

**WASHINGTON STATE BUILDING CODE COUNCIL**  
**BYLAWS**  
September 2017

**ARTICLE III**

**Technical Advisory Groups**

1. Technical Advisory Groups may be established by the Council or Standing Committee Chairs, to assist the Council and Standing Committees in the discharge of their responsibilities.
2. The Technical Advisory Groups (TAG) shall be constituted using a list of subject matter experts and other interested parties as designated by the Council and managed by Council staff. TAG meetings will be held on an as needed basis. A tally of membership and constituent groups present at TAG meetings shall be included in the meeting minutes.
3. Technical Advisory Groups shall be composed of at least one voting member of the Council (other Council members may participate but may not vote unless they are an appointed a TAG member), and one voting member representing each constituent group designated by the Council and appointed by the Council or Standing Committee Chair. The Council may appoint one alternate for each designated constituent group, who may vote only in the event the Primary Member is not present. Applications for TAG positions will be accepted at the end of each code cycle term for appointment.

The Chair of the Technical Advisory Group shall be a voting member of the Council, as appointed by the Council or standing codes committee Chair.

4. Technical Advisory Groups may conduct research into code related matters, review proposed amendments to the codes, and identify and define issues related to the codes, as requested by the Council or Standing Committee. Proponents and opponents of proposed amendments to the codes shall follow guidelines for testimony established by the Council. TAG meetings are open to the public and public input is welcome.
5. Recommendations from a Technical Advisory Group to the Council or Standing Codes Committee shall be made by consensus of the voting members of the Technical Advisory Group, whenever possible. Lacking a consensus, a recommendation shall be made by a majority vote of a quorum of voting TAG members. Consensus recommendations shall include a brief summary of the rationale for the recommendation. Recommendations to approve, modify or disapprove state amendments to the codes shall be based on the criteria established by the Council. Disputed recommendations shall be presented to

Standing Codes Committees in the form of an issue paper, outlining all issues related to the subject.

For purposes of determining whether a quorum is present at TAG meetings, a quorum is defined as consisting of one more than half of the appointed TAG members (or their designated alternates, in the event the primary member is absent). When a TAG meeting lacks a quorum of appointed TAG members or their designated alternates, the Council will notify members who were absent and their constituent organization where applicable that repeated absence are grounds to designate their member status to ex-officio, nonvoting members, until active membership is secured or a reappointment is made. Ex-officio members do not count when determining a quorum.

6. In the event a quorum of TAG members are not present, a report shall be generated summarizing the pros and cons as identified by those participating. That report will then be brought forward on the agenda at the subsequent TAG meeting. The report may be deliberated for a reasonable time period as established by the TAG Chair. Where a quorum is again not present, the item may be tabled for a future TAG meeting and the report will be forwarded to the Standing Committee and the SBCC. If the Council has moved forward with a decision on an active or tabled TAG item, that TAG item will then remain in report form as further deliberations will be moot.
7. When reviewing proposed amendments to the codes, Technical Advisory Groups shall use a standardized, accepted methodology to consider economic impact on small businesses, housing affordability, construction costs, life-cycle costs, and the cost of code enforcement and shall report those findings to the Workgroup on Economic Impact.