

**COUNTY ENGINEERS
ASSOCIATION OF CALIFORNIA
(CEAC)
OFFICERS MANUAL**

Revised: November 2007

CEAC OFFICERS MANUAL

1.	Bylaws	3
2.	Duties of the President	11
3.	Duties of the President-Elect	16
	(a) CSAC Conference Responsibilities	19
	(b) Host County Responsibilities	20
4.	Duties of the Secretary	21
5.	Duties of the Treasurer	23
6.	Duties of Committee Chairman	26
	Membership Responsibilities	26
7.	Duties of Regional Directors	27
	CEAC Life Membership Award Guidelines	29
8.	Affiliate Membership Entitlement	31
9.	Travel Policy	33
10.	California County Engineer of the Year Award	37
11.	Regional Employee Recognition Program	42
12.	Awards	44

BYLAWS

**BYLAWS
OF
COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA**

ARTICLE I

General

Section 1. The name of this Association shall be the COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA.

Section 2. The headquarters of the Association shall be located at the office of the Treasurer.

Section 3. The objectives of this Association shall be to accomplish the advancement of engineering methods and ethical practice by means of meetings and conventions.

Through discussion, interchange, and dissemination of engineering and administrative data and ideas, the organization shall strive to effect maximum efficiency and modernization in engineering and administrative units of local government. By these means, and by professional and social intercourse, this organization shall further the welfare of its members.

To support the California State Association of Counties through the establishment of advisory committees.

ARTICLE II

Membership

Section 1. Principal Membership in this association shall be limited to County Engineers, County or City Engineers in combined cities and counties of Charter Counties, County Surveyors, County Road Commissioners, Directors of County Departments of Public Works, Flood Control Engineers, and heads of other Departments concerned with County Engineering and Public Works, serving major segments of any County under the direction of the Board of Supervisors.

Each County shall be allocated one Principal Membership for each function which is a qualifying function for Principal Membership as listed above and which is independent from any other Principal Member. Principal Membership would automatically qualify all eligible personnel connected with public works and designated by the Principal Member to become Members and participate in the Association's functions. Any Principal Member may at any time, upon certifying in writing to the State Association, elect to designate an alternative CEAC Member of that Principal Member's staff to serve in place of the Principal Membership. Any person so designated shall have all the rights and privileges of a Principal Member as provided by these By-Laws.

In addition to the above, there shall be selected, by nomination of a member in good standing, in open meetings, and with the approval of the Board of Directors, representatives of the Department of Transportation, State of California, the State Controller's office, and the Federal Highway Administration, the Institute of Transportation Studies, University of California, and the National Association of County Engineers for Associate Membership in the Association. The number of Associate members from each organization shall be determined by the Board of Directors.

In addition to the above, from time to time Associate Membership may be authorized for representatives of other state and federal agencies who are concerned with County Engineering and Public Works.

There is also established the position of Life Membership, which may be conferred from time to time by the Board of Directors, to those who have given long and faithful service to the Association.

There is also established the position of Honorary Member of the County Engineers Association. The appointment as an Honorary Member shall be extended only to those very few individuals who over an extended period of years have assisted, advised, helped, and encouraged this organization and its objectives.

Life Membership, Honorary Membership, and Associate Membership shall only be authorized after an affirmative vote of a simple majority of all directors and officers of the organization. Such memberships shall not be liable for dues nor, with the exception of Life Membership, have the privilege of voting.

There is also established a position of Affiliate Membership which shall be bestowed on any firm, individual, or company that is actively involved with the County Engineers Association. Payment of the service fee for the Affiliated Membership shall entitle them to representative membership for their firm within the County Engineers Association.

Section 2. All members in good standing (except Affiliate, Honorary and Associate Members), shall have the right to vote upon the election of officers and all other matters before the Association.

Section 3. Members whose dues or assessments are delinquent at the time of the fall conference shall be considered as not in good standing.

ARTICLE III

Dues and Assessments

Section 1. The service fee to the Association for each County shall be based on the latest United States Census in accordance with the following schedule:

		<u>Effective Date</u>
Counties of less than 99,999 population	\$ 750.00	1/1/91
Counties of 100,000-299,999 population	\$ 2,000.00	1/1/91
Counties of 300,000-499,999 population	\$ 3,000.00	1/1/91
Counties of 500,000-999,999 population	\$ 4,000.00	1/1/91
Counties over 1,000,000 population	\$ 5,000.00	1/1/91
Affiliate Membership	\$ 250.00	1/1/91

The membership period and the fiscal year of this Association shall coincide with the calendar year (from January 1 to December 31). Payment for services shall be due on the first day of January of each year.

Regardless of the provisions of Article VII, the service fee for the Association may be changed by two thirds (2/3) vote of the total Board of Directors and officers provided that said proposed increase has been duly noticed to said officers and directors and the vote is taken at any official meeting of the Board of Directors.

Section 2. Assessments may be levied for special purposes by a two-thirds (2/3) vote of eligible voting members present at any meeting.

ARTICLE IV

Officers

Section 1. The Officers of the Association will be President, Vice-President/President-Elect, Secretary, Treasurer, Treasurer-Emeritus, Immediate Past-President, Parliamentarian, Historian, Newsletter Editor, and NACE Representative. The President, Vice-President/President-Elect and Secretary shall be Principal Members. These remaining officers shall be Principal Members or may be retirees who were Principal Members prior to retirement.

The Board of Directors shall consist of all the Officers of the Association and one member from each of the Regional Associations of the State - said directors to be named by the Regional Association and certified in writing to the State Association.

Section 2. A nominating committee consisting of the Association's Past-Presidents shall prepare a slate of nominees for the Association's officers. The slate of nominees shall be presented to the membership at the Association's fall conference general session.

Section 3 The election of officers shall take place thereafter and all eligible voting members' votes shall be by voice vote. A majority of votes cast by eligible voting members in attendance shall elect.

Section 4. The terms of the office of all officers of the Association (with the exception of Treasurer Emeritus, whose appointment is for life) shall be for one year, said term to extend from the election of officers at the close of the regular meeting at which said officers are elected and shall continue for one year, or until a successor is duly elected.

Section 5. Any vacancy in the office of any officer of the Association shall be filled by election by the Board of Directors at the next regular or duly called meeting of the Board of Directors.

ARTICLE V

Meetings and Quorum

Section 1. The annual meeting of the Association shall be the fall conference and held at such time and place as may be selected by the Board of Directors.

Section 2. Such other meetings shall be held as may be called by the Board of Directors, provided no such meeting shall be held unless a notification of such meeting shall have been sent to each member, and provided further that ten days must elapse from the date of sending of such notices until the holding of such meeting.

Section 3 A simple majority of the Board of Directors shall constitute a quorum. A simple majority of the Board of Directors who are present at a Board meeting shall be required for favorable action on business matters and policy issues coming before the Board.

Section 4 "Roberts Rules of Order and Parliamentary Procedure" shall prevail at all meetings.

ARTICLE VI

Committee

Section 1. The President shall determine the need and purpose for standing committees appropriate to carry out the Association's business. Once determined, it shall be the duty of the Vice-President/President-Elect to appoint all members to serve on those committees prior to assuming the duties of President.

Participation on committees shall not be limited to the various membership categories as set forth in Article II. Committee participants may also be other individuals designated by Principal Members, Members, or Affiliate Members, provided, however, that the Chair and Vice-Chair of a committee may only be a Principal Member, or Member.

ARTICLE VII

Amendments

Section 1. Any section or sections of these bylaws may be amended by two-thirds (2/3) affirmative vote of eligible voting members present at any official meeting of the Association. Such proposed amendments shall be sent to all eligible voting members at least thirty (30) days prior to the meeting at which the vote is to be taken.

Section 2. All votes shall be by voice vote in the presence of at least three members of the Board of Directors.

ARTICLE VIII

President

Section 1. The President shall be the official representative and spokesperson of the Association. He/she shall be responsible for organization and scheduling of Board meetings and preside at all Board meetings and the business portions of the fall and spring conferences. The President shall coordinate with CSAC staff and the President-Elect in the preparation of the program for the fall and spring conferences.

ARTICLE IX

Vice-President/President-Elect

Section 1. The Vice-President/President-Elect shall, in the absence of the President, assume all responsibilities of the President. He/she is additionally responsible for organization of the fall and spring conference programs and arranges for the gifts distributed at these conferences.

ARTICLE X

Secretary

Section 1. The Secretary shall be responsible for preparation, distribution, and care of the official minutes of all Association Board of Directors meetings and all Association correspondence. Draft documents shall be prepared, circulated for review, changes made and final versions distributed appropriately and timely.

ARTICLE XI

Treasurer

Section 1. The Treasurer shall be responsible for the care and deposit of all funds of the Association and shall furnish a bond in the amount satisfactory to the Board of Directors.

Premiums on said bond are to be paid from funds of the Association. The Treasurer shall make a detailed report of all proceedings pertaining to his office for the preceding year at the fall conference of the Association.

Section 2. Any Principal Member of the Association shall, at any time, have reasonable access to any data, papers or property of the Association, provided however that such papers, data or property shall not be removed from the office of the Association without the consent of the Secretary or President.

ARTICLE XII

Treasurer Emeritus

Section 1. The Treasurer Emeritus is appointed for life by the Board of Directors. He serves as an advisor to the Treasurer and will discharge the duties of the Treasurer in the Treasurer's absence. Treasurer Emeritus shall be one of the authorized signers on checks and other bank and financial documents of the Association.

ARTICLE XIII

Immediate Past-President

Section 1. The Immediate Past-President shall be a voting member of the Board of Directors and shall provide the officers of the Association with the benefit of his/her knowledge and wisdom obtained from past service within the Association.

ARTICLE XIV

Parliamentarian

Section 1. The Parliamentarian shall be responsible for the care and updating of the bylaws of the Association and to advise the Board of Directors on parliamentary procedures and appropriate procedures pursuant to the bylaws. The Parliamentarian shall provide a copy of the bylaws of the Association and any other pertinent information to new officers of the Association.

ARTICLE XV

Historian

Section 1. The Historian shall be responsible for the care and storage of all historical records of the Association, which are more than five years old.

Section 2. The Historian shall produce or research said historical records upon request of the President or Secretary.

Section 3. Any member of the Association shall, at any time, have reasonable access to any data, papers, or other historical property of the Association, provided, however, that such papers, data, or other historical property shall not be removed from the possession of the Historian without consent of the Secretary or President.

ARTICLE XVI

Newsletter Editor

Section 1. The Newsletter Editor shall be responsible for gathering and editing information and for having the Newsletter of the Association produced on a regular basis.

ARTICLE XVII

NACE Representative

Section 1. The NACE Representative shall be the liaison between the Association and the National Association of County Engineers (NACE), shall attend the annual NACO-NACE meeting and the NACE Spring Conference and be the official Association representative at these meetings. He/she shall report on NACE activities at the Association Board meetings.

ARTICLE XVIII

Rules of Order

Each Board of Directors meeting shall include as a minimum the following items:

1. Reading of minutes
2. Business arising from discussion of minutes
3. Correspondence
4. Report of Officers
5. Report of Standing Committees
6. Report of Special Committees
7. Unfinished Business
8. New Business
9. Bills
10. Applications for Life Membership
11. Papers and Discussion
12. Announcements
13. Adjournment

DUTIES OF THE PRESIDENT

DUTIES OF THE PRESIDENT

I. Meetings

A. Board of Directors Meetings

1. Four (4) meetings are held each year
 - a. CEAC/CSAC fall conference
 - b. CEAC spring conference
 - c. A minimum of two meetings shall be held after the spring conference and prior to the fall conference.
 - d. Additional meetings may be called by the President as needed.
2. President's Responsibilities
 - a. Presiding at, organizing, and scheduling the Board of Directors meetings are probably the most important functions of the President.
 - b. Sends a memo to the Board of Directors, officers, and committee chairmen approximately 1 1/2 months prior to the meeting.
 - c. Two weeks before the meeting, another notice is sent out along with the minutes (prepared by the Secretary) of the last Board of Directors meeting and the agenda.
 - d. During the preparation of the agenda, contacts the other officers and CSAC staff.

B. Presides at the two Conference Meetings

This responsibility is divided between the President-Elect and the President.

1. The President presides at the business portion of the meetings.
2. The President-Elect presides at the various technical sessions and introduces the speakers, unless he has arranged for someone else to make the introductions.

C. Conference Meetings' Program

CSAC staff is available to assist in preparing the spring and fall program. See CSAC responsibilities under Duties of the President-Elect. Coordinates closely with CSAC and President-Elect.

D. NACE and NACO Conferences

1. Presentation of a short annual report of the Association's activities for the

previous year at the NACE annual meeting.

2. NACE Conference: the President, President-Elect, and Treasurer organize the annual Snappy Tom Reception put on by the California delegation. President-Elect is responsible for transporting and maintaining the Association's banner for this event.

E. Regional Meetings

Attends as many regional meetings as practicable.

II. Working with Officers

A. Sharing insights

It is helpful and important to periodically check with the other officers and give them the benefit of experience gained while performing their responsibilities.

B. CEAC Roster

Follows through with Secretary and CSAC staff relative to updating and publishing the CEAC Roster.

C. Minutes

Advises Secretary when the minutes are needed for inclusion with the Board of Directors meeting notice.

III. Membership

Sends "Welcome as a Member" letters and membership certificates to new CEAC members as advised by Regional Directors.

Sends "Welcome as an Affiliate" letters to new CEAC affiliates as advised by Treasurer.

Prepares and coordinates the presentation of Life Membership Certificates to any member on whom the Board of Directors has conferred this honor.

IV. CLODS

Approximately 2 months prior to the fall conference, the President submits a written request to the CLODS requesting that they prepare a Slate of Officers to be considered by the CEAC membership at the upcoming conference.

Approximately 2 months prior to the fall and spring conference, the President submits a written request to the CLODS requesting their participation in the barbeque and program (fall) and in the banquet and program (spring).

V. NACE

President shall send the CEAC nominations for the Rural and Urban County Engineer of the Year to the appropriate NACE representative. NACE's request for nominations is usually two to three months prior to the annual NACE conference.

President shall invite the NACE President to the CEAC fall conference. This should be done verbally at the annual NACE conference and followed up in writing shortly thereafter.

Upon acceptance of invitation by the NACE President, CSAC staff will assist in sending conference announcements and making hotel reservations for the NACE President and his spouse/guest.

President shall purchase gift for NACE President and spouse for presentation at fall conference. Approximately \$100.00 is budgeted.

DUTIES OF THE PRESIDENT-ELECT

DUTIES OF THE PRESIDENT-ELECT

I. Spring and Fall Conferences

A. Primary responsibility is organizing the fall and spring CEAC programs:

1. Spring program

- a. Committee meetings
- b. Joint luncheon with LOCC
- c. CEAC committee reports
- d. Joint sessions with LOCC
- e. CEAC general sessions
- f. CLODS program at banquet (coordinate time and location)
- g. Thursday regional breakfast meetings
- h. Friday breakfast meeting with spouses
- i. Ensures that tables at all meal functions are reserved and marked for CLODS

2. Fall program

- a. Committee meetings
- b. Joint session and luncheon with CSAC
- c. CEAC committee reports
- d. CEAC general sessions
- e. CLODS program at barbecue (coordinate time)
- f. Thursday regional breakfast meetings
- g. Friday breakfast meeting with spouses
- h. New Officers installation
- i. CLOD installation
- j. Ensures that tables at all meal functions are reserved and marked for CLODS

B. Program Content

1. Preliminary planning should be started at least four (4) months before each conference.
2. Contact members of program committee and CSAC staff to get ideas on subjects for programs.
3. Once time slots are filled, puts together tentative program and circulates it among CEAC program committee and CSAC staff for comments.
4. After receiving comments, finalizes a program and sends to CSAC staff. (The program will probably go back and forth several times before it is finalized.)

C. Speakers

1. Makes sure speakers know what the topic is. (They may have a different idea)
2. CSAC will send out confirmation letters to the speakers. CSAC will also request bios, which will be mailed to President-Elect in advance for introductions, and equipment needs.
3. Allows 15-20 minutes per speaker unless their program includes slides or other visual presentation. Includes time for questions.
4. Sends Parliamentarian, custodian of the speakers' "thank you" plaques, the names of speakers once they're known. Parliamentarian will ensure that the plaques are engraved.

D. Gifts

1. Purchases gifts as door prizes for Friday breakfast at spring and fall conferences. Approximately \$400 is budgeted for each conference
2. Purchases gift for outgoing President for presentation at fall conference. Approximately \$150 is budgeted.
3. Requests Parliamentarian to prepare "thank you" plaque for outgoing President.
4. Purchases gift to be presented at spring conference to CSAC staff member who was responsible for coordinating spring conference. Approximately \$40 is budgeted for this.

E. Transportation

Usually the host county is responsible for all required conference transportation, including the fall barbecue and the spring banquet. CSAC staff will coordinate this with the host county; however, CSAC staff should be contacted to insure that it is being done.

F. CLODS

1. Coordinates with appropriate CLODS representative for the fall conference's barbecue and for the spring conference's President's banquet.
2. Contacts CSAC if insurance is needed at any off site meeting activities (barbecue, banquet).

G. Coordination with CSAC

1. CSAC's Responsibilities at the fall and spring conferences are:

a. Hotel

Handles all hotel arrangements including meeting space, setups for meal functions, equipment requirements, and hotel accommodations. CSAC staff will implement all arrangements with hotel on site and be available to handle any problems.

b. Policy Committees

Handles all arrangements for committee meetings. Communicates directly with committee chairs and hotel in making arrangements.

c. Program Content

(1.) Coordinates program content with President-Elect and program committee.

(2.) Plans Spouse Programs at Spring meeting and Fall Conference.

d. Speakers

(1.) Confirmation letters to all speakers. Follow-up thank you letters after conference.

(2.) Requests and furnishes bios to appropriate presiding officers.

e. Registration

Handles registration: prepares and mails registration information, maintains documentation of incoming registrations, prepares individual registration packets, supervises on site.

f. Printing

Responsible for design and printing of programs, badges, forms, and tickets.

g. LOCC

Coordinates spring conference detail with LOCC.

h. Transportation

Coordinates transportation with host county.

i. Insurance

Arranges insurance for off site meeting activities (barbecue, banquet).

I. Coordination with host county

1. Host County Responsibilities at Conferences are:

a. Transportation (if possible)

b. Arrangement for fall barbecue site

c. Arrangements for spring banquet site

d. On site registration assistants (if possible)

e.. Registration area equipment needs (adding machine, etc., if possible)

f. Coordinates with CSAC staff

II. NACE Conference

Attends NACE Conference, assists with Snappy Tom reception and is responsible for transporting and maintaining Association banner.

III. CEAC Policy Committees

A. President-Elect should send out committee assignment requests forms to set up new year CEAC Committees by the middle of September, to be returned prior to assuming the duties of President.

B. Based upon Membership's committee assignment requests, President-Elect shall appoint committee chairs, vice-chairs, and committee members. CSAC staff shall be advised of appointments to facilitate annual CEAC roster update.

C. President-Elect shall be the Program Committee Chair.

DUTIES OF THE SECRETARY

DUTIES OF THE SECRETARY

I. Board of Directors Meetings

A. Minutes

Prepares draft and sends to officers and directors for comments and/or changes. Draft minutes should be sent no less than 30 days before the next scheduled Board of Directors meeting. A copy of the adopted and signed minutes shall be sent to the Association's Newsletter Editor and Historian.

B. Mailing

Prepares meeting notice. President will send agenda. Encloses past draft minutes and agenda with meeting notice.

C. Letters for President's signature

At Board's request for letter, prepares draft and sends to President for signature and distribution.

II. CEAC Roster

A. Coordinates with CSAC staff for printing and updating

1. Work with Treasurer regarding Affiliates.
2. Checks with CSAC staff for any changes throughout the year.
3. CSAC will provide up-to-date mailing labels.
4. Rosters should be sent by CSAC staff to Public Works Directors, Road Commissioners, County Engineers, Life Members, and Affiliates.

B. CEAC Stationery

1. Sends request for new stationery with list of new officers and directors to CSAC at earliest opportunity after the fall meeting.
2. Allow three (3) weeks for completion.
3. CSAC will distribute supply of stationery and envelopes to all officers and directors.

DUTIES OF THE TREASURER

DUTIES OF THE TREASURER

- I. Accounting
 - A. Maintains CEAC's books in balance at all times.
 - B. Monitors bank balances, savings accounts, CD's.
 - C. Makes separate accounting of CEAC Memorial Fund and disburses grants to annual scholarship winners.

- II. Bills
 - A. Pays bills and claims.
 - B. Checks vouchers and pays accordingly.

- III. Reports
 - A. Prepares annual budget draft for President's review and submittal to Board of Directors.
 - B. Prepares Treasurer's Report for each Director's meeting and end-of-year Annual Treasurer's Report. Annual Report should reflect the total worth of CEAC. Reports should be submitted to officers and directors for review at least 7 days prior to each Board of Directors meeting.
 - C. Prepares and files Annual Report to the Secretary of State, the State Franchise Tax Board, and the IRS.

- IV. Fall and Spring Conference Meetings
 - A. Works closely with CSAC staff with registration, bill payment, and deposits at spring conference.
 - B. Coordinates with CSAC for costs for fall conference meeting.

- V. Financial Advisor

Serves as financial advisor to President and/or Board of Directors.

DUTIES OF COMMITTEE CHAIRMAN
MEMBERSHIP RESPONSIBILITIES

DUTIES OF COMMITTEE CHAIRMAN

- I. Committee Meetings
 - A. Schedules and presides at Committee meetings as necessary.
 - B. Reports any action required to CEAC President.

II. Reports on Committee activities at Board of Directors meetings.

III. Legislation

All proposed legislative action by any CEAC Committee generally should be channeled through the CEAC Oversight Committee to the Board of Directors. Each committee chairman shall be a member of the Oversight Committee.

MEMBERSHIP RESPONSIBILITIES

I. Meetings

A. Conferences

Each member should attend the spring and fall conference meetings.

B. Regional Meetings

Participates in regional meetings.

II. Policy Committees

Volunteers and participates in the various committees in the areas of expertise and participates in activities of CEAC policy committees that occur outside of the spring and fall meetings.

III. Affiliates

A. CEAC encourages the active involvement of Affiliate Members in the CEAC conferences, Regional meetings, and CEAC Policy Committees. Affiliate Members may volunteer and participate in Policy Committees of their choice as non-voting participants.

DUTIES OF REGIONAL DIRECTORS

DUTIES OF REGIONAL DIRECTORS

- I. Board of Directors Meetings
 - A. Attends and reports on region activities.
 - B. Nominates regional members for CEAC life membership upon their retirement according to established criteria.
 - C. Reports on newly appointed/vacated County Engineer/Director positions.
 - D. Has voting status.

- II. Region Responsibilities
 - A. Encourages and promotes member counties participation in CEAC committees, conferences, etc.
 - B. Disseminates information, handouts, etc, presented at the Board of Directors meetings to region's County Engineers/Directors.
 - C. Solicits nominations, coordinates selection, and promotes Regional Employee Recognition Program, and arranges with the Parliamentarian for the recognition tile.
 - D. Solicits nominations within the region for CEAC County Engineer of the Year award.
 - E. Schedules and presides at region's meetings unless otherwise performed by Region President.
 - F. Provides CEAC President and CSAC staff with dates, times and locations for upcoming regional meetings.
 - G. Provides CEAC Newsletter Editor with reports of region activities, vacancies, appointments, etc.
 - H. Provides CSAC staff with updates to newly appointed/vacated County Engineer/Director positions.
 - I. Organizes and participates in meeting with new CEAC members for the purpose of providing personalized new member orientation and introduction to the CEAC organization.
 - J. Encourage limiting to two (2) consecutive one year terms.

CEAC LIFE MEMBERSHIP AWARD GUIDELINES

Nominations for Life Membership are presented to the CEAC Board of Directors by Regional Directors.

In accordance with the By-Laws, Life Membership status shall be approved by the CEAC Board of Directors.

In considering a nomination for Life Membership, the Board of Directors shall be guided by the following criteria in evaluating qualifications:

1. The individual is a member of the CLODS and retired;
- OR**
2. The individual shall have demonstrated long and faithful service to the organization as demonstrated in the following ways:

The individual shall have held status in the organization as a Principal Membership or Member.

The individual qualifies for a minimum of 40 points for active participation and support of the Association:

5 Points for Each Year Served as a Regional Director – 25 Points Maximum

6 Points for Each Year Served as a Committee Chairman – 30 Points Maximum

3 Points for Each Year Served as a Committee Vice-Chairman

1 Point for Each Year Served on Each Policy Committee of the Association – 20 Points Maximum

An Additional ½ Point May Be Granted for Each Year of Extraordinary Service on a Committee – 10 Points Maximum

½ Point for Each Year Served as a Regional Officer – 15 Points Maximum

5 Points for Recognition as County Engineer of the Year

Longevity of Active Membership in the Association

1 Point of Each Year of Principal Membership

½ Point for Each Year of other Membership

Subjective Judgment of the Board of Directors +/- 10 Points

It is not intended that this guideline create the need for extensive verification of history or calculations, nor preclude those members the Board of Directors feel deserve recognition.

AFFILIATE MEMBERSHIP ENTITLEMENT

AFFILIATE MEMBERSHIP

- I. Affiliate Membership Entitlement
 - A. Company's name and address will be listed on official roster.
 - B. Designated representative will be placed on mailing list to receive copy of official roster, quarterly newsletter, all meeting notices, and correspondence.
 - C. Company's name will be prominently displayed at fall and spring conferences as "Friend of CEAC".
 - D. Affiliates may list representatives of company as Affiliate Members, with names to appear on official roster.
 - E. Register at spring conference for same fee charged regular County members. As CEAC has no control over the parent organization (CSAC), CEAC cannot make the same guarantee at the fall conference meeting held under the sponsorship of CSAC. It should be noted that the registration at all meetings is by individual rather than by county or company.
 - F. Affiliates are invited, as a "Friend of CEAC", to participate in dispensing hospitality at the fall conference's CLODS barbecue and in CEAC's hospitality room.
 - G. Affiliates may participate in sponsoring the CEAC spring conference as follows:
 1. \$1,500 Platinum Sponsorship – Entitles the affiliate company to one conference registration with meals included at no cost. All other members of the Affiliate Platinum Sponsorship attending the conference will be subject to normal registration costs. Company's name will be prominently displayed as a Platinum Sponsor at conference events and in the program.
 2. \$1,000 Gold Sponsorship – Entitles the affiliate company to a single one day registration. Company's name will be prominently displayed as a Gold Sponsor at conference events and in the program.
 3. \$500 Silver Sponsorship - Company's name will be prominently displayed as a Silver Sponsor at conference events and in the program.

TRAVEL POLICY

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA TRAVEL POLICY

PURPOSE

To reimburse members for expenses incurred when traveling for the purpose of representing CEAC on CEAC business.

BACKGROUND

There are certain activities where CEAC representation is desired. The representation of CEAC at these activities should not be at the total expense of the individual representative.

POLICY

1. CEAC shall reimburse the representative and spouse expenses (when authorized) for some or all of the authorized travel expense, as detailed in this policy, unless the expense is reimbursed by the representative's county. Reimbursement is subject to budget limitations.

2. Authorized travel and limitations.

a)	Officer/Member	Travel	Limitations
	President	In-State Regional and Board of Directors Meetings. Annual NACO-NACE Meeting Annual NACE Spring Conference	Budget* Budget* Budget*
	President-Elect	Annual NACE Spring Conference Regional County Engineers Conference (formerly FHWA Region 9 County Engineers Conference)	Budget* Budget*
	Treasurer & Treasurer Emeritus	Either the Annual NACO-NACE meeting or the Annual NACE Spring Conference at the Treasurer's & Treasurer Emeritus choice.	Budget *

NACE Representative	Annual NACO-NACE Meeting Annual NACE Spring Conference	Budget* Budget*
Current Officers who are retired (By Laws Article IV Section 1 & 2)	Board of Directors Meeting	Budget*
FHWA Local Road Coordinator	Regional County Engineers Conference (formerly FHWA Region 9 County Engineers Conference)	Budget*

*It is understood that the budget line item is a spending guideline and the Treasurer is authorized to reimburse overruns that he deems to be reasonable and appropriate.

- b) When an officer is unable to represent CEAC, another officer may attend as a substitute and be reimbursed the same as if the designated officer had attended.
 - c) In addition to a), any officer or other person traveling to represent CEAC will be reimbursed if designated and authorized by an Executive Committee consisting of the President, President-Elect and Secretary. The Executive Committee will only authorize reimbursement if funds are available in the CEAC budget.
 - d) The Board of Directors may authorize reimbursement for travel for any person, not withstanding any other provision of this policy.
3. For officers/members traveling in accordance with Section 2(a), the expenses for travel will include the expenses for spouse travel, if accompanied by the spouse.
- For all other authorized travel reimbursement, the expenses for travel will be for solo, unless specifically authorized otherwise by the Board of Directors.
4. Reimbursement for travel authorized under Section 2 will be actual expenses:

<u>Item</u>	<u>Representative Traveling Solo</u>	<u>Representative Traveling With Spouse</u>
Transportation	(1) Equal to Coach Air	(1) Equal to Coach Fare X 2
Mileage to and from Airport	Current IRS Rate per mile	Current IRS Rate per mile
Registration	(2) Actual	(2) Actual (2 only)
Room	Actual	Actual
Meals (other than those included in registration)	(3) Actual	(3) Actual
Taxis, tips	Actual	Actual
Miscellaneous (PRESIDENT ONLY)	Actual	Actual

- (1) Other means of transportation may be used (i.e. private car, train, bus, rental airplane) and allowance paid based on coach air fare. In those situations where private car is the only option and/or cost effective, then reimbursement will be current IRS rate per mile.
- (2) Actual registration is allowed for officers as indicated, but one only for others.
- (3) Meal expenses will vary according to the circumstances and location but should be held within a reasonable limit.
- (4) It is expected that the President, in properly representing the organization, may have extra expenses.
All such expenses that are deemed necessary at the discretion of the President will be reimbursable but should be held within a reasonable limit.

All the above is subject to Board approval and change by Board action.

“ED HANNA” CEAC ENGINEER OF THE YEAR AWARD

GUIDELINES FOR SELECTING NOMINEES FOR THE ANNUAL “ED HANNA” CEAC ENGINEER OF THE YEAR AWARD

ELIGIBLE MEMBERS

Annual CEAC Engineer of the Year awards shall be presented to an "Active Member" who has made an outstanding contribution to the County engineering profession and to CEAC activity. Repeat nominees will be reviewed with all other nominees, unless they were also recognized as Engineer of the Year by NACE. Individuals previously recognized by NACE will not be considered again. If the candidate considered the most qualified, has previously been recognized as a California County Engineer of the Year, the award should be granted to the candidate from the other category (Urban/Rural) unless that candidate has also been previously recognized as Engineer of the Year by CEAC. If both the top candidates have previously been recognized in California but not at NACE, the candidate considered most qualified should be granted the recognition. In either case, both candidates shall be nominated to NACE in their respective categories.

If a candidate has been previously recognized in one category and either changed employment or the classification of the county has changed, so that the competition is in a different category, it shall be considered a repeat nomination.

NOMINATIONS

Each CEAC Regional Association may nominate one (1) nominee. The nominee of any Region is not required to be from that Region's geographical area. Nominations must be received at least two (2) months prior to the fall conference meeting date or four (4) months prior to the NACE Annual Meeting, whichever ever occurs first. All nominations must be submitted to the Chairman of the Scholarship Committee.

NOMINATIONS FOR AWARD

A nominee for the County Engineer Award does not necessarily have to occupy the County Engineer position, however, each nominee must occupy a position with responsibility for a major Public Works functional area (i.e. Roads, Solid Waste, etc.).

A member of the Scholarship Committee who is nominated will not participate in the review/selection process.

The award, presented each year at the Fall CEAC Meeting, shall read as follows:

"For exemplary application of engineering management principals in the field of county engineering."

SELECTION

The Scholarship Committee shall review the applications in accordance with the point rating system and select the California County Engineer of the Year.

SUBMITTAL OF APPLICATION TO NACE

The application for the nominee selected as the California County Engineer of the Year will automatically be submitted to NACE as a California nominee as Engineer of the Year in the proper category (urban or rural). The Scholarship Committee shall also select another nominee in the other category as the California nominee in that category. Should there be no nominee from a category the Scholarship Committee shall select the most recent nominee from that category and submit that application to NACE.

POINT RATING SYSTEM CALIFORNIA COUNTY ENGINEER OF THE YEAR

The Scholarship Committee will use the following rating system in its selection process:

1. Description of the major achievements by the nominee in performance of his/her County Engineering functions:

Maximum of 50 points - personal judgment of each of the judges of all candidates.

2. Professional positions held, beginning with current employment:

Maximum of 50 points - personal judgment of each of the judges of all candidates.

3. CEAC activities including number of years in CEAC, Committee service and offices held:

Maximum of 40 points

- 2 points for each five years in CEAC
- 2 points for each year of Committee service
- 4 points for each year chairing a Committee
- 4 points for each year of service on the Board of Directors.
- 6 points for each year of service as an officer.

4. NACE activities including number of years in NACE, Committee service and offices held:

Maximum of 30 points

2 points for each five years in NACE
4 points for each year of Committee service
6 points for each year of service as an officer/Board of Directors

5. CEAC Regional Activities.

Maximum of 10 points

1 point for each five years service in a Regional Association
2 points for each year service as a Regional Association Officer

6. Colleges and Universities attended (included degrees received):

Maximum of 20 points

2 points per year of college (maximum 8 points prior to B.S.
2 point graduate)
10 points total if person has B.S. degree
5 points per each higher degree received
Points not awarded for years toward a degree and for the degree granted.

7. Engineering areas in which licensed professionally in California:

Maximum of 16 points

10 points if person is a Registered Civil Engineer
6 points if person has authorization to practice Land Surveying

8. Professional organizations of which the nominee is a member (excluding NACE):

Maximum of 10 points

2 points per each national organization
1 point per each state organization
1 point for each year the person held an office

9. Awards and honorary appointments received for outstanding contribution to the professional community:

Maximum of 20 points - personal judgment of each of the judges of all candidates.

10. Published articles in professional or trade magazines and formal papers prepared for presentation to professional or trade conferences:

Maximum of 10 points - personal judgment of each of the judges of all candidates.

11. Community service or club awards nominee has received:

Maximum of 10 points - personal judgment of each of the judges of all candidates.

Total possible points = 266

REGIONAL EMPLOYEE RECOGNITION PROGRAM

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA REGIONAL EMPLOYEE RECOGNITION PROGRAM

PURPOSE

The purpose of the Regional Employee Recognition Program is to recognize outstanding performance of County employees in the field of County Engineering, Public Works or related field.

PROCEDURE

The County Engineers Association of California (CEAC) encourages each of its Regions to annually select an outstanding employee for recognition.

ELIGIBILITY

Anyone who does not qualify to be considered for the California County Engineer of the Year and works in a function that qualifies his/her manager to be eligible for Principal Member status in the County Engineers of California is eligible.

AWARD CRITERIA

Each Region is encouraged to establish independent criteria for the award, but the criteria should be based upon the purpose of recognizing outstanding performance. Among those criteria which may be used to demonstrate that purpose are:

- A. Initiative, innovation, improvements in service.
- B. Service to the community, work output, public relations.

NOMINATION PROCEDURE

Each Principal Member may nominate one individual annually. The nomination should be submitted to the individual or group identified by the Region to make the selection. The form of the nomination shall be in writing and include justification of the selection. Each Region may establish a form for the selection.

ANNOUNCEMENT

The Regional Director or other Regional Representative shall announce the Regional selection at the County Engineers Association of California Board of Directors meeting held in conjunction with the Fall Conference. The CEAC Board of Directors will appropriately recognize the recipient. A presentation of the award shall be made at a Board of Supervisors meeting within the County where the employee works, if possible, by the CEAC President or other CEAC Officer designated by the CEAC President.

AWARDS

WILLIAM D. MC INTOSH

LIFETIME ACHIEVEMENT AWARD

BACKGROUND

From time to time, the Association has a need to recognize the unique contributions of unique members of the Association outside of the usual framework of annual awards or verbal accolades at periodic meetings. And this recognition should be accepted while the member is still able to attend our meetings. It is not intended to be an annual award and is recognized as the highest honor CEAC may bestow upon its membership.

PURPOSE

The CEAC Lifetime Achievement Award is a special recognition awarded only occasionally to a member of long-standing: For significant contributions over a period of years which have improved the practice of county engineering; introduced activities and programs to assure the continued viability of CEAC; enhanced the professional stature of the Association; and increased the ability of the Association to provide desirable and necessary public works for the people of California.

AWARD CRITERIA

- * Active or Life Member status in CEAC. In exceptional circumstances, a posthumous award may be considered.
- * Identifiable multiple contributions over a significant period of time which are consistent with purposes of the Award, which have benefited the Association, and which have remained in effect.
- * General acknowledgement as a leader in local government/county engineering activities benefiting infrastructure improvements and/or the viability of the County Engineers Association.

SELECTION COMMITTEE

A permanent committee consisting of Jim Pott, Doug Wilson, Max Bridges, and the current CEAC President shall be responsible for selecting future recipients of this award.