

RULES AND BY-LAWS OF
THE BUILDING SAFETY CODE BOARD OF APPEALS
OF THE CITY OF URBANA, ILLINOIS

DRAFT (for 7-11-2013 BSCBA Meeting)

1. Membership

The membership of the Building Safety Code Board of Appeals (“Board”) shall be constituted in accordance with the requirements set forth in Urbana City Code Chapter 5, Article III, Sections 113.5 and 113.5.1, as amended.

2. Officers

- (a) Chair. The Mayor shall appoint the Chair. The Chair shall preside at all meetings and have general charge of Board business and generally perform such other duties normally conferred by parliamentary usage on such officers or as may be specified by City Ordinance or applicable State statute. The Chair shall also preside during any appeal hearing and shall rule on the admissibility of evidence during an appeal hearing as provided herein. The Chair is a voting member of the Board.
- (b) Temporary Chair. Whenever the Chair is absent or otherwise unable to participate in a meeting or hearing, the Board shall elect a temporary Chair for the meeting or hearing in question. The temporary Chair shall perform all the duties and exercise all the power of the Chair.

3. Board Secretary.

The Community Development Director, or his or her designee, shall each serve as a Secretary of the Board (“Secretary”). Each Secretary shall be responsible for the following:

- (a) Keeping a record of all proceedings of the Board;
- (b) Arranging for the proper legal notice regarding all proceedings of the Board in compliance with the Urbana City Code and the Open Meetings Act;
- (c) Preparing and publishing, as otherwise required herein, minutes of all proceedings of the Board; and
- (d) Attending to correspondence with the Board and any other matters normally carried out by the Secretary.

4. Meetings/ Hearings