

ATLANTA CHAPTER INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION

Standing Rules (Revision adopted July 2009)

These Standing Rules supplement but do not replace the Chapter Bylaws approved by the International Association. They are intended only for clarification to facilitate Chapter operations.

Board of Directors

The Board of Directors (Board) of the Atlanta Chapter of the International Facility Management Association (IFMA Atlanta) is made up of six (6) Officers, constituting the Executive Committee, and ten (10) Committee chairs. Only named Officers and Directors are eligible to vote on Chapter business. At the President's discretion, additional Subcommittees may be created; however, the Chair of these Subcommittees does not hold a vote on Chapter business. An Organization Chart shall be prepared each year upon election of incoming Officers and appointment of incoming Directors/Committee chairs. Designated Officers (Executive Committee) are: President, Vice President/President-Elect, Treasurer, Secretary, Vice President/Professional Development, and Immediate Past President. The Chapter Administrator shall attend any called meetings of the Executive Committee to facilitate taking of the minutes, reviewing payables, etc.

In accordance with the Chapter Bylaws, the Chapter may choose to include on the Board additional Directors, whose duties and responsibilities shall be as approved by the Association's (International's) Board.

In addition to serving as Board Chair and carrying out the duties of the President, the Chapter President shall ensure that the Chapter is represented at the annual House of Delegates Meeting through a delegate selection procedure in conformity with any policies adopted by the IFMA Board of Directors (International).

Terms of Office

According to the Bylaws, Article VI, Section 2, the President and Vice President(s) shall not hold the same office for more than two consecutive terms.

For IFMA Atlanta, no Officer shall hold the same position for more than two consecutive terms. For Directors, non-Director Committee chairs, or Subcommittee chairs, the President may approve reappointment for an additional one-year term, resulting in a maximum of three years service in the same position.

The Immediate Past President shall take one year off of the Board after completing his/her term. He/she may serve on a committee and as a Chapter Advisor.

Nominating Committee

In accordance with Chapter Bylaws, the Nominating Committee chaired by the Immediate Past President shall prepare a list of qualified nominees no later than 90 days before the assumption of office. This list shall provide at least one name for each elective position on the Board (the Officers) and shall be presented to the Chapter not later than the regular meeting 60 days before the assumption of office. The Committee is appointed by the President and shall consist of five (5) members in good standing, and who are consistently active in the Chapter, as follows: Immediate Past President/Chair, Vice President/President-Elect, one other active Past President, and two (2) members at large. The manner of ballot distribution to the Chapter shall be by e-mail to all members in good standing. Each qualified voting member of the chapter shall be provided with a ballot at least two weeks prior to the ballot count date as set by the Chapter Board.

It is strongly recommended that Chapter Officer (Executive Committee) candidates shall have served not less than one year as a Board Director/Committee Chair. It is also strongly recommended that the Vice President/Professional Development candidate be a Professional member, who shall have been consistently active in the Chapter.

The Vice President/President Elect shall appoint non-Officer Directors, Committee chairs, and Subcommittee chairs prior to taking office as President.

In accordance with Chapter Bylaws, no later than fifteen (15) days before the assumption of office by the new Chapter Officers, the Chapter Secretary shall notify the Association (International) of the results of the elections, including a complete listing of the Chapter Officers for the coming year with their addresses and phone numbers.

Board Vacancies

In accordance with Chapter Bylaws, if the President shall resign or otherwise be unable to fulfill his or her term of office, the succession of Officers shall be Vice President/President-Elect to President, Treasurer to Vice President, and Secretary to Treasurer for the unexpired term of the vacancy. The office of Secretary, Vice President/Professional Development, and other Board vacancies shall be filled by a majority vote of the remaining Board members. The Nominating Committee shall recommend a candidate to fill a vacancy in the Secretary and Vice President/Professional Development offices. Should an appointed member of the Board resign, the President shall appoint a replacement to serve the balance of the term, once the candidate has been approved by a majority vote of the Board.

Board Attendance

Board member attendance is required at all regular Board meetings and Strategic Planning Sessions. Absence at more than two consecutive regular meetings for any reason may be cause for removal from the Board. If a Board member is unable to attend a regular meeting, a co-chair or other committee member may attend in their absence, but shall not hold a vote on Chapter business. The Secretary shall be notified in advance of a committee member attending a regular meeting in place of a Board member. If any member of the Board fails to participate, the President, after communicating with such member, may declare the position vacant and proceed to fill the position in accordance with Chapter Bylaws and Standing Rules.

Teleconferencing in lieu of attendance at a Board meeting or Strategic Planning Session is not an option.

Board Meeting Dinner Policy

There will be twelve (12) Board meetings annually.

A Board member firm may host the Board meeting. A \$300/meeting allowance may be provided to the host at Chapter expense for dinner and refreshments. Additional monies may be spent at the host's discretion and expense.

A non-Board Chapter member firm may host the meeting. The host member firm may be allotted 15 minutes before the meeting to present their products and/or services. The host will be expected to provide dinner and refreshments for the group. The host may provide a tour of their space, hand out business cards and/or brochures, and attend the meeting if they choose.

Parking fees may or may not be provided by the host.

Annual Board of Directors Strategic Planning Session

The annual Board of Directors Strategic Planning Session shall be held in May and shall be the responsibility of the Vice President/President Elect. The incoming and outgoing Boards of Directors are expected to attend. Space allowing, Subcommittee chairs may be included at the discretion of the Vice President/President Elect.

The Strategic Planning Session host is designated annually with the renewal of Sustaining Patron partners, and is generally a 5th tier level Sustaining Patron.

Budget Process

The Chapter Treasurer shall serve as Budget Chair. With assistance from the Chapter Administrator, the Budget Chair shall prepare the budget, with input from the Board and Committee/Subcommittee chairs. The Board shall approve the budget prior to its being submitted to International. Budget changes require approval by the Board of Directors.

IFMA Atlanta Financial Contributions to Community Partners

Community Partners shall consist of, but not necessarily be limited to, the IFMA Foundation, Georgia Institute of Technology Masters Program in Integrated Facility & Property Management, and other not-for-profit Community Service organizations approved by the Community Service Committee. Contributions to not-for-profit Community Service partners shall be presented to the Board for approval by recommendation from the Vice President/President Elect. For budgeting purposes, monetary contribution requests from the Community Services Chair shall be presented to the Vice President/President Elect.

Annual Awards Committee

IFMA Atlanta hosts an Annual Awards Luncheon each December. This is the time that the Chapter recognizes significant member contributions. The Immediate Past President shall serve as Committee chair and is responsible for all planning for the ceremony. Other Committee members are the Secretary, the Associate Chair, and two other members at large, who are consistently active in the Chapter. The two members at large shall be nominated by the Committee chair and approved by the Board at the August Board meeting.

Committee Luncheon and Gift Policy

IFMA Atlanta Committees are made up of volunteers, who offer themselves of their own free will for a service or duty. Those serving on Committees do not expect to be paid. IFMA Atlanta does not budget for nor fund Committee meals and/or gifts. It is the responsibility of the Committee chair and the Committee members to determine if and how refreshments will be provided. If the chair elects to present gifts of appreciation to Committee members, the chair and/or the chair's firm is expected to fund this recognition. Many Committees find that it works well for each Committee member to sign up to provide a meal.