



# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

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

P.O. Box 1099  
Alhambra CA 91802



### ICC-LABC CHAPTER POLICY #2020-05 GOVERNING THE CONDUCT OF ELECTIONS

Approved: 12/04/2020  
Revised:

#### 2020 BOARD OF DIRECTORS:

**PRESIDENT**  
ARA SARGSYAN, PE, CBO  
City of Santa Monica

**VICE PRESIDENT**  
CIARA BARNETT, PE, CASp  
County of Los Angeles

**TREASURER**  
CELINE SARKISLOO  
City of Glendale

**SECRETARY**  
EUGENE BARBEAU, PE  
City of Los Angeles

**PAST PRESIDENT**  
SHAHEN AKELYAN, SE  
City of Los Angeles

#### COMMITTEE CHAIRS:

**ADMINISTRATION**  
TRUONG HUYNH, PE, CBO  
City of Long Beach  
SHAHEN AKELYAN, SE  
City of Los Angeles

**DISABLED ACCESS**  
FARUK SEZER, PE, CASp  
City of Los Angeles  
CHRIS AGUS, CASp  
City of Glendale

**FIRE-LIFE SAFETY**  
GABRIEL REZA,  
City of Glendale  
FOSTER MCLEAN  
City of Glendale

**INSPECTION**  
SANDY MCCracken  
IAS  
JAMES BREWSTER  
City of Santa Monica

**STRUCTURAL**  
GREGORY BOWSER, SE  
City of Long Beach  
ALLEN MANALANSAN, SE  
City of Los Angeles

**SUSTAINABILITY**  
AYLA JEFFERSON, CBO, CSP  
Transtech  
ARIANA VITO  
City of Santa Monica

Pursuant to Article IV Sections 4.3 and 4.13 of the Chapter Bylaws, the Board of Directors hereby establishes the rules and procedures for the conduct of elections at the ICC Los Angeles Basin Chapter Special Meeting or Annual Business Meeting (hereinafter referred to as the "Meeting").

- 1.0 Eligible Voters:** Governmental Members and Honorary Members in attendance at the Meeting shall be eligible to vote on the elections, in accordance with the Chapter Bylaws. Only one vote is authorized for each eligible attendee.
- 2.0 Nominating Committee Recommendation:** When the agenda item concerning nominations for elections has been reached, the President shall call upon the Chairperson of the Nominating Committee or duly authorized designee (hereinafter referred to as the "Chairperson") for a recommendation. The recommendation of the Nominating Committee should consist of one nominee for each position of the Board of Directors subject to election; however, the Nominating Committee is not required to nominate a candidate for each open position. The Chairperson shall read the entire list of nominations starting with the Immediate Past President, President, Vice President, Treasurer and Secretary in this order.
- 3.0 Election and Floor Nominations:** The Chairperson shall then proceed to conduct the elections by calling to the floor the election of each individual position subject to election due to either a vacancy or expiration of term the corresponding Nominating Committee nomination and then call for nominations from the floor. The Chairperson shall request nominations from the floor three times for the position under consideration until there are no more floor nominations. Only candidates that comply with the Chapter Bylaws and are in good standing shall be eligible for nomination from the floor. Floor nominations shall only be made by a Governmental Member or Honorary Member in good standing. Floor nominations shall be seconded by another Governmental Member or Honorary Member in good standing. At this point, the nominations for that position shall be closed and the election shall proceed to the voting for that position. On completion of the election for that position, the Chairperson shall proceed with the nominations for the following position.



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**4.0 Vote:** If no nominations for a position are made from the floor, the Chairperson shall call for a voice vote for the position under consideration. When there is more than one nominee for a position, the election shall be by a show of hand vote. Prior to voting where there is more than one nominee, all candidates nominated by the Nominating Committee or from the floor will be given the opportunity to speak and/or have others speak on their behalf. The Chairperson shall determine and declare the result of the election based upon by a simple majority vote (50% + 1) of the Governmental Members and Honorary Members present and voting.

**5.0 Template:** The following is a template of how the Chairperson should conduct the elections based upon the rules and procedures established in this Chapter Policy. This should be repeat for each position until all such positions are filled.

**5.1** For the position of the [NAME OF POSITION] for the [YEAR] term, the Nominating Committee recommends [NAME OF NOMINEE].

**5.2** Is there a motion and a second to confirm [NAME OF NOMINEE] to the position of the [NAME OF POSITION] for the [YEAR] term?

**5.3** Are there any nominations from the floor? [REPEAT 3 TIMES]

**5.4** Is there a motion and a second to close the nominations for the position of the [NAME OF POSITION]?

**5.5 IF ONLY ONE CANDIDATE:** The vote for the position of the [NAME OF POSITION] shall be conducted by voice vote. All those in favor state "AYE". All those opposed state "NAY".

**IF THERE ARE ANY NAYS:** The vote for the position of the [NAME OF POSITION] shall be conducted by a show of hand vote. All those in favor raise your hand. All those opposed raise your hand.

**IF MORE THAN ONE CANDIDATE:** The vote for the position of the [NAME OF POSITION] shall be conducted by a show of hand vote. Before voting, would any of the candidates like to speak to the membership about their candidacy? All those in favor of [NAME OF NOMINEE] please raise your hand. All those in favor of [NAME OF FLOOR NOMINEE] please raise your hand.

**5.6** I am pleased to announce that the membership has elected [NAME OF NOMINEE] to the position of the [NAME OF POSITION] for the [YEAR] term. Congratulations.

