



PENNSYLVANIA HOUSING RESEARCH CENTER

## PHRC Industry Advisory Council Membership Structure

### Purpose of the PHRC Industry Advisory Council

The Pennsylvania Housing Research Center (PHRC) Industry Advisory Council (IAC) helps generate ideas for PHRC projects, as well as reviews and prioritizes projects. The IAC formally approves the PHRC initiatives and projects to be pursued that are to receive funds provided to the PHRC by the Commonwealth of Pennsylvania through Act 157 of 2006 permit fee.

### IAC Membership

All IAC members have voting rights. Membership is categorized as either appointed/designated or nominated/elected.

The appointed/designated seats are standing seats held by a list of organizations that are key stakeholders in the housing industry. These organizations appoint a member to represent their organization on the IAC. The PHRC will not determine the appointees or set limits; those decisions will be left to the organization.

The nominated/elected seats ensure that the various professions within the housing industry are represented on the IAC. Individuals for these positions are nominated by current IAC members, or by PHRC staff.

#### A. Appointed or Designated Seats

- Representative from the Governor's Center for Local Government Services, for the Pennsylvania Construction Codes Academy (PCCA) (or designee)
- Representative from the PA Department of Community and Economic Development, Housing Standards Division (or designee)
- Pennsylvania Builders Association (PBA) CEO (or designee)
- PBA Regulatory Specialist (or designee)
- 8 PHRC/PBA Regional Representatives (or designees)
- PBA Executive Officer Liaison (or designee)
- Pennsylvania Construction Codes Academy, Program Manager (or designee)
- PennBOC Executive Officer (or designee)
- PennBOC President (or designee)
- PABCO Executive Officer (or designee)
- PABCO President (or designee)
- Pennsylvania Housing Finance Agency, Manager of Architecture and Engineering (or designee)
- PA Manufactured Housing Association, Executive Vice-President (or designee)
- City of Philadelphia, Department of Licenses & Inspections, Deputy Commissioner of Operations (or designee)
- City of Pittsburgh, Bureau of Building Permits, Director (or designee)
- HUD, Office of Policy Development and Research (PD&R), Affordable Housing Research and Technology Division (AHRTD), Director (or designee)
- Liaison to the PHRC Land Development IAC Subcommittee (or designee)

## **B. Nominated and Elected Positions**

- Builders and/or builder associations (maximum 8)
- Designers (maximum 5, Key expertise in designers should be identified and represented on the IAC, including energy/HVAC, aging-in-place, green building/development)
- Developers (maximum 5)
- Manufacturers (maximum 4)
- Professional/trade organizations (maximum 3)
- Code officials (maximum 3)
- General industry representative (maximum 5)
- Vo-technical instructors/educators (maximum 2)
- Manufactured and industrialized housing industry representative (maximum 3)

## **Leadership**

The leadership positions of chairperson and vice-chairperson will be filled by nomination and election from within the PHRC IAC membership. An individual must have served at least one three-year term as an IAC member before he/she may be nominated to a leadership position. Leadership positions have a term length of three years. An individual may serve multiple terms.

## **Elections**

Elections for IAC members will be held in July each year so terms coincide with the PHRC project plan and fiscal year. Membership elections will be conducted via the Internet. An election must have at least two-thirds (2/3) of the current IAC members participate for it to be valid.

The election will be conducted in a “yes” or “no” vote format in which a vote is cast in the affirmative to have a nominated individual join the IAC, or in the negative such that the nominated individual shall not be on the IAC. A two-thirds (2/3) majority of the votes tallied must be “yes” for the nominated individual to become an IAC member. If the nominated individual does not get a two-thirds majority of “yes” votes, the seat may remain vacant if there are no other individuals nominated for the same position.

The election of chairperson and vice-chairperson will take place during the Fall IAC meeting. There must be a quorum present at the meeting for the election to be valid. A simple majority is the quorum for leadership election. If there is not a quorum present at the meeting, the election of leadership will be conducted following the Fall IAC meeting through online voting. If a person holding a leadership position should lose his or her seat on the IAC during the summer election of IAC members, he or she will not continue with any remainder of the 3-year leadership term. An election for a new chair and/or vice-chair will be held at the following Fall IAC meeting.

The first election for one-third of the IAC seats will be held in the Summer of 2015. The first election for leadership will be in the Fall of 2016.

## **Term Length**

The nominated/elected positions serve a three-year term. The terms are staggered so only one-third (1/3) of the seats are open each year allowing for continuity from year to year. An individual may serve multiple terms if nominated and reelected.

## **Expectations of IAC members**

IAC members are expected to:

- o Attend Fall update meeting generally held in October in Harrisburg
- o Attend Spring project priority meeting generally held in April in State College
- o Provide feedback and ideas for projects
- o Actively participate in meetings

If an IAC member holding an appointed/designated seat is unable to attend the meeting a designee may attend in his/her place. If a nominated/elected member has unexcused absences for two consecutive meetings, his/her seat will be vacated and be open for nomination in the next round of elections. To be eligible for an excused absence an IAC member may submit a letter to the IAC chair noting the reason for missing a meeting.

## **Modification of Structure**

Every three years, by a call of the chairperson, the membership structure can be evaluated and seats may be added or removed to ensure that the IAC appropriately represents the housing industry. At the discretion of the chairperson and executed through a call of the chair, the membership may be modified at any meeting.

## **Ambassador Membership**

A non-voting category of Ambassador Membership will allow for the involvement of the next generation of industry professionals (students) in IAC meetings. Ambassador members may participate in meeting discussions, but will not have voting rights.