



# CP#33-08 – Guideline Development

Approved: 09/18/08 | Revised: 05/31/24

**1.0 Purpose of Council Policy:** The purpose of this policy is to establish procedures for the development of ICC guidelines. ICC Guidelines are not codes or standards and will use non-mandatory language.

## 2.0 Rules and Procedures:

**2.1 Process:** The development of an ICC guideline shall include the following elements:

- a) Identification of the subject area
- b) Assessment of need
- c) Appointment of Project Manager
- d) Appointment of Guideline Development Committee
- e) Creation of draft Guideline
- f) Public comment
- g) Publication

**2.2 Identification of the subject area:** Any individual or entity, including ICC staff, may recommend a specific subject area to be considered for the development of an ICC Guideline.

**2.3 Project Initiation and Management:** The ICC Chief Operating Officer shall make a preliminary determination as to whether there is adequate need to develop a guideline pursuant to paragraph 2.4. Any such determination shall be subject to approval by a committee comprised of the ICC Chief Executive Officer, and the President and the Vice-President of the ICC Board. If the COO's determination is approved by such committee, the COO shall appoint an ICC staff member (the "Project Manager") to oversee the development and issuance of the proposed ICC Guideline.

**2.4 Need criteria:** The criteria to be considered in determining whether to develop a Guideline shall include the following:

- a) The Guideline would contribute to the health, safety, or welfare of the built environment.
- b) The existing technical information, regulations, or standards, if any, do not adequately address the subject.
- c) There appears to be a demand for the Guideline.

## 3.0 Guideline Development Committees:

(a) **Establishment of a Guideline Development Committee (GDC):** The Project Manager shall further consider the need for the Guideline pursuant to paragraph 2.4 and determine whether to move forward with the project by creating a GDC, which committee shall not be subject to CP#7. Members of a GDC shall be selected by the Project Manager and may include code officials, members of academia, the research community, manufacturers, builders, architects, engineers and any other person who may have an interest in the subject area. The Project Manager may, at his or her discretion, provide notice about the proposed Guideline to

determine interested parties for selection to the GDC. Any participant in the development of a Guideline shall execute a work for hire agreement in a form to be determined by ICC.

(b) **Committee Procedures:** The GDC shall elect a Chair and Vice Chair. All meetings of the GDC shall be open to the public with reasonable notice provided. The Project Manager, in consultation with the GDC, shall implement such other procedures as may be necessary to carry out the intent of this policy.

(c) **Project Initiation:** The GDC shall make a recommendation to the Project Manager with respect to whether a Guideline should be drafted. If the Project Manager determines that a Guideline should be drafted, he or she shall issue a project initiation notice. Upon issuance of such notice, the Project Manager shall, in consultation with the GDC, determine the process by which an initial draft Guideline shall be prepared (the "Initial Draft").

(d) **GDC Assistance:** The GDC may utilize outside parties or create study groups as they deem necessary, subject to the prior approval of the Project Manager.

(e) **Funding:** ICC will provide reimbursement for all reasonable travel expenses of GDC Members serving on the Committee in accordance with CP#4 – Members & Volunteer Travel Reimbursement when those members incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.

#### **4.0 Preparation of Final Guideline:**

(a) **Public Comment:** Upon completion of the Initial Draft, whether drafted by the GDC or otherwise, the GDC shall prepare a final draft for public comment (the "Public Comment Draft") and post such Public Comment Draft for a 30-day public comment period.

(b) **Final Guideline:** The GDC shall consider all public comments, revise the Public Comment Draft as it deems appropriate and recommend to ICC a final Guideline for publication.