

Sec. 1 Name

1.1 The name of this Council shall be the Building Official Membership Council (“Council”).

Sec. 2 Authority

2.1 The Council is established pursuant to Sec. 11.1 of the ICC Bylaws and Sec 3.0 of CP 9 – Role & Structure of Advisory Councils.

2.2 The Council shall comply with applicable Bylaws, Council Policies, and procedures. The Council shall function as an advisory and collaborative entity; it shall not represent itself as the ICC and shall not incur financial obligations on its behalf without authorization from the ICC Board of Directors.

Sec. 3 Purpose

3.1 The purpose of the Council shall be to enhance professionalism and advocate for concerns and issues that are of particular interest to building officials, to assist ICC in increasing the participation of such individuals in the ICC Code development process, and to advise ICC on programs and policies, legislative matters, code adoption issues and such other matters as the Council deems appropriate.

Sec. 4 Objectives

4.1 The Council shall engage in the following activities that promote and encourage the interests of its members:

4.1.1 Identify and recommend to the Board of Directors:

4.1.1.1 Programs or opportunities to promote the code official profession to raise the profile of the code official and the value of the work that the code official performs to safeguard the public health, safety and welfare

4.1.1.2 Funding opportunities available from federal, state and local grant programs for the purpose of increasing professional development opportunities for its members.

4.1.1.3 Opportunities for contacting local, state or federal jurisdictions for the purpose of encouraging adoption of the International Codes or updating of older codes.

4.1.1.4 New educational and training programs to be offered by ICC through its various training, education, and certification programs.

4.1.1.5 New educational and training programs available through partner relationships with other organizations.

4.1.1.6 Improvements and additions to existing educational and training programs currently offered by ICC.

4.1.2 Promote ICC Member participation in this and other Membership Councils.

4.1.3 Provide to the Board of Directors, assessments, and evaluations of programs and services offered by ICC in the form of reports, surveys or other means of communication as deemed appropriate by the Council.

4.1.4 The Governing Committee shall record and report to the Board of Directors the meetings, actions, activities and other affairs of its membership, subject to the limitation contained in Section 2 of this Charter.

4.1.5 Work in conjunction with other membership Councils established by the Board of Directors as necessary to insure that efforts to enhance the interests of the entirety of the ICC membership are fostered by collaboration and cooperation.

4.1.6 Perform any other duties, activities, or programs which may be authorized by the Board of Directors, from time to time.

Sec. 5 Membership

5.1 Membership in the Council is open to any individual who is a member of ICC.

Membership has the following categories:

5.1.1 Governmental Member: Any individual who is a an active member of ICC and is actively employed or acting as a building official, deputy building official, plans examiner, inspector or other authorized representative of the building official.

5.1.2 Associate Member: Other ICC members interested in participating in the Building Officials Membership Council.



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5.2 Each Governmental member of the Council shall have one vote in the affairs of the Council.

5.3 Eligibility for membership shall be determined by the Governing Committee of the Council based on the criteria in sec. 5.1.

5.4 Members of the Council, by their participation, acknowledge ICC's copyright of all work product of the Council including ICC publications, and understand that members of the Council accrue no interest or property rights, including rights in copyright, to publications or products produced.

5.5 Members of the Council should endeavor at all times to conduct themselves in accordance with the ICC Bylaws and Council Policies, including the ICC Statement of Ethical Conduct.

Sec. 6 Governing Committee

6.1 The Council shall be governed by a minimum of a twelve member Governing Committee nominated by members of the Council and appointed by the Board of Directors. The Council shall develop a process for identifying nominees. A member of the Governing Committee may serve a maximum of two 3-year terms.

6.2 The officers of the Governing Committee shall be a Chair and a Vice Chair. Initial officers shall be appointed by the Board of Directors for one year and thereafter shall be elected by members of the Governing Committee to serve one-year terms.

6.3 The Governing Committee shall have general charge of the affairs of the Council.

6.4 The Governing Committee may at its discretion, nominate a previous member of the Governing Committee, as an Ex-Officio member to act as Task Group Continuity Advisor (TGCA) for the purpose of facilitating on-going task groups in meeting their goals.

6.4.1 The TGCA nominee shall be elected annually by majority vote of the Governing Committee after the Annual Meeting. The TGCA may serve as many terms as desired by the Governing Committee.

6.5 The Governing Committee may also from time to time form such committees as it deems necessary. Such committees shall have membership, structure, tenure, power and duties as may be determined by the Governing Committee.



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6.5 The Governing Committee shall publish and distribute bulletins, newsletters, etc., containing items of professional interest and value, recording significant developments in the affairs of the Council and its members.

6.6 In accordance with CP-9, the Governing Committee shall submit an annual report of the Council's accomplishments and recommendations to the Board of Directors. The report shall be submitted in conjunction with the ICC Annual Conference unless otherwise requested by the ICC Board of Directors.

6.7 The Governing Committee shall periodically review the Purpose (Section 3) and Objectives (Section 4) of this Charter to ensure the Council's continued relevance and productivity. Proposed amendments shall be subject to the provisions of Section 8 of this Charter.

6.8 The Chair of the Governing Committee shall serve as a member of the Codes and Standards Council. The Vice Chair of the Governing Committee shall serve as an alternate for the Chair. Appointments to the Codes and Standards Council shall be made by the Board of Directors.

6.9 Vacant positions may be filled by the Governing Committee following the procedures outlined in the sections below or left vacant until the next Annual Meeting of the Building Officials Membership Council.

6.9.1 A call for applicants shall be issued allowing 30 days for submission. The Governing Committee will review the applications and select the successful applicant by ballot. All applicants will be notified of the results prior to the announcement to the full Council Membership.

6.10 A member who ceases to meet the requirements for membership in the Council as set forth in Section 5.1.1 for a period exceeding 180 days shall automatically forfeit his or her position as a member of the Governing Committee.

6.11 A member who fails to attend two successive meetings or three meetings in a rolling calendar year shall automatically forfeit his or her position as a member of the Governing Committee. Extenuating circumstances approved in advance may be considered at the discretion of the Chair prior to removal.

Sec. 7 Meetings



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Sec. 7.1 Meetings of the Council

7.1.1 There shall be an Annual Meeting of the Council, held in conjunction with the ICC Annual Conference, for the nomination of Governing Committee members and for such other business as may be necessary.

7.1.2 Special meetings of the Council may be called by a two-thirds majority vote of the Governing Committee, with 30 days notice to all members of the Council. Such meetings may be conducted by conference call or other electronic means.

7.1.3 A quorum for the conduct of business at either an Annual Meeting or a Special Meeting of the Council shall consist of not fewer than 25 members who have been members of the Council for a period of at least 30 days prior to the meeting.

7.1.4 Votes may be cast electronically.

Sec. 7.2 Meetings of the Governing Committee

7.2.1 Meetings of the Governing Committee shall be called by the Chair as is necessary for the proper conduct of business, or as requested in writing by six or more members of the Governing Committee. The notice of all meetings of the Governing Committee shall be sent electronically to all members of the Governing Committee not less than 7 days prior to the meeting.

7.2.2 Meetings of the Governing Committee may be conducted by conference call or other electronic means, provided that proper notice, as set forth in this Charter, is given, and all participants are able to communicate with all of the other participants concurrently. Votes may be cast electronically.

7.2.3 A quorum of the Governing Committee shall consist of a majority of the Governing Committee members.

7.3 Meetings of the Council and Governing Committee shall be open to all ICC Members and staff. Notification of all meetings shall be provided to Council members and Governing Committee members, and meeting announcements shall be posted on the ICC website.

7.4 Except as otherwise provided in this Charter, the ICC Bylaws, or Council Policies, Robert's Rules of Order shall govern the transaction of business at all Council and Governing Committee meetings.



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Sec. 8 Amendments to the Charter

8.1 This Charter may be amended by the ICC Board of Directors. Amendments may be proposed in writing by a majority of the Governing Committee or by 25 percent of the members of the Council.

Sec. 9 Funding and Support

9.1 The ICC shall provide funding for the activities of the Council, as financial conditions allow. At a minimum the ICC shall fund the cost for two in-person meetings of the Governing Committee per year, with their annual meeting counting as one.

9.2 ICC will provide reimbursement for all reasonable travel expenses in accordance with the ICC policies when members of the Governing Committee incur such expenses while attending and traveling to and from scheduled meetings, provided the travel has been preauthorized by the ICC.

9.3 ICC shall provide staff support to the Governing Committee, including:

- Keep a register of the membership
- Support the work of the Council
- Record the proceedings of all meetings and distributing summary
- Conduct such correspondence and issue such notices as may be required or requested by the Chair



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