the notification unless an appeal is filed with the Standards Council within that 20-day period.

**6.5 Publication.** formal interpretations of text of the current edition of an NFPA standard shall be published by the NFPA in one of its publications sent or accessible to all members and announced in an NFPA news release to other media.

**6.6 Action Following Issuance of a Formal Interpretation.** Any technical committee whose NFPA standard has been the subject of an issued formal interpretation shall prepare language in the form of a first revision, global revision, or Committee Input to clarify the text of the NFPA standard involved. The technical committee shall process such a change in conformance with procedures set forth in Section 4.3. After issuance of the next edition of the NFPA standard, the formal interpretation shall be retired.

**Table 1: NFPA Technical Meeting—Amending Motions and Ballot Table (see related 4.5.3.6 and 4.6.2)**

Table Note: In addition to the Ballots required in this Table, the Standards Council Secretary may direct that Informational additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

1	2	3	4	5		
				What is the recommended result for the text of the NFPA standard		No Committee Ballot Conducted
				Committee Ballot Conducted		
What are the permitted Amending Motions	Who is authorized to make the Amending Motion	What is the Amendment or Return that results from the successful Amending Motion	Does the Committee (or Committees) ballot on a successful Amending Motion	Amendment Passes Ballot	Amendment Fails Ballot	
1) Motion to accept a Public Comment	Submitter of the Public Comment (see also 4.5.2.2.1 in the case of a committee-submitted comment)	The amendment changes text of Second Draft in accordance with the Public Comment or the identifiable part of the Public Comment.	Yes, the committee ballots the successful Amending Motion.	Public Comment text is incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.	N/A
2) Motion to accept an identifiable part of a Public Comment	<u>Submitter of the Public Comment (see also 4.5.2.2.1 in the case of a committee-submitted comment)</u>	<u>The amendment changes text of the Second Draft in accordance with the identifiable part of the Public Comment.</u>	<u>Yes, the committee ballots the successful Amending Motion.</u>	<u>The identifiable part of the Public Comment text is incorporated into the next edition of the standard.</u>	<u>The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.</u>	N/A
3) Motion to accept a Committee Comment	Anyone	The amendment changes text of Second Draft in accordance with the Committee Comment or the Identifiable Part of the Committee Comment.	Yes, the committee ballots the successful Amending Motion.	Committee Comment text is incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.	N/A
4) Motion to accept an identifiable part of a Committee Comment	<u>Anyone</u>	<u>The amendment changes text of Second Draft in accordance with the Identifiable Part of the Committee Comment.</u>	<u>Yes, the committee ballots the successful Amending Motion.</u>	<u>The identifiable part of the Committee Comment text is incorporated into the next edition of the standard.</u>	<u>The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.</u>	N/A
5) Motion to reject a Second Revision	Anyone	The amendment rejects the Second Revision and returns to the related First Revision, if any or the identifiable part of the Second Revision.	Yes, if there is a related First Revision or a related part of a First Revision. In that case, the committee ballots the <u>successful amending motion</u> , related First Revision or related part of the First Revision.	The related First Revision text is incorporated into the next edition of the standard.	The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.	N/A
			No, if there is no related First Revision.	N/A	N/A	The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.
6) Motion to reject an identifiable part of a Second Revision	<u>Anyone</u>	<u>The amendment rejects an identifiable part of the Second Revision and returns to the related identifiable part of the First Revision, if any.</u>	<u>Yes, the committee ballots the successful Amending Motion.</u>	<u>The amended Second Revision text is incorporated into the next edition of the standard.</u>	<u>The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.</u>	N/A
7) Motion to reject a Second Revision and any related portions of First Revisions and First Correlating Revisions	Anyone	The amendment rejects a Second Revision or the identifiable part of the Second Revision and any related portions of First Revisions and First Correlating Revisions.	No.	N/A	N/A	The related text returns to previous edition text. Where no previous edition text exists, the text is deleted.



**Table 1: NFPA Technical Meeting—Amending Motions and Ballot Table (see related 4.5.3.6 and 4.6.2) - continued**

Table Note: In addition to the Ballots required in this Table, the Standards Council Secretary may direct that Informational additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

1	2	3	4	5		
What are the permitted Amending Motions	Who is authorized to make the Amending Motion	What is the Amendment or Return that results from the successful Amending Motion	Does the Committee (or Committees) ballot on a successful Amending Motion	What is the recommended result for the text of the NFPA standard		
				Committee Ballot Conducted		No Committee Ballot Conducted
				Amendment Passes Ballot	Amendment Fails Ballot	
8) Motion to reject an identifiable part of a Second Revision and any related portions of First Revisions and First Correlating Revisions	Anyone	The amendment rejects <u>an Second Revision or a identifiable part of a Second Revision and any related portions of First Revisions and First Correlating Revisions.</u>	Yes, the committee ballots the successful Amending Motion.	The amended <u>Second Revision text is incorporated into the next edition of the standard.</u>	The related text <u>returns to previous edition text.</u> <u>Where no previous edition text exists, the text is deleted.</u>	N/A
9) Motion to reject a Second Correlating Revision	Anyone	The amendment rejects a Second Correlating Revision and returns to a related First Revision, if any, or an identifiable part of a Second Correlating Revision.	Yes, if there is a related First Revision or a related part of a First Revision. In that case, the committee ballots the successful amending motion. related First Revision or related part of the First Revision.	First Revision text incorporated into the next edition of the standard.	The related text returns to previous edition text.  Where no previous edition text exists, the text is deleted.	N/A
			No, if there is no related First Revision.	N/A	N/A	The related text returns to previous edition text.  Where no previous edition text exists, the text is deleted.
10) Motion to reject an identifiable part of a Second Correlating Revision	Anyone	The amendment rejects <u>an identifiable part of a Second Correlating Revision and returns to the related identifiable part of the First Revision, if any.</u>	Yes, the committee ballots the successful Amending Motion.	The amended <u>Second Correlating Revision text is incorporated into the next edition of the standard.</u>	The related text <u>returns to previous edition text.</u> <u>Where no previous edition text exists, the text is deleted.</u>	N/A
11) Motion to reject a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions	Anyone	The amendment rejects a <u>Second Correlating Revision or the identifiable part of the Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions.</u>	No.	N/A	N/A	The related text returns to previous edition text.  Where no previous edition text exists, the text is deleted.
12) Motion to reject an identifiable part of a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions	Anyone	The amendment rejects an <u>identifiable part of a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions.</u>	Yes, the committee ballots the successful Amending Motion.	The amended <u>Second Correlating Revision text is incorporated into the next edition of the standard.</u>	The related text <u>returns to previous edition text.</u> <u>Where no previous edition text exists, the text is deleted.</u>	N/A
13) Motion to return an entire NFPA standard – new NFPA standard	Anyone	The entire NFPA standard is returned to the Technical Committee.	No.	N/A	N/A	The new NFPA standard is not issued.
14) Motion to Return an Entire NFPA standard – New edition of an Existing NFPA standard	A Certified Amending Motion is not available. However, anyone can make a Motion to Return an Entire Standard as a Follow-up Motion (Requires two-thirds Support to Pass). (See Convention Rules.)	The entire NFPA standard is returned to the Technical Committee.	No.	N/A	N/A	The new edition of the NFPA standard is not issued and previous edition remains in effect.