THE
OHIO BUILDING OFFICIALS ASSOCIATION

BOARD OF DIRECTORS POLICIES

August 2017
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OBOA BDP 1-2005

POLICY RE: RETIRED MEMBERS

Retired Members shall have the rights and privileges as provided in the by-laws and as specified herein.

1. Application: On receipt of a completed application, reflecting compliance with this policy, a person shall be classified a Retired Active or Retired Associate Member of OBOA.

2. Eligibility: Shall be as outlined in the by-laws.

3. Dues: The annual fee shall be $ 0.00 per the Bylaws.

4. Services: A Retired Member shall be considered a member for the purposes of conference registration fees, publication purchases and educational program fees.
OBOA BDP 2-1995

POLICY RE: LEGISLATIVE MATTERS

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

2. It is the prerogative of the Board of Directors to develop and formulate legislative policies, model legislative bills and resolutions in broad terms and when appropriate present them to the OBOA 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 OBOA.
OBOA BDP 3-1995

POLICY RE: INVESTMENT OF SURPLUS FUNDS

The President, Treasurer, and Chief Executive Officer, as a body, are authorized to invest surplus funds.
POLICY RE: ANNUAL CONFERENCE RESPONSIBILITIES

1. Duties/Responsibilities for the Annual Conference

   A. Program
       The initial program and its objectives shall be a coordinated effort of the Vice President of OBOA, and the Local Host Committee, except for those matters that are governed by the bylaws of this association.

   B. Notices
       The bylaws shall govern written notices of the annual meeting by the Secretary or his duly authorized agent. The local committee shall be responsible for registration forms and advance mailings to insure compliance with the bylaws.

   C. Hotel Arrangements

   D. Registration Fees
       The Local Committee shall establish registration fees for the attendees to cover the costs of the scheduled functions and administrative costs other than those provided for by outside agencies.

   E. Registration and Staffing
       The Local Committee handles the responsibility for the registration of all activities and functions of the conference. They shall provide the necessary staff persons to effectively and efficiently coordinate the conference schedule.

   F. Local Host Committee
       The President of the Regional Chapter shall appoint a Local Host Committee, the members of which will serve as conference hosts and whose primary responsibility shall be to assure that the various local points of interest to the attendees are identified and located. The President shall also appoint a Local Host Committee Chairman. The Committee Chairman shall assign various conference tasks agreed upon by the President and the OBOA Vice President to committee members. The Committee shall be the eyes and ears of the President during the planning stage.

       The Committee may, if they so desire, provide a social function and entertainment for the pleasure of the attendees. They may call upon OBOA Chapters, industry, or other interested bodies to assist them in the recovery of the anticipated function. The Committee is encouraged to maintain an information desk at the conference on local sites of interest, lists of restaurants, places of entertainment, and tours that may be available.

       The Committee shall be responsible for securing dignitaries to be part of the opening session and to welcome the attendees to the host city.

       The Committee shall be responsible for advance publicity of the conference through newspapers and television or other media. They may, with the advice and consent of the Regional Chapter
President arrange interviews during the conference with individuals to assure a wide coverage of important items of concern.

G. **Revenues and Expenses**

The cost or profit of the conference shall be split equally by OBOA and the Host OBOA Chapter.

H. **Joint Conference Guidelines**

Additional guidance is provided in the Joint Conference Guidelines (Appendix 1).

Appendix
Joint Conference Guidelines September 22, 2010
POLICY RE: COMMITTEES AND MEMBERS

1. General

1-1. Board of Directors Authority: Under the Constitution and the By-laws, the Board of Directors of the Ohio Building Officials Association has general charge of the affairs of the Association and is authorized to establish Committees as occasion may require and to define the structure, powers and duties of those Committees.

1-1.1 Pursuant to those powers, the Board of Directors has issued the following policy which it may amend, waive or supplement, in whole or in part, at any time or times at its discretion.

1-1.2 The Board of Directors is responsible for the establishment, administration, and termination of the Committees.

1-2 Appeals to Committee Actions: Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by OBOA or an OBOA Committee shall have the right to appeal in accordance with Board of Directors Policy # 11.

1-3 Committee Roster

1. Council of Past Presidents (BDP 14 section 7)
2. Finance (BDP 3) (President, Treasurer, & Immediate Past President)
3. Legislation (BDP 2)
4. Publications (BDP 10)
5. Audit (BDP 15) (Immediate Past President, immediate Past Treasurer, another Past President, and any others)
6. Appeals Board (BDP 11) (A Past President, Board of Directors member, Industry representative OBOA member, OBOA Professional Chapter member, OBOA active member)
7. Program (By-laws Article VII section 4) (Vice-President & Treasurer)
8. Nominations (By-laws Article VII section 5, BDP 13 & BDP 17) (Immediate Past President, 2 members at large, 2 members of the Council of Past Presidents)
9. Code Change (inclusive of all International Codes, OBBC & OFC) (By-laws Article VII section 6) (minimum of one member from each OBOA chapter)
10. Residential Code of Ohio (minimum of one member from each OBOA chapter)
11. Code Interpretations
12. Training, Education, & Certification (minimum of one member from each OBOA chapter)
13. Disciplinary Committee (Code of Ethics, Article III Code of Conduct) (Immediate Past President, plus next 2 past presidents or others)
14. Membership
15. By-laws
2. Establishment of Committee

2-1 Request: Any person, organization or existing Committee may request the Board of Directors to establish a Committee to address any issue of proper concern to the Association.

2-2 Committee: Following approval of the establishment of a Committee by the Board of Directors, they shall:

1. prepare a scope and objectives statement.
2. prepare a suggested list of interests appropriate to be represented on the committee.
3. accumulate all available resource material for committee consideration at its first meeting.

2-3 Life of Committees: Each committee shall continue until discharged by the Board of Directors or consolidated with another committee.

2-4 Transaction of Business: Except as otherwise provided in this policy, the organizational by-laws or in other Board of Directors policies, Robert's Rules of Order shall govern the transaction of business at committee meetings.

3. Committee Membership

3-1 Appointment of Members and their Tenure: The Chairperson, Vice Chairperson (if any), and other members of each committee shall be appointed by the President of OBOA. All appointments shall be for a one-year term from February 1 to January 31. Those members who consistently fail to attend meetings, neglect to return ballots, or otherwise exhibit lack of interest, knowledge, or responsibility may be removed by the President of OBOA for the stated causes at any time. At the time of appointment each person shall be advised of their status on the committee as a member, advisory member, or guest member.

Exceptions: Tenures on the following committees shall be:

1. Code Change (includes all ICC codes, OBBC & OFC) (By-laws Article VII section 6) BOCONEO, COCOA, & FBOA initial appointments 1 year & 3 years subsequently. MVBOC, NCOBOA, & NWBOA initial appointments 2 years & 3 years subsequently. ODPCA, SWOBOA, & SWOFSC 3 years.

2. Deleted

3. Training, Education, & Certification ODPCA, SWOBOA, & SWOFSC initial appointments 1 year & 3 years subsequently. BOCONEO, COCOA, & FBOA initial appointments 2 years & 3 years subsequently. MVBOC, NCOBOA, & NWBOA 3 years.
3-2. Announcement: Annually, in an OBOA publication, the committees on which appointments are available and to be made shall be publicized and an announcement made that applications are being received.

3-3. Application for Membership: Each candidate for committee membership shall submit statements indicating the following:
1. evidence of knowledge and competence in the work of the committee,
2. assurance of ability to participate actively in the work of the committee including responding to correspondence and attendance at committee meetings,
3. relationship of applicant to the scope of the committee,
4. what organization, company, etc., the nominee would represent,
5. whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representatives, can meet the time constraints imposed by the committee objectives,
6. what person or organization would fund participation,
7. agreement to notify OBOA of a change in employment.

3-4 Action of the President: The President may appoint an applicant to a committee, hold the application pending further information, reject an application, or take such other action as is deemed necessary.

Appointment to a committee shall be based on:
1. qualifications of the applicant,
2. limiting the size of each committee to a manageable working group, and
3. maintaining balance of interests within the membership of each committee.

3-5 Representation of Interests: A committee member shall withdraw from and take no part in those matters with which he has a financial, business, property or personal interest. The committee member shall not participate in any committee discussion on the matter or any committee vote. Violation thereof, shall result in the immediate removal of the committee member from the committee. A committee member shall not represent himself as an official or unofficial representative of OBOA except at a regularly convened meeting of the committee. All requests for a committee member's views or interpretations as a member of this committee are to be submitted to the OBOA Board of Directors.

3-6. Members Changing Employment: When a Member changes employment, his membership on the committee automatically terminates. The Member changing employment may request reappointment to the committee by submitting a new application for membership. The new business interest and affiliation of the applicant and his or her new classification shall be considered by the President when reviewing the new request for membership.

3-7 Membership: Membership in OBOA shall not be a prerequisite to or a condition of appointment to a committee.
4. Calling Committee Meetings

4-1 Establishing Committee Meeting Dates: Committee Chairpersons shall call meetings at such times as may be necessary and convenient for the transaction of business. Prior to issuing a call for such a meeting, the Chairperson shall consult with the President to be apprized of other committee meetings or other scheduled events which may affect attendance at the proposed meeting.

4-2. Distribution of Agenda: The Chairperson shall have distributed to the committee an appropriate agenda at least 14 days in advance of the date for which a meeting is called, or at such a time interval prior to the meeting as the membership of the committee may earlier agree. A copy of this agenda shall be forwarded to the President.

Exception: Special meetings called for the purpose of handling items of an emergency nature.

5. Attendance and Participation at Committee Meetings

5-1 Attendance: Attendance at OBOA Committee meetings shall be open except as otherwise restricted by direction of the Board of Directors.

5-2 Participation: Participation in the meetings of a committee shall be limited to Committee Members, except that a guest may address the committee on a subject relevant to items under consideration provided due notice of this intent is received by the Chairperson at least ten days prior to the meeting. The ten day notice may be waived by the Chairperson. The Chairperson shall designate the time allotted for any such participation.

If a member cannot attend, a representative designated by the member may be sent to express the views of the absent member, but the representative shall not vote.

6. Committee Reports

6-1 Restricted Publication: Committees shall not issue reports or release documents developed by the committee except as herein provided:

1. During the development of such material, the distribution of background material, analyses and tentative or draft reports shall be limited to the members of the responsible committee, the membership of cooperating committees and others whom the committee specifically desired to receive such draft. When a committee, by majority vote, authorizes distribution of drafts to secure comment and assistance, specific notices as to their status as committee working papers shall be included.

2. When the reports or documents are judged to be in form for consideration, they shall be submitted in the form prescribed in their scope and objectives statement.
6-2 Minute of Committee Meetings: Minutes of each committee meeting shall be recorded in the form approved by the committee and issued to committee members without undue delay by the Committee Chairperson, or a duly-appointed individual acting at the direction of the Chairperson. No other minutes shall be authorized. Verbatim transcriptions of committee meetings made by tape recorders, stenotype machines, or other means shall not be permitted unless authorized by the Chairperson.

Minutes shall, as a minimum, record the time and place of committee meetings, names of persons attending, and a summary of actions taken. Minutes shall be approved by the committee.

6-3 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.

7. Activities of Committees

7-1 Scope of Work: The work of each committee shall be:

1. in accordance with the committee's scope and objectives statement,
2. in accordance with any instructions subsequently issued by the Board of Directors, and
3. consonant with the objectives of the Association

7-2 Activity Within Scope: Each committee may in addition to duties prescribed by their scope and objectives statement:

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.

7-3 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 its recommendations on one or more of the following factors; namely, fire experience, research date, engineered fundamentals, or other available information.

7-4 Inter-committee 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 Board of Directors.

7-5 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 the committee material (e.g., agenda, resource material, ballots, reports, and correspondence).

8. Committee Voting Procedures
8-1 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.

8-2 Voting by Proxy: Voting by proxy shall not be permitted.

8-3 How Members May Vote: Each member shall record his opinion as "affirmative", "negative", or "not voting".
POLICY RE: MINUTES OF BOARD OF DIRECTORS AND OFFICERS MEETINGS

In order to insure that a member of this corporation shall have the right to examine approved minutes of meetings of the Board of Directors and Officers, the following policy is established in conformity with the governing statutes.

1. Upon written request to the President, a member of this corporation 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.
POLICY RE: BUSINESS MEETING AGENDA

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

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

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

4. The agenda must be voted upon by those voting members present at the first business session as defined in the Bylaws 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 Bylaws and Board of Directors Policies to conduct the meeting of the Association.
1. When the agenda item concerning elections has been reached, the Chair 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 area 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, offices 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 a legible manner in one of the blanks provided for under the office for which the candidate has been nominated from 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 his 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 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 the 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 resorts 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 voting is done by written ballot, the procedure set forth above shall be followed. Upon the determination of the results of such further voting, the Chair shall declare the results thereof.
POLICY RE: PAID ADVERTISEMENTS IN THE OBOA NEWS MAGAZINE THE ANGLE

I. The Editor-in-Chief, may at his discretion reject advertisements submitted for publication in the OBOA News Magazine for the following reasons:

1. A product, material, system or method is being publicized which does not comply with the requirements of or method implies OBOA endorsement by ad composition and layout. OBOA endorsement may only be implied through reference approved by the OBOA Board of Directors.

2. A proposed advertisement for a product, material, system, or method implies OBOA endorsement by ad composition and layout. OBOA endorsement may only be implied through reference approved by the OBOA Board of Directors.

3. The proposed advertisements, whether by reason of subject

II. The President may act to restrict advertising in the OBOA News Magazine by:

1. Outright rejection of an advertisement submitted for publication, or;

2. Requiring that the advertiser modify objectionable portions of the proposed ad.

III. Advertisers and advertising agencies are to be informed that they assume complete liability and responsibility for the content of advertisements accepted for publication (content includes text, representations and illustrations).
1. **Purpose**
   This policy gives general criteria regarding the right to appeal, to whom the appeal is made, what may be appealed and the appeals mechanism.

2. **Right to Appeal**
   Persons who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by OBOA or an OBOA committee shall have the right to appeal.

3. **Filing**
   3.1 An appeal, shall be in writing, shall be directed to the President and shall be received at the President's Office within 30 days of notice of the action or inaction which forms the issue being appealed or no appeal shall lie.

   3.2 An appeal shall not stay the action or inaction appealed unless so ordered by the OBOA Board of Directors, which may be ordered at any time following filing of the appeal.

   3.3 The appeal shall include the following:

   - 3.3.1 A specific description of the issue being appealed;
   - 3.3.2 A statement describing precisely why the issue is being appealed;
   - 3.3.3 A detailed description of how the issue being appealed will adversely affect the appellant. The burden of proof to show an adverse effect shall be on the appellant;
   - 3.3.4 A statement indicating the requested remedial action; and
   - 3.3.5 The names and mailing addresses of individuals and organizations that may have an interest in or be affected by the matter being appealed. Notice of the appeal will be provided to those parties in accordance with 6.2; and
   - 3.3.6 A nonrefundable filing fee of $500.00 and a statement indicating that the appellant will reimburse OBOA for all costs associated with the appeal. All costs shall be borne by the appellant.

4. **Processing**
4.1 If the appeal is not in regard to a committee action, the appeal shall be placed before the Appeals Board within 30 days of receipt of the appeal.

4.2 If the appeal is in regard to a committee action, the President or his/her designee shall submit the appeal with the appropriate background information to the pertinent committee within 30 days of receipt of the appeal for review and action. The committee shall, within 30 days of their receipt of the appeal, revise its action in accordance with the appeal, sustain its action or request the appellant to meet with the committee for the purpose of discussion and possible resolution. If the committee revises its action in accordance with the appeal, further action on the appeal is terminated and all parties are so advised. If the committee and the appellant agree to meet, further processing of the appeal is held pending the outcome of such meeting. If the committee does not revise its action in accordance with the appeal, the appellant shall have the right to have the appeal placed before the Appeals Board. Such request shall be submitted in writing and within 30 days of receipt at the President's Office, the appeal shall be placed before the Appeals Board.

5. **Appeals Board**

5.1 Appeals Board Members: The Appeals Board shall consist of the following five members appointed by the President and confirmed by the Board of Directors.

A Past President who shall serve as the chairperson.
A member of the OBOA Board of Directors.
A representative of industry who is a member of OBOA.
A member of an OBOA Professional Chapter.
An Active Member of OBOA.

Appointments to the Board shall be for the following terms. One appointment shall be for a term of one (1) year, two appointments shall be for terms of two (2) years, and two appointments shall be for terms of three years. Thereafter, all appointments shall be for terms of three (3) years.

Upon death, removal or resignation of any member, a new member shall be appointed to fill the unexpired of such member.

5.2 Conflict of Interest: Members of the Board of Appeals shall not have performed any investigative or other functions directly related to the matter being appealed; nor shall any member of the Board of Appeals have financial, property, business or personal interest in the matter being appealed; nor shall an actual or apparent conflict of interest be present.

6. **Notice of Appeal and Appeal Hearing**

6.1 Notice of Appeal: Persons who have direct and materially affected interests in the matter being appealed and shall have the right to respond to the appeal and participate in
the appeal hearing or, in the event of an appeal of committee action in accordance with 4.2, the committee meeting. Within 30 days of receipt by OBOA of the appeal, notice of the appeal shall be sent to the parties identified by the appellant in accordance with 3.3.5 and such interested parties as are identified by OBOA. The notice shall include the following:

6.1.1 A statement inviting that person, or representative, to respond to the appeal by submitting their views in writing to the President for consideration by the Appeals Board or the committee; and if that person so chooses, participating in the appeal hearing or committee meeting.

6.1.2 A statement indicating that they will be informed of the date, time and place of the appeal hearing or committee meeting at least 20 days prior to the scheduled appeal hearing or committee meeting.

6.1.3 A statement indicating that the views in writing and whether they will attend the appeal hearing or committee meeting must be received at the President's Office at least 15 days prior to the scheduled hearing or committee meeting.

6.2 Notice of Hearing: Within 30 days after receipt by the Board of Appeals of the appeal, the Appeals Board Chairperson shall schedule an appeal hearing and serve written notice upon the appellant. The notice shall be served either personally or by certified mail, return receipt requested, at least 20 days prior to the scheduled hearing, and shall include:

6.2.1 A statement of the date, time and place of the hearing;

6.2.2 A statement that the proceeding before the Appeals Board will be an informal inquiry and will not be conducted in strict accordance with rules of evidence;

6.2.3 A statement that the appellant has a right to be represented by legal counsel;

6.2.4 A statement that the appeal shall be heard de novo, except that with respect to an appeal for failure to act, no documents shall be introduced which were not before the decisional authority whose action is appealed, absent a showing of good cause;

6.2.5 A statement that the hearing shall be open to the public except the hearing shall be closed on mutual agreement of OBOA and the appellant; and

6.2.6 A statement that, based upon the evidence presented at the hearing, the Appeals Board shall find that a rule of procedure was or was not violated, and shall either affirm, modify, or deny the action requested by the appellant.

6.3 Hearing Procedure: Hearings shall be before the Appeals Board and the procedure specified in 6.3.1 through 6.3.5 shall apply.
6.3.1 Rules of Evidence: Formal rules of evidence shall not apply. The Appeals Board shall accept all relevant evidence upon which a reasonable person might rely in making a decision upon the issues presented. However, the Appeals Board may rule out of order presentation of evidence that is repetitive or cumulative in character or of little value as proof.

Expert opinions shall be supported by reasons and/or data and the qualifications of the person giving the opinion. The Appeals Board may attach such importance as deemed proper to the fact that evidence is hearsay and the degree thereof.

Any appeal hearing participant may present evidence at the hearing and may object to admission of evidence.

6.3.2 Order of Presentation at the Hearing: The appellant's presentation to the Appeals Board shall be the first in order. OBOA may then make its presentation, followed by any respondents to the appeal. All participants shall have an opportunity for rebuttal thereof. The order of presenting evidence may be varied upon the appellant and for the efficient conduct of the hearing.

6.3.3 Record of Proceedings: All proceedings of a hearing shall be recorded by mechanical means except that on mutual agreement of OBOA and the appellant, the proceedings shall be recorded verbatim by a certified shorthand reporter.

6.3.4 Matters Not Covered by These Rules: To the extent of any matter arising in connection with the hearing not covered by these rules, the decision thereon shall be that of the Appeals Board, subject to later review as with evidentiary rulings.

6.3.5 Continuances: Continuance before commencement of the hearing shall be granted or denied by the President of OBOA. Continuance after commencement shall be the decision of the Appeals Board. Where good cause is shown, reasonable continuance shall be permitted.

6.3.6 Public Attendees: Public attendees shall not be permitted to participate in the appeal hearing, except upon mutual agreement of OBOA, the appellant and the appeals board. Respondents to the appeal in accordance with 6.1 are considered participants.

7. Appeal Results

7.1 The report of the Chairperson of the Appeals Board with the Board's recommendation shall be completed in a timely manner and shall be submitted to the President.

7.2 The President shall have the option to submit the report and recommendations of the Appeals Board to the Board of Directors at least 10 days prior to a regularly scheduled meeting of that body for action by the Board of Directors at that meeting or to submit the
report and recommendations of the Appeals Board to the Board of Directors for action by mail ballot. In the case of a mail ballot, the Appeals Board report shall be submitted to the Board within 15 days of receipt by the President.

7.3 The Board of Directors shall review the appeal and the report of the Appeals Board and shall act on the appeal. In the case of a mail ballot, ballots shall be returned to the President within 45 days of receipt of the Appeals Board report by the President. The decision of the Board of Directors shall be final.

7.4 The President shall notify the appellant in writing of the decision of the Board of Directors.
**POLICY RE: CRITERIA FOR ACCEPTING REQUESTS FOR OBOA CHAPTER STATUS**

To insure proper consideration, criteria for reviewing and accepting, resolutions, petitions, or requests for chapter status, the Board of Directors shall require:

1. A copy of the requesting group's current constitution and/or by-laws.
2. Names, titles, addresses of the requesting group's officers.
3. Names, titles, addresses and jurisdictions of the requesting group's membership.

The Board of Directors may also request:

1. Breakdown of the requesting group's membership who are, presently BOCA members and the classification of BOCA membership they hold, and classification and numbers of members holding certifications.
2. Schedule and summary of content of previous educational programs given, and future if available.
3. Indication of the financial viability of the requesting group.
4. Minutes of past meetings of the requesting group.
5. Views of other OBOA Chapters within the State.
6. Appearance of a representative of the requesting group before the Board of Directors.
**BDP 13-1998**

**POLICY RE: 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 case 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 OBOA 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 OBOA Committees, support of their political jurisdiction, support of an OBOA Chapter (not required to be nominated), geographical location of the candidate, any special education, registrations, licenses or professional memberships, and the bylaws 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 OBOA. Geographic representation may also be a factor.
BDP 14-2000

POLICY RE: CRITERIA FOR SUBMITTING BYLAW AMENDMENTS

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

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

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 Bylaws.

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 Bylaws.

6. Upon receipt of the proposed amendment to the Bylaws 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 OBOA Board of Directors may refer such proposed Bylaws 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 bylaws shall be published and distributed to the membership.

8. The proposed Bylaw amendments shall be published and sent to all Active Members, retired, and Honorary Members.
**POLICY RE: CRITERIA FOR AUDIT**

A written policy by the OBOA Board of Directors must be established to set forth a procedure for submitting a budget and audit of the Association.

1. The President shall annually appoint a audit committee, consisting of the immediate Past President as Chairperson, the incoming immediate past Treasurer, another member of the Council of Past Presidents, and any other OBOA Members as deemed necessary.

2. The audit shall be an accurate accounting of the financial activities of the current year.

3. The audit shall be used as a projection of the expenses and anticipated income of the Association for the upcoming year.

4. The audit shall be presented to the OBOA Board of Directors at their December January Board Meeting for their review and acceptance.

5. The final audit shall be included in the "State of the Association" report which will be presented by the President at the annual joint meeting.
**BDP 16 - 2003**

**POLICY RE:**
**PRESIDENTIAL ACCOMMODATIONS**

The OBOA President shall be provided a suite in the conference hotel in which International Code Council is conducting their spring hearings and their fall conferences. The OBOA President shall be responsible for all arrangements and securing the suite. If necessary OBOA shall reimburse the President for the cost of the room and any activities that are approved by the OBOA Board of Directors.

This suite shall be made available to the OBOA membership and spouses for meetings and various gatherings.
**BDP 17-1998**

**POLICY RE: AWARDS**

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

   1.1 **Victor C. Jones Award:** for years of dedication and service to the code enforcement profession and to the Ohio Building Officials’ Association, commending leadership, creativity, and energy which have set consistently high professional standards.

   1.2 **Harvey B. Wilbekin Building Official of the Year Award:** in recognition of meritorious service to the Ohio Building Officials during the past year.

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

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

2. **Nominations:** The Nominations Committee shall make the final selection of the award recipients.
**BDP 18-1999**

**POLICY RE: ATTENDANCE**

1. This policy applies to OBOA officers, directors-at-large, and the associate director.

2. If any of the above individuals is absent from three consecutive OBOA 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 4. If the absent individual resigns and is a director-at-large or associate director, then he/she will be replaced per By-laws Article VI Board of Directors section 2.

5. BDP 5 addresses attendance policy for committee meetings.
**BDP 19-2017**

**POLICY RE: FINANCIAL SUPPORT FOR ICC CODE CHANGE HEARINGS AND ICC ANNUAL CONFERENCE ANNUAL BUSINESS MEETING**

1. Authority: Code Change Committee members (By-laws Article VII Section 6) and all OBOA members are encouraged to participate in the ICC Code Development Process. OBOA members are also encouraged to participate in ICC Annual Conference including the Annual Business Meeting. The Board of Directors determines the expenditure of funds by approved budget or by resolution (By-laws Article VI Section V).

2. Appropriation: The Board of Directors shall authorize for a specific ICC Code Development event or ICC Annual Conference Annual Business Meeting the total maximum funds amount authorized for the event. The Board of Directors may also distribute ICC Chapter Rewards Conference Registration Certificates either to the component chapters or to individuals. The Board of Directors may add the constraints:
   2.1 The maximum amount to be expended for a single attendee.
   2.2 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 60 days prior to the event or at a date determined by the Board of Directors. The Chairperson will submit his/her recommendations 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:
   4.1 Documentation of expenses (receipts) and request their employer be reimbursed.
   4.2 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.
   4.3 Individuals who do not work for 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 per BDP-11.
OBOA scholarship eligibility shall be based on the following criteria;

1. Both active members and retired active members are considered OBOA members.
2. OBOA members are eligible for OBOA scholarships.
3. All children of OBOA members shall be eligible for OBOA scholarships. (even if not a dependent of the OBOA member)
4. All grandchildren of OBOA members shall be eligible for OBOA scholarships. (even if not a dependent of the OBOA member)
5. Eligible OBOA scholarship applicants seeking a degree in any college course curriculum shall be eligible for OBOA scholarships. *However, the committee may reserve the right to give special consideration to applicants with course curriculum related to architectural design; architectural, civil or construction engineering; the enforcement of building codes; construction management or other course curriculum related to the construction industry.*
6. Eligible OBOA scholarship applicants seeking a post graduate degree shall be eligible for OBOA scholarships.
7. Eligible OBOA scholarship applicants seeking a degree from a trade school shall be eligible for OBOA scholarships.
BDP 21-2011

Policy Re: Paid advertisements on the OBOA website.

1. The webmaster may at the discretion of the OBOA Board of Directors reject advertisements submitted for OBOA Website for the following reasons:

   a. A product, material, system or method is being advertised which does not comply with the requirements of method implies OBOA endorsement by AD composition and layout. OBOA endorsements may only be implied through reference as approved by the OBOA Board of Directors.

   b. A proposed advertisement for a product, material, system or method implies OBOA endorsement by AD Composition and layout OBOA endorsement may only be implied through reference approved by the OBOA Board of Directors.

   c. The proposed advertisement has objectionable subject matter

2. All advertisements shall be approved by the OBOA Board of Directors. Fees shall be set by the OBOA Board of directors.

3. All advertisers and advertising agencies shall assume complete liability and responsibility for the content of advertisements approved for the website (content includes text, representations a
POLICY RE: Policy and Procedure for OBOA Treasurer

Checking and Savings Accounts

POLICY: The Ohio Building Officials Association (hereafter OBOA) maintains its funds in checking and savings accounts approved by the Board of Directors. Documentation must be maintained and monitored by the Treasurer for all financial transactions.

Bank accounts are selected by the Treasurer and approved by the Board of Directors.

The Treasurer, Secretary and Vice-President have check-writing authorization. Only one signature is required for checks.

Checking account balances should be minimized and savings accounts maximized to take optimum advantage of the income generating of the cash.

Payments (reimbursements) to the OBOA officers and members also require a written invoice detailing all expenses with supporting documentation.

The Treasurer retains copies of all paid invoices and vouchers once they have been paid.

The Treasurer conducts the monthly reconciliation of the checking and savings accounts. This includes correlations of the bank statement with the ledger on a monthly basis. The ledger clearly indicates canceled checks returned and deposited verified. All discrepancies are to be corrected by the Treasurer.

The Treasurer keeps all bank statements and canceled checks and submits them to the Audit Committee on request.

Paid invoices, bank statements and canceled checks, copies of the Treasurer’s Monthly reports and ledger sheets are kept as part of the OBOA archives for at least seven (7) years before being destroyed.

All file requests for reimbursement are to be accompanied by appropriate receipts submitted to the Treasurer.

Responsibility and Management

The Board of Directors is charged with the responsibility for the OBOA’s assets. To assist in the investment of the asset’s OBOA Treasurer by Board of Directors approval is authorized to engage the services of investments managers and consultants who possess the necessary specialized research facilities and skilled manpower to meet the investment objectives. The Affiliates requires the adherence to the “prudent man rule” under such laws as now apply or may apply in the future to investments of the OBOA assets.

Policy guidelines will be fixed from the time to time by OBOA after consideration of advise and recommendations of the investment managers and the Affiliate’s investment management consultant. All modifications to policy guidelines shall be in writing and signed by an authorized representative of the Board of Directors (Vice-President, Secretary or Treasurer).
**General Ledger**

Policy: All financial transactions of OBOA are documented in the General Ledger.

The Treasurer's computer-generated ledger is the official ledger of OBOA for documentation of all financial transactions.

The Treasurer maintains a general ledger for documentation of all financial transactions.

The Treasurer is responsible for identifying errors during monthly reconciliation.

The Treasurer is responsible to correct any discrepancies between ledgers.

The ledger may also serve as a Check Register, at the discretion of the Treasurer.

Transactions related to a specific self-supporting or income-generating event should be kept separate on the ledger, even though common bank accounts may be used or separate account is to be created.

**Treasurer’s Statement of Accounts**

Policy: The Treasurer prepares a Report to the Board prior to each meeting of the Board. The Treasurer reviews this report prior to the Board meetings and is prepared to present and answer questions concerning it at each meeting. This report summarizes all financial transactions occurring since the previous report.

**Procedures**

A statement of accounts is prepared including: beginning and ending balances, income, expenses and transfers of funds among accounts. All check numbers are accounted for on this report. It should reference all accounts and investments of OBOA.

A report summarizing a comparison between budgeted and actual income and expense is submitted at least four times a year, in conjunction with the Treasurer's report to the board.

On Specified occasions, a Supplemental Report is filed documenting the financial transactions for a special event, budgeted as a self-supporting or profit-generating venture, for example, the annual meeting.

**Membership Dues**

Policy: Membership dues are received at the Treasurer office and deposited by the Treasurer or his/her designee.

Incoming checks or cash are proceeding by the Treasurer and deposited directly into a checking or savings account.

The Treasurer receives a copy of all deposits made to OBOA checking, savings or investment accounts including copy of individual checks deposited and credit card charges deposited and a copy of the deposit slip.

The Treasurer monitors transfers made between accounts.
All dues income received in cash is deposited. No cash received as dues should be used to meet obligations of OBOA, without first having been deposited.

**Budget Planning**

Policy: All financial operations of OBOA are planned in advance to the maximum extent possible through the use of budgets.

**Procedures**

An annual operating expense budget is prepared by the Treasurer and approved by the Board of Directors. A report summarizing a comparison between budgeted and actual income and expenses is submitted monthly in conjunction with the Treasurer’s Report to the Board.

All functions of OBOA, funded outside the Annual Operating Budget, and/or intended to be self-supporting or income generating should be independently budgeted.

The Chair of each such event is responsible for submitting, in a timely manner, a budget to the Board of Directors for approval. At the conclusion of the event, after all income has been received and all obligations paid, the Treasurer presents to the Board of Directors, a financial report for the event, identifying any profit or loss. This profit or loss is credited, or debited, to OBOA’s operating fund.

**Policy on Expense Reimbursement**

Policy:

It is therefore desirable and appropriate for members to be reimbursed by OBOA for reasonable expenses incurred in the performance of the voluntary duties.

**Procedures:**

**Definition:** Reimbursement Expenses

Reimbursement Expenses are expenses incurred in the performance of the official business of OBOA (e.g., attendance code hearings; printing and mailing costs for mailing to committees, etc.).

It is the member’s responsibility to seek reimbursement of expenses when so desired. Failure to initiate the reimbursement process in a timely manner may result in delay or denial of reimbursement.

It has been customary for members not to request reimbursement for local travel expenses. This gesture is greatly appreciated by OBOA and its officers.

Policy Distribution:

This policy shall be distributed to all members of the Board of Directors, to all Committee members, and to any other individuals who may be expected to incur expenses related their voluntary work for OBOA.
OBOA BDP 23-2017

POLICY RE: BUILDING DEPARTMENT COMMITTEE

1. Subject committee replaces the ad hoc committee formerly known as the Large and Medium Jurisdiction Committee. Scope of this committee is matters pertaining to building department functions including topics addressed in Ohio Building Code [Ohio Administrative Code (OAC) 4101:1] Chapter 1, Residential Code of Ohio (OAC 4101:8) Chapter 1, and OAC 4101:7. These topics include certification of building department personnel, plan review procedures, and inspection procedures.

2. The committee will facilitate input and discussion from interested parties including persons not appointed to the committee. These discussions include in-person meetings but often are via teleconference, video conference, and other means of communication including e-mail. The committee’s authorized to include Ohio Board of Building Standards (BBS) members and staff in these discussions. However, formal proposals to BBS such as amendments to OAC 4101:1, 4101:8, & 4101:7 must be made through the OBOA Board of Directors.
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A. GENERAL GUIDELINES

The Ohio Building Officials Association (OBOA) partners with one of seven regional organizations each year to present a 2-day educational conference known as The OBOA Joint Conference. OBOA and the regional Chapter that will sponsor the event shall be equal partners in the event. As such, all proceeds from the event, either positive or negative, will be divided equally by the regional chapter that is co-sponsoring the event and OBOA. The Joint Conference Guidelines, reviewed and adopted by the Board of Directors of OBOA, shall be used as a guide for the planning of each event. Guidelines preceded in this document by the word “shall” will be deemed to be requirements, and they shall be followed unless a variation to the guidelines has been approved by the OBOA Board of Directors. Guidelines preceded by the word “may” will be considered as optional and may vary as determined by the Conference Chairperson.

The Joint Conference shall be held each year in a location to be determined by the sponsoring regional chapter between February 1st and March 15th of the year in question. The Conference shall be held on Monday and Tuesday, with Sunday being used for a welcoming, social gathering as the Conference Chairperson may determine. Sunday may also be used as an optional educational opportunity if needed.

Educational classes offered at the conference shall be pre-approved by the Ohio Board of Building Standards for continuing education for code officials. They may also be approved, at the option of the Conference Chairperson, for continuing education hours for architects (AIA), for contractors (OCILB), or for other interested and related disciplines. All OBBS approvals shall be applied for and received prior to the conference and the approval numbers and related disciplines advertised for the information of the attendees. While educational class space may be reserved, at the option of the Conference Chairperson, for those attendees paying for their registration at the conference, the OBBS has required, by virtue of their financial contribution to the conference, that a maximum of 10 percent of the overall seating capacity of the conference shall be held available for Ohio-certified individuals attending the conference with no registration. Those individuals that may attend in the absence of conference registration may not be accorded their choice of classes but shall be placed as available class space permits and may also not be accorded other amenities provided to registered attendees.

The Conference Chairperson shall be responsible for periodic reports to the OBOA Board of Directors up until 4 months before the conference, and then shall make monthly reports to the Board at their regular monthly meeting during those last 4 months. If the Conference Chairperson cannot attend the meetings, he/she shall convey the report to a responsible individual who shall give the report in their stead. During the final 30 days before the conference (and possibly longer), the Conference Chairperson shall stay in regular communication with the current President of OBOA to insure close coordination and cooperation on related topics.
B. CONFERENCE CHAIRPERSON, BUDGET & COST

The Chapter President of the regional chapter that is co-hosting the event shall appoint a Conference Chairperson(s) at the earliest possible date, but a minimum of 24 months prior to the scheduled date of the conference. That person shall assume the overall responsibility of the planning and preparation for the event. The current Vice-President of OBOA shall be an honorary co-chair and OBOA Conference Coordinator and as such may attend any or all meetings of the conference committee or related subcommittees to stay abreast of the current status of planning and to give input where applicable, but shall have no duties or responsibilities as relates to the planning of the conference. The Conference Chair, or Co-Chair as the case may be, shall organize a conference committee and shall appoint sub-committee chairpersons to further divide the responsibility for various aspects of the event into practical, smaller group units. Those groups or sub-committees should include but may not be limited to the following aspects. These choices for sub-committees may be either combined or further sub-divided at the discretion of the Conference Chairperson.

1. Registration
2. Finance/Budget Committee
3. Education & Programming Committee
4. Sponsors & Exhibitor Committee
5. Companion Program
6. Program Booklet Committee
7. Banquet Committee

The Conference Chairperson, with the consultation of the Conference Committee, shall first set a date for the Joint Conference in question. The date shall follow the guidelines set forth in the General Guidelines and be approved by the OBOA Board of Directors.

The Conference Chair shall, after considering suggestions from his committee, decide on a theme for the conference that will be used on the Program Booklet, on registration forms and in all advertisements.

The Conference Chairperson shall be responsible for developing a budget for the Joint Conference, for all periodic revisions to the budget, and for setting the cost of registration. Traditionally, the cost of registration covers such costs as the meals and related hotel amenities. Registration for members of OBOA and its sister chapters should be cheaper than non-member registrations. Early-bird registrations should also be more cost effective than last-minute registrations. Registrations may generally be paid at the door if a Purchase Order guaranteeing payment has been received by the Registration Committee by a given date. A refund policy may or may not be determined by the Conference Chair at his discretion. The definition of “Early-bird” may also be chosen by the Conference Chair. The costs associated with the presentation of the educational offerings, such as presenters, audio-visual equipment or consultants, and printed materials are borne by the exhibitors and sponsors, including but not limited to the OBBS. Many hotel/conference facilities will allow the use of meeting and classrooms in return for a commitment on room rentals during the conference. The attendance at previous conferences can and should be an important source of information as to expectations for attendance and room rentals. The booking of facilities for social events such as welcoming parties, ice-breakers, hospitality rooms, and even coffee breaks, as well as the consideration of entertainment options, should be guided by the availability, or lack thereof, of adequate sponsors for the cost of those amenities.
The Conference Chair must take the lead in choosing a facility. A Request For Proposals (RFP) may be helpful in deciding which facilities can suit the needs of the conference. The local Chamber of Commerce or Convention/Visitors Bureau may be able to help with the addresses of facilities that will bid on the event. Upon receiving proposals, the Conference Chair must then negotiate with the facilities thought to be adequate and, with the counsel of his committee, chose the facility and execute a contract. The Conference Chair must be aware that there is no deal in place and no firm arrangement with a conference facility until a contract is executed and, most likely, a deposit paid to the facility. Verbal agreements can be preempted by the conference facility for a more lucrative deal, leaving the committee without a facility at the last minute. These arrangements should be made approximately 24 months (or more) before the Conference is held. The number of classrooms available, the size of the ballrooms, the number of guest rooms that will be reserved, the room rate, the cost of the meals, a proposed menu and the arrangements for parking are just some of the many details of the executed contract that will impact the planning that the various committees will face during the coming months, and these details must be finalized early in the planning stage. Parking must be arranged or included in some form for both hotel registrants and for those attendees who will day-trip in to the conference. Once a facility has been chosen, a facility coordinator should be appointed (rather than an entire committee) from among the key members of the Conference Committee. This facility coordinator will be the conference committee’s contact person to the hotel staff. Several individuals being in contact with the Hotel may result in either conflicting or redundant communications with the facility staff. Even during the conference, the hotel staff should have one, key person on the Conference Committee to contact with problems or issues. Should that person be temporarily unavailable for some reason, a backup person may be appointed to share the responsibility.

The number of guest rooms needed for the conference is always a huge concern. Amenities that the host facility may be willing to offer, including parking arrangements, complimentary guest rooms, and even discounted meal costs will depend on the number of guest rooms used by attendees during the conference. The Conference Chair should contact the chairpersons of recent, previous events to discuss the number of rooms that were reserved during those conferences, but while that information may be helpful, various other factors must still be considered. The economic health of the general economy is certainly a factor. The recent recession has caused many jurisdictions to cut travel and education budgets and this may limit attendance. The regional location of the event is a factor. Conferences held in large, metropolitan areas such as Cleveland, Columbus and Cincinnati allow large numbers of local members to commute from home in lieu of renting rooms at the host hotel. Conferences held in lesser populated areas such as the North Central or the Five-County area may result in larger room numbers because of the driving distances for a larger percentage of attendees. The weather is certainly a factor, but it obviously cannot be depended upon. Conferences held in March may stand a larger percentage chance of good driving weather than those held in February, but we all know that March is still a winter month, too, and that the weather can still be a major factor in the number of rooms used. The submission of a final conference report using the form given in these guidelines will aid future conference committees in making these decisions.

The Budget should be divided into two general categories – possibly even two separate budgets. All costs of providing the education for the conference should be included in the first budget, while the second will cover all other non-educational costs, such as food, welcoming events and entertainment, Companion Program, and prizes and awards. Traditionally, the cost of registration for the event will cover the cost of such items as food, entertainment and registration packets, or, the cost of the facility in general. Regardless of the number of attendees that will eventually register, the cost of the facility will be covered with the registrations for that number that attend.
Each budget may contain some or all of the following line items:

**Education Budget:**

Audio Visual Equipment and/or Consultants, including Power Point projectors
Printing of Classroom Handouts
Conference Program Booklet (*)
Table/Chair Rentals
Conference Website Development/Advertising
Online Registration Services

**NON-Education Budget:**

Meals & Beverages
Welcoming Events
Door Prizes
Entertainment
Registration Packets
Conference shirts
Conference Pins

As previously stated, certain of these items in the NON-educational category should be covered by the cost of registration. Other costs, related directly to the presentation of the educational classes, will be covered by sponsorship such as that from the Board of Building Standards. (*)The cost of the Program Booklet may be borne by advertisements in the booklet. There is also a source of income from various levels of exhibitors during the conference. Some host chapters have also been successful in encouraging large, local banks, insurance companies, building material suppliers, architectural or engineering firms or manufactures in sponsoring meal costs or other amenities by placing their names or logos in strategic locations.

The Conference Chair shall appoint a conference Treasurer who shall establish a separate bank account for the receivables and payables related directly to the conference. The Treasurer shall also be responsible for keeping the receivables and payables separated into the proper budget categories. The Treasurer may also be the Treasurer of the host Chapter. With the exception of the conference Chairperson and Treasurer, access to the account should be limited, with access authorized at the discretion of the Conference Chair for deposits only by the chair of the registration committee and other applicable individuals. The host chapter should also procure a liability insurance policy (if they do not already have one) to cover any accidents or lawsuits resulting from occurrences at or associated with the conference. This liability policy shall include both OBOA and the Ohio Board of Building Standards as an additional insured and must be procured prior to signing a contract with the BBS for their sponsorship.

The Conference Chairperson should also appoint from the ranks of the Chapter or otherwise procure the services of a qualified photographer to record meetings and events leading up to the conference as well as taking pictures of all aspects of the conference itself (registration, exhibitors, classes, meals, speakers, special guests, banquet, awards, officers, social events, etc.) for the Chapter’s records and for the OBOA website.
C. REGISTRATION

Aside from the Education Committee, the Registration Committee will have the most important role to play in the planning of the event. The Chair of this committee, or at least one key member, must have the superior computer skills necessary to organize this program, and there are several good computer programs available that have been developed by prior conference committees for the recording and processing of registrations. The program used should serve all of the following functions;

1. Record the Registrant’s Name, Address, Phone Number, Fax Number, Email Address, Jurisdiction, Companion’s Name (if applicable), Certification Number(s), Local Chapter Affiliation, Meal Choices (Banquet), and Class Choices (Education Schedule)
2. Be capable of printing a Name Tag, Meal Tickets, Banquet Ticket, and Class Choice Tickets based upon the information on the registration form. Tickets to other events may also be included.
3. Be capable of tracking payment for registration, or, in other cases, a Purchase Order Number for those jurisdictions that must register that way and pay at the door.

In the days immediately prior to the event, the Registration Committee, with the help of the entire conference committee, will assemble registration packets for incoming attendees. The packets may be assembled in manila envelopes, in conference tote bags or in other applicable packages and filed alphabetically so that they can be easily accessed during the check-in process. The tickets, badges, pins, schedules, maps, programs and all other conference information should be pre-packaged in order to facilitate the check-in process.

Ideally, the registration forms should be ready to post on the internet and to mail to individuals around the state by October 1st. The holdup that must be anticipated will be the finalizing of the Education Program that must be attached to the registration form so that individuals can choose their classes and report their choices with their registration. This will be covered more thoroughly under the Education Committee Guidelines. The Chair of the Registration Committee should insure, through close cooperation with the Conference Chairperson, The President (and Secretary) of OBOA, and even the Presidents of the other regional chapters, that an up-to-date and complete mailing list of the members of all of the 9 chapters of OBOA is readily available in time for the first mailing in October.

It must be expected that many of the registrants will not fill in the registration forms properly or completely. A small group of committee members should be assigned to contact registrants to get additional information that will be needed for their forms. Usual omissions include class choices, meal choices and methods of payment. Registration forms should always include the registrant’s email address as well as work and home phone numbers to facilitate this acquiring of necessary information.

Conference Registration should be located in an easily-identified location at the conference and should be open for business from mid-morning on Sunday morning through the day until 5:00, and then again from approximately 7:00 AM until mid-afternoon on both Monday and Tuesday. Exact times for registration on each day of the conference will be determined by the Conference Committee.
D. CONFERENCE SCHEDULE

The registration packet must contain the latest draft of the Conference schedule. The obvious hold-up for the conference schedule will be class scheduling and placement, but schedules for other activities should be scheduled as early as possible so that attendees can plan their weekend accordingly. The following items must be included in the schedule;

SUNDAY SCHEDULE

a. The Sunday schedule must include both a time and a room for the Nominations Committee. This committee normally meets from approximately 1:00 until approximately 3:00 depending upon the number of individuals nominated for offices.

b. The Sunday schedule must include both a room and a time for a meeting of the OBOA Board of Directors. This meeting should take place concurrently with the Nominations Committee in a separate meeting room at approximately 1:00 PM.

c. The Sunday schedule traditionally includes a meeting of the Region V Board of Directors and is regularly attended by the OBOA BOD also. It may follow the OBOA BOD meeting in the same room at approximately 2:30 to 3:00. The current Region V President should be contacted regarding this meeting to confirm that a meeting of Region V is necessary.

d. The Sunday Schedule must include time for a meeting of the Council of Past Presidents. This meeting should follow the OBOA BOD meeting and the Region V meeting at approximately 3:00 to 3:30. During the 2010 conference, the Past Presidents met on Saturday evening, but this resulted in additional cost for rooms in the facility on Saturday evening for the attendees. The consensus was that Sunday afternoon was preferred. The Past Presidents meeting is recommended to begin late enough to allow the Nominations Committee, which is comprised of Past Presidents, to complete their work prior to the meeting.

MONDAY SCHEDULE

a. The Monday schedule traditionally begins with breakfast from 6:30 until 8:00 AM followed by the Opening Ceremony at 8:00. The Opening Ceremony should take no more than 15 minutes and should include:

   1. A presentation of the American Flag, possibly with the playing of appropriate music – usually the National Anthem, America the Beautiful, or some other suitable choice.
   2. The leading of the group of attendees present by an appropriate person in the Pledge of Allegiance to the Flag.
   3. An invocation by a local Pastor/Minister/Rabbi or by an individual deemed suitable by the Conference Chairman.
   4. A welcoming message by the Conference Chairman containing any last-minute instructions or information.
   5. May include brief welcoming remarks by a local Mayor, County Commissioner or other official deemed suitable by the Conference Chairman.
(Sample Opening Ceremony and General Membership Meeting Agenda)

8:00 – Call to Order by Conference Chairperson; Presentation of Colors
8:05 – Pledge of Allegiance - ________________________
8:10 – Blessing/Invocation - _________________________
8:10 - Welcoming Remarks by Conference Chairperson
Rule Exhibitors and Major Contributors by Name
8:15 – Introduction of Mayor /County Commissioner for Welcoming remarks (5 minutes)
8:20 – Introduction of OBOA President - OBOA General Membership Meeting Follows
    Call to Order
    Roll Call of Officers and Directors
    Secretary’s Report
    Treasurer’s Report
    Committee Reports (suspended)
    Resolution on Retired Members
    Resolution on Deceased Members (Read Names)
    Announcement of Scholarship Recipients (Chair of Nominations Comm. Reads Names)
    Election of Officers (Past President Chairs Elections)
    Good of the Order
    Adjournment of Meeting

9:00 – Closing Remarks and Last-Minute Changes to the Curriculum
    Door Prize Announcement – Bowl in Exhibitor’s Area for business cards – Awarded at
    Banquet – Must be present to win

9:10 – Adjourn – BBS Board Meeting to begin at 9:30 (or as otherwise scheduled)

b. The Monday schedule shall include conference registration from approximately 7:00 AM, continuing indefinitely through the day. Many registrants will day-trip in to the conference, and the early morning hours will be intense.

c. The Monday schedule shall include time for the Annual General Membership Meeting of the Ohio Building Officials Association. This meeting generally takes no more than 45 minutes to 1 hour, and contains the reading of resolutions remembering deceased members, the announcement of winners of scholarships, the voting on any proposed By-Law changes or other Chapter business, and then the election of new Officers and Directors. While all attendees should be encouraged to attend the General Membership meeting by the lack of conflicting scheduled classes, it has been necessary in the past to schedule some classes that require the full 6-hours of instructional time in order to fit the class into the available hours. Other, shorter classes should be scheduled following these meetings.

d. The Monday schedule may include a lunch speaker. Many good speakers are available to the conference, including officials from the Department of Commerce or the Division of Industrial Compliance, local dignitaries or even motivational speakers, and Monday lunch is an excellent time during which to schedule these additional speakers.

e. The Monday schedule shall include the Conference banquet. The social hour for the banquet generally begins at 6:00, with dinner beginning at 7:00. Please see the Banquet Schedule for more detailed information regarding the banquet.

f. Some Conference Committees have chosen to schedule entertainment around the banquet on Monday evening. These events are at best marginally received, and much thought should go into the nature of such a presentation. Some thought has also been given to the scheduling of entertainment before the banquet during the social hour. Entertainment should be scheduled strictly as an elective, and alternatives should be considered if time or budgeting become serious concerns.
TUESDAY SCHEDULE

a. The Tuesday schedule shall include both a room and a time for the President’s Breakfast. The breakfast is traditionally held at 6:30 AM in a private dining room. Attendance at the President’s Breakfast is by invitation only by the newly-elected OBOA President, and a capacity of approximately 35 should be anticipated.

b. The Tuesday breakfast, lunch and educational class schedule remains much the same as the Monday schedule. Tuesday lunch is generally used by the Executive Committee of OBOA to distribute plaques to its members and Directors for recognition of service as a Director and as a Committee Chair. Additional speakers may be possible but should be discouraged.
E. FACILITY, ROOMS & FOOD

As early as possible in the planning schedule for the conference, but no later than 24 months prior to the conference, the Chapter President of the host chapter shall appoint a Conference Chairperson who will be responsible for choosing a facility. With the help of a conference committee, it is recommended that an RFP (Request For Proposals) be mailed to all interested facilities capable of hosting the conference. The prerequisites for hosting the conference include but may not be limited to the following characteristics:

1. The hotel should be capable of providing the minimum of 200 guest rooms for attendees. If the facility does not have this capability, a back-up facility may be chosen to take the over flow, but this will necessitate the providing of a shuttle from the second facility to the conference.

2. The hotel, along with any adjacent, walking-distance parking lots or ramps, shall be capable of providing parking for up to 500 attendees. The cost of parking may or may not be included in registration, at the option of the Conference Chairperson.

3. The conference facility should be capable of providing from 8 to 15 classrooms, the total seating capacity of which must total 600 to 750 seats. The registration process will dictate which classes will be full to capacity and which will have excess seating capacity.

4. The facility shall have a ballroom capable of seating up to 550 attendees for meals, including the conference banquet. The meal facility should be equipped with a head table for dignitaries and members of the Conference Committee and/or members of Chapter Executive Boards. The size of the head table will vary with the number of dignitaries that have been invited, but will average approximately 15 place settings.

5. The facility should be capable of catering meals for up to 550 attendees with a minimum amount of time needed for serving and cleanup.

6. The facility shall be user-friendly insofar as the use of either portable or built-in technology is concerned for the use of microphones, Power Point projectors, computers and projection screens.

7. The facility shall be capable of providing a suitable location for 12 to 15 exhibitors. The exhibitors shall be accommodated in a centralized location, shall be provided a table, and shall have electrical outlets available for their convenience.

The Host Chapter shall be responsible for providing guest rooms free of charge for various attendees to the conference. Those complimentary rooms shall be provided as follows:

1. The current (outgoing) President of OBOA will be provided with a complimentary guest room on both Sunday and Monday evenings.

2. A minimum of three complimentary rooms shall be provided for special guests to the conference as identified by the OBOA President and included as conference costs. These guests may include but may not be limited to officials or officers of ICC, Region V, or the State of Ohio, or, if not used by said guests, may also be assigned to OBOA major award winners.

3. Various key members of the Host Chapter Conference Committee that find it necessary to stay at the facility may, at the discretion of the Conference Chair, be provided a complimentary room.

4. The Conference Chair may, at his discretion, decide to provide certain key class presenters with a complimentary room in payment for their services.
5. At the discretion of the President of OBOA and at the sole cost of OBOA, rooms should be provided upon request only on the night of the banquet to award winners and their spouses/significant-other for one or more of the four major OBOA awards. It should be noted here that if the 3 complimentary rooms provided by the conference host chapter for the special guests of the conference (as outlined in item #2 above) have not been earmarked for said guests, they may also be used for OBOA award winners. The banquet meal should also be provided at the cost of the conference for each of the winners and their spouses if they have not already registered for the conference. Friends and family of the award winners should be advised that they can purchase banquet tickets from the registration form at some individual meal cost to be determined by the conference chair. Additional rooms may be provided at the request of the President of OBOA, and at the sole cost of OBOA, for other individuals or uses as he deems necessary.

The facility shall prepare the rooms for the events listed in these notes under the heading of schedule, that include the following room requirements:

1. Room for the Past President’s meeting, the OBOA Board of Directors meeting, and the Region V meeting;
2. Room for the Nominations Committee interviews;
3. Room for the Registration Committee and registration packets;
4. Room for the Monday evening banquet;
5. Room for the OBOA President’s Breakfast
6. Room for the OBOA General Membership Meeting (includes stage with table and chairs to accommodate approximately 10 persons)
7. Room for the Board of Building Standards monthly meeting (includes stage with table and approximately 15 chairs) (can be the same room and same table as item #6)
8. Room for meals that will accommodate 500 attendees at tables of 8 to 10 persons each.
9. Room(s) for evening Hospitality events by host chapter or other chapters as needed.
10. Classrooms; All classrooms should contain a table centered at the head of the room for the presenter’s projection/computer equipment; A table at the rear of the room for sign-in sheets; adequate seating for the number of attendees schedule to use the room or seating to capacity of the room.

Meals shall be included in the cost of registration, and they shall include the following:

1. Sunday afternoon welcoming event (optional)
2. Monday breakfast, lunch and banquet
3. Tuesday Breakfast and lunch
4. Tuesday morning President’s Breakfast
5. Lunches for Nominations Committee (approx. 6 lunches) on Sunday afternoon
6. Morning and afternoon coffee breaks on Monday and Tuesday (optional)
7. The cost of a banquet meal should be listed on the registration form for those individuals that wish to attend the banquet only. Those individuals may include but are not limited to spouses of code officials or friends and family of OBOA award winners.
F. EDUCATION & PROGRAM

The largest single task involved in preparing for the conference is the arrangement of the education program. The OBOA Joint Conference is primarily an educational conference, and those that attend do so primarily for the continuing education credit hours. The following guidelines shall be considered in the assembling of the educational curriculum;

1. All courses should be BBS-Approved prior to the publishing of the registration forms in October. Exceptions to this rule should be kept to a minimum.
2. Courses should be provided that deal with both Residential and Non-residential codes.
3. Courses should be designed to suit all disciplines of inspectors, including BO, BI, all Plans Examiners, MI FPI, ESI and PI, in addition to possible classes approved for optional certifications such as Fire Inspector and Manufactured Homes inspectors. The Education Committee should strive for a minimum of 12-hours of classes approved for each certification.
4. An education matrix should be prepared indicating the location of each class, the name and approval number of each class, and the times and lengths of each class. Attendees can use this matrix to maximize their opportunity and register for as many classes allowed by the time available in their chosen discipline.

The Education Committee shall be responsible for these additional tasks;

1. Provide for at least one class proctor for each class offered at the conference. The class proctor shall pick up the class roster (if available), the BBS sign-in sheets and the class certificates from the registration desk immediately prior to the class and return them to the registration desk following the class. Sign-in sheets shall be left displayed for only a brief time following the beginning of each class. The proctor shall also collect registration tickets at the door of each class to insure that those attendees that are registered are properly seated in the class. At the prescribed time prior to the beginning of the presentation the excess seating capacity may be filled with BBS-certified visitors that have not registered.
2. The Education Committee shall insure that audio-visual equipment is made available to presenters in the proper location and at the proper time to suit the presentation. The Committee should inquire well in advance as to the specific needs of each presenter.
3. The Education Committee shall prepare all necessary maps and layouts of the facility to insure that the attendees can find their classrooms efficiently to enable them to be in class on time. Additional signage may be made available in the lobby of the facility and at the doors of the classrooms advertising the presentation that is immediately following.
4. Consult with each and every presenter to determine if handouts will be made available and if so, how many copies must be available for registered attendees. If the handouts are copywrited materials, the committee shall take delivery of the materials and see that they get distributed to the correct classroom at the appropriate time.
5. The education committee should provide/arrange for the audio-visual requirements of the presenters. Each classroom may be provided, as determined by the class, with a projection screen, Power Point or other projector, electrical cords as needed and miscellaneous cords, microphones, connectors and accessories as may be determined by the size of the room and the needs of the presenter. It may be advisable to procure the services of a company that can provide all of these items, plus a qualified consultant that will provide technical assistance where that help is needed.
The company’s own technicians will be responsible for set-up, removal and for the repair and the security for all equipment, relieving the conference committee of that responsibility. Collecting equipment piecemeal from individuals or jurisdictions that may be willing to lend it is problematic, presents a security and service problem, and often is difficult to match up with the presenter’s own computer or other equipment. The audio-visual package, however, may be the most expensive non-meal purchase that the committee will have to make, and the matter should be considered carefully.
G. EXHIBITORS AND SPONSORS

**Exhibitors** shall be solicited from among a list of individuals and companies that are known to do business with code professionals. Three different levels of participation are generally offered to companies that agree to be exhibitors, from Gold Exhibitors at $1500, to Silver Exhibitors at $1250, and ending in Leadership Level at $1000. The final cost and contents of each package may be determined by the Conference Chair, but are generally laid out as follows:

<table>
<thead>
<tr>
<th></th>
<th>GOLD</th>
<th>SILVER</th>
<th>LEADERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Space w/3’ X 8’ Table</td>
<td>Booth Space w/3’ X 8’ Table</td>
<td>Booth Space w/3’ X 8’ Table</td>
<td></td>
</tr>
<tr>
<td>Full-page Ad</td>
<td>Half-page Ad</td>
<td>Quarter-page (bus. card) Ad</td>
<td></td>
</tr>
<tr>
<td>Full-event access inc. meals</td>
<td>Full-event access inc. meals</td>
<td>Full-event access inc. meals</td>
<td></td>
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<tr>
<td>Event Sponsorship at Meals</td>
<td>Event Sponsorship at Meals</td>
<td>Event Sponsorship at Meals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Breaks, Hospitality &amp; Entertainment</td>
<td>Breaks, Hospitality &amp; Entertainment</td>
<td></td>
</tr>
<tr>
<td>Banquet for 2 attendees</td>
<td>Banquet for 2 attendees</td>
<td>Banquet for 1 attendee</td>
<td></td>
</tr>
</tbody>
</table>

The Conference Committee must clearly understand that the Exhibitors need and expect the interaction of as many of the attendees as possible. They must be placed in a location that is frequented by the attendees, not isolated in a meeting room where they will be unlikely to be visited. If more than one Exhibitor is displaying similar information, equipment, software or merchandise, those two Exhibitors should be separated as to prevent undue comparison or competition between them. Exhibitors may require some type of security for their displays, so this should be discussed with all potential exhibitors at the time of their registration. Finally, there may be tools that can be used to encourage attendees to frequent the displays of exhibitors, such as the use of a business card bowl at each exhibitor table. Door prizes can then be drawn from each bowl at a lunch meal or at the banquet. You may also set up coffee break food and beverages in between and among the exhibitors tables so that the attendees must frequent that area. Any ideas that cause the attendees to visit the tables of the exhibitors will be welcomed and will encourage the exhibitors to come back year after year with their business.

**Sponsors** are important to the conference and can often make the difference between breaking even and moderate success. The Ohio Board of Building Standards have been a major sponsor over the years because of the availability of the 3% funds to pay for the continuing education. In recent years, however, with the budget woes at the state level, the BBS contribution has been reduced. There are ways that private and corporate sponsorship can be encouraged, however, and the Conference Chair should take personal charge of this committee to see that no stones are left unturned in this effort.

There are several types of corporate entities that may be encouraged to provide sponsorship to the conference. These companies may include the natural gas supplier, the electrical power supplier, the local Builders Association, local manufacturing firms that are associated with building materials, large suppliers of building materials (roofing, drywall, lumber companies, etc.) and even banks, lending institutions and insurance companies. Each individual case should be discussed and the correct person chosen to contact the firm to discuss sponsorship opportunities. There may be relationships with old college fraternity brothers, former business acquaintances or even family relationships that may be useful in getting opportunities to discuss sponsorships with the correct person in each targeted company. Many regions have piping suppliers and manufacturers, block and brick companies, and many other such firms that may be willing to sponsor a meal or event.
Sponsorship opportunities that have been used in the past include the following examples. **Every region is different, and you may choose to use all of these, none of them, or a variation of various opportunities. Here are a number of examples:**

- **Conference Tote Bags (with company logo)**: $8,000
- **Conference Pocket Schedules**: $3,000
- **Conference Welcoming Event**: $6,000
- **Conference Awards Banquet**: $10,000
- **Conference Daybreak Breakfast**: $5,000
- **Conference General Assembly Luncheon**: $7,500
- **Refreshment Break Sponsors**: $2,500

**Conference Tote Bags:** Promote your company to every attendee by sponsoring the Conference Tote Bags. Distributed to every attendee, these high-quality bags will feature your logo together with the conference logo and will be used throughout the conference and thereafter.

(Cost: $8,000; Exclusive)

**Pocket Schedule:** The pocket schedule will contain the conference schedule along with the hotel floor plans. It will be used by every attendee several times per day and will provide an excellent opportunity to advertise your name and company logo.

(Cost: $3,000; Exclusive)

**Welcoming (Tailgate Party) Event:** The welcoming event is the place where all attendees will meet and mingle on Sunday evening prior to getting down to business on Monday morning. Be among those who will be first to welcome this year’s attendees by sponsoring the Welcoming Event.

(Cost: $6,000; 2 Opportunities)

**Conference Awards Banquet:** Leave an impression long after the conference is over by promoting your company or organization at the Conference awards banquet. The banquet takes place on Monday evening, and will feature an outstanding meal, welcome the new officers of the Ohio Building Officials Association, and include interesting speakers.

(Cost: $10,000; 2 Opportunities)

**Conference Daybreak Breakfast:** Be among the first names seen by conference attendees on each of two busy days at the Conference. Advertising on signage near the serving line and outside of the main entrance to the dining room will make every attendee aware that you support the important work done each day by our members.

(Cost: $5,000; 4 Opportunities)

**Conference General Assembly Luncheon:** You will gain the exposure that your company or organization deserves by sponsoring the General Assembly Luncheon. Speakers, awards and recognition plaques will be highlighted at the luncheons on both Monday and Tuesday. Your company will be promoted on signage near the head table and at the door to the dining room. Meal passes will be available to those of your company that wish to attend.

Cost: $7,500; 4 Opportunities)
**Refreshment Breaks:** Promote your company or organization to the attendees as they take a break from classes and lectures during the day. Sponsorship includes your company name and logo on signage near the break location and a table for sponsor’s literature.

(Cost: $2,500; 4 Opportunities)

It should be remembered that every person on the Conference Committee, and for that matter every member of the local host chapter, should be considered as a member of the Exhibitors and Sponsor Committee. The amount of money raised will be directly proportional to the amount of effort spent in searching for sponsors. It should also be remembered at this point that a business or firm should never be approached for sponsorship by the Building Official or inspector whose authority the firm is subject to. We must keep the conflict of interest matter in mind as we contact our potential sponsors.
H. PROGRAM BOOKLET

Each year a Conference Program Booklet is prepared and distributed as a part of the Registration Packet. It is important to note here that the optional contents of the Program Booklet, aside from the required information listed herein, are determined solely by the Conference Chairperson or the Program Booklet Committee. The Committee may choose to highlight their Chapter members, their Chapter accomplishments, or any other information they choose to include. Several different committees are involved in some way in the Program Booklet, and it is necessary for these committee chairs to work together to produce a quality product. Exhibitors will be given advertising space depending upon the level of their participation. Other Chapter Presidents will be contributing to the Program Booklet, and they must be contacted and reminded until all ads from the regional chapters have been received. Many ads will be mailed to the Registration Committee, and that committee will have to forward them to the appropriate person in a timely manner to facilitate the layout of the booklet.

Major sponsors may also be awarded space in the booklet at the discretion of the Conference Chairperson depending upon the level of support, and all of these sources will have to be taken into account. In addition to advertising opportunities and optional Chapter content, the Program Booklet should contain the following information:

1. The cover should contain a carefully chosen picture from the Host Chapter’s region along with the heading “Host Chapter/OBOA Joint Conference, the calendar year and the Conference Slogan
2. A welcoming message by either the President of the Host Chapter or the Conference Chairperson
3. A welcoming message by the President of OBOA.
4. A welcoming message by the Chairman of the Board of Building Standards.
5. A welcoming message by the President or CEO of ICC (optional)
6. A page containing the names and contact information for all OBOA Officers, Directors-at-Large and Chapter Presidents
7. A full-page congratulatory message from each of the other sister chapters of OBOA.
8. An up-to-date Conference Schedule, including a page for the Companion Program and Schedule
9. An up-to-date schedule of all Educational Classes along with their brief descriptions, approval numbers and approved certifications
10. A floor plan of the facility showing the room layouts and the locations of registration area, dining rooms, exhibit areas, ball rooms, restrooms and other facility amenities.
11. An ad displaying available information regarding the next year’s Conference
12. Conference Advertising
While each Conference Chairperson/committee may decide on the cost and layout of the Program Booklet Advertising at their own discretion, the following are examples of advertising costs that have been used in the past:

**Conference Program Advertisements**

<table>
<thead>
<tr>
<th>Advertisements</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Page Spread (16” X 10”)</td>
<td>$600</td>
</tr>
<tr>
<td>2-page Spread (16” X 10”)</td>
<td>$500</td>
</tr>
<tr>
<td>Full Page (7.5” X 10”)</td>
<td>$300</td>
</tr>
<tr>
<td>Inside of Front Cover (7.5” X 10”)</td>
<td>$400</td>
</tr>
<tr>
<td>Back Cover of Program (7.5” X 10”)</td>
<td>$750</td>
</tr>
<tr>
<td>Inside of Back Cover (7.5” X 10”)</td>
<td>$400</td>
</tr>
<tr>
<td>½-Page (3.5 X 10” OR 7.5” X 5”)</td>
<td>$175</td>
</tr>
<tr>
<td>Quarter page (3.5” X 4.5” OR 7.5” X 2”)</td>
<td>$125</td>
</tr>
<tr>
<td>Business Card</td>
<td>$ 75</td>
</tr>
</tbody>
</table>
I. COMPANION PROGRAM

The Companion Program has traditionally been used as a carrot to lure those code officials to the conference that might not otherwise attend alone. On the other hand, it is genuinely an enjoyable time for the significant others of code officials to get away from home, meet people, enjoy good meals, and see the sights and sounds of the host chapter’s region. While the theoretical cost of a companion to the host chapter is the same as any other attendee, such as the cost of meals, entertainment, registration packet and other related amenities, the cost of the Companion Program has generally been discounted to encourage attendance. Companion Programs in prior years have usually been marked down by more than 50% from the total cost of member registration, and, on top of that, have included a special program that contains tickets to special events, including the necessary transportation for their specific entertainment. Some of these events over the years have included a day at a gourmet cooking school, entry into a water park, admission to local museums or Hall-of-Fame, shopping at local malls, lunch at local upscale restaurants, and many other great ideas. The extent to which the Companions are accommodated, discounted or entertained is up to the discretion of the Conference Chairperson. Some other facts to be aware of in relation to the Companion Program are as follows:

1. At the beginning of the planning stage, the Chairperson should solicit friends and past attendees to form a committee. As soon as possible, that committee should meet once or twice a month to discuss ideas for possible local activities for the companions.

2. Working with those ideas, the chairperson and committee members should make inquiries (emails and phone calls) as to the cost of those activities, and the price of a bus or other transportation. Transportation could include a chartered bus or, as in Cleveland, Lolly the Trolly (which is unheated). Chartered buses come in several sizes, the most popular being the 55-seat size. Make inquiries to compare prices because they can vary quite a bit. The bus companies require a deposit immediately, and then the rest of the fee about a month before the conference. The bus should be yours for the day, which means that it should wait for the companions until it’s time to go elsewhere.

3. Companion activities are needed for:
   a. A welcoming event on Sunday evening. In the past, this has included appetizers and watching the Super Bowl game. It could also include playing games of chance and, as at Disney, watching fireworks.

   b. Monday activities from just after breakfast to late afternoon (the Banquet is always on Monday evening). In the past, this has consisted of learning to cook a gourmet lunch at a local gourmet cooking school, then dining on the lunch that was just cooked, followed by an hour of shopping in the store full of cooking utensils and supplies. Other companion activities have included a tour of a local waterpark resort, a visit to an Art Museum, Rock and Roll Museum, and a Chocolate factory, as well as a Maritime Museum. Companions have also toured a pottery factory and met the owner who is also an author of a children’s book. Another activity consisted of visiting a pottery store, choosing a piece of pottery, and then painting it. The finished product was then mailed to everyone’s home when it was ready.
c. On Tuesday, activities should be planned for the time from just after breakfast until about 4pm. In the past, it has included shopping in the morning at a local mall, and a long, drawn-out lunch at a wonderful restaurant. Some small door prizes may be raffled off at the restaurant. The bus would then return all back to the hotel. Other Tuesday activities could include a visit to a nearby winery, as well as a wine-tasting party. Companions could also enjoy a tour of a candy factory, including free samples.

4. The prices you receive from bus companies, museums, etc. for companion activities must be submitted to the Conference Committee to determine what the fee for companions will be, and whether or not those activities are affordable.

5. Sometimes a gift bag is given to each companion at the time of registration at the Hotel. It can include such things as candy made by a local candy manufacturer, a keychain with the conference logo on it, hand creams, etc. Contact the local Chamber of Commerce for free brochures about your area. Elicit free samples from as many local businesses as you can. That cuts back on the money that would be spent on the gift bags. If their logo is on the samples, that is very good advertising for the businesses.

One person (with several helpers) should be in charge during the Sunday, Monday and Tuesday activities. It gives the impression that everything has been well-organized, and that someone in charge can answer any questions the companions might have. Companions like to know what time to get together in a central location at the hotel, what time they will board the bus (or other transportation), and what time they will return to the hotel. It’s a very good idea for the chairperson to introduce herself and her helpers to the companions on Sunday afternoon or Monday morning. They could be identified with nametags and/or conference shirts.
<table>
<thead>
<tr>
<th>Months Prior to Conference</th>
<th>MONTH</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>24 - 30</td>
<td>Host Chapter President shall appoint a Conference Chairperson. Conference Chair shall begin search for a suitable facility. RFP's should be sent out requesting input from facilities</td>
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<td>24</td>
<td>March</td>
<td>The Conference Chairperson shall choose a facility with the concurrence of the Conference Committee and execute a contract with the facility. Establish a separate bank account for the Conference to track income and expenses.</td>
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<td>12 - 24</td>
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<td>The Conference Chairperson should begin to assemble a list of potential sponsors and then assign committee members to contact those sponsors. Many firms must budget such costs and will need to know about them the year prior to the event.</td>
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<td>12</td>
<td>February/March</td>
<td>Prepare fliers for distribution at the prior year's Joint Conference. Insure that a quality advertisement is placed in the Program Booklet for the prior year's conference announcing the event.</td>
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<tr>
<td>11</td>
<td>April</td>
<td>Begin to schedule the educational classes. Develop an outline of desired classes, topics or presenters and then proceed to contact presenters and fill in blanks.</td>
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<td>8</td>
<td>July</td>
<td>Classes should, for the most part, be chosen, and the necessary applications sent in to the BBS for approval of CE hours. ICC should now be contacted to arrange for guest speakers and dignitaries. Invitations to other speakers should be arranged and sent.</td>
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<td>6</td>
<td>September</td>
<td>Finalize the Registration form and the Educational class schedule in preparation for an October mailing. Insure that all regional chapters have sent an up-to-date roster of members for use in distributing registration forms.</td>
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<td>5</td>
<td>October</td>
<td>By the end of this month the initial mailing for the conference registrations should be in the mail. A Conference website should be set up, or a special page added to the chapter website specifically for Conference Information and forms.</td>
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<td>4</td>
<td>November</td>
<td>Finalize the speakers and guest list for the event. Monitor receipt of registrations.</td>
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<tr>
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<td>January</td>
<td>Finalize arrangements and deals with exhibitors. Make final contact with potential exhibitors that have not been heard from. Continue to monitor numbers of registrations.</td>
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<td>February</td>
<td>This is the final month before the conference. Numbers must be confirmed to the hotel for meals, for orders of registration packets and for the printing of Program Booklets. Numbers will change right up until the last minute before the conference.</td>
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<td>February/March</td>
<td>The weekend before the conference will be spend stuffing registration packets and finalizing the arrangements for food, presenters, class proctors and handouts. Last-minute registrations will still be arriving.</td>
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K. BANQUET

The Conference Banquet is the social highlight of the Conference. Attendance at the banquet, which will be the most expensive meal offered to attendees, must be carefully monitored and controlled. Banquet tickets should be included in the registration packet in some form. It should be noted here that many of the registered attendees will NOT attend the banquet. Those that are close enough to their home to commute may or may not choose to attend the banquet, and others will be absent for a variety of other reasons. Thus, it should be noted that since this is going to be the most expensive meal of the conference, every effort should be made to determine how many people will be attending. During the registration process, each registrant can be specifically asked if they intend to attend the banquet. Every meal ordered and not eaten will still cost the host chapter $60 or whatever the cost of the meal happens to be. A mere 14 meals will amount to a needless cost of $1000, so that detail must be carefully controlled. A selection of menu choices has traditionally been offered which include beef, chicken, fish or vegetarian selections. Whatever the method chosen might be, the number of attendees that will be attending the banquet must be reported to the caterer accurately.

The banquet room must be set up in such a way as to include a head table – preferably raised on some type of stage, a lectern and a sound system. A table should be placed behind the head table for the placement and storage of awards and plaques. The head table should seat approximately 15 people, depending on the speakers and dignitaries that might be present. Those seated at the head table should include the OBOA Executive Board, The Conference Chairperson, their spouses if applicable, ICC dignitaries, The Chairman of the BBS, a minister/pastor that will give the invocation, and any special guests that the Conference Chairperson chooses to include. Unless otherwise noted, the Conference Chairperson will act as Master of Ceremonies and introduce all guests.

See Part “E” for more applicable notes on rooms and banquet meals for OBOA award winners and miscellaneous guests.

The Banquet agenda may be arranged as follows:

6:30 Call to order. Introduce ______________ who will give the invocation.

MEAL

7:15 Introduction and Remarks by Host Chapter President or Conference Chairperson Introduce Guests (Prepare a list of names and credentials in advance) Recognize Conference Committee

7:20 Introduce the current President of OBOA, for his remarks; He will then Introduce the member of the ICC Board of Directors (or other person selected for this honor), who will do the swearing in of new OBOA Officers. (NOTE) Include a short Bio of the person doing the swearing in, even if that person is well-known.

3 New Directors At Large (Add Names and Titles Here)
New OBOA – Treasurer (Add Names and Titles)
New OBOA – Secretary
New OBOA – Vice President
New OBOA – President
7:30 Remarks by ICC Director or other dignitary following the swearing-in.

7:40 All Past Presidents of OBOA form in front of the podium to pass the gavel to the new president. The new president, __________, presents Past Presidents plaque and pin to out-going President. (Note: The ICC special guest may want to present the Past-President’s Pin.)

7:50 Introduce the keynote speaker __________, as the Guest Speaker. (Consult speaker’s resume for introductory remarks). (15 - 20 Minutes)

8:05 Introduce Gerald Holland or the current Chairman of OBBS for his remarks; He may also be presenting the David Dennison Award to a recipient of his choice at this time. (10 - 20 Minutes)

8:25 Introduce either the award winners themselves or the presenters of each of 4 major OBOA awards and give the background of the award itself and the bio of either the winner or the presenter as the case may be.

The Ohio Building Officials Association presents the Associate Member of the Year award each year to a Contractor, Design Professional, Manufacturer’s representative or other construction industry professional that demonstrates a high degree of commitment to this organization and thereby makes a significant contribution to code enforcement and public safety in Ohio.

The Associate Member of the Year Award is presented by/to _______________________.

The Ohio Fire Official of the Year Award is presented each year to an individual, career firefighter or volunteer, who has demonstrated superior achievement in the area of fire and life safety inspections, and who has worked closely with Ohio Building Code Officials to advance the cause of code enforcement and public safety in Ohio.

Ohio Fire Official of the Year Award is presented by/to _______________________.

Harvey E. Wilbekin was a registered engineer in Ohio and several other states as well as in his home in the Virgin Islands. Harvey came to Cincinnati via New York City where he met his wife Cleo. Harvey was a practicing attorney, and his combination of skills served him well as the Department Director and CBO of Cincinnati. Harvey had an unfailing sense of humor that allowed him to endure the constant call to “STAND UP” whenever he was at a podium or microphone. Although his physical stature was short, he was a giant among the nation’s code officials. He served on the OBOA Board of Directors, was a founding member of SWOBOA, and served on the Board of Directors of BOCA. Harvey’s good nature, intelligence and leadership served OBOA and the nation for many years. The Harvey E. Wilbekin Ohio Building Official of the Year Award is presented each year to an individual who has emulated Harvey’s high standard of professionalism within the Building Code profession.

The Harvey E. Wilbekin Building Official of the Year Award for the year _____ [is presented to- _______________________] or [shall be presented by ________________].

Victor C. Jones was a registered engineer in several states and served the Cincinnati Building Department as both the Chief Building Official and the Assistant Director. Victor was instrumental in the reorganization of the Department and worked tirelessly to obtain a model code in Ohio. Always an advocate for open communications with other code officials, Victor was one of the founding fathers of OBOA and of SWOBOA. Victor remained a strong supporter of OBOA until he lost his battle with cancer in the late 1970’s. The Victor C. Jones Lifetime Achievement Award is presented each year to an individual for his (her) dedication to the profession and his commitment and contribution to code enforcement and to public safety.

The Victor C. Jones Lifetime Achievement Award for the year _____ [is presented to _______________________] or [shall be presented by ________________].
8:50  Introduce the person designated by the Conference Chairperson to award door prizes
9:00  Closing Remarks and Dismissal – Conference Chairperson

NOTE: In past years, after-banquet entertainment has not been well-attended, perhaps because the banquet ends too late in the evening. Much money has been spent on such entertainment in the past, and few people have stayed in the banquet hall to enjoy it.
It is most helpful for each Conference Committee to learn from prior events and to benefit from them. Planning for a Joint Conference is a game of numbers. How many code officials will attend? How many companions will there be? How many rooms will they use while staying at the hotel or conference facility? How many meals will be required? How many guests will attend the banquet? Accurate record keeping and the passing along to the next conference committee of this information is an important function of an organization such as OBOA and its regional chapters. The following questionnaire will help future Conference Committees to know what transpired in the past – what went well, and what might have been done differently given the hindsight of history.

Date and Year of Conference: ____________________  Host Chapter: __________________
Conference Chairperson: _________________________  Phone #: ______________________
Name and Address of Conference Facility: ___________________________________________
___________________________________________
Number of Guest Rooms Used on Sunday Evening: ___________  Monday Evening: _________
Describe Parking Arrangements: ___________________________________________________
______________________________________________________________________________
Registration Costs and Form: Member Cost: ____________  Please Attach a Registration Form.
Companion Registration Cost: __________   Number of Companions That Attended: _______
What was the total Registration for Monday: _____________  For Tuesday: _______________
How many Non-Registered Guests Attended (guess if necessary): ________________________
How Many Breakfast Meals were served on Monday?: ______________ Tuesday?: ___________
How Many Lunch Meals were served on Monday?: ______________ Tuesday?: ___________
What was the attendance at the Banquet?: __________________
What time did the Banquet begin?: _________________  What time did it end?: ____________
Who was the current OBOA President?: ____________________________________________
Who was the Incoming President?: _________________________________________________
Who did the swearing in of Officers?: _______________________________________________
Did you use a computer program for registration?: _________________________________
Did it turn out to be a very useful program?: _________________________________
Approximately how many different classes were offered?: _____________________________
What was the financial contribution by the OBBS toward the Conference?: _______________
What Companies or Firms were Exhibitors at this Conference?

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<th>Contact</th>
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