# Table of Contents

- Presidents Message ................................................................. 2
- Association History ................................................................. 3
- Mission, Vision, Values............................................................ 4
- Strategic Plan ........................................................................... 5
- Constitution and By-Laws ....................................................... 11
- Past Presidents ........................................................................ 18
- Election Policy ......................................................................... 21
- Board of Directors .................................................................... 23
- Job Descriptions ....................................................................... 28
- Regions & Map .......................................................................... 40
- Awards & Recognition ............................................................. 43
- About the Membership ............................................................. 48
- Membership Directory ............................................................. 49
- Cannon of Ethics ....................................................................... 97
A Message from the President

Thank you to the membership of VBCOA for giving me the opportunity to serve as your president!

In 2020, when preparing for the annual conference that we all hoped would happen I had prepared a speech on TEAM work. Since I have played baseball from the time, I was 4 and coached for many years I felt this was an easy topic for me and an easy way to stress the importance of working collectively as a VBCOA team with other agencies that play a critical role in code development and enforcement. Fast forward to this past year and things looked much better for our conference and the upcoming year. COVID numbers have come down, folks are returning to a pre pandemic lifestyle so I thought how great it would be to emphasize VBCOA being Together and what it means be able to have face to face interactions with colleagues, friends and family. And then July happened. COVID numbers were back on the rise due to different variants emerging. Face mask were required again in indoor settings, a limited number of people were allowed for indoor gatherings, and social distancing was a thing again. So even though numbers now are looking better, I decided to reflect on these past few years and write something simply titled COVID.

Circumstances: Over the last year and a half, life has been full of unusual circumstances. I dare say that no one is this room was prepared for the pandemic we all faced and continue to face. We found new ways to do business whether it be conducting inspections, attending meetings, issuing permits, grocery shopping or going to church. Life was turned upside-down for many of us. But the unusual circumstances we faced taught us that no matter what challenges are thrown at us we can preserve, adapt and still be successful.

Obstacles: I have always viewed obstacles as something that I needed to accomplish in order to avoid failure. But as I have grown older, I have realized that life doesn’t always go as planned. I have always been so focused and determined on succeeding; forgetting the fact that success also comes with failure. Obstacles shouldn’t be something that we avoid in order to escape from the cruelty of failure, hindering us from the numerous opportunities that we could’ve had if we weren’t too reluctant. They aren’t meant to obstruct us in achieving our goals but are meant to make us keener and tenacious to face the harsh reality of life. In life we get the chance to choose whether or not we seize our limits and discover our potentials. Obstacles should only enhance our strengths and never deepen our weaknesses.

Victorious: Fly past no matter what we do, and if we always look to the future, the present slips past — and the present is life itself. You must live as if today were your first day and your last. A life of victorious days is far better than a life of well-intended tomorrows and is a victorious life indeed.

Importance: Each of you are important. Important to this organization, to your families, to your localities, to your friends and many other groups. Whether you realize it or not you play a critical role in the lives of a very large group of people. You are an important addition to humanity, offering what only you can, YOU. Who you are, your character and personal qualities are the value you contain. And who you are is the best and most incredible thing you offer to all those around you.

Determined: Webster’s dictionary says it best. Determined is defined as: not willing to let anything prevent you from doing what you have decided to do. A determined person can accomplish great things; a determined team of people can accomplish things once seemed out of reach. Keeping the “I can” attitude will empower you to press on when things get tough. In life, there is no difficulty, which we cannot overcome when we are really determined. Determination is key because it enables us to persist in the face of difficulties. ... It makes us march fearlessly ahead with faith until we achieve our goal.

In closing, when many of us hear the word COVID we cringe. After all, it has taken so much from us but, it has also taught us a few things. It has taught us to appreciate what we have and to cherish the things we often take for granted. It has taught us to be resilient no matter what our circumstance. It has taught us that obstacles are placed in our way to make us stronger and to learn from challenges that are placed in our way. It has taught us to be victorious not only in future endeavors but also in our day to day lives. It has taught us that each one of us is important to someone else and that each of us offers something special. And it has taught us to be determined. Determined not to let anything alter your path for success or stand in your way of accomplishing something you have decided to do.

Thank you again!

Matt Westheimer
President Virginia Building and Code Officials Association 2022
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).

Our members are currently working and living in very challenging times, yet looking over our 92 year history, we recognize the vision of those who came before us and the need for our members to find ways to connect 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.
**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 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

<table>
<thead>
<tr>
<th></th>
<th>PROGRESSIVE - We welcome and promote growth within the building safety profession</th>
<th>IMAGE AND OUTREACH</th>
<th>LEADERSHIP</th>
<th>PARTNERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain active participation in code development</td>
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</tbody>
</table>
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>
</tbody>
</table>
6. Deploy program to provide code change training and educational seminars

<table>
<thead>
<tr>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<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-timer awarded scholarships
- Number of first-timer on 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 training session participants
- Number of opposed 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 &quot;Officials&quot; on the utilization of code modifications</td>
<td>Ongoing</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>Ongoing</td>
<td>Education Committee</td>
</tr>
</tbody>
</table>

Measures:
- Number of presentations posted to the site
- Number of times each training is presented
- Number of students trained
**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 mission and importance of the VBCOA

<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 of correspondence outreaches to customers
Number of individuals reached

**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>Ongoing</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
Number of new members recruited of those activities
**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 7/24</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 12/25</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 Until 12/23</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
- Development of Leadership Guide
- Updating of Leadership Guide each year

**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 and 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>
</tbody>
</table>
3. Progress towards making our website even better and more user friendly. Explore 3rd party management and updates

<table>
<thead>
<tr>
<th>Measures:</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Region Chair meetings conducted per year</td>
<td>Ongoing</td>
<td>Public Information Committee and Region Chairs</td>
</tr>
<tr>
<td>Attendance at Regional Chair meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feedback responses from web users</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of hits on the website</td>
<td></td>
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**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>Sgt. at Arms</td>
</tr>
</tbody>
</table>

**Measures:**
- Completed guidelines on speaking
- Number of requests for speakers
- Number of presentations provided
- 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
- Sister organization participation
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>
<tbody>
<tr>
<td>1. Establish a method that can be used on an individual jurisdiction basis that is currently available or being developed.</td>
<td>Ongoing</td>
<td>2nd VP and Region Chairs</td>
</tr>
<tr>
<td>• Investigate State Code for existing examples that can be adopted by locals to job share.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Monitor jurisdictions that are currently working on a Memorandum of Understanding and use as a “basis” for other jurisdictions to utilize</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Document a process at State level that can be used as a tool by local jurisdictions to establish their own individual programs</td>
<td>Ongoing</td>
<td>2nd VP and Region Chairs</td>
</tr>
<tr>
<td>3. Develop a depository for Memorandum created by the local jurisdictions to be maintained for other jurisdictions to model programs after</td>
<td>Ongoing</td>
<td>Region Chairs</td>
</tr>
</tbody>
</table>

Measures:
Method established for job sharing initiative
Completed review of enabling authority
Number of memorandums collected

RECOMMENDED NEXT STEPS

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

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:
     o The goal's intent, and key tasks and activities are clarified to committees/groups that will be working on it
     o To identify further measures (how the Association measure success on goals) as far as is possible
     o 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

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

2019–2021 – JAMES MOSS
Director of Housing Development, Mount Rogers District Commission

2018–2019 – PETE MENSINGER,
Special Projects Manager, City of Alexandria

2017–2018 – GREGG FIELDS,
Director of Code Administration, City of Alexandria

2016 – 2017 – DAVID BEAHM, CBO
Building Official, Warren County

2015–2016 – JOHN G. WALSH
Code Enforcement Operations Manager, Richmond

2014–15 – SEAN P. FARRELL
Code Compliance Supervisor, Prince William

2013–14 – CATHERINE W. COOK
Building Official, Town of Blacksburg

2012–2013 – KRIS BRIDGES
Deputy Building Official, City of Martinsville

2011–2012 – VERNELL WOODS
Deputy Building Official, City of Norfolk

2010–2011 – JOEL BAKER
Commissioner of Buildings, County of Roanoke

2009–2010 – JIM COLLINS
Code Enforcement Branch Chief, Prince William

2008–2009 – LYNN UNDERWOOD
Building Official, City of Norfolk

2007–2008 – JOHN W. GLOVER
Building Official, City of Staunton

2006–2007 – GUY TOMBERLIN, CBO
Chief Plumbing Inspector, County of Fairfax

Chief of Commercial Plan Review, Chesterfield

2004–2006 – JOHN DAVID CATLETT
Building Official, City of Williamsburg

2003–2004 – RICHARD BARTELL
Building Official, County of Hanover

Building Official, County of Prince William

Superintendent of Inspections, Isle of Wight
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, CPCA  
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, County 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.
VBCOA Board of Directors

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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 to 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.

**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.
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*** 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 role 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: Gary Fisher, Building Official, Goochland County, (804) 556-5864 or pfisher@goochlandva.us
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: Jenna Goodman, Architectural and Residential Plans Review Supervisor, Prince William County, (703) 792-5831 or JGoodman2@pwcgov.org

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: David Dunivan, Building Official, Powhatan County, (804) 598-5622 x 2012 or ddunivan@powhatanva.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: Richard Burkard, Code Enforcement Administrator, (757) 382-8563 or rburkard@cityofchesapeake.net
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 Award 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 Cement
2007: Richard C. Witt, Chesterfield
1998: Bernard M. Poole Jr., Prince George
1997: Sherman C. Edmondson, Norfolk

Meritorious Service Award for Building Officials

2021: Mike Redifer, Waynesboro
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
1997: Shahriar Amiri, County of Fairfax
1996: Michael S. Board, State Fire Marshal
1995: J. Barry Archer, Prince William
1995: James R. Lowery, Jr. Fairfax
1994: Robert Keith Stevens, Altavista
1994: Roxana Rickman, DHCD
1993: Bernard Poole, Prince George
1993: William Dupler, Chesterfield
1992: Charles Altizer, State Fire Marshal
1991: Howard Summers, State Fire Marshal
1990: Jack Proctor, DHCD
1989: Robert L. Miller, Town of Blacksburg
1989: William Dupler, County of Henrico
1989: Jesse Hurt, County of Albemarle
1988: D. Paul Jack, City of Albemarle
1987: Emory Rodgers, County of Arlington
1986: Sutton Mullen, DHCD
1984: Edward J. Weld, County of Culpeper
1984: D. Paul Jack, City of Hampton
1983: Joseph Bertoni, County of Fairfax
1982: Claude G. Cooper, County of Fairfax

Meritorious Service Awards for Architects/Registered Design Professionals

2020: William “Rick” Hinson, Jr., ECS Mid-Atlantic LLC
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

2021: Mike Hamilton, Arlington
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

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Debra McMahon</td>
<td>Fairfax</td>
</tr>
<tr>
<td>2013</td>
<td>Mary Huffman</td>
<td>Blacksburg</td>
</tr>
<tr>
<td>2013</td>
<td>Linda Nesselrodt</td>
<td>Staunton</td>
</tr>
</tbody>
</table>

### Public Service Awards

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Cindy Davis</td>
<td>Deputy Director, DHCD</td>
</tr>
<tr>
<td>2020</td>
<td>Frank Woeste</td>
<td>Professor Emeritus, Virginia Tech</td>
</tr>
<tr>
<td>2017</td>
<td>Mary Jo Fields</td>
<td>Past VBCOA Executive Director, Virginia Municipal League</td>
</tr>
<tr>
<td>2015</td>
<td>Vernon Hodge</td>
<td>Technical and Code Specialist, DHCD</td>
</tr>
<tr>
<td>2013</td>
<td>Bill Shelton</td>
<td>Director, Virginia Department of Housing and Community Development</td>
</tr>
<tr>
<td>2009</td>
<td>Charles S. Bajnai</td>
<td>Plan Review Supervisor, County of Chesterfield</td>
</tr>
<tr>
<td>2009</td>
<td>Brian Foley</td>
<td>Chief Structural Engineer, County of Fairfax</td>
</tr>
<tr>
<td>2007</td>
<td>Richard W. Ritter</td>
<td>Senior Inspector, County of Shenandoah</td>
</tr>
<tr>
<td>2006</td>
<td>Roger M. Robertson</td>
<td>Chief of Building Inspections, County of Chesterfield</td>
</tr>
<tr>
<td>2001</td>
<td>H. R. (Dick) Ashe</td>
<td>Chairman, Virginia Board of Housing and Community Development</td>
</tr>
<tr>
<td>1999</td>
<td>Dr. J. Daniel Dolan</td>
<td>Associate Professor of Wood Engineering, Virginia Tech</td>
</tr>
<tr>
<td>1998</td>
<td>Richard Ritter</td>
<td>Building Inspector, County of Shenandoah</td>
</tr>
<tr>
<td>1997</td>
<td>Paul Lynch</td>
<td>Chief, Combination Inspections Branch, County of Fairfax</td>
</tr>
<tr>
<td>1997</td>
<td>James Collins</td>
<td>Chief Building Inspector, County of Prince William</td>
</tr>
<tr>
<td>1996</td>
<td>Iby B. George</td>
<td>Fire Chief, City of Virginia Beach</td>
</tr>
<tr>
<td>1996</td>
<td>Counties of Chesterfield, Hanover and Henrico</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>Donald Goodwin</td>
<td>Building Official, City of Franklin</td>
</tr>
<tr>
<td>1996</td>
<td>Edward J. Baldwin</td>
<td>Plans Reviewer, City of Harrisonburg</td>
</tr>
<tr>
<td>1993</td>
<td>Ronald L. Smith</td>
<td>CPCA, Chief Building Inspector, City of Roanoke</td>
</tr>
<tr>
<td>1992</td>
<td>Harold Hienkle</td>
<td>Superintendent of Inspections, City of Lynchburg</td>
</tr>
</tbody>
</table>

### Citizen Awards

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Matt Paxton</td>
<td>Entrepreneur and Owner, Legacy Navigators, Inc.</td>
</tr>
<tr>
<td>2017</td>
<td>Michael L. Toalson</td>
<td>Executive Director, Homebuilders Association of Virginia</td>
</tr>
<tr>
<td>2012</td>
<td>Dr. Carray Banks</td>
<td>Department Head, School of Technology, Norfolk State University</td>
</tr>
<tr>
<td>2011</td>
<td>Steve Johnson and staff</td>
<td>Endependence Center</td>
</tr>
<tr>
<td>2011</td>
<td>Janet Roach</td>
<td>Reporter, WVEC-TV, Norfolk</td>
</tr>
<tr>
<td>2010</td>
<td>New River Valley Homebuilders Association</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>WACEL (Washington Area Council of Engineering Laboratories, Inc.), Bethesda, MD</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Howard Kruse</td>
<td>Revere Gas, Hartfield, Virginia</td>
</tr>
<tr>
<td>2002</td>
<td>Home Builders Association of Southside Virginia</td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>Jill M. Pope</td>
<td>Peninsula Housing &amp; Builders Association, Newport News, Virginia</td>
</tr>
<tr>
<td>1995</td>
<td>Qualified Gas Contractors Association</td>
<td>Norfolk, Virginia</td>
</tr>
<tr>
<td>1995</td>
<td>William Sutton</td>
<td>President, Sutton and Yantis Associates Architects, Vienna, Virginia</td>
</tr>
<tr>
<td>1994</td>
<td>Robert P. Butler</td>
<td>C. R. Butler Inc., Orange, Virginia</td>
</tr>
<tr>
<td>1993</td>
<td>Robert B. Carpenter, Jr.</td>
<td>Vice President, English Construction</td>
</tr>
<tr>
<td>1992</td>
<td>Alan Diamonstein</td>
<td>Virginia House of Delegates, Newport News</td>
</tr>
</tbody>
</table>
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.

**Region of the Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Region I</td>
</tr>
<tr>
<td>2020</td>
<td>Region VIII</td>
</tr>
<tr>
<td>2019</td>
<td>Region III</td>
</tr>
<tr>
<td>2018</td>
<td>Region V</td>
</tr>
<tr>
<td>2017</td>
<td>Region I</td>
</tr>
<tr>
<td>2016</td>
<td>Region I</td>
</tr>
<tr>
<td>2015</td>
<td>Region V</td>
</tr>
<tr>
<td>2014</td>
<td>Region III</td>
</tr>
<tr>
<td>2013</td>
<td>Region V</td>
</tr>
<tr>
<td>2012</td>
<td>Region V</td>
</tr>
<tr>
<td>2011</td>
<td>Region VIII</td>
</tr>
<tr>
<td>2010</td>
<td>Region VII</td>
</tr>
</tbody>
</table>

**Merit Region of the Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Region II</td>
</tr>
<tr>
<td>2020</td>
<td>Region I</td>
</tr>
<tr>
<td>2019</td>
<td>Region VI</td>
</tr>
<tr>
<td>2018</td>
<td>Region VI</td>
</tr>
<tr>
<td>2017</td>
<td>Region VI</td>
</tr>
<tr>
<td>2015</td>
<td>Region III</td>
</tr>
<tr>
<td>2014</td>
<td>Region IV</td>
</tr>
<tr>
<td>2013</td>
<td>Region III</td>
</tr>
</tbody>
</table>
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:

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

VBCOA has also earned national recognition from the ICC:

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

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

**Retired membership** – open to individuals that retire from state or local governmental departments.

Criteria for Designation as a Retired Member
Policy Adopted by the VBCOA Board of Directors

1. A Retired Member shall have been a VBCOA member in good standing for five years;
2. A Retired Member shall have been active in association business and committee work at the region or state level for five or more years.

Criteria for Designation as an Honorary Member
Policy Adopted by the VBCOA Board of Directors

1. Nomination for VBCOA Honorary Member Designation shall be submitted by the nominator in writing 30 days prior to the VBCOA mid-year or annual meeting. The nomination shall include a statement as to why this person is being nominated for honorary status;
2. An Honorary Member shall have been a VBCOA Member in good standing for five years;
3. An Honorary Member shall have been active in association business and committee work at the regional or state levels for five or more years;
4. An Honorary Member shall have attended five or more VBCOA Annual Meetings;
5. An Honorary Member shall have been an ICC member of good standing for five years; and,
6. 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  
Moses Atkins  
Edward J. Baldwin  
John Bender  
Bill Butler  
Leo Cantor  
John C. Catlett  
Audrey Clark  
Howard Counts  
William Dupler  
W. David Elliott  
Howell Gwaltney  
Harold Hienkle  
Jesse Hurt  
Vaugh N. Kelley  
Donald MacDanel  
Debra McMahon  
Ronald Miller  
James T. Nininger  
Randy Pierce  
Edward G. Ragland  
Mike Redifer  
Roxanne Rickman  
Roger Robertson  
Dewey Sensabaugh  
Steve Shapiro  
Geary Showman  
Ronald Smith  
Sharon Smith  
James T. Swiger  
Neal Thompson  
Guy Tomberlin  
Lynn Underwood  
Arnold Vincent  
Edward Williams  
Richard Witt
Alphabetical Listing of VBCOA Members

A

Ahmedzqi, Naqibullah
Property Maintenance Enforcement Inspector
City of Richmond
900 E. Broad Street, Ste. 201
Richmond, VA 23219
Type: Active Region: 6
Phone: (804) 646-7970 Fax: (804) 646-7987
EMail: naqibullah.ahmedzqi@rva.gov

Allen, Joe N.
Inspection Specialist
County of Prince William
5 County Complex Court, Ste. 120
Prince William, VA 22192
Type: Active Region: 5
Phone: (703) 792-5684 Fax: (703) 580-1578
EMail: jallen@pwcgov.org

Allen, Michael L.
Code Enforcement Officer
City of Emporia
PO Box 511
Emporia, VA 23847
Type: Active Region: 6
Phone: (434) 634-6315 Fax: (434) 634-0003
EMail: mike.allen@ci.emporia.va.us

Allen, Nicole
President of Operations
Allen-Norris Permitting & Inspections
107 R Street NE
Washington, DC 20002
Type: Associate Region: 99
Phone: (410) 322-0809
EMail: nallen@allen-norris.com

Allen, Robert
Commercial Plan Review Supervisor
County of Henrico
Building Construction & Inspections
P.O. Box 90775
Henrico, VA 23273-0775
Type: Active Region: 6
Phone: (804) 501-4686 Fax: (804) 501-4984
EMail: all56@henrico.us

Allen, David L.
Program & Operations Mgr. Inspections
City of Richmond
900 East Broad Street, Room 110
Richmond, VA 23219
Type: Active Region: 6
Phone: (804) 646-3439 Fax: (804) 646-0948
EMail: david.allen@richmond.gov

Almarode, Michaela
Permit Technician
County of Warren
220 North Commerce Ave. #100
Front Royal, VA 22630
Type: Active Region: 3
Phone: (540) 636-4600 Fax: (540) 636-6066
EMail: malarode@warrencountyva.net

Aanderud, Justine
Permit Technician
County of Warren
220 North Commerce Ave. #100
Front Royal, VA 22630
Type: Active Region: 3
Phone: (540) 636-4600 Fax: (540) 636-6066
EMail: jaanderud@warrencountyva.net

Abbey, Cindy
Permit Technician
Town of Hillsville
PO Box 545
Hillsville, VA 24343
Type: Active Region: 1
Phone: (276) 728-2128 Fax: (276) 728-9371
EMail: adp@townofhillsville.com

Abel, Troy
Inspector
County of Prince William
1 County Complex Court, Suite 155
Prince William County, VA 22192
Type: Active Region: 5
Phone: (703) 792-6600 Fax: (703) 792-7484
EMail: tabel@pwcgov.org

Abney, Shaina
Engineer III
County of Fairfax
12000 Gov’t Ctr. Pkwy., Suite 552
Fairfax, VA 22035-0066
Type: Active Region: 5
Phone: (703) 324-2531 Fax: (703) 324-3956
EMail: shaina.abney@fairfaxcounty.gov

Adams, Richard
Senior Plan Review Engineer
County of Chesterfield
PO Box 40
Chesterfield, VA 23832
Type: Active Region: 6
Phone: (804) 748-1000 Fax: (804) 717-6297
EMail: adamsr@chesterfield.gov

Adams, Chad
Electrical Inspector
County of James City
101 Mounts Bay RD, Bldg. E
PO Box 8784
Williamsburg, VA 23187
Type: Active Region: 8
Phone: (757) 253-6853 Fax: (757) 259-4038
EMail: chad.adams@jamescitycountyva.gov

Ahrens, Heather
Senior Permit Technician
County of Gloucester
6489 Main Street
Gloucester, VA 23061
Type: Active Region: 7
Phone: (804) 693-4042 Fax: (804) 693-6004
EMail: Hahrens@g Gloucester info

Alexander, Kristin O.
Code Compliance Inspector
County of Prince William
1 County Complex Court, Suite 155
Prince William County, VA 22192
Type: Active Region: 5
Phone: (703) 792-8083 Fax: (703) 792-7484
EMail: kalexander@pwcgov.org

Alder, III Melvin L.
Construction Plans Examiner II
County of Arlington
2100 Clarendon Blvd., Suite 1000
Arlington, VA 22201
Type: Active Region: 5
Phone: (703) 228-0089 Fax: (703) 228-7046
EMail: mallder@arlingtonva.us

Allen, Deborah
Police Officer CAPS
City of Richmond
900 E. Broad Street, Room G12
Richmond, VA 23219
Type: Active Region: 6
Phone: (804) 646-4950 Fax: (804) 646-7987
EMail: deborah.allen@richmond.gov

Allen, James
Building Inspector
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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.