

# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

Established 1957  
[www.icclabc.org](http://www.icclabc.org)

P.O. Box 1099  
Alhambra, CA 91802  
 @LABC\_ICC



### ICC-LABC CHAPTER POLICY #2020-02 COMMITTEE GUIDELINE

Approved: 12/04/2020  
Revised:

The work of the Los Angeles Basin Chapter of the ICC depends upon the activities and work product of volunteer committees. This policy sets forth general guidelines for the establishment and operations of these committees in accordance with the Chapter Bylaws. Further, this Policy establishes guidelines to assist the committee's Chairperson in determining when and how to request for reimbursement.

#### 2020 BOARD OF DIRECTORS:

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#### I. Board of Directors Authority:

- a. Under Article V of the Chapter Bylaws, the Board of Directors is authorized to establish committees as occasion may require and to define the structure, powers and duties of those committees. The Board of Directors issues the following policy which it may amend, waive or supplement, in whole or in part, at any time.
- b. The Vice President shall be responsible for all Chapter Committee activities and shall appoint all chairs of such committees.

#### II. Governance of Committees:

- a. Request to Establish a Committee. Any members of the Chapter may request the Board of Directors to establish a committee to address any issue of proper concern to the Chapter. The Board of Directors may establish a committee as it deems advisable.
- b. Following approval of the establishment of a committee by the Board of Directors and Appointment of the committee chair, a Board Liaison shall be appointed by the President and shall request from the Chairperson the following:
  1. Prepare a scope and objectives statement for the committee, which shall be approved by the Board of Directors, and





- 2. Prepare a suggested list of appropriate interests to be represented on the committee.
- c. Transaction of Business. Except as otherwise provided in this policy, Robert's Rules of Order shall govern the transaction of business at committee meetings.

III. Board Liaison Role:

- a. Duties: Board Liaison for each committee shall:

- 1. Serve in an advisory capacity to each assigned committee;
- 2. Attend meetings of each assigned committee, when possible;
- 3. Inform the Board of Directors of each assigned committee's activities; and
- 4. Inform each assigned committee of the objectives of the Board of Directors.

IV. Committee Membership:

- a. Appointment of Chairpersons. The Chairpersons shall be appointed by the Vice-President and may be based upon the following:
  - 1. Qualifications of the individual,
  - 2. Knowledge and competence in the work of the committee, and
  - 3. Assurance of ability to participate actively in the work of the committee.
- b. Appointment of Members. The Chairpersons shall have the authority to appoint any members of the Chapter or interested individual to their assigned committee and may be based upon the following:
  - 1. Qualifications of the individual,
  - 2. Knowledge and competence in the work of the committee, and
  - 3. Assurance of ability to participate actively in the work of the committee.
- c. Announcement. To provide the broadest possible opportunity for individuals to participate on committees, the Board of Directors shall make a public announcement for individuals to participate on committees. This announcement shall include:

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1. A notice posted on the Chapter web page.

2. An email notice to the membership.

d. Representation of Interests. A committee member shall withdraw from and take no part in those matters with which the committee member has an undisclosed financial, business, property or personal interest. Violation thereof shall result in the immediate removal of the committee member from the committee. A committee member shall not represent him or herself as an official or unofficial representative of the Chapter or the committee except at a regularly convened meeting of the committee.

**V. Calling Committee Meetings:**

a. Establishing Committee Meeting Dates. The Chairpersons shall call meetings at such times as may be necessary and convenient for the transaction of business. Prior to issuing a call for such a meeting, the Chairpersons shall consult with the Board Liaison to be apprised of other committee meetings or other scheduled events which may affect attendance at the proposed meeting. A notice shall be issued to describe the purpose, date(s) and location of the meeting.

b. Distribution of Agenda. The Chairpersons shall have distributed to the committee members, and to others expressing an interest, an appropriate agenda at least five days in advance of the date for which a meeting is called, or at such a time interval prior to the meeting as the committee members may earlier agree. A copy of this agenda shall be forwarded to the Board Liaison.

**VI. Attendance and Participation at Committee Meetings:**

a. Attendance. Attendance at committee meetings shall be open to all members and others having a direct and material interest except as otherwise restricted by direction of the Board of Directors.

b. Participation. Participation in the meetings of a committee shall be limited to committee members and the Board Liaison, except that a guest may address the committee on a subject relevant to items under consideration provided due notice of this intent is received by the Chairperson at least five days prior to the meeting. The five day notice may be waived by the Chairperson. The Chairperson shall designate the time allotted for any such participation.

**VII. Committee Reports:**





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- a. Restricted Publication. Committees shall not issue reports or release documents developed by the committee except as herein provided:
  - 1. During the development of such material, the distribution of background material, analyses and tentative or draft reports shall be limited to the members of the responsible committee, the membership of cooperating committees and others whom the committee specifically desired to receive such drafts. When a committee, by majority vote, authorizes distribution of drafts to secure comment and assistance, specific notices as to their status as committee working papers shall be included.
  - 2. When the reports or documents are judged to be in form for consideration, they shall be submitted in the form prescribed in their scope and objectives statement.
- b. Minutes of Committee Meetings. Minutes of each committee meeting shall be recorded in the form approved by the committee and issued to committee members without undue delay by the Chairperson, or a duly-appointed individual acting at the direction of the Chairperson. Minutes shall, as a minimum, record the time and place of committee meetings, names of persons attending, and a summary of actions taken. Minutes shall be approved by the committee members.
- c. Scheduling. Each committee shall submit a report to the Board of Directors, at least annually. The report shall reflect the status of the assignments placed before that committee.
- d. The chairperson is responsible for posting Committee reports, publications and meeting minutes on the Committee page of the Chapter website

**VIII. Activities of Committees:**

- a. Scope of Work. The work of each committee shall be:
  - 1. In accordance with the committee's scope and objectives statement,
  - 2. In accordance with any instructions subsequently issued by the Board of Directors, and
  - 3. Consonant with the objectives of the Chapter.
- b. Inter-committee Coordination. Any committee dealing with a subject that falls within the primary charge of another committee shall coordinate its activities with the committee having primary jurisdiction and shall avoid conflicts and minimize duplication. Questions of jurisdiction between two or more committees shall be subject to review by the Board of Directors.





- c. Inform Board Liaison. Each Chairperson shall keep the Board Liaison fully informed on the work of the committee, coordinate meeting dates with the Board Liaison, and supply the Board Liaison with copies of all the committee material (e.g., agenda, resource material, minutes, ballots, reports, and correspondence).

**IX. REIMBURSEMENT FOR COMMITTEE LUNCH AND OTHER EXPENSES**

To encourage and promote participation of the general membership in any of the committees established by the Board of Directors of the ICC Los Angeles Basin Chapter, committees that meet to conduct their business as a working lunch meeting may request the Board for lunch reimbursement, as well as for other expenses (e.g. reference material, publications, promotional stuff) Reimbursement may be granted at the discretion of the Board of Directors if sufficient funds are available. The request should be made on a form provided by the Board.

- a. Amount Allowed.
  - 1. The amount allowed for committee lunch reimbursement, if granted by Board, shall not be more than \$200 for each committee meeting.
  - 2. For other expenses, approval from the Board of Directors required in advance.
- b. Documentation. The committee’s Chairperson shall furnish all of the following information to the Board Treasurer when requesting reimbursement:
  - Date, location, and time of the committee meeting,
  - Names of all participating committee members present at the meeting,
  - Copy of the meeting minutes, and
  - Copy of the receipt.

**X. Committee Voting Procedures:**

- a. Voting Privileges. All committee members who are Governmental Members under Article II of the Chapter Bylaws shall have voting privileges. Any non-governmental members shall be entitled to participate as a nonvoting member of any committee, raise any concerns or move any issue for consideration by the committee.

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