

Region 7

RULES OF POLICY AND PROCEDURES MANUAL



Date February 9, 2006

RULES OF POLICY AND PROCEDURES MANUAL
Region 7
American Society of Civil Engineers

Article 1. General

See Region 7 Bylaws.

Article 2. Membership

See Region 7 Bylaws

Article 3. Separations from Membership, Disciplinary Proceedings

See Region 7 Bylaws

Article 4. Fees and dues

- 4.0 Authorization to Implement. After the Society determines the amount of the Region 7 Allotment, the Region 7 Board of Governors shall determine the annual Region 7 dues, if required, for each Section for the succeeding year. Such dues shall become due and payable to Region 7 Board of Governors and sent to the Treasurer at the beginning of the fiscal year.
- 4.1 Fees, Dues and Assessments. Routine expenses for Region 7 including meeting space rental, refreshments, reimbursable expenses for Region 7 Governors to attend meetings to the limits established by the Society, and other necessary expenses as determined by the Region 7 Board of Governors, shall be paid by the Treasurer within the bounds of the Region 7 budget and with the approval of the Chair of the Region 7 Board of Governors. Payment for non-routine expenses and expenses outside the bounds of the Region 7 budget shall be approved by the Region 7 Board of Governors.

Article 5. Management

5.0 Annual Audit.

5.0.1 An annual audit of the treasury shall be completed.

5.0.2 The Region 7 Board of Governors shall annually appoint an Audit Committee composed of not fewer than two (2) voting Society members of the Region to conduct the audit. The Region 7 Treasurer shall not be a member of the Audit Committee.

5.0.3 The Audit Committee shall file a written report by October 31 with the Region 7 Board of Governors signed by all committee members.

- 5.1 Retention of Records. The permanent records of Region 7, which include but are not limited to the Annual Audit, meeting minutes, governing documents, financial reports, any guidelines or handbooks, and official correspondence, shall be stored in a safe place at a suitable location where they shall be available when needed. The choice of the location of the place of safe-keeping and the naming of a custodian for these records shall be determined by the Region 7 Board of Governors.
- 5.2 Financial Contributions. Tax deductible financial contributions may be made by the Region 7 Board of Governors to worthy events. Contributions may be made to worthy events or causes based on a majority vote of the Board of Governors. Such contributions shall be reserved for significant events or causes of national or regional interest to all members and may only be considered after the Region 7 Finance Committee has ascertained that, based on future projections the contribution shall not adversely impact the financial health of the Region.
- 5.3 Public Policy Documents. The Region 7 Board of Governors may produce Public Policy Documents in accordance with the Society's Governing Documents.

Article 6. Officers, Directors and Governors

6.0 Vacancy

6.0.1 Vacancy of Elected Region Governor. When a vacancy occurs in the office of an Elected Region 7 Governor, the Region 7 Board of Governors shall request nominations for a replacement to fulfill the unexpired portion of the term from a Sub-Region represented by that Elected Region 7 Governor. In the event a Sub-Region cannot produce a qualified nominee within three (3) months of a written request from the Region 7 Board of Governors, the Region 7 Board of Governors shall fill the vacancy with a replacement from the Region.

6.0.2 Vacancy of At-Large (Appointed) Region Governor. A vacancy in the office of At-Large (Appointed) Region 7 Governor shall be filled by selection of the Region 7 Board of Governors. The Region 7 Board of Governors shall request nominations by notifying the Section and Branch Presidents that a vacancy exists. Nominations need to be submitted to the Region 7 Board of Governors within three (3) months.

6.1 Region Officers

6.1.1 Duties of the Vice Chair. The Vice Chair shall serve as the Chair in the absence of the Chair at any meeting of the Region 7 Board of Governors

and assume the duties of the Chair in the event of the Chair's temporary incapacitation. In this capacity, the Vice Chair shall vote on all issues. The Vice Chair shall be responsible for all meeting planning.

6.1.2 Duties of the Secretary. The Secretary shall be responsible for recording the proceedings of Region 7 Board of Governors. The Secretary shall compile meeting minutes within thirty (30) days after any meeting and shall distribute the minutes of the meeting to the members of the Region 7 Board of Governors, the Section and Branch Presidents, and the Society's Secretary.

6.1.2.1 Resolutions of the Region 7 Board of Governors. Resolutions passed at a meeting and directed to the Society Board of Direction shall be forwarded to the Society Secretary for transmittal to the Society Board of Direction as soon as possible, but not later than thirty (30) days after the meeting. All Resolutions shall be made available to Presidents of Region 7 Sections and Branches not later than thirty (30) days after the Region 7 Board of Governors meeting. The Region 7 Secretary shall keep a record of all Resolutions passed.

6.1.3 Duties of the Treasurer. The Treasurer shall manage and keep records of all the financial transactions of Region 7. The Treasurer shall provide a written financial report at all Region 7 Board of Governors meetings and shall prepare the annual financial report and submit to the Society Secretary in accordance with the requirements specified by the Society's Executive Committee.

Article 7. Elections

7.0 Nominating Committee. The Region 7 Nominating Committee shall meet in conjunction with the Annual Meeting of the Region 7 Board of Governors and Region 7 Assembly Meeting. Other meetings of the Nominating Committee may be required as determined by the Committee either face to face or by teleconference to secure a slate of candidates by the March 1 deadline.

7.1 Nomination Materials Required. A candidate shall submit the following documentation in electronic format to the Secretary of the Region 7 Board of Governors:

- A one (1) page letter of interest and commitment
- A professional resume of no more than three pages
- A letter of nomination or endorsement from an organizational entity or a declaration of candidacy from the individual

- A summary of how the candidate meets the minimum requirements, including ASCE Member Number, Address of Record, Section or Branch offices and committees held, Society Committee assignments, and other Society service
- A recent passport type photograph suitable for publication

7.2 Evaluation of Nominees. The Region 7 Nominating Committee shall follow a review, presentation, discussion, and voting process for selection of the nominee(s). The entire evaluation process shall be carried out in closed session with candidate(s) individually. The Region 7 Nominating Committee shall thoroughly review each candidate's information prior to any discussion or vote. The Region 7 Nominating Committee shall review the candidates submitted to determine their eligibility for nomination. Candidates that are ineligible shall be removed from selection.

7.3 Interview of Candidates.

7.3.1 Time Limits for Candidates Statements. After completion of the review of the candidate's information, the Nominating Committee shall establish a time frame for hearing statements from each candidate wishing to make a statement to the Nominating Committee, but allowing each candidate no more than ten (10) minutes for the oral statement. Following the statement, there shall be a question and answer session for each candidate which shall not exceed fifteen (15) minutes. Questions shall be taken from the members of the Nominating Committee upon recognition by the Chair until the time limit has expired. Each candidate may make a closing three (3)-minute oral statement after the close of his or her question and answer session.

7.3.2 Reimbursement for Candidate. Travel expenses shall be the full responsibility of the candidate.

7.3.3 Candidate Participation. Candidates who are not present but wish to make a statement can do so via telephone with prior approval from the Chair of the Nominating Committee.

7.3.4 Committee Discussion. There shall be no discussion by the Region 7 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall occur only after all interviews are completed.

7.4 Nomination Process for President Elect, Society Director and Region 7 Governor Candidates.

7.4.1 Single Candidate for Office. When there is one (1) qualified candidate, this candidate shall be the Official Nominee and no voting procedure is required as stated in the Society Bylaws.

7.4.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, each member of the Region 7 Nominating Committee shall vote for one (1) of the two (2) candidates. If a candidate receives seventy-five percent (75%) or more of the votes cast, that candidate shall be forwarded as the Region 7 Official Nominee. If not, both candidates shall be forwarded as the Region 7 Official Nominees.

7.4.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 7 Nominating Committee shall cast three (3) votes on each ballot taken during the preference voting process and indicate their relative preference by placing a 3, 2 or 1 number beside the names of three of the candidates, with a 3 indicating their most preferred candidate. The scores shall be tallied and the committee shall drop from consideration any person with a zero (0) score. If there are no candidates with a zero (0) score then the person with the lowest score shall be dropped. If more than two (2) candidates are tied for the lowest score, other than zero (0), no candidates shall be dropped and additional ballots shall be taken until only two (2) candidate names remain. Once two (2) candidates remain, the Region 7 Nominating Committee shall follow 7.4.2

7.4.4 Identification of Society Director Candidates. All Region 7 Sub-Regions and Organizational Entities shall be encouraged to identify potential candidates for the Official Nominee for Society Director. A Sub-Region rotation scheme is identified in Addendum 1 of these Rules to encourage the identification of potential candidates.

Article 8. Meetings.

8.0 Regularly Scheduled Meetings. At least two (2) of four (4) required Region 7 Board of Governors Meetings shall be face-to-face meetings. The required face-to-face meetings shall be held in Region 7, unless held in conjunction with another official Society event. At the Annual Meeting the Region 7 Assembly shall meet with the Region 7 Board of Governors.

Article 9. Committees, Geographic Units, Affiliated and Other Organizational Entities

9.0 Region 7 Committees

9.0.1 Region 7 Finance Committee. The members of the Region 7 Finance Committee shall be:

Chair: Vice-Chair of the Region 7 Board of Governors
Member: Region 7 Treasurer

Member: Any Governor who has served two (2) years is eligible to serve on the Finance Committee. Appointment is by approval of the Region 7 Board of Governors.

9.0.1.1 Duties:

The Region 7 Finance Committee shall monitor year-to-year income and expense records of Region finances.

The Region 7 Finance Committee shall project solvency of Region 7 through analysis of future expected income and expenses and provide recommendations to the Region 7 Board of Governors.

- The Region 7 Finance Committee shall review previous financial history of prior Region 7 Meetings.
- The Region 7 Finance Committee shall review and make recommendations for annual budgets prepared by the Treasurer.
- The Region 7 Finance Committee shall review and comment on financial impact of any future programs or projects proposed for Region 7.

Reports to Region 7 shall be made by either the Region 7 Finance Committee Chair or the Treasurer. Financial reports to the Region 7 Board of Governors shall also be sent to Section and Branch Presidents.

9.0.2 Region 7 Technical Groups. Region 7 Technical Groups shall be structured as indicated in the Society's Rules of Policy and Procedure and may be allocated a budget by the Region 7 Board of Governors. Technical Groups shall make annual reports to the Region 7 Board of Governors not less than one (1) month prior to the due date for the Region 7 Board of Governors annual report to the Society Director.

9.0.3 Region 7 Assembly

9.0.3.1 Membership, Roles and Responsibilities

The Region 7 Assembly is a vital link between the Society membership within Region 7 and the Region 7 Board of Governors. It is assembled to foster communications and intra-region interaction between the members and Region 7 Governors.

The Assembly shall be made up of one (1) Delegate from each Section within Region 7. The Section Delegates shall be the official voting members of the Assembly.

The Sections may also have one (1) official alternate delegate to the Assembly. In the case the official Delegate cannot attend the meeting, the alternate shall have the authority to attend and vote on matters for their Section.

The Region 7 Board of Governors shall meet with the Assembly at the Annual Meeting.

The costs of the official Section Delegate attendance at the Annual Meeting of the Region 7 Board of Governors and the Assembly shall be borne by the Region 7 Sections in accordance with the following policy:

There shall be an annual assessment of \$200 to a member Section plus a charge per Assigned Member in the Section, which shall be determined annually by the Region 7 Board of Governors. The number of Assigned Members shall be as stated in the current Official Register. The annual assessment shall be to cover the expenses of the Annual Meeting only and shall be due to the Region 7 Board of Governors Treasurer for reimbursement of the Region 7 Section Delegates' expenses based on the Society reimbursement policy.

The cost of the attendance of the Region Board of Governors at the Assembly meeting shall be borne by Region 7 Board of Governors.

The Assembly meeting shall provide a forum for presentation of Section Reports and other matters between the Sections within Region 7.

Assembly members do not vote on matters before the Region 7 Board of Governors.

The Assembly may provide recommendations and Resolutions to the Region 7 Board of Governors as they deem appropriate.

On matters in which the Region 7 Board of Governors is requesting funding from the Sections for purposes of regional governance, the Assembly shall act as an advisory body on those matters.

Article 10. Administrative Provisions

See Region 7 Bylaws.

Article 11. Amendments

See Region 7 Bylaws.