



STATE OF WASHINGTON

## STATE BUILDING CODE COUNCIL

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**RE: Bylaws**

## ARTICLE II

### Council Officers

#### Officers

1. The officers of the Council shall consist of the Chair, Vice-Chair, and Chair Pro-Tem.

#### Elections/Terms of Office

1. The election of the Chair and Vice-Chair shall be held **annually at the first regularly scheduled Council meeting of the calendar year.**
2. Nominations for Chair and Vice-Chair may be made by both voting and ex-officio Council members, or a nominating committee appointed by the Chair and approved by the Council, or both.
3. The Chair and the Vice-Chair shall serve for a period of one year commencing immediately after the elections.
4. The Council Chair may not serve more than two consecutive one-year terms of office as chair. The Council Vice-Chair may not serve more than two consecutive one-year terms of office as Vice Chair.
5. If both Chair and Vice-Chair are absent from a Council meeting, the members of the Council shall elect one of the members in attendance to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice-Chair join the meeting.

#### Duties of Officers

1. The Chair shall preside at all meetings of the Council and shall have all powers and duties conferred by law. The Chair shall also serve as Chair of the Executive Committee and as a voting member of each of the Council's standing committees.
2. The Chair shall represent the Council at official functions, appoint the Chairs and members of all Council standing committees, and establish or disband additional Council committees as needed. The Chair shall also designate Council members to represent the Council at official functions.
3. The Vice-Chair shall have all the powers and perform all the duties of the Chair, in the absence of the Chair.
4. The Chair Pro-Tem shall preside, in the absence of the Chair or Vice-Chair, during regular and special Council meetings.

# ARTICLE III

## Committees of the Council Standing Committees

1. The standing committees of the Council shall be the Executive; Legislative; Building, Fire and Plumbing Codes; Mechanical, Ventilation and Energy Codes Committees; also referred to as standing codes committees.
  - a. The Building, Fire and Plumbing Codes Committee shall include the Chairs of the Building, Fire, Plumbing and Residential Code TAGs.
  - b. The Mechanical, Ventilation and Energy Codes Committee shall include the Chairs of the Mechanical and Energy Code TAGs.

## Building, Fire and Plumbing Codes (BFP); and Mechanical, Ventilation and Energy Codes (MVE) Standing Committees

1. Each standing codes committee shall be composed of voting and/or ex-officio members of the Council, appointed by the Council Chair annually, with the concurrence of the Council.
2. The Council Chair shall appoint a Committee Chair for each listed committee annually, with the concurrence of the Council.
3. Each Committee shall have oversight over all matters relating to their specific code topic, and fulfill any other responsibilities deemed necessary by the Council.
4. Each Committee may conduct research and identify and define issues relating to their specific code topic.
5. Each Committee may develop recommendations for consideration by the Council.
6. Each Committee shall review and forward to the Council all proposed amendments to their specific code area. Each Committee may also develop and propose amendments to their specific code topic.
7. Meetings of any standing Committee may be called at any time by the Chair of the Committee, upon notification of all Council members and interested parties.

## 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 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 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. TAG members shall serve a three year term and may be reappointed for one additional term. 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.

### **Workgroup on Economic Impact**

1. The Workgroup on Economic Impact (WEI) shall be composed of Technical Advisory Group (TAG) chairs. The Council Chair shall preside at WEI meetings. In the absence of the Council Chair, the WEI shall appoint a Chair Pro-Tem.
2. The WEI may conduct research to identify and evaluate economic costs and benefits associated with code changes including but not limited to the costs and benefits of code changes on small businesses, housing affordability, construction costs, life-cycle costs, and the cost of code enforcement. The WEI shall conduct research upon request of a Technical Advisory Group (TAG), a standing codes committee, upon the WEI's own motion, or at the request of the Council. In reviewing cost/benefit evaluations the WEI shall solicit information from appropriate sources, including but not limited to industry and supplier sources. The WEI may perform its own economic cost benefit analyses or may acquire outside expertise.
3. The WEI shall review or prepare appropriate economic analyses for the Council, a requesting TAG, or a requesting standing code committee.
4. The appropriate standing codes Committee shall forward a final report of the WEI Committee, with standing codes committee recommendations, to the Council for consideration prior to Council action.