

Building Code Standards Committee Bylaws

Definitions

A. Building Code Standards Committee [BCSC]. The BCSC shall mean the public body comprised of those persons qualified and appointed pursuant to R.I. Gen. Laws § 23-27.3-100.1.4.

B. State Building Code. The State Building Code shall mean R.I. General Laws §§ 23-27.3-100.1 through 23-27.3-702 and the regulation adopted thereunder as set forth in Title 510 of the Rhode Island Code of Regulations.

Meetings

A. Place of Meeting. The Executive Secretary shall designate the place of meeting.

B. Regular Meetings. Regular meetings of the BCSC occur on the second Thursday of each month.

C. Annual Meeting. The Annual Meeting of the BCSC shall occur during the month of November. The purpose of the Annual Meeting, in addition to conducting normal BCSC business, is to hold the election of officers and the executive committee. Officers shall assume their elected duties and responsibilities as of January 1st of the next calendar year following their election.

D. Special Meetings. Special meetings of the BCSC may be called by the chairman with the approval of the majority of the executive committee, or upon written request of a majority of the BCSC, at such time and place as may be deemed expedient, upon written notice to the BCSC. The Executive Secretary shall notify the BCSC as to the time, place and purpose of said meeting.

E. Notice of Regular Meetings. Written or printed notice stating the place, day and hour of the meeting shall be by or at the direction of the Executive Secretary.

F. Voting. At all meetings, each attending BCSC member shall be entitled to one vote on all matters subject to determination by vote. All matters subject to determination by vote shall be resolved by a majority vote of the BCSC members in attendance.

G. Quorum. At any meeting of the BCSC, a quorum shall consist of at least thirteen (13) members.

H. Order of Meetings. *Roberts' Rules of Order* shall govern the procedures of the BCSC except as otherwise provided by the statutes, Rules and Regulations or authorized by the BCSC.

I. Open Meetings: All meetings of the BCSC, including any sub-committee thereof shall be conducted in accordance with the Rhode Island Open Meetings Act, RIGL Title 42, Chapter 46.

Officers and Committee Members

A. Officers – Election and Terms. The officers of the BCSC shall consist of a chairman, a vice-chairman and a three-member Executive Committee or such other officers as may be elected or appointed by the BCSC. The officers shall be elected from among the BCSC members. The term of office is for the calendar year.

1. Duties.

a. **CHAIRPERSON.** The chairman shall be the principal officer of the BCSC and shall, in general, supervise and control all of the business and affairs of the BCSC, subject to the general powers of the BCSC. The chairman shall preside at all meetings of the BCSC

b. **VICE-CHAIRPERSON.** In the absence of the chairman or in the event of his inability, resignation, retirement, death or refusal to act, the vice chairman shall perform the duties of the chairman and when so acting, shall have all the powers of and be subject to all the restrictions of the chairman.

c. **ACTING CHAIRMAN.** In the absence of both the chairman and vice chairman at a meeting, a member of the Executive Committee will be appointed by the majority of members present as acting chairman for the duration of that meeting. Should no members of the Executive Committee be in attendance, a chairman *pro tem* shall be selected by those BCSC members in attendance to perform the

duties of the chairman and when so acting, shall have all the powers of and be subject to all the restrictions of the chairman.

2. Vacancies. If for any reason vacancies shall occur in the office of Chairperson, Vice-Chairperson or Executive Committee, the Offices or Office shall be filled by an election of the BCSC members either at a regular stated meeting or a special meeting called for that purpose. Any Officers so elected shall receive not less than a majority of affirmative votes of BCSC members present.

B. BCSC Member Qualifications. Each member of the BCSC shall be a citizen of the United States and a resident of this jurisdiction. They shall further meet all of the requirements as set forth in R.I. Gen. Laws § 23-27.3-100.1.4.

Executive Secretary

A. Position. The enabling legislation created the position of Executive Secretary, who is the State Building Commissioner, and who shall possess all powers and responsibilities delegated by the BCSC and as required by the State Building Code.

B. Duties. The Executive Secretary shall administer the business of the BCSC in accordance with the policies of the BCSC; and shall have full charge of all books, papers, records, and other documents of the BCSC. The Executive Secretary shall conduct all correspondence pertaining to his office and shall compile statistics and other data as may be required for the use of the BCSC. The Executive Secretary shall perform such other duties as the BCSC may, from time to time, designate.

Sub-Committees

A. Executive Committee. The executive committee shall comprise of the chairman, the vice-chairman, and three (3) members of the BCSC elected at the Annual Meeting. The executive committee shall have the authority to (1) schedule meetings; (2) act in such matters as is delegated by the BCSC; and, (3) act as committee on budget. This committee shall serve for the calendar year.

B. Certification Committee. There shall be a standing committee, appointed by the chairman, known as the certification committee which shall comprise of a chairman and five (5) BCSC members. The certification committee shall be responsible for the administration and implementation of Part 11 and shall report its findings to the BCSC for approval. This committee shall serve for the calendar year.

C. Nominating Committee. There shall be a standing committee, appointed by the chairman, known as the nominating committee which shall comprise of a chairman and two (2) members. The nominating committee shall be responsible for the submission of candidates for the positions of chairman, vice-chairman and three (3) executive committee members and shall report its findings to the BCSC for approval. This committee shall serve for the calendar year.

D. Ad Hoc Sub-Committees. The chairman may create sub-committees as the need arises and shall serve for the calendar year. Each sub-committee shall include a chairman and a minimum of three (3) BCSC members.

E. Staff Support. The Executive Secretary shall provide staff support to each committee and shall maintain a record of committee activities and meetings.

F. Responsibility. All committee approvals and/or recommendations shall be submitted to the BCSC for its action.

G. Quorum. At any meeting of a BCSC sub-committee, a quorum shall consist of a simple majority of the respective members thereof.