



# **Member Guidelines And Alliance Traditions, Practices and Protocol**

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## **Forward**

The HEFMA Membership Guide has been developed to assist the membership and its elected Board members in carrying out its roles and responsibilities. The Handbook describes the roles and responsibilities of each position. It will improve the transition process when Board membership changes; and will assist the membership during the Board nomination process by having knowledge of position roles and responsibilities.

The Handbook provides information on the components and order of business for the Summer and Fall HEFMA meetings. This provides a consistent process and understanding across the membership for the role and purpose of the meetings.

## **Mission Statement**

The Higher Education Facilities Management Association is a group of University professionals who through cooperative sharing of knowledge and resources support and assist members with achieving the innovative, effective and efficient use of campus facilities and space toward the fulfillment of individual and collective institutional goals.

## **Principles**

Campus facilities and space are an integral and expensive resource that has a dramatic impact on the ability of higher education institutions to accomplish our primary missions of instruction, research and public service.

The innovative, effective and efficient use of the campus facilities and the environment is a shared goal among member institutions and all of higher education.

The innovative, effective and efficient use as well as the creation of institutional facilities and work environments, conducive to the missions of higher education, is a complex and continually evolving process. This process must include the use of data analysis in decision making processes, creativity in problem solving, innovative experimental applications to address changing trends in higher education and respect for individual institutional cultures and priorities.

Each HEFMA member has knowledge, experiences and competencies that are invaluable to member institutions and higher education in the United States in general.

Each HEFMA member has a responsibility to provide leadership and consultation services about best practices toward improvement of the facilities planning and space management practices to address the changing trends in higher education.

## **Purposes**

To assist HEFMA institutions continually improve the processes of campus facilities planning and space management.

To promote information sharing and open communication among member institutions toward our goal of providing campus environments that enhance the ability to meet the missions of instruction, research and public service.

To protect requested individual institutional confidentiality and promote the appropriate use of data that can be shared among member institutions.

To encourage the sharing of new knowledge, techniques, best practices and failures that is relevant to campus planning and space management.

To continually seek out and experiment with innovative and creative applications and techniques to support the continually evolving campus environments.

## **Board Member Duties**

### **HEFMA President Duties**

#### **General:**

- 1) Presides over all membership and Board meetings and maintains rules of order
- 2) Establishes direction and focus for HEFMA efforts consistent with areas of interest and needs as established by the membership
- 3) Requests and establishes subcommittees to work on specific tasks on behalf of the membership
- 4) Solicits agenda items for upcoming meetings
- 5) Signs checks on behalf of the organization

#### **Fall Meeting:**

- 1) Coordinates with Board to make decisions about the meeting arrangements relative to location, hotel and meeting accommodations, food and agenda
- 2) Presides over new Board Member nominations

#### **Summer Conference:**

- 1) Presides over the summer conference business meeting

### **HEFMA Vice-President Duties**

#### **General:**

- 1) Acts on behalf of the Board President and in his/her stead, in the event of the President's absence.
- 2) Solicits proxy votes from voting members who cannot attend the Fall Business meeting.
- 3) Maintains the HEFMA Handbook

#### **Fall Meeting:**

- 1) Coordinates, with the Secretary, the details of the fall meeting, including location, hotel accommodations, food, and agenda
- 2) Solicits proxy votes from any institutions who will not be represented by voting members

### **HEFMA Treasurer Duties**

#### **General:**

- 1) Maintains current and past bank records

- 2) Invoices member institutions for yearly dues
- 3) Collects dues and deposits proceeds in the bank
- 4) Prepares all checks and forms of payment for President's signature
- 5) Pays financial obligations on behalf of the organization

#### **Fall Meeting:**

- 1) Provides the annual financial report to the membership
- 2) Prepares checks made out to the meeting host location for the President to sign
- 3) Presents signed checks for payment to meeting host coordinator

#### **Summer Conference:**

- 1) Provides the financial report to the membership

### **HEFMA Secretary Duties**

#### **General:**

- 1) Reports and distributes draft and approved meeting minutes at all meetings of the membership
- 2) Takes attendance at all meetings of the membership and reports to the membership
- 3) Maintains and distributes membership roster which is updated annually at the Fall Meeting, and then posted to the HEFMA website by the Web Administrator
- 4) Sends out agenda for all meetings of the membership in advance
- 5) Works to ascertain, in advance, who will be in attendance at each meeting
- 6) Maintains hardcopy records of:
  - Meeting agenda
  - Meeting minutes
  - Meeting attendance record

#### **Fall Meeting:**

- 1) Coordinates, with the Vice President, the details of the fall meeting, including location, hotel accommodations, food, and agenda
- 2) Remains in close contact with the Board as fall meeting information details are gathered and solicits their decisions at least 3 months in advance of the meeting
- 3) Announces all information about the meeting to the membership in advance – cost, location, agenda, etc. at least 6 weeks in advance
- 4) Determines if there will be quorum at the meeting; advises Vice President of institutions not in attendance so proxy votes can be solicited.

- 5) Advises the Treasurer, in advance, of the amounts and to whom checks should be made for costs associated with the meeting
- 6) Takes meeting minutes and records attendance

#### **Summer Conference:**

- 1) Requests, of host institution, time to be set aside in the conference agenda for the Business meeting, coordinates the amount of time needed, and communicates between the host institution and the Board
- 2) Sends reminder to membership about Business meeting
- 3) Takes meeting minutes and records attendance

### **HEFMA Member-At-Large Duties**

#### **General:**

- 1) Represents the Membership to the Board
- 2) Advises the Board on issues or concerns that the membership may have as it relates to policies and procedures.
- 3.) May serve as a sub-committee chair or lead representative for specific tasks or projects as directed by the President and carried out on behalf of the membership
- 4.) Facilitates and coordinates the development and maintenance of the HEFMA website
- 5.) Oversees Website Administrator activities as needed

#### **Fall Meeting:**

- 1) Requests new Board Membership nominations in advance in preparation for the meeting

### **HEFMA Website Administrator**

- 1) Provides day-to-day oversight and maintenance of the HEFMA website, including posting new information to the site
- 2) Coordinates with the Secretary for additions and updates to website content, such as meeting minutes, membership roster, etc
- 3) Receives, responds to, or forwards to appropriate HEFMA Board member inquiries made to HEFMA by non-members

## **HEFMA Business Meeting Agenda**

**Fall Meeting:** (This is the meeting where voting takes place)

- 1) Verification of Quorum
- 2) Review and Approval of Agenda
- 3) Review and Approval of Previous Meeting Minutes
- 4) Treasurer's Report
- 5) New Board Member Elections
- 6) Issues for Membership Consideration
- 7) Agenda Discussion Items & Presentations

\*Member Institution Review of Current and Recent  
Project(s) (over \$10M)

**Summer Conference Meeting:** (This is generally a short meeting to touch base with the membership and really should be placed in the conference agenda so that the entire attending HEFMA body can and should attend)

- 1) Thank Summer Conference Host Institution
- 2) Review and Approve Agenda
- 3) Review and Approval of Previous Meeting Minutes
- 4) Address left over business from previous Fall Business Meeting
- 5) List Office Positions that will expire in the Fall & take Nominations
- 6) Discuss future agenda items for Upcoming Fall Business Meeting



## **HEFMA Traditions, Practices, and Protocol**

### **Proxy Vote Process for Fall Business Meeting**

- 1) In early October the Secretary will send out a communication to the membership asking who plans to attend the Fall Business meeting. By mid-October attendance will be confirmed.
- 2) The Secretary will send to the Board a list of all members who plan to attend the meeting.
- 3) The Vice-President will review the list to determine which institutions will not be represented by their 2 voting members at the meeting.
- 4) The Vice-President will contact voting members who do not plan to attend the business meeting, and ask them by an appointed date and time, either:
  - a) Send a written communication (via US mail or email) to the Vice-President indicating their vote on the issue(s) as they understand it, or
  - b) Send a written communication (via US mail or email) to the Vice-President indicating who, from their institution, will vote in their stead, as their proxy
- 5) Prior to the meeting, the President will communicate to the membership the background of the issues to be voted upon at the meeting.

The Vice-President will bring the proxy vote information (either actual votes in writing or the communication indicating the name of the proxy voter) to the meeting.

### **HEFMA Membership Principles**

#### **Past Member Status**

When an active member leaves active employment with a HEFMA member institution, and ceases to represent that member institution, that person, thereby, ceases to be an active HEFMA member and becomes a past HEFMA member. Past HEFMA members may attend HEFMA Summer Conferences as an invited guest at their expense. HEFMA will not fund invited guest participation. Guests may not attend the Fall Business Meeting, Summer Conference business meeting or any other meetings convened to conduct HEFMA business.

#### **Eligible Active Members**

Employees of member institutions who serve in planning, space management and classroom management roles at the central or collegiate level *are eligible* to represent their member institutions as active members at the discretion of their member institution.

Employees of private firms that are contracted by member institutions to perform planning, space management and classroom management roles on behalf of the member institution *are not eligible* to represent member institutions as active members. As such, they may not attend the Fall Business Meeting, Summer Conference or any other meetings convened to conduct HEFMA business.

## Summer Conference Rotation and Typical Format

- 1) The HEFMA Summer Conference follows a rotation through its member institutions
- 2) In the event that an institution cannot host the conference in the year of its rotation the institution can request to change with an institution next in the rotation
- 3) Funding to assist with the HEFMA Summer Conference can be made to the HEFMA Membership. Institutions are encouraged to minimize expenses to the extent possible.
- 4) The Summer Conference typically kicks-off on Sunday evening with a welcome reception; Monday, Tuesday and a half-day on Wednesday typically consists of sessions and campus facility tours relevant to the membership; the HEFMA Business Meeting is included within the agenda for the Conference.

## Active Membership Acknowledgement

HEFMA acknowledges a member's active participation in the organization by providing a commemorative gift upon retirement or career change. The following is the established criteria for active members to receive a commemorative gift:

- 1) Having served on the HEFMA Board
- 2) Having been an active member for 10+ years
- 3) Having made a significant contribution to the organization in the furtherance of its mission and goals

Other departing members will receive a letter of appreciation.

The following process will be followed:

- 1) Institutions will submit the name of HEFMA members who are making plans to retire, have retired or have made a career change.
- 2) Board will determine how the member's association participation will be commemorated based on established criteria and input from the member's institution.
- 3) The President will send a letter of appreciation directly to the past member or to the member's institution to be included with a commemorative gift, as appropriate.
- 4) The Treasurer will coordinate the purchase of the commemorative gift with the past member's institution and the resulting cost reimbursement.

The recipient would receive a commemorative gift suited to them specifically and selected by their institution, up to \$150.00.

## HEFMA Website

- 1) The HEFMA website link is <http://hefma.com>
- 2) Access to HEFMA member institutional data from surveys or other communications is only accessible to individual members who have been provided access to the site at the request of their lead representative.

## Membership List Serve

- 1) Each Member Institution provides the name, position, email and phone number for their member(s), and notes those that are voting members (2) and the primary contact for the HEFMA Survey
- 2) Members placed on the list serve do not have to be HEFMA voting members, however they should have a role in the Institutions space and facilities planning organizations.

## HEFMA Space Survey

- 1) The HEFMA Space Survey is done on a bi-annual basis
- 2) The Survey collects comparable space utilization data across the Member Institutions based on the FICM Classification Structure
- 3) Survey results are for Membership use only and the data's confidentiality is of utmost importance. It can be used internally for benchmarking purposes, as an example, but beyond that it must be used at the discretion of each Institution.