AGENDA ITEM 6A.3

Committee Structure Changes in Other Sections Of the NIGP Board Policy Manual

(See Agenda Item 6A for an explanation of the proposed revisions)
d. Provide funding for public procurement research, the Journal of Public Procurement, and other pertinent journals annually.

e. Provide funding to allow at least ten (10) visits to NIGP Chapters by Board and/or staff for the purpose of encouraging awareness of professional development opportunities.

4. The first draft of the budget shall then be forwarded to the Finance and Budget Review Committee for review in accordance with the budget preparation guidelines identified in this Section of the Board Policy Manual.

5. To the extent practical, the Chief Executive Officer and the Finance and Budget Review Committee shall collaborate on a final draft of the proposed budget as it is presented to the Board of Directors.

D. Budget Preparation

The Institute's Board of Directors shall adopt a 1-year budget based on the following parameters:

1. Any new programs that are recommended for development must contain a financial impact analysis as to revenues and expenditures.

2. The Chief Executive Officer shall develop a recommended budget based on the strategic plan, for the ensuing budget cycle. The recommended budget shall include recommendations for fees and incentives.

3. The Chief Executive Officer shall submit the recommended budget to the Finance and Budget Review Committee by March 1st for review and financial recommendations.

4. The Board of Directors shall conduct a budget hearing in conjunction with its Spring meeting.

   a. The Chief Executive Officer shall present to the Board of Directors the proposed annual budget for the ensuing year for the Board's review.

   b. The Finance and Budget Review Committee will then present its budget recommendations to the Board of Directors during the annual budget hearing.

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c. The Board of Directors shall utilize the Budget Hearing as a means for discussing the merits of the proposed budget with the Chief Executive Officer and the Finance and Budget Review Committee. When applicable, the Board of Directors shall determine adjustments to the budget during the Hearing. The Board of Directors shall adopt the budget, with adjustments as appropriate, during this official Spring Board meeting.

5. Once adopted by the Board, the budget shall govern the Chief Executive Officer in the administration of the Institute during the ensuing budget cycle.

See Appendix C of this manual for recommended guidelines for presenting budgets to the Board.

E. Capital Budget

Funds for acquisitions of large replacement or original purchases such as computer equipment, telephones, photocopiers, and other major equipment or services shall be authorized by the Board of Directors through a capital budget based on generally accepted accounting principles. This shall be accomplished to avoid depleting the operating budget by regularly building a furniture and equipment fund in the capital budget. The minimum threshold for classifying capital items shall be as follows:

1. Item has a life expectancy greater than one year; and
2. Item’s either classified as technology and has a minimum value of $500 or is not classified as technology and has a minimum value of $1,000

All capital purchases shall be registered and audited on the Institute’s official inventory until time of disposal.

F. Budget Adjustments: General

The Institute’s policy shall exercise firm financial and fiscal control over actual expenses using the approved budget as a baseline. The Board of Directors has authorized the Chief Executive Officer to make changes to the budget, without Board approval, under the following conditions:

1. When the changes do not affect the approved budget aggregate total; or
NIGP does not permit and shall not reimburse costs for first class travel or business class travel; provided however, that a traveler conducting NIGP business is authorized to use travel points earned by the Institute in order to purchase airline ticket upgrades to the next class of service for trans-continental flights exceeding eight (8) hours per flight segment.

3. Travel by Automobile

NIGP shall reimburse travel by automobile at a rate per mile set by the United States Internal Revenue Service for the period when the travel occurs. NIGP shall reimburse automobile expenses only to the maximum of the lowest cost of available commercial transportation.

4. Miscellaneous Expenses

NIGP shall reimburse tolls, parking costs, telephone, public transportation, taxis and all other reasonable expenses that are incurred while conducting the business of the Institute.

5. Lodging and Accommodation

NIGP expects travelers to be modest in their choice of accommodation and endeavor to be reasonable in the selection of facility and type of room. The Institute shall reimburse reasonable costs for such accommodations. NIGP shall reimburse costs associated with the use of suites if the Chief Executive Officer approves such costs in advance. Such approval shall be based on a demonstrated work requirement.

6. Meal Allowance

NIGP shall allow a per diem meal allowance in U.S. dollars for breakfast, lunch and dinner when traveling within the United States. Refer to Appendix F for the current per diem allowances.

When traveling outside the United States, the per diem meal allowance shall be adjusted to match the per diem rate guidelines that are published by the U.S. Department of State for civilian employees of the U.S. federal government.

If the traveler is attending an event that includes any meal(s), the traveler shall not seek the per diem meal allowance for this related meal(s).

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VII. EDUCATION AND PROFESSIONAL DEVELOPMENT

Purpose

To outline policies relating to NIGP’s education and professional development programs.

Scope

The policies cover educational program development, evaluation, and review, including items such as seminars, texts and instructors. Additionally, the policy outlines the working or contracting relationship between NIGP National, NIGP chapters, NIGP members, and other public and private entities.

General

A. Development of NIGP Courses and Texts

1. Standard Courses

   a. The Board of Directors shall determine the number, purpose and scope of all standard courses offered by the Institute. Staff shall play an essential role in recommending specific standard courses to the Board for its consideration; leveraging the expertise of the Professional Development Committee to discuss contemporary themes.

   b. Upon approval by the Board, NIGP Staff shall utilize a variety of tools to ascertain course development to include, but not limited to, professional course developers, writers and reviewers who are selected by staff through a competitive process and governed through a contractual arrangement. Where practical, all NIGP core courses shall be developed by the same cadre of professional course developers/writers to ensure continuity in subject matter.

   c. Upon completion of the text, a draft document shall be submitted to a review team appointed by the Chief Executive Officer or his/her designee.

   d. Courses and associated texts shall be piloted in a classroom setting to the extent practical.

   e. Instructors shall receive training and/or a tutorial on new
(1) The NIGP staff may rely on a variety of sources to conduct Webinars. For example, the NIGP staff may evaluate the most successful Forum workshops on the basis of delegate evaluations and attendance rosters. The instructors for these workshops may be invited to convert their workshop into a Webinar. The developmental costs and professional fees shall be negotiated with the NIGP staff.

B. Licensing of Texts

1. Unless otherwise waived by the Board for specific cases, the Institute shall not license the use of NIGP texts outside of the context of a classroom training program or distance learning program in North America. The Board authorizes the Chief Executive Officer to issue time-bound licenses for the use of NIGP texts outside North America with the understanding that NIGP retains the copyright of these texts in all cases. Such restrictions do not prohibit the Institute from selling individual copies of the text for study or reference purposes.

2. The Institute shall not license the use of the certification review guides to NIGP Chapters. Such restrictions shall not prohibit the NIGP Chapters from purchasing the certification review guides in conjunction with chapter-sponsored review sessions.

C. Scheduled Review of NIGP Courses and Texts

1. At a minimum, all NIGP courses shall be scheduled for a comprehensive review based on a five-year cycle. This review shall incorporate the following analysis:
   - Review of content for inclusiveness and relevancy based on purchasing trends;
   - Review of textbooks; and
   - Review of classroom training aides, including: instructors' materials, guides, handouts, and overhead transparencies.

D. Quality Control of Course Content

In an effort to improve and maintain the quality, currency and relevancy of educational offerings, the Institute shall implement a program where students assess the quality of course content. The Institute shall maintain program evaluations of average of 90% or better.

VII. Education and Professional Development – Page 3
E. Leadership Training Opportunities

The Institute shall provide education, training and professional development opportunities targeted at developing skills necessary for any member to assume Board and Committee leadership positions in the Institute.

F. Training Contracts

1. Types of Organizations Eligible for Training Contracts
   a. Governmental Entities. Training contracts may be executed with governmental entities including, but not limited to, federal, state, provincial, county, city, school district, higher education, and special taxing district governments.
   b. Not-For-Profit Organizations. Training contracts may be executed with not-for-profit entities including, but not limited to associations, corporations, institutes of higher education, and training centers associated with these entities.
   c. NIGP Chapters. To ensure equity and fairness in the implementation of training efforts throughout the NIGP Chapter network, the NIGP National Office shall not execute individualized, unique training contracts with NIGP chapters unless extenuating circumstances are explicitly approved by the Executive Committee, and this is to be reported to the Board.

(1) The training agreement as outlined in the Chapter Sponsored Seminar section of this document represents the training relationship between the NIGP National Office and NIGP chapters. Special considerations, if appropriate, shall be specified in the Chapter Sponsored Seminar section and made accessible to all NIGP Chapters.

2. Guidelines for Negotiating Training Contracts
   a. Mutual responsibilities. Responsibilities shall be negotiated between NIGP staff and the training organization.
   b. Contract inclusions and consistencies. NIGP Staff shall develop consistent and equitable contract inclusions and consistencies for all NIGP training contracts.
   c. Contract execution. The Chief Executive Officer shall develop
IX. ANNUAL FORUM AND PRODUCTS EXPOSITION

Purpose

This chapter describes the planning, organizing and administering of the Annual Forum and Products Exposition.

Scope

This chapter covers site selection criteria, proposals and fees. It also covers forum management, contract execution and the presentation of workshops. The NIGP Forum Manual, "Hosting the NIGP Forum," outlines further details.

General

A. Purpose and Roles of the Forum and Products Exposition

NIGP staff shall engage the knowledge, expertise and skill of the Forum and Products Exposition Committee when planning, organizing, and administering the Annual Forum.

Each year, finances available, the Institute shall conduct an educational activity called the "Annual Forum and Products Exposition" (hereafter called Forum).

The NIGP Education Committee, the NIGP Forum and Products Exposition Committee, a Host Committee, the National Business Council (NBC), and the Quality Control Team (QCT) are responsible for providing support and assistance to the NIGP staff in coordinating the Forum program.

The program shall consist of multiple concurrent educational seminars, workshops, technical presentations, networking sessions, and professional speakers on well-timed subjects. The exposition shall feature a display of innovative products and services selected and described by the represented exhibitors. Program coordinators shall incorporate social activities to encourage professional networking.

B. Site Selection Criteria

The Board of Directors has adopted a rotation plan as a guideline for selecting future Forum host cities based on seven geographical and membership-based areas.

IX. Forum and Products Exposition – Page 1
Missouri
Nebraska
North Dakota
Oklahoma
South Dakota
Wisconsin

Area G
(2012 Forum)
Alaska
California
Guam
Hawaii
Idaho
Montana
Nevada
Oregon
Utah
Washington
Wyoming

The NIGP Forum Manual entitled "Hosting the NIGP Forum" outlines the site selection process and requirements.

C. **Local Planning Committee**

NIGP Staff shall be responsible to establishing a Local Planning Committee (LPC) for the Forum. During those years when a NIGP Chapter(s) is available to serve as the Local Planning Committee, NIGP staff shall work with the Chapter's leadership to determine membership on the LPC. During those years when there is no local or regional NIGP Chapter available to serve as the LPC, the Forum and Products Exposition Committee shall be responsible for establishing a LPC and determining its membership and scope of responsibilities.

D. **Proposals**

1. The Forum and Products Exposition Committee and a representative of the Supplier Partnership Council shall define the requisites and parameters for hosting a future NIGP Forum and Products Exposition. The Committee shall also specify conditions that allow proposals to offer expense-reducing incentives such as housing rebates and/or cash and in-kind contributions from the Convention and Visitors Bureau or the Chamber of Commerce.

2. These requisites and parameters shall be incorporated into a Request