



## **Operating Rules for the ICC-ES Industry Advisory Committee (Approved November 29, 2005)**

### **1.0 Name**

This body shall be identified as the ICC-ES Industry Advisory Committee (ESAC).

### **2.0 Objectives**

- 2.1** To advise the ICC-ES Board of Directors on matters affecting the working relationships and cooperative efforts between ICC-ES and its report holders and users.
- 2.2** To offer recommendations for improved communication and better customer service on the part of ICC-ES.

### **3.0 Committee Appointments**

- 3.1** The ICC-ES Board of Directors shall appoint up to 20 voting members of the ESAC for one-year terms. Appointments shall be made from a list of eligible applicants who have signified their interest by application.

#### **3.2 Eligibility**

The individual or industry association representative must have an established record of participation in ICC-ES activities and efforts to promote improved service to report holders and users.

### **4.0 Committee Procedures**

- 4.1** A Committee Chairman, Vice Chairman and Secretary shall be elected from the ESAC by its voting members. The elected individuals shall serve one-year terms and are subject to re-election if they choose to continue.
- 4.2** Two thirds of appointed voting members shall constitute a quorum for a meeting. A majority vote is required for approval of motions at a meeting.
- 4.3** Rules of procedure for meetings shall be adopted and maintained by the ESAC.
- 4.4** All meetings shall be open to the public.

## **5.0 Logistics**

- 5.1** All meetings shall be publicly announced at least four weeks before they are held.
- 5.2** One meeting annually shall be hosted by ICC-ES at an ICC-ES location. Additional meetings or meetings at alternate locations shall be the responsibility of the ESAC.
- 5.3** Administrative functions of the ESAC, such as creation and/or dissemination of notices, agendas and minutes, shall be the responsibility of the Secretary. The ICC-ES web site will be available to transmit information such as the above, if so requested.
- 5.4** At least one member of the ICC-ES senior staff will be present at each announced meeting, contingent on availability being established before the meeting announcement.
- 5.5** All meeting participants shall be responsible for their own expenses. Other than ICC-ES's providing meeting facilities as noted in Section 5.2 of these Rules, all other meeting expenses and arrangements are the responsibility of the ESAC.

## **6.0 Reports and Minutes**

When available at least 30 days before an ICC-ES Board of Directors meeting, ESAC agendas, reports and minutes shall be placed on the agenda of the Board meeting.