

# LOUISIANA STATE UNIFORM CONSTRUCTION CODE COUNCIL

## BY-LAWS

ADOPTED MAY 23, 2006

Revised

June 12, 2006; July 7, 2006; August 8, 2006; February 13, 2007; April 10, 2007;  
May 8, 2007; June 12, 2007; July 10, 2007; September 24, 2007

## ARTICLE I

### COUNCIL OFFICE

1. The principal office of the Louisiana State Uniform Construction Code Council (Council) shall be 7979 Independence Boulevard, Suite 106, Baton Rouge, Louisiana 70806.
2. The Council at its discretion, may from time to time, hold meetings at other locations within the State of Louisiana after proper notice.

## ARTICLE II

### REGULAR MEETINGS

The Council shall hold regular monthly meetings at a place, date and time properly noticed in accordance with the Louisiana Open Meetings Law. Notice of the regular meetings may also be published in the official journals of the cities of Lafayette, Alexandria, Monroe, Baton Rouge, New Orleans, Lake Charles and Shreveport at least twenty-four (24) hours, excluding weekends and holidays, before the date of the meeting.

### SPECIAL MEETINGS

1. Special meetings of the Council may be called by the Chair, on his/her initiative, and shall be called by the Chair upon request of three (3) or more members, within fourteen (14) days of the request. The notice of each special meeting shall state the time, place, date, and the purpose (agenda) for which the meeting is called, and each member must be given written notice of the meeting at least seven (7) days prior to the meeting. Special meetings are also subject to the Louisiana Open Meetings Law.
2. The Chair shall cause written notice to the members of the time and place of the special meeting to be mailed, emailed, or hand delivered, to each member, at the addresses as they appear in the records of the Council.

### ABSENCES

In case of neglect of duty by any council member or of his or her failure, without good cause, to attend three (3) successive regular meetings, a notification shall be sent to the Governor's Office to advise the Governor of the attendance record of members with three (3) successive absences at regular meetings without good cause. Notification shall also be sent to the member, requesting the member to either resign from the Council, or show cause for their absenteeism, to be considered by the Council.

## CONDUCT OF MEETINGS

In order to maximize participation in the deliberations process, accurately record public sentiment on matters being considered by the Council, and conduct an orderly and efficient meeting, the Chair will insure that the following rules and procedures are followed:

1. All persons, from the audience, wishing to address the Council on any item being considered shall be present at the designated location within the assembly room so designated by the Chair, and prior to speaking be acknowledged by the Chair. Anyone speaking and not present at the designated location and not recognized by the Chair shall be considered out of order. All persons, from the audience, not wishing to speak, but wishing to provide written comments to the Council shall complete a request for comment form provided by the Council.
2. All speakers will conduct themselves in a decorous and courteous manner. Speakers will be encouraged to limit their presentations to five (5) minutes each; provided, however, that the Chair may shorten or lengthen the permitted speaking time based upon the length of the agenda and the number of persons requesting to speak on any given agenda item.
3. Any individual or entity wishing to make a formal or informal presentation to the council, shall contact the Council Chair, Administrator, or other Council Members, to request agenda space to provide for a pre-arranged presentation. The pre-arranged presentation may be subject to the provisions as outlined in number two (2) above.

## ARTICLE III

### QUORUM – MINUTES

1. The attendance of ten (10) members at any meeting shall constitute a quorum for the transaction of all official business. Meeting attendance confirmation shall be provided to the Council Administrator, upon request, no later than seventy-two (72) hours prior to the meeting for confirmation of a quorum. In the event that a quorum is not confirmed prior to seventy-two (72) hours of the meeting time, the meeting will be cancelled, and a cancellation notice shall be provided to each member and posted on the Council website.
2. Draft minutes will be made available to all Council members as soon as possible before the next meeting, and final minutes will be made available as soon as possible after adoption of the those minutes by the Council.

## ARTICLE IV

### ELECTION OF CHAIR AND VICE-CHAIR

1. The Council shall elect from its members a Chair and a Vice-Chair to hold office until their successors are elected.
2. The Council shall not be bound by any particular order of succession in the nomination of members for election of Chair and Vice-Chair.
3. In case a vacancy shall occur among the elected Chair or Vice-Chair, due to death, resignation, or other cause, an election shall be held, at a regular meeting or special meeting, to fill the vacant position for the remaining term.

## ARTICLE V

### DUTIES OF THE CHAIR

The powers and duties of the Chair shall be as follows:

1. To preside as Chair at all meetings of the Council, with the right to vote on all questions.
2. To see that the laws of the State, pertaining to the purpose and functions of the Council, the resolutions of the Council and its policies are faithfully observed and executed.
3. To call special meetings of the Council, on his/her own Initiative, or upon request of three (3) or more members.
4. To establish committees and appoint members thereof, at his/her discretion, as he/she deems necessary to carry out the business of the Council.
5. To serve as ex-officio member of all committees.
6. To perform such other duties as are usually incumbent upon the Chair of the Louisiana State Uniform Construction Code Council.

## ARTICLE VI

### DUTIES OF THE VICE-CHAIR

1. Whenever the Chair is absent from any regularly scheduled meeting, his/her duties shall be performed by the Vice-Chair. Whenever the Chair is absent from a special meeting called by him/her, upon his/her own initiative, or upon request of three (3) members, his/her duties shall be performed by the Vice-Chair.

The Vice-Chair may not assume the duties of the Chair for the purpose of calling a special meeting when the Chair is temporarily absent from the State, or when the Chair is temporarily incapacitated through illness, or otherwise, unless the Chair or the other members, direct the Vice-Chair to assume the office of the Chair for the purpose of calling such special meeting.

2. Whenever the Chair's absence from the State, or his/her incapacity due to illness, prevents him/her from handling routine, but necessary Council business, at time other than at Council meetings, such business shall be handled by the Vice-Chair.

## ARTICLE VII

### COUNCIL COMMITTEES

The following named committees shall be permanent standing committees. All members shall be appointed by the Chair and shall serve at his/her pleasure. Additional committees may be added by a majority vote of the Council members present at a regular or special meeting. All committee meetings are subject to the Louisiana Open Meetings Law.

1. Code Enforcement Advisory Committee
  - A. Building Code Enforcement Officer & Third-Party Provider Registration Regulations
  - B. Building Code Enforcement Officer & Third-Party Provider Disciplinary Actions
  - C. Municipal & Parish Governmental Disciplinary Actions
2. Administrative Advisory Committee
  - A. By-Laws Development and Maintenance
  - B. Administrative Rules Development and Maintenance
  - C. Administrative Chapter Development and Maintenance
  - D. Public Information and Assistance
3. Technical Codes Study and Advisory Committee
4. Aid to Local Government & Grants Review Committee

## ARTICLE VIII

### AGENDA AND ORDER OF BUSINESS

The Council Administrator shall prepare and submit to the Council an agenda covering the items of business to be considered and acted upon at each meeting of the Council including those items enumerated by the Chair. The Council Administrator shall provide to the Chair, or in his/her absence the Vice-Chair, the agenda for public notice no later than seventy-two (72) hours prior to the posting of the public notice.

The Chair, or in his/her absence the Vice-Chair shall provide verbal approval of the final agenda for public notice no later than twenty-four (24) hours prior to the posting of the public notice.

Any item of business requested by any member of the Council shall be placed on the agenda unless the Chair or, in his/her absence, the Vice-Chair determines (a) that the item requested is a matter which is outside the constitution or statutory jurisdiction of the Council; or (b) is inappropriate for consideration at the meeting requested; provided that the Chair or, in his/her absence, the Vice-Chair shall state at the meeting the reasons for any such determination. If either the Chair or the Vice-Chair is available, verbal approval of the final agenda may be given by any two (2) Council members. The Council may consider such other matters as may be altered by the Council at its discretion.

The Council may, by two-thirds (2/3) vote, exclude any items or class of items from the agenda for a period not to exceed twelve (12) months; provided, however, that by two-thirds (2/3) vote, the Council may return such item or class of items to the agenda at any subsequent meeting.

At least three (3) days prior to each meeting, the staff, under direction of the Council Administrator, shall provide each Council member with full explanations and back-up material and information on each item to be presented at the meetings, if requested. At any meeting of the Council, should both the Chair and Vice-Chair be absent therefrom, then another Council member, chosen by a majority vote of the Council members present, shall act as Chair of such meeting and preside thereat.

## ARTICLE IX

### RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedures of this Council not otherwise covered in these By-Laws. In the event of conflicts between Robert's Rules of Order and the Open Meetings Law, the Open Meetings Law requirements shall prevail.

### AMENDMENT OF BY-LAWS

These By-Laws may be altered or amended at any regular meeting of the Council by a two-thirds (2/3) vote of the Council members present at the meeting. However, no alteration or amendment shall be considered unless a draft of the proposed alteration or amendment has been transmitted to each member of the Council at least seventy-two (72) hours in advance of the meeting at which action on such alteration or amendment is to be taken.