

# **ATTACHMENT A**

## **Bylaws**

### **City of Laramie Building and Fire Code Board of Appeals**

#### **ARTICLE 1: NAME**

The name of this board will be known as the Building and Fire Code Board of Appeals.

#### **ARTICLE 2: PURPOSE**

The purpose of the Building and Fire Code Board of Appeals is to hear and decide appeals of orders, decisions, and determinations made by the building official or fire code official relative to the application and interpretation of International Building Code (IBC), International Fire Code (IFC), and International Residential Code (IRC). In accordance with relevant sections of the International Code Council series most recently adopted by the City of Laramie.

Limitations: "An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The board shall not have authority to waive requirements of this code or interpret the administration of this code."

**Section 1: Authority.** The authority of this board comes from the relevant sections of the International Code Council series most recently adopted by the City of Laramie and Laramie Municipal Code 15.24.

#### **ARTICLE 3: MEMBERSHIP**

The board members of the Building and Fire Code Board of Appeals shall be appointed by the governing body.

**Section 1. Qualifications.** The board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction, hazards of fire, explosions, hazardous conditions or fire protection systems, and are not employees of the jurisdiction. In accordance with the relevant sections of the International Code Council series most recently adopted by the City of Laramie.

**Section 2. Eligibility.** Members must be a qualified elector of the city.

**Section 3. Number of Members.** The board of appeals shall consist of five (5) members with experience and training in the fields of plumbing, mechanical, general contracting, fire suppression, and electric. Ex-officio members include the building official and fire code official.

**Section 4. Term.** Each member shall serve three (3) year staggered terms. The initial year terms for Plumbing, General Contracting, and Electrical shall be three (3) year terms and Fire Suppression and Mechanical shall serve two (2) year terms or until their successor is appointed.

**Section 5. Vacancies.** Vacancies may occur upon death of a member, resignation, or removal by the governing body. Vacancies shall be filled by appointment of the governing body.

**Section 6. Training Requirements.** An annual training on Wyoming Public Records and Open Meeting Acts will be provided to the board.

#### **ARTICLE 4: OFFICERS**

The board shall nominate and select a chair and co-chair to preside over the meetings of the Building and Fire Code Board of Appeals. The chair and vice-chair shall be selected from the current members of the board.

**Section 1. Chair.** The chair shall:

- a. Preside over the deliberations and meetings of the Board; and
- b. Vote on questions before the board; and
- c. Call Special Meetings as needed; and
- d. Sign documents approved by the board.

**Section 2. Vice-Chair.** In the absence of the chair, the vice-chair shall:

- a. Fulfill all the duties of the chair.

**Section 3. Secretary.** The City Clerk or City Manager's designee shall perform the duties of the secretary. The secretary shall:

- a. Record the meeting; and
- b. Take and prepare accurate minutes of the proceedings; and
- c. Prepare required notices in accordance with Wyoming State Statutes; and
- d. Prepare the agenda in collaboration with the chair and staff; and
- e. Retain or send to the City Clerk records from the meetings for recordation and retention.

#### **ARTICLE 5: MEETINGS**

The Building and Fire Code Board of Appeals shall meet for a regular meeting at least one time each year, on the Third Wednesday of February at 12:00 pm at a location TBD, to conduct annual training, review procedures and approve minutes. Special Meetings will be called by the chair or secretary as necessary to review appeals received. Notice of special meetings specifying the date, time, location, and purpose for the meeting shall be provided to the members, ex-officio members, staff, and public in accordance with open meeting requirements in Wyoming State Statute 16-4-404.

#### **ARTICLE 6: QUORUM**

A quorum of the entire board shall be three members of the five.

#### **ARTICLE 7. PARLIAMENTARY AUTHORITY**

The board shall follow Robert's Rule of Order for parliamentary procedures.

#### **ARTICLE 8. AMENDMENTS OF BYLAWS**

Amendments to these bylaws may be recommended to the City Council for adoption by a majority vote of the board with prior notice or two-thirds vote of the board without prior notice.