

National Association of County Engineers



The Voice of County Road Officials

Guidelines for Committee, Task Force & Association Liaison Service

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Introduction:

NACE considers committee membership and participation and representatives to task forces or organization liaisons a critical part of our goals and objectives. Participation engages NACE members in the business of the association, supports the NACE strategic plan and enriches and rewards individual members professionally. With this in mind, guidelines have been developed for these activities. These guidelines shall apply to all standing committees, ad hoc committees, task forces and liaisons of NACE, except to the extent pre-empted by the NACE Constitution and By-Laws.

Definitions:

Ad Hoc Committee

A committee temporarily established to accomplish a specifically identified objective.

Chair

An appointed person who is responsible for the overall conduct of the committee or task force. Chairs shall be voting members.

Committee Member

A current member of NACE in good standing.

Ex-Officio Member

An ex-officio member of a committee is a member who is included by virtue of position rather than by appointment. Ex-officio members may or may not have voting rights.

Liaison

A member appointed to serve as a representative of NACE at specific events or meetings of other associations. A liaison is considered a special committee.

Secretary

For the purpose of these guidelines, secretary is a committee member that is assigned the duties of taking minutes to record committee activity.

Standing Committee

Standing committees are the permanent committees as defined in the NACE By-Laws. Standing committees typically deal with general issues of the association.

Special Committee

Special committees are defined in the NACE By-Laws but are generally more temporary in nature and make recommendation and report on the non-operational functions or activities of the association. Special committees shall include all task forces, working groups, and liaisons.

Quorum

A quorum shall be constituted by a simple majority of committee members.

Task Force

A task force is an ad hoc committee established to accomplish a specifically identified objective. A task force is considered a special committee.

Term

A term is the length of service of a member on a committee. Terms for all committees are for one year. Terms are set by the NACE By-Laws.

Young Member

A NACE Young Member is a member whose age at the time of appointment is less than 35 years.

Appointment and Removal:

1. Appointments to all committees are made by the President or President-Elect according to Article V of the NACE By-Laws.
2. Written or electronic notice from the committee chair, and approval from the President, are required for the removal of a committee member.
3. Committee members who resign from a committee shall provide written or electronic notice to the committee chair, who shall notify the President of the committee vacancy.
4. Liaisons and Task Force members without committee chairs, who wish to resign their position, shall provide written or electronic notice of their resignation to the President.
5. The President will assign a Regional Vice President to monitor each committee.
6. The President should review appointments to maintain a continuity of knowledge and effort by the committees. It is recommended that committee turnover not exceed fifty percent from term to term.

Limits of Membership:

Members shall not serve on more than two committees at one time without approval from the Executive Committee as per Article V of the NACE By-Laws.

Reporting and Communication:

1. The chairs of all standing committees shall provide an annual report to the Executive Committee and/or the Board of Directors on all activities of their committee.
2. Standing committees shall make recommendations to the Executive Committee and/or the NACE Board of Directors. The chair of a standing committee shall be notified of the action taken on all recommendations submitted by that committee by the NACE Executive Director, the President or his or her designee. In turn, the chair shall communicate the action taken to the members of the committee.
3. Special committees shall provide reports to the Executive Committee and/or the Board of Directors as requested.

4. Liaisons, or other individuals appointed or selected to represent NACE, shall provide written or electronic reports to the NACE Executive Director for activities in which they have participated.
5. All committees may be expected to provide articles for the NACE website or the NACE News.

Executive Committee:

1. An Executive Committee shall be established per Article V of the NACE Constitution. The duties and charge of the Executive Committee shall be as defined by Article V of the NACE Constitution.
2. The Executive Committee has general oversight of the activities and operation of the association.
3. The Executive Committee shall meet monthly via teleconference or other means of communication and shall meet in person at least three times per year.
4. The Executive Committee shall provide concurrence of all committee appointments and special requests as per Article V of the NACE By-Laws.

Roles and Responsibilities:

Committee Chair

The Committee Chair is the leader of the committee. As leader, the Chair is responsible to guide the committee in its work as outlined by the NACE Board of Directors. The Committee Chair will facilitate all committee meetings. In their absence, the Chair may appoint a Vice Chair to facilitate the meeting. The Chair may appoint a Secretary to record minutes and to distribute minutes of meetings to Committee Members. The Committee Chair shall be responsible for ensuring that committees have a quorum before voting on items to be recommended to either the Executive Committee or the NACE Board of Directors. The Committee Chair is the primary communication link between the Executive Committee, NACE staff and the NACE Board of Directors regarding the activities and reports of the committee. Liaisons shall adhere to the expectations set out for Committee Chairs.

Expectation of Committee Chairs

1. Work with the President, Executive Committee and NACE Staff as necessary to develop meeting agendas
2. Ensure that committee work is accomplished between meetings
3. Communicate with NACE Staff on all committee correspondence
4. Review committee minutes prior to distribution
5. Facilitate meetings
 - a. Start and end meetings on time
 - b. Establish ground rules for meeting
 - c. Initiate and lead discussions
 - i. Ask open-ended questions to elicit dialogue
 - ii. Treat all opinions respectfully
 - iii. Clarify and summarize points
 - iv. Seek consensus
 - v. Be cognizant of those committee members not participating and engage them
 - vi. Be cognizant of those committee members that dominate discussions and disengage them

- vii. Observe body language during face-to-face meetings and recognize when committee members have tuned out
 - d. Keep topics on track
6. Provide written reports and oral presentations to the Executive Committee and/or the NACE Board of Directors regarding Committee Activities or attendance at events as a representative of NACE

Committee Members

Committee membership and participation is a critical part of NACE service and works towards the goals and objectives of the association. Participation engages NACE members in the business of the association, supports the NACE strategic plan and enriches and rewards individual members professionally. For the purposes of these guidelines, the expectations for committee members shall be the same for task force members.

Expectation of Committee Members

1. Report to the Committee Chair
2. Actively participate in the work of the committee
3. Be accessible to other committee members and NACE Staff, as required
4. Become knowledgeable about NACE
5. Read materials and be prepared in advance of meetings
6. Attend meetings. Members who miss too many meetings may be asked to leave the committee
7. Communicate with the Committee Chair and/or NACE Staff when circumstances prevent participation on the committee
8. Complete tasks in between meetings as required
9. Respond to requests from other members or NACE Staff in a timely manner
10. Treat others with respect

NACE Staff

NACE Staff, as appropriate, will be included on committee-related issues, developing informational materials for the committee, assisting in the preparation of meetings, developing recommendations for committee consideration, and serving as the primary communications point with other association committees, task forces and liaisons.

Expectation of NACE Staff

1. Be familiar with all aspects of the committee's work
2. Be familiar with NACE policies and guidelines
3. Be knowledgeable of the Board of Director's direction as it pertains to the committee's activities
4. Maintain contact with the Committee Chair
5. Provide orientation handouts to new committee members (see below)
6. Assist the Chair in preparing meeting agendas as necessary
7. Assist the President in maintaining an accurate roster of committee members, task force members and NACE Liaisons
8. Maintain an accurate email distribution list for all committee members

Handouts for New Committee Members

The following are the standard set of handouts that should be sent to all new committee members.

1. Welcome Letter from the President which includes a brief committee description, an invitation to attend the committee meeting at the Annual Conference, if appropriate
2. A copy of the Guidelines for Committee, Task Force & Association Liaison Service
3. A roster of committee members
4. Miscellaneous information that is pertinent to the committee, such as a brief description of current projects or tasks
5. Calendar of future meetings, if available

Operational Guidelines: Standing Committees

Standing committees are the permanent committees as defined in the NACE By-Laws. Standing committees typically deal with the operational issues of the association. The following are guidelines for the purpose, composition and operation of the standing committees as identified in the NACE By-Laws:

Conference Selection Committee

PURPOSE

The Conference Selection Committee's primary purpose is to research and recommend future annual conference locations (States). The expected outcome is to ensure NACE presents quality conferences that offer the most value for the membership and provide NACE the best opportunity to maximize profits.

MEMBERSHIP

The Conference Selection Committee should consist of the five (5) incoming regional Vice Presidents and three (3) at large appointments, appointed by the President as per Article V of the NACE By-Laws. It is desirable for at least one of the at large appointments to be a past president of NACE, but it is not required.

MEETINGS

The Conference Selection Committee should convene their first meeting at the Annual Conference and meet via teleconference periodically as required by the Chair.

DUTIES/ROLE

The Conference Selection Committee and NACE staff should work with the State Directors to identify the best state location for future NACE events. Once a state has been selected, NACE staff will work with the state in determining which cities should be considered. Under this approach it is intended that the conference site be rotated through the Regions and located in areas where the membership could minimize travel costs and increase the likelihood of conference attendance.

The Conference Selection Committee shall report their recommendations for future conference location(s) at a NACE Board Meeting. This recommendation shall be approved by the Executive Committee and voted on by the Board..

Constitution and By-Laws Committee

PURPOSE

The Constitution is the underlying document for NACE and as such does not require frequent changes.

The By-laws, however, allow for flexibility and provide the opportunity to keep the Association current with the times. Policy provides guidance for day to day operations of the Association.

This Committee shall serve as a resource for NACE and its members on questions relating to the NACE Constitution and By-laws, Policy and/or parliamentary procedures.

This Committee shall, as requested by the Executive Committee, President, NACE Board of Directors, the membership, or by their own initiative; study problems concerning the NACE Constitution or By-laws; interpret Constitution or By-law questions and provide appropriate responses. The committee shall draft proposed amendments to the Constitution and By-laws and present them to the Executive Committee and/or the NACE Board of Directors.

MEMBERSHIP

This Committee should be comprised of six (6) to eight (8) members. The membership should include at least one member from each NACE Region plus one at-large member. The NACE Secretary/Treasurer shall be a member of the Committee.

With the exception of the NACE Secretary/Treasurer the other members of the Committee shall be appointed under the provisions of Article V of the NACE By-Laws.

MEETINGS

This Committee shall hold at least one regularly scheduled meeting per year in conjunction with the NACE Annual Conference.

Additional meetings may be scheduled at the discretion of the chair. These meetings may be by teleconference or other means and coordinated with NACE Staff.

DUTIES

1. The Constitution and By-Laws Committee may receive suggested changes to the Constitution, By-laws and/or Policy from the Executive Committee, the President, the NACE Board, Standing or Special Committees or the general membership. This Committee may also develop proposed changes to these documents.
2. This Committee shall review proposed Policy changes to verify that they conform to the Constitution and By-laws. This Committee shall review proposed By-law changes to verify that they conform to the Constitution.
3. This Committee shall present Bylaws changes to the Executive Committee and/or the NACE Board of Directors for their consideration and action.
4. This Committee shall propose amendments to the Constitution as per Article VII of the NACE Constitution.
5. This Committee shall keep current the NACE Constitution and Bylaws.
6. This Committee should review the Constitution and Bylaws periodically and as directed by the President or the Executive Committee.

Corporate Services Committee

PURPOSE

The Corporate Services Committee develops methods and procedures for promoting corporate membership in the association. The Committee should target specific companies and explore opportunities to work with the private sector in promoting our joint interests. The Committee should develop opportunities for corporate members to promote their products or services to the NACE membership, including but not limited to exhibiting opportunities, sponsorships, and presentations.

MEMBERSHIP

The Corporate Services Committee should consist of seven (7) to ten (10) members with one (1) member being a Regional Vice President and one (1) member being a Past President.

MEETINGS

The Corporate Services Committee shall meet at the Annual Conference with additional meetings conducted via teleconference as called by the Chair and coordinated with the NACE Executive Director.

Legislative Committee

PURPOSE

The purpose of the Legislative Committee is to stay abreast of current legislation and regulations that has potential or actual effect on the membership; to advise the NACE Board of Directors and Executive Committee of such legislation; and to recommend strategies and/or resolutions for influencing legislation or regulations within the NACo legislative process.

MEMBERSHIP

The Legislative Committee should be comprised of ten (10) members, two from each region. The Chair shall be appointed as per Article V of the NACE By-Laws. The NACE Executive Director shall be an ex-officio , non-voting, member of this committee.

The Chair should have considerable interest, time and resources to coordinate committee activities as well as sufficient financial backing to attend key national meetings as necessary.

MEETINGS

This Committee shall hold one regularly scheduled meeting per year and should hold at least two additional scheduled meetings per year. One required meeting shall be held at the Annual Conference and two additional meetings should be held in conjunction with the next scheduled NACE Board of Directors meeting and in conjunction with the NACo Legislative Conference.

This Committee may schedule additional meetings at the call of the Chair. These meetings may be by teleconference and should be coordinated with the office of the NACE Executive Director.

DUTIES/ROLE

1. Develop NACE policy/positions relative to national legislation that impacts county engineering.
2. Develop NACE response to federal agency rule making processes that impact county engineering.
3. Actively lobby for specific national legislation objectives that impact county engineering.
4. Coordinate State affiliate efforts in those areas noted above.
5. Monitor State legislation that impacts county engineering and may be of interest to other states. Report those findings to the NACE membership.

Member Services Committee

PURPOSE

The purpose of the Member Services Committee is to develop strategies for recruitment, retention and development of membership in the association; to develop methods and procedures for promoting membership within the association; to encourage membership involvement and attendance at the Annual Conference, to welcome new members and encourage future involvement within the Association.

Focus should be on those states identified for potential growth or those states that have shown a significant decline in membership.

MEMBERSHIP

The Member Service Committee should consist of eight (8) members. The chair shall be appointed as per Article V of the NACE By-Laws. The following members should be included: The President-Elect, one (1) Past-President, one (1) new/young member and at least one (1) member from each of the 5 regions

MEETING FREQUENCY

The Membership Services Committee shall meet at the Annual Conference and should meet at least twice by teleconference to be coordinated with NACE Staff.

DUTIES/ROLE

1. Assist NACE staff in organizing and scheduling a survey of the membership periodically.
2. Reach out to State Directors within those states identified as potential growth states or states with declining membership to:
 - a. Promote recent legislative activities of NACE
 - b. Promote recent or planned technical training provided by NACE
 - c. Promote NACE partnerships with FHWA, AASHTO, APWA, and like-kind organizations.
3. Promote future Annual Conferences
4. Assist NACE staff in the organizing/scheduling/moderating of the Young/New Membership Meeting at the Annual Conference

Nomination Committee

PURPOSE

The purpose of the Nomination Committee is to select and nominate to the NACE Board of Directors candidates for the various officers and elected positions of NACE. The committee will review candidates and prepare nominations for election by the membership in coordination with NACE Staff.

MEMBERSHIP

The Nomination Committee should be comprised of five (5) members who shall be Past-presidents of NACE. The immediate Past-President shall be the Chair of this committee.

MEETINGS

The Nomination Committee will normally meet via teleconference to review nominations for candidates for the various officers. Teleconferences should be coordinated with NACE Staff.

DUTIES

The Nomination Committee is responsible for recruiting and encouraging active members to become involved in the Association via elected office. The committee should vet prospective candidates and prepare nominations for election by the membership. Committee members should be prepared to discuss the duties and responsibilities of the various officers with potential nominees. The committee will coordinate the preparation of biographies, voting notification and ballot process with NACE Staff as required. The Chair of the Nomination Committee should be prepared to announce nominees for election to the Executive Committee, the Board of Directors and the general membership as required.

Awards Committee

PURPOSE

The purpose of the Awards Committee is to solicit award nominations for NACE Awards and score applications in order to select winners of NACE Awards.

MEMBERSHIP

The Awards Committee should be comprised of five (5) members including one (1) member from each of the five (5) NACE Regions. The Chair shall be appointed as per Article V of the NACE By-Laws. .

MEETINGS

The Awards Committee will normally meet via teleconference to review applications for NACE Awards. Teleconferences should be coordinated with NACE Staff.

DUTIES

The Awards Committee is responsible for soliciting nominations for NACE Awards. The committee shall review and update criteria for awards as necessary and maintain and update a scoring rubric for awards as required. The committee shall review all applications for awards against developed criteria, score applicants as to determine a winner for each award as necessary, and notify the NACE Executive Director and President of their selections. The committee shall seek applications for awards at least 180 days prior to the Annual Conference and shall notify the NACE Executive Director and President of their selection no less than 90 days prior to the conference. The NACE Executive Director shall be responsible for coordinating plaques and other awards with NACE Staff so that they are available for presentation at the Annual Conference. The State Director of each award winner should be notified so that an attempt may be made to encourage the prospective award winner to attend the Annual Conference to accept the award. The intent of all awards is that they remain a surprise to the winner and the general membership.

Technical Committee

PURPOSE

The purpose of the Technical Committee will be to coordinate training and professional development at association events in conjunction with NACE Staff to ensure that members receive up-to-date technical information and new improvements in the public works industry. The Technical Committee shall be the clearinghouse for all technical training, research and coordination with affiliated organizations. The Technical Committee shall have several subcommittees that include, but are not limited to: Emergency Preparedness and Operations, Safety and Technology, Environmental, and Infrastructure. The President shall have the ability to propose or delete subcommittees per Article V of the NACE By-Laws.

The Technical Committee and its subcommittees shall be an important resource for other standing committees and it is expected that the standing committees will coordinate their recommendations and activities with the Technical Committee.

MEMBERSHIP

The Technical Committee shall be comprised of the Chairs of the Technical Subcommittees, the Chair of the NACE Delegation to the National Committee on Uniform Traffic Control Devices (NCUTCD), the Liaison for the National Local Technical Assistance Program (LTAP) Association, and a representative of the NACE Delegation to the American Association of State Highway and Transportation Officials (AASHTO). A Chair for this committee shall be appointed by the President as per Article V of the NACE By-Laws.

MEETINGS

The Technical Committee shall hold regular meetings at least once per year. A regular meeting should be held at the Annual Conference. Special meetings may be scheduled at the direction of the Chair as needed to accomplish committee tasks as assigned by the Board of Directors and to coordinate training for the Annual Conference with NACE Staff. Special meetings will be via teleconference and the Chair shall coordinate the hosting of the teleconference with NACE Staff.

Special Committees:

Special committees are defined in the NACE By-Laws but are generally more temporary in nature and make recommendation and report on the non-operational functions or activities of the association. Special committees shall include all task forces, working groups, and liaisons.

Special Committee Chairs and members of special committees should adhere to the expectations laid out for Standing Committees. Members of Special Committees should familiarize themselves with their assigned task and Chairs of Special Committees should be prepared to make written and oral reports for both the NACE Staff as well as the NACE Board of Directors regarding the activities of their committee. Special committees will be created, altered and discontinued by the President as per Article V of the NACE By-Laws.

Liaisons and special representatives should promote coordination between NACE and the respective organization to which they are assigned. Liaisons and special representatives should keep affiliated groups apprised of the goals and concerns of NACE and NACo's positions on various issues. When appropriate, the liaison or representative should consider worthwhile projects and partnerships. These representatives should report the concerns of these organizations and their position to the Board of Directors annually at the annual business meeting.

National Association of Counties Representative:

Per Article V, Section 5 of the NACE Constitution, the Executive Committee shall appoint a Representative to the National Association of Counties (NACo) Board of Directors. The appointment shall be for a two-year term to begin at the close of the Annual Conference in odd numbered years.

The NACo Representative should be a member whose significant experience, past participation and thorough knowledge of NACE activities allows them to promote, coordinate and advance topics and legislation at the NACo Board level that are critical to the mission of NACE and its members.