



# Building Codes Advisory Council

## Rules of Procedure

We, the Members of the Grays Harbor County Building Codes Advisory Council (hereinafter referred to as “BCAC”), State of Washington, created by adoption of Grays Harbor Board of County Commissioners Resolution 80-14 and acting under Grays Harbor County Code Chapter 2.14, do hereby declare, adopt and publish the following Rules of Procedure:

### A. MEETINGS

1. All meetings will be held at the County Administration Building in Montesano, Washington unless otherwise directed by the Chair or Vice-Chair of the BCAC, or directed by the Board of County Commissioners to hold teleconference meetings.
2. Regular meetings shall be held on the third Thursday of April and August, at 6:30 PM, and shall be open to the public.
3. When a regular meeting falls on a legal holiday, the BCAC will convene on the next Thursday.
4. Special meetings may be convened by the Chair or Secretary, and shall be scheduled in conformance with RCW 42.30.080 or its successor.
5. If no matters over which the BCAC has jurisdiction are pending upon its calendar, a meeting may be canceled at the discretion of the Chair or Secretary.
6. Except as modified herein, the BCAC will follow the most current version of *Robert's Rules of Order* in conducting the meetings.

### B. ELECTION OF OFFICERS

1. The officers of the BCAC shall consist of a Chair and Vice-Chair elected from the appointed members of the BCAC and such other officers as the BCAC may, by majority vote, approve and appoint.
2. The election of officers shall take place once each calendar year on the occasion of the meeting in August. The term of office for each officer

shall run until the subsequent election, provided; however, any officer may be removed at any time by vote of a majority of the BCAC membership.

3. At least two members of the BCAC shall act as a nominating committee. Officers shall not be a part of said committee. The committee is to be chosen by the Chair at the meeting in April, preceding elections in August.
4. The vacancy of an office caused by the resignation or removal of any officer of the BCAC during their term of office shall be filled for the remainder term of office by a majority vote of the remaining BCAC membership.

#### C. CHAIR

1. The Chair shall preside over meetings of the BCAC and may exercise all powers usually incident to the office. The Chair may vote on any proper motion.
2. The Chair shall have full power to create standing or temporary committees of one or more members, charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the BCAC. No standing or temporary committee shall have the power to commit the BCAC to the endorsement of any plan or program without its submission to and approval by the body of the BCAC.
3. No member shall serve more than two consecutive terms as Chair, without unanimous consent of the members present.
4. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair. In the absence of both the Chair and Vice-Chair, the members present may elect for the meeting a temporary Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

#### D. SECRETARY

The Secretary shall be the Grays Harbor County Planning and Building Director or their representative. The Secretary shall keep a record of all meetings of the BCAC and its committees when requested to do so, and these records shall remain the property of the BCAC and may be retained at such office as the BCAC may direct.

## E. QUORUM

1. No business may be transacted by the BCAC unless a quorum, consisting of at least a majority of the current members, is present at the meeting. For the specific purpose of BCAC business, a “current member” means an appointed member, and excludes a vacant position.
2. The concurring vote of a majority of the members of the BCAC who are present shall be necessary to decide in favor of or against a matter upon which it is required to render a decision.
3. Any member who wishes to recuse from participating in the meeting and/or decision on a matter before the BCAC, due to a potential conflict of interest or bias, shall state for the record and leave the meeting. Per RCW 42.36.090 or its successor, if recusal of a member results in a lack of quorum, the challenged member may participate in the meeting and/or decision if they disclose the basis for recusal before the decision is made.

## F. APPEALS AND PETITIONS

Appeals and petitions will be considered by the BCAC only when properly filed with the Secretary on such forms as may be reasonably required and which contain sufficient information on which to base a proper decision.

## G. AGENDA

An agenda which may consist of the following order of business shall be prepared for each meeting:

1. Roll call
2. Minutes of the previous meeting
3. Visitors not part of the agenda
4. Old business
5. New business
6. Reports and discussion
7. Executive Session
8. Adjournment

## H. ABSENCE OF MEMBERS

In the event of a member being absent for three consecutive meetings without a valid and justifiable reason as determined by a majority vote of the members present, it shall constitute automatic resignation from the BCAC.

The Secretary shall inform the member in writing that they no longer are a member of the BCAC, unless they are re-appointed by the Board of County Commissioners.

I. AMENDMENT

The Rules of Procedure may be amended at any regular or special meeting of the BCAC by a majority vote of the current membership.

Adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
*Signature* *Print Name*

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*Signature* *Print Name*

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*Signature* *Print Name*

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