

International Cost Engineering Council

Terms of Reference (Job Description) for ICEC Delegates

Introduction

The governing body of the International Cost Engineering Council is referred to as the Council. The Council consists of the ICEC Executive and one Delegate named by each ICEC Member organization. Member organizations are encouraged to name an Alternate Delegate with authority to serve as Delegate in the absence of the official Delegate and to assist the official Delegate as appropriate.

The Delegates of the Member societies are the voting members of the Council. Members of the ICEC Executive do not hold voting power unless they are also a duly appointed Delegate of a Member society. Delegates of Associate Member societies do not have voting power. Alternate Delegates may vote only in the absence of the official Delegate of their Member society.

The Delegates of the Member societies constitute the Board of Directors of ICEC and they are the ruling body of ICEC. Each Member society has one Delegate. Each Member society has equal voice and vote on Council.

Responsibilities of Delegates

1. Delegates are responsible to attend all meetings of Council and ICEC Region meetings for the Region in which their society is geographically located. Meetings of Council are ordinarily held on the occasion of ICEC International Congresses every two years. Region meetings are held annually in each ICEC Region. Alternate Delegates are also encouraged to attend all of these meetings.
2. Delegates and Alternate Delegates are expected to read all documentation sent to them by ICEC and, as appropriate, refer any action items to the Executive of their society for consideration.
3. Following each meeting of Council and each Region meeting, Delegates and Alternate Delegates should present a report to their society Executive on actions taken at the meetings.
4. When decisions are taken at a Council or Region meeting that require subsequent ratification by the Member societies, Delegates and Alternate Delegates are responsible to bring those decisions to the attention of their society Executive and to report the decision of the society Executive within 90 days after issuance of the minutes of the ICEC Council or Region meeting.
5. Prior to each Council or Region meeting, Delegates and Alternate Delegates are responsible to submit to ICEC a report of the activities of their society. This report should include names, addresses, and contact information for members of the

society Executive, planned conferences and future events, and recent publications plus any items which the society Executive wishes ICEC to consider.

6. Delegates and Alternate Delegates are also responsible to submit to ICEC, semi-annually, news articles about the activities of their society for publication in the *Roundup News*.
7. Delegates and Alternate Delegates are encouraged to submit to ICEC exceptional papers from meetings of their society for publication in *Roundup News* and the *International Cost Management Journal*.
8. Delegates and Alternate Delegates are also encouraged to arrange for their society to submit to ICEC copies of new society books for review on the ICEC website. Price and ordering information should be submitted with the book so that it may be included in the review.
9. Delegates and Alternate Delegates are encouraged to prepare articles for their society magazines, journals, and newsletters in order to keep the members of their society informed about ICEC activities and decisions made at ICEC meetings as well as forthcoming ICEC Congresses and events.
10. In order to allow all Member and Associate Member societies of ICEC sufficient time to properly consider any proposed actions of Council, Delegates and Alternate Delegates are expected to submit any such proposal, with justification of the proposal, to the ICEC Secretary no later than 60 days prior to the meeting of Council at which the proposal is to be considered. The Secretary will in turn distribute the proposal to all ICEC Members for review by their Executives.
11. Delegates are responsible for assuring that invoices for ICEC Subscription and other fees are paid by their societies in a timely manner.
12. Delegates and Alternate Delegates are also responsible for ensuring that their societies respond in a timely manner to all requests from the ICEC Secretariat, including but not limited to, nominations for the Distinguished International Fellow Award, articles for the *International Roundup*, updated lists of society Executive members, etc.

Authority of Delegates

Specific powers of a Delegate (and Alternate Delegate in the absence of the official Delegate), as enumerated in the Constitution and Bylaws of ICEC are as follow:

1. To vote upon ratification of decisions made at informal meetings of Council held upon the call of the Chair and/or Secretary for any purpose.
2. To elect the Officers of the Council.

3. To approve the appointment of Observers to the Council representing societies from countries not currently represented by an ICEC Member or Associate Member society.
4. To propose amendments to the Constitution or Bylaws of ICEC at least 90 days prior to the meeting at which such amendments are to be presented to Council.
5. To vote upon submittal of amendments to the Constitution or Bylaws of ICEC to the Member societies for ratification.
6. To vote upon the admission of new Member or Associate Member societies to Council.
7. To vote upon revocation of the membership of any Member or Associate Member society.
8. To vote upon the establishment or discontinuance of any Committees of Council.
9. To chair or serve as a member of Committees upon appointment to such Committees by the Chair of the Council.