

Becoming a Governmental Member Voting Representative with the International Code Council®

There are two code-development related votes every year. The Assembly Motion vote, which happens after the Committee Action Hearings (CAH) in the spring, is open to all users who are Members in good standing at least 30 days before the Hearings. To join ICC, click [here](#).

Assembly motions are accepted at the CAH, but no voting is done on-site. All voting is performed online, after the Hearings. A successful Assembly Motion automatically becomes a Public Comment.

The Online Governmental Consensus Vote occurs after the Public Comment Hearings (PCH) in the fall. Motions are debated and voted on at the PCH. A successful final action on a code change at the PCH sets the ballot for the Online Governmental Consensus Vote (OGCV). See Section 8.0 of Council Policy 28 - Code Development.

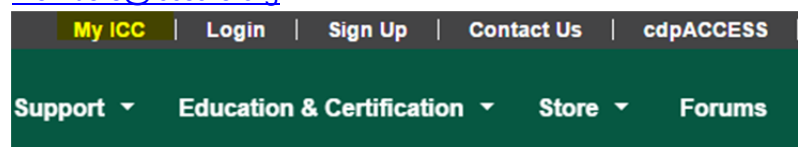
The OGCV is only open to validated Governmental Member Voting Representatives and ICC Honorary members.

All voters must be validated each calendar year. Primary voters should remember to validate themselves as well as the other voters which represent their Governmental Membership.

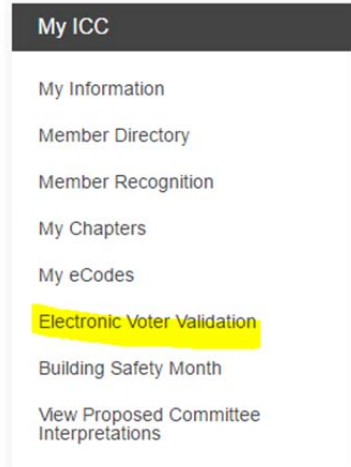
- 1) To vote in the Online Governmental Consensus Vote, your jurisdiction must be a Governmental Member of the Code Council. Visit <http://www.iccsafe.org/membership/join-icc-dues-applications/> for information on becoming a Governmental Member and an online application
- 2) When confirming your membership, a primary contact is identified. This primary contact is able to designate further voters for your organization.
- 3) Governmental Members may designate a maximum number of Governmental Member Voting Representatives, according to the population which it governs. More information is available in Section 2.1.1.1 of the ICC Bylaws (<http://www.iccsafe.org/AboutICC/Documents/bylaws.pdf>).

Population	Voting Representatives
0 to 50,000	4
50,001 to 150,000	8
Over 150,000	12

- 4) To designate voters, the **primary contact** must:
 - a. Go to the ICC home page at <http://www.iccsafe.org>.
 - b. Click on "MY ICC" and login using your email address and password. If you need assistance with updating your login information, contact ICC Member Services at members@iccsafe.org.



c. Click on “Electronic Voter Validation.”



- d. Follow the instructions on this screen for validating the voters. **(See below for details on the Voter Validation Site.)** If there are any representatives that will not be participating in this election, they must be deleted before you can add new voters.
- e. Cutoff date for voter designation is 30 days before the Hearings. If you have any questions or need assistance, contact Member Services (members@iccsafe.org).

5) To add a candidate for Governmental Member Voting Representative (GMVR):

f. When entering the Electronic Voter Validation site, the Primary Contact will see a screen where he/she may revalidate, remove, or add a candidate. Choose “Add Candidate.”

VOTER VALIDATION AREA
SIMPLE FOUR STEP PROCESS
Welcome to ICC's new electronic voter eligibility verification system. Here you may designate your jurisdiction's Governmental Member Voting Representatives. You must complete an electronic questionnaire for every individual you'd like to designate to vote on your jurisdiction's behalf at this year's ABM and/or Final Action Hearings, even individuals who have voted on your behalf in the past. ICC will then either approve the individual or contact you for further information. And remember, you must submit the electronic questionnaire at least 30 days prior to the ABM and/or Final Action Hearings, as applicable. Get started below.

ICC Home Page
Print Logout

City of Test
Member Since: 02/28/2009
Available Voting Positions: 4
Approved Voter Representatives: 0
Pending Voter Representatives: 1

Primary Representative
Karla Higgs

DESIGNATION/QUESTIONNAIRE:
You may designate individuals to serve as your voting representatives at this year's ABM and/or Final Action Hearings by clicking the "Add Candidate" link below, and then completing the electronic questionnaire on behalf of each individual.

For your convenience, any individuals who were listed in ICC's paper records as your jurisdiction's Governmental Member Voting Representatives prior to 2012 are listed below. If you would like any of the listed individuals to be eligible to vote on your jurisdiction's behalf at this year's ABM and/or Final Action Hearings, you must click the "Designate" link and complete the electronic questionnaire on behalf of the individual. You may also remove any individual that you do not intend to designate.

Completed electronic questionnaires must be received by the ICC 30 days prior to the commencement of the ABM and/or Final Action Hearings, as applicable, for individuals to be eligible to serve as your voting representative this year. When you have successfully completed an electronic questionnaire on behalf of an individual, that individual's name will appear in the Pending Voting Representatives category below.

* Jace Dison
test [Designate] [Remove]

[+] Add Candidate

- b. For **each** candidate (including the Primary Contact), a six-question survey must be completed. When the form appears, complete the fields for First Name, Last Name, Title and E-mail address for the first GMVR candidate. Questions 1-5 of the survey are designed to ensure the candidate meets the [ICC Bylaws](#) definition of a GMVR.

Example 1:

Voting Representative

First Name:

Last Name:

Title:

E-mail:

Question 1: The ICC Bylaws require that all voters "shall be employees or officials of the Governmental Member or departments of the Governmental Member, provided that each of the designated voting representatives shall be an employee or a public official actively engaged either full or part time, in the administration, formulation, implementation or enforcement of laws, ordinances, rules or regulations relating to the public health, safety and welfare." Please choose the description that best describes this voter's duties.

Please select

Please select

Administers the laws, ordinances, rules or regulations of this Governmental Member.

Formulates the laws, ordinances, rules or regulations of this Governmental Member.

Implements the laws, ordinances, rules or regulations of this Governmental Member.

Enforces the laws, ordinances, rules or regulations of this Governmental Member.

Example 2:

Question 2: This voter is a (choose one)...

Please select

Please select

Paid Employee of the Governmental Member.

Third-Party Contractor of the Governmental Member.

Other - (Please specify.)

Example 3:

Question 3: Is this voter an elected official of the Governmental Member (yes or no)?

Please select

Please select

Yes

No

Please select

Example 4:

Question 4: This voter serves for the Governmental Member (choose one)...

Please select

Please select

Full Time

Part Time

Example 5:

Question 5: This voter administers/enforces/implements/formulates the following laws, ordinances, rules, or regulations (choose one)...

Please select

Please select

Based on a code published by the ICC

Other - (Please specify.)

- c. Question 6 requires affirmation by the Primary Contact that all information is correct. Then, the Primary Contact should click “Submit.”

Question 6: I hereby affirm that the information I have provided is true and accurate in all respects. I understand that ICC membership and voting status is subject at any time to review by ICC. I also understand that choosing “I agree” as the answer to this question is equivalent to my signature and confers on me the responsibility as to the accuracy of all statements herein. (Click “I agree” below to continue.)

- d. After submission of this form, the site will return to the screen so that another candidate may be added. This process will continue until the maximum number of voters is selected or the user logs out of the site.
- e. New selected candidates will appear as “Pending” until ICC staff review and validate each GMVR. Then the GMVRs will appear as “Current.”



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