

STRUCTURAL ENGINEERS ASSOCIATION OF CALIFORNIA



**STRUCTURAL STANDARDS COMMITTEE
RULES AND OPERATING PROCEDURES**

January 1, 2013

1.0 Purpose

This document defines the rules and operating procedures of the Structural Engineers Association of California (SEAOC) Structural Standards Committee (SSC).

2.0 Mission

The mission of the SEAOC SSC is to provide a forum through which SEAOC Technical Committees and Member Organizations may work to:

- i. develop consensus positions on the content of provisions contained in building codes and national consensus standards that affect structural engineering practice in California,
- ii. advocate these positions with the National Council of Structural Engineers Associations (NCSEA) toward the several committees maintained by the national model building code and national standards development organizations (SDO),
- iii. in certain circumstances specific to California, advocate these positions directly before the various committees maintained by the national model building code and standards development organizations and the California Building Standards Commission (CBSC),
- iv. develop and submit specific proposals for change and/or public comment to the International Building Code and national consensus standards with NCSEA whenever possible,
- v. develop and submit specific proposals for change and/or public comment to the California Building Code (currently only applicable to adopting state agencies),
- vi. develop consensus positions on the procedures and approvals used by national evaluation services in preparation of code equivalency reports,
- vii. advocate these positions to the evaluation services,
- viii. prepare specific proposals for procedures and approvals, for consideration by the evaluation services,
- ix. review publications developed in Technical Committees for quality, editorial content, readiness for publication and consistency with SEAOC positions and policies,
- x. bring issues to the Board when appropriate to facilitate continued efficient operation of committees and relay questions from the Board regarding Technical Committee publications to Technical Committee chairs,
- xi. review and provide input to publication managers for SEAOC publications developed outside of the Technical Committees, such as the Seismic Design Manual, for consistency with SEAOC positions and policies.

3.0 SSC Organization

The SEAOC SSC will consist of:

- i. a four person committee comprising a Chair and three members, representing each member organization (SEAONC, SEAOSC, SEA OCC, SEA OSD), appointed by the SEAOC Board of Directors; the Chair will be appointed by the SEAOC President from among the current members of the SSC,
- ii. standing Technical Committees with principal responsibility for individual portions of the building codes, standards and evaluation services including: General Engineering, Seismology, Quality Assurance, Existing Buildings, Wind, and Evaluation Services,
- iii. an Executive Committee consisting of the SSC Chair and the Chairs of the Committees,
- iv. such Ad Hoc Technical Committees, as may be appointed from time to time by the SEAOC President, Chair or the Board of Directors to deal with specialized issues that require focused effort in a particular area of expertise that is beyond the capabilities or capacity of the Standing Technical Committees, that will generally be disbanded upon completion of an assigned scope and will function like a Committee, including the appointment of a Chair that will sit on the Executive Committee.

4.0 Technical Committee Responsibilities

4.1 General Engineering

The General Engineering Committee is responsible for the SSC's activities related to the provisions of building codes and national standards related to design, materials and construction requirements associated with the resistance of new construction to all loading conditions except seismic.

4.2 Seismology

The Seismology Committee is responsible for the SSC's activities related to the provisions of building codes and national standards related to design, materials and construction requirements associated with seismic resistance and performance of new construction, including collaboration with and review of activities and positions of the Evaluation Service Committee related to seismic performance of products and systems.

4.3 Quality Assurance

The Quality Assurance Committee is responsible for provisions of the building codes and standards that relate to quality assurance plans, structural observation, special inspection, inspection, design quality control, peer review and other measures intended to assure that constructed works conform to the design requirements and the requirements of the building codes and standards.

4.4 Existing Buildings

The Existing Buildings Committee is responsible for liaising with the development process for building codes and standards relating to the regulation of existing structures including the International Existing Building Code and the ASCE 41 Seismic Evaluation and Rehabilitation standard. The Existing Buildings Committee will also be responsible for portions of the International Building Code and its referenced standards that impose requirements for existing construction, including Chapter 34 of the International Building Code and Chapters 34 and 34A of the California Building Code.

4.5 Evaluation Services

The Evaluation Services Committee is responsible for provisions of evaluation service acceptance criteria and evaluation reports developed by various bodies, related to the design, materials and construction associated with structural components and systems in structures, including the development, consistency, and review of procedures of testing and verification for conformance with the building code.

4.6 Wind

The Wind committee is responsible for the SSC's activities related to the provisions of building codes and national standards related to design, materials and construction requirements associated with wind resistance and performance of new and existing construction.

4.7 Sustainable Design

The Sustainable Design committee is responsible for the SSC's activities related to the provisions of building codes and national standards related to sustainability. The committee considers design, materials and construction requirements associated with sustainability of new and existing construction.

5.0 SSC Chair

The SSC Chair will have the following responsibilities:

- i. appoint Committee Chairs,
- ii. appoint special liaisons to the various model building code and standards development, and evaluation service organizations, as may be appropriate,
- iii. in association with Committee Chairs, prepare Committee charges, an annual budget and planned activities to be submitted to the SEAOC Board of Directors each year in September,
- iv. prepare periodic reports to the SEAOC Board of Directors in advance of each Board meeting on Committee and Technical Committee activities and important code- related issues affecting structural engineering practices,
- v. serve as chair of the SSC Executive Committee and arrange periodic meetings of the SSC and the SSC Executive Committee to ensure that input is received from all Technical Committees as it relates to SSC function and efficacy,

- vi. prepare, with the assistance of the Committee Chairs a report to the membership on Committee activities and important code-related issues for presentation at the SEAOC Annual Convention,
- vii. prior to the conclusion of the term of office, assist the Board of Directors in finding his or her successor.

6.0 Committee Chairs

Each Committee Chair will be appointed by the SSC Chair and will be affirmed by the SEAOC Board of Directors.

Committee Chairs will have the following responsibilities:

- i. convene and Chair periodic meetings of the Committee, at least quarterly, and at such additional times as may be necessary to accomplish the Committee charges for the year, with one Committee meeting held in conjunction with the SEAOC Annual Convention,
- ii. provide reports regarding Committee activities to the SSC Chair for inclusion in periodic reports to be prepared prior to each SEAOC Board meeting,
- iii. provide information to the general membership regarding Committee activities to encourage participation and to enhance the knowledge of the membership on technical issues,
- iv. prepare an annual Committee budget in support of the development of the annual SEAOC/SSC budget in September,
- v. appoint official Committee liaisons to other Committees, the building codes and standards development organizations, and evaluation service organizations, to represent and advocate SEAOC SSC positions,
- vi. seat members of the committee based on nominations from the member organizations,
- vii. serve as a member of the SSC Executive Committee,
- viii. prior to the conclusion of the term of office, assist the Board of Directors and SSC Chair in finding his or her successor.

7.0 Committee Membership

Each Committee will have a membership as follows:

- i. a Chair generally serving a minimum of 1 year and a maximum of 3 years, with the intent that opportunities for members to serve as Chair should be provided to each Member Organization,
- ii. at least 6 voting members, preferably serving 3 years, in addition to the Chair and past chair (voting members, Chair and Vice Chair are eligible for travel reimbursement),
- iii. not more than one Alternate (a standing SEAOC member that is recognized as an alternate Committee Member that is eligible for reimbursement of costs to attend

- meetings) from each SEAOC member organization who desires to have such participation with the Committee (Alternate will be entitled to all responsibilities and privileges of voting member if requested to participate as a proxy),
- iv. observers including unfunded SEAOC members, liaison appointees of Building Code and Standards Development Organizations, researchers, materials industry associations, product manufacturers.

Each voting member of a Committee will be appointed by the Committee Chair. Committee Chairs will consider members nominated by each Member Organization as follows:

SEAONC: 2 voting members, 1 alternate

SEAOSC: 2 voting members, 1 alternate

SEAOCC: 1 voting member, 1 alternate

SEAOSD: 1 voting member, 1 alternate

Some Committees may elect to have a greater number of voting members, or may need to deviate from strict regional representation due to a lack of interest from a Member Organization, whereby the Chair will submit a proposal for Committee structure to the SSC Chair for approval.

Alternate members of Committees may be appointed by the individual Member Organizations with the assent of the Committee Chair.

Observers can be self-appointed or can be the official representative of an organization. Observers are requested to announce their affiliations to the Committee, prior to voicing opinions or providing data or proposals for consideration.

The Committee Chair will have the right to suspend the privileges of Voting Members, Alternate Members and Observers who are disruptive of the Committee processes or behave in an inappropriate or unprofessional manner. Upon taking such action, the Committee Chair will notify the SSC Chair and the corresponding Member Organization

8.0 Voting

Voting rules for the SSC Executive Committee and the SSC Committees shall follow the guidelines of this section:

- i. only voting members and the Chair may vote,
- ii. the Chair will not normally vote, except in the case of a tie or, otherwise as one of the appointed voting members,
- iii. for a vote to be valid, a quorum of at least 2/3 of committee voting members must be present in person, by voice communication, or proxy,

- iv. a majority, consisting of a favorable vote of at least 75% of the committee voting members shall be required to pass a measure, however in the tradition of SEAOC Committee work, every attempt should be made to achieve a consensus position,
- v. proxies, no more than one per member present, may be assigned to another voting member or alternate, as provided to the Chair by email, letter or voice communication, prior to the meeting,
- vi. written votes, occurring when all votes are by mail, facsimile, email or a combination of these, are permitted and will follow the same rules as other voting, except that proxies shall not be permitted and all negative written votes must be resolved by the committee.

9.0 Procedures for Code Change Development

- i. Proposals for change to the model code, standards development organizations and evaluation service organizations are to be submitted through the SSC. Code change proposals and positions developed for a national model building code or a national consensus standard, shall first be submitted to the appropriate SEAOC Technical Committee for balloting and simultaneously copied to the SSC Chair. Proposals approved by the Technical Committee will be submitted to the SSC, which will in turn submit it to the NCSEA Code Advisory Committee (CAC) on behalf of SEAOC. Review and acceptance of proposal by NCSEA is not a pre-requisite for continued Technical Committee operations.

Proposals or public comments developed for the California Building Code will be submitted to the SSC, which will submit the code change proposals to the CBSC on behalf of SEAOC. Proposals or public comments not approved by the SSC may be separately submitted by the proponent, with the expectation that SEAOC will speak in opposition. In the case that the SSC decides to take no position on a proposal, it will so inform the proponent and the proponent may submit the code change itself with the expectation that SEAOC will likely remain silent on the proposal.

- ii. Prior to SSC submittal of proposals to the model building codes that effectively change requirements of the national consensus standards, SSC will first coordinate with the standards development organization and provide that organization with an opportunity to effect the desired change directly within the standard within an acceptable time period. The SSC may submit such changes to the building code development organizations when any of the following occur:
 - a. The standards development organization has reviewed the proposed change and either indicates that it does not agree with the proposal or does not have sufficient time to enact the proposal in time to affect the present building code cycle
 - b. A condition of extreme emergency exists in which a failure or failures demonstrates that provisions within the standard are unsafe and the standards development organization cannot act expeditiously to correct these provisions

- iii. Members of the SSC are not permitted to speak on behalf of an individual or a Member Organization in opposition to SEAOC/SSC positions if they are at any SDO meeting or code development hearing as a SEAOC delegate. SEAOC members are encouraged to submit proposals to the SSC and/or the appropriate Technical Committee by the deadline established by the SSC and/or Technical Committee Chair, and at least three weeks prior to the established code/standard submittal deadline to allow sufficient time for the SSC to ballot the proposal through the appropriate Technical Committee, and respond to the proponent. Submittals so received will be given the same consideration as proposals generated by the Technical Committees. The SSC may consider proposals submitted after the deadline at the discretion of the SSC and/or Committee Chair.

10.0 Conflicts of Interest

Members of the SSC and its Technical Committees will disclose to members of the Committee when they are advocating a position or voting on a matter that affects their proprietary interest in a product or process. A proprietary interest shall be deemed to exist if an individual or their employer stands to realize profit from the sale or use of the product or process, or if the individual or their employer has been retained by persons who stand to realize such profits, specifically for the purpose of advocating or advancing the use of these products or services. In such event, the chair may request that the conflicting party leave the meeting room during the entire deliberation of such agenda item.

11.0 Conflicts Between Committees

When two or more Committees develop contrary or conflicting positions on a single code change proposal or similar issue, it shall be the responsibility of the Chairs of the two Committees to attempt to resolve the differences in an amicable matter. If such resolution is not practicable, the matter shall be referred to the SSC Chair for resolution. The SSC will endeavor to resolve the matter. SEAOC will not knowingly offer conflicting public opinions on an issue in front of code or standards development organizations.

12.0 Committee Member Participation

Committee Chairs shall notify the SSC Chair and give written warning to voting members who are absent from 2 consecutive meetings and may suspend their membership privileges. Voting members who are absent from 3 consecutive meetings will be replaced according to procedures promulgated in Section 7.0.