



## CP # 20-03 THE NOMINATING COMMITTEE

Approved: 1/17/04  
Revised: 5/5/08

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This policy establishes the role, purpose and procedures for the ICC Nominating Committee.

- 1.0 Chairperson:** The Chairperson of the Nominating Committee shall be the Immediate Past President of the ICC Board of Directors. The Chairperson shall preside at all meetings of the Nominating Committee and shall make known any additional rules of conduct for the meeting.
- 2.0 Nominating Committee:** The Nominating Committee, shall have no more than seven members, nor more than one representative from any one state, province, or territory and the Committee shall be composed of Governmental Member Representatives or Honorary Members having a reasonably distributed geographical representation. Members of the Nominating Committee shall be selected by the President with confirmation by the Board of Directors. No more than two members of the Nominating Committee shall be reappointed to the Committee in consecutive years and no member shall serve more than two consecutive years.
- 3.0 Candidates:** To be considered by the Nominating Committee, all candidates for the Board of Directors and candidates for officer positions on the executive committee shall submit a letter of interest to the Chairperson of the Nominating Committee 60 days prior to the date of the Annual Business Meeting. The letter of interest shall contain a current resume, correspondence indicating support of their board service from their political jurisdiction and any other documents they feel necessary to support their candidacy. Such candidates shall be individually interviewed by the Nominating Committee in conjunction with the Annual Business Meeting.
- 4.0 Selection Process:** In their selection process, the Nominating Committee shall take into consideration previous service on ICC and Industry Committees and Boards, interpersonal and administrative skills, knowledge of Council Policies, knowledge of fiduciary responsibilities, support of their Board service by their political jurisdiction, experience in activities of and support by a Chapter or other code enforcement groups, geographical location of the candidate, any special education, professional registrations, licenses, certifications in codes administration, or professional memberships, utilization of the ICC Codes, and the active support of the ICC mission and goals. Selection of the nominees shall be by majority vote of the Committee. The Chairperson shall only vote in case of a tie vote of the Committee.
  - 4.1 Closed Meetings:** All meetings of the Nominations Committee are closed meetings and no others persons are permitted to attend except by a majority vote of the Committee.
- 5.0 Report of the Committee:** The report of the Nominating Committee shall be available prior to the Annual Business Meeting and also be delivered to the Members at the Annual Business Meeting of the Members by the Chairperson or a member of the Committee designated by the Chairperson. The report shall one nomination for each position of the Board of Directors which is subject to election due to either a vacancy or expiration of term, as well as the general criteria used for the selection of the nominations as identified in Section 4.0 The

positions of Director-at-large with terms of different durations shall be considered different positions.

**6.0** All deliberations of the Committee shall be confidential. Committee members shall not speak at the Annual Business Meeting on behalf of or in opposition to any candidate.

**7.0** The International Code Council shall provide to all candidates that have filed according to section 3.0 of this policy:

- a. A candidate web page where candidates may pre-file information to be made available to the membership and the Nominating Committee in formatted content and where the Nominating Committee report will be posted after nominees are determined.
- b. A candidate forum at the Annual Business Meeting to be held prior to the elections. Forum procedures are to be determined by the Board of Directors.