

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

*Revised: August, 2016*

## CEAC OFFICERS MANUAL

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## **BYLAWS**

**BYLAWS  
OF  
COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA**

*Revised: August 2016*

**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 (CEAC)

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, conferences, and partnerships with other organizations.

Through discussion, interchange, and dissemination of engineering and administrative data and ideas, the organization shall strive to effect maximum efficiency and modernization in engineering, maintenance, and administrative units of local government. By these means, and by professional and social discourse, 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 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.

From time to time, there may 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, Federal Highway Administration, California Local Technical Assistance Program, 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.

Also established is the position of Honorary Member which 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 the Board of Directors of the organization. Such memberships shall not be liable for dues nor, with the exception of Life Membership, have the privilege of voting.

The position of Affiliate Membership may be granted on any firm, individual, or company that is actively involved with the Association. Payment of dues for the Affiliated Membership shall entitle them to representative membership for their firm within the 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 dues 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	1/1/2017
Counties of 100,000-299,999 population	\$ 2,000.00	1/1/2017
Counties of 300,000-499,999 population	\$ 3,000.00	1/1/2017
Counties of 500,000-999,999 population	\$ 5,000.00	1/1/2017
Counties of 1,000,000-1,999,999 population	\$6,000.00	1/1/2017
Counties of 2,000,000-2,999,999 population	\$7,000.00	1/1/2017
Counties of 3,000,000-4,999,999 population	\$8,000.00	1/1/2017
Counties over 5,000,000 population	\$ 10,000.00	1/1/2017

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 15th day of February of each year.

Regardless of the provisions of Article VII, the dues for the Association may be changed by two thirds (2/3) vote of the total Board of Directors provided that said proposed increase has been duly noticed to said 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 general membership meeting.

Section 3. The dues to the Association for Affiliate Membership shall be \$250.00

## ARTICLE IV

### Officers

Section 1. The Officers of the Association will be President, Vice President, Secretary, Treasurer, Treasurer-Emeritus, Immediate Past-President, Parliamentarian, Historian, Newsletter Editor, and NACE Representative. The President, Vice President and Secretary shall be Principal Members. The 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 - said directors to be named by the Regional Association and certified in writing to the 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 any office of the Association shall be filled by election by the Board of Directors at the next regular or duly called meeting of the Board, and as recommended by the nominating committee.

## **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 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 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 general membership 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, spring and policy conferences. The President shall coordinate with CSAC staff and the Vice President in the preparation of the program for the fall, spring and policy conferences.

## **ARTICLE IX**

### Vice President

Section 1. The Vice President shall, in the absence of the President, assume all responsibilities of the President. He/she is additionally responsible for organization of the fall, spring and policy 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 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/her 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, Vice President, or President.

## **ARTICLE XII**

### Treasurer Emeritus

Section 1. The Treasurer Emeritus is appointed for life by the Board of Directors. He/she 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...

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

## **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 quarterly 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. Minutes of the prior meeting
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. Applications for Life Membership
10. Papers and Discussion
11. Announcements
12. Adjournment

## **DUTIES OF THE PRESIDENT**

## **DUTIES OF THE PRESIDENT**

### **I. Meetings**

#### **A. Board of Directors Meetings**

1. Three (3) meetings are held each year
  - a. CEAC/CSAC fall conference
  - b. CEAC spring conference
  - c. CEAC policy 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 ½ 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 three 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/she has arranged for someone else to make the introductions.

#### **C. Conference Meetings' Program**

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

#### **D. NACE and NACO Conferences**

Presentation of a short annual report of the Association's activities for the previous year at the NACE annual meeting.

NACE Conference: the President, President-Elect, and Treasurer organize the annual Snap-E-Tom Reception put on at the NACE spring conference. 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 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. Association of Past Presidents (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 conferences, the President submits a written request to the CLODS requesting their participation in the barbeque and program (fall) and in the President banquet and program (spring).

V. NACE

President shall send the nominations for the Rural and Urban County Engineer of the Year and the Project/Program Manager of the Year to the appropriate NACE. Nominations shall be submitted to NACE by stated due date.

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/her 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. Fall, Spring and Policy Conferences**

A. Primary responsibility is to organize the fall, spring and policy conferences. CSAC staff is available to assist in the organization of the conference programs:

#### **1. 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. CLODS installation of new CLOD
- j. Ensures that tables at all meal functions are reserved and marked for CLODS

#### **2. 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 guests
- i. Ensures that tables at all meal functions are reserved and marked for CLODS

#### **3. Policy Conference**

- a. Committee meetings
- b. General session luncheon
- c. CEAC committee reports
- d. CEAC general sessions

### **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 the topic.
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. CSAC will also determine if the speakers have any special equipment needs for their presentations
3. Allow 15-20 minutes per speaker unless their program includes slides or other visual presentation. Includes time for questions. 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 fall conference to CSAC staff member(s) that were responsible for coordinating the fall conference. Purchases gift to be presented to CSAC member(s) that were responsible for coordinating the spring conference. Approximately \$250 is budgeted for each conference.

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, spring and policy 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 Guest Breakfast at spring and fall conferences.

- d. Speakers

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

- (2) 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. League of California Cities (LOCC)

Coordinates spring conference detail with LOCC.

h. Transportation

Coordinates transportation with host county.

i. Insurance

Arranges insurance for offsite meeting activities (barbecue, banquet).

2. Coordination with host county

a. Host County Responsibilities at Conferences are:

- (1) Transportation (if possible)
- (2) Arrangement for fall barbecue site
- (3) Arrangements for spring banquet site
- (4) Onsite registration assistants (if possible)
- (5) Registration area equipment needs
- (6) 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 within 15 days after the meeting. Final draft minutes should be included in the agenda package for the next 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 Final draft minutes and agenda with meeting notice.

### **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, CEAC officers, 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 financial records 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, and policy conference meetings
  - A. Works closely with CSAC staff/CEAC program manager 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 Board of Directors.

**OPERATING PROCEDURES FOR  
CEAC POLICY COMMITTEES**

**MEMBERSHIP RESPONSIBILITIES**

**SAMPLE COMMITTEE AGENDA**

# OPERATING PROCEDURES FOR CEAC POLICY COMMITTEES

## Composition

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There are five primary policy committees and one oversight committee within the County Engineers Association of California (CEAC):

- Flood Control and Water Resources
- Land Use
- Resource Recovery & Waste Management
- Surveyor
- Transportation
- Oversight and Special Tasks

## Purpose

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### Flood Control and Water Resources

*Monitor Flood Control and Water Resources legislation and administrative and regulatory actions and prepare policy and technical positions on Flood Control and Water Resources issues. Report to CEAC the activities from appropriate regulatory agencies. Provide technical assistance to CSAC.*

### Land Use

*Monitor Land Use legislation and administrative and regulatory actions and prepare policy and technical positions on Land Use issues. Report to CEAC the activities from appropriate regulatory agencies. Provide technical assistance to CSAC.*

### Resource Recovery & Waste Management

*Monitor Resource Recovery & Waste Management legislation and administrative and regulatory actions and prepare policy and technical positions on Resource Recovery & Waste Management issues. Report to CEAC the activities from appropriate regulatory agencies. Provide technical assistance to CSAC.*

### Surveyor

*Monitor Surveyor legislation and administrative and regulatory actions and prepare policy and technical positions on Surveyor issues. Report to*

*CEAC the activities from appropriate regulatory agencies. Provide technical assistance to CSAC.*

## Transportation

*Monitor Transportation legislation and administrative and regulatory actions and prepare policy and technical positions on Transportation issues. Report to CEAC the activities from appropriate regulatory agencies. Provide technical assistance to CSAC.*

## Oversight and Special Tasks

*Respond to special tasks as determined by CEAC leadership. Recommend changes in the bylaws and operation procedures of CEAC. Develop and recommend the Annual Overall Work Program and work with CSAC staff to identify the issues of importance to CEAC. Recommend distribution to the appropriate committee membership. Monitor the performance under the agreement with CSAC.*

Each policy committee has a number of subcommittees and/or task forces that are responsible for policy development and recommendations to the committee. The number and type of subcommittees vary according to the specific needs of each policy committee. The overall committees deal with policy issues only.

## **Role of the Committees**

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The Policy Committees shall review federal and state legislative and regulatory proposals. The Committee shall provide technical assistance to the CSAC staff for consideration in the development of CSAC policy and advocacy. Further, the committees shall serve as networking opportunities for counties to exchange information and learn from other county efforts in engineering.

At the policy conference during even years, the Committees shall develop legislative and administrative priorities under the purview of each Committee. These priorities shall be developed for the upcoming two-year legislative session and will be reviewed and revised as appropriate at the fall policy conference in odd years.

The Oversight Committee shall review the policy committee recommendations for legislative priorities and develop the CEAC legislative and administrative priorities and guidelines for recommendation to the CEAC Board of Directors for adoption at the fall conference.

## **Policy Committee Meetings and CEAC Conferences**

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Each policy committee meets at least three times per year at the fall, spring, and policy conference.

- a. Conferences: Members are encouraged to attend the fall, spring, and policy conference.
- b. Policy committees may meet more often, at the call of the chair, as circumstances, issues, etc., dictate. Meetings can be via teleconference.

## **Policy Committee Chair Appointment and Responsibilities**

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1. **Appointment.** Committee chairs, vice chairs, and subcommittee chairs are appointed by the President-Elect. Although geographic distribution should play some role in the appointments, other factors such as leadership abilities, expertise in the field, commitment to work, ability to testify, etc., should be given weight in the selection.
  - a. President-Elect sends out committee assignment request forms to set up the following year's 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 and vice-chairs by mid-December. CSAC staff shall be advised of appointments to facilitate annual CEAC roster update.
2. **Duties**
  - a. Committee Meetings
    1. Schedules and presides at Committee meetings as necessary.
    2. Assists in the development of agendas and securing speakers for Committee meetings (see sample agenda, attached).
    3. Reports any action required to CEAC President.
    4. Reports on Committee activities at Board of Director's meetings but has no voting rights.

## **Policy Committee Membership**

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Membership is open to all members in good standing. New members are encouraged to participate.

CEAC members are expected to volunteer and participate in the various policy committees of their choosing in their area(s) of expertise. Committee members are also expected to participate in CEAC policy committee's activities that occur outside of the spring and fall, and policy conference.

Each committee chairperson shall be a member of the Oversight Committee. Committee chairs make their reports and recommendations in person to the Board of Directors after each committee meeting.

### **Affiliate Representation**

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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.



CEAC Transportation Policy Committee  
CEAC Spring Conference  
Thursday, March 18, 2010 · 2:45 - 5:15pm  
CSAC Conference Center  
1020 11<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814

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### AGENDA (sample)

Chair, Tom Mattson, Humboldt County  
Vice-Chair, Scott McGolpin, Santa Barbara County  
Vice-Chair, Mike Penrose, Sacramento County  
Vice-Chair, Matt Machado, Stanislaus County

- 2:45 p.m.    I.    **Welcome, Self- Introductions, and Opening Remarks**  
*Tom Mattson, Chair, Humboldt County*
- 2:50 p.m.    II.    **CSAC Update: State Budget, Economic Stimulus & Legislation**  
*DeAnn Baker, Senior Legislative Representative*  
*Kiana Buss, CSAC Legislative Analyst*
- 3:50 p.m.    III.    **SAFETEA-LU Reauthorization Update**  
*Kiana Buss, CSAC Legislative Analyst*
- 4:00 p.m.    IV.    **Caltrans Update**  
*Denix Anbiah, Chief, Division of Local Assistance, Caltrans*
- 4:20 p.m.    V.    **Special Presentations:**
  - Local Streets and Roads Needs Assessment Update  
*Pat DeChellis, Deputy Director of Public Works, Los Angeles County*
- 4:30 p.m.    VI.    **Committee Reports:**
  - City County State Federal Cooperative Committee Update  
*Tom Flinn, Public Works Director, San Joaquin County*
  - Highway Bridge Program  
*Pat DeChellis, Deputy Director of Public Works, Los Angeles County*  
*Mike Crump, Public Works Director, Butte County*
  - Strategic Highway Safety Implementation Plan  
*Pat Minturn, Public Works Director, Shasta County*
  - Traffic Control Devices Committee  
*Farhad Mansourian, Public Works Director, Marin County*
  - California Uniform Construction Cost Accounting Commission  
*Phil Nelson, Director, Engineering Services, Ventura County*
  - Outside Committee Reports
- 5:15 p.m.    VII.    **Other Items & Adjournment**

## **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 meetings 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.

## **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
  - 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 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, policy and fall conferences as follows:
    1. **CEAC Spring Conference** (Joint with League of California Cities)
      - Platinum Sponsorship (Incl. one complimentary registration plus logo signage) - \$2,000.00
      - Gold Sponsorship (Incl. one complimentary one-day registration plus logo signage) - \$1,250.00
      - Silver Sponsorship (Recognition only) - \$500.00
    2. **CEAC Policy Conference**
      - Conference Sponsorship (Includes one complimentary registration, logo signage & sponsorship of a County Engineers' night; an invitation only event) - \$750.00
    3. **CEAC Fall Conference/CSAC Annual Meeting (Joint with CSAC)**
      - Platinum Sponsorship (Includes one complimentary registration, logo signage & sponsorship of a County Engineers' night; an invitation only event) - \$2,000.00
      - Gold Sponsorship (Incl. one complimentary one-day registration plus logo signage) - \$1,250.00
      - Silver Sponsorship (Recognition only) - \$500.00

## **TRAVEL POLICY**

## COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA TRAVEL POLICY

### PURPOSE

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

### 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 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 Directors Meetings. Annual NACO-NACE Meeting Annual NACE Spring Conference	Budget* Budget* Budget*
	President-Elect	Annual NACE Spring Conference Western Regional County Engineers Conference	Budget* Budget*
	Secretary, Treasurer & Treasurer Emeritus	Annual NACE Conference	Budget *

NACE	Annual NACO-NACE Meeting	Budget*
Representative	Annual NACE Spring Conference	Budget*
	Western Regional County Engineers Conference	Budget*
Current Officers who are retired (By Laws Article IV Section 1 & 2)	Board of Directors Meeting	Budget*

\*It is understood that the budget line item is a spending guideline and the Treasurer is authorized to reimburse overruns that he/she 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 a Committee consisting of the Past President, President, President-Elect Secretary, and Treasurer. The 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, notwithstanding any other provision of this policy.

3. Reimbursement for travel authorized under Section 2 will be actual expenses:

Item	Representative
Transportation	(1) Equal to Coach Air
Mileage to and from Airport	Current IRS Rate per mile
Registration	(2) Actual
Room	Actual
Meals (other than those included in registration)	(3) Actual
Taxis, tips	Actual
Miscellaneous (PRESIDENT ONLY)	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.

(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.

## **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**

## **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 past president and retired;
- OR**
2. The individual shall have demonstrated long and faithful service to the organization 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.

**“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) individual. 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 occurs first. The Regional Director of the nominating Region shall provide the evaluation criteria information for the nomination. 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 conference, 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

## **CEAC SURVEYOR OF THE YEAR AWARD**

### **ELIGIBLE MEMEBERS**

Annual CEAC awards shall be presented to an “Active Member” who has made an outstanding contribution to the County Surveying profession and to CEAC activity.

### **NOMINATIONS**

All CEAC members may nominate a Surveyor for Surveyor of the Year. The nominees are required to be authorized to practice Land Surveying in the State of California (P.L.S./Pre-'82 C.E.). Nominations are due to the Survey Policy Committee's “Nominations Subcommittee” in sufficient time for processing in order that the award can be given at the CEAC Fall Conference. All nominations must be to the Nominations Subcommittee who will select the recipient.

### **NOMINATIONS FOR AWARD**

A nominee for the CEAC Surveyor of the Year Award does not necessarily have to occupy the County Surveyor position. However, nominees must occupy a position with responsibility for a major Public Works (or similar) functional area (i.e.; County Surveyor, Transportation, Flood Control, Solid Waste, etc.).

Repeat nominees will be reviewed with all other nominees. If the candidate considered the most qualified has previously been recognized as a CEAC Surveyor of the Year, the award will be granted to the next most qualified candidate unless that candidate has also been previously recognized as Surveyor of the Year by CEAC. If both the top candidates have previously been recognized as surveyor of the year, the candidate considered the next most qualified will be granted the recognition.

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

A member of the CEAC Surveyor Policy Committee that is nominated will not participate in the review/selection process for that year's award.

The award, presented at the fall conference, shall read as follows:

***“For exemplary application of surveying management principles in the field of county surveying”***



## **SELECTION**

The Nominations Subcommittee of the CEAC Survey Policy Committee will use the following information for its evaluation of each nominee.

- 1. Description of the major achievements by the nominee in County Surveying**
- 2. Contributions to the surveying profession on a statewide level**
- 3. CEAC activities, including numbers of years in CEAC, committee service, and offices held**
- 4. Professional positions held**
- 5. Education**
- 6. Professional licenses**
- 7. Professional organizations**
- 8. Previous professional awards**
- 9. Published articles in trade or professional journals and formal papers presented to trade or professional groups**

The Nominations Subcommittee of the CEAC Survey Policy Committee will select the CEAC Surveyor of the Year. The selection will be forwarded to the CEAC President for the making of the award and the presentation will be made jointly by the CEAC President and the Chair of the Survey Policy Committee.

## **WILLIAM D. MCINTOSH 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 the current CEAC President, the immediate CEAC Past President, and two members of the CLODS selected by the CLODS shall be responsible for selecting future recipients of this award.