

# MEETING NOTICE

## 2017 NEC® First Draft Meeting

### January 12-24, 2015

### Hilton Head, SC

#### Note from the Secretary

Dear Code-Making Panel Member:

We are pleased that you will be participating in the processing of the 2017 *National Electrical Code*®. Development of the 54th edition would not be possible without volunteers like you.

The 2017 code cycle will mark the beginning of a new era in how we process the *NEC*. This meeting notice contains important information that should help you in your preparation for the meetings.

The First Draft Meeting (formerly the Report on Proposals meetings) will be held at the Sonesta Resort- Hilton Head Island in Hilton Head, SC. The panel meeting schedule may be found on page 7. Task group meeting information will be provided at a later date.

I have tried to avoid as many schedule conflicts as possible. However, I could not completely eliminate them. If you are one of the members with a conflict, I apologize for that.

We want you to be comfortable at the meetings, therefore, the attire is "business casual," polo shirts are acceptable.

Thank you for your continued support of the NEC. We look forward to seeing you in Hilton Head.

Mark W. Earley, P.E.  
Secretary

#### NEC Public Input Submission

A video demonstration on how to use the new online submission tool can be located at <http://www.necconnect.org/player/?Id=1000003&Asset=19bad57b-3f35-4d66-bc2c-8fe09ec18af4>.

NFPA strictly complies with laws covering the use of copyrighted material. No copyrighted material should be submitted without the written consent of the copyright holder. This includes the proposed text of a requirement, the substantiation and any supporting material.

If submissions are made by mail or email, the closing date is October 3, 2014 at midnight, Eastern Time. If the new online submission tool is used, the closing date is November 7, 2014 at midnight, Eastern Time.

Panel members will be notified shortly after the closing date that the Public inputs are available for online review.

#### Meeting Logistics

Sonesta Resort Hilton Head Island  
(formerly the Crowne Plaza)  
130 Shipyard Drive, Hilton Head, SC 29928  
Main Number: 843-842-2400  
<http://www.sonesta.com/HiltonHeadIsland/>  
Reservations can also be made online at:  
To obtain the **\$108/per night** NFPA negotiated rate, make reservations by December 20, 2014 and mention our group code: **NFPA0115**

#### Property Description

Located on the island's south end within the Shipyard Plantation, the resort is just a short drive from I-95 via Highway 278 and the Cross Island Parkway. It is five miles from the Hilton Head Airport and 48 miles from Savannah and Savannah International Airport. Most major airlines serve Savannah International Airport. US Airways currently serves the Hilton Head Island Airport.

All guest rooms feature high speed internet access, a private balcony, refreshment center, coffee maker, hair dryer, iron & ironing board, and an in-room safe/

### **Air Transportation**

NFPA's official travel agency, Colpitts World Travel will be happy to arrange your travel and is able to offer discounted fares with American, Delta and United Air Lines as well as Avis Car Rental. If you wish to work with Colpitts, please contact Lauren Connelly at (800) 795-9500 or (617) 984-7313.

### **Ground Transportation (Savannah)**

**Shuttle Service:** K-Shuttle is the official provider of scheduled shuttle service from Savannah Airport to the resorts of Hilton Head Island. Shuttles run throughout the day from the Airport to the Island beginning at 10:00 a.m. Service from the Island to the Airport can be scheduled as early as 3:45 a.m. with advance reservations. For more information and shuttle schedules call (877) 243-2050.

**Taxi:** There are several options for ground transportation from the Savannah airport. See the airport website at: [http://savannahairport.com/savannah/ground\\_transportation/](http://savannahairport.com/savannah/ground_transportation/)

### **Ground Transportation (Hilton Head)**

**Taxi:** Service is provided by the following companies:

Diamond Transportation Tel: 843-247-2156

Ferguson Transportation Tel: 843-842-8088

S & J Expressway Tel: 843-686-3333

Bee Line Transportation Tel: 843-683-1139

Transportation from the airport to the resort should be approximately \$25.

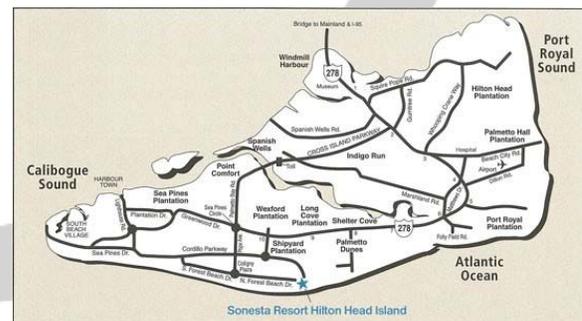
### **Rental Cars:**

Avis: NFPA has a corporate rate for Avis. To take advantage of the corporate rental rate, call (888) 754-8878 and mention meeting code: B653699. Reservations may also be made through the Avis Website at [www.avis.com](http://www.avis.com).

### **Driving Directions (from Savannah)**

Driving Directions: From I-95 take Exit 8 (Highway 278). Once you cross the bridge to the island, stay left for the Cross Island Parkway (\$1 toll) that becomes Palmetto Bay Road. Take Palmetto Bay Road to Sea Pines Circle. Exit the circle on Highway 278 (third turn off the circle). Turn right into Shipyard Plantation (third light). The map below may be found at

<http://www.sonesta.com/hiltonheadisland/index.cfm?fa=gettinghere.home>



## Participation

Panel member attendance at meetings is required by the Regulations Governing the Development of NFPA Standards. At the end of each code cycle, the NEC Correlating Committee and the NFPA Standards Council review participation records of all members.

### Materials You Will Need at the Meetings

It is recommended that you bring the following with you. We will not have extra copies of printed material available.

- 2014 National Electrical Code
- Copies (electronic or paper) of public inputs
- NEC 2013 Report on Proposals and Report on Comments (optional)
- Copies of Errata and TIAs
- NFPA Standards Directory
- NEC Supplemental Operating Procedures and NEC Style Manual
- Your own laptop computer

### Processing Schedule

The processing schedule is outlined on page 7-8 of this meeting notice. Please note that the initial ballot due date will be March 27, 2015 and April 3, 2015 will be the deadline to change your vote. These dates are later than in the past. However, in the new process, you will have a draft of the code to review when completing your ballot. We have never been able to provide that before. Please do not hesitate to call Kim at 617-984-7953 if you have any questions on the processing schedule or procedures.

## Preparation for Panel Meetings

It is imperative that you review the public inputs before the meeting and develop proposed actions and statements.

Prepared actions and statements greatly help to expedite the progress of the meeting. Please have any prepared actions and statements available for transfer to your staff liaison at the beginning of the first day of your panel meeting. Panel actions and statements should be provided to staff in a word document. Please avoid using "revision mode", "track changes" and "auto numbering."

### Task Groups

Task groups are an essential element in the completion of your panel work. Task groups will be appointed by the panel chairs to identify the public inputs that will be used as the basis of any change. Task groups may also recommend a change that is independent of any public input.

Task group training webinars will be provided prior to the public input closing dates.

### Regulations and Procedures

All actions at and following the panel meetings will be governed by the Regulations Governing the Development of NFPA Standards, the NEC Style Manual and the NEC Supplemental Operating Procedures. Failure to comply with these rules could result in challenges to the standards-making process. A successful challenge on procedural grounds could prevent publication of the NEC®. Consequently, panels must follow the regulations and operating procedures.

## **Panel Action on Public Inputs**

This is where you will see the biggest changes in the process. We will no longer have multiple ways to accept proposals. At the first draft stage, the panels will review all of the public inputs on a section and decide if the section needs to be revised. If the panel does not agree, the panel will resolve those public inputs with a statement that addresses the submitter's concerns. It is important to note that the panel can resolve multiple public inputs with one action. If the panel agrees that a change is necessary, the panel will resolve the public input through the creation of a first revision to the code.

If the panel chooses to make a change or changes, they will "create a first revision." The first revision may be an action that groups multiple public inputs or it may result from a single public input. The panel may create its own first revision that is independent of any public inputs. All first revisions belong to the panel. It is akin to a panel proposal. All FRs must be substantiated by the panel in the panel statement. The substantiation from a public input can be used as the basis for a panel statement. However, the panel should be careful to edit the substantiation so that it is appropriate to be the substantiation of a Code-Making Panel.

## **Panel Statements**

A panel statement is required for all public inputs and first revisions. If the panel creates a first revision, the panel statement is the substantiation for the change to the code. All panel statements must be sufficiently detailed so as to convey the panel's exact justification for the action. Additionally,

they should be technical in nature and written in complete sentences.

- A panel statement for a first revision should not refer to the panel statement for a resolved public input.
- Panel statements should not refer to another panel statement which, in turn, refers to some other panel statement.
- Panel statements for public inputs may refer to multiple FRs if appropriate.
- Panels should verify that the cross references to other public inputs and first revisions are correct.
- The reason for resolving a public input should not be that the panel took an opposite action, unless the reason for resolving the public input in question is clear.

## **Procedures for Handling a Motion**

Panel meetings are conducted in accordance with Roberts' Rules of Order. In order to open discussion, a motion must first be made. A simplified procedure for discussion of motions is as follows:

### **Member**

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

### **Chair (Presiding Officer)**

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

## What motion is appropriate?

No change to the Code: “Mr. /Madam Chair, I move that we resolve Public Input No. 1 with the following panel statement: Type NM cable is not listed for use in outdoor exposed locations.”

If there are other public inputs on this section that are similar that are also to be resolved, they should be part of the motion. For example, “I move that we resolve Public Inputs No. 1, 3, 47, and 83 with the following panel statement...”

Revise the code: “Mr. /Madam Chair, I move that we create a first revision based on Public Input No. 1.” Since this is now the panel’s work, the panel must provide a substantiation. The substantiation can use the submitter’s wording as the basis for the substantiation, but should do so with caution, as the original substantiation may not be appropriate, coming from the panel.

See the motions table on page 10 for sample motions.

## Motions to End Debate

Previous Question or “Call the Question”:

- Not in order when another has the floor
- Requires a second
- This motion is not debatable and DOES NOT automatically stop debate. It requires a second and it must be voted on. It requires 2/3 affirmative vote to end debate.

## Balloting

The ballot will consist of first revisions (changes to the code) only. You will not be balloted on the responses to the public inputs. Actions to resolve public inputs at the meeting require a simple majority vote at the meeting.

## Summary of the First Draft Meeting

- CMP must provide a response (committee statement) to each public input (PI).
- CMP must create a first revision (FR) for each change they wish to make to the document.
- All meeting actions require a favorable vote of a simple majority of the members present.
- All FRs will be letter balloted and require a 2/3 affirmative vote and a simple majority of those eligible to vote to confirm meeting action.
- PIs with responses will be included in the first draft report but will not be balloted.
- CMPs operating under the NEC Supplemental Operating Procedures are not permitted to create committee inputs (CIs) at the first draft meeting. However, a failed FR will be re-designated as a committee input (CI).
- Public Comments may be submitted on PIs, FRs and CIs.
- **The submitter of a PI that did not result in a first revision must submit a public comment in order to proceed with filing a NITMAM. If no PC is submitted, the PI is considered “resolved” and is not open for NITMAM submittal.**

## NFPA Meeting Policies

The following policies are in effect for all NFPA committee meetings.

- Attendance at all NFPA committee meetings is open to the public.
- Participation at NFPA committee meetings is generally limited to committee members and NFPA staff. Participation by guests is limited to individuals who have previously requested of the chair time to address the committee on a particular item, or individuals who wish to speak regarding public input they submitted.
- The chair reserves the right to limit the amount of time available for any presentations.
- No interviews will be allowed in the meeting room at any time, including breaks.
- Members categorized in ANY interest category who have been retained to

represent the interests of ANOTHER interest category (with respect to a specific issue or issues that are to be addressed by a TC/CC) shall declare those interests to the committee and refrain from voting on any public input, first revision, or other matter relating to those issues..

- All attendees are reminded that formal votes of committee members on first revisions will be secured by letter ballot. Voting at this meeting is used to establish a sense of agreement, but only the results of the formal letter ballot will determine the official position on any first revision.
- Votes on resolving public inputs and statement at this meeting require a simple majority vote of the members present and are final.

# NEC First Draft Meeting Schedule

January 12-24, 2015

Sonesta Resort Hilton Head Island

Hilton Head, SC

Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
11	12	13	14	15	16	17	18	19	20	21	22	23	24
			CMP 4						CMP 1				
			CMP 5						CMP 2				
			CMP 13						CMP 3				
			CMP 14						CMP 8				
			CMP 16						CMP 9				
			CMP 17						CMP 12				
	CMP 10			CMP 7				CMP 6			CMP 15		
	CMP 18			CMP 11				CMP 19					

## NEC Processing Schedule

Process Step	Date
Public input closing date for paper submittals and other submittals that do not use the submission tool	October 3, 2014
<b>Public input closing date if using the submission tool</b>	<b>November 7, 2014</b>
Dates of First Draft Meeting (Hilton Head)	January 12-24, 2015
Posting of First Draft and Panel Ballot	March 13, 2015
Final date for receipt of first draft ballots	March 27, 2015
Final date for receipt of recirculation	April 3, 2015
Posting of first draft ballot for Correlating Committee	April 10, 2015
Correlating Committee Meeting	May 12-15, 2015
Posting of first draft and Correlating Committee ballot	June 19, 2015
Final date for receipt of Correlating Committee first draft ballot	July 3, 2015
Final date for receipt of Correlating Committee recirculation	July 10, 2015
Post final first draft report	July 17, 2015
Public comment closing date for paper submittals and other submittals that do not use the submission tool	August 21, 2015
Public comment closing date if using the submission tool (e-PC)	September 25, 2015
Second draft meeting (San Diego)	November 2-14, 2015
Posting of second draft and panel ballot	January 4, 2016
Final date for receipt of second draft ballots	January 15, 2016
Final date for receipt of recirculation	January 22, 2016
Posting of second draft for Correlating Committee	February 5, 2016
Correlating Committee meeting	February 22-26, 2016
Posting of second draft for Correlating Committee Ballot	March 18, 2016
Final date for receipt of Correlating Committee second draft ballot	March 25, 2016
Final date for receipt of Correlating Committee recirculation	April 1, 2016
Post final draft for NITMAM review	April 8, 2016
Notice of intent to make a motion closing date	April 29, 2016
Posting of certified amending motions	May 13, 2016
Association meeting for documents with certified amending motions (CAMs)	June 13-16, 2016
Appeal closing date for NEC CAMs	July 6, 2016
Standards Council issuance for documents with CAMS	August 11, 2016

## Coordinating Requirements with other NFPA Technical Committees

Several code-making panels deal with technical topics that affect or are affected by other technical committees. Examples include Article 500 (NFPA 497 and 499), Article 516 (NFPA 33 and 34), Article 517 (NFPA 99), Article 695 (NFPA 20), and Article 760 (NFPA 72). There are frequent questions as to which committee has jurisdiction over specific technical requirements.

To help sort this out, the NFPA Standards Council appointed a Council task group on Intercommittee Coordination. The task group has developed the following definitions:

**Performance Requirement.** A specification of the manner in which equipment or a system is intended to function or operate.

**Installation Requirement.** A specification of the materials and process associated with putting equipment in place and making it ready for use in accordance with performance requirements.

The following Table provides examples utilizing the above definitions:

<b>Performance Requirement</b>	<b>Installation Solution</b>
Maintenance	Commissioning
Periodic Testing	Initial Acceptance Testing
Grounding Reliability (i.e., redundant grounding)	Multiple grounding methods
Prevention of Cascading Outages	Selective Coordination
Reliability of Source Auxiliaries	Selection of Source for Auxiliaries
Protection from Damage	Fire Protection , Fire Barriers, Physical Protection, Location/Separation
Response to Failure of Power Source	Means for Connecting Portable Source
Reliable Source of Water Pressure	Fire Pump Driver Runs to Destruction
Reliability of Back-up Power Source	Selective Load Pick-up, Load Shedding, Peak Load Sharing

The National Electrical Code contains installation rules. Rules developed by code-making panels should be based on the installation definition. The committee can also develop an installation rule that responds to performance criteria that another technical committee has developed: In all such cases, the Code-Making Panel should coordinate the requirement in consultation with the responsible technical committee. The NEC can also extract a requirement from another NFPA document where it is needed for installation or enforcement reasons. If you have any questions about this, please contact Mark Earley.

## Public Input Stage Motions Table

<b>Concept One: (No change)</b>		<b>Sample motions:</b>
<b>Step One:</b>	To make no changes to a section where there is one or more PIs: Task groups appointed by the panel chair should identify these PIs with an action to resolve. Adequate statements must be provided.	I make a motion to resolve this public input (or multiple public inputs) with the following statement: ...  (Approval by simple majority at meeting)
<b>Concept: Two (First revision based on PIs)</b>		<b>Sample motions:</b>
<b>Step One:</b>	Panel generates first revision based on PI #XXX Task groups appointed by the panel chair should recommend creation of an FR based on identified PI(s). Adequate statements that substantiate the change must be provided. It is appropriate to group related PIs that are seeking the same of similar action	I make a motion to create a first revision (change) based upon language in PI #XX as follows:.....  (Approval by letter ballot)
<b>And</b>		
<b>Step Two:</b>	Panel generates a statement to respond to (resolve) each PI # The panel may create one statement for all grouped PIs. Individual responses may be provided if deemed necessary.	I make a motion to provide the following panel response (statement) to PI #XX.....  (Approval by simple majority at meeting)
<b>Concept: Three (First revision with No PIs or not based on PIs)</b>		<b>Sample motions:</b>
<b>Step One:</b>	Panel generates a first revision to the existing code text (No PIs or not based on PIs)	I make a motion to create a first revision (change) to section X.X.X as follows:.....  (Approval by letter ballot)
<b>Concept: Four (Committee Input – “Trial Balloon”)</b>		<b>Sample motions:</b>
<b>N/A</b>	Not permitted by NEC Supplemental Operating Procedures	