

Fire Suppression Systems Association Committee Representation Policy

1.0 Appointment

- 1.1 Applications for representation on Codes/Standards Committees shall be requested as needed by the FSSA Technical Committee. Applications shall include a properly completed Application for Membership on a Codes/Standards Committee (see Appendix) and a resume.
- 1.2 The FSSA Technical Committee shall review and discuss the application as needed and vote on its recommended representatives.
- 1.3 The FSSA Technical Committee's choice shall be referred to the FSSA Board of Directors for approval at the next meeting or by mail or fax ballot if necessary.
- 1.4 Representatives of the FSSA on Codes/Standards Committees must be willing to participate on the associated Sub-Committee of the FSSA Technical Committee.

2.0 Requirements of Representation

- 2.1 Anyone representing the FSSA on a Codes/Standards Committee shall be expected to represent the collective views and positions of the FSSA.
- 2.2 Anyone representing the FSSA on a Codes/Standards Committee, whether Principal or Alternate, shall be expected to be dedicated to the entire process, with intent to attend all meetings and respond to all ballots. The Principal should attend all meetings. The Alternate may attend meetings, but is not required to attend. The Principal must keep the Alternate informed of all committee activities so he/she will be appropriately equipped to represent the FSSA as needed. When the Principal is unable to attend, the Alternate must be notified in a timely matter so he/she can attend. If at any time the interests of FSSA are not being represented, the Technical Committee reserves the right to recommend to the Board of Directors replacement of that individual.
- 2.3 If the FSSA Representative leaves his/her current employer, in compliance with the Industry Association's rules, they are no longer a member of the committee. The position will then be open to the FSSA membership. If the former representative becomes employed with an FSSA member company, the individual must reapply according to Section 1.0 of this policy.

3.0 Codes/Standards Committee - Representation

- 3.1 FSSA Representatives on Codes/Standards Committees shall receive and act only on instructions from the FSSA. The FSSA Representative shall vote in technical committee actions as directed by FSSA. Where a directed vote is lacking, the FSSA representative shall consult with (a) the FSSA Technical Director and/or (b) the chairman of the Technical Committee. When neither is available for consultation the FSSA representative shall act in accordance with his/her best-unbiased professional judgement, or shall abstain.

- 3.2 FSSA Representatives on Codes/Standards Committees shall agree to submit under their name and actively support the FSSA's prepared and approved comments and proposals to the representative's associated NFPA Standard.

4.0 Representative's Interface with FSSA Technical Committee

- 4.1 FSSA Representatives on Codes/Standards Committees shall be expected to participate in the associated Sub-Committee of the Technical Committee. These Sub-Committees shall be chaired by a member of the FSSA Technical Committee to ensure appropriate and timely interface with the full Technical Committee and the Board of Directors.
- 4.2 Representatives shall attend, if scheduled, any meeting of the full FSSA Technical Committee at which comments or proposals related to their NFPA Standard are being formed or discussed.
- 4.3 Copies of Codes/Standards Committee documentation shall be forwarded by the Representative to FSSA headquarters for distribution to the FSSA Technical Committee as soon as possible after received.
- 4.4 A summary report containing pertinent activity at any Industry Association Committee meeting or Task Group meeting attended by the FSSA Representative shall be submitted as soon as possible to FSSA Headquarters for distribution to the FSSA Technical Committee. The report shall be in summary format and include the following information:
 - 4.4.1 Name(s) of FSSA representative(s) in attendance.
 - 4.4.2 Dates of meeting.
 - 4.4.3 Purpose of meeting: Task Groups, ROC, ROP, etc.
 - 4.4.4 Important issues discussed or voted which potentially impact the position or interests of FSSA member companies in general and the outcome of the discussion or vote.
 - 4.4.5 Issues which are expected to arise as a result of committee discussions or actions, which potentially impact the position or interests of FSSA member companies in general.
 - 4.4.6 Issues, discussions or votes which have been deferred to later in the cycle or to the next revision cycle and which potentially impact the position or interests of FSSA member companies in general.

Revised October 2003

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):

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

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

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:

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?

NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council•National Fire Protection Association
1 Batterymarch Park•PO Box 9101•Quincy, MA 02269-9101

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 _____

Check here if you are a member of NFPA NFPA Member Number _____

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 _____

NFPA Fax (617) 770-3500

Mail to: Secretary, Standards Council•National Fire Protection Association
1 Batterymarch Park•PO Box 9101•Quincy, MA 02269-9101

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.