

**BYLAWS OF
CONSTRUCTION CODES ADVISORY BOARD
CITY OF SEATTLE**

ARTICLE I. PURPOSE

The functions of the Construction Codes Advisory Board (the Board) are established by the Seattle Building Code. The functions include advising the Director of the Department of Planning and Development and the City elected officials about proposed administrative rules and amendments relating to the Building, Residential, Existing Building, Mechanical, Energy, and Electrical codes, and portions of the Stormwater, Grading and Drainage Control Code, and Housing and Building Maintenance Code. The Board may make recommendations for changes in the Codes, and may also examine other proposed legislation enforced by the Department. The Board also provides advisory administrative review of Department decisions and actions pertaining to the administration and enforcement of the codes named above.

ARTICLE II. RULES OF PROCEDURE

SECTION 1: Meetings of the Board

1.1 Regular Meetings - The Board shall meet the first and third Thursdays of every month, or on call by the Director of the Department of Planning and Development subject to cancellation on timely notice.

1.2 Special Meetings - A special meeting may be called at any time by the Chair or a member of the Board by notifying the Board secretary who will deliver a notice in person, by email, by phone, by fax, or in writing to each member of the Board. Such notice shall be delivered at least three days before the time of such meeting as specified in the notice if possible.

1.3 Meetings Open to the Public - All meetings of the Board are open to the public.

SECTION 2: Officers of the Board

2.1 Chair. A Chair shall be elected by a majority of the Board members present at a regular meeting. The Chair shall preside at meetings of the Board and shall have all of the powers and duties conferred by law and the Board's bylaws.

2.2 Vice-Chair. A Vice-Chair shall be elected by a majority of the Board members present at a regular meeting. The Vice-Chair shall have all the powers and perform all the duties of the Chair in the absence or inability of the Chair to serve.

2.3 Chair Pro Tem. If both the Chair and the Vice-Chair are absent, Board members present may choose a member to serve as Chair Pro Tem and to perform the duties of the Chair.

2.4 Terms of Office. The Chair and the Vice-Chair shall serve for a term of two years. A Chair or Vice-Chair whose term of office has expired shall continue to serve until a successor is elected, or until their term on the Board expires, whichever occurs sooner.

2.5 Elections. Election of the Chair and the Vice-Chair shall be at a regular meeting.

2.6 Secretary. The secretary of the Board shall be the Director of the Department of Planning and Development, or a person designated by the Director. The secretary shall attend all meetings of the Board and shall keep minutes of the Board's proceedings showing the action of the Board on each question. Minutes shall be retained by the Department of Planning and Development as public records.

SECTION 3. Conduct of Business

3.1 Quorum. Five appointed members shall constitute a quorum for the transaction of business.

3.2 Business Conducted without a Quorum. If a quorum of members is not present, the members present may conduct business. Actions taken without a quorum shall have no effect unless ratified in a vote taken by mail or email or at a subsequent meeting. The action shall be ratified if at least five members cast votes, and a majority of those voting approve the action.

3.3 Motions and Resolutions. All actions of the Board shall be expressed by motion or resolution. No motion or resolution shall have any effect unless passed by the affirmative votes of a majority of the members present or as otherwise provided in these bylaws. All motions and resolutions shall be recorded in the minutes of the meeting and shall be transmitted to such persons as may be affected by the motion or resolution.

3.4 Manner of Voting. The voting on motions and resolutions shall be by voice vote. If the voice vote is not readily determined, a hand count or roll call of the members present shall be taken. Votes may also be taken by written ballot or by email.

3.5 Robert's Rules of Order. All rules of order not provided in these rules shall be determined in accordance with Robert's Rules of Order or as otherwise determined by the Chair.

SECTION 4. Amendment to Bylaws.

These bylaws may be amended upon a majority vote of all members of the Construction Codes Advisory Board at any regular or special meeting.

SECTION 5. Committees.

5.1 The Board may establish Committees as it determines necessary, including standing technical committees.

5.2 Committees shall be made of members appointed by the Chair.

5.3 Committees may make recommendations to the Board about adoption and amendment of codes, Director's Rules and other matters referred to the Committee by the Board.

5.4 All Committee meetings shall be open to the public.

Approved by Construction Codes Advisory Board June 19, 2014