

# COUNTY BUILDING OFFICIALS ASSOCIATION OF CALIFORNIA BYLAWS

**Section 1**            **NAME:** The name of this organization shall be the COUNTY BUILDING OFFICIALS ASSOCIATION OF CALIFORNIA, herein after referred to as the Association.

**Section 2**            **PURPOSE AND OBJECTIVES:**  
The purpose of the Association is to enhance and promote excellence within California's 58 county building departments, and to enhance the value they provide to the counties and communities they serve.

Specific objectives include:

- (a) Providing active forums for the efficient communication, sharing of information and ideas, and resolution of issues relevant to county building departments;
- (b) Promoting Building Official leadership and contribution through service to county and community goals and objectives and ensuring healthy and safe buildings in their community;
- (c) Elevating the professionalism, expertise and value of the Building Official and Building Department staff.

**Section 3**            **MEMBERSHIP:**  
Membership in the association shall be annually renewed for the period of each calendar year, and shall be limited to qualified persons in the following categories who have paid the appropriate annual dues.

**Section 3.1**           **PRINCIPAL MEMBER:**  
The designated representative official of a California County or governmental agency who is actively engaged in the development, maintenance, or enforcement of building code regulations with membership on behalf of said county or governmental agency.

**Section 3.2**           **ASSOCIATE MEMBER:**  
An official of a California county or governmental agency, other than the designated (Principal) representative official, who is actively engaged in the development, maintenance, or enforcement of regulations pertaining to fire safety, community health, or industrial safety including but not limited to Building, Plumbing, Electrical, or Mechanical.

**Section 3.3**           **INDUSTRY MEMBER:**  
An individual or organization, other than a designated (Principal) representative official, engaged in the engineering, manufacture, or sale of products, materials, or services related to building construction or to building codes and regulation.

**Section 3.4**

**HONORARY MEMBERSHIP:**

Honorary membership may be granted to a retired or active member of the Association in recognition of his or her service in the field of building safety and regulation; or in recognition of outstanding personal contribution toward fulfillment of the organization's goals and objectives.

By petition of a principal member, the name of any candidate for honorary membership shall be submitted to the Board of Directors for verification in accordance with this Section. Upon verification, the request for honorary membership shall be submitted for a vote at the next annual conference of the Association. A majority of all the voting members present shall be required for ratification.

**Section 3.5**

**DUES:**

Annual dues for membership in the Association shall be determined by the Board of Directors by two-thirds vote except that retired honorary members shall not be assessed dues.

**Section 3.6**

**VOTING RIGHTS:**

Each Principal Member with membership on behalf of a County or Government agency in good standing shall have one (1) vote.

Each industry company represented by at least one (1) member in good standing shall have one (1) vote.

For the purpose of bringing up matters for discussion, all members, regardless of classification, may make and second motions. All members shall be entitled to participate in meetings and discussions.

**Section 3.7**

**FORFEITURE OF MEMBERSHIP:**

Membership in the Association shall be declared forfeit by the Board of Directors for any of the following reasons:

1. Nonpayment of dues.
2. Conduct determined by the Board to be adverse or harmful to the best interest of the Association.
3. Conviction of a felony.

**Section 4**

**STANDING COMMITTEES AND APPOINTMENTS:**

The President or the Board of Directors shall appoint standing committees annually and other committees, or individuals, as deemed necessary to serve the Association in conducting the annual conference, or performing specified duties, and to obtain the objectives of the Association.

The Treasurer may be appointed by the President and shall be ratified by a majority vote of the Board of Directors. The appointment shall not be effective before ratification by the board. The President shall have no vote in the ratification of the appointment. The appointed Treasurer shall be a member of the Executive Board and need not be a principal member, but shall be a member in good standing and shall

have the same voting privileges as any other member on the Board.

**Section 5**

**ELECTED OFFICERS:**

The elected officers of the Association shall be the President, Vice-President, Secretary and (8) board members. The Treasurer may be appointed or elected.

The elected officers, with the addition of the Past President, shall be known as the Board of Directors. The offices of President, Vice-President, Treasurer, and Secretary shall be held by principal members only, and shall also be known as the Executive Board.

**Section 5.1**

**POWERS:**

The Board of Directors shall supervise the affairs of the Association and payment of its bills, and shall have authority to make contracts, subject to approval by a majority vote of the board.

**Section 5.2**

**DUTIES:**

The Officers of the Board of Directors shall carry out those duties normally associated with their title of office and shall perform such additional Association duties as may be assigned or modified by the President of said Board. The President shall maintain a duty list for each officer, and shall be responsible for updating said list as required. The President may delegate this responsibility to the Vice President as needed.

**Section 5.3**

**VACANCIES:**

Vacancies occurring on the Board of Directors shall be filled by the President with the concurrence of the Board, except that the Vice-President shall automatically succeed to the Presidency if it is vacated, and the Treasurer if elected, shall succeed to the office of the Vice-President. If the Treasurer is appointed, then the Secretary shall succeed to the office of the Vice President. An appointed Treasurer shall not succeed to any other office on the Executive Board. Any vacancy of the Office of Treasurer shall be filled in compliance with section 4 within (6) months. The Vice President shall assume the interim duties of Treasurer until a new Treasurer is elected or appointed and ratified by the Board.

**Section 5.4**

**BOARD MEETING:**

The Board of Directors shall meet at the call of the President or on petition of six members of the board. A majority shall constitute a quorum.

**Section 5.5**

**NOMINATIONS AND ELECTIONS:**

Nominations and elections for officers shall be held at the annual conference. The nominations committee shall consist of the immediate Past President and two other members as appointed by the President. The nominating committee shall submit its recommendations immediately prior to elections. Nomination from the floor and the election of officers shall be the first item of business at the morning session on the day of adjournment of the conference. Newly elected officers shall take office at the close of the banquet ending the annual conference.

**Section 5.6**

**TERMS OF OFFICE:**

Officers shall not serve more than two consecutive one-year terms in the same title.

The Past President shall automatically be a member of the Board of Directors. Elected Directors shall serve three-year terms unless reelected; however, no Director shall serve more than two consecutive terms. The sixth, seventh and eighth Directors shall be elected from industry members for two-year terms. The Treasurer, if appointed shall serve a three-year term before being re-appointed and ratified by the Board. The appointment is at the discretion of the Board and there is no other limitation on the term.

In the event that a Board member changes employment in a way that impacts their status as a member of CBOAC, but wishes to remain a serving member of the Board, he/she may request to continue to serve for up to the remainder of their current term. Once such a request is made, status is determined by a majority vote of the remaining Board members.

**Section 5.7**

**RESIGNATION, DISQUALIFICATION OR REMOVAL:**

Any board member, or ratified appointee, may resign at any time by giving notice to the President or the Secretary of the Association. Any such resignation shall take effect on the date of receipt of such notice unless at a later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Removal of any Board member shall be by a two-thirds vote of the Principal Members. The Treasurer, if appointed may be removed from office by a majority vote of the Board, or resignation. Upon resignation, disqualification or removal of the appointed Treasurer, the Treasurer shall surrender all accounting records, electronic and otherwise to the Vice President and provide for the transition of duties.

**Section 5.8**

**COMPENSATION OF APPOINTMENT:**

Compensation for services rendered in performing duties associated with all responsibilities of the office of an appointed Treasurer shall include a waiver of fees for annual membership dues and dues associated with registration at the annual conference. No other compensation shall be provided therefore.

**Section 6**

**ASSOCIATION MEETINGS:**

The time and place of Association meetings shall be fixed by the Board of Directors. A conference shall be held annually, except when otherwise provided by the Board.

**Section 6.1**

**CONDUCT OF MEETINGS:**

Association meetings shall be conducted in accordance with ROBERT'S REVISED RULES OF ORDER except as otherwise provided for in these bylaws.

**Section 7**

**FUNDS:**

The Board of Directors shall provide for the safekeeping, expenditure, and auditing of Association funds. All checks shall be signed either by the President, the Vice-President, or the Treasurer.

**Section 7.1**

**ACCOUNTING:**

The Board of Directors shall provide for the accounting of all funds of the Association. The Treasurer shall prepare an annual financial report showing all expenditures and receipts, cash and securities on hand. Such report shall be made public to the members of the Association, and shall be made available to the

membership in written form. Written financial reports showing expenditures and receipts, cash and securities on hand shall be provided to the Board of Directors at all Board meetings.

## **Section 8**

### **AMENDMENTS TO BYLAWS:**

Amendments to these bylaws shall be by either of the following:

(a) The written consent of two-thirds of the Association members entitled to vote.

(b) At the Annual conference when the proposed amendments to be considered are signed by at least (5) Association members and must be presented to the Association, by mail, email or hand delivery, at least sixty (60) days before the opening of the Annual Conference and approved by a two-thirds vote of members entitled to vote who are present at the Annual Conference and those who have cast their vote in writing prior to the opening of the annual conference.

These bylaws were originally adopted May 22, 1965. Amendments were adopted at the annual meeting held in Santa Cruz, 1969; South Shore, Lake Tahoe, 1971; Fresno, 1972; Santa Rosa, 1973; Santa Cruz, 1974; Santa Barbara, 1979; Fresno, 1976; Santa Rosa, 1977; Tahoe, 1978; Concord, 1980; Redding, 1981; Eureka, 1988; Redding, 1991; Morro Bay, 2002; South Lake Tahoe, 2005; Santa Rosa, 2008; San Luis Obispo, 2009, South Lake Tahoe, 2011, Sacramento, 2013, and Santa Barbara 2014.