

**BYLAWS OF
BUILDING OFFICIALS ASSOCIATION OF PALM BEACH COUNTY, INC.**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1. NAME. This organization shall be known as The Building Officials Association of Palm Beach County, Inc., hereinafter in these Bylaws referred to as the Association.

SECTION 2. OBJECTIVES. The objectives of the Association are:

To develop, maintain and promote the adoption of Construction Codes and supplements thereto.

To promote uniformity in building regulations through the adoption of the Codes and to encourage uniformity in the application, interpretation and enforcement of said Codes.

To study, review, and advance the fundamental principles of safety in building construction.

To advance the professional skills of those engaged in the administration and enforcement of building regulations.

To advise and assist in the administration of building codes and ordinances.

To organize, promote, and publicize educational programs and materials, including but not limited to the certification of code enforcement personnel.

To promote the objectives of the Building Officials Association of Florida.

To perform other functions as deemed relevant to or desirable for the attainment of these objectives.

**ARTICLE II
MEMBERSHIP AND VOTING**

SECTION 1. MEMBERSHIP CATEGORIES. There shall be the following membership categories:

1. **ACTIVE MEMBER.** Any building official, fire official, plans examiner, inspector or code enforcement officer involved in the enforcement of building, fire, housing or zoning codes, ordinances or statutes shall be eligible to become an active member upon payment of membership dues. Honorary members, as designated by the Board of Directors, and confirmed by a majority of those members voting at any meeting, shall be relieved of payment of annual dues.

2. **ASSOCIATE MEMBER.** An individual, company or organization who express an interest and share in the objectives of the association may become non-voting associate members upon payment of membership dues and approval of the Board of Directors.

3. **RETIRED.** Any former active member or any former associate member who is retired.

4. **STUDENT.** An individual enrolled in a high school, junior college, community college, college, university, or trade school studying in the design, construction, or related fields of the construction industry (e.g. design professionals, contractors, inspectors, manufacturers, and other construction related occupations).

SECTION 2. VOTING. All voting shall be in accordance with the following:

1. **GENERAL.** Only Active Members, and Retired Active Members upon payment of annual dues, shall be entitled to vote. All members shall be entitled to participate in meetings and discussions. In order to assure fair and definite consideration of all pertinent questions, any member may make or second motions.

2. **NUMBER OF VOTES.** Each active member and retired active member shall have one (1) vote at all membership meetings at which they are in attendance. Honorary members shall retain the rights and privileges of an active member.

3. Associate and Student Members are not granted voting privileges.

SECTION 3. ANNUAL MEMBERSHIP DUES.

ACTIVE MEMBER \$20.00

RETIRED ACTIVE MEMBER \$15.00

ASSOCIATE MEMBER \$40.00

STUDENT MEMBER \$10.00

All membership dues are payable yearly prior to January 1.

ARTICLE III BOARD OF DIRECTORS

SECTION 1. DUTIES. The property and the business affairs of the Association shall be under the direction of the Board of Directors.

SECTION 2. NUMBER AND QUALIFICATIONS. There shall be a seven member Board of Directors. The Board of Directors shall consist of four officers, those being a President, a Vice President, a Secretary and a Treasurer, together with three other Directors, one of whom shall be Immediate Past President of the Board. Each member of the Board of Directors shall, at all times during his or her tenure in office, be a voting Active Member or Retired Active Member.

EXCEPTION: Upon termination of employment, a member of the Board of Directors may continue to serve in his or her official capacity, at the pleasure of the Board of Directors, until the next election of the affected Board of Directors Seat.

SECTION 3. OFFICERS. The officers of the Association shall be the President, Vice President, Secretary and Treasurer who shall be elected annually at the December meeting by a majority vote of the Active Members present and voting.

SECTION 4. BOARD OF DIRECTORS. The Directors of the Association shall be elected at the December meeting by a majority vote of the Active Members present and voting.

SECTION 5. TERMS OF OFFICE.

1. **OFFICERS.** The officers shall be elected for one year terms. In no case, shall an Officer serve more than two (2) consecutive terms.
2. **DIRECTORS.** The full term of office for a Director shall be two (2) years and no Director shall serve more than one full term. However, nothing in this section shall preclude a Director being elected to a full term.
3. **GENERAL.** Nothing contained within this section shall be construed to interfere with the term of office of the present members of the Board of Directors.

SECTION 6. VACANCIES. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in the office of the Vice President shall be filled by the Secretary. A vacancy in the office of the Secretary may be filled by the Treasurer. A vacancy in the office of the Treasurer shall be filled by a majority vote of the Board of Directors for the unexpired term. A vacancy in the office of the Director may be filled by a majority vote of the remaining members of the Board of Directors and the person elected shall serve until the next annual election at which time such office shall be filled by a regular election for the remainder of the unexpired term. (See Section 2 for required qualifications.)

SECTION 7. ABSENCES. The Board of Directors shall attend each monthly meeting. Absence from 3 consecutive monthly meetings, without a majority of the Board of Directors approval, will require the office to be vacated.

ARTICLE IV LIMITATION OF EMPLOYER REPRESENTATION

SECTION 1. To encourage wide representation by Active members, no more than two employees of the same employer may serve simultaneously on the Board of Directors.

ARTICLE V COMMITTEES

SECTION 1. STANDING COMMITTEES. The Association shall have, as a minimum, the following standing committees:

1. **BYLAWS COMMITTEE.** This committee shall be appointed annually in February by the President and shall have a minimum of three members. The committee shall recommend Bylaw changes to the general membership. Proposed changes to the Association Bylaws shall be mailed to the entire membership sixty (60) days prior to the annual December meeting. The proposed changes shall be an agenda item for discussion and explanation at the annual November meeting. The proposed changes may be voted on by those present and voting at the annual December meeting. A simple majority vote of 50% plus one is required to pass a Bylaw change.

2. **NOMINATING COMMITTEE.** This committee shall be appointed annually in February by the President and shall have a minimum of three members. At the November meeting, the committee shall present to the membership their recommended nominations for the elective offices as listed in these Bylaws.

This committee is responsible for the recognition of those persons, members and non-members that have acted as 'Friends to The Association'. This committee will produce Certificates of Appreciation for the President's signature and arrange for presentation to these 'Friends of The Association'. Proposals for recognition can be made at regular meetings and authorized by a majority vote of the attending voting membership. (Certificates of Appreciation for monthly meeting presentations would not require a vote.)

The Nominating committee shall solicit from the membership recommendations to recognize The Building Official, Inspector, Plan Examiner and Permit Tech of the year.

3. **LIAISON COMMITTEE.** This committee shall be appointed annually in February by the President and shall have a minimum of three members. The duties of this committee shall be:

- a. To further the objectives of the Association as set forth in Article I, Section 2.
- b. Receive and answer all program requests for Association representation and discussion from other organizations.
- c. Represent the Association in all public relation endeavors.

4. **EDUCATION COMMITTEE.** This committee shall be appointed annually in February by the President and shall have a minimum of three members. The committee shall recommend a training schedule for the year.

5. **BUILDING SAFETY COMMITTEE.** This committee shall be appointed annually

in February by the President. The committee shall disseminate information to the membership about safety principles.

6. **MUTUAL AID COMMITTEE:** This committee shall be appointed annually in February by the President and shall have a minimum of three members. The committee shall be responsible to act as liaison to the B.O.A.F. Statewide Mutual AID Coordinator.

7. **OTHER COMMITTEES.** The President, with the approval of the Board of Directors, may appoint other committees that are deemed necessary to further the objectives of the Association.

ARTICLE VI

SECTION 1. The Association is a non-profit, non-political organization.