REGULATIONS GOVERNING COMMITTEE PROJECTS

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Section 1 General Provisions.

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

1.2 Standards Council Guidelines.

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

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

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

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

Guidelines shall be published and available on request.

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

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

Appeal - any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Technical Correlating Committee, the Association, or the Standards Council, at any time in the Document development process. (See 1.6.)

Association - National Fire Protection Association.

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

Comment - suggested amendment, deletion, or addition to a Report on Proposals submitted in accordance with 4.4.

Council - see "Standards Council."

Designated Representative - see 4.6.8.1.

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

Including - including but not limited to.

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

Notice of Intent to Make a Motion - see 4.5.

Panel - see "Technical Committee."

Petition - a request seeking the intervention of the NFPA Board of Directors pursuant to the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council. (See 1.7.)

Primary Charge - see 3.1.1.

Project - see "Technical Committee Project."

Proposal - a suggested amendment, deletion, or addition to an existing Document or a proposed new Document submitted in accordance with 4.3.3.

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

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

Report - see "Technical Committee Report."

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

Report on Proposals (ROP) - a report to the Association on the actions taken by Technical Committees and/or Technical Correlating Committees accompanied by a ballot statement and one or more proposals on text for a new Document or to amend an existing Document (see 3.3.4.5, 4.3.5.2, and 4.3.7).

Scope - see 3.1.1.

Section - see Paragraph 7.3 of NFPA Bylaws.

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

Task Group - an ad hoc group appointed to address a specific topic or problem (see 3.1.3.4).

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

Technical Committee Document - see "Document."

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

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

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

Voting Member of the Association - a member of the Association permitted by the NFPA Bylaws to vote at Association Technical Meetings. See Article 3 and Section 4.5 of the NFPA Bylaws.

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

1.6 Appeals to the Council.

1.6.1 General. Anyone can appeal to the Council concerning procedural or substantive matters related to the development, content, or issuance of any Document of the Association or on matters within the purview of the authority of the Council, as established by the Bylaws and as determined by the Board of Directors. Such appeals shall be in written form and filed with the Secretary of the Standards Council.

1.6.2 Time for Filing an Appeal.

(a) **Issuance of Documents.** An appeal related to the issuance of a document includes any appeal which could result in the issuance or return of a Document or which could affect the text of a Document. Except as provided in (b) and (c), below, an appeal related to the issuance of a Document shall be filed no later than 20 days after the Association Technical Meeting at which Association action on the issuance of the Document was recommended. Where a document goes directly to the Standards Council for issuance pursuant to 4.5.6, an appeal related to the issuance of the Document shall be filed within 15 days of the publication of the applicable motions Committee report. Unless clear and substantial reasons exist to consider such an appeal, the Standards Council may summarily dismiss the appeal on account of the procedural failure to notice and make an appropriate motion at the Association Technical Meeting.

(b) **Association Technical Meeting Failed Amendments.** If an amendment recommended at an Association Technical Meeting fails to receive the approval of the TC or TCC pursuant to 4.6.1, it will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 2 business days prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1.6.3 and 1.6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(c) **Tentative Interim Amendments.** A proposed Tentative Interim Amendment, which has been submitted for processing pursuant to 5.1, will be automatically docketed as an appeal on the agenda of the Standards Council, and any party may advocate their position either in writing or in person before the Council. Parties wishing to appear in person before the Council shall notify the Council Secretary no later than 2 business days prior to the Council meeting. Although not required, parties wishing to advocate a position are encouraged, to the extent practicable, to file written submissions in general conformance with 1.6.3 and 1.6.4 in advance of the meeting at which action will be considered. When an automatically docketed appeal has not been pursued by any party, the Council need not consider the matter as an appeal.

(d) **Other Appeals.** As to other actions not addressed in 1.6.2(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) To the extent practicable, the appeal should contain, in separately denominated sections, the following:

(1) Name, affiliation, and address of the appellant

(2) Statement identifying the particular action to which the appeal relates

(3) Argument setting forth the grounds for the appeal

(4) Statement of the precise relief requested

(b) Any part of the record related to the codes and standards development process that is referenced or discussed in the appeal should be clearly cited in the appeal using available markings such as the title, author, date, and page of the record. To avoid unnecessary duplication, parties are encouraged not to reproduce portions of the current Technical Committee Reports or Association Technical Meeting transcripts as attachments to their appeals.

(c) The Council Secretary may refuse to accept for filing any appeal that does not substantially conform to the requirements of this section. Within his or her discretion, however, the Secretary may accept a nonconforming appeal for filing, and in addition, may require a substituted or supplemental filing.

1.6.4 Other Submissions Relating to an Appeal. Any interested party may submit responses or other written submissions relating to any appeal filed with the Council. To the extent practicable, responses should contain, in separately denominated sections, the following:

(a) Name, affiliation, and address of the submitter

(b) Statement identifying the appeal to which the submission relates and stating whether the submitter supports or opposes the appeal

(c) Argument setting forth the grounds for opposing or supporting the appeal

(d) Statement of recommended Council action

Parties are encouraged, to the extent practicable, to file written submissions in advance of the meeting at which action will be considered.

1.6.5 Appeals and Hearings. The Standards Council shall consider Appeals based upon written submissions and shall also afford the opportunity for a hearing on any appeal, unless the Chair, after consultation with the Council Secretary, has determined that a hearing is either impractical or unnecessary. A decision by the Chair not to hold a hearing may be overruled by a majority vote of the Council.

1.6.6 Appeals Subcommittees. The Standards Council may, in its discretion, refer Appeals to subcommittees of the Standards Council for investigation and may seek the advice of one or more persons prior to resolution of the Appeal by the entire Standards Council.

1.7 Petitions to the Board of Directors.

1.7.1 General. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of Documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the standards development process and to protect the interests of the Association. Anyone seeking such intervention of the Board of Directors may petition the Board of Directors concerning Council action on any matters. Such petitions shall be filed and processed in accordance with the Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council.

1.7.2 Notice of Intent to File the Petition. Anyone wishing to petition the Board of Directors concerning a Standards Council action related to the issuance of a document, shall file a Notice of Intent to File a Petition within 15 days following the Standards Council action. A Standards Council action related to the issuance of a document includes any action of the Council which issues or returns a Document or which affects the text of a Document. Petitions concerning other Standards Council actions shall be filed within a reasonable period of time.

1.7.3 Effect of Filing. The filing of a Petition will not serve to stay the effective date of a Document or a Tentative Interim Amendment unless the President of the Association or the Board acts, pursuant to 4.7.2 or 5.6, to delay the effective date. Any Petition pending at the time a Document or Tentative Interim Amendment becomes effective will be treated as a Petition to withdraw the Document or Tentative Interim Amendment.

1.8 Use of Visual Aids and Demonstrations before the Standards Council or Board of Directors. The policy for the use of visual aids and physical demonstrations to the Standards Council and Board of Directors shall be the same as that required for TCCs, TCs, and Task Groups, in accordance with 3.3.3.3(e) and 3.3.3.3(f).

1.9 Joint Projects. TCs organized as joint projects with other associations or organizations may conform to the procedures established by such other groups

insofar as such conformance is not in conflict with these Regulations or the Bylaws of the Association.

The Council Secretary shall determine whether any such conflict exists.

1.10 Submittal of Documents by Other Organizations to NFPA. Other organizations sometimes submit a standard or other publication of their own creation that covers or includes fire prevention or fire protection considerations for technical evaluation by the Association. When such action is deemed appropriate, the Council Secretary shall submit such Documents to the Association Technical Committee having primary interest for its review. TC Members shall be requested to evaluate the content of such Documents for the guidance of the Council Secretary in processing the request. Nontechnical evaluations shall not be considered in determining the Association's position on the Document. Because any such evaluation shall be an expression of opinion only, it shall not constitute a Technical Committee Report or Document or Formal Interpretation.

In cases where the Council Secretary determines that the Association does not have a TC qualified to make the desired technical review, the Secretary is authorized to advise the submitter that the Association is not in a position to express an opinion on the submittal, or to request guidance from the Council.

Section 2 Establishment and Operation of the Standards Council.

2.1 General. In accordance with Article 8 of the Bylaws, there shall be appointed by the Board of Directors a Standards Council to provide for the administration of NFPA standards development process, including the establishment, appointment, and administration of Technical Committees and Technical Correlating Committees.

2.2 Authority. The Standards Council shall be the issuer of Documents for the National Fire Protection Association. The Standards Council shall be responsible for applying these Regulations to the establishment, appointment, and administration of Committees of the Association and the adjudication of appeals (see 1.6). The Standards Council shall perform those duties assigned by these Regulations and such other duties as may be assigned to it by the Board of Directors.

2.3 Model Laws and Ordinances. The Standards Council shall review any NFPA model laws and ordinances not under the jurisdiction of any existing NFPA Committee project for consistency with the policies of the Association, prior to publication.

2.4 Member Requirements. The Standards Council membership shall consist of twelve Regular Members and a Chair. Members shall be familiar with the technical and standards development functions of the Association and shall be selected from a broad range of appropriate interests. Members of the Council shall be members of the Association, and shall not be members of the Board of Directors.

2.5 Member Terms.

(a) **General.** Except as provided in (b) and (c), Regular Members of the Standards Council shall be appointed for three-year terms and shall serve no more than two complete terms as Regular Members.

(b) **Unfinished Terms.** If a regular member leaves that position before the end of two complete terms, the Board of Directors shall appoint a successor as follows:

(1) If a Regular Member leaves before the end of his or her first term, the successor shall serve no more than the remainder of that term plus one additional term.

(2) If a Regular Member leaves before serving or completing his or her second term, the successor shall serve no more than the second term or any remaining portion thereof plus two additional terms.

(c) **Staggering of Terms.** Where necessary to ensure that the appointment of Regular Members to the Council is reasonably staggered, the Board of Directors may vary the number or length of terms, provided that no individual may serve a total of more than nine years as a Regular Member to the Council.

2.6 Chair. The term of office for the Chair shall be three years except that, where a Chair leaves office before the completion of a three-year term, the term shall end, and the successor Chair shall begin a new three-year term. A Chair shall not serve more than two terms as Chair.

2.7 Votes. The vote of the Standards Council regarding any action on the issuance of Documents shall be by two-thirds affirmative vote of all Council members. 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 Council meetings is required on any matter, such action may be taken by a vote conducted by letter ballot.

2.8 Board Report. The Standards Council shall report to the Board of Directors annually and at such other times as the Board of Directors may require.

2.9 Secretary. There shall be appointed by the President, from the staff of the Association and with the approval of the Board of Directors, a Secretary to the Standards Council. The Secretary shall perform such duties as included in these Regulations.

2.10 Council Deliberations. Unless the Standards Council determines otherwise, Council deliberations concerning appeals shall be in executive session. In addition, the council may, within its discretion, deliberate in executive session concerning any other matters within its authority.

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 Council Secretary shall issue a notice of all Council meetings in one of the Association's publications sent or accessible to all Members. A notice may also be issued in other appropriate media.

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 Council hearing are the responsibility of the guest.

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

3.1 Establishing and Dissolving Technical Committees and Technical Correlating Committees.

3.1.1 Scope of Project. The Scope of a Project shall be approved by the Council and shall state the primary charge on specific subjects pertinent to the Project, but the TC or TCC may request the Council to approve a change in its Scope at any time. Such Scope statement shall be subject to continuing Council review to eliminate any conflicts or overlapping of responsibility between Projects.

3.1.2 Membership. The Council shall be responsible for determining the size and membership of each TC and TCC in accordance with 3.2.

3.1.3 Structure. Each TC and TCC shall have a Chair, may request a Secretary, and may assign task groups to handle specific assignments. TC and TCC Members and officers and Task Group members shall be appointed in accordance with 3.1.3.1 through 3.1.3.4.

3.1.3.1 Appointment of Members and Their Tenure. The Chair and other Members shall be appointed by the Council. The Council may seek the recommendation of the TCC Chair and/or the TC Chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the Council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.

3.1.3.2 Change of Status. When the status of a Member changes, including changing employment, organization represented, or funding source, the individual's membership automatically terminates. The Member whose status has changed can request reappointment by submitting a new application for membership to the Council Secretary. The change in status of the applicant, including any change in classification, shall be considered by the Council when reviewing the new request for membership.

3.1.3.3 Appointment of Secretary. A Chair may appoint a Secretary from among the membership. An Association staff person shall not be assigned as Secretary except as authorized by the Council Secretary.

3.1.3.4 Task Groups. A TC or TCC may create Task Groups to address a specific topic or problem. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the TC or TCC. Such a group need not be balanced by interest. The Task Group shall forward recommendations along with a report of underlying issues to the TC or TCC for action. Task Group reports shall not be submitted in the name of the Task Group as proposals, comments, TIAs, or FIs.

3.1.4 Continuing Jurisdiction. Each Document issued by the Association shall be under the continuing jurisdiction of an appropriate TCC and/or TC. This responsibility can be transferred from one Project to another by action of the Council. It shall be the responsibility of each TC and TCC to review periodically the Documents for which it is responsible to ensure that they are kept current (see 4.2.3).

When approved by the Council, portions of a Document may be assigned to specific TCs, and the work of the TCs will be correlated by a TCC.

3.1.5 Life of Technical Committees and Technical Correlating Committees. Each TC and TCC shall continue until discharged by the Council or consolidated with another TC or TCC.

3.1.6 Appointment of Staff Liaison. The Council Secretary shall appoint the Staff Liaison. Following approval of the establishment of a Project by the Council, the Staff Liaison shall:

(a) Prepare a recommended Scope. The Scope shall clearly describe areas of technical activity for which one or more Documents are contemplated.

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

(c) Amass resource material for TC and/or TCC consideration at its first meeting.

Items (a) and (b) shall be approved by the Council prior to the first meeting of the TC and/or TCC. See also 3.1.1.

3.1.7 Role of Staff Liaison. In addition to performing the functions stated in 3.1.6 for new Projects, a Staff Liaison shall:

(a) Serve in an advisory capacity and assist the TC and/or TCC to achieve compliance with these Regulations

(b) On instruction and guidance from the applicable TC and/or TCC, process and edit text for new Documents and amendments to existing Documents

(c) Coordinate the text of Documents for which the assigned TCs and/or TCCs are responsible with the text of other Documents to avoid, insofar as practicable, conflicts and duplication

(d) Be responsible for the editorial treatment of Documents to ensure compliance with the NFPA Manual of Style

(e) Attend meetings of the assigned TCs and/or TCCs when possible

(f) Keep the applicable officer(s) informed concerning changes in personnel, availability of meeting dates and places, and the like

(g) Prepare any Proposals or Comments received in a format suitable for TC consideration

(h) Prepare each Report on Proposals and Report on Comments for publication

(i) Perform such other functions as may be stated in these Regulations or assigned by the Council Secretary

3.2 Membership of Technical Committees and Technical Correlating Committees.

3.2.1 Endorsement Not Constituted. Membership on a TC and/or TCC shall not in and of itself constitute an endorsement of the Association or of any Document developed by the TC and/or TCC on which the Member serves.

3.2.2 Types of Membership. Membership shall be limited to the types specified in 3.2.2.1 through 3.2.2.5.

3.2.2.1 Voting Members. A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

NOTE 1: This type of membership is a preferred method to secure representation of interested groups.

NOTE 2: The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

3.2.2.2 Alternates. Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3.2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3.3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives. An alternate must be of the same interest classification as the principal member.

3.2.2.3 Restricted Voting Members. The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

3.2.2.4 Member Emeritus. The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

3.2.2.5 Nonvoting Members. A person meeting the requirements of 3.2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3.1.3.3.

3.2.3 Qualifications for Membership. Qualification for Membership is based on all the information available to the Standards Council, including the information provided in the candidate's Application as specified in 3.2.4. Membership in the National Fire Protection Association or any of its Sections shall not be a prerequisite to or a condition of appointment to a TC or TCC.

3.2.4 Application Process. Information to be included in a candidate's Application for Membership and how the Council is to review and act on this information is specified in 3.2.4.1 and 3.2.4.2.

3.2.4.1 Applications for Membership. Each candidate for membership shall submit statements to the Council Secretary indicating the following:

(a) Evidence of knowledge and competence in the work of the TC and/or TCC

(b) Assurance of ability to participate actively, including responding to correspondence and attendance at meetings (see 3.3.3.3)

(c) Relationship of applicant to the Scope of the TC and/or TCC

(d) What organization, company, etc., the nominee would represent

(e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Regulations

(f) What person or organization would fund participation

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

3.2.4.2 Action of the Council on Applications for Membership. The Council may appoint a nominee, hold the application pending further information, reject an application, or take such other action as it deems necessary.

Appointment shall be based on:

(a) Qualifications of the applicant under the provisions of 3.2.3

(b) Limiting the size of each TC and/or TCC to a manageable working group

(c) Maintaining a balance of interests within the membership

If any individual or organization has applied for and has been denied membership, the individual or organization may, within a 60-day period after notification, file an appeal with the Council for purposes of reconsideration (see 1.6).

3.2.5 Determination of Interests. The Council shall determine the interests to be represented on TCs and TCCs. The Council may seek the recommendation of the TCC Chair and TC Chair in discharging this responsibility.

3.2.5.1 Balance of Interests. Normally no more than one-third of the Voting Members shall represent any one interest. A TC or TCC 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 of the Voting Members. In such circumstances, the Standards Council shall make reasonable recruitment efforts to restore the TC or TCC to a normal balance of interests.

3.2.6 Limitation of TC Chairs. A Chair of a TC that reports to a TCC cannot serve as a voting member (Principal or Alternate) of the TCC. An individual shall not serve as Chair of more than a single TC reporting to the same TCC.

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

3.3.1 General Responsibilities.

3.3.1.1 Scope of Work. The work of each TC and TCC shall be:

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

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

(c) Consonant with the objectives of the Association (see Article 2 of the Articles of Organization and Article 2.1 of the Bylaws)

3.3.1.2 Activity Within Scope. Consonant with the publishing Guidelines of the Association, each TC and TCC shall:

(a) Prepare proposed Codes, Standards, Recommended Practices, or Guides

(b) Prepare and/or process Proposals and Comments to amend existing Documents

(c) Recommend reconfirmation or withdrawal of a Document

(d) Prepare and/or process proposed Tentative Interim Amendments (see Section 5)

(e) Prepare and/or process Formal Interpretations (see Section 6)

3.3.2 Calling Meetings. Chairs shall call meetings at such times as may be necessary and convenient for the transaction of business. Meetings called to prepare a Technical Committee Report shall comply with 4.2. Before issuing a call for such a meeting, the Chair shall consult with the Council Secretary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting.

Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints.

3.3.2.1 Meeting Notices. Notice of each meeting shall be sent or accessible in advance to the Council Secretary via the Staff Liaison. The Council Secretary shall issue a notice of such meeting in one of the Association's publications sent or accessible to all Members. A notice may also be issued in other appropriate media.

3.3.2.2 Distribution of Agenda to Committee Members. A Chair shall distribute an appropriate agenda including supporting material at least 14 days in advance of the date for which a meeting is called, or at such a time interval before the meeting as the membership may earlier agree. A copy of this agenda shall be filed with the Council Secretary in accordance with 3.3.5.3.

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 are the responsibility of the guest.

3.3.3 Transaction of Business. The transaction of business at TC and TCC meetings shall be governed in order of precedence, first by these Regulations, second by any applicable Supplemental Operating Procedures (see 3.3.8), and third by *Robert's Rules of Order Revised.*

3.3.3.1 Quorum. There is no quorum requirement for TC and TCC meetings.

3.3.3.2 Attendance. Meetings shall be open, except that a TCC may, at the discretion of the Chair, enter into executive session solely for the purpose of considering or developing recommendations for changes in TC membership in accordance with 3.4.3(d), or for the purpose of developing or amending its own Supplemental Operating Procedures in accordance with 3.3.8.

3.3.3.3 Participation.

(a) Participation shall be limited to Members and the Staff Liaison, except that the request of a guest to address the TC or TCC on a subject relevant to a specific item under consideration shall be honored. Guests wishing to address the TC or TCC shall notify the Chair or Staff Liaison in writing at least 7 days before the meeting. The 7-day notice may be waived by the Chair. When a guest addresses the committee, equal opportunity shall be afforded those with opposing views. The Chair shall designate the time allotted for any such addresses.

(b) An Alternate Member shall have the same participation rights as the Member when the Member is absent. When the Member and the Alternate are both present, the Alternate may have the privilege of the floor only with the consent of the Chair and the Member.

(c) If a Member (and Alternate) cannot attend, a designated representative may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions.

(d) If attendance by a member is not possible due to demonstrated hardship, written commentary shall be submitted in advance of the meeting.

(e) Videos, slides, overheads, and similar visual aids may be allowed during meetings of TCCs, TCs, and Task Groups. The review of samples of nonhazardous products and materials may be allowed. The presenters of the information are responsible for all equipment arrangements and associated fees pertaining to their presentations.

(f) Physical demonstrations, experiments, or simulations shall not be allowed during meetings of TCCs, TCs, or Task Groups.

3.3.3.4 Minutes of Meetings. Minutes of each meeting shall be recorded and issued without undue delay to Members by the Chair, the Secretary, or a duly appointed individual acting at the direction of the Chair or Secretary. No other minutes shall be authorized.

Minutes shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. Minutes shall be approved by the TC for TC meetings, and by the TCC for TCC meetings. When a TC functions under the oversight of a TCC, minutes of TC meetings shall be distributed to the TCC. A copy of TC and TCC minutes shall be filed with the Council Secretary in accordance with 3.3.5.3.

Meetings shall not be recorded verbatim by any means unless authorized by the Council Secretary, in consultation with the Chair. If the request is approved, NFPA will make the recording and the requester will be asked to compensate NFPA for the associated costs. The original recording will remain the property of NFPA.

3.3.4 Voting Procedures and Privileges. Each voting Member including the Chair shall have one vote in the affairs of the TC or TCC on which the Member serves. (See 3.2.2.3 for "Restricted Voting Member" privileges.) The vote of an Alternate shall be counted and circulated only when the principal Member does not exercise his or her voting privileges. An Alternate shall not be privileged to cast more than one vote on any subject regardless of the number of principal Members to whom he or she serves as alternate.

3.3.4.1 Voting by Proxy. Voting by proxy shall not be permitted.

3.3.4.2 Voting at Meetings and Letter Ballots.

(a) **Voting at Meetings.** Actions decided during TC and TCC meetings shall be supported by at least a simple majority of the voting members at the meeting, except where specifically stated otherwise in these Regulations. In calculating the vote, those who abstain shall be omitted from the calculations. See also 3.3.3.

(b) **Letter Ballots.** Formal votes of Members shall be secured by letter ballot to determine the TC/TCC action on proposals, comments, formal interpretations, or tentative interim amendments, or to establish a recommendation of a TC/TCC to revise their scope. Voting in meetings is to establish a sense of agreement, but on matters pertaining to document revisions, document interpretations or TC/TCC scopes, only the results of letter ballots shall be used to determine the official position of the TC and/or TCC.

3.3.4.3 How Letter Ballots Are Secured. The vote of Members and Alternates shall be secured by the Staff Liaison sending to each Member and Alternate a copy of the material under consideration together with a ballot form. The ballot due date shall be on the ballot.

3.3.4.4 How Members May Vote on Letter Ballots. Each Member shall record his or her opinion as "affirmative,""negative," or "abstaining" on the ballot required in 3.3.4.2(b) within the time limit specified on the ballot. A Member voting in the "negative" or recorded as "abstaining" shall include a statement of reasons with the ballot. The reasons for negative votes on a specific issue being balloted shall be transmitted to the staff liaison who will compile and circulate to each Member, who can respond, reaffirm, or change his or her ballot at that time. When reasons for negative votes are transmitted, affirmative comments and comments of nonvoting members shall be included.

3.3.4.5 Calculating Votes on Letter Ballots. A Member eligible to vote shall be one who is a Member of record as of the date of the mailing of the ballot. In calculating the vote, those who have expressed in writing valid reasons for abstaining, 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.

3.3.4.6 Ballot Statement. A ballot statement shall accompany every Technical Committee Report indicating:

(a) Number of Members eligible to vote

(b) Number voting in the affirmative

(c) Identification of negative voters and stated reasons for each negative vote

(d) Identification of those who have abstained, and reasons for each abstention

(e) Identification of those who have not returned ballots

NOTE: See 4.3.5.2, 4.4.6.4, 5.4(a), and 6.3.4 for voting requirements.

3.3.5 Responsibility to NFPA.

3.3.5.1 Liaison with Staff. Each Chair shall keep the Staff Liaison fully informed on the work of the TC and/or TCC and any Task Groups, coordinate meeting dates with the Staff Liaison, and supply the Staff Liaison with copies of all material (e.g., agendas, minutes, ballots, reports, and correspondence).

3.3.5.2 Identification of Committee Drafts and Working Papers. Drafts or working papers prepared by the TC or TCC which have not been formally submitted for publication and association action in accordance with 4.3.8 shall, prior to distribution either to the public or committee members, be prominently identified with appropriate notices indicating their status as draft or working papers, not for publication.

3.3.5.3 Filing of Technical Committee and Technical Correlating Committee Materials with Council Secretary. TCs and TCCs shall file with the Council Secretary at least one copy of all materials distributed to their Members. Providing copies of distributed material to the Staff Liaison shall be considered as having been filed with the Council Secretary. All such filings shall be available upon reasonable request for inspection at NFPA headquarters.

3.3.5.4 Availability of TC/TCC Materials to the Public. Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration at a TC or TCC meeting,

shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at a TC or TCC meeting, requests in writing must be received at NFPA headquarters at least 21 days in advance of the meeting. At the discretion of the Council Secretary, reasonable fees and terms of payment may be set for such materials.

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

3.3.6 Document Content. Each TC shall, as far as practicable, prepare Documents in terms of required performance, avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base its recommendations on one or more of the following factors; namely, fire experience, research data, engineering fundamentals, or other such information as may be available.

3.3.6.1 Definitions. Where the following terms, commonly found in the Association Technical Committee Documents, are used or defined in the body of the text, they shall be consistent with the intent of these meanings. "Definitions" shall not be altered unless approved by the Council. Such altered definition shall be clear and unambiguous in the context in which it is used.

Approved - Acceptable to the authority having jurisdiction.

NOTE: The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment, or materials, the "authority having jurisdiction" may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The "authority having jurisdiction" may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

Authority Having Jurisdiction (AHJ) - An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

NOTE: The phrase "authority having jurisdiction," or its acronym AHJ, is used in NFPA documents in a broad manner because jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

Code - A standard that is an extensive compilation of provisions covering broad subject matter or that is suitable for adoption into law independently of other codes and standards.

NOTE: The decision whether to designate a standard as a "code" is based on such factors as the size and scope of the document, its intended use and form of adoption, and whether it contains substantial enforcement and administrative provisions.

Consensus - Consensus has been achieved when, in the judgment of the Standards Council of the National Fire Protection Association, substantial agreement has been reached by materially affected interest categories. Substantial agreement means much more than a simple majority but not necessarily unanimity. Consensus requires that all views and objections be considered and that a concerted effort be made toward their resolution. The Standards Council bases its judgment as to when a consensus has been achieved on the entire record before the Council.

Guide - A document that is advisory or informative in nature and that contains only nonmandatory provisions. A guide may contain mandatory statements such as when a guide can be used, but the document as a whole is not suitable for adoption into law.

Labeled - Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

Listed - Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for specified purpose.

NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

Recommended Practice - A document similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

Shall - Indicates a mandatory requirement.

Should - Indicates a recommendation or that which is advised but not required.

Standard - A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions 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.

3.3.6.2 Reference to Other Documents or Other Publications. When a reference is made in a Technical Committee Report to a Document or other publications prepared by any organization, such a reference shall contain the sponsor, title, date, or edition, and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate.

NOTE: TCs should include a bibliography of referenced material in each of their Documents.

3.3.7 Reference Standards and Publications.

3.3.7.1 Mandatory Reference Standards in NFPA Codes and Standards.

3.3.7.1.1 Mandatory standards referenced in NFPA Codes and Standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at NFPA Headquarters if not readily available from other sources. See also 3.3.7.4, 4.3.3, and 4.4.5.

3.3.7.1.2 Mandatory Standards referenced in NFPA Codes and Standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

3.3.7.1.3 Mandatory standards referenced in NFPA Codes and Standards not complying with 3.3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3.3.7.1.2 in a ROP or ROC.

3.3.7.2 Nonmandatory Reference Standards in NFPA Codes and Standards. Reference standards that do not comply with 3.3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in a NFPA Code or Standard.

3.3.7.3 Nonmandatory Referenced Publications in NFPA Guide Documents and Recommended Practices. Publications referenced in NFPA Guide Documents and Documents establishing recommended practices shall be subject to 3.3.7.4.

3.3.7.4 Reference to Other NFPA Documents or Documents Published by Other Organizations. When a reference is made in a Technical Committee Report to another NFPA Document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the Document to which reference is made. TCs shall include such references only after review of such Documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference Document shall be on file at NFPA Headquarters, if not readily available from other sources.

3.3.8 Supplemental Operating Procedures. A TC and/or TCC may adopt Supplemental Operating Procedures, provided that such procedures are consistent with the Bylaws of the Association and with these Regulations. Such procedures and amendments thereto shall be promptly transmitted to the Council Secretary, who shall submit them to the Council for approval. Amendments to the Bylaws of the Association or to these Regulations shall automatically supersede any such procedures that may be in conflict therewith.

3.3.9 Publication of Committee Reports. When Committee Reports are judged to be in a form for Association consideration, they shall be submitted to the Council Secretary in accordance with 4.3.8 and 4.4.8.2. TCs and/or TCCs shall not issue material for publication through any other channel except in cases where the TC is sponsored jointly with another association (see 1.9).

3.4 Organization and Responsibilities of Technical Correlating Committees.

3.4.1 Organization. If the Council determines that a Project is of such magnitude or breadth, or for other appropriate reasons requires that a group manage and coordinate the activities of a number of TCs, the Council may appoint a TCC. The number of Members and the interests from which they are selected shall be determined by the Council.

3.4.2 Authority. A TCC shall direct the activities of the TCs that have primary responsibility for the development and revision of Documents assigned to them. The TCC shall be responsible for resolving conflicts, achieving correlation among the recommendations of the TCs, correcting errors and omissions, and ensuring that the Committee activities have been conducted in accordance with these Regulations and any approved Supplemental Operating Procedures (see 3.3.8). The TCC shall have the authority to choose between alternatives presented by the TCs and to write text, but only as necessary for correlation, consistency, and the correction of errors and omissions.

3.4.3 Responsibilities. The responsibilities of a TCC are:

(a) Resolving conflicts within or between Documents

(b) Recommending the resolution of conflicts between, and overlapping functions in TC Scopes

(c) Recommending the establishment of new or the discharging of existing TCs and proposing new Scopes or changes to existing Scopes of TCs

(d) Recommending changes in membership to obtain or improve representation on a TC

(e) Correlating the scheduling of the Reports from the TCs operating under its responsibility

(f) Notifying a TC of its failure to comply with these Regulations or the Manual of Style

(g) Determining whether or not the TC has given due consideration to all evidence presented to it in connection with the preparation of its Report including all comments relating to negative votes

(h) Establishing Supplemental Operating Procedures, if desired (see 3.3.8)

(i) Performing such other or different duties as the Council may from time to time assign

Section 4 Development and Revision of NFPA Documents.

4.1 Initiation. Any person, organization, or existing TC or TCC can request the Council to establish a Project to handle any matter of proper concern to the Association. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by existing NFPA projects.

Following receipt of such a request, the Council Secretary shall:

(a) Submit for publication by the Association a notice of receipt of the request and a solicitation of opinions on the need for the Project, information on resources on the subject matter, those interested in participating in the Project, if established, and other organizations actively involved with the subject; and

(b) Submit the request for establishing the Project, the information resulting from the published notice, and any other pertinent information to the Council for a determination as to whether such request shall be granted. If granted, a recommendation shall also be made to the Council as to whether the subject matter of the proposed Project would fall within the Scope of an existing TC Project.

4.2 Overview.

4.2.1 Revision Schedules. The Council Secretary, with approval of the Standards Council, shall establish schedules of revision cycles for processing Documents. Each revision cycle shall include final dates for all critical events in the processing of Documents, including but not limited to, a call for proposals and comments, the notice of intent to make a motion, the availability of Technical Committee Reports, the Association Technical Meeting, and Council

issuance. Upon request of a Project Chair, the Council Secretary may approve a proposal closing date for a Document that is different than that published in the schedule, provided that the proposal period is not less than 30 days. The Council Secretary shall publish the schedules of revision cycles in appropriate Association publications and other media.

4.2.2 Frequency of Processing Documents Through Revision Cycles. A Document shall not be processed through a revision cycle more than once every three years, and not less than once every five years, except where specifically permitted by the Standards Council. Under special circumstances, and when approved by the Council, the time interval may be extended to a maximum of ten years. If a TC fails to process a document within the specified time period, the Council shall take appropriate action.

4.2.3 Assignment of Documents to Revision Cycles. The Council shall be responsible for assigning all NFPA Documents to appropriate revision cycles. Any request for a change in assignment shall be transmitted to the Council Secretary for consideration by the Council.

4.2.4 Publication of Technical Committee Reports. Each Technical Committee Report consisting of a Report on Proposals and, if comments were received, a Report on Comments shall be published or accessible before the meeting at which the Report is scheduled for presentation. If no one has filed a Notice of Intent to Make a Motion, the Report will automatically be presented to the Council for issuance at its next meeting. Notice of the availability of Report on Proposals and Report on Comments shall be published in one of the Association's publications sent or accessible to all Members and other appropriate media, and copies shall be distributed upon request to anyone interested before the Association meeting at which consideration is being requested.

4.2.5 Publication of Actions. Notice of all actions taken by the Council and the Board of Directors on TC Project matters shall be reported to the Association in a publication issued to the membership.

4.3 Proposal Stage.

4.3.1 Publication of Notice. A notice announcing that a Document has entered a revision cycle and calling for submission of proposals shall be published as specified in 4.3.1.1 and 4.3.1.2.

4.3.1.1 New Documents. A Committee shall obtain Council approval prior to developing a new document. Prior to entering into a revision cycle for that new document (see 4.2.3), the TC shall develop a draft document which shall be approved for public review through a letter ballot (see 3.3.4) of the committee requiring at least a simple majority calculated in accordance with 3.3.4.5. A draft of any new Document under preparation by a TC shall be provided to the Council Secretary along with the notification of the intended closing date for receipt of proposals (see 4.2.1). Notice that the proposed draft Document is available from the Council Secretary shall be published or accessible in one of the Association publications sent to all Members.

4.3.1.2 Existing Documents. The applicable procedures outlined elsewhere in these Regulations shall be followed by the TC and TCC except that the text of a Document to be Reconfirmed or Withdrawn need not be published in the Technical Committee Reports. Any individual interested may secure from the Association's Publications Department a copy of the existing text to permit review and Comment.

4.3.2 Who May Submit a Proposal.

4.3.2.1 General. Anyone may submit a Proposal, and the submitter need not be a member of the Association. Except for Proposals submitted by the TC or TCC responsible for the Document, all Proposals 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.

4.3.2.2 Technical Committee. A Proposal that originates within a TC or TCC shall include the information requested in 4.3.3(b), (c), and (d), and shall be identified as a TC Proposal. The decision to submit the Proposal to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

When a TC develops a new Document, the Document may be submitted as a TC Proposal.

4.3.3 Content of Proposals. Each Proposal shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, edition of the Document, and paragraph of the Document to which the Proposal is directed

(c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted

(d) Statement of the problem and substantiation for Proposal

(e) The signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being proposed as a reference standard or publication (see 3.3.7)

The receipt of the Proposal on a Document that does not have a published Proposal closing date shall be acknowledged by the staff liaison, in writing, to the submitter.

4.3.4 Time for Submission or Withdrawal of Proposal. A Proposal, other than a Committee Proposal, to revise or amend an existing or proposed Document may be submitted up to the published Proposal closing date. A Proposal on the affected edition received after this date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Proposal before the published Proposal closing date. Proposals cannot be withdrawn after the established proposal closing date.

4.3.5 Technical Committee Consideration of Proposals. Actions on all Proposals shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Proposals are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with 3.3.4.

4.3.5.1 Technical Committee Action on Proposals. The TC shall act on all current Proposals and on appropriate matters not processed in a previous Report, such as Comments held and Tentative Interim Amendments. The TC shall act on each Proposal by:

(a) Accepting the Proposal

(b) Rejecting the Proposal

(c) Accepting the Proposal in principle but with changes in the proposed wording

(d) Accepting the Proposal in part

(e) Accepting the Proposal in principle in part but with changes in the proposed wording of the part

The TC action on proposals "accepted in principle,""accepted in part,""accepted in principle in part" and "rejected" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action so that rebuttal may, if desired, be submitted during the Comment period. A Proposal that does not include all of the information listed in 4.3.3(a) through 4.3.3(d) may be rejected by the Committee for that reason.

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

4.3.5.2 Technical Committee Balloting on Proposals. TC action on Proposals shall be submitted to a ballot of the TC (see 3.3.4). TC action on each Proposal shall be separately balloted unless at least a simple majority of the voting members of the TC present at a duly called meeting of the TC vote to ballot the Report or portions of the Report as a whole. If the ballot is taken on the Report as a whole, at least two-thirds of the voting Members calculated in accordance with 3.3.4.5 must agree with the TC action for the Report on Proposals to be published for public review and comment. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Proposal by a two-thirds affirmative vote, the Report on Proposals shall be published with a specific request for public comment on that Proposal and the Proposal shall be reconsidered by the TC as a public comment. The results of the ballot, including the reasons for negative votes, shall be included in the ROP. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Proposals.

4.3.6 Technical Correlating Committee Review and Action on Proposals.

4.3.6.1 Review and Permitted Actions. If the Technical Committee Reports to the Association through a TCC, the TCC shall review the Reports on Proposals of the TCs under its responsibility and take appropriate action within the limits of its authority and responsibility as set forth in 3.4.2 and 3.4.3. Such action shall generally take the form of notes for insertion in the ROP that provide clarification and other appropriate information or that direct the responsible TC(s) to reconsider an action taken in the ROP, conduct further review or take further action during the preparation of the Report on Comments. In addition, where early action to promote correlation and consistency of the Document is warranted, the TCC may also revise the TC action.

4.3.6.2 Balloting and Publication of TCC Actions.

(a) **Proposed TCC Actions.** Any proposed TCC actions taken on the TC(s) Report in accordance with 4.3.6.1 shall be submitted to a letter ballot of the TCC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on specific TCC actions shall include the reasons for such votes. Only proposed TCC actions that are approved by the TCC letter ballot shall be published in the Report on Proposals. The ballot results for such approved TCC actions shall also be published including the reasons for negative votes.

(b) **Information Ballot of the Report as a Whole.** In addition to the TCC ballot on each of its individual actions, there shall be an informational ballot of the TCC on the Report as a whole. This ballot shall be informational only and shall not operate to revise or return the Report. The results of the ballot shall be included in the Report on Proposals.

4.3.7 Form and Content of Technical Committee Report on Proposals. Each Report on Proposals shall be in a form suitable for publication as prescribed by the Association. The Report shall contain a list of TC and TCC Members, results of the ballot (see 3.3.4.5), public Proposals, if any, TC Proposals, if any, and TC action thereon. If a Report on Proposals involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1.4 for definition of Technical Committee Report.)

4.3.8 Submission of Report on Proposals. A Report on Proposals prepared by a TC and consisting of Proposals for a new or existing Document shall be submitted to the Council Secretary for printing in a Report on Proposals for public review and Comment and Association consideration. Reports on Proposals with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4.2.5.)

4.3.9 Publication and Distribution of Report on Proposals. The Association shall publish the Report on Proposals for distribution to anyone interested. Notice of the availability of a Report on Proposals shall be published in one of its publications sent or accessible to all members and other appropriate media.

4.4 Comment Stage.

4.4.1 Comment Period. Reports on Proposals shall contain a notice of a Comment closing date established pursuant to 4.2.1. Comments received after the closing date shall be returned to the submitter. A submitter, by written request to the Council Secretary, may withdraw the Comment before the published closing date for receipt of Comments. Comments cannot be withdrawn after the established comment closing date.

4.4.2 Subjects Appropriate for Comment. Comments shall be confined to those items under consideration for action and directly affected items. When a Report on Proposals involves a Reconfirmation of an existing Document, the entire Document is open for Comment. (See also 4.4.6.2.)

4.4.3 Who May Submit a Comment.

4.4.3.1 General. Anyone may submit a Comment, and the submitter need not be a member of the Association. Except for Comments submitted by the TC or TCC responsible for the Document, all 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.

4.4.3.2 Technical Committee. The TC responsible for a Document may Comment on the actions recommended in the Report on Proposals after the established Comment period deadline. Such Comments shall be prepared before balloting on TC action as required by 4.4.6.4. TC-generated Comments shall not introduce a concept that has not had public review (see 4.4.9.2).

4.4.3.3 Content and Ballot. A Comment that originates within a TC or TCC shall include the information requested in 4.4.5(b), (c), and (d), and shall be identified as a TC Comment. The decision to submit a TC Comment to ballot shall be supported by at least a simple majority of the voting Members of the TC at the meeting.

4.4.4 Method of Comment Submittal. Public Comments shall be submitted to the Council Secretary during the established Comment period (see 4.4.1). TC Comments may be submitted in accordance with 4.4.3.2 and 4.4.3.3.

4.4.5 Content of Comments. Each comment shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, Proposal number to which the Comment is directed, and paragraph of the Document to which the Comment is directed

(c) Proposed text of the Comment, including the wording to be added, revised (and how revised), or deleted

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

(e) Signature of the submitter or other means of authentication approved by the Council Secretary

(f) Two copies of any document(s) (other than an NFPA document) being

proposed as a reference standard or publication (see 3.3.7)

A Comment that does not include all of the required information listed in (a) through (e) may be rejected by the TC for that reason.

4.4.6 Technical Committee Consideration of Comments. Actions on all Comments shall be developed by the affected TC at a duly called meeting unless the Chair determines that the Comments are of such a character that a recommended action can be developed without a meeting. All recommended committee actions shall then be balloted in accordance with Section 3.3.4.

Each TC shall process all of the Comments received in compliance with the Association timetable (see also 4.4.9).

A TC shall consider and act on all Comments that are directly related to the substantive content of the Report on Proposals.

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

4.4.6.2 Guidelines for Technical Committee Action on Comments. A TC shall consider the following guidelines when determining its action on each Comment.

4.4.6.2.1 Act. It shall act on each Comment that:

(a) Is relevant to the text proposed by the TC

(b) Raises a question on material which is either new or proposed to be amended by the TC, or is affected by a specific proposal

4.4.6.2.2 Hold. It shall hold for processing as a proposal for the next revision cycle a Comment that:

(a) Would introduce a concept that has not had public review by being included in a related proposal as published in the Report on Proposals

(b) Would change the text proposed by the TC to the point that the TC would have to restudy the text of the Report on Proposals or other affected parts of the Document

(c) Would propose something that could not be properly handled within the time frame for processing the report

4.4.6.2.3 Basis for Hold. In determining whether to hold a Comment pursuant to 4.4.6.2.2, the TC may consider any relevant factors including, but not limited to, the extent to which the Comment proposes a change that is new and/or substantial, the complexity of the issues raised, and whether sufficient debate and public review has taken place.

4.4.6.2.4 Related Proposal. A TC that holds a comment shall include in the committee statement on its action what is intended for any proposals or other comments related to the Comment. The TC shall state if previous action on related items in the Report on Proposals is to be retained or altered.

4.4.6.2.5 Subsequent Processing. A Comment that is held shall be processed as a proposal in the next revision cycle in accordance with 4.3.5.

4.4.6.3 Technical Committee Action on Comments.

A TC shall act on each Comment by:

(a) Accepting the Comment

(b) Rejecting the Comment

(c) Accepting the Comment in principle but with changes in the proposed wording

(d) Accepting the Comment in part

(e) Accepting the Comment in principle in part but with changes in the proposed wording of the part

(f) Holding the Comment (see 4.4.6.2)

The TC action on Comments "accepted in principle," "accepted in part," "accepted in principle in part," "rejected," or "held" shall include a statement, preferably technical in nature, on the reason for the TC action. Such statement shall be sufficiently detailed so as to convey the TC's rationale for its action.

The TC action on each Comment shall be in a form suitable for publication and shall, together with each Comment, constitute the Report on Comments.

4.4.6.4 Technical Committee Balloting on Comments. TC action on Comments shall be submitted to a ballot of the TC (see 3.3.4). TC action on each Comment shall be separately balloted unless at least a simple majority of the voting members of the TC present at a duly called meeting of the TC meeting vote to ballot the Report or portions of the Report as a whole. If the ballot is taken on the ROC as a whole, at least two-thirds of the voting Members calculated in accordance with 3.3.4.5 must agree with the TC action for the Report on Comments to be published. If the ballot is taken other than on the Report as a whole and the ballot result does not confirm the TC action on a Comment by a two-thirds affirmative vote, the TC action on the Comment shall be reported in the Report on Comments as rejected. The results of the ballot, including the reasons for negative votes, shall be included in the Report on Comments. The Staff Liaison may paraphrase the reasons for negative votes for the purpose of the Report on Comments.

4.4.7 Technical Correlating Committee Review and Action on Comments.

4.4.7.1 Review and Permitted Actions. If the Technical Committee reports to the Association through a TCC, the TCC shall review the Reports on Comments of the TCs under its responsibility and, within the limits of its authority and responsibilities as set forth in 3.4.2 and 3.4.3, the TCC may revise the TC action. In addition, the TCC may also provide notes for insertion in the ROC that provide clarification and other appropriate information.

4.4.7.2 Balloting and Publication of TCC Actions.

(a) **Proposed TCC Actions.** Any TCC actions taken on the TC(s) Report in accordance with 4.4.7.1 shall be submitted to a letter ballot of the TCC. Approval of TCC actions shall be established by a three-fourths affirmative vote of the TCC. Negative votes or abstentions on TCC actions shall include the reasons for such votes. Only proposed TCC actions that are approved by the TCC letter ballot shall be published in the Report on Comments. The ballot results for such approved TCC actions shall also be published, including the reasons for negative votes.

(b) **Ballot on the Report as a Whole.** In addition to the TCC ballot on each of its individual actions [see 4.4.7.2(a)], there shall be a ballot of the TCC on the Report as a whole. The Report shall be forwarded to the Association unless the TCC, by a three-fourths negative vote (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 Report to the TC for further study. If the Report is forwarded to the Association, the results of the ballot, including the reasons for negative votes, shall be included in the Report on Comments. If the TCC directs the return of the Report, the Report will not be published or forwarded to the Association, and a notice that the TCC has directed the return of the Report shall be published in place of the Report.

4.4.7.3 Further Processing of Documents that have been Returned to Committee by the TCC. When a Technical Committee Report is returned to the TC in accordance with 4.4.7.2(b), the TCC 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 document based on an existing Report on Proposals, without a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, reconsider and act on all public comments previously filed, generate any new TC comments and publish and prepare an amended Reports on Comments.

(b) Process the document based on the existing Report on Proposals, with a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, call for new public comments that would supersede all previously filed public and TC comments, and publish and prepare a new Report on Comments.

(c) Process the document through a full revision cycle without a call for new public proposals. This requires the TC to reconsider and act on all public proposals previously filed, generate any new TC proposals, and publish and prepare an amended Report on Proposals, followed by the processing of the new Report on Comments.

(d) Process the document through a full revision cycle with a call for new public proposals. This requires the TC to call for new public proposals that would supersede all previously filed public and TC proposals, followed by the processing of the new Report on Comments.

4.4.8 Publication of Reports on Comments. Reports on Comments shall be published as indicated in 4.4.8.1 through 4.4.8.4.

4.4.8.1 Form and Content of Report on Comments. Each Report on Comments (see 4.4.7.2) shall be in a form suitable for publication as prescribed by the Association. The Report on Comments shall contain a list of TC and TCC Members, results of the ballot, Comments, and TC and TCC action thereon. If a Report on Comments involves more than one Document, each Document shall be considered as a separate report, and shall be balloted and reported on separately. (See also 1.4 for definition of Technical Committee Report.)

4.4.8.2 Submission of Report on Comments. A Report on Comments prepared by a TC and consisting of Comments and TC and TCC action on those Comments shall be submitted to the Council Secretary for printing and Association consideration. Reports on Comments with the TC and TCC ballot shall be received by the Council Secretary as established by the published calendar of the Association. (See also 4.4.9.3.)

4.4.8.3 Publication and Distribution of Report on Comments. The Association shall publish the Technical Committee Report on Comments for distribution to anyone interested. Notice of the availability of a Report on Comments shall be published or accessible in one of its publications sent to all members and other appropriate media.

4.4.8.4 No Comment Received. If no Comment is received, a notice of that fact shall be published in the Report on Comments.

4.4.9 Withdrawal of Technical Committee Report. A TC may, before the publication of its Report on Comments, for one of the reasons indicated in 4.4.9.1 through 4.4.9.4, withdraw its Technical Committee Report from the scheduled cycle. This action requires the approval of the Council Secretary. The Committee may then process the withdrawn material for action during a subsequent revision cycle as provided in 4.4.9.1 through 4.4.9.4.

4.4.9.1 Excess Number of Comments. When a Report receives so many Comments that the TC is not able to act on each Comment within the time schedule, the TC may withdraw its Report and submit its Report on Comments for consideration during the next revision cycle. This action requires agreement of a majority of the members present at the meeting.

4.4.9.2 Substantive Comment. When a Report, other than a Reconfirmation, receives Comments with which the TC finds merit and determines must be considered in this revision, but which would require research and discussion by the TC that cannot be handled within the time frame established for processing the Report, the TC may (1) withdraw its Report and submit its Report on Comments for consideration during the next revision cycle, or (2) submit a new ROP in a new standards-making cycle. This action requires agreement of a majority of the members present at the meeting.

4.4.9.3 Substantive Comment on Reconfirmation or Withdrawal. When a Report proposing Reconfirmation or Withdrawal of a Document receives Comment with which the TC agrees, and which would result in a substantive change to the Document, the TC shall withdraw its Report, consider the Comments, and prepare a new Technical Committee Report for processing through the next available entire revision cycle.

4.4.9.4 Late Report on Comments. Any Report on Comments received after the date established for submittal to the Council Secretary shall result in the Report being withdrawn and held for consideration during the next revision cycle.

4.5 Notice of Intent to Make a Motion.

4.5.1 Requirement of a Notice of Intent to Make a Motion. In order to make any amending motion permitted by 4.6.5, at a Technical Committee Report session, the intending maker of a motion must file a Notice of Intent to Make a Motion in accordance with this section, and comply with the sign-in requirement for certified motions prior to the technical session in accordance with 2.7 of the Convention Rules.

4.5.2 Filing of Notice. The Notice shall be filed with the Council Secretary by the deadline established in accordance with 4.2.1. Any Notice of Intent to Make a Motion received after the filing date shall be returned to the submitter, unless the Motions Committee determines, in its discretion, that it can reasonably consider and act on the Notice in advance of the timely publication of the final Motions Committee Report and Updated Association Meeting Agenda (see 4.5.7, and 2.5 of the Convention Rules). A submitter, by written request to the Council Secretary, may withdraw the Notice of Intent to Make a Motion before the established deadline. Thereafter, the Notice of Intent to Make a Motion cannot be withdrawn without the approval of the Motions Committee.

4.5.3 Who May Submit the Notice. The Notice may be filed by anyone who meets the requirements of 4.6.8 for making the motion that is the subject of the Notice.

4.5.4 Content of the Notice. Each Notice shall include a precise description of the motion to be made in accordance with 4.6.6, and shall identify the maker of the motion and provide such evidence as may be necessary to establish that the person so identified has properly met the requirements of 4.6.8.

4.5.5 Association Technical Meeting Consideration of Motions. When a Technical Committee report on a document receives at least one notice of intent to make a motion that is certified in accordance with the Technical Meeting Convention Rules and an authorized maker of at least one such certified motion has signed in pursuant to 2.7 of the Convention Rules, it shall be presented for membership action at an Association Technical Meeting in accordance with 4.6 and the Convention Rules (including the sign-in requirements of 2.7 of the Convention Rules).

4.5.6 No Notice of Intent to Make a Motion Received. Where no notice of intent to make a motion is received and certified in accordance with the Technical Meeting Convention Rules, or where no authorized maker of a

certified motion on a Document signs in to make the motion in accordance with 2.7 of the Convention Rules, the document shall be forwarded directly to the Standards Council for action in accordance with 4.8.

4.5.7 Publication of Updated Association Meeting Agenda. Following the established deadline for the filing of a Notice of Intent to Make a Motion and any necessary review and action by the Motions Committee, the Agenda of the Association Meeting shall be updated to remove any Technical Committee Reports that, by reason of no proper Notice of Intent to Make a Motion having been filed, will not be presented to the Association Meeting. The updated Agenda shall be published on the NFPA website and, as time permits, in NFPA News, and other appropriate media.

4.6 Membership Action at Association Technical Meetings.

4.6.1 General. All completed technical committee reports, except those forwarded directly to the Standards Council in accordance with 4.5.7, shall be presented for membership action in accordance with this section and the Convention Rules.

4.6.2 Authority of an Association Technical Meeting. In respect to Technical Committee Reports, the Association may, through the taking of actions on Amending Motions, accomplish one of the following:

(a) Adopt a Report as published or as modified by the TC or TCC to effect editorial improvements or correction of errors. A Report shall be deemed to have been adopted where no Amending Motions have been passed by the Association.

(b) Adopt a Report as amended in accordance with the provisions of 4.6.5 contingent upon subsequent approval by the required number of Members of the concerned TC and TCC (see 4.7.1)

(c) Return an entire Report to the responsible TC [see 4.6.6(c)(1)]; or

(d) Return a portion of a Report to the responsible TC; however, only that portion that was modified after the Report on Proposals was published may be returned [see 4.6.6(c)(2) & (3) and 4.6.7(c)(2) & (3)]

Amendments differing from that published in either the Report on Proposals or Report on Comments shall not be permitted for Association consideration.

The above actions are subject to review by the Council in accordance with 4.8.

4.6.3 Transaction of Business. The transaction of business at Association Technical Meetings (see Section 4.6) shall be governed, in order of precedence, first by these Regulations and second by NFPA Technical Meetings Convention Rules.

4.6.4 Who May Vote at Association Technical Meetings. Voting on Technical Committee Reports at Association Technical meetings shall be limited to Voting Members of the Association who have registered for the Meeting.

4.6.5 Association Technical Meetings - General Information.

(a) **Explanation of Identifiable Part.** An "identifiable part" is a recognized component of a proposal or comment, and shall have the following features:

(1) The proposal or comment shall be capable of being segmented into separate parts understandable to the voting membership, and

(2) A decision on the segmented part shall constitute a complete action, and

(3) The segmented part of the proposal or comment shall be presented exactly as published in the ROP or ROC.

(b) **Restriction to Published Text.** Amendments are limited to proposals, comments, or an identifiable part, exactly as published in the ROP or ROC.

4.6.6 Summary of Amending Motions at Association Technical Meetings. An Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with any of the following motions:

(a) **Proposal.**

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(b) **Comment.**

(1) Accept.

(2) Accept an identifiable part.

(3) Accept as modified by the TC.

(4) Accept an identifiable part as modified by TC.

(5) Reject.

(6) Reject an identifiable part.

(c) **Return Technical Committee Report for Further Study.**

(1) Return entire Report.

(2) Return a portion of a Report in the form of a proposal and related comment(s).

(3) Return a portion of a Report in the form of identifiable part(s) of a proposal and related comments(s).

4.6.7 Effect of Successful Amending Motions at Association Technical Meetings.

(a) **Proposal.**

(1) **Accept.** A motion to accept a proposal negates the actions of any accepted comments on that proposal, and changes the text in accordance with the proposal as published in the ROP.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a proposal negates the actions of any accepted comments on that identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal as published in the ROP.

(3) **Accept as Modified by the TC.** A motion to accept a proposal as modified by the TC negates the actions of any accepted comments that modify the proposal, and changes the text in accordance with the proposal (as modified by the TC) as published in the ROP. Such a motion includes any action of the TC modifying the Proposal even if handled by the TC through a reference to another Proposal or TC action on a Proposal.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a proposal as modified by the TC negates the actions of any accepted comments that modified the identifiable part of the proposal, and changes the text in accordance with the identifiable part of the proposal (as modified by the TC) as published in the ROP. Such a motion includes any action of the TC modifying the proposal even if handled by the TC through a reference to another Proposal or TC action on a Proposal.

(b) **Comment.**

(1) **Accept.** A motion to accept a comment changes the text in accordance with the comment as published in the ROC.

(2) **Accept an Identifiable Part.** A motion to accept an identifiable part of a comment changes the text in accordance with the identifiable part of the comment as published in the ROC.

(3) **Accept as Modified by the TC.** A motion to accept a comment as modified by the TC changes the text in accordance with the Committee action on the comment as published in the ROC. Such a motion includes any action of the TC modifying the Comment even if handled by the TC through a reference to another Comment or TC action on a Comment.

(4) **Accept an Identifiable Part as Modified by TC.** A motion to accept an identifiable part of a comment as modified by the TC changes the text in accordance with the Committee action on the identifiable part of the

comment as published in the ROC. Such a motion includes any action of the TC modifying the Comment even if handled by the TC through a reference to another Comment or TC action on a Comment.

(5) **Reject.** A motion to reject a Comment returns that portion to ROP text, and does not reject other Comments that may affect the Proposal that is addressed by the Comment being rejected.

(6) **Reject an Identifiable Part.** A motion to reject an identifiable part of a Comment returns that portion to ROP text, and does not reject other Comments or identifiable parts of Comment(s) that may affect the Proposal that is addressed by the identifiable part of the Comment being rejected.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** A motion to return the entire report sends the entire document back to TC for further study, and any previous edition remains in effect.

(2) **Return a portion of a Report in the form of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of a proposal and related comment(s) returns to previous edition text. If other comments relating to the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comment(s).** A motion to return a portion of a Report in the form of an identifiable part of a proposal and related comment(s) returns to previous edition text. If other comments relating to the identifiable part of the portion of the Report being returned have resulted in revisions, these are also returned. If no previous text exists, then the section is deleted.

4.6.8 Who May Make Amending Motions at Association Technical Meetings.

4.6.8.1 Designated Representative. The submitter of a Proposal or 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 Council Secretary.

4.6.8.2 Amending Motions. Contingent upon a valid Notice of Intent to Make a Motion in accordance with 4.5, an Amendment to a Technical Committee Report may be presented at an Association Technical Meeting in accordance with 4.5 and 4.5.4(c), and the following:

(a) **Proposal.**

(1) **Accept.** The submitter of a proposal may present that proposal as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a proposal may present an identifiable part of that proposal as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report a Proposal as previously accepted by a TC when that Proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passes TC written ballot but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Proposal may present either the failed TC action or the original Public Proposal as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.**

(i) Anyone may present as an amendment to a Technical Committee Report an identifiable part of a proposal as previously accepted by a TC when that identifiable part of the proposal was modified in the ROC. The amendment shall be presented exactly as recommended for approval by the TC and as published in the ROP.

(ii) When a TC proposed action on a Public Proposal differs from the originally submitted Public Proposal and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(A) If the proposed TC action fails TC written ballot, the original submitter of the Public Proposal may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(B) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Proposal may present an identifiable part of either the failed TC action or the original Public Proposal as submitted.

(b) **Comment.**

(1) **Accept.** The submitter of a comment may present that comment as an amendment to a Technical Committee Report.

(2) **Accept an Identifiable Part.** The submitter of a comment may present an identifiable part of that comment as an amendment to a Technical Committee Report.

(3) **Accept as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report the failed action whereas the original submitter of the Public Comment may present either the failed TC action or the original Public Comment as submitted.

(4) **Accept an Identifiable Part as Modified by the TC.** When a TC proposed action on a Public Comment differs from the originally submitted Public Comment and the TC proposed action fails TC or TCC written ballot, the following amendments shall be permitted:

(i) If the proposed TC action fails TC written ballot, the original submitter of the Public Comment may present as an amendment to a Technical Committee Report an identifiable part of either the failed TC action or the original Public Comment as submitted.

(ii) If the proposed TC action passed TC written ballot, but fails TCC written ballot, any member of the TC may present as an amendment to a Technical Committee Report an identifiable part of the failed action whereas the original submitter of the Public Comment may present an identifiable part of either the failed TC action or the original Public Comment as submitted.

(5) **Reject.** Anyone may present as an amendment to a Technical Committee Report the rejection of a Comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(6) **Reject an Identifiable Part.** Anyone may present as an amendment to a Technical Committee Report the rejection of an identifiable part of a comment as previously accepted by a TC when that Comment modifies a Proposal in the ROP.

(c) **Return Technical Committee Report for Further Study.**

(1) **Return Entire Report.** Anyone may propose the return of a Technical Committee Report to the responsible TC for further study in accordance with 4.6.2(c).

(2) **Return a portion of a Report in the form of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of a proposal and related comments(s), when one of the comments has resulted in further changes to the proposal. See also 4.5.1(d) and 4.6.2(b).

(3) **Return a portion of a Report in the form of Identifiable Part(s) of a Proposal and Related Comments(s).** Anyone may propose as an amendment to a Technical Committee Report the return of a portion of a Report in the form of an identifiable part(s) of a proposal and related comment(s), when one of the comments has resulted in further changes to the proposal. See also 4.5.1 and 4.6.2(b).

4.6.9 Procedure for Proposing Recommendations at an Association Technical Meeting. Before proposing an action at an Association meeting, the proposer shall state his or her name, affiliation, and organization represented, if any, and shall refer to the specific item published in the Report on Proposals or the Report on Comments.

4.6.10 Forwarding Documents Following Association Technical Meeting Recommendations.

(a) When the Report of the TC is adopted at the Association Technical Meeting as published or as modified by the TC or TCC to effect editorial improvements or corrections of errors [see 4.6.2(a)], the Document shall be forwarded directly to the Council for action in accordance with 4.8.

(b) Where, due to the lack of a quorum at an Association Technical Meeting, the Association fails to make a recommendation concerning a Report or a portion of a Report, the Document shall be forwarded directly to the Council without recommendation for action in accordance with 4.8. Notwithstanding the foregoing, any motions to amend or return the Report that have passed prior to the loss of a quorum shall be processed and forwarded to the Council in accordance with 4.6 and 4.7.

(c) Where amendments are made to the Committee Report [see 4.6.2 (b)], or where the Report or portions of the Report are returned [see 4.6.2(c) and (d)], the Document shall be forwarded to the responsible TC and TCC for action in accordance with 4.7.

4.7 Technical Committee and Technical Correlating Committee Action Following Association Technical Meetings.

4.7.1 Recommended Amendments.

(a) An amendment recommended by the Association shall be submitted to ballot of the responsible TC and TCC. The TC ballot shall be completed within 21 days and the TCC ballot shall be completed within 45 days, both following the first business day after adjournment of the Association meeting.

(b) If the Association recommended amendment is approved by the TC and TCC, such action shall be deemed to be a recommendation of the TC and TCC in favor of the amendment. Approval is determined by two-thirds affirmative vote of the TC and a three-fourths affirmative vote of the TCC calculated in accordance with 3.3.4.5.

(c) If the Association recommended amendment is not approved by the TC and TCC, such action of the Committee shall be deemed to be a recommendation that the portion of the Report modified by the Association recommended amendment be returned to the TC; the remainder of the Report stands as recommended by the Association; and any existing text to which the returned portion pertains shall stand.

(d) Portions of Technical Committee Reports that are returned shall be processed as a Proposal in the next revision cycle in accordance with 4.3.5.

4.7.2 Recommended Return of Report or Portion of Report.

(a) If the Association recommends that a Technical Committee Report be returned to the responsible TC, such recommendation shall be deemed to mean that the previously adopted Document, if any, shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return.

(b) If the Association recommends that a portion of a Report be returned to the responsible TC, such recommendation shall be deemed to mean that any existing text to which the returned portion pertains shall stand. In order to assist the Standards Council in the event of an appeal, an informational ballot of the TC and TCC shall be conducted on whether the TC and TCC approve the Association action on the return. Time constraints with respect to balloting shall be in accordance with 4.7.1 (see also 4.7.3).

NOTE: When a portion of a Report on a new or existing Document is returned to TC, the "existing text" that prevails is the text in the previous edition. Where no previous edition text exists, the proposed text is deleted.

(c) Portions of Technical Committee Reports that are returned shall be processed as Proposals in the next revision cycle in accordance with 4.3.5.

4.7.3 Further Processing of Documents that have been Returned to Committee. When a Technical Committee Report is returned to the responsible TC/TCC in accordance with 4.6.2(c) and 4.6.6(c)(1), the applicable TC/TCC shall make a recommendation to the Standards Council which revision cycle it wishes to pursue. The TC/TCC shall take into consideration the discussion that took place at the Association meeting in preparing its amended report. The Standards Council shall direct the following options:

(a) Process the document based on an existing Report on Proposals, without a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, reconsider and act on all public comments previously filed, generate any new TC comments and publish and prepare an amended Report on Comments.

(b) Process the document based on the existing Report on Proposals, with a call for new public comments. This requires the TC to begin with the existing Report on Proposals as published, call for new public comments that would supersede all previously filed public and TC comments, and publish and prepare a new Report on Comments.

(c) Process the document through a full revision cycle without a call for new public proposals. This requires the TC to reconsider and act on all public proposals previously filed, generate any new TC proposals, and publish and prepare an amended Report on Proposals, followed by the processing of the new Report on Comments.

(d) Process the document through a full revision cycle with a call for new public proposals. This requires the TC to call for new public proposals that would supersede all previously filed public and TC proposals, followed by the processing of the new Report on Comments.

4.8 Action by the Council. The Council shall act on the issuance of a Document presented for action at an Association Technical Meeting within 75 days from the date of the recommendation from the Association Technical Meeting unless this period is extended by the Standards Council. For documents forwarded

directly to the Standards Council pursuant to 4.5.6, the Council shall act on the Document at its next scheduled meeting, or by letter ballot (see 2.7).

4.8.1 Basis for Judgment. The Council shall make a judgment on whether or not to issue an NFPA Document or to take other appropriate action based upon the entire record before the Council. Among the items that the Council will consider in making a judgment are the following:

(a) Reports of the TC and TCC and all supporting documentation;

(b) Any Transcript and deliberations of the Association meeting;

(c) Any Recommendation of the Association established by vote taken at the Association meeting on the Technical Committee Report;

(d) Balloting of the TC and TCC as may be appropriate in connection with the recommendation established by vote taken by the membership of the Association;

(e) Any views that the Council has solicited from interested groups, including Sections of NFPA; various international, national, state, and local public safety organizations, including fire service organizations; and any other relevant interested person or groups; and

(f) Any views resulting from submission of Appeals (see 1.6).

4.8.2 Effective Date. All Documents issued by the Council shall become effective 20 days after the Council action unless the Council designates a different effective date, or the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the Document to the Executive Committee of the Board of Directors or to the Board of Directors.

4.9 Publication of Documents. The NFPA shall publish all Documents once they have become effective and withdraw from publication all Documents that have been withdrawn.

Section 5 Tentative Interim Amendments.

5.1 Content of a Proposed Tentative Interim Amendment. Each Tentative Interim Amendment (TIA) shall be submitted to the Council Secretary and shall include the following:

(a) Identification of the submitter and his or her affiliation (i.e., TC, organization, company), where appropriate

(b) Identification of the Document, edition of the Document, and paragraph of the Document to which the 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 TIA

(e) The signature of the submitter or other means of authentication approved by the Council Secretary

(f) Statement of 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 TC or TCC 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.

5.2 Preliminary Screening of Proposed Tentative Interim Amendment. The Council Secretary shall review all Proposed TIAs and may return to the submitter, without processing, any submission that does not conform to Section 5.1. In addition, the Council Secretary may reject for processing any proposed TIA that manifestly does not appear to be of an emergency nature requiring prompt action. In exercising his or her discretion to reject a proposed TIA for processing, the Council Secretary may consult with the responsible TC/TCC 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 nature, whether it is unduly repetitive of issues already considered and rejected by the TC/TCC, or whether it is plainly frivolous. Where, however, there exists any reasonable question about the emergency nature of the proposed TIA or where the Council Secretary determines that it is otherwise advisable for the TIA to be processed, the Council Secretary shall submit the TIA for processing, and the question of emergency nature shall be considered anew and determined by the responsible TC and TCC. The text of a proposed TIA may be processed as submitted or may be changed, but only with the approval of the submitter.

5.3 Evaluation of Emergency Nature. Determination of an emergency nature shall include but not be limited to one or more of the following factors:

(a) The document contains an error or an omission that was overlooked during a regular revision process.

(b) The document contains a conflict within the document or with another NFPA document.

(c) The proposed TIA intends to correct a previously unknown existing hazard.

(d) The proposed TIA intends to offer to the public a benefit that would lessen a recognized (known) hazard or ameliorate a continuing dangerous condition or situation.

(e) The proposed TIA intends to accomplish a recognition of an advance in the art of safeguarding property or life where an alternative method is not in current use or is unavailable to the public.

(f) The proposed TIA intends to correct a circumstance in which the revised document has resulted in an adverse impact on a product or method that was inadvertently overlooked in the total revision process, or was without adequate technical (safety) justification for the action.

5.4 Publication of Proposed Tentative Interim Amendment. A proposed Tentative Interim Amendment that meets the provisions of 5.1 shall be published by the Association in appropriate media with a notice that the proposed Tentative Interim Amendment has been forwarded to the responsible TC and TCC for processing and that anyone interested may comment on the proposed Tentative Interim Amendment within the time period established and published.

5.5 Technical Committee and Technical Correlating Committee Action.

(a) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TC in accordance with 3.3.4. The TC shall be separately balloted on both the technical merits of the amendment and whether the amendment involves an issue of an emergency nature. Such balloting shall be completed concurrently with the public review period. Any public comments inconsistent with the vote of any TC Member shall be circulated to the TC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.5 have voted in favor of the Tentative Interim Amendment.

(b) The proposed Tentative Interim Amendment shall be submitted for ballot and comment of the TCC, if any, which shall make a recommendation to the Council with respect to the disposition of the Tentative Interim Amendment. The TCC shall be separately balloted on both the merits of the amendment (as it relates to the TCC authority and responsibilities in accordance with 3.4.2 and 3.4.3) and whether the amendment involves an issue of an emergency nature. Any public comments inconsistent with the vote of any TC or TCC Member shall be circulated to the TCC to allow votes to be changed. A recommendation for approval shall be established if three-fourths of the voting Members calculated in accordance with 3.3.4.5 have voted in favor of the Tentative Interim Amendment.

(c) All public comments, ballots, and comments on ballot on the proposed Tentative Interim Amendment shall be summarized in a staff report and forwarded to the Council for action in accordance with 5.6.

5.6 Action of the Council. The Council shall review the material submitted in accordance with 5.5(c), together with the record on any Appeals (see 1.6, 1.6.1), and shall take one of the following actions:

(a) Issue the proposed Tentative Interim Amendment

(b) Issue the proposed Tentative Interim Amendment as amended by the Council

(c) Where acted on concurrently with the issuance of a new edition of the Document to which it relates, issue the Tentative Interim Amendment as part of the new edition;

(d) Reject the proposed Tentative Interim Amendment

(e) Return the proposed Tentative Interim Amendment to the TC with appropriate instruction

(f) Direct a different action

5.7 Effective Date of Amendment. Tentative Interim Amendments shall become effective 20 days after Council issuance unless the President determines, within his or her discretion, that the effective date shall be delayed pending the consideration of a Petition to the Board of Directors (see 1.7). The President may also, within his or her discretion, refer the matter of a delay in the effective date of the TIA to the Executive Committee of the Board of Directors or to the Board of Directors.

5.8 Publication of Amendment. The Association shall publish in one of its publications sent or accessible to all Members notice of the issuance of each Tentative Interim Amendment and may, as appropriate, issue a news release to applicable and interested technical journals. The notice and any news release shall indicate the tentative character of the Tentative Interim Amendment. In any subsequent distribution of the Document to which the Tentative Interim Amendment applies, the text of the Tentative Interim Amendment shall be included in a manner judged most feasible to accomplish the desired objectives.

5.9 Applicability. Tentative Interim Amendments shall apply to the document existing at the time of issuance. Tentative Interim Amendments issued after the proposal closing date shall also apply, where the text of the existing document remains unchanged, to the next edition of the Document. Tentative Interim Amendments issued concurrently with the issuance of a new edition shall apply to both the existing and new edition.

5.10 Subsequent Processing. TC responsible for the Document or part of the Document affected shall process the subject matter of any Tentative Interim Amendment as a proposal for the next edition of the Document (see 3.3).

5.11 Exception. When the Council authorizes other procedures for the processing and/or issuance of Tentative Interim Amendments, the provisions of this Section shall not apply.

Section 6 Formal Interpretations.

6.1 General. Formal Interpretations are for the purpose of providing formal explanations of the meaning or intent of the TC on any specific provision or provisions of any Document.

6.1.1 Limitations. A statement, written or oral, that is not processed in accordance with Section 6 of these Regulations shall not be considered the official position of NFPA or any of its TCs and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

NOTE: This Formal Interpretation procedure does not prevent any Chair, Member, or the Staff Liaison from expressing a personal opinion on the meaning or intent of the TC on any provision of any such Document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the TC or the Association and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the Staff Liaison.

6.1.2 Nature of Formal Interpretations. Requests for Formal Interpretations shall be clearly worded so as to solicit a Yes or No answer from the TC and TCC.

6.1.3 Editions to be Interpreted. Interpretations shall be rendered only on the text of the current or immediate prior edition of the Document.

6.1.4 Reasons for Not Processing. A request for an Interpretation shall not be processed if it:

(a) Involves a determination of compliance of a design, installation, or product or equivalency of protection

(b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection

(c) Involves text that clearly and decisively provides the requested information

(d) Involves subjects that were not previously considered by the TC or that are not addressed in the Document.

6.2 Method of Requesting Formal Interpretations. A request for a Formal Interpretation shall be directed to the Council Secretary. The request shall include a statement in which shall appear specific references to a single problem and identifying the portion (article, section, paragraph, etc.) of the Document and edition of the Document on which an Interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

6.3 Processing.

6.3.1 Determination of Qualification. The Council Secretary, after consultation with the appropriate Staff Liaison, shall determine if the request for Formal Interpretation shall be processed in accordance with 6.1.4. The Secretary's decision to process a request shall not bind the TC, which may, in accordance with 6.3.4(a) reconsider, based on one of the factors listed in 6.1.4, 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 TC having primary jurisdiction of the Document or portion thereof covering the subject under consideration.

NOTE: Supplemental Operating Procedures may be adopted by a TCC such that the Formal Interpretation is balloted concurrently through the TCC and the TC, and if the results of this ballot are in conflict, the Formal Interpretation will not be issued and the item shall be placed on the docket for processing and resolution by the TC at its next meeting (see 3.3.8).

6.3.4 Voting on Interpretations.

(a) The ballot of the TC shall contain four choices to the question posed in the interpretation request: (i) yes: (ii) no; (iii) abstain; and (iv) a Formal Interpretation should not be issued based on one of the factors indicated in 6.1.4, 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) Where ballots contain comments with regard to a position set forth in a Formal Interpretation request, such comments shall be transmitted to each Member, who may change his or her ballot at that time.

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

6.4 Issuance of Interpretation. If the required agreement is secured, the requester, the TC, and all named parties shall be notified by the Staff Liaison. The Interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the Council within that 20-day period.

6.5 Publication. Interpretations of text of the current edition of a Document shall be published by the Association in one of its publications sent or accessible to all members and announced in an Association news release to other media.

6.6 Action Following Issuance of Formal Interpretation. Any TC whose Document has been the subject of a Formal Interpretation shall prepare a committee proposal clarifying the text of the Document involved. The TC shall process such a proposal in conformance with procedures set forth in 4.3. After issuance of the next edition of the document, the Interpretation shall be retired.

REGULATIONS AND PROCEDURES

NFPA TECHNICAL MEETING CONVENTION RULES

For 2012 and 2013 Technical Meetings

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

APPROVED BY BOARD OF DIRECTORS SEPTEMBER 1993 (AMENDED NOVEMBER 2002, MARCH 2004, NOVEMBER 2006, NOVEMBER 2011)

The Association Technical Meetings are an important step in developing a complete record to assist the Standards Council in determining the degree of consensus achieved. These Convention Rules, or any part of same, may not be suspended. The transaction of business at Association Technical Meetings shall be governed, in order of precedence, by the *Regulations Governing Committee Projects* (see especially Section 4.5) and these Convention Rules.

1.0 General.

1.1 Meeting Agenda.

(a) The Secretary of the Standards Council shall, in consultation with the Chair of the Standards Council, appoint a Presiding Officer and shall develop and publish in advance, an initial agenda for each Association Technical Meeting. Such agenda shall generally include those Technical Committee Reports due for presentation to the assembly in accordance with the schedules for reporting of NFPA documents that have been approved by the Standards Council.

(b) Following the certification of motions in accordance with 2.0, the Secretary shall publish an updated agenda reflecting the removal of Technical Committee Reports from the agenda in accordance with 4.5.7 of the Regulations.

1.2 Meeting Sessions. At the discretion of the Secretary, the meeting may take place in a single session or may be divided into more than one session. All items on the agenda scheduled for consideration at a session shall be completed before the adjournment of that session.

1.3 Distribution of Materials. All materials distributed within the Association Technical Meeting room shall have prior approval by the Secretary of the Standards Council. Only NFPA staff shall be permitted to distribute such materials.

1.4 Visual Aids and Physical Simulations. Visual aids and physical simulations of any kind are prohibited. Only verbal presentations are allowed.

1.5 Appeal. Decisions of the Presiding Officer can be appealed except as otherwise prohibited by these rules. The proper venue for appeal of these rules is by an Appeal filed with the Standards Council.

2.0 Certification of Amending Motions.

2.1 Appointment of a Motions Committee. Prior to each Association Technical Meeting, a Motions Committee shall be constituted for the purpose of reviewing all amending motions, which have been noticed according to 4.5 of the Regulations Governing Committee Projects, and to provide such other assistance as the Presiding Officer may request. The Motions Committee shall consist of a minimum of three members of the Standards Council, one of whom shall also generally be the Presiding Officer. Members of the Committee shall be appointed by the Chair of the Standards Council or his designee, and may be appointed, substituted, or replaced as necessary to ensure the fulfillment of the responsibilities of the Motions Committee.

2.2 Determination of Proper Motions. As to each Amending Motion submitted, the Motions Committee shall determine whether the motion is proper, i.e., is permitted under the Regulations, and has been submitted by a person entitled under the Regulations to make the motion.

2.3 Restating and Grouping of Motions. Upon request or on its own initiative, and in consultation with the mover(s), the Motions Committee may: (a) restate an Amending Motion to facilitate the making of a proper motion or to clarify the intent of the mover; and (b) group Amending Motions which are dependent on one another into a single Amending Motion. Dependent motions are motions that the mover(s) wish to be considered by the assembly and voted on as single up or down package. In addition to the foregoing the Motions Committee may take such other actions or make such other recommendations as will facilitate the fair and efficient consideration of motions within the available time.

2.4 Multiple Notices for a Single Motion. The Motions Committee shall generally treat any motion that has been noticed by more than one person as a single motion. In such a case, any of the persons giving notice, or their Designated Representative, may make the motion, subject to the requirements of 2.7.

2.5 Certification of Amending Motions and Motions Committee Report. The Motions Committee shall certify for presentation to the assembly all proper Amending Motions, either as submitted or as modified pursuant to 2.3. The Motions Committee shall publish a report in advance of the meeting. At a minimum, the Report shall set forth each Certified Amending Motion, the person(s) authorized to make such motion, and the recommended order in which motions should be entertained. In addition, the Report may include Motions Committee notes or comments aimed at assisting the Presiding Officer or facilitating the understanding of the assembly or the orderly and efficient consideration of motions.

2.6 Permissible Amending Motions. Only the following Amending Motions may be presented to the assembly: (a) Certified Amending Motions made by authorized persons or their Designated Representatives; and (b) Follow-Up Motions pursuant to 3.4.4.

2.7 Sign-in Requirement for Certified Motions Prior to Technical Session. The person(s) authorized in the Motions Committee Report to make a Certified Amending Motion or his or her Designated Representative (see Regulations at 4.6.8.1) shall appear in person and sign in at the designated location in the meeting registration area, as soon as possible after the opening of the registration for the meeting but no later than one hour before the beginning of the Technical Session at which a Certified Amending Motion is scheduled for consideration. Any motion, as to which an authorized maker of the motion has not signed in, may not be considered by the assembly as a Certified Amending Motion. A Final List of Certified Amending Motions shall be created reflecting the remaining Certified Amending Motions for consideration of the assembly. At the discretion of the Presiding Officer or his or her designee, the sign-in requirement may be waived or the failure to sign-in excused.

3.0 Conduct of the Session.

3.1 General. In conducting the session, the Presiding Officer shall have discretion to manage the session so as to maintain an orderly debate and maximize broad participation within the available time limits. Where these rules do not govern, *Robert's Rules of Order* shall serve as a guide but are not binding on the Presiding Officer in conducting the session.

3.2 Call for Orders of the Day. Any change to the published agenda is to be announced by the Presiding Officer at the commencement of the session. This announcement shall include notice to the meeting of any Reports that have, by reason of the failure of any person authorized to make a certified motion to sign in pursuant to 2.7 of the Convention Rules, been forwarded directly to the Standards Council for action.

3.3 Voting on Motions. Except as otherwise provided in these rules, the vote on motions shall be taken by electronic means unless the Presiding Officer determines otherwise. No proxy voting is permitted.

3.4 Technical Committee Reports and Amending Motions.

3.4.1 General. Subject to the broad discretion of the Presiding officer, the presentation of Technical Committee Reports and the making of and debate on Amending Motions related to each such Report shall generally be conducted according to this section.

3.4.2 Presentation of Technical Committee Reports. All Technical Committee Reports presented to the assembly shall have been placed on the agenda in advance of the Meeting in accordance with 1.1. Each Technical Committee Report on the agenda shall be presented by the Presiding officer to the assembly for the making of Amending Motions in accordance with these Convention Rules. Following the conclusion of the presentation of Amending Motions, the Report shall be deemed to have been adopted or returned by the Assembly as reflected in its actions on the Amending Motions.

3.4.3 Consideration of Certified Motions. Following the presentation of each Technical Committee Report, the Presiding Officer shall open the floor to related motions from the final list of Certified Amending Motions, which, subject to the discretion of the Presiding Officer, shall generally be entertained in the order in which they appear on the List. A Certified Amending Motion shall require one seconder.

3.4.4 Follow-Up Amending Motions. Upon completion of action on all certified motions related to an NFPA document, the Presiding Officer shall entertain any Follow-Up Motions. A Follow-Up Motion is a motion that becomes necessary as a result of a previous successful Amending Motion. A motion to return a document or to return a portion of a document, affected by a previous successful amending motion, is always in order as a follow-up motion as long as it is not repetitious. The Presiding Officer shall make the determination whether a motion is a proper follow-up motion. A follow-up motion shall require two seconders.

3.4.5 Time to Debate Each Motion.

3.4.5.1 Amending Motions. Following the making and seconding of the motion, the debate shall proceed in accordance with 3.4.5.2 unless the Presiding Officer authorizes a different procedure in accordance with 3.4.6.

3.4.5.2 Time Restrictions. The maker of the motion shall have three minutes to speak in favor of the motion.

3.4.5.3 Rebuttal. Thereafter, the Presiding Officer shall recognize speakers alternating, to the extent practicable, between those against and those that favor the motion. Each speaker shall be limited to three minutes or such other time as the Presiding Officer, in consideration of the available time, may designate.

3.4.6 Guidelines for the Presiding Officer. The Presiding Officer shall have broad discretion in managing the debate to ensure that the issues are as fully debated as possible within the available time. Without limiting that discretion, the Presiding Officer should give consideration to implementing one or more of

the following guidelines:

(a) The Presiding Officer should generally refrain from calling on the same person more than once unless it appears that no others are available to speak to a position.

(b) The maker of the motion and the presenter of the report or his designee shall generally be afforded three minutes each at the close of the debate for closing remarks.

(c) The Presiding Officer may limit or disallow debate that is repetitive or not relevant to the motion.

(d) Where appropriate, and in order to encourage debaters to coordinate their presentations or to ensure that both sides are afforded equal time without affording undue time to any one speaker, or to save time where it appears that many more wish to speak to one side of an issue than the other, the Presiding Officer may allocate time to each side in groups or allow a side wishing to make a presentation as a group to yield additional time to one speaker. Participants are encouraged to coordinate such requests with the Presiding Officer in advance of the session where appropriate.

3.5 Parliamentary Motions and Actions. The following shall govern the types of motions allowed:

(a) Adjournment of each session shall take place only upon completion of the scheduled agenda.

(b) Amending Motions. See Regulations Governing Committee Projects at Section 4.6 (especially 4.6.4 through 4.6.8).

(c) Commit or Refer. Not allowed.

(d) Division of Assembly. Not allowed (for rules on voting on motions, see 3.3).

(e) Division of Question. Allowable at the discretion of the Presiding Officer.

(f) Lay on the Table. Not allowed.

(g) Parliamentary Inquiry or Point of Information. Allowed.

(h) Point of Order. Allowed.

(i) Postpone Definitely. Not allowed.

(j) Postpone Indefinitely. Not allowed.

(k) Previous Question. Requires a second and two-thirds vote of those present. For informational purposes prior to the vote, the Presiding Officer has the authority to ask if there is anyone who wishes to speak who has not spoken and who has something new to add. A successful motion of the previous question will close debate on the pending motion and bring it to an immediate vote.

(l) Question of Privilege. Ruled on by the Presiding Officer.

(m) Recess. A session may be recessed at any time at the discretion of the Presiding Officer. A motion to recess shall also be allowed at the discretion of the Presiding Officer.

(n) Reconsider, Rescind, or Amend Something Previously Adopted. Applicable only within the period of discussion of the specific document and prior to the final vote.

(o) Suspend Rules. Not allowed.

(p) Take from the Table. Not allowed.

(q) Withdraw Motion. A motion can be withdrawn only by a majority vote of the members assembled.