

ABC National Committee Chairs Orientation

presented by:

David Chapin, National Chair

Mike Bellaman, President & CEO



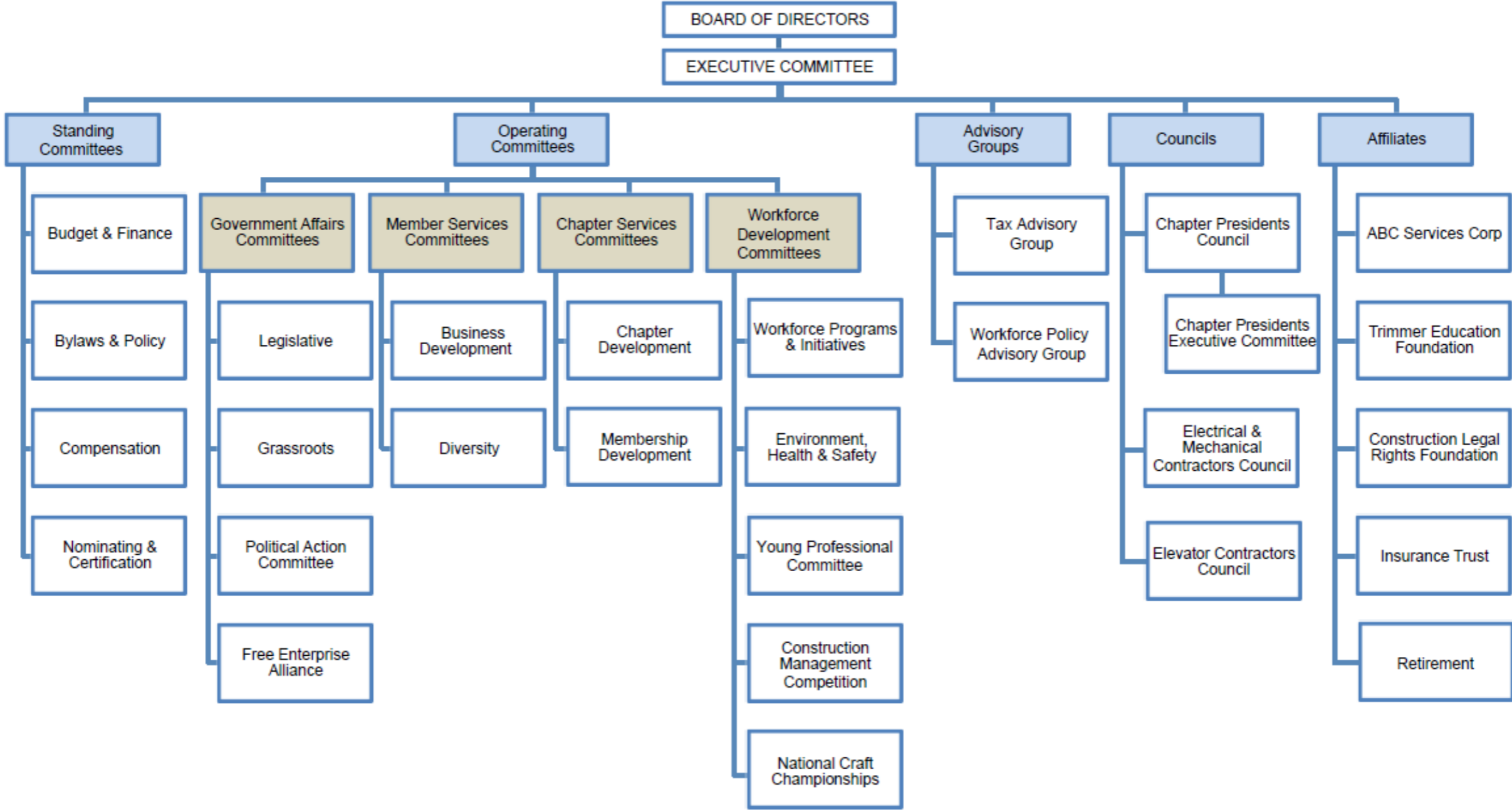


Agenda

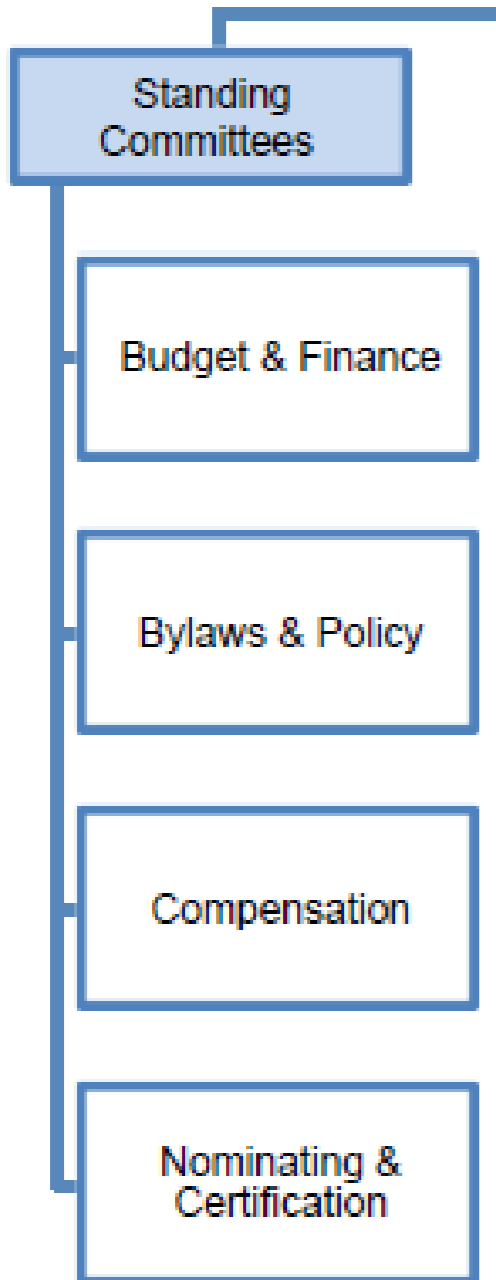
- I. Committees Overview
- II. ABC National Strategic Plan
- III. Job Descriptions
- IV. Bylaws and Policies
- V. Tips and Resources
- VI. Q & A



ABC National Committee Structure



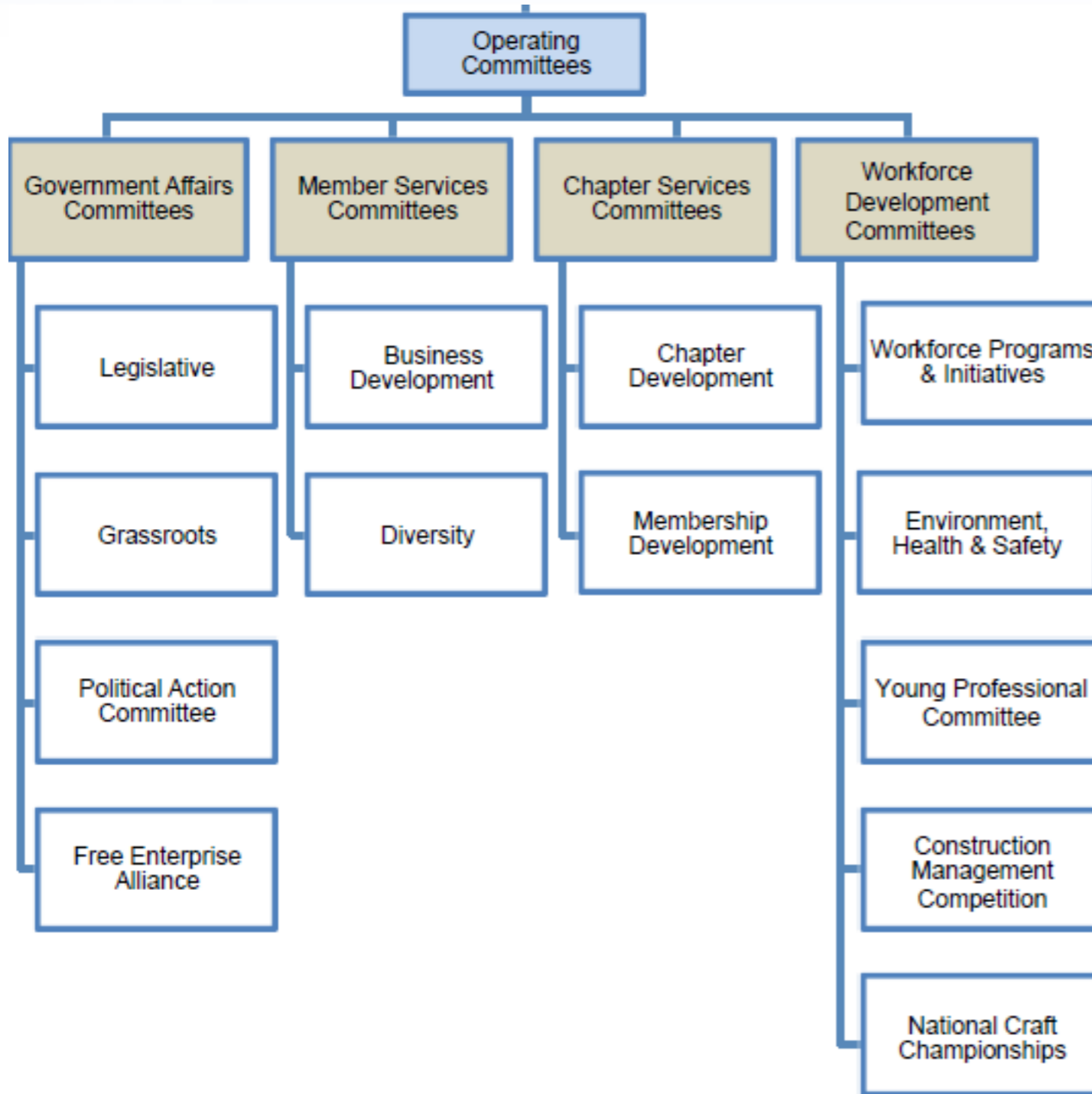
Overview of Committees



Standing Committees:

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

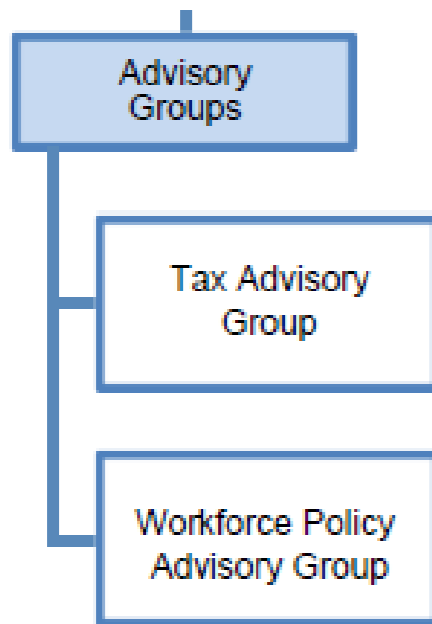
Overview of Committees



Operating Committees:

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

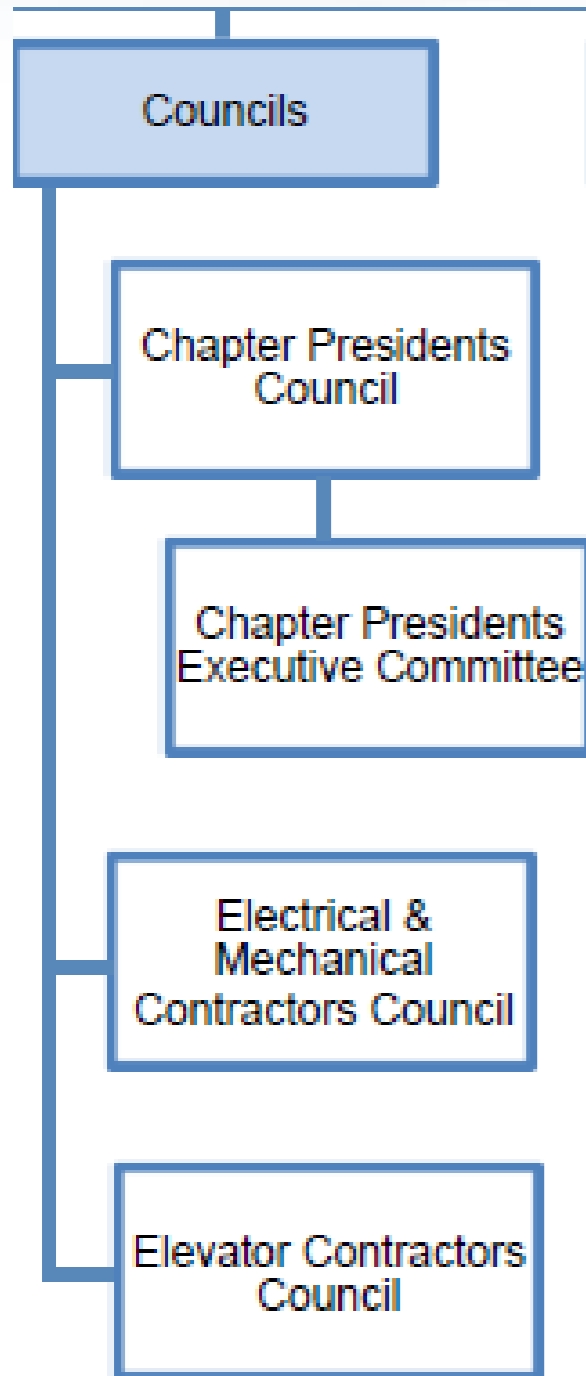
Overview of Committees



Advisory Groups:

- Provide research and guidance on subject-specific matters

Overview of Committees



Councils:

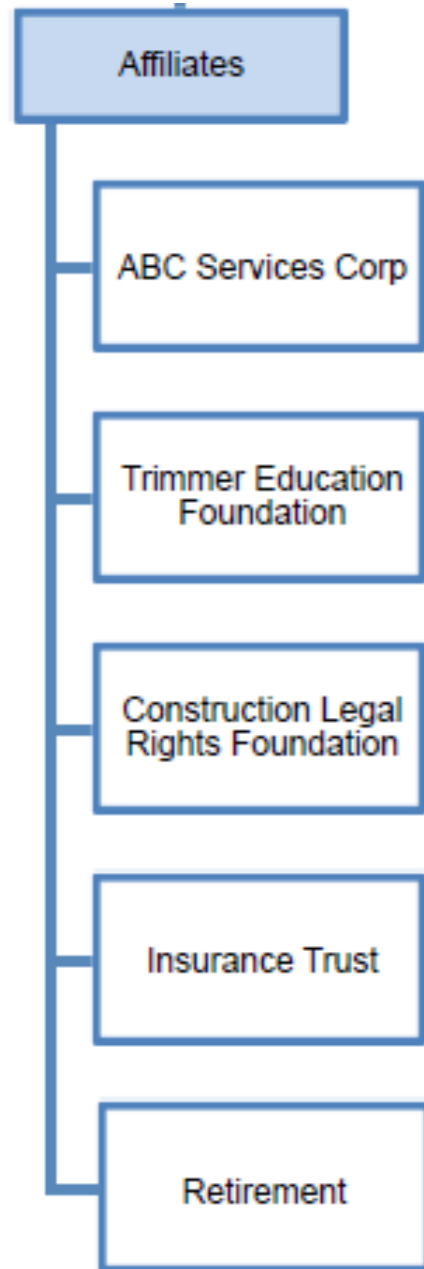
- **Trade Councils:**

- 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

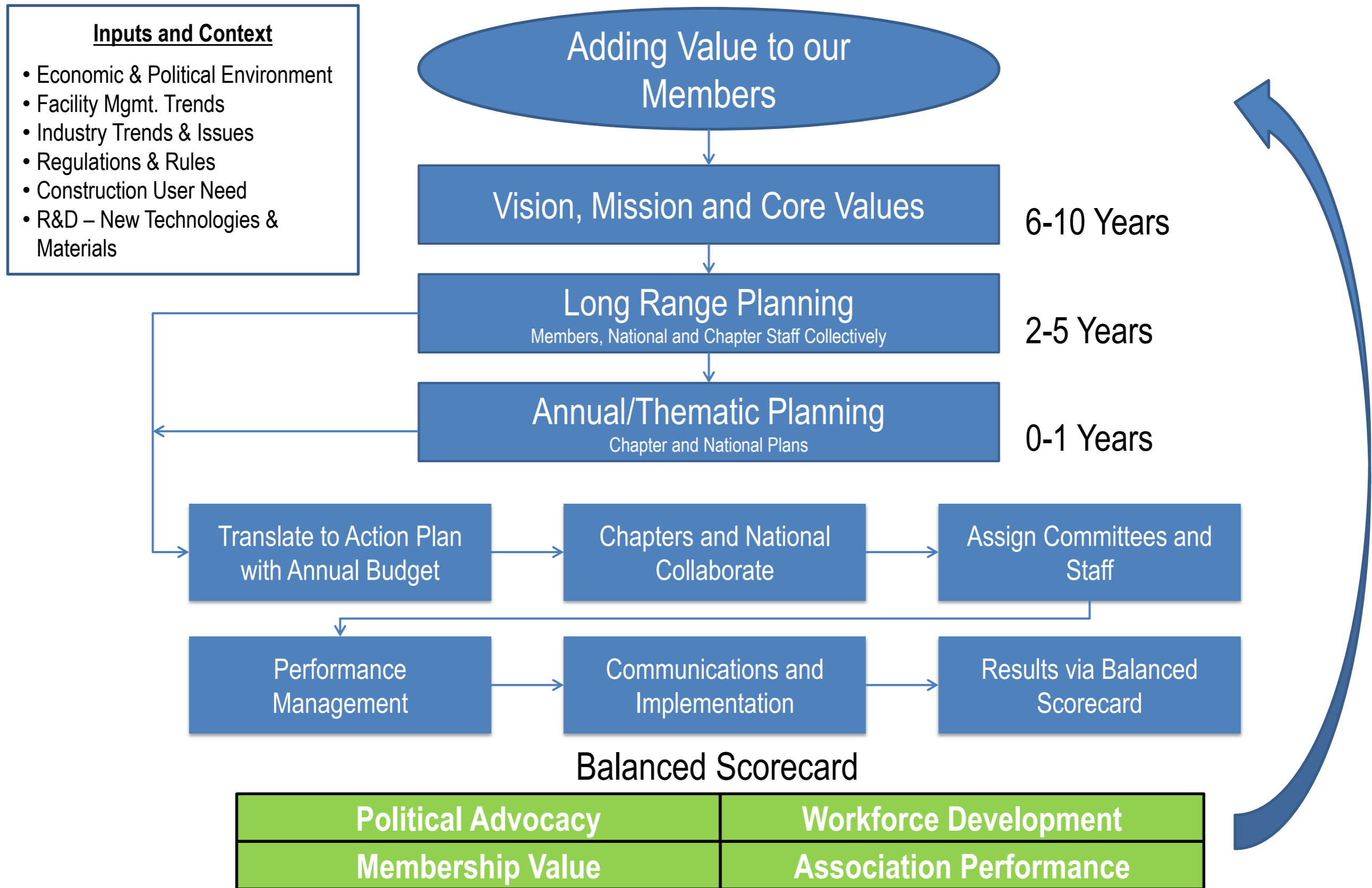
Overview of Committees



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.



2016-2021 Strategic Goals

- 1. Association** – Be an organization of high trust, high collaboration and effective communication to deliver Value to our Members
- 2. Health, Safety, Wellness & Environment** – Establish ABC’s Members as the “world class” standard for health, safety, wellness 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

Committees: Chapter Development, Chapter Presidents Council, Chapter Presidents Executive Committee

	Success Criteria	Year	2016 Objective
1	Have established, clear, positive communications within the organization	2020	<ul style="list-style-type: none">• Deploy customizable member e-newsletter and email preference center to enable members to receive relevant and timely information based on interests and needs
2	Best practices are shared, deployed and retained across the Association	2018	<ul style="list-style-type: none">• Continue Best Practice Awards, Awards of Excellence and Merit Program with a goal of achieving participation from 35 Chapters
3	Continue to improve and perpetuate the strategic planning process throughout the association	2018	<ul style="list-style-type: none">• Work with chapters to facilitate strategic planning encouraging alignment with the Association Plan and individual chapter plans, assist 25 Chapters with their Annual Strategic Planning Sessions
4	Clarify and implement roles, responsibilities and accountability throughout the association.	2020	<ul style="list-style-type: none">• Create a leadership development program that is beneficial to chapter staff, leaders and young professionals – provide soft skills training and curriculum that will help in the association and member companies
5	Majority of chapters and National are utilizing the high performing roadmap.	2020	<ul style="list-style-type: none">• High Performance Assessment Tool utilized by 14 chapters



Strategic Goal #2

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

Committees: Environment, Health & Safety, Insurance Trust

	Success Criteria	Year to Achieve	2016 Objective
1	Our brand and image are know throughout the industry such that our members are seen as the safety leaders in the construction industry. When someone sees the ABC logo they think safety.	2020	Deploy objectives below
2	ABC Members will have improved health and safety cultures where injury & illness free workplace exists and are expected.	2019	Based on ABC Annual STEP Safety Performance Report, develop an implementation plan for exposing all ABC members to white paper & best practices through-chapters & external safety trainers.
3	All ABC Members have established a drug and alcohol free workplace, and continue to work towards eliminating substance abuse throughout the whole industry.	2019	7000 companies have taken the pledge
4	ABC's "STEP + Program" is the standard for safety in the construction industry	2019	<ol style="list-style-type: none"> 1. A multi-year plan to position STEP as an "as-equal" prequalification standard. <ul style="list-style-type: none"> • Used by ABC Members as a prequalification standard • Used by Construction Users as a prequalification standard 2. Place model chapter programs who use STEP discounts on worker's comp onto National Connections as best practices 3. Conduct 1 Safety Academy/Region/Year
5	50% of ABC Contractor members participate in STEP	2020	3,200 ABC Contractor Members participate in STEP



Strategic Goal #3

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

Committees: PAC. FEA. Grassroots, Tax Advisory, CLRF

	Success Criteria	Year to Achieve	2016 Objective
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	Deploy objectives below
2	Passage of Federal Neutrality Act	2019	<ul style="list-style-type: none"> Get 190 cosponsors in the House on the Government Neutrality in Contracting Act. Increased number of job site visits by state and federal politicians/candidates. (25 Documented visits with pictures and publications.) Increase PAC donations by 5% over the amount raised in 2012 to \$1,150,000.
3	Increase Government neutrality States to 26	2019	<ul style="list-style-type: none"> Increase government neutrality states to 24 in 2016
4	Establish the 50 state merit shop score card as a tool to optimize ABC's state and local legislative strategy	2019	<ul style="list-style-type: none"> Track 2016 state level progress based on the score card metric and report results.
5	Members and partners have timely information and provide feedback on legislation and regulation	2018	<ul style="list-style-type: none"> Increase the number of people who have downloaded the ABC Action app by 431 (25%) Facilitate action alerts to improve chapter political advocacy so that 75% of enrolled chapters send an action alert via ABCN's program in the year 2016



Strategic Goal #4

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

Committees: Construction Management Competition, Electrical & Mechanical Contractors Council, Elevator Contractors Council, National Craft Championships, Trimmer, Workforce Policy Advisory Group, Workforce Programs & Initiatives

	Success Criteria	Year to Achieve	2016 Objective
1	ABC trained craft professionals are the most technologically advanced and productive workforce in the industry.	2020	<p>Develop a comprehensive strategy to integrate new technologies and new products into our workforce strategy. Items could include:</p> <ul style="list-style-type: none"> latest technology resources available in the industry. Incorporate and demonstrate the latest technologies within the craft championships and construction management competitions strategic partnership with a company within the tech industry.
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. That ABC Members are recognized as Best Places to Work The image of the construction industry is well known as a prosperous career path. 	2020 2020 2021	<ul style="list-style-type: none"> Develop a plan of action to reach and engage the targeted student chapters, trade school apprentices and other job seekers. (i.e. trade show involvement, mentoring sessions, Career Fairs, etc.) Develop relationships with Education associations (such as the National Education Association (NEA) and American School Counselors Association (ASCA))
3	<ul style="list-style-type: none"> ABC training and partnerships train 200,000 new (employable) 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 ABC members have a stable workforce full of long term Craft Professionals 	2019 2021	<ul style="list-style-type: none"> Agree on a proper set of metrics (including enrollment, retention, graduation) to capture successful "market based training". (Employable – adding value to the construction process) Develop a plan to engage student chapters members in order to encourage them to start their career with an ABC member and stay involved in the association. (eg career fair, CMC. link to YP.etc) Use metrics to benchmark performance on pre-employment training programs that deliver credentials – i.e. secondary and post-secondary institutions (schools), military & veterans community support organizations. Promote and deploy within chapters a suite of strategic recruitment tools, branding messages and operational templates to recruit students and retain current Craft Professional into ABC Chapter's training programs
4	ABC facilitates the use of new training methodologies including competency based training and technology advancement to increase industry productivity.	2021	<ul style="list-style-type: none"> Pilot and eventual launch of an ABC productivity assessment Begin building the framework for development of a competency based training program



Strategic Goal #5

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

Committees: Business Development, Chapter Development, Diversity, Membership Development, Young Professional

	Success Criteria	Year to Achieve	2016 Objective
1	Membership sees the ROI on their membership	2019	Year in Review captures value delivered to membership
2	Help to increase overall membership of ABC by having diverse members account for a minimum of 10% of overall membership.	2019	<ul style="list-style-type: none"> Continue to maintain and grow existing YP Peer Groups already in place; as well as adding (2) additional peer groups by 2016 Grow ABC diverse membership from 689 to 800. Have a metric that compares the diversity of ABC membership with the diversity of the construction industry. (both company ownership and employee makeup)
3	Establish Owner/Construction User peer groups and Recruit 100 Owner Members into the Association	2019 2020	<ul style="list-style-type: none"> Lay out the a 5 year plan identifying next market segments to include in Users Summit Deploy a plan to recruit users at the National and Chapter level Construction Executive will include stories about owners and are building our subscriber list to include more owners. We are collecting owner data on EIC projects.
4	Construction Users see ABC member contractors as the highest performing and preferred source in the construction industry	2020	<ul style="list-style-type: none"> Enhance AQC to be a standard that will position ABC members as the highest performing and preferred source in the construction industry
5	Increase the number of contractor members by 2,000 to 14,400 giving ABC a 60% ratio and total membership of 24,000	2021	<ul style="list-style-type: none"> Implement 7 point membership campaign focused on recruitment and retention and that is ongoing beyond a period of one year. Grow overall association by \$316,992 (3.3%) in national dues revenue (bottom line inclusive of retention, new members and category growth)



Strategic Goal #6

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

	Success Criteria	Year to Achieve	2016 Objective
1	Possess ability to tell “ABC Story” at all times with accurate, relevant, and timely facts	2019	<ul style="list-style-type: none">Finalize Plan and begin deployment of AQC, EIC, National Committees, Leadership Directory, National Meetings, Find a Contractor Ph 2 enhancements of AMSIntegration with High Road – email preference center – with AMSCommon website templates across the association
2	Appropriate accessibility to data to all ABC constituents on a real time basis (as appropriate)	2019	<ul style="list-style-type: none">ABC National has membership data required to be an effective association (eg has data integrity from non-Personify chapters)Create National Reporting Suite in AMSBuild user friendly interface for Personify for use by chapters remaining on Personify and for National StaffAMS Rollout plan resized to suit demand of Chapters – eg one off requests

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
- Vice 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:

ABC National Committee Vice Chair

Time Required:

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

General Duties:

- Prepare to assume the role of committee Chairman the following term
- Preside at committee meetings in the event of incapacity or absence of the committee chairman
- 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 and ABC National Board of Directors
- 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:

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:

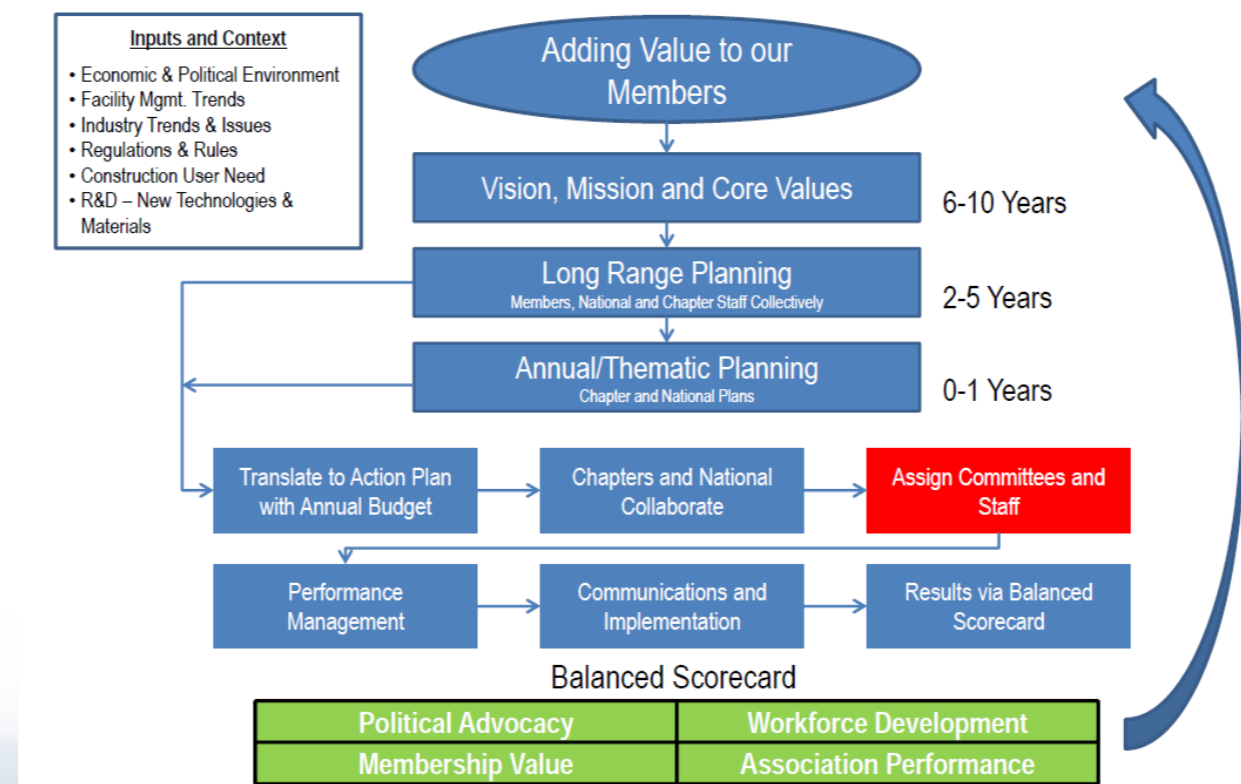
Effectively facilitate* committee activity as a:

- 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: Jay Reed

SL: Lauren Pinch

Budget & Finance

Chair: Tony Stagliano

ECL: Tony Stagliano, George Nash &
Chuck Goodrich

CPL: Greg Beeman (tentative)

SL: Jason Daisey

Business Development

Chair: Donn Peterson

Vice Chair: David Pugh

ECL: Vance Fulkerson

CPL: Karin Tucker

SL: Mark Leibman, Tia Perry, Betsy
Strock & Sandy Lynch

Bylaws & Policy

Chair: Carole Bionda

ECL: Chuck Wieggers

CPL: Wendy Novak

SL: Aliza Epstein

Chapter Development

Chair: Jeff Rode

ECL: Tony Rader

CPL: Greg Spenner, Sally Singer & Chris
Garvey

SL: Monica Glowinski

Chapter Presidents Council

Chair: Angela Latino-Geier

ECL: George Nash

CPL: N/A

SL: Doug Curtis

Chapter Presidents Executive Committee

Chair: Angela Latino-Geier

ECL: George Nash

CPL: N/A

SL: Doug Curtis

Compensation

Chair: Pamela Volm

ECL: Dave Chapin & Chuck Goodrich

CPL: N/A

SL: Mike Bellaman

Construction Legal Rights Foundation

Chair: Mike Kolakowski

ECL: TBD

CPL: Josh Tompkins

SL: Karen Livingston & Liz Libertini

Construction Management Competition

Chair: Matt Recinos

ECL: Stephanie Schmidt

CPL: Bart Hacker

SL: Kirsten Krauer



Committee Contacts, Cont'd

Diversity

Chair: Lenee Koch
Vice Chair: Larry Lopez
ECL: Steve Klessig
CPL: Debbie Livingston
SL: Mike Bellaman

Electrical & Mechanical Contractors Council

Chair: Brian Allison
ECL: Vance Fulkerson
CPL: Anne Klute
SL: Lisa Nardone & Haley Moyers

Elevator Contractors Council

Chair: Pete Meeks
Vice Chair: Erik Bleyele
ECL: N/A
CPL: Patrick Stewart
SL: Ben Brubeck

Environment, Health & Safety

Chair: Melanie Laird
ECL: Paul Lemley
CPL: Fred Mason
SL: Chris Williams

Free Enterprise Alliance

Chair: Art Odom
Vice Chair: Mike Choutka
ECL: George Nash
CPL: Doug Carlson
SL: Chris Singerling & Trip Stanford

Grassroots

Chair: Dan Forget
ECL: Ray Zamora
CPL: Mark Latimer
SL: Ben Brubeck & Ashleigh Davenport

Insurance Trust

Chair: Robert Pooley
ECL: Pamela Volm
CPL: John Mielke
SL: Sam Melamed

Legislative

Chair: Bruce Cross
Vice Chair: Thad Rispone
ECL: Ray Zamora
CPL: JR Gaylor
SL: Kristen Swearingen

Membership Development

Chair: Tim Walton
ECL: Tony Rader
CPL: Erin Murphy & Chris Syrek
SL: Katy Barnidge

National Craft Championships

Chair: Mitch Clark
ECL: Ray Zamora
CPL: Greg Spenner & Sue McNeil
SL: Lisa Nardone

Nominating & Certification

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



Committee Contacts, Cont'd

PAC

Chair: Floyd Rayburn

ECL: George Nash

CPL: Peter Dyga

SL: Chris Singerling & Trip Stanford

Retirement

Chair: Tony Stagliano

ECL: Tony Stagliano

CPL: Pat Dean & Norm Brady

SL: Jason Daisey

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: Michele Roberts-Bauer

SL: Kirsten Krauer

Workforce Policy Advisory Group

Chair: Michael Bennett

Vice Chair: Kristian M. Griffith

ECL: Chuck Wieggers

CPL: Jimmy Greene

SL: Mike Glavin

Workforce Programs & Initiatives

Chair: Dr. Mittie Cannon

Vice Chair: Tom Wanamaker

ECL: Paul Lemley

CPL: Pete Gum

SL: Mike Glavin

Young Professional

Chair: Zak Wolpert

Vice Chair: Brandon Mabile

ECL: Stephanie Schmidt

CPL: Tiffany Brightwell

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



2016 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.

Workforce Week, February 28-March 4, 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)

Legislative Week, June 19-25, Hyatt Regency Capitol Hill, Washington, DC

- Legislative Conference
- Executive Committee meeting
- Board of Directors meeting
- Committee meetings (optional)



2016 Meeting Dates, Cont'd

Chapter Presidents Management Conference, August 10-12, Salt Lake City Marriott City Center, Salt Lake City, UT

Executive Committee meeting, September 18-20, Kansas City, MO

Users Summit, October 12-13, New Orleans, LA

Leadership Week, November 13-17, Sheraton Dallas, Dallas, TX

- Institute Conference
- Executive Committee meeting
- Board of Directors meeting
- Construction Management Competition
- Career Fair
- Committee meetings (optional)

Executive Committee Meeting, December TBD, ABC National office, Washington, DC

Q & A