

# *Region 7*

## *RULES AND PROCEDURES MANUAL*



Date September 18, 2005

**RULES 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 to be allocated to Region 7, the Region 7 Board of Governors shall determine the annual Region 7 dues for each Section for the succeeding year. Such dues shall be proportional to the number of Assigned Members from each Section as of September 30 of the prior 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 Use of Fees and Dues. Routine expenses for the Region 7 Board of Governors, 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 with the approval of the Chair of the Region 7 Board of Governors. Non-routine expenses shall be approved in advance by the Region 7 Board of Governors.

**Article 5. Management**

- 5.0 Conduct of Annual Audit. The Annual Audit shall be completed within thirty (30) days of the conclusion of the fiscal year and shall be provided to the Region 7 Board of Governors in advance of their next meeting. The Treasurer shall not be involved in the Annual Audit process.
- 5.1 Minutes of Meeting of the Region 7 Board of Governors. The Secretary shall compile meeting minutes within thirty (30) days after any Region 7 Board of

Governors meeting and shall distribute the minutes to each Section Secretary, all Region 7 Governors, the Region 7 Director and the Society Secretary. The meeting minutes shall contain all resolutions passed at the meeting.

- 5.1.1 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 sent to Secretaries and Presidents of Region 7 Sections as soon as possible but not later than thirty (30) days after the Region 7 Board of Governors meeting. The Secretary shall keep a record of all Resolutions passed.
- 5.2 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 will 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.
- 5.3 Appointment of an Executive Director. The Region 7 Board of Governors (may employ an Executive Director to manage the day to day operations of the Region 7 Board of Governors and to perform other duties as assigned by the Region 7 Board of Governors. The Executive Director will report to and shall serve at the pleasure of Region 7 Board of Governors. The Executive Director shall have annual evaluations by the Region 7 Board of Governors.
- 5.4 Financial Contributions. Tax deductible financial contributions may be made by the Region. Contributions may be made to worthy events or causes based on a majority vote of the Board of Governors at a regular meeting of which a quorum is present. Such contributions will be reserved for significant events or causes of national or regional interest to all members and may only be considered after the Finance Committee has ascertained that, based on future projections; the contribution will not impact the business of the Region.
- 5.5 Public Policy Documents. The Region 7 Board of Governors may produce Public Policy Documents in accordance with the Society's Rules of Policy and Procedure.

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

- 6.0 Vacancy. 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 the Section or group of Sections represented by that Elected Region 7 Governor. In the event the Section or group of Sections 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 within the Region. A vacancy in the office of Appointed Region 7 Governor shall be filled by selection of the Region 7 Board of Governors not later than the Region 7 Board of Governors meeting following the occurrence of the vacancy.

## **6.1 Region Governors**

6.1.1 Additional Duties of Region 7 Governors Additional duties of the Region 7 Governors shall include, but are not limited to, preparation for, attendance at, and participation in meetings of the Region 7 Board of Governors, coordination with and participation Region 7 Assembly meetings, coordination and participation in Section meetings, Branch meetings, Student Chapter meetings, Younger Member Forums, and their Section subsidiary organizations as appropriate to the responsibilities of the office of Region 7 Governor. Visits shall be reviewed and coordinated annually among the Region 7 Governors.

### **6.1.2 Region 7 Governor Identification**

See Region 7 Bylaws

## **6.2 Region Officers**

6.2.1 Duties of the Vice Chair. The Vice Chair shall serve as the Chair in the absence the Chair at any scheduled meeting 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.

6.2.2 Duties of the Secretary. The Secretary shall attend all meetings of the Region 7 Board of Governors and shall be responsible for recording the proceedings of these meetings. The Secretary shall compile meeting minutes within thirty (30) days after any meeting and shall distribute the minutes of the meeting to each Section Secretary, the members of the Region 7 Board of Governors, the members of the Assembly, and the Society's Executive Director. The Secretary may delegate the taking of minutes to a local representative of the local host Section.

The Secretary shall forward to the Society's Secretary for transmittal to the Board of Direction the Resolutions passed at a meeting and directed to the Board of Direction of the Society as soon as possible, but not later than thirty (30) days after the meeting. Resolutions shall additionally be sent to Secretaries and Presidents of the Sections as soon as possible but not later than thirty (30) days after the meeting.

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

## **Article 7. Elections**

- 7.1 Nominating Committee. The Region 7 Nominating Committee shall meet in conjunction with the August 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.
- 7.2 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 page letter of interest and commitment
  - A professional resume of no more than three pages
  - A letter of nomination or endorsement, if applicable
  - A statement that they meet the minimum requirements, including ASCE Member Number, Address of Record, Section or Branch offices and committees held, National Committee assignments, and other ASCE service
  - A recent, passport-type photograph suitable for publication

No one person shall be a candidate for more than one office per election.

- 7.3 Evaluation of Nominees. The Region 7 Nominating Committee will follow a review, presentation, discussion, and voting process for selection of the nominee(s). The entire evaluation process will be carried out in closed session with candidate(s) individually and other invited guests as deemed appropriate by the Region 7 Nominating Committee. The Region 7 Nominating Committee will 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 vacancy. Candidates that are ineligible will be removed from selection.

#### 7.4 Interview of Candidates.

7.4.1 Timing of 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 will be a question and answer session for each candidate which will not exceed fifteen (15) minutes. Questions will 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.

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

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

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

#### 7.5 Nomination Process for President Elect Candidate or Director Candidate.

7.5.1 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.

7.5.2 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 valid votes cast, that candidate will be forwarded as the Region 7 official single nominee. If not, both candidates shall be forwarded as the Region 7 official nominees.

7.5.3 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 will follow 7.5.2.

7.5.4 Identification of Society Director Candidates. The following rotation will be encouraged for identification of potential candidates for the Official Nominee for Society Director starting with fiscal year 2008 --

- Mid Missouri/Kansas
- Kansas City
- Colorado (1)
- Nebraska/Wyoming
- South Dakota/Iowa
- Colorado (2)
- St. Louis

Nominations from other Sections will also be considered by the Region 7 Nominating Committee, providing all other requirements are met.

7.6 Nomination Process for Region 7 Governor.

7.6.1 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.

7.6.2 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 valid votes cast, that candidate will be forwarded as the Region 7 official single nominee. If not, both candidates shall be forwarded as the Region 7 official nominees.

7.6.3 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 will follow 7.6.2.

7.6.4 Identification of Region 7 Governor Candidates. Region 7 Governor Candidate selection shall be based on the following schedule for the first year of operation (2006-07):

Year 1 – Kansas City and Nebraska/Wyoming  
Year 2 – Colorado and Kansas/Mid Missouri  
Year 3 – St. Louis and South Dakota/Iowa

All sections will present one candidate for election at the Region 7 Assembly in June 2006 for election to the office in October 2006 for FY 2007. Candidates for Year 1 positions will serve a one-year term. Candidates for Year 2 positions will serve a two year term. Candidates for Year 3 positions will serve a three year term. All terms after the initial election will be full three (3) year terms.

If an insufficient number of qualified candidates is presented for Governor vacancies, the Regional Nominating Committee shall identify additional candidates within Region 7. If this effort is unsuccessful, the Regional 7 Nominating Committee may recommend to the Region 7 Board of Governors that the Governor position remain vacant until the next annual election cycle.

## **Article 8. Meetings.**

8.0 Regularly Scheduled Meetings. At least two (2) of the Regularly Scheduled Region 7 Board of Governors Meetings shall be face-to-face meetings. The required face-to-face meetings shall be held in Kansas City, unless held in conjunction with another official ASCE event within Region 7. At the annual August meeting the Region 7 Assembly meets for a brief period together 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 Finance Committee shall be:

Chair: Vice-Chair of the Regional Board of Governors  
Member: Treasurer  
Member: Governor in the third year of the first term appointed by the Chair. Any Governor serving a second term would be eligible to serve on the Finance Committee.

The Finance Committee shall have the objectives and duties as outlined below:

### Objective:

The Finance Committee shall provide long range planning and guidance for establishing Region 7 budgets and other financial matters related to ongoing or new activities sponsored by the Region.

### Duties:

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

The Committee shall project solvency of the Region through analysis of future expected income and expenses (e.g. dues, transportation and mailing costs) and provide recommendations to the Region 7 Board of Governors.

The Committee shall review financial structures of prior Region Meetings.

The Committee shall review and make recommendations for annual budgets prepared by the Treasurer.

The Committee shall review and comment on financial impact of any future programs or projects proposed for the Region.

Perform annual reviews of the Region's Executive Director and report to the Regional Board of Governors.

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

9.0.2 Region 7 Technical Groups. The Region 7 Board of Governors may establish Technical Groups. 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. Should the annual report be late, the Region 7 Board of Governors may withhold any allocated funds.

9.0.3. Region 7 Assembly

9.0.3.1 Membership, Roles and Responsibilities

The Region 7 Board of Governors is the governing board of the Assembly and will be responsible for the day-to-day operations within the Region.

The Assembly is a part of the Regional Board of Governors. It is a vital link between the ASCE membership within the Region and the Region 7 Board of Governors. It is assembled to foster communications and intra-regional interaction between the members and Sections within the Region.

The Assembly shall be made up of one (1) representative from each Section within the Region. The Section Delegate will be the official voting member of the Assembly.

The Sections may also have one official alternate representative 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 in August each year.

The costs of Assembly members' attendance at the joint meeting of the Region 7 Board of Governors and the Assembly shall be borne by the Sections in accordance with the following policy:

There will be an annual assessment of \$100 to a member Section plus a charge per dues paying member in the Section, which will be determined annually by the Region 7 Board of Governors. The number of Section dues paying members shall be determined by the last annual report of the Section. The annual assessment will be to cover the expenses of the current meeting only and will be due to the Region Board of Governors

Treasurer for reimbursement of the Delegate expenses based on National ASCE reimbursement policy.

The reimbursable costs of the Society Director (SD) attendance at Assembly meetings or other official activities shall be borne by ASCE National. The reimbursable costs of the Region 7 Governors attendance at Assembly meetings or other official activities shall be borne by the Region 7 Board of Governors from their annual allotment from ASCE National or by fees levied against the Sections as decided by the Region 7 Board of Governors.

It is anticipated that the Region 7 Board of Governors and Assembly will meet once per year on the first weekend in August.

The Annual Meeting will provide a forum for presentation of Section Annual Reports and other matters between the Sections within the Region.

Assembly members do not vote on matters before the Region 7 Board of Governors, with the following exceptions.

1. Resolutions from the general membership of the Sections and Branches within the Region may be presented to the Region 7 Board of Governors and Assembly for consideration and discussion. The Region 7 Board of Governors shall have full discretion when forwarding resolutions to the ASCE Board of Direction.
2. The Assembly may accept Resolutions from the general membership of Region 7 or draft their own Resolutions for presentation to the Region 7 Board of Governors and Assembly.
3. On matters in which the Region 7 Board of Governors is requesting funding from the Sections for purposes of Regional Governance, the Assembly shall vote as one body on those matters.

Assembly members may be called on to participate on Committees created by the Region 7 Board of Governors. Unless funding is available from the Region, costs associated with these Committee assignments will be borne by the individual member or their sponsoring Section.

## **Article 10. Administrative Provisions**

See Region 7 Bylaws.

## **Article 11. Amendments**

See Region 7 Bylaws.