

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.

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