

Vice-Chairman shall preside over the meeting during consideration of that particular matter.

6.2.5 DUTIES AND POWERS. The purpose of the Board shall be to:

- (a) Review and decide specific appeals made by individuals concerning the interpretation or administration of the Construction Codes;
- (b) Review and decide upon waiver requests; and
- (c) Advise the Governing Authority, the Department and any other affected department on issues and matters of concern as to procedures of the Board or interpretation or construction of the Construction Codes.

6.2.6 SECRETARY OF BOARD. The Building Official shall act as Secretary of the Board and shall make a detailed record of all its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member and any failure of a member to vote.

6.2.7 OFFICERS OF THE BOARD. A Chairman and Vice Chairman shall be elected by the members at the first quarterly meeting of the Board. Thereafter, at the first quarterly meeting of each year, a new Chairman and Vice-Chairman shall be elected by the members.

6.2.8 MEETINGS. The Board shall hold, at a minimum, quarterly meetings, on a date and place and time specified by the Chairman. Special meetings may be called at any time by the Chairman, the Building Official or any two members of the Board. Reasonable advance notice of the place, time and date thereof shall be given to all members of the Board. The time, date and place of the meetings will be determined by the individual(s) calling such meeting.

6.2.9 RECORDS. The Department shall provide secretarial services to the Board and shall make a detailed record of all proceedings which shall set forth the reasons for all decisions and the vote of each member participating therein, the absence of a member, and the failure of a member to vote. These records shall be submitted to the Board for their approval and kept on file by the Department as a public record.

6.4 APPEALS

6.4.1 DECISION OF THE BUILDING OFFICIAL. The Board shall have the power, as further defined herein, to hear the appeals of decisions and interpretations of the Building Official and consider variances of the Construction Codes. The owner of a building, structure or service system, or his duly authorized agent, may appeal a decision of the Building Official to the Board whenever any one of the following conditions is claimed to exist:

- (a) The Building Official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.