

# Codes Committee Operating Guidelines

(See Member Job Description for Responsibilities of Committee Members)

- Function: The Codes Committee acts as a resource to the Association as it addresses legislation, codes and regulations which might affect the interests of BOMA members. The Committee will address issues of concern primarily as they affect office buildings.
- The Committee provides recommendations to the Association Board of Directors in the formulation of Position Statements for the Association on various codes and regulations related issues.
- Goal: The Committee will aid the Association in seeking the enactment of legislation and/or codes or procedures which encourage high standards of industry development and efficient, economical office buildings.
- Scope: In general, any codes and standards and other regulatory issues or programs with the potential to significantly impact building owners and managers will be brought before the Committee. The Committee will focus primarily on national issues, but state and local proposals that might impact the industry will also be addressed.
- Issue  
Identification: Usually, BOMA staff will identify and call to the attention of the Committee any issue of potential concern to BOMA members. However, issues can be identified by the Committee itself, or, can come to the attention of BOMA staff or the Committee from an outside source.
- Meeting  
Schedule: Regular meetings will be held on an “as needed” basis, subject to the call of the Committee chairman, or in his absence, the vice chairman.
- Staffing/  
Communication: Meetings of the Codes Committee will normally be staffed by the Committee Liaison, who will be responsible for forwarding any policy recommendations of the Committee to the Board of Directors. Positions or policies adopted by the Board of Directors will be communicated to the membership, policy makers, and the general public through BOMA newsletters, the BOMA website, blog, or other means as appropriate.
- Policy  
Implementation: The Committee may recommend that the Association take a specific position on an issue. Implementation of any policy, or resolution of any issue on behalf of the Association, is the responsibility of the BOMA Board of Directors.