

## PROCEDURES FOR CODE AMENDMENT HEARINGS

Hearings for the purpose of amending the building codes as permitted by Section 6-9-60 (C) of the SC Code of Laws, 1976 as amended, shall be conducted in accordance with this policy.

### **Amendments:**

The Building Codes Council

The Council may specify any effective date for amendments as deemed necessary. The provisions of any amendment shall be accepted by the local code enforcement official as an alternate method of construction or alternate materials prior to the effective date when requested in writing by the owner of his agent. All amendments to the Code shall be published

### **Meetings:**

Meetings will be held periodically, at the call of the chairman on an as needed basis.

Notice of Committee meetings will be as required by the Administrative Procedures Act.

Meeting agendas will be published and delivered by surface mail or e-mail to all Council members. Meeting agendas will be delivered and all individuals. To the extent possible, meeting agendas will be mailed 10 calendar days before the scheduled meeting. All other individuals desiring meeting agendas, upon request, will be notified via e-mail within the same time period as the Committee.

All items proposed for consideration by the Committee must be received by staff not later than 14 calendar days before the scheduled meeting.

All meetings will be open to the public and all meeting attendees are encouraged to participate.

### **Minutes:**

Minutes of all Committee meetings will be prepared in an abbreviated format and delivered by surface mail or e-mail to all Committee and Council members. All individuals that are on the agenda mailing list will receive minutes via e-mail.