

20. 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:** Contribute industry content and expertise to public procurement professionals to optimize outcomes for communities.
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.

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5. Serve as a bridge or portal to the larger business community
6. Ensure that all Council initiatives benefit the NIGP membership
7. Subscribe 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, Industry Partners of the Institute.
 - b. The NIGP Business Council will be comprised of two representatives from each company participating in the Industry Partner 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 12 Industry Partners.
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 Industry Partner'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 Industry Partner's primary source of income;
 - c. Primary Industry Segment as listed by Hoover's, a Dunn & Bradstreet company. (Hoovers 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 Industry Partner'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 Industry Partner's request to fill a specific market segment/segments on a first-come, first-served manner.

3. Terms

There are no terms nor term limits for members of the Business Council as long as the corporation remains an Industry Partner of the Institute.

4. Leadership

a. The Council shall be led by a Chair and Chair-Elect to be selected from members of the NIGP Business Council by a majority vote.

b. The Chair term and the Chair-Elect term shall be for two (2) years, non-recurring; provided, however, that the Chair term may be extended if the Chair-Elect is unable to assume the role of Chair.

c. To ensure consistency of the program, individuals running for Chair-Elect should only do so if they are confident their company will be continuing with the Industry Partner Program for the period when the individual will be serving as Chair-Elect and Chair.

d. By no later than September 30th preceding the expiration of the current Chair-Elect's term, the Council shall elect, from within its membership, the subsequent Chair-Elect.

(1) Such elections shall occur during a duly convened meeting with a quorum present. The selection shall require a majority vote.

(2) Each company will have one collective vote for the election of the Chair-Elect. 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.

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- e. The Chair-Elect shall serve in this capacity until the current Chair completes his or her term or vacates his or her position as Chair; whichever occurs first. In the case of a vacancy, the time accrued shall not count against the Chair's ability to serve a full two-year term.
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.
 - 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 Industry Partner 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

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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.)