

ABC National Committee Chairs Orientation

presented by:

Pamela Volm, National Chair

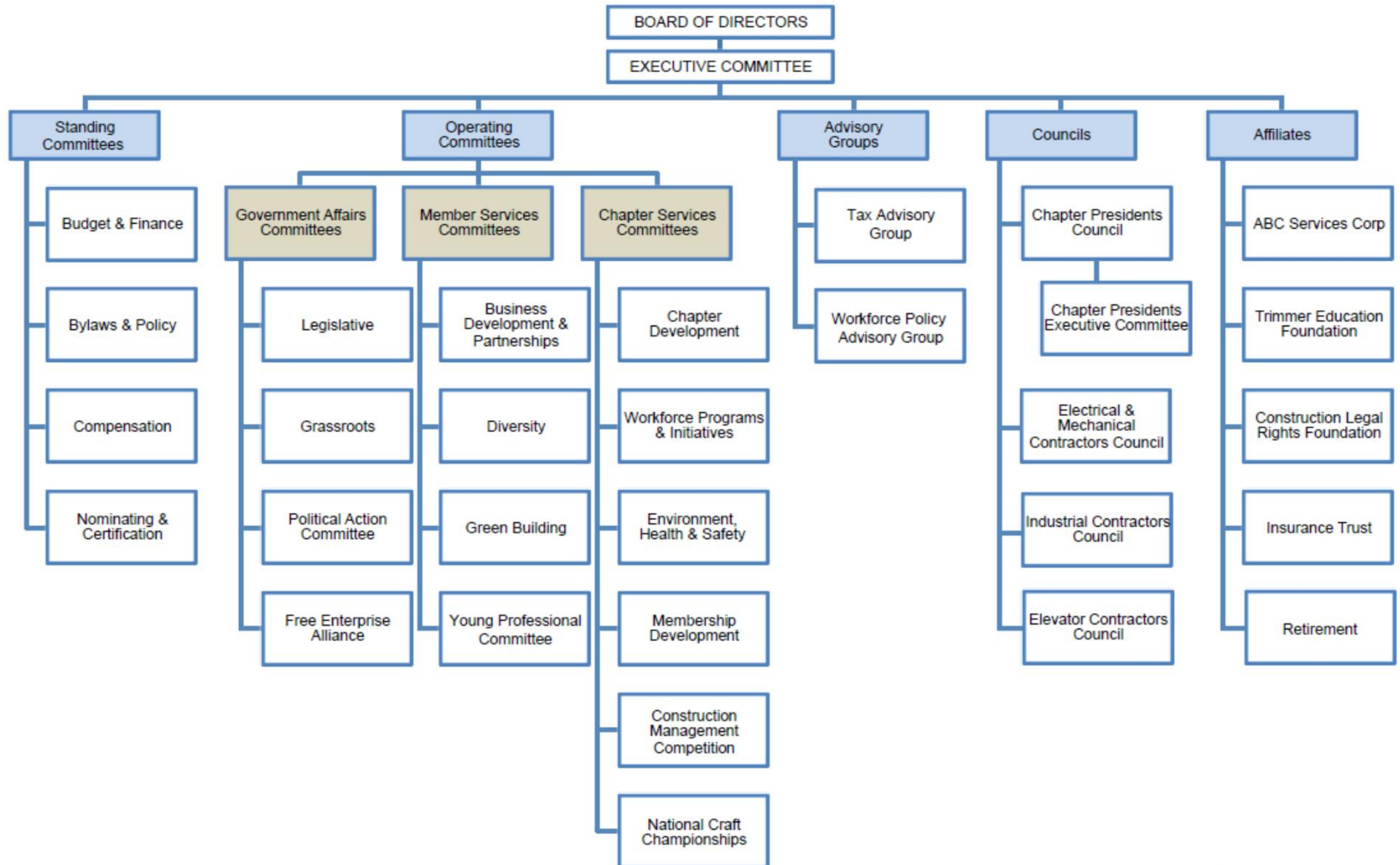
Mike Bellaman, President & CEO



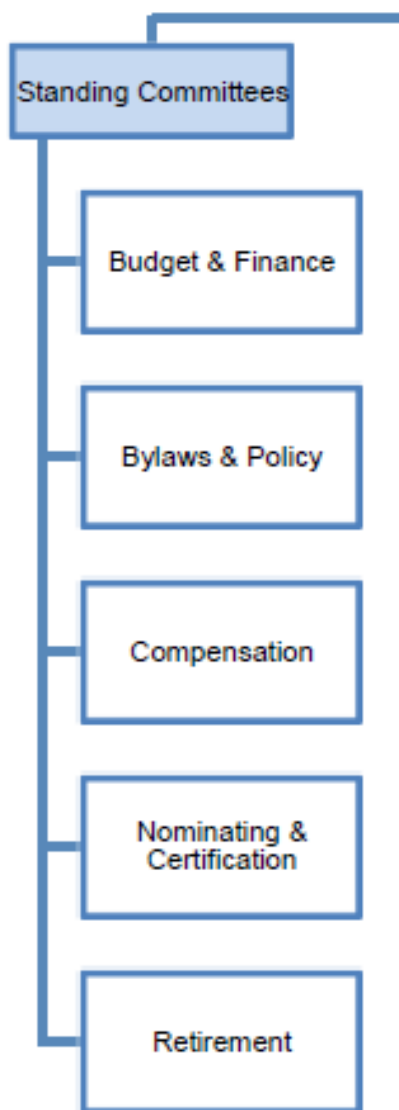
Agenda

- I. Committees Overview
- II. ABC National Strategic Plan
- III. Job Descriptions
- IV. Bylaws and Policies
- V. Tips and Resources
- VI. Q & A

ABC National Committees and Affiliates Structure



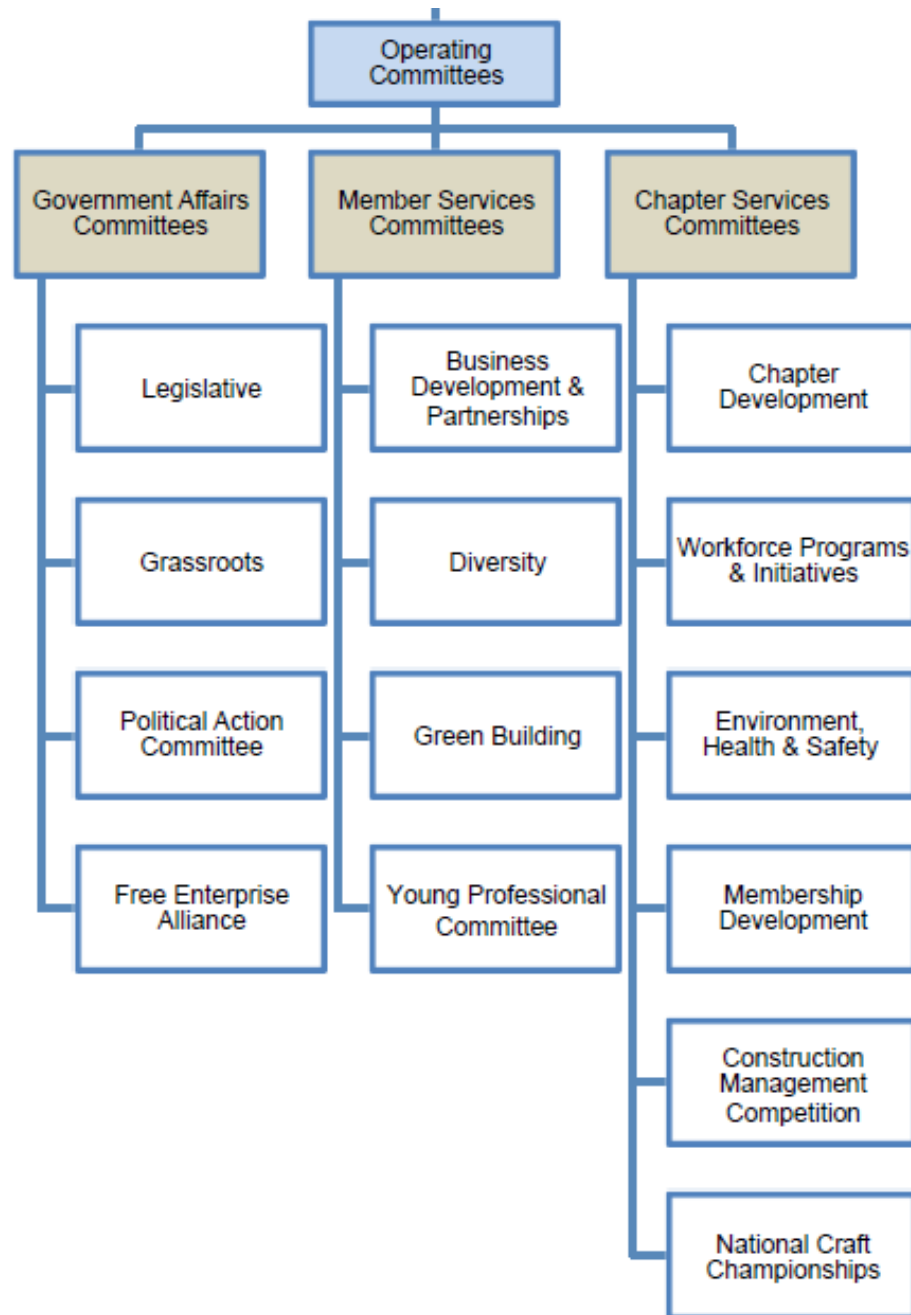
Overview of Committees



Standing Committees:

- **Pertain to core functions of ABC National**
- **Required by Association bylaws**

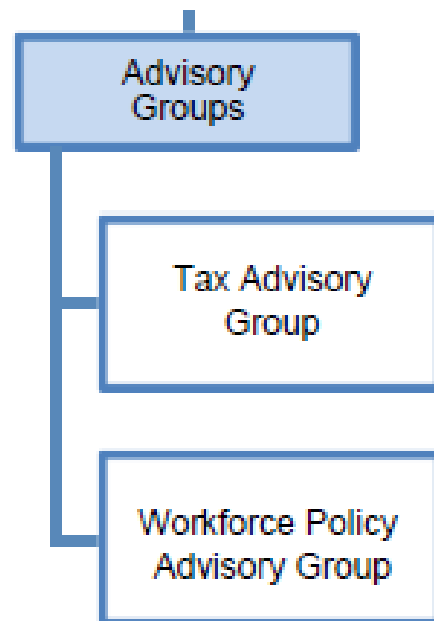
Overview of Committees



Operating Committees:

- Cover areas such as
 - Government Affairs
 - Member services
 - Chapter Services

Overview of Committees



Advisory Groups:

- Provide research and guidance on subject-specific matters

Overview of Committees

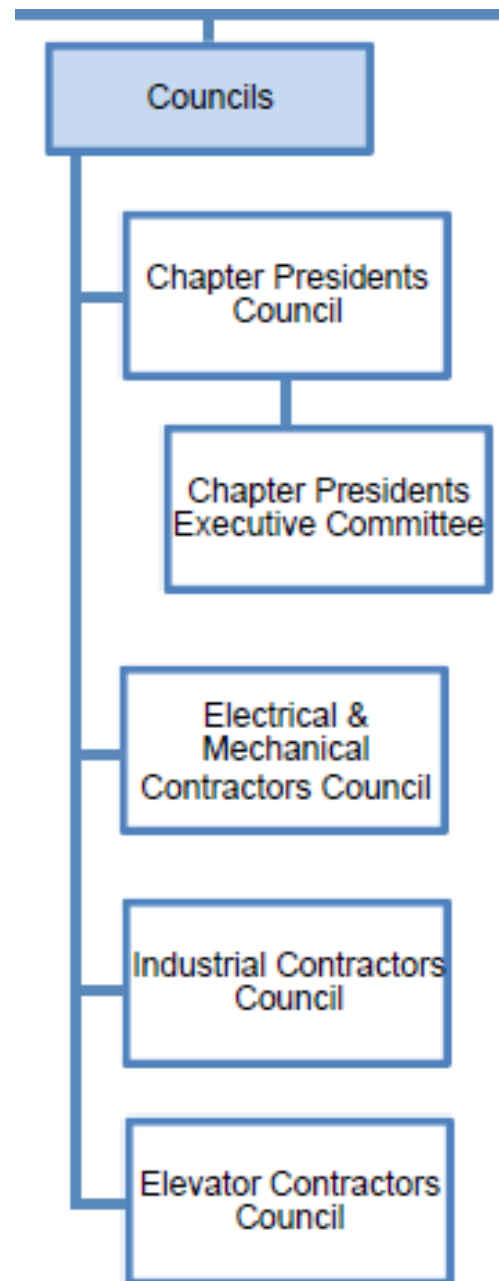
Councils:

- **Trade Councils:**

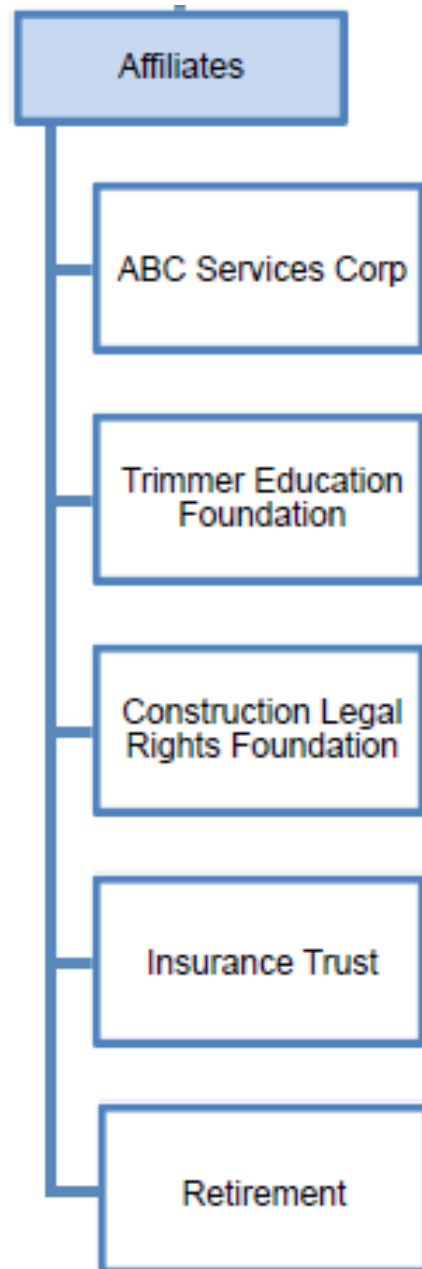
- Assist ABC members working in special trade interests by promoting problem-solving mechanisms
- Serve industry sectors through the development of services and programs designed to meet the needs of contractors in specific fields

- **Chapter Presidents Council:**

- Equips, enhances and encourages professional development of each member
- Represents the chapters' needs to the National Association
- Promotes the vital role that presidents play in collectively advocating and articulating merit shop construction's values internally and externally



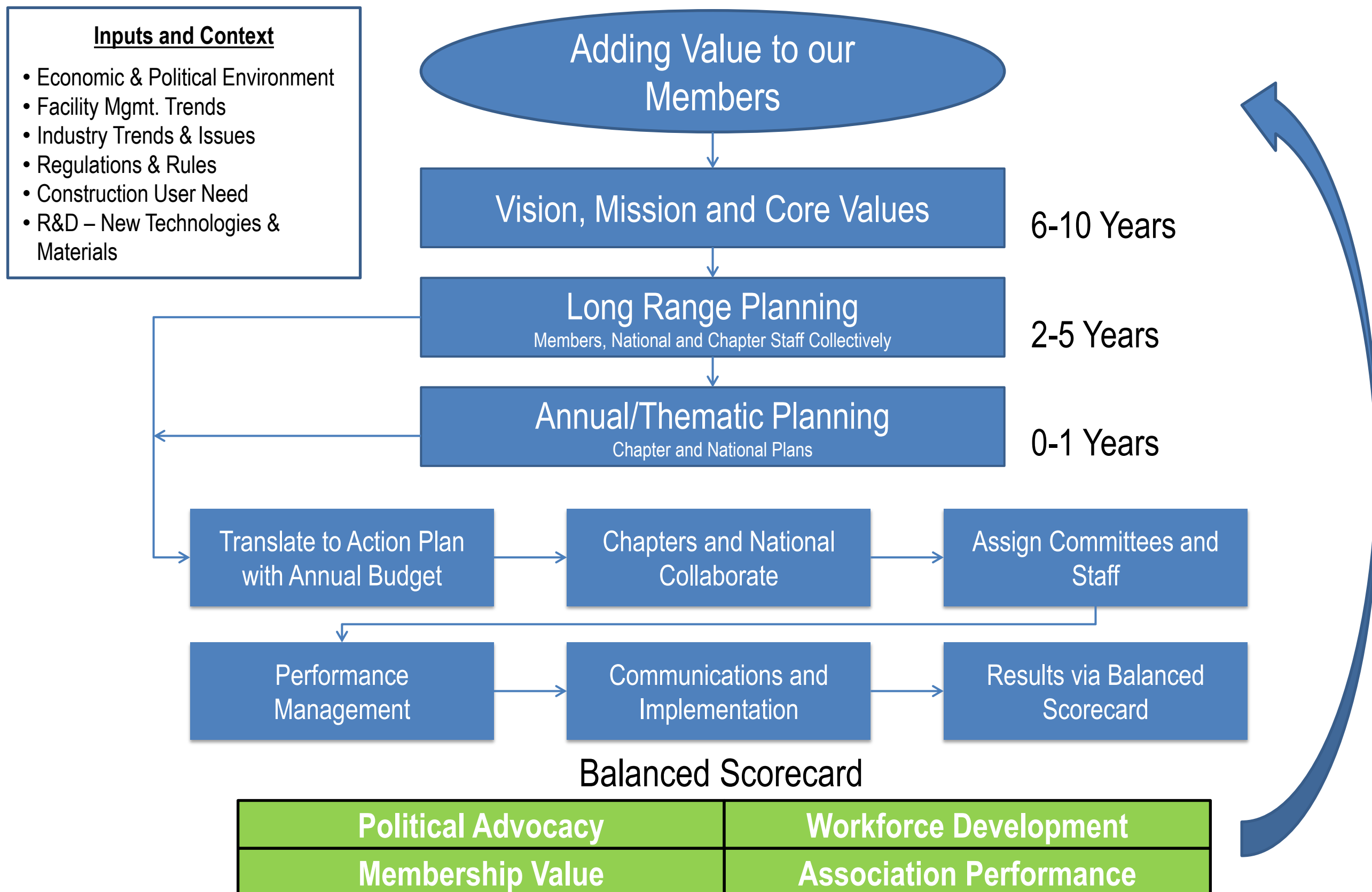
Overview of Committees



Affiliates:

- Separate legal entities
- Affiliation may be established with independent groups at the discretion of the Board of Directors

ABC Strategic Planning Framework



Value Proposition

Mission:

ABC will continually strive to be the leading voice promoting free enterprise within the construction industry. ABC will promote and defend the merit shop philosophy. This philosophy encourages open competition and a free-enterprise approach to construction based solely on merit, regardless of labor affiliation.

Value Proposition:

Based on the Merit Shop Philosophy, we help Members develop people, win work and deliver work Safely, Ethically, and Profitably for the betterment of the communities in which they work.



Summary of the 2015-2020 Strategic Goals

- 1. Association** – Be an organization of high trust, high collaboration and effective communication to deliver Value to our Members
- 2. Health, Safety & Environment** – Establish ABC's Members as the “world class” standard for health, safety and environment in the construction industry
- 3. Political Advocacy** – Increase the political influence of ABC to advance the Merit Shop philosophy and Free Enterprise
- 4. Workforce** – Be the leading force in the construction industry for Workforce Development and Training
- 5. Membership Growth** – To continuously grow and deliver value to a diverse and committed membership
- 6. Information Technology** – Utilize quality data to be an effective and efficient fact based decision making organization



Strategic Goal # 1

Be an Association of high trust, high collaboration and effective communication to deliver Value to our Members

	Success Criteria	Year	2015 Association Objectives	Committee
1	Have established, clear, positive communications within the organization	2019	Use Chapter Leadership and Member Survey results as well as 2014 Communication Audit to identify opportunities for improving communications. EMT and CPEC to put plan and timeline in place.	CPEC
2	Share, deploy and retain best practices	2019	Reinforce/Reiterate/Improve Best Practice Process to increase utilization by Chapter Presidents. Increase number of Presidents and staff utilizing National Connections http://nationalconnections.abc.org/en-us/bestpractice/categories.aspx by 50%.	CDC
3	Continue to improve and perpetuate the strategic planning process throughout the association	2019	Educate ABC that the ultimate customer of ABC is the Member. Clarify the internal and in-process customer relationship between National and Chapters	Chapter Presidents Council
4	Clarify and implement roles, responsibilities and accountability throughout the association.	2019	<ul style="list-style-type: none"> •Educate leadership that we are an Association not a Federation and that we are an association of members not chapters. •Evaluate BOD meeting structure and make adjustments to promote desired behaviors of the Association 	
5	Majority of chapters and National are utilizing the high performing roadmap.	2019	<ul style="list-style-type: none"> •Document/track successes to date and share with all Chapters; looking to promote 100% participation due to past successes. •Define the benefits a chapter gets by being accredited. •High Performance Assessment Tool deployed. 	CDC



Strategic Goal #2

Establish ABC's Members as the "world class" standard for health, safety and environment in the construction industry

	Success Criteria	Year	2015 Association Objectives	Committees
1	Our brand and image are known throughout the industry such that our members are seen as the safest in the construction industry. When someone sees the ABC logo they think safety.	2020	<ul style="list-style-type: none"> • Begin an image campaign that promotes ABC member safety and STEP as the world class safety standard. • Create an approach that our members use to promote STEP status to their clients and employees 	EHS
2	ABC Members will have improved health and safety culture where injury & illness free workplace exists.	2019	Research best practices in safety, health and wellness and promote those best practices	EHS
3	All ABC Members have established a drug and alcohol free workplace	2019	Determine the number of ABC members with a program	EHS
4	ABC's "STEP + Program" is the standard for safety in the construction industry	2019	<ul style="list-style-type: none"> • Increase STEP Participation to 20% contractor members • Get a leading Commercial User to embrace STEP as a selection criteria 	EHS
5	ABC to be the ANSI standard developer for sustainability certification for contractors	2019	<ul style="list-style-type: none"> • Finish ANSI standards developer certification. Sending fees for process in July 2014. • Submit to ANSI our first standard approved which is the sustainability certification for contractor. 	Green Building

Strategic Goal #3

Increase the political influence of ABC to advance the Merit Shop philosophy and Free Enterprise

	Success Criteria	Year	2015 Objective	Committee
1	Our merit shop philosophy brand and image is known in Federal Government and Political circles and is synonymous with Construction delivered with high value, quality, safety, performance.	2020	<ul style="list-style-type: none"> Educate owners/Construction Users on our issues so they can be part of our advocacy efforts. Develop and deploy action plan of practical methods to deploy. Deploy the Washington Nationals Partnership Create International Merit Shop forum with Can Am Alliance to build merit shop awareness and brand as well as communicate and share merit shop best practice 	Legislative Grassroots
2	Create and maintain predictable, reliable annual funding mechanism for FEA, PAC, OCC and CLRf	2019	<ul style="list-style-type: none"> Develop strategy for board adoption of mechanism in future years to fund FEA and Trimmer. Increase PAC contributions by 5% over 2013 total; 2015 goal of \$752k. Contemplate an alternative OCC Funding means 	PAC FEA CLRf
3	Passage of Federal Neutrality Act	2019	<ul style="list-style-type: none"> 5 new Senators/12 new House members to cosponsor GNICA. Federal congressional hearing will be held on PLAs. Maintain the fair and open competition in the Federal Project marketplace success (eg 1010 projects) 	Legislative
4	Increase Government neutrality States to 26	2019	Establish state plans and implement them to increase number of Govt Neutrality states to 23 (gain of 2) in 2015. Texas and Wyoming are well-positioned to be next states.	Legislative
5	Increase "Right to Work" States to 28	2019	Develop and begin to implement 50 State Merit Shop Construction Scorecard, which will rank how "construction friendly" the rules, laws and regulations are in each state. This scorecard will be publicized with a comprehensive and on-going PR campaign.	Legislative



Strategic Goal #4

Be the leading force in the construction industry for Workforce Development and Training

	Success Criteria	Year	2015 Objective	Committees
1	<ul style="list-style-type: none"> ABC trained craft professionals are the most technologically advanced and productive workforce in the industry. ABC is a medium by which its members become aware of and get exposed to the latest technology, innovations and the effects on apprenticeship rules 	2020	<ul style="list-style-type: none"> Develop an Action Plan for ABC to help our members and their employees to achieve the highest level of productivity Adopt and deploy a standard skills assessment process (NCCER?) Validate our chapters are NCCER accredited. A craft training model is in place which can be easily replicated locally based on need – eg Shell West PA Seek to understand the risks, responsibilities, regulations which might be affected by innovation NCC 2020 strategy created to reflect the skills of the future 	NCC CMC Workforce Programs & Initiatives
2	<ul style="list-style-type: none"> ABC's merit shop philosophy brand and image is synonymous with construction delivered with high value, quality, safety, performance. ABC members are viewed as the preferred employers by craft personnel. The image of the construction industry is well known as a prosperous career path. 	2020	<p>Develop an ABC merit shop and industry branding and image campaign strategy with a focus on the public, education institutions and government.</p> <ul style="list-style-type: none"> ABC = high value, quality, safety, performance, preferred employer, Industry= prosperous career path Deploy partnership with Washington Nationals and customization and implementations by the chapters for 2016 Utilize Construction Executive to tell stories of high value, quality, safety and performance Enhance partnerships with ACE Mentor, BYF, Skills USA and Go Build for industry branding 	NCC CMC Workforce Programs & Initiatives Trimmer Young Professional
3	<ul style="list-style-type: none"> ABC training and partnerships will graduate 200,000 new skilled craft workers per year ABC Members have access to an adequate supply of candidates and the recruiting tools to support them in identifying and attracting the necessary employees 	2019	<ul style="list-style-type: none"> ABC training and partnerships will graduate xxxxxx skilled craft workers in 2015 Develop an Action Plan to graduate 200,000/ year craft workers by 2019 Leverage Student Chapter Infrastructure, CMC and Career Fair 	Workforce Programs & Initiatives Trimmer

Strategic Goal #5

To continuously grow and deliver value to a diverse and committed membership

	Success Criteria	Year	Association Objectives	Committee
1	Dues structure that promotes the highest ROI for members including Membership Satisfaction	2019	<ul style="list-style-type: none"> Report out of Tasks Force new models that allow the association more freedom in how they collect dues and consider effectiveness and efficiency. Create member employee value proposition and benefits 	Membership Development
2	Identify and collaborate with strategic external partners with the goal of growing ABC Membership	2019	<ul style="list-style-type: none"> Continue to align with strategic partners to grow membership Document and report on strategic partnership efforts. Deploy Can Am Merit Alliance actions 	Business Development & Partnerships
3	Identify and develop market sectors and thus align the diversity of ABC with the diversity of the industry	2019	<ul style="list-style-type: none"> Deploy Affinity Group Plan Develop and deploy strategic partnership with minority associations Create a business case for a National Diversity Summit Grow Young Professionals Group Program – value proposition well defined and xxx members. Develop a comprehensive 5 year strategy for this effort and begin to deploy 	Diversity Young Professionals
4	Establish Owner peer groups and Recruit 100 Owner Members We are partners with the Construction User community at the Economic Development Table growing the pie for the construction industry	2019 2020	Create Owner Group Partnerships to deliver value to members of partner associations eg International Council of Shopping Centers, Construction Users Round Table, Urban Land Institute, National Retail Federation, Construction Owners Association of America, NAOIP – Commercial Real Estate Developers Associations...etc	Business Development & Partnerships Membership Development
5	Effectively be able to distinguish ABC members as the preferred source of construction services Construction Users see ABC member contractors as the highest performing and preferred source in the construction industry	2019 2020	<ul style="list-style-type: none"> Increase educational opportunities for our members regarding collaborative delivery methods. Establish AQC as the standard of highest performance and preferred source in the industry Make available management consulting to help members be AQC Grow Industrial Users Summit and expand to at least one other market segment (eg Commercial) Excellence in Construction Awards process should distinguish ABC members to construction users 	Business Development & Partnerships
6	Increase number of contractors by 12% or 2,000 contractor members	2019	<ul style="list-style-type: none"> Increase contractor members by 500 association wide. Provide Sales Management and Education to Chapters Create a multi-year strategy and plan to grow the association including market share and growth numbers Explore the creation of an International Peer Group program via the Can Am alliance and an International Merit Shop Summit for 2017 Reintroduce the Beam Club Deploy selected actions from Member Survey 	Business Development & Partnerships Chapter Development Membership Development

Strategic Goal #6

Utilize quality data to be an effective and efficient fact based decision making organization

	Success Criteria	Year	Association Objectives	Committee
1	Possess ability to tell "ABC Story" at all times with accurate, relevant, and timely facts	2019	Use Year in Review to tell the ABC Story Use Construction Executive to tell ABC Stories	
2	Ability to stratify data in such a way that is supportive of ongoing Strategic Planning Process	2019	Create a balanced scorecard for the ABC	
3	Appropriate accessibility to database to all ABC constituents on a real time basis (as appropriate)	2019	<ul style="list-style-type: none"> Bring on 18 additional chapters into Personify with a total of 40 chapters live by 12/31/2015. Have rolled out E- business component to at least 20 of these 40 chapters (allows ecommerce, member web access). Reintroduce Find-a-Contractor on national website and on chapter websites where E-business is implemented. Evaluate providing Personify back of house service for small chapters 	
4	Ability to benchmark all significant performance metrics including demonstrating effect and impact of key ABC initiatives	2019	Create a balanced scorecard for ABC which can be used to benchmark performance in key areas such as Financials, Membership, Safety, Workforce Development and Training, Diversity, Political Advocacy.	

ABC Facts

- ABC was founded in 1950 in Baltimore.
- The first chapter, Chesapeake Shores, was chartered in 1957.
- ABC is an association, not a federation. The word federation does not appear in the bylaws or Policy Manual. In an association, the national organization oversees the formation of components. In a federation, the components oversee the formation of the national organization.

Job Descriptions

All ABC members are eligible to help shape the organization by serving on a committee.

Committee members:

- Chair
- Executive Committee Liaison
- Chapter President Liaison
- Staff Liaison
- Members

Volunteer Agreement

The Volunteer Agreement is consistent with the Oath of Office. Nothing in the Agreement is intended to create any conflict between a volunteer's activities for ABC and any obligations to his or her company or any legal requirements.

As a member of the [circle one: committee, task force, Board of Directors, Executive Committee], for Associated Builders and Contractors at the National level, I hereby agree to:

- Represent the interests of ABC National and observe fiduciary duties of loyalty, care and obedience to ABC National bylaws and policies
- Practice honesty and integrity, exercise good conduct, observe high standards of business ethics and comply with all applicable laws and regulations
- Not engage in actions that may constitute an actual, apparent or potential conflict of interest with the mission and activities of ABC National
- Create a safe environment for ABC members and staff to raise concerns for investigation in good faith on a confidential and anonymous basis without consequence of retaliation
- Not disclose or cause to be disclosed to anyone outside of ABC any confidential information related to ABC
- Not use any of the confidential information derived from my service in any way to the competitive harm or other detriment of ABC
- Read, understand and fulfill the duties outlined in the volunteer job description

Name

Signature

Date



Job Description:

ABC National Committee Chair

Time Required:

- Serve one-year term subject to annual reappointment
- Attend all virtual and in-person committee meetings
- Attend a virtual orientation
- Attend a minimum of one ABC National conference annually

General Duties:

- Create a strategy to achieve goals established by the Executive Committee, set additional goals as necessary and keep committee on track to reach goals
- Touch base with Executive Committee and National Board of Directors regarding strategy, budget and policies
- Work with the Executive Committee Liaison to effectively communicate committee achievements and news to the Executive Committee and National Board of Directors
- Review agendas and supporting materials with staff liaison prior to committee meetings
- Lead in-person and virtual committee meetings
- Engage committee members and inform them of the objectives and their expected individual contributions and responsibilities
- Identify potential volunteers
- Establish and oversee subcommittees and/or task forces as needed to accomplish the mission of the committee
- Decide whether to permit proxies in instances in which committee members cannot attend committee meetings
- Represent the committee at ABC and non-ABC events and articulate the Association's position on issues
- Represent the interests of the Association as a whole
- Be informed about the Association's mission, services, bylaws, policies and strategic goals
- Advance the strategic objectives of the Association



Job Description:

Executive Committee Liaison

Time Required:

- Serve one-year term subject to annual reappointment
- Attend virtual and in-person committee meetings

General Duties:

- Attend Committee meetings.
- Represent the Executive Committee at the Committee meetings.
- Provide a conduit for communication between the Committee and the Executive Committee.
- Act as Committee advocate at Executive Committee meetings. Provide a summary report to the Executive Committee of progress against strategic goals.
- Identify support and resources needed from Executive Committee to deliver strategic goals.
- Support the activities of the Committee.
- Ensure that individual committee goals and tactics are aligned with and support the stated goals of ABC's Strategic Plan.
- Ensure committee collaborates, where appropriate to deliver strategic goals, with other committees.
- Ensure that the activities and strategies of the Committee support the Core Values of ABC.
- Ensure legal and ethical integrity. Encourage committee members to attend the Volunteer National Committee Member orientation.
- Assist in succession planning by identifying committee candidates for committee openings or to establish an "on deck" list of committee candidates.



Job Description:

Chapter President Liaison

Time Required:

- Serve two-year term subject to reappointment for a maximum of two consecutive terms
- Attend virtual and in-person committee meetings at conferences and ad hoc
- Participate in a virtual orientation

General Duties:

- Report committee activities to the Chapter Presidents' Council
- Represent the interests of the chapter presidents to the committee
- Provide written reports on committee activity at a meeting of the Chapter Presidents' Council, by having it posted on the ABC website or via email to the Chapter Presidents' Listserve
- Be informed about the Association's mission, services, bylaws, policies and strategic goals
- Perform duties assigned by the committee Chairman to achieve goals established by the Executive Committee
- Participate in subcommittees and/or task forces as needed to accomplish the mission of the committee
- Enthusiastically promote the committee's mission to ABC members
- Represent the interests of the Association as a whole
- Advance the strategic objectives of the Association

Job Description:

Staff Liaison

Purpose:

Facilitate* the committee in its effort to deliver on the strategic plan

Role:

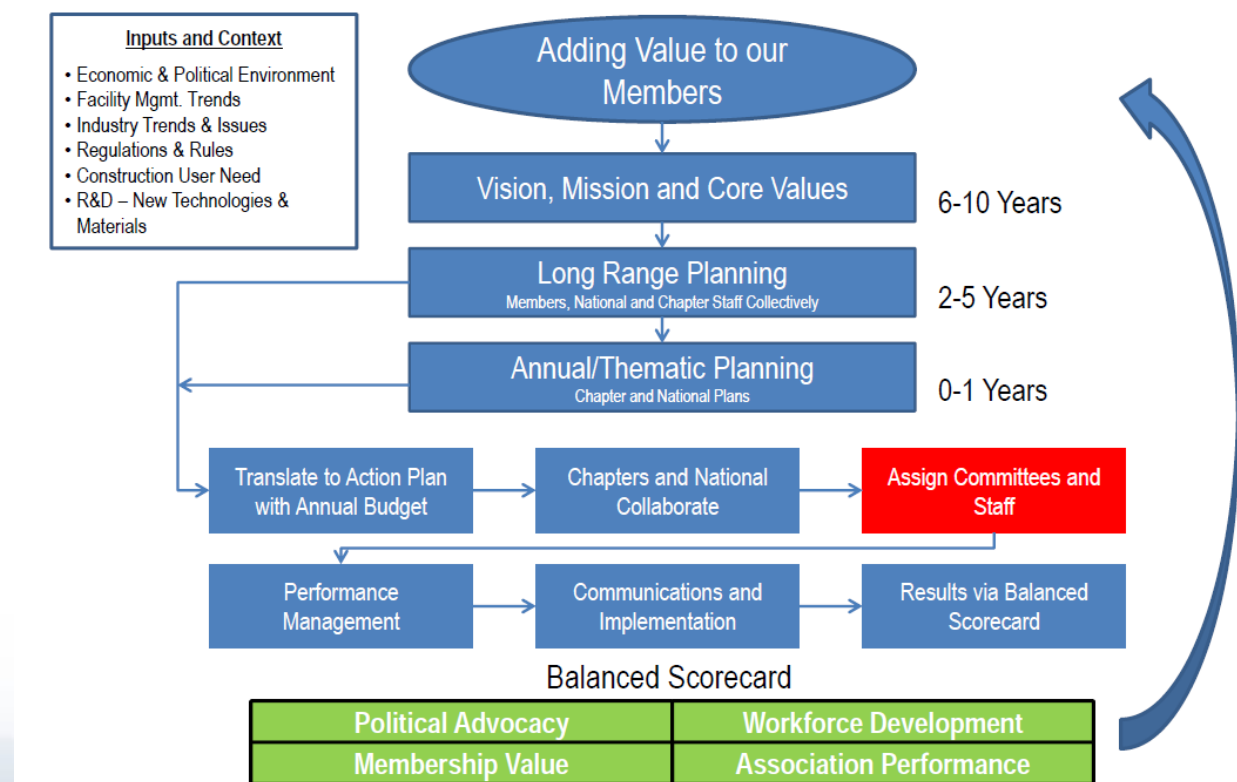
Effectively facilitate* committee activity as a:

- Coordinator: the link between various stakeholders** within the Association and the strategic plan
- Communicator: the conduit for a line of communication among stakeholders**
- Teacher: Educate committees on the tools and techniques of the strategic improvement process, such as communication and leading a meeting
- Coach: Convey leadership, guidance, stimulation and direction to the committee chair and the committee as a whole
- Promoter: Enthusiastically encourage strategic improvement and team momentum

*To facilitate is to ease, enable, simplify, smooth, help, aid, assist, expedite, accelerate, make possible

** Stakeholders include other committees, the National Board of Directors, members, chapter staff and National staff

ABC Strategic Planning Framework



Job Description:

Staff Liaison (cont'd)

Specific Duties:

- Schedule and attend in-person and virtual committee meetings
- Draft agenda and minutes according to ABC National style guidelines and submit to committee Chairman for approval
- Post minutes on ABC website within 30 days of approval vote
- Prepare and distribute supporting documents as needed for committee meetings
- Assist committee Chairman with administrative tasks as needed
- Prepare annual roster and update as necessary throughout the year
- Track attendance at committee meetings
- Track vacancies and suggest potential volunteers
- Provide committee members with the most recent version of the ABC National bylaws, Policy and Procedures Manual and strategic plan
- Distribute and collect volunteer agreements and explain why volunteer agreements are required
- Distribute and collect semi-annual assessments
- Liaise with subcommittees and/or task forces as needed
- Distribute volunteer application forms at ABC events
- Update committee overview flier and website description as needed
- Participate in an annual orientation
- Ensure the committee is on track to achieve strategic plan goals assigned by the Executive Committee
- Learn the Association's mission, services, bylaws, policies and strategic goals and teach them to committee members

Job Description: Committee Member

Time Required:

- Serve one-year term subject to annual reappointment
- Attend virtual and in-person committee meetings (multiple absences may be cause for dismissal)
- Attend a minimum of one ABC National conference annually
- Attend a virtual orientation

General Duties:

- Attend and actively participate in in-person and virtual committee meetings
- Be informed about the Association's mission, services, policies and strategic goals
- Demonstrate personal commitment to the values and objectives of the Association
- Perform duties assigned by the committee Chairman to achieve the strategic plan goals assigned by the Executive Committee
- Participate in subcommittees and/or task forces as needed to accomplish the mission of the committee
- Enthusiastically promote the committee's mission to ABC members
- Represent the interests of the Association as a whole
- Advance the strategic objectives of the Association

Committee Contacts

ABC Services Corps

Chair: Tim Walton

ECL: Steve Klessig

CPL: Chris Fisher

SL: Sandy Lynch & Lisa Nardone

Budget & Finance

Chair: Tony Stagliano

ECL: Dave Chapin & Chuck Goodrich

CPL: Mark Wylie

SL: Jason Daisey

Business Development & Partnerships

Chair: Donn Peterson

ECL: Vance Fulkerson

CPL: Karin Tucker and Russell Hamley

SL: Mark Leibman & Sandy Lynch

Bylaws & Policy

Chair: Carole Bionda

ECL: Chuck Wiegers

CPL: Mark Wylie

SL: Aliza Epstein

Chapter Development

Chair: Jeff Rode

ECL: Chuck Wiegers

CPL: Kathleen Garrity

SL: Monica Glowinski

Chapter Presidents Council

Chair: Jay Reed

ECL: Dave Chapin

CPL: N/A

SL: Jen Huber

Chapter Presidents Executive Committee

Chair: Jay Reed

ECL: Dave Chapin

CPL: N/A

SL: Doug Curtis

Compensation

Chair: Dan Brodbeck

ECL: Pamela Volm & Dave Chapin

CPL: N/A

SL: Mike Bellaman

Construction Legal Rights Foundation

Chair: Mike Kolakowski

ECL: TBD

CPL: Josh Tompkins

SL: Karen Livingston

Construction Management Competition

Chair: Matt Recinos

ECL: Tony Rader

CPL: Steve Cona

SL: Kirsten Krauer

Diversity

Chair: Lenee Koch

ECL: Kirby Wu

CPL: TBD

SL: Alana Aslop

Electrical & Mechanical Contractors Council

Chair: Brian Allison and Michael Upchurch

ECL: N/A

CPL: Buddy Edens

SL: Lisa Nardone



Committee Contacts, Cont'd

Elevator Contractors Council

Chair: Pete Meeks
ECL: N/A
CPL: Patrick Stewart
SL: Andy Conlin

Green Building

Chair: Kent Meyn
ECL: Kirby Wu
CPL: TBD
SL: Betsy Strock

Membership Development

Chair: Tim Walton
ECL: Tony Rader
CPL: Kate McCaslin & Barton Hacker
SL: Stephen Lewis

Environment, Health & Safety

Chair: Shelley Sutton
ECL: Chuck Goodrich
CPL: Bill Roachell
SL: Chris Williams

Industrial Contractors Council

Chair: Dale Kuntz
ECL: N/A
CPL: N/A
SL: Mike Glavin

National Craft Championships

Chair: Greg Sizemore
ECL: Ray Zamora
CPL: Angela Latino-Geier, Greg Spenner & Sue McNeil
SL: Lisa Nardone

Free Enterprise Alliance

Chair: Art Odom
ECL: Steve Klessig
CPL: Doug Carlson
SL: Chris Singerling and Trip Stanford

Insurance Trust

Chair: Tom Gilbank
ECL: Dan Brodbeck
CPL: Mary Tebeau
SL: Joe Rossmann

Nominating & Certification

Chair: Dan Brodbeck
ECL: Pamela Volm
CPL: N/A
SL: Kim Greene

Grassroots

Chair: TBD
ECL: Ray Zamora
CPL: John Mielke & Chris Fisher
SL: TBD

Legislative

Chair: Bruce Cross
ECL: Chuck Goodrich
CPL: Mark Latimer
SL: Kristen Swearingen

PAC

Chair: TBD
ECL: George Nash
CPL: Peter Dyga
SL: Chris Singerling & Trip Stanford



Committee Contacts, Cont'd

Retirement

Chair: Tony Stagliano

ECL: Tony Stagliano

CPL: Pat Dean

SL: Jason Daisey

Workforce Programs & Initiatives

Chair: Dr. Mittie Cannon

ECL: George Nash

CPL: Barton Hacker & Michele Daugherty

SL: Mike Glavin

Tax Advisory Group

Chair: Steve Wouch

ECL: N/A

CPL: Bill Anderson

SL: Liam Donovan

Trimmer Education Foundation

Chair: Mike Uremovich

ECL: Pamela Volm

CPL: TBD

SL: Kirsten Krauer

For a listing of ABC National staff, visit
www.nationalconnections.org.

Workforce Policy Advisory Group

Chair: Michael Bennett

ECL: Dave Chapin

CPL: Jimmy Greene

SL: Mike Glavin



Bylaws and Policies

Bylaws:

- Rules adopted by an association to define and direct its internal structure and management
- An agreement between an organization and its members
- Typically honored and enforced in a court of law

Policies:

- An agreement between an organization and its professional management staff
- A policy statement has as its sole purpose the clarification, explanation or delineation of a specific bylaw or bylaws of the Association

Bylaws and Policies

Additional statements of the Board of Directors:

- Resolution: an expression of the majority sentiment of the Board of Directors on a matter of interest to the Association but not addressed in a bylaw of the Association
- Administrative Procedure: a statement of procedure relating to the administration of the day-to-day operations of the Association

Bylaws and Policies

ABC National Bylaws and ABC National Policy & Procedures Manual can be found online at

www.abc.org/en-us/abc/leadership/bylawspolicies.aspx

Process for Amending a Bylaw or Policy

- Committee crafts proposed bylaw/policy change and submits change to the Bylaws & Policy Committee as per Article XIII of the ABC National Policy Manual
- Notice of a proposed change is provided to the National Board 30 days prior to the Board meeting
- Policy changes require one reading; bylaw changes require two readings
- Board votes
- Approved changes take effect immediately

Reimbursement Policy

In accordance with the ABC Financial Policy on Committee and Board Travel as outlined in the ABC Policy and Procedures Manual, all requests for reimbursement must be submitted by submitting a completed Member Travel Reimbursement Request Form with copies of original receipts within 90 days of the relevant meeting.

Transportation and lodging expenses will be reimbursed for the second and third Board meetings of the year. Committee and Board travel expenses will not be reimbursed for meetings held in conjunction with the first Board meeting of the calendar year. The typical budget contemplates reimbursing National committee members for two meetings per calendar year.



Robert's Rules of Order

RobertsRules.org

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

§ indicates the section from Robert's Rules.

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority w/ notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Available Online

Go to www.abc.org/volunteer to find

- Volunteer application
- Volunteer agreement
- Reimbursement form
- Committee descriptions

Available Online (cont'd)

Committee meeting minutes are posted by the Staff Liaison to a secure page of the ABC website within 30 days.

URL: <http://www.abc.org/en-us/abc/leadership/committeedocumentrepository.aspx>

Log-in (case sensitive):

Username: abccommittee

Password: abcnational20001



Tips for Leading a Successful Meeting

- Be prepared
- Have an agenda (your staff liaison will create a draft for your approval)
- Set a specific timeframe to start and end the meeting
- Set a time for each item of discussion to ensure all topics are discussed
- Ask committee ahead of time what topics they want to discuss
- Ensure all topics/discussions are related in some way to the ABC Strategic Plan

2015 Meeting Dates

Committees can meet anytime. You have an option to meet in-person at ABC National meetings, but it is not mandatory. As Chair, you can work with your Staff Liaison to determine the frequency of meetings and to schedule meetings in the most efficient and effective manner to help ABC deliver on its strategic plan.

March 1-5, Broward County Convention Center, Fort Lauderdale, FL

- Workforce Development Conference
- Executive Committee meeting
- Board of Directors meeting
- Excellence In Construction Awards
- National Craft Championships
- Committee meetings (optional)

June 22-25, Hyatt Regency Capitol Hill, Washington, DC

- LegCon
- Executive Committee meeting
- Board of Directors meeting
- Committee meetings (optional)



2015 Meeting Dates, Cont'd

TBD

- Chapter Presidents Management Conference

September

- Executive Committee meeting

TBD

- Industrial Users Summit

November 8-13, Sheraton San Diego Hotel & Marina, San Diego, CA

- Leadership Week
 - BizCon
 - Construction Management Competition
 - Career Fare
 - Peer Group Conference
 - Attorney's Conference
- Executive Committee meeting
- Board of Directors meeting
- Committee meetings (optional)

December, ABC National office, Washington, DC

- Executive Committee meeting



Q & A