

# RULES OF POLICY AND PROCEDURE

## REGION 1

### American Society of Civil Engineers

#### Article 1. General

1.0 Purposes and Objectives. The Region 1 Board of Governors shall:

- Strengthen the Society by serving as an intermediary governing body that provides support to all entities within the Region and bridges communication between Society and Region 1 entities.
- Function as a resource to the Sections and support their efforts. Care should be taken that the policies and procedures of the Board of Governors are designed for the benefit of the Sections.
- Promote Society candidates from within the Region.
- Participate at Regional Leadership Conferences.
- Perform the duties as defined in the Society's Bylaws and the additional duties defined in the Society's Rules of Policy and Procedure.
- Lead Regional activities.
- Promote media relation opportunities within the Region and foster communication with the public-at-large.
- Provide leadership in the Region to address local legislative issues.

#### Article 2. Membership

See Region 1 Bylaws

#### Article 3. Separations from Membership, Disciplinary Proceedings

See Region 1 Bylaws

#### Article 4. Fees and Dues

4.0 Authorization to Implement. The Region 1 Board of Governors shall determine the annual Region 1 dues, based on the Region Allotment, for each Section for the

succeeding year. Such dues shall become due and payable to Region 1 Board of Governors and sent to the Treasurer at the beginning of the fiscal year.

- 4.1 Dues. Expenses in excess of the Region Allotment and any other revenues, shall be assessed to each Section as follows:
- 50% of the assessment shall be proportional to the number of assigned members from each Section as of September 30 of the prior year.
  - 50% of the assessment shall be equally divided between the Sections.

## **Article 5. Management**

5.1 Annual Reports. The Region 1 Board of Governors annual report shall be made available to members of Region 1.

5.2 Fiscal Responsibility.

5.2.1 Annual Audit. The Region 1 Board of Governors audit report shall be made available to members of Region 1.

5.3 Composition. The Region 1 Board of Governor's composition shall be established with the following objectives:

5.3.1 Region Focus. Region 1 Governors shall have a Region-wide focus, as opposed to being Section representatives.

5.3.2 Section Size. The Governors shall be chosen from medium/small and large Sections that reflect the composition of the Region.

5.3.2.1 Small Sections are those having fewer than 500 members.

5.3.2.2 Medium Sections are those having between 500 and 2,500 members.

5.3.2.3 Large Sections are those having more than 2,500 members.

5.3.3 Appointed Governors. The appointment of Governors provides an opportunity to address a balanced representation of all areas within the Region as prescribed in the Region 1 Bylaws. The Region 1 Board of Governors shall give particular attention to the needs within the Region when selecting the Appointed Governors.

5.3.3.1 Selection of Appointed Governors. The current Region 1 Board of Governors and the Region 1 Governor(s)-elect shall select the Appointed

Governors at a meeting held no later than August 30 of the fiscal year prior to the start of said Governor(s) term(s).

5.3.3.2 Balanced Representation. In seeking balanced representation, the Region 1 Board of Governors shall consider the following.

- Section(s) without a sitting Governor for a long period of time.
- Geographically remote Sections
- Younger Members
- Public / Private / Industry / Academia Sectors
- Diversity

#### 5.4 Duties of the Region 1 Board of Governors.

The Region 1 Board of Governors shall undertake all duties as assigned by the Society's Bylaws and Rules of Policy and Procedures in Article 5.

5.4.1 Duty to Communicate with Organizational Entities. Region 1 Governors shall visit Sections, Branches, Younger Member Groups, Student Chapters and Clubs, and other Region 1 Organizational Entities to promote continuity and provide ongoing support to entities. Governors shall utilize these visits to provide a conduit of communication between national and local entities, to educate group leaders on ASCE member value, to discuss national policies, to recruit leaders interested in advancing within ASCE, to identify members to serve on national committees, and to provide leadership.

- Responsibility for visits shall be reviewed and assigned annually among the Region 1 Governors. The Region 1 Board of Governors shall set up a visitation schedule on the basis of entity needs, Board of Direction assignments, and previous-year resolutions or as otherwise directed. The schedule shall be established in consultation with the prior year Region 1 Board of Governors.
- Provide a channel of communication between the local entities and the Society. As part of this communication, educate local membership about what ASCE can and is doing for them, discuss national policies, understand local entity's issues and provide an avenue for communication to the Society.
- The goal is to have every Section and Branch visited by a Governor at least once per year to give the leadership of every Section and Branch the opportunity to discuss their issues with the Region 1 Board of Governors. General membership meetings of the local unit provide an effective way to reach the leaders and members.

- Foster communication with Student Chapters and Clubs. Help Sections and Branches have a strong liaison with Student Chapters and Clubs. Attend chapter and Regional meetings. Promote Society/Regional conferences, competitions, scholarships and awards.
- Foster communication with Younger Member Groups. Help Sections and Branches have a strong liaison with Younger Member Groups. Encourage Sections and Branches to form Younger Member Groups if they do not already exist. Promote Society/Regional activities. Identify future leaders.
- Facilitate media relations and communicate with the public-at-large. Establish connections with the media throughout the Region. Be available for contact related to civil engineering issues in coordination with the Society.
- Prepare Section, Branch and Student Visitation reports.
- Provide leadership at Regional/Council meetings.

#### 5.4.2 Duty to Address Legislative Issues

- Provide leadership and guidance to the Sections in addressing legislative issues on Federal, State and local levels. Assist Sections in maintaining contact with elected officials and governing bodies throughout Region 1. Champion issues of interest to the Society and Civil Engineers and be aware of legislation that may affect civil engineering.

5.5 Minutes of Meetings of the Region 1 Board of Governors. Within thirty (30) days of any Region 1 Board of Governors meeting, the Secretary shall prepare meeting minutes and shall send a notification of their availability to each Section and Branch President and Secretary, all Region 1 Governors, and the Region 1 Society Director. A copy shall be provided to the Society Secretary. The meeting minutes shall contain all resolutions passed at the meeting.

5.5.1 Resolutions of the Region 1 Board of Governors. Resolutions passed at a meeting and directed to the Society Board of Direction shall be forwarded to the Society Secretary as soon as possible, but not later than thirty (30) days after the meeting, for inclusion in the Society Board of Direction agenda. All Resolutions shall be made available to Secretaries and Presidents of Region 1 Sections not later than thirty (30) days after the Region 1 Board of Governors meeting. The Secretary shall keep a record of all Resolutions passed.

5.6 Retention of Records. The Region shall maintain a record retention policy consistent with the Society guidelines which may include but not be limited to the annual audit,

treasurer's reports, annual reports, meeting minutes, governing documents, resolutions, financial reports, any guidelines or handbooks, and official correspondence. Records shall be stored in a secure location to be determined by the Region 1 Board of Governors where they shall be available when needed, in electronic or hard copy format.

- 5.7 Financial Management. The Region 1 Board of Governors shall develop an annual budget prior to the beginning of each fiscal year. Routine expenses for the Region 1 Board of Governors, including meeting space rental, refreshments, reimbursable expenses for Region 1 Governors to attend meetings to the limits established by the Society, and other necessary expenses as determined by the Region 1 Board of Governors, shall be paid by the Treasurer in accordance with the approved Budget. Non-routine expenses shall be approved in advance by the Region 1 Board of Governors prior to payment by the Treasurer. The Chair and the Treasurer shall be signatories to the bank account.
- 5.7.1 No officer or committee shall make expenditures without previous authorization of the Region 1 Board of Governors.
- 5.7.2 The Treasurer shall prepare a report and provide it along with all back-up documentation to the Region 1 Board of Governors at least one week prior to all Board of Governors meetings and teleconferences.
- 5.7.3 Reimbursement of expenses, in accordance with Society policies, for attendance at Region 1 Board of Governor meetings by Administrative Representatives may be provided if previously authorized by the Chair of the Region 1 Board of Governors.

## **Article 6. Officers and Governors**

- 6.0 Term. Unless the Society prescribes otherwise, installation of Region 1 Governors shall be at the Region 1 Board of Governors first face-to-face meeting after the results of the elections are official and the Governors are appointed as necessary. Said meeting shall be held no later than the Society Annual Meeting.
- 6.1 Duties: Governors shall undertake the duties assigned to them by the Society's governing documents and also shall assume duties delegated by the Chair.
- 6.2 Region Officers. The Region 1 Board of Governors shall select the Vice Chair, Secretary and Treasurer at the first meeting after the results of the elections are official and the Governors are appointed as necessary.
- 6.2.1 Chair of the Region 1 Board of Governors. The Society Director shall serve as the Chair of the Region 1 Board of Governors; preside at Board of Governors meetings; have general supervision of the affairs of the Region; and delegate duties to Region 1 Officers, Governors and Administrative Representatives.

- 6.2.2 Vice Chair. The Vice Chair shall preside at meetings in the absence of the Chair and shall assume duties as delegated by the Chair. In this capacity, the Vice Chair shall vote on all issues.
- 6.2.3 Secretary. The Secretary, under the direction of the Chair and Region 1 Board of Governors, shall keep the records of all meetings of the Region and the Region 1 Board of Governors, and shall submit the Annual Report of the Region. The Secretary shall assume other duties as delegated by the Chair.
- 6.2.4 Treasurer. The Treasurer, under the direction of the Chair and Region 1 Board of Governors, shall be charged with the custody and investment of all funds of the Region. The Treasurer shall receive all funds transmitted to the Region and shall pay all bills or other indebtedness of the Region as directed. The Treasurer shall keep an accurate record of all receipts and disbursements and of all property of the Region and shall incorporate a report of same into the Annual Report.
- 6.3 Administrative Positions.
- 6.3.1 Historian. The Historian shall be selected by the Region 1 Board of Governors. This position may be held by a Region 1 Governor or an Administrative Representative to the Board who is not a Region 1 Governor. If an Administrative Representative is selected, such appointment shall serve at the pleasure of the Region 1 Board of Governors. The Historian shall maintain all records for the Region, as described in Article 5.6.
- 6.3.2 Web Editor. The Web Editor shall be selected by the Region 1 Board of Governors. This position may be held by a Region 1 Governor or an Administrative Representative to the Board who is not a Region 1 Governor. If an Administrative Representative is selected, such appointment shall serve at the pleasure of the Region 1 Board of Governors. The Web Editor shall maintain the Region 1 website and eRoom.

## Article 7. Elections

- 7.0 Nomination Materials Required. A candidate seeking nomination by the Region 1 Nominating Committee shall submit the following documentation in electronic format to the Secretary of the Region 1 Board of Governors:
- A one (1) page letter of intent to be a nominee for a specified position
  - A professional resume of no more than three (3) 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
- Acknowledgement of support by candidate's employer and family for candidacy and potential service.

7.1 Evaluation of Nominations. The Region 1 Nominating Committee shall follow a review, presentation, discussion, and voting process for selection of the nominee(s). The evaluation process shall be carried out in closed session. The Region 1 Nominating Committee shall review every candidate's information prior to any discussion or vote.

7.2 Interview of Candidates.

The Region 1 Nominating Committee shall interview the candidates to determine their suitability for selection.

7.2.1 Timing of Candidate Statements. After completion of the review of the candidate's information, the Region 1 Nominating Committee shall establish a time frame for hearing statements from each candidate, 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 that shall not exceed ten (10) minutes. Each candidate may make a closing three (3) minute oral statement after the close of the question and answer session.

7.2.2 No Reimbursement for Candidate Attendance. Travel expenses shall be the full responsibility of the candidate.

7.2.3 Ability for Candidates to Participate. Candidates who are not present but wish to make a statement may do so via telephone with prior notification to the Chair of the Region 1 Nominating Committee.

7.2.4 No Discussion During Candidate Interviews. There shall be no discussion by the Region 1 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall occur only after all interviews are completed.

7.3 Nomination Process.

7.3.1 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.

- 7.3.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, the members of the Region 1 Nominating Committee present shall vote for one (1) of the two (2) candidates. If a candidate receives seventy-five percent (75%) or more of the valid votes cast, that candidate shall be forwarded as the Region 1 Official Nominee. If not, both candidates shall be forwarded as the Region 1 Official Nominees.
- 7.3.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 1 Nominating Committee present 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 (3) 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 1 Nominating Committee shall follow Article 7.3.2.
- 7.4 Schedule. Nominations for the Region 1 Board of Governors (R1BOGs) shall proceed according to the following schedule:
- R1BOG provides Slate of Openings to Society Secretary, Section and Branch Presidents and Secretaries by 09/01.
  - R1BOG provides Appointed Governor openings to Section and Branch Presidents and Secretaries by 09/01.
  - Nominations and Materials for elected positions and appointed governor positions are supplied to Region 1 Secretary by 12/15
  - R1BOG selects Region 1 Nominating Committee by 01/01
  - Region 1 Nominating Committee meets and selects nominees by 02/01
  - Region 1 Nominating Committee submits Nominees to Society Secretary by 03/01

## **Article 8. Meetings**

### 8.0 Meeting Agendas.

Meeting agendas shall be distributed at least one week prior to meetings.

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

## 9.0 Region 1 Assembly.

### 9.0.1 Composition

9.0.1.1 The Assembly shall include the Region 1 Society Director and delegates chosen by each Section of any grade of Society membership. The Region 1 Governors shall attend all meetings of the Assembly and shall not have voting rights.

9.0.1.2 The Region 1 Society Director shall chair the Assembly. In the absence of the Region 1 Society Director, the Vice Chair of the Region 1 Board of Governors shall chair the Assembly.

9.0.1.3 Each Section shall choose in any manner that it desires one (1) voting delegate to the Assembly. For purposes of the Assembly the Society Director serving as Chair shall be deemed Section neutral. These are the only Assembly members with voting privileges.

9.0.2 Duties and Responsibilities. The Assembly is an advisory body to the Region 1 Board of Governors and shall convene as designated by the Region 1 Board of Governors. The Assembly shall conduct business as necessary to advise and assist the Region 1 Board of Governors in managing the affairs of the Region. The Assembly may provide recommendations and Resolutions to the Region 1 Board of Governors.

### 9.0.3 Meeting

9.0.3.1 The Region 1 Secretary shall record the minutes of the Assembly meeting unless an alternative individual is assigned.

9.0.3.1.a. Minutes of Meetings of the Region 1 Assembly. Within thirty (30) days of any Region 1 Assembly meeting, the Secretary or designee shall prepare meeting minutes and shall send a notification of their availability to each Section and Branch President and Secretary, all Region 1 Governors, all Region 1 Assembly attendees and the Region 1 Society Director. A copy shall be provided to the Society Secretary.

9.0.3.2 The Assembly shall meet up to two (2) times per year.

9.0.3.3 Assembly meetings shall provide a forum for presentation of Section Reports and other matters between the Sections within the Region.

### 9.0.4 Quorum and Voting Majority

9.0.4.1 A Quorum for the transaction of any business shall consist of sixty percent (60%) of the Assembly voting members.

9.0.4.2 The Assembly shall not allow any proxies.

9.0.4.3 A simple majority of those present and voting shall carry a motion, except recommendations on proposed amendments to Region Bylaws and Rules of Policy and Procedure which shall require a two-thirds (2/3) majority.

9.0.5 Expenses and Assessments

9.0.5.1 Expenses incurred by Assembly delegates to attend any Region 1 Assembly meetings or activities shall be borne by their respective Sections and Branches or be handled as personal expenses unless otherwise provided for by the Region.

9.1 Contacts Within the Region. The Region 1 Board of Governors shall endeavor to maintain communication with the following contacts within the Region:

- National Society of Professional Engineers within the territories of Region 1
- Practicing Institute of Engineers (PIE)
- Institute of Transportation Engineers (ITE)
- American Society of Mechanical Engineers (ASME)
- Institute of Electrical and Electronics Engineers (IEEE)
- American Council of Engineering Companies (ACEC)
- Society of American Military Engineers (SAME)
- Colegio de Ingenieros y Agrimensores de Puerto Rico (CIAPR)
- Society of Women Engineers (SWE)
- National Society of Professional Engineers (NSPE)
- National Society of Hispanic Engineers (NSHE)
- National Society of Black Engineers (NSBE)
- Women's Transportation Seminar (WTS)

**Article 10. Administrative Provisions**

See Region 1 Bylaws

**Article 11. Amendments**

See Region 1 Bylaws