WELCOME TECHNICAL COMMITTEE

IAPMO CODE DEVELOPMENT PROCESS FOR THE UNIFORM PLUMBING CODE (UPC) & UNIFORM MECHANICAL CODE (UMC) 2018-2021
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Committee Scope and Responsibility

- **UPC** - Primary responsibility for documents that contain the minimum requirements for the protection of the public health, safety and welfare that apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of plumbing systems.

- **UMC** - Primary responsibility for documents that contain the minimum requirements for the protection of the public health, safety and welfare that apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of mechanical systems.

- **TCC** - Technical Correlating Committee (TCC) responsibilities include:
  - Resolves conflicts between codes
  - Provides correlation among the recommendations of the TC’s
  - Corrects errors and omissions
  - Has the authority to choose between alternatives presented by the TC’s
3-1.3.1 Appointment of Members and Their Tenure. The chair and other Members shall be appointed by the council. The council may seek the recommendation of the TCC chair and/or the TC chair concerning the appointment of Members.

All such appointments are subject to annual review and reappointment by the council. Those Members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility shall not be reappointed and may be removed for the stated causes at any time.
THE CODE DEVELOPMENT PROCESS (Step 1)

1. **PUBLIC AND COMMITTEE PROPOSAL STAGE**
   - REPORT ON PROPOSALS POSTED
   - BALLOT PROPOSALS

2. **PUBLIC AND COMMITTEE PROPOSAL CLOSING DATE**
   - FIRST TECHNICAL COMMITTEE MEETING
THE CODE DEVELOPMENT PROCESS (Step 1)

Step 1: Public and Committee Proposal Stage

• Revision cycle begins with call for proposals asking for any interested party to submit public proposals.

• After the proposal closing date, the technical committee holds their first technical meeting.

• Committee uses the proposals in order to develop the first revisions to the standard that results in a complete integrated draft known as the Report on Proposals.

• The Report on Proposals has initial agreement by the committee based on a simple majority vote during the meeting to establish a consensus.

• The final position of the committee is established by letter ballot.
Step 1: Public and Committee Proposal Stage (cont.)

- Committee is balloted on all proposals based on first revisions developed at TC meeting.
- Committee approved revisions are indicated through their actions and approval is based on two-thirds vote.
- Any proposal that failed to achieve the necessary two-thirds vote is noted in the Report on Proposals and reconsidered by the technical committee as an automatic public comment.
- Report on proposals consists of public input, committee input, correlating committee input, comments on committee actions, voting results from ballots, task group reports and preprint of the revised standard.
CODE DEVELOPMENT TIMELINE
CALL FOR PROPOSALS

October 2, 2017
Call for Proposals

April 9-10, 2018
TC Meeting (Via Teleconference)

May 15-18, 2018
Technical Committee Meeting

June 15, 2018
Receipt of Initial Ballots; Circulation of Comments to Committee

July 13, 2018
Technical Correlating Committee meeting (Via Teleconference)

March 16, 2018
Deadline for Submission of Proposals

April 13, 2018
Distribute Proposals to Committees (ROP Monograph)

June 1, 2018
Initial Ballot to Technical Committee

June 22, 2018
Final Closing Date for Ballots; Including Receipt of Vote Changes based on Circulation of Comments

August 20, 2018
Distribution of Report on Proposals
THE CODE DEVELOPMENT PROCESS (Step 2)

1. SECOND TECHNICAL COMMITTEE MEETING
   - REPORT ON COMMENTS POSTED
   - ASSOCIATION CONSIDERATION SESSION
   - COMMENT CLOSING DATE
   - BALLOT COMMENTS

   STEP 2 COMMENT STAGE
Step 2: Comment Stage

- Public comment period begins after the Report on Proposals is published.
- Call for public comments asking for any interested party to submit public comments.
- After the call for public comments and during the same year as the publication of the Report on Proposals, the IAPMO membership holds first meeting.
- Anyone in the association who objects to an action of the Technical Committee as published in the Report on Proposals may make a motion.
- Motions allowed at the Association Consideration Session provide the opportunity to propose amendments to the text based on the Report on Proposals.
- Successful main motion is made by majority of all members present and eligible to vote at the meeting.
Step 2: Comment Stage (cont.)

• Only IAPMO members entitled to vote, may be physically present or send a designated representative.

• Any successful action is included in the Monograph of Comments.

• After the public comment closing date, the Technical Committee holds second technical meeting.

• Technical Committee considers and acts on all comments directly related to the Report on Proposals.

• Committee provides action and response to each public comment and uses such comments in order to develop the Report on Comments.

• The Report on Comments has the initial agreement by the committee based on simple majority vote during the meeting in order to establish consensus.

• The final position of the committee is established by letter ballot.
# CODE DEVELOPMENT TIMELINE

## CALL FOR COMMENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 2, 2018</td>
<td>IAPMO Annual Assembly Consideration Session</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Distribute Comments to Technical Committees (ROC) Monograph</td>
</tr>
<tr>
<td>May 17, 2019</td>
<td>Initial Ballots to Technical Committees</td>
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<tr>
<td>June 7, 2019</td>
<td>Final Closing Date for Ballots; Including Receipt of Vote Changes Based on Circulation of Comments</td>
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<tr>
<td>August 21, 2019</td>
<td>Distribution of Report on Comments</td>
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<td>September 3, 2018</td>
<td>Call for Comments</td>
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<td>January 3, 2019</td>
<td>Deadline for Submission of Comments</td>
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<td>April 29-May 2, 2019</td>
<td>Technical Committee Meetings, Denver, Colorado</td>
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<tr>
<td>May 31, 2019</td>
<td>Receipt of Initial Ballots, Circulation of Comments to Committee</td>
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<tr>
<td>July 3, 2019</td>
<td>Technical Correlating Committee meeting (Via Teleconference)</td>
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THE CODE DEVELOPMENT PROCESS (Step 3)

STEP 3
ASSOCIATION TECHNICAL MEETING

ISSUANCE OF STANDARD

BALLOT ASSOCIATION AMENDMENTS

STEP 4
STANDARDS COUNCIL APPEAL HEARINGS
Step 3: Association Technical Meeting

• After the distribution of the Report on Comments the Association Technical Meeting is held.

• The motions allowed provide the opportunity to propose amendments to the text based on the published Report on Proposal, Report on Comments and Technical Committee Proposals and Comments.

• In the case of a motion to accept a proposal or accept an identifiable part and accept a comment or accept an identifiable part, the maker of the motion is limited to the original submitter of the proposal or comment or his or her authorized representative. In all other cases, anyone can make an allowable motion. Who can make an allowable motion is governed by Section 4-5.7 of the Regulations Committee Projects.

• IAPMO membership is not required in order to make or speak to a motion, but voting is limited to IAPMO members who have joined at least 180 days prior to the session and have registered for the Technical Meeting. At the close of debate on each motion, voting takes place, and the motion requires a majority vote to carry.
Step 3: Balloting on Association Amendments

- All successful motions are confirmed by a written letter ballot following the meeting and prior to the Standard being forwarded to the Standards Council for issuance.

- The technical committee is balloted on two parts:
  
  **Part 1:** relates to the acceptance or rejection of the assembly amendment.

  **Part 2:** relates to the suitability of the resulting document should Part 1 not pass since the working of that portion of the Report affected by the amendments would return to the text of the previous edition, if any.
THE CODE DEVELOPMENT PROCESS (Step 4)

Step 4: Council Appeals and Issuance of the Standard

- Some proposals and/or comments receive no controversial proposed changes or comments, and therefore are sent directly to the Standards Council for issuance.

- The Standards Council considers appeals both in writing and through the conduct of hearings at which all interested parties can participate.

- It decides appeals based on the entire record of the process as well as all submissions on the appeal.

- After deciding all appeals related to a Code before it, the Council, if appropriate, proceeds to issue the Code as an official IAPMO standard.

- The decision of the Standards Council is final and the IAPMO standard becomes effective after twenty days after the Standards Council issuance.
CODE DEVELOPMENT TIMELINE
ASSOCIATION TECHNICAL MEETING AND APPEALS

September 24, 2019
IAPMO Annual Education and Business Conference Technical Meeting

October 9, 2019
Receipt of Initial Ballots, Circulation of Comments to Technical Committee

November 13-15, 2019
Standards Council Meeting for Appeal Hearings

TBD
Board of Directors Meet to Address Petitions

October 2, 2019
Ballot Technical Committee on Membership Amendments, Two-Thirds Required from Technical Committee

October 16, 2019
Final Closing Date on Ballots

TBD
Deadline for notification of intent to File Written Petition to the Board of Directors
WHAT MATERIALS DO I NEED?

- UPC/UMC Code
- Technical Committee Meeting Agenda
- Monograph of Proposals/Comments
- Current Committee Roster
- Regulations Governing Committee Projects for the UPC/UMC
- IAPMO Technical Committee Newsletter
GENERAL PROCEDURES

- Members please verify/update your contact information.

- Use of tape recorders or other means capable of reproducing verbatim transcripts of this or any IAPMO meeting is not permitted.

- Members in any category who have been retained to represent the interests of another interest category with respect to a specific issue addressed by the TC or TCC shall declare those interests to the committee and refrain from voting throughout the process.

- Guests are required to sign in and identify their affiliations.

- Participation is limited to TC members or those individuals who have previously requested time to address the committee. Other participation is granted at the discretion of the Chair.
Robert’s Rules of Order apply to Parliamentary Procedures

- Beginning of Technical Meeting: Chair presents Proposals or Comments and asks for motion.
- TC member addresses Chair and receives recognition from the Chair.
- TC member states name, affiliation, exact motion and reason statement.
- Chair looks for a second of the motion, then restates the motion and reason statement.
- Chair calls for discussion, once discussion starts, restate your name and whether you are for or against the motion.
- Chair takes the vote.
- Chair announces the result of the vote.
TIPS ON ROBERTS RULES OF ORDER

• A main motion must be moved, seconded, and stated by the chair before it can be discussed.

• If you want to move, second, or speak to a motion, *raise your hand and address the chair*.

• If you approve the motion as is, *vote for it*.

• If you disapprove the motion, *vote against it*.

• If you approve the idea of the motion but want to change it, *amend or modify it*.

• If you want time to think the motion over, *postpone to a certain time (Table the item)*.

• If you think that the committee should give further consideration to a matter already voted upon, *move that it be reconsidered*.

• If you think that further discussion is unnecessary, *move the previous question or call the question*.

• If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion*.
Straw vote at Technical Committee Meeting to achieve consensus:

Technical Committee Action on Proposals:

*Accept the proposal as submitted* - The committee accepts the proposal exactly as written. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made.

*Accept the proposal as amended by the TC* - Accept the proposal with some modification. The committee action must indicate specifically what action was taken to revise the proposal.

*Reject the proposal* - The committee rejects the proposal. If the principle or intent of the proposal is acceptable in whole or in part, the proposal should not be rejected, it should be revised by the committee and accepted as amended. A complete reason for rejection of the proposal, technical in nature, must be supplied in the committee statement.
Technical Committee Action on Comments:

*Accept the comment as submitted* - The committee accepts the comment exactly as written. Only editorial changes such as paragraph and section numbering and correction to spelling, capitalization, and hyphenation may be made.

*Accept the comment as amended by the TC* - Accept the comment with some modification. The committee action must indicate specifically what action was taken to revise the proposal.

*Reject the comment* - The committee rejects the comment. If the principle or intent of the comment is acceptable in whole or in part, the comment should not be rejected, it should be revised by the committee and accepted as amended. A complete reason for rejection of the comment, technical in nature, must be supplied in the committee statement.

*Holding the Comment* - A comment is held until the next revision cycle if it would introduce a concept that has not had public review by being included in the ROP; would require significant change to the text that the TC would need to restudy; or would propose something that could not be properly handled within the time frame for processing the report.
VOTING (After TC Meeting)

- Voting during TC meeting is used to establish a sense of agreement (simple majority).
- Initial ballot sent to appropriate Technical Committee for review.
- Circulation of negatives and comments sent to appropriate Technical Committee for review.
- Ballots that fail letter ballot in the Report on Proposals become a automatic public comment (to solicit public input).
- Secured by letter ballot (2/3 affirmative vote).
- Results of formal ballot determine the official position of the committee.
ELECTRONIC BALLOTING

- Click link on the ballot email or go to www.kavi.iapmo.org
- Sign in with Username and Password
ELECTRONIC BALLOTING AND KAVI

- Click on “Groups” under “My Groups”
- Select the applicable TC Group
• Click on Ballots
• Click the ballot name that you are voting on
ELECTRONIC BALLOTING AND KAVI (cont.)

- Make selection: Affirmative, Negative or Abstain
- Must include comment on Negative or Abstain vote
- Click vote to submit selection

Step 4 - Click to open and review proposed change
Step 5 - If applicable, click to open voting details and view other comments submitted by other Technical Committee members.

Step 6 - Make ballot selection
Step 7 - Click “vote” to submit ballot selection
Guidelines for Referencing Mandatory Standards

• Provides guidance to TC for referencing mandatory standards.

• Scope or application must be clearly described.

• Shall be written in mandatory language.

• States specific criteria that minimize the judgment required by the users.

• Standard shall not have the effect of requiring proprietary materials.

• Standard shall not prescribe a proprietary agency for quality control or testing.
Referenced Standards and Publications

- **Standard** — A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

- **Mandatory Referenced Standards in IAPMO Codes and Standards**
  - **3-3.7.1.1** Mandatory standards referenced in IAPMO codes and standards shall be written using mandatory language and shall be identifiable by title, date or edition, and name of the developing organization. An original copy of the reference standard shall be on file at IAPMO Headquarters if not readily available from other sources.

  - **3-3.7.1.2** Mandatory standards referenced in IAPMO codes and standards shall be developed via an open process having a published development procedure. The development procedure shall include a means for obtaining divergent views, if any. The development procedure shall include a means of achieving consensus for the resolution of divergent views and objections.

  - **3-3.7.1.3** Mandatory standards referenced in IAPMO codes and standards not complying with 3-3.7.1.2 are permitted. However, in such instances the TC shall determine that the mandatory standard is appropriate for reference. The TC shall verify the standard is written in mandatory language, is identifiable by title, date or edition, and developing organization, and that it is readily available. Any mandatory standard proposed for reference on the basis of this paragraph shall be specifically identified as not complying with 3 3.7.1.2 in a ROP or ROC.
• **3-3.7.2** Nonmandatory Reference standards in IAPMO codes and standards. Reference standards that do not comply with 3-3.7.1 shall only be referenced as nonmandatory standards and shall only be included as advisory material in an IAPMO code or standard.

• **3-3.7.3** Nonmandatory Referenced Publications in IAPMO guide documents and Recommended Practices. Publications referenced in IAPMO guide documents and documents establishing recommended practices shall be subject to 3-3.7.4.

• **3-3.7.4** Reference to other IAPMO documents or documents Published by other organizations. When a reference is made in a Technical Committee Report to another IAPMO document or other publications prepared by any organization, such a reference shall contain the title, date or edition, name of the developing organization and preferably the specific parts of the document to which reference is made. TCs shall include such references only after review of such documents or publications, satisfying themselves that the references are adequate and appropriate. An original copy of the reference document shall be on file at IAPMO Headquarters, if not readily available from other sources.
This guideline is intended to apply to extraction among IAPMO documents, and documents between IAPMO and other ANSI-accredited standards developing organizations that are working with IAPMO to harmonize and/or coordinate their respective documents.

Editing of the extracted text is confined only to making the style consistent with that of the document containing the extract.

The extracted text is kept current with that of the source document.

If the technical committee does not wish to include the updated extract, the existing extract shall be deleted from the source document.
• The purpose of this manual is to promote uniformity of form and style in IAPMO codes.

• Aids the user to find what is required and to understand the metrics of developing a standard for codes.

• Deviations from the manual of style may mean wasted time for authors, reviewers, editors, and eventually the user of the code.
IAPMO CODES WEBSITE

- Click on Codes
• Click on applicable IAPMO Code
IAPMO CODES WEBSITE (cont.)

- Click on Document Information
- Current and next edition
- Document Scope
- Archived revision information
- Manual of Style
IAPMO CODES WEBSITE (cont.)

- Committee Members
- Scope and Responsibility
- General Committee Member Information

Committee Name
Uniform Plumbing Code

Staff Liaison
Enrique Gonzalez

Committee Members Roster
Committee Scope and Responsibility
Classification of Committee Members
Apply to the Committee

General Committee Member Information
The Codes and Standards Development Process
Information on IAPMO Codes and Standards Development
Technical Committee Newsletters
2018 UPC UMC TC Newsletter Teleconference
2018 UPC UMC TC Newsletter
Consensus Code Development Cycle, Bylaws, Regulations, Procedures and Guidelines
Bylaws Change Notice
Proposed Review Change Form
Guidelines for Referencing Mandatory Standards
### Archived Revision Information

#### Revision cycle information
- **Revision Cycle:** Annual 2021
- **Revised Edition Date:** 2021
- [2021 UPC Uniform Code Timeline](#)

#### Report on Proposals (ROP)
- **Public Input Closing Date:** March 16, 2018
- **ROP Monograph Posting Date:** April 13, 2018
- **ROP Posting Date:** August 20, 2018

#### Technical Correlating Committee

#### Standards Task Group

#### UPC Standards Task Group

#### ROP Meeting Notices
- **ROP Meeting Notice:** May 16 - 18, 2018, Ontario, CA - DoubleTree Hotel

#### ROP Meeting Agenda
- **ROP Meeting Agenda:** May 16 - 18, 2018, Ontario, CA - DoubleTree Hotel

#### ROP Meeting Minutes
- **ROP Meeting Minutes:** May 16 - 18, 2018, Ontario, CA - DoubleTree Hotel

#### ROP Ballots
- **Initial Ballot to Technical Committee:** June 1, 2018
- **First Circulation of ROP Ballots:** June 15, 2018
- **Final ROP Ballots:** June 22, 2018

#### Assembly Consideration Session
- **Assembly Consideration Session:** October 2, 2018
- [Making Motions at the Assembly Consideration Session](#)
- [Assembly Consideration Session Rules.pdf](#)
IAPMO CODES WEBSITE (cont.)

- Technical Correlating Committee

[Image of Uniform Plumbing Code]

Technical Correlating Committee Roster

Staff Liaison
Enrique Gonzalez

Committee Scope and Responsibility

As defined by the Regulations Governing Committee Projects, the Technical Correlating Committee (TCC) is the consensus body responsible for the development and revision of any document or documents emanating from a Technical Committee Project (such as the Uniform Plumbing, Mechanical, Solar, and Swimming Pool Codes). All persons wishing to participate on the TCC must complete an application for Technical Committee Membership (see link below), including a resume of qualifications. Once an application (and resume) has been received by IAPMO, it is forwarded to the Standards Council Secretary for consideration by the Standards Council.

An important function of the Standards Council is to maintain a balance of interest classifications on the TCC.

Those classifications are:

- Manufacturer
- Enforcing Authority
- Research/Standards/Testing Laboratory
- Consumer
- Labor
- Installer/Maintainer
- Special Expert
- User

Once appointed to the TCC, each member is subject to annual review and reappointment. It is the responsibility of each member to participate and act in accordance with the Regulations Governing Committee Projects.

The roster (linked above) are divided into three columns: Name, Representation, and Classification. Committee members are arranged by classification for ease of identification.

For a more detailed explanation of responsibilities of the Technical Correlating Committee, please refer to Section 3 of the Regulations Governing Committee Projects.

Apply to the Committee
Submit Committee application online
THIS CONCLUDES OUR OVERVIEW OF IAPMO’S CODES DEVELOPMENT PROCESS

ANY QUESTIONS ??????

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