

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

Chapters & Committees

Local Chapters
Standing Committees
Special Committees
Special Liaisons

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

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

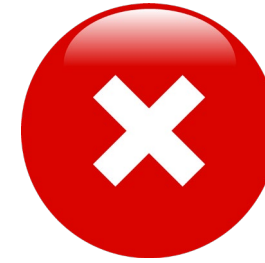
- Learn where to go for answers to questions.

Learn that this job deserves your best...most of you VOLUNTEERED FOR THIS!

Board Member Code Of Ethics



- 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



- 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

01

Do I have enough information to make a decision or to vote on an issue?

02

Will the decision I am voting on have any direct impact on me personally or my practice?

03

Is the decision morally or legally wrong?



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!

Formula for a Successful Meeting

YOU WANT TO:	YOU SAY:	INTERRUPT?	2nd?	DEBATE?	AMEND?	VOTE?
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

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.

Parliamentary Procedures

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 nd ?	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

Robert's Rules of Order
Newly Revised (1990)

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

Parliamentary
Procedures

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

Robert's Rules of Order
Newly Revised (1990)

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

Parliamentary
Procedures

Board Calendar

**Spring
BOD
Meeting**

**May 15, 2021
Wake Forest**

**Summer
BOD
Meeting**

**August 7, 2021
Location TBD**

**Fall
BOD
Meeting**

**November 6, 2021
Wake Forest**

**Winter
BOD
Meeting**

**February 26, 2022
Pinehurst**

Required Reports

Timeline

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 9, 2021



July 9, 2021



October 8, 2021



January 14, 2022





Report should include activity of chapter and any items requested for discussion at Board meeting.



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Meeting dates should be in italics without bold or underline features.

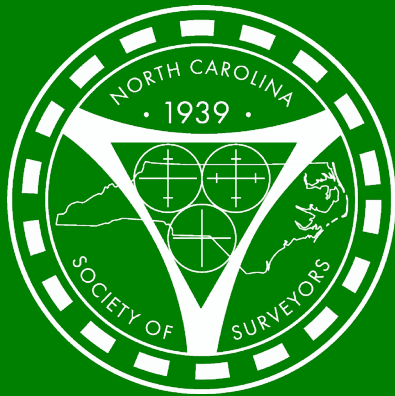


Separate reports should be submitted for chapter vs. committee work.

How to Prepare Your Report

Reminders for quarterly report deadlines will be provided by Executive Director

NCSS Chapter Presidents at Board of Directors' Meetings



01

Chapter Presidents must **attend all** meetings of the NCSS Board or give a **written proxy** to someone representing your chapter.

02

In order to place “**new business**” on the Board’s agenda, submit a request with your chapter report to the NCSS office prior to each Board meeting.

03

MOTIONS are made by a **member of the Board**.

04

Chapter Presidents should report back to their chapters on the highlights of all Board meetings, **particularly those matters voted upon**.

05

Chapter Presidents may wish to ensure that **chapter dues be enough to cover travel expenses** for President or proxy.

06

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.

Invite NCSS President or President-elect to a meeting.

Assign members to NCSS Committees

Plan at least 6 meetings/programs in advance.

Coordinate chapter activities with those of NCSS.

Consult NCSS Office for speaker list.

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

Speaker's Bureau

_____ 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

Sample Agenda for Chapter Meetings

NCSS Committee Chairs

Meet regularly with committee.

Delegate responsibility to all committee members.

Submit reports to NCSS office **30 days prior** to Board meetings.

Add/Remove members after discussion with NCSS President.

Review with members Committee's mission.

Seek Board approval for all expenditures of non-budgeted funds and/or all policy requests.

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, track PDHs for participants.

Profits are shared 50/50 which is a win/win for everyone.

Education Partnerships

NCSS Committee Chairs

Items To Include In An Effective Meeting

01

Agenda of matters to be covered, including old business.

02

Copies of committee's charge or function.

03

Copies of committee's names, addresses and phone numbers.

04

NCSS calendar to mark all meeting dates with your committee for the year.

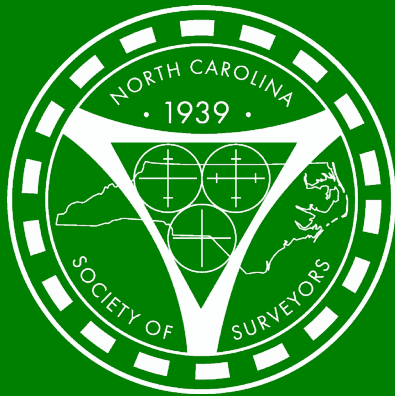
NCSS **Standing** Committees

- 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

NCSSS Special Liaisons

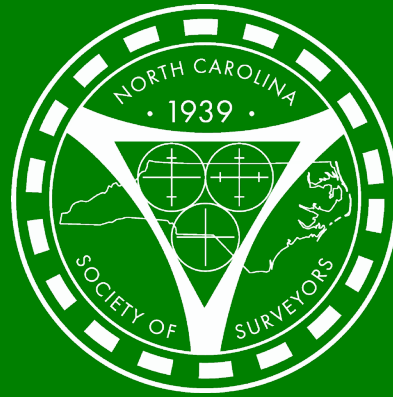


01

NC Board of Examiners for Engineers & Surveyors

02

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!