

Supplemental Operating Procedures for the National Electrical Code Project

Adopted by the NEC Technical Correlating Committee on October 2, 2008.

Approved by the Standards Council on October 28, 2008.

Introduction

- (a) **Preamble.** The Operations of the National Electrical Code Project (i.e., the NEC Technical Correlating Committee and the various Technical Committees or Code-Making Panels it supervises) are governed by the NFPA Regulations Governing Committee Projects (RGCP). In addition to those Regulations, the following Supplemental Operating Procedures (SOPs) have been adopted and approved in accordance with 3.3.8 and 3.4.3(h) of the RGCP. These Supplemental Operating Procedures are intended to be consistent with and supplement the Bylaws of the Association and the RGCP and should any conflict appear either now or as the Bylaws or RGCP may be amended, the Bylaws and RGCP shall govern.
- (b) **The NEC Project.** The organization and structure of The National Electrical Code Project, as well as the NFPA Documents for which it is currently responsible, are approved by the NFPA Standards Council and are set forth in Annex A to these SOPs, as it may be revised from time to time.
- (c) **Numbering system for these SOPs.** Each section of these SOPs is designated as "SOP" followed by a number. The sections have been numbered so as to correspond with the section of the RGCP which they supplement. Accordingly, the numbering is not sequential.
- (d) **Note on Abbreviations.** In the text of these SOPs, the references to "TC" include both Technical Committees and NEC Code-Making Panels. In the text where only "CMP" is referenced the text applies only to an NEC Code-Making Panel.

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SOP 3.1.3.1 Committee Membership Recommendations

The following procedures shall be used for developing recommendations to the Standards Council pursuant to RGCP 3.1.3.1 for membership on a Technical Committee of the NEC Project.

1. **Application.** Upon receipt of an application, NFPA Staff shall assign a tentative membership classification and forward it to the TCC Membership Task Group. A complete application file shall be received before the application will be processed. Applications will not be processed two weeks prior to and two weeks after the ROP or ROC meeting for the involved document.
2. **TCC Membership Task Group.** The Membership Task Group shall consist of the TCC Secretary and (3) three members of the TCC as appointed by the TCC Chair. The Membership Task Group shall conduct a comprehensive review of the application including:
 - Membership Classification
 - Committee Balance
 - Applicants' Credentials & Experience
 - Organizational Support
3. **Task Group Recommendation.** The Membership Task Group shall complete their review and make a recommendation to the TCC. Reasons for rejecting or holding the application shall be clearly stated in their recommendation. Their recommendation shall be completed and returned to NFPA staff no later than 14 days from receipt of the application.
4. **TC Chair and TCC Review.** NFPA staff shall forward the recommendation of the Membership Task Group to the appropriate TC Chair for review and recommendation. Concurrently, NFPA staff shall forward the recommendation of the Membership Task Group to the entire TCC for review and recommendation. The TC Chair and TCC members shall return a recommendation or any comments to NFPA Staff no later than 10 days from receipt of the application.
5. **TCC Chair and Secretary Review.** The recommendations of the TCC Membership Task Group and TC Chair along with any comments received from TCC members shall be submitted to the TCC Chair and Secretary. The TCC Chair and Secretary shall return a recommendation to NFPA staff no later than 10 days from receipt of the information.

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6. **Recommendation to the Standards Council.** The complete record of the application, including all recommendations and comments, shall be forwarded to the TCC Secretary who will review the record and forward it to the Standards Council. The entire process from receipt of the application to submission to the Standards Council shall take no longer than 60 calendar days.
 7. **Electronic Processing.** Processing an application for a Chair or Committee Member shall be done electronically. It shall be the responsibility of each Chair, or Committee Member to ensure that NFPA staff has their most current e-mail address on file for the purposes of balloting and application review.
 8. **Representation on Multiple Code-Making Panels.** No CMP member is to be recommended as a Principal member on more than one CMP, or as a member (principal or alternate) on more than two CMPs. Organizations that seek representation on more than one Panel are encouraged to limit any one representative to membership on only one CMP.
 9. **Member Participation.** The TCC shall review the performance and participation of each TC Chair and member at least once following each revision cycle, and make appropriate recommendations to the Standards Council regarding reappointment or replacement.
 10. **Liaison members from Electrical TCs to other NFPA Committees.** Appointments of a liaison from a TC within the National Electrical Code Committee to another NFPA TC shall be recommended to the Standards Council only after approval of the TCC.
- SOP 3.2 Acting TC Chairs.** When a TC Chair becomes unavailable to continue serving as Chair, the TCC Chair may appoint a member of a TC as acting Chair. This appointment will be effective only until the Standards Council appoints a Chair. A TCC member, other than the chair, may be appointed as an acting Chair.
- SOP 3.4 Responsibilities of the TCC.** In addition to the responsibilities and authority expressly set forth in RGCP 3.4, 4.3.6 and 4.4.7, the TCC shall have the following responsibilities:
1. **Scope Approval.** The TCC is responsible for the approval of Scopes of Articles or Chapters of documents within the documents under its responsibility.

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2. **Enforcement of the Style Manual.** The TCC shall be responsible for enforcement of the NEC Style Manual and the NFPA Manual of Style for other documents under their responsibility. Within this responsibility the necessary action may include: sending the issue back to the TC for revision (at the ROP stage), holding the text (at the ROC stage), or revising the text to comply with the Style Manual (at either the ROP or ROC stage).
- SOP 3.3.2 Calling Meetings.** All meetings, including Task Groups, shall have their dates and locations coordinated through the Secretary of the TCC.
- SOP 3.1.3.4 Task Groups**
1. **Ad Hoc Status.** All Task Groups shall be Ad Hoc Task Groups.
 2. **Appointment of Task Groups**
 - 2.1 **Task Groups involving Multiple CMPs.** Task Group issues that impact the work of more than one Code-Making Panel shall be approved by the TCC Chair.
 - 2.2 **Task Groups of the TCC.** The TCC shall approve the formation of any task group of the TCC. The TCC Chair shall appoint task group members. The formation of such Task Groups may result from a decision by the TCC or by a request from a TC.
 - 2.3 **TC Task Groups.** Where the topic to be considered is wholly within the scope of a single TC, the TC Chair may appoint a Task Group or the TCC Chair may request that the TC Chair create its Task Group and appoint its members. Each Task Group must have a Scope that is approved by the TCC Chair and in consultation with the Secretary of the TCC except that task groups formed at a meeting that are to report prior to the conclusion of the meeting do not require the approval of their scope by the TCC Chair.
 3. **Voting and Reporting**
 - 3.1 **Voting.** Task Groups shall require only a simple majority vote for agreement on a course of action or for submission of their report.
 - 3.2 **Reporting to the TCC.** All task groups of the TCC shall issue a report to the TCC upon conclusion of their work. Any report that asks for a proposal or comment to be submitted by the TCC shall have a $\frac{3}{4}$ affirmative vote of the TCC and, if approved, shall be submitted in the name of the TCC.

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SOP 4.0 Development and Revision of Documents

1. **Document Cycle.** A new edition of documents shall be prepared every three years. The revision shall be upon initiation by the TCC and with the approval of the Standards Council. A shorter or longer interval may be permitted when requested by the Standards Council or when requested by the TCC and approved by the Standards Council.
2. **NEC Proposal Assignment.** The Secretary of the TCC should assign each Proposal received to the proper CMP in accordance with the assigned CMP scopes. If the Proposal involves a subject not previously assigned, the Chair of the TCC determines the proper assignment.
3. **Committee Proposals or Comments.** A Committee Proposal shall not be submitted to letter ballot unless a simple majority of the Panel has voted to accept the Proposal at a Panel Meeting.
4. **Proposals Referred for Comment.** Where a proposal within the jurisdiction of one CMP is sent by the TCC to another CMP for comment, the developed comment shall be balloted through the full CMP. The submission of the comment in the name of the CMP shall require a majority of those voting, less abstentions. The comment shall include, in the substantiation, any affirmative or negative comments of the CMP members.
5. **Referring Public Comments to Other TCs.** Because the comment stage is the last TC action during the revision cycle, TCs may not direct that comments be sent to other TCs for either information or comment.

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- 6. Advisory Committee Requests.** Either a TC or the TCC may request an advisory committee recommendation.
 - 6.1 Proposal Stage.** If a TC seeks a recommendation on a Proposal from an NFPA Advisory Committee, it shall indicate in a TC Comment on its action on the Proposal that the recommendation has been requested from the Advisory Committee. The TCC will consider the request and, if it is judged to be in order, will direct the Secretary of the TCC to send the request to the Advisory Committee.
 - 6.2 Comment Stage.** If a TC seeks a recommendation from an NFPA Advisory Committee on a Public Comment, it may, in accordance with Section 4.4.6.2.2 of the RGCP, act to Hold the Comment, with an indication in the TC Comment that a recommendation has been requested from the Advisory Committee. The TCC will consider the action and, if it is judged to be in order, will direct the Secretary of the TCC to send the request to the Advisory Committee.
- 7. Development of Committee Positions and Statements at Meetings.** TCs shall develop written and complete committee actions and statements during their meeting. The committee shall agree to the action and statement by a simple majority vote at the committee meeting.
- 8. Balloting on Actions.** The TC action on each proposal and Comment shall be balloted individually.
- 9. Examples Contained in Annex.** For Proposals and Comments on examples in the Annex of the NEC, the applicable CMP Chair and the Secretary of the TCC shall initially prepare Recommended Committee Actions.
- 10. TCC Disposition of Proposals and Comments.** A TC action on a Proposal or Comment that would result in a change to the code or standard must maintain agreement of at least 2/3 of the TC calculated in accordance with 3.3.4.5 of the RGCP.
- 11. Proposals or Comments made to other NFPA Committees.** Any proposal or comment made to another NFPA TC on behalf of the NEC Project, shall require at least a $\frac{3}{4}$ affirmative vote of the TCC calculated in accordance with 3.3.4.5 of the RGCP.
- 12. Processing of Extracts.**
 - 12.1** It shall be the responsibility of each TC to identify the specific sections, tables, etc., under its jurisdiction that include text from other NFPA documents.

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- 12.2** The TC shall keep the extracted text updated with respect to the document from which it is extracted. If there are any changes in either the extracted material or the issue date of the document from which the material is extracted, the TC Chair shall include in the report to the TCC the specific sections, tables, etc., identified as including extracted text, and the NFPA document, issue date, and location in the document from which the text is extracted.
- 12.3** TCs that have responsibility for extracted text shall assign a Task Group to review extracted material during each revision cycle and keep the TCC updated as to the status of the extracted material.

SOP 5.0 Tentative Interim Amendments (TIA)

- 5.1 Tentative Interim Amendments.** Tentative Interim Amendments shall be processed in accordance with 5.1 through 5.10 of the RGCP.

SOP 6.0 Formal Interpretations (FI)

- 6.3.3 Balloting of Formal Interpretations.** After balloting of a formal interpretation through a TC, the formal interpretation along with the TC ballot results shall be forwarded to the TCC for balloting. A Formal Interpretation requires a three-quarters majority agreement in favor of either a yes or no answer to the question posed in the interpretation request. In calculating the vote, those who have expressed, in writing, valid reasons for abstaining, and those who after a second request, fail to return their ballots shall be omitted from the calculations. In all cases, for the Formal Interpretation to be issued, a simple majority of the committee membership eligible to vote must vote in favor of the prevailing yes or no answer.

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Annex A – Organization and Structure of the National Electrical Code Project

The information contained in this Annex is current as of October 28, 2008, but may be revised by the Standards Council at any time. For any updates, please contact NFPA Standards Administration at 617-984-7245.

A.1 Organization. The NEC Project, as established by the NFPA Standards Council, consists of:

- A.1.1 A Technical Correlating Committee (TCC), and
- A.1.2 A number of Code-Making Panels (CMPs) for the NEC, and
- A.1.3 Technical Committees (TCs) for other documents under the responsibility of the TCC.

A.2 Document Responsibilities. The NFPA Standards Council has given the NEC TCC the responsibility to manage and coordinate the activities of the following committees:

- A.2.1 The National Electrical Code (NEC)
- A.2.2 The Committee on Electrical Equipment Maintenance (NFPA 70B)
- A.2.3 The Committee on Electrical Safety Requirements for Employee Workplaces (NFPA 70E)
- A.2.4 The Committee on Electrical Systems Maintenance (NFPA 73)
- A.2.5 The Committee on Electrical Equipment of Industrial Machinery (NFPA 79)
- A.2.6 The Committee on Emergency Power Systems (NFPA 110 and 111)
- A.2.7 The Committee on Electrical Equipment Evaluation (NFPA 790 and 791)

A.3 Size of NEC Code Making Panels. Because of the significant workload and timing involved in the National Electrical Code Project, CMPs should, generally, not have more than 15 Principal members. Experience has shown that a maximum of 15 Principal members represents the optimal working group to complete a thorough review of the material in the timeframe for processing of the document.

A.4 TCC Declared Structure. The TCC declares its structure in accordance with Figure A.4.

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Figure A.4 – TCC Declared Structure

