

MEMORANDUM OF UNDERSTANDING:

Participation of Pennsylvania ICC Chapters in ICC Region VII
as the Pennsylvania International Code Council Chapter Coalition (PICCCC)
Including amendments offered 1/15/13 marked †

1.0 Purpose.

- 1.1 Provide a procedure for selection of voting delegates and alternate delegates to serve on the ICC Region VII Executive Council (EC).
- 1.2 Provide a procedure for selection of additional members to serve on principal committees.
- 1.3 Provide a procedure to meet financial obligations for Pennsylvania's participation in ICC Region VII, including but not limited to state dues, normal annual activities, and special assessments.
- 1.4 Establish positions on ICC Region VII agenda items to guide delegate voting.
- 1.5† Facilitate cooperative efforts among member chapters to achieve common goals

2.0 Parties to this agreement.

- 2.1 Pennsylvania Building Officials Conference, statewide governmental chapter (PENNBOC), Pennsylvania Association of Building Code Officials, statewide professional chapter (PABCO), Pennsylvania Association of Fire Code Officials, statewide fire officials chapter (PAFCO), Berks County Building and Code Association, Commonwealth Building Officials (CBO), Lancaster County Code Association (LANCODE), Pennsylvania Association of Code Officials (PACO), PENNBOC Region 1, PENNBOC Region 2, PENNBOC Region 5, and Professional Chapter of Pennsylvania.
- 2.2 This MOU may be amended in the future to add new PA ICC chapters, and to allow existing chapters listed above to opt in or out of participation in the PAICCCC.

3.0 Background.

- 3.1 PENNBOC, CBO, PACO and LANCODE were the only active ICC Chapters in the state when ICC Region VII was formed (Professional Chapter of PA existed but had membership limitations for participation). Consequently, these four chapters each provided one voting delegate to the EC, and alternates as required.
- 3.2 This method of providing authorized voting members to the EC has continued through 2010, with the exception that LANCODE yielded its delegate to PABCO.
- 3.3 There are now twelve ICC chapters in PA, and a majority of these chapters desire to establish an equitable procedure to determine selection of voting EC delegates and alternate delegates; additional members to serve on committees, if required; and payment of financial obligations to ICC Region VII.

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3.4 PENNBOC, CBO, PACO and LANCODE equally shared the cost of quarterly ICC Region VII meeting expenses during the year that PA chaired the EC. No procedure exists for the current PA chapters to equitably share state dues assessments, special assessments or other financial obligations incurred by participation in ICC Region VII. PENNBOC, CBO, PACO and PABCO paid equal shares of the \$400 state dues assessment for 2011.

4.0 **Selection process for authorized voting members of the EC.**

4.1 Definitions:

PICCCC: is the acronym for Pennsylvania's International Code Council Chapter Coalition.

Candidate: any individual who is a member of one of a participating ICC Chapters in Pennsylvania and who has solicited a nomination from their home chapter to the PICCCC. A candidate must be able to:

- Commit at least two years to Region VII
- Be able to attend multiple meetings during the course of a calendar year, held within Region VII without exception.
- Be a member of the ICC.

Nominee: a candidate that has made it through the screening process at the Chapter Level and meets the criteria of a Region VII Delegate.

Delegate: a nominee who has been selected by the PICCCC to represent Pennsylvania at the Region VII meetings, with voting rights.

Alternate Delegate: a nominee who is shadowing a Delegate for the first year. The Alternate may act as a Delegate should Delegate not be able to attend the meeting, with just cause.

4.2 Each ICC chapter within PA may appoint one active member who is also an ICC member to serve on the PICCCC by July 1 of each calendar year. PENNBOC agrees to coordinate the formation of the PICCCC until this MOU is in effect and a PICCCC chairperson has been selected. Thereafter, the committee chairperson shall coordinate the individual chapter input to the PICCCC.

4.3 The PICCCC will select a chairperson by majority vote.

4.4 Meetings of the PICCCC may be held in person, by email, or conference call, and shall only be conducted after the chairperson provides at least 10 business days advanced notice to the members by email.

4.5 Each ICC chapter within PA may submit candidates for ICC Region VII service by October 1 of each calendar year. Nominations shall indicate the individual's preference to serve as a voting EC delegate, alternate delegate, or committee member.

4.6 By making a nomination, a chapter is certifying that the nominated individual is familiar with, and will strive to help ICC Region VII meet its purposes and objectives stated in the Region VII Bylaws.

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- 4.7 Chapters must supplement their nominations by providing information regarding the nominee's status as a current member of the chapter and ICC, ability to attend ICC Region VII meetings, willingness to participate in ICC Region VII email and teleconference business between meetings, and familiarity with the ICC code development process.
- 4.8 The PICCCC shall review all applications and, using section 4.6 guidelines, by November 1 of each calendar year, it shall select the four candidates it determines to be qualified as the voting members to represent Pennsylvania for a one-year term. The next four qualified persons shall be selected as the alternate delegates to serve for a one year term. The three qualified persons desiring to serve on principal committees shall also be selected to serve a one year term.
- 4.9 To accommodate the ICC Region VII participation interest of as many PA ICC chapters as possible, the PICCCC shall select not more than two of the four Executive Committee voting delegates from a single PA ICC chapter, provided that there is a sufficient number of qualified nominees from multiple chapters to impose this limitation. In recognition of its unique structure of a statewide chapter with affiliated local chapters, PENNBOC and its affiliated chapters shall collectively be considered a single chapter for the application of this subsection.
- 4.10 The chairperson shall notify the selected candidates, then submit a report of its selections to each PA ICC chapter President no later than November 15 of each calendar year, and to the ICC Region Secretary not later than December 1 of each calendar year.
- 4.11 Delegates, alternate delegates and committee members appointed to serve ICC Region VII may be removed for cause as defined in policy to be established in Section 7.1 by the PICCCC, and the PICCCC shall also be authorized to select replacements for appointees who cannot complete their designated terms of service.
- 5.0 **Satisfaction of ICC Region VII and PICCCC financial obligations.**
- 5.1 All PICCCC participating chapters shall pay equal shares of ICC Region VII annual dues and special assessments, and equally share PICCCC operating expenses.
- 5.2 The PICCCC chairperson's chapter shall collect participating chapter financial contributions and disburse payments for ICC Region VII and PICCCC operational expenses.
- 5.3 In order to maintain active status, including participation in the processes to select a PICCCC chairperson and PICCCC voting representatives for ICC Region VII, each participating chapter must pay its equal share of assessments indicated in section 5.1 by December 1st preceding the January ICC Region VII meeting.
- 6.0 **Selection of ICC Region VII Chairperson.**
- 6.1 During the year that precedes Pennsylvania's turn to chair ICC Region VII, the

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PICCCC shall select an individual from a PA ICC Chapter that it determines to be qualified to serve as the ICC Region VII Chairperson.

7.0 Conduct of meetings.

- 7.1 At the initial PICCCC meeting, called in compliance with Section 4.3, the chapter delegates shall determine requirements for a quorum, passage of motions and rules of order.
- 7.2 Determinations made under Section 7.1 shall become PICCCC policy for conducting meetings until amended.

8.0 Obligations and participation options of PICCCC member chapters.

- 8.1 By signing this MOU, participating PA ICC chapters agree to participate in ICC Region VII matters as described herein. This obligation shall not preclude individuals or participating chapters from expressing divergent opinions at ICC Region VII meetings; however, those opinions shall be clearly distinguished from the PICCCC consensus.
- 8.2 All original member chapters shall remain PICCCC participants until such time as written notice of withdrawal is provided to the PICCCC. Any annual financial obligations remaining at the time of withdrawal shall be satisfied.
- 8.3 Any existing PA ICC Chapter opting not to join the PICCCC initially, and any new PA ICC chapter that is formed in the future, may provide written notice of its intent to join, and shall subsequently be afforded the opportunity to sign this MOU. Any financial obligations will begin with the new calendar year immediately following signature date.
- 8.4 The terms of this MOU may be revised or terminated with the unanimous consent of all parties.

9.0† Commitment of member chapters to achieve common goals.

- 9.1† Participating PA ICC Chapters agree to cooperate in their professional development efforts according to the following subsections.
- 9.2† Offer their member training rate to any member of another PA ICC chapter, subject to validation of membership.
- 9.3† Provide contact information for a person authorized to validate membership status.
- 9.4† Share event plans on a centralized calendar to reduce meeting and training conflicts, and to encourage combined regional meetings and training.
- 9.5† Consider combining ICC chapter benefits and pooling chapter resources to enhance professional development opportunities.

Signed and agreed this 2nd day of August, 2011 by:

Pennsylvania Building Officials Conference (PENNBOC)-----John Eby
Pennsylvania Association of Building Code Officials (PABCO)----- Tim Palaski, President
Pennsylvania Association of Fire Code Officials (PAFCO)---- Steven Buffington, Vice, President
Berks County Building and Code Association-----Terry Naugle, President
Commonwealth Building Officials (CBO)-----James Matscherz, President
Lancaster County Code Association (LANCODE)----- Steve Brandvold, President
Pennsylvania Association of Code Officials (PACO)----- Kevin Pezzano, President
PENNBOC Region I----- James Lucas, President
PENNBOC Region II-----Cindy Cawley, President
PENNBOC Region V ----- John Eby, President
Professional Chapter of Pennsylvania----- Henry Hegerle, President