



# Washington Association of Building Officials Bylaws

## ARTICLE I NAME AND OBJECTIVES

### Section 1 Name

The organization shall be known as the Washington Association of Building Officials (WABO).

### Section 2 Objectives

The association declares that the interest of all the people in the state is paramount in the promulgation and development of building and construction regulations and therefore adopts the following objectives:

1. To promote the health, safety and welfare of the general public with regard to buildings and construction;
2. To formulate building and construction standards and requirements, in terms of performance and nationally accepted standards;
3. To decrease the potentially adverse environmental effects and the development of public nuisances resulting from premature deterioration of new buildings;
4. To advise and inform the association's members in regard to legislative programs relative to these objectives;
5. To advise and assist in the development, and administration of state and model building regulations;
6. To research, develop, and publish educational materials and establish standards of performance of personnel engaged in the administration and enforcement of building regulations;
7. To preserve self-determination by local government consistent with these objectives; and
8. To do such other things as are incidental to or desirable for the attainment of these objectives.

## **ARTICLE II MEMBERSHIP**

### **Section 1 Active Membership**

Active membership shall be restricted to a governmental jurisdiction, or departments thereof, located within the geographic limits of the state of Washington engaged in the administration or formulation of laws or ordinances related to building construction.

### **Section 2 Associate Membership**

Associate membership is available to individuals, firms, associations, or others interested in the objectives of the association.

### **Section 3 Honorary Membership**

Honorary membership may be bestowed, by vote of the voting representatives, upon individuals who have exhibited outstanding service to the association.

### **Section 4 Forfeiture of Membership**

The executive board may declare a membership forfeited for either or both of the following reasons:

1. nonpayment of dues, after a six (6) month period of delinquency; and,
2. conduct, by a member, determined by the executive board to be adverse to the best interests of the association.

**ARTICLE III**  
**ACTIVE MEMBER VOTING REPRESENTATIVES**

**Section 1 Corporate Powers**

All corporate powers shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of a quorum of the voting representatives and a quorum of the Executive Board except as otherwise provided by the laws under which this corporation is formed or in the Articles of Incorporation.

**Section 2 Voting Representatives**

Each jurisdiction is entitled to have up to two active voting representatives.

An active member shall designate the individual(s) who will act as its voting representative(s) for the purpose of voting, other participatory activities and for committee membership. If the designated individual is not a jurisdictional employee, such designation shall be in writing. Each individual shall have one vote, regardless of the number of jurisdictions they represent.

Voting representative(s) from the jurisdiction, or department thereof, shall be an administrative official engaged in the enforcement of building code regulations. Only active voting representatives may vote on association matters.

**Section 3 Rules of Operation**

The voting representatives and the officers shall, from time to time, at regular or special meetings, adopt rules for the operation of the association.

**ARTICLE IV**  
**EXECUTIVE BOARD**

**Section 1 Corporate Powers**

The executive board shall exercise all corporate powers subject to the limitations of the laws of the state of Washington, the association articles of incorporation, bylaws and rules of operation between the regular or special meetings of the voting representatives.

**Section 2 Composition**

The executive board shall be composed of the officers and standing committee chairs. The WABO appointee to the Washington State Building Code Council (SBCC) shall be an ex-officio, non-voting member of the executive board. If the SBCC appointee is already an officer or standing committee chair, their standing on the Board will be determined by the elected position held.

Up to three past presidents in addition to the immediate past president may be appointed by the president as ex-officio voting members of the executive board. The additional past presidents need not be active voting representatives. However, in no case shall any jurisdiction be entitled to more than two executive board voting members.

**Section 3 Management and Program Contracts**

The executive board shall have the authority to enter into contracts for the management and program services of an executive director. Contracts shall be reviewed annually by the executive board.

## **ARTICLE V OFFICERS**

### **Section 1      Officers**

The officers of the association shall be the president, first vice president, second vice president and the immediate past president.

Terms of office for the president, first vice president, and second vice president shall be for one year. These officers may be re-elected for one additional year.

The term of office for the immediate past president shall be from the time their term of office as president ends until the next eligible immediate past president takes office.

Any officer's term of office will end immediately if they forfeit their membership.

### **Section 2      Duties of President**

The president shall serve as the chief elected officer of the association and shall preside at all meetings of the voting representatives and the executive board and shall be an ex-officio voting member of all committees.

The president shall serve as the chief spokesperson for the association.

The president shall serve as official liaison to the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC), delegating duties to members and staff as appropriate. The president shall assign liaisons to other associations and groups as deemed necessary.

The president shall review agendas and minutes from previous meetings prior to distribution.

### **Section 3      Duties of the First Vice President**

The first vice president shall preside at all meetings of the voting representatives and the executive board in the event that the president is unable to attend.

The first vice president shall be responsible for monitoring and revision of the current adopted annual budget and preparation of the proposed annual budget for the following year.

#### **Section 4      Duties of the Second Vice President**

The second vice president shall preside at all meetings of the voting representative and the executive board in the event that the president and first vice president are unable to attend.

The second vice president shall serve as coordinator of professional development and related activities in conjunction with meetings.

The second vice president shall be responsible for the strategic plan.

#### **Section 5      Duties of the Immediate Past President**

The immediate past president shall serve as chair of committees created to prepare proposed bylaws amendments.

The immediate past president shall provide new member orientations at regular meetings of the voting representatives.

The immediate past president shall serve as the nominating committee chair.

The immediate past president shall serve as a resource to officers and committee chairs.

## **ARTICLE VI NOMINATIONS AND ELECTIONS**

### **Section 1     Nominations**

Nominations for president, first vice president, second vice president and standing committee chairs shall be accepted in writing or from the floor during the regular meeting of the voting representatives preceding the annual business meeting of the voting representatives.

Nominations will be held open until the annual business meeting, at which time a final call for nominations will be held. Nominations will be closed following the final call for nominations.

### **Section 2     Elections**

The election of the president, first vice president, second vice president and standing committee chairs shall be conducted during the annual business meeting of the voting representatives. A simple majority of the voting representatives present at the annual business meeting of voting representatives will be required for a candidate to be elected to office.

The newly elected officers, the immediate past president and the standing committee chairs shall take office before the conclusion of an annual business meeting of the voting representatives. With the election of a new president, the incumbent president will assume the position of immediate past president.

### **Section 3     Holding Office and Chairs, and Participation**

The right to vote, hold office, or hold a committee chair shall be reserved to voting representatives.

Voting representatives, associate members, or their representatives; and honorary members are entitled to participate in association activities at regular or special meetings of the voting representatives and committees.

### **Section 4     Vacancies**

Any vacancy occurring in the office of president, first vice president or second vice president shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

Any vacancy occurring in the position of immediate past president shall be filled by appointment by the president. The president may appoint the most recent previous past president who is still an active voting representative until the new president is elected. If no previous past president is available, the president may appoint an active voting representative.

Any vacancy in standing committee chairs shall be filled by nominations and special election at the next announced regular or special meeting of the voting representatives.

## **Section 5      Removal of Officers and Committee Chairs**

The president, first vice president and second vice president may be removed from office at any regular meeting by petition of a majority of the voting representatives present at two of the last three regular meetings. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.

A standing committee chair may be removed from a chair by petition of a majority of the committee members present, if presented to the president and ratified by the voting representatives. Nominations and a special election to fill any such vacancy shall occur at the same regular meeting as any removal occurs.



## **ARTICLE VII COMMITTEES**

### **Section 1 Standing Committees**

The standing committees are: certification and registration; technical code development; outreach services; government relations; finance, emergency management, education, and accreditation.

Terms of office for standing committee chairs shall be for one year. There are no limits on how many terms may be served by an individual chairperson.

A standing committee chair's term will end immediately if they forfeit their membership.

### **Section 2 Standing Committee Organization**

At the annual business meeting of the voting representatives, immediately following the election of the officers, the meeting may be recessed for the organizational meeting of the standing committees which shall be conducted in accordance with rules established by the executive board.

The standing committee chairs shall appoint one or more vice-chairs for their committee. The vice-chair may be any member of the committee. The vice-chair will assume the duties of the chair in the absence of the chair in all committee activities. The vice-chair will not act on behalf of the chair on the Executive Board.

### **Section 3 Standing Committee Participation**

Participation on standing committees may be by appointment. Appointment shall be open to any voting representative, associate member, or their representative, honorary member or jurisdictional employee authorized to serve by the jurisdiction.

Only voting representatives, or jurisdictional employees authorized to serve by the jurisdiction, or associate members, who are members of a standing committee may vote on standing committees.

### **Section 4 Special Committee Organization**

The president may establish special committees, designate the chairperson, appoint the members and assign the committee its charges. Such special committees shall be ratified by the voting representatives or the executive board.

## **ARTICLE VIII MEETINGS**

### **Section 1      Open and Executive Sessions**

All regular or special meetings of the voting representatives, executive board and committees shall be open sessions except that the president may call for an executive session of the executive board to discuss management and/or contract matters. Any action by the executive board, resulting from any discussion during any executive session, shall be taken in open session.

### **Section 2      Annual Business Meeting of the Voting Representatives**

One of the regular meetings of the voting representatives each year shall be known as the annual business meeting. The annual business meeting shall be held at a time and place fixed by the executive board.

### **Section 3      Regular Meetings of the Voting Representatives**

Regular meetings of the voting representatives shall be held quarterly at a time and place fixed by the executive board.

### **Section 4      Special Meetings of the Voting Representatives**

Special meetings of the voting representatives shall be held at the call of the president or upon the petition of twenty-five (25) percent of the voting representatives.

### **Section 5      Meetings of the Executive Board**

Regular or special meetings of the executive board shall be held at the call of the president or upon the petition of a simple majority of the executive board.

### **Section 6      Standing and Special Committee Meetings**

Meetings of standing and special committees shall be held at the call of their respective chair who shall submit reports after each meeting of the voting representatives and at executive board meetings.

**ARTICLE IX  
FINANCES AND DUES**

**Section 1     Fiscal Year**

The association fiscal year shall be July 1 to June 30.

**Section 2     Accounting**

The executive board shall, through management contracts, provide for accounting, in conformance with generally accepted accounting principles, of all funds of the association.

The executive director shall provide an annual report of accounting showing total association receipts and disbursements and the total cash and securities on hand for the fiscal year. The annual report of accounting is to be presented at the regular meeting following the end of the fiscal year or as otherwise requested after review by the finance committee. A copy of the annual report of accounting will be furnished to any member upon written request.

The executive director shall make detailed expenditure and revenue reports of all financial transactions to the finance committee prior to executive board meetings.

**Section 3     Dues Year**

The association dues year shall be determined by the executive board.

**Section 4     Active Member Dues**

Active member (governmental jurisdiction or department thereof) annual dues shall be based on the population of the member's jurisdiction (state, county, city or town) population in accordance with Appendix A, "Annual Membership Dues Structure and Fee Schedule." The dues and fees shall be based on a recommendation of the finance committee and approved by the executive board. County population shall be at the unincorporated population.

**Section 5     Benefits to Members**

All members shall be eligible to receive all association services.

**ARTICLE X  
QUORUM, PROXIES AND RULES**

**Section 1      Voting Representatives Meeting Quorum**

A quorum to conduct business at a regular or special meeting of the voting representatives shall be a simple majority of the members registered for the meeting.

**Section 2      Executive Board Meeting Quorum**

A quorum to conduct business at a regular or special meeting of the executive board shall be a simple majority of all executive board members.

**Section 3      Active Members Voting Representative Proxies**

Voting representatives may designate in writing to the president an individual from the same jurisdiction or department involved in enforcement of building regulations to act as their proxy.

**Section 4      Officers and Executive Board Members Proxies**

Officers or executive board members may not be represented by proxies.

**Section 5      Rules of Order**

The rules for the conduct of association meetings and activities, not otherwise provided for herein, shall be Robert's Rules of Order-Revised.

**ARTICLE XI  
AMENDMENTS**

**Section 1     Amendments**

Proposed amendments to the bylaws must be submitted in writing to the chair of the bylaws committee. Proposed amendments will then be presented at the next regular meeting of the voting representatives for discussion and amendment. The resulting bylaws amendments and a written or electronic ballot shall be sent to all active member voting representatives within thirty (30) days of the regular meeting at which the amendments were considered; completed ballots must be returned to the bylaws committee chair through the association office within the time noted on the ballot.

A two-thirds majority of voting representatives voting shall be required for adoption of amendments. Adopted amendments shall take effect at the next regular meeting of the voting representatives.

**ARTICLE XII  
INDIVIDUAL BENEFIT**

**Section 1     Individual Benefit**

No part of the net earnings, if any, of this association shall inure to the benefit of any member, representative or other individual; and no gain, profit or dividends shall ever be distributed to any member, representative or other individual of this association to inure to the benefit of any private person.

*(Revised 01/21/72, 04/11/75, 06/09/78, 03/05/82, 01/15/84, 09/11/84, 09/12/85, 05/14/87, 06/16/94, 10/22/98, 06/22/01, 01/11/02, 10/17/02, 09/23/10, 02/27/12, 07/17/15, 1/25/18, 10/11/18)*

## **APPENDIX A**

### **Washington Association of Building Officials**

#### **Annual Membership Dues Structure and Fee Schedule**

**Effective date: January 1, 2011**

#### **WABO Voting Member**

Building Official (or designee) from governmental jurisdictions in Washington State.  
Fees are based on population (county fees based on unincorporated population).

Population under 50,000	\$ 95.00
Population 50,000 - 100,000	\$185.00
Population over 100,000	\$275.00
Government Employee (working for a member jurisdiction)	\$ 45.00

#### **Associate Member**

Individuals, firms, associations, nonprofits, fire departments, fire districts, and state agencies or others that are interested in the mission and goals of WABO.

Associate Member	\$195.00
Active Students	\$ 45.00