

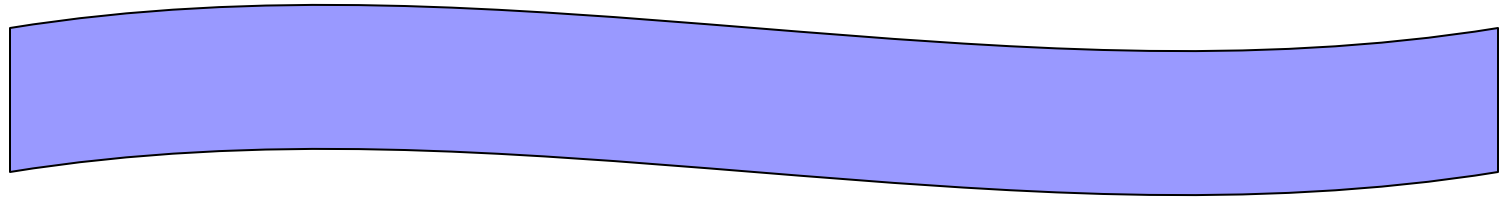


# WELCOME ON BOARD

- It is an HONOR
- It is a RESPONSIBILITY
- It is a great PRIVILEGE
- By the way, it's HARD WORK



# **OUR COMMON GOAL**



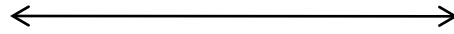
## **MISSION STATEMENT**

A society of professional surveyors and their associates dedicated to enhancing professionalism, improving legislative awareness, and promoting the profession of surveying.

## ORGANIZATIONAL CHART

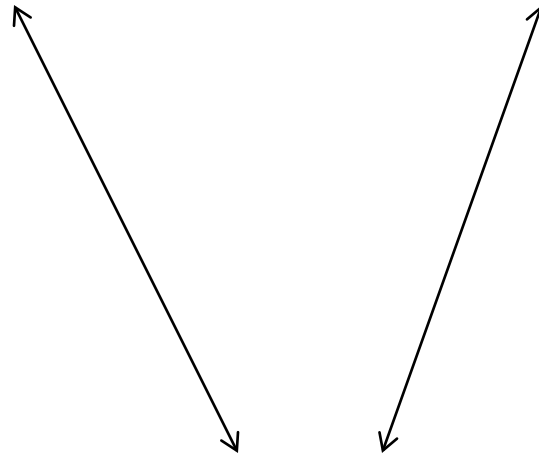
### Board of Directors

President  
President Elect  
Vice-President  
Secretary/Treasurer  
Past President  
NSPS Delegate  
Chapter Presidents



### Executive Committee

President  
President Elect  
Vice President  
Secretary/Treasurer  
Past President  
NSPS Delegate  
2 At-large Chapter Presidents



### Chapters & Committees

Local Chapters  
Standing Committees  
Special Committees  
Special Liaisons

# STRATEGIC PLANNING

## STRENGTHS

- Good relations with NCBELS
- Strong Education Foundation
- Strong staff, website & database
- Active Board Members
- Increased presence in Advocacy
- Online Classes/Chapter partners

## WEAKNESSES

- No training for entry level staff in surveying firms
- Members not active in chapters
- Value vs. Cost
- Lack of enthusiasm for chapter leadership
- Gray areas due to technology

## OPPORTUNITIES

- Changing Technology
- Become a leader in the specialization / diversification of the profession
- Attend other association conventions / trade shows
- Career Fairs
- Membership drive
- Chapter growth

## THREATS

- Profession is aging out
- Courts declared we are not Learned Profession
- Low pass and participation rate of PLS exam
- Retirees not participating

# WHERE TO START...

- Get to know other Board members
- Where do they live
- Do they have families
- What are their interests and concerns
- Why do they want to serve on the Board
- Get to know NCSS staff
- Learn where to go for answers to questions
- Learn that this job deserves your best...  
most of you **VOLUNTEERED FOR THIS!**

# BOARD MEMBER CODE OF ETHICS

## DO'S

- LISTEN CAREFULLY
- RESPECT OPINIONS
- AUTHORITY IS VESTED IN THE BOARD
- BE INFORMED
- PARTICIPATE
- ENSURE THAT NCSS IS WELL MANAGED
- REPRESENT NCSS
- ALWAYS WORK TO LEARN MORE

## DON'T'S

- BE CRITICAL
- USE NCSS FOR PERSONAL ADVANTAGE
- DISCUSS CONFIDENTIAL PROCEEDINGS
- PROMISE VOTES
- INTERFERE WITH THE DUTIES OF NCSS STAFF



# **3 QUESTIONS TO ASK MYSELF BEFORE VOTING AT A MEETING**

1. Do I have enough information to make a decision or to vote on an issue?
2. Will the decision I am voting on have any direct impact on me personally or my practice?
3. Is the decision morally or legally wrong?

# FORMULA FOR A SUCCESSFUL MEETING

- **FUN** - Society and Chapter business is intended to benefit the profession...be at ease with your peers.
- **LUCK** - Have a drawing or a raffle...play a game with  $\frac{1}{2}$  the proceeds going to the Education Foundation or something within NCSS.
- **INFORMATIVE** – Plan to have a guest speaker. Not necessarily someone in the field...just someone who is interesting and informative.
- **PRIVATE** – Try to plan your meetings in a private room.
- **SHORT** – Set a time limit and stick to it!



# Parliamentary Procedures

## *Robert's Rules of Order Newly Revised* (1990)

The motions below are listed in order of precedence. Any motion can be introduced if is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2nd?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for I rise to a question of privilege	No	Yes	No	Yes	Majority
Register complaint		Yes	No	No	No	None
Make follow agenda	I call for orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table I move the previous question	No	Yes	No	No	Majority
Close debate		No	Yes	No	No	Two-thirds
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	Two-thirds
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to a committee	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that ...	No	Yes	Yes	Yes	Majority

# Parliamentary Procedures

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>nd</sup> ?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	Two-thirds
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	Two-thirds
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand rising vote	I call for a division	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

# Parliamentary Procedures

**Motions that Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

Take a matter from the table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	Two-thirds (majority with notice)
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority



# **Board Calendar**

**Spring BOD Meeting**

**May 18, 2019**

**Summer BOD Meeting**

**August 3 or 10, 2019**

**Fall BOD Meeting**

**November 2, 2019**

**Winter BOD Meeting**

**February 8, 2020**

# REQUIRED REPORTS

- Reports are due AT LEAST 30 DAYS before each Board meeting. Without written reports, it will be necessary to give a verbal report...which can make a Board meeting quite long.

- April 19, 2019

July 2, 2019

- October 2, 2019

January 12, 2020



# How to Prepare Your Report

- Reminders for quarterly report deadlines will be provided by Executive Director
- Report should include activity of chapter and any items requested for discussion at Board meeting
- Font – Garamond 11; Format – paragraph style
- Dates should be in italics without bold or underline features
- Separate reports should be submitted for chapter and committee work

# NCSS Chapter Presidents

## *at Board of Directors' Meetings*

- Chapter Presidents **must attend all** meetings of the NCSS Board, or give a **written proxy** to someone representing your chapter
- In order to place “**new business**” on the Board’s agenda, submit a request with your chapter report to the NCSS office **30 days prior** to each Board meeting
- **MOTIONS** are made by a **member of the Board**
- Chapter Presidents should report back to their chapters on the highlights of all Board meetings, **particularly those matters voted upon**
- Chapter Presidents may wish to ensure that **chapter dues be enough to cover travel expenses** for he/she
- Chapter Presidents may wish to **consider serving on a committee** as unique insight is gained into the inner workings of NCSS



# Suggestions for Successful Chapter Meetings

- ✓ Begin and end meetings on time
- ✓ Have an agenda and stick to it
- ✓ Keep meeting moving at appropriate pace
- ✓ Arrange for a speaker and make sure their needs are met
- ✓ Delegate responsibility to all chapter members
- ✓ Host a Past President's night
- ✓ Distribute NCSS membership applications and other information to potential members
- ✓ Bring a buddy, invite an attorney, realtor or general contractor
- ✓ Play a game or plan a social event to entice new members
- ✓ Send follow-up thank you letters when necessary
- ✓ Have fun and fellowship!



# NCSS Chapter Presidents

## *Local Chapter Operations*

- ✓ Have an annual planning session with other Chapter Officers
- ✓ Assign members to NCSS Committees
- ✓ Coordinate chapter activities with those of NCSS
- ✓ Invite NCSS President or President–Elect to a meeting
- ✓ Plan at least 6 meetings/programs in advance
- ✓ Consult NCSS Office for speaker list

# SPEAKER'S BUREAU

- NCSS President
- NCSS Executive Director / Lobbyist
- NSPS Governor
- NCSS Legislative Chair
- NCSS PAC Chair
- NCSS Education Chair
- CST Representative
- NCSS Membership Chairman
- GPS User's Group Chair
- NCSS Sustaining Members
- Local Legislators
- Snake Bite Expert
- Clerk of Court
- City or County Staff
- FEMA Representatives

# Sample Agenda for Chapter Meetings

\_\_\_\_PM: Meeting Date\_\_\_\_\_

Fellowship time prior to meeting

\_\_\_\_PM: Meeting Called to Order:

Introduction of guest(s): names\_\_\_\_\_

Grace/evening meal: name\_\_\_\_\_

Brief bio of guest speaker

Presentation

Thanks to speaker

BREAK

\_\_\_\_PM: Business Meeting

Sec/Treasurer report: Minutes of last meeting

Financial report

Committee reports

Old Business

New Business

President's Report

\_\_\_\_PM: Motion to Adjourn



# NCSS Committee Chairs

- **Meet regularly** with committee
- **Submit reports** to NCSS office **30 days prior** to Board meetings
- **Delegate responsibility** to all committee members
- **Add members** after discussion with NCSS President
- **Seek Board approval** for all expenditures of non-budgeted funds and/or all policy requests



# Education Partnerships

- NCSS and Chapters can partner to host seminars in spring and fall
- Chapters responsibilities – Topic, Speakers, Venue, Caterer
- NCSS responsibilities – Registrations, contracts, printed materials, help with AV if needed, financial reporting
- Profits are shared 50/50 which is a win/win for everyone



# **NCSS Committee Chairs**

## **ITEMS TO INCLUDE IN AN EFFECTIVE MEETING:**

- ✓ **Agenda of matters to be covered, including old business**
- ✓ **Copies of committee's charge or function**
- ✓ **Copies of committee's names, addresses and phone numbers**
- ✓ **NCSS calendar to mark all of your meeting dates with your committee for the year**

# NCSS Standing Committees



Conference Committee

Education Committee

Executive Committee

Finance & Budget Committee

Legislative Committee

Long Range Planning Committee

Membership Development & Chapter Relations  
Committee

Nominating Committee

Public Relations Committee

Standards of Practice Committee

# NCSS Special Committees



Land Records Advisory

Electronic Recording Council

Geographic Information Coordinating Council

NC A&T Advisory Committee

NCSS Education Foundation

NCSS PAC

NCSS MAPS, Inc.

Professional Enhancement Committee

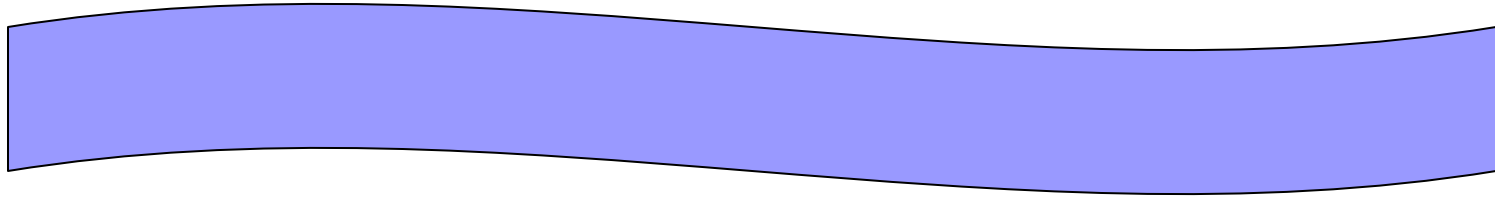
Railroad Access Permits

Real Estate

Right of Entry



# NCSS Special Liaisons



NC Board of Examiners for Engineers & Surveyors  
Underground Damage Prevention Review Board



# Thank you!!!

Thank you for stepping up to be a part of NCSS and moving the profession of surveying forward.

**It's Worth It!**