

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

Voted and approved at the meeting of December 2015

3. **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.

4. **STUDENT MEMBER.** 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).

5. **CORPORATE MEMBER.** Corporate members shall be those employees of a sponsoring corporation involved in the support or business of the construction industry. Such memberships allow for up to five (5) employees to represent the corporation at all Association meetings and functions upon payment of annual dues. This is a non-voting category of the Association. Corporate members may be offered the opportunity to address the membership, display information or provide other materials at meetings and functions, time permitting, with permission of the person in charge of the event.

6. **HONORARY MEMBER.** An individual that has served the Association and is recognized by the current members of the Association as being or having been a significant factor within the Association and the building industry for a significant period of time and having left a positive legacy for the benefit of being associated with the organization. Such member shall be entitled to all of the benefits of an Active Member at the Chapter level (excludes State and International) and shall not be subject to annual membership dues.

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.

The cost of the annual dues shall be in accordance with the following schedule:

ACTIVE MEMBER \$25.00
RETIRED ACTIVE MEMBER \$10.00
ASSOCIATE MEMBER \$20.00
STUDENT MEMBER \$10.00
CORPORATE MEMBER \$350.00

All membership dues are payable yearly prior to January 1. Forms for renewal shall be made available at the regular meetings in September, October and November or, at the option of the membership committee, be emailed to the email addresses on file for the members, or both.

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 November meeting by a majority vote of the Active Members present and voting. At the option of the members voting at the meeting, by a recognized floor motion and vote, the offices of secretary and treasurer may be combined or separated.

SECTION 4. BOARD OF DIRECTORS. The Directors of the Association shall be elected at the November 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 in the same position.

2. **DIRECTORS.** The full term of office for a Director shall be two (2) years and no Director shall serve more than one consecutive full term. However, if a Director is appointed midterm as stated in Section 6, nothing in this section shall preclude a Director from 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 announced annually in February by the President and shall have a minimum of three members.

(a) The committee shall recommend Bylaw changes to the general membership.

(b) Proposed changes to the Association Bylaws shall be mailed, or emailed using the last known email address in the Association records, to the entire membership sixty (60) days prior to the annual November meeting. The proposed changes shall be an agenda item for discussion and explanation at

the annual September and/or October meeting(s). The proposed changes may be voted on by those present and voting at the annual November meeting. A simple majority vote of 50% plus one of those present at the November meeting is required to pass a Bylaw change.

2. NOMINATING COMMITTEE. This committee shall be announced annually in February by the President and shall have a minimum of three members.

(a) At the October meeting, the committee shall present to the membership their recommended nominations for the elective offices as listed in these Bylaws.

(b) 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.)

(c) This committee shall solicit from the membership recommendations to recognize The Building Official, Inspector, Plan Examiner and Permit Tech of the year. From the recommendations solicited, this committee shall select The Building Official, Inspector, Plan Examiner and Permit Tech of the year. Those selected shall be recognized at the annual meeting.

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 announced annually in February by the President and shall have a minimum of 5 members. The committee shall recommend a training schedule for the year.

5. BUILDING SAFETY COMMITTEE. This committee shall be announced 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 announced annually in February by the President and shall have a minimum of three (3) members. The

committed 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 and/or for other purposes such as fund raising or entertainment.

8. ONGOING COMMITTEE MEMBERSHIPS. The President shall have the authority to add members to the various committees throughout the year, if needed, to ensure the work of the committees is carried out to further the objectives of the Association. Additions, deletions and changes to the various committees are to be announced at the first regular meeting of the Association following such changes.

ARTICLE VI **MISCELLANEOUS**

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

SECTION 2. Severability. In the event any section of these By-Laws is found to be non-applicable or otherwise unenforceable, such ruling shall have no effect or impact on the remaining portions of this document.