

# **Office of Insurance and Safety Fire Elevator Advisory Board Bylaws**

## **ARTICLE I**

### General Section 1:

This organization is created under O.C.G.A. § 8-2-109. The Commissioner shall be authorized to consult with persons knowledgeable in the areas of construction, use, or safety of conveyances or facilities covered by this part and to create committees composed of such consultants to assist the Commissioner in carrying out his or her duties under this part. This committee shall be known as the Elevator Advisory Board.

### Section 2: Purposes

The Elevator Advisory Board's purpose is to advance the safety of the citizens of Georgia in all areas as it relates to the general the use of elevators, escalators, movingwalks and other elevator related equipment regulated by the Official Code of Georgia Annotated and the Georgia Rules and Regulations. The Board's purpose shall further be to address urgent safety concerns, and to offer recommendations on their resolution. The board will have the responsibility of offering opinions on the State's regulatory changes. The board will vote to approve all variance requests. The function of this board is to make recommendations to the Office of Insurance and Safety Fire Commissioner.

## **ARTICLE II**

### **Membership**

#### Section 1: Eligibility

Any person, association, corporation, partnership having an interest in the objectives of as they relate to The State of Georgia Elevator statute and regulations shall be eligible for membership upon the approval of the Commissioner of Insurance and Fire Safety.

#### Section 2: Members

The board will consist of members appointed by the Commissioner of Insurance and Fire Safety. Applications for membership shall be in writing to the Office of the Insurance and Safety

Fire Commissioner listing the applicant's interest and background with the elevator related industry. The board will be limited to no more than fourteen (14) members.

### Section 3: Voting

In any proceeding in which voting by members is called for, each member in good standing shall be entitled to cast 1 vote.

## **Article III**

### **Meetings**

#### Section 1: Regular Meeting

The regular meeting of the Elevator Advisory Board will be once a year in compliance with state law, shall be held during the first Thursday in April of each year. The time and place shall be fixed by Office of Insurance and Safety Fire Commissioners Safety Engineering Division. Notice of the regular meetings shall be posted at a minimum, at some time during the two-week period prior to the meeting. The agenda for all meetings will be set by the Office of Insurance and Safety Fire Commissioner. The agenda will consist of Code and Standard updates with any modifications to those by this office. It shall also include any other changes to the elevator regulations. The agenda shall address all elevator related safety concerns within the State. Failure to include on the agenda an item which becomes necessary to address during the course of a meeting shall not preclude considering and acting upon such item.

Section 2: Special called meeting may be called by the Office of Insurance and Safety Fire Commissioner for any urgent safety matter. Notice of special meetings shall be posted at a minimum, at some time during the two-week period prior to the meeting.

#### Section 3: Quorums

At any duly called regular meeting of the Elevator Advisory Board eight (8) members shall constitute a quorum; at a board meeting, a majority of members present shall constitute a quorum.

## Section 4: Notices, Agendas, and Minutes

Written notice of all meetings shall be posted at a minimum, at some time during the two-week period prior to the meeting by the Office of Insurance and Safety Fire Commissioners Safety Engineering Division. An advance agenda and minutes must be prepared for all meetings. A summary of the subjects acted on and those members present shall be posted to the public for inspection within two business days of the adjournment of the meeting. The regular minutes of a meeting subject to this chapter shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting; provided, however, that nothing contained in this chapter shall prohibit the earlier release of minutes, whether approved by the agency or not. Such minutes shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded. It shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining pursuant to O.C.G.A. §50-14-1(e).

## **Article IV**

### **Board Members**

#### Section 1: Composition of the Board

The board of directors shall be composed of a maximum of fourteen (14) members, one-third of whom shall be elected annually to serve for 3 years or until their successors are appointed by the Commissioner of Insurance and Fire Safety.

#### Section 2: Selection Chairperson Vice Chairperson

##### A. Nominating Committee.

At the regular April board meetings the board shall nominate a Chairperson and Vice-Chairperson. Upon majority vote both the Chairperson and Vice Chairperson will serve a term of three (3) years. No board member who has served two consecutive 3-year terms is eligible for election for a third term. A period of 1 year must elapse before eligibility is restored.

#### Section 4: Vacancies

A member who shall be absent from 3 consecutive regular meetings of the board of shall automatically be removed as a member of the board unless confined by illness.

Vacancies on the board will be appointed by the Commissioner of Insurance and Safety Fire.

### **Article V**

#### **Officers**

##### Section 1: Determination of Officers

The board shall recognize new and retiring officers at its regular April meeting for the coming year. The Nominating Committee shall also nominate officers every three years. At this meeting, the board shall elect the chair of the board, chair-elect, the vice chair to conduct the activities of the Elevator Advisory Board. Officers will be elected from members of the board.

##### Section 2: Duties of Officers

A. Chairperson. The chairperson shall serve as the chief elected officer of the Elevator Advisory Board and shall preside at all meetings of the Elevator Advisory Board.

B. Vice-Chairperson. The Vice-Chairperson shall exercise the powers and authority and perform the duties of the chair in the absence or disability of the chair.

### **Article VI**

##### Section 1: Parliamentary Authority

The current edition of Robert's Rules of Order shall be the final source of authority on all questions of parliamentary procedures when such rules are not consistent with the bylaws of the Elevator Advisory Board.

## **Article VII**

### **Amendments**

#### Section 1: Revisions

These bylaws may be amended or altered by the Office of Insurance and Safety Fire Commissioners Office.

**Adopted: (date) Amended: (date)**