



CP#19-03 – Governing the Conduct of Elections

Approved: 01/17/04 | Revised: 09/09/24

1.0 Purpose of Council Policy: This policy outlines the procedures for the conduct of elections at the ICC Annual Business Meeting.

2.0 Rules and Procedures:

2.1 Eligible Voters: Governmental Member Voting Representatives and Honorary Members in good standing who have been confirmed by ICC in accordance with the Electronic Voter Validation System and are in attendance at the Annual Business Meeting shall be eligible to vote on the elections, in accordance with ICC Bylaws. Such confirmations are required to be revalidated once each code development cycle. Only one vote is authorized for each eligible attendee. Applications, whether new or renewed, for Governmental Membership must be received by the Code Council 30 days prior to the Annual Business Meeting. In addition, applications, whether new or updated, for Governmental Member Voting Representative status (validation) must also be received by the Code Council 30 days prior to the Annual Business Meeting.

2.2 Nominating Committee Report: When the agenda item concerning nominations for elections has been reached, the President shall call upon the Chair of the Nominating Committee for a report. The Chair of the Nominating Committee shall read the entire list of candidates for each open seat. Additionally, the evaluation matrices shall be prominently displayed at the Annual Business Meeting. The evaluation matrices shall also be available in the Annual Business Meeting mobile application. The matrices shall be in order of candidate ranking, per seat.

2.3 Elections: The President shall then proceed to conduct the elections by calling to the floor the election of each individual seat being vacated. Candidates for election of a seat shall be displayed on the screen and/or voting devices in the order of the Nominating Committee's ranking.

2.3.1 Executive Committee: For Executive Committee seats, the President shall announce the eligible candidates in the order of the Nominating Committee's ranking. Only candidates that comply with CP#20 shall be eligible for election. Candidates not elected for an Executive Committee position may remain eligible for other seats.

2.3.2 Sectional Seats: For sectional board seats, the President shall announce all candidates in the order of the Nominating Committee's ranking. Only candidates that comply with CP#20 shall be eligible for election. Candidates not elected for a Sectional position may remain eligible for other seats.

2.3.3 Director-at-Large Seats: For Director-at-Large board seats, the President shall announce all candidates in the order of the Nominating Committee's ranking. Only candidates that comply with CP#20 shall be eligible for election.

2.4 Voting:

- 2.4.1 Majority Vote:** In accordance with Section 5.4 of the ICC Bylaws, all Directors must be elected by a majority of the voting members present and voting.
- 2.4.2 Failure to achieve a majority:** During an election to fill an open Board seat, should no candidate receive a majority vote (50% +1), a run-off election shall be held. The candidates standing for the run-off election shall be the two candidates with the highest number of the votes received during the initial vote.
- 2.4.3** Prior to voting, all candidates in a contested election n will be given the opportunity to speak and/or have others speak on their behalf.
- 2.4.3.1 Executive Committee Seats.** The order of speaking would be in the order of Candidate ranking from lowest to highest.
- 2.4.3.2 Sectional Seats.** The order of speaking would be in the order of Candidate ranking from lowest to highest. If any Candidates are current Board members, then those Candidates would speak last and in alphabetical order.
- 2.4.3.3 At Large seats.** The opportunity to speak and/or have others speak on a Candidate's behalf will only take place once for all At Large seats. The order of speaking would be in the order of Candidate ranking from lowest to highest. If any Candidates are current Board members, then those Candidates would speak last and in alphabetical order.
- 2.4.4 Order of Elections:** In accordance with Section 9.1.1 of the ICC Bylaws, the Order of Elections shall be as follows:
- (a) Executive Committee Seats, in the following order:
 - i. President
 - ii. Vice President
 - iii. Secretary-Treasurer; followed by
 - (b) Sectional Seats, in alphabetical order of Section, including any unexpired Sectional Seat terms; followed by
 - (c) Director-at-Large seats, including any unexpired Director-at-Large Seat terms, in order of the highest term year.
- 2.4.5 Uncontested Elections:** For uncontested elections, the President shall call for a voice vote for the candidate as presented by the Nominating Committee. The President shall determine and declare the result of the election.
- 2.4.6 Contested Elections:** If any open seat has more than one eligible candidate, all eligible voters present must vote using their electronic voting device, to be provided prior to the Annual Business Meeting. The

Board of Directors shall establish procedures for the use of electronic devices to assure the security of the voting process.

In the event electronic voting devices are not used, a hand count voting procedure shall be utilized.

2.4.7 Hand Count Voting Procedure:

2.4.7.1 The CEO shall appoint staff to serve as vote counters, and the President shall appoint Tally Judges.

2.4.7.2 Prior to the elections, the President shall provide instructions on hand count voting, including identification of eligible voters. Eligible voters shall be provided with badges or other distinguishing credentials prior to the Annual Business meeting.

2.4.7.3 Eligible voters shall stand and hold up their badge or credential when voting for a candidate.

2.4.7.4 During the elections, each staff counter shall be assigned to a specific section within the assembly hall. For each election, the counter shall hand count and record in writing a tally of votes for each candidate based on the number of eligible voters standing and holding up their badge or credential in the section.

2.4.7.5 After each individual election, the counter shall then report their assigned section's hand count vote numbers to the Tally Judges.

2.4.7.6 One observer selected by each nominee may observe the Tally Judges during the counting of the ballots and the preparation of the return. An observer shall not, however, interfere with the Tally Judges in the performance of their duties. Any alleged irregularities in the counting shall be brought to the attention of the President prior to the report of the Tally Judges being delivered to the President.

2.4.7.7 The Tally Judges shall then combine all hand count vote numbers collected by the counters and shall provide a written report to the President which shall state the number of votes cast for each candidate.

2.4.7.8 Upon receipt of the report from the Tally Judges, the President shall declare the results of the election to the members.

2.5 Campaigning for Board Seat:

2.5.1 Objective: (i) To avoid the appearance that the ICC favors the candidacy of any individual member over that of any other member candidate, (ii) to ensure that all candidates have a reasonable opportunity to offer their views to the membership, and (iii) to ensure that campaign efforts do not inappropriately interfere with the management or operation of the Annual Conference.

2.5.1.1 In order to achieve this objective, an individual who serves on the

Nominating Committee shall not be eligible to run for an ICC Board of Directors seat for a minimum of two (2) Annual Business Meetings after the completion of their service on the Nominating Committee. Notwithstanding the foregoing, members of the 2023 Nominating Committee may run for an ICC Board of Directors seat at the 2025 Annual Business Meeting.¹

2.5.2 Campaign advertising in ICC materials shall comply with this section.

- a) Campaign advertising for positions on the ICC Board is prohibited in ICC print and electronic periodicals and other Annual Conference materials produced by ICC.
- b) Board candidate advertising is permitted in the Chapter Resource Guide. *(This is not technically an ICC Periodical. It is a product of the Conference Host Chapter. A disclaimer indicating that should be included in the publication if it will continue to accept that Board candidate advertising is permissible in the Chapter Resource Guide.)*

2.5.3 Annual Conference sponsorships shall not be sold for the purpose of advocating Board candidacies; provided, however, that Expo booths may be used to promote a board candidacy and campaign materials may be distributed in the Expo Room.

2.5.4 Campaign advertising materials at the Annual Conference are permitted provided that they do not inappropriately interfere with the management or operation of the Annual Conference; provided that:

- a) The hanging, attaching or affixing of campaign materials on walls or any object is prohibited; and
- b) Campaign materials shall not be displayed or distributed within 30 feet of the ICC registration booth.

2.5.5 The International Code Council shall provide to all candidates that have filed according to Section 3.2 of CP#20:

- a) A candidate web page where a picture, resume, statement of candidacy and, if applicable, a link to the candidate's website, shall be posted on behalf of the candidate. The statement of candidacy may not be more than 500 words and may contain no defamatory or offensive language, as determined by ICC.
- b) Notwithstanding the foregoing, ICC reserves the right to restrict the display or distribution of campaign materials that inappropriately interfere with the management or operation of the Annual Conference.

3.0 Successfully Elected Board Members: Candidates who are successfully elected to the ICC Board of Directors may be eligible for reimbursement of travel expenses in accordance with CP#25 from the date they are elected.

¹ This limitation applicable to the 2023 Nominating Committee shall sunset at the conclusion of the 2025 Annual Business Meeting, whereupon this sentence shall automatically be deleted from this CP-19.