

BY-LAWS

Leland Building Inspections Committee

ARTICLE I. NAME OF ORGANIZATION

The Leland Building Inspections Committee is hereby organized.

ARTICLE II. DUTIES OF THE COMMITTEE

1. To review new products, trends and methods of construction.
2. To review changes in legislation that impact the construction industry.
3. To review upcoming code changes and make recommendations for a positive and consistent transition to the changes.
4. To make recommendations for process improvements.

ARTICLE III. MEMBERSHIP

1. The Committee shall consist of five (5) members.
2. All members shall be licensed contractors and shall be appointed by the Leland Town Council and serve at the Council's discretion.
3. The effective time of appointment for a full term of service on the Committee shall be three (3) years with members serving not more than two (2) consecutive terms.
5. Initial term appointments are as follows; three (3) members for a term of three (3) years and two (2) members for a term of two (2) years. Vacancies shall be filled only for the period of the unexpired term.
6. A member of the Committee may be removed for the following reasons:
 - A. Absence from three (3) consecutive meetings.
 - B. Upon receipt, by the Leland Town Council, of a letter of resignation from the member.
 - C. At the discretion of the Leland Town Council.

ARTICLE IV. OFFICERS AND THEIR DUTIES

1. The offices of Chairperson and Vice-Chairperson shall be elected for a one (1) year term. The elected term is the Town of Leland fiscal year. This election shall take place annually during the regular scheduled meeting.
2. The Chairperson shall preside over all meetings and shall decide all matters of order and procedure subject to these By-laws, unless otherwise directed by a majority of the Committee present at a meeting. The Chairperson will work with staff to establish an agenda for each meeting. The Chairperson shall be in charge of the Building Inspections Committee.
3. The Vice-Chairperson shall serve as acting chairperson in the absence of the chairperson and shall hold the same powers and duties as the chairperson when presiding.
4. The Town Manager shall appoint the Recording Secretary who will not be a Committee Member. The Recording Secretary shall keep the minutes of all Committee proceedings; keep records of attendance, resolutions and votes; notify the membership and the public of the meetings of the Committee.

ARTICLE V. VOTING

1. Three (3) members of the Committee shall constitute a quorum.
2. Official business shall not be conducted unless a quorum is present.
3. A minimum of a simple majority of the quorum voting in the affirmative shall be necessary to pass a motion.
4. All Committee members are voting members.
5. The Committee decisions shall not be binding on the Town of Leland. The Committee only acts in an advisory capacity to the Town Council.

ARTICLE VI. MEETINGS

1. The Committee shall hold, at minimum, regular meetings at once per quarter at a time of the Committee's pleasure in Town Council Room of the Town Hall. A copy of the Committee's current meeting schedule shall be filed with the secretary to the Committee and the Town Clerk.
2. The Committee Chairperson, or a simple majority of Committee Members in a session, or the Leland Town Council may call for a special Committee meeting for consideration of business other than at the regular meeting date.
3. Notice of all meetings shall be provided to each Committee Member so that he (she) receives said notice not less than two (2) days before the meeting. Notice of all meetings shall state in brief the purpose thereof. Meetings may be canceled by like notice.
4. When there is no business for the Committee, meetings may be cancelled. Notice will be given to all members of such cancellation.

ARTICLE VII. PARLIAMENTARY PROCEDURE

Meetings of the Leland Building Inspections Committee shall be conducted according to the latest edition of Robert's Manual of Parliamentary Rules or other rules approved by the Committee.

ARTICLE VIII. COMPENSATION OF MEMBERS

The members of the Committee shall serve as such without compensation unless otherwise provided for by the Town Council. However, from time to time, members may be reimbursed for such expenses they may incur in connection with their duties, as approved by the Town Manager in advance.

ARTICLE IX. LELAND STAFF SUPPORT

The Leland Building Inspections Director shall serve as staff support to the Committee.

ARTICLE X. AMENDMENTS

1. An affirmative vote of three (3) members shall be required by the Committee to recommend a proposed amendment to these By-laws to the Town Council.
2. All proposed amendments shall be brought before the Committee at least one meeting prior to the meeting in which the vote was taken.
3. All amendments are subject to the approval of the Leland Town Council.

ARTICLE XII. EFFECTIVE DATE

These By-laws shall become effective on this date of the ____ day of _____, 2014.

Attest: Leland Town Council

Clerk

Mayor