International Group for Lean Construction

Charter and Operating procedures

Charter

Preamble

 The International Group for Lean Construction (IGLC), founded in 1993, is a network of scholars, teachers and practitioners involved in the creation and lifetime management of the built environment who feel that built environment processes, education, and research require a radical new approach, a new philosophy, in order to respond to the challenges ahead.

Purpose

We call our vision: Lean Construction

- 2. Our goal is to meet customer demands more effectively and dramatically improve built environment process as well as product. To achieve this, we are developing the underlying conceptual foundations and implementing a coherent set of principles, practices and a common vocabulary for product development, production management and project delivery for the creation and lifetime management of the built environment.
- 3. In doing so, we place priority in maintaining an open and inclusive approach to sharing ideas and findings from research and practice. We manage our activities in an open and reflective manner consistent with continual improvement.

Operating procedures

Membership

- 4. Membership is free.
- 5. The sole requirement for full membership in the IGLC is attending an IGLC annual conference. A participant at the annual conference will acquire membership for the next five years by default unless they waive their right to membership by checking a waiver item on the conference registration form or by informing the General Secretary in writing. The General Secretary may, at his or her sole discretion, extend the membership of a member who is unable to attend the annual conference due to extenuating circumstances

Decisions

- 6. Decisions may be made in one of two ways:
 - 6.1. By voting at the members' annual business meeting
 - 6.2. By an electronic poll of members. Electronic polls will be used only in the case of matters that the General Secretary decides cannot be delayed until the next business meeting. Each member shall notify his or her vote(s)/choice(s) to the General Secretary on or before the date of the poll in a manner specified by the General Secretary. The

text of decisions to be taken by electronic poll must be published to the members at least 30 days before the close of the poll.

7. All decisions shall be notified to members by email within 7 days of the date of the Annual Business Meeting or of the closing of an electronic poll.

Annual Conference

- 8. The IGLC will hold an annual conference, usually during the month of July, at which members will discuss the findings of recent research and implementation of Lean Construction and related topics.
- 9. Location:
 - 9.1. The choice of venue will be made no more than two years before the date of the conference
 - 9.2. Anyone who has been a **full** member for at least two years may offer to host the annual conference
 - 9.3. Offers must:
 - 9.3.1. include details of the conference venue, accommodation for participants and any travel between them, an indication of the likely cost of attendance including accommodation, Audio-Visual presentations or links to them and the names of the proposed conference chair and committee members,
 - 9.3.2. be received by the General Secretary at least 40 days before either the annual business meeting or the date set for an electronic poll;
 - 9.4. The General Secretary shall send details of all offers to members at least 30 days before the poll so that they can be discussed within the community prior to the deadline for the decision.
 - 9.5. The location for each conference will be decided by simple majority vote, or in the event that there are three or more proposals by Single Transferrable Vote either
 - 9.5.1. at the annual business meeting; or
 - 9.5.2. by electronic poll. Where an electronic Poll is to be used, The General
 - Secretary will give 90 days notice of the closing date for the poll and invite proposals.
 - 9.6. In selecting the location, members are encouraged to ensure that each geographic region (A Europe, B- South and Central America, C North America, D Asia/Australia and E Africa and Middle East) will host the conference at least once every five years.
- 10. Conference Chair and Organizing Committee:
 - 10.1. The Conference Chair will be a full member for at least two years at the time of the conference they are hosting.
 - 10.2. The conference chair and local organizing committee are responsible for
 - 10.2.1. all costs related to the annual conference
 - 10.2.2. the annual domain registration fee and the annual cost of hosting iglc.net (if any) for the year following the conference
 - 10.2.3. production of the proceedings on behalf of the IGLC
 - 10.2.4. providing an electronic copy of each paper included in the proceedings, and any other supporting material, to the IGLC Web Master, within two weeks of the close of the conference and preferably prior to the conference.

- 10.3. The Conference Chair and Organizing Committee will use the IGLC logo to brand & promote the IGLC conference they are organizing.
- 10.4. The Conference Chair and Organizing Committee may dispose of any surplus from the conference in any way they see fit.
- 11. Scientific Chair:
 - 11.1. In consultation with the Conference Chair, the General Secretary will solicit volunteers to be scientific chair for each conference and invite them to present themselves to the preceding annual meeting for approval [or, in the event that there are more than one individual/team, selection]. Candidates for the role of scientific chair must have been members of the IGLC for at least three years at the time of their appointment.
 - 11.2. The scientific chair(s) will
 - 11.2.1. solicit papers through a call for proposals
 - 11.2.2. recruit and appoint a panel of reviewers
 - 11.2.3. provide a standard template for authors
 - 11.2.4. conduct a review of the proposals and the papers submitted, during which they will consult with the panel of reviewers
 - 11.2.5. secure "copyright" transfer for and on behalf of the IGLC for each paper including a statement by each author that their paper is free of copyright violations.
 - 11.2.6. edit the proceedings of the conference
 - 11.2.7. exercise the exclusive right to accept or reject any proposal or paper submitted to the conference
 - 11.2.8. deliver an electronic copy of the proceedings to the Conference Chair and Organizing Committee in sufficient time for the production and distribution of the proceedings prior to the annual conference
 - 11.3. The scientific chair(s) may
 - 11.3.1. appoint champions for specific themes, and delegate some of their responsibilities and authority to the champions.
 - 11.3.2. arrange agreements with journal editors to invite selected conference papers for expansion and publication in special issues of their journals.

12. Proceedings:

- 12.1. The proceedings are published by, and the 'copyright' vested in, IGLC
- 12.2. The conference chair and organizing committee publish the conference proceedings on behalf of IGLC.
- 12.3. The proceedings will be formatted in accordance with the current best practice (including foreword, table of contents, papers collected in thematic chapters and in conformance with a standard template, author and keyword index, and ISBN registration)
- 12.4. The proceedings will also be formatted in an e-reader compatible format.
- 12.5. The organizing committee and the webmaster will make an electronic copy of all abstracts/A3s and, preferably, of the complete proceedings available online at least one week before the Annual Conference, and the organizing committee will inform all registered participants of the availability of the documents.
- 12.6. The organizing committee and the webmaster will make all of the papers in the proceedings preferably together with any associated materials (A3s, presentations)

freely available without charge or restriction to the general public on iglc.net within one month of the close of the Annual Conference.

Annual Business Meeting

- 13. An Annual Business Meeting will be held during each annual conference at a time agreed by the General Secretary and the Conference and Scientific Chairs.
- 14. The agenda for the meeting will be compiled by the General Secretary and sent to all members at least 30 days before the conference.
 - 14.1. Any two members may propose and second an item for the agenda to the General Secretary; proposals to be received at least 40 days before the start of the conference.
 - 14.2. Additional items may be added to the agenda at the start of the meeting if proposed and seconded, and then approved by a simple majority vote.
- 15. The meeting shall be chaired by the Conference Chair for the next conference and if she or he is unable or unwilling by the Conference Chair for the current conference. If neither is willing or able the Annual Business Meeting will elect a chair for the meeting as the first item of business.

Officers

- The IGLC will elect by Single Transferrable Vote (STV)¹ a General Secretary and a Group Moderator to serve its members.
- 17. General Secretary:
 - 17.1. The General Secretary may serve for
 - 17.1.1. a term of up to two years between elections,
 - 17.1.2. a maximum of two successive terms
 - 17.2. Any member may propose anyone who has been a full member for at least two years when elections are conducted for the position of General Secretary.
 - 17.3. The General Secretary is responsible for:
 - 17.3.1. ensuring that there is an up-to-date register of current members. This *definitive list* of members will include name, email, organizational affiliation, dates of conferences attended and may not be sold or given to any other organization or individual except as required by law.
 - 17.3.2. Posting notices of meetings, polls and decisions to members
 - 17.3.3. Providing a definitive list of members' names + date of last conference attended (and institutional affiliation where known) at the start of each conference.
 - 17.3.4. Compiling the agenda for the Annual Business Meeting
 - 17.3.5. Ensuring that iglc.net is up to date, operational and that the domain is in the name of IGLC
 - 17.3.6. Maintaining the authoritative version of this charter and operating procedures.
 - 17.3.7. Maintaining a catalogue of IGLC IP

¹ <u>http://en.wikipedia.org/wiki/Single transferable vote</u> Under STV, an elector's vote is initially allocated to his or her most preferred candidate, and then, after the least preferred candidate has been eliminated, any votes for that candidate are transferred according to the voter's next preference and so on until one candidate has a majority of votes.

- 17.4. The General Secretary may appoint the following (who need not be members of IGLC):
 - 17.4.1. A Web Master to maintain and update iglc.net as required including publishing all of the papers from annual conference
 - 17.4.2. A Mailing List Manager to maintain the definitive list of members,
- 18. Group Moderator:
 - 18.1. The Group moderator may serve
 - 18.1.1. For up to two years between elections,
 - 18.1.2. a maximum of two successive terms
 - 18.2. Any member may propose anyone who has been a member for at least two years when elections are conducted for the position of Group Moderator
 - 18.3. Group Moderator is responsible for moderating
 - 18.3.1. the IGLC Group on Linkedin
 - 18.3.2. the IGLC (Yahoo) Group
 - 18.4. Group Moderator may
 - 18.4.1. invite other members to help in this process
 - 18.4.2. move either or both groups from their current hosts after consulting the membership

IGLC IP

- 19. The IGLC logo is the property of IGLC and may only be used with permission from the General Secretary in writing. The General Secretary will inform members of permissions granted
- 20. The iglc.net domain is the property of IGLC
- 21. The contents of iglc.net shall be vested in IGLC
- 22. IGLC Intellectual Property including the contents of iglc.net shall be protected with at least a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License (http://creativecommons.org) or equivalent

Communications

- 23. The IGLC Web site at www.iglc.net is the official vehicle for publicizing the activities of IGLC, including the conference proceedings.
- 24. The General Secretary will ensure that the following information is available on iglc.net:
 - 24.1. The names and email IDs of the General Secretary, the Group Moderator, the Mailing List Manager and the Web Master
 - 24.2. an up-to-date copy of this IGLC Charter & operating procedures.
 - 24.3. The names and email IDs of the agreed chairs and scientific chairs of future annual meetings
- 25. The General Secretary will use the definitive member list as the basis for sending notices to members.

Finance

- 26. IGLC will have no budget, no bank account of any kind, and will not assume or carry any liabilities at any time.
- 27. The officers of IGLC may not make any financial commitments of any kind in the name of or on behalf of IGLC.

Dissolution

28. Should the IGLC fail to hold an annual conference for two consecutive years, it will be considered dissolved.

Amendments

- 29. Amendments to this document must be approved by at least two thirds of the members present at an Annual Business Meeting or 75% of those voting in an electronic poll.
- 30. Amendments may be proposed by any member at any time.
- 31. Proposed amendments, supported by a brief statement of reasons and the name of at least one seconder must be received by the General Secretary at least 40 days prior to an annual business meeting and communicated to all IGLC members by means of an email to the mailing list at least 30 days prior to the Annual Business Meeting at which it is to be decided [or in the case of an electronic poll at least 30 days prior to the close of the poll].
- 32. Amendments will take effect immediately upon approval whether by the Annual Business Meeting or by an electronic poll.

Ratification

33. This charter was ratified by a vote of the members of the IGLC present at the business meeting of the IGLC held on the 20th day of July, 2012, at the 20th annual IGLC conference, held in San Diego, California, US. It took effect immediately upon ratification. The roster of members at the meeting follows:

LAST	FIRST	AFFILIATION
Aapaoja	Aki	University of Oulu
Abad	Oscar	Kinetics
Abdelhamid	Tariq	Michigan State University
Ahiakwo	Ograbe	University of Wolverhampton
Alarcon	Luis F.	P. Universidad Catolica de Chile
Al-Hussein	Mohamed	University of Alberta
Alves	Thais	SDSU
Amaral	Tatiana	Universidade Federal de Goiás
Amboy	Larry	DPR San Diego, CA
Aranda	Consuelo	SDSU
Arroyo	Paz	Univeristy of California, Berkeley
Ashcraft	Howard	Hanson Bridgett LLP
Azambuja	Marcelo	Southern Illinois University Edwardsville
Baker	Jon	BakerNowicki Design Studio
Ballard	Glenn	Univeristy of California, Berkeley
Barak	Ronen	Tidhar Construction/Technion
Baroni	Matt	Turner Construction
Barr	Tim	Legacy Building Services, Inc.
Barth	Jerry	DPR Atlanta, GA
Bates	Peter	Shepherd Construction

LAST FIRST

Beikmann Bernita Peter Berg Jeff Betts Betz Donn Blankmeyer Robert **Bojorquez** Jose Bokhoven Nick Bolviken Trond Bouchard Lawrence Brady Denise Ann James Bray Bredbury Jason Bregenhorn Tobias Kevin Britt Bronitsky Josh **Bullian** Viktor Byse Erika Carlin Dave Caronna Matt Carroll Ryan Casey Mike Cerveró-Romero Fernando Chaharom Seyed Yaser Bani Hashemi Michael Clay Cohen Wendy Cole John Conroy Mike Antonio Sergio Itri Conte Derek Contizano Cossio Antonio Dayana Bastos Costa Cowles, IV John Crabtree Carlos Crucitt Jon Cui Qingbin Cusick Eric Daly-pranzo Christy Daus Tom Davison Michael Dierks Chris Dinh Thai Dobyns Julie Dow Steve Dragman Carrie Drevland Frode

AFFILIATION

HKS, Inc. DPR Phoenix, AZ Whiting-Turner Contracting Co. San Diego Community College District PCL Construction SDSU DPR San Diego, CA Veidekke A&D G.C., Inc. University of Salford Gafcon, Inc. Skanska Karlsruhe Institute of Technology DPR San Diego, CA DPR Redwood City, CA **Turner Construction** DPR Phoenix. AZ Soltek Pacific Soltek Pacific **Evari GIS Consulting** Swinerton Polytechnic University of Valencia

The University of Sydney **DPR Washington DC Palomar Health** DPR San Diego, CA Rudolph & Sletten, Inc. Lean Construction Institute - Brazil Gafcon. Inc. **ITN Mexico** University of Bahia Hathaway Dinwiddie Construction Co. DPR San Diego, CA Sharp Healthcare University of Maryland DPR San Diego, CA DPR San Diego, CA **Turner Construction** DPR Redwood City, CA DPR West Palm Beach, FL Mascari Warner Architects DPR Newport Beach, CA **Cumming Corporation Bergelectric Corporation** NTNU

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Drinko	Chris	Balfour Beatty Construction
Dupin	Patrick	Nottingham Trent University
Elkins	Todd	DPR Redwood City, CA
Ellis	Scott	San Diego Community College District
Enyedi	Kurt	San Diego Community College District
Espana	Fernando	CornerCube Inc.
Espino	Eli	SDSU/Turner
Estens	Diego Martinez	UABC and Administradora Alpha
Etges	Bernardo Martim Beck da Silva	Universidade Federal do Rio Grande do Sul
Everist	Chris	Turner Construction
Farrell	Jef	Swinerton
Fauchier	Dan	The Realignment Group
Feth	Andy	C.W. Driver
Fiallo	Mario	Ripconciv Constructora
Fine	Thomas	J.E. Moore Consulting
Forbes	Lincoln	Drexel University
Formoso	Carlos	Federal University of Rio Grande do Sul
Foster	John	Sundt Construction
Fox	Andrew	University of Plymouth
Frandson	Adam	UC Berkeley
Frye	James	Sundt Construction
Fulton	Jenni	DPR Newport Beach, CA
Gallagher	Steve	Hathaway Dinwiddie Construction Co.
Galvez	Dan	Lawrence Berkeley National Laboratory
Garza	Roger	URS Corp.
Gehbauer	Fritz	Karlsruhe Institute of Technology
Gharaie	Ehsan	RMIT University
Gonzalez	Vicente	University of Auckland
Goser	Clay	Symphony LLC
Gracz	Brian	DPR San Diego, CA
Graham	Gary	Roger Williams University
Gray	Steve	DPR Raleigh-Durham, NC
Greenville	Anton	Balfour Beatty Construction
Guevara	Jose	Universidad de los Andes
Hamzeh	Farook	American University of Beirut
Hayden	Leonard	Swinerton
Heineck	Luiz Fernando	Federal University of Ceara
Helton	Mike	Pankow??
Herr	Kevin	Sharp Healthcare
Herrala	Maila	University of Oulu
Hickethier	Gernot	University of Karlsruhe
Higgins Jr.	Dave	HMH Builders
Hill	Lauren	Suffolk-Roel
Hollingsworth	Scott	California Panel Systems
Howell	Gregory	Lean Construction Institute
Hullum	Josh	DPR Austin, Tx

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Hunt David Izquierdo Jorge Luis Jackson Matt Jacoby Tim Jadid Mansour Jarvis Kristy Jones Frank Jones-lee Stephanie Jordan Clive Jung Wooyong Jylha Tuuli Kala Tanmaya Kalsaas Bo Terje Kamande Amos Keiser Janette Kenner Keith Kerosuo Hannele Du Yon Kim Kim Yong-Woo Jason King Knell Christopher Chien-Ho Ко Koerckel Andre Koskela Lauri Koskenvesa Anssi Mark Kowalczyk Krishnam Sanieev Kroemer Ursula Karteek Kuncham Lahouti Ali Lance Lareau Johan Larsson Cindy Lasley Laub Daren Kevin Legge Leino Antti Fernanda Leite Rob Leming Leopold Jay Leopold Randy Lester Curtis Jeff Liker Lima Mariana Linfield Eric Linnik Meeli Liu Min

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Lostuvali Baris Phil Maguire Maki Tarja Maletic Justin Malone Diane Marshall Brad Mascari Joe Maslyk Chris Matthew Materkowski Matthews Ed Maxwell Robert McClure Chris **McConaughy** Tammy Patrick McCurdy McKenzie James Meades Guy Melo **Reymard Savio** Mendoza Alejandro Miller Eric Mills Howard Misfeldt Esben Mitropoulos Takis Modrich Ralf Moghadam Mana Farid Mohseni S. Mohammad Mojtahedi Monson Brian Morrey Nicola Mossman Alan Mouflard Christopher Muir Bob Chris Murphy Murphy Ryan Dawn Naney Napolitano Paulo Nerwal Naveen Nesensohn Claus Nessen Ryan Neto Jose de Paula Barros Newhouse Karen Ng Kevin Nickerson Romano Nimorwicz Bob Nofera Wenda Nohilly Terriann Norris Corey

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Schnick

Jamie

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Sharma	Deepak	University of Maryland
Sherrer	Steve	BSD Builders
Shirkey	Daniel	Balfour Beatty Construction
Shirley	Steve	University Mechanical and Engineering Contractors
Sillman	Larry	SillmanWright Architects
Skinnarland	Sol	Fafo
Smart	Kevin	PCL Construction
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Smith	Stephen	Hathaway Dinwiddie Construction Co.
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