

Guidelines and Operating Procedures for the Construction Research Council of ASCE

1. OBJECTIVES

- 1.1** To be recognized as the premier forum for Construction Engineering & Management research.
- 1.2** To maintain an active membership of qualified construction professionals.
- 1.3** To advance engineering knowledge and practice through stimulating and encouraging innovative research in the field of Construction Engineering & Management.
- 1.4** To disseminate knowledge by sponsoring activities and assisting members in educational and professional development initiatives.
- 1.5** To promote activities of the Council and its individual members that enhance the practice of, and research into, Construction Engineering & Management.
- 1.6** To mentor professionals who aspire to be researchers.

2. MEMBERSHIP

- 2.1** Persons interested in membership on the CRC must submit a written application letter to the CRC Chair prior to a regularly scheduled meeting of the Council.
- 2.2** All persons desiring to be a member of the CRC must be a member in good standing of the Construction Institute. Exceptions may be granted to eminent international scholars or eminent practitioners with a demonstrated interest in construction research.
- 2.3** Applicants for membership have a demonstrated record of involvement in construction research.
- 2.4** Applicants for membership must be in attendance at a regularly called Council meeting to be considered. New members shall be elected by a majority vote of the members present at the meeting.

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- 2.5** Council members shall serve for an indefinite period of time and may discontinue membership by contacting the secretary. The secretary will maintain a current roster of members.
- 2.6** A member may appoint another CRC member to serve as their PROXY at a CRC meeting by notifying the Chair prior to the meeting. Proxy votes may be allowed for Council business transactions at the discretion of the Chair.
- 2.7** A Construction Institute contact member, as appointed by the Construction Institute director, shall be accorded full privileges of Council membership.

3. OFFICERS

- 3.1** The officers shall consist of a Chair, a Vice Chair, and a Secretary.
- 3.2** Officers shall serve one-year terms that expire at the conclusion of the Fall meeting of the Council. At the Fall meeting of the Council, a Council member shall be elected to the position of Secretary. The previous Secretary will assume the position of Vice Chair; the previous Vice Chair will assume the position of Chair. When it is not practical to hold a Fall council meeting, the Council Secretary will conduct a mail or electronic ballot. If for some reason a council officer is unable to fulfill his/her elected office, a special election will be called by the Council Chair.
- 3.3** The chair shall preside at all meetings, appoint working groups or task committees at his/her discretion, and perform the duties specified in these Guideline and Operating Procedures.
- 3.4** The Vice Chair shall assist the Chair and perform the duties of the Chair when he/she is absent from a meeting or for any other reason is temporarily unable to perform his/her assigned duties.
- 3.5** The Secretary shall maintain records, take minutes of council meetings, and perform other duties assigned by the Chair.

4. ELECTION OF OFFICERS

- 4.1** Nomination of candidates for election to offices of the Council shall be made by nominations tendered by members of the Council. Nominations shall be submitted to Council officers in advance of the Fall Council meeting. At least two candidates shall be

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nominated when appropriate. The names of the official candidates shall appear in the agenda that is distributed prior to the Fall Council meeting. Nominations will also be accepted from the floor.

- 4.2** Officers shall be elected by a majority of those members voting.
- 4.3** Election shall be held by mail ballot or ballot at a regularly scheduled meeting.
- 4.4** Election dates and ballot-counting procedures shall be established by the Council Chair.

5. MEETINGS

- 5.1** The Council shall hold a Fall annual meeting and other such meetings as may be called by the Chair.
- 5.2** Notice of meetings and a tentative meeting agenda shall be sent to the Council membership prior to the meeting date.
- 5.3** A quorum for normal business shall consist of those members present at a regularly scheduled meeting. At the discretion of the Chair, items of major importance may be referred to the entire Council membership by mail or electronic ballot.
- 5.4** Copies of the Council Minutes shall be distributed by email to all Council members by the Secretary.

6. EXECUTIVE COMMITTEE

- 6.1** The Executive Committee shall consist of the Council Chair, Council Vice Chair, Council Secretary, and the immediate past Council Chair (Past Chair). The Executive Committee shall function as the Control Group of the Council. The roles and responsibilities of the Executive Committee members are indicated in Appendix A.
- 6.2** The Executive Committee shall have the authority to act for the Council when, in the opinion of the Chair, it is impractical to call a meeting of the entire Council. To validate the action taken, the Council membership shall be informed within a two-week period.
- 6.3** The Executive Committee shall meet at least twice a year. The most common times for the meetings are during the ASCE

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Convention and Construction Congress. Agreeing to serve on the Executive Committee carries with it the commitment on the part of the member to fund travel to one committee meeting each year.

7. COUNCIL STANDING COMMITTEES AND WORKING GROUPS

- 7.1** In addition to the Executive Committee, the Council shall maintain standing committees—current ones include Awards, Academic, CI-CRC Liaison, and Marketing.
- 7.2** The Council Chair, in consultation with the Executive Committee and Council membership, shall appoint Council members to serve on one or more standing committees. The Council Chair shall in like manner appoint a Chair for each standing committee. Standing committees shall be comprised of at least four members. The standing committee chair is appointed for a term not to exceed three years.
- 7.3** The Council Chair, in consultation with the Executive Committee and Council membership, shall institute working groups as needed to pursue Council objectives and agreed initiatives. Working groups shall sunset as soon as they complete their intended function.

8. CONFLICTS OF INTEREST

- 8.1** Council members are encouraged to take a temporary leave of absence from the Council should a potential conflict-of-interest arise.
- 8.2** A member taking a temporary leave of absence may nominate an alternate member to serve in his absence in accordance with Section 2.0 of these Guidelines and Operating Procedures.

9. AMENDMENTS

- 9.1** These Guidelines and Operating Procedures can be amended by majority vote of the Council membership.
- 9.2** Proposed changes may be initiated by the Executive Committee or under the signature of any five Council members.

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Appendix A – Roles and Responsibilities Matrix for CRC Executive Committee

Function	Sec	Vice-Chair	Chair	P-Chair
Monitor attendance	X			
Advise non-attendees	X			
Maintain membership list	X			
Distribute agenda	X			
Keep minutes	X			
Distribute minutes and post to CI website	X			
Serve on Peurifoy Award Committee	X			
Arrange CRC meeting time & location with ASCE or CI staff		X		
Report on working group activity at meetings		X		
Maintain register of working groups, their mission, membership and activities		X		
Monitor activity and progress of working groups		X		
Evaluate CRC Products for Construction Institute		X		
Chair, CRC Academic Committee		X		
Set agendas			X	
Notify ASCE or CI of meeting			X	
Obtain cost recovery approval			X	
Submit cost recovery requests			X	
Liaise with CI Education and Research Directorate			X	
Provide representation at ASCE/CI functions			X	
Conduct meetings			X	
Propose establishment of standing committees & working groups			X	
Propose sunsetting of standing committees & working groups			X	
Coordinate Construction Congress and appoint Congress chairs			X	

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Function	Sec	Vice-Chair	Chair	P-Chair
Chair of CI-CRC Liaison Committee			X	
Serve on Peurifoy Award Committee			X	
Appoint members to standing committees				X
Maintain register of standing committees, their mission and membership activities				X
Monitor activity and progress of standing committees				X
Sponsor standing committee reports at meetings				X
Ombudsman & special projects				X
Chair Marketing Committee				X
Chair Peurifoy Award Committee				X