

**BUILDING OFFICIALS CONFERENCE OF NORTHEAST OHIO BYLAWS**  
**May 12, 2016**

**ARTICLE I – GENERAL**

**Section 1.01 – Name**

The name of this organization shall be the BUILDING OFFICIALS CONFERENCE OF NORTHEAST OHIO' hereinafter also referred to as the Conference, or BOCONEO.

**Section 1.02 – Headquarters**

The principal office of the Conference shall be maintained within the area of influence. Such other offices may be established as the business of the Conference may warrant.

**ARTICLE II – PURPOSE**

**Section 2.01 – Purpose**

(A) To develop, promote and institute educational programs for the benefit of its members.

(B) To aid its members by acting as a service organization and as a source of information.

(C) To effect an association of building officials and certain others affiliated with building construction into a group functioning for the mutual benefit of the general public, the Conference members and governmental agencies in northeast Ohio.

(D) To promulgate, develop, promote and make available to its members such ordinances, codes, rules, regulations and standards as may be deemed advisable and desirable.

(E) To develop technical advisory services available to its members.

(F) To foster closer cooperation and exchange of information among its members, governmental agencies and other building official organizations.

**ARTICLE III – MEMBERSHIP STATUS**

**Section 3.01 – Regular Membership**

Regular membership in the conference shall be composed of persons in the employ of governmental agencies that have as their official function, the administration and enforcement of the Building Code regulations governing building construction, and hold a current valid certificate issued by the Ohio Board of Building Standards. Regular members may participate in all matters at general meetings, serve on or chair committees, vote and hold elective office in the Conference.

**Section 3.02 – Associate Membership**

Associate membership shall be available to persons in the employ of governmental agencies who do not hold State Certification, and have as their official function the administration and enforcement of regulations governing the protection against deterioration, blight, health and safety hazards and the general welfare of the public. In addition, Associate Membership shall be available to persons in the employ of governmental agencies, and those who enforce the Ohio State Fire Code, Associate members may participate in all matters at general meetings, serve on or chair committees, present and discuss motions, second motions, vote and hold elective office in the conference.

**Section 3.03 – Cooperating Membership**

Cooperating Membership shall be available to any organization or individual having an interest in the purpose of the Conference and is by education, training or occupation involved in the technical, design, construction or manufacturing aspects of construction, as it relates to building code development and enforcement. Cooperating members may participate and discuss all manors at general meetings, may present motions, seconds, and vote on

business related matters of the conference, but not on code related matters. Cooperating members may serve on committees, but shall not hold elective office in the Conference.

#### **Section 3.04 – Honorary Membership**

(A) An Honorary membership may be conferred by the Building Officials Conference of Northeast Ohio upon any person who has performed such meritorious service to the industry as the Conference wishes to recognize. Honorary memberships may be awarded posthumously.

(B) Proposals for Conference Honorary membership shall be submitted in writing to the Secretary of the Conference and shall state the reason for proposing this honor. The proposal shall be reviewed by the Board of Directors. Upon endorsement by two-thirds of the Board of Directors, the proposal shall be submitted to the Conference members for final approval at any regular or special meeting. Affirmation shall require a two-thirds majority vote of members present.

#### **Section 3.05 – Retired Membership**

Regular and or Associate members who have retired and are not working as a consultant or fee paid inspector, or working in any capacity with a governmental or private agency. Retired Members shall be entitled to discuss all matters at the meetings of the Conference, may present motions, second such motions, and vote, but shall not hold elective office, Retired members shall be permitted to serve on committees, but shall not chair such committees.

#### **Section 3.06 – Student Membership**

Student Membership shall be available to any student attending a recognized school of learning, on a full-time basis with interests in Architecture, engineering, or similar activities of the construction industry. Student Members may discuss matters before the Conference and serve on committees, but shall not present motions, second such motions, vote, or hold elective office.

#### **Section 3.07 – Membership Application**

The Membership Committee shall review all applications for membership. In order to be accepted for membership, the applicant must have obtained the approval of at least two-thirds of the Membership Committee and two-thirds of the Board of Directors

#### **Section 3.08 – Revoking of Membership**

Memberships may be revoked by a majority vote of the Board of Directors upon recommendation from the Membership Committee.

#### **Section 3.09 – Dues**

Any change in dues shall be recommended by the Board of Directors to the general membership at the regular meeting prior to the Annual Business Meeting. Such recommendation shall be included in the mailing to members prior to the Annual Business Meeting. A two-thirds majority of voting members shall be required to adopt such recommendation, and the minutes shall be appended to the by-laws. Such vote shall be taken at the Annual Business Meeting.

(A) For Regular and Associate Membership \$100.00 per year includes OBOA joint membership.

(B) For Cooperative Membership \$100.00 per year. Includes OBOA joint membership.

(C) Honorary Members are exempt from paying dues. Includes OBOA joint membership.

(D) Retired Members are exempt from paying dues. Includes OBOA joint membership.

(E) Student Membership \$25.00 per year. BOCONEO membership only.

(F) Dues shall be payable immediately upon acceptance for membership and thereafter upon the first day of January of each year. Dues paid by new members joining the Conference on or after November 1st, will apply to the forthcoming year

(G) Non-members may attend any meeting at a cost to be determined by the Executive Board

### **Section 3.10 – Membership Cards**

After the Treasurer has received payment of the annual dues, he shall forward to the Secretary a copy of the approved membership application. The Secretary shall forward a membership card to the respective member. Such membership card shall contain the signature of the President of the Conference, and such other information as the Board of Directors shall prescribe.

### **Section 3.11 – Default of Membership**

All classes of membership shall be in default unless the prescribed dues for the current year have been paid no later than March 1st.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **Section 4.01 – Members**

The business of the Conference shall be administered by a governing body known as the Board of Directors and shall consist of the five regular officers (President; 1st Vice President; 2nd Vice President; Secretary; Treasurer) of the Conference. In addition, there shall be three ad-hoc members to the board, and shall include, a Cooperating Member, a Past President, and the Education Chairperson. Such ad-hoc members shall not vote on matters before the board.

### **Section 4.02 – Duties and Responsibilities**

The Board of Directors shall administrate the business of the Conference. The officers and members of the Board of Directors shall be elected for terms as specified elsewhere in the bylaws.

### **Section 4.03 – Order of Succession**

The order of succession to the presidency of this association shall be 1st Vice President, 2nd Vice President, Secretary, and Treasurer, that shall be utilized by the Board of Directors, to name a successor to any officer whose status changes during such officer's term. If a vacancy is caused in the ranks of the officers by the exercise of the order of succession, then, the Board of Directors shall name a successor.

## **ARTICLE V – ELECTED OFFICERS AND DUTIES**

### **Section 5.01 – President**

**(A)** It shall be the duty of the President to plan and pursue policies consistent with the dictates of the Board of Directors that will promote the welfare and purpose of this Conference. The President shall preside at all meetings of the Board and the Conference. He shall appoint members to executive, standing, and special committees and serve as member ex officio of all such committees.

**(B)** The President shall approve vouchers for the payment of ordinary expenses or expenses incurred under any contract that has been approved by the Board and shall sign all official documents and authorize the orders on the treasury.

**(C)** The President is permitted to appoint, in the absence of the Secretary, a pro tem Secretary to take minutes of any business or executive meeting, and is compensated in the amount of fifteen (\$15.00) dollars. The President may, with the approval of the Board, invite members of BOCONEO to attend meetings of the Board. Such persons shall function in ex officio, nonvoting, advisory capacity.

### **Section 5.02 – First Vice President**

In the event of the absence of the President, the First Vice President shall perform the duties of the President, either temporarily or until the next regular election and successor is elected and qualified. The First Vice President shall attend meetings of the Board of Directors.

### **Section 5.03 – Second Vice President**

In the event of the absence of the First Vice President, the Second Vice President shall perform such duties, either

temporarily or until the next regular election and a successor is elected and qualified. The Second Vice President shall be an ex officio member of the Membership Committee, and shall attend meetings of the Board of Directors.

#### **Section 5.04 – Secretary**

- (A) The Secretary shall attend all meetings of the Conference and the Board of Directors.
- (B) Receive all correspondence and notices for the Conference, unless otherwise directed.
- (C) Prepare minutes of meetings, and make available to all members of the Conference.
- (D) The Secretary shall issue Membership Cards to all members in good standing.
- (E) Compensation of \$500.00 per year, paid in two equal installments, June 1, and December 1, of each year.

#### **Section 5.05 – Treasurer**

- (A) The Treasurer shall attend all meetings of the Conference and the Board of Directors.
- (B) Shall collect and deposit all funds owing and accruing to the Conference- Such funds shall be kept in a secured account approved by the Board of Directors.
- (C) The Treasurer shall draw upon such deposits to pay all ordinary or authorized expenses upon vouchers approved by the President or the Board of Directors.
- (D) A Treasurer's report shall be prepared and presented at each meeting of the Conference.
- (E) The Treasurer shall maintain accurate financial records, available for inspection by the Board and duly appointed Auditing Committee on an annual basis.
- (F) Compensation of \$500.00 per year, paid in two equal installments, June 1, and December 1, of each year.

### **ARTICLE VI – APPOINTED POSITIONS AND DUTIES**

#### **Section 6.01 – Education Chairperson**

The Education Chairperson shall serve as ad-hoc to the Board of Directors, and shall assist in the planning and preparation of educational programs for the Conference. This position shall be appointed by the President and serve a two year term.

#### **Section 6.02 – Webmaster**

The Webmaster shall serve as ad-hoc to the Board of Directors and shall be responsible for maintaining and updating the website of the Conference. This position is appointed by unanimous vote of the Board of Directors. The Webmaster shall be compensated for services in the same amount and manner as the Secretary and Treasurer.

#### **Section 6.03 – Cooperating Member**

A Cooperating Member shall serve as ad-hoc to the Board of Directors, and shall provide advice and council. The member shall be technically experienced in one or several aspects of construction and/or in building code work. This position shall be appointed by the President and serve a two-year term.

### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

#### **Section 7.01 – Nominations**

A slate of candidates, as proposed by the Nominating Committee, shall be presented to the members at the general membership meeting prior to the Annual Meeting. The slate of candidates shall be mailed to all members at least seven days prior to the annual meeting. Additional nominations may be made from the floor at the Annual Meeting.

#### **Section 7.02 – Elections**

Election of Officers shall be made by voice vote if no floor nomination is presented, or on a written ballot if a floor nomination is presented, by the voting members, whose dues are current, and who are present at the Annual Meeting.

#### **Section 7.03 – Qualifications**

All candidates for election shall be Regular or Associate Members of the Conference, in good standing. Only voting members in good standing shall vote be given ballots at the Annual Meeting.

#### **Section 7.04 – Terms of Elected Office**

**(A)** The President, First Vice President, Second Vice President, and Past President shall serve two year terms beginning the first regular meeting following the election and installation, or until a successor is duly elected and installed.

**(B)** The Secretary and Treasurer shall serve two year terms, beginning the first regular meeting following election and installation, or until a successor is duly elected and installed.

#### **Section 7.05 – Reports**

Each elected officer shall submit an annual report to the Board of Directors prior to the Annual meeting of the Conference, with recommendations for future activities and goals of that office.

#### **Section 7.06 – Vacancies**

Vacancies occurring on the Board of Directors may be filled by the Board. Such appointees shall serve until the next general election. (See section 4.03).

#### **Section 7.07 – Removal**

A member of the Board of Directors may be removed for cause by a two-thirds majority vote of the active members present at a quorum meeting of the Board. The removal of a member of the Board of Directors shall be mandatory after having failed to attend three consecutive meetings of the Board without an excused absence. The member in question shall be given twenty (20) days notice of such action and shall be afforded a hearing before the Board of Directors. Failure upon the part of the member to attend the hearing shall be cause for removal by default and shall not be subject to an appeal. Removal actions are effective immediately upon action of the Board.

### **ARTICLE VIII – MEETINGS**

#### **Section 8.01 – Fiscal Year**

The fiscal year of the Conference shall begin January 1 and end December 31st.

#### **Section 8.02 – Regular Meetings**

Regular meetings of the Conference shall be held at least once each month except during July, August, and December. A written notice of each meeting shall be sent to all members at least seven (7) days previous thereto. All meetings of the Conference shall be conducted under “Robert’s Rules of Order”. The President may schedule special meetings, with the approval of the Board of Directors, and provide for proper notification as stated herein.

#### **Section 8.03 – Board of Directors Meetings**

Regular meetings of the Board of Directors shall be held once each month, except July and August. The President may call a special Board meeting for a specific purpose. Members shall be notified one week in advance of such meetings.

#### **Section 8.04 – Annual Meeting**

**(A)** The Conference shall hold an Annual Meeting of the membership during the month of November. The Board shall set the date and time. The location shall be within the area of influence. Such meeting shall be designated as the Annual Meeting of the Conference.

**(B)** The Annual Meeting shall be for the transaction of the business of the Conference, including the election of officers; annual reports; educational programs, and all matters proper to come before the Conference and the membership.

**(C)** Notice of the date, time, and location of the Annual Meeting shall be mailed to each member at least one (1) week prior to the said meeting. Such notice shall include the meeting agenda, and include the slate of candidates

nominated for office. Such notice shall be considered served when deposited in the United States mail with sufficient postage.

#### **Section 8.05 – Meeting Quorum**

**(A)** A majority of the members of any meeting of the Board of directors shall constitute a quorum.

**(B)** A quorum for any meeting of the Conference shall be the voting attendance at the meeting for any business which has been publicized to the membership in writing at least one week prior to such meeting. For business not publicized to the membership, a quorum for any meeting of the Conference shall be fifteen voting members if the voting membership numbers forty-five or more, or one-third (1/3) of the voting membership if membership numbers less than forty-five (45).

#### **Section 8.06 – Manner of Acting and Voting**

Unless otherwise provided in these bylaws, a majority vote of a quorum meeting of any committee or of the Conference shall be considered an act of that committee or the Conference. Such matters of business as may be brought before the general Conference may be voted upon by those members in attendance and entitled to vote. All business shall be conducted under Robert Rules of Order (8.02).

### **ARTICLE IX – COMMITTEES**

#### **Section 9.01 – Special Committees**

Special Committees, such as Nominating, Auditing, and Teller, and others as may be deemed necessary may be appointed by the President. Appointed committees shall consider necessary matters and report to the Conference or the Board of Directors as directed.

#### **Section 9.02 – Membership Committee**

A Membership Committee composed of three (3) members shall be appointed annually and shall hear all and any evidence in action toward the revoking of membership and shall submit their recommendations to the Board of Directors. The Membership Committee shall also plan, recommend, and pursue a program towards increasing the membership of the Conference.

#### **Section 9.03 – Education Committee**

**(A)** An Education Committee shall be appointed annually and shall review and propose to the Board of Directors educational programs to be presented to the membership. The Chairperson of this committee shall be a regular member and serve as ad-hoc to the Board of Directors.

**(B)** Such committee shall consist of no less than three (3) members nor more than five (5) members- Other interested persons may serve in an advisory capacity as directed by the President.

**(C)** The Chairperson of such committee shall appoint a member of the committee to record the minutes of all meetings, and such person shall be compensated in the amount of fifteen (\$15.00) dollars per meeting.

#### **Section 9.04 – Appointments**

All committees shall be appointed by the President from among the members of the Conference qualified and permitted to serve on such committees.

#### **Section 9.05 – Terms**

All standing committees shall be appointed annually and shall serve until the next Annual Meeting or until discharged. Special Committees shall serve until the completion of the specific purpose for which they were appointed.

#### **Section 9.06 – Chairperson**

In the event the President of the Conference has not designated the Chairperson of a committee, a member of the committee shall be elected to serve as Chairperson from among their number, at the first regular meeting of the committee. The Chairperson shall preside over all meetings of the committee and pursue the purposes of said

committee.

**Section 9.07 – Committee Quorum**

A majority of the members on a committee shall constitute a quorum of the committee.

**Section 9.08 – Meetings**

Standing and Special Committees shall meet on call of the committee chairperson or shall meet by order of the Conference President upon notice mailed at least seven (7) days prior to such meeting.

**Section 9.09 – Ex Officio Members**

The President of the Conference, unless otherwise provided in these bylaws, shall serve as ex officio member of all Committees and may discuss any matter before said committee, but shall not have voting privileges. The Second Vice President shall be ex officio member to the Membership Committee.

**ARTICLE X – USE OF THE NAME**

No member of the Conference or any other individual, firm or group shall use the name of The BUILDING OFFICIALS CONFERENCE OF NORTHEAST OHIO, as endorsing or recommending any material, product, or activity of any group or individual without the full knowledge and approval of the Executive Committee.

**ARTICLE XI – AMENDMENTS**

Except where the right to vote on amendments is expressly reserved to the members, these Bylaws may be amended by a two-thirds vote of the Board of Directors. Proposed amendments that would increase the amount of dues, change the qualifications for membership, or diminish the right to participate and vote at meetings shall only be amended by a two-thirds vote of the members present at a quorum meeting after proper notice.

**ARTICLE XII – ADOPTION**

These bylaws and any amendments thereto, unless otherwise provided, shall become effective immediately upon adoption.

**ARTICLE XIII – DISSOLUTION**

Upon submission of a report of any board member and by unanimous vote of the Board of Directors, the conference can be dissolved and any remaining assets and funds will become the property of any other active chapter of the Ohio Building Officials Association, as designated by the BOCONEO Board of Directors, who maintains a 501(c)3 tax status.