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Article 1. Introduction

This Manual sets forth the operation of the Council of Representatives, (also referred to as the Council) including Council Group Leaders, Speaker of the Council and Alternate Speaker of the Council in the conduct of Council business.

Purpose: As defined in the American Society of Home Inspectors (ASHI) Bylaws: (1) to elect directors as vacancies call for and one alternate director each year; (2) to populate the Officer Nominating Committee and to chair and populate the Director Nominating Committee; (3) work with the ASHI Board of Directors to provide a training ground for future ASHI leaders; and (4) to act as a two way conduit of communication between the Board, Chapters and the Membership.

Duties of the Council: As defined in ASHI Bylaws

Policy Definition: Council Policies are directives for mandatory actions. Deviation from the Council’s Policies requires the presentation of a motion to the Council Group Leaders and an approving majority vote by the Council of Representatives.

Procedure Definition: Procedures provide direction for the execution of Council Policies and are intended to guide the Council Speaker, Group Leaders, Council Representatives, ASHI Staff in carrying out the policies to which they refer. Procedures are not mandatory, need not be followed literally, and do not require Council membership approval for modification, simply the Group Leaders majority vote.

Comments Definition: An Advisory statement. A comment has no force of policy.
Article 2. Administration

2.1 Policy: Confidential Information
With the exception of the materials and discussions of the Nominating Committees, there shall be no confidential information. Any request by a Council Representative shall be addressed.

2.2 Procedure: Council Record Retention Schedule
General correspondence (member’s request, etc.) ..........3 Years.
Minutes of all meetings ....................... permanent.
Request put to the Board of Directors .................. permanent.
Nominating Committee materials ...........90 Days after ballots counted.
All CoR records/ minutes of all meetings shall be stored electronically at ASHI HQ.

Article 3. Hierarchy of the Council

3.1 Council Makeup
The body of the Council shall be made up of one or more representatives of each of the qualifying chapters or groups of unaffiliated members (GUM) as defined in ASHI Bylaws.

3.2 Regional Groups
There shall be regional groups of representatives consisting of approximately 10 chapters and/or GUMs. Each regional group shall elect a Group Leader to serve as defined in 4.4 of this manual. Regional groups may be formed or realigned as necessary when new chapters and or/ GUMs are formed or no longer qualify.

Article 4. Council Job Descriptions

4.1 Policy: Council Speaker
Preside over all Council Meetings and convey to the Board of Directors, concerns and recommendations, received from the membership, as relayed by Council representatives.

4.1.1 Specific Responsibilities
a. Preside over all Council meetings.
b. Attend all ASHI Board of Directors meetings.
c. Be familiar with ASHI Bylaws and the ASHI Strategic Plan.
d. Understand Council and Board functions within the Society.
e. Be familiar with the ASHI Council Guidelines for conducting Council business.
f. Appoint Council Committees and Chairpersons per the Guidelines established in this Manual; and ensure Committee business is performed in a timely manner. In the event a Committee Chair does not fulfill his or her Chair obligations, or other good causes, the Speaker may remove the Chairperson and appoint a replacement without the approval of the Council.
g. Ensure the Board of Director Nominating and Officer Nominating Committee slates are is filled as required, and coordinate the voting process with staff.
h. Obtain input from the Council on matters as requested by the Board and report the findings to the Board.
i. Present proposals to the Board based upon consensus of the Council.
j. Conduct monthly conference calls with the Council Group Leaders. At the discretion of the Speaker, 2 of these monthly meetings may involve the entire Council.
k. Set the Council agenda and goals for the coming year.
l. Poll the ASHI Committee Chairs for questions, if any, to be asked of the membership on a quarterly basis. (This is best accomplished by attendance at the quarterly conference calls).
m. Provide questionnaires for the Council Group Leaders, Council Representatives or the general membership.
n. Schedule a Group Leaders conference call prior to the Board of Directors (BOD) meeting to discuss Board issues of importance, and discuss the submission of Council
o. Determine issues for inclusion in the Board book.
p. Schedule a conference call or e-conference of Group Leaders to review items after receiving the minutes of Board Meeting to review proceedings (to discuss topics of concern to better make the chapters and membership aware of the proceedings of the Board.)
q. Attend the Committee Chair Planning Meeting as scheduled.
r. Welcome and acknowledge new Council representatives.

4.1.2 Policy: The term of the Speaker of the Council is two years.
4.2 Policy: **Alternate Council Speaker** assumes the responsibility of the Council Speaker in his or her absence.

4.2.1 Specific Responsibilities:
- a. Attend Board meetings in the event the Speaker is unable to attend.
- b. Perform duties of the Council secretary when specifically assigned by the Council Speaker.
- c. Attend to the distribution of communication within the Council: including meeting links, agendas, minutes, and other communication as assigned by the Council Speaker.

4.2.2 Term: The term of the Alternate Council Speaker is two years

4.3 Policy: **Secretary**

4.3.1 Specific Responsibilities:
- a. As assigned by the Council Speaker.
- b. Keep minutes of all meetings and teleconference calls.
- c. Maintain accurate records of Representatives, their terms and previous Council service. He/She shall also keep ASHI Headquarters (HQ), Chapters and GUMs and the Directors Nominating Committee informed of Council membership.

4.4 Policy: **Group Leaders** shall be elected yearly by the Council members of their respective regional groups at the annual Council meeting.

4.4.1 Specific Responsibilities:
- a. Participate in monthly teleconferences with other group leaders.
- b. Ensure the Council representatives within their groups regularly interact with their respective Chapters.
- c. Maintain regular contact with their Council group.
- d. Obtain member feedback from Council representatives in their group.
- e. Be prepared to participate in the communication network as called upon by the Council Speaker.
f. Learn about ASHI governance.

**g.** Attend Board meetings and Chapter Leadership Day when practical.

**h.** Welcome new Council Members within their respective Group Areas.

#### 4.4.2 Group Leader meetings shall be held monthly and may be conducted telephonically or electronically.

#### 4.4.3 In the event of a vacancy, the Speaker shall appoint a Council member as interim Group Leader until such time the new Group Leader takes office.

**4.5 Policy: Chapter Council Representatives**

The Council Representatives shall be elected or appointed by their primary ASHI Chapter of affiliation or GUM to serve a two-year term.

#### 4.5.1 Policy: Specific Responsibilities:

**a.** Vote for ASHI Directors and Cox Award candidates.

**b.** Maintain a strong, informed knowledge of ASHI business through contact with other Council Members and reading ASHI correspondence.

**c.** Keep their respective membership informed regarding Board actions.

**d.** Be the liaison between the Chapter Members and the Council.

**e.** Respond to Council communications in a timely manner.

**f.** Keep in contact with the Council Group Leaders and the Council Speaker.

**g.** Must be able to communicate electronically and must log into the Council discussion forum so he/she will be subscribed to all Council correspondence.

**h.** Attend the annual Council meeting at the ASHI National Conference. If unable to attend, the CoR Rep. in coordination with his/her Chapter President is responsible to find and alternate to represent their Chapter and report that alternate’s name and contact information to their Group Leader and The Speaker.

**i.** Attend the annual Leadership Day Conference.
j. Each Representative must confirm his/her status as a representative during the month of June each year by confirming that his/her listing on the ASHI Member Directory, in the Council of Representatives is correct.

Article 5. Council Representative Membership

5.1 Policy: Representative Selection
The requirements for Representatives are defined in the ASHI Bylaws.

5.2 Policy: Appointed or elected Council Representatives shall be assured full terms
5.2.1 The number of Council Representatives for each chapter or each GUM is determined by ASHI bylaws which base the number of Council Representatives allowed on the number of voting Members who claim primary affiliation in each Chapter or GUM.

5.2.2 Chapter and GUM membership numbers shall be audited by ASHI staff the first Tuesday in July to determine the number of representatives allowed each chapter or GUM as per ASHI Bylaws. This audit will consist of a review of the Chapter's listing in the ASHI Membership Directory as of that date.

5.2.3 As soon as a Chapter or GUM qualifies for an initial or additional Representative, the chapter may elect or appoint a chapter Representative to serve a two-year term. That is, the Chapter need not wait until July 1.

5.2.4 If the July 1 audit results requires the removal of one or more Council Representatives from a chapter or a GUM:

5.2.4.a. Every representative, including the most newly appointed, may complete his or her term.
5.2.4.b. The chapter or GUM may, as terms expire or as representatives resign, appoint representatives only to fulfill the number of representatives allowed in 5.2.1.

5.3. Comment: Desired Representative Qualities
5.3.1 Comment: The person selected for this position should be one who has displayed evidence of leadership by having performed in some Chapter leadership capacity, such as Committee Chair or Chapter Officer, and preferably in some ASHI Committee service.
5.3.2 Comment: Since the Board of Directors is selected from
the members of the Council, the Council needs to be made up of members who have shown evidence of leadership at the chapter level; willingness to get involved in and make the time commitment for the Council and committee work; and/or the desire to serve the Society either as a Board Member or potentially as a national Officer.

5.4 Comment: Desired Representative Behavior
Each Council member is encouraged to speak the desires of his/her respective membership, and not promote his or her own agenda.

5.5 Comment: Desired Representative Term:
Chapters and GUMs should arrange their Council Representative(s) terms as determined by the Chapter Bylaws and GUMs.

5.6 Policy: Eligibility for Board of Directors Nomination: Any ASHI member in good standing who has spent one year on the Council, at any time, and who is a current member of the Council as of October 1, meets the 1 year criteria and shall be eligible for nomination to the Board as a Director. The individual must remain as a Council Representative through the Directors balloting process.

Article 6 Council Meetings
According to ASHI Bylaws:

6.1 Policy: Annual Meeting Attendance
6.1.1 Attendance by every Council Representative, or that of an appointed alternate, is Mandatory.

6.2 Policy: Meetings
6.2.1 Notice for each Member meeting shall be 30 days.
6.2.2 When feasible, the annual Council meeting shall be scheduled for a time at the annual ASHI Conference.
6.2.3 Council Meetings will not run simultaneously with Board Meetings, to allow members of each to participate in the other’s meeting.

6.3 Policy: Participation in Discussions
6.3.1 All members of the Council are recognized.
6.3.2 The Speaker shall task the Council Secretary to create the official list of members and review any contests.
6.3.3 Recognized alternates shall have full voting rights upon qualification.
6.3.4 ASHI Legal Counsel is recognized.
6.3.5 ASHI staff members are invited guests.

6.4 Policy: Minutes of Council Meetings
6.4.1 Minutes of all Council Group Leader meetings shall be distributed to the members of the Council.
6.4.2 Minutes are to be taken by an ASHI Staff member or Council secretary then reviewed and approved by the Council secretary and/or the Alternate Speaker and Speaker.
6.4.3 The minutes will be reviewed and/or approved by the Council Group Leaders.

6.5 Policy: Agenda of Annual Council Meeting
The agenda is to be prepared by the Speaker of the Council and sent to the Council members prior to the annual Council meeting. The agenda shall include a list of action items for the year. In order to allow Council members to discuss the list of action items, the Speaker will send a draft list to the Council 30 days prior to the meeting.

Procedure: Typical agenda may include:
   a. Opening remarks from Speaker
   b. Review of Agenda
   c. Reading of prior Minutes
   d. Executive Director’s remarks
   e. President’s address
   f. President-Elect’s address
   g. Speaker of the Council presents prior year Council’s accomplishments
   h. Council Committee reports
   i. New Speaker Addresses Council (if Applicable)
   j. Speaker of the Council’s directions/goals for upcoming term
   k. Selection of new Group Leaders
   l. Nominating Committees members selection process to begin
   m. Ask for volunteers and fill standing committee chairs and committee memberships
   n. Unfinished Business
   o. New Business
   p. Review of accomplishments
q. Formulate a list of Council action items for the coming year.

Article 7. Election of the Council Speaker

7.1 Policy:
7.1.1 On the second year of the Speaker’s term, the Directors Nominating Committee shall solicit matrices for the nomination of the new Speaker. This process will follow the same timetable as the Directors Nominating process and the election shall be held concurrently with that of the Directors.

7.1.2 Highest vote-getter is Speaker and second highest vote-getter is Alternate.

7.1.3 If the Speaker runs unopposed or the Alternate resigns, the Speaker will appoint an Alternate Speaker.

7.1.4 The newly elected Speaker will take office at the conclusion of the Annual ASHI Business Meeting.

Article 8 Removal from Office

8.1 Policy: Removal from Office
The Speaker of the Council of Representatives may be removed from office, with or without cause, by two-thirds of those who vote; provided at least 60% of the total Council participates in the vote. When cause is alleged, the charges will be in writing.

8.2 The Speaker shall be given at least thirty days’ notice of the vote and have a reasonable opportunity to defend him/herself whether the removal is with or without cause.

8.3 The vote may be in person or by US mail, fax, or by electronic voting, all by secret ballot.

8.4 The request for removal of the Speaker requires the written request of at least one-third of the Council of Representatives.

8.5 The removal of a Group Leader from office during his/her term shall be upon unanimous vote of his/her respective regional group. Replacement shall be determined by 4.4.3

Article 9. Council Committees
9.1 Officers Nominating Committee
9.2 Directors Nominating Committee
9.3 Ad hoc Council Committees
   a. Perform responsibilities as outlined in committee job descriptions.
   b. Committees vary in length of term and are created at the discretion of the Speaker.
   c. Ad hoc committees can be established at the discretion of the Speaker as needed.
9.4 Policy & Procedure Committee
   The Chairperson is appointed by the Speaker of the Council and the committee shall consist of 2 members. The duties of this Committee will be updated as needed.

Article 10 Nominating Committees
10.1 Policy: Officer Nominating Committee (ONC) and Director Nominating Committee (DNC) Selection
1. Council members wishing to serve on these committees shall have served at least one year on the Council of Representatives.
2. The Speaker of the Council shall appoint a Director Nominating Committee Chair by February 1.
3. Council members wishing to serve on these committees shall submit their names to the Speaker of the Council by February 1.
4. Council members wishing to serve on these committees shall submit the online Matrix Form by February 28th.
5. The Speaker of the Council and the staff member in charge of membership shall keep a file of all Matrix Forms received.
6. The Speaker of the Council and staff member in charge of membership shall review the Matrix Forms to determine if the candidates are eligible to serve. The staff member in charge of membership shall distribute eligible Matrix Forms and ballots to the Council members by March 10th.
7. The Speaker of the Council and the staff member in charge of membership shall complete the election of the committee members and provide the results to the ONC and DNC chairs by March 30th.

10.2 Procedure: Matrix Form for Electing ONC and DNC Committee Members.
1. The ONC and DNC Committee Matrix Form may contain:
   • Nominee Identification information.
   • Number of years as a Council member.
   • Number of years as an ASHI member.
• List of other associations the nominee belongs to.
• List of business affiliations within the home inspection profession.
• List of prior and current ASHI National involvement (committees, leadership, etc.)

10.3 Policy: Director Nominating Committee Duties
1. The Director Nominating Committee (DNC) shall nominate five or more candidates from within the Council to run for positions as ASHI Directors.
2. The DNC shall conduct an on line Town Hall Meeting to pose questions to the nominees.

10.4 Policy: Director Nominating Committee Composition
1. The DNC chair shall be appointed by the Speaker of the Council.
2. The Council shall select the remaining four (4) DNC members by election from among themselves.
3. The Speaker of the Council shall appoint alternate DNC members if elected members are unable to serve.

10.5 Policy: Participants at Director Nominating Committee Meetings
1. The ASHI Executive Director, the ASHI Education, Inc., (AEI) Executive Director, ASHI staff, and AEI staff shall not be present when the DNC is meeting, except when invited for consultation.
2. The DNC may interview candidates, and may consult the ASHI Executive Director, ASHI Legal Counsel, current ASHI Officers and Directors, the Speaker of the Council, ASHI staff and any other person.

10.6 Policy: Director Nominating Committee Confidentiality
1. All contents, discussions, documents, interviews and consultations of the DNC meeting and the results shall be strictly confidential.
2. The DNC chair shall verify that all DNC members understand the confidentiality requirement and have signed the confidentiality agreement.

10.7 Policy: Director Nominating Committee Operations
1. The DNC chair shall vote only to break a tie.

10.8 Procedure: Matrix Form for Evaluating Nominees
1. The DNC shall use a Matrix Form that may contain:
   • Nominee identification information,
   • current photograph of nominee,
   • number of years as an ASHI member,
   • chapter leadership positions,
• prior and current ASHI involvement (committees, leadership, etc.),
• a declaration that the nominee shall study ASHI governance and issues responsibly and participate fully,
• information that shows whether the nominee is respected and trusted by ASHI members,
• information that shows whether the nominee is concerned about ASHI and the community it serves,
• answer to the question: Why are you the best candidate for this position?
• membership in or leadership positions in other organizations,
• list of all nominee business affiliations, financial or otherwise, in the home inspection industry,
• an acknowledgment indicating that the nominee understands the duties of the office,
• an agreement to actively serve and commit to the time required of the position if elected,
• an agreement to undergo a background check in accordance with the BVI Program. Cross Reference: ASHI P&P Membership, Section 5.
• disclose on the Matrix Form if the Director candidate has been disciplined by a public letter of censure. Cross reference: ASHI P&P Complaints, Section 13.

2. The ASHI staff member in charge of membership shall make a new Matrix Form link available on the ASHI website for each election cycle.
3. The Matrix Form shall have displayed on the form the date of the election cycle and the date on which the form is due.

10.9 Policy: Director Nominating Committee Process
1. Council members who have served a minimum of one year on the Council at any time may be placed on the Director ballot by DNC nomination, or by petition.
2. Any Council member may nominate another qualified Council member, or may nominate himself/herself, using the Matrix Form obtained from the ASHI website.
3. Council members who wish to be considered by the DNC shall submit the current year on line Matrix Form. The DNC may not consider Matrix Forms from prior years.
4. The DNC may contact Council members to inquire about their interest in serving.
5. An ASHI Member may not hold more than one office (except as allowed by ASHI Bylaws).
6. A DNC member shall resign from the DNC immediately upon acceptance
of their Director nomination.
7. The DNC chair and ASHI staff member in charge of membership shall verify that all candidates have agreed, in writing, to serve, have completed a Matrix Form, are Council Member in good standing, and have completed the background check in accordance with the BVI Program. Cross reference: ASHI P&P Membership, Section 5.
8. The ASHI staff member in charge of membership shall provide each Director candidate with a copy of the policies about campaigning and elections.
9. The ASHI staff member in charge of membership shall post the Matrix Forms of DNC nominated Director candidates on the Members Only area of the ASHI website, within ten (10) calendar days of the announcement of the Director candidates.

10.10 Procedure: Communication with Potential Director Nominees
1. A person who wishes to submit a Matrix Form to the DNC shall submit the online Matrix Form. This shall occur on or before August 15th.
2. The DNC chair shall acknowledge receipt of the Matrix Form by telephone or electronic means within two (2) days after receiving the Matrix Form.
3. The person submitting a Matrix Form shall contact the DNC chair and the ASHI staff member in charge of membership by telephone or by electronic means if that person has not received an acknowledgment that the form has been received within four (4) days after submitting the Matrix Form.
4. Matrix forms shall remain in a file created for the current election cycle within the matrix submission program.
5. The ASHI staff member in charge of membership and the DNC chair shall review the Matrix Forms to determine if the candidates are eligible to serve.
6. The DNC chair shall inform those nominated by the DNC by telephone, if possible, or by electronic means within forty-eight (48) hours after the DNC finishes the nominating process.
7. The ASHI staff member in charge of membership shall send the names of those nominated by the DNC to those submitting a Matrix Form, but who were not nominated, within five (5) calendar days after the DNC finishes the nominating process, and before this information is published to the members. This shall include communication thanking them for their offer to serve.

10.11 Policy: Petition Nominating Process
1. The ASHI staff member in charge of membership shall determine and
announce the number of signatures required for a prospective petition candidate to be placed on the ballot. This number shall be based on the number of Council members on the day that the DNC nominated candidates are announced.

2. The ASHI staff member in charge of membership shall notify the DNC chair that a petition form has been requested.

3. The prospective petition candidate shall:
   - have previously completed the processes for being an eligible Director Nominee.
   - obtain the official petition form from the ASHI staff member in charge of membership,
   - obtain the printed name and signature of at least ten percent (10%) of the then current Council members on the official petition form,
   - ensure that only Council members sign the official petition form,
   - ensure that there are no duplicate signatures,
   - ensure that all fields on the official petition form are filled in, lines, ditto marks, and other short cuts may be grounds for disallowing the petition,
   - ensure that all official petition forms are original, copies may be grounds for disallowing the petition, and
   - submit a valid original petition form to be received by ASHI staff before 5 PM Central Time on October 21st.

3. The official petition form shall not be changed in any manner, except for of a change to the fax, phone number, or electronic address of the prospective petition candidate.

4. No person shall submit an official petition form other than the prospective petition candidate. ASHI staff shall not count petition forms submitted by people other than the prospective petition candidate.

6. The ASHI staff member in charge of membership shall notify Council members by electronic means about prospective petition candidates during the last week of September and the second week of October. This notice shall include the names of candidates nominated by the DNC.

7. ASHI staff shall, upon request by a prospective petition candidate, send the candidate’s petition solicitation by electronic means under the following conditions:
   - each candidate shall be entitled to two (2) electronic solicitation during the petition period,
   - the candidate may submit text for the solicitation of not more than two hundred (200) words to the ASHI staff member in charge of membership,
• the DNC chair and the Speaker of the Council shall approve or reject
the solicitation text, and
• the solicitation shall include the candidate’s Matrix Form.
8. A Council member may sign more than one prospective Director petition candidatetheir petition’s petition.
9. ASHI staff shall not count petition forms received after the deadline. The
prospective petition candidate assumes all responsibility for delivering the
official petition form to ASHI before the deadline.
10. The ASHI staff member in charge of membership, Speaker of the
Council and DNC chair shall verify the validity of the petition prior to placing
the name of a candidate on the ballot.
11. ASHI staff shall post the Matrix Form of Director candidates by petition
on the Members Only area of the ASHI website, within five (5) calendar
days of the submission of a valid petition.
12. The ASHI staff member in charge of membership shall retain all petition
forms and signatures until the election results are declared valid.

10.12 Policy: Campaigning
1. Candidates and others may make positive statements about candidates.
Negative campaigning shall not be permitted.
2. ASHI funds and resources shall not be used for campaigning, except as
provided for in this section.
3. ASHI staff, DNC members, ASHI Legal Counsel, and Election
Committee Members shall not participate in campaigning.
4. ASHI staff shall, upon request by a candidate, send the candidate’s
campaign solicitation by electronic means under the following conditions:
• each candidate shall be entitled to two (2) electronic campaign
solicitations during the campaign period,
• the candidate may submit text for the solicitation of not more than two
hundred (200) words to the ASHI staff member in charge of
membership,
• the DNC chair and the Speaker of the Council shall approve or reject
the solicitation text, and
• the solicitation shall include the candidate’s Matrix Form.
5. The ASHI Reporter shall publish election and campaigning policies in the
September, October, and November issues.

10.13 Policy: Establishment of ASHI Election Committee
1. ASHI establishes a standing Election Committee. Cross reference: ASHI
P&P Establishment of ASHI Election Committee, Section 16.5.
2. The Election Committee shall monitor and supervise all ASHI elections to
ensure that the elections are fair and impartial.
3. The Speaker of the Council shall recommend to the ASHI Board a new past ASHI Board member to serve a three-year term on the Election Committee annually.

10.14 Procedure: Election Calendar
1. Dates shall be the date at the end of the day by which the task shall be completed or if falling on a weekend or holiday the next business day.
2. February 1: The Speaker of the Council shall select the DNC chair.
3. February 1: Council members wishing to serve on the DNC submit their names to the Speaker of the Council.
4. February 15: The DNC chair shall submit the Director election notice to The ASHI Reporter staff for inclusion in the April, May, June, and July issues. This notice shall contain:
   • the election calendar,
   • an invitation to submit nominations,
   • the Matrix Form requirement,
   • a statement that self-nominations are permitted,
   • a statement that nominees must confirm (in writing) a willingness to serve, and an agreement to undergo a background check in accordance with the BVI Program, Cross reference: ASHI P&P Membership, Section 5, and
   • a statement that nominations are closed as of August 15th.
5. February 28: Council members wishing to serve on the ONC and DNC submit their Matrix Form.
6. March 10: Officer and Director Nominating Committee member ballots shall be distributed to the Council.
6. March 30: The Speaker of the Council and the ASHI staff member in charge of membership complete the election for ONC and DNC members.
7. April 15: The DNC meets (via electronic means) to discuss the election policies and procedures, and whether changes are needed. The DNC chair shall submit proposed changes to the Council membership. The DNC shall review and if needed revise the Director Matrix Form for delivery to the staff member in charge of membership for publication on the ASHI web site.
8. August 15: The nomination period ends. The ASHI staff member in charge of membership verifies that the nominees are qualified, have completed the BVI Program background check, and have agreed to serve. The ASHI staff member in charge of membership sends the Matrix Forms to the DNC chair, who sends the forms to the DNC members.
9. September 15: The DNC meets to select nominees.
10. October 30: Town Hall on line meeting takes place.
11. October 31: The ASHI staff member in charge of membership sends ballots to eligible voting members.
12. December 5: The election period ends.
13. December 6: Ballots are counted. Candidates are notified by the ASHI President by electronic means. ASHI staff member in charge of membership provides election results to The ASHI Reporter staff for publication in the next issue.

10.15 Procedure: Ballot Preparation and Voting
1. ASHI staff shall prepare the ballot. The Speaker of the Council and the DNC chair shall approve the ballot.
2. Candidates shall be listed in alphabetical order. Slated nominees shall be identified as such.
4. The ballot shall have the option for a voter to write-in and vote for a candidate who is not on the ballot.
5. Voting shall occur using an electronic-based voting system approved by the Board of Directors.
6. The electronic-based voting system shall provide the voter with the opportunity to view:
   • the candidate’s Matrix Form,
   • the duties of an ASHI Director.
7. The ASHI staff member in charge of membership shall send a ballot to Council members who are in good standing on the day the ballots are sent.

10.16 Procedure: Announcement of Election Results
1. Those involved in determining and verifying the election results shall not disclose the election results, other than as stated in this procedure.
2. The ASHI Secretary shall verify the election results, and shall inform the ASHI President.
3. The ASHI President shall notify all candidates of the election results by telephone, if possible, or by electronic means.
4. The ASHI Secretary shall seek guidance from ASHI Legal Counsel, and from the Election Committee, if necessary, if there is an uncertain or a disputed result. Uncertain and disputed results shall remain unofficial and confidential.
5. Those involved in receiving and counting ballots shall not disclose the number of votes cast for candidates, unless a candidate files a formal challenge of the results, and the ASHI Board approves release of the number of votes cast for candidates.
6. ASHI staff shall publish election results in The ASHI Reporter, and may publish election results using other methods.
Article 11 John E. Cox Membership of the Year Award

The John E. Cox award honors individuals who have made exemplary contributions to their chapter during the specified year and who have not previously received the Cox Award.

11.1 The John E. Cox Award shall recognize an ASHI member who has made exceptional contributions to an ASHI chapter.
11.2 The recipient of award shall:
   • be an ACI,
   • have rendered outstanding service to an ASHI chapter, and to the home inspection profession, over a period of years, or under circumstances that may not recur,
   • not be the current Speaker of the Council.
11.3 ASHI staff shall publish a call for nominations to chapter presidents and to CoR representatives at least four (4) months prior to the start of InspectionWorld.
11.4 The call for nominations shall contain a deadline of October 21 at 5 PM Central Time, or the next business day thereafter. Nominations received after the deadline shall not be accepted.
11.5 Each chapter may submit one nomination using the John E. Cox Award online Matrix Form.
11.6 The nomination shall include a description of the ACI service to the chapter, and to the home inspection profession, and other information about why the ACI should be considered for the award.
11.7 ASHI staff shall prepare the ballot including the name and Matrix of each nominee. The Speaker of the Council shall approve the ballot for distribution to the CoR.
11.8 CoR representatives shall vote by using an internet-based voting system. The voting period shall conclude December 5th. The nominee receiving the highest number of votes shall be the award recipient.
11.9 The recipient of the John E. Cox Award shall be announced by the Speaker of the Council or their designee at
InspectionWorld.