



WEST REGION OPERATING GUIDE

The purpose of this guide is to assist in planning and conducting affairs of mutual concern to all CSI chapters of the West Region.

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PART 1 - REGION OPERATIONS

SECTION 1 - THE REGION

SECTION 2 - FINANCES

SECTION 3 - WEST REGION CONFERENCE

SECTION 4 - MID-YEAR BOARD OF DIRECTORS MEETING

SECTION 5 - LEADERSHIP WORKSHOP

PART 1 - REGION OPERATIONS

SECTION 1 - THE REGION

- A. ENTITY AND COMPOSITION: The West Region of the Construction Specifications Institute, Inc. (CSI), is a non-profit corporation of the State of California, and is comprised of all members of the Construction Specifications Institute residing or holding membership in Chapters in the states of California, Nevada in West Region, and Hawaii. Although non-affiliated members are not members of any Chapter, they are members of the West Region.
- B. PURPOSE:
1. The Region is organized to provide a forum for the exchange of ideas to further the purposes of the Construction Specifications Institute. The Region is a means for formulating, recommending and executing actions on a Regional basis.
 2. Regions are required by Institute policy section V.A.3. to perform certain functions, which are restated as follows:
 - a. Communicate with chapter leaders and non-affiliated members within the region to assess needs, assist with problems, and to foster successful implementation of CSI activities and programs on a periodic basis. Communication includes but is not limited to face-to-face or virtual meetings, written communication, and phone calls,
 - b. Provide reports through the Institute Director, or assigned liaison, in the form and manner prescribed by the Institute on a periodic basis,
 - c. Bring forward qualified nominees from the region for Institute Director when requested,
 - d. Bring forward a qualified member from the region for service on the Institute nominating committee when requested,

- e. Provide support, guidance, and assistance to monitored chapters, those chapters identified by Institute staff in accordance with the monitored chapter policy, within the region in coordination with Institute staff,
- f. Conduct its operations in accordance with applicable law, including but not limited to the regulations under Internal Revenue Code section 501(c)(6), the laws of the states in which the region operates, and the laws of the state in which the region is incorporated if applicable, and
- g. Perform self-evaluation of region operations in the manner and form prescribed by the Institute when requested.

C. GOVERNING BODY AND OPERATIONAL COMPONENTS:

1. Officers:

- a. **President/President-Elect:** The President-Elect position is a two-year term, after which the President-Elect automatically succeeds to a two-year term as President. Every two years a President-Elect is elected prior to the new Fiscal Year.
- b. In this Operating Guide, where the President and President-Elect are referred to as individuals, one or the other title is used; where the two officers are considered to act in concert, the title President/President-Elect is used.
- c. **Secretary:** The Secretary is appointed by the President to act as recording secretary at the Annual Board of Directors Meeting and Region Business Meetings, the Mid-Year Board of Directors Meeting, and other meetings as directed by the President. The Secretary serves for one year unless re-appointed by the President.
- d. **Treasurer:** The Treasurer is appointed by the President, and serves for one year, unless re-appointed by the President. (See Part 1, Section 2 for a further description of the Treasurer's duties and responsibilities.)
- e. **Advisor:** The two immediate Past Presidents serve as advisors to the governing body of the West Region.
- f. **Institute Director:** As stated in the West Region Bylaws, the Institute Director elected from the Region is an ex officio non-voting member of the Region board.

2. Region Directors:

- a. Each Chapter appoints one Region Director to represent the Chapter on the Region Board of Directors, to begin their term of office on July 1st of the fiscal year. Based on historical process, the chapters have generally rotated directors every third year, in accordance with the following approximate schedule:
 July - June (fiscal year 1) Los Angeles, Reno, Sacramento and East Bay-Oakland
 July - June (fiscal year 2) San Diego, Honolulu, Monterey Bay and Redwood Empire
 July - June (fiscal year 3) San Francisco, Santa Clara Valley, Orange County, Fresno and Inland Empire.
- b. Region Directors are selected by the Boards of their respective Chapters, in a method determined by each Chapter's Board. Members serving as a Chapter President may be appointed during their term of office. Region Directors serve at the Chapter's discretion. Should a Chapter find it necessary to replace a Region Director, the replacement will be for the remainder of the Fiscal Year. Such Region Director may

be reappointed to serve up to a maximum of three years. No Region Director may succeed him- or herself after a full three years of service.

3. Board of Directors: The Board of Directors of the West Region is the governing body, and consists of the Region Officers and Directors.
 - a. Operational Components: Standing and temporary Committees are principal operational components of the Region. Committee Chairs are appointed by the President to carry out the functions of the Committees.
 - b. Standing Committees and their functions are described in Part 2. Committees are responsible to the Board of Directors through the Officer or Board Member appointed by the President/ President-Elect.

D. MEETING PROCEDURES:

1. Robert's "Rules of Order Newly Revised" governs conduct of business at all official Region meetings.
2. Committee meetings: Any CSI member in good standing may attend any committee meeting and may speak by committee invitation or upon request. Only committee members or representatives designated by their Chapters may vote.
3. Voting at Meetings:
 - a. All West Region Members present may vote at the annual Region Conference Business Meeting.
 - b. Only Region Officers and Directors may vote at the Region Conference Board of Directors Meeting and the Mid-Year Board of Directors Meeting or any Special Meeting of the Board of Directors. Votes may be cast by voice, ballot or by a show of hands; majority rules on any motion, except as otherwise required elsewhere.
4. Special Board Meetings:
 - a. A majority of the officers may call a Special Board Meeting, such Special Board Meeting to be allowed under the following conditions:
 - i. Advance notice of five working days;
 - ii. Discussion of one subject only;
 - iii. Upon completion of that business the Special Board Meeting is adjourned;
 - iv. Minutes of the Special Board Meeting will be read and approved as the first order of business at the next regularly scheduled Board meeting, after the call to order.
5. Teleconference Meetings:
 - a. As stated in the West Region Bylaws, Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer-based teleconferencing technology that allows all persons participating to hear each other at the same time and, if a videoconference, to see each other as well.
 - b. Agenda shall be distributed a minimum of five working days prior to the meeting.

- c. Unless there is an emergency or urgent need for a decision, a Board member may request that business requiring significant explanation and debate be scheduled for one of the face-to-face meetings.

E. OPERATING CALENDAR & DIRECTORY:

1. The Region Operating Calendar & Directory will be prepared annually for the following fiscal year, prior to July 1, by the President/President-Elect, or the Secretary when so directed.
2. The Region Operating Calendar & Directory will contain a directory of the names, addresses, telephone numbers, and e-mail addresses of all Region Officers, Region Directors, Chapter Presidents, and Region Committee Chairs and Vice-Chairs.
3. The Region Operating Calendar & Directory will contain a milestone listing of pertinent Region and Institute events, a list of Region Board Committee Liaisons, West Region Members in Institute Offices and on Institute Committees, Past West Region Presidents and Institute Directors, and a copy of the fiscal year budget.

F. REPORTS:

1. An Annual Report will be prepared by each Chapter by a minimum of 10 working days prior to the Mid-Year Meeting.
2. A PDF of the report will be sent to the Secretary. The Secretary will then email the reports to each member of the Board of Directors, Region Committee Chairs and the President of each Chapter.
3. The Format for Annual Report in Part III of the Region Operating Guide will be used to prepare the report. The form is intended to show information to be included in the report.
4. The President/President-Elect will be notified of all Region Committee actions and will receive a copy of all Committee correspondence.

- G. AMENDMENTS: Policy changes approved by the Board by a majority voting at any meeting of the Board of Directors shall be included in the Operating Guide and marked as Amendments.

END OF SECTION

SECTION 2 - FINANCES

A. TREASURER:

1. The Treasurer will receive and deposit all Region funds. Region funds will be maintained in accounts established in one or more financial institutions insured by the Federal Government (banks or savings & loans). In accordance with approved policy, the Officers of the Region will be the authorized signatories of these accounts; two authorized signatures will be required for all withdrawal transactions or disbursements in excess of five hundred dollars (\$500.00).
 - a. Disbursements for reimbursable expenses incurred by Officers must be signed by Officers other than the Officer receiving funds.
 - b. Disbursements may not exceed the individual budgetary line item to which they are allocated.
2. The Treasurer will keep an accurate, current accounting of all Region income and expenditures. Region operations and finances will be on a fiscal year basis, July 1 through June 30. The Treasurer will close the books as of June 30 of each year and prepare year-end financial statements for distribution to the Board of Directors and Committee Chairs not later than September 15th of the same year.
3. The Treasurer will prepare and submit for presentation to the Board of Directors a financial report of Region funds at each Board of Directors Meeting at the Region Conference and the Mid-Year Meeting. The Treasurer will provide one copy of this report to each Officer, Region Director, and Region Committee Chair, two weeks prior to the Board of Directors Meeting, and will have at the Meeting an additional ten copies for distribution to other attendees.
4. The Treasurer, in concert with the Finance/Review Committee, will prepare a proposed budget for the forthcoming fiscal year. The proposed budget will contain sufficient detail to properly allocate income and disbursements.
 - a. Officers, Directors, and Committee Chairs who anticipate incurring expenses directly related to the exercise of their duties as Officers or Directors, committee activities or attendance at Region Board Meetings will prepare and submit to the Treasurer a detailed budget not later than forty-five (45) days prior to the Annual Board Meeting .
 - b. The Treasurer will email a PDF of the proposed budget to each Officer, Region Director, and Region Committee Chair, two weeks prior to the Annual Board Meeting.
 - c. The budget will be presented for the Board of Directors' approval at the Annual Board Meeting. Subsequent modification of the adopted budget may be accomplished only at a duly called Board Meeting by majority vote.
 - d. The adopted budget will be published in the annual Region Operating Calendar.
5. At least one month prior to the date of the Mid-Year Meeting, the Finance/Review Committee will review the Treasurer's records for the prior fiscal year. The Finance/Review Committee may request an accountant (non-CSI member) to participate in this annual review. The Finance/Review Committee will report their findings and

recommendations to the Board of Directors not less than ten (10) days prior to the Mid-Year Meeting.

6. The Treasurer will prepare and file all required income tax returns and State of California incorporation fees, annually.

B. ALLOWABLE REIMBURSABLE EXPENSES:

1. Any funds disbursed to any member for reimbursable expenses under a line item in the approved region budget will be limited to the following:
 - a. Reimbursement for members will be limited to lodging, meals and transportation as indicated in items 'b.' through 'f.' below, or as approved by the Board.
 - b. Expense for transportation will be limited to the lowest 30 day advance purchase fare for all airlines serving the departure and arrival destinations.
 - c. Expense for automobile travel will be limited to \$.50 per mile, or as approved by the Board.
 - d. Expense for meals will be limited to only those taken between a call to order and adjournment of a Board or Business Meeting provided meals are not otherwise offered as a part of the event, and may not exceed a per diem set by the board. Reimbursement will not include meals for guests.
 - e. Expense for lodging will be limited to one night for any meeting, at not more than the median negotiated group rate arranged for by the Conference Committee at the West Region Conference or by the Treasurer for the Mid-Year Meeting or as approved by the Board. Up to two nights may be reimbursed for West Region Officers participating in a Region Conference, unless more are specifically authorized by the Board.
 - f. For West Region officers not otherwise reimbursed, expense for West Region Conference fees, may be reimbursed on a pro rata basis within the approved budget.

C. REGION FUNDING:

1. Every member of the region contributes to the financial support of region programs and activities. The amount per member collected by the Institute as a region dues allocation is set at 7 percent of Institute dues by Institute policy. If necessary, the region may assess additional funds from the chapters collected annually to facilitate region and chapter budgeting.

2. If the Board institutes an assessment, prior to December 31st, the Treasurer will notify each Chapter Treasurer of the total membership as published in the report of membership through October 31st, from the Institute, and the amount of assessment. Each Chapter will remit the full amount to the Treasurer at the next Region Board meeting. Chapters that withhold payment of their assessment, in whole or in part, relinquish their voting rights under Part 1, Section 1, Article D, Paragraph 3 et al of this Operating Guide.

3. The approved amount of assessment will be in effect from July 1 through June 30 (Fiscal Year).

4. Non-Dues or Non-Assessment Revenues shall accrue to the Region for programs or projects created by and performed by Committees of the Region. Decisions as to use or disbursement of such funds shall be made by action of the Region Board at a duly called meeting. ** Added 04/25/2019

D. BUDGETARY SURPLUSES:

1. The Finance/Review Committee will establish and monitor an Operating Reserves Fund.
2. Unused funds during any fiscal year will be allocated by the Finance/Review Committee.
3. When actual expenses in any one budget line item exceed the budgeted allocation, the expense overage may be allocated to another budget line item within the same category that has sufficient budgeted funds available.

END OF SECTION

SECTION 3 - REGION CONFERENCE

A. PURPOSE: The Region will hold a periodic Conference to provide an open forum for members; promote CSI goals and objectives; exchange and develop information; review and study Region and Institute matters; conduct educational seminars; and encourage fellowship.

1. Refer to separate Host Guide for details on organization, operation, and sample formats.

B. SCHEDULE OF CONFERENCES:

1. A Schedule of Host Chapters will be maintained by the Region Secretary. Participation as Host Chapter of the Conference will be rotated to each Chapter of the Region, insofar as is practical.

2. Host Chapters will be established three years in advance by Chapter agreement and after acceptance by the Board of Directors.

C. CONFERENCE COMMITTEE:

1. Conference Committee: The Host Chapter will appoint a Chapter Conference Chair, who will interact with the Region Conference Committee, two and one-half years before each Conference. The Region President and President-Elect will be members of this Committee.

2. Functions of Conference Committee: The Conference Committee will, in consultation with the President and President-Elect, select the conference site, establish schedules, publish notices, handle public relations, provide conference secretarial services, reproduce minutes of conference meetings and reports, attend to financial details and arrange for social activities.

3. Conference Program Planning: Program planning is the responsibility of the Conference Committee.

4. Conference Meeting Dates: Two years prior to the Conference, the Conference Committee will designate dates, preferably in April or May, for the Conference. The dates will not conflict with Institute Board and Annual meetings, religious or public holidays, or significant construction industry events. The Chair will notify the Region Communications/Marketing Committee of the dates as soon as approved by the President/President-Elect to avert conflicts with other professional and trade associations.

5. Publicity: Refer to Host Guide.

6. Conference Planning Schedule: Refer to Host Guide.

D. BUSINESS MEETING AGENDA:

1. The President/President-Elect will solicit Region Directors for agenda items to be presented at least 60 days before the Conference.
2. Each Chapter will submit agenda items to the President/President-Elect not less than 45 days prior to the Conference. Each Chapter will respond, whether or not it has items for the agenda.
3. The President/President-Elect and the Region Secretary will be responsible for compiling and sending, by email, a copy of the agenda to each Region Director and Chapter President at least 30 days prior to the Conference. Copies will be available from the Region Secretary for attendees at the Region Conference.
4. After the agenda has been established and sent to the Chapters, inclusion of any additional items for the agenda may be made at the discretion of the Board, due consideration having been given to the time available for proper discussion .

E. BOARD OF DIRECTORS MEETING:

1. The Conference program will provide for a separate Board of Directors Meeting prior to the Business Meeting.
 - a. The President will preside at this meeting. In the President's absence, the President-Elect will act as presiding officer.
 - b. The President may invite Chapter Presidents and Committee Chairmen to attend. Institute representatives are welcome to attend this meeting. Region members may attend, but may speak only at the presiding officer's invitation.
 - c. Voting will be in accordance with Part 1, Section 1, Article D, Paragraph 3 of this Operating Guide.
2. Agenda items will be solicited and established as prescribed for the Region Conference Business Meeting.

G. PRESIDENT/PRESIDENT-ELECT RECEPTION: Refer to Host Guide.

H. FUNDING: Refer to Host Guide.

1. Costs directly associated with the Business Meeting and the Board meeting will be paid by the Region to the extent allowed by the individual line items in the approved Region Budget.
2. Travel expenses to the Region Conference will be reimbursed by the Conference Committee to the Region President, President-Elect, Secretary, Treasurer, and West Region Institute Director for conference registration, plus one night's lodging and airfare or mileage as determined in Part 1, Section 2, Article B.

- I. CONFERENCE REPORT: Refer to Host Guide.
- J. CONFERENCE POST-MORTEM: Refer to Host Guide.

END OF SECTION

SECTION 4 - MID-YEAR BOARD OF DIRECTORS MEETING

- A. **PURPOSE:** The purpose of the Mid-Year Board of Directors Meeting is to establish policy for the Region, manage and control Region affairs, and assist or offer guidance to the Chapters within the Region.
- B. **LOCATION AND DATE:** The Meeting will be held alternately in the northern and southern part of the Region, at sites and times designated by the President.
- C. **PROCEDURES:**
 - 1. **Presiding Officer:** The President will be the presiding officer and will advise the Region Secretary to notify, in writing, each Region Director of the meeting's location at least four weeks prior to the meeting. In the President's absence, the President-Elect will act as presiding officer.
 - 2. **Voting:** Voting will be in accordance with Part 1, Section 1, Article D, Paragraph 3 of this Operating Guide.
 - 3. Region members may attend, but may speak only at the presiding officer's invitation.
- D. **COMMITTEE MEETINGS:**
 - 1. Region committees may hold sessions at the Mid-Year Meeting.
 - 2. Each Committee Chair shall notify the committee members, the Institute Directors, the Region Secretary, and the Host Chapter President four weeks prior to the Mid-Year Meeting, if the committee will meet.
- E. **ARRANGEMENTS:**
 - 1. The President/President-Elect will make all arrangements for meeting space and luncheon, within the immediate vicinity of the main airport of the selected city.
 - 2. **Facilities:** Arrangements will be made for a room (or rooms) suitable for a gathering of 20-40 persons, with a circle or rectangle for seating, including writing surface. Seats for four officers at a head table, 16 seats for Region Directors, Student Representative, if appointed, and the two Region Advisors are required. Seats should be provided beyond the circle for other attendees.
 - 3. Region committees may meet concurrently, preferably in separate areas, if requested by the Committee Chairs, and approved by the President.
- F. **MEETING AGENDA:**
 - 1. The Region President/President-Elect will solicit Region Directors for agenda items 30 days before the meeting.

2. The Region Secretary will compile and send, by email, a copy of the agenda to Region Officers and Directors, Chapter Presidents and Committee Chairs at least 15 days prior to the Meeting. Copies will be available for attendees at the Meeting.
 3. Additional items may be added to the agenda at the Meeting at the discretion of the Board, due consideration having been given to the time available for proper discussion.
- G. FINANCES: Costs will be paid by the Region to the extent allowed by the individual line items in the approved Region Budget.

END OF SECTION

SECTION 5 - LEADERSHIP WORKSHOP

- A. **PURPOSE:** The purpose of the Leadership Workshop is to assist up-and-coming chapter leaders to understand the scope of their work, the resources available to them, and to get to know CSI peers and mentors.
- B. **LOCATION AND DATE:**
1. The meeting will be held at a site designated by the President/President-Elect. The site should rotate geographic locations.
 2. The meeting may be an intensive weekend event, Friday evening, all day Saturday, and Sunday morning or another format as determined by the Leadership Development Committee in consultation with the President/President-Elect. Attendees should be able to commit to the entire meeting to get the most benefit and avoid disrupting the cumulative nature of the training.
- C. **PROCEDURES:**
1. The Leadership Development Committee will advise the Secretary to notify each Chapter of the meeting location at least 60 days prior to the meeting date.
 2. Chapter President's conference calls should include discussion of the reason for the Workshop, the up-and-coming chapter leaders who should attend, an outline agenda, and budgeting considerations.
- D. **ARRANGEMENTS:**
1. The Leadership Development Committee will make the arrangements for a meeting space, attendance registration, and develop a budget. The event may be combined with the Mid-Year Meeting or Region Conference for facility-sharing purposes.
 2. Detailed meeting information will be forwarded to the Secretary for distribution to the Region Officers and Directors and Chapter Presidents.
- E. **AGENDA:**
1. The Leadership Development Committee will distribute a description of the workshop.
 2. Topics covered may include:
 - Legal and Fiduciary responsibilities of leaders.
 - How to run an effective meeting.
 - What makes an interesting program,
 - Why programs are so important.
 - Break out coaching sessions on specific topics.
 - Why planning is important.
 - Developing a plan.
 - Recruiting and retaining members.

- F. FINANCES: A budget will be developed and approved by the board. Typically the Region covers the cost of the meeting rooms and a group lunch and subsidizes at least some travel for presenters. Chapters or attendees typically cover the cost of travel and hotel rooms. Presenters and Organizing Committee may have to pay some costs out of pocket. Region Board, Officers, and Committee Chairs who are not presenters are typically not funded to the event.

END OF SECTION

PART 2 – COMMITTEES

SECTION 1 - GENERAL

SECTION 2 - AWARDS

SECTION 3 - CERTIFICATION/EDUCATION/TECHNICAL

SECTION 4 - COMMUNICATIONS/MARKETING

SECTION 5 - FINANCE/REVIEW

SECTION 6 - LEADERSHIP DEVELOPMENT

SECTION 7 - MEMBERSHIP

SECTION 8 - NOMINATING

SECTION 9 - PLANNING

SECTION 10 - REGION CONFERENCE

SECTION 11 – ACADEMIC PROGRAMS

PART 2 – COMMITTEES

SECTION 1 – GENERAL

A. REPORTING:

1. The Committee Chair will provide report of activities at the Mid-Year and Annual Board of Directors Meetings.
2. Recommendations for Board action will be presented at times appropriate to the action required. If a Special Meeting is required, such meeting will be called in accordance with Part 1, Section 1, Article D, Paragraph 4.

B. EXPENSES:

1. The Committee Chair will present a proposed budget for the activities of the Committee for the next fiscal year in accordance with Part 1, Section 2, Article A, Paragraph 5, Item a of this Operating Guide. If a budget item is not received within the time frame, the budget will be established by the Board of Directors.
2. The Committee Chair will submit request for reimbursement of approved costs, to the Region Treasurer for payment within 60 days of occurrence and no later than June 30 for the previous fiscal year. Reimbursement will be limited to the individual line items in the approved Region Budget.

END OF SECTION

SECTION 2 – AWARDS

A. PURPOSE:

1. To recognize the talents, achievements and notable contributions to the construction industry that supports the purpose of CSI.
2. To coordinate, evaluate, maintain and present the Region's Awards Program.
3. To communicate with and educate members and Chapters in the Region as to the purpose and the techniques of the Awards Program (Refer also to CSI Honors and Awards Guide).

B. ORGANIZATION:

1. The Awards Committee consists of the Chair, the President and President-Elect and four members from different chapters.
 - a. The Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/President-Elect and may be reappointed to serve a maximum of two (2) consecutive years in any one position. It is suggested that the Chair and Vice Chair be the past two Advisors to the Region on a rotation basis.
 - b. The term will commence following the conclusion of each West Region Conference.
 - c. The chapter representatives will be appointed at the beginning of each fiscal year. Members may serve a maximum of three consecutive years. The terms will be staggered to provide a continuity of experience.

C. FUNCTIONS:

1. The committee will review and select award recipients from among nominees submitted for all Award categories, except those specifically selected by the President and President-Elect. Selection shall be by majority vote of committee members voting; in case of a tie vote, the Chair will break the tie.
2. No member of the committee may be a nominee or nominator of any awards category that may be considered by the committee.
3. All awards to be given under the name of the Region will be prepared, and presented by the committee except as described in Part E-2 below. All decisions will be kept privileged until presentation at the Region Conference.
4. After presentation of the year's awards, the committee will provide a list of recipients and the award citations for publishing on the Region website.

D. CATEGORIES OF AWARDS:

1. There will be six (6) categories of awards.
 - a. The Frank Smith Memorial Award (SMITH): Awarded to a member of any West Region Chapter who has held membership for at least five* years in CSI, and during this period has rendered distinguished service to their Chapter and Region and, if applicable*, has rendered distinguished service to the Institute in the advancement of its objectives or in its administration. One may be awarded.
 - b. The Jim Butler Memorial Award (BUTLER): Awarded to a member of any West Region Chapter who has held membership for at least five* years in CSI, and during this period has consistently rendered distinguished service, inspired fellowship, and made other outstanding contributions to their Chapter and Region. One may be awarded.
 - c. The Wilbur Johnston Memorial Award (JOHNSTON): Awarded to a member of any West Region Chapter who has held membership for at least five* years in CSI, and during this period has made notable contributions in the advancement of the construction sciences, construction specifications, and to the education of those in the construction industry who are, or will be responsible for the preparation of, or conformance to construction specifications, and to their Chapter, Region, and, if applicable*, the Institute. One may be awarded.
 - d. West Region Citation (CITATION): Awarded to a member, committee, Chapter or organization, which has rendered distinguished service in the advancement of education in specification writing or technical documents for construction. A maximum of three (3) may be awarded.
 - e. President/President-Elect's Certificate of Appreciation (PRESIDENT/PRESIDENT-ELECT'S): Awarded to individuals or organizations for exceptional work performed on behalf of the Region. A maximum of 10 awards may be awarded.
 - f. Committee Chairs Certificate of Appreciation (BEST OF THE WEST): Each Standing Region Committee, by determination of the Chair, selects the person, organization, or Chapter committee which has contributed most toward the objective of that Committee. A maximum of one (1) per committee may be awarded.
- * Amended 03/05/2019

E. NOMINATIONS AND SELECTIONS:

1. SMITH, BUTLER, JOHNSTON and CITATIONS: Nominations and communication must be made in writing to the Region Awards Chair and submitted electronically as described below.
 - a. Nominations may be made by any Region Officer, Board Member, Standing Committee, Chapter, or any five (5) members in good standing. Members nominated will refrain from any deliberation with members of the committee prior to and during the awards process.
 - b. The sponsor is responsible for the timeliness and completeness of each nomination.
 - c. Follow submission format in Part 3, Exhibit B. Submit PDF file by email.

- d. Should the Awards Committee determine that a nominee is qualified for an award other than the one for which he or she is nominated, it shall be the committee's discretion, with input from the nominator, as to which award is given.
 2. PRESIDENT/PRESIDENT-ELECT'S CERTIFICATES: Selections will be made by the President and the President-Elect.
 3. BEST OF THE WEST REGION AWARDS: Selection will be made by the Committee Chair.
 4. DEADLINE: All submissions must be received by the Region Awards Chair not later than 30 days prior to the first day of the Region Conference.
- F. PRESENTATION OF AWARDS:
1. The SMITH, BUTLER, JOHNSTON, and CITATIONS: The committee will select a suitable plaque from a reliable and convenient source; efforts will be made to maintain a consistent image and budget for subsequent years' awards.
 2. PRESIDENT/PRESIDENT-ELECT'S and BEST IN THE WEST AWARDS: The committee will utilize the Region's stock Awards Certificate with customized copy and a suitable frame obtained from a reliable and convenient; efforts will be made to maintain a consistent image and budget for subsequent years' awards.

END OF SECTION

SECTION 3 - CERTIFICATION/EDUCATION/TECHNICAL

A. **PURPOSE:** The Region Certification/Education/Technical Committee will coordinate Chapter Certification efforts, create education events, serve as a resource for Chapters' education, certification and technical programs, and maintain the Speakers Bureau.

B. **MEMBERSHIP:**

1. The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect.
2. Membership will include the Chapter Certification, Education and Technical Chairs within the Region or other interested members. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.

C. **FUNCTIONS:**

1. **Certification:**

- a. Assist the Chapters in their Certification-related activities such as promoting program awareness and candidate preparation.
- b. Monitor the success of the program within the Region, and provide feedback information to the Institute about the exam.

2. **Education:**

- a. Act as coordinating/advisory body for the Region Conference education seminars and Leadership Workshop.
- b. Increase Chapter and member awareness of educational opportunities, methodologies and directions provided by the Institute and Region.
- c. Promote Institute and Region concepts pertaining to the advancement of construction technology, throughout the design and construction industry practicing within the Region.

3. **Technical:**

- a. Act as liaison between Chapters and Institute's Technical Committee activities, and encourage communications between the Chapters and with the Institute.
- b. Report, in a form suitable for publication on the Region website, the work of the Institute Technical Committee and current Institute and Region Technical Committee policies.

4. **Speakers Bureau:**

- a. Maintain list and contact information of speakers and programs that have been well-received by the various chapters to assist in development of local programs.

b. Provide information for publishing on the Region website.

5. Administrative:

- a. Make recommendations to the President/President-Elect for the nomination of Region members to the Institute Certification, Education and Technical Committees.
- b. Recruit and orient future leadership of the committee.

D. VIRTUAL INSTRUCTOR-LED TRAINING ** Added 04/25/2019

1. Project Delivery Education Program/Construction Documents Technology (CDT) Online Preparatory Course for Groups

a. Program:

- 1. Is comprised of numerous weeks of GoToMeeting sessions based on the CSI Project Delivery Practice Guide.
- 2. Provides an opportunity for employer to offer education in the firm's office. Technical sessions may be approved for HSW AIA credits.
- 3. Provides an opportunity for CSI chapter representatives to interact with firms by attending sessions and offering personal insights about CSI and the technical content of its education and certification programs.
- 4. Allows for an unlimited number of employees to participate for the firm's single registration fee for the site. Firms that register more than one office in various cities receive discounted rates for each additional site.
- 5. Is presented by experienced instructors from various CSI Chapters in the West Region, who provide insights along with PowerPoint slides and review questions.
- 6. Has as its purpose to facilitate delivery of education on construction project delivery and assist in preparation for the CSI CDT exam.
- 7. Covers project delivery methods, methods of specifying, construction documents, procurement and contracting, construction and facility management.
- 8. Is offered weekly during summer and winter sessions.
- 9. Requires each firm to provide a conference room with internet and digital projection capability and a "host" contact, along with the registration fee.

b. Revenue Sharing: Each chapter whose representatives recruit firms for the program will receive from the Region 50% of the revenue received from each firm recruited. This includes revenue from firms with branch offices in other cities.

END OF SECTION

SECTION 4 - COMMUNICATIONS/MARKETING

- A. **PURPOSE:** The Region Communications/Marketing Committee is responsible for communications with members and others primarily through the Region website.

- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.

- C. **FUNCTIONS:**
 - 1. Update, improve and keep the Region website current.
 - 2. Coordinate Chapter exhibit dates to prevent overlapping and permit exhibitors to participate in as many exhibits as possible.
 - 3. Communicate with other professional associations.

END OF SECTION

SECTION 5 - FINANCE/REVIEW

- A. **PURPOSE:** The Region Finance/Review Committee provides oversight and improvement of the Region finances.

- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.

- C. **FUNCTIONS:**
 - 1. Review Region financial reports.
 - 2. Assist the Treasurer in development of the annual budget.
 - 3. Promote new ways to increase Region revenue.
 - 4. Perform an annual review of the Region income and expense records, bank statements, expense reimbursements, and similar documents and issue a written finding regarding acceptable maintenance of records and Region funds.

END OF SECTION

SECTION 6 - LEADERSHIP DEVELOPMENT

- A. **PURPOSE:** The Region Leadership Development Committee is responsible for the Leadership Workshops.
- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.
- C. **FUNCTIONS:**
 - 1. Organize the Leadership Workshops detailed in Part 1, Section 5.

END OF SECTION

SECTION 7 - MEMBERSHIP

- A. **PURPOSE:** The Region Membership Committee will assist Chapters in advancing membership in CSI.

- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Membership will include the Chapter Membership Chairs within the Region or other interested members. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.

- C. **FUNCTIONS:**
 - 1. Encourage innovation, initiative and sharing of chapters' efforts in programs, recruitment and retention

 - 2. Obtain membership data from Institute; create reports for Region and Chapters and present at Region Membership and Board meetings.

END OF SECTION

SECTION 8 - NOMINATING

- A. **PURPOSE:** The Region Nominating Committee will develop slate of candidates for Region President-Elect and Institute Director from the West Region.
- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Membership will include a representative from each Chapter in the Region. If some chapters do not provide a representative, the Committee will consist of those who attend the online meetings.
- C. **FUNCTIONS:**
 - 1. Contact members interested in being considered for nomination and obtain their statements of qualification and vision.
 - 2. Evaluate potential candidates and determine which will be placed on the ballot. The Chair will notify these individuals of the Nominating Committee's decision.
 - 3. The Chair will provide a report to the Region Board and notify the Institute Secretary of candidates for Institute Director in accordance with Institute policy.
 - 4. Set up and run election for Region President-Elect.
 - 5. Assist the Board in filling vacancies as needed.

END OF SECTION

SECTION 9 - PLANNING

- A. **PURPOSE:** The Region Planning Committee will develop and update a rolling five-year plan for the Region.

- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Membership will include the Region Directors from each Chapter within the Region. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.

- C. **FUNCTIONS:**
 - 1. Formulate long range objectives and plans of the Region.
 - 2. Examine the feasibility of accomplishing such plans, and determine the level of interest in such plans among the membership of the Region.
 - 3. Review the existing objectives and plans, recommending the continuation, modification or discontinuance.
 - 4. Integrate future objectives and plans with those existing, and establish priorities.

END OF SECTION

SECTION 10 – REGION CONFERENCE

- A. **PURPOSE:** The Region Conference Committee is responsible for organizing each Region Conference in concert with the local Host Chapter.

- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect. At least two members of the committee will be from the Host Chapter Conference Committee.

- C. **FUNCTIONS:**
 - 1. Refer to Part 1, Section 3 – Region Conference of this Guide.
 - 2. Select dates and location for the Region Conference; negotiate with venues for best prices and amenities, with advice from a consultant or lawyer.
 - 3. Develop schedule, budget and program.
 - 4. Develop and disseminate publicity materials.
 - 5. Run the conference on site.
 - 5. Refer to and update as necessary the Region Conference Host Guide.

END OF SECTION

SECTION 11 – ACADEMIC PROGRAMS

- A. **PURPOSE:** The Region Students and Emerging Professionals Committee will encourage Chapters in promoting CSI at institutions of higher learning and in mentorship of emerging professionals.
- B. **MEMBERSHIP:** The Committee Chair and a Vice-Chair will be appointed by and serve at the discretion of the President/ President-Elect. Additional Committee members and sub-committee members may be appointed at the discretion of the Chair, after confirmation by the President/President-Elect.
- C. **FUNCTIONS:**
 - 1. Support the annual Associated Schools of Construction (ASC) Regions 6 & 7 Student Competition and Construction Management Conference in Sparks, Nevada.
 - 2. Assist chapters' efforts to promote CSI at local colleges and universities and in communication with and recruitment of emerging professionals

END OF SECTION