



# POLICY & PROCEDURE GUIDE

*Revisions approved Feb 6, 2024*

*Revision approved Feb 6, 2020*

*Last revision October 2017*

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# 1. Membership

## 1.1. *Board Positions*

- **Chair**
  - Can be a Principal member or colleague thereof and in good standing;
  - Oversees activities of Executive Director/Chief Staff Officer;
  - Oversees board and presides over the board meetings;
  - Has voting privileges at board meetings; and
  - Has signing authority.
  
- **Vice Chair**
  - Can be a Principal member or colleague thereof and in good standing;
  - Assumes duties of Chair in his/her absence;
  - Has voting privileges at board meetings;
  - May Chair the Education Committee; and
  - Has signing authority.
  
- **Treasurer**
  - Can be a Principal member or colleague thereof and in good standing;
  - Has responsibility of funds and assets of BOMA Saskatchewan;
  - Presents and prepares annual budget;
  - Oversees external audit reports;
  - Presents audit reviewed financial statements at AGM;
  - Has voting privileges at board meetings; and
  - Has signing authority.
  
- **Board member (directors at large)**
  - Comprises the remaining members of the board;
  - A minimum of 7 and a maximum of 9 members (including the 3 positions that are not at large);
  - Can be a Principal, Allied or colleague member;
  - Up to 3 members can be Allied members;
  - No more than 2 individuals from any member organization /company; and
  - Has voting privileges at board meetings.
  
- **Past Chairs**
  - Will be acknowledged at special events/meetings throughout the year.

- **Executive Director (also known as Chief Staff Officer or CSO)**
  - Salaried, contracted employee of BOMA Saskatchewan;
  - Has no voting privileges;
  - Manages and coordinates administrative functions of board and membership, including meeting attendance as required;
  - Represents BOMA Saskatchewan on BOMA Canada Chief Staff Officer (CSO) council;
  - Anticipate 2 – 3 out of province meetings as CSO;
  - Monthly CSO meeting via teleconference or as required; and annually recurring contract subject to an annual compensation review.
- **BOMA Canada Nominee**
  - BOMA Saskatchewan Chair can be BOMA Canada nominee or otherwise appointed by the Board of Directors;
  - Anticipate 3 out of province meetings; and
  - Monthly BOMA Canada meetings via teleconference.

## **1.2. *Elections***

- Nominations are presented to the membership at the Annual Election Meeting (AEM);
- New Board meets immediately after the AEM to appoint the Chair, Vice Chair and Treasurer for the coming year;
- The Nominations Committee will contact all nominees and acquire an expression of interest using the form attached as Appendix A, which will be included in the AEM agenda;
- If more than one party is nominated for a position, an election will be held at the AEM by silent ballot;
- The Chair may vote at the AEM if entitled by their company to vote; and
- In the case of a tie vote, a second ballot will be used for a re-vote. If the tie continues past a second vote, the Chair will break the tie.

## **1.3. *Member Ownership/Terminations***

- The company retains the membership, in the event that a member has a change of employment. Member companies may substitute a new member name at any time by emailing/phoning changes in to the BOMA Saskatchewan office;
- Membership certificates are emailed to all members annually once dues are paid and if they are requested;
- Member dues are non-refundable;
- Dues are for the calendar year and are pro-rated if a member joins during the year; and
- Once membership is established, only Principal members will have voting privileges at BOMA Saskatchewan general meetings.

#### **1.4. *Benefits (All members, including Board)***

- Membership dues include the cost of attendance at all regular monthly lunches (no lunch July or August) on the third Thursday of every month and the lunch portion of Education Day;
- Additional charges apply to attend Education Day sessions, Golf Tournament or special events and educational offerings;
- When the designated member(s) does not attend the regular monthly lunch, member companies may send a substitute(s) at no cost. Additional representatives from the Member Company or guests of the member will be charged \$40 to attend; and
- When prospective members are invited to lunch, the cost is borne by BOMA Saskatchewan, upon discretionary approval of the Executive Director/CSO.

## **2. Duties and Responsibilities**

### **2.1. *Meetings***

- Board meetings are held monthly, not July and August at a location or virtually, as determined by the Board of Directors;
- Minutes are compiled and distributed by the Executive Director/CSO;
- Video conference calling is available for board and committee use. If videoconferencing or teleconferencing will be used, the Executive Director/CSO will make contact prior to meeting with instructions; and
- Additional meetings may be required for Committee work.

### **2.2. *Committees***

- The Vice Chair may chair the Education committee;
- Any member of BOMA Saskatchewan can Chair the golf committee but there must be a Board representative on the committee;
- Golf Sponsorship opportunities will be offered firstly to sponsors from the prior year; and
- Additional Committees will be determined as required.

### **2.3. *BOMEX***

- All Principal members are strongly encouraged to attend BOMEX;
- BOMA Saskatchewan will reimburse the Chair for expenses in full and the BOMA Canada Board member, for the cost of the flight expense (when these roles are filled by different individuals);
- BOMA Saskatchewan will reimburse the expenses of sending the Executive Director/CSO.

### **3. Recognition**

#### **3.1. *Monetary Recognition***

Board members who leave the board:

- After a 2-year term or beyond, will receive a framed certificate (maximum value of \$50); and gift card (value of \$150).
  - Changes to value of gifts must be approved by the Board;
- Discretionary monetary requests from the membership regarding recognition of a member or donation must be submitted and approved by the board, to a maximum expense of \$150 per request;
  - Monetary recognition for luncheon guest speakers is a BOMA Saskatchewan branded gift and/or a \$100 charitable donation to the charity of the speakers' choice based on the expertise, time, and involvement of the speaker. Panels of 1 or 2 people \$75 charitable donation and panels of over 2 people, \$50 charitable donation. (Left to the Executive Director/CSO's discretion.); and
  - Recognition awards will be presented as circumstances dictate.

### **4. Governance**

#### **4.1. *Bylaws***

- The Board is responsible for following and maintaining the Bylaws;
- Any changes must be presented and approved by the membership; and
- A copy of the Bylaws is available to all members on the website.

#### **4.2. *Website***

- Under the direction of the Board, the Executive Director/CSO maintains the BOMA Saskatchewan website;
- The membership directory is available on the website with links to corporate sites (if requested by member). No Password is required; and
- Job postings are uploaded from member companies at no charge. Non-members are charged \$150 +GST.

#### **4.3. *Contacting members***

- Meeting announcements and member information is sent out no less than monthly or on an as needed basis by the Executive Director/CSO;
- Contact is made to members via "mass emailing" based on the membership contact list;
- Email addresses will be used in blind carbon (bcc) format;
- Dropped members will remain on the mailing list until they request removal;
- Non-members can request to be added to the mailing list. The premise is to reach out to industry like persons who would be interested in participating in BOMA Saskatchewan events; and

- **Communication Policy regarding requests to forward invitations and announcements:**
  - requests from non-members (whether or not they are in conflict with existing members) will not be accommodated, even if they may be of value to the members;
  - requests from like-minded associations will be accommodated with reciprocal agreement (one for one); and
  - requests from BOMA Canada & the BOMEX® host of the year to forward information will be honoured; where a concern arises from the Executive Director/CSO, the request will be reviewed by the Chair, Vice Chair and BOMA Canada Board member. The Executive Director/CSO will determine whether to forward stand-alone email or to incorporate as an item in the eNews.

#### **4.4. *Document Retention***

- BOMA Saskatchewan will keep the records from the current calendar year, and the 7 years prior as well as historically relevant documents and audited financial statements from previous years and securely destroy any documents that do not meet the criteria; and
- The Executive Director/CSO to ensure the Chair has passwords to all BOMA Saskatchewan records. (Exec. Dir. Contract)

#### **4.5. *Expense reimbursement***

- All expenses made on behalf of the association will require prior approval of the Board in accordance with the budget. The Executive Committee may approve the day-to-day operation expenses. This includes travel and incidentals associated with the management of BOMA Saskatchewan;
- BOMA Saskatchewan will absorb costs related to travel for Board members and the Executive Director/CSO associated with attendance to meetings; and
- BOMA Saskatchewan will reimburse at a mileage rate based on current Canada Revenue Agency rates. Per diem expenses are as follows: \$20 Breakfast/\$25 Lunch/ \$60 Dinner. Hotel stays will be booked by the Executive Director/CSO at reasonable costs and to receive corporate rates;
- Costs of planning lunches for board and committee meetings will be coordinated with the Executive Officer/CSO and
- Incidentals, and/or administrative costs as required for Chair and Committee Chair(s) including photocopying, long distance calling and courier charges to be reimbursed.

## **5. BOMA BEST**

### **5.1. *Verifier expenses and costs***

- As of January 1, 2022, BOMA Canada took over administration of all BOMA BEST verifications including covering the cost of the verifiers.

## 5.2. *Applicant recognition*

- Upon achieving Certification, applicant may be invited to attend a luncheon to accept:
  - Single Building Stream: a framed certificate and gift certificate of \$100 value;
  - Portfolio Program: Printed Certificates, unframed & in a presentation folder. One gift certificate of \$250 value will be presented to the company **annually** to provide ongoing recognition; and
  - Between membership meetings, certificates and gift certificates will be delivered by Directors;
- Poster One, the marketing vendor used by BOMA Canada is recommended to the applicant for purchasing promotional materials advertising their certification; and
- Contact the Executive Director/CSO for further information regarding BOMA BEST.

## 6. Awards

### 6.1. *Cycle*

- Cycle begins on April 1 and ends on March 31 each year.

### 6.2. *Categories*

- **BOTY (Building of the Year) (as of 2024)**
  - Recognizes the best commercial building management in Saskatchewan;
  - BOTY Award is presented to the highest scoring building in each building category and in the North and South Saskatchewan;
  - Winners qualify for entering the BOMA Canada National TOBY awards; and
  - Cost for submission.
- **Earth Award**
  - The “Earth Award” goes to the highest scoring building certified in each Asset Class within the award cycle. If there is a tie for the “Earth Award,” the building with the highest category score in energy usage is declared winner;
  - A BOMA BEST Portfolio Program user may enter any number of certified buildings for an Earth Award each year, provided that any building is entered only once in a 3-year period. The applicant will need to submit the BOMA BEST report showing the building score (even if unaudited); and
  - Winners qualify for entering the BOMA Canada National awards.
- **Pinnacle Award**
  - Recognizes company for their efforts to instill excellence in the industry;



- Open to Principal and Allied members;
  - Winners qualify for entering the BOMA Canada National awards; and
  - Cost for submission.
- **The Building Operations Team of the Year Award**
    - Celebrates the success of the Team that shows a high level of expertise in scheduling preventive maintenance, improving general building operations; and ensuring maximum energy efficiency;
    - Submission per individual building with one set of operators;
    - Open to Principal and Allied members; and
    - Cost for submission.
- **Emerging Leader Award (as of 2021)**
    - Recognizes individuals in the Commercial Real Estate Industry who have demonstrated excellence, inspired their team members and are well on their way to becoming the next leaders in the profession;
    - Open to Principal and Allied members; and
    - No cost for submission.
- **The Lloyd Rogers Member of the Year Award (as of 2021)**
    - Honors a member of local association who has demonstrated leadership, initiative, and/or service to the commercial real estate community. The award recognizes activity during the previous calendar year, rather than service rendered over many years;
    - Open to Principal and Allied members; and
    - No cost for submission.
- **Chair's Award**
    - Recognizes an individual who has made a significant contribution to BOMA and is presented at the Board's discretion and only every 5<sup>th</sup> year;
    - Candidates must be nominated by a BOMA Saskatchewan member;
    - Nominee must be a current or former BOMA Saskatchewan member; and
    - No cost for submission.

## 7. Gala

- BOMA Saskatchewan may host a Gala celebrating award winners every 5 years (2028 is next occurrence).

## **8. Membership Milestone Awards**

- In 2019 the Board implemented Membership Milestone Awards to recognize and demonstrate the loyalty and commitment of Principal and Allied Members with long standing memberships;
- Membership Milestones recognize Members with 5, 10, 15, 20, etc. years of membership. Membership Milestone Awards will commence in 2019 (using available technical data dating back to 2007) with all long service members being recognized in the Award Program and provided with a glass etched award;
- Service shall be calculated on unbroken/continuous time as members of BOMA Saskatchewan; and
- For Members attaining 10 or more years in 2019, they will only receive a 10-year awards.

## Appendix A – Board Nominee Expression of Interest

*Provide to each nominee for completion. Notify nominees that this will be circulated in the AGM agenda:*

### **Expression of Interest – BOMA Saskatchewan Board of Directors January 1, 20\_\_ – December 31, 20\_\_ (2-year term)**

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**Name of Nominee  
Job Title, Employer’s Name**

(insert photo)

**Describe your employment history and include membership and participation in other boards, etc.**

**How familiar are you with BOMA?**

**Briefly describe why you are interested in serving on the BOMA Saskatchewan Board. If you are a returning nominee, please describe your reasons for returning. For both, describe how you feel you can contribute to BOMA Saskatchewan as a board member.**

**Part of being a Board member is to participate in committees such as Governance, Bylaw review, BOMA Education Day, Lunch Session Topics, and Speaker Selection. Briefly describe your interest in one or all of these.**