

NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS SOUTHEAST REGION GOVERNANCE GUIDELINES

A. Purpose

1. The purpose of these guidelines is to provide for the establishment of a Region Council consisting of the State Societies of the National Society of Professional Engineers (NSPE) Southeast Region, and a means to coordinate their activities through region meetings and communications, to seek a regional consensus and provide representation on the NSPE Board of Directors and the NSPE Candidate Screening committee.
2. The State Societies in the Southeast Region are as listed in the NSPE Bylaws, specifically: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and the Commonwealths of Virginia and Puerto Rico.

B. Region Leadership Council

1. The Region Leadership Council shall consist of the Region Director, at least one (1) representative from each State Society, and the Executive Director from each State Society. State Societies with more than two (2) votes as determined in Section G, will be allowed one additional representative per each additional two (2) votes, or fraction thereof. Selection of the State Society representative will be in a manner determined by each state (see Section G.2).
2. The Region Leadership Council shall be chaired by the Region Director and may meet during the annual region meeting, and at other times as called by the Region Director with concurrence of at least five (5) of the State Societies.
3. The purpose of the Region Leadership Council shall be to assist the Region Director in carrying out his/her duties as well as to ensure direct communication to, from, and among the State Societies on regional issues.

C. Meetings

1. There may be an Annual Southeast Region Meeting which may be held at a time and place determined at the preceding meeting or as deemed necessary by the Region Director. The purpose of the region meeting is to provide an opportunity to discuss NSPE issues and to execute such business as is called for in the NSPE Bylaws, or deemed appropriate by the region's State Societies.
2. The Southeast Region may hold additional meetings as determined by the Region Leadership and the State Societies, including, but not limited to, teleconferencing/videoconferencing, and at NSPE gatherings, such as NSPE annual meetings.
3. Each State Society will designate a delegation to attend the region meeting. In general, however, states should encourage attendance by State Society leaders, including the President, President-elect, State Region Director, House of Delegate representative and Executive Director.

NSPE Southeast Region

4. Participation by at least five (5) State Societies shall be required to constitute a quorum.
5. The Region Director shall endeavor to provide at least two (2) weeks notice of any meetings of the Region Leadership Council.

D. Region Officer

1. There shall be one (1) region officer from the Southeast Region: The Region Director shall represent the region on the NSPE Board of Directors. This officer must be a licensed member of NSPE and of his/her State Society. The term of office shall run concurrently with NSPE's fiscal year (July 1 through June 30), and this position shall be for two (2) years.
2. All State Societies within the region are encouraged to submit candidates for the region office, and the officers should, over time, represent the full cross section of the membership (i.e., they should come from all states within the region, as well as the various interest groups). The region will endeavor to have officers from large and small states within the region, to the extent candidates are forthcoming from large and small states.
3. The Region Director may not succeed her/himself, if s/he has completed a full two-year term.
4. Candidates for Region Director should have served at least one term as an officer in their State Society and should receive written endorsement from their State Society as a candidate.
5. The Region Director nominee shall be selected biannually at the Annual Region Meeting, or, if such meeting does not take place, then by a balloting method deemed appropriate by the Region Leadership Council. Such methods may include, but are not limited to: votes during a teleconference; emailed ballot from the State Society voting representative to the Region Director; faxed ballot from the State Society voting representative to the Region Director. The Region Director shall forward the nomination to the NSPE Executive for election by the NSPE House of Delegates.
6. Selection shall be per voting rules as defined in Section G.
7. 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 runoff between the two candidates receiving the highest number of votes.
8. If the Region Director's position should become vacant, then the State Societies shall endeavor to nominate a replacement to fulfill the Region Director duties for the remainder of the term. This person shall be selected from the Region Leadership Council (see Section B), and be an NSPE and State Society member in good standing. Selection and nomination shall be per voting rules as defined in Section G.

E. Duties of the Region Director

1. The Region Director shall serve on the NSPE Board of Directors as prescribed by NSPE Bylaws. The Region Director shall communicate with the leaders of the states within the region to inform them of issues and receive feedback.
2. The Region Director shall keep state leadership apprised of issues, events and policy matters from the national level. In turn, they shall communicate back to the national level such input as may be generated from the region.
3. The Region Director shall facilitate communications among the states in the region, and make a good faith effort to communicate the views of the region to NSPE.
4. The Region Director shall: assist the host state in planning an Annual Region Meeting; seek to create an environment and an agenda which will facilitate discussion of policy issues; provide opportunities for networking; exchange information about organizational activities at state and national levels; and, if desired, encourage opportunities for continuing professional development and special interest group activities.
5. When invited, the Region Director should endeavor to participate in State Society meetings.
6. The Region Director shall work with states in the region to develop resolutions, as desired by the region for presentation to the NSPE Board of Directors, regarding policy issues or changes to the NSPE bylaws, and shall present and advocate such resolutions.

F. Modification of Region Governance Guidelines

1. The Southeast Region Governance Guidelines shall be changed by a simple majority vote in accord with the voting procedure in Section G.
2. States desiring to make changes to these guidelines shall notify the Region Director of such changes, who shall include them on the agenda of the Annual Region Meeting.

G. Voting Procedures

1. Each State Society shall have at least one (1) vote for any regional business matters, elections and any changes to these Guidelines. State Societies shall receive additional votes based upon the sum of the number of Members and Licensed Members in their State Society, as determined by the NSPE membership rolls on the April 1st preceding the vote, as follows:

501 to 1000 members, a total of two (2) votes
1001 to 2000 members, a total of three (3) votes
2001 to 3000 members, a total of four (4) votes
3001 to 4000 members, a total of five (5) votes
4001 members or more, a total of six (6) votes

2. Each State Society shall designate one (1) representative as its voting representative and shall notify the Region Director of this designation at the beginning of the NSPE fiscal year.

3. All voting matters shall be decided by a simple majority of votes cast. States must have a minimum of one (1) representative participating for the vote(s) to be cast unless the state has previously given the Region Director their proxy. The Region Director shall then cast the vote(s) for that state based on the proxy submitted. In the event of a tie vote, the Region Director shall cast one deciding vote.

4. The State Executive Directors shall not be voting representatives unless chosen to cast votes by proxy or otherwise designated as their state's representative; however, they shall be in other respects full participants in all region activities.

5. If and when an issue requires a vote, the Region Director shall preside.

H. Candidate Screening Committee

1. A Southeast Region representative to the NSPE Candidate Screening Committee shall be elected annually at an Annual Region Meeting, or at another meeting as enumerated in Section C.2. This representative shall be elected in accord with procedures set forth in the NSPE Bylaw 17 (follows this Section).

NSPE Bylaw 17—Candidate Screening Committee

There shall be a Candidate Screening Committee, composed only of individuals holding the Licensed Member grade, consisting of one member from each of the regions plus a Chair. The Chair shall be the Immediate Past-President and shall be without vote except in the event of a tie vote. No other NSPE Officer shall be eligible for membership on this Committee.

- 1) The Candidate Screening Committee member from each region shall be selected by their respective region, with each State Society within that region casting one vote. Each region shall select a single representative to the Candidate Screening Committee and report said selection to the Secretary prior to the House of Delegates Assembly. The House of Delegates shall approve the members of the Candidate Selection Committee at the Assembly. The selected representative shall serve for the subsequent administrative year.
- 2) No State Society shall have representation on the Candidate Screening Committee in consecutive years.
- 3) Each member of the Candidate Screening Committee shall be responsible for arranging for successor selection from their region for the ensuing year. In the event this selection has not been accomplished by the House of Delegates Assembly, the President shall select a representative from the affected Region with ratification by the Board.
- 4) The Candidate Screening Committee shall meet at a time and place as designated by the Chair, (but no later than May 1st), to review the nominations for Officers, interview nominees and complete the screening and evaluation of qualifications as set forth in the Operating Procedures.
This meeting may be conducted by telephone or other electronic means. The Candidate Screening Committee shall prepare a slate of candidates for each open office for the ensuing administrative year(s), by reviewing the qualifications of all nominees submitted to NSPE Headquarters, and selecting all nominees deemed qualified to serve. The slate of candidates shall be reported to the House of Delegates, in the form of a ballot for election, no later than May 15th.
- 5) Any nominee who is deemed not qualified to serve by the Candidate Screening Committee may still be placed on the ballot, upon submission of a petition signed by 50 voting members of NSPE, submitted to the Secretary no later than July 1st.
- 6) In the event an elected member of the Candidate Screening Committee is unable to serve, the President shall appoint an alternate from the region concerned, with the ratification of the Board. Should the Chair be unable to perform, the President shall declare the position vacant and appoint another of the three immediate past Presidents as Chair. In the event that the newly appointed Chair was a voting member of the Committee at the time of appointment as Chair, the President shall then appoint a voting alternate from the region affected. Notwithstanding the foregoing, neither the nominating process nor any subsequent election shall be deemed invalid for reason of a vacancy on the Candidate Screening Committee.
- 7) Members of the Candidate Screening Committee are eligible for nomination, however, upon acceptance of said nomination; the member shall be replaced on the Candidate Screening Committee by appointment as described above.