

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

Revised: December 2016

CEAC OFFICERS MANUAL

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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 Vice President and the President.

1. The President presides at the business portion of the meetings.
2. The Vice President 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 Vice President.

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, Vice President, and Treasurer organize the annual Snap-E-Tom Reception put on at the NACE spring conference. Vice President 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 VICE PRESIDENT

DUTIES OF THE VICE PRESIDENT

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 Vice President 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 Vice President 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 off site 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. Vice President 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, Vice President shall appoint committee chairs, vice-chairs, and committee members. CSAC staff shall be advised of appointments to facilitate annual CEAC roster update.
- C. Vice President 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

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

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

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

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

1. **Appointment.** Committee chairs, vice chairs, and subcommittee chairs are appointed by the Vice President. 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. Vice President 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, Vice President 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

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

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 11th Street, 2nd Floor
Sacramento, CA 95814

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* |
| | Vice President | Annual NACE Spring Conference Western Regional County Engineers Conference | Budget* Budget* |
| | Secretary, Treasurer & Treasurer Emeritus | Annual NACE Spring 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, Vice President, 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.