

SEATTLE FIRE CODE ADVISORY BOARD BY-LAWS

1. NAME OF ORGANIZATION:

This organization shall be known as the Fire Code Advisory Board. For working purposes within this document, it shall be termed The Board.

2. MEMBERSHIP:

The Fire Code Advisory Board shall consist of fifteen voting members nominated and appointed in accordance with City of Seattle Ordinance 119799.

3. PURPOSE:

The Board shall examine the Seattle Fire Code, proposed amendments and Administrative Rules and make recommendations in an advisory capacity to the Seattle Fire Department and Seattle City Council concerning type, scope and substance of new legislation as necessary to meet the hazards of fire and explosion.

The Board shall hear appeals relating to the interpretation and application of the Seattle Fire Code and make recommendations to the Fire Chief relating to such appeals.

4. BOARD MEETINGS:

The Board shall meet at least once each month in a regular meeting and at a time and place to be established by the rules. The Technical Code Coordinator or Chair may call special meetings when she or he deems it necessary, provided that three days notice is given each member of the time and place of such special meetings. The Technical Code Coordinator or Chair may cancel a meeting by providing electronic or written notice to the members.

5. OFFICERS:

Officers, elected by the Board, shall be Chair, Vice Chair and such other officers as may be necessary to carry on official business. All terms of office shall expire on October 30th of each year and the officers shall stand for election at that time. Election of Officers may occur as needed to fill vacancies.

- a. The Chair shall preside at all meetings and perform such other duties as directed by these by-laws.
- b. The Vice Chair shall perform the duties of the Chair whenever he/she is absent or unable to act for any reason.

- c. The Chair shall supervise and coordinate the work and services of all committees and sub-committees in order that the entire task submitted to the Board may be expedited. The Chair shall report to the Board the progress and status of committees or sub-committees.

6. STAFF SUPPORT TO THE BOARD:

- a. The Technical Code Coordinator shall assist the Board in its duties and perform other duties as directed by the Board, to include ensuring that meeting minutes are recorded, maintained, and emailed to the Board, and ensuring that meetings are scheduled and notice provided.
- b. The Office Manager of the Fire Marshal's Office shall be responsible for maintaining a roster of Board and sub-committee members and providing outreach and recruitment to fill vacancies on the Board.

7. GENERAL RULES:

- a. Voting by proxy at meetings of the Board, committee or sub-committee shall not be permitted.
- b. Except as may be otherwise decided by the Board, the current edition of Roberts Rules of Order shall govern the transaction of business at all meetings.
- c. All calls for meetings, minutes of meetings, official reports, letter ballots, and other material to be provided to the membership shall first be filed with the Technical Code Coordinator, who shall forward same to the members.
- d. Reports filed with the Technical Code Coordinator shall be distributed to members in advance of the meeting at which they are to be considered. All additional materials or correspondence shall be distributed to the Board in a timely manner.
- e. If a member of the Board, committee or sub-committee fails or refuses to function for any reason, the Chair and Fire Marshal shall counsel with said member and may recommend to the Board and Mayor his/her removal from office.
- f. These by-laws may be amended only by serving notice upon the Board of such proposed amendment at the meeting preceding that in which action is to be taken. A two thirds majority vote of Board members present and voting is required for passage.

- g. A quorum shall be defined as a minimum of five members. A quorum is required to approve or ratify Board business.
- h. Members who are unable to attend a regularly scheduled meeting shall notify the Technical Code Coordinator with as much advance notice as possible so that a meeting may be cancelled if a quorum will not be attained.
- i. Members who do not wish to serve their full term, or who do not request reappointment for a subsequent term, shall submit a written resignation to the Chair with a copy to the Technical Code Coordinator.

8. COMMITTEES:

- a. It shall be the responsibility of the Chair to:
 - 1. Create standing committees.
 - 2. Create special committees.
 - 3. Appoint Board members to committees.
 - 4. Designate committee chairs.
 - 5. Select expertise from other City of Seattle Boards and Commissions or other technical experts to serve on standing or special committees.
- b. Committee Chairs shall notify the Chair and Technical Code Coordinator of all meetings of their respective committees. The Chair and a representative from the Fire Marshal's Office may attend committee meetings at their discretion.
- c. Committees shall continue until discharged or consolidated with other committees and may be continued for the purpose of considering amendments to the standards they formulated.
- d. Consideration of jurisdiction between two or more committees or sub-committees shall be subject to adjudication by the Chair.

9. COMMITTEE REPORTS:

Committees and sub-committees may prepare draft code amendments and administrative rules or reports in other forms as may be deemed necessary to present to best advantage the subject under consideration.

- a. Committees or sub-committees shall endeavor to prepare standards in terms of required performance which avoid the specification of materials, devices or methods which may preclude desired results by other means. All advance reports shall be submitted to the Technical Code Coordinator for codification and organization. The Technical Code Coordinator will review draft reports and code language with the committee chair prior to submittal to the Board for consideration. All such reports shall include a brief abstract of the subject matter of the report.
- b. Committees and sub-committees shall not issue a matter for publication by the press other than through the auspices of the Chair.

10. COMMITTEE PROCEDURE:

When the Board wishes to propose regulations, codes, administrative rules, standards, or reports, those documents shall originate either within the Board as a whole or in the particular committee or sub-committee within whose province such standards properly belong.

- a. No committee or sub-committee report proposing new standards or amendments of standards shall be presented to the parent committee until it has been submitted to a vote of said committee or sub-committees and shall have received approval of the majority of said committee or sub-committee.
- b. Sub-committees shall report to the parent committee Chair and shall not release reports as actions.
- c. Members have the right to present minority reports to the Fire Code Advisory Board, individually or jointly.

11. APPEALS PROCEDURE:

- a. The Chair shall select five Board members to serve on the Appeals Board. Three members shall be chosen from the following categories: one business representative (the Building Owners and Managers Association, fire insurance industry, Port of Seattle, petroleum industry, marine industry, manufacturing/warehouse industry, fire protection industry, labor representative, retail industry or research labs), one professional/technical representative (the architect, chemical engineer or mechanical engineer), and one public citizen. The Board Chair at his/her discretion may appoint or substitute additional Board members to hear a given appeal if he/she believes particular expertise is needed for particular appeals. The Appeals Board shall select a chair.
- b. The Appeals Board's recommendations to the Fire Chief shall be in writing.

c. Information on appeals and the Appeals Board's recommendations shall be maintained and made available to the public.

d. A statement in the following form, signed by the appropriate officer, shall accompany each report:

This report has been submitted to ballot of the Appeals Board which consists of members, of whom _____ have voted affirmatively, _____ negatively, and _____ have not voted.