

OFFICIAL RULES, REGULATIONS AND BY-LAWS

1982 NOV -9 PM 12:50

FOR CODE COMMITTEES

FUNCTIONS & DUTIES

ARTICLE 1. OBJECTIVE AND SCOPE

Section 101. Purpose

Code Committees shall be established to review and recommend updated Building and Fire (City Only), Mechanical, Plumbing, Electrical and other related codes, along with their recommended local amendments and shall serve as Standing Committees between Code reviews.

ARTICLE 2. FORMAT AND COMPOSITION

Section 201. Formation

There shall be, and are hereby created, Code Review Committees hereinafter called "Code Committees", consisting of members who are residents of Pima County and who have substantial experience in the field of endeavor covered by the respective code to be reviewed. These Committees shall be known as:

1. Building and Fire (City Only) Committee
2. Mechanical Code Committee
3. Plumbing Code Committee
4. Electrical Code Committee

Other committees may be formed as necessary from time to time, to study the adoption of new proposed codes; or an existing Committee may be called to review a proposed new code if the new code coincides primarily with function of an existing Code Committee Joint City/County Code

Committees may meet, with the agreement of both jurisdictions, in order

CITY CLERK FILE NOTE

Original filed under 1003.004
-1 Code Committees Electrical
Code Committee. (11-24-82 TC)

ED WITH CITY CLERK
SUANT TO SEC. 2-9,
SON CITY CODE

e filed NOV 9 1982

[Signature]
Deputy City Clerk

CITY CLERK'S NOTE:

- cc: Mayor
- Council
- Attorney
- Manager
- Posting
- Suspense
- Public File
- Reading File

- City Clerk Staff:
- Agenda Section
- BCC Admin.
- BBC/Hand/Hum/Hist
- C.C. Rcds Section
- Chief Deputy Clerk
- City Clerk
- Council Rptr Sect.
- Customer Srv. Sect.

- Elections
- Elections/Warehouse
- Liquor/Bingo Admin.
- Payroll Clerk
- Purchasing Clerk

Key: V - Information Copy; X - Action Copy

DATE: 11-9-82 LOG NO. 3837

Public Rec. Copy

to promote uniformity in code adoption.

Section 202. Membership

A. Voting Members. Each Code Committee shall consist of at least seven (7) voting members, and shall be representative of the construction industry, to the extent that persons meeting such qualifications are available within Pima County.

1. Representatives from the construction trades industry in the related code field.
2. Engineers licensed in Arizona in the related code field.
3. Architects licensed in Arizona.
4. Representatives from related utility companies.
5. At-large members.

Additional members are recommended as determined by the need of each Code Committee for good representation.

B. Ex-Officio Members. Each Committee shall also consist of one (1) ex-officio non-voting member from each jurisdiction attending, who shall be the Director of the Pima County Building Codes Department and/or the Director of the City of Tucson, Building Safety Division. Additional ex-officio non-voting members from each jurisdiction may attend for technical support. A member from one (1) jurisdiction shall act as Secretary and shall keep minutes and records of the proceedings.

C. Term of Appointment. Each member shall serve for the period of time required to review and adopt a new edition of the related code and shall serve on the Standing Committee until a new Committee is appointed to review a future edition of that code.

- D. Appointment. Prior to beginning work on a new code review, local building, design, trade and professional organizations will be requested to submit names of representatives for the Code Committee. Representatives from these lists shall be compiled and submitted to the Administrative Body of both jurisdictions for appointment by the governing bodies.
- E. Vacancies. A vacancy for an unexpired term shall be filled in the same manner as the original appointment, except the appointee shall come from the same design or trade area as the person vacating.
- F. Compensation. Code members shall serve without compensation, except that reasonable parking expenses may be authorized while on official business.

ARTICLE 3. FUNCTIONS AND DUTIES

Section 301. Review and Hearing

- A. Code Committees shall serve to hear, review and recommend to the elected officials of each jurisdiction amendments to the latest code being studied for local adoption. Code Committees shall act as Standing Committees between the time of adoption of a new code and the time a new Code Committee is formed. The Standing Committee shall monitor the performance of the code in effect and shall record and recommend changes in future codes. In the event that a conflict in the newest adopted code becomes evident, and can only be resolved by code amendment, the Standing Committee may convene in order to prepare such amendment for adoption by the governing bodies.

ARTICLE 4. CODE REVIEW PROCEDURE

Section 401.

Code review for new codes adoption shall be held at regular meetings, held not less than monthly during code review and at least twice yearly thereafter.

Section 402.

Sub-committees may be appointed by the Chairman to discuss and recommend to the Code Committee, items requiring special or detailed study. Sub-committees may meet as frequently as necessary to perform their functions. Sub-committees may include advisory members who are not members of the Code Committee.

Section 403.

Code Committees may review:

- A. Proposed new codes.
- B. Proposed amendments to new codes.
- C. Other related codes.
- D. Legal or technical information related to codes.
- E. Previous appeals, technical input and recommendations submitted by the public.

Section 404.

The Code Committees shall prepare and adopt, as recommended, amendments or modification to construction codes for adoption by the respective jurisdiction.

ARTICLE 5. BY-LAWS

Section 501. Chairman

- A. The Chairman of each Code Committee shall be elected by a maj-

ority of the entire voting membership at the first regular meeting of the Code Committee, and shall serve for the entire term of the Code Committee or until replaced. A Vice-Chairman shall be elected in the same manner.

B. The Chairman, or in his absence, the Vice-Chairman, shall preside at all meetings and hearings; ruling on procedure and order of presentation. He shall perform such other duties as may be, from time to time, assigned to him by the members as prescribed in the By-Laws.

Section 502.

The Secretary of each Code Committee shall keep, or cause to be kept, minutes of the proceedings of the Code Committee and shall prepare an agenda for each meeting, which shall be furnished to members at least two (2) days prior to the meeting. The Secretary shall, in addition, be custodian of the records.

Section 503. A quorum shall consist of a majority of all voting members. A quorum is required to conduct official business.

Section 504. Rules and Regulations.

Each Code Committee may adopt operating rules and regulations, not in conflict with these Official Rules and Regulations, to set regular meeting dates, and otherwise organize their activities. Such rules and regulations may be adopted, revised or amended by a simple majority of the total membership or a 3/4 majority of the quorum present.

Section 505.

Recommendations for adoptions may be approved by a simple majority of members present. A tie vote shall constitute a denial of approval.

Section 506. Conflict of Interest

Should any member have knowledge of any facts which may constitute a conflict of interest in his consideration of any matter, he shall forthwith notify the Chairman, and shall file a declaration of substantial interest in the official records of the City and County. The member shall refrain from voting upon and from otherwise participating in any manner as a member with respect to any item which may be in conflict of interest.

Section 507. Hearings in Public

All Code Committee meetings shall be held in public.

Section 508. Amendments to By-Laws

Amendments to these By-Laws may be approved by a majority of the quorum present at any regular committee meeting. All Code Committees must approve the proposed amendments for the amendment to pass.