11. NIGP BUSINESS COUNCIL

Scope

These policies cover the general governance and policies of the NIGP Business Council (NBC) and its relationship to the NIGP Governing Board and the NIGP membership.

Governing References

None

A. Purpose and Roles

1. Mission Statement: Serve the NIGP membership and procurement profession through the sharing of resources and business expertise in support of NIGP’s educational, research and advocacy mission.

2. Role Within NIGP: The NIGP Business Council is seen as subject matter experts, advisors, and educators to the NIGP Governing Board, NIGP’s membership, and NIGP’s broader audience on issues related to industry trends, new technologies, best practices, and opportunities for improving the relationship between suppliers and public procurement practitioners.

B. Guiding Principles. The following guiding principles have been established for the Council:

1. Advise the NIGP Governing Board on business trends and best practices related to public procurement.

2. Facilitate dialog between public procurement and the business community on the impact of public purchasing policy issues and legislative actions.

3. Increase recognition of NIGP and the public procurement profession in the business community.

4. Recommend enhancements to NIGP training and educational programs.
5. Serve as a bridge or portal to the larger business community

6. Ensure that all Council initiatives benefit the NIGP membership

7. Prescribe to the NIGP Code of Ethics

C. Governance

1. The NIGP Business Council is not a committee of NIGP and thus, is not governed by rules established for committees.

   Notwithstanding, the following parameters have been established:

   a. Council membership is exclusive to those corporations that apply for, and are accepted as, Enterprise Sponsors of the Institute.

   b. The NIGP Business Council will be comprised of two representatives from each company participating in the Enterprise Sponsor Program. *(NIGP encourages companies to choose one senior level sales professional and one senior level marketing professional.)*

   c. To ensure market segmentation on the Council, the Program will be limited to 15 Sponsors.

2. The Program shall be limited to one company per Principle/Key Market Segment. Principle/Key Market Segment will be defined and determined as follows:

   a. By Sponsor’s stated primary market on their website, annual reports, other collateral, and SEC filings (if applicable);

   b. By the product(s)/service(s) that represent the Sponsor’s primary source of income;

   c. Primary Industry Segment as listed by Hoover’s, a Dunn & Bradstreet company. *(Hoover’s identifies 66 Primary Industry Segments, with related secondary and tertiary sub-segments (Reference website: http://www.hoovers.com/industry-analysis/industry-directory.html); and*

   d. Through a collaborative effort between the company representatives and NIGP staff to identify and agree upon the Sponsor’s primary market segment(s).
Through this definition of principle market segments, NIGP intends to create a diverse body of private sector representatives who enjoy exclusivity within context of the Program.

NIGP will seek to accommodate the Sponsor’s request to fill a specific market segment/segments on a first-come, first-served manner.

3. There are no consecutive term limits for members of the Business Council as long as the corporation remains an Enterprise Sponsor of the Institute.

4. The Council shall be led by a Chair and Vice-Chair to be selected from members of the NIGP Business Council.
   a. The Chair and Vice-Chair of the Council shall be selected by a majority vote of the members of the Council;
   b. Each company will have one collective vote for elections of the Chair and Vice-Chair. In the event of a tie, an additional round of voting will take place and the Chair-Elect of the NIGP Governing Board, as it’s representative, shall act as a voting member of the Council for tie-breaking purposes.
   c. A slate of candidates will be drafted by the Council during its meeting held in conjunction with the NIGP Forum or not later than September 30.
   d. Election of Chair and Vice-Chair from the slate of candidates shall take place not sooner than 30 days after announcement of the slate and not later than November 15.
   e. The Chair will serve a two-year term concurrent with the calendar year;
   f. The Vice-Chair will serve a one-year term concurrent with the calendar year;
   g. Chair and Vice-Chair terms will be limited to two consecutive terms;
   h. To ensure consistency of the program, and to preserve the actions taken at the Council’s face-to-face meeting at the annual NIGP Forum, individuals running for Chair and Vice-Chair should only do so if they are confident their company will be returning to/continuing with the Enterprise Sponsor
Program for the year(s) the term of their position would run through.

5. The Council shall also include the following non-voting, advisory member(s):
   a. The Institute shall be represented by the Chair-Elect of the NIGP Governing Board whose term on the NIGP Business Council shall coincide with his/her term as Chair-Elect. an individual appointed by the Talent Council. The Talent Council shall utilize a transparent, competitive process in alignment with the minimum eligibility requirements established for this position when selecting the Institute’s representative to the NIGP Business Council. When appointed, this individual shall serve a two (2) year term on the Council. Term limits are the prerogative of the NIGP Business Council.;
   b. The NIGP Chief Executive shall appoint a NIGP staff liaison.

6. Council members may send a proxy or representative if he/she is unable to attend a specific meeting.

D. Meetings

1. The NIGP Business Council shall meet every other month, beginning in January of Each year, via conference call.

2. The Council will have two face-to-face meetings each year:
   a. At a face-to-face NIGP Governing Board meeting designated by the NIGP Board for this purpose; and
   b. At the annual NIGP Forum (typically held in mid-to-late August/early September of each year).

3. At least one representative to the NIGP Business Council from each participating Enterprise Sponsor company is expected to attend each meeting (conference call and face-to-face).

4. Council members may send a proxy or representative if he/she is unable to attend a specific meeting.

5. The NIGP staff liaison will prepare the Agenda for each meeting.
6. The NIGP staff liaison will prepare minutes after each meeting for distribution to the Council members.

E. Reporting

1. The Council shall report its activities/recommendations to the NIGP Chair of the Governing Board through the NIGP Liaison to the NIGP Business Council.

2. The Chair may ask for presentations from the Council to him/herself and/or the Board on issues where an oral exchange is desirable. The Chair may also request joint meetings of the Council with the NIGP Governing Board, representatives of the Board, committees and/or membership.

3. The Chair and/or Governing Board shall work through the Chief Executive Officer to accomplish any objectives where staff assistance is required.

4. In all instances, recommendations of the Council will be reviewed by the Governing Board before taking action to adopt, reject, or seek revisions.

5. In situations where the Council is required to make decisions, the Chair will seek consensus and/or majority rule. (Examples of decisions might include: making recommendations to the Board, meeting schedules, etc.)