

MBCEA Technical Committee Charter

Authority

1. The Technical Committee is a committee of the MBCEA Members established pursuant to Article 10 of the MBCEA Bylaws.

Membership

1. The Technical Committee shall have a Committee chair appointed by the President as approved by the Executive Committee.
2. The Committee shall have at least five (5) members.
3. A vice-chair shall be appointed by the chair and committee members.

Operations

1. Meetings of the Committee may be called by either the Committee chair, vice-chair, or two (2) or more members of the Committee upon at least five (5) days' written notice of the place, date and time of such meeting.
2. The Committee will meet at such frequency as it may determine but shall meet at least quarterly per year. The chair or vice-chair of the Committee will preside over Committee meetings.
3. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
4. The Committee will report its activities to the Board and will keep minutes of its meetings, posted on the [Committee webpage](#).

5. The Executive Director will serve as the Committee's staff liaison.
6. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee.

Responsibilities

1. The Technical Committee shall be responsible for tracking code changes that affect metal buildings and their assembly, having representation in Industry groups that impact said code, and providing MBCEA members with updates and explanation of changes.
2. The Technical Committee shall report on issues affecting the assembly of metal buildings, submit any recommendations, and provide an update on the committee's budget at each regular meeting of the Board. It also will develop Best Practices Guides and Technical Bulletins for approval by the Executive Committee and recommend an annual committee budget for discussion and approval within the Finance Committee's 4th quarter meeting.
3. The Technical Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to technical and code issues that affect membership consistent with the board's long-term goals as laid out in the strategic plan, posted on the [Committee webpage](#).
4. The Technical Committee shall provide the Executive Committee with the current year's plan within 60 days of the calendar new year.