

# **NSPE WESTERN AND PACIFIC REGION**

## **OPERATING PROCEDURES**

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*Revisions Approved June 10, 2002*  
*Revisions Approved January 12, 2003*  
*Revisions Approved July 9, 2006*

### **A. DEFINITION**

1. The NSPE Western and Pacific Region comprises a coalition of Western and Pacific State NSPE societies consisting of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Utah, and the territorial society of Guam.

### **B. REGIONAL MEETINGS**

1. There may be a Western and Pacific Regional Meeting. The time and location is to be established at the previous meeting. The regional meeting should provide the opportunity to discuss NSPE issues for determination of region consensus, and to execute the business of the region. Additional activities associated with this meeting shall be coordinated with the regional leadership and the state society hosting the event. Opportunities for continuing professional development hours shall normally be encouraged by the state societies with assistance from NSPE as appropriate.

2. The Western and Pacific Region may hold additional meetings as determined by the regional leadership and the state societies. One of the responsibilities of the regional leadership shall be to create opportunities for members of the Western and Pacific Region to meet at NSPE gatherings, such as at national meetings. The Secretary/Treasurer shall communicate the scheduled time, location and agenda to each state in advance of each meeting.

3. Action Items or Resolutions for Submittal to the NSPE House of Delegates or Board of Directors: The Western and Pacific Region may prepare action items or resolutions for submittal, through one or more member state societies, to the NSPE House of Delegates or Board of Directors. State societies developing action items or resolutions for NSPE House of Delegates or Board of Directors consideration are encouraged to develop these issues through the Western and Pacific Regional Leadership Council for the purpose of obtaining constructive input and endorsement by the other state societies.

### **C. WESTERN AND PACIFIC REGIONAL LEADERSHIP COUNCIL**

1. Purpose: The purpose of the Western and Pacific Regional Leadership Council shall be to conduct the business of the region, to coordinate interest group regional activities, and

to provide a forum for the member state societies to discuss issues that affect them, and if possible, to develop a consensus opinion.

2. Composition: The Western and Pacific Regional Leadership Council shall consist of two Regional Chairpersons, the Secretary/Treasurer, one Regional representative from each major interest group, the regional representative to the NSPE Board of Directors and designated state representatives.

3. Voting: Each State Society shall also have two votes, State Societies with membership in excess of 500 members shall have one additional vote for each 500 members, or major fraction thereof, above the 500. Membership numbers shall be as of July 1 of each year. State Societies will have the option of substituting for their representatives. Voting shall be recorded as follows:

a. States: 2 votes plus 1 additional vote for each 500 members or major fraction thereof.

b. Interest Groups: 1 vote per major interest group.

c. Senior Chairperson: No vote except in the case of a tie.

d. Junior Chairperson: 1 vote.

e. Secretary/Treasurer: 1 vote.

e. Regional representative to the NSPE Board of Directors: No vote.

4. Representation: All meetings of the Regional Leadership Council shall be chaired by the Senior Regional Chairperson.

5. The Council shall follow Roberts Rules of Order with respect to quorums and issues relating to business transaction.

6. An action item or resolution proposed for action shall occur if a sixty percent (60%) majority vote by the Regional Leadership Council is in favor of the action item or resolution.

#### **D. ELECTION OF REGIONAL OFFICERS**

1. Officers: There will be two Regional Chairpersons elected from the member state societies. Regional officers must be members of NSPE and of their State Society. Chairpersons shall be elected for two year, staggered terms (i.e., one Chairperson will be elected each year) and the Regional Secretary/Treasurer shall be elected for a two-year term.

2. National Candidate Screening Committee: One NSPE National Candidate Screening Committee member shall be elected in accordance with NSPE policy at the Regional Meeting.

3. Term of Office: The Regional Officers' term of office shall run concurrently with NSPE's fiscal year (i.e., July 1 through June 30). The Senior Regional Chairperson shall be the Regional Chairperson serving in the second year of the two-year term. The Junior Regional Chairperson shall be the Regional Chairperson serving in the first year of the two-year term.

4. Candidate Selection: All state societies within the region are encouraged to submit candidates for the regional offices, and the officers should, over time, represent the full cross section of the membership coming from all states within the region and the various practice divisions. At any given time, at least two of the three officers shall represent different states. It will not be permissible for Chairpersons to come from the same state consecutively unless no other candidate is forthcoming. The region will endeavor to have Chairpersons from large and small states within the region, to the extent candidates are forthcoming from large and small states.

5. Election to the Regional Office: Candidates for Regional Chairperson should have served at least one term as an officer in their state society and shall receive written endorsement from their primary state society as a candidate for regional office. Additional candidates shall be submitted upon petition of 75 or more eligible petitioners of which not more than 25 may be counted from any one member state society. Candidates will be given an opportunity to make presentations to the attendees of regional meetings regarding their views on NSPE issues, describing how they would approach serving as a regional officer.

6. The Regional Leadership Council shall elect regional officers.

7. Election shall be by a simple majority vote. In the event of a tie vote, the Senior Chairperson shall cast the deciding vote.

8. In the event there are more than two candidates for an office and a single candidate does not receive a majority of the votes, there shall be a run off between the two candidates receiving the highest number of votes.

## **E. DUTIES OF THE REGIONAL CHAIRPERSONS**

1. The Regional Chairpersons shall facilitate communications between the states in the region and act to assure that all states' views are heard on a particular issue.

2. The Regional Chairpersons shall assist the host state in planning the Regional Meeting. The two Regional Chairpersons shall prepare all regional meeting agendas for the Secretary/Treasurer to distribute. They shall facilitate development of an agenda that includes opportunity for networking among attendees, certification of professional

development hours for programs or activities that qualify, discussion of policy issues as appropriate, practice division activities, exchange of ideas, and exchange of information as to activities at state and national levels.

3. The Regional Chairpersons shall request the regional representative to the NSPE Board of Directors provide a report after each quarterly NSPE Board of Directors meeting on issues affecting the region or its member state societies.

4. Specific duties and responsibilities of Regional Chairpersons shall be coordinated between the two Chairpersons. Assignment of these duties and responsibilities shall be communicated to the states in the region as soon as practical after each planning session.

5. A recall vote of a Chairperson can be made by a two-thirds vote of the Regional Leadership Council.

6. The Western and Pacific Region shall reimburse Chairpersons for travel expenses to Regional meetings and for associated administrative expenses as budget permits.

#### **F. DUTIES OF SECRETARY/TREASURER**

1. The Secretary/Treasurer shall attend meetings of the Western and Pacific Region, and publish and distribute minutes to the office of each state society, or where no state office exists, to the president of the state society.

2. The Secretary/Treasurer shall communicate the scheduled time, location and agenda for each regional meeting to each state at least four weeks in advance of the meeting.

3. The Secretary/Treasurer shall notify state leaders and NSPE of the results of the regional officer election.

4. The Secretary/Treasurer shall collect state society dues, deposit Western and Pacific Region funds in a Western and Pacific Region bank account, and provide a Treasurer's report at each Western and Pacific Region meeting.

5. The Secretary/Treasurer shall be reimbursed by the Western and Pacific Region for travel to a maximum of two Regional meetings per year, on the same basis that NSPE Board of Directors are reimbursed by NSPE, as budget permits.

6. The Secretary /Treasurer shall pay the bills of the Western and Pacific Region. A voucher submitted by the requesting party shall substantiate each payment. The voucher will identify the budget item for the expense, include receipts or invoices, be approved by a Western and Pacific Regional Chairperson and acknowledged by the Secretary/Treasurer that the budget item is funded and funds are available.

7. The Secretary/Treasurer shall prepare an Annual Budget in conjunction with the Regional Chairpersons. They shall base the budget on these operating guidelines and the annual program approved by the Regional Leadership Council.

8. The Secretary/Treasurer shall open one bank account in the name of the Western and Pacific Region for the purpose of the region's finances. The account will be with a national financial institution and will have the signature of the Secretary/Treasurer or one of the Regional Chairpersons. The region shall contract with the staff of one of the Western and Pacific Region state societies to maintain an address and books of the Western and Pacific Region finances.

## **G. STATE SOCIETY DUES**

1. Annual state society dues for the Western and Pacific Region shall be a maximum of \$0.70/member per state plus \$200.00 fixed fee minimum annually per state. A member is a Member or Licensed Member (exclusive of Student Members) as defined by NSPE. States must be current in their dues in order for representatives to vote.

2. Annually in July, the Secretary/Treasurer shall remit a dues statement to the state societies based on membership as of July 1st. State society dues shall be remitted annually to the Secretary/Treasurer by August 31.

3. Each member state shall remit a \$200 fee, as started in G-1. above, as a pre-registration fee for the Western and Pacific Region Meeting for the purposes of establishing seed money for the host. The member states will receive a rebate of \$100 per attending voting delegate following the Western and Pacific Region meeting up to the \$200 fee.

4. Non-Dues Payment: A member state in arrears for payment of dues greater than three months will forfeit all member privileges of voting, issue input, and other privileges defined by the Regional Leadership Council.

5. Changes to state society dues shall follow the policy laid out in Paragraph I, "Modification of Regional Operating Procedures."

6. GUAM EXEMPTION. The Society in the Territory of Guam shall be exempt from the payment of the \$200 annual Fixed Fee Dues and shall not receive a rebate for attendance at the Annual Meeting all as outlined in Sections G-1 and G-3 above.

## **H. BUDGET PREPARATION AND APROVAL**

1. The Annual Western and Pacific Region Budget shall be prepared by the Region Chairpersons, with the assistance of the Secretary/Treasurer, and approved at the Regional Meeting by the representative states.

2. The year budget cycle shall be from July 1 through June 30.
3. The annual budget cycle shall adhere to the following milestones:
  - a. March 1 -- The Chairpersons and the Secretary/Treasurer create a proposed budget.
  - b. April 1 -- The representative states shall receive the proposed budget and will submit any suggested modifications.
  - c. May 1 -- The finalized budget to be completed and sent to the representative states for consideration at the Western and Pacific Regional Meeting held in conjunction with the NSPE Annual Meeting in July.
  - d. Western and Pacific Region Meeting -- The Finalized budget to be ratified by a majority vote of the voting members in attendance at the Western and Pacific Region Meeting held in conjunction with the NSPE Annual Meeting.

## **I. MODIFICATION OF REGIONAL OPERATING PROCEDURES**

1. Changes to these Regional Operating Procedures shall be made by two-thirds vote of the Regional Leadership Council, through an electronic or hard copy ballot to be administered as described above for election of regional officers. Changes to these guidelines may be made at any time during a year. A period of 45 days must elapse between notification of states of a proposed change and the ballot for the change.
2. States desiring to make changes to these operating procedures shall bring proposed changes to the Senior Regional Chairperson or Regional Leadership Council for development and administration of a ballot regarding the changes.