

Past Region Directors and Governors Advisory Council – Region 5

1. Region	Region 5
2. Project Contact	
Name	Melissa Wheeler Black
Phone Number	678-464-3243
Email	mswheele@southernco.com
3. Project Category	Region Operations
4. Project Description	Region 5 formed an advisory council, consisting of former Region Leadership (former Governors and Directors) to serve as a resource to the Region and to provide pathways for former leadership to remain invested in the Region’s future success. The objective of the council is to provide historical context, information and advice to the Region based upon the collective experience of the former Region Directors and Governors.
5. The Process (What you did, When and How)	The current Region 5 Director called a meeting inviting all former Directors and Governors of Region 5, and explained the idea and need for an advisory council.
6. Those in Charge (Committee, Task Committee, Etc.)	Of those expressing interest, the Region Director selected a Chair and Vice Chair to lead the new council. Other committee appointments are made as needed (example – a Secretary was appointed to maintain meeting minutes)
7. Time Frame (When Started, When Completed)	After the initial meeting, it was a few months before the group selected a name and developed membership levels and by-laws.
8. Success Factors (The Parts that Worked Really Well)	<p>3 levels of membership were offered to all previous Directors and Governors.</p> <ul style="list-style-type: none"> • Full Membership - Willing to commit to active call attendance and participation and wish to be considered a voting member of the Council for the basis of establishing a quorum (for items going to vote, a quorum will be considered a majority) • Subscribing Membership – Willing to participate in discussions from time to time but without the having a vote or affecting the quorum • Not interested at this time – Removal of your name from the distribution list of the Council. <p>At the formation of the council, a deadline was set for responses, and if no response was received then that member was designated a Subscribing Member of the Council by default. ARC membership status can be changed at any time by contacting the Council Chair.</p> <p>Moving forward, ARC membership selections will be offered to all Region Governors and Directors at the conclusion of their term of service.</p>

9. Setback Factors (The Parts that did Not Work Well)	The council struggled at first to set goals and objectives. ARC leaned on the BOG to suggest potential projects for ARC member involvement.
10. Creativity (This is something off the wall that we did)	Developing a name other than Former Directors and Governors Advisory Council 😊
11. Administration (What was most Important?)	Setting up a monthly call to keep the committee moving forward on various projects.
12. Follow-Up (What was most important?)	Ensuring the Region had accurate listings of past leadership and accurate contact information for all past Governors and Directors.
13. Recommendations (What you should ALWAYS do with this project?)	Working with the existing Region BOG is important to determine how ARC can best support the Region's purpose, mission, and vision.
14. Cautions (What you should NEVER do with this project?)	Assume all past leadership will want to participate.
15. The Outcome	Region 5 ARC has successfully reviewed the strategic plan for the BOG and we are anticipating reviewing the revised by-laws and supporting the Region 5 Younger Member Council with a liaison. Region 5 ARC members are now supporting the Region by providing consulting members to Region subcommittees like Grants and Awards.
16. Ongoing Activity (Would you do it again?)	The council will continue meeting monthly and assisting Region 5.
17. Speaker Contact Information (person from your Region who would be willing to speak about the Best Practice)	
Name	Melissa Wheeler Black
Address	Hollywood, SC
Phone Number	678-464-3243
Email	mswheele@southernco.com
18. Additional Comments (We strongly recommend attaching relevant photos and graphics)	

**REGION 5 ADVISORY REGIONAL
COUNCIL (ARC)
CHARTER AND BYLAWS**

ARTICLE 1. GENERAL

1.0 Name. The name of this entity shall be the Advisory Regional Council (hereafter, "Council") for Region 5 ("Region") of the American Society of Civil Engineers ("Society").

1.1 Objective. The objective of the Council shall be to provide information and to offer recommendations and advice to the Region based upon the collective experience of former Region Directors and Governors.

1.2 Authority. The Council shall serve in an advisory capacity to the Region Board of Governors. Neither the Council nor its individual members shall be authorized to bind the Region or the Society in any capacity.

ARTICLE 2. MEMBERSHIP

2.0 Membership. The Council shall consist of former Region Directors and Governors who declare their willingness to serve.

2.0.1 Qualifications. Former Region Directors and Governors who are current members in good standing of the Society shall be eligible to serve on the Council. The Chair may invite additional individuals to serve as Members, subject to approval by the Council.

2.0.2 Membership Categories. Members of the Council shall select one of the following membership categories. Members may change their category selection annually at the beginning of the Society's fiscal year.

2.0.2.A. Full Membership. Full Members may vote on matters brought before the Council.

2.0.2.B. Subscribing Membership. Subscribing Members may participate in Council discussions but shall not vote.

2.0.3 Current Directors and Governors. The current Region Director shall be an ex-officio member of the Council. Current Region Governors shall not serve on the Council.

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2.1 Terms. Council members shall continue to serve until they declare their intent to terminate their service.

ARTICLE 3. MANAGEMENT

3.0 Chair. The Council shall select a Chair, by majority vote, who shall preside at all meetings of the Council, shall keep the Region informed of the Council's activities, and shall undertake such other duties as assigned by the Region.

3.0.1 Terms. The Chair shall serve a one year term. The current Chair may be selected to continue their term, but no Chair may serve more than three consecutive terms.

3.1 Officers. The Chair may, at their discretion, appoint additional Officers to carry out the work of the Council. These Officers may include, but are not limited to, Vice Chair, Secretary and Treasurer.

3.2 Committees. The Chair may, at their discretion, appoint standing or task Committees to carry out the work of the Council.

ARTICLE 4. MEETINGS

4.0 Meetings. The Council shall hold at least four meetings per year. Meetings may be held in-person or virtually.

4.0.1 Meeting Participation. In addition to Full Members and Subscribing Members, the Chair may invite others who have skills or experience relevant to the Council's projects or initiatives.

4.1 Quorum. A majority of the Full Members of the Council shall constitute a quorum.

4.2 Parliamentary Authority. All business meetings of the Council shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Bylaws of the Region or the Society's governing documents.

ARTICLE 5. ADMINISTRATIVE PROVISIONS

5.0 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Council, Region, or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the

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Council, Region, or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Council. Action to address the conflict shall be taken by either the interested individual or the Council.

5.1. Compensation. Members of the Council do not receive compensation for services but may be reimbursed for reasonable expenses on an agreed upon basis between respective Sections and the Region.

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