



Local Member Council Guidelines

MEMBERSHIP

- All Local Member Councils (LMC) must have at least one Full Member to guide the initial creation of the Council and assure the on-going quality of its programs.
- The LMC membership application process is open to all ULI Houston members at any membership level, provided they are current in the payment of their annual ULI dues.
- All LMCs must have at least 10 members. The maximum number of members in a Member council is 45 but a Council may set a lower number as its desired size.
- LMC Chairs agree to serve a two-year term where after that term, the Co-Chair will assume the role of Chair.
 - Chairs should appoint a Co-Chair within 6 months of taking over as Chair. The Co-Chair will be approved by ULI Houston prior to being announced.
 - If necessary, a Chair's term can be extended another two years with a majority vote from the LMC.
- All councils should have a Chair and at least one Co-chair. This team will evaluate LMC member candidates based on their qualifications for the council. Factors to be evaluated include:
 - Current employment and seniority/expertise in the product type.
 - Employment sector (developer, service provider, public, etc.) in relation to existing Council membership. National Member councils have a target of at least 50% developers/REITs/owners. While we are not held to any specific number locally, we want to make the councils attractive for developer participation.
 - Ability to contribute value to the council. All members should be able to attend regularly, participate in discussions and, ideally, have projects that could be used as case studies or contribute other program material.
- LMC Members commit to at least one year of membership on the LMC. After one year, membership may be renewed on the council if member dues are paid and with approval of the chair.
- A member may be dismissed by the Chair for more than one absence in three consecutive meeting absences.

OPERATION

- LMCs must meet at least four times per year. Programs should consist of presentations, discussions, case studies, tours or other events that provide material value to the Member council members.



- LMCs should annually prepare and present one program that is open to the ULI Houston membership. Alternately, a council can choose to produce a case study or white paper in place of an event or perform a community service such as sourcing and organizing a Technical Assistance Panel related to their topic. The annual member council project must be approved by ULI Houston. If a council would like to present a program, that program must be presented for approval no later than 90-days prior to preferred date, to allow for it to be scheduled.
- All requests for guests must be approved by the chair. A maximum of 5 guests per meeting is recommended. All guests will be asked to pay \$25.00 in advance of the meeting. No one should attend as a guest more than once. Chairs have discretion to vary from these attendance guidelines.
- All LMC members must pay a participation fee to ULI Houston annually. This fee is in addition to ULI membership dues. The first payment is due upon admission to a Member council (and may be discounted for persons joining after the midpoint of the year). The Leadership of each Council will establish its fee annually based on its planned activities, however the participation fee for Public Sector and Young Leader members will not be more than \$100.
 - Annual budgets for LMCs will be covered by annual dues.
 - The “annual” program schedule follows our fiscal year July 1-June 30.
- All LMC members acknowledge and agree that all information shared in the Member council meeting is confidential and is for the education of Council members only.