

## **INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS**

### **OPERATING RULES**

#### **100 - GENERAL**

##### **101. Installation Ceremony**

1. The Installation Ceremony approved by the International Board of Directors (See Exhibit A) shall be used for installing officers.
2. Newly elected Section officers may be installed by the International President at the Annual Section Meetings upon request of the Sections.
3. International Association of Electrical Inspectors ("IAEI") shall provide a Past Section President pin for presentation to the outgoing Section President at each Annual Section Meeting.

##### **102. Awards and Honors**

1. International Honorary Membership. Before proposals for International Honorary Membership will be considered by the International Officers, the following steps must be taken:
  - a. Proposer must prepare a resume of the accomplishments which the proposer believes will qualify the individual for International Honorary Membership.
  - b. Proposal must be approved by the Section with which the proposed individual is, or was, affiliated.
2. A certificate of appreciation, recognition or merit may be awarded by the International Board of Directors at its discretion to persons who have distinguished themselves through special service to IAEI or to the cause of electrical safety.
3. The Executive Committee of the International Board will review nominations for awards and make recommendation(s) to the International Board at its annual meeting. Nominations may be made by Sections, Section Districts, Chapters or Divisions or by an International Board Member.
4. An Outstanding Service Award may be presented to a person who has continuously served IAEI in an exemplary manner for a considerable period of time.

5. A Presidential Medal of Honor may be presented to a person who has an outstanding record of service to the electrical inspection fraternity. Ordinarily, not more than one Presidential Medal of Honor will be presented each year.
6. Notice of Honorary Memberships, awards and honors shall be published in the *IAEI NEWS*.

### **103. International Committees**

1. To develop the best possible appointments to IAEI Committees, the International President should obtain all available information as to qualifications, availability, etc., of proposed individuals from the CEO/Executive Director. Appointments shall be made by the International President and confirmed by the International Board of Directors.
2. Members of the Articles of Incorporation and Bylaws, Fiscal Affairs and National Electrical Code Clearing Committees should be appointed from the membership of the International Board of Directors. Committee meetings are to be held in conjunction with the International Board of Directors meetings unless otherwise called by the International President with the consent of a majority of the committee.
3. Members of the Educational Committee need not be members of the International Board of Directors, but should be selected for their qualifications for these specialized assignments. The chairman shall be appointed by the International President.
4. The International President shall be chairman of the National Electrical Code Clearing Committee.
5. The Membership Committee shall consist of an International General Chairman and the chairman of each Section Membership Committee, all to be appointed by the President in the regular course of appointing all other Standing Committees. The International President shall appoint one member of the committee as general chairman.

### **104. International Committee Scopes**

1. The scopes of the Standing Committees shall be as follows:
  - a. Articles of Incorporation and Bylaws Committee:

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To consider and report to the International Board of Directors on all proposals for amendments to the Articles of Incorporation or Bylaws of IAEI and new or amended Bylaws of Sections, Chapters or Divisions.

b. Fiscal Affairs Committee:

To consider, analyze and report to the International Board of Directors on all matters pertaining to financial affairs, expenses of operating the International Office, staff personnel, and investment of IAEI funds; to examine the budget and audit prior to submittal to the International Board of Directors and to make recommendations thereon; and to devise ways and means of producing revenue.

c. Education Committee:

To review on a regular basis the education programs, seminars and products being offered by the International Office to ensure that these programs, seminars and products are designed to increase the knowledge and skills of the membership and to improve the status of the electrical inspector.

To review educational programs, seminars and materials offered by Sections, Section Districts, Chapters or Divisions for potential advanced development and implementation by the International Office at the international level for the enhancement of the overall association.

To make recommendations on proposals for the development of educational programs, seminars or products.

To promote the use of programs, seminars and products developed by the International Office by Sections, Section Districts, Chapters and Divisions.

d. Executive Committee of the International Board of Directors:

To review and make recommendations on applications for International Honorary membership and candidates for Certificates of Appreciation, Outstanding Service Award and Presidential Medal of Honor. To review annually the eligibility (in accordance with Section 202(B) of the IAEI Bylaws) of delegates-elect to the International Board of Directors. To serve in advisory and executive capacity to the International Board of Directors on important matters concerning IAEI. To be composed of the International President, as Chairman, the International Vice Presidents and the CEO/Executive Director, as an ex-officio member.

e. Membership Committee:

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To devise, consider, recommend and put into effect ways and means for extending and retaining the general membership of IAEI.

f. National Electrical Code Clearing Committee:

To assist the International Board of Directors in the review and consideration of suggested appointments of IAEI representatives on NFPA Code Panel Committees. To assist the International Board of Directors in the review of the performance of IAEI representation on NFPA Code Making Panels.

g. Codes and Standards Committee:

To review proposed changes to the *National Electrical Code*<sup>®</sup> as well as other electrical codes and standards that may be submitted to IAEI for the purpose of establishing an official IAEI position.

To review proposals and public comments submitted to it by the International Board of Directors, CEO/Executive Director or committee representative for the purpose of establishing an IAEI voting position and giving direction or guidance to IAEI committee representatives on those proposals or comments.

h. Long Range Planning Committee

To look at long-range issues affecting the organization and to make recommendations to the International Board of Directors.

i. Public Affairs Committee

To consider and devise, in conjunction with the CEO & Executive Director, any official IAEI position or statements to be made to public groups such as legislative bodies, Electrical Boards or other such entities when requested or deemed necessary. To determine, with the CEO & Executive Director and with additional information provided to the board, when and to what extent IAEI is to be involved, offer financial support, seek legal action, or otherwise be engaged in activities affecting the political process including but not limited to, lobbying for or against legislation, rules, operating policies, providing testimony before a governmental body or participating in legal action on items of interest to IAEI. These activities shall be limited to the core objectives of IAEI, electrical safety as provided by the inspection community, and education provided to the electrical industry.

2. The scopes of Special Committees shall be defined at the time of appointment of such committees so as to clearly delineate the limits of their activities.

### 105. Representatives

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1. In order to select the best qualified representatives for IAEI to other organizations, the International President should obtain all available information as to qualifications, availability, etc. of proposed individuals from the CEO/Executive Director.
2. IAEI members appointed by other organizations to their committees shall notify the International Office of such appointment to obtain designation as official IAEI representative.
3. Members of National Electrical Code-Making Panels designated as IAEI representatives (Principal or Alternate) and IAEI representatives to other organizations shall serve the interests of IAEI in accordance with the directives of the International Board of Directors.
  - a. The CEO/Executive Director shall, immediately following the appointment of any new representative, inform such representative of his obligation under this policy of IAEI.
  - b. Each Code-Making Panel representative shall support official IAEI proposals at panel meetings, in the letter ballots, in all comments on voting action and in public meeting forums unless directed to do otherwise by the Codes and Standards Committee. Unless directed to take a specific action on a proposal or comment, representatives shall exercise their best judgment on the merit of other proposals or comments and act accordingly.
  - c. Each Code-Making Panel representative shall not in public, while representing IAEI, fail to support IAEI proposals or make disparaging remarks regarding IAEI proposals, Code-Making Panel members or other IAEI representatives.
  - d. Each Code-Making Panel member shall respond to questions submitted to him from the International Office. Responses to those questions shall be returned to the IO within thirty days from the date mailed from the IO, and after proper review are to be published in the *IAEI NEWS*. The answer must be accurate and complete and reflect the literal text of the code as well as the intent of the Code Panel. Local interpretations are to be avoided.
  - e. Each Code-Making Panel representative shall refrain, as a representative of IAEI, from the appearance or practice of endorsing any electrical product.
  - f. The CEO/Executive Director shall annually report to the Code Clearing Committee at the Executive Committee meeting, on the activity of each Code-Making Panel member for the previous year. The report shall include the number and response time for questions for publication in the *IAEI NEWS*,

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the attendance at Section, Chapter and Division meetings, attendance at Code-Making Panel meetings and timely response to Code-Making Panel letter ballots.

- g. Each Code Panel representative shall be informed annually by the International President that he will continue to represent IAEI in his present or revised capacity.
- h. Principals and alternates shall coordinate their positions so that their final ballots are the same.
- i. Each IAEI Code Making Panel representative shall refrain from creating conflicts of interest by participating in, conducting, promoting or profiting from books or seminars that are in competition with IAEI educational programs.

Other examples of activities that shall be deemed as conflicts of interest include but are not limited to the following:

- 1) Receiving honorariums for writing code interpretations or code related articles for magazines other than the *IAEI NEWS*.
  - 2) Accepting fees, honorariums or travel expenses from electrical manufacturers. The Code Clearing Committee of the International Board of Directors shall annually review each response to the conflict of interest survey and make the final determination of whether or not a specific case constitutes a conflict of interest.
- j. An individual representing IAEI on a Code Panel may not be re-appointed for failure to meet the performance requirements contained in this section. The Code Clearing Committee shall recommend to the International Board of Directors a representative it feels should be removed. The International Board of Directors alone has authority to remove a representative. A representative so removed shall be notified in writing by the CEO/Executive Director of the action of the International Board of Directors giving the reason(s) for each action.
- 4. Each IAEI representative shall annually respond to a survey sent by the International Office during the month of July to determine whether there has been any change in a representative's employment, membership standing and classification and if they expect to fulfill their present IAEI assignment through the next year of National Electrical Code cycle.
  - 5. IAEI representatives must send a copy of all correspondence and committee meeting minutes related to his duties [except published information in the Report on Proposals (ROP) or Report on Comments (ROC)] to the International Office.

6. Candidates for appointment as IAEI representatives to Codes and Standards Committees shall be Inspectors Members in good standing and regular engaged in the inspection of, or the technical supervision of inspectors (including Electrical Plan Review) of electrical materials, devices, appliances, and installations to the applicable electrical installation code of the jurisdiction. The inspection shall be for the purpose of preventing injury to persons or damage to property and is conducted on behalf of one or more Federal, State, Provincial, County, or Municipal governmental agencies. The candidate shall be employed in the above capacity for an average of twenty (20) or more hours per week.
7. IAEI International Office staff members that are inspector members shall be eligible for Code panel membership as selected by the Code Clearing Committee.

#### **106. International Office Representatives**

1. Purpose: To provide assistance to IAEI Chapters relating to National Electrical Code discussions, coverage of IAEI rules and regulations and reporting on the affairs of the Association.
2. Responsibilities: It is intended that each IAEI chapter have an annual visit by either the CEO/Executive Director, other International Office staff, member of the International Board of Directors or other designated International Office representative as selected by the CEO/Executive Director. Chapters are encouraged to include at least three (3) hours of Code discussions on the program and allow thirty (30) minutes for an Association Report where an International Office representative attends. Where Chapters hold joint meetings it is desirable to attend as the required Chapter visit. Written invitation to attend meetings and to serve either as a speaker, panel moderator or panel member should be sent to the IAEI CEO/Executive Director as early as possible after the meeting date and location has been established.
3. Conduct: Recognizing the sensitive nature of this work assignment, each individual representing the International Office shall refrain from engaging in local personalities or politics. In addition, each representative is to refrain from promoting specific products or wiring methods.

#### **107. Guidelines for Code and Standards Proposals or Comments to Obtain IAEI International Office Endorsement**

1. In order to obtain IAEI endorsement of proposals or comments for Codes and Standards, the following procedure shall be used:
  - a. Use forms provided by NFPA, CSA or the applicable standards development body typed or printed to make them legible.

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- b. All member, Division or Chapter proposals or comments are to be processed and endorsed by the Section, in accordance with the Section policy, and forwarded to the International Office in accordance with subparagraph “e” below.
- c. The Section edit the proposal or comment.
- d. Conflicting proposals or comments will be returned to the Section and not endorsed by the International Office.
- e. To receive International Office support for proposals and comments the following procedures and timeline shall be used:
  - 1) All Sections shall establish a schedule so that the following timeline is met:
    - a) All proposals and comments to the Section are to be submitted to the Section Secretary or other designated individual such as the Section Codes and Standards Committee Chairman.
    - b) All proposals and comments received by the Section shall be forwarded to the International Office not later than September 1 for the National Electrical Code, or a date set for other Codes and Standards, to provide preliminary review by the IO Codes and Standards Committee
    - c) The Section shall forward to the International Office the proposals or comments approved by the Section within two days of the close of Section Business.
- f. Upon approval by the IO Codes and Standards Committee, the IAEI CEO/Executive Director will finalize the proposal or comment and submit to the standards development body in accordance with their procedures.
- g. Proposals rejected by the IO Codes and Standards Committee shall be returned to the Section Secretary with a statement of reason for rejection. The Section Secretary shall return to the individual submitter.
- h. The IAEI representative shall only be required to support proposals or comments that have IAEI endorsement.

**108. IAEI News**

1. The *IAEI NEWS* shall be published under such format and size as to be most advantageous for news articles and advertising.
2. The CEO/Executive Director shall be Editor or the *IAEI NEWS* and one or more of the International Office staff may be designated as Assistant Editors. The Section Secretaries shall be Contributing Editors.
3. Upon approval of the International Board of Directors, one or more paid contributing editors may be appointed, and the IAEI may reimburse such contributors for technical services rendered.

**109. Membership Directory**

1. The Membership Directory shall be published annually and shall contain not less than the following:

Articles of Incorporation

IAEI Bylaws

List of IAEI Officers

List of Past IAEI Presidents

Secretary-Treasurer and International Honorary Members

Standing and Special Committees and their scopes

List of IAEI Representatives to other organizations and committees.

Section Officers, Committees and Territories

Section Districts, Chapters, and Divisions

Section, National, International, Sustaining and Inspection Agency Members and their Representatives

Geographical List of Members

Alphabetical List of Members

NFPA Code-Making Panels

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2. Miscellaneous material from the Membership Directory may be published as an insert in the IAEI NEWS to avoid extra expenses involved due to mechanical size and format.

### **110. Advertising**

1. The rates for advertising in IAEI publications may be obtained from the International Office.

### **111. Manual for the Preparation & Conduct of Section, Section District, Chapter, and Division Meetings**

1. The International Office shall publish and distribute to all Section, Section District, Chapter, and Division Secretaries the "Manual for the Preparation and Conduct of Section, Section District, Chapter, Division Meetings" as approved by the International Board of Directors.
2. A copy of the Manual shall be sent by the International Office to each newly elected Secretary.
3. A supply of the Standard Display Agreement, a part of this Manual, shall be maintained in the International Office and distributed to Section and Chapter Secretaries upon request.

### **112. Manual for Section and Chapter Secretaries**

1. The International Office shall publish and distribute to all Section, Chapter and Division Secretaries the "Manual for Section and Chapter Secretaries" as approved by the International Board of Directors.
2. A copy of the Manual shall be sent by the International Office to each newly elected Secretary.

### **113. Insurance**

1. Sections, Section Districts, Chapters and Divisions are encouraged to secure public liability insurance for their overall operations, including meetings, business and social, wherever they may occur.
2. Persons traveling by automobile on IAEI business shall furnish evidence of insurance in amounts of at least \$50,000/100,000 public liability, or equal coverage, and \$5,000 property damage.

### **114. Miscellaneous**

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1. Current Formal Interpretations of the National Electrical Code shall be published in the IAEI NEWS, as released. IAEI will not undertake to publish a complete set of the Formal Interpretations.

### 115. Certification Programs:

#### 1. Administration

- (A) Publish notices in a timely manner of examination dates and locations, along with an application for taking the examination, in one or more of the IAEI publications.
- (B) Issue certificates to those who have met the program requirements as prescribed in the Applicants Handbook including passing the appropriate examination.
- (C) Publish each name and test module passed in one or more IAEI publication.
- (D) Maintain records of those who have passed the appropriate examination.
- (E) Charge such fees as approved by the International Board of Directors from time to time for administration of the program.

#### 2. Recertification Program.

- (A) IAEI shall establish and maintain an inspector re-certification program to effectively measure the level of competency being maintained by those holding IAEI inspector certification(s).
- (B) Renewal of IAEI electrical inspector certification shall be on a three-year cycle or as the Electrical Code is updated.
- (C) Means of renewal of certification shall be by completing one of the following options:
  - (1) Satisfactorily passing a written examination as approved by the International Board of Directors.
    - (a) **Basic certification Program [Electrical Inspector, General (2A); Electrical Inspector, One- and Two-Family (2B); and Electrical Inspector, Plan Review (3(B))]**  
**In the classification certified in, administered by the National Certification Program for Construction Code Inspectors (NCPCCI)**
    - (b) **Certified Electrical Program (Master and Residential)**  
**In the classification certified in, administered by Applied Measurements Professionals, Inc (AMP)**
  - (2) Continuing Education:
    - Basic Certification Program  
Obtaining not less than 2.4 Continuing Education Units (CEUs) or 24 contact hours recognized by the International Board of Directors in electrical related training in three years, of which 0.8 CEU or eight (8) contact hours shall be in electrical code changes or attending not less than twenty-four contact hours of electrical-related program(s) approved by a governmental unit for continuing education in electrical code updates, proof of governmental review and approved standards must be submitted with proof of attendance.
    - Certified Electrical Inspector Program  
Obtaining not less than sixty (60) points as outlined in the Certified Electrical Inspector Applicant Handbook, of which twelve (12) points must be training

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hours. (One (1) point equals one (1) contact hour)

**(3) Approval of Continuing Education Providers:**

**(a)** The International Board of Directors approves course sponsors or providers. Generally the following course sponsors/providers are accepted without further qualification:

- An IAEI course sponsored by a Section, Chapter, or Division that has applied and been approved to issue IAEI continuing education units and certificates. These certificates will carry the International Association for Continuing Education and training (IACET) logo, the IAEI circle logo, name of course and date, number of CEUs awarded, and signed by the CEO/Executive Director of IAEI.
- A College, University, or Community College course(s) related to the electrical installations covered by the National Electrical Code or an equivalent building electrical installation code. Proof of attendance and completion shall be evidenced or certificate issued by the sponsor/provider and showing the course name and date, number of CEUs issued, official logo of the provider, and bearing the signature of the authorized providers agent. The instructors signature is also required if different than the provider.
- A Federal, State, or Local Governmental unit that provides or accepts providers of continuing education related to electrical installations covered by the National Electrical Code or an equivalent building electrical wiring code is acceptable without further qualification by IAEI. Proof of governmental review and acceptance may be provided by a certificate of completion issued to each qualified attendee showing the provider's official logo, the provider's name, the course name and date, the course contact hours, the signature of the providers authorized person, and the governmental unit's authorization number. The signature of the instructor is also required if different than the providers authorized signature.
- Other course sponsors/providers may be, but are not limited to, trade associations, providers of self-study programs, employers, third party professional training companies, private instructors, and the like that have been approved by the International Board of Directors.

**(4)** The required continuing education hours (CEUs) or contact hours may be met by combining CEUs or contact hours obtained from any of the providers accepted in (3) above.

**(5)** A list of approved providers of continuing education specified in (3) above will be posted on IAEI.org.

**(6)** The International Board of Directors may revoke, suspend, or terminate its approval of any provider if it determines that the provider has failed to provide accurate, timely, or in any way failed to maintain adequate standards when providing continuing education.

**(D)** Fees will be charged for re-certification or certification renewal as approved by the International Board of Directors.

**(E)** Testing shall be required for applicants who have allowed their certification to lapse for more than one year beyond their renewal date.

## **200. SECTIONS, SECTION DISTRICTS, CHAPTERS, AND DIVISIONS**

### **201. International Office Services/Financial Reports**

1. The International Office shall provide membership status reports to Sections, Section Districts, Chapters and Divisions in order to keep membership records on a current basis.
2. The International Office will provide addressing, inserting, sealing and mailing services to Sections, Section Districts, Chapters, and Divisions covering any or all membership at a charge based on the size of order and material and postage used. This service will include a nominal service fee.
3. The International Office will not assume the cost of any luncheons or other functions at Section, Section District, Chapter, or Division meetings.
4. The International Office will send instructions to all Sections, Section Districts, Chapters and Divisions with copies of IRS Form 990 or 990 EZ for filing of financial statements required by law.
5. In accordance with Section 410(A) of the IAEI Bylaws, each Section shall furnish annually to the International Office, no later than May 15th, the latest Section financial report including the annual meeting income and expenses.

### **202. Section Meetings**

1. The dates of Annual Section Meetings should be established on a five-year advance schedule approved by the International Board of Directors.
2. The dates and locations shall be so arranged that travel by the International President, CEO/Executive Director, exhibitors and others who traverse the entire circuit will be held to a minimum to conserve time and expense.
3. The CEO/Executive Director will be available to attend any Section Executive Committee meeting held in conjunction with the Annual Section Meeting, upon invitation by the Section. He will not, however, normally be available to attend any Section Executive Committee meeting not held at the same time as the Annual Section Meeting unless he happens to be in the locality at the time and can attend the meeting without incurring additional expense to the IAEI. The International President and the CEO/Executive Director are authorized to attend Section Executive Committee meetings during Annual Section meetings.
4. Each Section shall provide Annual Section Meeting information to the IAEI in time for publication in the July/August edition of the *IAEI News*. This notice shall be included in the *IAEI News* at no charge to the Section. In turn, each section

shall provide display booth space for the International Office at the Section Annual Meeting. The booth space shall be provided at no charge to the International Office.

### **203. Chapter Visits**

1. It is the general policy of IAEI that the CEO/Executive Director, or other selected International Office representative, shall make periodic visits to Annual Meetings of Chapters to improve liaison and coordinate activities of IAEI, assist Chapters with local problems and advance the public relations of IAEI in the various local areas of the United States and Canada. However, because of time and expense limitations it is recognized that this activity must be conducted on a carefully scheduled rotation basis so that the greatest possible area will be served at the least possible expense without impairment of the essential activities of the International Office.
2. Ordinarily, Chapter visits will be limited to those where the Chapter has formally requested a visitation.
3. Preference will be given to joint Chapter meetings where the International Office representative can visit two or more Chapters simultaneously, or in sequence.
4. The scheduling of Chapter visits will take into account the primary needs of the International Office, the travel pattern, coordination with other meetings and the urgency of special problems that may need International Office attention.

### **204. Model Bylaws**

1. Model Section Bylaws approved by the International Board of Directors shall be made available to the Sections and recommended for use with as little modification as possible to provide for special local situations.
2. Model Chapter Bylaws approved by the International Board of Directors shall be made available to the Chapters and recommended for use with as little modification as possible to provide for special local situations.
3. Model Chapter Division bylaws approved by the International Board of Directors shall be made available to Chapters and proposed Divisions and are recommended for use with as little modification as possible to provide for special local situations.
4. Model Section District Bylaws approved by the International Board of Directors shall be made available to Section Districts and recommended for use with as little modification as possible to provide for special local situations.

## **205. Inspector Member Status**

Section 302(A) of the IAEI Bylaws defines an "Inspector Member." The following criteria shall be used in evaluating whether or not an electrical code enforcement inspector applicant qualifies for "Inspector Member" status.

### **1. Governmental Inspector Applicants**

- a. The individual should bear the title "electrical inspector" although this may vary from one jurisdiction to another depending upon the policies of the particular governmental entity.
- b. The individual must be regularly engaged in electrical inspection. The term "regularly engaged" usually means a full-time occupation, but could be part-time only in the instance that such inspections do not require a full-time position. In such instances, the individual must be employed as an electrical inspector to make inspections on a regular basis within that jurisdiction.
- c. A person regularly engaged in another occupation such as a building inspector or electrician but who inspects electrical wiring on a non-regular basis only when the regular electrical inspector is absent (vacation, sick leave, etc.) is not eligible for "Inspector Member" status.
- d. The purpose of the inspections by the individual is for the purpose of preventing injury to persons or damage to property through the enforcement of applicable electrical codes. There are consultants or employees who analyze electrical installations but do not qualify for "Inspector Member" status because their primary purpose is to assure compliance with bid specifications; analyze and inspect to determine insurance rate structures; inspect partial installations such as utility inspection of services; and perform consulting inspections for various clients for quality control, fire and accident investigation, etc.

Many laws specifically exempt governmental property, agencies or subdivisions. These exemptions may include Federal, State, County or city buildings or property; school districts; military installations; port authorities; water districts, etc.

These entities may employ consultants to analyze and inspect their electrical installations but usually lack legislative and executive privileges to enact and enforce codes and laws. Such inspections are self-serving and since the consultants lack the lawful authority to require compliance, the result is self-certification.

The Articles of Incorporation and Bylaws envision an inspector with lawful prerogative to assure prevention of injury to persons or damage to property. Employees or consultants hired by the aforementioned governmental agencies or organizations lack the authority to cite their employer in a court of law. Consequently, the purpose of preventing injury to persons or damage to property cannot be assured and such consultants or employees do not qualify as "Inspector Members".

**2. Insurance Organization, Rating Bureau, Electrical Testing Laboratory or Electric Light and Power Company Applicants**

- a. The individual should bear the title "electrical inspector" although this may vary from one organization to another.
- b. The individual must be regularly engaged in field inspection of electrical products or equipment. The term "regularly engaged" usually means a full-time occupation, but could be part-time only in the instance that such positions do not require a full-time position.
- c. The purpose of the inspections by the individual should be for the purpose of ensuring that the electrical products or equipment comply with applicable electrical codes or electrical product safety standard to prevent injury to persons or damage to property.

**206 Technical Supervisors of Electrical Inspectors**

"Technical supervision" in Section 302(A) of the IAEI Bylaws is defined as one technically trained in the field of electrical inspection. The word "technical" means belonging to or peculiar to an art or profession. In the sense used it means, therefore, one trained in electrical inspection. It is obvious that one without this actual technical training cannot qualify as an inspector member. It is equally obvious that one who is technically trained and is promoted to any position where there is some supervision of inspectors by virtue of the new office would qualify, for the term supervision means having authority over others, to superintend and direct, or to have general oversight over, to superintend or inspect.

**207. Continuing Education Units**

1. Each Section, Chapter and Division must individually apply to the International Office and receive approval prior to advertising or issuing continuing education unit ("CEU") credit for any class or program.

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2. Where more than one Section, Chapter or Division conduct a joint meeting and wish to issue CEU's, the host Section, Chapter or Division must apply for the CEU credit.
3. Application must be made on forms furnished by the International Office and show compliance with the "Procedure for Awarding IAEI Continuing Education Units".
4. The application and procedure pamphlet shall be made a part of the "Manual for Section, Section District, Chapter, and Division Secretaries".
5. Continuing education unit credit shall not be granted unless the class or program is a part of an officially sanctioned and promoted activity by the Section, Section District, Chapter or Division.

### **208. IAEI Attorney**

1. Legal services may be requested from the IAEI attorney by a Section, Section District, Chapter, Division, or member provided such services are paid for by the Section, Section District, Chapter, Division or member.

### **209. IAEI Articles of Incorporation and Bylaws**

1. Proposed changes in the Articles of Incorporation or Bylaws shall be submitted to the International Office which shall refer them to the Articles of Incorporation and Bylaws Committee.
2. Following approval by the Committee, the chairman of the Committee shall forward the proposal to the CEO/Executive Director for referral to the IAEI attorney for an opinion. Upon receipt of an opinion from the attorney, the proposal shall be transmitted to the International Board of Directors if favorable or returned to the Committee if unfavorable.
3. If the proposal is not approved by the Committee, notice to that effect shall be forwarded to the International Office, which shall transmit the proposal to the International Board of Directors with the Committee's opinion for its consideration.

### **210. Section, Chapter & Division Bylaws**

1. Sections, shall submit proposed changes in their Bylaws and those Bylaws of Section Districts, Chapters or Divisions that have been approved by the Section to the International Office in eight (8) copies. Explanatory information shall be provided by the submitter for any variations from the recommended Model

Bylaws. The CEO/Executive Director shall make a preliminary review to determine that the submittal is in order.

2. Section Districts and Chapters shall submit proposed Bylaws or changes in their bylaws to the Section where the Chapter is located. After approval, the Section shall forward the Bylaws to the International Office.
3. Divisions shall submit proposed Bylaws or changes in their Bylaws to the Chapter where the Division is located. After approval, the Chapter shall forward the Bylaws to the Section where the Chapter is located.
4. The CEO/Executive Director shall forward copies of the proposal to each member of the Articles of Incorporation & Bylaws Committee.
5. Following approval by the Committee, the chairman of the Committee shall forward the proposal to the CEO/Executive Director for referral to the IAEI Attorney for an opinion if the proposal varies from the Model Bylaws. Upon receipt of an opinion from the Attorney, the proposal shall be transmitted to the International Board of Directors if favorable or returned to the Committee if unfavorable.
6. If a proposal is not considered acceptable by the Committee or the Attorney, it shall be returned by the Chairman to the submitter with an explanation as to the revisions which would be necessary to make the proposal acceptable.
7. Legal fees incurred in processing Section, Section Districts, Chapter or Division Bylaws which vary from the Model Bylaws shall be paid by the Section.

### **300. REVISIONS AND DISTRIBUTION**

#### **301. Revisions**

1. These Operating Rules may be revised at any meeting of the International Board of Directors at which a quorum is present by majority vote of the members present.
2. The Operating Rules shall be made up into a loose-leaf manual so arranged as to permit convenient revisions of rules by substitution of revised pages. A Revision Record sheet shall be maintained in the manual and each revised page shall bear the date of effectiveness of the revision and show by vertical rule at the margin, the part that is new or revised.

#### **302. Distribution**

## IAEI OPERATING RULES

November 2009

1. These Operating Rules shall be distributed to all IAEI International Officers, International Directors, their alternates, Section Secretaries, Section District Secretaries, Chapter Secretaries and Division Secretaries. The IAEI Operating Rules shall be made available to other IAEI members for a nominal fee.
2. The International Office shall maintain an up-to-date list of manual holders who shall receive revisions as they are made.

\* \* \* \* \*

The undersigned, being the duly elected and qualified International Secretary of IAEI, hereby certifies that the foregoing amended and restated Operating Rules of IAEI were duly adopted by the International Board of Directors of the Corporation effective March 31, 2004.

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James W. Carpenter, International Secretary

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Nov 12, 2005 Amendments:

- (1) Added scopes for Public Affairs Committee, Section 104(i)

November 10, 2006 Amendments:

- (1) Added provision for IAEI Staff members to serve on Code Panels, Section 105.7

November 15, 2008 Amendments:

- (1) Changed provision Candidates for IAEI representation on Codes and Standards Committees in Section 105 6
- (2) Changed provisions in for obtaining IO Endorsement for Codes and Standards Proposals or Comments in Section 107

November 14, 2009

- (1) Added provisions for administration of the IAEI Certifications Programs. New Section 115

Exhibit A

## PROCEDURE FOR THE INSTALLATION OF OFFICERS

Provide clear space in front of the Installing Officer as standing room for the officers elect, with the President elect in the center. The Secretary will assemble those to be installed.

The Installing Officer, preferably a Past President of the IAEI, will call the name of the Secretary.

**Installing Officer:** Secretary \_\_\_\_\_, are the Officers elect ready to be installed in office?

**Secretary:** (Madam)Mr. President, they are.

**Installing Officer:** (Ladies and)Gentlemen, you have been selected by your fellow members to lead this Section (Chapter/Division) Association of the International Association of Electrical Inspectors for the ensuing term. By this act, they have expressed their faith in your integrity and ability and because of that faith they have placed upon you a serious responsibility.

To emphasize the trust placed in you, you will give the following pledge, using your name where I use mine:

I, \_\_\_\_\_, do hereby promise to fulfill, the duties of my office, to the best of my ability, to support and obey, the Articles of Incorporation and Bylaws of the International Association of Electrical Inspectors, and the Bylaws of the \_\_\_\_\_ (Section/Chapter/Division) thereof: and to advance, by every legal means, the welfare of the Association and its members, as well as the electrical industry of which it is the keystone.

I further promise, that I will at all times and in every way within my power and ability to do so, conduct myself in the best interest of the Association.

(Ladies and) Gentlemen: You have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success in the position you have been chosen for will be assured.

**Installing Officer:** The President will join me at the podium, other officers may resume their seats.

**When seated the Installing Officer addresses the President.** You, (Madam)Mr. President, are the leader and chief executive officer of the \_\_\_\_\_ (Section/ Chapter/ Division). I now place in your hands the gavel, the symbol of authority of your office. Use it wisely and may God bless and guide your efforts.