

# INFORMATION SHEET FOR TECHNICAL COMMITTEE APPLICANTS

## The Organization

The National Fire Protection Association, known throughout the world as NFPA, is a membership organization whose primary goal is to provide methods of implementing fire and life safety and promoting the use of those methods to protect lives and property from fire and other hazards. A big part of fulfilling this mission is the development, publication, and dissemination of timely consensus codes and standards intended to minimize the possibility and effects of fire in all aspects of contemporary activity.

## Technical Committee Membership

NFPA codes and standards are primarily drafted by technical committees that are balanced to include volunteers from a range of interests and backgrounds.

As a technical committee member, you have the privilege of taking an active role in the development of fire safety codes and standards. Before applying for membership, please familiarize yourself with the NFPA standards development system as well as the responsibilities and obligations you would undertake as an NFPA technical committee member. Of particular importance for this purpose is the Regulations Governing Committee Projects, which set forth the rules governing the standards development system, and the Guide for the Conduct of Participants in the NFPA Codes and Standards Development Process, an important document providing guidance for committee members in fulfilling the ethical and other obligations of committee membership. These documents and other important information about the NFPA is contained in the *NFPA Directory*. If you need a copy or if we can provide you with any other assistance, please contact the Codes and Standards Administration Department.

## Description of Committee Membership

**3-2.2.1 Voting Members.** A person may be appointed by the Council as a voting Member in one of the following categories:

(a) An Organization Representative, appointed as a representative of an organization, who has the authority to speak for the organization on a TC and/or TCC activity.

**NOTE 1:** This type of membership is a preferred method to secure representation of interested groups.

**NOTE 2:** The word "organization" indicates an association, society, or other organization with a demonstrated ability to represent a broad spectrum of groups or individuals.

(b) A Representative of a Section or TC and/or TCC designated by a Section or TC and/or TCC to represent it.

(c) A Personal Member who may be any person, regardless of association, business, or service affiliation, especially qualified to serve. Such Members shall be appointed on the basis of their personal qualifications; although, for purposes of balance, their business interests and affiliations shall be considered.

**3-2.2.2 Alternates.** Any Member except an alternate Member or Member Emeritus may have an alternate. Each such appointment is subject to the qualifications specified in 3-2.4.1.

If an organization has more than one representative on a TC and/or TCC the organization may nominate one alternate to one or more of its representatives (see 3-3.4 for voting privileges). The organization shall specify to which representative(s) each nominee is to be the alternate. An organization shall not have more alternates than representatives.

**3-2.2.3 Restricted Voting Members.** The Council may appoint a Member having an interest in only a portion of the Scope of the work of a TC or TCC with voting privileges restricted to that portion of the Scope.

**3-2.2.4 Member Emeritus.** The Council may appoint a Member as a Member Emeritus without voting privileges. The position of Member Emeritus is to recognize long-standing Members who can no longer actively attend Committee meetings, but whose unique expertise and past contributions warrant special recognition.

**3-2.2.5 Nonvoting Members.** A person meeting the requirements of 3-2.4.1 may be appointed as a Nonvoting Member if the Council feels that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, liaison, or Member Emeritus capacity, or as Committee Secretary, as provided in 3-1.3.3.

**Appointment to a Technical Committee shall be based on the following:**

- *qualifications of the applicant*
- *limiting the size of each technical committee to a manageable working group*
- *maintaining a balance of interests within the membership of each technical committee*

Each application will be reviewed by the NFPA Standards Council. Notification from NFPA will be forthcoming to each applicant.

# NFPA Technical Committee Membership Application

NFPA uses the information in this application to determine your qualifications and to assure that NFPA technical committee appointments are made in a way that ensures that committees will contain a fair balance of interests. Please provide us with as much information as you feel will assist us in the selection process. Feel free to attach additional pages if necessary.

NFPA Committee \_\_\_\_\_  
Name of Individual \_\_\_\_\_ Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
UPS or Other Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Please indicate position for which you are applying. (See "Information Sheet for Technical Committee Applicants" for descriptions of membership types.)

Principal member categories: Personal member  Organization representative

Section/technical committee/technical correlating committee representative

Other member categories:

Alternate  If yes, to whom: \_\_\_\_\_ Nonvoting Member

## 1. QUALIFICATIONS OF APPLICANT

a. Provide evidence of your general knowledge and competence in the scope (work) of the committee (please attach current résumé):

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b. What is your specific relationship to one or more elements of the scope of the committee?

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c. Will you be able to actively participate in the work of the committee including responding to correspondence and attending committee meetings?

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2. REPRESENTATION If you are applying to be an organization representative or a section/technical committee/technical correlating committee representative, indicate below the name of the entity you would be representing and include written authorization from that entity authorizing you to be their representative:

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a. Organization representatives: Does the organization you would represent have a mechanism for instructing votes? If so, can the time constraints imposed by the Regulations Governing Committee Projects be met?

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3. FUNDING SOURCE(S) FOR YOUR PARTICIPATION

a. What person(s) or organization(s) would fund your participation as a committee member, either in whole or in part? (You should list your employer if your participation is funded by your employer or if your participation is part of your employment responsibilities or otherwise related to your employment.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Background and description of your employer and/or other person(s) or organization(s) funding participation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ADDITIONAL COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages other than English \_\_\_\_\_

Please indicate in which format you wish to receive your ROP/ROC:

CD Rom       Paper       Download

(Note: In choosing the download option you intend to view the ROP/ROC from our Website. No copy will be sent to you.)

COMPLETE A SEPARATE APPLICATION FORM FOR EACH COMMITTEE ON WHICH YOU DESIRE TO SERVE. IN ORDER TO ASSURE THE PROMPT PROCESSING OF YOUR REQUEST, PLEASE BE SURE TO COMPLETE ALL QUESTIONS AND SIGN THIS APPLICATION.

If appointed, I agree to abide by the rules and guidelines of NFPA. In addition, I hereby agree to notify the Secretary, Standards Council, of a change in status, including change of employment, organization represented, or funding source. I also agree that NFPA shall have, and I hereby grant, all and full rights in copyright in any material that I author, either individually or with others, as a member of this committee, or that I submit for the proposed use of the committee in an NFPA code or standard or other NFPA document. I further acknowledge that I acquire no rights in any publication of the NFPA and that copyright and all rights in all materials produced by NFPA technical committees are owned by the NFPA and that the NFPA may register copyright in its own name. I attest that all of the information on this application is true and accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_