



## PURPOSE OF THE PHRC INDUSTRY ADVISORY COUNCIL

The Pennsylvania Housing Research Center (PHRC) Industry Advisory Council (IAC) helps generate ideas for PHRC projects, training, and outreach programs. The IAC reviews and prioritizes 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 fees as amended by Act 36 of 2017.

## IAC REPRESENTATIVES

All IAC representatives, unless noted otherwise, have voting rights. Representatives are categorized as either appointed/designated, nominated/elected, or ambassador.

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 representative for their organization on the IAC. The PHRC will not determine the appointees or set term limits; those decisions will be left to the organization. The organizations are responsible for notifying PHRC of personnel changes to their appointed/designated seats.

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 representatives or by PHRC staff.

### A. APPOINTED OR DESIGNATED SEATS

- Representative from the Governor's Center for Local Government Services
- Representative from the PA Department of Community and Economic Development, Housing Standards Division
- Pennsylvania Builders Association (PBA) – CEO
- PBA – Director of Legislative and Regulatory Affairs
- 8 PHRC/PBA Regional Representatives
- PBA – Executive Officer Liaison
- Pennsylvania Construction Codes Academy, Program Manager
- PennBOC Administrator
- PennBOC President
- PABCO Executive Officer
- PABCO President
- Pennsylvania Housing Finance Agency, Manager of Architecture and Engineering
- PA Manufactured Housing Association (PMHA), Executive Vice-President

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## REPRESENTATIVE STRUCTURE



- Representative from the U.S. Department of Housing and Urban Development (HUD), Affordable Housing Research/Technology Division
- Representative from the City of Philadelphia, Department of Licenses & Inspections
- Representative from the City of Pittsburgh, Bureau of Permits, Licenses, and Inspections
- PHRC Land Development Liaison
- Member of the Hankin Group

## B. NOMINATED AND ELECTED POSITIONS

- Builders and/or builder associations (maximum 8)
- Designers (maximum 5)
- 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)

## C. AMBASSADOR REPRESENTATIVES

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

## LEADERSHIP

The leadership positions of chairperson and vice-chairperson will be filled by nomination and election from within the PHRC IAC. An individual must have served at least one three-year term as an elected IAC representative or three consecutive years in an appointed/designated seat 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.

## CHANGES IN LEADERSHIP

Should the chairperson or vice-chairperson resign their leadership position or their IAC seat prior to the completion of their leadership term a special election will be held at the next IAC meeting. Nominations will



be accepted at the meeting when the election will occur. The successful candidate will serve the remainder of the previous chairperson or vice-chairperson's leadership term.

If a person holding a leadership position should lose his or her seat on the IAC during the summer election of IAC representatives, he or she will not continue with any remainder of the 3-year leadership term. If the chairperson or vice-chairperson holds an appointed or designated seat and is removed from the appointed or designated seat by the organization holding that seat, a special election will be held in a similar manner as with resignations. Additionally, if the chairperson or vice-chairperson holds an elected seat and their term ends prior to the end of their leadership position term, a special election will be held if the individual elects not to run for reelection or is unsuccessful in their bid for reelection.

Note that if the chairperson resigns, the vice-chairperson has the option to move into chair position for the remainder of the term but is not required to do so.

## ELECTIONS

Elections for IAC representatives will be held in July each year so terms coincide with the PHRC project plan and fiscal year. Elections will be conducted via the Internet. An election must have at least two-thirds (2/3) of the current IAC representatives 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 representative. 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 elections. 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. All other election procedures will follow Robert's Rules of Order.

## TERM LENGTH

The nominated/elected positions serve a three-year term. The terms are staggered so only a portion 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 REPRESENTATIVES

IAC representatives are expected to:

- Attend Fall update meeting generally held on the first Thursday in October
- Attend Spring project priority meeting generally held on the third Thursday in April
- Provide feedback and ideas for projects
- Actively participate in meetings

If an IAC representative holding an appointed/designated seat is unable to attend the meeting, a designee may attend in their place. If a nominated/elected representative has unexcused absences for two consecutive meetings, their 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 notify the PHRC Associate Director by email, noting the reason for missing a meeting.

## MODIFICATION OF STRUCTURE

By a call of the chairperson the representative 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 representatives may be modified at any meeting.

## OPERATIONS COMMITTEE

The Operations Committee provides guidance on the ongoing operations of the PHRC. It periodically reviews the status of projects, and it reviews and critiques deliverables to assure they are meeting industry needs. The committee also provides guidance and direction to help assure the long-term viability of the PHRC.

The Operations Committee consists of IAC representatives who are nominated by the existing Operations Committee or the Associate Director of the PHRC and are approved by the Operations Committee. New appointees must be confirmed by the existing Operations Committee by a two-thirds (2/3) vote. This vote can occur electronically. The IAC chairperson and vice-chairperson hold the same leadership positions on the Operations Committee and facilitate discussions at the spring and fall Operations Committee meetings. In total, the Operations Committee should be made up of six to ten (6-10) IAC representatives, including the IAC chairperson and vice-chairperson, and should represent various stakeholder groups within the Commonwealth of PA.

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## REPRESENTATIVE STRUCTURE



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### Revision History:

- *4/2/20: Per guidance from Operations Committee meeting on October 2, 2019, replaced “member” with “representative” throughout document. Under Elections, added “all other election procedures will follow Robert’s Rules of Order.” Under Expectations of IAC representatives, changed procedure for absences from sending a letter to the IAC chairperson to “an IAC member may notify the PHRC Associate Director by email.”*