CP#19-03 – Governing the Conduct of Elections

Approved: 01/17/04 | **Revised:** 08/27/25

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 share the Nominating Committee's recommended candidate (the "Nominating Committee Nomination") for each position of the Board of Directors which is subject to election due to either a vacancy or expiration of term. Additionally, the evaluation criteria developed by the Nominating Committee under Section 3.4.1 of CP#20 shall be shared at the Annual Business Meeting and shall be made available on the Candidates Webpage developed under Section 2.5.5 herein.

2.3 Elections & Floor Nominations: The President shall then proceed to conduct the elections by calling to the floor the election of each individual seat expiring or being vacated, the corresponding Nominating Committee Nomination and then call for nominations from the floor. Only candidates that comply with CP#20 shall be eligible for nomination from the floor. Floor nominations shall only be made by members in good standing eligible to vote in the election. Floor nominations shall be seconded by a member in good standing eligible to vote in the election. The President shall request nominations from the floor three times for the position under consideration until there are no more floor nominations. At this point, the nominations for that position shall be closed and the election shall proceed to the voting for that seat. On completion of the election for that seat, the President shall proceed with the nominations for the following seat.

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 will be given the opportunity to speak and/or have others speak on their behalf.

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 and then in alphabetical order of the last name of the candidates as nominated by the Nominating Committee.

2.4.5 **Uncontested Elections:** For uncontested elections, the President shall call for a voice vote for the Nominating Committee Nomination. The President shall determine and declare the result of each election.

2.4.6 **Contested Elections:** If any open seat has more than one nominee, 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 one (1) Annual Business Meeting after the completion of their service on the Nominating Committee.

2.5.2 Campaign advertising for positions on the ICC Board is prohibited in ICC print and electronic periodicals and other Annual Conference materials produced by ICC.

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.

2.5.6 With the exception of the Nominating Committee, any ICC Committee or Council appointed or ratified by the ICC Board of Directors shall not endorse, whether in writing or verbally, candidates for the Board of Directors on behalf of such Committee or Council. Support letters for candidates sent on behalf of such Committees or Councils shall not be considered.

2.5.7 Current members of the ICC Board of Directors and ICC staff shall not endorse, whether in writing or verbally, candidates for the ICC Board of Directors. Support letters for candidates sent by ICC directors or staff shall not be considered.

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.