

# Guide for Codes and Standards Technical Committee Representation



**Independent Electrical  
Contractors**

# Guide for Codes and Standards Technical Committee Representation

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## **Reference Forms are located on the Codes & Standards page of the IEC website**

NFPA Technical Committee Membership Application Form  
IEC Public Input Form

### **1.0 INTRODUCTION**

#### **1.1. History of IEC**

Founded in 1957, the Independent Electrical Contractors (IEC) is a national trade association for merit shop electrical and systems contractors. IEC believes in developing and fostering a stronger economy through the level of quality and services its members provide to the industry. Drawing from the dedication and desire of contractors in the independent sector, our country is able to benefit from a flexible array of services and competitive pricing which provides an affordable level of electrical installation costs.

For more than five decades, IEC has faced the challenges imposed by the ever-changing electrical industry. IEC has built a reputation as the premier trade association for America's independent electrical and systems contractors, aggressively working with the industry to establish a free environment for merit shop contractors.

With approximately 3,000 member companies throughout the USA, the association serves as the voice of the electrical and systems contracting industry on policies affecting its membership. IEC attempts to further the growth of the U.S. economy through skilled manpower and the principle of free enterprise.

#### **1.2 Mission and Goals of the IEC Codes and Standards Committee**

It is the goal of the IEC National Codes and Standards Committee to consider all electrical codes and standards activities and make specific recommendations to the IEC National Executive Committee, IEC National Board of Directors and the IEC National President as to the activities with which the association should be concerned and the manner of IEC participation in those activities. The Committee makes recommendations to the IEC National Executive Committee, IEC National Board of Directors, and the IEC National President as to the nomination, continuation, and termination of IEC representation to various codes and standards organizations.

It is IEC's goal to have a positive impact on all codes and standards regulations that influence the electrical industry. IEC is a respected leader in the development of electrical codes and standards in the electrical industry.

#### **1.3 Codes and Standards Committee Members**

The IEC National Codes and Standards Committee is composed of contractor members and associate members of IEC National in good standing. The IEC National President appoints all committee members, a Chairman and a Liaison from the IEC Board of Directors.

#### **1.4 Purpose of Document**

The IEC National Codes and Standards Committee desires to influence the electrical industry by involvement in all aspects of codes and standards affecting electrical and systems

contractors. This influence is accomplished by placing members on technical committees associated with organizations such as the National Fire Protection Association (NFPA) and the National Electrical Safety Code (NESC).

IEC seeks to maintain involvement with other standards organizations such as the American National Standards Institute (ANSI), National Electrical Manufacturers Association (NEMA), National Electrical Contractors Association, Inc. (NECA), Underwriters Laboratories, Inc. (UL) and the Occupational Safety and Health Administration (OSHA).

The purpose of this document is to provide the necessary guidelines for IEC representatives that serve on any code and standard technical committee.

## **1.5 Nomination Procedure for NFPA and NESC Technical Committees**

The procedure for nominating an IEC member to a technical committee is listed below.

- a) An IEC member in good standing expresses an interest to serve on a technical committee. The “NEC Process, What to Expect” document is emailed to the candidate.
- b) The member returns the completed *NFPA or IEEE Technical Committee Membership Application* form with resume and any supporting documentation to IEC National. Incomplete applications will not be considered.
- c) The application will be considered when positions become available and remain active for one year from the date of application.
- d) When technical committee positions become available, active technical committee members may be considered first and may be offered first choice to fill the opening. (Please see article 6.1)
- e) Active technical committee members may be considered for advancement to principal, chairman or the correlating committee as positions become available.
- f) The IEC National Codes and Standards Nominating Review Committee will review and consider all applications. The Chairman of the IEC National Codes and Standards Committee must give approval to nominate the candidate. If more than one candidate is available, the Nominating and Review Committee and the Committee Chairman will evaluate each candidate for available code panel positions utilizing the IEC NFPA Nominating Committee Candidate Criteria Matrix. Ballots are tabulated to determine the most qualified candidate as determined by the total scores and information gathered through personal interviews. (All forms and ballots can be found on the IEC web page)
- g) A *Request to Nominate* form is completed and sent to the IEC National President. (Form can be found in Codes and Standards web page)
- h) The completed application, resume of candidate with a letter from IEC National, nominating the candidate to serve is sent to the appropriate association for approval.

- i) The applicant is notified by email regarding the status of the appointment to a technical committee.

## **1.6 Qualifications to Serve on a Technical Committee**

Technical committee members must be an IEC contractor member, honorary member or senior active member in good standing with IEC National or chapter staff. Those wishing to serve on technical committees must possess knowledge and competence in the subject matter. They must commit sufficient time to prepare for active participation at technical meetings. Candidates are responsible for all travel and technical meeting expenses. Funding may come from the employer, IEC chapter or from their own resources. IEC partial reimbursement is not to be considered as a source of funding to meet this requirement.

## **2.0 EXPECTATIONS OF CODE PANEL MEMBERS**

### **2.1 IEC Code of Ethics**

IEC expects each code panel member to adhere to and practice high standards of professional ethics. Committee members represent the entire IEC membership and the merit shop electrical industry. Technical committee members shall ascribe to the Code of Ethics as listed in the IEC National Manual of Procedures.

### **2.2 Dress Code**

Committee meetings are conducted in a professional business manner. Casual business attire is to be worn for all meetings, unless otherwise indicated. When provided, IEC Codes and Standards attire is preferred at committee meetings to provide a unified professional appearance.

### **2.3 Duties and Responsibilities**

Committee members are expected to perform tasks as outlined in Article 2.3.1 through 2.3.5.

#### **2.3.1 Attendance**

The following technical meetings are mandatory (Principal or Alternate) unless extenuating circumstances are provided to IEC National VP or Chairman.

- a) Summer meeting to determine IEC proposals for next cycle
- b) Public Input/ First Draft Meeting
- c) Public Comment / Second Draft Meeting
- d) Committee Conference calls before and or after First Draft and Second Draft meetings. The Codes and Standards Committee Chairman will determine the date and time and inform the VP of Codes and Standards to arrange for a conference call.

### **2.3.2 Reviewing Public Input and Public Comments**

Revising or changing codes and standards that conform to the American National Standards Institute (ANSI) process typically require submission of proposals (Public input) and comments (Public Comment).

Anyone may submit a proposal to change a technical document. Proposals are considered and acted upon by the technical committees. Technical committee members must take a position on each public input prior to attending the NFPA First Draft meeting. A report of all actions taken by committees is then published on the NFPA website for public comment.

The general public is encouraged to submit comments on code making panel actions. These comments are again submitted to the code panel(s) for consideration. Final approval of the action on the original proposal and the comments is voted on at the subsequent NFPA annual meeting. A brief overview of the first and second draft meeting is provided.

#### **First Draft**

Technical committee members are required to review each proposal prior to the first draft meeting stage of code development.

- a) Develop a clear understanding of the issue related to each proposal.
- b) Develop a position regarding each proposal and the appropriate statement that will be in the best interest of IEC.
- c) Attend the first draft meeting prepared to discuss/debate/vote on each specific proposal.

#### **Second Draft**

Technical committee members are required to review each comment during the second draft of code development.

- a) Develop a clear understanding of the issue related to each comment.
- b) Develop a position regarding each comment with an appropriate statement that will be in the best interest of IEC.
- c) Attend the 2<sup>nd</sup> Draft meeting prepared to discuss/debate/vote on each specific comment.

Committee members shall conduct themselves in a professional and respectful manner at the technical meetings. Committee members shall participate in the formal debate on motions and respect the rulings of the chair.

At the conclusion of the meetings the Principal of each code-making panel is responsible to identify any significant panel actions of interest to IEC. The alternate may serve in the absence of the Principal. Information will be collected by the VP of Codes and Standards and distributed to all panel members prior to a conference call. Use *Code Alert Form* (form can be found on the IEC web site).

### **2.3.3 Working Relationship of Principal and Alternate**

Where an individual technical committee is comprised of a Principal and an Alternate IEC representative, members should contact each other prior to technical committee meetings to review all public input or comments. The *NEC Code Cycle Preparation Sheet* (sheet can be found on the IEC web site) should be used to assist with this communication. Principals and Alternates should agree on action to be taken on each proposal or comment. If consensus is not reached, the Principal's position will prevail unless the Codes & Standards committee has been asked to intervene.

### **2.3.4 CMP Negotiations**

Panel members are encouraged to participate in discussions with others of opposing views. This is especially important when the issue has a negative impact on our industry.

### **2.3.5 NFPA Annual Meeting**

Attendance at the NFPA Annual Meeting is the culmination of the code-making process. While this meeting is not mandatory, committee members are encouraged to attend.

The Annual Meeting occurs each June with NFPA membership voting on the technical committees report. Voting is limited to NFPA members active with the NFPA at least six months prior to the Annual Meeting.

Each IEC representative serving on an NFPA technical committee shall be an NFPA member in order to vote at the NFPA annual meeting.

### **2.3.6 Continuing Education**

Technical committee members are encouraged to attend workshops, seminars, and other meetings to better develop their expertise on the technical committee they represent.

### **2.3.7 Change of Employment**

Technical Committee members must notify the Chairman of the IEC Codes and Standards Committee of any change in employment.

- a) Technical committee members who change employers must complete the *NFPA Technical Committee Membership Application* and resubmit an updated resume to the IEC VP of Codes and Standards to maintain their committee status with NFPA.
- b) The IEC VP of Code and Standards will send the completed application to NFPA for consideration.
- c) The IEC VP of Codes and Standards will notify the applicant and chairman by email regarding the status of the decision.

## **2.4 Criteria for Removing a Technical Committee Member**

Technical committee members may be removed for any of the following reasons:

- a) Not attending mandatory meetings
- b) Not submitting a voting ballot after mandatory meetings (Principal or Alternate)

- c) Not adequately preparing for mandatory meetings
- d) Not informing IEC of change in employment
- e) Not an IEC member or working for an IEC member
- f) Principals or alternates not effectively working together
- g) Not informing the IEC Codes & Standards Committee of critical code issues

Nomination to a technical committee is a privilege. Members may be removed at any time at the discretion of the IEC National Codes and Standards Nominating and Review subcommittee with approval from the IEC National Codes and Standards Committee Chairman and the IEC National President.

## **2.5 Dispute Resolution**

In the event of a dispute between members and or the committee, the parties shall refer to the IEC Dispute Resolution Service in the IEC Operating Procedures.

## **3.0 GUIDELINES FOR EFFECTIVE PARTICIPATION ON A TECHNICAL COMMITTEE**

### **3.1 Get to Know Your Colleagues**

Colleagues that represent various associations and industries at technical meetings offer a wealth of information that will help enhance your career. Getting to know them will also help your standing on a technical committee and will lead to greater participation and effectiveness on a committee. Effective participation will benefit you and IEC awhile bringing prestige to our industry.

### **3.2 Preparation for Meetings**

Prior to attending a meeting, all panel members shall be familiar with their panel's proposals and comments. They should arrive with a prepared statement for each input or comment as per NFPA 3-3.4.6 the Regulations Governing Committee Projects. Identification of negative votes, stated reasons for each negative vote, identification of abstained votes and reasons for each abstention shall have a prepared statement. See Section 7.2 for referenced material.

### **3.3 Technical Committee Websites**

A technical committee member should be familiar with the electrical industry association and other related industry websites. These websites contain significant information to enhance the participation of a committee member.

The NFPA website contains older versions of ROP/PI and ROC/PC documents that can be used to look up past actions on code issues. These documents can provide useful information in formulating panel actions and panel statements. In a similar fashion, the IEEE website contains significant information for the National Electrical Safety Code. See Section 7.1 for reference material.

### **3.4 Confidentiality**

Issues discussed in IEC Codes and Standards Committee meetings or with IEC's code



representatives at meetings or conference calls may be sensitive in nature and should remain within the association and not be disseminated.

### **3.5 Requests from Other Industry Groups**

There may be requests from other industry groups to work together on a common goal. These special requests should be communicated to the Codes and Standards Committee to establish a unified consensus from the association.

### **3.6 Formal NFPA Interpretation**

Formal NFPA document interpretations on code issues can be obtained from NFPA as per section six of the Regulations Governing Committee Projects. See Section 7.2 for reference material.

All formal interpretations of any Technical Committee document shall be communicated through the IEC Director of Codes and Standards.

### **3.7 Appeals**

All appeals must be submitted to the Chairman and filed with the IEC VP of Codes and Standards and shared with committee members. An appeal is any request submitted in writing to the Standards Council for the adoption, reversal, or modification of any action taken by any Technical Committee, Correlating Committee, the Association, or the Standards Council, at any time in the document development process.

## **4.0 VOTING**

### **4.1 Voting Procedures**

Committee members shall be prepared during each technical committee meeting to vote for each specific code proposal or code comment. Committee members wishing to provide panel statements for specific proposals must submit an electronic copy in Microsoft Word to the staff liaison prior to the debate of the proposal.

An electronic copy of the voting ballot from the Principal and Alternate representatives shall be forwarded to the IEC VP of the IEC Codes and Standards after each FD or SD meeting.

### **4.2 Directed Voting on Critical Issues**

The consensus opinion of the IEC Codes and Standards Committee will be used for directed ballot vote during first and second draft meetings. Directed votes at CMP meetings are not necessary but a directed ballot vote is at the discretion of the IEC National Codes and Standards Committee on critical issues.

Directed votes at the electrical section meeting will be at the discretion of the IEC Codes and Standards Committee based on the discussion and consensus of the committee. However, committee members attending the meeting may hear testimony that may change the directed vote, but only if the majority of the members present are in agreement to change the directed vote.

Directed votes at the membership meeting are at the discretion of the Codes and Standards Committee. However, committee members attending the meeting may hear testimony that may change the directed vote but only if the majority of the members present are in agreement to change the directed vote.

Voting on each issue should be based on the following:

- a) IEC purpose and mission
- b) Electrical safety in the industry
- c) Cost impact to the contracting industry
- d) Impact on labor or installation time
- e) Overall greater good of IEC

## **5.0 FUNDING / REIMBURSEMENT**

### **5.1 Funding**

Certain IEC volunteers may obtain full or partial reimbursement for travel and other expenses relating to IEC business as defined in the annual budget. All reimbursement requests must be submitted on an IEC expense report form accompanied by applicable receipts.

IEC members requesting travel reimbursement for air or rail travel are expected to obtain advance purchase excursion fares at the lowest available rates. Nightly hotel costs should be kept below \$100 when possible; and meals and incidental expenses should be kept below \$50 per day when possible. Ground transportation should be accomplished by the most reasonable means (taxis, buses, rental cars, etc.). Rental cars should only be used if their cost (including all taxes, parking, and fuel) are less than or comparable to the cost of taxis and/or buses (if conveniently available). Reimbursement for mileage driven in privately owned vehicles is reimbursed at the rate established by the IRS.

Funds, when available, will be allocated by the following formula.

- a) The amount available minus \$500 will be divided by the total number of requests in a year to yield the maximum amount an individual can receive. In no case will the partial reimbursement exceed the amount of expenses submitted. The \$500 is to be used to cover any oversights.
- b) The submittal must include receipts.

## **5.2 Eligibility**

The member requesting partial reimbursement must be an IEC member in good standing. The member must have attended a code-developing meeting approved by the IEC National Codes and Standards Committee. These include but are not limited to NEC meetings, attendance at NFPA 70 E, and NESC (Code Making Panel meetings.)

## **5.3 Timeliness**

A request for partial reimbursement of travel expenses to a code-panel meeting must be submitted to the Director of Codes and Standards no later than 45 days after the meeting. The submittal must include receipts.

## **5.4 Limitation**

Expense request is limited to \$1200 per person, per meeting.

## **5.5 Disbursement**

Allocation of funds will take place no earlier than 45 days after a request for partial reimbursement. In many instances this will occur in June of the year following the submittal. IEC National Executive Vice President must approve the distribution of all partial travel reimbursement. Reimbursement of funds is not guaranteed and is limited to the funds approved by the IEC National Executive Committee.

## **6.0 OTHER INFORMATION**

### **6.1 Changing CMP Assignment**

Panel members may request to move to another panel or technical committee by submitting their request in writing to the IEC Director of Codes and Standards. The Director and Committee Chairman will notify the principal and or the alternate of the panel that is being considered to determine if the change is in the best interest of IEC.

### **6.2 Technical Committee Chair**

The IEC Director of Codes and Standards will notify the Codes and Standards committee members if a chair position becomes available.

### **6.3 Correlating Committee**

The IEC Director of Codes and Standards will notify the Codes and Standards committee members if a position becomes available.

### **6.4 Opportunities for Other Committees**

As opportunities become available, the IEC Director of Codes and Standards will communicate this to the Codes and Standards committee members.

## 7.0 WEBSITES AND REFERENCE MATERIALS

### 7.1 Websites

Technical committee members should be familiar with where to obtain the necessary information for their committees. Some suggested association websites are as follows:

- a. **IEEE** Institute of Electrical and Electronics Engineers; [www.ieee.org](http://www.ieee.org)
- b. **National Fire Protection Association**; [www.nfpa.org](http://www.nfpa.org)
- c. **Independent Electrical Contractors**; [www.ieci.org](http://www.ieci.org)
- d. **International Association of Electrical Inspectors**; [www.iaei.org](http://www.iaei.org)
- e. **Underwriters Laboratories, Inc.**; [www.ul.com](http://www.ul.com)
- f. **National Electrical Equipment Manufacturers**; [www.nema.org/](http://www.nema.org/)
- g. **American National Standards Institute**; <http://www.ansi.org/>