

CUIIC Governance Handbook

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CUIC Membership Council and Executive Committee Guidelines



1 CUIIC MEMBERSHIP COUNCIL AND EXECUTIVE COMMITTEE GUIDELINES

1.1 INTRODUCTION

The Canadian Underground Infrastructure Innovation Centre (CUIIC) is a research and education centre at the University of Alberta to promote innovation in the underground infrastructure industry in Canada. With member organizations from various sectors, including academia, industry, and government, CUIIC is well-positioned to drive change in this critical sector. To ensure that all member organizations have a voice in CUIIC's decision-making processes, it is essential to establish a membership council. The following guidelines will provide the framework for forming the council:

1.2 MEMBERSHIP COUNCIL

Each member organization will have a seat on the membership council, with one vote per organization. The council may invite non-members as guests for specific meetings or topics as needed. However, guests are not entitled to vote. The objective of the council is twofold: to elect the CUIIC Executive Committee and to identify CUIIC's strategic direction and activities.

1.2.1 Executive Committee

The CUIIC Executive Committee is responsible for providing direction to the operations via the CUIIC Director. The committee will be elected by the membership council and will consist of a Chair, Vice-Chair, Past Chair, Secretary, and three members at large. In addition, the Chairs and Vice-Chairs of the Research, Education and Outreach, and Industrial and Membership Committees will also be members of the Executive Committee. Executive Committee members will serve a one or two-year term and may be re-elected for one additional term.

1.2.2 Meetings

The council will meet at least twice a year to discuss CUIIC's strategic direction and activities. The council may also convene special meetings as needed. The meetings can be conducted in person or virtually, depending on the circumstances.

1.2.3 Membership Council Chair

There will be a Chair of the Membership Council who will run council meetings and report to the Executive Committee. The council chair will work closely with the Industrial and Membership Committee to ensure that council members are informed of upcoming meetings and that communication between the council and the Executive Committee is maintained.



1.2.4 Quorum

At least fifteen council members must be present to form a quorum. If a quorum is not present, no official business can be conducted. The quorum can be met in person or through remote attendance.

1.2.5 Voting

Decisions will be made by a simple majority of those present and voting. If there is a tie, the Chair will have the deciding vote. Members who cannot attend meetings may appoint a proxy to vote on their behalf.

1.2.6 Executive Committee Chair

The Chair of the Executive Committee will be responsible for leading the executive committee and ensuring that CUIIC is fulfilling its mandate. The Chair will also provide regular updates on CUIIC's activities to the council.

1.2.7 Vice-Chair

The Vice-Chair will support the Chair in their duties and assume the Chair's responsibilities in their absence. The Vice-Chair will also lead specific initiatives or projects as designated by the Chair or the council.

1.2.8 Past Chair

The Past Chair will provide guidance and support to the current Chair and Executive Committee based on their previous experience in leading the council. They will also act as a mentor to the current Chair and provide continuity between different leadership terms. The Past Chair may also lead specific initiatives or projects as designated by the council or the Executive Committee. The term of the Past Chair will be for one year after their term as Chair has ended.

1.2.9 Secretary

The Secretary will be responsible for taking minutes at council meetings, maintaining records of council activities, and ensuring that council members are informed of upcoming meetings. The Secretary will also manage communication between the council and the Executive Committee.

1.2.10 Committee Chairs

There will be two Committee Chairs: Research, Education and Outreach, and Industry and Membership. The committee chairs will lead specific committees or working groups as designated by the council or the Executive Committee. They will be responsible for setting goals, identifying priorities, and reporting progress to the council.

1.2.11 Members at Large

The members at large will contribute to the council's activities as needed and provide input on strategic direction and priorities. They may also lead specific initiatives or projects as designated by the council or the Executive Committee.



1.2.12 CUIIC Director

The CUIIC Director will attend all council meetings as a non-voting member. The Director will be responsible for providing a standard report to the council at each meeting, dealing with CUIIC's operations and progress towards its strategic goals. The Director will also be responsible for overseeing how council meetings are held, ensuring that records are kept and shared, and that all council members have access to relevant information. In addition, the Director will be responsible for managing CUIIC's day-to-day operations, including its staff, resources, and programs. The Director will work closely with the Executive Committee to ensure that CUIIC is meeting its objectives and fulfilling its mandate.

1.3 EQUITY, DIVERSITY, AND INCLUSION (EDI)

CUIIC is committed to promoting equity, diversity, and inclusion (EDI) in all its activities and operations. As such, the membership council will ensure that EDI principles are embedded in its decision-making processes and activities. The council will work to promote the inclusion of individuals from diverse backgrounds and perspectives, including but not limited to race, ethnicity, gender, sexual orientation, and ability. The council will also ensure that the Executive Committee is formed with diversity in mind, including different categories of stakeholders, to ensure that CUIIC is representative of the industry it serves. This commitment to EDI will help to ensure that CUIIC remains inclusive and responsive to the needs of all members and stakeholders.

1.4 CONCLUSION

These guidelines should provide a solid foundation for the formation and operation of a membership council for CUIIC. By involving all member organizations in decision-making processes, the council can help ensure that CUIIC remains responsive to the needs of the underground infrastructure industry in Canada.



CUIC Education and Outreach Committee Guidelines



2 CUIIC EDUCATION AND OUTREACH COMMITTEE GUIDELINES

2.1 PURPOSE

The guidelines for the CUIIC Education and Outreach Committee aim to provide a comprehensive framework for the committee's operations and activities. The committee plays a vital role in driving education and outreach initiatives within the CUIIC, fostering collaboration among its members, and promoting the organization's goals and objectives in these areas.

2.2 COMMITTEE COMPOSITION

2.2.1 The Education and Outreach Committee

The Education and Outreach Committee shall consist of:

- a) Subcommittee Chairs: The chairs of the existing technical subcommittees. These chairs bring valuable expertise and insights from their respective areas of focus, contributing to the committee's mission.
- b) Nine Other Members: These members are nominated and approved by the CUIIC Executive Committee. They are selected based on their diverse perspectives, skills, and commitment to supporting the committee's objectives.

2.2.2 Representation of Different Sectors and Stakeholders

- a) The Education and Outreach Committee recognizes the significance of having a composition that represents various sectors within the industry. The committee is committed to ensuring a broad and inclusive representation of the CUIIC community.
- b) To achieve this, the committee actively seeks to include members who can effectively represent the interests and perspectives of different stakeholders, such as municipalities, contractors, consultants, suppliers, manufacturers, associations, and industry experts.
- c) By incorporating diverse stakeholders, the committee aims to enhance its ability to address the multifaceted educational needs of the CUIIC community. This inclusive approach promotes collaboration and engagement across different sectors, fostering a holistic and comprehensive approach to education and outreach.
- d) The committee is dedicated to creating an inclusive and equitable committee composition that reflects the diverse makeup of the CUIIC community, taking into consideration factors such as geographical diversity, gender balance, and representation of underrepresented groups.

2.2.3 Nominations and Appointments

- a) Open calls will be made to all CUIIC members to receive nominations for committee membership. This ensures transparency and encourages participation from the wider community.
- b) The Education Committee will follow a process to ensure the committee composition is diverse, representative, and aligned with the goals of the CUIIC. This process may involve reviewing nominations, conducting interviews, and assessing qualifications and experience.



- c) A proposed committee structure, along with the recommended members, will be presented to the CUIIC Executive Committee for final approval. The Executive Committee's input ensures alignment with the overall vision and objectives of the organization.
- d) Appointments to the Education and Outreach Committee are made for one or two-year terms, which can be renewed for an additional term based on the member's continued interest, commitment, and contribution to the committee's work.

2.2.4 Friends of the Committee

- a) CUIIC members who are interested in actively contributing to the Education and Outreach Committee's work may register to participate as Friends of the Committee. The committee could accept a maximum of five Friends of the Committee.
- b) Friends of the Committee are welcome to attend committee meetings and actively engage in discussions and knowledge-sharing.
- c) It is important to note that Friends of the Committee do not possess voting or decision-making rights within the committee.
- d) Active Friends of the Committee, who consistently contribute and demonstrate their commitment, will be given priority consideration for committee membership in upcoming years.
- e) The participation of Friends of the Committee is intended to foster collaboration and engagement among CUIIC members who are passionate about education and outreach initiatives.
- f) The committee shall establish guidelines for registering as a Friend of the Committee, specifying the process, expectations, and benefits of participation.
- g) The Education and Outreach Committee appreciates the valuable contributions of Friends of the Committee and acknowledges their support in advancing the committee's objectives and enhancing the educational experience within the CUIIC community.

By allowing CUIIC members to participate as Friends of the Committee, the Education and Outreach Committee creates an opportunity for broader engagement and involvement in its activities. This inclusive approach encourages active participation and fosters a sense of ownership and shared responsibility for driving education and outreach initiatives.

2.3 LEADERSHIP ROLES

2.3.1 Chair

- a) The Education and Outreach Committee shall elect a Chair from among its members. The Chair should demonstrate leadership abilities and a strong commitment to education and outreach.
- b) The Chair will be responsible for leading and coordinating the committee's activities, setting the agenda for meetings, and ensuring the committee's goals are met.
- c) The Chair shall represent the committee in interactions with the CUIIC Executive Committee, reporting on progress, seeking guidance, and advocating for the committee's initiatives.
- d) The Chair will also serve as a member of the CUIIC Executive Committee. In the absence of the Chair, the Vice Chair or a delegate from the committee could represent the committee in the executive committee meetings.



2.3.2 Vice Chair

- a) The Vice Chair shall be appointed by the Chair from the committee members. The Vice Chair should be capable of supporting the Chair and stepping in when needed.
- b) The Vice Chair shall assist the Chair in fulfilling their responsibilities, collaborate closely, and provide continuity in leadership.

2.3.3 Secretary

- a) The Secretary shall be appointed by the Chair from the committee members. The Secretary should possess excellent organizational and communication skills.
- b) The Secretary shall be responsible for documenting meeting minutes, maintaining records, and assisting with communication among committee members, subcommittees, and external stakeholders.

2.4 RESPONSIBILITIES

2.4.1 Educational Objective and Goals

- a) The Education and Outreach Committee shall be responsible for setting long-term educational objectives and goals. These objectives should highlight key areas and be aligned with the CUIIC's education mandate.
- b) The committee shall survey the membership to gather insights and ensure that the educational objectives address the needs of the CUIIC community.

2.4.2 Oversight of Subcommittee Activities

- a) The Education and Outreach Committee shall provide oversight and guidance to the Technical Subcommittees. This includes monitoring their progress, evaluating outcomes, and ensuring alignment with the committee's objectives.
- b) The committee shall foster collaboration among subcommittees, facilitating knowledge sharing and identifying opportunities for joint initiatives.

2.4.3 Establishment of Subcommittees

- a) Any proposals for the establishment of new subcommittees shall be evaluated and approved through the Education and Outreach Committee.
- b) The committee will assess the need, purpose, and potential impact of the proposed subcommittee before granting approval.

2.4.4 CUIIC Academies and Webinars

- a) The planning and organization of CUIIC academies and webinars shall be carried out through the CUIIC Education and Outreach Committee or its subcommittees.
- b) An annual calendar of activities, including academies, webinars, workshops, and other educational programs, shall be developed by the committee to address the educational needs of the CUIIC membership and stakeholders.
- c) The Education and Outreach Committee will actively consult with all subcommittees to gather input and insights in order to form the annual calendar of activities. This collaborative approach ensures that the



topics and themes for webinars and academies are relevant and aligned with the interests and needs of the CUIIC membership.

- d) Each year, the committee will conduct surveys among the subcommittees to identify specific topics of interest and areas where educational programs can have the greatest impact. The results of the survey will inform the development of the annual calendar, ensuring a comprehensive and engaging lineup of educational events.
- e) The committee will also consider input from CUIIC membership and external stakeholders, such as industry experts and professionals, to ensure that the CUIIC academies and webinars cover a wide range of relevant and timely subjects.
- f) The annual calendar of activities will be shared with the CUIIC Executive Committee and relevant stakeholders for feedback and endorsement before its finalization.
- g) Throughout the year, the committee will monitor the progress and effectiveness of the academies and webinars, making adjustments and improvements as necessary to meet the evolving educational needs of the CUIIC community.

By actively involving the subcommittees and conducting surveys to gather input, the Education and Outreach Committee ensures that the CUIIC academies and webinars are tailored to address the specific interests and knowledge gaps within the CUIIC membership. This collaborative approach enhances engagement, promotes knowledge sharing, and maximizes the impact of the educational programs offered by the committee.

2.5 MEETINGS

2.5.1 Meetings

- a) The committee shall hold monthly meetings to facilitate regular communication, collaboration, and decision-making regarding education and outreach initiatives.
- b) The Chair or, in their absence, the Vice Chair shall preside over the meetings, ensuring the agenda is followed and fostering active participation from all members. The Chair or Vice Chair may also invite guest speakers or subject matter experts to present relevant information and insights during the meetings.
- c) The Secretary shall play a crucial role in documenting accurate and comprehensive minutes of each meeting. These minutes should capture key discussions, decisions, action items, and any other relevant information. The Secretary shall distribute the minutes to all committee members and relevant stakeholders in a timely manner after each meeting.

2.5.2 Cancellation of Meetings

- a) In certain circumstances, such as holidays, unforeseen events, or the completion of key milestones, the committee may decide to cancel a scheduled meeting. The decision to cancel a meeting should be made collectively, with input from the Chair, Vice Chair, and committee members, considering the urgency and importance of the agenda items.
- b) It is important for the committee to maintain regular communication and provide sufficient notice to all members if a meeting is canceled.



2.5.3 Collaboration and Communication

- a) Committee members should actively engage in collaborative efforts, sharing best practices, innovative ideas, and resources to enhance education and outreach initiatives.
- b) Effective communication channels should be established and maintained to facilitate information sharing among committee members, subcommittees, and relevant stakeholders. This includes regular updates, progress reports, and dissemination of important information.

2.5.4 Decision-making

- a) Decisions within the Education and Outreach Committee shall be made through consensus whenever possible, leveraging the collective wisdom and expertise of the committee members. The committee values open and constructive dialogue to reach agreement on important matters.
- b) In the event of significant disagreements where consensus cannot be reached, the Chair shall facilitate a voting process to make a final decision. Each committee member shall have one vote.
- c) The decision shall be determined by a simple majority vote, with the Chair having the deciding vote in the event of a tie.
- d) It is encouraged that committee members engage in respectful discussions and actively seek common ground before resorting to a vote.
- e) The committee recognizes the importance of balancing diverse perspectives and ensuring that decisions align with the overall goals and objectives of the CUIIC.
- f) The decision-making process should be transparent, documented, and communicated to the committee members and relevant stakeholders in a timely manner.

By emphasizing consensus-building as the preferred approach and providing a clear process for decision-making, the Education and Outreach Committee aims to promote effective collaboration, accountability, and inclusivity among its members.

2.5.5 Attendance and Termination

- a) Committee members are expected to attend all committee meetings and actively contribute to the committee's work. If a member is unable to attend a meeting, they should inform the Chair or Secretary in advance.
- b) If a member misses more than three consecutive meetings without notice or valid reasons, the committee reserves the right to review and potentially terminate their committee appointment. This decision will be based on the impact of the member's absence on the committee's effectiveness and progress.

2.5.6 Amendments to the Guidelines

- a) Any proposed amendments to these guidelines should be brought forth by the Education and Outreach Committee and communicated to all committee members.
- b) Proposed amendments shall be reviewed and approved by the CUIIC Executive Committee, ensuring that changes align with the organization's overall objectives and policies.



2.6 CONCLUSION

These guidelines provide a comprehensive framework for the CUIIC Education and Outreach Committee's operations and activities. By adhering to these guidelines, the committee will effectively drive education and outreach initiatives, collaborate with subcommittees, plan and implement educational objectives, and maintain accountability and transparency in its decision-making and reporting processes. Regular evaluation and review of these guidelines will ensure their continued relevance and effectiveness in advancing the committee's mission within the CUIIC.



CUIC Education and Outreach Technical Subcommittees' Guidelines



3 CUIIC EDUCATION AND OUTREACH TECHNICAL SUBCOMMITTEES' GUIDELINES

3.1 PURPOSE

The guidelines for CUIIC Educational and Outreach Technical Subcommittees aim to provide a framework for the establishment, operation, and activities of the subcommittees. These subcommittees play a crucial role in driving specific educational and outreach initiatives within the CUIIC, focusing on technical aspects and expertise in their respective areas. The subcommittees focus on the following key goals:

3.1.1 Formation of Academies and Workshops

- a) The subcommittee will work towards establishing academies and workshops that provide focused educational opportunities for CUIIC members and the broader community.
- b) These academies and workshops will serve as platforms to deliver in-depth training, hands-on learning experiences, and skill development sessions in specific technical areas relevant to the CUIIC's scope.
- c) The subcommittee will collaborate with subject matter experts, industry leaders, and educational institutions to design and organize these academies and workshops, ensuring high-quality content and effective learning outcomes.

3.1.2 Webinars and Educational Calendar

- a) The subcommittee will suggest and organize webinars on relevant topics to be included in the CUIIC's annual educational calendar.
- b) These webinars will provide opportunities for knowledge dissemination, thought leadership, and interactive discussions among CUIIC members and the wider community.
- c) The subcommittee will collaborate with experts, practitioners, and thought leaders to deliver informative and engaging webinars that address the needs and interests of the CUIIC community.

By focusing on these goals, the subcommittees contribute to the overall educational objectives of the CUIIC, fostering continuous learning, professional development, and technical excellence among its members. These goals aim to create valuable educational opportunities, promote collaboration and knowledge sharing, and support the growth and advancement of the CUIIC community.

3.2 ESTABLISHMENT AND COMPOSITION

3.2.1 Formation

- a) The establishment of a new Educational and Outreach Technical Subcommittee requires a proposal outlining its purpose, objectives, and expected outcomes. The proposal should be submitted to the Education and Outreach Committee for review and approval. Alternatively, the Education and Outreach Committee may develop a proposal for a subcommittee.
- b) The Education and Outreach Committee, in consultation with the CUIIC Executive Committee, evaluates the proposal based on its alignment with the overall goals and objectives of the CUIIC and the potential for impact and collaboration.



3.2.2 Subcommittee Members

- a) Subcommittee membership is open to all interested CUIIC members who have expertise and a keen interest in the specific technical area covered by the subcommittee.
- b) Each subcommittee should ideally have a total of 9 members. This number is chosen to ensure a manageable and collaborative working group.
- c) In addition to the core 9 members, other individuals who are interested in the subcommittee's activities can join as "Friends of the Subcommittee."
- d) "Friends of the Subcommittee" can participate in meetings, discussions, and contribute to the subcommittee's initiatives; however, they do not have voting rights or formal responsibilities within the subcommittee.
- e) The subcommittee should strive for diverse representation, including members from different organizations, sectors, and backgrounds, to ensure a broad range of perspectives and expertise.

Note: The term "Friends of the Subcommittee" is used to denote individuals who are not formal members but are involved and interested in supporting the subcommittee's activities.

3.2.3 Subcommittee Nomination and Formation

- a) The Education and Outreach Committee will open a nomination process, inviting CUIIC members to nominate themselves for membership in the subcommittees.
- b) CUIIC members who wish to contribute their expertise and actively participate in a specific subcommittee can nominate themselves during the nomination period.
- c) The nomination process will be transparent and communicated to all CUIIC members through official channels, such as newsletters, emails, or the CUIIC website.
- d) The Education and Outreach Committee will review the nominations received and assess the qualifications, experience, and alignment with the objectives of the subcommittee.
- e) The committee will be responsible for forming the subcommittees, ensuring a balanced composition and representation of diverse perspectives within each subcommittee.
- f) The Education and Outreach Committee will communicate the formation of the subcommittees to all CUIIC members and relevant stakeholders, sharing the list of members and their respective roles.

3.3 MEMBERSHIP APPOINTMENT AND TERM

- a) Membership in the subcommittees of the CUIIC Education and Outreach Committee is on a voluntary basis.
- b) The appointment to a subcommittee is for a term of one or two years, as determined by the Education and Outreach Committee.
- c) Subcommittee members may express their interest in serving for an additional term at the end of their initial term.
- d) The decision to extend a member's term for an additional term is based on their active participation, contributions, and continued commitment to the subcommittee's objectives.
- e) The Education and Outreach Committee, in consultation with the subcommittee Chair and Vice Chair, will review and make decisions regarding the extension of members' terms.



- f) The extension of a member's term aims to provide continuity, retain valuable expertise, and maintain a sense of institutional knowledge within the subcommittee.
- g) The subcommittee Chair and Vice Chair may also rotate or be reappointed based on the decision of the Education and Outreach Committee, considering the overall committee's leadership needs and the individual's performance in their roles.
- h) The Education and Outreach Committee shall communicate the decisions regarding appointment terms and extensions to the respective subcommittee members in a timely manner.

3.4 ROLES AND RESPONSIBILITIES

3.4.1 Chair and Vice Chair

- a) Each subcommittee within the CUIIC Education and Outreach Committee shall have a designated Chair and Vice Chair to provide leadership and guidance.
- b) The Chair of the subcommittee will be responsible for overseeing the activities, progress, and objectives of the subcommittee.
- c) The Chair should possess strong leadership abilities, subject matter expertise, and a commitment to driving the educational and outreach initiatives of the subcommittee.
- d) The Vice Chair shall support the Chair in fulfilling their responsibilities and act as a backup in their absence.
- e) The Vice Chair should be capable of assuming the Chair's duties when required and collaborate closely with the Chair to ensure the smooth functioning of the subcommittee.
- f) The Chair and Vice Chair positions can be filled through an internal election process among the subcommittee members or appointed by the Education and Outreach Committee, depending on the preference and practices of the committee.
- g) The subcommittee Chair shall report on the progress, activities, and challenges of the subcommittee to the Education and Outreach Committee, fostering effective communication and alignment between the subcommittee and the parent committee.
- h) The Education and Outreach Committee may provide guidance and support to the subcommittee Chairs as needed, ensuring a cohesive and coordinated approach across all subcommittees.

3.5 MEMBERS

- a) Actively participate in subcommittee activities, including meetings, discussions, and working groups.
- b) Contribute expertise, insights, and ideas to advance the subcommittee's objectives and deliverables.
- c) Collaborate with other subcommittee members, sharing knowledge and experiences to promote a comprehensive understanding of the technical area.
- d) Contribute to the development of educational resources, training materials, guidelines, or other outputs as determined by the subcommittee.
- e) Support outreach efforts, including organizing webinars, workshops, conferences, or other educational events to disseminate knowledge and engage the CUIIC community.
- f) Provide regular updates and progress reports to the Subcommittee Chair and the Education and Outreach Committee.



3.6 MEETING AND REPORTING

3.6.1 Meetings

- a) Subcommittee meetings should be conducted regularly, as determined by the Subcommittee Chair, to maintain momentum and progress.
- b) Meetings can be held in person or virtually, depending on the preferences and availability of subcommittee members.
- c) Clear agendas, meeting minutes, and action items should be documented and shared with subcommittee members and the Education and Outreach Committee.

3.6.2 Reporting

- a) The Subcommittee Chair is responsible for providing regular updates and progress reports to the Education and Outreach Committee, highlighting achievements, challenges, and future plans.
- b) Subcommittee members should contribute to the reporting process by sharing their individual progress, outputs, and any relevant information.

3.7 COLLABORATION WITH OTHER SUBCOMMITTEES

- a) Subcommittees should actively seek opportunities for collaboration and information sharing with other relevant CUIIC subcommittees to maximize synergies and avoid duplication of efforts.
- b) Joint meetings or working groups can be organized to foster collaboration and facilitate knowledge exchange.

3.8 CONCLUSION

These guidelines serve as a framework to guide the activities of CUIIC Educational and Outreach Technical Subcommittees. It is essential to regularly review and update these guidelines as necessary to adapt to changing needs and evolving educational and outreach requirements within the CUIIC community.



CUIIC Industrial and Membership Committee Guidelines



4 CUIIC INDUSTRIAL AND MEMBERSHIP COMMITTEE GUIDELINES

4.1 PURPOSE

The guidelines for the CUIIC Industrial and Membership Committee aim to establish a clear framework for the committee's operations and activities. This committee plays a crucial role in overseeing industrial-related initiatives within the CUIIC and managing membership matters. It focuses on fostering collaboration among members, promoting the organization's objectives in the industrial sector, and ensuring a strong and diverse membership base.

4.2 COMMITTEE COMPOSITION

4.2.1 The Industrial and Membership Committee

- a) The Industrial and Membership shall consist of nine members.

4.2.2 Representation of Different Sectors and Stakeholders

- a) The committee recognizes the importance of diverse representation and inclusivity across various sectors within the industry. It strives to include members who can effectively represent the interests and perspectives of stakeholders such as industrial organizations, corporations, manufacturers, suppliers, contractors, consultants, associations, and industry experts.
- b) The committee aims to create an inclusive and equitable committee composition that reflects the diverse makeup of the CUIIC community, considering factors such as geographical diversity, gender balance, and representation of underrepresented groups.

4.3 NOMINATIONS AND APPOINTMENTS

- a) The committee seeks nominations from the CUIIC membership to ensure transparency and broader community engagement.
- b) A well-defined process, including reviewing nominations, conducting interviews, and assessing qualifications and experience, will be followed to ensure the committee's composition is diverse, representative, and aligned with the CUIIC's goals.
- c) The proposed committee structure and recommended members will be presented to the CUIIC Executive Committee for final approval, ensuring alignment with the organization's vision and objectives.
- d) Appointments to the Industrial and Membership Committee are made for one or two-year terms, renewable based on the member's interest, commitment, and contribution to the committee's work.

By prioritizing diverse representation and an inclusive selection process, the Industrial and Membership Committee can leverage a wide range of perspectives, experiences, and expertise to effectively address industrial-related matters and membership needs within the CUIIC.



4.4 FRIENDS OF THE COMMITTEE

- a) CUIIC members interested in actively contributing to the Industrial and Membership Committee's work may register as Friends of the Committee. The committee could accept a maximum of five Friends of the Committee.
- b) Friends of the Committee are welcome to attend committee meetings, participate in discussions, and share knowledge.
- c) However, Friends of the Committee do not possess voting or decision-making rights within the committee.
- d) Active Friends of the Committee who consistently contribute and demonstrate their commitment may receive priority consideration for committee membership in the future.
- e) The participation of Friends of the Committee aims to foster collaboration and engagement among CUIIC members passionate about industrial matters and membership development.
- f) The Industrial and Membership Committee values the contributions of Friends of the Committee and acknowledges their support in advancing the committee's objectives and enhancing the CUIIC membership experience.

By involving CUIIC members as Friends of the Committee, the Industrial and Membership Committee encourages broader engagement and ownership in its activities. This inclusive approach promotes active participation and shared responsibility in driving industrial initiatives and enhancing the membership experience.

4.5 LEADERSHIP ROLES

4.5.1 Chair

- a) The Industrial and Membership Committee shall elect a Chair from among its members. The Chair should demonstrate leadership abilities and a strong commitment to industrial matters and membership development.
- b) The Chair will be responsible for leading and coordinating the committee's activities, setting meeting agendas, and ensuring the committee's goals are achieved.
- c) The Chair shall represent the committee in interactions with the CUIIC Executive Committee, providing progress updates, seeking guidance, and advocating for the committee's initiatives.
- d) Additionally, the Chair will serve as a member of the CUIIC Executive Committee. In the Chair's absence, the Vice Chair or a designated representative from the committee may attend executive committee meetings.

4.5.2 Vice Chair

- a) The Vice Chair shall be appointed by the Chair from the committee members. The Vice Chair should possess the ability to support the Chair and step in when needed.
- b) The Vice Chair will assist the Chair in fulfilling their responsibilities, collaborate closely, and ensure continuity in leadership.

4.5.3 Secretary

- a) The Secretary shall be appointed by the Chair from the committee members. The Secretary should possess excellent organizational and communication skills.



- b) The Secretary will be responsible for documenting meeting minutes, maintaining records, and facilitating communication among committee members, subcommittees, and external stakeholders.

4.6 RESPONSIBILITIES

4.6.1 Industrial and Membership Objectives and Goals

- a) The Industrial and Membership Committee is responsible for establishing long-term objectives and goals related to industrial matters and membership development. These objectives should align with the CUIIC's overall objectives.
- b) The committee will gather insights from the membership through surveys to ensure that the objectives address the specific needs and priorities of the CUIIC community.

4.7 MEMBERSHIP MANAGEMENT

- a) The committee will oversee membership matters, including recruitment, retention, and engagement strategies.
- b) It will collaborate with the CUIIC Executive Committee and relevant stakeholders to develop initiatives that enhance the membership experience, attract new members, and provide value to existing members.
- c) The committee will identify opportunities to engage with industry organizations, corporations, and professionals to expand the CUIIC's membership base.

4.8 INDUSTRIAL INITIATIVES

- a) The committee will identify and prioritize industrial-related initiatives to advance the CUIIC's objectives in the industrial sector.
- b) It will collaborate with relevant stakeholders and industry experts to develop programs, projects, and events that promote best practices, innovation, and knowledge sharing in the industrial field.
- c) The committee will oversee the progress and outcomes of these initiatives, ensuring they align with the committee's objectives.

4.9 COLLABORATION WITH OTHER COMMITTEES

- a) The Industrial and Membership Committee will actively collaborate with other CUIIC committees to foster synergy and identify opportunities for joint initiatives.
- b) It will engage in knowledge sharing, exchanging best practices, and coordinating efforts to maximize the impact of educational programs and industrial projects.

4.10 MEETINGS

- a) The committee shall hold regular meetings to facilitate communication, collaboration, and decision-making regarding industrial matters and membership initiatives.
- b) The Chair or, in their absence, the Vice Chair shall lead the meetings, ensuring adherence to the agenda and encouraging active participation from all members. Guest speakers or subject matter experts may be invited to share relevant information during the meetings.



- c) The Secretary will play a vital role in documenting accurate and comprehensive minutes of each meeting, capturing key discussions, decisions, action items, and other pertinent information. These minutes should be shared with all committee members and relevant stakeholders in a timely manner after each meeting.

4.10.1 Cancellation of Meetings

- a) In certain circumstances, such as holidays, unforeseen events, or the completion of key milestones, the committee may collectively decide to cancel a scheduled meeting. The urgency and importance of agenda items should be considered when making this decision.
- b) The committee will ensure regular communication and provide sufficient notice to all members if a meeting is canceled.

4.10.2 Collaboration and Communication

- a) Committee members should actively engage in collaborative efforts, sharing best practices, innovative ideas, and resources to advance industrial initiatives and membership management.
- b) Effective communication channels will be established and maintained to facilitate information sharing among committee members, subcommittees, and relevant stakeholders. This includes regular updates, progress reports, and dissemination of important information.

4.10.3 Decision-making

- a) The committee aims to make decisions through consensus, leveraging the collective wisdom and expertise of its members. Open and constructive dialogue is encouraged to reach agreement on important matters.
- b) In the event of significant disagreements where consensus cannot be reached, the Chair will facilitate a voting process to make a final decision. Each committee member will have one vote.
- c) Decisions will be determined by a simple majority vote, with the Chair having the deciding vote in case of a tie.
- d) The committee values diverse perspectives and ensures decisions align with the CUIIC's overall goals and objectives.
- e) The decision-making process will be transparent, documented, and communicated to committee members and relevant stakeholders in a timely manner.

4.10.4 Attendance and Termination

- a) Committee members are expected to attend all meetings and actively contribute to the committee's work. If a member is unable to attend a meeting, they should inform the Chair or Secretary in advance.
- b) If a member misses more than three consecutive meetings without notice or valid reasons, the committee reserves the right to review and potentially terminate their committee appointment, considering the impact of their absence on the committee's effectiveness and progress.

4.11 AMENDMENTS TO THE GUIDELINES

- a) Proposed amendments to these guidelines will be brought forth by the Industrial and Membership Committee and communicated to all committee members.



- b) The CUIIC Executive Committee will review and approve proposed amendments, ensuring alignment with the organization's overall objectives and policies.

4.12 CONCLUSION

These guidelines provide a comprehensive framework for the operations and activities of the CUIIC Industrial and Membership Committee. By adhering to these guidelines, the committee will effectively oversee industrial matters, manage membership initiatives, foster collaboration with other committees, and ensure transparent decision-making and reporting processes. Regular evaluation and review of these guidelines will maintain their relevance and effectiveness in advancing the committee's mission within the CUIIC.

