

To: ICC-ES Report Holders and Interested Parties
From: Gary G. Nichols, Vice President/Engineering
Shahin Moinian, President
Date: September 17, 2013
Subject: Time Limits for Testimony Given at ICC-ES Committee Meetings

MEMO

Beginning at the October 2013 Evaluation Committee meeting, ICC-ES will be implementing time limits for testimony before the committee.

Time Limits: In the interest of fairness, each person requesting to testify on a proposed acceptance criteria or proposed changes to an existing acceptance criteria will be given the same amount of time. The following time limits are established:

1. A 10-minute limit applies to each person offering their first testimony on any item. This time limit applies to both verbal testimony and/or visual presentations. Those planning on giving a presentation are encouraged to provide paper copies of their presentation to the ICC-ES staff before the committee meeting so that it can be distributed to the committee before the meeting begins.
2. Each person offering testimony may return to the microphone for one five-minute period to offer additional testimony and/or to rebut testimony given by others.
3. Each person offering testimony on the staff recommendation, on each criteria, is allowed one two-minute trip to the microphone.

Time limits do not include time needed to answer questions from the staff and committee members. The chairman-moderator shall have limited authority to modify time limitations on testimony. The chairman-moderator shall also have the authority to adjust time limits as necessary in order to get through the hearing agenda.

Time Keeping: Keeping of time for testimony by an individual will be by an automatic timing device. The time remaining shall be evident to the person testifying. Interruptions during testimony will not be tolerated. It is the responsibility of the chairman-moderator to maintain decorum and order during all testimony.