**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:

<table>
<thead>
<tr>
<th>Population</th>
<th>Voting Representatives</th>
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<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>
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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.

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

Act now to secure your voting rights to update America’s Model Energy Code!