

Background Information

BOMA Southwest Region represents all BOMA Federated Associations in the states of Arkansas, Louisiana, Oklahoma, New Mexico and Texas. The purpose of the Region is to:

- Develop and foster cooperation among the Federated Associations of BOMA International located within the region;
- Provide a forum for discussion of matters affecting the members, Regional interests and the general welfare of the commercial office building industry;
- Represent the collective opinions of the Region's members at the various committees and councils of BOMA International;
- Fulfill the Regional governance responsibilities as required by BOMA International, its bylaws and Board of Governors; and
- Engage in activities that advance the best interests of the Region and its members.

Board Governance

BOMA Southwest Region is governed by a Board of Directors consisting of the following:

- Officers of the region (also known as the Executive Committee), which includes the president, vice president and secretary/treasurer, and
- Board Directors, which includes the chief elected officer of each Federated Member Association

Additional information regarding the election of and duties associated with the Board are included in the association's Bylaws.

Committee Information

BOMA Southwest Region has the following standing committees:

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|---------------------------------------|------------------------|
| • Awards Committee | • Finance Committee |
| • Bylaws Committee | • Nominating Committee |
| • Ferrell Hayes Scholarship Committee | • TOBY Committee |

Other committees can be appointed at the discretion of the president.

The only requirement of membership on any committee, with the exception of the Nominating Committee, is that the individual must be a Federated Member in good standing. ***Most committee work is handled via conference call, so committee members are NOT required to attend Southwest Region conferences.*** When selecting committee members, the president will seek a diverse group of individuals representing as many local organizations as possible.

Awards Committee

The Awards Committee is charged with reviewing, evaluating and voting on Southwest Region Member of the Year submissions as outlined and directed by BOMA International. The Awards Committee will recommend and establish requirements and voting procedures for new awards approved by the Board of Directors. ***This committee shall be at the discretion of the president in size and scope. A call for members interested in serving on the Awards Committee should be held after the spring business meeting for service the following year.***

The Bylaws Committee consists of the Chairman and two Federated Members. The committee is charged with reviewing the Bylaws and recommending any necessary changes or revisions. The committee works in

cooperation with the president and secretary/treasurer. ***A call for members of the Bylaws Committee will be held after the spring business meeting.***

Ferrell Hayes Scholarship Committee

The Ferrell Hayes Scholarship Committee consists of members of the Executive Committee: president, vice president and secretary/treasurer. The president serves as chair of the committee, which is charged with reviewing applications and selecting recipients for the Ferrell Hayes Scholarship.

Finance Committee

The Finance Committee consists of a chairman and two Federated Members. This committee is charged with auditing the financial status of the Region in cooperation with the president and treasurer. The chair of the Finance Committee will present the findings of the audit at the association's annual conference in June. Approval of the audit requires a two-thirds vote of the membership. ***A call for members of the Finance Committee will be held after the spring business meeting in order to deliver the audit at the June meeting.***

Nominating Committee

The Nominating Committee is comprised of three (3) persons. Members of this committee are elected by the Board of Directors. At least one Federated Member of the committee must also be serving as a director. ***Members of the Nominating Committee will be approved at the June meeting.***

This committee is charged with selecting nominees for executive officer positions. Also, per the Policies & Procedures Manual, the Nominating Committee also selects the Region's representative to the International Nominating Committee. The Region's International representative is a two-year position that begins June of even years.

TOBY Committee

The TOBY Committee is charged with reviewing, evaluating and voting on regional TOBY submissions and Outstanding Member of the Year submissions as outlined and directed by BOMA International. This committee consists of the chair, who is appointed by the president, and at least three members. Each local is invited to appoint one member to serve on the committee. The Committee organizes the annual TOBY Awards Program and recruits two (2) TOBY judges from each federated association within the region. ***A call for members of the TOBY Committee will be held after the spring business meeting for service the following year.***