

(OC/NIBS)

BYLAWS

OC/NIBS, a non-profit organization incorporated in the State of Ohio, was created in December 1980 in keeping with the mission of the National Institute of Building Sciences (NIBS) to develop greater outreach at the state and local level.

OC/NIBS is an **AUTHORITATIVE SOURCE** of leadership in providing knowledge and advice on matters of building science, technology, and regulation and a forum for bringing together the diverse interests of the building community to **SERVE THE PUBLIC INTEREST**.

Membership in OC/NIBS is open to all parties interested in improving and advancing the construction process in the State of Ohio. Categories of membership include the following: a) Individual/Public Interest Member; b) Affiliate Member; c) Organizational Member; and, d) Contributing Organization Member. Membership shall be maintained through representation of a broad cross-section of construction industry interests such as codes and standards, consumer/general interest, design professionals, state and local government, building and construction contractors, construction trades, building materials and products, real estate and financial, building science and research.

The Steering Committee shall be the governing body of OC/NIBS. The Steering Committee shall consist of the officers, immediate past chair, chairs of any subcommittees formed by OC/NIBS and others to maintain balance of construction industry representation at the discretion of the officers. Membership on the Steering Committee shall be ratified by majority vote of the OC/NIBS membership every two years.

The officers of the OC/NIBS Steering Committee shall be a Chair, Vice-Chair, and Secretary/Treasurer. The Steering Committee Chair or, in the Chair's absence, Vice-Chair, shall preside at all meetings of the Steering Committee. Officers shall be elected by the Steering Committee members.

The term of office for each officer elected shall be two years. Officers of the Steering Committee may hold office for no more than two consecutive terms. Any vacancy occurring in an office of the Steering Committee shall be filled through election by its members.

At least six months prior to the regular election of officers of the Steering Committee due to expiration of their terms, the Steering Committee Chair shall appoint a Nominating Committee to develop a list of nominees to be considered for election as officers of the Steering Committee. Nominees will be elected by the Steering Committee at the annual meeting held each year. Terms of office will commence on January 1 of the following year.

The Steering Committee shall meet at least three times each year. Special meetings may be called by the Steering Committee Chair or upon request of a majority of the Steering Committee at a designated time and place, and with written notice given to the members of the Committee at least 10 days prior to the meeting.

An annual meeting of OC/NIBS membership shall be held in the fourth quarter of the calendar year. The Steering Committee Chair, with approval of the full Committee, shall set the date for the annual meeting.

A quorum shall consist of the Steering Committee members present at a properly called meeting. A simple majority of the Steering Committee members present shall decide any question put to a vote.

In the interim between Steering Committee meetings, the officers have the authority to act on emergency business on behalf of the Steering Committee. Any action taken will be reported at the next Steering Committee meeting. The role of the Secretary/Treasurer is to oversee preparation of meeting minutes, report on the financial status of OC/NIBS at the Steering Committee and annual meetings, maintain all OC/NIBS records, and issue all meeting notices as directed by the Chair and/or Executive Director.

The Executive Director of OC/NIBS shall be its Chief Executive Officer and shall serve at the pleasure of the Steering Committee. The Executive Director shall have the responsibility and authority for the day-to-day administration of the affairs of OC/NIBS under the general supervision of the Steering Committee. Compensation and other powers and duties of the Executive Director shall be authorized by the Steering Committee.

The Chair of the Steering Committee may appoint, subject to the approval of the Steering Committee, other committees to undertake projects and address issues within the scope of the mission of OC/NIBS. Whenever appropriate, a consensus process shall govern the activities of special committees as determined by Steering Committee policy.

These by-laws may be amended, repealed, or altered , in whole or in part, by a majority vote at any meeting of the Steering Committee, provided that a copy of any amendment proposed for consideration shall be delivered to each Committee member at least ten (10) prior to the date of the meeting. The notice provisions may be waived with the unanimous consent of all Committee members.