



CONSTRUCTION LEADERSHIP COUNCIL

Board Guidelines

CONSTRUCTION LEADERSHIP COUNCIL MISSION STATEMENT

The Young Constructors Forum or CONSTRUCTION LEADERSHIP COUNCIL is committed to the continued success of the Greater Houston Area construction industry. This partnering relationship among the next generation of leaders will focus on the development of individuals and the advancement of member firms, through the exchange of ideas and by addressing key industry issues.

CONSTRUCTION LEADERSHIP COUNCIL STRUCTURE AND PURPOSE

Structure

The CONSTRUCTION LEADERSHIP COUNCIL functions as a forum in which anyone can network, socialize, and exchange ideas on issues facing mid-career construction professionals. To ensure direction and focus, the CONSTRUCTION LEADERSHIP COUNCIL has a steering committee, a chair and vice chair. The steering committee membership rotates on a regular two-year basis, taking into account geographic and industry issues.

Purpose

- To be an open forum to exchange ideas.
- To be an entry vehicle into AGC to promote new member involvement.
- To foster a strong network among peers.
- To create and promote industry innovation.
- To discuss the most important issues and provide feedback to AGC leadership.
- To help structure AGC for the future.

BOARD STRUCTURE

The AGC Houston Chapter CONSTRUCTION LEADERSHIP COUNCIL will consist of no more and no less than one Chair and four Board members at all times. Chair and Board Member terms will operate on a calendar year and begin on January first and end on December 31st of a given year.

OFFICERS, TERMS AND RESPONSIBILITIES

CONSTRUCTION LEADERSHIP COUNCIL Chair

The term for the CONSTRUCTION LEADERSHIP COUNCIL Chair is one calendar year and he/she must have served as a Board member for one year prior to being nominated and voted as Chair. The CONSTRUCTION LEADERSHIP COUNCIL chair is responsible for the oversight and leadership of the organization. The chair will run all regularly

scheduled and *ad hoc* Board meetings as well as oversee financial duties set forth by the AGC Houston general management including, but not limited to, signing checks, approving expenditures, budget allocations, etc.

CONSTRUCTION LEADERSHIP COUNCIL Vice Chair

The term for the CONSTRUCTION LEADERSHIP COUNCIL Vice Chair is one calendar year and he/she must have served as a Board member for one year prior to being nominated and voted as Vice Chair. The CONSTRUCTION LEADERSHIP COUNCIL Vice Chair is responsible for the general oversight and leadership of the organization in the absence of the Chair. The vice chair will run all regularly scheduled and *ad hoc* Board meetings in the absence of the Chair.

Board Members

CONSTRUCTION LEADERSHIP COUNCIL Board members are required to commit to a minimum and maximum two year term. No Board member shall serve two consecutive terms (four years) and Board members will need to wait one year before seeking a return to the Board by re-election. The AGC Houston staff liaison will abstain from the election process.

Membership

The CONSTRUCTION LEADERSHIP COUNCIL is open to all interested parties without the need of a formal appointment process and regardless of AGC Houston membership.

FINANCES

All CONSTRUCTION LEADERSHIP COUNCIL finances fall under the auspices of the AGC Houston purview for management and audit purposes. Membership fees are \$75 for AGC Houston members and \$100 for non-members. Dues usually include all program and event fees.

NOMINATION OF BOARD MEMBERS

To ensure the CONSTRUCTION LEADERSHIP COUNCIL Board retains its integrity and leadership, nominations for board replacement will be accepted in September with elections held in November. Existing Board members will nominate at least two times as many people needed fill Board vacancies.

Nomination Requirements

Only current CONSTRUCTION LEADERSHIP COUNCIL Members can be nominated for a Board position. Nominees must be able to demonstrate a strong desire to serve the CONSTRUCTION LEADERSHIP COUNCIL membership and are willing to commit the necessary time to serve the Board.

Subcontractor representatives are allowed to serve as either Board Members or as Chair. No more than one representative from a company is allowed to serve on the CONSTRUCTION LEADERSHIP COUNCIL Board at any given time. In the event that a current Board Member resigns his or her position with an AGC member firm and becomes employed with an AGC Houston member firm that has current CONSTRUCTION LEADERSHIP COUNCIL Board representation, he or she will be allowed to serve out the remainder of the Board appointment. In the event a current Board Member resigns his or her position with an AGC Houston member firm and gains employment with a non-AGC Houston member firm, he or she will need to resign from the CONSTRUCTION LEADERSHIP COUNCIL Board immediately and the seat will remain vacant until the next scheduled board election. Subcontractor representatives are allowed to serve as either Board Members or as Chair. In the event a current Board member vacates or loses his or her position with an AGC Houston member firm and fails to find employment with an AGC member firm by the second board meeting following his or her date of termination, then he or she will resign from the CONSTRUCTION LEADERSHIP COUNCIL Board immediately after the second board meeting and the seat will remain vacant until the next scheduled Board election. If this member should regain employment with an AGC member firm, then a unanimous vote from the remaining board members will determine if the member can regain his or her position for the remainder of the term.

Nomination Process

Nominations must be submitted during the regularly scheduled September CONSTRUCTION LEADERSHIP COUNCIL Board meeting. The Board must unanimously agree on all nominees submitted for consideration. Consideration is given to nominees who display noticeable attendance and commitment at AGC Houston and CONSTRUCTION LEADERSHIP COUNCIL functions. The Board will then conduct personal interviews with nominees at the regularly scheduled October Board meeting. Election of new Board members will take place during the regularly scheduled November Board meeting. Newly elected Board members will need to provide a letter of recommendation from his/her company executive endorsing his/her employee as an official member of the CONSTRUCTION LEADERSHIP COUNCIL Board. This letter of endorsement acknowledges the time and commitment necessary to serve the AGC Houston and CONSTRUCTION LEADERSHIP COUNCIL for a minimum two year term. Templates of the letter of endorsement are available to newly elected Board members. Letters of regret will be sent to those individuals not elected to the Board.

Voting Process

All Board members will cast a ballot for the Chair and/or Board positions that are open, in the event of a tie those who were not selected for the position will cast the final and tie breaking ballot for the Chair.

ADMINISTRATION

Meeting Structure

The CONSTRUCTION LEADERSHIP COUNCIL Board will conduct regular monthly meetings scheduled for the second Thursday of each month. *Ad hoc* meetings can also be called in the event of special programs or projects. Decisions requiring a quorum can also be handled electronically through the use of email insofar hard copy documentation is preserved.

Meeting Procedures

The CONSTRUCTION LEADERSHIP COUNCIL Chair will call the meeting to order with the first order of business being the acceptance of the minutes from the previous meeting. The Chair will then proceed with the following order of business:

- Old Business

- New Business

- Open Discussion

- Motion to Adjourn

The AGC Houston Staff Liaison will document the meeting and distribute minutes to all Board members via email.

AMENDMENTS