

PROFESSIONAL LAND SURVEYORS of OREGON

OPERATING MANUAL

DECEMBER 2006 EDITION

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COMMITTEE PROCEDURES THAT APPLY TO ALL COMMITTEES

1. There may be a PLSO Board Member on each committee, however the Board Chair may select a non-board member to serve as Chair, and or Vice Chair, of a committee. This Chairperson will correlate and transfer assignments of the Board to the committee. The committee Chair and Vice Chair will select the committee members. They will also advise as to the Board's prior actions and will try to evaluate the Board's reaction to proposals being considered by the committee.
2. The assignments of the committee will be specific and will originate with the Board. Additional assignments can be undertaken under the general instructions given the committee. These assignments should be in writing for clarity and specificity.
3. Committee members should be selected as soon as possible by the committee Chair and Vice Chair. A committee secretary or recorder may be appointed by the committee Chair at the earliest possible date to maintain the committee records for the year.
4. All records of the committee should be transferred immediately by the outgoing committee Chair to the newly appointed committee Chair.
5. As soon as the past year's records are reviewed they should be turned over to the Archives committee.
6. Responsibility for committee meetings lies with the committee Chair, who will decide how frequently meetings should be held, issue notices and arrange for all intra-committee correspondence.
7. The committee should try to make it's recommendations to the Board as specific as possible. Recommendations should give the who, what, when, why, and how upon which the Board can act.
8. If the committee anticipates a need for money to finance any activities, it shall submit a budget request to the Board. This request shall list the activities and the estimated cost in order of preference. The request should be submitted for approval at the first regular board meeting after January 1. If the committee is authorized to make expenditures, it will receive written notice from the Executive Secretary. (By-laws article X sec. 4 and sec. 6)
9. 30-days after the conclusion of assignments or before the annual meeting, a report should be prepared by the committee for the Board Chair. It is from this report that the Board Chair will prepare his year-end report to the members.

10. The following additional steps will help to ensure successful operation of a Committee:

- a. Prepare an agenda and distribute to committee members well in advance of a meeting.
- b. Schedule the meeting well in advance (two or three weeks) to allow members to arrange their personal schedule to be present.
- c. Inform the Board Chair and/or other appropriate members in advance of the meeting. Include a copy of the agenda.
- d. Keep committee discussions pertinent to the subject of the agenda and the work of the committee. Many of the society's activities overlap but try to keep your committee focused on its assignment.
- e. Allow sufficient time. This is especially important if some members come from a considerable distance.
- f. Try to resolve each element of the agenda with a definite decision. The meeting is called to resolve plans and programs, not a general discussion.
- g. Encourage the recorder to make notes on the meeting available to all in attendance promptly.
- h. Assign items needing specific follow-up to specific committee members.
- i. Committee Chairs are to set goals for each committee for the year at the January meeting and report on accomplishments at each subsequent board meeting.
- j. All Chairs should have their reports typed and sent to the Executive Secretary for inclusion in the meeting package that the Executive Secretary will send to each board member.
- k. Encourage the use of e-mail to communicate with your committee to minimize meetings and reach agreement ahead of time.

12. Refer to the society's operation manual section covering the duties of your particular committee.

ARCHIVES COMMITTEE

OBJECTIVE

To maintain a perpetual record of the history and activities of PLSO.

AUTHORITY

By-laws Article IX.

The Chairman of this committee shall be known as the Archivist, and his authority with respect to the disposition of papers from the files of past officers shall be final. A written history of each year will be prepared and used to inform future boards of what has transpired in the past. The goal of this history is to keep from always repeating the past.

DUTIES

1. Obtain all papers from previous year's officers and committee Chairs.
2. Remove extraneous material and dispose of.
3. Agree on items for retention.
4. File retained items with secretary.
5. Maintain a continuing list of officers and committee members by years.
6. Maintain a list, by committee, of their reports.
7. Prepare a short historical sketch of PLSO and it's development for insertion in the directory.
8. Turn files over to next Board Chair 30-days after Annual Meeting.

AWARDS COMMITTEE

OBJECTIVE

To establish and review procedures for awards.

To nominate candidates for Life Membership.

To nominate candidates for Surveyor of the Year.

To nominate candidates for other P.L.S.O. Awards.

To select award for Past Chapter President.

AUTHORITY

By-laws: Article III, Sec.3, Article IX, & Article XV

DUTIES

1. Oversee nominations for PLSO awards as requested by the board.
2. Responsible for selecting the type of item awarded (example: certificate, plaque, statue).
3. Coordinate and cooperate with the annual meeting committee in presentation of awards at the annual meeting.
4. Review nominating procedures for improvements. Make appropriate recommendations to the Board whenever this is indicated.

AWARD REQUIREMENTS

1. Nominations are presented to the board at least 120-days before the annual meeting.
2. Nominations for awards shall be in writing and contain the reasons for considering the individual for the award.
3. Qualifications for Surveyor of the Year, see By-laws, Article XV.
4. Qualifications for Life Membership, see By-laws, Article III, Sec.3.
5. Qualifications for Article of the Year – An award given to the author of the best article that has been published in the Oregon Surveyor within the last year.
6. Surveyor of the Year, Life Membership and Article of the Year are only awarded by the PLSO Board. The other awards listed below may be awarded by the individual chapters or the PLSO board.
 - A. Outstanding Associate or Special member Award – to give recognition to an Associate or Special member of PLSO who has done exemplary work and demonstrating professionalism during the year.
 - B. Good Humor Award – presented to the person who has brought humor to the work place and PLSO.
 - C. Brush Cutter Award – one who just keeps going and going and going, never

letting the stuff ahead of them stop their pursuance on obtaining the results for PLSO and the profession.

D. Team Player Award – one who demonstrates how cooperation and team work really works wonders

E. Bright Idea Award – one that keeps coming up with innovative ideas to get things done

F. Contagious Attitude Award – one who, through their own attitude, helps others be motivated to do their best

G. Diversity Award – one who makes a true effort to promote a respectful and accepting work environment

H. Hidden Talent Award – one who has talent (real or imagined) which is noteworthy among our peers

I. Community Service Award – one who works to help make our community better for us all. This award can be given to a chapter for a community service project they may have worked on.

CONSTITUTION AND BY-LAWS COMMITTEE

OBJECTIVE

To consider and report on all amendments to the constitution and By-laws.

To interpret the constitution and By-laws when requested to do so by the Board.

To keep a current working copy of the Constitution, By-laws, Code of Ethics and Operating manual.

AUTHORITY

By-laws, Article IX.

DUTIES

1. Consider and report on all proposed amendments submitted by members.
2. Periodically examine the existing By-laws and report to the board any revisions considered appropriate.
3. Prepare, for submission to the membership, the amendments and changes that are recommended by the Board.
4. The retiring committee Chair shall deliver the year's committee file to the new committee Chair as soon as possible after the appointment has been announced, but not later than 30 days after the annual meeting.

Within 30 days after it's receipt, the new committee Chair shall deliver all contents of this file not considered essential to the completion of his assignment to the Chair of the archives committee.

SCHOLARSHIP COMMITTEE

OBJECTIVE

To coordinate and assist the Board of Directors in obtaining moneys for and awarding of scholarships to those students pursuing an education in land surveying.

To coordinate and assist the Board of Directors in providing the Bert Mason Jr. PLSO Educational Grant.

AUTHORITY

By-laws, Article IX

SCHOLARSHIP DUTIES

1. To promote donations to the scholarship fund as approved by the Board of Directors of P.L.S.O. and operate under the following guidelines in furthering the P.L.S.O. Scholarship fund.

GUIDE LINES

Eligible Students

Recipients must be undergraduate, Oregon residents, who have completed at least two years of undergraduate study, and are enrolled, or intend to transfer to, a curriculum leading to a career in the Land Surveying profession. Community college applicants must declare the intention of transferring to an eligible four-year school. Applicants from four-year schools must express the intention of taking the Fundamentals of Land Surveying (LSIT) exam.

Eligible Institutions

Eligible institutions include any public or private, generally accredited institution located in Oregon, whose curriculum is approved by the O.S.B.E.E.L.S. for the L.S.I.T. examination or which can be transferred to an approved college.

Amount of the Scholarship

The total amount of the scholarship(s) will be determined each year by the fund manager in accordance with the guidelines set forth herein. Only the interest which has accrued during the past year may be used towards the scholarship(s).

Application Procedures

Interested persons may apply by completing a Private Award application form available through the Oregon Student Assistance Commission, 1500 Valley River Drive, Suite 100, Eugene, Oregon 97401. The completed application form, accompanied by a transcript of all undergraduate and graduate work, must be received at the Oregon Student Assistance Commission by May 15, for consideration in the following school year. In addition to the application, include a statement from the applicant specifying educational and career goals.

Selection

The applicant(s) shall be ranked by the Oregon Student Assistance Commission according to their level of academic achievement (as determined by college or university GPA) and financial need (as determined by analysis of the information presented on the application). The rank order list shall be forwarded to the Scholarship Committee Chair of the Professional Land Surveyors of Oregon, for final selection of the recipient(s). Alternate recipient(s) will also be selected in the event that the first recipient is unable to accept the award.

Award Notification

The Oregon Student Assistance Commission will send to the recipient(s) a notice of award specifying the terms of the award by July 15. The recipient(s) shall be required to sign and return one copy of the award notice acknowledging the terms and certifying that the scholarship funds will be used for educational expenses. The recipient(s) will be expected to attend the Annual Meeting of the P.L.S.O. to receive formal recognition award.

Terms of Eligibility

The award(s) shall be for the period of one academic year. Students applying for renewal of the scholarship will be considered on the same basis as first-time applicants.

Disbursements

The Oregon Student Assistance Commission shall establish a scholarship account with the Oregon Community Foundation to be known as the P.L.S.O. Scholarship Fund. Disbursements shall be made by the Oregon Student Assistance Commission for each academic term/semester to the Financial Aid Office of the college or university to be attended. Scholarship checks will be presented to the recipient(s) upon verification of registration as a full-time student (12 term/semester hours).

Name of Scholarship

The first scholarship awarded each year will be known as the "Bill Guile P.L.S.O. Scholarship". The second scholarship awarded each year will be known as the "Brian Weigart P.L.S.O. Scholarship". Additional scholarships awarded will be known as the "P.L.S.O. Scholarship".

Publicity

The Oregon Student Assistance Commission will annually provide to all eligible institutions a notice of the P.L.S.O. scholarship program, including rules and regulations and application forms. When a recipient is selected by the Board of Directors, the Scholarship Commission shall provide appropriate publicity on the recipient.

Investment of the Fund

As funds are developed by the P.L.S.O., such funds shall be deposited with the Oregon Community Foundation. The income earned through investment of the principal, which is not dispersed for awards, will be added to the Scholarship Fund. The Oregon Community Foundation will prepare an annual report on the status of the Scholarship Fund including principal available, interest earned, and scholarship expenditures.

EDUCATIONAL GRANTS DUTIES

The Scholarship Committee will create a list of post secondary education institutions offering programs of classes in Land Surveying or Geomatics. These will include community colleges, technological institutions, and universities offering studies in Land Surveying or Geomatics within the state of Oregon. The PLSO executive secretary shall mail a notice to each listed institution advising them of the grant and how to secure a Grant Application and the Grant application Guidelines.

The Scholarship Committee shall review the grant applications and present its recommendations to the PLSO Board of Directors as to the best grant applications received. The committee is to evaluate the applications by the following guidelines.

GUIDELINES

Name of the Grant

The grant shall be known as the "Bert Mason Jr PLSO Educational Grant".

Eligible Institutions

Grants are awarded to institutions of post secondary education offering programs or classes in Land Surveying or Geomatics. These will include community colleges, technological institutions, and universities offering studies in Land Surveying or Geomatics within the state of Oregon.

Projects Eligible for Grants

PLSO offers grants in support of program administration, but gives preference to proposals that support PLSO student chapter activities or for program development. PLSO has defined program development to include technological improvements (e.g. computers, software, digital equipment, etc.), program growth (new or expanded courses).

Projects not Eligible for Grants

PLSO generally will not favor proposals seeking funds for:

- Direct grants, scholarships, or loans to individuals
- Endowments
- General fund drives or annual appeals
- Indirect or overhead costs, except as specifically and essentially related to the grant project
- Debt retirement or operational deficits
- Projects of sectarian or religious organizations whose principal benefit is for their own members or adherents
- Direct replacement funding for activities or materials previously supported by federal, state, or local public funds

PLSO will not accept proposals seeking funds for propagandizing or influencing elections or legislation.

Proposal Review and Notification

There are two stages in the consideration of Grant proposals. The PLSO Scholarship Committee first makes an initial screening to determine if the organization is eligible for the grant. The committee then notifies applicants whether their requests have been declined at this stage or approved for further study. Next, the committee investigates proposals that pass this initial stage of review, requesting updated or additional information, a presentation to the committee, and/or conducting site visits as needed. Such additional information submitted to the committee for final action. Applicants are notified of the final decision as soon as possible.

PLSO must be selective in making grants since there will likely be more requests than can be funded. A decline of funding does not necessarily mean that PLSO

disapproves of the proposed project or fails to appreciate its merits.

Amount of the Grant and Approval

Grants will generally range from \$500 to \$2500, depending on the amount approved in the annual budget by the Board of Directors, and the proposals submitted. Unless changed by the Board of Directors only one grant will be awarded in January of each year. The recipient and amount shall be approved by a vote of the Board of Directors.

Application Procedures

Interested institutions may apply by completing a grant application form available from the PLSO Executive Secretary. Completed applications and formal proposals shall be submitted to PLSO by September 1st. It is necessary for an organization to submit a formal proposal in order for PLSO to determine if a project is within its grant making interest.

LEGISLATIVE COMMITTEE

OBJECTIVE

To consider all matters of legislation affecting the Land Surveying Profession, on the local, state, or national level.

AUTHORITY

By-laws, Article IX.

DUTIES

1. Examine and review all proposals for amendment or revision of Oregon Laws pertaining to the practice of Land Surveying. Keep the Board advised of such proposed and pending legislation, particularly while the State Legislature is in session.
2. Draft, initiate and sponsor legislation desired by the profession.
3. Confer with other professions and enlist their cooperation in legislative measures of mutual interest or concern.
4. Write and publish articles and reports on legislation affecting the profession. Investigate desirability of publishing "legislative bulletin" during legislative sessions.
5. Work for establishment of a strong legislative committee in

each chapter, to study prospective bills affecting our profession before they are introduced to the legislature.

6. Conduct review and revision of the sections of the Oregon Laws pertaining to the practice of land surveying by State and local agencies, firms, and corporations, as well as by private individuals.

7. Submit written report 30 days before annual meeting to Board Chair for review of progress.

8. Outline assignments for committee for ensuing year.

9. The retiring committee Chair shall deliver the year's committee file to the new committee Chair as soon as possible after the appointment has been announced, but not later than 30 days after the Annual Meeting.

10. The Legislative Committee Chair shall serve a term of 2 years to coincide with the Oregon State Legislature. The appointment will start with the non-legislative year and run through the legislative year to provide continuity to the committee.

PROFESSIONAL PRACTICE COMMITTEE

OBJECTIVE

The promotion of the best interests of the public in it's relations with the surveying profession.

The maintenance of a code of Ethics for our profession.

Support of the laws providing for the registration of surveyors.

Provide private arbitration for members at the request and agreement of involved parties. The purpose is to resolve an issue before it reaches litigation or an OSBEELS complaint.

Provide a panel for discussion of survey problems.

AUTHORITY

By-laws,
Article IX, Article XII,

Code of ethics: As adopted

MEMBERSHIP OF COMMITTEE

A member of each chapter should be on this committee with at least one member of the committee from the Board of Directors if possible. Always have a past member of the committee sit on next years committee for continuity.

DUTIES

1. Investigate and report to the Board of Directors any violations of the state Registration Law and Code of Ethics as may come to their attention or be referred to them by the Board Chair, in conformity with procedure set forth in the By-laws, Article XII.

2. Initiate study of Oregon Registration Law and recommend to the Board such revisions as may be needed and appropriate.

3. Submit written report on yearly activities to the Board Chair 30 days before the annual meeting.

4. Recommend to the Board a yearly program of education and information for the public and all surveyors on registration law and Code of Ethics; and their effect on the practice of land surveying.

SUGGESTED PROCEDURES FOR THE PROFESSIONAL PRACTICE COMMITTEE

The Professional Land Surveyors of Oregon have formulated the code of Ethics for the Professional Land Surveyors of Oregon. It is recognized that most violations of land surveying ethics come about through ignorance as to what is right and proper on the part of the land surveyor or those with whom they are associated or serve.

The function of the Professional Practice Committee is therefore not solely to investigate and report on violations of the Bylaws, the Code of Ethics of the Professional Land Surveyors of Oregon or violations of ORS 672.200, but to inform members of the land surveying profession and those laymen and public officials who deal with surveyors, of the provisions of the Code of Ethics and to explain the reasons why this code is so important to the practice of our profession. However, the existence of a Code of Ethics and Bylaws does not guarantee universal acceptance thereof, even though our members subscribe to it and the By-laws provide for expulsion, suspension or termination from PLSO under certain circumstances.

The following suggested procedures are intended to amplify the provisions of our By-laws and serve as a guide for the committee:

1. The committee shall be responsible for gathering material related to the public recognition of the land surveying profession.

2. The committee shall review such material and other available information and shall prepare an annual report which will include all items deemed to be significant.

3. Any professional land surveyor who learns of an alleged violation of ethical practice by a fellow surveyor will be morally responsible to promptly report such misconduct to the Board Chair after taking reasonable steps to check the facts and circumstances.

4. The committee shall hold such further investigations and hearings as are deemed necessary for a full understanding of the case. Where violations of ethics have been found to exist, they shall file a complaint against the accused with the P.L.S.O. Executive Secretary recommending specific action to the P.L.S.O. representative and shall be responsible for prosecuting the matter before the Board of Directors. As provided in Article XII of the Bylaws, upon the written request of the accused, a hearing shall be held as provided below.

5. The Code of Ethics will be periodically reviewed and clarified or improved by the Professional Practice committee subject to the approval of the P.L.S.O. Board of Directors. In performing these duties, the Professional Practice committee shall consult the available records and recommendations of other professional and technical societies and shall offer pertinent information to the publications committee for the benefit of the P.L.S.O. membership.

6. The P.L.S.O. Board of Directors will normally act as final authority in interpreting matters of ethics for its members.

HEARING PROCEDURE

1. Appointment of Hearings Officer: When a hearing has been demanded in accordance with Article XII of the Bylaws and these procedures, the matter shall be heard and decided by a quorum of the Board, or at its sole discretion, a hearings officer appointed by the Board (the Board or the hearings officer, whichever is applicable, are referred to herein as the "Hearings Officer").

2. SOURCES OF EVIDENCE: Evidence will be presented in the form of sworn testimony and non-testimonial evidence. Witness statements in lieu of live testimony will not be used, unless otherwise stipulated by all parties, although the parties may submit depositions taken in perpetuation of testimony in the event that a witness cannot be present at the hearing. Nothing in the foregoing shall prohibit use of witness statements to impeach a witness for prior inconsistent statements. Other non-testimonial evidence may be received by the Hearings Officer if it complies with the standard for admissibility set forth below.

3. Order of Procedure at Hearing:

a. Opening statements shall be brief and confined to the issues.

b. The Professional Practice Committee has the burden of establishing cause for disciplinary action. The Committee will first offer evidence to the Hearings Officer as it deems appropriate. The accused may be represented by counsel and may cross-examine witnesses as they testify. The Committee shall be permitted an opportunity for redirect questioning.

c. The accused shall then present evidence in support of his or her position. The Committee shall be given an opportunity to state its position. The Committee shall be given an opportunity to cross-examine each witness as he or she is called by the accused and the accused shall be permitted redirect examination.

d. The committee shall be permitted to submit rebuttal evidence subject to cross-examination and redirect questioning.

4. Standard for Admissibility of Evidence: Only evidence which is of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial or unduly repetitious evidence shall be excluded.

5. Hearing Memoranda: At the close of the hearing, in the discretion of the Hearings Officer, and within such time lines as may be set by the Hearings Officer, the parties may be permitted to file memoranda in support of their respective positions.

6. Scope of Review by Hearings Officer: The sole questions before the Hearings Officer shall be whether or not grounds exist for disciplinary action as provided in Article XII of the corporation's By-laws, and the appropriate disciplinary action to be taken suspension, expulsion, or termination.

7. Form of Decision: The Hearings Officer shall issue a written determination. The decision of the Hearings Officer or a (2/3) majority of the quorum of the Board acting as the Hearings Officer shall be final and binding upon the parties and shall be effective not less than 5 days following the close of the hearing.

8. Recording: Either or both parties may retain the services of a court reporter to record and transcribe the hearing, and either party may tape record the hearing. If only one party engages a court reporter or has a tape recording transcribed and the other party requests a transcript, one will be provided only if all costs of reporting and transcription are evenly shared.

PUBLICATIONS COMMITTEE

OBJECTIVE

Duties of the publications committee are to publish "The Oregon Surveyor" as directed, and to issue other official publications as directed.

The objectives of "The Oregon Surveyor" are to provide the membership with information promoting the aims of the society and to foster a closer unity among the profession and among the geographical chapters of the organization.

AUTHORITY

The Publications Committee Chair will be the editor of "The Oregon Surveyor". This is a standing committee appointed by the Board of Directors as directed in the By-laws Article IX, and performs the specified duties of directing the publications of the society.

DUTIES

Advertising is obtained by the Editor who bills the advertisers and payment is credited to the general fund by the Editor. Payment for printing and mailing is made from the general fund.

The Chair of the Publications Committee keeps a file of current copies of "The Oregon Surveyor", and in addition, keeps a file of photographs. Most of the used photos are stored where the Editor deems best.

It has been the established policy of the magazine to maintain a style which is consistent with the dignity of the profession, and to avoid the publication of banalities, trivial data, hearsay, inaccurate matter, or matter tending to improperly criticize individuals or groups. Personal items on members are very acceptable if they relate to the serious aims or accomplishments of the person(s).

News in the magazine shall be relevant to the activities of members. The activities of other surveyors or their societies are reported only when they are directly connected with the activities of Professional Land Surveyors.

Advertising is limited to commercial display, which must be conservative, ethical and non-discriminatory. Paid space from consulting surveyors is limited to professional cards.

Advertising space shall be set by the Board of Directors along with the overall size (number of pages) of the Oregon Surveyor. (Advertising space shall not exceed 1/4 of total pages of magazine)

"The Oregon Surveyor" magazine shall be published once every two months beginning at the first of February. The magazine shall be distributed to the members of the P.L.S.O. Near the date of the Annual Meeting, the Board of Directors may request that one publication be sent out to all registered Land Surveyors in the state of Oregon and to any other registered Land Surveyors deemed appropriate.

At the Annual meeting the Editor shall submit an end of the year report to the Board of Directors disclosing expenses and income.

EDUCATIONAL GOALS AND ACTIONS COMMITTEE

OBJECTIVE

To promote recognition of the surveying profession.

To introduce elementary and secondary students to surveying.

To support and promote college survey programs.

To work in conjunction with the Scholarship Committee to point qualified candidates toward scholarships in surveying.

To coordinate and assist the Local Chapters in a program of counseling, guidance and outreach to elementary, junior and senior high school students to insure that they are made fully aware of the importance, opportunities and responsibilities of a surveying career. Also to ensure that such guidance is offered early in the high school program so that compatible selection of subjects may be made.

To form a statewide Education Advisory Sub-Committee to promote involvement of PLSO in local advisory committees and to serve as a resource for the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) in drafting rules and qualifications for entry to the FLS examination.

AUTHORITY

By-laws, Article IX.

SCOPE

This committee's action will be on a state wide basis with responsibility for assistance to and coordination of the chapters of P.L.S.O.

DUTIES (General)

1. Review and report to the Board of Directors on subjects pertaining to education, as requested by the Board of Directors.

2. Act as a "clearing house" for issues pertaining to education in conjunction with Strategic Direction 2 of our 2002-2006 Strategic Plan.

3. Initiate, review, and report to the Board of Directors subjects pertaining to the advancement of the professional status of land surveyors and other matters that seem appropriate to the committee.

4. Conduct a planned publicity campaign to promote a better understanding and favorable reaction from the public for professional Land Surveyors and their work. This will include newspaper publicity and radio, television and news broadcasts: also arrangements for surveyors to serve as speakers before public and private meetings and organizations.

5. Conduct outreach. Work with schools & youth to develop the next generation of land surveyors, creating a legacy for our profession through personal and financial support of secondary educational programs in surveying, coupled with outreach to prospective students and the community.

6. Implementation and coordination of Trigstar program in area high schools throughout Oregon.

7. Production and distribution of Educational Packets to be placed in local high school career centers.

8. To coordinate and assist the Chapters in their programs. These duties shall include:

- a. Cooperation with high schools in establishing and continuing career days and in providing speakers and counselors on surveying and related fields.
- b. Arranging meetings with high school students and their parents to discuss surveying careers for the students. This item should be aimed at sophomore level
- c. Working with high schools and school administrators in improving courses and curriculum to better prepare interested students for a surveying education.
- d. Assistance to high school faculties and students in providing supplemental guidance, arranging field trips and plant visitations to take full advantage of local source material for study.
- e. Promotion of scholastic achievement in technical subjects in high schools.
- f. Developing and maintaining a mentorship program.

9. Recommend to the Board of Directors activities and opportunities that need funding at both the secondary and higher education levels.

10. Submit written report by October 31st. to the Board of Directors.

DUTIES (Education Advisory Sub-Committee)

1. Promote involvement of PLSO in local advisory committees at Community Colleges, OIT and OSU.

2. Act as a resource for the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) in drafting rules qualifications for entry to the FLS examination.

EXECUTIVE SECRETARY

AUTHORITY

By-laws Article VIII Section 4
and Article X Section 3,A

DUTIES

By-laws Article VIII Section 4

A request may be submitted to the Board of Directors for assistance with the duties of the Executive Secretary. Upon this request the Board of Directors shall select and approve a volunteer for this position.

NATIONAL ORGANIZATIONS
(NSPS & WFPS Representatives)

OBJECTIVE

To serve at the pleasure of the PLSO Board of Directors as representatives to National Society of Professional Surveyors (NSPS) & Western Federation of Professional Surveyors (WFPS).

AUTHORITY

By-Laws, Article XIII Sec. 3

DUTIES

Submit budget to the PLSO Board of Directors at the beginning of each year.

Provide a written report to the PLSO Board of Directors on each NSPS & WFPS meeting.

Serve a minimum of a 2 year term.

Represent PLSO issues at a national level.

Serve as an active member of NSPS & WFPS.

Report PLSO activities to NSPS & WFPS.

BOARD OF DIRECTORS POLICY GUIDE

OBJECTIVE

To aid the P.L.S.O. Board of Directors in creating a smooth transition from year to year. The following is only intended to be used as a guide to aid the operation of the Board and to create a consistent flow of activities so no time is wasted in discussing the procedure of meetings and policies that have been established by prior Boards.

1. The first Board of Directors meeting shall be within 45 days of the Annual Meeting, at which time it shall be decided by a vote of the Board where and when the remaining Board meetings shall take place.

2. At the first meeting all committee Chairs and Vice Chairs shall be appointed by the Board Chair.

3. All Board meetings shall be run by the Roberts Rules of Order.

4. The following is a typical agenda for the Board of Directors meeting.

I. Introduction of Board members and any comments a Board member may want to express.

- A. Secretaries report
- B. Committee reports
- C. Old business
- D. New business
- E. Good of the Order

II. Adjourn

5. The Scholarship committee should submit to the Board its applicants for awarding of the scholarships by June. Remember the first scholarship is the "Bill Guile P.L.S.O. Scholarship", the second is the "Brian Weigart P.L.S.O. Scholarship". We only

give that money we earn from the interest from the scholarship account. If possible we give at least two scholarships out per year.

6. Travel expenses for attending Board meetings are reimbursed by P.L.S.O. upon submission of a bill to the Executive Secretary within 45 days of the Board meeting.

7. The Board meeting facility is selected by the host chapter and it is also in charge of selecting the lunch. The Board meeting generally begins at 10:00AM and runs until adjourned. It is recommended that, along with lunch, coffee and tea be served at the meeting.

8. Surveyor of the Year and Life Membership awards should be submitted in writing for vote no later than 120 days prior to the Annual Meeting. This is so the plaques can be prepared in time.

9. It's recommended that the Annual Meeting sites be selected at least 5 years in advance, so the facility can be reserved to ensure enough space is available for the meeting.

10. A final report of the Annual Meeting shall be submitted to the Board of Directors. It's preferred that the "CONFERENCE REPORT FORM" be used and a copy of the form be sent to the incoming conference Chair, who is maintaining records of the Annual Meetings so future chapters will have a better information base to start from.

11. Ensure that all Board Members have received their notebooks from their predecessors. Review the contents of the notebook to ensure that everyone has a complete book. A table of contents is in the front.

12. If discussing a matter that does not for any reason need to be known by the general membership, go into executive session so that it does not become a part of the minutes of the meeting.

13. Every chapter will try to have one seminar per year, except the chapter hosting the Annual Meeting.