



CP#20-03 – The Nominating Committee

Approved: 01/17/04 | Revised: 05/31/24

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

2.0 Name of Committee: Nominating Committee

3.0 Rules and Procedures of Committee:

3.1 Candidates: 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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 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 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

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: 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 should include one nomination 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 indicate the general criteria used for the selection of the nominations as identified in Section 3.2. 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.

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-20.