

To: ICC-ES Report Holders and Interested Parties
From: Gary G. Nichols, Vice President/Engineering
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Date: *Revised October 23, 2018 (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 *implemented* 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 visual presentation *must provide it to the ICC-ES staff in PowerPoint or pdf format, and by the deadline posted on the ICC-ES website and as noted in the cover letter associated with the agenda item.*
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 *controlled by the chairman moderator.* 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.