

ASCE Region 9 Operations Manual

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Article 4. Fees and Dues

- 4.0 Dues. Dues from Sections is currently \$1.50 per Section member per year with membership numbers as reported in the Society Register on October 1. Each year, the Region 9 Board of Governors shall, during the budget planning process, with input from the four Section Presidents, set the dues from Sections for the upcoming year. It shall be the duty of the Treasurer of Region 9 to inform the Sections in Region 9 that their dues are due and payable, and it shall be the duty of each Section to pay their dues by December 31 of each year.

Article 5. Management

- 5.0 Region 9 Annual Budget. The Region 9 Board of Governors shall formulate and approve a proposed Annual Budget for the upcoming fiscal year in accordance with the timing of the annual Region 9 calendar. As needed, program financing shall be coordinated with Sections within Region 9.
- 5.1 Region 9 Treasurer's Report. The Region 9 Treasurer shall submit a financial report at all Region 9 Board of Governors meetings, stating the current status of Region 9 accounts and a summary of income and expenses for the last reporting period.
- 5.2 Financial Contributions. Region 9 does not have as an objective the making of financial contributions; however, contributions may be made to worthy events or causes based on a majority vote of the Region 9 Board of Governors at a regular meeting at which a quorum is present. 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 Treasurer has ascertained that, based on future projections, the contribution will not impact the business of Region 9.

Article 6. Officers and Governors

- 6.0 Secretary and/or Treasurer. The Secretary and/or Treasurer shall be appointed by the full Region 9 Board of Governors. These positions may or may not be a Region 9 Governor. If this position is filled by a Governor the appointment may be concurrent with the Governor's term of office.

Article 7. Elections and Appointments

- 7.0 Procedure for Nominations. The Region 9 Nominating Committee shall meet in conjunction with January/February Region 9 Board of Governors Meeting to select official nominees for any upcoming vacant Region 9 Director and Elected Governors positions. The Region 9 Nominating Committee shall meet in conjunction with the June Region 9 Board of Governors Meeting to select the Appointed At-Large Governors. The Chair of the Region 9 Nominating Committee shall be selected by the Region 9 Board of Governors at the September/October meeting.

No one person shall be a candidate for more than one (1) office per election.

- 7.0.1 Nomination Materials Required. A candidate shall submit the following documentation in electronic format to the Chair of the Region 9 Nominating Committee by the deadlines established by the Society Board of Direction or the Region 9 Board of Governors.

7.0.1.1 Section/Elected Governor Candidates:

- Submit Letter of Intent to Pursue the Office of Governor
- Signed Region 9 Governor Commitment document
- Biographical Statement not to exceed 200 words
- Vision Statement not to exceed 200 words. The Vision Statement details the Nominee's vision for the Society and plans for activities during the Nominee's term in office.
- Any Endorsements
- Head shot photograph in color and of resolution suitable for publication
- Submit a Letter of Intent to Serve

7.0.1.2 Director Candidates:

- Submit Letter of Intent to Pursue the Office of Director
- Biographical Statement not to exceed 600 words
- Vision Statement not to exceed 600 words. The Vision Statement details the Nominee's vision for the Society and plans for activities during the Nominee's term in office.
- Any Endorsements
- Head shot photograph in color and of resolution suitable for publication
- Submit a Letter of Intent to Serve

7.1 Evaluation of Nominations.

- 7.1.1 Evaluation Process. The Region 9 Nominating Committee will follow a review, presentation, discussion, and voting process for selection of the nominee(s). The entire process will be carried out in closed session.
- 7.1.2 Review. The Region 9 Nominating Committee will thoroughly review each candidate's information and determine that they are a qualified candidate prior to any discussion or vote. Candidates that are ineligible will be removed from selection. (Eligibility refers to the criteria defined in Article 6 of the Region 9 Bylaws and Article 6 of the Rules of Policy and Procedure.)
- 7.1.3 Candidate Interview. After completion of the review of the candidate's information, the Region 9 Nominating Committee will establish a time frame for hearing statements from each candidate wishing to make a statement to the Region 9 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 ten (10) minutes. Questions will be taken from the members of the Region 9 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.
- 7.1.4 No Reimbursement for Candidate Attendance. Travel expenses shall be the full responsibility of the candidate.
- 7.1.5 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 9 Nominating Committee.
- 7.1.6 No Discussion during Candidate Interviews. There shall be no discussion by the Region 9 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall only occur after all interviews are completed.

7.2 Nomination Process.

- 7.2.1 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.
- 7.2.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, each member of the Region 9 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 9 official single nominee. If not, both candidates shall be forwarded as the Region 9 official nominees. Elected positions will be forwarded to the Society. Appointed positions will be forwarded to the Region 9 Board of Governors for selection.

- 7.2.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 9 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 9 Nominating Committee will follow 7.2.2.

7.3 Provision of Slate of Openings. The Region 9 Board of Governors shall provide to the Society Secretary notification of open Elected Region 9 Governor positions by the deadlines established by the Society Board of Direction.

Article 8. Meetings

8.0 Face-to-face Meetings. The required face to face meetings shall be held in different locations within Region 9, unless held in conjunction with another official ASCE event outside of Region 9. The Vice Chair of the Region 9 Board of Governors shall be responsible for meeting planning. The Secretary shall notice the time and place of meetings to the Region 9 Board of Governors, the Region 9 Sections at least fifteen (15) days prior to the meeting.

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

See Region 9 Bylaws

Article 10. Administrative Provisions

See Region 9 Bylaws

Article 11. Amendments

See Region 9 Bylaws.

Article 12. Travel and Expense Reimbursement Policy

See Region 9 Rules of Policy and Procedure Attachment 1 – Travel and Expense Reimbursement Procedure

Article 13. Pending Legislation Public Position Policy

See Region 9 Rules of Policy and Procedure Attachment 2 – Pending Legislation Public Position Procedure

Article 14. California Historic Civil Engineering Landmark Designation Policy

See Region 9 Rules of Policy and Procedure Attachment 3 – California Historic Civil Engineering Landmark Designation

Article 15. Correspondence Policy

See Region 9 Rules of Policy and Procedure Attachment 4 – Correspondence Procedure

ASCE Region 9
Rules of Policy and Procedure
Attachment 1 - Travel and Expense Reimbursement Procedure

ASCE Region 9 will reimburse the Board of Governors and Committee Chairs for travel and expenses in accordance with the Society's Travel and Reimbursement Policy. Effective October 1, 2012, the reimbursement is as follows:

- **Transportation.** The cost of transportation may be reimbursed for air, ship, train, or motor vehicle travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket. Reimbursement shall be provided for airfare that utilizes the most cost effective route of travel to and from the meeting location. Reasonable bag check fees shall also be reimbursed with receipts. Airline cancelation and change fees are reimbursable as long as there is a valid reason for the change. Mileage reimbursement (for travel over 100 miles round trip) for use of personal vehicles shall not exceed the IRS allowable rate. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs. Reimbursement for Transportation Expenses requires submittal of receipts.

- **Other Expenses.** Except for major transportation costs, expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed up to a maximum of one hundred thirty-five dollars (\$135.00) per night (if overnight lodging is utilized) and forty-five dollars (\$45.00) per authorized meeting day (if overnight lodging is not utilized). In addition to the room night(s) authorized for a meeting, one (1) additional room night of expense, not to exceed one hundred thirty-five dollars (\$135.00), may be requested if the resulting savings in airfare is equal to or greater than one hundred thirty-five dollars (\$135.00). Expenses are not payable for time in transit to or from the meeting, or for time between meetings. Reimbursement for Other Expenses do not require submittal of receipts.

- **Local Travel.** Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.

- **Exceptions to the Procedure.** Any exceptions to the travel expense reimbursement procedure shall be approved in advance by the Board of Governors.

- **Requests for Expense Reimbursements** shall be submitted with receipts to the Treasurer using the current Region 9 form.

Please Note:

Region 9 Committee Chairs: Travel expenses are included in the Committee's Annual Budget. Committee Chairs are requested to be present at the Board of Governors face-to-face meetings which occur on a quarterly basis.

Section Presidents (and any other Section or Branch Representative) who attend a Board of Governors meeting: Travel expenses are generally covered, approved by, and submitted to, their respective Section and/or Branch.

Region 9 Contractors: Travel expenses for Independent Contractors are covered by the terms and conditions of their agreement with ASCE Region 9.

Invited Guests: Travel expenses for Invited Guests are generally not covered, but they can be approved by the Board of Governors, on a case-by-case basis, prior to the subject meeting. Invited Guests will be notified in the invitation if their travel will be reimbursed.

ASCE Region 9
Rules of Policy and Procedure
Attachment 2 - Pending Legislation Public Position Procedure

The Region 9 Board of Governors (BOG) may vote to take a public position on pending legislation. This procedure outlines the criteria and procedures that the BOG and its Organizational Entities - Sections, Branches, Younger Member Forums (YMF), and Life Member Forums (LMF) will follow to arrive at their decision and the actions to be taken. This procedure is meant to encourage all Region 9 Organizational Entities to become involved in the legislative process. A position shall be taken only for issues impacting the civil engineering profession. In general, a position taken by the Region 9 BOG or its Organizational Entities shall not be inconsistent with the Society's published policy positions and also a position taken by the Region 9 Organizational Entities shall not be inconsistent with Region 9's published policy positions. All activities must be in compliance with 501(c)(3) nonprofit organization IRS regulations. The Boards involved in making legislation position decisions must understand the 501(c)(3) limitations on political activities, including prohibiting endorsements of political candidates.

The guidelines below are based on the geographic impact of the pending legislation as follows:

Pending Legislation - State Wide Impact: Pending legislation that is approved by the legislators and propositions that are placed on the state ballot and approved by the voters becomes law. These laws and their promulgated regulations affect the entire State. Therefore, Region 9 will be responsible for determining the position to be taken concerning pending legislation. The following are the criteria will be followed:

- The Region 9 BOG should receive input from all Region 9 committees with expertise on the appropriate technical fields.
- The Region 9 BOG shall take a position only if a 2/3 majority vote of the BOG is received.
- Once a Region 9 position is determined, Organizational Entities shall be informed of the Region 9 decision and may adopt the same position. If the majority of a governing body of any of these Organizational Entities are opposed to the Region 9 position they do not have to publicly support it, but they may not publicly oppose it.
- Region 9 Committees may take a public position in support of the Region's position but may not publicly oppose it.

Local Ordinances and Ballot Measures - County Wide Impact: For pending Ordinances and Ballot Measures that impacts a County (or Counties) or a public agency district falling within a Section's boundary, the following criteria will be followed:

- The responsible Section should seek input from its appropriate Section committees and technical groups, and the Branch (or Branches) whose boundaries include the affected County (or Counties).
- The Section Board of Directors (BOD) should vote to take a public position only after receiving input from the above entities.
- Region 9 BOG suggests that the Section BOD take a position only if 2/3 majority vote of the BOD is received.
- The responsible Section may seek input from the appropriate Region 9 Committees.

- The responsible Section shall inform the Branch whose boundaries include the affected County of the Section's decision before their position is publicly announced.
- The responsible Section may request that the Region 9 BOG also takes a public position consistent with the Section.
- The Region 9 Governor whose area of responsibility includes the impacted county, the Branch, and the Section and Branch Technical Committees, may take a position in support of the Section's position, but may not publicly oppose it.

Local Ordinances and Ballot Measures - City or Public Agency Impact: For measures placed on a ballot that affect a City or public agency whose area is entirely within a Branch boundary, the following criteria will be followed:

- The responsible Branch shall seek input from its Branch committees or appropriate technical groups related to the issues.
- The Branch Board of Directors (BOD) should vote to take a public position only after receiving input from the above entities.
- The responsible Branch may seek input from the appropriate Section or Region 9 Committee with appropriate technical expertise related to the issues.
- Region 9 BOG suggests that the Branch BOD take a position only if 2/3 majority vote of the BOD is received
- The responsible Branch should inform the Section whose boundaries include the impacted City or Public Agency of the Branch's decision before their position is publicly announced.
- The responsible Branch may request that the Section BOD also take a public position consistent with the Branch.
- The Region 9 Governor whose area of responsibility includes the impacted area, the Section, and Section or Branch technical committees may take a position in support of the Branch's position but may not take a position publicly opposing it.

ASCE Region 9
Rules of Policy and Procedure
Attachment 3 - California Historic Civil Engineering Landmark Designation

A. Application Review and Approval Procedure:

1. Only Section sponsored applications will be considered.
2. Sections shall use the forms and format for ASCE National Historic Civil Engineering Landmark applications. This will provide continuity should the Region choose to endorse the application for National designation.
3. A statement of the owner's support of the nomination shall be included as part of the nomination packet. Applications will not be accepted unless the owner is supportive of the nomination.
4. The Region will distribute the landmark application to its board members and schedule a vote after reasonable time for review.
5. Review of the application will consider the following criteria:
 - The nominated project must be of historic civil engineering significance within the State of California.
 - The project does not have to be designed or constructed by a civil engineer.
 - The projects must have some special uniqueness (e.g., a first project constructed); or have made some significant contribution (e.g. the first project designed by a particular method); or utilized a unique or significant construction or engineering technique.
 - The project itself must have contributed to the development of the State of California or at least a very large region.
 - Projects should be generally available to the public view.
 - Nominated projects should be at least 50 years old.
 - A location must be provided to mount a 13"x19" bronze plaque (to be supplied by national ASCE headquarters) which can be viewed by the public. If the nominating Section desires a larger plaque, the additional costs are the responsibility of that Section.

B. Design of Dedication Plaque

1. Upon Region approval of the application, the Region will work with the Section to design the plaque. The Region will submit this to the Society.
2. The Region shall designate the individual responsible for signing off on the design of the plaque.
3. Prior to submission of the final design, the Section shall designate the date of the dedication and delivery address for the finished plaque.
4. The design of the plaque will include:
 - Final dimensions (if larger than 13"x19" standard size)
 - Heading, short citation, construction dates and year of designation.

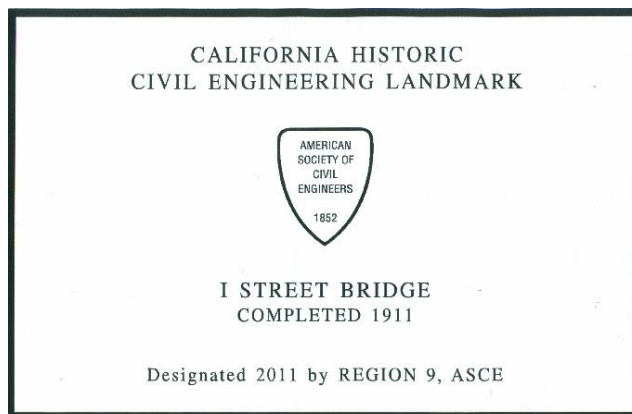
C. Dedication Ceremony

1. The Dedication Ceremony shall include the following:
 - A local Section or Branch representative shall provide a welcome and introduce the participants.
 - A representative of the owner shall present a brief history with reasons supporting the award.
 - A Region 9 Governor or the Director shall talk about the award and present the award to the owner.
 - Either the Section/Branch representative or the owner's representative may then provide closing comments.
2. Within 60 days after the conclusion of the dedication, the Section shall submit a final report to the Region. This report must include, but is not limited to:
 - Date and location of ceremony
 - Names of attending dignitaries
 - Approximate number of attendees
 - Press releases and media coverage (provide copies of articles if possible)
 - Materials created for the dedication such as brochures and invitations
 - Photographs of the ceremony
 - The exact location of the plaque.

D. Recommended Schedule

1. Application Review, 4 to 8 weeks
2. Design of Dedication Plaque, 2-4 weeks
3. Plaque production and delivery, 6 to 8 weeks

E. Example Plaque



ASCE Region 9
Rules of Policy and Procedure
Attachment 4 - Correspondence Procedure

Letters and memos from ASCE Region 9 shall be prepared on the ASCE Region 9 letterhead for the current year.

All letters and memos from ASCE Region 9 shall be signed or approved by the ASCE Region 9 Chair/Director.

Letters sent to non-ASCE member(s)/organizations or a combination of ASCE member(s)/organizations and non-ASCE member(s)/organizations shall always be signed by the ASCE Region 9 Chair/Director. A dual signature of the ASCE Region 9 Chair/Director and the ASCE Region 9 Committee Chair may be used as appropriate.

Letters and memos sent to ASCE member(s)/organizations only may be signed by the ASCE Region 9 Committee Chair if the content of the letter or memo is related to their committee. Committee Chairs shall send such letters to the ASCE Region 9 Chair/Director for review and approval prior to distribution. Letters for committee business that are sent to non-ASCE members can be signed by the Committee Chair(s) if the language in the letter is approved by the Chair/Director.

The ASCE Region 9 Chair/Director may delegate authority to sign and/or approve letters to the ASCE Region 9 Vice Chair.

ASCE Region 9
Rules of Policy and Procedure
Attachment 5 - Awards Nomination Submissions

MOU BETWEEN THE CALIFORNIA ASCE SECTIONS AND REGION 9

The Annual ASCE Region 9 Awards Nominations are typically solicited in the month of October each year. The Awards are normally judged over the Thanksgiving weekend, and award winners are approved at the December board meeting of the Region 9 Board of Governors. Starting in 2015, only awards winners at the Section level for both Individual and Project awards will be eligible for nomination for an ASCE Region 9 award.

The following MOU is to clarify the responsibility of each California ASCE Section in coordinating the submission of nominations from each respective Section, into the Region 9 online awards nomination system at www.asceregion9awards.org.

Each ASCE Section in Region 9 (Los Angeles Section, Sacramento Section, San Diego Section, and San Francisco Section) hosts an annual Section awards ceremony prior to September 30 of each year. These awards will henceforth be the only awards eligible for the current year's Region 9 awards from the Sections, and each respective Section President or designee will be responsible for ensuring that all nominations for Region 9 awards are entered into the Region 9 online awards system no later than October 31 of each year.

The ASCE Region 9 online awards nomination systems will be made available for awards nomination submissions by August 1 of each year. The web site is found at www.asceregion9awards.org. Sections must endeavor to submit all nominations for the year into this system by the specified dates.

ACCEPTED:
ASCE REGION 9

[Insert name]
Region 9 Chair Director
Date: _____

ASCE LOS ANGELES SECTION

[Insert name]
Los Angeles Section President
Date: _____

ASCE SACRAMENTO SECTION

[Insert name]
Sacramento Section President
Date: _____

ASCE SAN DIEGO SECTION

[Insert name]
San Diego Section President
Date: _____

ASCE SAN FRANCISCO SECTION

[Insert name]
San Francisco Section President
Date: _____

ASCE Region 9
Rules of Policy and Procedure
Attachment 6 – Record Retention Procedure

Objective

The objective of this Region 9 Record Retention Procedure is three-fold.

- 1.) First, the procedure establishes a program to ensure that all records, including papers, files and other print or electronic data maintained by the Region, are retained for at least the minimum period required by state and federal laws and regulations, as set forth below.
- 2.) Second, the procedure supports Region 9 Board’s interest in retaining electronic copies in place of hard copies, where that can be done and that electronic records are filed in Region 9’s portion of the current National ASCE file server.
- 3.) Third, the procedure establishes a program to ensure that obsolete records are destroyed in a routine and orderly manner. This will minimize storage requirements as well as transfer costs due to changes in Region personnel.

Unusual Circumstances

Records not otherwise subject to retention may need to be retained because of unusual circumstances, such as pending or threatened litigation or government investigation. Destruction of records **must** be stopped immediately upon anticipation or receipt of service of legal process for which such records may be relevant. If for any reason the Region finds that an unusual circumstance exists, the Region will notify ASCE’s General Counsel immediately.

Implementation

The Secretary(s) of the Region shall be responsible for maintaining and disposing of the Region’s records in accordance with the timelines established herein. Upon expiration of the Secretary(s)’s term, they shall take whatever actions are appropriate to ensure a smooth transfer of Region records to their successor in office.

Retention Schedule

The following list is intended to provide guidance as to the types of records required to be retained by the Region and the duration for their retention. As legal requirements for document retention may vary from time to time, this schedule is subject to amendment based on the advice of recommendations of ASCE’s legal counsel.

RECORD RETENTION SCHEDULE

1) ACCOUNTING, FINANCE, & PAYROLL

- | | |
|--------------------------------|---------|
| • Annual fiscal report to ASCE | 2 Years |
| • Budgets | 2 Years |
| • Financial statements | 7 Years |
| • Accounts receivable | 7 Years |

• Audits	7 Years
• Bank statements, checks	7 Years
• Bills & invoices submitted	7 Years
2) CONFERENCES & CONTINUING EDUCATION	
• Conference materials	5 Years
▪ Programs, handouts, and brochures	
• Registration files	5 Years
• Contracts	7 Years after completed
• Financial reports	7 Years
▪ Retention of Financial Reports shall be in an electronic form. The Financial Reports will be filed in the Region 9 portion of the current National ASCE file server upon completion of the annual ASCE Region 9 audit.	
• Awards	Permanent
3) CORPORATE/LEGAL ACTIVITIES	
• Board minutes	Permanent
• Constitution & Bylaws	Permanent
• Tax exemption records	Permanent
• Insurance policies	Permanent
• Contracts	7 Years after completed
• Lawsuit records/litigation	7 Years after completed
• Procedure manuals	Current
4) HISTORICAL DATA	
• Committee minutes & agendas	Permanent
• Committee rosters	11 Years
5) PUBLICATIONS	
• Newsletters, e-News, etc.	2 Years
• Advertising records, invoices	5 Years
6) OTHER RECORDS	
• General correspondence	3 Years
• Other records relating to professional activities	3 Years

ASCE Region 9
Operations Manual
ASCE Region 9 Governor Nomination Process



[TEMPLATE]

20XX ASCE Region 9 Governor Nomination Process

Vacant Positions:

- **Director – Term 20XX to 20XX**
- **XXXXXXX Section/Elected Governor – Term 20XX to 20XX**

We invite interested ASCE members to apply for vacancies in the 20XX ASCE Region 9 Board of Governors. Attached is an information form that outlines anticipated roles and responsibilities for this volunteer position. The schedule of the process and application materials is shown below.

Upon receipt of the application material, the candidate will be interviewed by the Nomination Committee composed of the Board of Governors (BOG) and the Section Presidents within Region 9. Candidates will be selected based on their past ASCE leadership experience, as described in their submitted documents and the interview process. The interview of prospective Section/Elected Governor and Director candidates will be conducted at the face-to-face BOG meeting on [Date] in [Location]. Please note that all candidates will be responsible for their own travel costs to the interview location, should they choose to participate in interview in person. If travel is an issue, a conference or video call interview can be arranged for the BOG meeting interview.

We hope that you will consider this exciting leadership opportunity in support of ASCE Region 9 (California).

November (Exact Date TBD) – Deadline for Section/Elected Governor and Director candidates to submit a letter of intent to pursue [either/the] office to Region 9 Nomination Chair, XXXX at XXXXXX@XXX.XXX. Please contact the Region 9 Nomination Chair for a sample letter of intent. In addition, the following documents must be submitted.

Section/Elected Governor Candidates:

- Signed Governor Commitment Document (Please contact Region 9 Nomination Chair for this document)
- Biographical Statement not to exceed 200 words (Please contact Region 9 Nomination Chair for the biographical statement template)
- Vision Statement not to exceed 200 words. The Vision Statement details the Nominee's vision for the Society and plans for activities during the Nominee's term in office.
- Any Endorsements
- Head shot photograph in color and of resolution suitable for publication

Director Candidates:

- Biographical Statement not to exceed 600 words (Please contact Region 9 Nomination Chair for the biographical statement template)
- Vision Statement not to exceed 600 words. The Vision Statement details the Nominee's vision for the Society and plans for activities during the Nominee's term in office.
- Any Endorsements
- Head shot photograph in color and of resolution suitable for publication

December 1st – Declarations for Section/Elected Governors [and/or] Director candidates are due to the Society Secretary.

January-February (Exact date TBD) – Interviews of Section/Elected Governors [and/or] Director candidates at BOG meeting (in person or via conference or video call). Nominating Committee votes on all official Region 9 nominees for open positions.

March 1st – Region Nomination Chair submits the results of its vote on all Official Nominees to the Society Secretary.

June 1st – Region Nomination Chair submits a list of vacancies for elected positions (Region Director and/or Region Governor) for next year to the Society Secretary.

Refer to the Region 9 Bylaws and Policies and Procedures for additional information regarding Governor eligibility and selection process. Current documents can be found here: [INSERT LINK TO DOCUMENTS]

For questions, please contact XXXX the 20XX Nomination Chair at XXXXXX@XXX.XXX.

ASCE Region 9
Operations Manual
Governor and Section President Welcome Packet

On behalf of the ASCE Region 9 Board of Governors, we wish to welcome you to the Board. We are excited to have you as a part of our team as we move forward into the 21st Century. Our Board has embraced the ASCE Mission and 2025 ASCE Vision of Civil Engineering as part of our major tenants and look forward to your participation in realizing the ASCE Region 9 Strategic Plan for the future.

We hope the information below will provide you with the guidance and information you may find helpful either as a new ASCE Region 9 Governor serving on the ASCE Region 9 Board or as an incoming Section President participating in ASCE Region 9 Board meetings.

1. ASCE Region 9 is unique among all ASCE Regions in that we represent just one U.S. State, the State of California. All the other nine ASCE Regions cover multiple States/territories/countries. This is due to the high population of ASCE members in California (over 18,000 as of 1/1/12).
2. ASCE Region 9 is one of ten geographic regions within the ASCE Society, nine within the United States and one for the international members. The Regions were established and defined under Article V of the ASCE Constitution, Bylaws, and Rules as management entities of the Society. Sections, Branches, and all other geographic units fall within these Regions.
3. Society Directors are elected by the members in these Regions to serve on the ASCE Society Board of Direction. Each Geographic Region has a Board of Governors, elected from within the Region and chaired by the Society Director from the Region.
4. Regions have been organized to provide input to the ASCE Society Board of Direction, facilitate communications, help implement the Society's Strategic Plan, promote leadership development, support the local geographic units, and improve member service within the Society. Regions may have committees and assemblies to facilitate their purposes.
5. The ASCE Region 9 Board is comprised of six Governors, four (4) Elected Region 9 Governors representing each Section and two (2) Appointed At-Large Region 9 Governors. Each Section President from each of the four (4) Sections in Region 9 is a voting member of the Region 9 Nominating Committee for Region 9 Board elections and appointments of Region 9 Governors.
6. The largest source of funding for the ASCE Region 9 Board comes from allotment contributions from each of the ASCE Sections (4) within the State of California.
7. The largest secondary source of funding for ASCE Region 9 is from the Society Member Dues for ASCE Region 9, which cannot exceed 11.5% of the total Society Member Dues received.

Duties of ASCE Region 9 Governors

The Duties of ASCE Region 9 Governors are generally defined for the following areas:

- Nominations / Elections
- Region Management
- Region Leadership

- Communication
- Advise
- Award Nominations
- Advocacy
- Strategic Planning and Implementation

Nominations/Elections

- Search for, Encourage & Support GREAT Candidates for Society Committees, Governors, Directors, and President-Elect
- Manage Nomination Process for Governors
 - Identify Open Positions
 - Review and Nominate
- Facilitate process for Directors
- Participate in process for Society President-Elect

Region Management

- Manage Affairs of the Region as a Board
- Prepare and Submit Annual Report
- Manage Region Funds
 - Make Use of the Funds – Provide Value
 - Perform an Annual Audit
- Establish, Reform, Dissolve Geographic Units within the Region
- Maintain Region Governing Documents
- Install Officers in Sections/Branches

Region Leadership

- Visit/Connect with Sections, Branches. . . .
- Provide Leadership for Region Programs...
- Technical, Educational, Professional, Management
- Serve as a Resource to Sections/Branches...
 - Society-level programs
 - Training
 - Problem-solving
 - Sharing of Best-Practice Ideas
 - Assess their needs, act on their needs
- Participate in Society Training / Conferences
 - Multi-Region Leadership Conference (MRLC)
 - Presidents and Governors Forum
 - Region Meetings/Assembly
- Involve Members in Region Committees
 - Mentor and Train new Region Leaders
 - Get more people involved and help “bridge the gap”

Further details about Governor's roles and responsibilities on the Region 9 Board for Communication, Advise, Award Nominations, Advocacy and Strategic Planning and Implementation can be found in the following sources available in the ASCE Region 9 eRoom:

- Best Practices Manual
- Talking Points
- Region Operations Handbook
- Geographic Services Staff

Role of Section Presidents in Region 9 Board Meetings

- Participate in Region 9 monthly conference calls and face-to-face meetings to:
 - Provide input and guidance to Region 9
 - Vote in Region 9 Nominating Committee actions
 - Update Region 9 on Section activities and support needs
 - Share and collaborate with other Sections

Events to Attend as Governors and Section Presidents

- Region Board Meetings (monthly conference calls and three (3) face-to-face meetings located in various locations)
- Board Orientation at ASCE Headquarters, Reston, VA – (new Governors only), First Fall of 3-year term)
- Presidents and Governors Forum at ASCE Headquarters, Reston, VA – Fall, annually (encouraged)
- ASCE Society Conference – Fall, annually (encouraged)
- Multi-Region Leadership Conference for your Region – (Governors only), Winter, annually
- Region 9 Events (e.g., Symposium and Awards)
- Section/Branch/Younger Member/Student Chapter visits – Throughout year
- ASCE Society Committee meetings – if appointed

Region 9 Board Calendar

- Jan./Feb. Attend Multi-Region Leadership Conference and Face-to-Face Region 9 Board meeting (participate in Nominating Committee voting) March 1 The slate of proposed Region nominations, including Society President-elect nominations and Region Director nominations in appropriate years, and all nominations for Region Governors shall be provided to the Society Secretary.
- March 1 Deadline for submitting committee names of the President-elect Official Nominee(s) selected shall be forwarded to the Secretary by the Chair of the Region Board of Governors. June 1 An Organizational Entity may endorse one (1) Nominee for any given office. The endorsement should be provided directly to the Nominee by official correspondence, signed by the Chair.

- June Attend Face-to-Face Region 9 Board meeting and participate in Nominating Committee voting.
- August 30 Submit Leadership Report to Geographic Services for web update and Official Register.
- September 1 Board of Governors shall provide to the Society Secretary.
- September Attend Face-to-Face Region 9 Board meeting.
- Oct./Nov. Attend ASCE Presidents and Governors Forum and Annual Conference.
- November 30 Region Annual Report is due at Headquarters.
- December 1 Candidates for the office of Geographic Region Governor shall submit a letter of intent to the Geographic Region Nominating Committee.
- December 8 Chairs of the Geographic Region Board of Governors shall provide the Society Secretary with a written list of all declared President-elect Candidates from their Region.
- December 15 Nominations of individuals for the office of President-elect are due by the Region Boards

Attachments:

- ASCE Region 9 Bylaws
- ASCE Region 9 Rules of Policy and Procedure
- ASCE Region 9 Contact List
- ASCE Region 9 Org Chart

ASCE Region 9
Operations Manual
Board of Governors Commitment

If elected to the American Society of Civil Engineers, Region 9 Board of Governors, I commit to actively participate in the growth and development of the Region 9 Board and will do my best to satisfy the following duties and requirements:

1. Remain in good standing as a member of the American Society of Civil Engineers;
2. Insure that the Board of Governors operates with legal and ethical integrity and is accountable to its Members and obligations to the ASCE Society at all times;
3. Be accessible and contribute knowledge, experience, contacts, and resources to help assure success of Region 9;
4. Provide input to ASCE Board of Direction, facilitate communications, help implement the Society's Strategic Plan, promote leadership development, support the local geographic units, and improve member service within the Society.
5. Be proactive in supporting the ASCE Region strategic goals and objectives and work to develop and/or strengthen the programs and services required to achieve them;
6. Serve as the ambassador of ASCE and work to enhance the organization's public standing;
7. Serve on ASCE Society or Region 9 Board Committees as appointed;
8. Help secure funding for the Region 9 programs through sponsorship, corporate and charitable sources, grant funding, fundraising events, and personal donations;
9. Help encourage, support and recruit new Society Committees, Governors, Directors, President-Elect Nominees;
10. Attend all monthly Region 9 Board meetings (typically monthly conference calls and three face-to-face meetings per year);
11. Attend and participate in annual Multi-Region 8 & 9 Leadership Conference as a facilitator and session moderator;
12. Attend Governor's Orientation as a new governor held by ASCE Society in Reston, Virginia.
13. Attend annual ASCE President and Governors Forums by ASCE Society in Reston, Virginia.
14. Attend annual Region 9 Infrastructure Symposiums and Region 9 Awards Dinners;
14. Attend annual ASCE Society Conference and provide updates to the Board of Governors of information received;
15. Attend as many local ASCE Section, Branch, YMF, LMF, Student Chapter and technical and professional group events as possible in support of ASCE Region 9 Board goals and objectives;

Submitted By:

Signature: _____ Date: _____

Print Name: _____

ASCE Region 9
Operations Manual
Duties of Region 9 Officers

The duties of the **ASCE Region 9 Vice-Chair** are generally defined as below:

The vice-chair will carry out the chair's duties in his or her absence, with the acknowledgement of the board as being capable and appropriate to do so. The vice-chair will also provide support and assistance to the chair in carrying out his or her responsibilities and should act as a sounding board for critical decisions. Specifically, the Vice-Chair is responsible for:

- Requesting from the Board and invited members of board meetings (Section Presidents, Committee Chairs) items to be placed on upcoming board meeting agendas.
- Keeping a log of upcoming meeting topics to assist in planning for future board meetings
- Drafting the board agenda for review and finalization by the Chair
- Collect and review newsletter articles provided by contributing authors. Maintain Schedule for Newsletter Articles.
- Distribute the monthly newsletter articles to the Section contacts (newsletter editors and Section Presidents) for publishing in their monthly newsletters
- Reviewing the meeting minutes prior to publishing for every meeting held by the Board
- Assisting the Chair in preparation of major initiatives, including but not limited to:
 - Budget Planning
 - Strategic Planning
 - Succession Planning
- Maintaining and updating the Region 9 Bylaws
- Communicating with and providing direction to the Region 9 Committee Chairs, as directed by the Chair and Board of Governors
- Assist the chair in organization and preparation for regional conferences
- Preparing the annual report for submittal to ASCE Society, near the end of the ASCE Year (typically due November 30)

The duties of the **ASCE Region 9 Treasurer** are generally defined for the following areas:

- Maintain the Region 9 Checking account, into which funds from ASCE Society (and other sources) are deposited
- Maintain bank statements for the Region 9 account(s) for a period of no less than seven (7) years.
- Prepare month end reports (check register, account balance statement) for review and approval of the Board prior to every Board meeting
- Prepare annual reports for inclusion into the Region 9 Annual report to be submitted to the Society.
- Create a draft budget for the fiscal year for review and approval of the Board of Governors
- Create reports and records reconciliation at fiscal year-end for appointed audit officials to review.
- Make payments on behalf of Region 9 according to the reimbursement procedure and per Board approved budgets.

The duties of the **ASCE Region 9 Secretary** are generally defined for the following areas:
The Secretary may receive assistance from the hired Region Administrator. The Board of Governors may also modify the duties of the Secretary as necessary, including assigning

Internal Affairs

- Records Management
 - Review of Draft Meeting Minutes
 - Preparation and tracking of Meeting Action Items
 - Maintain, update, prepare Drafts/Revisions to Bylaws, Rules of Policy & Procedure, and Region 9 Operations Manual, as necessary
- Prepare Internal Correspondence to Region/Section/Branch Officers
- Tasks and Duties As Assigned by the Board and Director

External Affairs

- Provide second review of Draft Meeting Minutes
- Manage the Region Website
- Prepare External Correspondence
- Keep letterhead up to date
- Manage Roster
- Manage Contact List
- Visit report gap tracking
- Tasks and Duties As Assigned by the Board and Director

ASCE Region 9
Operations Manual
Society Presidential Officer Visits to Region 9

The Society has requested Region 9 coordinate with our Sections to develop a prioritization for attendance requests by a Society Presidential officer (ASCE's President, President-Elect, and Past President) at events in Region 9.

After receiving input from the Section presidents, the following procedure was developed:

1. Each Region 9 Section will receive priority on a rotating basis for which Section receives priority for a Society Presidential officer visit that year.
2. The rotation will generally follow the rotation of the Infrastructure Symposium. In 2015, this will be the San Diego Section. In 2016, the Sacramento Section would be next in line to host the Symposium, followed by Los Angeles, and then San Francisco.
3. Sections with large milestone events (like Centennial celebrations) will receive preferential priority.
4. A Section whose turn it is for that year's priority, may propose a couple of different events/dates to the Society's scheduler, in case a Presidential officer is unable to attend the Section's first choice date/event.
5. Section's requesting Presidential officer attendance at an event are encouraged to arrange for visits to other local groups on the day before or after the event (e.g. visit to college chapters, YMF groups, etc.) so the Presidential officer's visit can have the most member impact.
6. Sections not receiving priority that year are welcome to make a request for a Presidential visit, as long as it's acknowledged that the visit is not the Region's priority.
7. Once a date has been established for the priority Section visit, other groups are encouraged to propose attendance at other events in the Region that could occur as part of a single trip to Region 9 (e.g. the day before or after the event).
8. Visit requests will be coordinated with the Region 9 Director.
9. The Region can make yearly exceptions to this procedure after receiving input from the Sections and working to develop consensus for that year's visit(s).

ASCE Region 9
Operations Manual
Region 9 Committee Purpose and Goals Template

A. Introduction

A description of the committee and its Purpose

1. **Purpose**
(Describe the Purpose of the committee)
2. **Goals**
(Define the goals of the committee)

B. Membership

1. **Committee Makeup**
(Define the membership of the committee and where they are from)
2. **Leadership and Organization**
(Define the organization of the committee)
3. **Committee Appointments**
(Define how members are appointed)

C. Subcommittees

1. XX *(Define subcommittees and how they function. Task subcommittees should have defined procedures)*

D. Procedures

1. The Committee shall function in accordance with the Region 9 Bylaws, and the current edition of Roberts Rules of Order - Newly Revised.
(Define specific operational procedures.)

E. Budget

(Define source of revenue and major expenses, i.e. rational for the amounts requested during the annual budget process)

F. Calendar

(Provide a calendar for regular operations)