2020 VBCOA Directory

Virginia Building & Code Officials Association

Building Safety Professionals Dedicated To Better Buildings, Safer Communities
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VBCOA is currently facing the COVID-19 epidemic reality. How do we as an organization serve our membership, meet our strategic plan goals and ensure we continue to serve our communities?

Let me say there is much work being conducted since COVID-19 first entered our awareness to present day where we are faced with working through the limitations due to social distancing thus prompting us to utilize electronic means to conduct the business of VBCOA. Our members are attending code workgroup meetings electronically. Our Education Committee is looking at ways to provide education opportunities to not only our membership but an avenue to provide continuing education classes to Home Inspectors and others in our industry. We partnered with DHCD to provide a page on our website where localities could update their operating status, providing a resource for individuals to determine how building department operations are being conducted across the state. We have localities sharing processes that made operations of their localities building departments possible, providing valuable resources to those building departments who may be searching for ways to conduct the day to day business of ensuring the health, safety and welfare of our communities by ensuring the safety and performance of the built environment.

You, our members, are dealing with circumstances that you had no hand in or control over. It is in our nature to find the answer to a problem, provide direction, giving our communities the services in a way they have become accustomed to. We find ourselves in a situation where we must recognize we have to adapt and sometimes utilize methods and processes that may be unconditional and may prompt a feeling of reluctance in those we serve. However, if we continue to be committed to finding solutions and avenues to perform our service to our communities and maintain our commitment to VBCOA we will come out of this as better, more accomplished code professionals and most importantly a valuable, reliable asset to our localities.

“Above all else, it is time for compassion. Everyone – residents, government staff, officials – are anxious, show your residents that you empathize, that we are all in this thing together and we will get through it.” (Michelle Gowdy, VML Executive Director, It Takes a Locality Message, March 20, 2020). This statement reflects what we all should be doing: providing some reassurance to those around us that we will resume a normal day to day reality, albeit smarter, better equipped and cognizant of what binds us together. Together we transform our communities!

VBCOA along with many of our sister organizations have either canceled or rescheduled many of our in-person meetings and events but continue to look forward to the time when we will meet in person again.

Be well, stay safe.

[Signature]

President | Virginia Building and Code officials Association 2019/2020
VBCOA History

The Virginia Building and Code Officials Association started in December 1929 when a handful of Building Inspectors and other officials worked diligently to form what is now known as the VBCOA. Those in attendance at that first meeting were Front Royal, Hopewell, Lynchburg, Manassas, Newport News, Petersburg, Richmond, Roanoke, and Staunton. Today, the VBCOA is a strong association, with 1,000 members, dedicated to carrying out the mission set forth almost a century ago and fostering partnerships to ensure better buildings and safer communities.

Lynchburg Inspector George C. Hough presided over that first meeting, December 4, 1929, which was held in conjunction with the 24th Annual Conference of the Virginia Municipal League in Petersburg, Virginia. Those assembled formed the Virginia Building Inspectors Association with the purpose of providing an opportunity for the interchange of ideas and best practices among building inspectors and other local officials. In 1933, the group changed its name to the Building Officials Conference of Virginia. The annual conference was lengthened to two days in 1940.

In 1947, plumbing officials began meeting with BOCV, so the group changed its name to the Building and Plumbing Officials Conference of Virginia to reflect the change in membership. Just two years later—in 1949—electrical inspectors joined the fold, and the name was changed to Building, Plumbing and Electrical Officials Conference of Virginia. In 1962, the group changed its name to the Virginia Building Officials Conference. In 1970, VBOC held its first annual conference separate from the Virginia Municipal League’s conference. The meeting was held in Natural Bridge. At the 47th annual conference in Bristol, the group voted to change its name to the Virginia Building Officials Association. Finally, at the 58th annual conference in Roanoke, the group voted to change its name to the present Virginia Building and Code Officials Association (VBCOA).

As we prepare for the VBCOA Annual Conference of 2020, we are reminded that those who saw the need to form this great association, did so within weeks of the worst stock market crash in history and what became one of the catalysts of the Great Depression. We are currently working and living in very challenging times, yet looking over our history, we recognize the vision of those who came before us and the need for us to be able to come together and continue the great work of this Association, in good times and bad.

Throughout the history of the VBCOA, recognizing the important and critical relationship between the uniform enforcement of building codes and public safety, now, more than ever is an important time to remind yourself that your jobs are important and necessary for the protection of the health, safety, and welfare of all persons who live, work, or visit the Commonwealth. Keep up the good work and we hope to see you all soon.
Mission, Vision, and Values

**Mission**
We are a statewide network of building safety professionals dedicated to the protection of the health, safety, and welfare of all persons who live, work, or visit the Commonwealth of Virginia.

**Vision**
**Progressive:** We welcome and promote growth within the building safety profession;

**Image and Outreach:** The organization has a positive profile and high visibility with elected; leaders, local administrators, and the general public; so that they will support our profession and mission;

**Leadership:** We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization;

**Partnering:** We have effective partnerships with related organizations and client user groups

**Values**
**Community:** We are good stewards of our local community because we live and work here, too. We care about all people who live, work or visit our communities.

**Customer Service:** Whether we’re working with local officials or a homeowner, we are patient, understanding and willing to help. Sometimes there may be more than one right answer to a problem, and we are both flexible and creative in solving a code issue

**Leadership:** This organization has been a leader in the building safety profession for almost 90 years. We have a strong, diverse leadership that is nationally recognized for its contributions to the improvement and understanding of building code development.

**Members:** Our strength is our members. Being a member of VBCOA means you’re a leader in the building safety profession, and you are part of an organization that is recognized nationally for our efforts to improve the code.

**Professionalism:** We portray the skill, competence and character expected of a member of the building safety profession.

**Resource and Education:** We are trained professionals who know exactly how the code will affect a project. We are both a resource in the building and development and a source of continuing training and education.
VISION OUTCOMES

In 2022, the vision for VBCOA includes the following outcomes:

<table>
<thead>
<tr>
<th>PROGRESSIVE</th>
<th>IMAGE AND OUTREACH</th>
<th>LEADERSHIP</th>
<th>PARTNERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>We welcome and promote growth within the building safety profession</td>
<td>The organization has a positive profile and high visibility with elected leaders, local administrators, and the general public so that they support our profession and mission.</td>
<td>We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization</td>
<td>We have effective partnerships with related organizations and client user groups</td>
</tr>
</tbody>
</table>

1. Maintain active participation in code development
2. Maintain active participation in the legislative process
3. Provide training to code official and building industry client groups
4. Develop and implement a re-branding program emphasizing building safety professionals
5. Create an effective recruitment program
6. Develop and implement an effective orientation program
7. Develop and implement an effective leadership mentoring program
8. Develop a strategy to ensure greater access to knowledge, training, and best practices across the state
9. Define and implement a networking strategy with professional and civic organizations
10. Identify and build coalitions with sister building safety organizations
11. Explore the potential for a job-sharing program

PROGRESSIVE - We welcome and promote growth within the building safety profession

Goal 1: Maintain active participation in code development

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue strong code development committee structure</td>
<td>Ongoing</td>
<td>Sgt-at-Arms with Code Committee Chairs</td>
</tr>
<tr>
<td>2. Recruit and mentor participants to the ICC code committees</td>
<td>Ongoing</td>
<td>Current code committee chairs</td>
</tr>
<tr>
<td>3. Recruit and mentor participants to the VBCOA code committees</td>
<td>Ongoing</td>
<td>Current code committee chairs</td>
</tr>
<tr>
<td>4. Schedule code committee meetings in alignment with the code development cycle</td>
<td>Per code cycle</td>
<td>Code committee chairs</td>
</tr>
<tr>
<td>5. Continue to fund delegates to code hearings</td>
<td>Per budget cycle</td>
<td>Region Chairs/BOD</td>
</tr>
<tr>
<td>6. Deploy program to provide code change training and educational seminars</td>
<td>Per code cycle</td>
<td>Education Committee</td>
</tr>
</tbody>
</table>
Measures:
Number of scholarships awarded
Number of code development trainings offered
Number of first-timers receiving scholarships
Number of first-timers to VBCOA committees or ICC Committees
Number of VBCOA committee members on ICC Code Development Committees
Number of committee meetings occurring during the cycle
Regional attendance at meetings

**Goal 2: Maintain active participation in the legislative process**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain adequate levels of funding to support lobbying efforts</td>
<td>Per budget cycle</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Actively recruit and mentor participants in the legislative process</td>
<td>Ongoing</td>
<td>Legislative Committee</td>
</tr>
<tr>
<td>3. Continue to explore new technology for effective communication method among all committee members and BOD</td>
<td>Ongoing / Legislative session</td>
<td>Legislative Chair</td>
</tr>
<tr>
<td>4. Engage local legislative representatives to discover legislative needs and initiatives at the source level which may impact the VUSBC or enabling authority</td>
<td>Ongoing / Legislative session</td>
<td>Legislative Committee Representatives</td>
</tr>
</tbody>
</table>

Measures:
Number of training sessions provided on VBCOA Legislative Committee
Number of participants received training session
Number of bad legislative proposals tabled

**Goal 3: Provide training to code officials and building industry client group**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and publish to the website a resource library of technical and non-technical training programs on the state level that can be delivered on a regional basis.</td>
<td>Ongoing</td>
<td>Education Committee</td>
</tr>
<tr>
<td>2. Partner with DHCD to educate “Officials” on the utilization of code modifications</td>
<td>Currently until 12/20</td>
<td>Education Committee</td>
</tr>
<tr>
<td>3. Explore alternative delivery methods for training such as YouTube, video conference, webinars and the creation of a knowledge center</td>
<td>Currently until 12/20</td>
<td>Education Committee</td>
</tr>
</tbody>
</table>

Measures:
Number of presentations posted to the site
Number of times each training it presented

**IMAGE AND OUTREACH** - The organization has a positive profile and high visibility with elected leaders, local administrators, and the general public so that they support our profession and mission.

**Goal 4:** Continue to educate and inform elected leaders, local administrators and the general public of the
### Key Tasks and Activities

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a plan/strategy to educate and inform the mission of and importance of the VBCOA to a) elected leaders, b) local administrators, and c) citizens/general public</td>
<td>Ongoing</td>
<td>Region Chairs with 1st/2nd VPs</td>
</tr>
<tr>
<td>• Focus outreach and presentations on local governments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reach out to VML for inclusion into Virginia Town &amp; City magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Implement the strategy</td>
<td>Ongoing</td>
<td>Board of Directors</td>
</tr>
</tbody>
</table>

Measures:
- Number of presentations to localities
- Number correspondence outreaches to customers
**LEADERSHIP** - We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization

**Goal 5:** Create an effective recruitment program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain communications with stakeholders to learn about membership and their needs with a goal of expansion.</td>
<td>Ongoing</td>
<td>Membership Committee</td>
</tr>
<tr>
<td>2. Assemble a recruitment package that addresses who, what, where, when and why you should join/participate in VBCOA</td>
<td>Currently until 12/20</td>
<td>Membership Committee</td>
</tr>
<tr>
<td>3. Send package to all building officials and all new technical assistants on a recurring basis, based on DHCD registration</td>
<td>Ongoing</td>
<td>Membership Committee w/2nd VP to send 4 months with annual conference package</td>
</tr>
<tr>
<td>4. Partner with DHCD for inclusion in all Core Academy Modules (hand out package at core or follow-up email)</td>
<td>Ongoing</td>
<td>2nd VP with BCAAC Rep</td>
</tr>
<tr>
<td>5. Provide representation at all core module trainings to present/handout benefit/recruitment package to participant; explore electronic distribution</td>
<td>Ongoing</td>
<td>Membership Committee</td>
</tr>
</tbody>
</table>

**Measures:**
- Number of communications
- Number of packages sent out
- Number of presentations/packages provided at DHCD modules

**Goal 6:** Develop and implement an effective orientation program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Region Chairperson to schedule the Orientation presentation on an as needed basis</td>
<td>Ongoing</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Region sponsorship of two 1st timer conference attendees annually at discounted rate</td>
<td>Ongoing</td>
<td>Region Chairs</td>
</tr>
</tbody>
</table>

**Measures:**
- Number of completed presentations
- Number of new attendees to conferences
- Increased participation in regional and state events
**Goal 7: Develop and implement an effective leadership mentoring program**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a new Leadership Guide that provides a framework for the organization and the leadership paths available in one year</td>
<td>Currently until 12/21</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Expand the Leadership Guide in year two to designate skill sets required for each of the positions and address methods for preparing oneself for leadership</td>
<td>Currently until 12/22</td>
<td>Region Chairs and 1st VP</td>
</tr>
<tr>
<td>3. Amend Association job descriptions to include an expectation and strategy for mentoring of subordinate positions to disperse the responsibility for mentoring across the organization and to build in accountability and oversight</td>
<td>Completed</td>
<td>Region Chairs and 1st VP</td>
</tr>
</tbody>
</table>

Measures:
- Completion of a new guide
- Number of updates to guide
- Completion of job description changes

**Goal 8: Develop a strategy to ensure greater access to knowledge, training, and best practices across the state**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct Region Chairs meeting 4 times per year to share knowledge and experiences, training practices, fund raising and success stories</td>
<td>ongoing</td>
<td>Region Chairs Committee with 1st VP</td>
</tr>
<tr>
<td>2. The 1st Vice President will oversee the committee chairs in successfully implementing an ongoing strategy to share knowledge, training, and best practices across the state</td>
<td>ongoing</td>
<td>1st VP</td>
</tr>
<tr>
<td>3. Progress towards making our website even better and more user friendly. Explore 3rd party management and updates</td>
<td>ongoing</td>
<td>Webmaster with Region Chairs</td>
</tr>
</tbody>
</table>

Measures:
- Number of Region Chair meetings conducted per year
- Completion of amended job descriptions
- Feedback responses from web users
PARTNERING - We have effective partnerships with related organizations and client user groups

Goal 9: Define and implement a networking strategy with professional and civic organizations

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop criteria and guidelines for speaking on behalf of the VBCOA and post it on the website</td>
<td>Ongoing</td>
<td>Public Information Committee</td>
</tr>
<tr>
<td>2. Author and send introductory letter to include new region chairs information and organizational overview to statewide professional and civic organizations</td>
<td>Annually</td>
<td>President</td>
</tr>
<tr>
<td>3. Approve budget line item for strategic planning every year</td>
<td>Ongoing</td>
<td>1st VP and Region Chairs</td>
</tr>
<tr>
<td>4. Record and post on website minutes of Region Chairs’ Meeting</td>
<td>Ongoing</td>
<td>1st VP</td>
</tr>
</tbody>
</table>

Measures:
- Completed guidelines on speaking
- Number of requests for speakers
- Numbers of letters sent
- Increase in verbal feedback among association members

Goal 10: Identify and build coalitions with sister building safety organizations

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue joint conference with sister building safety organizations for every code change cycle</td>
<td>Ongoing</td>
<td>Sergeant-at-Arms and 2nd VP</td>
</tr>
<tr>
<td>2. Continue liaison with sister building safety organizations to enhance and broaden coalitions</td>
<td>Ongoing</td>
<td>2nd VP</td>
</tr>
</tbody>
</table>

Measures:
- Report out after conference regarding attendance

Goal 11: Explore the potential for a job-sharing program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| 1. Establish a method that can be used on an individual jurisdiction basis that is currently available or being developed.  
  • Investigate State Code for existing examples that can be adopted by locals to job share.  
  • Monitor jurisdictions that are currently working on a Memorandum of Understanding and use as a “basis” for other jurisdictions to utilize | 12/2020                    | 2nd VP and Region Chairs        |
| 2. Document a process at State level that can be used as a tool by local jurisdictions to establish their own individual programs | Ongoing                    | 2nd VP and Region Chairs        |
3. Develop a depository for Memorandum created by the local jurisdictions to be maintained for other jurisdictions to model programs after

<table>
<thead>
<tr>
<th>Measures:</th>
<th>Ongoing</th>
<th>Region Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method established for job sharing initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed review of enabling authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of memorandums collected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDED NEXT STEPS**

1. The Strategic Plan shall be reviewed and implemented by the Region Chairs regularly

2. Some recommendations to assure successful implementation of the Strategic Plan include:

   - Identify lead individuals to be responsible for each Strategic Goal to ensure that:
     - The goal’s intent, and key tasks and activities are clarified to committees/groups that will be working on it
     - To identify further measures (how the Association measure success on goals) as far as is possible
     - A method and schedule for reporting progress is identified

   - Identify a way to coordinate and document progress on the Strategic Plan

   - Incorporate discussion of the Strategic Plan and progress/matters related to it into all meetings of the Association so that the vision outcomes become important to the membership
ARTICLE I
Name

The name of this organization shall be the Virginia Building and Code Officials Association hereinafter referred to as The Association.

ARTICLE II
Purpose

The fundamental purpose of this Association shall be to:

A. Promote the interests and welfare of the building related code enforcement agencies and to promote a closer, more informed relationship among those engaged in the profession of building related code administration and enforcement within the Commonwealth of Virginia;

B. Coordinate the rules, interpretations, and procedures applicable to the administration of such codes and regulations to promote greater uniformity in all political subdivisions of the Commonwealth;

C. Establish and maintain clear lines of communication so that the members’ desires on matters relating to codes and regulations governing the design, construction, and building maintenance of buildings and structures and their appurtenances may be transmitted in an organized and coordinated manner to the General Assembly, elected officials, Board of Housing and Community Development and other appropriate agencies. These matters shall include but are not limited to building, electrical, fire prevention, mechanical, plumbing and maintenance codes; occupational certification and licensing; and training and certification of code enforcement personnel.

ARTICLE III
Responsibility

With the assistance and cooperation of its members and of professional, industry, and trade associations, and in so far as it affects the Virginia Uniform Statewide Building Code and related Regulations, Codes, and Standards, this organization will be responsible for:

A. Developing recommendations to promote and foster uniformity and professionalism in administration, enforcement and interpretation;

B. Cooperating and enhancing relationships with other related industries and federal and state agencies in advancing uniformity and understanding in building code matters;

C. Assisting, developing, and expanding educational opportunities for Association members and related industry groups;

D. Recommending, fostering and promoting modernization of codes, regulations, procedures, training of personnel, and inspection techniques considering technological improvements affecting the building construction and maintenance industry;

E. Encouraging, promoting and facilitating improved communications among the public, governmental agencies, professional, commercial, industrial, and other interest groups in matters of building construction and maintenance and their regulations.

F. Educating the public about the Association and code enforcement’s role and purpose in the community.
ARTICLE IV
Organization

Section 1. The Association shall function on a statewide basis, making provisions for the various code specialties that are its proper concern.

Section 2. Eight regional chapters shall be organized. They shall parallel the structure of the Association, establishing by-laws compatible with those of the Association and in support of the Association's purposes and responsibilities. Such by-laws shall be approved by the Board of Directors of the Association.

Section 3. Nothing in these by-laws is intended to prohibit the formation of organizations at a more local level. If such organizations are formed and they are to be affiliated with the appropriate regional chapter of the Association, they shall support and be compatible with the structure of the regional chapter.

Section 4. The delineation of geographical boundaries for regional chapters shall be as set forth by the Board of Directors. Changes to boundaries shall be by written request to the President and approved by a majority vote of the Board of Directors.

ARTICLE V
Membership

Section 1. Membership in the Association shall convey membership with the appropriate regional chapter; however, such chapters may establish local dues.

Section 2. There shall be five classes of membership: active, associate, honorary, student and retired.

A. Active membership shall be open to employees of State or local governments which administer, formulate or enforce laws, ordinances, rules, or regulations effecting construction, fire safety, building maintenance, or land use.

B. Associate membership shall be open to any persons, firms or organizations interested in codes, regulations, ordinances or laws related to construction, fire safety, building maintenance, and land use.

C. Student membership shall be open to any student currently enrolled in an accredited school, college or university who is interested in codes, the code development process, regulations ordinances or laws related to construction, fire safety, building maintenance, or land use.

D. Honorary membership shall be given to individuals of distinction who have rendered outstanding service in the furtherance of the purposes and objectives of the Association.

E. Retired membership shall be open to active members that retire from state and local government departments.

Section 3. Membership shall be granted in the following manner:

A. Applications for membership shall be by written application to the Executive Director. The Executive Director, upon confirmation that the applicant meets all applicable requirements of this article including payment of any dues required, shall enter the name of the applicant on the appropriate membership roll of the association.

B. Active members may recommend individuals for honorary membership by written application to the President. Honorary membership may be conferred at any annual or semi-annual meeting of the Association by a majority vote of active members present and voting, upon the recommendation of the Board of Directors. Honorary memberships bestowed by prior action of the membership under previous By-laws shall be continued with all rights granted by these By-laws. Eligibility criteria for honorary and retired membership shall be as set forth in the Board of Directors adopted policy. Retired membership dues shall be set at a reduced rate of 50% of the active membership fee.
Section 4. The members shall have the following rights:

A. Active, honorary, and retired members shall enjoy all rights and privileges granted by membership in The Association. Only active, honorary and retired members shall have the right to vote on general business conducted by the Association. Only active members shall have the right to serve in the capacity of Officer. Active and honorary members may serve in the capacity of Standing Committee Chairperson, Special Committee Chairperson or Region Chairperson positions of the Association.

B. Associate and student members may make and second motions and shall enjoy all other privileges granted by membership in the Association.

Section 5. Members shall assume the following responsibilities:

A. In general, all members shall further the purposes of the Association by maintaining a professional level of performance, ethical conduct and by active participation in the undertakings of the Association.

B. Dues shall be set by the Board of Directors unless changed by the membership at the Annual Meeting. Members participating in regional chapters shall also pay the dues determined by those Chapters. Dues for each calendar year shall be due and payable by January 31 of that year.

Section 6. Membership may be terminated for the following reasons:

A. Non-payment of dues.
B. Revocation of certification by the Board of Housing and Community Development
C. Conviction in a court of record of misconduct in the performance of their duties.
D. By vote of the Board of Directors upon recommendation of the Membership Committee.
E. Non-compliance with membership requirements.

Section 7. Membership may be suspended by the Membership Committee. Immediately subsequent to any suspension, the committee shall forward a recommendation of termination to the Board of Directors. The Board of Directors shall then vote whether to terminate the membership at its next board meeting. If the Board does not terminate the membership, the suspension is lifted, and the membership status is restored. Upon rehiring in a code enforcement position by a local government or state government in Virginia, the membership can be reinstated upon a majority vote of the Board of Directors in response to a written request and completed application form addressed to the President.

**ARTICLE VI**

**Officers and Their Duties**

Section 1. The officers of The Association shall be: President, First Vice-President, Second Vice-President, and Sergeant-at-Arms.

Section 2. Duties for each Office shall be as outlined in the Board of Directors Job Description Policy adopted by the Board of Directors.

**ARTICLE VII**

**Board of Directors**

Section 1. The Board of Directors shall consist of the elected Officers, the most Immediate Past President, the Chairperson of each of the eight Regional Chapters and the Chairperson(s) of The Association's standing committees. Non-voting ex-officio membership on the Board of Directors shall include the State Deputy Director for the Division of Building and Fire Regulation of the Virginia Department of Housing and Community Development, the Association’s Director of Regulatory Compliance, the Web Manager, any VBCOA member serving as the DPOR representative, the State Technical Review Board Representative(s), any current ICC Board of Director, ICC Officer, ICC Region VII Executive Council Representative(s), the BCAAC Representative, and the President (or his/her duly authorized representative) of the Virginia Chapter of the International Association of Electrical Inspectors, the Virginia Fire Prevention Association, the Virginia Plumbing and Mechanical Inspectors Association and the Women in Code Enforcement and Development in Virginia.
Section 2. Board of Director positions shall be filled by the following methods:

A. Officers shall be elected by the assembled membership body by majority vote of the Active, Honorary, and Retired members present at the annual meeting pursuant to the election policy. The membership shall consider the recommendations proposed by the Nominations Committee.

B. Region Chair positions shall be elected by the Regional membership.

C. Standing Committee Chairpersons and Web Manager shall be appointed by the President.

D. Director of Regulatory Compliance, DPOR Board, Technical Review Board, ICC Region VII, and Building Code Academy Advisory Committee positions shall be recommended or appointed by the Board of Directors. Non-Board positions such as Amusement Device Technical Advisory Committee and Manufactured Housing Board shall also be recommended or appointed by the Board of Directors. The Board of Directors shall consider recommendations when proposed by the Nominations Committee.

E. The Board of Directors shall appoint an Executive Director who shall: keep the minutes of the Board, the minutes of business meetings, and financial records of the Association; prepare an annual budget for submission to the Region Chairs for their review and amendment and to the Board of Directors for final approval; send out notices of all meetings; collect, deposit and properly disburse all dues and monies payable to or by the Association; conduct the daily business of the organization; submit a financial report at each meeting of the Board; and submit to the Association, at each annual meeting, a written report of the Executive Director's activities and the Association's financial position. The Executive Director shall draw checks in the name of The Association and shall give such bond for the faithful performance of his or her duties as Executive Director as may be prescribed by the Board of Directors.

Section 3. The Board of Directors shall conduct the affairs of the Association, subject to the directives of the membership given at the annual meeting.

Section 4. Meetings of the Board of Directors shall be held on the call of the President of Association, but not less than four times a year. The Board may conduct the business of the Association using electronic messaging or teleconference. A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 5. An executive session of the Board of Directors may be conducted at the request of a member of the Board with a two-thirds vote of the Board of Directors. Only voting members of the Board of Directors and those individuals deemed by the President as necessary to the purpose of the meeting are permitted to attend the executive session.

Section 6. Length of Terms shall be limited for identified Board of Director seats. Provisions to extend length of terms, number of terms, or appointment for the duration of unfulfilled terms may be approved by the Board of Directors though a two-thirds majority vote, unless statutorily regulated. Terms shall be as follows:

A. President: 1 year
B. First Vice President: 1 year
C. Second Vice President: 1 year
D. Sergeant at Arms: 1 year
E. Director of Regulatory Compliance: 4 years; 2 consecutive terms
F. DPOR Board for Contractors: 4 years, 2 consecutive terms
G. Technical Review Board: 4 years, no term limit
H. Manufactured Housing Board: 4 years, 2 consecutive terms
I. BCAAC: 4 years, no term limit
J. ADTAC: 4 years, no term limit
K. ICC Region VII: 4 years, 2 consecutive terms

Note: Appointment for the duration of unfulfilled terms shall not count towards the limit on number of consecutive terms unless statutorily regulated.

Section 7. Any member of the Board of Directors or other Committee appointment under the purview of the Board may be removed for cause by two-thirds majority of the Board of Directors present at any board meeting.
ARTICLE VIII

Committees

Section 1. Standing Committees shall include, but not be limited to the following:

Building Code Committee; Plumbing, Mechanical and Gas Code Committee; Property Maintenance Code Committee; Legislative Committee; Membership Committee; Education Committee; Residential Code Committee; Awards & Resolutions Committee; Public Information Committee; Energy Committee; Permit Technicians Committee; and Existing Building Code Committee.

The composition of each standing committee shall consist of a committee Chairperson(s), appointed by the President, and one member of each of the regional chapters, appointed by the Chairperson of each of the corresponding regional chapters. Should the Chairperson of a regional chapter fail to appoint a member of the region to serve on the standing committee, the Chairperson of that region automatically becomes the member on the standing committee, or the Chairperson of the committee shall have authority to appoint a member from that region. A majority of each committee appointees should be knowledgeable in the code specialty of the committee to which appointed. Standing committees shall meet on the call of the Chairperson. A majority of the committee members present shall constitute a quorum.

Section 2. A Nominations Committee chaired by the Immediate Past President and composed of active members, one appointed by each Region Chairperson, shall be convened as necessary. Two-thirds majority shall constitute a quorum. In the event that a regional representative is unable to serve, the Chairperson may appoint a replacement from the same Region. The chairperson may also appoint additional non-voting active members should the need arise. The committee shall conduct interviews of all candidates seeking a position identified in section B. For Association officer positions, the committee shall recommend a slate of officers to the Association membership at the Annual meeting for election. Nothing herein shall exclude nominations from the floor. For all other positions, the committee shall make their recommendations to the Board of Directors at a subsequent meeting for approval. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall appoint a chairman from the Past Presidents Council.

A. The Nominations Chair shall make a call for officer and applicable positions in advance of the required appointment date to ensure time for the Nominations Committee to meet.
B. The Nominations Committee shall interview and provide recommendations as required on the following positions:
   a. President
   b. First Vice President
   c. Second Vice President
   d. Sergeant at Arms
   e. Director of Regulatory Compliance
   f. DPOR Board for Contractors representative
   g. Technical Review Board
   h. Virginia Manufactured Housing Board
   i. BCAAC
   j. ADTAC
   k. ICC Region VII representative and alternate.

Section 3. Special committees shall be appointed by the President or as outlined below:

A. A Past President's Council composed of the Past Presidents of the Association that have active or honorary membership status and shall be chaired by the Immediate Past President. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall elect a chairperson.
B. A Region Chairs Committee composed of the elected Region chairs from each of the eight regional chapters. The Region Chairs Committee is responsible for managing the organization’s strategic plan. This committee shall also act as finance committee to the organization with the duty to review and recommend an annual budget proposed by the Executive Director. The 1st Vice President shall chair the Region Chairs Committee and the Sergeant at Arms shall serve as secretary.

C. The web manager has the authority to form and chair a Technology Committee to conduct business related to the web site or other related matters as determined necessary.

D. Such other committees as may be deemed necessary by the President or the Board of Directors.

Section 4. Duties and responsibilities for region chairs, council chairs, committee chairs and web manager shall be as outlined in the Board of Directors Job Description policy.

ARTICLE IX
Director of Regulatory Compliance

Section 1. The Association’s Director of Regulatory Compliance shall serve on the Virginia Board of Housing and Community Development in accordance with §36-135 of the Code of Virginia.

Section 2. The Director of Regulatory Compliance shall be an active member of the association.

ARTICLE X
ICC Region VII Representatives

Section 1. The Association shall appoint a representative to serve as a standing member of the ICC Region VII Executive Council.

Section 2. The ICC Region VII Executive Council member(s) shall be an active member of the Association, currently employed in a code enforcement related profession in Virginia and a member of the ICC.

ARTICLE XI
Meetings

Section 1. An annual meeting shall be held at a time and place determined by the Board of Directors. The date of this meeting and its location shall be made known a minimum of six months in advance of the meeting. Official notice of the meeting shall be mailed to the membership not less than 30 days prior to the date thereof. This meeting shall be for the purpose of presenting educational programs, electing officers, receiving reports of the officers and committees, and for any other business that may arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 2. A semi-annual business meeting shall be held at a time and place determined by the Board of Directors. Official notice of the meeting shall be mailed to the membership not less than thirty days prior to the date thereof. This meeting shall be for the purpose of receiving reports of the officers and committees, and for any other business that shall arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 3. Special meetings may be called by a majority vote of the Board of Directors. Notice of such meetings and the business to be conducted shall be mailed to the membership not less than fourteen days in advance of the date thereof. Mailed ballots, received within seven days after the scheduled meeting shall be considered in determining decisions made at such meetings. A minimum of thirty active or honorary members present shall constitute a quorum. Special meetings may be conducted using electronic messaging or teleconference.
ARTICLE XII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern The Association in all cases to which they are not inconsistent with these bylaws and any special rules of order that may be adopted by the Association.

ARTICLE XIII
Amendment of By-Laws

These by-laws can be amended at any meeting of the Association by a two-third vote of Active, Honorary, and Retired members present and voting, provided that the amendment has been previously submitted in writing by any member to the Executive Director not less than thirty days in advance of the meeting for review and recommendation by the Board; and further provided, that the amendment has been circulated to the membership not less than ten days prior to the meeting.

Chronology of recent amendments

Amended May 7, 2001 Addressed suspension of membership; changed head of organization from Chairman to President.
Amended October 29, 2001 Added option of electric meetings and executive sessions.
Amended May 3, 2004 Created a Director of Regulatory Compliance added position to the Board of Directors
Adopted May 2, 2005 Modified list of non-voting ex officio members.
Adopted October 23, 2006 Modified duties of Region Chairs and Executive Director
Adopted October 22, 2007 Revised the composition of the Board of Directors to reduce the number of voting members of the board and specify non-voting ex officio board members and to add the Public Information Committee as a standing committee.
Adopted October 15, 2012 Established process for Board to act via electronic messaging or teleconference.
Adopted November 4, 2013 Eliminated Time & Place Committee; Assigned Duties to Sergeant at Arms; Established Permit Technicians Committee as a standing committee.
Adopted September 8, 2014 Allowed honorary members to serve as committee chairs.
Adopted September 14, 2015 Added a Rehabilitation Code Committee as a standing committee.
Adopted September 19, 2016 Revised the duties of the Nominations Committee.
Adopted October 16, 2017 Added Women in Code Enforcement to Article VII
Adopted April 30, 2018 Added retiree member category
Adopted September 23, 2019 Change name of Committee: Rehabilitation Code to Existing Building Code
Past Presidents

The vast majority of the Virginia Building and Code Officials Association (VBCOA) business is carried out by people in the building safety profession who devote hours outside of work to advancing the goals of the association. Every person who serves on a committee, chairs a committee, attends meetings and writes and defends code changes is doing his or her part as a member of VBCOA. The President and association officers work countless hours ensuring the continued implementation of the strategic plan.

Since the beginning in 1929, VBCOA has been served by a distinguished list of individuals from all over the Commonwealth representing cities, counties and towns of various sizes. It is a long journey for an individual to become one of the Association’s Presidents, usually serving years as a Region Chair and/or Committee Chair and then working through the various officer positions, starting with the Sergeant at Arms, and eventually being elected as the Association President. VBCOA has instituted this process in order to ensure association leaders are well prepared to manage the challenges and opportunities the position requires.

VBCOA Past Presidents have been come from various professional backgrounds, yet all shared the common goal of advancing the association through inspirational leadership and demonstrated commitment. They continue to serve the Association in very critical and vital roles after they have served as President, with the Immediate Past President continuing to serve on the Board of Directors, serving as chair of the Nominations Committee and the Past President’s Council.

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Position/Location</th>
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<tbody>
<tr>
<td>2018-19</td>
<td>PETE MENSINGER, Special Projects Manager</td>
<td>City of Alexandria</td>
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<tr>
<td>2017-18</td>
<td>GREGG FIELDS, Director of Code Administration</td>
<td>City of Alexandria</td>
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<tr>
<td>2016-17</td>
<td>DAVID BEAHM, CBO Building Official</td>
<td>Warren County</td>
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<tr>
<td>2015-16</td>
<td>JOHN G. WALSH Code Enforcement Operations Manager</td>
<td>Richmond</td>
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<tr>
<td>2014-15</td>
<td>SEAN P. FARRELL Code Compliance Supervisor</td>
<td>Prince William</td>
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<tr>
<td>2013-14</td>
<td>CATHERINE W. COOK Building Official</td>
<td>Town of Blacksburg</td>
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<tr>
<td>2012-13</td>
<td>KRIS BRIDGES Deputy Building Official</td>
<td>City of Martinsville</td>
</tr>
<tr>
<td>2011-12</td>
<td>VERNELL WOODS Deputy Building Official</td>
<td>City of Norfolk</td>
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<tr>
<td>2010-11</td>
<td>JOEL BAKER Commissioner of Buildings</td>
<td>County of Roanoke</td>
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<th>President</th>
<th>Position/Location</th>
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<tr>
<td>2009-10</td>
<td>JIM COLLINS Code Enforcement Branch Chief</td>
<td>Prince William</td>
</tr>
<tr>
<td>2008-09</td>
<td>LYNN UNDERWOOD Building Official</td>
<td>City of Norfolk</td>
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<td>2007-08</td>
<td>JOHN W. GLOVER Building Official</td>
<td>City of Staunton</td>
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<td>2006-07</td>
<td>GUY TOMBERLIN, CBO Chief Plumbing Inspector</td>
<td>County of Fairfax</td>
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<tr>
<td>2005-06</td>
<td>RONALD W. CLEMENTS, JR. Chief of Commercial Plan Review</td>
<td>Chesterfield</td>
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<tr>
<td>2004-06</td>
<td>JOHN DAVID CATLETT Building Official</td>
<td>City of Williamsburg</td>
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<td>2003-04</td>
<td>RICHARD BARTELL Building Official</td>
<td>County of Hanover</td>
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<tr>
<td>2002-03</td>
<td>ERIC MAYS, P.E. Building Official</td>
<td>County of Prince William</td>
</tr>
<tr>
<td>2001-02</td>
<td>ARTHUR E. BERKLEY, CBO Superintendent of Inspections</td>
<td>Isle of Wight</td>
</tr>
</tbody>
</table>
2000-2001 – GREGORY H. REVELS
Building Official, County of Henrico

1999-2000 - CHERI HAINER
Building Code Administrator, City of Virginia Beach

1998-1999 - RICHARD C. WITT
Assistant Building Official, County of Chesterfield

1997-1998 - DENNIS MITCHELL
Assistant Director of Inspections, Loudoun

1996-1997 - HOWARD COUNTS
Building Plans Reviewer, County of Prince William

1995-96 - EDWARD J. BALDWIN, JR.
Building Official, City of Harrisonburg

1994-1995 - RONALD H. MILLER
Building Commissioner, City of Roanoke

1993-1994 - WILLIAM DUPLER
Director of Inspections, County of Chesterfield

1992-1993 - STEVEN SHAPIRO
Director of Building Codes Compliance, Hampton

Structural Engineer, County of Fairfax

1990-1991 - R. KEITH STEVENS
Building Official, County of Bedford

1989-1990 - BARRY ARCHER
Director, Inspections Services, Prince William

1988-1989 - JERYL W. RIDDICK, SR.
Building Official, City of Norfolk

1987-1988 - JESSE R. HURT, CPC
Director of Inspections, County of Albemarle

1986-1987 - JAMES T. NININGER
Building Official, City of Salem

1985-1986 - EMORY RODGERS
Chief of Inspection Services, County of Arlington

1984-1985 - EDWARD M. WILLIAMS
Building Codes Officer, City of Virginia Beach

1983-1984 - CLARENCE DIERSING
Director of Code Compliance, City of Newport News

1982-1983 - EDWARD J. WELD
Building Official, County of Culpeper

1981-1982 - JOHN H. BYRD, JR.
Building Official, City of Harrisonburg

1980-1981 - D. BAIN REED
Commissioner of Buildings, City of Roanoke

1979-1980 - JOSEPH BERTONI
Chief Building Inspector, County of Fairfax

1978-1979 - GARLAND L. MOORE
Chief of Inspections, City of Danville

1977-1978 - WILLIAM J. BOLLING
Chief Bureau of Fire Prevention, City of Bristol

1976-1977 - BENJAMIN BIANCO
Plumbing Inspector Chief, County of Arlington

1975-1976 - R. A. LEDBETTER, JR.
Building Official, City of Norfolk

1974-1975 - LEO J. CANTOR
Commissioner of Buildings, City of Richmond

1973-1974 - CARL F. MUSE
Building Administrator, City of Charlottesville

1972-1973 - D. W. SENSABAUGH
Building Inspector, City of Staunton

1971-1972 - VESTA B. SHORT
Assistant Director of Inspections, County of Fairfax

1970-1971 - FRANK A. WIGNER
Building Official, City of Hampton

1969-1970 - GARLAND E. CLIFTON
Chief Electrical Inspections, City of Danville

1968-1969 - PEYTON O. WILEY
Chief of Inspections, City of Lynchburg

1967-1968 - HAROLD UPFOLD
Building Inspector Chief, City of Arlington

1966-1967 - JAMES B. JONES, JR.
Building Official, City of Martinsville

1965-1966 - V. W. ROSE
Chief Electrical Inspector, City of Suffolk

1964-1965 - JULIAN E. MEREDITH
Plumbing Inspector, City of Newport News

1963-1964 - R. A. RAINES
Building Inspector, City of Suffolk
1962-1963 - **P. O. SHEPHERD, JR.**  
Building Inspectors Director, County of Arlington

1960-1961 - **L. G. LEFTWICH**  
Building Inspector, City of Portsmouth

1959-1960 - **MARSHALL G. FOLKES**  
Chief Electrical Inspector, City of Richmond

1958-1959 - **THOMAS M. MOSES**  
Building Inspector, City of Martinsville

1957-1958 - **BAILEY B. BARCO**  
Chief Plumbing Inspector, County of Arlington

1956-1957 - **W. A. HOLLAND**  
Building Inspector, City of Virginia Beach

1955-1956 - **O.W. SIMPSON**  
Plumbing Inspector, City of Roanoke

1955 - **S. F. ARMSTRONG**  
Engineer of Inspections Bureau, City of Lynchburg

1951 - **MARSHALL G. FOLKES**  
Chief Electrical Inspector, City of Richmond

1950 - **C. H. DOUGHERTY**  
Building & Electrical Inspector, City of Franklin

1949 - **WILLIAM WHARTON**  
Commissioner of Buildings, City of Richmond

1948 - **NORBERT MELNICK**  
Chief, Bureau of Inspections, City of Richmond

1947 - **A. R. LASH**  
Building Inspection, City of Alexandria

1946 - **DONALD R. LOCKE**  
Zoning Engineer, County of Arlington

1945 - **C. STUART DUGGINS**  
Commissioner of Buildings, City of Richmond

1944 - **J. T. NEELY**  
Building Inspector, City of Norfolk

1943 - **E. H. DABNEY**  
Building & Electrical Inspector, City of Staunton

1942 - **J. DUVAL LEE**  
Engineer of Inspection Bureau, City of Lynchburg

1941 - **H. C. BROYLES**  
Assistant Building & Plumbing Inspector, Roanoke

1940 - **ANDREW JENSEN**  
Building Inspector, County of Arlington

1939 - **J. R. BRANDON**  
Building Inspector, City of Suffolk

1938 - **L. D. DUTROW**  
Town Manager, Town of Front Royal

1937 - **H. J. BANGLEY**  
Building Inspector, City of Staunton

1936 - **I. G. VASS**  
City Manager, City of Waynesboro

1935 - **E. H. DABNEY**  
Building Inspector, City of Staunton

1934 - **D.P. MAGANN**  
Building Inspector, City of Roanoke

1933 - **HENRY P. BECK**  
Building Inspector, Lynchburg

1929-1932 - **GEORGE C. HOUGH**  
Building Inspector, City of Lynchburg
Policy Governing the Conduct of VBCOA Elections

The policy reflects the regular procedure for the conduct of elections at the Annual Meeting of the members.

1.0 Nominations Committee Report: When the agenda item concerning elections has been reached, the president will call upon the chairman of the Nominations Committee for a report. The report of the Nominations Committee shall consist of one nominee for each officer position.

2.0 Floor Nominations: The President will then call for nominations from the floor. Nominations shall only be made by voting members in good standing. Nominations will be taken in the following order: President, First Vice President, Second Vice President, and Sergeant at Arms. The President shall request nominations from the floor three times for each vacant position until there are no more nominations. At this point, the nominations for each vacant position shall be closed and the election shall proceed to the voting for that position. On completion of the election for each vacant position, the President shall proceed with the nominations for the following position.

3.0 Tally Judges: If any position has nominations from the floor, the President shall appoint Tally Judges in such a number as the President considers necessary but shall in no case be less than three to distribute, collect, and count the ballots. Any nominee for a contested position may request an observer to be present during the counting of the ballots.

4.0 Voice Vote: If no nominations for a position are made from the floor, the President shall call for a voice vote. In the event some of the positions, but not all, are contested by nominations from the floor, the President may call for a voice vote for the uncontested positions before proceeding to the balloting of the contested positions.

5.0 Ballot: The Sergeant at Arms shall provide ballots in sufficient number to accommodate all voting members. Each person qualifying as a voting member in accordance with the Bylaws shall be entitled to a single ballot and one vote.

6.0 Voting: The President shall announce, prior to the distribution of the ballots that an "x" shall be placed in the box provided in front of the printed names or members shall write in their choice or choices for the position under consideration. A voting member may write in the name of any person, who is qualified to be elected for any position whether or not the person has been duly nominated from the floor or by the committee. All names shall be legible in order to be counted.

7.0 Ballot Distribution: When the President has completed the instructions to the voting members, the Sergeant at Arms shall give the ballots to the Tally Judges for distribution to the voting members. The President then will ask the voting members to record their votes on the ballots.
8.0 **Ballot Collection:** After a reasonable time, the President will instruct the Tally Judges to collect the ballots from the voting members.

9.0 **Ballot Counting:** When the ballots have been collected, the President will instruct the Tally Judges to retire to a convenient place to count and record the ballots.

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

Observers appointed by the President 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.

10.0 **Ballot Results:** Upon receipt of the report of results from Tally Judges, the President shall read the same to the members, and declare the results. In the event of a tie vote, the President 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 President shall declare the results thereof.
PRESIDENT
James Moss, Project Manager
City of Galax
111 East Main Street
Galax, Virginia 24333
Phone: (276) 293-1717
Email: jmoss@galaxva.com

FIRST VICE PRESIDENT
Matt Westheimer, Chief Building Official
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185
Phone: (757) 220-6135
Email: mwest@williamsburgva.gov

SECOND VICE PRESIDENT
Mike Eutsey
Chief of Residential Plan Review
Chesterfield County Building Inspections
PO BOX 40
Chesterfield, VA. 23823
Ph: (804) 717-6416
Email: eutseym@chesterfield.gov

SERGEANT AT ARMS
John Broughton, Building Official
Franklin County
1255 Franklin Street, Suite 103
Rocky Mount, VA 24151
Phone: (540) 483-3047
Email: john.broughton@franklincountyva.gov

IMMEDIATE PAST PRESIDENT
Pete Mensinger, Special Projects Manager
City of Alexandria
301 King Street, Room 4200
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Phone: (703) 746-4210
Email: pete.mensinger@alexandriava.gov

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Terry Atwell, Building Official
City of Galax
111 E Grayson Street
Galax, VA 24333
Phone: (276) 236-7297
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Morgan Yates, Building Official
Roanoke County
5204 Bernard Drive
Roanoke, VA 24018
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Email: myates@roanokecountyva.gov

REGION III
David C. Beahm, Building Official
Warren County
220 North Commerce Avenue, Suite 400
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Phone: (540) 636-9973
Email: dbeahm@warrencountyva.net

REGION IV
Bob Orr, Building Official
302 N Main Street
Culpeper, Virginia 22701
Phone: (540) 727-3405
Email: borr@culpepercounty.gov

REGION V
Kyle Kratzer, Combination Plan Reviewer
Fairfax County
12055 Government Center Pkwy, Ste. 307
Fairfax, Virginia 22035
Phone: (703) 324-1516
Email: Kyle.Kratzer@fairfaxcounty.gov
REGION VI
Jason Laws, Assistant Director
Chesterfield County
Chief of Residential Plan Review
9800 Government Center Parkway
Chesterfield, Virginia 23832
Phone: (804) 717-6416
Email: Lawsj@chesterfield.gov

REGION VII
Richard Gordon, Building Official
Hanover County
7516 County Complex Road
Hanover, Virginia 23069
Phone: (804) 365-6039
Email: rtgordon@hanovercounty.gov

REGION VIII
Kimberly Wingate-Harrell
City of Norfolk, Codes Compliance Inspector
2400 Washington Avenue
Newport News, Virginia 23607
Phone: (757) 319-9582
Email: wingate-harrellk@nnva.gov

AWARDS AND RESOLUTIONS
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City of Harrisonburg
409 South Main Street
Harrisonburg, VA 22801
Phone: (540) 432-7700
Email: mike.williams@harrisonburgva.org

Patrick Hughes, CBO
Plan Review and Codes Administrator
Department of Development and Permits
06 Cedar Rd.
Chesapeake, Va. 23322
Phone: (757) 382-6239
Email: phughes@cityofchesapeake.net

EDUCATION
Paula K. Johnson
Building Maintenance Official
City of Fredericksburg
715 Princess Anne Street, Room I.6
Fredericksburg, VA 22404
Phone: (540) 372-1010
Email: pkjohnson@fredericksburgva.gov

Christina Jackson, Codes Team Leader
City of Norfolk
401 Monticello Ave, 1st Floor
Norfolk, VA 23510
Phone: (757) 664-6612
Email: Christina.jackson@norfolk.gov

ENERGY CODE
Rick Statzer, Building Official
Town of Abingdon
P.O. Box 789
Abingdon, VA 24212
Phone: (276) 628-6611
Email: rstatzer@abingdon-va.gov

Corian Carney
Electrical Inspector, County of York
103 Service Drive
Yorktown, VA 23690
Phone: (757) 890-3571
Email: corian.carney@yorkcounty.gov

BUILDING CODE
Florin Moldovan, MCP
Commercial/Residential Plan Reviewer
Spotsylvania County, VA
9019 Old Battlefield Blvd. Suite 300
Spotsylvania, VA 22553
Phone: (540) 507-7237
Email: FMoldovan@spotsylvania.va.us
RESIDENTIAL CODE
Richard Moore,
Residential Bldg. Inspector Supervisor
County of Henrico
4301 E. Parham Road
Henrico, VA 23228
Phone: (804) 349-2068
Email: moo21@henrico.us

Jason Laws, Assistant Director
Chesterfield County
Phone: (804) 717-6416
Email: LawsJ@chesterfield.gov

LEGISLATIVE
Ronald Clements, Building Official
Chesterfield County
9800 Government Center Parkway
Chesterfield, VA 23832
Phone: (804) 751-4163
Email: clementsro@chesterfield.gov

Julie Chevalier Walton
Deputy County Administrator
Prince George County
P.O. Box 68
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Duties for Officers, Region Chairs and Committee Chairs

President and Chairperson of the Board Job Description

As currently in the by-laws the President shall preside at all meetings of the Association and shall exercise general supervision over the affairs of the Association, performing such duties as required by these by-laws and by the parliamentary authority adopted by the Association. The President shall also serve as the Chairperson of the Board of Directors.

The President/Chairperson of the Board hereafter referred to as the President is the leader of the Association and shall be familiar with the rules of order that govern the Association.

(Currently, Roberts Rules of Order Newly Revised – most recent addition)

The President shall have the following responsibilities:

• Poll the committee and regional chairs for agenda items to be considered at called meetings of the Board of Directors and prepare the agenda accordingly.
• Shall open all Board of Directors meetings at the appointed time and shall preside over said meeting.
• Shall have the agenda approved prior to the beginning of the meeting.
• Shall enforce the rules relating to debate in order to expedite business.
• Shall state and put to a vote all questions and motions.
• Shall schedule the Board of Directors meetings at the beginning of the term.
• Shall schedule meetings of the Officers at the beginning of the term.
• Shall appoint all standing and special committee chairpersons.
• Shall be an ex-officio member of all committees.
• Shall assure the accurate recording of minutes from each Board of Directors meetings is promptly distributed to the Board and made available to the general membership.
• Shall conduct the election of officers at the annual membership meeting.
• Shall be an active advocate of the Association’s mission.

The First Vice President Job Description

As currently in the by-laws: The First Vice-President shall replace the President in the event he or she is unable to perform his or her duties and perform such other duties as may be assigned by the President.

The First Vice-President shall have the following responsibilities.

• To replace or succeed the President in the event the President is unable to perform the duties as prescribed under the job description of the President.
• To organize meetings of the Region Chairs.
• To ensure the VBCOA committee chairs know if their committee has been allocated funding, what purposes the funding is for, and the timeline for the expenditure of funds.
• To perform any other duties or task as requested or assigned by the President.
• To help the President in any way necessary to fulfill the obligations of the office of President.
• Shall be an active advocate of the Association’s mission.
The Second Vice-President Job Description

The Second Vice-President shall succeed the First Vice-President in the event the First Vice-President is unable to perform his or her duties. He or she shall also serve as Program Chairman for the year immediately following his or her election and shall perform such other duties as may be assigned by the President.

The Second-Vice President shall have the following responsibilities.

- To replace or succeed the First Vice-President in the event the First Vice-President is unable to perform the duties as prescribed under the job description for First Vice-President.
- To replace or succeed the President in the event the President and the First Vice-President is unable to perform the duties as prescribed under the job description for the President.
- Shall serve as Program Coordinator for the Mid-Year meeting, Annual School and Conference or any other membership meeting that may be planned or required throughout the year of office.
- Perform the duties of the Time and Place Committee. Maintain the Association’s calendar of events and update on a quarterly basis.
- Submit Chapter Rewards application to ICC in the timeframe set forth by ICC. Work closely with the Public Information Committee and the Awards and Resolutions Committee to complete the application.
- Liaison with sister building safety organizations to enhance and broaden coalitions.
- To perform any other duties or task as requested or assigned by the President.
- To help the President and First Vice-President in any way necessary to fulfill the obligations of office.
- Shall be an active advocate for the Association’s mission.

Sergeant-at-Arms Job Description

As currently in the by-laws the Sergeant at Arms shall assure adherence to proper parliamentary procedure and maintenance of order at all meetings; and shall perform such other duties as may be assigned by the President.

The Sergeant-at-Arms shall have the following responsibilities:

- To replace or succeed the Second Vice-President in the event the Second Vice-President is unable perform the duties as described under the job description for Second Vice-President.
- To replace or succeed the First Vice-President in the event the First Vice-President is unable to perform the duties as prescribed under the job description for First Vice-President.
- To replace or succeed the President in the event the President, the First Vice-President and the Second Vice-President is unable to perform the duties as prescribed under the job description for the President.
- Shall maintain order throughout all meetings and assemblies of the Association.
- Shall keep and maintain all historical records of the Association.
- Shall keep and maintain all property entrusted to the Sergeant-at-Arms for the year of office.
- Work closely with the Second Vice-President, Executive Director, and the Educational Chair to establish locations and dates for the Mid-Year and Annual Conferences.
• Assist in contract negotiations to secure the best rates and minimize the cost associated with the venue.
• Report to the BOD with ongoing progress.
• Check all calendars to avoid conflicts such as other conferences and holidays.
• Strive to have the conference location identified for following year allowing the conference commitments to be completed (12) twelve months in advance.
• Report meeting locations details to the BOD.
• Assist Code Development Committees to maintain strong committee structure.
• Coordinate with our sister organizations in organizing the Virginia Education Conference.
• To perform any other duties or task as requested or assigned by the President.
• Begin to become familiar with the Rules of Order that govern the Association so when the office of President or Vice-President is attained; prior procedure will be used and understood.
• Shall be an active advocate of the Association’s mission.

The Past Presidents Council’s Job Description

The Presidents Council shall advocate on behalf of the Association and shall have, but not limited to, the following responsibilities.

• To act as a mentor to the officers, committee chairman, and all members.
• To meet with the incoming officers at the Annual School and Conference to discuss past successes, advising them of the duties, offering guidance and mentoring as necessary, and looking forward to the new year.
• Represent the Association should the officers be unable.
• Participate as chairman of the Administrative Ad Hoc committee.
• Reach out to client groups such as AIA, ASPE, HBAV, BOMA, Realtors, etc. and offer speaking opportunities to them.
• Review proposed Association bylaw changes and makes a recommendation to the Board of Directors.
• Develop bylaw changes as necessary or directed by the Board of Directors.
• Review and make recommendations to the Board on all member ethics issues.

Regional Chairperson Job Description

The Regional Chairperson should actively promote the interests, positions, and mission of the Chapter and shall have the following responsibilities:

• The Region Chair shall poll regional committee representatives for agenda items and prepare the agenda accordingly.
• The Region Chair shall have the agenda approved prior to beginning the meeting.
• The Region Chair shall open all-region meetings at the appointed time and shall preside over said meetings.
• The Region Chair shall have a copy of the Region and State association by-laws at all meetings. Region By-Laws shall be maintained in accordance with the by-laws of the State Association.
• The Region Chair shall enforce the rules relating to debate in order to expedite business and put to a vote all questions and motions.
• The Region Chair shall appoint all regional committee representatives and be an ex-officio member of all committees.
• The Region Chair shall assure that an accurate recording of the minutes from each Region meeting is promptly distributed to the region members and the Sargent-at-Arms.
• The Regional Chairperson shall attend each Board of Directors Meeting and report on the issues, concerns, business needs of the Region.
• The Region Chair shall serve as the regional representative to any standing committee of the Association in the absence of a designated regional appointment to the committee.
• The Region Chair shall communicate to the Region members the activities of the Board of Directors, including the decisions made at each called meeting of the Board.
• If the Region Chair is unable to attend a Board of Directors meeting, the Vice-Chairperson or another representative from the Region shall be in attendance to report for the Region.
• If the Region Chair, Vice-Chair or Regional Representative is unable to attend a Board of Directors Meeting due to conflicts of prior commitments, the Chairperson may submit a written report of the Region activities to the Executive Director prior to the meeting.
• Shall be an active advocate of the Association’s mission.

**Committee Chairperson Job Description**

*The Standing Committee and Special Committee Chairpersons are appointed by the President and shall have the following responsibilities:*

• The Chairperson of any standing or special committee shall attend each Board of Directors meeting and report on the activities of the committee.
• The chairperson of any standing or special committee shall prepare an annual meeting calendar for distribution to the Sargent at Arms. Committee chairpersons are requested to vary meeting locations such that Association Members are encouraged to attend and participate in the work of the committee.
• If a Chairperson of any standing or special committee is unable to attend a Board of Directors meeting due to conflicts of prior commitments, the Chairperson shall submit a written report of the committee activities to the Executive Director at least (10) ten days prior to the meeting.
• Committee Chairperson shall provide a report of each of the Committee’s meetings to the Sargent at Arms for distribution to the Board of Directors and membership.
• Shall be an active advocate of the Association’s mission.

**General duties and charge to chairs:**

• Attend each Board of Directors meeting and report on activities of the committee.
• Submit a written report of the committee’s activities to the Executive Director at least ten (10) days prior to the meeting.
• Prepare a meeting calendar for the next year, which should be given to committee members and posted on the VBCOA website.
• Vary the meeting locations, so the association members are encouraged to attend and participate in the work of the Committee.
• Consider conference calls for some meetings to improve participation and avoid long-distance travel for some.
• Utilize the website in an effort to provide committee activities to the committee members and members of the association.

Awards and Resolutions:

• Work in conjunction with the First Vice-President, Executive Director and Webmaster to develop a process for making nominations for awards that allow individuals to make the nominations at any time during the year. This will avoid the misconception the members have to wait to send in nominations only at the time of the Annual School and Conference when award information is sent out as part of the annual conference mailing.
• Distribute nomination forms at the beginning of each year to the Region Chairs, Committee Chairs, and post on the VBCOA website.
• Participate in at least one of the Region Chairs meetings and be included on the agenda to discuss the importance of nominations for these awards. Coordinate with the First Vice-President Work closely with the Executive Director to have plaques prepared for each award-winner that include accomplishments and achievements. Presentations to occur at the Mid-Year and of Annual Conference.
• Contact the recipient’s supervisor and the person doing the nomination to be certain the recipient will be present to accept the award or have someone to accept on their behalf.
• Mentor and train members of Awards Committee on how to make final recipient selection from the submitted nominations for the award based on developed criteria.
• Develop and maintain a historical record of all awards and resolutions issued by the Chapter.
• Develop applications to be posted on the website for any scholarships that will be offered for conference.
• to get on the Region Chair’s agenda.

Following is a list of awards and who would be eligible:

• President’s Award for Excellence, initiated in 1999, is selected by the President and given in recognition of distinguished service at the state and national level.
• Meritorious Service Award, initiated in 1982, includes four categories of awards.
  a) For building officials in recognition of exceptional service, interest and commendable initiative in promoting better building code enforcement and code development and in promoting public safety, health, and welfare as they relate to construction.
  b) For architects in recognition of exceptional service, interest and commendable initiative in promoting outstanding architectural and engineering design and code development in residential and commercial construction.
  c) For Inspectors in recognition of long-term special achievement.
• Public Service Award, initiated in 1993, is given in recognition of extraordinary time and effort in keeping the construction industry and the general public informed of code requirements.
• Citizens Award, initiated in 1993, is given in recognition of responsiveness and support of building code enforcement.

General responsibilities and charge to the Awards and Resolutions Chairperson:
• Establish timelines for application submissions and make selections well in advance of the conference and announce to the successful recipients in order for them to make travel plans.

Education:

• Survey the membership to determine educational needs and report back to the Board of Directors. The following questions shall be included in the annual survey.
  a) What is the education needs of the membership?
  b) What type of education programs would the members like to see offered?

  Post results of the survey on the VBCOA website and request further comment throughout the year.

• Work with BCAAC on training issues related to the organization.

  Continuing education is a requirement for code officials. Take a proactive position and begin to develop standards for continuing education standards that could be considered by the Board.

• Look at DPOR’s requirements for contractor continuing education as guidance for our offerings and apply to DPOR to have our offerings count as acceptable DPOR continuing education requirement, where applicable.

• Look at the Professional Engineer and Architect industry requirements for continuing education.

• Work in conjunction with the Second Vice President on conference planning. Assist as an integral part of the committee for conference planning.

  Use the information gained from membership to assist in planning educational programs accordingly.

• Recommend the use of our annual free training offerings from ICC based on the membership needs assessment.

• Investigate the process of providing free training sessions in 3-4 areas of the state.

• Pursue by survey the idea topic and suggest to the President how to accomplish this.

• Provide an avenue for the VBCOA to deliver code change training and other pertinent training to the Regions trades professionals as a fundraiser for both the Region and State. Profits to be split between the Region and State VBCOA.

Energy Conservation:

• Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.

• Hold committee meetings in locations that most effectively ensure the involvement of all Regions.

• Schedule and post meetings time and place on the VBCOA website. Make meeting dates, times, and locations known to all members of the association so that those interested may choose to participate.

• Coordinate with DHCD the development of positions on proposed changes that affect VBCOA and attend workgroup scheduled.

• Develop code change proposals on behalf of VBCOA.

• Establish positions on code changes on behalf of the Association.
• Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Provide the Association’s positions on proposed code changes to Chapter members and make publicly available, in a timely manner, through the website.
• Work closely with the IBC and IRC committees to ensure a consistent position on changes that affect the respective codes.
  ** Attend IBC and IRC committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
• Actively Recruit participation.
• Work closely with the USBC Administrative Ad Hoc Committee to ensure consistent positions on changes that affect the respective codes.
  ** Attend USBC Administrative Ad Hoc Committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
  *** Coordinate appropriate issues occurring on the National level with the VA USBC development process to assure uniformity and code consistency.

International Building Code:

• Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
• Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
• Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
• Develop code change proposals on behalf of the Association.
• Establish positions on code changes on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Provide the Association’s positions on proposed changes to the membership and make publicly available, in a timely manner, on the website
• Create subcommittees as the committee sees necessary based on anticipated workload
  a) General
  b) Structural
  c) Means of Egress
  d) Fire Safety - Request representation from VFPA.
    ** Interact with VFPA on fire-related issues.
    *** Share information in a timely manner to promote unified front where possible on fire issues.
• Work closely with the USBC Ad Hoc committee.
  ** Attend IBC committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
*** Coordinate appropriate issues occurring on the National level with the VA USBC development process to assure uniformity and code consistency.

- Interact with ICC Region VII on positions of proposed code changes from your committee or subcommittees.
- Actively recruit participation.

**Existing Building Code:**

- Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
- Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
- Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
- Develop code change proposals on behalf of the Association.
- Establish positions, coordinating with VPMIA, VFPA and the Energy Code Committee in areas that overlay the USBC, on code changes on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
- Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
- Provide the Association’s positions on proposed changes to the membership and make publicly available, in a timely manner, on the website.
- Interact with ICC Region VII on positions of proposed code changes from your committee or subcommittees.
- Actively recruit participation.
- Work closely with the USBC Ad Hoc committee.
  
  ** Attend IBC committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
- *** Coordinate appropriate issues occurring on the National level with the VA USBC development process to assure uniformity and code consistency.

**International Residential Code:**

- Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
- Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
- Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
- Develop code change proposals on behalf of the Association.
- Establish positions, coordinating with VPMIA, VFPA and the Energy Code Committee in areas that overlay the IRC, on code changes on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Provide the Association’s positions on proposed changes to the membership and make publicly available, in a timely manner, on the website.
• Interact with ICC Region VII on positions of proposed code changes from your committee or subcommittees.
• Actively recruit participation.
• Work closely with the USBC Ad Hoc committee.
  ** Attend IBC committee meetings or designate committee members to discuss proposed changes from your committee of subcommittee.
  *** Coordinate appropriate issues occurring on the National level with the VA USBC development process to assure uniformity and code consistency.

** Legislative:

The primary goal of the Legislative Committee is to address any proposed legislation of the building code by promoting the use of the proper regulatory change process to affect building code changes and to promote legislative solutions only when necessary.

** General Activities and responsibilities:

• Develop and maintain strong working relationships with VBCOA lobbyist and other groups or individuals involved in building code related legislative issues.
• Promote and defend VBCOA legislative interest. Keep the Board of Directors informed of substantive issues and solicit BOD input as appropriate.
• Interact with committee members in a manner to create consistency of purpose and position such as:
  ** Mentoring newly appointed co-chairs or committee members.
  *** Work to create continuity of committee with mentorship and leadership training.
  **** Express a consistent purpose and position on legislative issues.
  ***** Share meeting assignments and closely coordinate with committee members on the results of committee activity.
• Involve the general membership as much as possible. Solicit membership participation in legislative activities and information relating to legislative issues.
• Attend meetings that involve legislative topics that have the potential to affect the code enforcement community.
• Communicate all committee activities with the Association. Prepare a report for the Board of Directors on progress/successes of the committee efforts.
• Arrange for the VBCOA lobbyist to provide a report to the membership at the VBCOA Mid-Year meeting. Arrange for our lobbyist to participate in other meeting and conferences as necessary.
• Establish a method of alerts or advisories on the VBCOA website regarding legislative matters that significantly affect our Association.

** Membership:
• Conduct a proactive membership recruitment drive with specific aim to increase active membership participation at each annual and mid-year meeting.
• Set membership recruitment goals each year and develop a plan to achieve that goal.
• Create/update the membership brochure that can be sent to client groups and all jurisdictions. **Cross check with DHCD for any Building Official and Technical Assistants who are not members and send an invitation and follow up request to the Region Chair in that area to personally visit the prospective member.
• Work closely with the Executive Director to update the membership roster and report to the Board of Directors.

Nominations:

• Actively recruit throughout the year for open or upcoming positions.
• Arrange interviews for VBCOA elective positions such as Officers, Director of Regulatory Compliance, DPOR Board of Contractors and any additional state positions; 
  a) Provide ample notice announcement for positions, including mass email and website.
  b) Conduct Interviews.
• Prepare a nomination report, slate of candidates, for the Board of Directors, general membership vote or for recommendation to the Governor’s Office.

Permit Technicians:

• Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
• Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
• Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
• Develop code change proposals on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Work closely with the USBC Administrative Ad Hoc Committee to ensure consistent positions on changes that affect the respective codes.
• Promote the advancement of the Permit Technician.

Plumbing and Mechanical Committee:

• Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
• Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
• Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
• Develop code change proposals on behalf of the Association. Coordinate with VPMIA and VFPA for areas that overlay the IRC.
• Establish positions, coordinating with VPMIA, VFPA and the Energy Code Committee in areas that overlay the IRC, on code changes on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Provide the Association’s positions on proposed changes to the membership and make publicly available, in a timely manner, on the website.
• Work closely with the USBC Ad Hoc committee.  
  ** Attend USBC Ad Hoc committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.  
  *** Coordinate appropriate issues occurring on the National level with the VA USBC development process to assure uniformity and code consistency.
• Work closely with the Energy Code Committee for the areas that overlay the IRC.
• ** Attend Energy code committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.

**Property Maintenance:**

• Hold committee meetings in a timely manner to allow adequate time to prepare for conferences, hearings, etc.
• Hold committee meetings in locations to most effectively ensure the involvement from all Regions of the Association.
• Schedule and post-meeting time and place on the VBCOA website. Notify all members so they may choose to participate.
• Develop code change proposals on behalf of the Association. Coordinate with VPMIA and VFPA for areas that overlay the IRC.
• Establish positions on code changes on behalf of the Association. Be proactive in searching for ideas on code changes to be proposed from the Board of Directors, any and all members, Region Chairs, and industry.
• Represent, testify, present, or defend the Association’s position at the State levels. Oppose other issues that the committee agrees are not in the best interest of the Association or Virginia.
• Provide the Association’s positions on proposed changes to the membership and make publicly available, in a timely manner, on the website.
• Work closely with the USBC Ad Hoc committee.  
  ** Attend USBC Ad Hoc committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
• Work closely with the Energy Code Committee for the areas that overlay the IRC.  
  ** Attend Energy Code Committee meetings or designate committee members to discuss proposed changes from your committee or subcommittee.
  *** Coordinate appropriate issues occurring on the National level with the VA USBC.
Public Information:

- Work closely with the First Vice President and Region Chairs to develop an effective way to share information, including two newsletters per duty cycle.
- Work closely with the Executive Director to complete and submit the Annual Report to ICC accurately and timely.
- Work closely with Region Chairs to complete and submit the ICC Chapter of the Year Application and request information on an adequate basis.
- Assign committee members to take photos at all events and forward to the website to be displayed as well as the Sargent at Arms for archives.
- Work closely with the First Vice President/Webmaster to assist him/her with maintaining the website.
VBCOA Regions

VBCOA is comprised of eight regions. Each region has a local association, an elected body of officers and committees. The chairperson of each region serves as the region’s representative on the VBCOA Board of Directors. Each region meets periodically throughout the year. This page contains basic information on the regions, including the jurisdictions that participate, meeting locations, chairs, and contact information. VBCOA recognizes the vital of the regions through its Region of the Year Awards Program.

Region I
http://vbcoa.org/about/regions/region-i/


Chair: Terry Atwell, Building Official, City of Galax, (276) 236-7297 or tatwell@GalaxVA.com

Region II
http://vbcoa.org/about/regions/region-ii/

Cities: Buena Vista, Covington, Danville, Lexington, Lynchburg, Martinsville, Radford, Roanoke, Salem; Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge; Towns: Bedford, Blacksburg, Christiansburg, Clifton Forge, Dublin, Narrows, Pearisburg, Pulaski

Chair: Morgan Yates, Building Official, Roanoke County, (540) 772-7521 or myates@roanokecountyva.gov

Region III
http://vbcoa.org/about/regions/region-iii/

Cities: Harrisonburg, Staunton, Waynesboro, Winchester; Counties: Augusta, Clarke, Frederick, Highland, Page, Rockingham, Shenandoah, Warren

Chair: David Beahm, Building Official, Warren County, (540) 636-9973 or dbeahm@warrencountyva.net
**Region IV**

http://vbcoa.org/about/regions/region-iv/

**Cities:** Charlottesville, Fredericksburg; **Counties:** Albemarle, Buckingham, Culpeper, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, Orange, Rappahannock, and Spotsylvania **Towns:** Town of Culpeper

**Chair:** Bob Orr, Building Official, Culpeper County, (540) 727-3405 or borrh@culpepercounty.gov

**Region V**

http://vbcoa.org/about/regions/region-v/

**Cities:** Alexandria, Fairfax, Falls Church, Manassas, Manassas Park; **Counties:** Arlington, Fairfax, Fauquier, Loudoun, Prince William, Stafford; **Towns:** Dumfries, Herndon, Warrenton, Haymarket

**Chair:** Kyle Kratzer, Code Specialist, Fairfax County, (703) 324-1516 or kyle.kratzer@fairfaxcounty.gov

**Region VI**

http://vbcoa.org/about/regions/region-vi/

**Cities:** Colonial Heights, Emporia, Hopewell, Petersburg, Richmond; **Counties:** Amelia, Brunswick, Charles City, Charlotte, Chesterfield, Dinwiddie, Greensville, Halifax, Henrico, Lunenburg, Mecklenburg, Nottoway, Powhatan, Prince Edward, Prince George, Surry, Sussex; **Towns:** Farmville, South Hill

**Chair:** Jason Laws, Assistant Director, Chesterfield County, (804) 751-4161 or Lawsj@chesterfield.gov

**Region VII**

http://vbcoa.org/about/regions/region-vii/

**Counties:** Caroline, Essex, Gloucester, Hanover, King and Queen, King George, King William, Lancaster, Matthews, Middlesex, New Kent, Northumberland, Richmond, Westmoreland; **Towns:** Colonial Beach; Port Royal, West Point

**Chair:** Richard Gordon, Chief Building Official, Hanover County, (804) 365-6040 or rtgordon@hanovercounty.gov

**Region VIII**

http://vbcoa.org/about/regions/region-viii-2/

**Cities:** Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg, Yorktown; **Counties:** Accomack, Isle of Wight, James City, Northampton, Southampton; **Towns:** Cape Charles; Cheriton, Chincoteague

**Chair:** Kimberly Wingate-Harrell, Codes Compliance, (757) 319-9582 or wingate-harrelk@nnva.gov
VBCOA Regions

Virginia cities with counties
Awards and Recognition

The Virginia Building and Code Officials Association currently has four annual awards programs for individuals or companies:

The President’s Award for Excellence, initiated in 1999, is given in recognition of distinguished service at the state and national level.

The Jack A. Proctor Meritorious Service Awards, initiated in 1982 and named in honor of Jack A. Proctor in 2011, includes five categories of awards:

- for members in recognition of long-term special achievement.
- for building officials in recognition of exceptional service, interest and commendable initiative in promoting better building code enforcement and code development and in promoting the public safety, health and welfare as they relate to construction.
- for architects and registered design professionals in recognition of exceptional service, interest and commendable initiative in promoting outstanding architectural and engineering design and code development in residential and commercial construction.
- for inspectors, field inspectors and plan reviewers in recognition of exceptional effort in promoting code enforcement, improving professionalism by participation in continuing education classes designed to enhance code knowledge and promoting code knowledge to architects, engineers and contractors in a professional manner for better compliance.
- for permit technicians in recognition of exceptional services in promoting and developing the role of permit technicians.

The Public Service Award, initiated in 1993, is given in recognition of extraordinary time and effort in keeping the construction industry and the general public informed of code requirements.

The Citizen Award, initiated in 1993, is given in recognition of responsiveness and support of building code enforcement.

Past Award Recipients include:

President’s Award for Excellence

2019: Jada Black, VBCOA Webmaster; Grayson County
2018: Richard C Witt, Director of Building Inspections, Chesterfield County
2017: Mike Eutsey, Building Official, King and Queen County
2016: James S. Moss, Building Official, Grayson County
2015: Ronald C. Clements, Assistant Building Official, Chesterfield County
2012: John Catlett, Director of Code Administration, City of Alexandria
2011: Sean P. Farrell, Chief Property Code Inspector, County of Prince William
2010: Kris Bridges, Combination Code Inspector, City of Martinsville
2009: Regina V. K. Williams, on behalf of all local government managers,
2008: Joseph J. Messersmith, Jr., Portland Cement Association
2007: Mary Jo Fields, Executive Director, Virginia Building & Code Officials Association
2006: Norman R. Crumpton, Virginia Department of Housing & Community Development
2004: Jack Proctor, Virginia Department of Housing and Community Development
1999: Emory Rodgers, Inspection Services Division Chief, County of Arlington
Meritorious Service Awards for Long Term Achievement

2019: Ron Clements, Chesterfield
2016: Steve Shapiro, Hampton
2015: Audrey Clark, Fairfax
2013: Emory Rodgers, DHCD
2011: Cheri Hainer, Virginia Beach
2010: Ray Pylant, Fairfax
2008: Joseph Messersmith, Portland

Meritorious Service Award for Building Officials

2019: Bradley Hudson, King George
2018: Jamie S. Collins, City of Manassas
2017: Richard E. Bartell, Hanover
2016: Charles Hudson, South Boston
2015: Kris Bridges, City of Martinsville
2012: John S. Trenary, Frederick
2012: Roger M. Robertson, Chesterfield
2011: Randy Pearce, City of Emporia
2010: Cathy Cook, Town of Blacksburg
2009: Frank Woeste, Virginia Tech
2007: Joel Baker, County of Roanoke
2007: John Walsh, City of Fredericksburg
2006: Edward Baldwin, Harrisonburg
2006: John D. Catlett, City of Williamsburg
2003: Guy Tomberlin, County of Fairfax
2002: Kenneth L. Lewis, Chincoteague
2002: Roger M. Robertson, Chesterfield
2001: David G. Humphrey, Henrico
2000: James Anjam, Arlington
2000: Charles Gerber, County of Henrico
2000: Guy Tomberlin, County of Fairfax
2000: Shahriar Amiri, County of Fairfax
1999: The Troyer Group, Nielsen Construction Company
1998: Bernard M. Poole Jr., Prince George
1997: Sherman C. Edmondson, Norfolk

Meritorious Service Awards for Architects/Registered Design Professionals

2015: Kenney Payne, Moseley Architects
1999: The Troyer Group, Nielsen Construction Company
1992: Walter A. Nurmi
1991: Marvin J. Cantor
1989: Glenn P. Reynolds
1989: Lynn Bays Fuechsel

Meritorious Service Awards for Inspectors, Field Inspectors and Plan Reviewers

2018: Kyle Kratzer, Fairfax
2018: James Collins, Prince William
2016: Team Award, City of Newport News
2015: Dee Fox, Frederick
2015: Charles M. Black, Prince William
2013: Mary Huffman, Blacksburg
2013: Linda Nesselrodt, Staunton
2010: Wilma Stanley, Chesterfield
2008: Sean Farrell, Prince William
1992: Ernest Lester, Fairfax
1991: Gregory Revels, DHCD
1989 Howard Counts, Prince William
Meritorious Service Awards for Permit Technicians

2019: Debra McMahon, Fairfax
2013: Mary Huffman, Blacksburg
2013: Linda Nesselrodt, Staunton

Public Service Awards

2017: Mary Jo Fields, Past VBCOA Executive Director, Virginia Municipal League
2015: Vernon Hodge, Technical and Code Specialist, DHCD
2013: Bill Shelton, Director, Virginia Department of Housing and Community Development
2009: Charles S. Bajnai, Plan Review Supervisor, County of Chesterfield
2009: Brian Foley, Chief Structural Engineer, County of Fairfax
2007: Richard W. Ritter, Senior Inspector, County of Shenandoah
2006: Roger M. Robertson, Chief of Building Inspections, County of Chesterfield
2001: H. R. (Dick) Ashe, Chairman, Virginia Board of Housing and Community Development
1999: Dr. J. Daniel Dolan, P.E., Associate Professor of Wood Engineering, Virginia Tech
1998: Richard Ritter, Building Inspector, County of Shenandoah
1997: Paul Lynch, Chief, Combination Inspections Branch, County of Fairfax
1997: James Collins, Chief Building Inspector, County of Prince William
1996: Iby B. George, Fire Chief, City of Virginia Beach
1996: Counties of Chesterfield, Hanover and Henrico
1994: Donald Goodwin, Building Official, City of Franklin
1996: Edward J. Baldwin, Plans Reviewer, City of Harrisonburg
1993: Ronald L. Smith, CPCA, Chief Building Inspector, City of Roanoke
1992: Harold Hienkle, Superintendent of Inspections, City of Lynchburg

Citizen Awards

2017: Matt Paxton, Entrepreneur and Owner, Legacy Navigators, Inc.
2017: Michael L. Toalson, Executive Director, Homebuilders Association of Virginia
2012: Dr. Carray Banks, Department Head, School of Technology, Norfolk State University
2011: Steve Johnson and staff, Endependence Center
2011: Janet Roach, Reporter, WVEC-TV, Norfolk
2010: New River Valley Homebuilders Association
2003: WACEL (Washington Area Council of Engineering Laboratories, Inc.), Bethesda, MD
2003: Howard Kruse, Revere Gas, Hartfield, Virginia
2002: Home Builders Association of Southside Virginia
1996: Jill M. Pope, Peninsula Housing & Builders Association, Newport News, Virginia
1995: Qualified Gas Contractors Association, Norfolk, Virginia
1993: Robert B. Carpenter, Jr., Vice President, English Construction
1992: Alan Diamonstein, Virginia House of Delegates, Newport News
Region Awards

VBCOA also recognizes the achievements of their various regions with the Region of the Year and Merit Region of the Year awards. Typically presented during the VBCOA Mid-Year meeting, these awards recognize exemplary performance from VBCOA regions in promoting the goals and mission of the VBCOA in preceding year.

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<th>VBCOA Region of the Year</th>
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<th>VBCOA Merit Region of the Year</th>
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<td>2013 Region III</td>
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International Code Council

VBCOA members are all members of the International Code Council (ICC). VBCOA is proud that these members also served as presidents of the ICC or its predecessors:

- William Wharton, City of Richmond, 1957-1959 BOCA President
- Leo J. Cantor, Richmond Building Commissioner, 1975-76 BOCA President
- Joe Bertoni, Fairfax County Chief Building Inspector, 1991-1992 BOCA President
- Emory Rodgers, Arlington County Building Official, 1998-1999 BOCA President
- Steve Shapiro, City of Hampton, 2002/03 BOCA President; 2007-08 ICC President
- William D. Dupler, Chesterfield County Building Official, 2011-2012 ICC President
- Guy Tomberlin, Fairfax County, 2014-2015 ICC President

VBCOA has also earned national recognition from the ICC:

- 1995 BOCA Chapter of the Year
- 2004 ICC Chapter of the Year Award
- 2007 ICC Chapter Merit Award
- 2008 ICC Chapter Merit Award
- 2009 ICC Chapter Merit Award
- 2010 ICC Chapter Merit Award
- 2012 ICC Chapter Merit Award
- 2016 ICC Chapter Merit Award
- 2018 ICC Chapter of the Year Award
- 2019 ICC Chapter Merit Award
VBCOA Membership

**Active membership**
Open to employees of State or local governments which administer, formulate or enforce laws, ordinances, rules, or regulations effecting construction, fire safety, building maintenance, or land use.

**Student**
Enrolled students of administration or enforcement of building codes or related fields.

**Associate membership**
Open to any persons, firms or organizations interested in codes, regulations, ordinances or laws related to construction, fire safety, building maintenance, and land use.

**Retired membership**
Open to individuals that retire from state or local governmental departments. To be eligible for retired membership, the retired Member shall have been a VBCOA member in good standing for five years and the retired Member shall have been active in association business and committee work at the region or state level for five or more years.

**Honorary membership**
Open to individuals submitted by the nominator in writing 30 days prior to the VBCOA mid-year or annual meeting and approved by the Board. Nominations shall include a statement as to why this person is being nominated for honorary status including:

1. Shall have been a VBCOA Member in good standing for five years;
2. Shall have been active in association business and committee work at the regional or state levels for five or more years;
3. Shall have attended five or more VBCOA Annual Meetings;
4. Shall have been an ICC member of good standing for five years; and,
5. This policy may be amended or waived by a majority vote of those present and eligible to vote at any VBCOA Board of Directors meeting.

VBCOA Honorary Members

| J. Barry Archer | Howard Counts | W. G. Light |
| Joe Arsi         | Clarence Diersing | Donald MacDanel |
| Moses Atkins     | William Dupler   | Ronald Miller |
| Edward J. Baldwin| W. David Elliott | Carl F. Muse |
| Joel Baker       | Selden H. Garnett| James T. Nininger |
| Harold I. Baumes | Howell Gwaltney  | Ronald Peck |
| John Bender      | Lorenzo Harris   | Jack Proctor |
| Joseph Bertoni   | Harold Hienkle   | Edward G. Ragland |
| Bill Butler      | Jesse Hurt       | Roxanne Rickman |
| John Byrd        | D. Paul Jack     | Richard Ritter |
| Leo Cantor       | James B. Jones   | Roger Robertson |
| John C. Catlett  | Vaugh N. Kelley  | Emory Rodgers |
| Audrey Clark     | Lewis G. Leftwich| Dewey Sensabaugh |
|                  |                  |                |
|                  |                  | Phillip O. Shepherd |
|                  |                  | Geary Showman |
|                  |                  | Ronald Smith |
|                  |                  | Sharon Smith |
|                  |                  | Keith Stevens |
|                  |                  | Francisca Stoddart |
|                  |                  | James T. Swiger |
|                  |                  | Neal Thompson |
|                  |                  | Arnold Vincent |
|                  |                  | Edward G. Weld |
|                  |                  | Peyton Wiley |
|                  |                  | Edward Williams |
|                  |                  | Richard Witt |
Canon of Ethics

In as much as the practices, procedures, judgments and decisions of each active member of the Virginia Building and Code Officials Association have a direct and vital impact upon the lives, safety, health and welfare of people who live and work in the Commonwealth of Virginia, I consider it my obligation to conduct my work in accordance with the following Canons of Ethics.

**CANON I**
My paramount professional responsibility shall be the safety, health and welfare of the general public.

**CANON II**
I shall conduct myself at all times in a professional manner to create respect for myself, my profession, the jurisdiction that I represent and the Virginia Building and Code Officials Association.

**CANON III**
I shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the code administration profession.

**CANON IV**
I shall conscientiously avoid conflicts of interest and shall not accept, nor offer, any gift, favor, or service in the performance of my duties.

**CANON V**
I shall refrain from the use of my position to secure advantage or favor for myself, my family or my friends.

**CANON VI**
I shall conduct myself in a spirit of fairness to all members of the Virginia Building and Code Officials Association and shall maintain loyalty to the purpose stated in Article II of the Constitution and Bylaws.

**CANON VII**
I shall not represent any private interest in any of the business or technical affairs of the Virginia Building and Code Officials Association.

**CANON VIII**
I shall issue public statements only in an objective and truthful manner.

**CANON IX**
I shall always strive to become more knowledgeable of the codes that I am responsible for enforcing.

**CANON X**
I shall achieve and maintain the qualification, education and certification requirements of my position as specified by the Virginia Uniform Statewide Building Code and the Virginia Certification Standards.
Future Events

VBCOA Annual Conference and School
September 13-15, 2020
Williamsburg Lodge
Williamsburg, Virginia

VBCOA Mid-Year Meeting
March 21-22, 2021
Hotel Madison/Shenandoah Conference Center
Harrisonburg, Virginia

VBCOA Annual Conference and School
September 12-14, 2021
Marriott Virginia Beach Oceanfront
Virginia Beach, Virginia

VBCOA Mid-Year Meeting
March 13-14, 2022
Stonewall Jackson Hotel and Conference Center
Staunton, Virginia

Please be sure to visit the VBCOA website, it is the best way to stay in touch!

www.vbcoa.org