



## **CANDIDATE PACKAGE**

**IIBEC**

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## **Requirements Summary for Candidacy to IIBEC Office**

These requirements are supplemented with two appendices to the IIBEC Policy Guidelines, Appendices A-B, providing direction to those running for an office of IIBEC. The following articles are reflected in the IIBEC Policy Guidelines and shall prevail and provide governance to the IIBEC election process.

### **1.Nomination**

Nominations of candidates to an IIBEC office will be acknowledged by the Nominating Committee upon receipt of the Candidate Profile, consisting of headshot, biography, and platform information by the communicated deadline. All candidates will be given the template to provide this information. This information is limited to one page, with text limited to a 10pt font in Times New Roman, with half-inch margins. Headings shall include no more than the following, although candidates may decide to forgo one or more of the below headings, if they so choose:

- Candidate Name and Professional Designation(s)
- Professional Experience
- IIBEC experience
- Other professional affiliations and work history
- Education
- Position Statement
- Personal Information

### **2. Campaign Finance**

The funding of all campaign efforts is the sole burden of the candidate. (travel/ ads/ materials/ other).

### **3.Use of IIBEC Logo**

Pursuant to Article II, Section H of the IIBEC Policy Guidelines, use of the IIBEC logos are for official organizational use only, and therefore is not permitted for use for campaign or solicitation purposes.

### **4.Candidate Endorsements**

No endorsements of any type will be recognized as official endorsements by IIBEC. Candidates are not to solicit endorsements from IIBEC leadership concerning their campaign for any official IIBEC position. Personal solicitation of support is encouraged. Publication of support of individual candidates by IIBEC Regions, Chapters, Committees, or other subgroup within the leadership of IIBEC is prohibited.

## **5.Candidate Interactions with Voting Members**

a) Due to anti-spam laws and regulations in some membership regions, IIBEC shall not distribute a list of eligible voting members to candidates for widespread email communications. Candidates who currently hold an IIBEC leadership position are forbidden from using official IIBEC member contact information for campaign purposes.

b) Official candidate headshots, biographies and position statements provided to IIBEC by the communicated deadlines will be published on the IIBEC website along with the member voting process.

c) Candidates may use personal email distribution lists, social media accounts, websites, or advertisements to communicate with potential voters provided that:

i. Candidates take responsibility for ensuring that all personal communications abide by applicable anti-spam legislation; and

ii. All communications to potential voters must include a stated link to the official election information on the IIBEC website for official information as well as abide by official IIBEC regulations for use of IIBEC logos.

## **6.Campaigning Timeline & Jurisdiction**

a) Candidates may begin campaigning for the position sought once their nomination has been reviewed and accepted by the IIBEC Nominating Committee. Campaign efforts shall cease immediately after the election.

b) Region Director and Officer elections shall take place over the course of two consecutive voting periods. At the time in which the election for Region Director closes, the results shall be released to the candidates, and then to the voting membership base. Officer elections shall conclude at the Annual Meeting of the Members.

c) Candidates may advertise or display campaign items at venues hosted and sponsored by IIBEC, within reason. Items should not distract from or compete with official IIBEC displays or sponsored displays.

Non-official IIBEC campaign materials shall not be permitted inside of the Annual Meeting.

d) Candidates will be provided an opportunity to address the voting membership at the IIBEC Annual Meeting of the Members. Such address shall precede the vote, must be conducted in-person by the candidate and be limited to no longer than five minutes.

## **7.Criminal Background Check**

a) All candidates for IIBEC office are subject to a routine criminal background check prior to initializing their campaign conducted by the IIBEC COO.

### I. Board of Directors

#### A. Responsibilities

1. The President shall serve as Chair of the Board of Directors, shall serve as Chair of the meeting at committee chair meetings, shall select the chairs and members of committees, shall chair the IIBEC Annual Meeting of the Members, and shall be a non-voting member of all committees.
2. The first vice-president shall be coordinator of the region directors.
3. The second vice-president shall be coordinator of the annual convention.
4. The secretary/treasurer shall be coordinator of the committee chairpersons, is responsible for membership development, and shall have oversight of IIBEC's fiscal assets.
5. Directors shall serve as members of the Board of Directors and act as the communication link between IIBEC and the members, Chapters and Branches in the region in which they reside.
6. The immediate past president, and the executive vice president and CEO shall comprise the remainder of the Board.
7. Officers-elect and directors-elect attending Board meetings at the invitation of the president prior to beginning their terms of office are encouraged to participate in discussions but will not participate in actions of the Board.

#### B. Election to Office

1. The IIBEC Nominating Committee shall consist of the chair and consultant members appointed by the president, one from each region, for a three-year term. Members of the Board shall be ineligible to serve on the Nominating Committee.
2. The funding of all campaign efforts is the sole burden of the candidate (travel/ads/materials/other).
3. Pursuant to Article II, Section H, the use of IIBEC logos are for official organizational use only and therefore not permitted for campaign or solicitation purposes.
4. IIBEC Region Director elections and Officer elections take place over the course of two consecutive election periods.
  - a. Elections for IIBEC Region Directors shall conclude prior to the Annual Meeting with results provided to the IIBEC Board of Directors, successful candidates, and membership upon completion.
  - b. Elections for IIBEC Officers will be conducted as a second election which ends in advance of the Annual Meeting. Electronic balloting will

take place prior to the Annual Meeting at a pre-determined time and closing just prior to the Annual Meeting.

(1) Members shall be notified how to cast their ballot prior to the initiation of voting.

5. No endorsements of any type will be recognized as official endorsements by IIBEC. Candidates are not to solicit endorsements from IIBEC leadership concerning their campaign for any official position. Personal solicitation of support is encouraged. Publication of support of individual candidates by IIBEC Regions, Chapters, Branches, Committees, or other subgroup within the leadership of IIBEC is prohibited.

#### 6. Nomination of Officers

a. The Nominating Committee shall make nomination of officers. Nominations of candidates to an IIBEC office will be acknowledged by the Nominating Committee upon receipt of the Candidate Profile, consisting of headshot, biography, and platform information, by the communicated deadline. Candidates shall be given a template to provide this information. This information is limited to one page, with text limited to a 10-point font in Times New Roman, with one-inch margins. Headings shall include no more than the following, although candidates may decide to forgo one or more of the below headings, if they so choose:

- (1) Candidate Name and Professional Designation(s)
- (2) Professional Experience
  - (a) IIBEC Experience
  - (b) Other Professional Affiliations and Work History
- (3) Education
- (4) Position Statement
- (5) Personal information

b. The Nominating Committee shall make no more than two nominations for the office of the two vice presidents and secretary/treasurer as their terms expire and submit its nominations to the secretary/treasurer prior to the annual meeting.

c. In the event that the first vice-president is unable to serve as president, the Nominating Committee shall make no more than two nominations for the office of president and shall submit same to the secretary/treasurer prior to the annual meeting.

d. All nominees for officers shall be Consultant members of IIBEC in good standing for a minimum of two years.

e. The EVP/CEO or an IIBEC staff member specifically assigned by the EVP/CEO will conduct a routine background check on every officer candidate for the board of directors.

#### 7. Candidate Interactions with Voting Members

- a. Due to anti-spam legislation, IIBEC shall not distribute a list of eligible voting members to candidates for widespread email communications.
- b. Official candidate headshots, biographies, and position statements provided to IIBEC by the communicated deadlines will be published on the IIBEC website along with the member voting process.
- c. Candidates may use personal email distribution lists, social media accounts, websites, or advertisements to communicate with potential voters provided that:
  - (1) Candidates take responsibility for ensuring that all personal communications abide by applicable anti-spam laws and regulations; and
  - (2) All communications to potential voters include a stated link to the official election page on the IIBEC website for official information as well as abide by the official IIBEC regulations for use of IIBEC logos.

#### 8. Campaigning Timeline & Jurisdiction

- a. Candidates may begin campaigning for their intended position after their nomination has been reviewed and accepted by the IIBEC Nominating Committee. Campaigning shall cease immediately after the election.
- b. Candidates may advertise or display campaign items at venues sponsored by IIBEC. Items should not distract from or compete with official IIBEC displays or sponsored displays.
- c. All presentations or speeches directed to the membership concerning the election shall follow these IIBEC Policy Guidelines.

#### 9. Election of Officers and Their Terms

- a. Each nominee for a contested position shall have an opportunity to address the voting membership during the election period.
- b. All officers of IIBEC shall be elected by a vote of the voting membership. The vote shall be by secret ballot cast by those members eligible to vote, in accordance with IIBEC Bylaws Article 9, Section 2. Write-in candidates will be accepted on all ballots, provided they meet all requirements for office; and a candidate may be elected with a plurality of all the votes cast.
- c. The Nominating Committee shall follow the IIBEC Policy Guidelines Appendix A - Announcement of the IIBEC Elections during the IIBEC Annual Meeting of the Members.
- d. The number of votes cast shall be confidential and only the name of the winner of the vote will be disclosed.
- e. Following the announcement of the vote, a motion shall be made by the nomination committee chairperson to destroy all ballots. Providing the motion passes all votes are to be destroyed.

- f. The terms of officers shall begin at the conclusion of the Annual Meeting at which they were elected. The first vice-president shall assume the office of President at the conclusion of the term as First Vice-President.
- g. The president, first vice-president, second vice-president, and secretary/treasurer so elected shall hold office for one year or until their successors are elected or otherwise selected in accordance with IIBEC Bylaws.

### **C. Procedure for the Election of Region Directors**

1. The Nominating Committee is responsible for soliciting candidates for Region Director, at least 120 days prior the IIBEC Annual Meeting in the year that the Region Director's term expires. The IIBEC Nominating Committee will identify and select qualified candidates to fill the Region Director position.
2. The Nominating Committee shall solicit nominees for the Regional Director position.
3. The Nominating Committee must verify the eligibility of each candidate with IIBEC Headquarters.
4. Nominations of candidates to an IIBEC office will be acknowledged by the Nominating Committee upon receipt of the Candidate Profile, consisting of headshot, biography, and platform information, by the communicated deadline. Candidates shall be given a template to provide this information. This information is limited to one page, with text limited to a 10pt font in Times New Roman, with half-inch margins. Headings shall include no more than the following, although candidates may decide to forgo one or more of the below headings, if they so choose:
  - a. Candidate Name and Professional Designation(s)
  - b. Professional Experience
    - (1) IIBEC Experience
    - (2) Other Professional Affiliations and Work History
  - c. Education
  - d. Position Statement
  - e. Personal information
5. Upon receipt, candidates are invited to each address the Nominating Committee for a brief period during a meeting (in-person or virtually). The order of presentation shall be by random lot.
6. The Nominating Committee shall undertake a question-and-answer session with all candidates.
7. Candidates shall exit the meeting after the question-and-answer session. The Nominating Committee shall discuss each presentation, and by vote,

accept or excuse from consideration each candidate. The list of region director nominees shall be communicated to the Board of Directors.

8. The EVP/CEO or an IIBEC staff member specifically assigned by the EVP/CEO will conduct a routine background check on every officer candidate for the board of directors.
9. A certification statement shall be included with each ballot and nominee's resume. Such statement attests the voter is an IIBEC member and eligible to vote in this election. Ballots sent electronically, a certification statement to be included with available space for required individual member endorsement.
10. The newly elected region director and the Board of Directors shall be notified immediately as to the election results.



## **Appendix A - Procedures for IIBEC Elections**

### **Nominating Chair Duties during the Annual Meeting**

1. Announce results of voting
2. Introduce new board.
  - a. Thank unsuccessful candidates and encourage them to run next year.
  - b. Congratulate the newly elected officers.
3. With acceptance of the vote the vote record document will be destroyed.

## **Appendix B - Notice to Voting Members Concerning IIBEC Elections and Candidate Information**

For the purpose of all elections within IIBEC and associated candidate information and communications please be advised of the following:

- ✓ All official IIBEC election information shall be posted to the official IIBEC website and and/or distributed by IIBEC with the IIBEC logo and a statement confirming the information is official election information.
- ✓ All official candidate information pertaining to any IIBEC elections shall be validated by and distributed with clear indication they are official publications concerning the election process and shall bear the IIBEC logo that is trademarked and not for individual or candidate use.
- ✓ Candidates are allowed the use of social media and in-person methods of campaigning. Voting members are urged to remember that only information provided through official IIBEC channels of communication (website, email, social media) are considered vetted and endorsed.

IIBEC should be notified if the use of the IIBEC logo or statement are noted elsewhere in candidate promotional means. All official candidates for IIBEC elected offices are provided with guidelines to assist them with compliance with IIBEC requirements.

## **Appendix D: Code of Ethics**

IIBEC, Incorporated

Adopted July 17, 2001

Revised March 28, 2006

Revised September 19, 2015

Revised September 24, 2022

### **Introduction**

IIBEC, Incorporated (IIBEC) is dedicated to the highest standards of professionalism, integrity, and competence. The standards contained in this Code of Ethics (Code) are statements of ethical principles by which the professional conduct and obligations of all IIBEC members and registrants shall be guided.

Under the IIBEC Bylaws, all IIBEC members and registrants are required to comply with the Code of Ethics and to report any observed violations. Adherence to this Code must be above reproach and beyond the influence of competing interests. Even the appearance of a conflict of interest shall be avoided.

The standards contained in this Code of Ethics are statements of ethical principles having broad applicability to members and registrants of IIBEC.

Members and registrants of IIBEC shall recognize that their profession and their practice may be governed by various laws (federal, state, provincial, local, or otherwise) and regulations regarding professional registration and the conduct of trade. It is their responsibility, therefore, to be familiar with those laws and regulations and to conduct themselves accordingly.

### **Standard of Care Statement**

This Code is not intended to define the Standard of Care a member or registrant is required to meet and shall not be used as a reference or part of a civil action against a member or registrant.

### **General Obligations**

Members and registrants shall maintain and further their knowledge of the profession in which they practice and shall maintain the utmost standard of professional judgment and conduct. Members and registrants shall conduct themselves and their practice honestly and impartially, serving with integrity the organization (IIBEC), other members, their clients, employers, and the public.

IIBEC does not tolerate harassment, discrimination, racism, violence, retaliation, and other disrespectful or inappropriate behavior. Members and registrants shall conduct themselves with integrity, in a professional manner and treat everyone with respect and dignity, including those with differences including but not limited to gender, gender identity, race, color, age, disability, sexual orientation, ethnic origin, veteran status, religion, or other legally protected characteristics.

IIBEC members and registrants are committed to diversity and inclusion and shall value and embrace diversity in the profession and participation in IIBEC programs and activities

### **Fundamental Canons**

Members and registrants of IIBEC, in the performance of their duties, shall:

1. Hold paramount the safety, health, and welfare of the public.
2. Conduct themselves in a professional and respectful manner and recognize the contributions of the project team engaged in consulting, design, and construction.
3. Value, and treat with respect and dignity all individuals, regardless of gender, gender identity, race, color, age, disability, sexual orientation, ethnic origin, veteran status, religion, or other legally protected characteristics.

### **Rules of Practice**

1. Safety, Health, and Welfare of Public Responsibilities:
  - a. Adhere to applicable laws and regulations.
  - b. When necessary, rely on the advice of other competent and qualified persons as to the intent and meaning of such applicable laws and regulations.
  - c. Be honest in conduct, and promote effective use of resources through transparent, and impartial service with fidelity to the public, employers, associates, and clients;
  - d. Approve and/or issue only those documents that they prepare or review and that are determined to be safe for public health and welfare, in conformity with accepted industry standards and applicable laws;
  - e. Neither offer to nor make payments or gifts to public officials, private clients, or industry representatives with the intent of influencing that person's judgment or decision in connection with an existing or prospective project in which the member/registrant is interested.
  - f. Do not mislead about the results that can be achieved through the use of the members' or registrants' services or products, nor shall the

members or registrants state that they can achieve results by means that violate applicable laws;

- g. If a member's or registrant's judgment is overruled under circumstances that, in the opinion and best professional judgment of the member or registrant, may endanger life may cause substantial damage to property, or is not compliant with applicable laws and regulations, the member or registrant shall:
  - (1) Advise an employer and/or client about the decision,
  - (2) Refuse to consent to the decision, and
  - (3) Notify the appropriate Authority Having Jurisdiction charged with the enforcement of the applicable laws or regulations.

2. Professional Responsibility:

- a. Be respectful and considerate to others in obtaining work and employment, and while participating in IIBEC events;
- b. Exercise unprejudiced and unbiased judgment and conduct when performing services;
- c. Make accurate, truthful, and appropriate statements or claims about their qualifications, experiences, or performance;
- d. Perform services in areas of professional and personal competence;
- e. Undertake assignments only when qualified by education and experience in the specific technical fields involved;
- f. Further knowledge of technical and non-technical capabilities including, but not limited to, the science, principles, and ethics of the profession and community;
- g. Evaluate and decline activity or employment, financial or other interest, and refuse contribution if it reasonably appears that such involvement could compromise judgment and the best interests of the clients or employers. Provide full disclosure to the client or employer and obtain consent thereto;
- h. Restrict the use of their names or firms nor associate in business ventures with persons or firms that they have reason to believe are engaged in fraudulent or dishonest business or professional practices.
- i. Similar to statement c. above Engage only in accurate, appropriate, and truthful promotion of their practice;
- j. Be objective and truthful in reports, statements, testimony, and on social media;
- k. Maintain client and employer confidentiality when applicable;

- l. Comply with obligations relating to confidential information and applicable data privacy laws in relation to its use, processing, and storage of professional and personal data;
- m. Refrain from making false statements about the work of others and shall not maliciously injure or attempt to injure the prospects, practice, or employment position of others;
- n. Develop and disseminate accurate information related to consultation, design, and construction of building enclosure systems.
- o. Do not accept compensation – financial or otherwise – from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed.
- p. Members and registrants having substantial information leading to a reasonable belief that another member or registrant has committed a violation of this Code that raises a serious question as to the honesty, trustworthiness, or fitness of the other member or registrant are encouraged to initiate a complaint with the IIBEC Ethics Committee and/or applicable Authority Having Jurisdiction.

#### **Enforcement and Amendment**

1. Enforcement of the Code of Ethics is administered through the IIBEC Ethics Committee, appointed by the IIBEC Board of Directors, and the Board of Directors as set forth in the *IIBEC Ethics Administrative Procedures*.
2. The IIBEC Code of Ethics may be amended by the IIBEC Board of Directors upon a two- thirds vote of the Board.