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CP #19-03 GOVERNING THE CONDUCT OF ELECTIONS

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This policy outlines the procedures for the conduct of elections at the ICC Annual Business Meeting.

- 1.0 Eligible Voters:** Governmental Member Voting Representatives and Honorary Members in attendance at the Annual Business Meeting shall be eligible to vote on the elections, in accordance with ICC Bylaws. Only one vote is authorized for each eligible attendee. Application, whether new or updated, for ICC Membership must be received by the Code Council ten days prior to the commencement of the Annual Business Meeting.
- 2.0 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 report of the Nominations Committee shall consist of one nominee for each vacant seat. The Chair of the Nominating Committee shall read the entire list of nominations.
- 3.0 Election and Floor Nominations:** The President shall then proceed to conduct the elections by calling to the floor the election of each individual seat being vacated, the corresponding Nominating Committee nomination and then call for nominations from the floor. Floor nominations shall only be made by member's 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.
- 4.0 Voice Vote:** If no nominations for an open seat are made from the floor, the President shall call for a voice vote for the seat under consideration. The President shall determine and declare the result of the election. When there is more than one nominee for a vacant seat, the election shall be by ballot vote.
- 5.0 Tally Judges:** If any open seat has more than one nominee a paper ballot is required. The President shall appoint Tally Judges in such a number as the President considers necessary, but shall in no case be less than three, to distribute, collect and count the ballots. Any nominee for a contested seat may request an observer to be present during the counting of the ballots.
- 6.0 Ballot:** The Secretary/Treasurer shall provide paper ballots in sufficient number to accommodate all voting Members present. Alternatively, a sufficient number of electronic voting devices shall be provided to accommodate all voting Members. In the event, the electronic devices are inoperable, the Secretary/Treasurer shall provide paper ballots as provided above. Each person qualifying as an eligible voting Governmental Member Representative or Honorary Members in accordance with the Bylaws shall be entitled to a single ballot and one vote, regardless of the number of Governmental Members a person represents. The Board shall establish procedures for the use of electronic devices to assure the security of the voting process.
- 7.0 Ballot Voting:** The President shall announce, prior to the distribution of the ballots, how the ballots should be marked including instructions on how Members can write in their additional choice for the seat under consideration. A ballot shall contain only one vote for each seat vacant if it is to be counted.

Prior to voting, all candidates nominated by the Nominating Committee or from the floor will be given the opportunity to speak and/or have others speak on their behalf.

A voting member may write in the name of any person, who is qualified to be elected, for any seat whether or not the person has been duly nominated from the floor or by the committee. Only legible names shall be counted.
- 8.0 Ballot Distribution:** When the President has completed the instructions to the voting Members, the Secretary/Treasurer shall give the ballots to the Tally Judges for distribution to the voting Members. The President then will ask the voting Members to record their votes on the ballots.
- 9.0 Ballot Collection:** After a reasonable time, the President will instruct the Tally Judges to collect the ballots from the voting Members.
- 10.0 Ballot Counting:** When the ballots have been collected, the President will instruct the Tally Judges to retire to a convenient place to count and record the ballots. 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 ballot counting shall be brought to the attention of the President prior to the report of the Tally Judges being delivered to the President.

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The Tally Judges shall count each ballot and shall prepare a report for the President which states the number of votes cast for each person. At the conclusion of the ABM, the Tally Judges shall deliver the ballots to the Chief Executive Officer, who shall preserve the same for a period of six months after the date of the election. After the expiration of such six-month period, the Chief Executive Officer shall destroy the ballots.

- 11.0 Ballot Results:** Upon receipt of the report of results from Tally Judges, the President shall read the same and declare the results to the Members. In the event of a tie vote, the President shall call for further voting by the voting Members present with respect to the tied candidates. Such further voting may be by a show of hands or, at the request of any voting member, by written ballot. In the event that such further voting is done by written ballot, the procedure set forth above shall be followed. Upon the determination of the results of such further voting, the President shall declare the results thereof.
- 12.0 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. Accordingly, if the number of candidates does not exceed the number of open seats, the election shall be conducted in accordance with Section 3.0 of this policy and the candidates shall be deemed to have received a majority vote.
- 13.0 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 ballot.
- 14.0 Campaigning for Board Seat:**
- 14.1 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.
- 14.2 Campaign advertising in ICC materials shall comply with this section.
- (a) Campaign advertising for positions on the Board of Directors 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.)*
- 14.3 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.
- 14.4 Campaign advertising materials at the Annual Conference are permitted provided that they don't 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.
- 14.5 The International Code Council shall provide to all candidates that have filed according to Section 3.0 of CP 20:
- (a) A candidate web page where a picture, résumé, 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) A candidate forum at the Annual Conference to be held prior to the elections. Forum procedures are to be determined by the Board of Directors.
- 14.6 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.