

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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1 July 1992

PART 1 - REGION OPERATIONS

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SECTION2 FINANCES

SECTION3 WEST REGION CONFERENCE

SECTION4 MID-YEAR BOARD OF DIRECTORS MEETING

SECTION5 LEADERSHIP ORIENTATION MEETING
(OMITED PER MID-YEAR MEETING OF FY 96)

**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 at-large members are not members of any Chapter, they are members of the West Region.
- B. PURPOSE:** 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.
- C. GOVERNING BODY AND OPERATIONAL COMPONENTS:**
1. Officers:
 - a. President: The President is the Senior Institute Director. The Senior Institute Director is defined as the Director having served the longer time in office.
 - b. Vice-President: The Vice-President is the other Institute Director. The Vice-President becomes President when the Senior Institute Director's term expires.
 - c. Secretary: The Secretary shall act as recording secretary at the Region Conference Board of Directors Meetings 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 Institute Directors shall serve as advisors to the governing body of the West Region.
 2. Region Directors:
 - a. Each Chapter shall appoint one Region Director to represent the Chapter on the Region Board of Directors. Initially, the Region Directors shall be appointed to begin their term of office on 1 July, 1988, in accordance with the following schedule:
 - July 1988 - June 1989 Los Angeles, Sacramento and East Bay/Oakland
 - July 1988 - June 1990 San Diego, Honolulu, Monterey Bay & Redwood Empire
 - July 1988 - June 1991 San Francisco, Santa Clara Valley, Orange County & Fresno
 - b. In subsequent years, each Chapter shall appoint a new representative to the Board

of Directors every third year.

- c. Region Directors shall be selected by the Board 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, for a maximum of three years. Should a Chapter find it necessary to replace a Region Director the replacement shall be for the remainder of the term of office. No Region Director may succeed himself after a full three year term.
3. Board of Directors. The Board of Directors of the West Region is the governing body, and shall consist of the Region Officers and Directors.

a. 4. Operational Components: Standing and temporary Committees are principal operational components of the Region. Committee Chairmen are appointed by the President to carry out the functions of the Committees.

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b. Standing Committees are as follows. Committees are responsible to the Board of Directors through the Officer or Board Member appointed by the President and Vice-President.

- | | |
|---------------------|---|
| a. Activity Liaison | g. Nominating |
| b. Awards | h. Operating and Conference Host Guides |
| c. Certification | i. Products Exhibits |
| d. Education | j. Programs |
| e. Planning | k. Publications |
| f. Membership | l. Technical |

m Finance

5. Region Directors may be appointed as liaison to one or more Committee operations.

D. MEETING PROCEDURES:

1. Robert's "Rules of Order Newly Revised" shall govern 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. Only Region Board Members and Chapter Conference Delegates 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 secret ballot or by a show of hands, and a

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simple majority shall pass any motion, except as otherwise required elsewhere,

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4. A majority of the officers may call a Special Board Meeting, such Special Board Meeting to be allowed under the following conditions:

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a. Advanced notice of five working days:

b. Discussion of one subject only:

c. Upon completion of that order of business the Special Board Meeting is adjourned;

d. Decisions of the Special Board Meeting be introduced as the first order of business at the next regularly scheduled Board meeting after call to order, roll call, and adoption of Special Board Meeting minutes. (accepted at Mid Year Meeting 02 03)

E. OPERATING CALENDAR & DIRECTORY:

1. The Region Operating Calendar & Directory shall be prepared annually for the following fiscal year, prior to July 1, by the Institute Directors, or the Secretary when so directed.
2. The Region Operating Calendar & Directory shall contain a directory of the names, addresses, and telephone, FAX numbers and e-mail addresses of all Region Officers, Region Directors, Chapter Presidents, and Region Committee Chairmen and Vice-Chairmen.
3. The Region Operating Calendar & Directory shall 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 Institute Directors, and a copy of the fiscal year budget.

F. REPORTS:

1. An Annual Report shall be presented by each Chapter at the Region Conference Board of Directors Meeting, and a Semi-Annual Report at the Mid-Year Board of Directors Meeting.
2. Copies shall be presented by the Region Directors to the Secretary. The Secretary shall then distribute the appropriate copies to each member of the Board of Directors, Region Committee Chairmen and each Chapter.
3. The Format for Annual/Semi-Annual Reports in Part III of the Region Operating Guide shall be used to prepare the report. The form is intended to show information to be included in the report.
4. The Institute Directors shall be notified of all Region Committee actions and shall receive a copy of all Committee correspondence.

G. AMENDMENTS: The Operating Guide may be amended by an affirmative vote of a simple majority at any meeting of the Board of Directors. Major changes or revisions shall be placed on the agenda and circulated to each Region Officer, Region Directors, and Chapter Presidents at least 30 days prior to the Conference or Mid-Year Meeting.

END OF SECTION

**SECTION 2
FINANCES**

A. TREASURER:

1. The Treasurer shall receive and deposit all Region funds. Region funds shall be maintained in accounts established in a financial institution insured by the Federal Government (banks or savings & loans). The Officers of the Region shall be the authorized signatories of these accounts; two authorized signatures shall be required for all withdrawal transactions or disbursements in excess of fifty dollars (\$50.00).
 - 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 it is allocated. [accepted at Mid Year Meeting 01 01]
2. The Treasurer shall keep an accurate, current accounting of all Region income and expenditures. Region operations and finances shall be on a fiscal year basis, July 1 through June 30.
3. The Treasurer shall advise the Region Officers of the financial condition, by preparing and issuing quarterly reports. These reports shall indicate end-of-quarter and year-to-date status of both receipts and disbursements, as well as how year-to-date status relates to the budget (see paragraph 5 below).
4. The Treasurer shall prepare and submit for the approval of 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 shall provide one copy of this report to each Officer, Region Director, and Region Committee Chairman, two weeks prior to the Board of Directors Meeting, and shall have at the Meeting an additional ten copies for distribution to other attendees.
 - a. The Treasurer shall close the books on the June 30 of each year and prepare year end financial statements for distribution to the Board of Directors and Committee Chairmen not later than August 15 of the same year. [accepted at Mid Year Meeting 01 01]
5. The Treasurer in concert with the Finance Committee shall prepare a proposed budget for the forthcoming fiscal year. The proposed budget shall contain sufficient detail to properly allocate income and disbursements. [accepted at Mid Year Meeting 01 01]
 - 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 shall prepare and submit to the Treasurer, a detailed budget not late than forty-five (45) days prior to the

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Mid-Year Meeting. [accepted at Mid Year Meeting 01 01]

b. The Treasurer shall distribute one copy of the proposed budget to each Officer, Region Director, and Region Committee Chairman, two weeks prior to the Mid-Year Meeting. [accepted at Mid Year Meeting 01 01]

c. The budget shall be presented for the Board of Directors' approval at the Mid-Year Meeting.

d. The adopted budget shall be published in the annual Region Operating Calendar.

e. Subsequent modification of the adopted budget may be accomplished only at the Region Conference or Board Meeting. Approval of any modification requires an affirmative of not less than a majority, of the entire Board of Director. [modified and then approved at the Mid Year Meeting 01 01]

6. At least one month prior to the date of the West Region Conference, the Finance Committee shall review the Treasurer's records for the prior fiscal year. The Finance Committee may request an accountant (non-CSI member) to participate in this annual review. The Finance Committee shall report their findings and recommendations to the Board of Directors not less than ten (10) days prior to the West Region Conference Board Meeting. [modified and approved at Mid Year Meeting 01 01]

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

B. ALLOWABLE REIMBURSABLE EXPENSES [approved at Mid Year Meeting 01 01]

1. Any funds disbursed to any member for reimbursable expenses under a line item in the approved region budget shall be limited to the following. [approved at Mid Year Meeting 01 01]

a. Reimbursement for members shall be limited to lodging, meals and transportation as indicated in items b through e, below. [modified and approved at Mid Year Meeting 01 01]

b. Expense for transportation will be limited to the lowest 30 day advance purchase fare for all airlines serving the departure and arrival destinations. [approved at Mid Year Meeting 01 01]

c. Expense for automobile travel will be limited to that rate per mile allowed by the current rules of the Internal Revenue Service and shall not exceed item b, above. [approved at Mid Year Meeting]

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. [modified and approved at

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Deleted: <#>Reimbursement for Committee Chairs to attend Region Conference Board and/or Business Meetings shall be limited to lodging, meals and transportation as indicated in items c through f below.¶

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Mid Year Meeting 01 01]

- e. Expense for lodging will be limited to not more than one night for any meeting and 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. [modified and approved at Mid Year Meeting 01 01]

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[\[approved at Mid Year Meeting 01 01\]](#).

B. REGION ASSESSMENT:

1. The principal funding for the operation of the Region shall be by assessment on each Chapter Member of the Region Chapters. This assessment shall be approved by the Board of Directors at the Mid-Year Meeting; each Chapter Member shall contribute equally through the home Chapter.
2. Prior to December 31st, the Treasurer shall 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 shall remit the full amount to the Treasurer at the Mid-Year 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. [approved at Mid Year Meeting 01 01]
3. The approved amount of assessment shall be in effect from July 1 through June 30 (Fiscal Year).

Deleted: 8. A Finance Committee, appointed by the President, shall assist the Treasurer in carrying out his duties. This Committee shall consist of the Treasurer, Assistant Treasurer, and two Chapter Treasurers. The President shall be an ex-officio member of the Finance Committee.

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C. BUDGETARY SURPLUSES:

1. The Finance Committee shall establish and monitor an Operating Reserves Fund.
2. Unused funds during any fiscal year shall be allocated by the Finance Committee.

END OF SECTION

SECTION 3
WEST REGION CONFERENCE

- A. PURPOSE:** The Region shall hold an annual 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 shall be maintained by the Region Secretary. Hosting of the Conference shall be rotated to each Chapter of the Region, insofar as is practical.
 2. Host Chapters shall be established three years in advance by Chapter agreement and after acceptance by the Board of Directors at the Mid-Year Meeting.
- C. CONFERENCE ARRANGEMENTS COMMITTEE:**
1. Conference Committee: The Host Chapter shall appoint a Conference Chairman, who shall select and establish a Conference Committee, two and one-half years before each Conference. The Institute Directors shall be members of this Committee.
 2. Functions of Conference Committee: The Conference Committee shall, in consultation with the Institute Directors, 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 shall designate dates, preferably in October, for the Conference. The dates shall not conflict with Institute Executive Committee and Board meetings, religious or public holidays, or significant construction industry events. The Chairman shall notify the Region Activity Liaison Committee of the dates as soon as approved by the Institute Directors to avert conflicts with other professional and trade associations.
 5. Publicity: Refer to Host Guide.

6. Conference Planning Schedule: Refer to Host Guide.

D. CONFERENCE OFFICERS: Refer to Host Guide.

E. BUSINESS MEETING AGENDA:

1. The Institute Directors shall solicit Region Directors for agenda items to be presented by 1 July.
2. Each Chapter shall submit agenda items to the Institute Directors not less than 60 days prior to the Conference. Each Chapter shall respond, whether or not it has items for the agenda.
3. The Institute Directors and the Region Secretary shall be responsible for compiling and sending, by first-class mail, a copy of the agenda to each Region Director and Chapter President at least 30 days prior to the Conference. A copy shall be available from the Region Secretary for each attendee 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 solely at the discretion of the Institute Directors, due consideration having been given to the time available for proper discussion.

F. BOARD OF DIRECTORS MEETING:

1. The Conference program shall provide for a separate Board of Directors Meeting prior to the Business Meeting.
 - a. The President shall preside at this meeting. In the President's absence, the Vice-President shall 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 shall be ~~in accordance with Part 1, Section 1, Article D et al of this Operating Guide [referred to Operating Guide Task Team]~~
2. Agenda items shall be solicited and established as prescribed for the Region Conference Business Meeting.

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G. INSTITUTE DIRECTORS' RECEPTION: Refer to Host Guide.

H. FUNDING: Refer to Host Guide.

1. ~~Cost directly associated to 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 [approved at Mid Year Meeting 01 01].~~

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:

1. The Meetings shall be held alternately in the northern and southern part of the Region, at sites designated by the President.
2. The Meeting shall be held on the weekend, a minimum of one week before the Institute winter Board meeting.

C. PROCEDURES:

1. Presiding Officer: The President shall be the presiding officer and shall 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 Vice-President shall act as presiding officer.
2. Voting: Voting shall be in accordance with Part 1, Section 1, Article D et al of this Operating Guide. [referred to Operating Guide Task Team]
3. Region members may attend, but may speak only at the presiding officer's invitation. [approved at Mid Year Meeting 01 01]

Deleted: Voting shall be restricted to the Board of Directors.

D. COMMITTEE MEETINGS:

1. The Region Education Committee, the Region Technical Committee, and other Region committees may hold sessions at the Mid-Year Meeting.
2. Each Committee Chairman 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 Host Chapter shall make all arrangements for meeting space and luncheon, within the immediate vicinity of the main airport of the host's city.
2. Facilities: The Host Chapter shall provide a room (or rooms) suitable for a gathering of 20-40 persons. Provide a circle or rectangle for seating with writing surface. Seats for four officers at a head table, 12 seats for Region Directors, and the two Region Advisors are required. Seats should be provided beyond the circle for other

attendees.

3. The Education, Technical and other committees may meet concurrently, preferably in separate areas, if requested by the Committee Chairmen, and approved by the President.

F. MEETING AGENDA:

1. The presiding officer shall solicit Region Directors for agenda items by the first day of January.
2. The Region Secretary shall compile and send, by first-class mail, a copy of the agenda to Region Officers, Region Directors, Chapter Presidents and Committee Chairmen and Vice-Chairmen at least fifteen days prior to the Meeting. Copies shall be available for the attendees at the Meeting.
3. Additional items may be added to the agenda at the Meeting at the discretion of the presiding officer, due consideration having been given to the time available for proper discussion.

G. FINANCES:

1. Costs will be paid by the Region to the extent allowed by the individual line items in the approved Region Budget. [approved at Mid Year Meeting 01 01]

Deleted: The total cost of the meeting shall be tabulated by the Region Treasurer, and the sum equally divided among all those attending. In the absence of the Treasurer, the Host Chapter shall provide a delegate to perform this function. The Region shall pay the cost of the Region Board of Directors

END OF SECTION

**SECTION 5
LEADERSHIP ORIENTATION MEETING**

- A. PURPOSE:** The purpose of the Leadership Orientation Meeting is to orient incoming Chapter Presidents, Vice-Presidents, and other officers and committees, on the functions of the office and to provide information to develop effective leadership.
- B. LOCATION AND DATE:**
1. The meeting shall be held alternately in the northern and southern part of the Region, at a site designated by the President.
 2. The meeting shall be held on a Saturday during the month of May, in the vicinity of a major airport.
- C. PROCEDURES:**
1. The Education Chairman shall act as presiding officer and shall advise the Secretary to notify each Chapter of the meeting location at least 60 days prior to the meeting date.
 2. In the absence of the Education Chairman, the Vice-Chairman shall preside.
- D. ARRANGEMENTS:**
1. The Host Chapter shall make the arrangements for a meeting space, attendance registration, and lunch.
 2. The arrangements shall be confirmed with the Region Education Committee and meeting information forwarded to the Secretary for distribution to the Region Officers, Chapter Presidents and Region Board of Directors.
- E. AGENDA:**
1. The Region Education Committee shall establish an agenda and appoint a leader for each meeting session.
 2. The agenda shall be forwarded to the Secretary for distribution to the Region Officers, Chapter Presidents and Region Board of Directors.

F. FINANCES:

1. Each Chapter shall be responsible for the costs of sending representatives to the meeting.

2. The cost of sending session leaders to the meeting shall be paid by the Region to the extent allowed by the individual line items in the approved Region Budget.

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END OF SECTION

PART 2 - REGION COMMITTEES

SECTION1 ACTIVITY LIAISON

SECTION2 AWARDS

SECTION3 CERTIFICATION

SECTION4 EDUCATION

SECTION5 PLANNING

SECTION6 MEMBERSHIP

SECTION7 NOMINATING

SECTION8 OPERATING AND CONFERENCE HOST GUIDES

SECTION9 PRODUCT EXHIBITS

SECTION10 PROGRAMS

SECTION11 PUBLICATIONS

SECTION12 TECHNICAL

SECTION13 OTHER COMMITTEES

**SECTION 1
ACTIVITY LIAISON COMMITTEE**

A. PURPOSE: The Region Activity Liaison shall coordinate the sanctioned activities of the Region, to avoid conflicting time schedules with other design and construction industry societies and organizations.

B. MEMBERSHIP: The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.

C. FUNCTIONS:

1. Attend the Region Conference and Mid-Year Meeting, and submit a report on coordination efforts. Report at the annual Region Business Meeting.
2. Communicate, on a regular basis, with allied professional societies, to coordinate time schedules of anticipated meetings and/or functions of the Region with those societies.
3. Communicate with the Region Product Exhibits Committee to coordinate schedule of major exhibits within the Region with the activities of allied professional societies.
4. Maintain notes on activities to pass on to the succeeding Chairman.
5. Chairman shall orient Vice-Chairman for leadership for the following year.
6. Submit year-end report to assist in communication of what was accomplished during the year no later than the Board of Directors meeting at the Region Conference.

D. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.

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2. The Committee Chairman shall 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.

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AWARDS COMMITTEE**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 Administrative References - Honors and Awards Guide).

B. ORGANIZATION:

1. The AWARDS COMMITTEE (COMMITTEE) consists of the Chairman, Vice Chairman and the two Institute Directors.
 - a. The Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the two Institute Directors and may be reappointed to serve a maximum of two (2) consecutive years in any one position. It is suggested that the Chairman and Vice Chairman be the past two Advisors to the Region on a rotation basis.
 - b. The term shall commence following the conclusion of each West Region Conference.
2. The AWARDS JURY (JURY) shall be an ad hoc panel of five (5) members from different Chapters appointed at the beginning of each fiscal year and serve a maximum of three consecutive years. Appointments to fill vacancies shall be made following the Mid-Year Meeting, but no later than March 1st. The terms shall be staggered to provide a continuity of experience. Appointments to the jury are irrevocable. Members of the JURY meet at the Institute Convention each year.

C. FUNCTIONS:

1. The COMMITTEE shall perform all functions except those specifically designated as the functions of the JURY. The COMMITTEE shall review, recommend, and assign nominees to the JURY.
2. The JURY shall review and recommend the selected nominee(s) submitted for all Award categories, as may be assigned, to the COMMITTEE. Selection of award recipients shall be made by the JURY from the list of assigned nominees.
3. No member of either the COMMITTEE or the JURY shall be a nominee or nominator of any awards category that may be considered by the JURY.

4. All awards to be given under the name of the Region shall be prepared, and presented by the COMMITTEE except as described in Part E-2 below. All decisions shall be kept privileged until presentation at the Region Conference.

D. CATEGORIES OF AWARDS:

1. There shall 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 ten (10) years in CSI, and during this period has rendered distinguished service to their Chapter and Region and has rendered distinguished service to the Institute in the advancement of its objectives or in its administration. One (1) 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 ten (10) 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 (1) 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 ten (10) years in CSI, and during this period has made notable contributions in construction sciences, specifications, education and to their Chapter, Region, and the Institute. One (1) 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. **Director's Certificate of Appreciation (DIRECTOR'S):** Awarded to individuals or organizations for exceptional work performed on behalf of the Region. A maximum of five (5) awards per Institute Director may be awarded.
 - f. **Committee Chairs Certificate of Appreciation (BEST OF THE WEST):** Each Standing Region Committee, by determination of the Chairman, 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.

E. NOMINATIONS AND SELECTIONS:

1. SMITH, BUTLER, JOHNSTON and CITATIONS: Nominations and communication must be made in writing to the Region Awards Chairman. No facsimile.

- a. Nominations may be made by any Region Officer, Board Member, Standing Committee, Chapters, or any five (5) members in good standing. Members nominated shall refrain from any deliberation with members of the JURY 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 six (6) complete sets.
 - d. Deadline: All submissions must be received by the Region Awards Chairman by the deadline set forth in the Region Operating Calendar & Directory; not later than thirty (30) days prior to the Institute Convention.
2. DIRECTOR'S CERTIFICATES: Selections shall be made by each of the two Institute Directors.
 - a. Deadline: Unless the certificates are prepared by the Institute Directors, submissions shall be received by the Region Awards Chairman not less than thirty (30) days prior to the first day of the Region Conference.
 3. BEST OF THE WEST REGION AWARDS: Selection shall be made by the Committee Chairman.
 - a. Deadline: All submissions shall be received by the Region Awards Chairman not less than thirty (30) days prior to the first day of the Region Conference.

F. CATEGORIES OF AWARDS:

1. The SMITH, BUTLER, JOHNSTON, and CITATIONS: The COMMITTEE shall select a suitable plaque from a reliable and convenient source whereby subsequent year's awards may be obtained to maintain a consistent image and reliable budget.
2. DIRECTORS' and BEST IN THE WEST AWARDS: The COMMITTEE shall utilize the Region's stock Awards Certificate with customized copy and a suitable frame from a reliable and convenient source whereby subsequent year's awards may be obtained to maintain a consistent image and reliable budget.

G. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
2. The Committee Chairman shall 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.

Deleted: 3. . Such items, plus other expenses as required for the proper function of this committee shall be itemized and a budget submitted to the Region Finance Chair according to the Operating Calendar & Directory.¶
¶
4. . All reimbursements shall be in accordance to current Region reimbursement practice (See also Part 1, Section 2 - Finances). Items not a part of the adopted budget must receive prior approval from the Region President and Treasurer.¶

**SECTION 3
CERTIFICATION COMMITTEE**

A. PURPOSE: The Region Certification Committee shall coordinate efforts of Chapters within the Region to promote the Institute Certification program, and to provide a resource to the Chapters for their certification related activities and to provide a liaison with the Institute Certification Committee.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. Membership shall include the Chapter Certification Chairmen within the Region.

C. FUNCTIONS:

1. Provide a channel of information from the Institute Certification Committee to the Chapters.
2. Assist the Chapters in their Certification related activities such as promoting program awareness and candidate preparation.
3. Monitor the success of the program within the Region, and provide feedback information to the Institute about the exam.
4. Report at the annual Region Business Meeting.
5. Chairman shall orient Vice-Chairman for committee leadership for the following year.
6. Submit year-end report to assist in communication of what was accomplished during the year no later than the Board of Directors meeting at the Region Conference.

D. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
2. The Committee Chairman shall submit request for reimbursement of approved costs, to the Region Treasurer for payment within 60 days of occurrence and no later June 30 for the previous fiscal year. Reimbursement will be limited to the individual line items in the approved Region Budget. [approved at Mid Year Meeting 01 01.

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SECTION 4
EDUCATION COMMITTEE

A. PURPOSE: The Region Education Committee shall formulate, coordinate and implement education programs in the Region. It shall encourage the participation of the Institute, the Chapters and the Members in educational programs.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. Each Chapter in the Region shall designate a Chapter Education Chairman. The Chapter Chairman shall be a Member of the Region Education Committee and shall represent that Chapter at all meetings of the Region Committee.
3. Additional Committee members and sub-committee members may be appointed at the discretion of the Chairman, after confirmation by the Institute Directors.

C. FUNCTIONS:

1. Meet at each Region Conference and Mid-Year Meeting and report on Chapter, Region and Institute educational activities. Chapter Education Chairmen shall report on Chapter education activities to the Region Chairman 30 days before the Region Conference and Mid-Year Meeting.
2. Act as coordinating/ advisory body for the Region Conference education seminar and Leadership Orientation Meeting.
3. Increase Chapter and member awareness of educational opportunities, methodologies and directions provided by the Institute and Region.
4. Promote Institute and Region concepts pertaining to the advancement of construction technology, throughout the design and construction industry practicing within the Region.
5. Make recommendations to the Institute Directors for the nomination of each Region member to the Institute Education Committee.
6. Report at the annual Region Business Meeting.
7. Chairman shall orient Vice-Chairman for committee leadership for the following year.

D. REGION EDUCATION CHAIRMAN ACTIVITIES: The Region Education Chairman is the link between the education programs of the Chapters and the Institute and will be involved in the following activities:

1. Chair the Region Education Committee.
2. Act as liaison between the Chapters and the Institute on education activities, and encourage active communication between the two.
3. Report on Institute Education Committee meetings, and current Institute, Region and Chapter Education activities
4. Be responsible for providing an annual Leadership Orientation Meeting as outlined in Part 1, Section 5 of the West Region Operation Guide.

E. EXPENSES:

[referred to task team]

1. The Committee Chairman shall 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 1 of this Operating Guide~~. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors. [referred to task team]
3. The Committee Chairman shall 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~~ [approved at Mid year meein]

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**SECTION 5
PLANNING COMMITTEE**

A. PURPOSE: The Region Planning Committee shall formulate long range objectives and plans of the Region, including future growth and directions for consideration for implementation by the Board of Directors.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. Membership shall include the Region Directors from each Chapter within the Region.

C. FUNCTIONS:

1. Examine the feasibility of accomplishing such plans, and determine the level of interest in such plans, among the membership of the Region.
2. Review the existing objectives and plans, recommending the continuation, modification or discontinuance.
3. Integrate future objectives and plans with those existing, and establish priorities.
4. Report at the annual Region Business Meeting.
5. Chairman shall orient Vice-Chairman for leadership for the following year.
6. Submit year-end report to assist in communication of what was accomplished during the year no later than the Board of Directors meeting at the Region Conference.

D. EXPENSES:

1. The Committee Chairman shall present a proposed budget for the activities of the Committee for the ~~next in accordance with Part 1, Section 2, Article A, Paragraph 5, Item 1 of this Operating Guide~~. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors. ~~[referred to Operating Guide Task Team]~~
2. The Committee Chairman shall 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.~~ ~~[approved at Mid Year Meeting 01 01]~~

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**SECTION 6
MEMBERSHIP COMMITTEE**

- A. PURPOSE:** The Region Membership Committee shall serve as a link between the Institute and the Region Chapter Membership Committees; shall assist with communication among and between the Region Chapters; and shall encourage innovation and initiative from the Chapters for presentation to the Region.

- B. MEMBERSHIP:**
 - 1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
 - 2. Each Chapter shall designate one representative to serve on this Committee, preferably the Chapters' Membership Chairman.

- C. FUNCTIONS:**
 - 1. Perform such functions as required to carry out the purpose of the Committee.
 - 2. Meet each year at the Region Conference.
 - 3. Establish goals for new members each year.
 - 4. Establish methods for retention of existing members.
 - 5. Report at the Region Conference and Mid-Year Meeting.
 - 6. Committee Chairman shall orient Vice-Chairman for committee leadership for the following year.

- D. EXPENSES:**

- 1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors. [referred to Operating Guide Task Team]

- 2. The Committee Chairman shall 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. [approved at Mid Year Meeting 01 01]
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**SECTION 7
NOMINATING COMMITTEE**

A. PURPOSE: The Region Nominating Committee shall nominate candidates for the office of Professional and Industry/Associate Institute Director.

B. MEMBERSHIP:

1. Each Chapter shall designate, in July of the year in which an Institute Directors' term expires, one of its members to serve on the Region Nominating Committee. Consideration shall be given as to appointing a member with broad knowledge of qualifications for office and good overview of CSI affairs.
2. The outgoing Institute Director shall chair the Committee as a nonvoting member. In the event the Institute Director whose term expires was appointed (not elected) to office and wishes to be a candidate for office, the other Institute Director shall chair the Committee.

C. NOMINATING PROCEDURE:

1. Candidates for selection by the Nominating Committee shall be Proposed by Chapter, or by three CSI members, each from three different Chapters in the Region, in writing September 1, at least 30 days prior to the Region Conference of the election year. All nominations shall follow CSI format for nomination, and include a platform or goal statement. Nominations shall be sent to the Nominating Committee Chairman.
2. The Committee shall screen candidates for nomination before the Nominating Meeting, and at the Nominating Meeting, select not more than two candidates for Institute Director. The names shall be reported to all Chapters, and the Secretary of the Institute not later than November 1.

D. TRANSITION BETWEEN DIRECTORS:

1. Chapter Reference Materials: Two months before assuming office on July 1, the Institute Director-Elect, in coordination with the incumbent Institute Director, shall obtain from Chapters those items listed in the Institute Directors Chapter Affairs Checklist. (See CSI Administrative References.)
2. Coordination between Institute Directors and Institute Director-Elect:
 - a. As soon as election results are known, the incumbent should make every effort to orient the Director-Elect by including the Director-Elect in correspondence, planning and other activities to provide maximum continuity of Region affairs. The incumbent should assist the director-elect in obtaining items listed in the Institute Director's Chapter Affairs Checklist.

- b. Before the end of the administrative year (June 30), the incumbent shall send the Director-Elect files and a report on the status of each Chapter. This information shall include conditions in the Region, the status of Region Conferences and meetings, Chapter affairs, correspondence on and possibilities for new Chapter development, and other pertinent information on the health and operation of the Chapters and the Region.

SECTION 8
OPERATING AND CONFERENCE HOST GUIDES COMMITTEE

A. PURPOSE:

1. The Operating and Conference Host Guides Committee shall annually review the Region Operating Guide, incorporate approved changes and recommend new revisions as required. Approved revisions shall be incorporated directly into the Region Operating Guide.
2. The Operating and Conference Host Guides Committee annually incorporate validated data received at the Conference Post Mortem meeting as well as other necessary revisions.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. The Chairman shall select the members of his Committee. The Committee shall have six members, including the Chairman and Vice-Chairman, the two Region Advisors, and two Chapter Members, who shall have been members of a Region Host Conference Arrangements Committee.

C. FUNCTIONS: The Region Operating and Conference Host Guides Committee shall:

1. Provide an in-depth study and comprehensive, exhaustive guide to the procedures for developing and executing a successful Region Conference.
2. Revise and re-issue the Region Conference Host Guide at least once every three years. The Region Operating Guide shall be revised and reissued at least once every three years.
3. Report at the Region Conference (including Board of Directors Meeting) and to the Mid-Year Board of Directors Meeting.
4. Maintain minutes of Committee meetings, including a report of the Post Mortem meeting following annual conference.
5. Provide five copies of the current Region Conference Host Guide to the Chairman of the Region Conference Arrangements Committee as established, and one copy to the Region President, Vice-President, Secretary, and the members of the Guide Committee.

6. Provide one Region Operating Guide to each Region Board Member, Region Director, Region Committee Chairman and Vice-Chairman, Chapter President, and the Institute.

D. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
2. The Committee Chairman shall 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.

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SECTION 9
PRODUCT EXHIBITS COMMITTEE

A. PURPOSE: The Product Exhibits Committee shall coordinate annual Chapter Product Exhibits within the Region, summarize the results and report back to the Chapters once a year.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman, one from the northern part of the Region and one from the southern part of the Region, shall be appointed by and serve at the discretion of the President and Vice-President. The appointment shall be for two years and the Chairman and Vice-Chairman shall be appointed at odd and even years to maintain continuity.
2. The Chairman of the Chapter Product Exhibit Committee shall be a member of the Region Product Exhibits Committee.
3. The committee membership shall consist of the Product Exhibits Chairman from each Chapter or the alternate contact person at the discretion of the individual Chapters.

C. FUNCTIONS:

1. Chapters shall provide a list of exhibitors after each exhibit to the Region Chairman, who will have mailing labels prepared for the succeeding Chapter Product Exhibits Committee Chairman.
2. Coordinate Chapter exhibit dates to prevent overlapping and permit exhibitors to participate in as many exhibits as possible.
3. Provide a schedule of Region exhibits for the following calendar year to the Institute Directors, and Chapter Presidents, Program Chairmen and Editors as soon as possible after the Region Conference.
4. Meet at the last Chapter Product Exhibit held during the calendar year. If the Exhibit Chairman cannot attend, the Chapter shall provide a substitute, preferably a member who is responsible for soliciting exhibitors. Annually prepare a 3-r Vice-Chairman shall report to the Region once a year at the Region Conference. The report shall be oral with a written summary which shall be in a format. See Part 3, Exhibits.

D. EXPENSES:

Deleted: ring "D" binder with all the material (letters, flyers, exhibits, etc.) collected from each of the Chapters in chronological order as submitted to the Vice-Chairman for collection and redistribution at the Mid-Year Board of Directors Meeting.¶
¶
5. . Annually meet alternately in Northern and Southern California in mid-June to establish how to divide up the tasks as outlined in the operations guide. Both incoming, current and out-going committee chairmen and vice-chairmen shall be present.¶
¶
6. . The Chairman o

1. The Committee Chairman shall present a proposed budget for the activities of the Committee for the next fiscal in accordance with Part 1, Section 2, Article A, Paragraph 5, Item 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.

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2. The Committee Chairman shall 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.

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3. Travel expenses, lodging and other expenses shall be reimbursed by the Region for one trip south/north each for the Chairman and Vice-Chairman per calendar year. ¶

**SECTION 10
PROGRAMS COMMITTEE**

A. PURPOSE: The Region Programs Committee shall serve as a clearing-house for information and material to be used in Chapter programs, and as a central location for the collection and dissemination of program ideas for the Region Chapters.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. The balance of the Committee, one member from each Chapter, shall be made up of the Chapter Program Chairmen, or other Chapter Members as appointed by the Chapter President.

C. FUNCTIONS:

1. Perform functions and hold meetings as required to carry out the purpose of the Committee.
2. Oversee the Programs Workshop at the Region Conference.
3. Provide assistance to the Chapter hosting the Region Conference, when requested by the Chapter.

D. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
2. The Committee Chairman shall 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.

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SECTION 11
PUBLICATIONS COMMITTEE

A. PURPOSE: To coordinate with Chapter Editors and Roster Chairmen regarding publications, published by Chapters in the Region. It shall be a goal of the Committee to assist in the improvement of content of Region and Chapter publications.

B. MEMBERSHIP:

1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
2. Membership of the Committee shall be comprised of the Chapter Editors.

C. FUNCTIONS: The Region Publications Committee shall:

1. Perform such functions as required to carry out the purpose of the Committee.
2. Meet each year at the Region Conference.
3. Report at the Region Conference and Mid-Year Meeting.
4. Assist the Region Awards Committee in publicizing Region Awards programs.

D. EXPENSES:

1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
2. The Committee Chairman shall 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.

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SECTION 12
TECHNICAL COMMITTEE

- A. PURPOSE:** The Region Technical Committee shall serve as a link between the Institute Technical Committee and the Chapter Technical Committees; shall assist with communication among and between the Chapters; and shall foster ideas and initiative from the Chapters for presentation to the Institute and for work within the Region.
- B. MEMBERSHIP:**
1. The Committee Chairman and Vice-Chairman shall be appointed by and serve at the discretion of the President and Vice-President.
 2. Each Chapter shall designate one representative to serve on this standing committee, preferably the Chapter's Technical Committee Chairman.
- C. FUNCTIONS:**
1. Perform such functions as required to carry out the purpose of the committee.
 2. Meet each year at the Region Conference and report on Chapter, Region and Institute technical activities. Chapter Technical Chairmen shall report on Chapter technical activities to the Region Technical Chairman, 30 days before the Region Conference and 30 days before the Mid-Year Meeting.
 3. Report at Region Conference and Mid-Year Meeting.
 4. Recommend to the Directors the nomination of a member of the Region to the Institute Technical Committee.
- D. LIAISON WITH THE INSTITUTE TECHNICAL COMMITTEE:**
1. One member of the Institute's Technical Committee will serve as the link between the Technical program of the Region and the Institute, and will generally be available for consultation with the Region and the Chapters. The Region Technical Committee Chairman shall encourage participation by:
 - a. Acting as liaison between Chapters and Institute's Technical Committee activities, and encouraging communications between the Chapters and the Institute. Documents produced by Chapters for the Institute will be reviewed by the Region Technical Committee Chairman simultaneously while being submitted to the Institute.

- b. Report, in a form suitable for publication in the Chapter newsletters, the proceedings of Institute Technical Committee meetings, and current Institute and Region Technical Committee policies.

E. EXPENSES:

- 1. The Committee Chairman shall 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 1 of this Operating Guide. If a budget item is not received within the time frame, the budget shall be established by the Board of Directors.
- 2. The Committee Chairman shall 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.

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SECTION 13
OTHER COMMITTEES

- A. PURPOSE:** Provide services as required.
- B. MEMBERSHIP:** Members and Chairmen shall be appointed by and serve at the discretion of the President and Vice-President, or as directed by the Board of Directors.
- C. FUNCTIONS:**
 - 1. Perform functions and hold meetings as required to carry out the purpose of the committee.
 - 2. Report at the Region Conference and Mid-Year Board of Directors Meeting, as directed by the Board of Directors.

PART 3 - EXHIBITS

EXHIBIT A FORMAT FOR ANNUAL/SEMI-ANNUAL REPORTS

EXHIBIT B FORMAT FOR WEST REGION AWARDS NOMINATION

EXHIBIT C FORMAT FOR WEST REGION AWARDS BALLOT
(Omitted due to formation of West Region Awards Jury System - FY 95.)

EXHIBIT D FORMAT FOR NOMINATIONS FOR INSTITUTE DIRECTOR

EXHIBIT E FORMAT FOR BIOGRAPHICAL INFORMATION

EXHIBIT F FORMAT FOR PRODUCT EXHIBITS ANNUAL REPORT
(Omitted/no longer in use by Product Exhibit Committee)

EXHIBIT A
CHAPTER REPORT

CHAPTER LETTERHEAD

(Date)

To: President and Vice-President
The West Region of the
Construction Specifications Institute

From: ____, President
____ Chapter, CSI

Subject: Semi-Annual (or Annual) Chapter Report for the period
_____ to _____

1. **MEMBERSHIP.** Chairman: _____

Professional: _____; Industry: _____; Student: _____; Total: _____

Funding for CSI Convention or Conference: Yes _____ No _____ # of Attendees _____

2. **CHAPTER MEETINGS.** Program Chairman: _____

Meetings held _____ of the month at _____

List of meetings:

<u>Date</u>	<u>Subject of Program</u>	<u>Attendance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **CHAPTER NEWSLETTER.** Editor: _____

Name of Newsletter: _____

Published: _____

Advertising Rate: _____

4. **TECHNICAL.** Chairman: _____

Assignments: _____

Studies: _____

Activities: _____

5. **EDUCATION.** Chairman: _____

Seminars: _____

Scholarships: _____

6. **CERTIFICATION.** Chairman: _____

Classification: CDT _____ CCPR _____ CCCA _____ CCS _____

No. of Attendees per class: _____

Instructors: _____ Cost Per Class: _____

7. **PRODUCT SHOW.** Chairman: _____

Date of Exhibit: _____ Location: _____

Booths: _____ Booth Cost: _____ Tabletops: _____ Tabletop Cost: _____

No. of Attendees per class: _____

8. **AWARDS.** Chairman: _____

Institute, Region, or Chapter Awards Given: _____

9. **REGION DIRECTOR:** _____ Term Ends: _____

(Chapter member appointed as Region Director to Region Board of Directors)

10. **WEB SITE:** _____

11. MISCELLANEOUS.

Special Programs or Activities: _____

Student Activities: _____

END OF EXHIBIT

EXHIBIT B
WEST REGION AWARD NOMINATION
(FORMAT - PREPARE ON CHAPTER STATIONERY.)

Nomination for Region Award by the
(Name of Chapter or Region Committee)

(Nominations must be received by the Region Awards Committee prior to, March 31.)

Date: _____

Chairman, West Region Awards Committee

Dear Chairman:

The _____ (Name of Chapter or Region Committee), at its meeting held on
,19____, nominated _____ for the following West Region Award:

(Select one of the following)

- The Jim Butler Memorial Award
- West Region Certificate of Appreciation
- West Region Citation

The Nominee's qualifications for the Awards are as follows:

[Delineate the Nominee's qualifications (conforming to) in compliance with the requirements of the West Region
Operating Guide.]

(Chapter President or Committee Chairman)

(Chapter Secretary or Committee Vice Chairman)

END OF EXHIBIT

EXHIBIT D
WEST REGION INSTITUTE DIRECTOR NOMINATION

(Format for Institute Director Nomination. Use this exhibit together with Exhibit E "Biographical Information -

Institute Office or Director Nominee", for submitting nominations for Institute Office or Institute Director.
Prepare on Chapter stationery)

_____ (date)

To: Region Nominating Committee

From: _____

Subject: Recommendation for Nomination.

Please consider _____ (Professional Member) (Industry Member) (Associate Member) as a nominee for the office of Institute Director.

Enclosed is a completed biographical information form, together with a platform or goal statement.

(name of Chapter)

(signature)

(office)

Encls.

END OF EXHIBIT

EXHIBIT E

BIOGRAPHICAL INFORMATION
INSTITUTE OFFICE OR DIRECTOR NOMINEE

(Format for Biographical Information of Institute Office or Director Nominee. Use this Exhibit, together with Exhibit D - "West Region Institute Director Nomination" for Institute Office and Institute Director nominations. Prepare on plain stationery; no letterhead.)

Date: _____

Personal Information

Name: _____

Home Address: _____
(Street)

(City) (State) (Zip)

Spouse's Name: _____

Home Telephone: (____) _____

Education:

(College/University and Degree)

Business Information:

Firm Name: _____

Firm Address: _____
(Street)

(City) (State) (Zip)

Business Phone: (____) _____

Position: _____

Type of Business: _____

(Specification Writer; Consultant; Draftsman (Arch./Engr.); Architect, Arch. Consultant; Manufacturer; Engineer, Engr. Consultant; Distributor/Supplier; Contractor, Contr. Consultant; Attorney; Publication; Manufacturer's Rep.; Arch. Engr. Mgmt., Sales or Distribution Exec.; Assn. Exec., Educator, Research Worker; Other)

Firm is considered _____ in its field.
(small, medium, large)

Firm operations are primarily _____ in operation.
(local, regional, national)

Personal Activity: (Briefly describe the activity or responsibility in the business, firm or institution, that you are primarily engaged in or concerned with; such as spec writing architectural or other design, administrative, promotion, field representative estimating/expediting construction or similar description. Describe more than one if necessary. If engineering, note the discipline most active in.)

Personal Background: (Briefly list professional or business background.)

Licensed Architects/Engineers: _____
[List State(s)]

CSI Information:

Membership Number: _____ **Membership Classification:** _____

Chapter Affiliation(s) Date(s)

Services to CSI: [Show office(s), committee appointments, awards received, delegate for annual convention, region conferences, speaking engagements or other activity. Please denote committee chairmanship by an asterisk. Use an additional sheet if necessary. List all dates consecutively, (noting both the month and year) ending with the most recent.]

Dates: From - To Service:
 (Mo./Yr.) (Mo./Yr.)

Chapter:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Region:

Institute:

CSI Awards:

Dates: From - To Service:
 (Mo./Yr.) (Mo./Yr.)

Chapter:

Region:

Institute:

Membership in other related societies:

I accept the nomination and agree to serve, if elected, as _____
(Institute Office or West Region Director)

(Signature of Nominee)

(Date)

(NOMINEE: Please enclose recent 4 x 5 black and white photograph, head and shoulder shot)

END OF EXHIBIT