



ACEC  
*Illinois*



# COMMITTEE OPERATIONS MANUAL

# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

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## Table of Contents

### **A. BOARD OF DIRECTORS**

<b>President</b> _____	<b>3</b>
Executive, Financial, Strategic Plan, Nominating, National, ACEC/PAC, Membership Review, Membership Recruitment. Membership Meeting Responsibilities.	

<b>President-Elect</b> _____	<b>4</b>
Executive, Financial, Strategic Plan, Nominating, National, ACEC/PAC, Membership Recruitment. Committee Chair Appointments, Committee Member Selection. Spring Meeting Responsibilities.	

<b>Secretary-Treasurer</b> _____	<b>6</b>
Monthly Vouchers, Audit, Executive, Financial, Strategic Plan, ACEC/PAC, Membership Recruitment, End of Term Responsibilities.	

<b>Immediate Past President</b> _____	<b>8</b>
Executive, Financial, Strategic Plan, Nominating, Advisory, ACEC/PAC, Membership Review, Membership Recruitment.	

<b>National Director</b> _____	<b>9</b>
Board Reports, Executive, Financial, Strategic Plan, Nominating, Advisory, ACEC/PAC, Membership Recruitment.	

<b>Vice President</b> _____	<b>10</b>
Committee Oversight, Executive, Financial, ACEC/PAC, Membership Recruitment.	

<b>Director</b> _____	<b>11</b>
ACEC/PAC, Membership Recruitment	

<b>ACEC/PAC Fundraising</b> _____	<b>11</b>
-----------------------------------	-----------

### **B. MEMBERSHIP**

<b>ACEC Fellows</b> _____	<b>12</b>
---------------------------	-----------

<b>Corporate Sponsorship</b> _____	<b>13</b>
------------------------------------	-----------

### **C. COMMITTEE CHAIRS**

<b>ACEC/PAC</b> _____	<b>14</b>
-----------------------	-----------

<b>Vice President Oversight</b> _____	<b>14</b>
---------------------------------------	-----------

<b>Board Meeting attendance</b> _____	<b>14</b>
---------------------------------------	-----------

<b>Committee Chair Training</b> _____	<b>14</b>
---------------------------------------	-----------

<b>Scheduling Committee Meetings and Events</b> _____	<b>14</b>
---	-----------

<b>Committee Appointments</b> _____	<b>15</b>
-------------------------------------	-----------

<b>Minutes</b> _____	<b>15</b>
----------------------	-----------

### **D. COMMITTEE MEMBERS**

<b>ACEC/PAC</b> _____	<b>15</b>
-----------------------	-----------

<b>Committee Appointments</b> _____	<b>15</b>
-------------------------------------	-----------

<b>Committee Meetings</b> _____	<b>15</b>
---------------------------------	-----------

# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

---

## ***E. PROGRAM COMMITTEES***

<b>Regional Informational Luncheons</b>	<b>16</b>
<b>Engineering Excellence Awards</b>	<b>16</b>
<b>Students Engaged in Engineering</b>	<b>17</b>

## ***F. BUSINESS PRACTICES COMMITTEES***

<b>Business Development</b>	<b>17</b>
<b>DBE / WBE / MBE</b>	<b>17</b>
<b>Financial Management</b>	<b>18</b>
<b>Human Resources</b>	<b>18</b>
<b>Information Technology</b>	<b>18</b>
<b>Risk Management</b>	<b>18</b>

## ***G. NORTHERN AND CENTRAL AGENCY LIAISON COMMITTEES***

<b>Capital Development Board</b>	<b>18</b>
<b>City of Chicago Agencies</b>	<b>18</b>
<b>Cook County Dept. of Transportation &amp; Highways</b>	<b>18</b>
<b>IEPA/IDNR</b>	<b>18</b>
<b>Illinois Dept of Transportation</b>	<b>19</b>
<b>Illinois Dept of Transportation - Aeronautics</b>	<b>19</b>
<b>Illinois Dept of Transportation - Bridge</b>	<b>19</b>
<b>Illinois Dept of Transportation – Region One</b>	<b>19</b>
<b>Illinois Tollway</b>	<b>19</b>
<b>Metropolitan Water Reclamation District of Greater Chicago</b>	<b>19</b>
<b>Public Transportation</b>	<b>19</b>
<b>U.S. Army Corps Chicago</b>	<b>19</b>
<b>U.S. Army Corps Rock Island</b>	<b>19</b>

## ***H. COMMITTEE ORGANIZATION***

<b>Chart</b>	<b>20</b>
--------------	-----------

## ***I. ADDENDUMS***

<b>Bylaws</b>	<b>20</b>
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# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

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## A. BOARD OF DIRECTORS

### **PRESIDENT**

The term limit is one (1) year. The President serves as the **Chief Executive Officer** and **Chair** of the Board of Directors, presiding over all meetings, the Board of Directors and the Executive Committee (all Board Members excluding the six Directors) and oversees the Executive Office Management. For the benefit of attendees and the minute taker, please announce who made a motion and seconded it.

### **COMMITTEES**

The President is an **ex-officio member** of all ACEC-IL committees.

#### **EXECUTIVE COMMITTEE - Chair**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

#### **FINANCIAL COMMITTEE - Member**

This committee is responsible for maintaining a proper budget to support ACEC-IL activities. The committee meets in person once a year in March to determine the budget for the next fiscal year. This committee consists of the President, the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer (Chair) and the four Vice Presidents.

#### **STRATEGIC PLAN COMMITTEE- Member**

This committee is responsible for writing and prioritizing the ACEC-IL Strategic Plan and for setting the goals of the organization and meets every other even year (every four years) early in the calendar year. The committee consists of the President, the President-Elect (Chair), the most Immediate Past President, the National Director and the Secretary/Treasurer.

#### **NOMINATING COMMITTEE – Ex-Officio member**

This committee presents nominations in March of each year for all elective officers with expiring terms. This committee consists of the five immediate Past Presidents with the current President and President-Elect serving as ex-officio members. The Past President once removed serves as chair.

#### **NATIONAL – Alternate National Director**

The National Director is the voting ACEC-IL member at the ACEC Fall and Annual Conference Board of Directors meetings. The President and Executive Director are non-voting members who sit with the National Director at the ACEC-IL table. The President serves as first alternate National Director, with the President-Elect serving as second alternate.

#### **ACEC/PAC COMMITTEE – Co-PAC Champion** (see Fundraising page 10)

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

---

President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

### **MEMBERSHIP REVIEW - Ex-Officio Member**

The purpose of this committee is to review membership applications via email and confirm the applicant meets the qualifications for their membership classification, by replying “approved” or noting issues with the application. The committee consists of the five immediate Past Presidents, with the most immediate Past President serving as Chair. The President and Membership Recruitment Committee Co-Chairs are copied on the review committee email.

### **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago Metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

### **MEMBERSHIP MEETINGS – Various duties**

**Spring Meeting:** The President welcomes attendees to the annual award presentations, presents Distinguished Service Awards, the President’s award, gives an outgoing President’s speech, and introduces the incoming President.

**Fall Conference:** The President welcomes members to the conference on day two and introduces the lunch speaker, if applicable.

**Winter Conference/ Engineering Excellence Awards:** The President has photo taken with all the project representatives and the Awards Chair during the photo shoot prior to the awards luncheon. After the meal, the President welcomes attendees, introduces the Awards Chair and shakes hands with all the winners.

## **PRESIDENT-ELECT**

The term limit is one (1) year. The President-Elect will preside in the absence of the President and assume temporary supervision until the President returns for service. In the event a vacancy occurs in the term of the Presidency, the President-Elect fills the unexpired term, in addition to their elected term. The President-Elect must attend the ACEC National Leadership briefing in the fall of their term.

### **EXECUTIVE COMMITTEE - Member**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

### **FINANCIAL COMMITTEE - Member**

This committee is responsible for maintaining a proper budget to support ACEC-IL activities. The committee meets in person once a year in March to determine the budget for the next fiscal year. This committee consists of the President, the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer (Chair) and the four Vice Presidents.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

---

### **STRATEGIC PLAN COMMITTEE - Chair**

This committee is responsible for writing and prioritizing the ACEC-IL Strategic Plan and for setting the goals of the organization and meets every other even year (every four years) early in the calendar year. The committee consists of the President, the President-Elect (Chair), the most Immediate Past President, the National Director and the Secretary/Treasurer.

### **NOMINATING COMMITTEE – Ex-Officio member**

This committee presents nominations in March of each year for all elective officers with expiring terms. This committee consists of the five immediate Past Presidents with the current President and President-Elect serving as ex-officio members. The Past President once removed serves as chair.

### **NATIONAL – Second Alternate National Director**

The National Director is the voting ACEC-IL member at the ACEC Fall and Spring Conference Board of Directors meetings. The President and Executive Director are non-voting members who sit with the National Director at the ACEC-IL table. The President serves as first alternate National Director, with the President-Elect serving as second alternate.

### **ACEC/PAC COMMITTEE – Co-PAC Champion** (see Fundraising page 10)

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

### **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

### **COMMITTEE CHAIR APPOINTMENTS**

The President-Elect (PE) is responsible to have committee chairs appointed at least four weeks prior to the Spring Meeting. Beginning in March, with a staff supplied list of all External Activities committee chairs, term end dates and contact information, the PE will contact the chairs whose terms are expiring June 30 to discuss at least 3 possible replacements. With input from the Executive Director the PE will contact the person ranked first on their list to invite them to be the chair, go over their committee's purpose, ideas for upcoming events and a commitment to attend board meetings. If the first person does not accept the position, the PE will ask the next person on the list.

When all the new chairs are confirmed the PE contacts the remaining chairs to go over their responsibilities, the committee's purpose, plans for the upcoming year and commitment to attend board meetings.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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The PE will then determine which Vice Presidents will oversee each of the four External Activities areas. All confirmed chairs and the VP oversight appointments should be confirmed at least four weeks prior to the Board meeting for inclusion in the Board Packet.

### **COMMITTEE MEMBER SELECTION**

All requests are granted except for committees that have a cap on their size. With input from the Executive Director, the current committee chair, attendance lists and years of committee service the President-Elect will determine the member appointments for capped committees.

According to the Rules of Policy and Procedure, committee members shall not exceed six (6) years on a committee. Exceptions to the six year rule can be granted by the Executive Committee. Each year, an attempt will be made to add new members to replace those having served their tenure period. Appointments must be completed mid-June.

### **SPRING MEETING AWARD PRESENTATIONS**

The President-Elect (Incoming President) is introduced by the outgoing President and presented with a personalized President's gavel. The Incoming President then introduces and installs the incoming Board of Directors, after which they give their New President's message. If IDOT Awards are being presented, the New President turns the podium over to IDOT. When those awards are completed, the New President thanks everyone for coming and closes the program.

## **SECRETARY-TREASURER**

The term is one (1) year, with a limit of two (2) years. The Secretary-Treasurer (S/T) is responsible for the records of the ACEC-IL Board of Directors and Executive Committee meetings and presents the minutes at each Board of Director's meeting. The taking of the minutes is handled by the ACEC-IL Staff.

The Secretary-Treasurer is the financial officer and responsible for the receiving, disbursing and accounting of the organization funds. The S/T keeps an account of all transactions and makes financial reports at the Board of Directors meetings.

As the financial watchdog for the organization, the S/T signs off on each expense voucher after the monthly bank statement has been reconciled. The monthly vouchers and financial reports are shipped to the S/T along with a return shipping label. If there is a discrepancy or an item that needs clarification, the S/T contacts ACEC-IL, signing off on any inaccurate vouchers only after the clarification or correction has been made. ACEC-IL PAC vouchers are submitted once a quarter for review only.

**Monthly financial reports include:** Balance Sheet, Budget vs Actual Detail, Budget vs Actual Summary and check register. Copies of the reports are retained by the S/T. Other reports can be requested.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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### **AUDIT**

The yearly audit is done every August by the ACEC-IL accountant. The audit report is submitted to the Board of Directors along with the board packet for the Fall Conference. The S/T reports on the audit at the Fall Conference.

### **EXECUTIVE COMMITTEE - Member**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

### **FINANCIAL COMMITTEE - Chair**

This committee is responsible for maintaining a proper budget to support ACEC-IL activities. The committee meets in person once a year in March to determine the budget for the next fiscal year. This committee consists of the President, the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer (Chair) and the four Vice Presidents.

### **STRATEGIC PLAN COMMITTEE - Member**

This committee is responsible for writing and prioritizing the ACEC-IL Strategic Plan and for setting the goals of the organization and meets every other even year (every four years) early in the calendar year. The committee consists of the President, the President-Elect (Chair), the most Immediate Past President, the National Director and the Secretary/Treasurer.

### **ACEC/PAC COMMITTEE – Member** (see Fundraising page 10)

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

### **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

### **END OF TERM RESPONSIBILITIES - Training**

The outgoing Secretary-Treasurer is encouraged to meet in May, in person with the incoming Secretary-Treasurer to go over April's financials, answering questions and going over procedures for signing vouchers and reporting at board meetings.



# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

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## **IMMEDIATE PAST PRESIDENT**

The term limit is one (1) year.

### **EXECUTIVE COMMITTEE - Member**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

### **FINANCIAL COMMITTEE - Member**

This committee is responsible for maintaining a proper budget to support ACEC-IL activities. The committee meets in person once a year in March to determine the budget for the next fiscal year. This committee consists of the President, the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer (Chair) and the four Vice Presidents.

### **STRATEGIC PLAN COMMITTEE - Member**

This committee is responsible for writing and prioritizing the ACEC-IL Strategic Plan and for setting the goals of the organization and meets every other even year (every four years) early in the calendar year. The committee consists of the President, the President-Elect (Chair), the most Immediate Past President, the National Director and the Secretary/Treasurer.

### **NOMINATING COMMITTEE – Member (year 1, 3, 4, 5) / Chair (year 2)**

This committee presents nominations in March of each year for all elective officers with expiring terms. This committee consists of the five immediate Past Presidents with the current President and President-Elect serving as ex-officio members. The Past President once removed serves as chair.

### **ADVISORY COMMITTEE – Member (all years except 2) / Chair (year 2)**

All Past Presidents serve as a member of this committee which seeks means of strengthening ACEC-IL. Members may be assigned special tasks by the President. The Past President once removed serves as chair.

### **ACEC/PAC COMMITTEE – Member/Advisor (see Fundraising page 10)**

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

### **MEMBERSHIP REVIEW COMMITTEE – Chair (year 1) Member (year 2 – 5)**

The purpose of this committee is to review membership applications via email and confirm the applicant meets the qualifications for their membership classification. The committee consists of the five immediate Past Presidents, with the most immediate Past President serving as Chair.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

---

### **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

### **NATIONAL DIRECTOR**

The term is one (1) year, with a limit of three (3) years. The National Director is the voting ACEC-IL member at the National ACEC Fall and Annual Conference Board of Directors meetings. The President and Executive Director are non-voting members who sit with the National Director at the ACEC-IL table. The President serves as first alternate National Director, with the President-Elect serving as second alternate. The National Director is reimbursed for their early bird member registration fee after each event. This position is elected each year,

### **BOARD MEETINGS - Report**

The National Director reports on ACEC Business at ACEC-IL Board Meetings.

### **EXECUTIVE COMMITTEE - Member**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

### **FINANCIAL COMMITTEE - Member**

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### **STRATEGIC PLAN COMMITTEE - Member**

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### **NOMINATING COMMITTEE – Member as Past President (year 1, 3, 4, 5) / Chair (year 2)**

This committee presents nominations in March of each year for all elective officers with expiring terms. This committee consists of the five immediate Past Presidents with the current President and President-Elect serving as ex-officio members. The Past President once removed serves as chair.

### **ADVISORY COMMITTEE – Member (all years except 2) / Chair (year 2)**

All Past Presidents serve as a member of this committee which seeks means of strengthening ACEC-IL. Members may be assigned special tasks by the President. The Past President once removed serves as chair.

### **ACEC/PAC COMMITTEE – Member/Advisor (see Fundraising page 10)**

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

### **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/bcmem.cfm>.

## **VICE PRESIDENT**

The term is one (1) year, with a limit of four (4) years.

### **COMMITTEE OVERSIGHT**

The President-Elect assigns the four Vice Presidents to oversee the activities of the following external committees: Programs, Business Practices, Northern Agency Liaison and Central Agency Liaison. The Vice President will serve as an ex-officio member of each committee in the category assigned to them. Vice Presidents are expected to maintain regular contact with each committee chair to ensure they have what they need to fulfill their committee's mission and to follow the directives in this manual.

### **EXECUTIVE COMMITTEE - Member**

This committee has charge of all ACEC-IL business between meetings of the Board of Directors and meets as needed, by email, conference call or in person. This committee consists of the President (Chair), the President-Elect, the most Immediate Past President, the National Director, the Secretary/Treasurer and the four Vice Presidents.

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### **ACEC/PAC COMMITTEE – Member** (see Fundraising page 10)

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

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## **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

## **DIRECTOR**

Six Directors serve a three 3 year term, which expire at the rate of two (2) Director’s positions each year, one from the Chicago metropolitan area and one from the rest of the state. Directors serve on the ACEC-IL Board of Directors and are expected to review the board packets, attend the meetings and actively engage in the discussion.

## **ACEC/PAC COMMITTEE – Member** (see Fundraising page 10)

This committee is responsible to ensure that ACEC-IL reaches their yearly National ACEC/PAC goal. The committee works with the ACEC and ACEC-IL staff to encourage all members of ACEC-IL to participate in the PAC to the greatest extent possible. To reach this goal, the Board of Directors participate in one or more conference calls to determine which firms each Board member will contact to solicit PAC donations and to follow up on progress. The President and President-Elect serve as Co-Chairs, with the National Director and the most recent Past President not currently serving as National Director serving as advisors. All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

## **MEMBERSHIP RECRUITMENT - Member**

The purpose of this committee is to promote and recruit new members. The committee consists of officers and directors, with the President-Elect appointing a Chicago metropolitan and Downstate co-chair. Staff prepares the membership report for the Board of Directors meetings. All membership recruitment documents are available at <http://www.acecil.org/becmem.cfm>.

## **ACEC/PAC - FUNDRAISING**

<b>February</b>	1. Send email out reminding people how important the PAC is to our industry. Inform them of the various “fun” ways there are to contribute during the first half of the year, e.g. ACEC-IL Winter and Fall Conference Raffles and Spring Meeting Golf Event and National Annual Convention Raffle and Social Event. If you know you will be contributing during the year, this is a good way to do it.
<b>April</b>	Inform potential incoming Directors and Committee Chairs of their PAC goals.
<b>May/June</b>	Hold PAC Golf Outing at ACEC-IL Spring Meeting
<b>July</b>	Information about the importance of the National PAC along with recommended contribution amounts is included in committee appointment notices.
<b>August</b>	<ol style="list-style-type: none"> <li>1. Hold Board teleconference to divide up firms based on board members’ familiarity of firm leaders. Each firm will be assigned a “PAC Champion” from the Board.</li> <li>2. Develop ACEC/PAC Call List spreadsheet with minimum goals. The minimum goal is based on number of Board Members (\$1,000), Committee Chairs (\$250) and Committee Members (\$50). Every member firm should have a minimum goal of \$150 regardless of whether they have committee members or not.</li> <li>3. Include goal for each Committee Member with their notification of assignment. Include “updated” PAC awareness document with notification.</li> </ol>

# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

	<ol style="list-style-type: none"> <li>4. Send email to key member of firms letting them know what their “expected” firm goal is with detail by person. Include the “updated” PAC awareness document. Let them know that we will follow up in the fall and that we have informed each individual what their goal is. (Discretion should be used if the firm has consistently been “major” contributors or has “major” individual contributors. In that case, the email should be personalized or modified.)</li> <li>5. Call “major” contributors thanking them for their past contributions. Ask them to consider giving at that level again</li> </ol>
<b>September</b>	<ol style="list-style-type: none"> <li>1. Send out “individual” reminder emails in early September to all Committee Chairs and Members who have not contributed yet. Include “updated” PAC awareness document.</li> <li>2. Send email requesting prizes for raffle to firms who don’t allow PAC contributions</li> </ol>
<b>October</b>	<ol style="list-style-type: none"> <li>1. Send out final “individual” reminder emails in early October to all Committee Chairs and Members who have not contributed yet. Include “updated” PAC awareness document.</li> <li>2. Send email to key firm members letting them know what the status of their firm goal is. Ask them to meet their goal by asking their employees who serve as Committee Chairs or Members to contribute or have other key members of their firm make contributions.</li> <li>3. Make follow up calls to all key firm members.</li> </ol>
<b>November</b>	<ol style="list-style-type: none"> <li>1. Distribute updated Call List to Board</li> <li>2. Continue to make follow up phone calls.</li> <li>3. Have face to face meeting with firms who are not cooperating to try and educate them about the importance of supporting our profession by contributing to the PAC.</li> </ol>
<b>December</b>	<ol style="list-style-type: none"> <li>1. Distribute updated Call List to Board</li> <li>2. Continue to make follow up phone calls</li> <li>3. Send thank you emails to all firms that have met their goal.</li> <li>4. Thank major individual contributors.</li> </ol>

## B. MEMBERSHIP

### ACEC FELLOWS COMMITTEE

The FELLOWS committee is responsible for identifying ACEC-IL members who qualify to be nominated for the grade of ACEC Fellow and Life Fellow. This committee consists of three current ACEC-IL members who are active Fellows, with the most senior member serving as Chair.

#### FELLOW

The committee chair is responsible for scheduling a committee meeting or conference call in **April** each year to discuss potential members eligible for the grade of Fellow. When a member or members are identified, the committee Chair will submit a letter of recommendation to be included on the agenda for a vote at the Spring Board of Directors meeting. If the nominee(s) are approved, the Board of Directors will sign Section D of the Fellows application which will be provided by the ACEC-IL staff.

After the meeting the ACEC-IL staff will provide the nominee with the ACEC Fellow’s application along with instructions to request five (5) recommendation letters, two of which should be from an active Fellow (not serving on the ACEC Committee of Fellows) and mailed to ACEC-IL. Completed applications, Section D, the five letters and the \$200 fee, paid by ACEC-IL, are collated and submitted to ACEC to arrive in June, prior to the ACEC Committee of Fellows review of applications. Approved nominees are installed as Fellows at the Fall ACEC National Conference.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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### Fellow Qualifications

- A. Individuals qualifying for nomination to Fellow of ACEC shall have academic and professional qualifications and accomplishments demonstrating notable contributions to the objectives of ACEC.
- B. Such accomplishments shall include service as a principal for not less than five (5) years of a firm(s) which has been a member of ACEC or an organization which has merged with an ACEC Member Organization for at least five (5) years.
- C. Accomplishments shall also include:
  1. Service as an ACEC officer, national director or active committee member, and service to a Member Organization as an **officer, director or committee chairman**.
  2. The individual nominee for Fellow shall also demonstrate that he/she has made notable contributions to the objectives of ACEC in more than one of the following categories: Administrative Leadership, Design, Science, Literature, Education, Service to the Profession, Outstanding Civic Leadership.

To help in determining if a member qualifies, the ACEC-IL staff is happy to provide the committee with an individual's ACEC-IL committee service.

### **LIFE FELLOW**

The committee is responsible for identifying current Fellows who now qualify for Life Fellow. Once identified, the committee chair will inform the ACEC-IL staff who will email the candidate an application for Life Fellow along with instructions, indicating that the application should be submitted by them, along with a check for \$200 which is used to help fund the ACEC Scholarship Program. Their new designation "Life Fellow" will have an effective date of the next following July 1.

A Life Fellow pays no dues, so long as he/she bills no more than 100 man-hours or earns no more than \$10,000 annually (excluding expenses) from the practice of consulting engineering and meets the other criteria of a Life Fellow.

### Life Fellow Qualifications

The Committee is responsible for identifying Fellows who have been a Fellow for at least five (5) years, whose Fellow dues are current and who is fully retired from the active practice of consulting engineering.

## **CORPORATE SPONSORSHIP COMMITTEE**

The term is one (1) year with a limit of three (3) years.

The purpose of this committee is to plan the Corporate Sponsorship program for the next calendar year. The committee will meet in July or early August to discuss changes to the program and prepare next year's brochure. The brochure should be ready by September 15 for distribution at the Fall Conference. The brochure will be emailed to members, either prior to the Fall Conference or immediately thereafter. E-blast reminders will be sent periodically prior to the commitment deadline of November 30.

See below – **C: COMMITTEE CHAIRS - Board of Directors Meetings**



# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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### C. COMMITTEE CHAIRS

The term is one (1) year with a limit of three (3) years. The term begins July 1.

#### ACEC/PAC

All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50.

#### VICE PRESIDENT OVERSIGHT

Four (4) Vice Presidents are appointed to oversee the following committee categories: Programs, Business Practices, Northern Agency Liaison and Central Agency Liaison. The Vice President appointed to a category will be an ex-officio member of each of the committees in that category and is expected to maintain regular contact with each committee chair to ensure they have what they need to fulfill their committee's mission and following the directives in this manual.

#### BOARD OF DIRECTORS MEETINGS

**Attendance:** Committee chairs are expected to attend board meetings and submit a *one-page committee highlight summary* indicating what their committee has accomplished since the last board meeting and their upcoming plans. If the committee chair is not able to attend to give their report in person, a representative from the committee should attend in their place.

**Committee Reports:** Six weeks prior to each board meeting committee chairs will be emailed a form, designed specifically for that meeting, to be used to submit their summary. The form must be completed by the due date to be included in the board packet. If the committee has nothing to report, please email the staff to let them know. A report indicating "nothing to report" will not be included in the board packet.

**Board Packet:** The board packet will be emailed to committee chairs a week prior to the meeting. Please note: *The staff is extremely busy the two weeks prior to a board meeting. Committee meeting notices will not be sent during this time, unless they are already on the schedule or the committee requires an emergency meeting.*

#### COMMITTEE CHAIR TRAINING

Committee Chairs are expected to attend the Spring Meeting for the purpose of reviewing committee expectations and going over goals for the upcoming fiscal year.

#### SCHEDULING COMMITTEE MEETINGS AND EVENTS

**Scheduling should be done a year in advance** to avoid conflicts with other committees and events and to ensure getting your preferred date(s). All committee meetings and committee planned seminars/workshops/events must be approved by ACEC-IL staff prior to scheduling.

1. Consult the Upcoming Events page on the ACEC-IL website prior to completing and submitting the ACEC-IL Event/Committee Meeting Request Form. The form can be found at <http://www.acecil.org/resources.cfm>
2. Working with the ACEC-IL staff, when a confirmed date is set for your event or committee meeting, the staff will add it to the upcoming events page on the website.
3. **The ACEC-IL staff emails all committee meeting notices.**
4. Chairs will be emailed the attendance list for committee members to sign in at the meeting.

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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### COMMITTEE APPOINTMENTS

**Committee Contact list** - In July members will be notified by email of their committee appointment with an attached committee member contact list.

**Committee Changes** - If there are changes to the members of the committee throughout the year, an updated committee list will be emailed to the Chair. The Chair should always make sure they are using the most recent list when interacting with their members.

**Replacements** - At the end of a Chair's three year term they will be contacted in the spring by the President-Elect to discuss recommendations for a new chair.

**Reappointments** - Chairs will be contacted in the spring by the President-Elect to go over their responsibilities (contained in this manual) and plans for the upcoming year.

**Training Future Leaders** - It is the Chair's responsibility to identify and groom possible future chairs.

### MINUTES

Chairs will appoint a secretary from their committee to take minutes. Minutes should include the attendance list (updated at the meeting), the most important points on each topic and a list of action items with deadlines.

After the chair has approved the minutes, they should be forwarded to [info@acecil.org](mailto:info@acecil.org) no later than **two weeks** after the meeting. Staff will email the minutes to your committee, the Vice President overseeing your committee, and post minutes on the "Member's Only" section of the website.

## D. COMMITTEE MEMBERS

The term is one (1) year with a recommended limit of six (6) years. Term begins July 1.

### ACEC/PAC

All committee members are encouraged to contribute yearly to the National PAC: Board Members \$1000, Committee Chairs \$250, Committee Members \$50 (14 cents a day, \$1 per week, \$4.17 per month)

### COMMITTEE APPOINTMENTS

All requests are granted except when a committee has a cap on their size. In that case, members may be removed if they have served six or more years or have not been active on the committee.

### COMMITTEE MEETINGS

1. Committee members are encouraged to attend all committee meetings.
2. Respond to the meeting notice promptly with either attending or not attending.
3. Engage and participate in the dialog during the meeting.
4. Consider offering to serve as meeting secretary to take minutes and meeting notes.
5. Assist with planning committee led seminars and workshops.
6. Serve on subcommittees and task forces as necessary.



# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

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## E. PROGRAM COMMITTEES

### **REGIONAL INFORMATIONAL LUNCHEONS COMMITTEE**

Purpose: To plan at least four (4) luncheons each year, one per quarter. The format is half hour reception, one hour lunch and 30-45 minute speaker presentation.

Working with their committee and the ACEC-IL staff, the chair will schedule a conference call in July to brainstorm topics for luncheons. Three are typically held at the Chicago Union League Club and one in Central Illinois.

### **ENGINEERING EXCELLENCE AWARDS COMMITTEE**

Purpose: To conduct the annual project awards competition, including proofing the entry form, securing judges, prescreening the submittals to determine eligibility and assisting during the awards presentation.

### **COMMITTEE MEETINGS**

The committee's first meeting for July or early August, should be scheduled in early spring. This meeting is typically held in Chicago at the Chair or a committee member's office. The agenda should include reviewing the updated Entry Form, determining the date for the Prescreening and judging, preparing a list of potential judges and assigning committee members to contact them.

### **MINUTES**

The date for the Prescreening, judging, and list of potential judges, with name of the person responsible for contacting each judge, will serve as the minutes.

### **PRESCREENING**

The chair will be on call to help staff answer unique member questions, not already covered in the Awards Entry Form Instructions or the Frequently Asked Questions document.

The chair presides at the prescreening meeting. After all projects have been reviewed, the chair will go over each project, determining the issues and assigning members to call project contacts if there are questions or issues that need to be clarified or changed. The chair makes the call only if the committee recommends returning the submission or if the committee recommends two submittals should be submitted together.

### **JUDGING**

The chair or a member of the committee, if the chair's firm is submitting a project the EEA program, serves as the moderator during the judging.

### **AWARDS PRESENTATIONS / PHOTOS**

The chair serves as the Emcee at the awards presentation. The chair participates in each project photo shoot. With the presentation script (provided by ACEC-IL staff) the Chair verifies the name of the person(s) accepting the award on stage, making necessary changes, additions, and phonetic pronunciations directly on the script.

A month prior to the luncheon, the ACEC-IL staff emails the EEA committee to sign up for the following tasks the day of the event. Setting up panel easels, unboxing and organizing the

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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plaques, photo shoot check-in, placing programs on chairs, dimming lights during the DVD (if not handled by the hotel) and taking down easels afterward.

### **STUDENTS ENGAGED IN ENGINEERING COMMITTEE**

Purpose: Operate the Chicago area program designed to serve as a mentor program, encouraging grade and middle school students to excel in math and science curricula and eventually enter engineering school. Members prepare monthly in-class presentation and/or conduct field trips.

### **COMMITTEE MEETINGS**

In the spring, to prepare the schedule for the upcoming school year, schedule a committee meeting for July or early August, by speaking to the school representatives to find a date that works for both of them.

### **MINUTES**

The new school year schedule will serve as the minutes.

## **F. BUSINESS PRACTICES COMMITTEES**

The purpose of the ACEC-IL Business Practices committees is to provide a forum for members, in both public and private practice, to interact and discuss issues they face within their company and within our industry in the areas of Business Development, DBE/WBE/MBE, Financial Management, Human Resources, Information Technology and Risk Management.

With the help and expertise of affiliate members, provide timely educational seminars, workshops, webinars and/or video conferences throughout the year and specifically for the Fall Conference breakout sessions and the Winter Conference Business Networking Forum.

Fall Conference educational breakout sessions. The committee should meet prior to April 30 each year to determine 2 or 3 possible topics and speakers for this conference. Topic, speaker and their contact information should be submitted to ACEC-IL by June 15 for consideration.

Winter Conference Business Networking Forum The purpose of the Forum is to discuss, share and get expert input about the many aspects of running a business. Since all members are not transportation firms or have agency clients, Forum topics to avoid are those that are specific to any one client such as: IDOT, Tollway, CDB, City of Chicago, etc. Topics should be submitted to ACEC-IL by September 15 for consideration.

### **Business Development**

Purpose: To assist member firms with Business Development issues and plan educational sessions throughout the year. This committee also plans educational sessions throughout the year as well as recommending topics and speakers for the Winter Conference Business Networking Forum and the Fall Conference.

### **DBE / WBE / MBE**

Purpose: To coordinate and work with existing ACEC-IL agency committees regarding issues that affect DBE/WBE/MBE firms, including diversity, disparity and Mentor-Protégé programs. Key committee members may attend ACEC-IL agency committee meetings at the request of agency committee chairs. This committee also plans educational sessions throughout the year as

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

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well as recommending topics and speakers for the Winter Conference Business Networking Forum and Fall Conference education.

### **Financial Management**

Purpose: To assist member firms in achieving higher professional standards for financial management and plan educational sessions throughout the year as well as recommending topics and speakers for the Winter Conference Business Networking Forum and Fall Conference education.

### **Human Resources**

Purpose: To assist member firms with Human Resources issues, trends and best practices and plan educational sessions throughout the year as well as recommending topics and speakers for the Winter Conference Business Networking Forum and Fall Conference education.

### **Information Technology**

Purpose: To assist member firms in using effective techniques in managing and running their IT departments and plans educational sessions throughout the year as well as recommending topics and speakers for the Winter Conference Business Networking Forum and Fall Conference education.

### **Risk Management Committee**

Purpose: To assist member firms in understanding and managing risk and plans educational sessions throughout the year as well as recommending topics and speakers for the Winter Conference Business Networking Forum and Fall Conference education.

## **G. NORTHERN & CENTRAL AGENCY LIAISONS**

### **Capital Development Board**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern. Committee meets with the agency staff two (2) times a year in Springfield.

### **Chicago Agencies**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. The committee meets with various departments of the City of Chicago such as Aviation, Transportation, Water Management, Procurement, Public Buildings Commission, Environment, Emergency Management and Communications as often as possible. The committee meets with the agencies throughout the year as often as possible.

### **Cook County Department of Transportation and Highways**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the agency two (2) times a year in Chicago.

### **IEPA/IDNR**

Purpose: To meet with the Illinois Environmental Protection Agency for the purpose of maintaining open lines of communication and to work on projects and issues of mutual concern, as well as planning seminars pertaining to environmental initiatives, regulations, opportunities and sustainability issues. The committee recognizes an equally important private sector environmental practice area and will not be limited strictly to agency issues. The committee also

# ACEC-ILLINOIS

## COMMITTEE OPERATIONS MANUAL

---

stays in contact with the Illinois Department of Natural Resources as needed. The committee meets with the agency(s) two (2) to four (4) times a year.

### **IL Department of Transportation**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. The committee meets with the agency four (4) times a year in either Springfield or Bloomington.

### **IL Department of Transportation – Aeronautics**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the agency two (2) times a year in Springfield.

### **IL Department of Transportation – Bridge**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern. Committee meets with the Bureau of Bridges four (4) times a year in Springfield and plans the Bridge Seminar which is held in the fall of even numbered years.

### **IL Department of Transportation – Region One**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the agency four (4) times a year at the District office. Committee size is limited to thirty members, per the Department's request.

### **Illinois Tollway**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the agency six (6) times a year at the agency office.

### **Metropolitan Water Reclamation District of Greater Chicago**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the agency once a year at the agency office or another location.

### **Public Transportation**

Purpose: To maintain open lines of communication with the FTA, RTA, CTA, Metra and Pace and to work on projects and issues of mutual concern, as well as planning seminars/workshops. Committee meets with the respective agency offices. The committee meets with the agencies throughout the year as often as possible.

### **US Army Corps of Engineers Chicago District**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern. If the Corps is allowed to participate, seminars/workshops are also planned. Committee meets with the agency three (3) times a year at the District office.

### **US Army Corps of Engineers Rock Island District**

Purpose: To maintain open lines of communication with the agency and to work on projects and issues of mutual concern. If the Corps is allowed to participate, seminars/workshops are also planned. Committee meets with the agency three (3) times a year at the District office.

# ACEC-ILLINOIS COMMITTEE OPERATIONS MANUAL

## H. COMMITTEE ORGANIZATION

### COMMITTEE ORGANIZATION CHART

FUNCTION	CHAIR
<i>INTERNAL ACTIVITIES</i>	
<b>BOARD OF DIRECTORS</b>	<b>President</b>
<b>ORGANIZATION AFFAIRS</b>	<b>President-Elect</b>
Advisory	Past President
Strategic Plan	President-Elect
Nominating	Past-Past President
Professional Conduct	Past President
<b>FINANCES - MEMBERSHIP</b>	<b>Secretary/Treasurer</b>
Executive Office Management	President
Fellows Nominating	Past President
Finance	Secretary/Treasurer
Membership Review	Past President
Membership Recruitment	Board Member
Sponsorships	Member
<b>ACEC NATIONAL ACTIVITIES</b>	<b>National Director</b>
ACEC Director	Past President
ACEC Alternate and Second Alternate Director	President/President-Elect
ACEC Officer for ACEC-Illinois	ACEC Exec Member
ACEC/PAC	President / President-Elect
<i>EXTERNAL ACTIVITIES</i>	
<b>PROGRAMS</b>	<b>Vice President</b>
Engineering Excellence Awards	Member
Regional Informational Luncheons	Member
Students Engaged in Engineering	Member
<b>BUSINESS PRACTICES</b>	<b>Vice President</b>
Business Development	Member
DBE / WBE / MBE	Member
Financial Management	Member
Human Resources	Member
Information Technology	Member
Risk Management	Member
<b>NORTHERN AGENCY LIAISONS</b>	<b>Vice President</b>
City of Chicago Agencies	Member
Cook County Dept. of Transportation & Highways	Member
IDOT District One	Member
Illinois Tollway	Member
Metropolitan Water Reclamation Dist.	Member
Public Transportation	Member
USACE/Chicago	Member
<b>CENTRAL AGENCY LIAISONS</b>	<b>Vice President</b>
CDB	Member
IDOT Aeronautics	Member
IDOT Bridge	Member
IDOT	Member
IEPA/IDNR	Member
USACE/Rock Island	Member

## I. ADDENDUMS