

Idaho Building Contractors Association, Inc. (IBCA)

The IBCA and Local Association Relationship Policies

The purpose of this is to answer questions that Executive Officers might ask and better define the partnership between the Idaho Building Contractors Association, Inc., and the Idaho local charters. The Idaho Building Contractors Association, Inc. is made up of eight (8) local builder associations. It exists primarily so that the industry speaks as one voice about issues at the legislature impacting housing. The IBCA strongly encourages each local to employ an Executive Officer because all members of the association are volunteers and that one staff position will give stability to the local and consistency from year to year. The IBCA has 3 board meetings a year located around the state and typically involve two and a half days of meetings and events. Each local has voting directors they have chosen. Addressed in this document are questions that have come up for and from Executive Officers.

IBCA board members/directors

IBCA staff uses the National Association of Home Builders (NAHB) report for each locals membership numbers and will send the local EO via email how many Builder Directors and Associate Directors that local qualifies for after the Fall Board meeting each year based on the October NAHB report. *Local policy governs how and who.* Those names are sent to IBCA for the annual meeting elections and printed materials after they are selected by the local board. Those people will be the voting directors on the board floor.

IBCA Directors for each local association are selected per the IBCA bylaws:

Current local presidents are automatically a director; one additional local builder director is allowed for each fifteen (15) paid local builder members, or fraction thereof and one (1) associate director but never more than two (2) associate directors. For instance, if you have 16 builder members you qualify for 3 builder directors and 1 associate director: president, plus 2 and you qualify for two (2) alternate builder directors and one (1) alternate associate director. Alternates are non-voting unless they are replacing a Director which must be declared during the roll call. Each local will also qualify for one added associate director when the association's membership exceeds twenty-five (25) paid builder members.

Life Directors as described in the bylaws

An IBCA Director becomes eligible for Life Director after being a Director for ten (10) years and meeting the attendance requirements. If the Director has served as president, the length of service is seven (7) years. The local association can inquire of IBCA staff to check years and attendance for specific candidates. The local MUST then write a letter requesting that the director be considered for Life Director having met all the qualifications. The letter will be an item on the Past Presidents agenda. The results will not be reflected until the next board meeting. If a life director fails to attend at least one meeting each calendar year he or she shall lose the right to vote. The right to vote shall be reinstated after attending one board meeting. Life director status shall not otherwise be affected.

Note: Any of the local directors chosen for leadership interviews there are leadership "qualifications" all driven by the IBCA bylaws. Leadership Position of President must have served as a local president and it frees up one Builder Director Position for the local when serving as the IBCA President. Associate Vice President must have served at least 2 years on a

local standing committee and it frees up an Associate Director position for that local when serving as the IBCA Associate Vice President.

Reporting Members and dues to IBCA.

Per the bylaws, (see below) the IBCA does not invoice local associations for membership dues. Best practice is the IBCA dues check is written at the same time the check is written to NAHB. IBCA also accepts credit card payments for the amount owed with just a phone call to the IBCA office. (2017 dues per member is \$145) Of the per member \$145 amount that is written to the IBCA with your report, \$15 is dedicated to a Legal Defense Fund that is available to any local through the process of applying for it with an issue that has state wide impact as determined by the Legal Defense Fund committee. Forms to complete are available.

Bylaws: Article V—Dues

Section 1. Dues Period. The dues period for all members shall begin with the date of their respective enrollment and expire twelve months later. The date of enrollment shall be determined by the National Association.

Section 2. Collection. An affiliated local association or chapter shall collect and pay to the Association all dues of its membership owed to the Association. This Association shall not send statements to members other than members at large unless asked by an affiliated local association or chapter and approved by the board of directors.

Section 3. Payment. Each affiliated local association or chapter shall send annual dues of its members payable to this Association on or before the anniversary date of such members. The Association's board of directors shall set the dues amount per year for all members. No increase in Association dues shall be effective unless at least sixty (60) days' prior written notice is given to each affiliated local association or chapter. The notice shall state the amount, reason and proposed effective date of the increase.

IBCA Past Presidents role as described by the bylaws and the policies:

- Retired IBCA past presidents stay in the member data notification base to receive all board meeting announcements etc.
- They always have voting privileges in the Past Presidents Council.
- The Past Presidents are the Judges for the annual awards. (See below)
- The Past Presidents are the interviewing and nominating committee for Leadership.
- They also serve as a mediation panel for any internal association issues.
- In addition to the current past president serving on the Executive Committee; there will be one other past president appointed to a member at large seat with full voting rights, by the current president.
- From time to time the location of the Board meetings are decided by the Past Presidents.

Idaho Annual Awards:

- IBCA staff will send out the forms for nomination before the final meeting of the year to local executive officers and the current Local President.
- Each local will submit a candidate to be considered for Builder of the Year, Associate of the Year and Company of the Year.
- From time to time there is a Special Recognition Award which is determined as the others are by the Past Presidents Council.
- Each local will be assigned a five (5) to ten (10) minute time frame to appear before the Past Presidents Awards meeting to present its candidates for each award at the winter meeting.
- Awards are decided at the Winter Board Meeting and presented at the Spring/Summer Board Meeting.
- The current serving president is not eligible for the builder of the year award.

Leadership Candidates:

- Although the Past Presidents are the governing body handling the interviews for the Leadership positions, each local is always ask to submit names via a form emailed out within thirty days of the winter/annual meeting. This is generally sent to the Local Executive Officer and the current Local President.

IBCA Staff

The IBCA bylaws are modeled after NAHB as are all Idaho BCA bylaws within state law. The hiring of each local Executive Officer as well as the state Executive Director is covered in the bylaws. Agreements are private for all Executive Officers. IBCA Leadership with board approvals hires the Lobbyist and the Executive Director. Support staff is hired by the Executive Director within budgetary constraints. Currently there is a part-time book keeper and one full time support staff. Professionalism is practiced in notifications of changes in staff to leadership and anyone else that leadership request be notified. Footnote: In 1998 at the same time the IBCA became a partner in the office building with BCASWI there was a Leadership and Board of Directors agreement to share the Executive Officer with BCASWI influenced by economic factors and location factors. The commitment to continued consistent services to the IBCA membership and to the local associations is first and foremost.

Communication

- Communication in most cases is email first phone call second. Depending on the topic, the Executive Officer and Local President are copied. All conference call notification is sent to the intended parties for committees 2 weeks out or sooner unless it is an emergency call. Any other calls are in response to committee action and timelines that need follow up, i.e., the proposed magazine, the fund raiser, and any PAC raffle.
- Standing Conference calls notification:
- **Legislative:** (calls are scheduled for the entire session on Fridays at 11 a.m. MST) Leadership, EO's, the standing committee (this is driven by the need to know who the participants are on the conference calls and the privacy issue). The time and date was established by the lobbyist several years ago as the best time to wrap up a week of meetings.

- **Political Action Committee Conference Calls (PAC)** for endorsements or discussions: Leadership, EO's, standing PAC members, as provided by the locals (this is driven by the need to know who the participants are on the conference calls and the privacy issue).

Three (3) IBCA Board meetings:

- One year in advance with a new date added as one date drops off, whenever possible. This revolves around Leadership attendance and NAHB meetings. Information is first sent to Leadership/chairs and Executive Officers so the Committee Chairs can respond and plan and any Education the EO's would like to request. Our goal is 45 to 60 days out on the draft schedule to all directors. When a change is made in the Schedule it impacts every committee chair.

Committee Meeting Scheduling:

- Executive Officers are provided with the draft requesting feedback. As it is done at the local level, Volunteer Committee Chairs have the priority position on scheduling so they can be in attendance. State staff will be as flexible as we can for any local staff and Executive Officers. This is always open for discussion and input in a timely manner.

IBCA.org:

- As you know, the IBCA web site is managed by a web site company and how quickly they handle it, is how quickly we can get it done. In some cases, we can make the changes and in others they have to make them. We will ask what we can expect in the time line issue. This is always open for discussion and input.