

**University of Texas Inter-Cooperative Council, Inc.
Standing Rules as of 5/22/2010**

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Section 0: Conflict of Interest Policy

0.0. No member of the Board of Directors or its committees shall vote on or participate in discussion of a motion that they have a personal financial interest in. A personal financial interest is defined as the possibility of financial benefit for the interested party or their family depending on the outcome of the motion. It is the responsibility of the Board of Directors or the interested party to identify any conflict of interest and make it known when the item is presented.

It is the responsibility of the interested party to remove themselves from the meeting prior to discussion and voting on the item for which they have a conflict of interest. The interested party is allowed to present the motion and answer questions, but must not be present for any discussion.

Section 1: Board of Directors

- 1.1. Membership shall be comprised of the following, all of whom are voting members:
 - 1.1.1. Board Representatives: Duly elected house representatives.
 - 1.1.2. Two Community Trustees.
- 1.2. Overall Functions of all Board members:
 - 1.2.1. Provide overall direction for the co-op on behalf of the membership.
 - 1.2.2. Ensure sound management to achieve ICC's goals.
 - 1.2.3. Serve as primary legally responsible body of ICC.
 - 1.2.4. Exemplify cooperative decision-making.
 - 1.2.5. Communicate with ICC members and represent their concerns to the Board.
 - 1.2.6. Ensure that all Board members adhere to his/her job description, the Articles of Incorporation, the By-laws, and the Standing Rules.
- 1.3. Specific Responsibilities:
 - 1.3.1. Attend Board of Directors meetings and related activities.
 - 1.3.2. Establish long-term purpose and goals, approve annual objectives, and monitor progress toward these goals and objectives.
 - 1.3.3. Set major policies and standards.
 - 1.3.4. Serve on committees and attend meetings.
 - 1.3.5. Hire and fire, monitor and evaluate General Administrator.
 - 1.3.6. Approve capital and operating budgets, ensure adequate capitalization and profitable operations, monitor financial position.
 - 1.3.7. Appoint auditor, review audit.
 - 1.3.8. Appoint legal counsel, represent co-op in legal action.
 - 1.3.9. Act as a professional representative of ICC.
 - 1.3.10. Approve major contracts and changes in assets.
 - 1.3.11. Recommend By-laws changes to members.
 - 1.3.12. Ensure that all ICC policies and state, local and federal laws are followed at the house level. (When violations occur, inform the Board and/or ICC staff.)
 - 1.3.13. Write proposals to the Board when necessary.
 - 1.3.14. Perform all tasks assigned by the Board.
 - 1.3.15. Perpetuate a strong board and ensure election and training of new Board members.
 - 1.3.16. It is suggested to all houses that they grant all Board members full labor credit for their efforts.
- 1.4. Board Representative Job Description: Serve on the Board of Directors and act in the members' best interest.
 - Specific Responsibilities:
 - 1.4.1. Report regularly on Board activities to the member's house; solicit members' opinions on matters coming before the board.
 - 1.4.2. Ensure that the decisions of the Board are carried out in the house.
 - 1.4.3. Act as a resource person for ICC members regarding ICC policy.
 - 1.4.4. Encourage members to become involved in running the ICC.
 - 1.4.5. Ensure house trustee performs job description.
 - 1.4.6. Elections and Appointments
 - 1.4.6.1 Election Length: For all ICC-wide votes, there shall be a minimum of 7 days (168 hours) to vote.
 - 1.4.6.2. Appointment procedure for ICC Board of Director positions:
 - 1.4.6.2.1. Vacant ECC and Community Trustee positions can be filled by appointment by the Board of Directors.

1.4.6.2.2. The date, time, and location of a meeting at which an appointment will be made will be well publicized to the general membership at least three days in advance of the meeting.

1.4.7. Board Recorder

1.4.7.1. Type minutes of Board meetings.

1.4.7.2. Give minutes to the Chair to be incorporated in the Board packet.

1.4.7.3. Is not a member of the Board because he/she is paid to take the minutes.

Section 2: Executive Coordinating Committee (ECC)

2.1. Membership consists of Facilities Coordinator, Finance Coordinator, Membership Coordinator, Education Coordinator, Board Coordinator, and Committee Coordinator and others appointed by the Board of Directors as suggested by the Committee Coordinator.

2.2. Role:

2.2.1. The ECC will have the responsibility of handling problems of the ICC as a whole, handling small problems for the Board and coordinating the committees.

2.2.2. If an emergency Board meeting is called and quorum cannot be met, the ECC has the authority to make decisions on behalf of the Board.

2.2.3. Hear and address member concerns about the staff, procedures of the staff and about the Board.

2.2.4. Direct the General Administrator to make minor changes when necessary.

2.2.5. Evaluate the General Administrator at least once a year (preferably in the Fall semester) in a written report to the Board.

2.2.6. Meet at least once a month.

2.3. Duties of All ECC Coordinators

2.3.1. Serve as a leader to the ICC community

2.3.2. Educate themselves about ICC policy, programs, basic finances, and all other information relevant to their primary area of responsibility.

2.3.3. Report regularly to the Board; once per month submit a written account of their activities and the activities of their committee(s) to the Board.

2.3.4. Submit for approval semester objectives to the Board. Revise semester objectives as needed.

2.3.5. Keep in regular communication with other members of the ECC, the Board and staff.

2.3.6. Familiarize themselves with the activities and procedures of the Board (See SR 3 and Bylaws)

2.3.7. Communicate with and promote the involvement of the general membership.

2.3.8. If possible, attend NASCO institute

2.3.9. Develop a close working relationship with appropriate staff member(s); provide input to the General Administrator about staff performance.

2.3.10. Ensure completion of all tasks assigned by the Board.

2.3.11. With their committees, write proposals to the Board as necessary.

2.3.12. Review Standing Rules relevant to their area and as necessary recommend revisions to the Board

2.3.13. Ensure organizational continuity through recruitment and training of successive generations of ECC.

2.3.14. Attend and participate in all Board meetings

2.3.15. Perform all tasks according to the Move in/Move out policy (SR 5.8)

2.3.16. File an exit statement upon leaving office.

2.4. Board Coordinator: Serve as organizational leader and visionary. Functions as corporate president.

2.4.1. Primary Areas of Responsibility: Vision and Long-term goals of the organization as a whole

2.4.2. Leadership Roles:

2.4.2.1. Chair meetings of the Board of Directors; ensure that the Board is fulfilling its role and essential functions (see Standing Rules 1, 3 and By-laws).

2.4.2.2. Serve as trustee to the organization as a whole; oversee the overall state of ICC. Raise important issues to the Board and ensure problems are addressed.

2.4.2.3. Provide vision and direction to the Board and ICC as a whole.

2.4.2.4. Coordinate and ensure training for the Board of Directors; mentor, lead and advise members of the Board.

2.4.2.5. Ensure accountability of the Board to the general membership.

2.4.2.6. Coordinate the board in choosing long term-goals and monitor the Board's progress towards those goals.

2.4.2.7. Be the primary voice of member goals, needs, and concerns to the staff and ECC.

2.4.2.8. Ensure accountability of staff to the Board and the general membership.

2.4.3. Specific Duties:

2.4.3.1. With Board members, ECC, staff, create agendas for Board meetings.

2.4.3.2. Ensure the preparation and distribution of Board Packets and other materials for the Board of Directors (See Standing Rules 3.4).

2.4.3.3. Ensure an organization-wide evaluation of the General Administrator at least twice in his/her first year of employment and once each year thereafter (preferably in the Fall).

2.4.3.4. Work closely with the Committee Coordinator; in the absence of a performing Committee Coordinator, perform the essential duties of that office.

2.4.3.5. Chair the Management Committee

2.5. Committee Coordinator: Coordinate the activities of the committees with the activities of the Board to ensure organizational follow through. Serve as corporate secretary and vice president.

2.5.1. Primary Areas of Responsibility: Organizational Effectiveness and Accountability

2.5.2. Leadership Roles:

2.5.2.1. Chair meetings of the Executive Coordinating Committee. Ensure all tasks and duties of the committee are addressed. (See ECC description Standing Rules 2.1-3).

2.5.2.2. Promote involvement of the general membership; ensure that the general membership is being represented in the governance, management, and decision making of the organization.

2.5.2.3. Ensure appropriate committee involvement in proposals brought before the Board

2.5.2.4. Ensure Board decisions result in appropriate action.

2.5.2.5. Serve as liaison between the Board and committee chairs

2.5.2.6. Ensure education and training of ECC members and committee chairs

2.5.2.7. Ensure committee accountability; report to the Board and Houses on performance of ECC Coordinators and committee members.

2.5.2.8. As necessary, call ad-hoc committees and propose standing committees based on organizational needs.

2.5.2.9. As tasks and issues arise, ensure they are delegated to the appropriate committee or individual.

2.5.2.10. Ensure record keeping in the areas of governing documents and organizational history.

2.5.2.11. Maintain a guide for committee chairs and members on how best to chair and participate in committee meetings.

2.5.3. Specific Duties

2.5.3.1. Attend Board meetings

2.5.3.2. Update the Standing Rules and bylaws as needed.

2.5.3.3. Create the Annual Planning Calendar that incorporates semester objectives from ECC chairs. Monitor progress based on those objectives and report to the Board.

2.5.3.4. Ensure that the Board, staff, and houses enforce ICC policy.

2.5.3.5. Keep a record of all proposals brought to the Board.

2.5.3.6. Work closely with the Board Coordinator; in the absence of a performing Board Coordinator, perform the essential duties of that office

2.5.3.7. Recruit and monitor Board recorder

2.6. Financial Coordinator: Leads the organization in balancing member goals and needs with the organizations financial demands. Serves as corporate treasurer.

2.6.1. Primary Areas of Responsibility: The financial health of ICC by monitoring the budget, revenue and expenditures

2.6.2. Leadership Roles:

2.6.2.1. Chair the Finance Committee. Ensure all task and duties of the Committee are addressed (see Finance Committee description, Standing Rules 4.2).

2.6.2.2. Ensure the financial training of the Board.

2.6.2.3. Coordinate and facilitate the budget planning/rent setting process of the Board.

2.6.2.4. With the Accounting Administrator and Finance Committee analyze finances of ICC as a whole and recommend policy based on this analysis.

2.6.2.5. Review and recommend changes to ICC financial policies with Financial Committee as needed.

2.6.2.6. Promote initiatives to increase revenue, and/or decrease expenses; explore alternative sources of funding, i.e. fundraising, refinancing of debt, expansion, etc.

2.6.2.7. Work with the Facilities Coordinator on financing and development of properties

2.6.3. Specific Duties:

2.6.3.1. With Finance Committee, propose and submit a budget for the ICC as a whole.

2.6.3.2. Regularly review variance reports with staff; ensure these are presented to and reviewed by the Board on a regular basis.

2.6.3.3. Ensure a yearly financial audit

2.6.3.4. Inform all committees of policy affecting their budgeting during budget season.

2.6.3.5. Once per semester, (as recommended by the auditor on August 20, 2000) review bank reconciliation's and cancelled checks for reasonableness of expenditures.

2.6.3.6. Coordinate training for treasurers during the first month of each semester and as needed.

2.7. Facilities Coordinator:

2.7.1. Primary Areas of Responsibility: The physical state of ICC properties

2.7.2. Leadership Roles:

2.7.2.1. Chair the Facilities Committee. Ensure all task and duties of the Committee are addressed (see Facilities Committee description, Standing Rules 4.3).

2.7.2.2. Train and advise house Maintenance Officers, conduct workshops or seminars as needed.

2.7.2.3. Plan and monitor facilities projects and programs with the Facilities committee and the Facilities Administrator.

2.7.2.4. Promote basic house safety and security with House Maintenance Officers and professional staff.

2.7.2.5. Promote initiatives to improve the state of ICC facilities.

2.7.2.6. Work with the Financial Coordinator on financing and development of properties

2.7.3. Specific Duties:

2.7.3.1. Ensure inspection of houses by the Facilities Committee at least once a semester and report to the Board.

2.7.3.2. With Facilities Committee, coordinate the Spruce Up program (See Standing Rules 6.8)

2.7.3.3. Monitor the safety and security condition of each house.

2.7.3.4. Coordinate planning for the Facilities Related budget areas. Submit budget proposal for approval by the board during budget season.

2.8. Membership Coordinator:

2.8.1. Primary Areas of Responsibility: Occupancy - Recruitment, Retention, and Internal House Issues

2.8.2. Leadership Roles:

2.8.2.1. Chair meetings of the Membership Committee and its sub-committees. Ensure all tasks and duties of the Committee are addressed (see Membership Committee Description, SR 4.5).

2.8.2.2. Work with house membership officers and staff to maintain high levels of occupancy in ICC.

2.8.2.3. Train and advise house membership officers.

2.8.2.4. Coordinate advertising and recruitment initiatives

2.8.2.5. Promote measures to increase occupancy and member retention

2.8.2.6. Be aware of internal house issues that affect occupancy; ensure they are addressed appropriately and reported to the board

2.8.3. Specific Duties

2.8.3.1. Have a working knowledge of ICC Membership policies (Member Review policy, sexual harassment policy, house membership policies etc.). Be able to facilitate member reviews, as well as investigate and attend Membership Reinstatement proceedings.

2.8.3.2. Monitor new member recruitment and signing process; be aware of house ratios of students to non-students, experienced to new co-ops, and gender balance; report to the Board and suggest action if and when problems arise.

2.8.3.3. Facilitate the management of the ICC Website.

2.8.3.4. Work closely with the Education Coordinator; in the absence of a performing Education Coordinator, perform the essential duties of that office.

2.8.3.5. Coordinate planning for the Membership related budget areas. Submit budget proposal for approval by the board during budget season.

2.9. Education Coordinator:

2.9.1. Primary Areas of Responsibility: The growth of the formal, informal and cooperative education of the membership.

2.9.2. Leadership Roles:

2.9.2.1. Chair meetings of the Education Committee and its sub-committees. Ensure all task and duties of the Committee are addressed (see Membership Committee Description, Standing Rules 4.5).

2.9.2.2. Promote greater understanding and knowledge of ICC (structure, governance, history, ext.) as well as cooperative principals and the larger cooperative movement as a whole.

2.9.2.3. Train and advise house education officers.

2.9.2.4. With Membership, Education Committee and Member Resources Staff develop educational materials (i.e. Owner's Manuals, ICC Book of Answers, Packets for New Member Orientation etc., website educational materials)

2.9.2.5. To the best of their abilities, promote initiatives to improve the formal education of members.

2.9.3. Specific Duties:

- 2.9.3.1. Coordinate ICC educational and social events and programs (workshops, orientation, training, parties and NASCO)
- 2.9.3.2. Ensure a New Member Orientation is held every semester.
- 2.9.3.3. Coordinate house officer training every semester.
- 2.9.3.4. Coordinate General Membership Meeting planning in the fall and spring semesters.
- 2.9.3.5. Ensure houses are provided with updated ICC policies (Standing Rules) and ensure house policies are provided to the ICC Office.
- 2.9.3.6. With the Membership and Education Committee, publish the ICC newsletter.
- 2.9.3.7. Coordinate planning for the Education related budget areas. Submit budget proposal for approval by the board during budget season.
- 2.9.3.8. Work closely with the Membership Coordinator; in the absence of a performing Membership Coordinator, perform the essential duties of that office.

2.10. Future Asset Development (FAD) Coordinator:

2.10.1. Primary Areas of Responsibility: To facilitate the long-term planning of ICC, preservation, and expansion of ICC properties.

2.10.2. Leadership Roles:

2.10.2.1. Chair meetings of the FAD Committee. Ensure all tasks and duties of the Committee are addressed (See FADCOM Description).

2.10.2.2. Work with general membership to develop and sustain a long-term plan for ICC

2.10.2.3. Recruit standing members for FAD committee and make sure it represents a diverse cross-section of the membership.

2.10.2.4. Work closely with the General Administrator to survey the opportunities and risks associated with the development of ICC for the future.

2.10.3. Specific Duties:

2.10.3.1. Long Term Development Plan and, as needed, a State of the Houses Report.

2.10.3.2. Update and maintain the Property Acquisition Criteria that determines whether an available property is feasible for ICC's expansion.

2.11. ECC Scholarships

2.11.1. Any ECC officer who serves for an entire term (June 1st through May 31st) and whose performance is judged adequate by a majority vote of the board at the end of their term will be awarded a contract for the subsequent summer contract period with all rent (including discretionary allotment) waived, for any open spot in ICC. If an ECC officer serves less than a full term (three semesters) then apply the following: each semester served equals 1/3 off summer rent or one month free per semester served. The officer must serve for the majority of a semester (by days rounded up) or achieve the Board approved semester objectives (see coordinator job descriptions) to get the scholarship. If the coordinator leaves office in any given semester yet has served a majority of it, credit will only be given if the board of that semester votes to approve it. For summer semesters, the officer must be in office by July 1 to receive the award.

2.11.2. If the ECC member has a scholastic, professional, or familial obligation that prevents him/her from taking advantage of the summer scholarship, the Board of Directors may approve the postponement of said scholarship to the following Fall semester. However, the ECC member is responsible for paying the difference of rent prices between the summer and fall (generally this would be \$100 per month). For partial terms, see Standing Rules 2.10.1.

2.11.3. If the ECC officer does not wish to take a contract with ICC for the subsequent summer, ICC will instead award \$250 if they serve a full term (three semesters). If the officer serves less than a full term, apply the following; each fall and spring semester equals \$100. The officer must

serve for the majority of a semester (by days rounded up) or achieve the Board approved semester objectives (see coordinator job descriptions) to get the scholarship. For summer semesters, the officer must serve at least two months or be in office by July 1 to get \$50 for the semester.

2.11.4. The board may also vote to award only a part of the full rent break or cash award for the summer if it judges performance only partially satisfactory.

Section 3: Board Meetings

3.1. Board Meeting Agenda: The Board Coordinator will write the agendas for Board meetings. Any member of ICC or the General Administrator may put an item on a Board meeting agenda by informing the Chair at least nine days before the meeting.

3.2. Board Meeting Place: The Board of Directors will hold its meetings at a meeting place decided upon by the chair. The meeting place must be announced 72 hours before the meeting is to take place.

3.3. Adoption of Agenda and Minutes

3.3.1. Minutes, which are put into the Board packet, shall be voted on.

3.3.2. Corrections to the minutes will be noted in the current minutes.

3.3.3. The published agenda shall be reviewed. Suggested changes, additions, and deletions will be adopted if there are no objections. Otherwise, they must be approved by a vote of the Board.

3.3.4. All Board Representatives, ECC Coordinators, and staff present shall give a report on the activities and state of his/her house and/or his/her current activities related to ICC.

3.4. Board Packets will be distributed to all Board Members seven days before each meeting. The following materials are required for Board Packets:

3.4.1. Agenda

3.4.2. Table of Contents

3.4.3. Proposals

3.4.4. General Administrator's Report

3.4.5. Committee Reports (as needed)

3.4.6. Recent Board Actions (for the current semester)

3.4.7. Upcoming Proposals

3.4.8. Minutes from the previous board meeting; The minutes will indicate discussion and all general ideas voiced on issues under consideration, all motions with sponsor and second, all votes, including any roll call votes. Also, any person may have a specific statement attributed to them in the minutes if they request it.

3.4.9. Occupancy Report

3.4.10. Debt Report

3.4.11. Current Committee Information

3.4.12. Page Numbers

3.4.13. Contracts to be reviewed for outstanding debt (last month of contracts only)

3.5. The following materials are required to be kept and maintained by Board Members:

3.5.1. Board Goals

3.5.2. Board Member Job Description

3.5.3. How to Write a Proposal; Proposal Template

3.5.4. Organizational Structure (Board & Committee)

3.5.5. ECC Coordinator Positions

3.5.6. Annual Planning Calendar

3.5.7. Calendar of Board Meetings

3.5.8. Budget Planning Calendar

3.5.9. Past Board Actions (past 2 years)

3.5.10. Long Term Financial Plan (Five Year Plan)

3.5.11. Current Rent Rates

3.5.12. Current Year's Budget

3.5.13. Preceding Year's Budget

3.5.14. Upcoming Year's Budget (Spring)

3.5.15. Articles of Incorporation

3.5.16. Bylaws

- 3.5.17. Standing Rules (physically update 2 times per semester)
- 3.6. Board Packet Distribution: Full Board packets are distributed to the following:
 - 3.6.1. One copy per Board Representative
 - 3.6.2. One copy per ECC Coordinator
 - 3.6.3. One copy per house
 - 3.6.4. One copy for the General Administrator
 - 3.6.5. Two copies for the ICC office, one for general perusal, and one for the official file.
- 3.7. General Proposal Procedures:
 - 3.7.1. When discussing a specific proposal, the following structure shall be used:
 - 3.7.1.1. The sponsor of the proposal presents it briefly.
 - 3.7.1.2. Clarifying Questions. These are factual questions only. No opinions allowed! The chair, who recognizes people with questions, calls on an appropriate person to answer. The person who answers the question can only answer the question; he/she cannot offer any additional unsolicited information.
 - 3.7.1.3. Discussion is only allowed on friendly amendments.
 - 3.7.1.4. During discussion, debate the issue and give opinions.
 - 3.7.1.5. Vote.
 - 3.7.1.6. People who voted in opposition may state objections or concerns for the minutes.
- 3.8. During any item indicated as "discussion" on the agenda, no motions may be made other than a request that the item be tabled.
- 3.9. Stack and Discussion:
 - 3.9.1. Before and during the discussion, any person may be placed on the stack by indicating this desire to the chair or other designee.
 - 3.9.2. The chair or other designee shall call on people in the order they were added.
 - 3.9.3. A person, acknowledged by stack keeper, shall be allowed to speak as long as he/she has something relevant to add to the discussion.
 - 3.9.4. After the allotted time for an agenda item expires, no one else may be added to the stack and no motions may be introduced. The Board may vote to extend time for an issue.
- 3.10. Motions
 - 3.10.1. No motion may be offered if there is one currently under consideration.
 - 3.10.2. Any Board member who has been acknowledged by the chair shall be permitted to make a motion that is relevant to the current agenda item. All motions must have a second from another Board member to be considered.
 - 3.10.3. Any Board member who has the floor may suggest an amendment to the motion under consideration. If both the sponsor and the second of the motion accept the amendment, it is incorporated into the motion (friendly amendment). If the amendment is not accepted, it may be called to a vote and incorporated into the motion if approved by a majority vote.
 - 3.10.4. The sponsor of a motion may withdraw it at any time.
 - 3.10.5. When the last person on the stack has spoken, the motion under consideration shall be brought to a vote. The motion shall be read and a vote taken and recorded. All voting members present must indicate for, against, or abstaining.
 - 3.10.6. If the sum abstentions and votes against is equal to the number of votes for a motion, this shall constitute a tie and the chairperson of the board may vote.
- 3.11. Special Actions
 - 3.11.1. Any ICC member present may request that a roll call vote, which requires each vote to be individually recorded.

- 3.11.2. Any Board member with the floor may request that the current discussion item or motion be tabled to a specified committee for a recommendation or to a specified later meeting. This action requires a second and is voted upon immediately, without discussion.
- 3.11.3. A Board member may interrupt at any time to call attention to a deviation from the accepted Board meeting procedures and ask that the rules be enforced (point of order).
- 3.11.4. A Board member may interrupt at any time to correct false information that is personally damaging or to ask that some aspect of the physical environment be changed to make it more conducive to a productive meeting (point of personal privilege).
- 3.11.5. A Board member may interrupt at any time to ask for a clarification of something that the speaker said (point of clarification).
- 3.11.6. A Board member may interrupt the speaker to request that the current agenda item be conducted under executive session. If executive session is approved, minutes will not be published for that agenda item. This action is reserved for extremely sensitive issues.

3.12. Board Process

- 3.12.1. All persons at a Board meeting are expected to show respect for one another and to refrain from personal insults.
- 3.12.2. Any aspect of the rules may be changed for the duration of the meeting upon a majority vote of the voting Board members present. A request to alter the meeting procedure may be made by any Board member with the floor. Any permanent change in Board rules may be made under the same restrictions as any other motion.

3.13. Duties and Powers of the Chair:

- 3.13.1. The chair of the meeting shall have the responsibility for implementing the meeting procedure rules, and may, when appropriate, allow deviations. However, if any Board member so requests, the chair must enforce the rules.
- 3.13.2. The chair of the meeting shall have the right to interrupt at any time to implement board rules and to facilitate productive discussion.
- 3.13.3. The chair of the meeting shall have the right and the responsibility to reprimand or expel anyone present who is disrupting the progress of the meeting.
- 3.13.4. Any person expelled by the chair may appeal immediately to the Board. A vote will be taken immediately of all voting Board members present on whether or not to reverse the expulsion.
- 3.13.5. The chair of the meeting shall be responsible for notifying houses of any absences.

3.14. The Board of directors will hold its regular meeting at a location set by the chair. Membership shall be notified of the location at least 72 hours in advance of the meeting. (passed on 1-25-05)

3.15. Community Guidelines for the board are decided at each board retreat. They may be adjusted or added to with a majority vote on the board at any time. Community Guidelines are as follows:

- 3.15.1. Respect (boundaries)
 - 3.15.1.1. Listen when others are talking
 - 3.15.1. Open Communication—Speak up—and it should get back to houses
 - 3.15.1.4. Everyone has a chance to speak
 - 3.15.1.5. Respect Identities/Language
 - 3.15.1.6. Respect time—be on time and task and be prepared for meetings
 - 3.15.1.7. Step up step back—if you talk a lot leave room for others, if you talk little step up and say what you think.
 - 3.15.1.8. Product vs. Process—need a balance between going through process and getting things done.
 - 3.15.1.9. Feedback is given without judgment in the group. Follow up 1 on 1 if necessary.
 - 3.15.1.10. Use “I” statements.

- 3.15.1.11. Call out issues not people.
- 3.15.1.12. Be fully present.

Section 4: Committees

[Please click here to see the Committee Meeting Minute Archives](#)

4.1. Meeting Procedures for Standing Committees: Standing Committees will use formal meeting procedures established by that committee. No rules established by the committee may contravene the following rules:

A committee meeting is not in order unless a minutes-taker has been designated and accurate minutes are being recorded. The minutes-taker must file all minutes with the central office.

If a committee has not met for 6 weeks since the previous meeting of the committee and more than 4 weeks have passed since the start of an ICC semester, any 5 voting members of the committee may call for a committee meeting through an e-mail to the committee mailing list and the open ICC list. The e-mail must give 5 days notice prior to the meeting. If the committee chair does not attend the meeting, a temporary chair for that meeting will be elected from amongst the voting members.

4.2. Finance Committee (FiCom)

4.2.1. Voting members include assigned Board Members, house elected representatives or the house's Treasurer by default, and the Finance Coordinator, who serves as the chair.

4.2.2. Specific Responsibilities:

- 4.2.2.1. Serve as a conduit for members with concerns regarding financial policies.
- 4.2.2.2. Evaluate and recommend financial policies delegated by the Board.
- 4.2.2.3. Provide the Board with several viable budget drafts each spring.
- 4.2.2.4. Perform scheduled policy reviews as prescribed elsewhere in the Standing Rules, including reviewing the Cash Reserves Policy every five years.

4.3. Facilities Committee (FacCom)

4.3.1. Voting members include assigned Board Members, house elected representatives or the House Maintenance by default and the Facilities Coordinator, who serves as chair.

- 4.3.1.1. Set maintenance and facilities goals and create five year or other long- term plan to achieve those goals.
- 4.3.1.2. Develop financial priorities and set budget for those maintenance goals.
- 4.3.1.3. Draft ICC policy and procedure relating to maintenance goals.
- 4.3.1.4. Allocate Maintenance Discretionary Funds to houses per policy.
- 4.3.1.5. Ensure house basic safety requirements by creating safety and security worksheet to be maintained by house Maintenance Officers and submitted to Facilities Coordinator or Facilities Administrator by second month of every signing period.
- 4.3.1.6. Define house and ICC maintenance responsibilities.
- 4.3.1.7. Recommend houses for Spruce Up and Capital Improvement projects.
- 4.3.1.8. Organize at least one maintenance educational workshop each semester.

4.4. Management Committee (ManCom)

4.4.1. Voting Members include assigned Board Members, house elected representatives or the House Trustee by default, and the Board Coordinator, who serves as chair.

4.4.2. Specific Responsibilities:

- 4.4.2.1. Serve as a conduit for members with concerns regarding management and ICC policies in general.
- 4.4.2.2. Review all ICC policies and recommend changes to the board when necessary.
- 4.4.2.3. Evaluate ECC and Board goals, their implementation, and progress.

4.4.2.4. Formulate management budget during the budget season, which should include staff and office expenses.

4.4.2.5. Recommend hiring and firing of staff and/or consultants to the Board of Directors.

4.4.2.6. Monitor and conduct ICC wide elections.

4.5. Membership Committee (MemCom)

4.5.1. Voting members include assigned Board members, house elected representatives or the House Membership Officer by default, and the Membership Coordinator, who serves as chair.

4.5.2. Specific Duties:

4.5.2.1. Serves as a conduit for members with concerns regarding membership policies.

4.5.2.2. Evaluate and recommend membership policy changes to the Board.

4.5.2.3. Communicates with Member Resources Administrator on a regular basis to recommend projects, policies, or procedures.

4.5.2.4. Manage ICC website. The committee may delegate such responsibility to another committee or individual and may revoke it at any time.

4.5.2.5. The Member Resources Administrator will use the web panel to create ftp users and passwords for anyone authorized to access the web site.

4.5.2.6. In the event that the Membership Committee is unable to manage the web site then the Member Resources Administrator is authorized to make needed updates. The MRA must notify the Board in writing that this has happened.

4.5.2.7. The General Administrator has the authority to make the changes to the web site and can delegate this authority.

4.5.2.8. Administer the annual ICC T-Shirt Contest

4.5.2.8.1. Select a design winner from member entries in conjunction with staff and/or a qualified group of members, and award between \$100 and \$200 as determined and advertised in advance by the committee, to the designer of the winning t-shirt.

4.5.2.8.2 The window of entry should be between 2-4 weeks, upon selection, the design must be submitted to the Board of Directors who will determine whether or not to fund the printing of the t-shirts, in which case the shirts will be offered at a token amount of \$2-\$5 to members.

4.5.2.8.3. If they choose not to, the designer will be awarded from the advertising budget and the printing of the t-shirt will be financed solely from t-shirt sales revenue. Expenses will be covered from the advertising budget.

4.5.3 Investigate, review, and vote on Membership Reinstatement, according to Membership Reinstatement Policy.

4.6. Education Committee (EdCom)

4.6.1. Voting members include assigned Board Members, house elected representatives or the House Education Officer by default, and the Education Coordinator, who serves as chair.

4.6.2. Specific Duties:

4.6.2.1. Serves as a conduit for members with concerns regarding education policies.

4.6.2.2. Evaluate and Recommend education policy changes to the Board.

4.6.2.3. Promote greater understanding and knowledge of ICC policy, governance, history, and structure.

4.6.2.4. Promote greater connectivity between the ICC community and the wider Austin community by publicizing educational opportunities and events around the city.

4.6.2.5. Work with Membership Committee and the Member Resources Administrator to develop education materials such as Owner's Manual, ICC Book of Answers, Packets for New Member Orientation, and website educational materials.

4.6.2.6. Help generate ideas for ICC educational programs and social events and coordinate their execution.

4.6.2.7. Help plan the next year's Education related budget, including a scholarship budget, and submit a proposal for approval by the board during budget season.

4.6.2.8. Facilitate the exchange of information and ideas between houses regarding educational opportunities and events.

4.6.2.9. Schedule, promote, and carry out an annual Education Scholarship and Art Scholarship.

4.6.2.10. The Education Committee may hear appeals from the Newsletter Editor if the Member Resources Administrator decides not to award the \$50 scholarship for producing the Newsletter.

4.7. Future Asset Development Committee (FADcom)

4.7.1. Voting Policy

4.7.1.1 The voting members will include all current ICC members and community trustees that choose to attend as well as appointed board members and the FAD coordinator, who will serve as the chair. Three voting members will constitute quorum.

4.7.1.2 Commentary and discussion may be contributed to/by any person(s) that would like to attend a meeting, but only current ICC members and Community Trustees are allowed to vote at a Future Asset Development Committee meeting.

4.7.1.3 All votes will be determined by a majority of those present and voting. There will be no proxy voting. Due to the strong potential for meeting attendance fluctuations, abstentions will be immaterial.

4.7.2. Specific Duties

4.7.2.1 Serve as a forum for discussion regarding expansion or redevelopment opportunities.

4.7.2.2 Draft ICC policy and procedure relating to future asset development and related goals.

4.7.2.3 Keep ICC informed of the state of potential development opportunities

4.7.2.4 Maintain and update the Property Acquisition Criteria every fall.

4.7.2.4.1. The Property Acquisition Criteria are the minimum requirements a property must meet in order to be considered viable for acquisition.

4.7.3. Develop a Long Term Plan derived from the general membership reaction and previous long term plans to be presented as a proposal at the Spring General Membership Meeting.

The Long Term Plan:

4.7.3.1. Provides a summary of the current market status and membership reactions.

4.7.3.2. Details plans for the next five years of asset development.

4.7.3.3. The Long Term Plan must be accompanied by a corresponding Five Year Budget.

4.7.3.4. Identifies objections, including risks, of the Long Term Plan

4.7.3.5. The Long Term Plan must be submitted to the Board of Directors for discussion and approval before being presented at the Spring General Membership Meeting.

4.7.3.6. Determines ICC's current market potential in terms of buying power and renovation capability.

4.7.3.7. Identifies variable scenarios for development and compares these scenarios in terms of cost and benefit.

4.7.3.8. A member must be chosen to present an opposing argument at the Spring General Membership Meeting.

4.7.4. Develop a Survey on the topic of the Committee's choice with board approval to be administered once a year.

4.7.4.1 The Future Asset Development Survey must gauge the reaction of the membership to the information presented in the Financial Abilities Report and the State of Our Houses Report. Its intention is to help the committee determine the most appropriate approach to long term planning.