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Connecticut Board of Materials Review

Rules of Practice

General Provisions

Sec. 19-399-1. Procedure governed

The rules govern the board of materials review of the department of public safety for the state of Connecticut under the applicable laws of the state of Connecticut in chapter 354, section 19-399.

(Effective May 21, 1982)

Sec. 19-399-2. Definitions

Unless otherwise expressly stated, the following terms shall have the meaning indicated in this section.

(a) “Board” means the board of materials review of the state of Connecticut.

(b) “Board member” means the board of materials review member appointed under section 19-399 of the General Statutes.

(c) “Chairman” means the board of materials review member elected under section 19-399-13 of these regulations when acting as such.

(d) “Meeting” means that portion of the board’s procedure in the disposition of matters delegated to its jurisdiction by law wherein presentations for the listing of new materials or new modes of construction may be used in construction by buildings or structures and setting forth conditions under which such materials or modes of construction may be used. Also any other order of business which may come before the meeting.

(e) “BMR listing” means each manufacturer whose product is listed with the state building inspector’s office for distribution periodically to all local building officials in the state of Connecticut.

(Effective May 21, 1982)

Sec. 19-399-3. Organization

The board consists of nine (9) members, residents of the state, appointed by the commissioner of public safety in accordance with the provisions of section 19-399 of the General Statutes of Connecticut.

(Effective May 21, 1982)

Sec. 19-399-4. Location of the office of the board of materials review

The board is located in the office of the state building inspector, 294 Colony Street, Meriden, Connecticut 06450, telephone - 238-6011.

(Effective May 21, 1982)

Sec. 19-399-5. Purpose

The objectives and purposes of the board are to make or cause to be made investigations, or to accept authenticated reports from recognized authoritative sources, for new materials or modes of construction intended for use in the construction of buildings or structures, and shall promulgate listings setting forth the conditions under which such materials or modes of construction may be used. Such listings and amendments thereto shall have the same force and effect as the provisions of the state building code.

(Effective May 21, 1982)

Sec. 19-399-6. Accomplishment

To accomplish these purposes the board may utilize any consultants it may deem necessary or desirable, provided, however, that the board shall not obligate the state department of public safety for any expenditures for this purpose unless and until such expenditures have been approved by the commissioner of public safety. Consultants shall be interviewed by the board and the selection of the board will be forwarded to the commissioner of public safety for issuance of the required purchase order.

(Effective May 21, 1982)

Sec. 19-399-7. Officers and their duties

The officers of the board shall consist of a chairman, a vice-chairman and a secretary.

(Effective May 21, 1982)

Sec. 19-399-8. Duties of chairman

The chairman shall preside at all meetings of the board and shall have the duties normally conferred by parliamentary usage on such officers. The chairman shall have the authority to appoint sub-committees, call special meetings, and generally perform other duties as may be prescribed in these rules and procedures.

(Effective May 21, 1982)

Sec. 19-399-9. Chairman to be board member

The chairman shall be one of the board members. He shall have the privilege of discussing all matters before the board and of voting thereon.

(Effective May 21, 1982)

Sec. 19-399-10. In the absence of chairman

The vice chairman shall act for the chairman in his absence and have the authority to perform the duties prescribed for that office. He shall be a board member.

(Effective May 21, 1982)

Sec. 19-399-11. Duties of secretary

The secretary shall keep the minutes and records of the board, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the chairman, provide notice of all meetings to board members as least one week prior to the meeting, attend to the correspondence of the board, and such other duties as are normally carried out by the secretary. The secretary shall be a member of the board.

(Effective May 21, 1982)

Sec. 19-399-12. In the absence of secretary

In the absence of the secretary, due to illness, personal or disqualification reasons, the chairman shall appoint a secretary pro-tem.

(Effective May 21, 1982)

Sec. 19-399-13. Election of officers

An annual organization meeting shall be held within 30 days following each October 5th, at which time officers will be elected and rules and procedures reviewed. Officers may be elected by a majority vote of the members present.

(Effective May 21, 1982)

Sec. 19-399-14. Nominations

Nominations shall be made from the floor at the annual organizational meeting and elections of the officers specified in section 19-399-7.

(Effective May 21, 1982)

Sec. 19-399-15. Majority vote

A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year or until his successor shall take office.

(Effective May 21, 1982)

Sec. 19-399-16. Vacancies

Vacancies in office shall be filled by regular election procedure as herein specified with terms to run until the next annual organizational meeting.

(Effective May 21, 1982)

Sec. 19-399-17. Resignations

Resignations from the board shall be in written form and transmitted to the chairman, who will then forward same to the state commissioner of the department of public safety.

(Effective May 21, 1982)

Sec. 19-399-18. Meeting

Meetings of this board will usually be held every three weeks at 2:00 p.m. in accordance with a schedule adopted before each January 1st and filed as required with the secretary of state or upon the call of the chairman or of the state building inspector. Unless otherwise specified, meetings will be held in the office of the state building inspector.

(Effective May 21, 1982)

Sec. 19-399-19. Quorum

Three members of the board shall be present and voting to constitute a quorum, and the number of votes necessary to transact business shall be a majority of those members present and voting. In the event of a tie vote on any proposal, the proposal shall not carry. The chairman shall not permit negatively phrased proposals whose purpose is to evade this rule.

(Effective May 21, 1982)

Sec. 19-399-20. Notice of special meetings

The notice of any special meeting shall specify the purpose of such meeting and no other business may be considered. Unless otherwise specified, "Robert's Rules of Order" shall govern the proceedings at the meeting of this board.

(Effective May 21, 1982)

Sec. 19-399-21. Failure to attend

If a board member fails to attend four out of six consecutive meetings, the chairman shall contact the member to ascertain the reason for such absences. At the discretion of the chairman, further action may be requested of the commissioner of the department of public safety.

(Effective May 21, 1982)

Sec. 19-399-22. Request for reimbursement

The board shall consider any requests by members for reimbursement of expenses arising from meetings or official duties and may recommend that they be paid through appropriate state channels.

(Effective May 21, 1982)

Sec. 19-399-23. Order of business

Unless otherwise determined by the chairman, the order of business at regular meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Reading of minutes of previous meeting and action thereon
- d. Communications
- e. Reports of officers, committees and sub-committees
- f. Old business
- g. New business
- h. Adjournment

(Effective May 21, 1982)

Sec. 19-399-24. Motions to be made

A motion from the floor must be made and passed in order to dispense with any item on the agenda or change the order of business.

(Effective May 21, 1982)

Sec. 19-399-25. Adoption of regulations

The board, subject to the approval of the commissioner, shall on its own motion adopt such listings as it deems proper on new materials and/or modes of construction intended for use in the construction of buildings or structures, and may set such conditions for the use of such materials or modes of construction as it deems proper. Such listings, however, shall be made only after investigation, or the acceptance of authenticated reports from recognized authoritative sources.

(Effective May 21, 1982)

Sec. 19-399-26. Request for approval

(a) Upon receipt of a communication from any individual, corporation, or firm seeking approval of some particular new material or mode of construction, the board shall give consideration to such request. It may consider such authenticated reports from recognized authoritative sources as the party wishes to submit, and may additionally require that the party at his expense procure additional investigation as a condition for listing of the mode or material.

(b) Each board of materials review certificate of compliance shall be reviewed yearly by the board of materials review so as to keep its listing valid.

(Effective May 21, 1982)