

CONSTITUTION AND BY-LAWS OF THE
EASTERN OREGON BUILDING OFFICIALS ASSOCIATION CHAPTER
OF THE INTERNATIONAL CODE COUNCIL

ARTICLE I – NAME & ADDRESS

Section I

- 1.1.1 This organization shall be known as the Eastern Oregon Building Officials Association (EOBO) Chapter of the International Code Council.
- 1.1.2 Where elsewhere in these by-laws the abbreviation EOBO may be substituted for the full name.
- 1.1.3 The principal office of EOBO will be in Eastern Oregon.

ARTICLE II – PURPOSE & OBJECTIVES

Section I

- 2.1.1 The purpose of EOBO is:
 - 2.1.1(a) To bring together, develop and advance individuals who are in the building safety profession, in order to increase knowledge and uniform interpretation of all Codes related to the built environment.
- 2.1.2 To encourage the sharing of knowledge and experiences across jurisdictional boundaries in order to increase public safety.
- 2.1.3 To assist and educate the public on the importance of Building Codes to the health, safety, and prosperity of their communities.
- 2.1.4 To establish and maintain good working relationships with contractors, other municipalities, private agencies, and the public.
- 2.1.5 To research and review proposed building codes, legislation, and any amendments thereto, so that EOBO understands any implications and can disseminate this information to members or to the public.
- 2.1.6 To promote a high level of professional and ethical standards in the Building Codes profession.

ARTICLE III – MEMBERSHIP/DUES/VOTING

Section I

3.1.1 There shall be three classes of membership: Active Member, Associate Member, and Student Member.

3.1.1(a) Active Member: Any person employed by a State, County, or Local jurisdiction whose primary duties are the enforcement of building codes and related ordinances. A retired or unemployed person qualifies to be an Active Member if their last place of employment was a State, County, or Local jurisdiction. An Active Member has all voting rights.

3.1.1(b) Associate Member: Any person(s), firms or association engaged in building design, inspection, research, testing, code administration, education, or standards development who is interested in the objectives of EOBO. Associate Members have all voting rights.

3.1.1(c) Student Member: Any person at least 16 years of age that is enrolled full- or half-time at an educational institution (high school, college, trade school, etc...). Student members have no voting rights, but may be elected as the Director at Large.

3.1.2 Application for Membership

3.1.2(a) Submit a completed and signed application form with payment of fees covering the current year's dues. Completed applications shall be hand-delivered to an Officer of the Board, mailed to EOBO, or completed online at eoboa.org.

Section II

3.2.1 Annual membership due amounts will be established by resolution of the Board.

3.2.2 Dues will be billed yearly by the Treasurer, and shall be due by January 1st of each calendar year. Dues must be paid before March 1st to retain membership.

3.2.3 Any member not paying their dues by March 1st will be reported by the Treasurer to the Board. That member will no longer be considered active unless their membership is brought current.

3.2.4 Members whose dues are current shall be eligible for reduced registration fees at EOBO-sponsored events and seminars.

Section III

3.3.1 No member shall utilize EOBO for private gain.

3.3.2 Members shall not receive any compensation for their services in EOBO, except for reimbursements of pre-approved expenditures on behalf of EOBO. Reimbursements must be approved by the Board after all applicable receipts or vouchers have been received.

Section IV

- 3.4.1 All members are entitled to participate in meetings; receive agendas and minutes; and serve on committees. Only Active and Associate Members are allowed to vote.

Section V

- 3.5.1 A member may be suspended or removed from EOBO for conduct detrimental to the organization's mission or objectives, following procedures established by Board policy.
- 3.5.2 The Board must provide any member faced with suspension or removal with written notice prior to final action.
- 3.5.3 Member suspension or removal requires a two-thirds vote of the Board.

ARTICLE IV – OFFICERS OF THE BOARD

Section I

- 4.1.1 The officers of EOBO shall consist of a President, Vice President, Secretary/Treasurer, and Immediate Past President.
 - 4.1.1(a) The Secretary and Treasurer positions will be held by the same individual.
 - 4.1.1(b) To be eligible for the office of President, the member must have served on the Board for a minimum of one full term, unless no other members meet this qualification.
 - 4.1.1(c) An Officer who was an active member at the time of their election may continue to serve their full term regardless of any employment change during that term.
- 4.1.2 One Director at Large position shall be available to be filled by any member in good standing whose dues are current. The Director at Large position is not required to be filled, but the EOBO Board will make every attempt to fill this position if a vacancy occurs.
- 4.1.3 The Board shall establish a Nominating Committee Policy (NCP) that defines the composition, procedures, and criteria for selecting a Nominating Committee (Committee) and evaluating candidates for Officer and Director positions.
 - 4.1.3(a) Notice will be sent to members requesting nominations for all Board positions eligible for election, with deadlines and procedures as specified in the NCP. Any voting member may nominate themselves or another candidate to the Board by following the process detailed in the NCP.
 - 4.1.3(b) The Committee shall evaluate candidates and present their recommendations to the membership according to the criteria and timeline established in the NCP, but no later than the regular business meeting held immediately before the Annual Business Meeting.

4.1.3(c) Following the presentation of the Committee's recommendations, ballots shall be distributed to all eligible voting members at least thirty (30) days before the Annual Business Meeting.

4.1.3(d) Any voting member may request that the Board organize a candidate forum when multiple candidates are nominated for any position. The Board may also organize forums for uncontested positions upon member request or at their discretion.

4.1.4 Officers and Directors will be elected by a majority vote of the eligible voting members. Votes may be submitted by mail, in person, or through an electronic platform approved by the Board. The Board will establish a deadline for members to submit their votes, which will be clearly stated on ballots. The deadline will be no later than two days prior to the start of the Annual Business Meeting. Ballots received after the deadline will not be counted for that election cycle.

4.1.5 Officers and Directors will be sworn-in at the Annual Business Meeting.

4.1.6 Only Active and Associate Members may serve as Officers. A Student Member may serve as the Director at Large. No more than two Officers may be from the same jurisdiction. If an Officer changes employment to a jurisdiction already represented on the Board, they may complete their current term.

4.1.7 In case of an unexpected vacancy of the Board, the vacancy shall be filled by nominations from EOBO members. In the case where no nominations are made, the vacancy may be filled by a majority vote of the remaining Officers. This nomination or vote can be confirmed or challenged at the next general meeting.

4.1.7(a) If a vacancy occurs during a normal Board election year, the replacement may choose to have their name added to the ballot for that year's election process.

4.1.7(b) If a vacancy occurs in a non-election year, the replacement will serve until the next election year.

4.1.7(c) Officers and Directors will be sworn-in during normal election years, which occur in odd calendar years (e.g. 2023, 2025, 2027, etc...).

4.1.8 Any Officer or Director may be removed with cause upon a majority vote of the Board at any regular meeting, following procedures established in Board policy. The call for removal must appear on a meeting agenda.

Section II

4.2.1 The President, Vice President, and Director at Large shall be elected for a term of two years, and may not exceed two consecutive terms in office. They may be re-elected for additional terms after a new Officer or Director has been elected for at least one full, two-year term.

4.2.2 The Secretary and/or Treasurer shall be elected for a term of two years, and may serve as many successive terms as they are re-elected to serve.

Section III

- 4.3.1 Officers and Directors will receive no compensation from EOBO, except for reimbursement for expenses incurred conducting EOBO business. Reimbursements must be approved by the Board after all applicable receipts or vouchers have been received.
- 4.3.2 No Officer or Director shall utilize EOBO for profit or private gain.

Section IV

- 4.4.1 Duties of the President: The President shall preside at all meetings of EOBO and appoint or replace Officers and Directors when needed outside of the Annual Business Meeting. The President shall perform any and all usual duties of an Association President. The President may also select a Secretary to assist them in the performance of their duties.
- 4.4.2 Duties of the Vice President: The Vice President shall assist the President in performing the duties of EOBO, and act on the President's behalf in their absence.
- 4.4.3 Duties of the Secretary: The Secretary shall keep accurate minutes and records of meetings; prepare, disperse, and maintain correspondence; and assist other Officers or Directors in their duties when needed.
- 4.4.4 Duties of the Treasurer: The Treasurer shall be responsible for receiving and dispersing EOBO dues and funds; depositing said funds in a financial institution approved by the Board; and keeping accurate records of all checks, deposits, and withdrawals. The Treasurer shall have the ability to sign & issue authorized checks in the President's absence. Expenditures over \$500 require written approval from at least two voting Officers from different jurisdictions. The Treasurer shall arrange for an annual financial review, make a report at the Annual Business Meeting, and provide quarterly financial updates to the Board. The Board shall establish policies governing financial procedures, account access, and oversight requirements.
- 4.4.5 Duties of the Immediate Past President: Serve as an advisor to the President and sit on Committees as approved by the Board.
- 4.4.6 The Director at Large shall attend and take part in EOBO meetings, and assist in committee activities and other Association project as assigned to them by the Board.

ARTICLE V – MEETINGS & ANNUAL BUSINESS MEETING

Section I

- 5.1.1 EOBO shall meet quarterly at a time and location within EOBO's jurisdiction as determined by the Board. Meetings shall begin promptly at their set time.
 - 5.1.1(a) There shall be at least four regular meetings per calendar year.
 - 5.1.1(b) Meeting attendance may be in-person, or via electronic platforms approved by Board policy.

- 5.1.2 Members shall be given at least seven days' notice before any regular meeting.
- 5.1.3 Questions of rules of order shall be determined in accordance with Robert's Rule of Order, except as herein provided.
- 5.1.4 A "Majority Vote" means a simple majority of the voting members in attendance at any given meeting.
- 5.1.5 A "quorum" in order to conduct business shall require at least four Active or Associate members, one of which must be a voting Officer.

Section II

- 5.2.1 Special Meetings may be called by the President, with the consent of at least two other Officers.
 - 5.2.1(a) Special Meetings may be called by another Officer upon written request from at least five voting members.
- 5.2.2 There shall be at least five days' notice prior to calling a Special Meeting.
- 5.2.3 Meeting attendance may be in-person, or via electronic platforms approved by Board policy.

Section III

- 5.3.1 The Annual Business Meeting shall be held in the second quarter of each year. The Board will decide by majority vote the location, date, and time after taking input from all voting members.
 - 5.3.1(a) Annual Business Meeting attendance must be in-person.
- 5.3.2 If the Annual Business Meeting is canceled unexpectedly without time to properly reschedule, a Special Meeting may be held by the voting members to conduct any pressing business, until the Annual Business Meeting can be rescheduled. Any business conducted at this Special Meeting shall have the same effect as it would at the Annual Business Meeting.

Section IV

- 5.4.1 The order of business at meetings shall be as follows:
 - Roll Call
 - Approval of Minutes of Previous Meeting(s)
 - Communications
 - Reports from Officers and Committees
 - Program of Special Speakers (if any)
 - Unfinished Business
 - New Business

Election of Officers

Adjournment

Section V

- 5.5.1 The Board may establish policies governing the use of electronic platforms and remote participation for meetings, voting, and official business.
- 5.5.2 Electronic votes and signatures shall be valid when conducted according to Board-approved procedures and platforms.
- 5.5.3 If technical difficulties prevent normal meeting procedures, the presiding Officer may recess the meeting until technical issues are resolved or alternative arrangements can be made.

Section VI

- 5.6.1 In circumstances that prevent normal meeting procedures (such as public health emergencies, natural disasters, or other extraordinary situations), the Board may temporarily modify meeting requirements to ensure continuity of operations.
- 5.6.2 Emergency modifications must be approved by a majority of the Board and communicated to all members within 48 hours.
- 5.6.3 Emergency procedures may not extend beyond 90 days without membership ratification at a special meeting.

ARTICLE VI – COMMITTEES

Section I

- 6.1.1 The Board shall appoint Committees as it deems necessary. Upon appointment, Committees shall be given a specific charge and function to perform. These Committees shall be either standing, or limited-duration as deemed necessary by the Board to carry on the goals of EOBO.
- 6.1.2 The President shall appoint Committee Chairpersons that will take minutes and attendance at all Committee meetings. The Chairperson will report back to the EOBO Board. A Chairperson may be removed after two unexcused absences.
- 6.1.3 Committee meetings shall be run under Roberts Rules of Order.

ARTICLE VII – ETHICS & ACTIVITIES

Section I

- 7.1.1 EOBO shall not directly or indirectly sponsor legislation or proposals pertaining to general municipal policies. All proposals on such matters shall be made as recommendations to the Board.

- 7.1.2 Officers and members of EOBO have the right to communicate with any person or organization to fulfil EOBO’s objectives as long as this does not put them in conflict with Item 7.1.1.
- 7.1.3 Officers and members of EOBO shall place the utmost importance on public safety; consider their profession as an opportunity to serve society; maintain the highest standards of integrity and loyalty; and conduct themselves in a respectful manner as representatives of EOBO.
- 7.1.4 Officers and members of EOBO shall not use their positions to secure favors for themselves, their family, or their friends. They shall be fair in their dealings and not knowingly try to injure any individual, company, or association to gain any sort of advantage – personally or professionally.
- 7.1.5 Officers and members of EOBO shall not accept gifts, offers, or favors that would influence them to discharge or unfairly conduct their duties.

Section II

- 7.2.1 Officers, Directors and members must disclose any potential conflicts of interest that could affect their judgement in EOBO matters.
- 7.2.2 Any Officer or Director with a conflict of interest must recuse themselves from discussions and votes on the affected matter.
- 7.2.3 The Board shall establish policies defining conflicts of interest and recusal procedures.

ARTICLE VIII – FISCAL YEAR

Section I

- 8.1.1 The fiscal year shall run from January 1st through December 31st of any calendar year.

Section II

- 8.2.1 The Board shall establish policies for the retention, storage, and disposal of organizational records; including meeting minutes, financial records, membership information, and official correspondence.
- 8.2.2 The Secretary shall be responsible for maintaining organizational records, with backup procedures established by Board policy.

ARTICLE IX – AMENDMENTS

Section I

- 9.1.1 Amendments to the EOBO Constitution and By-Laws may be proposed by any voting member at any time. The proposing member must present their changes in writing, showing the Article or Section as worded, and as proposed.

- 9.1.1(a) Language to be deleted shall have a double strike-through (~~example~~), and proposed language shall be in **BOLD**.
- 9.1.2 Amendments must be received by the Secretary at least 30 days prior to a regular meeting in order to add them to the agenda.
- 9.1.3 The Secretary shall send copies of proposed amendments to all voting members at least 20 days prior to the next regular meeting.
- 9.1.4 Proposed amendments must be approved by a majority vote at the meeting during which they are read.
- 9.1.5 If a proposed amendment is approved, it shall become effective immediately.
- 9.1.6 Areas of the Constitution and By-Laws that are amended shall have a vertical bar in the outboard margin showing the location of the change. A chronological list of all changes shall be on the last page of these by-laws with their dates of adoption.

ARTICLE X – DISSOLUTION

Section I

- 10.1.1 EOBO may be dissolved only by action of the Board or by a petition from the membership.
- 10.1.2 A petition for dissolution from the membership will only be voted upon during the Annual Business Meeting. The petition must be made in writing, and received by the EOBO Secretary at least 60 days before the next ABM.
- 10.1.3 A copy or summary of the dissolution petition shall be sent to every member of EOBO at least 30 days prior to the ABM where it will be voted upon.
- 10.1.4 A majority vote at the ABM is required for dissolution of EOBO.
- 10.1.5 The Board may propose to dissolve EOBO as long as written notice is sent to every member at least 30 days before the next ABM. Dissolution will be discussed at this meeting, and the Board will make their final decision at that time.
- 10.1.6 If EOBO is dissolved, any funds remaining in the treasury after all accounts are settled will be donated to another Building Official's Association or sister organization located in Oregon, as decided upon by a majority of the voting membership.
- 10.1.7 Any real property or like investments that EOBO holds at the time of dissolution shall be managed by the Board.

ARTICLE XI – GENERAL PROVISIONS

Section I

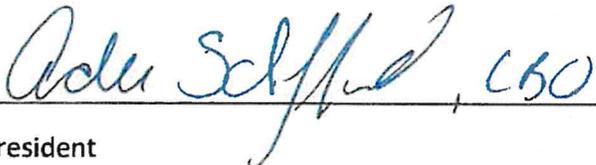
11.1.1 If circumstances simultaneously render multiple Officers unable to perform their duties, the remaining available Officers may take emergency action to maintain organizational operations, subject to ratification by the full Board when reconstituted.

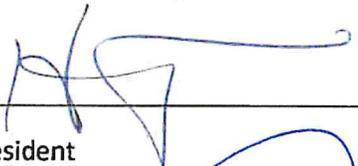
Section II

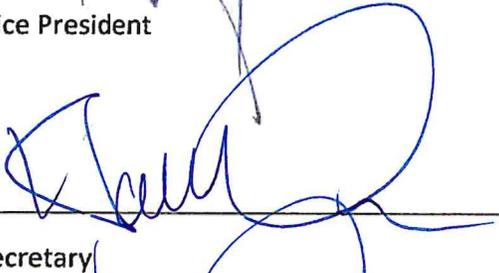
11.2.1 The Board is authorized to establish policies and procedures to implement these By-Laws and govern the detailed operations of EOBO, provided such policies do not conflict with these By-Laws.

11.2.2 Board policies may be adopted, amended or repealed by majority vote of the Board with appropriate notice to the membership as determined by the Board.

PASSED AND ADOPTED THIS 5th DAY OF December, 2025.

(Signed) , CEO
President

(Signed) 
Vice President

ATTEST:
(Signed) 
Secretary

(Signed) 
Treasurer

(Signed) *see minutes from 12/5/25 QBM*
Member

BY-LAW AMENDMENTS:

9/6/24

Article III – Membership, Section 3.1.1(b)

Article IV – Officers of the Board, Section 4.1.5, 4.1.5(a), 4.1.5(b), 4.1.5(c), 4.1.6, 4.2.3, 4.4.5

12/5/25

Article III – Membership/Dues/Voting, Section 3.1.2(a), 3.3.2, 3.4.1, 3.5.1, 3.5.2, 3.5.3

Article IV – Officers of the Board, Section 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.1.8, 4.2.1, 4.3.1, 4.3.2, 4.4.1, 4.4.3, 4.4.4, 4.4.6

Article V – Meetings & Annual Business Meeting, Section 5.1.1(b), 5.2.3, 5.3.1, 5.3.1(a), 5.4.1, 5.5.1, 5.5.2, 5.5.3, 5.6.1, 5.6.2, 5.6.3

Article VII – Ethics & Activities, Section 7.2.1, 7.2.2, 7.2.3

Article VIII – Fiscal Year, Section 8.2.1, 8.2.2

Article XI – General Provisions, Section 11.1.1, 11.2.1, 11.2.2