

To: ICC-ES Report Holders and Interested Parties

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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 the authority to adjust and/or modify time limitations on testimony as necessary. The chairman-moderator shall have the authority to explain to speakers that repetitive, similar comments will not be considered. Only constructive comments with specific recommendations on proposed criteria will be considered.

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.