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## **2009 Residential Code Review Committee of the Fire Prevention and Building Safety Commission ~~Indiana Residential Code Committee~~ Guide Lines**

### **Committee Members:**

The committee shall be made up of a maximum of twenty four (24) voting members:

- The Indiana Association of Building Officials (IABO) shall have eight (8) voting members. IABO's **Code Committee Chairperson** shall be responsible for selecting their eight (8) voting members **at each meeting**. IABO shall not have more than one voting member representing the same jurisdiction.
- The Indiana Builders Association (IBA) shall have eight (8) voting members. IBA's **Code Committee Chairperson** shall be responsible for selecting their eight (8) voting members **at each meeting**. IBA shall not have more than one voting member representing the same company.
- The Public (Independent) shall have eight (8) voting members. These voting members shall not be a member of IABO or IBA. There shall not be more than one Independent member representing the same organization/company/industry such as; fire officials, public utilities, product suppliers, architects, building designers, engineers, manufactured housing. The Independent voting members shall be approved by the IABO & IBA code chairs collectively and must be a legal resident of the state of Indiana.
- There shall be two alternate members each for IABO & IBA. These members shall participate in all meetings but shall only vote in the absence of their respective members.

### **Reimbursement:**

Committee membership is on a voluntary basis and no reimbursement for travel, meals or lodging and etc. is available.

### **Chair & Vice Chair:**

The committee Chair shall be the FPBSC Member appointed to the committee.

The Vice Chair shall be the FPBSC staff member appointed to the committee.

The Chair (or Vice Chair in the absence of the Chair) shall preside over all meetings using Robert's Rules of Order. The Chair (or Vice Chair in the absence of the Chair) shall only vote to break a tie.

### **FPBSC Staff Member:**

The FPBSC staff person shall post all committee meeting minutes and meeting notices with the DHS. The staff person shall reserve all meeting rooms at the Indiana Government Center. **The staff person shall receive all proposed code changes.**

### **Secretary:**

The committee shall appoint a secretary at the first committee meeting.

The Secretary shall record and retain all committee actions and copy the FPBSC staff person for posting. **The Secretary may utilize an audio recording device for the purpose of recording committee actions to create the minutes. Once the minutes are approved at the subsequent meeting, the recording will be destroyed.** The Secretary shall e-mail all proposed codes to each committee member prior to the next scheduled meeting. The Secretary shall be a nonvoting member of the committee.

### Meetings:

Each meeting shall be open to the public. Anyone interested in submitting a proposed code amendment shall do so using the Indiana Code Change Form #41186 (R2/1-92).

Proposed codes shall be submitted by e-mail to the committee ~~secretary~~ **Vice Chair** a minimum of ~~five (5)~~ ten (10) working days before the next scheduled meeting. Proposed code amendments shall then be e-mailed by the secretary to each committee member.

Meeting dates & times for all proposed meetings shall be established by the committee at its first meeting.

Committee meeting days shall be scheduled on ~~Tuesday, Wednesday and/or Thursday~~ from 9:00 am to 3:00 pm. **from 10 am to 4 pm with the next meeting on April 9, 2009 and subsequent meetings every 3 weeks as follows: April 30<sup>th</sup>, May 21<sup>st</sup>, June 11<sup>th</sup>, July 9<sup>th</sup>, July 30<sup>th</sup>, August 20<sup>th</sup>, and September 10<sup>th</sup>.**

Meeting location shall be at the Indiana Government Center in Indianapolis. If no meeting rooms are available at the state offices for the scheduled meeting, IABO and IBA code chairs will secure a room location suitable for the meeting and notify the staff person for posting.

The FPBSC staff person shall post minutes and notice of all IRC Committee meetings through DHS.

Upon completion of the committee's actions, the Secretary with the help of the IABO & IBA Chairs shall compile all of the proposed code amendments into Indiana Code format for the committee's final review at its last scheduled meeting.

The committee's final action shall be to review the proposed document and present the document to the FPBSC for the adoption process.

### Committee actions:

**The committee must have a quorum of voters to vote on each proposed code. A quorum is half (1/2) of the voting members plus one (1).**

The committee will debate each proposed code and vote to approve as submitted, approve as modified or disapprove. The vote up or down shall be by a simple majority.

In the event that the committee can not come to a consensus on a proposed code, any member or organization may present their proposed code at Public Hearing scheduled for this code and/or at the FPBSC meeting in which the proposed code is on the agenda for adoption.

To reopen a proposed code there must be new evidence to justify such action. A proposed code will not be reopened without a committee two thirds vote to reopen.