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](http://www.iccsafe.org/membership/join-icc-dues-applications/).

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/](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 Govermental 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](http://www.iccsafe.org/AboutICC/Documents/bylaws.pdf)).

<table>
<thead>
<tr>
<th>Population</th>
<th>Voting Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 50,000</td>
<td>4</td>
</tr>
<tr>
<td>50,001 to 150,000</td>
<td>8</td>
</tr>
<tr>
<td>Over 150,000</td>
<td>12</td>
</tr>
</tbody>
</table>

4) To designate voters, the primary contact must:
   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](mailto: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.”
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:

Example 2:

Example 3:

Example 4:

Example 5:
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.)]

Please select:
- Please select
- I agree

![Submit and Cancel buttons]

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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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