



# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

Established 1957  
[www.icclabc.org](http://www.icclabc.org)

P.O. Box 1855  
Glendale, CA 91209-1855



FY 2011

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## ICC-LABC CHAPTER POLICY #2011-04 NOMINATING COMMITTEE RULES

Pursuant to Article IV Section 4.13 and Article V Section 5.1 of the Chapter Bylaws, the Board of Directors hereby establishes the rules governing the role, purpose and procedures for the ICC Los Angeles Basin Chapter Nominating Committee.

### I. Chairperson of the Nominating Committee:

- a. The immediate Past President shall be the Chairperson of this committee.
- b. If the immediate Past President is unable or unwilling to serve as the Chairperson of this committee, then the President shall select from among the remaining Past Presidents an individual to serve in this capacity. If none of the remaining Past Presidents is able to serve as the Chairperson of this committee, then the President shall select from among the Governmental Member Representatives or Honorary Members of the Chapter an individual to serve in this capacity.
- c. The Chairperson shall schedule meeting time(s) and place(s) for this committee to conduct its business.

### II. Nominating Committee Members:

- a. In addition to the Chairperson, the Nominating Committee shall consist of at least 2 other Governmental Member Representatives or Honorary Members of the Chapter as selected by the Chairperson.

### III. Responsibilities of the Nominating Committee:

- a. Recommending Board of Directors. The Nominating Committee shall be responsible for identifying and recommending to the Chapter membership Candidates to fill all positions on the Board of Directors. The recommendation shall be based upon the following criteria:
  - i. Ask if the current Board members would like to be considered for another term on the Board and request that the Board members has full support of their respective jurisdictions (i.e., time commitment).
  - ii. Evaluation of Candidates for each position of the Board should be based on an oral interview and/or other qualifications as determined by the Nominating Committee prior to the selection process. The best Candidate shall be selected for each position on the Board.



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iii. The Candidate must be a Governmental Member Representative as defined in the current Chapter Bylaws.

b. Special Awards. The Nominating Committee may select a noteworthy member of the Chapter to be a Recipient of a Special Award on the basis of extraordinary contributions to the Chapter or to be nominated on behalf of the Chapter for such an award, including but not limited to, ICC Code Official of the Year or CALBO Building Official of the Year. The Recipient shall not be a current Board of Directors. The Nominating Committee shall be responsible for compiling information about their nominee for submission to the awarding organization.

c. Honorary Member Award. The Nominating Committee may nominate a member of the Chapter who has provided exemplary service to the Chapter that has since retired and continues to be active in the Chapter.

#### IV. Recommendations of Nominating Committee.

a. Candidates for Board of Directors. At a monthly business meeting as determined by the Board of Directors, the Nominating Committee Chairperson shall make a recommendation of the Candidates for the Board of Directors to the Chapter membership for their approval.

b. Recipients for Special Awards and Honorary Member. The Nominating Committee Chairperson shall make a recommendation of the Recipients for the Special Awards and/or Honorary Member to the Board of Directors for their approval.

#### V. Voting.

a. At a monthly business meeting as determined by the Board of Directors, a majority of the voting Chapter members present and voting shall elect such number of Board of Directors as necessary to fill all positions.

b. A single motion, second and subsequent vote may be cast for the entire Candidates as recommended by the Nominating Committee; or individual votes may be cast for specific Board of Directors position. The vote may be rendered by written ballot or by public affirmation (i.e., voice or hand) at the discretion of the Board of Directors.

c. The Chapter membership may overturn any portion the Nominating Committee's recommendation for Candidates by a floor nomination and subsequent vote. The Chairperson of the Nominating Committee shall ask if there is a nomination from the floor to the position of the Board of Directors starting with the President, First Vice President, Second Vice President, Treasurer and Secretary in this order.

d. Special Awards and Honorary Member shall be determined by a majority of the voting Board of Directors present.