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RULES OF OPERATION OF THE ACCREDITATION REVIEW COMMITTEE

1.0 PURPOSE

The purpose of the Accreditation Review Committee (ARC) is to render accreditation decisions on the IAS Building Department, Third-party Building Department Service Provider, and Fire Prevention Department Accreditation programs..

2.0 MEETINGS

2.1 The ARC shall conduct business via video or telephone conference, or in face-to-face hearings. A hearing, or any portion thereof (whether via conference or face-to-face) may be closed to the public at the discretion of the ARC chairs.

2.2 All scheduled hearings shall be publicly announced.

2.3 A hearing of the ARC will consist of three voting members and one alternate. Three members shall constitute a quorum. The alternate may be elevated to a voting member in the absence of one of the voting members. Decisions on granting accreditation will require a two-thirds (2/3) vote.

2.4 In the absence of the Chair-Moderator, committee members present shall elect an alternate Chairman from the committee for that hearing.

2.5 Minutes of the hearings shall be kept.

2.6 Visual aids (including, but not limited to, charts, overhead transparencies, slides, videos, or presentation software) viewed at hearings shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the hearing .

2.7 Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items prior to a scheduled hearing. All written communications and submissions regarding agenda items should be delivered to IAS. All such written communications and submissions shall be considered non confidential and available for discussion in open session of the ARC's Committee hearings, and shall be delivered at least ten days prior to the scheduled hearing. . Correspondence received by IAS will not be released to any party, except to the ARC Committee, and the evaluation team leaders without permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with the provisions of this section.

2.8 The committee shall be informed of all pertinent written communications received by IAS.

2.9 Attendees at ARC Committee hearings shall have the opportunity to speak on items listed on the hearing agenda, for the purpose of providing information to committee members.

2.10 The chairs or alternate chairs of the ARC may, in their discretion, prescribe the means and manner by which the hearings, including presentations of information from attendees, are conducted.

Approved by the Board of Directors
Revised January 1, 2016