



Fact Sheet

How to Register and Validate Governmental Member Voting Representatives With the International Code Council

Deadline: September 19, 2016

Where to Begin. Your jurisdiction or unit of government is most likely a **Governmental Member** of the ICC if you are involved with fire safety, life safety, codes, building construction, permitting or planning. Each Governmental Member appoints a **Primary Representative** to handle membership relations with the ICC, including management of voting credentials.

You need to locate your Primary Representative to begin validating your full roster of **Governmental Member Voting Representatives**, or **GMVRs**. That individual is usually in the fire safety or building departments. It's also possible for a jurisdiction to have more than one Member. For example, a county fire safety unit may have a separate membership from the county building inspection unit. Your Primary Representative should know.

If you have difficulty identifying your Primary Representative, the **ICC Member Services** staff are available to help at members@iccsafe.org or at 888-422-7233, x33804.

The ICC bylaws allocate the number of Governmental Member Voting Representatives by population as follows:

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

Your Primary Representative can tell you how many GMVRs are listed on your roster and their voting credential status. It will be **Current** if the GMVR was properly validated by the Primary Representative to be on the roster and to have voting privileges. It will be **Not Current** if the Primary Representative has not taken this action.

Nationwide, only eight percent (8%) of ICC GMVRs have current voting credentials. In addition, many ICC Members do not submit full rosters with all the GMVRs to which they are entitled, resulting in a shortfall of votes.

For effective participation in the ICC code development process, work with your Primary Representative to validate a full roster of GMVRs with current voting credentials and do the following:

- Log into your ICC account and locate your jurisdiction’s Member record in the ICC’s Organizational Member directory
- Review and record the following information in the Member record:
 - ✓ Verify the Primary Representative.
 - ✓ The full number of GMVRs available for that Member according to the population criteria in the bylaws (i.e. 4, 8 or 12)
 - ✓ The actual number of GMVRs listed
 - ✓ The difference, if any, between the full number of GMVRs and the actual number listed (i.e., *voter shortfall*).
 - ✓ The voting credential status of each GMVR on the roster (i.e., *current* or *not current*).
- If there is a *voter shortfall*, identify qualified individuals to become voters, and include them in the roster of GMVRs. According to ICC bylaws, GMVRs “*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.*” This broad eligibility provides considerable flexibility in adding to the roster.
- If any voters are listed as *not current*, encourage the Primary Representative to validate his or her organization’s entire list of GMVRs by the **September 19th deadline**. Refer to this [FAQ](#) for additional information about the voter validation process.
- Request that the Primary Representative confirm with the DVRPC once he or she has validated the organization’s list of voters.



Refer to this [FAQ](#) for additional information about the voter validation process.



For more information, including webinar recordings, presentations, voting guides, and deadlines, visit <http://energyefficientcodes.com/power/>.



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