



# Franklin Regional Council of Governments

## Franklin County Cooperative Inspection Program Advisory Committee

### Operating Procedures

#### Article I: Purpose and Duties

The Franklin County Cooperative Inspection Program Advisory Committee serves to provide input and oversight to the Franklin Regional Council of Governments' Cooperative Inspection Program. The Committee members' duties include:

- Review, debate, and endorse an annual proposed budget before it goes to the full FRCOG Council for approval.
- Bring concerns from member communities to the FCCIP and FRCOG staff.
- Meet at least two times per year with town Select Board to update them on FCCIP budget and programming, and bring any resulting questions or concerns back to the staff.
- Review and approve any changes in fees for the three programs.

#### Article II: Membership

Membership will consist of a representative appointed by the Select Board of each town which participates in any of the three FCCIP programs – electrical, plumbing, or building inspection. Guests are welcome at meetings.

Resignation and/or change in town's representative is to be submitted in writing to the Building Commissioner at the earliest possible convenience.

#### Article III: Officers

Section 1 Officers shall consist of a Chairman, Vice Chairman, and Secretary, The Secretary shall be the FCCIP Program Manager or his/her designee.

Section 2 Officers will be elected by nomination and vote of the quorum.

- Section 3 Term of office will be for a period of two (2) years, with elections to take place during the last meeting of each fiscal year. The Chairman will be elected on even numbered years, with the Vice Chairman being elected on odd numbered years.
- Section 4 In the event of a vacancy, the committee shall fill the vacancy at the next regular meeting.
- Section 5 Duties of the Officers.
- a) The chairman shall preside at all meetings of the committee.
  - b) The vice chairman shall assume and perform the duties of the chairman in the absence or disability of the chairman. In the event of the resignation or death of the chairman, he/she shall become chairman for the unexpired term.
  - c) The secretary shall take and distribute the minutes of meetings. He/she shall keep an up to date roster of all members of the committee. He/she shall compile an agenda for meetings in consultation with the chairman
- Section 6 All officers shall have the right to vote and to debate questions the same as any other member.
- Section 7 Officers shall assume their duties at the first meeting of the fiscal year following elections.

#### Article IV: Meetings

Quarterly meetings of the Committee shall take place, with times set at the beginning of each fiscal year. Special meetings may be called as needed.

#### Article V: Procedural Rules

The rules contained in "Robert's Rules of Order, revised edition" shall govern in all cases to which they are not inconsistent with federal and state law and/or guidelines and these bylaws.

#### Article VI: Amendments

These operating procedures may be amended at any regular meeting by a majority vote of the members present. All proposed amendments must be presented to membership, in writing, 30 days prior to the vote.