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LEGISLATIVE MATTERS

1. It is the policy of COCOA to be involved only in legislative matters of local and state interest scope.

2. It is the prerogative of the Board of Directors to develop and formulate legislative bills and resolutions in broad terms and when appropriate present them to the COCOA membership at the annual business meeting for consideration and adoption by a majority vote in accordance with the Bylaws.

3. This policy is subject to change due to the changing conditions, influences and thinking of the officers currently in office and the membership they serve. It shall be reviewed each year to assure a continual reflection of the views, aims and objectives of COCOA.
INVESTMENT OF SURPLUS FUNDS

The Treasurer is authorized to invest any funds as directed by the Board of Directors. Such investments shall be reported to the Board at regular intervals and prior to any renewals of timed investments and shall be reported to the General Membership at least annually.

The Treasurer shall attempt to forecast income and expenses for each year and to invest surplus funds as follows:

1. Have sufficient funds in the checking account to pay all forecasted expenses while maintaining a balance between 25% and 50% of the budgeted expenses at the end of each year.

2. Surplus funds in the checking account in excess of 50% over the forecasted expenses shall be invested in low to moderate risk investment vehicles to maximize return on the investment while balancing the liquidity of those investments. High risk investments should be generally avoided but are not prohibited. To achieve this goal, the following guidelines should be followed:
   a. Low risk certificates of deposits should be limited to not exceed 1 year to ensure liquidity of the investment. No Board of Director approval is required for investments or reinvestments conforming to this guideline. This type of investment should be limited to 50% of the available funds.
   b. Other low risk investments must be approved by the Board of Directors.
   c. Moderate risk investments should be limited to 50% of the available funds to be invested, can be a short term or long term investment, and approval from the Board of Directors must be secured before investing. Reinvestment must also be approved by the Board.
   d. High risk investments should be limited to 10% of the available funds to be invested and shall be approved by the Board of Directors. Reinvestment must also be approved by the Board.
   e. Annually, the Treasurer should review the entire investment portfolio and make necessary adjustments to reach these goals.

3. Total surplus funds in excess of 400% of the forecasted expenses shall be brought to the attention of the Board of Directors to determine if membership dues should be decreased or membership benefits be increased.
In order to insure that a member of this association shall have the right to examine approved minutes of meetings of the Board of Directors and Officers, the following policy is established:

1. Upon written request to the President, a member of this association shall have the right to conduct an examination, in person, by agent or by attorney, of the approved minutes of the meetings of the Board of Directors and Officers. Such request shall be for a stated reasonable and proper purpose, date, and time as determined by the President.

2. The examination of the minutes shall take place at the location designated by the President.

3. If the request is deficient, the requestor shall be so notified and may appeal such rejection to the Board of Directors.

Such minutes shall be retained for a minimum of three (3) years, and then may be destroyed.
ATTENDANCE

1. This policy applies to COCOA officers, directors-at-large, and the associate directors.
2. If any of the above individuals is absent from three consecutive COCOA Board of Directors’ Meetings, then the President shall request in writing the individual provide within seven days the cause of the absences and that the individual consider resignation. If the President is absent from three consecutive Board of Directors’ Meetings, the Vice President shall make the above request.
3. If the individual declines to resign, then after considering the individual’s reply, the Board of Directors may appoint a temporary replacement officer/director. The temporary officer/director will have authority and responsibility until the absent individual attends another Board of Directors’ Meeting.
4. If the absent individual resigns and is an officer, then he/she will be replaced per By-laws Article V Officers Section 1. If the absent individual resigns and is a director-at-large or associate director, then he/she will be replaced per By-laws Article Board of Directors Section 2.
5. This policy shall also be considered the attendance policy for committee meetings.
COMMITTEES AND MEMBERS

1. **Scheduling:** Each committee shall submit a report to the General Membership annually. The report shall reflect the status of the assignments placed before that committee.

2. **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. Prepare Proposals to amend existing documents, and
      3. Recommend reconfirmation or withdrawal of a document.

   b. **Activity Within Scope:** Each committee may in addition to duties prescribed by their scope and objectives statements:
      
      1. Prepare proposed Codes, Standards, Recommended Practices, Manuals, or Guides, and
      2. Prepare Proposals to amend existing documents, and
      3. Recommend reconfirmation or withdrawal of a document.

   c. **Document Content:** Each committee shall, as far as practicable, prepare documents in terms of required performance - avoiding specifications of materials, devices, or methods so phrased as to preclude obtaining the desired results by other means. It shall also base it’s recommendations on one or more of the following factors; namely, fire experience, research data, engineered fundamentals, or other available information.

   d. **Intercommittee 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 President.

   e. **Liaison with The President:** Each Committee Chairperson shall keep the President fully informed on the work of the committee, coordinate meeting dates, and supply The President with copies of all committee materials (e.g. agenda, resource material, ballots, reports, and correspondence)

3. **Committee Voting Procedures**
   
a. **Voting Privileges:** All members and advisory members shall have voting privileges. Each voting member, duly-appointed and serving on the committee, including the Chairperson and Vice Chairperson (if any), shall have one vote in the affairs of the committee on which the member serves.

   b. **Voting by Proxy:** Voting by proxy shall not be permitted.

   c. **How Members May Vote:** Each member shall record his opinion as “affirmative”, “negative”, or “not voting”.


A written policy by the COCOA Board of Directors must be established to set forth a procedure for submitting amendments to the by-laws.

1. Any interested person, persons, or group who are members of the Association may submit amendments to the by-laws.

2. All proposed amendments shall be in writing and submitted to the President.

3. The proposed amendment must identify the Article and Section numbers to be amended or added to the By-laws.

4. The new text of the proposed amendment shall be underscored, and if old text is to be deleted, it shall remain in the proposed amendment and dashed out.

5. The proponent of such proposed amendment must clearly state the purpose of such amendment to the By-laws.

6. Upon receipt of the proposed amendment to the By-laws at the President’s Office, it shall be examined for compliance, and if necessary, edited to proper form as set forth in this policy.

7. The COCOA Board of Directors may refer such proposed By-law amendment to the Council of Past presidents for review and recommendation to the Board of Directors. The Board of Directors’ position on the proposed amendment to the By-laws shall be published and distributed to the membership.

8. The proposed By-law amendments shall be published and sent to all Active Members, retired, and Honorary Members.
CRITERIA FOR BUDGET/AUDIT

1. Treasurer’s Reports are to be presented monthly to the COCOA Board (via hand-outs or advanced email) and must detail expenses, income, final costs, etc.

2. The COCOA Finance/Budget Committee should review the Treasurer’s Report on a quarterly basis and present findings to the COCOA Board.

3. Checking account ledger book shall be clearly detailed so as to indicate what a transaction is for or from whom it is from.

4. Event forms and receipts should be completed in full and returned to the Treasurer within 30 days of the event. Final accounting of the event should be completed within 90 days.

5. Standard COCOA forms and format must be utilized by the Treasurer. Forms reside in Dropbox and are available to any Board member.

6. All reimbursements over $5.00 must be accompanied by a receipt or approved by the Board of Directors.

7. Donations received which are intended for educational purposes can be donated to the Ohio Building Officials Association educational programs.
BUSINESS MEETING AGENDA

1. A Business Meeting Agenda shall be prepared by the President for the Annual Meeting of the Association.

2. The agenda shall be distributed to all voting members prior to the business session.

3. The agenda will list those items that will be brought up at the business session during the Annual Meeting of the Association.

4. The agenda must be voted upon by those voting members present at the start of the business session as defined in the By-laws on Voting Members.

5. A simple majority of those voting members present will constitute approval of the agenda.

6. The Chair at the Annual Business Meeting of the Association shall use Robert’s Rules of Order Revised (latest edition), along with the current By-laws and Board of Directors Policies to conduct the meeting of the Association.
CONDUCT OF ELECTIONS

1. When the agenda item concerning elections has been reached, the Chair (Immediate Past President) will first review the report of the Nominating Committee.

2. The Chair will then call for nominations from the floor. Nominations may be made only by voting members. Nominations will be taken in the order in which offices appear on the report of the Nominating Committee.

3. If no nominations are made from the floor, the Chair may call for a voice vote for all persons nominated by the Nominating Committee. In the event that nominations are made from the floor for some, but not all, officers for which nominations have been made by the Nominating Committee, the Chair may call for a voice vote for uncontested offices.

4. If nominations are made from the floor for any office, the Chair shall appoint Tally Judges in such number as the Chair feels is necessary to collect the votes and count the returns in an expeditious manner (provided that not less than three Tally Judges shall be appointed).

5. The Secretary shall provide ballots in sufficient number to accommodate all voting members. Each person qualifying as an Active Member shall be entitled to one vote and one ballot, regardless of the number of jurisdictions the person represents. The ballots may contain the printed or typewritten names of persons nominated by the Nominating Committee and shall contain a sufficient number of blanks to accommodate all nominations from the floor.

6. The Chair will announce, prior to the distribution of ballots, that a voting member is to indicate his choice for each office for which balloting is required by these rules, by placing an “x” in the space indicated in front of the name of the person for which the voter desires to vote. The Chair will further announce that if the voter decides to vote for a person nominated from the floor, the voter must insert the name of the person for whom he wishes to vote in legible manner in one of the blanks provided for under the office for which the candidate has been nominated form the floor. The Chair will further instruct the voting members that inserting of the candidate’s name alone is not sufficient to constitute a vote for such person, but than an “x” must be placed in front of that person’s name in the space indicated on the ballot.

7. A voting member may vote for any person for any office whether or not such person was nominated by the Nominating Committee or nominated from the floor. In order to cast a vote for a person who has not been so nominated, the voter must legibly insert the name of the person for whom he wishes to vote in one of the blanks in the space provided in the section for the office to which such voter desires the candidate to be elected. The voter shall also place an “x” in front of the name of the person so inserted. The Chair will so advise the voting members prior to the balloting.

8. When the Chair has completed the instructions to the voting members, the Chair will instruct the Tally Judges to distribute blank ballots to the voting members.

9. The Chair will then request voting members to mark their ballots.

10. After a reasonable length of time, the Chair will instruct the Tally Judges to collect the ballots from the voting members. The voting members will pass their ballots to the aisle to be handed to the Tally Judges.
11. When all ballots have been collected by the Tally Judges, the Chair will instruct the Tally Judges to retire to a convenient place (which may or may not be within the meeting room) to count and record the ballots.

12. Prior to the withdrawal of the Tally Judges for the purposes of counting the ballots, but after the ballots have been collected from the voting members, any candidate may request the Chair appoint one person to observe the counting of the ballots. Upon receipt of such a request, the Chair shall appoint an observer, who may be the candidate himself.

13. The Tally Judges shall count each ballot and shall make a return to the Chair the number of votes cast for each person. Then Tally Judges will deliver the ballots to the President, who shall preserve the same for a period of one month after the date of the election. After the expiration of such one month period, the president shall destroy the ballots.

14. Observers appointed by the Chair may observe the Tally Judges during the counting of the ballots and preparation of the return. They may not, however, interfere with the Tally Judges in the performance of their duties.

15. Upon receipt of the report of results from Tally Judges, the Chair shall read the same to the members, and declare the results. In the event of a tie, the Chair shall call for further voting by the voting members with respect to the tied candidates. Such further voting may be by a show of hands or, at the request of any voting member, by written ballot. In the event that such further determination of the results of such further voting, the Chair shall declare the results thereof.
CRITERIA FOR THE NOMINATIONS COMMITTEE

1. Purpose: These rules establish procedures for the conduct of the Nominations Committee.

2. The Chairperson of the Nominations Committee shall preside at all of the meetings of the committee and shall make known any additional rules of conduct for the meeting. The Chairperson shall only vote in the case of a tie vote of the Committee.

3. All candidates for the Board of Directors who have not previously served on the Board of Directors, shall submit to the Chairperson of the Nominations Committee a current resume and any other documents they feel necessary to support their candidacy. Such candidates may be individually interviewed by the Nominations Committee at a time and place so the slate may be presented to the Board of Directors per COCOA By-laws.

4. Interviews and resumes shall not be required for incumbent officers and members of the Board of Directors seeking re-election to the Board of Directors. However, any such incumbent persons may appear before the Nominations Committee provided they submit their requests to the Chairperson prior to the scheduled meeting of the Nominations Committee.

5. In their selection process, the Nominations Committee shall take into consideration previous service on COCOA Committees, support of their political jurisdiction, geographical location of the candidate, any special education, registrations, licenses or professional memberships, and the by-laws of this Association.

6. Committee Members shall have not less than five questions prepared prior to the interview. Questions shall be reviewed by the Chairperson to eliminate duplication of effort.

7. Committee members shall be selected based on knowledge of the organization and service to COCOA. Geographic representation may also be a factor.

8. All Committee nominations for elected offices must be presented to the Board of Directors at their regular meeting prior to the Annual Elections Meeting. If the Committee does not present a slate of names to the Board as recommended for election prior to the Annual Elections Meeting, all nominations must come from the floor.
AWARDS

1. **Awards:** The criteria for each award shall be:

   1.1 **COCOA President's Award:** for years of dedication and service to the code enforcement profession and to the Central Ohio Code Officials Association (COCOA), commending leadership, creativity, and energy which have set consistently high professional standards. The recipient is selected by the President.

   1.2 **Code Official of the Year Award:** in recognition of meritorious service to COCOA during the past year.

   1.3 **Fire Official of the Year Award:** in recognition of meritorious service to COCOA during the past year.

   1.4 **Associate Member of the Year Award:** in recognition of meritorious service to COCOA during the past year.

2. **Nominations:** The Nominations Committee shall make the final selection of the award recipients, except the COCOA President's Award.

3. **Presentation:** Each award shall be an individual engraved plaque, or similar, presented to the recipient at the COCOA annual business meeting or at the OBOA Joint Conference in the year that COCOA is the host chapter.
BDP 13-2003

ANNUAL CONFERENCE RESPONSIBILITIES

(No action per recommendation of BDP Committee.)
FINANCIAL SUPPORT FOR ICC CODE CHANGE HEARINGS

1. **Authority:** All COCOA members are encouraged to participate in the ICC Code Development Process. The Board of Directors determines the expenditure of funds by approved budget or by resolution (By-laws Article VI Section 5).

2. **Appropriation:** The Board of Directors shall authorize for a specific ICC Code Development event the total maximum funds amount authorized for the event. The Board of Directors may add the constraints:
   a. The maximum amount to be expended for a single attendee.
   b. The maximum number of attendees to be supported.

3. **Requests:** A member wishing support will send a request for approval to the Code Change Committee Chairperson 30 days prior to the event. The Chairperson will submit their recommendation to the Board of directors for approval.

4. **Documentation:** The approved attendees will no later than 60 days from the event submit to the Treasurer with courtesy copy to the Code Change Committee Chairperson:
   a. Documentation of expenses (receipts) and request their employer be reimbursed.
   b. Documentation of expenses (receipts) and a statement from their employer that these expenses were not reimbursed by the employer. The attendee will request he/she be reimbursed directly.
   c. Individuals who do not work from any jurisdiction will be reimbursed directly if approved by the Chairperson.

5. **Payment:** The Treasurer will issue the requested funds upon concurrence of the Code Change Committee Chairperson. The Treasurer will withhold payment and notify the attendee of the situation if the Code Change Committee Chairperson does not concur with the submittal.

6. **Appeal:** Attendees may appeal adverse decisions to the Board of Directors in writing.
PRESIDENTIAL ACCOMMODATIONS

The COCOA President shall be provided a suite in the conference hotel in which ICC is conducting their spring hearings and their fall conferences and in which the OBOA Annual Joint Conference is held. The president shall be responsible for all arrangements and securing the suite on the President's credit card. COCOA shall reimburse the President for the cost of the room and any activities that are approved by the COCOA Board of Directors.

This suite shall be made available to the COCOA membership and companions for meetings and various gatherings at the ICC Conferences and at the OBOA Joint Conference.
COST FOR SEMINARS

1. Registration cost for Seminars shall be ten dollars ($10.00) per BBS credit hour for Members and fifteen dollars ($15.00) per BBS credit hour for Non-Members, plus food costs and other direct costs.

2. For seminars presented by the BBS staff, the registration cost shall be five dollars ($5.00) per BBS credit hour per person, regardless of Membership, plus food costs and other direct costs.

3. Food costs shall be determined as follows:

   - Continental Breakfast (or Donuts/Coffee)   $ 5.00
   - Break (either Morning or Afternoon)         $ 1.00
   - Lunch                                     $ 10.00
   - Supper                                     $ 15.00

4. Direct costs shall include any extras such as handbooks, bus transportation to remote sites, etc.

5. The Board of Directors may change the registration cost for an individual Seminar based on lower anticipated costs, membership recruitment, or other specific reason.
PAST MEMBERSHIP

1. A current membership list shall be kept on the COCOA web site and available in hard copy.

2. On May 1 of each year, any person on the current membership list who has not renewed for the current year shall be removed and placed on a list of inactive members. Such inactive members shall receive no regular mailings and will not be eligible for any Member benefits. At the discretion of the Membership Committee, these people may be invited to renew their membership at the beginning of the next year, with all other renewals.

3. Those who have been inactive for more than a year may be removed from all membership mailing lists. The Membership Committee shall maintain an archive of past members if so directed by the Board.

4. Restoration or extension of Membership shall be by vote of the Board of Directors upon recommendation by the Membership Committee.
BDP 18-2003

REFERENCE CODES

To facilitate study and comparison of various codes and proposed changes, the COCOA budget shall include a line item for "Reference Codes". The amount of this item will be determined by the Board as part of the 'proposed annual budget as proposed by the Budget Committee.

The Code Change Committee may order the quantities of various publications it deems required to do its work, based on the budgeted amount. If a jurisdiction purchases one of the publications, the payment shall be credited back to this budget line item.
1. **Authority:** The Board of Directors determines the expenditure of funds by approved budget or by resolution (By-laws Article VI Section 5).

2. **Appropriation:** The Board of Directors shall authorize for all events the total maximum funds amount authorized for the event. The Board may add additional constraints as deemed necessary.

3. **Requests:** COCOA members requesting reimbursement will send the following information to the Treasurer no later than thirty (30) days from the event:
   a. Documentation of expenses in the form of receipts.
   b. When applicable, all monies received from the registration of the event.
   c. When applicable, a final report of income versus expenses for the event using the form supplied by the Treasurer.

4. **Payment:** The Treasurer shall issue payment upon verification of receipts received. The Treasurer will withhold payment and notify the member and the COCOA President of the situation if the Treasurer does not concur with the submittal for reimbursement.

5. **Appeal:** The member may appeal adverse decisions of the Treasurer to the Board of Directors at the next regularly scheduled Board of Directors meeting.