

# Description of ICC-ES Evaluation Committee Hearing Process and Flowchart





# Evaluation Committee Hearings

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- **The ICC-ES Evaluation Committee conducts open public hearings on proposed new and revised acceptance criteria concerning products regulated by ICC codes.**
- **The criteria establish technical requirements for issuance of ICC-ES evaluation reports, which in turn are intended for use by code officials in determining product compliance with applicable codes.**
- **Acceptance criteria are developed solely for ICC-ES purposes, and are not intended for use by others except in conjunction with ICC-ES reports.**



# Evaluation Committee Hearings

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- **The Evaluation Committee is composed of representatives of agencies that enforce building regulations, and is an objective body with no special interests.**
- **A positive vote by the committee, on a proposed acceptance criteria, represents the committee's sense that the criteria meets the needs of the code official who enforces building regulations. However, since all interested parties are able to provide input through the hearing process, ICC-ES acceptance criteria will generally reflect the needs of industry as well as code officials.**
- **As regards committee hearings, the role of ICC-ES staff is to prepare draft acceptance criteria, respond to questions raised by hearing participants, and make recommendations as requested by the committee.**

# The Evaluation Committee Hearings

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*These slides present a general outline of how the hearings are conducted.*

MEETING CALLED TO ORDER



COMMITTEE AND  
STAFF INTRODUCTIONS

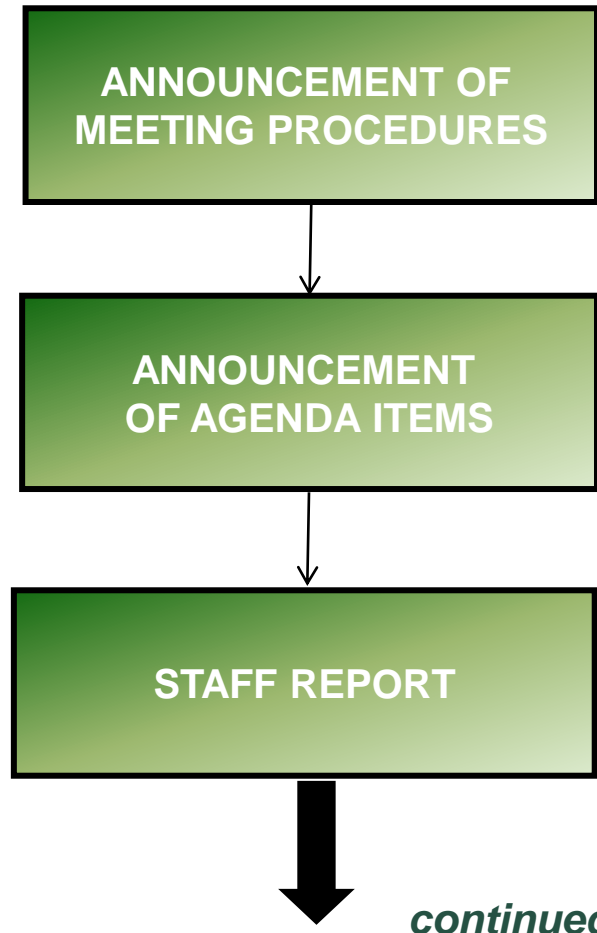


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- Copies of staff letters and memos, and of comments received on the proposal, are available on our website, [http://www.icc-es.org/Criteria\\_Development/upcoming.shtml](http://www.icc-es.org/Criteria_Development/upcoming.shtml).
- CDs are available instead of hard copies unless 35 copies of any written comments that were not submitted by the deadline for public comments are brought to the meeting.

# The Evaluation Committee Hearings

*These slides present a general outline of how the hearings are conducted.*



- Items are taken up in the order they appear on the agenda. No changes to sequence are permitted.
- Staff assigned to criteria will present item, note all written comments received and discuss any further revisions proposed based on comments received.

# The Evaluation Committee Hearings

**HEARING IS OPENED  
FOR PUBLIC COMMENTS**



**HEARING IS CLOSED  
WHEN ALL SPEAKERS  
HAVE BEEN HEARD**



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- A green speaker card must be completed by each speaker and put in the container at the podium when coming to speak.
- Speakers need to identify themselves each time they approach the microphone to speak, since the hearing is recorded.
- All persons wishing to speak will be heard.
- Speakers should limit discussion to the topic and to new information related to the topic.
- All discussion must be through the chair.
- Copies of all presentations must be given to ICC-ES staff in electronic format ( and may not be returned). Presentations should be in PowerPoint format.
- Visual equipment used in presentations is provided.

# The Evaluation Committee Hearings

**STAFF IS ASKED FOR A  
RECOMMENDATION**



**HEARING IS REOPENED  
FOR AUDIENCE COMMENT  
OF STAFF RECOMMENDATION**



**MOTION IS MADE  
BY COMMITTEE**



*continued*

- Possible staff recommendations: Approval, Approval with Revisions, Disapproval or Further Study. Any approval will include a recommended implementation date.
- Audience comment on the staff recommendation must be limited to that subject.
- After the staff recommendation, the committee discusses the testimony and may ask questions of staff or speakers. Responding statements must be limited to the question asked, as determined by the chair.
- Discussion by committee should be limited to information derived from public hearing.
- Motions made by the committee include Approval, Approval with Revisions, Disapproval or Further Study. Any approval will include an implementation date



# The Evaluation Committee Hearings

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**COMMITTEE VOTE**



**DISPOSITION OF ITEM  
ANNOUNCED**

**Decisions are based on a  
majority vote of the  
committee.**

## *General Notes:*

- Staff letters and proposed criteria are available on our website at least 30 days in advance of the hearings.
- Staff memos regarding proposed criteria will be available on the website before the hearings.
- 35 copies of any written comments that were not submitted by the deadline for public comments must be brought to the meeting by the party submitting the comments and given to staff for distribution at the meeting.
- All meetings are recorded. CDs of the hearings are available for 30 days after the meeting. See the memo, on the registration table, for information on how to obtain a copy.