



RULES OF PROCEDURES OF THE SOUTHERN NEVADA BUILDING OFFICIALS (SNBO)

**ADOPTED MARCH 26, 2009
Revised October 8, 2009**

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ARTICLE I

NAME

This organization shall be known as the Southern Nevada Building Officials, a non-stock, nonprofit, professional association. The term "SNBO" may be substituted for the full name of this association where elsewhere in these rules of procedures reference to this organization is made.

ARTICLE II

OBJECTIVES

The objectives of the SNBO are:

- (a) To develop, recommend and promote uniform regional regulations, interpretations and legislation pertaining to building construction in Southern Nevada;
- (b) In collaboration with the design and construction industries, to develop, maintain and promote the regional adoption of nationally recognized codes and standards and related documents in Southern Nevada;
- (c) To advance the cause of regional uniformity in the adoption, application and interpretation of regulations for the construction, alteration, conservation, maintenance, preservation or repair of buildings, structures, equipment and fixtures in Southern Nevada;
- (d) To advise and assist member jurisdictions in the administration of building laws and ordinances and enforcement programs and related activities;
- (e) To serve as experts on technical code requirements and code administration matters to local, regional and State elected officials, State agencies, local and regional boards and commissions, construction trade councils and associations; and building design and construction associations;
- (f) To promote communication and understanding between building and fire department professionals and the design and construction industries;

- (g) To represent the interests of SNBO members in national or quasi-national associations, coalitions, affiliations and similar groups whose purpose is to further the common interests of code enforcement professionals, local jurisdictions, and members of the design and construction industries;
- (h) To do all other things which are incidental to or desirable for the attainment of the above stated objectives.

ARTICLE III

MEMBERS

Section 1 - Membership: The membership of the SNBO shall be open to all building officials in Southern Nevada. The term "building official" as used herein means a person designated by a subdivision of the State such as an incorporated city, county or district located in Southern Nevada who is charged with the responsibility for the administration and enforcement of national and regional construction codes and standards.

Section 2 - Voting Rights and Membership Privileges:

Each member building official shall be entitled to hold office, serve on committees, bring up matters for discussion, participate in meetings and discussions, make and second motions and vote on all matters pertaining to the business of this organization.

ARTICLE IV

OFFICERS

Section 1 – SNBO Officers

The officers of the SNBO shall be Chairman and Vice Chairman. The officers shall be elected by a majority vote of association voting members.

Section 2 – Officer Eligibility

Only building officials designated by a subdivision of the State such as an incorporated city, county or district located in Southern Nevada who are charged with the responsibility for the administration and enforcement of national and regional construction codes and standards and eligible to hold office in the SNBO.

When an officer ceases to be employed as building official by a subdivision of the State such as an incorporated city, county or district located in Southern Nevada who is charged with the responsibility for the administration and enforcement of national and regional construction codes and standards, he will automatically be relieved from office, unless retired, in which case, he may serve out his elected term upon approval of a majority vote of the voting members.

Section 3 – Election of Officers

The officers shall be elected to serve a three year term of office and the term of office shall begin January 1st.

Section 4 – Officer Term Limits

No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

Exception: Upon approval by a majority vote of the voting members, officers may serve more than two consecutive terms in the same office.

Section 5 – Officer Vacancy

A vacancy in the office of Chairman shall be filled by the Vice Chairman. A vacancy in the office of Vice Chairman shall be filled by a majority vote of the membership present at any regular or special meeting. An appointment to serve an officer vacancy shall not count as a term for the purposes of the consecutive term limitation established in Section 4 of this Article.

Section 6 – Duties of Officers

- A. **Duties of Chairman.** The Chairman shall be the chief executive officer of the SNBO and preside at all business meetings of the association. The President shall appoint all committees subject to approval of a majority vote of the voting members, call special meetings of the association and its committees when deemed necessary, and be an ex officio non-voting member of all standing committees.
- B. **Duties Vice Chairman.** The Vice Chairman shall assist the Chairman in his duties and in the absence of the Chairman, shall assume the duties of the Chairman, including any duties on any committee.

Section 7 – Removal from Office - Any officer who fails to perform the officer duties as specified in these Rules of Procedures may be removed from office by majority vote of the association voting members.

ARTICLE V

MEETINGS

Section 1 - Regular meetings of the organization shall be held as determined by the majority vote of the voting members.

Section 2 - Special meetings may be called by the Chairman or when requested by a majority of voting members.

Section 4 - Four voting members shall constitute a quorum for the purposes of conducting the business of the association.

ARTICLE VI

ADOPTED CODES AND LOCAL AMENDMENT CRITERIA

Section 1 – Adopted Codes

SNBO member jurisdictions shall adopt the following national model codes:

International Building Code published by the International Code Council

International Residential Code published by the International Code Council

Uniform Mechanical Code published by the International Association of Plumbing and Mechanical Officials.

Uniform Plumbing Code published by the International Association of Plumbing and Mechanical Officials.

International Energy Conservation Code published by the International Code Council

National Electrical Code published by the National Fire Protection Association

In addition to the above specified codes, SNBO may also adopt local and regional codes that address special uses or occupancies such as, but not limited to, swimming pools, amusement rides and transportation systems.

Section 2 – Local Amendment Criteria

SNBO member jurisdictions shall limit amendments to the national model codes specified in Section 1 of this Article to the following:

- A. Amendments required to address local topographic conditions;
- B. Amendments required to address local geologic conditions;
- C. Amendments required to address local climatic conditions;
- D. Amendments required to address special uses and occupancies;
- E. Amendments required to correlate the provisions of a given national model code with other national model codes or prevailing State law.
- F. Amendments required to clarify the intent of the codes.
- G. Amendments required to address unique designs or systems not anticipated in the codes.
- H. Amendments required to provide for consistency in regional interpretation and application of the codes.
- I. Amendments required to address errata to the codes.

ARTICLE VII

COMMITTEES

Section 1 – Steering Committee and Standing Technical Committees

The following shall constitute the Steering Committee and Standing Technical Committees of the SNBO:

Steering Committee – responsible for coordinating the activities of the various standing, special and ad-hoc committees of the association and performing other duties as may be requested by the Chairman.

IBC General Committee – upon request of the majority of the SNBO building officials, provides technical expertise and support on architectural matters as they relate to the adoption, enforcement, application and interpretation of the architectural provisions of the adopted building code and standards and local amendments.

IBC Fire and Life Safety Committee – upon request of the majority of the SNBO building officials, provides technical expertise and support on fire and life safety matters as they relate to the adoption, enforcement,

application and interpretation of the fire and life safety provisions of the adopted building and fire codes and standards and local amendments.

IBC/IRC Structural and Grading Committee – upon request of the majority of SNBO building officials, provides technical expertise and support on structural and grading matters as they relate to the adoption, enforcement, application and interpretation of the structural and grading provisions of the adopted building and residential codes, standards and local amendments.

UMC/UPC Plumbing/Mechanical Committee – upon request of the majority of SNBO building officials, provides technical expertise and support on plumbing and mechanical matters as they relate to the adoption, enforcement, application and interpretation of the provisions of the adopted plumbing and mechanical codes and standards and local amendments.

NEC Electrical Committee – upon request of the majority of SNBO building officials, provides technical expertise and support on electrical matters as they relate to the adoption, enforcement, application and interpretation of the provisions of the adopted electrical code and standards and local amendments.

IECC Energy Conservation Code Committee – upon request of the majority of SNBO building officials, provides technical expertise and support on energy conservation matters as they relate to the adoption, enforcement, application and interpretation of the provisions of the adopted energy conservation codes and standards and local amendments.

IRC Residential Code Committee – upon request of the majority of the SNBO building officials, provides technical expertise and support on residential construction matters as they related to the adoption, enforcement, application and interpretation of the provisions of the adopted residential construction code and standards and local amendments.

Southern Nevada Swimming Pool Code Committee – upon request of the majority of the SNBO building officials, provides technical expertise and support on swimming pool construction matters as they relate to the adoption, enforcement, application and interpretation of the provisions of the adopted swimming pool code and standards and local amendments.

Section 2 – Special Committees and Ad-Hoc Committees

The SNBO voting members, by majority vote, may from time to time form special or ad-hoc committees to conduct research and provide technical expertise and support on matters beyond the scope of the Standing Technical Committees.

Section 3 – Scope of Committee Authority

The Standing Technical Committees, Special Committee and Ad-Hoc Committees serve as technical advisors to the SNBO member building officials. In that advisory capacity, the committees have the authority required to investigate technical matters referred to in order to formulate policy recommendations that are forwarded to the SNBO member building officials for their consideration.

Section 3 – Committee Membership

The members of the Steering Committee shall consist of one designated representative of each SNBO member building official and shall be approved by majority vote of the SNBO voting members.

In keeping with the stated objectives of the SNBO, membership on each Standing Technical Committee shall be comprised of not more than two designated representatives of each of the SNBO member building officials and representatives from construction and design industry firms, companies, corporations, associations and individuals. The number of industry representatives on any Standing Technical Committee shall not be limited.

Section 4 – Committee Voting Rights and Privileges

Voting on Steering Committee business matters is limited to one vote per SNBO member jurisdiction.

Voting on matters before the Standing Technical Committees shall be limited to one vote per SNBO member jurisdiction and three votes for industry representatives for each committee. The three voting industry members of each committee shall be selected solely by the industry members serving on that committee.

In the event of the occasional absence of the designated voting representative of a SNBO member jurisdiction serving on a standing technical committee, that jurisdiction may delegate another representative of a SNBO member jurisdiction serving on the same committee to act as a proxy of the absent member on voting matters. No individual may cast more than one proxy vote. The committee chairman shall be advised of any proxy designation prior to proxy voting on any business matter before the committee. Individuals casting proxy votes shall state

at the time of the vote that they are casting a proxy vote and state the name of the individual for whom the proxy vote is cast. All proxy votes shall be duly noted in the record of voting activity. SNBO member jurisdiction proxy voting designation may not be granted to any industry representative.

In the event of the occasional absence of the designated industry voting representative serving on a standing technical committee, that individual may delegate another industry representative serving on the same committee to act as a proxy of the absent industry member on voting matters. No individual may cast more than one proxy vote. The committee chairman shall be advised of any proxy designation prior to proxy voting on any business matter before the committee. Individuals casting proxy votes shall state at the time of the vote that they are casting a proxy vote and state the name of the individual for whom the proxy vote is cast. All proxy votes shall be duly noted in the record of voting activity. Industry proxy voting designation may not be granted to any SNBO member jurisdiction.

Non-voting SNBO member jurisdiction and industry representatives on Standing Technical Committees serve in an advisory or consulting capacity and may bring up matters for discussion, may propose and second motions, but may not vote upon any matter pertaining to the business of the committee.

ARTICLE VIII

REGIONAL CODE INTERPRETATIONS

Section 1 – Authority to Render Regional Code Interpretations

The SNBO is empowered to render regional code interpretations on matters in which there is identified inconsistency among the jurisdictions in Southern Nevada in the interpretation or application of the regionally adopted codes and standards.

Section 2 – Administrative Procedures for Regional Code Interpretations

The SNBO shall establish written administrative procedures for submitting, evaluating, approving or disapproving requests for Regional Code Interpretations. Such written administrative procedures shall be approved by a majority vote of the voting member building officials and at a minimum shall include:

1. A description of the procedures by which any SNBO member building official or any trade association, professional association, design and construction firms, corporations, individual, or other

- governmental entity may submit a request for a Regional Code Interpretation to SNBO;
2. A description of the criteria by which the SNBO member building officials will determine whether an issue for which a Regional Code Interpretation is requested is, in fact, found to be an issue of regional impact warranting a Regional Code Interpretation;
 3. A description of how the Standing Technical Committees will be utilized to review requests for Regional Code Interpretations, including provision of opportunities for proponents of requests for Regional Code Interpretations to present evidence and testimony to the Standing Technical Committees and the process to be utilized by the Standing Technical Committees in formulating recommendations for consideration of the member SNBO building officials;
 4. A description of the factors to be taken into consideration by the SNBO member building officials in approving or denying requests for Regional Code Interpretations;
 5. A description of the process to be utilized to inform proponents of requests for Regional Code Interpretations of the final decision of the SNBO member building officials regarding specific requests;
 6. A description of the process for appealing the final decision of the SNBO member building officials;
 7. A description of the process for notifying and distributing information to all SNBO member building officials, trade associations, professional associations, design and construction firms, corporations or individuals, other governmental entities, and Regional Code Interpretation proponents of the approval of Regional Code Interpretations rendered by SNBO.

ARTICLE IX

PARLIAMENTARY AUTHORITY

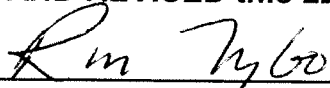
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedures and any special rules of order the association may adopt.

ARTICLE IX

RULES OF PROCEDURES AMENDMENTS

These rules of procedures may be amended at any regular meeting of the association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting. A copy of all rules of procedures amendments shall be forwarded to all voting members of the association.

PASSED AND REVISED this 22nd day of September 2009.



Ron Nybo, Building Official, City of Boulder City



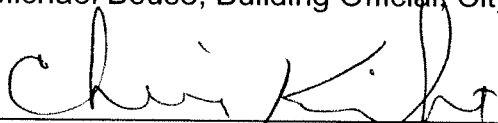
Ron Lynn, Building Official, Clark County



Lisa Conner, Building Official, Clark County School District



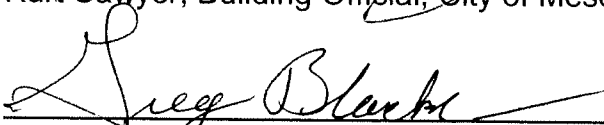
Michael Bouse, Building Official, City of Henderson



Chris Knight, Building Official, City of Las Vegas



Kurt Sawyer, Building Official, City of Mesquite



Greg Blackburn, Building Official, City of North Las Vegas



Richard Johnson, Building Official, Nye County