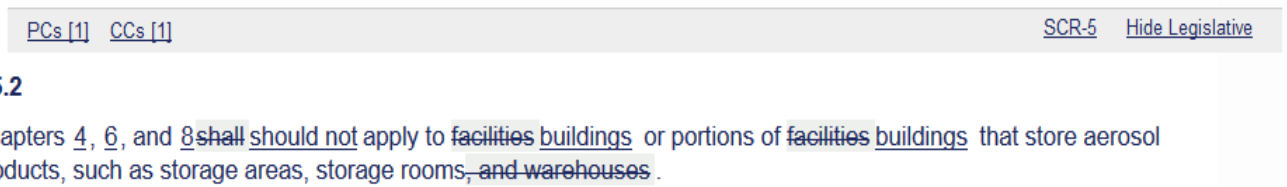
Using NFPA's Electronic Submission System to Submit NITMAMs

Submitting a NITMAM

To submit a Notice of Intent to Make a Motion (NITMAM), first locate the relevant text within the Second Draft Report. Next, click the link for the Public Comment, Committee Comment, Second Revision, or Second Correlating Revision upon which you intend to make a Motion.



When the Comment or Revision opens, click the **Submit a NITMAM** button, which will open the NITMAM form. Select a type of Motion and include appropriate identification information and any comments or clarifications you wish to include. When you have completed the information, click the **Next>** button to review your Motion. You can click **<Prev** to return to the NITMAM form to make additional changes. When you are satisfied with your Motion, click the **Next>** button to continue the NITMAM Process.

The **Attach Additional Information** screen gives you the option to upload additional documentation that supports your NITMAM. If you click the **Upload File** button, click **Browse** to locate the file you want to include. Click the **Upload** button, add a brief description or instructions related to your attachment, then click **OK**. You can repeat the process if you want to upload more than one file. When you are finished, click the **Next>** button at the bottom of the screen to continue the NITMAM process.

Completing Submitter Information Verification

Your Name and User ID (usually your email address) will displayed for your review, along with any Company you included as part of your NFPA registration. You may adjust your Company relationship with regard to a specific NITMAM, but if you need to make a permanent change to your Company affiliation, please update your profile at www.nfpa.org. In the Affiliation box, include the name of any organization on behalf of whom you are officially submitting this NITMAM. When you are finished verifying your information, click the **Next>** button at the bottom of the screen to continue the NITMAM process.

Completing Signature

Your NITMAM cannot be submitted until you legally confirm that by checking the Signature authorization box it acts as an electronic signature. You *must* check the Signature authorization box in order to submit NITMAMs.

Reviewing Your NITMAMs

To review your NITMAMs or other submissions, click on the "My Public Input/Comments/NITMAMs" link near the top of the left navigation panel.

Regulations

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 the first 3 columns of Table 1.

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 additional Supplementary Ballots be conducted pursuant to Section 4.6.4, to clarify the intent of the Committee.

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 after 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	
1) Motion to Accept a Public Comment; or 2) Motion to Accept, an identifiable part of a Public Comment	Submitter of the Public Comment (see also 4.5.2.2 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 proposed text from Public Comment.	Public Comment 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

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 after 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	
3) Motion to Accept a Committee Comment; or 4) Motion to Accept an Identifiable Part of 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 proposed text from Committee Comment.	Committee Comment 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
5) Motion to Reject a Second Revision; or 6) Motion to Reject an Identifiable Part of a Second Revision	Anyone	The Amendment rejects the Second Revision 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 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.
7) Motion to Reject a Second Revision and any related portions of First Revisions and First Correlating Revisions or 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 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.

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 after 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	
9) Motion to Reject an Second Correlating Revision; or 10) Motion to Reject an Identifiable Part of a Second Correlating Revision	Anyone	The Amendment rejects the Second Correlating Revision 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 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.
11) Motion to Reject a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions; or 12) Motion to Reject an Identifiable Part of a Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions; or	Anyone	The Amendment rejects a Second Correlating Revision or the Identifiable Part of the Second Correlating Revision and any related portions of First Revisions and First Correlating Revisions.	No.			The related text returns to previous edition text. Where no previous edition text exists the text is deleted.
13) Motion to Return an Entire NFPA Standard – New NFPA Standard	Anyone	The entire NFPA Standard is returned to the Technical Committee.	No. (However, an Informational Ballot is conducted in accordance with Section 4.6.5.1)			The New NFPA Standard is not issued.

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 after 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	
14) Motion to Return an Entire NFPA Standard – New edition of an Existing NFPA Standard	An Amending Motion is not available. However, anyone can make a Motion to Return an Entire Standard as a Follow-up Motion (Requires 2/3rds Support to Pass) (See Convention Rules)	The entire NFPA Standard is returned to the Technical Committee.	No. (However, an informational ballot is conducted in accordance with Section 4.6.5.1)			The New edition of the NFPA Standard is not issued and previous edition remains in effect.