

Construction Codes Advisory Council Bylaws

Article I -- Membership

Section 1. The membership of the Council consists of 18 members, as prescribed by Minnesota Statutes (M.S.), section 326B.07, subdivision 1. Each council member shall appoint an alternate to serve in their absence.

Section 2. A member may be replaced as provided elsewhere in these Bylaws, and as authorized in M.S. 15.059.

Article II -- Meetings

Section 1. The council shall meet a minimum of four times per year. The Council may increase its meeting frequency by an affirmative vote of a majority of the members.

Section 2. Special meetings may be called at any time by the Chair or a majority of the members of the Council. There must be reasonable notice of such meeting given to every member. Notice may be given either by email, mail or telephone. The notice shall state the purpose of such meeting.

Section 3. A majority of the voting members of the Council constitutes a quorum. The Council may take testimony and discuss agenda items without a quorum present, but no question may be decided in the absence of a quorum.

Section 4. Agenda.

a. At all regular meetings of the Council, the following shall be the order of business:

1. Call to Order
2. Roll call and declaration of quorum
3. Approval of Meeting Agenda
4. Minutes of the preceding meeting and actions thereon
5. Reports of officers and committees
6. New Business
7. Unfinished business
8. Open Forum
9. Council Member Discussion
10. Announcements
11. Adjournment

- b. At all special meetings of the Council, the following shall be the order of business:
 - 1. Roll call and declaration of quorum
 - 2. Reports of officers and committees concerning the purpose for which the meeting is called
 - 3. Discussion of the purpose for which the meeting is called

Section 5. Meeting agendas shall be prepared by the Chair or a member appointed by the Chair. If a member desires to have an issue placed on the agenda, that member shall give notice to the Chair, prior to the meeting, either by email, mail or telephone. The notice shall state the topic to be placed on the agenda.

Section 6. Meeting Minutes.

- a. The chair of the Council and any subcommittee chair shall cause minutes to be kept.

The minutes must include:

- 1. The time and location of the meeting;
- 2. A list of Council members present;
- 3. The names of all persons attending the meeting;
- 4. The disposition of each item on the agenda;
- 5. The substance of each motion, the person so moving, and the result on any vote on the motion; and
- 6. A summary of other important discussion related to the work of the Council.

- b. Minutes of Council meetings shall be reviewed and approved at the next regular meeting of the Council. Minutes of subcommittee meetings shall be approved by the subcommittee chair.

Section 7. Public Meetings. All Council meetings, including subcommittee meetings, shall be open to the public and are to be held at the Department of Labor and Industry offices located at 443 Lafayette Road North, Saint Paul, Minnesota. As provided in Minnesota Statutes, section 326B.32, subdivision 7, meetings employing telephone or other electronic means may be conducted.

Section 8. Robert's Rules of Order may be used to help the Council conduct its meetings.

ARTICLE III -- Attendance

Section 1. A member of the Council that is absent from two consecutive regular meetings without satisfactory excuse shall receive written notice indicating that, in the event three consecutive meetings are unattended without satisfactory excuse, a recommendation may be sent to the appointing authority to remove that member from the Council. This notice shall come from the Chair to the specific member.

Section 2. A member of the Council that is absent from five consecutive regular meetings, regardless of satisfactory excuses, shall be deemed to have resigned his/her membership on the Council. A recommendation will be made to the appointing authority for filling a vacancy.

ARTICLE IV -- Voting

Section 1. Each member of the Council shall receive one vote.

Section 2. Alternate members do have voting privileges.

Section 3. Proxy voting is prohibited. Voting by e-mail or fax is permitted when deemed necessary. Mail voting is permitted. The vote should be mailed to the Chair prior to the scheduled meeting.

ARTICLE V -- Committees & Subcommittees

Section 1. There shall be an Executive Committee consisting of the Chair, and four other members elected by the Council. The Chair of the Council shall be the Chair of the Executive Committee. The Executive Committee shall advise and assist the Chair on determining agenda items, Council workplan and the general direction of the Council. The Executive Committee shall also evaluate proposed changes to the Bylaws. The Executive Committee shall not act on any policy, position or opinion without authority of the Council.

Section 2. Committees, Subcommittees or Technical Advisory Groups (TAG's) may be formed to consider and report on subjects requiring special study. The Executive Committee shall appoint these committees and their members unless a motion to the contrary is passed by an affirmative majority vote. In the event such a motion is passed, the members of the Subcommittee or Technical Advisory Group shall be nominated and elected by the Council. The number of Subcommittee or Technical Advisory Group seats to be filled shall be determined by the Executive Committee of the Council. The members of said group should be diverse in background and have experience with the subjects being studied by the group.

Section 3. The Subcommittee or Technical Advisory Group will be charged with an issue for study as determined by the Council. The Subcommittee or Technical Advisory Group responsibility will be to review the issue and make recommendations back to the Council in a time and manner determined by the Council.

Article VI -- Responsibilities and expectations of members:

Section 1. Members are expected to:

- a. prepare for active discussion in meetings and to serve on committees;
- b. act as liaison between constituent group and CCAC and inform constituent groups of CCAC activities;
- c. abstain from voting when conflict of interest might exist; and
- d. refrain from writing letters or other communication in the name of CCAC except as authorized elsewhere in these Bylaws.

Article VII -- Expenses

Section 1. Members' expenses shall be reimbursed in accordance with M.S. 15.059, subd. 3.

Article VIII -- Amendments to Bylaws

Section 1. Any member may propose an amendment to these Bylaws provided such a proposal is submitted to the Chair forty-five days prior to a regular meeting.

Section 2. All proposed amendments shall be reviewed by the Executive Committee and submitted to the entire Council membership at least thirty days prior to being placed on the agenda for action.

Section 3. Proposed amendments must be passed by a two-thirds (2/3) affirmative vote of the Council at a regular meeting at which a quorum is present.

Article IX -- Scope

Section 1. These Bylaws apply to the Council and all its committees, subcommittees, TAGs and other groups appointed by the Council.

ADOPTED: June 18, 2009