



CEAC Board of Directors

Friday, December 2, 2016 | 11:00am -12:30pm
CSAC 122nd Annual Meeting
Madera Room|Renaissance Palm Springs Hotel
888 Tahquitz Canyon Way
Palm Springs, California 92262



-
- 11:00am
1. **Call to Order** (Presleigh)
 2. **Approval of Minutes, August 18, 2016** (Pratt) - **Attachment One: Action Item**
 3. **Correspondence** (Presleigh)
 - a) New member recognition certificate – Dennis Schmidt and Steve White – **Attachment Two**
 4. **CLODS Report** (CLODS)
 5. **NACE Report** (McGolpin)
 6. **CSAC Report** (CSAC Staff)
 7. **Regional Directors Reports**
 8. **Treasurers Report** (Crump) – **Attachment Three: Action Item** (2017 CEAC Budget)
 9. **Committee Reports**
 - a) Flood Control and Water Resources
 - b) Resource Recovery and Waste Management
 - c) Surveyor
 - d) Land Use
 - e) Transportation
 - f) Oversight and Special Tasks
 10. **Other Committee Reports**
 - a) Fellowship
 - b) Scholarship (Kowalewski)
 - c) Outside Committees
 11. **Life Membership**
 12. **Unfinished Business**
 - a) CEAC ByLaws (Penrose) – **Attachment Four: Action Item**
 13. **New Business/Other Items**
 - a) NACE Western Region VP nomination

CEAC Board of Directors

Friday, December 2, 2016 | 11:00am -12:30pm

14. Scheduled Conferences

- a) CEAC Spring Conference/PWOT, San Diego, March 22-24, 2017
- b) CEAC 12th Annual Policy Conference, Sacramento, August 30-31, 2017
- c) CSAC 123rd Annual Meeting, Sacramento, Nov. 28-December 1, 2017

15. CEAC Board of Directors Meeting Schedule

- a) March 24, 2017, 10:30am (CEAC Spring Conference)
- b) August 31, 2017, 12:30pm (CEAC Policy Conference)
- c) December 1, 2017, 11:00am (CSAC Annual Meeting)

12:30pm

Adjourn

Meeting Roster

Officer	Office	County
John Presleigh	President	Santa Cruz
Jeff Pratt	President-Elect	Ventura
	Secretary	
Matt Machado	Past President	Stanislaus
Mike Crump	Treasurer	Butte
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)
Doug Wilson	Parliamentarian	Tulare (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Scott McGolpin	NACE Representative	Santa Barbara
Dave Gravenkamp	Historian	Siskiyou County (Retired)
Regional Directors	Region	County
Matt Tuggle	Bay Area	Solano
Scott DeLeon	Northern California	Lake
Panos Kokkas	Sacramento Mother Lode	Yolo
Richard Schwarz	San Joaquin Valley	Merced
Tom Fayram	Central Coast	Santa Barbara
Patty Romo	Southern California	Riverside
Committee Chairs	Committee	County
Richard Crompton	Transportation	San Diego
Pattie McNamee	Fellowship	Contra Costa (Retired)
Tom Fayram	Flood Control/Water Resources	Santa Barbara
Brian Balbas	Land Use	Contra Costa
Jim Porter	Oversight	San Mateo
Steven Kowalewski	Scholarship	Contra Costa
Mark Schleich	Resource Recovery & Waste Mgmt.	Santa Barbara
Warren Smith	Survey	San Joaquin
CSAC/CEAC Staff	Title	Agency/County
DeAnn Baker	Deputy Executive Director of Legislative Affairs	CSAC
Karen Keene	Senior Legislative Representative	CSAC
Kiana Buss	Legislative Representative	CSAC
Cara Martinson	Legislative Representative	CSAC
Chris Lee	Legislative Analyst	CSAC
Merrin Gerety	CEAC Program Manager	CSAC/CEAC

ATTACHMENTS

Attachment One.....August 18, 2016 Board of Directors Meeting Minutes

Attachment Two.....New Member Recognition Certificate: Dennis Schmidt and
Steve White

Attachment Three.....Treasurers Report

Attachment FourCEAC ByLaws

Attachment One

August 18, 2016 Board of Directors Meeting Minutes

CEAC BOARD OF DIRECTORS

CSAC Peterson Conference Room
1100 K Street, Sacramento, CA

August 18, 2016

Draft Minutes

1. Call to Order (Machado)
 - a. Meeting called to order at 12:54 p.m.
2. Approval of Minutes - March 11, 2016 and March 31, 2016 (Pratt)
 - a. March 11, 2016 Minutes
 - i. One correction – McGolpin present (McGolpin)
 - ii. Motion to approve (DeChellis)
 - iii. Second (Penrose)
 - iv. Motion passed unanimously
 - b. March 31, 2016 Minutes
 - i. Motion to approve (Presleigh)
 - ii. Second (Penrose)
 - iii. Motion passed Unanimously
3. Correspondence - NTR
4. CLODS Report (Sadjadi et al)
 - a. CLODS had a long discussion about the candidates and from many members who wanted to serve as officers they were able to select the slate of CEAC officers for 2016-17 to be presented to the CEAC membership
 - b. Crump to Retire August 26, Thursday
 - c. Crump to be honored during CLODS BBQ at annual conference
5. NACE Report (McGolpin)
 - a. Western Regional Meeting in Laughlin, Nevada October 2016
 - i. Invite operational staff as appropriate
 - b. McGolpin to discuss vagaries of membership voting at next NACE Directors' meeting
 - c. NACO legislative meeting in D.C. February – D.C. is a good place to meet people of similar interests and perspectives
6. CSAC Report (Baker et al)
 - a. Keene to retire in December (Baker)
 - i. Large round of congratulations cheering and applause by all
 1. Will be missed by all
 2. Martinson to assume Keene duties with help of new legislative assistant
 - a. Valentine to take over CSAC/CEAC contract
 - b. CEAC website redesign complete (Gerety)
 - c. Will secure "Capital Events Center" for 12th Annual Policy Conference 8/30 – 8/31, 2017
7. Regional Directors Reports
 - a. Bay Area (Kowalewski) – NTR
 - b. Northern California (DeLeon)

- i. Bedroll last week – low turn-out
 - ii. Change to month of July next year
 - c. Sacramento Mother Lode (Kokkas)
 - i. Met 5/25 with good turn-out, Machado in attendance
 - ii. Next meeting date TBD
 - d. San Joaquin Valley (Schwartz)
 - i. New public works leadership at several counties in region
 - ii. Next meeting August 19, 2016
 - iii. Schwarz to provide DeChellis with article for next newsletter
 - e. Central Coast (McGolpin)
 - i. Met May 13, 2016
 - ii. Hope to meet in October sometime
 - f. Southern California (Brunet)
 - i. Met July 28, 2016 in San Diego - good attendance
 - ii. Next meeting September 29, 2016
- 8. Treasurers Report (Crump)
 - a. CEAC budget looks good and balanced
 - b. Public Works Secretarial Seminar (PWSS) committee provided \$8000 to Treasurer for use on future secretarial seminars only
 - c. Treasurer will take care of Secretarial Seminar fund accounting in future years
- 9. Committee Reports
 - a. Flood Control and Water Resources (Keene)
 - i. DWR staff would like to attend all future FCWR committee meetings
 - 1. BOD in agreement
 - ii. Want to continue “storm water needs assessment” activities
 - 1. Prepare draft engagement plan
 - a. Money remaining in Watershed Resources contract
 - iii. DeChellis Motion – Direct Watershed Resources to prepare scope and contract amendment for Fall meeting consideration
 - iv. Presleigh second
 - v. Motion passed unanimously
 - b. Resource Recovery and Waste Management – NTR
 - c. Surveyor – NTR
 - d. Land Use (Balbas)
 - i. Good meeting – committee set its priorities for next year
 - ii. More to come on “by-right” issue
 - e. Transportation (Valentine)
 - i. Committee voted to request BOD consider CSAC introduced and CEAC supported JOC legislative amendments
 - 1. Valentine and Lee want flexibility on most expeditious path to follow
 - ii. Penrose motion to pursue appropriate legislative remedy that would add JOC to the Public Works toolbox
 - iii. Pratt second
 - iv. Motion passed unanimously

- f. Oversight and Special Tasks (Porter)
 - i. Meeting occurred just prior to BOD meeting
 - ii. Committee voted to recommend approval of Bylaws and Officers Manual with slight amendment to CEAC BOD
- 10. Other Committee Reports
 - a. Fellowship (None) – NTR
 - b. Scholarship (Kowalewski)
 - i. 26 Applications received
 - ii. Thanks to DeLeon and Gin for their help on the selection committee and the selection of the three winners
 - c. Outside Committees – NTR
- 11. Life Membership
 - a. Steven Steinhoff
 - i. Need SoCal Region recommendation
 - ii. Remanded to SoCal region for action and recommendation
 - b. Mike Crump
 - i. Sadjadi motion to approve contingent upon successful Crump retirement
 - ii. Penrose second contingent upon successful Crump retirement
 - iii. Motion passed unanimously
- 12. Unfinished Business
 - a. CEAC Officers Manual (Penrose) – Action Item
 - i. Amendments: add travel for newsletter editor, change “president-elect” to “vice president”, and add “duties of the past president”
 - ii. Crump motion to approve
 - iii. Pratt second
 - iv. Motion passed unanimously
 - b. CEAC Bylaws (Penrose) – Action Item
 - i. Agreement to send draft bylaws to membership for review before Fall conference vote
 - ii. Kokkas motion to distribute draft bylaws to CEAC membership as suggested in i. above
 - iii. DeLeon second
 - iv. Motion passed unanimously
- 13. New Business/Other Items
 - a. Gratitude to Sacramento County for assistance with conference (Machado)
 - b. Need Suggestions for topics at Fall presentation (3-hours) just prior to CLODS BBQ (Machado)
 - c. CSAC staff will assist Machado in pursuing topics for the session (Gerety)
 - d. Any better ideas for topic should be submitted to Gerety by September 15, 2016
- 14. Scheduled Conferences- Reviewed
 - a. NACE Western Regional Meeting – Laughlin, NV 10/24 – 10/26 2016
 - b. CSAC Annual Meeting – Palm Springs, CA 11/29 – 12/2 2016
 - c. CEAC Spring Conference/PWOI San Diego, CA 3/22 -3/24 2017
- 15. CEAC Board of Directors Meeting Schedule

a. Next meeting December 2, 2016 at 11:00 a.m. (Annual Meeting)

Meeting Adjourned 2:15 p.m.

Meeting Roster

Name	County	E-Mail
Mehdi Madjd-Sadjadi	Marin (Retired)	CEACTE@yahoo.com
Brian Balbas	Contra Costa	brian.balbas@pw.cccounty.us
Richard Schwarz	Merced	rschwarz@co.merced.ca.us
John Presleigh	Santa Cruz	john.presleigh@santacruzcounty.us
Cara Martinson	CSAC	cmartinson@counties.org
Steven Kowalewski	Contra Costa	skowa@pw.cccounty.us
Matt Machado	Stanislaus	machadom@stancounty.com
Jeff Pratt	Ventura	jeff.pratt@ventura.org
David Fleisch	Ventura	david.fleisch@ventura.org
Doug Wilson	Willdan	dwilson@willdan.com
David Gravenkamp	Siskiyou (Retired)	
Scott McGolpin	Santa Barbara	mcolpin@cosbpw.net
Bill Brunet	Imperial	williambrunet@co.imperial.ca.us
Mark Schleich	Santa Barbara	schleich@cosbpw.net
Scott DeLeon	Lake	scott.deleon@lakecountyca.gov
Mike Crump	Butte	mcrump@buttecounty.net
Jim Porter	San Mateo	jporter@smcgov.org
Panos Kokkas	Yolo	Panos.kokkas@yholocounty.org
Kiana Valentine	CEAC	kvalentine@counties.org
DeAnn Baker	CEAC	dbaker@counties.org
Mike Penrose	Sacramento	penrosem@saccounty.net
Merrin Gerety	CEAC	mgerety@counties.org
Pat DeChellis	Los Angeles (Retired)	
Nardy Khan	Orange	nardy.khan@ocpw.ocgov.com
Mehdi Sohmani	Orange	
Chris Lee	CEAC	Clee@counties.org

Attachment Two

New Member Recognition Certificate: Dennis Schmidt and Steve White

County Engineers Association
of California

In Recognition

*of association and service
this is to certify*

Dennis Schmidt

Butte County
Department of Public Works

as a regular member of the County Engineers Association of California

September 13, 2016

Date



President

County Engineers Association
of California

In Recognition

*of association and service
this is to certify*

Steve White

Fresno County
Department of Public Works & Planning

as a regular member of the County Engineers Association of California

June 16, 2016

Date



President

Attachment Three

Treasurer's Report

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA
 TREASURER'S REPORT: November 2, 2016

BALANCE AS OF JANUARY 1, 2016

\$555,208.98

INCOME

Estimate Actual

Membership Dues	\$134,250.00	\$37,750.00
Affiliate Dues	12,500.00	11,500.00
Local Streets and Roads Needs Assessment	50,000.00	173,552.10
DIS Assessment	55,000.00	17,450.00
Spring Conference Income	20,000.00	17,798.00
Spring Conference Sponsorship Income	15,000.00	18,664.00
Policy Conference Income	4,000.00	1,050.00
Policy Conference Sponsorship Income	7,500.00	4,500.00
Annual Meeting Income	5,000.00	500.00
Annual Meeting Sponsorship Income	9,500.00	11,250.00
Bedroll Conference Income	6,000.00	6,655.00
Miscellaneous Income (job posting etc.)	2,000.00	2,075.78
PWSS		21,929.00
CEAC Memorial Fund Income		0.00

TOTAL 2016 INCOME

\$320,750.00 \$324,673.88 \$3,923.88

\$324,673.88

TOTAL FUNDS AVAILABLE FOR 2016

\$879,882.86

EXPENDITURES

Amt. Budget Amt. Exp. Balance Total Exp. Total

CLODS Golden Anniversary	10,000	302.74		
NACE Dues	\$33,500.00	\$33,500.00		
NACE Conference Sponsorship	500.00	500.00		
CSAC Service and Expense Reimbursement	145,000.00	151,062.50		
Newsletter Editor Service	4,200.00	2,303.32		
FEMA White Paper Contract	10,625.00	0.00		
DIS Assessment Report	75,000.00	27,750.00		
CEAC Web Re-design Contract	18,540.00	4,121.88		
LS&R Needs Study	342,100.00	226,523.95		
Tax Fees & Accounting	500.00	567.00		

TOTAL SERVICES

\$639,965.00 \$446,631.39 \$193,333.61 \$446,631.39 \$193,333.61

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA
TREASURER'S REPORT: November 2, 2016

Office Supplies & Expenses	\$1,000.00	\$650.05			
Awards, Gifts	2,500.00	45.20			
TOTAL HOUSEKEEPING	\$3,500.00	\$695.25	\$2,804.75	\$695.25	\$2,804.75
Spring Conference Expense	10,000.00	5,593.90			
Spring Conference County Night/Hospitality Expense	5,000.00	0.00			
Policy Conference Expense	8,500.00	96.66			
Policy Conference County Night/Hospitality Expense	4,200.00	380.01			
NACE Conference Expense	4,000.00	9,292.53			
Annual Meeting Expense	5,000.00	18,169.20			
Annual Meeting County Night Hospitality Expense	5,000.00	0.00			
CLODS BBQ Expense	0.00	3,605.14			
Bedroll Conference Expense	5,600.00	6,226.17			
Scholarships	6,000.00	6,000.00			
CEAC BOD & CLODS Meeting Expenses	5,000.00	3,938.22			
PWSS Reception Sponsorship/expenses	2,500.00	13,019.33			
TOTAL SPECIAL FUNCTIONS	\$60,800.00	\$66,321.16	(\$5,521.16)	\$66,321.16	(\$5,521.16)
Officers' Travel and Expense	\$20,000.00	\$1,749.80			
TOTAL TRAVEL	\$20,000.00	\$1,749.80	\$18,250.20	\$1,749.80	\$18,250.20
Travel Contingencies	\$10,000.00				
Misc. Contingencies	19,353.41				
TOTAL CONTINGENCIES	\$29,353.41	\$0.00	\$29,353.41	\$0.00	\$29,353.41
TOTALS & BALANCES				\$515,397.60	\$238,220.81
TOTAL EXPENDITURES January 1, 2016 thru November 2, 2016					<u>\$515,397.60</u>
BALANCE AS OF November 2, 2016					<u><u>\$364,485.26</u></u>

CEAC Proposed BUDGET 2017

Balance on November 2, 2016		364485.26
<u>ESTIMATED INCOME</u>		
2016 Member Dues	160250	
Affiliate Dues	12500	
Local Streets and Roads Needs Contribution	30000	
Spring Conference Income	36000	
Policy Conference Income	12000	
Annual Meeting Income	12000	
Bedroll Income	6000	
PWSS Income	10000	
Miscellaneous Income	2000	
TOTAL ESTIMATED INCOME	280750	<u>280750</u>
TOTAL FUNDS AVAILABLE FOR 2017		
		<u><u>645235.26</u></u>
NACE Dues	33500	
NACE Conference Sponsorship	500	
CSAC Service & Expense Reimbursement	150000	
Newsletter Editor Service	2000	
DIS Assessment	50000	
LS&R Needs Study	125000	
Tax Fees and Accounting	<u>500</u>	
TOTAL SERVICES	361500	361500
Office Supplies & Expenses	1000	
Scholarships	6000	
Awards, Gifts	<u>2000</u>	
TOTAL HOUSEKEEPING	9000	9000
Spring Conference Expense	15000	
Policy Conference Expense	16000	
Annual Fall Conference Meeting Expense	10000	
CEAC BOD and CLODS Meeting Expense	8500	
Bedroll Expense	6000	
PWSS Reception Sponsorship	2000	
PWSS Reception Expense	<u>12000</u>	
TOTAL SPECIAL FUNCTIONS	69500	69500
Officers' Travel and Expense	<u>20000</u>	
TOTAL TRAVEL AND EXPENSE	20000	20000
Travel Contingencies	10000	
Misc. Contingencies	<u>175235.26</u>	
TOTAL CONTINGENCIES	185235.26	<u>185235.26</u>
TOTAL 2016 CEAC BUDGET		<u><u>645235.26</u></u>

Attachment Two

CEAC ByLaws



County Engineers Association of California
1100 K Street, Suite 101
Sacramento, CA 95814
Ph: 916-327-7500 Fx: 916-441-5507

MEMORANDUM

September 20, 2016

TO: California County Public Works Directors

FROM: Matt Machado, CEAC President
CEAC Board of Directors

CC: CEAC File
CSAC Staff

RE: CEAC Draft Bylaws (update)

CEAC's Board and Oversight Committee have been in discussion for the past year identifying proposed revisions to the CEAC's BYLAWS. The proposed revisions include the new membership dues structure, change of the President Elect position to be called the Vice President, and other editorial changes to provide clarity to the Bylaws.

As noted in Article VII, Section 1 of the bylaws, "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."

In addition, according to Article VII, Section 2 of the bylaws, "All votes shall be by voice vote in the presence of at least three members of the Board of Directors."

On August 18, 2016, the CEAC Board of Directors approved that the revised CEAC Bylaws be distributed to the general membership, and be voted upon for approval by the CEAC membership at the fall conference, December 2, 2016 in Riverside County.

**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