



CP#20-03 – The Nominating Committee and Procedures for the Eligibility, Recruitment and Review of ICC Board of Directors Candidates

Approved: 01/17/04 | Revised: 07/12/25

1.0 Purpose of Council Policy: This policy establishes the role, purpose and procedures for the Nominating Committee and eligible Board of Directors candidates.

2.0 Name of Committee: Nominating Committee

3.0 Rules and Procedures of Committee:

3.1 Recruitment: The Nominating Committee will query the current Board of Directors for a list of potential Board members and the value they would add to the organization both in skill and temperament. The individuals provided by the Board of Directors, self-nominated individuals, previous Nominating Committee lists, and others identified by the Nominating Committee shall be provided opportunities to understand more about the role of Board Director. The Nominating Committee should retain a list of potential board candidates for utilization of future Nominating Committees.

3.1.1 Potential Board candidates will be given electronic access to pertinent ICC policies, guidelines, and bylaws.

3.1.2 Potential Board candidates will be given an opportunity to hear directly from the CEO and Board President regarding the state of the organization and what will be expected of the Board of Directors in the near future.

3.1.3 Potential Board Candidates will be given an opportunity to attend a presentation regarding Board service and ask questions of staff and the Nominating Committee Chairperson.

3.2 Eligible Candidates: To be considered for election at the Annual Business Meeting, 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 at least 60 days prior to the date of the Annual Business Meeting. The letter of interest shall contain the Board seat(s) sought, 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.

3.2.1 Items submitted pursuant to Section 3.2 shall be assessed by ICC staff for completeness and conformance with Council Policy and Bylaws.

3.3 Publicly Available Candidate Information: Items submitted pursuant to Section 3.2 shall be posted to the candidates webpage developed under Section 2.5.5 of CP#19 – Governing the Conduct of Elections (the “Candidates Webpage”) along with any letters of support sent to ICC staff or the Nominating Committee Chairperson. Additionally, candidates are encouraged to participate in a publicly available, web-hosted forum (hereafter referred to as “Virtual Candidate Forum”) moderated by the Nominating Committee Chairperson.

- 3.3.1 The Virtual Candidate Forum shall be recorded and available on the Candidates Webpage for public viewing until after the Annual Business Meeting elections.
- 3.3.2 During the Virtual Candidate Forum, before any questions are asked, each candidate will be given two minutes to speak to the audience.
- 3.3.3 The Nominating Committee shall compile a list of possible questions for Sectional and At-Large seats and a separate list for Executive Committee seats. Questions are meant to give candidates an opportunity to demonstrate their knowledge and the responsibilities associated with being a Board Director. Each candidate will be given the list of possible questions at least 7 days in advance of the forum.
- 3.3.4 Each candidate will be given the same number of questions to answer, and to the extent possible, the questions will be of similar difficulty. Each candidate will be given two minutes to answer each question. Nominating Committee members may ask follow-up questions, to which candidates will have one minute to respond. No other members may ask questions of candidates during this forum.

3.4 Candidate Review and Nomination: In its evaluation, 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 group(s), geographical location of the candidate, any special education, professional registrations, licenses, certification(s) in codes administration, or professional memberships, utilization of the ICC Codes, and the active support of the ICC mission and goals. The Committee shall also look for strategic, forward-thinkers who can add value to the future of the ICC Family of Solutions. Selection of the recommended nominees shall be by majority vote of the Nominating Committee. The Chairperson shall only vote in case of a tie vote of the Committee.

3.4.1 Nominating Committee Criteria: The Nominating Committee shall create general criteria for the evaluation of candidates. The general criteria shall be shared as part of the Reports of the Nominating Committee and posted on the Candidates Webpage.

3.5 Meetings: All meetings of the Nominating Committee are closed meetings and no other persons are permitted to attend except by a majority vote of the Committee.

3.6 Expenses: ICC will provide reimbursement for all reasonable travel expenses in accordance with CP#4 – Members & Volunteer Travel Reimbursement when members of the Nominating Committee incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC CEO or their designee.

3.7 In accordance with CP#7, the Nominating Committee shall be considered a standing non-technical committee.

4.0 Committee Organization and Structure:

4.1 Appointments: 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 Voting 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. 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 one (1) Annual Business Meetings after the completion of their service on the Nominating Committee.

4.1.1 In order to give the most lead time, appointments shall be confirmed by the Board of Directors as close as possible to the beginning of the President's term.

4.1.2 Nominating Committee members will be given access to pertinent ICC policies, guidelines, Bylaws and a list of current Governmental Member Voting Representatives.

4.2 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.

5.0 Report of the Nominating Committee:

5.1 Mid-year Report: No later than the Board of Directors' summer meeting, the Chairperson of the Nominating Committee shall present activities and key milestones of the Committee. The mid-year report shall include but not be limited to recruitment, interviews, staff engagements, advertisements, educational sessions, and any recommendations for process improvements for future Nominating Committees.

5.2 Annual Conference Reports:

5.2.1 Prior to the Annual Business Meeting: The Report of the Nominating Committee shall be delivered prior to the Annual Business Meeting. The report shall include the Nominating Committee's recommended candidate for each position of the Board of Directors which is subject to election due to either a vacancy or expiration of term. The report shall also include the criteria used for the evaluation of candidates as identified in Section 3.4.1

5.2.2 During the Annual Business Meeting: The Report of the Nominating Committee described in Section 5.2.1 shall be provided when the agenda item concerning nominations for elections has been reached in accordance with Section 2.2 of CP#19.

5.3 Candidate Withdrawal: A candidate may withdraw at any time. Any Candidate who has asked to be withdrawn relinquishes their right for reconsideration.

6.0 All deliberations of the Committee shall be confidential, provided, however, upon the conclusion of the Annual Conference, and upon written request by a candidate, the Chairman of the Nominating Committee may share portions of the Committee's deliberations with the requesting candidate solely with respect to its evaluation of said candidate. Nominating Committee members shall not speak at the Annual Business Meeting on behalf of or in opposition to any candidate.