

Constructors Association of Western Pennsylvania **Young Constructors Forum**

STEERING COMMITTEE GUIDELINES

- a. The Steering Committee shall consist of eight (8) members and will conduct the business of the CAWP YCF. Seven (7) of the eight members will consist of contractor members, with the one (1) remaining member being selected from the CAWP staff.
- b. The Steering Committee will consist of two (2) officers: the Chair and Co-Chair. All officers shall be members of the Steering Committee and elected by a majority vote of this body for a two (2) year term. They shall assume office on January 15.
- c. On January 15, 2006, the Co-Chair will assume the office of Chair and the past-Chair and two (2) other members of the Steering Committee will resign their positions on the Steering Committee. Three (3) new members will be elected to fill these vacancies in accordance with the provisions set in the Elections Section.
- d. Vacancies on the Steering Committee occurring during the year shall be filled by the Steering Committee and such member elected.

OFFICERS

- (a) The Chair shall perform the duties incident and usual to the office, and ensure the business of the CAWP YCF is conducted in a proper and timely manner. The issue of including the Chair as a voting member of the CAWP Board of Governors has been tabled until such time that it can be determined whether the CAWP YCF has sufficient membership to warrant such action. In the interim, the Chair of the CAWP YCF will be invited as a guest to the CAWP Board of Governors meetings, to report on the progress and activities of the CAWP YCF.
- (b) The Co-Chair shall perform the duties incumbent on the office of the Chair in case of death, absence, or inability of the Chair to act. The Co-Chair will become Chair once the Chair has completed his two-year term.

MEETINGS OF THE STEERING COMMITTEE

The CAWP YCF shall hold regular meetings at such times and at such places as may be determined by it. The Chair may call for Special meetings of the Steering Committee. The majority of the members of the Steering Committee shall constitute a quorum.

ELECTIONS

Every two (2) years, the Steering Committee shall nominate five (5) contractor members for the Steering Committee. The Steering Committee will then vote on which of the five nominations shall become members of the Steering Committee.