

# **Leadership Handbook**

**for**

**North Dakota**

**Society**



**of**

**Professional**

**Engineers**

**(Originally Compiled on 10 October 2001)  
(Last Update on 6 October 2005)**



**North Dakota Society  
of  
Professional Engineers**

**Leadership Handbook**

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## Introduction

The North Dakota Society of Professional Engineers (NDSPE) is a state member of the National Society of Professional Engineers (NSPE) but separately incorporated with full autonomy in all state and local matters. NDSPE has its own constitution and bylaws; however those are not to conflict with the Constitution and Bylaws of NSPE.

This *State Leaders Handbook* is designed to provide information and assistance to NDSPE leaders. In addition to basic information about the organization, functions and administration of the Society, it contains contact information for the state leaders and a copy of the budget.

Four local chapters provide direct member contact with the Society. These chapters are as follows:

- Chapter 1 – Grand Forks
- Chapter 2 – Minot
- Chapter 3 – Bismarck
- Chapter 4 – Fargo

In addition to the local chapter meetings, members have the opportunity to network with each other, receive information on the status of the state society and give input on the operations of NDSPE at the annual meeting. NDSPE usually has this annual meeting in late winter or early spring. In recent years, the meeting has been held at the beginning of April. The meeting location rotates around to each of the four chapter locations, in a clockwise rotation around the state. Tentative locations for future meetings are as follows:

- 2005 – Fargo
- 2006 – Bismarck
- 2007 – Minot
- 2008 – Grand Forks

Between annual meetings, the state society is run by a Board of Directors. This board is made up of the four state society officers along with the immediate past president, four chapter presidents, five practice section chairs, and four ex-officio members. Officers of the Society are the following:

- President
- President-Elect
- Vice President
- Secretary-Treasurer
- Membership Director

Chapters are as listed above. Practice sections are as follows:

- Professional Engineers in Construction (PEC)
- Professional Engineers in Education (PEE)
- Professional Engineers in Government (PEG)
- Professional Engineers in Industry (PEI)
- Professional Engineers in Private Practice (PEPP)

North Dakota Society of  
Professional Engineers  
A State Society of the  
National Society of Professional Engineers

Ex-officio members are the following:

- NDSPE Executive Secretary
- Dean of Engineering at NDSU
- Dean of Engineering at UND
- Executive Secretary of the North Dakota Board of Registration for Professional Engineers and Land Surveyors

The board holds a minimum of four meetings each year. The meetings are generally held as follows:

- Fall meeting in early October – usually in Carrington
- At least one winter meeting in January/February to discuss upcoming annual meeting – usually via teleconference
- Meeting in conjunction with annual meeting
- Year end meeting in May to tie up loose ends – usually via teleconference

Between Board of Directors meetings, the executive committee conducts the business of the Society, as long as the business is conducted within established policies of the Board of Directors. The executive committee is made up of the following positions:

- Immediate Past President
- President
- President-Elect
- Vice President
- Secretary-Treasurer

## Important Events in the NDSPE Annual Calendar

Event	Milestone Date
Start of Administrative and Fiscal Years	1 July
Fall Board Meeting (in person) *	Early October
Winter Board Meeting (teleconference) *	January, February and/or March
Nominations Committee to submit names to Secretary-Treasurer	45 Days before Annual Meeting
Awards Committee to submit list to Executive Committee	14 Days before Annual Meeting
Secretary-Treasurer to submit nominees to membership	2 Weeks before Annual Meeting
Constitution Amendments submitted to membership	2 Weeks before Annual Meeting
Budget Committee conducts Audit and Prepares Budget *	Prior to Annual Meeting
President-Elect selects committee chairs	Prior to Annual Meeting
President-Elect announces committee chairs	At Annual Meeting after election
Board Meeting (in person) *	At Annual Meeting
Elect Officers	At Annual Meeting
Approve Constitutional and Bylaw Amendments	At Annual Meeting
Approve Annual Budget	At Annual Meeting
Public Relations Committee submits Award Recipients' and new Officers' names to media **	2 weeks after Annual Meeting
Spring Board Meeting (teleconference) *	May or June
Secretary-Treasurer submits Board of Registration Candidates to Governor	Before 1 July
President-Elect selects remaining committee members	Prior to start of administrative year
End of Administrative and Fiscal Years	30 June

Events and/or timeframes are mandated by Constitution, Bylaws, or both, except as noted

\* Events completed by tradition, not mandatory

\*\* Recommended events and/or time frame

## NDSPE Officers Directory

### President

Dr. Bruce Dockter, PhD, P.E.  
University of North Dakota  
823 South 12<sup>th</sup> Street  
Grand Forks, ND 588201-4513

Office: 701.777.4102  
Home: 701.775.9565  
FAX: 701.777.5181  
e-mail: President@NDSPE.org

### President-Elect

Er. C. Gregg Thielman, P.E.  
Houston Engineering, Inc.  
2505 North University Drive  
Fargo, ND 58102-1301

Office: 701.237.5065  
Home: 701.271.8681  
FAX: 701.237.5101  
e-mail: President-Elect@NDSPE.org

### Vice President

Er. Michael Gunsch, P.E.  
Houston Engineering, Inc.  
3712 Lockport Street  
Bismarck, ND 58103

Office: 701.323.0200  
Home: 701.255.1958  
FAX: 701.323.0300  
e-mail: Vice-President@NDSPE.org

### Secretary-Treasurer

Er. Kevin G. Nelson, P.E., L.S.I.  
Bartlett & West Engineers, Inc.  
PO Box PO Box 1077  
3456 East Century Avenue  
Bismarck, ND 58502-1077

Office: 701.258.1110  
Home: 701.258.2818  
FAX: 701.258.1111  
e-mail: Secretary@NDSPE.org

### Membership Director

Er. Scott Zainhofsky, P.E.  
North Dakota Department of Transportation  
608 East boulevard Avenue  
Bismarck, ND 58505-0700

Office: 701.328.2533  
Home: 701.663.0595  
FAX: 701.  
e-mail: Membership@NDSPE.org

## **NDSPE Board of Directors Directory**

### **Officers**

#### **President**

Dr. Bruce Dockter, PhD, P.E.  
University of North Dakota  
16 Vail Circle  
Grand Forks, ND 588201

Office: 701.777.4102  
Home: 701.775.9565  
FAX: 701.777.5181  
e-mail: President@NDSPE.org

#### **President-Elect**

Er. C. Gregg Thielman, P.E.  
Houston Engineering, Inc.  
2505 North University Drive  
Fargo, ND 58102-1301

Office: 701.237.5065  
Home: 701.271.8681  
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e-mail: President-Elect@NDSPE.org

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Er. Michael Gunsch, P.E.  
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3712 Lockport Street  
Bismarck, ND 58103

Office: 701.323.0200  
Home: 701.255.1958  
FAX: 701.323.0300  
e-mail: Vice-President@NDSPE.org

#### **Secretary-Treasurer**

Er. Kevin G. Nelson, P.E./L.S.I.  
Bartlett & West Engineers, Inc.  
PO Box PO Box 1077  
3456 East Century Avenue  
Bismarck, ND 58502-1077

Office: 701.258.1110  
Home: 701.258.2818  
FAX: 701.258.1111  
e-mail: Secretary@NDSPE.org

### **Other Society Leaders**

#### **Past-President**

Er. Gary Doerr, P.E.  
North Dakota Department of Transportation  
608 East Boulevard Avenue  
Bismarck, ND 58505-0700

Office: 701.328.4844  
Home: 701.222.3917  
FAX: 701.328.0103  
e-mail: Past-President@NDSPE.org

#### **Membership Director**

Er. Scott Zainhofsky, P.E.  
North Dakota Department of Transportation  
608 East Boulevard Avenue  
Bismarck, ND 58505-0700

Office: 701.328.2533  
Home: 701.663.0595  
FAX: 701.328.4623  
e-mail: Membership@NDSPE.org

## **Chapter Presidents**

### **Chapter 1 – Grand Forks**

Er. Mark Lambrecht, P.E.  
CPS Ltd.  
308 Second Ave. North  
Grand Forks, ND 58203

Office: 701.746.7459  
Home: 701.775.2789  
FAX: 701.746.8948  
e-mail: Chapter1@NDSPE.org

### **Chapter 2 - Minot**

Er. Roger Kluck, P.E.  
Ward County Engineer  
15 Souris Court  
Minot, ND 58701  
Grand Forks, ND

Office 701.838.2810  
Home: 701.838.9383  
FAX: 701.838.3801  
e-mail: Chapter2@NDSPE.org

### **Chapter 3 – Bismarck-Mandan**

Er. Tom Neigum, P.E.  
Kadmas, Lee & Jackson  
3237 East Broadway  
Bismarck, ND 58502

Office 701.355.8415  
Home: 701.224-8644  
FAX: 701.355.8491  
e-mail: Chapter3@NDSPE.org

### **Chapter 4 - Fargo**

Er. Erik Jones, P.E.  
Houston Engineering, Inc.  
2505 North University Drive  
Fargo, ND 58103

Office: 701.237.5065  
Home: 218.287.3981  
FAX: 701.237.5101  
e-mail: Chapter4@NDSPE.org

## **Practice Section Chairs**

### **PEC**

(none)

Office: 701.  
Home: 701.  
FAX: 701.  
e-mail:

### **PEE**

Dr. Don Andersen, PhD, P.E.  
Dept. of Civil Engineering and Construction  
North Dakota State University  
1410 14<sup>th</sup> Avenue North  
Fargo, ND 58105

Office: 701.231.7225  
Home: 701.293.0669  
FAX: 701.231.6185  
e-mail: PEE@NDSPE.org

### **PEG**

Er. Tom Little, P.E.  
City of Mandan  
808 Bryan Trail  
Mandan, ND 58554

Office 701.667.3225  
Home: 701.663.0874  
FAX: 701.667.3223  
e-mail: PEG@NDSPE.org

North Dakota Society of  
Professional Engineers  
A State Society of the  
National Society of Professional Engineers

**PEI**

Er. Bruce Nelson, P.E.  
Montana-Dakota Utilities Co.  
400 North 4<sup>th</sup> Street  
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**PEPP**

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Office: 701.237.5065  
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FAX: 701.237.5101  
e-mail: PEPP@NDSPE.org

**Ex-Officio Board Members**

**Executive Secretary**

Ms. Mary B. Nelson  
NDSPE  
3831 Kingston Drive  
Bismarck, ND 58503-8286

Office: 701.258.2818  
Home: 701.258.2818  
FAX: 701.258.1111  
e-mail: Executive-Secretary@NDSPE.org

**Board of Registration**

Mr. Cliff Keller, Executive Secretary  
North Dakota Board of Registration for  
Professional Engineers and Land Surveyors  
721 West Memorial Highway  
PO Box 1357  
Bismarck, ND 58502-1357

Office: 701.258.0786  
FAX: 701.258.7471  
e-mail: BrdOfReg@btinet.net

**Dean of Engineering - NDSU**

Dr. Otto Helweg, PhD, P.E.  
% NDSU College of Engineering  
P.O. Box 5285  
Fargo, ND 58105-5285

Office: 701.231.7494  
Home: 701.235.9990  
FAX: 701.231.7195  
e-mail: Otto.Helweg@NDSU.NoDak.edu

**Dean of Engineering - UND**

Dr. John Watson, PhD  
% UND School of Engineering & Mines  
PO Box 8155  
Grand Forks, ND 58202-8155

Office: 701.777.3411  
Home: 701.  
FAX: 701.777.4838  
e-mail: John\_Watson@mail.UND.NoDak.edu

## NDSPE 2004-2005 Committee Directory

### AWARDS COMMITTEE (5)

#### Gary Arman- Chair

Boyd Johnson	Chap 1
Brad Doll	Chap 2
Ray Rolshoven	Chap 3
Jim Jorgenson	Chap 4
Robert Muscha	Chap 4

### BUDGET COMMITTEE (3)

#### Bruce Dockter-Chair

Bruce Nelson	Chap 3
Kevin Nelson	NDSPE

### CONSTITUTION, BYLAWS, AND ETHICS COMMITTEE (5)

#### Tom Atkinson- Chair

Steve Smith	Chap 3
A. T. Funkhouser	Chap 3
Thomas Little	Chap 3
Loel Fetting	Chap 4

### EDUCATION COMMITTEE (3)

#### Richard Anderson- Chair

Alan Traeholt	Chap 3
Otto Helweg	Chap 4
Harvey Gullicks	Chap 1

### NOMINATIONS COMMITTEE (5)

#### Don Andersen-Chair

Jay Kleven	Chap 1
Roger Kluck	Chap 2
Chris Wentz	Chap 3
Dain Miller	Chap 4

### PUBLICATIONS COMMITTEE

#### Don Andersen-Chair

Jay Kleven	Chap 1
Debby Jacklich	Chap 2
Cory Chorne	Chap 3
Tracy Eslinger	Chap 4
Kevin Nelson	NDSPE

### PUBLIC RELATIONS COMMITTEE (5)

#### Gary Doerr-Chair

Tom Atkinson	Chap 2
Dale Heglund	Chap 3
Gregg Thielman	Chap 4
Roy Sander	Chap 4

### MEMBERSHIP COMMITTEE (5)

#### Bruce Dockter-Chair

Nate Weisenburger	Chap 1
Roger Kluck	Chap 2
Dale Heglund	Chap 3
Troy Vareberg	Chap 4
Scott Zainhofsky	NDSPE

### LEGISLATIVE COMMITTEE (5)

#### Ron Rebenitsch-Chair

Wayne Larson	Chap 4
Gary Arman	Chap 3
Brant Malsam	Chap 3
Kevin G. Nelson	NDSPE

### PROFESSIONAL RELATIONS COMMITTEE (3)

#### Dean Wieland-Chair

Lon Aune	Chap 1
Tom Crary	Chap 3
Jim Fristad	Chap 1

**PROPOSED BUDGET FOR 2003-05**  
**North Dakota Society of Professional Engineers**  
**July 1, 2003 - June 30, 2005**

<b>Net Assets Balance</b>	Based on		
<u>Beginning Balance</u>	6/30/2002	4/01/03 Balance Est. 6/30/03	Est 6/30/04
Checking	\$234.56	\$1,724.71	
Savings	\$14,634.48	\$15,715.88	
CD (Includes Accum Interest)	\$7,636.45	\$7,973.06	
<b>Beginning Period Asset Total</b>	<b>\$22,505.49</b>	<b>\$25,413.65</b>	<b>\$22,943</b>
Estimated Costs 4/1-6/30		<b>\$1,200.00</b>	
Estimated Beginning		<b>\$24,213.65</b>	

	Actual					Current Budget	Proposed Budget	
	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05
<b>REVENUES</b>								
1 Dues (1)	\$8,881.10	\$8,957.50	\$11,742.50	\$10,907.00	\$11,033.00	\$12,176	\$13,761	\$13,761
2 Scholarship	\$445.00	\$550.00	\$475.00	\$425.00	\$417.00	\$400	\$400	\$400
3 Interest - Savings Acct.	\$480.93	\$446.70	\$376.40	\$0.00	\$562.74	\$400	\$400	\$400
4 Practice Sections (2)	\$95.00	\$65.00	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0
5 Mathcounts Checkoff								
6 Mathcounts-Pass thru	\$2,457.00	\$2,912.00	\$2,992.00	\$4,850.00	\$4,565.00	\$4,500	\$4,500	\$4,500
7 Other	\$10.00	\$95.00	\$425.00	\$0.00	\$50.00	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$12,369.03</b>	<b>\$13,026.20</b>	<b>\$16,010.90</b>	<b>\$16,182.00</b>	<b>\$16,627.74</b>	<b>\$17,476</b>	<b>\$19,061</b>	<b>\$19,061</b>

	Actual					Current Budget	Proposed Budget	
	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05
<b>EXPENSES</b>								
1 Exec Secretary	\$2,100.00	\$2,499.99	\$2,291.66	\$2,708.34	\$3,500.00	\$3,500	\$3,500	\$3,500
2 Office Expense	\$354.51	\$516.28	\$460.12	\$2,492.22	\$365.22	\$450	\$450	\$450
3 Scholarship	\$400.00	\$400.00	\$0.00	\$800.00	\$0.00	\$500	\$500	\$500
4 Chapter Due Refund	\$1,756.50	\$1,681.00	\$1,578.00	\$1,223.50	\$1,916.00	\$1,400	\$1,682	\$1,682
5 Personal Due Refund (3)	\$134.00	\$292.00	\$294.00	\$158.00	\$0.00	\$0	\$0	\$0
6 Publication (4)	\$943.18	\$498.52	\$1,043.10	\$1,100.66	\$1,252.56	\$1,300	\$1,300	\$1,300
7 Postage	\$200.41	\$122.83	\$59.62	\$97.79	\$43.32	\$200	\$200	\$200
8 NDSPE Board Meetings	\$153.42	\$63.27	\$32.00	\$194.58	\$237.04	\$200	\$200	\$200
9 NDSPE Annual Meeting	\$5.00	\$1,279.98	\$200.50	\$143.50	\$130.90	\$300	\$300	\$300
10 NDSPE National Meetings (5)	\$1,975.44	\$1,618.76	\$816.61	\$1,509.82	\$1,863.90	\$3,000	\$4,500	\$3,000
11 MathCounts	\$900.00	\$728.42	\$0.00	\$783.69	\$0.00	\$1,300	\$1,300	\$1,300
12 JETS TEAMS	\$200.00	\$200.00	\$0.00	\$151.01	\$0.00	\$200	\$200	\$200
13 MathCounts Pass Thru	\$2,457.00	\$2,912.00	\$2,992.00	\$4,850.00	\$4,565.00	\$4,500	\$4,500	\$4,500
14 Membership Campaign (6)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000	\$1,000	\$1,000
15 Committee Expense	\$0.00	\$0.00	\$399.43	\$255.61	\$447.35	\$400	\$400	\$400
16 Contingencies	\$250.00	\$0.00	\$0.00	\$92.34	\$0.00	\$300	\$300	\$300
17 Legislation (7)	\$1,806.00	\$1,020.00	\$0.00	\$1,000.00	\$0.00	\$1,200	\$0	\$1,500
<b>Total Expenditures</b>	<b>\$13,635.46</b>	<b>\$13,833.05</b>	<b>\$10,167.04</b>	<b>\$17,561.06</b>	<b>\$14,321.29</b>	<b>\$19,750</b>	<b>\$20,332</b>	<b>\$20,332</b>
Current Yr. Gain (Loss)	<b>-\$1,266.43</b>	<b>-\$806.85</b>	<b>\$5,843.86</b>	<b>-\$1,379.06</b>	<b>\$2,306.45</b>	<b>-\$2,274</b>	<b>-\$1,271</b>	<b>-\$1,271</b>
<b>Ending Net Asset Balance</b>							<b>\$22,943</b>	<b>\$21,673</b>

**Notes**

- Assumes 177 Lic. Mbr's @ \$62; 65 Members @ \$40; 2 Retired @ \$31; and 25 Students @ \$5.
- Eliminated due to inclusion in annual NSPE dues.
- Eliminated refund process.

**Constitution for  
North Dakota  
Society**



**of  
Professional  
Engineers**

**(As Amended on 26 March 2004)**

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# **NORTH DAKOTA SOCIETY OF PROFESSIONAL ENGINEERS CONSTITUTION**

## PREAMBLE

Recognizing that service to the public and to the State is a fundamental obligation of the professional engineer, the North Dakota Society of Professional Engineers does hereby dedicate itself to the promotion and protection of the profession of engineering as a social and economic influence vital to the welfare of the community and all mankind.

## ARTICLE I. - THE SOCIETY

Section 1. NAME. The name of this organization shall be the North Dakota Society of Professional Engineers, hereinafter called the Society.

Section 2. AFFILIATION. The Society shall be affiliated with the National Society of Professional Engineers.

Section 3. INCORPORATION. This Society shall be incorporated under the laws of the State of North Dakota.

Section 4. INSIGNIA. An official insignia shall be designed and adopted by a majority vote of the membership of the Society. Use and display of this insignia shall be limited to members only unless prior approval has been obtained from the Board of Directors.

Section 5. SEAL. An official seal shall be designed and adopted by a majority vote of the membership of the Society for use on official documents such as certificates of membership, awards, and special recognition.

## ARTICLE II. - OBJECT

Section 1. The object of this Society shall be the advancement of the profession of engineering in the State of North Dakota, as generally outlined in the Articles of Incorporation. This shall be deemed to include the following:

- a. Protection of the public welfare by encouraging all qualified engineers to seek legal status through registration.
- b. Uniting all professional engineers of the state in one organization.
- c. Advancement of the professional, social, and economic interests of the professional engineer.

- d. Advancement and protection of the interests of the engineer intern.
- e. Promotion of high standards of engineering education.
- f. Representation for the professional engineer in legislative matters affecting the profession.
- g. Cultivation of public appreciation for the work of the professional engineer through improved public relations.
- h. Development of a civic consciousness by members of the engineering profession.
- i. Establishment and preservation of high standards of ethical conduct in all professional matters.

### ARTICLE III. - CHAPTERS

Section 1. The membership of the Society may be organized into Chapters. The Board of Directors, hereinafter referred to as the Board, shall recommend to the Society the redefinition of boundaries and the chartering, combining, or dissolving of Chapters, according to the rules and regulations established by the Society, as outlined in the Bylaws. Each Chapter thus formed shall have a minimum of ten Members.

Section 2. Each Chapter chartered by the Society shall adopt such Bylaws for its operation as it may deem proper, provided that nothing contained therein shall conflict with or contravene the Constitution and Bylaws of the Society.

Section 3. The Chapters shall engage only in such activities as are consistent with professional ideals and ethics. Such activities shall be restricted to the geographical area for which the Chapter is chartered, except as the Board may authorize.

Section 4. The fiscal year and administrative years of the Chapters shall be concurrent with those of the Society.

Section 5. Students enrolled as full time students in engineering curriculum in an engineering college or university may be organized into student chapters, as provided in the Bylaws.

### ARTICLE IV. - MEMBERSHIP

Section 1. The classes of membership shall be as follows:

- a.
  - 1. Licensed Member
  - 2. Licensed Life Member
  - 3. Licensed Retired Member

- b. Member
- c. Honorary Member
- d. Student Member

Section 2. Membership Qualifications

a.

1. Licensed Member - A Licensed Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province, or territory of Canada; or the equivalent under the laws of any country.
2. Licensed Life Member - A Licensed Life Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province, or territory of Canada, or the equivalent under the laws of any country; and whose status had been changed to Life Member status, and who obtained and retained a valid license or certification of registration, while in active practice as a professional engineer, until retirement. A Life Member shall be given an option in writing to contribute to NSPE annually. Application for status as a Licensed Life Member may be made personally, by the Member's Chapter, or by the State Society.

The requirements for Licensed Life Member status are as follows:

1. Shall have retired from the active practice of professional engineering; and
  2. Shall be at least 60 years of age; and
  3. Shall have been a Member of the Society, above student grade, in good standing for a continuous period of at least 40 years.
  4. A majority of the Board of Directors approval of the application is required.
3. Licensed Retired Member - A Licensed Retired Member must have been eligible for Retired Member status prior to August 1, 1995. Licensed Retired Members shall pay one-half Licensed Member dues of the State Society. The application for Licensed Retired Member status can be made personally, by the Member's Chapter, or by the State Society.

The requirements for Licensed Retired Member status are as follows:

1. A Licensed Retired Member shall be defined as a person who has held a valid license or a certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or a province or territory of Canada, or the equivalent under the laws of any country; and whose status had been changed to Licensed Retired Member status, and who obtained and retained a valid license or certificate of registration, while in active practice as a professional engineer, until retirement.
  2. Shall be retired from full-time employment as a professional engineer and engaged in less than 20 hours of professional engineering per week and shall be at least 60 years of age.
- b. Member - A Member shall be defined as a person of high moral character who is:
1. A certified engineer-in-training (Engineer Intern), or the equivalent under the laws of the United States, Canada, or other country, or
  2. A graduate engineer who has graduated from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET); or has graduated from an engineering curriculum which is accredited by ABET within six years after graduation; or has a graduate engineering degree from a college or university which has one or more undergraduate engineering curricula accredited by ABET. For a graduate of an engineering curriculum in a foreign country, the applicant shall possess educational background equivalent to that attained from an engineering curriculum accredited by ABET.
  3. A Member shall advance to the Licensed Member grade as soon as eligible by licensing or registration.
- c. Honorary Member – An individual, whose knowledge and accomplishments deserve special recognition for that individual’s outstanding contributions to the engineering profession and or the public good. An Honorary Member shall not have voting privileges, may not hold office, and shall pay no dues. An honorary membership shall only be awarded upon the approval of two-thirds of the NDSPE Board of Directors.
- d. Student Member – A Student Member is a person who is enrolled in an ABET accredited engineering program or an engineering or pre-engineering program that leads to engineering licensure, and is carrying at least 12 credit hours. A full-time graduate student in engineering may choose any grade of membership, for which eligible, including Student Member.
1. A Student Member does not have voting privileges and may not hold any State Society Office.

Section 3. Affiliation with National Society of Professional Engineers.

- a. All Licensed Members, Licensed Life Members, Licensed Retired Members, Members, and Student Members shall automatically become members of the National Society of Professional Engineers.
- b. Membership in the Society may be attained or terminated as provided in the Bylaws.

Section 4. Membership Privileges

- a. All Members shall abide by the Constitution and Bylaws, Code of Ethics and shall be subject to election, discipline, suspension, or termination as provided in this Constitution and Bylaws.
- b. All Members of the Society, regardless of the Class of membership, shall be permitted to attend the regular meetings of the Society and to take part in the discussion of all business matters.
- c. Voting privileges are limited to Licensed Members, Licensed Life Members, Licensed Retired Members, and Members.
- d. Only a Licensed Member, Licensed Life Member, or a Licensed Retired Member may hold office as President, President-elect, or Vice President, Secretary-Treasurer, Chapter President, or serve as chairmann of a standing committee.
- e. A Member may be disciplined by the Society for cause as provided in this Constitution and Bylaws. In disciplinary matters, the Board may:
  1. Authorize joint action with other state societies;
  2. Request assistance of the National Society where in the Board's judgment the circumstances warrant.

#### ARTICLE V. - DUES

Section 1. The dues of the Society shall be recommended by the Board of Directors and approved by the membership of the Society as prescribed in the Bylaws.

Section 2. The procedures for scheduling, billing, conditions of payment, collecting of dues, delinquency, and reinstatement shall be as stated in the Bylaws.

#### ARTICLE VI. - ADMINISTRATION

Section 1. The membership is responsible for the management of the Society. However, the Board of Directors, hereinafter referred to as the Board, is established to manage the Society between annual meetings, as prescribed by this Constitution and Bylaws.

Section 2. The Board shall consist of the latest resident Past President, the President, the

President-elect, the Vice President, the Secretary-Treasurer, the Chapter Presidents, and the Chairperson of each authorized practice section.

Section 3. A majority of the Board Members and the designated proxies shall constitute a quorum. If either a Chapter President or a Practice Section Chairman is unable to attend or participate in any Board Meeting, that person shall select a Licensed Member, a Licensed Life Member, a Licensed Retired Member, or a Member to serve as a proxy to attend or participate in the Board Meeting. If possible, the member selected as a proxy for the Chapter President should be a Chapter Officer from the President's Chapter. If possible, the member selected as a proxy for the Practice Section Chairman should be a member of the Chairman's Practice Section. Board Members or designated proxies shall be limited to one vote on any issue brought before the Board. An affirmative vote by a majority of the Board Members and designated proxies present at a regular or duly called meeting shall be required to pass any motion consistent with the Constitution and Bylaws of the Society.

Section 4. The Board shall direct the investment and care of the funds of the Society and shall make appropriations for specific purposes.

Section 5. The Board shall at all times constitute the trustees of the corporation.

Section 6. No member of the Board shall receive a salary or compensation, except for expenses incurred in behalf of the Society as approved by the Board.

Section 7. The Board shall consider all questions brought before it involving the rights and standing of members, and all questions of ethics.

Section 8. The Board shall have the authority to decide any question by means of a letter ballot directed to all members of the Board. Procedures for determining a vote by letter ballot shall be as indicated in the Bylaws, and a majority of the votes cast within the stipulated time shall decide the question submitted by ballot.

Section 9. The Board is authorized to appoint an Executive Secretary, to fix the compensation for and to define the duties for this position.

Section 10. There shall be an Executive Committee of the Board consisting of the President, President-elect, latest resident Past President, Secretary-Treasurer, and Vice President. Within the provisions of the Constitution and Bylaws, the Executive Committee shall act for the Board between meetings provided that such action is not inconsistent with Board policy. All acts of the Executive Committee shall be reported to the Board.

Section 11. A majority of the Executive Committee shall constitute a quorum. An affirmative vote of a majority of the Executive Committee members present at a regular or special meeting shall be required to pass any motion consistent with the Constitution and Bylaws of the Society.

## ARTICLE VII. - OFFICERS

Section 1. The Officers of the Society shall be the President, President-elect, Vice President, and

Secretary-Treasurer.

- a. The President attains office by advancing from the Office of President Elect at the beginning of the administrative year and serves for one year.
- b. The President-elect is elected annually and serves one year as President-elect and then automatically advances to the position of President at the beginning of the next administrative year.
- c. The Vice President is elected annually and serves for one year.
- d. The Secretary-Treasurer is elected on the even numbered years and serves a two-year term.

Section 2. Eligibility for nomination, election, or retention of position as an elective office of the Society shall be contingent upon residence or employment in North Dakota.

Section 3. The procedures for election and the duties of Officers shall be defined in the Bylaws.

Section 4. The fiscal responsibilities of the Society shall be assigned to the Secretary-Treasurer. The Secretary-Treasurer shall be bonded, at the expense of the Society, for such an amount as determined by the Board.

Section 5. The Officers shall assume their respective offices on July 1<sup>st</sup> following the election and shall hold office until their successors have been elected.

Section 6. Should a vacancy occur in the Office of President, the President-elect shall assume the Office of President. Should a vacancy occur in the Office of President-elect, the Vice President shall assume the Office of the President-elect. Other vacancies among the elected Officers occurring during the year shall be filled for the unexpired term by appointment by the Board.

#### ARTICLE VIII. - NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Nomination for elective offices shall be made by the Nominating Committee which shall have the immediate Past President as its chairman and one member selected by each of the Chapters. In the event the immediate Past President is no longer available, the preceding Past President in line of service shall become chairperson of the Nominating Committee.

Section 2. Additional nominations, which may include members of the Nominating Committee, may be made from the floor at the annual meeting. Prior consent of the nominee must be obtained before placing the persons name in nomination.

Section 3. Election of officers shall be made at the annual meeting by a plurality vote on secret ballot.

#### ARTICLE IX. - MEETINGS

Section 1. The Society shall hold an annual meeting at such time and place as may be selected

by the Board as outlined in Bylaw 8. The meeting shall be open to all members and their guests.

Section 2. Special meetings of the Society shall be called by the President on two-thirds vote of the Board; or upon petition by fifty members of the Society, or ten per cent of the membership, whichever is the smaller number.

Section 3. A quorum shall exist when 20 members with voting privileges are present at the annual meeting if all Chapters are represented.

Section 4. The Board shall hold at least four meetings each year. All meetings of the Board shall be called by the President, or upon petition of 25 per cent of the Board Members.

#### ARTICLE X. - HEADQUARTERS

Section 1. The location of the headquarters of the Society shall be at Bismarck, or as may be determined by the Board.

#### ARTICLE XI. - COMMITTEES

Section 1. The Chairperson of the standing committees for the next administrative year shall be selected by the President-elect prior to the annual meeting. The Committee Chairperson shall be announced at the annual meeting after the Officers for the coming year have been elected. The remaining members of standing committees shall be appointed by said President-elect prior to the beginning of the administrative year. The appointments to standing committees shall be subject to concurrence by the Board.

Section 2. The duties of the standing committees shall be as outlined in the Bylaws.

Section 3. Special committees shall be appointed by the President, subject to concurrence by the Board.

Section 4. The duties of special committees shall be defined by the Board.

#### ARTICLE XII. - PRACTICE SECTIONS

Section 1. To further the objectives of the Society, establishment of practice sections is authorized.

Section 2. The Board may sanction the creation of, or order the dissolution of, practice sections according to provisions defined in the Bylaws.

#### ARTICLE XIII. - SCHOLARSHIPS

Section 1. The Society shall support engineering scholarships for students from North Dakota as directed by the members and the Board.

#### ARTICLE XIV. - AMENDMENTS

Section 1. This Constitution may be amended by two-thirds affirmative vote of the members present at any annual meeting, provided the proposed amendment shall have been submitted to the membership at least two weeks before the meeting at which it is to be voted upon.

#### ARTICLE XV. - BYLAWS

Section 1. The Constitution, Bylaws and Ethics Committee shall prepare a series of Bylaws for adoption by the Society. These Bylaws shall govern all procedures under this Constitution, including those of the Board and of the Committees.

Section 2. Bylaws may be introduced or amended without prior notice at any annual meeting by an affirmative vote of the majority of the members present.

#### ARTICLE XVI. - EFFECTIVE DATE

Section 1. This Constitution shall become effective upon its adoption at an Annual Meeting by an affirmative vote of the majority of the members present.

Section 2. Any amendment to this Constitution, adopted according to Article XIV, shall become effective upon its adoption unless otherwise specified in the amendment.

Adopted – 6 April 2001

**Bylaws for  
North Dakota  
Society**



**of  
Professional  
Engineers**

**(As Amended on 26 March 2004)**

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# NORTH DAKOTA SOCIETY OF PROFESSIONAL ENGINEERS BYLAWS

## BYLAW 1 - MEMBERSHIP

### A. Election to Membership

Membership applications may be received by either the State or Chapter and reviewed for eligibility by the Membership Committee. If deemed to be eligible by the Chapter Membership Committee, the applicant shall be added to the rolls and the State and National Societies notified. If deemed to be eligible by the State Membership Committee, the applicant will be added to the rolls and the Chapter and National Society notified, subject to review by the Chapter Membership Committee.

A candidate for Honorary Membership shall be nominated by the local Chapter or a member of the Board at a regular or special meeting of the Society. If the nominee is approved by a majority vote of a legal quorum of the Board, the Secretary-Treasurer shall complete the processing and issue a membership card. An Honorary Member shall be elected for life, or until such time as the membership is revoked by the State Society for just and sufficient cause.

### B. Severance of Membership

Voluntary. Any member in good standing may resign from the Society without prejudice, at any time.

Involuntary.

Should the registration of any member be revoked for any reason, or the certification of an intern be withdrawn for any reason by the State Board of Registration for Professional Engineers and Land Surveyors, said person shall automatically cease to be a member of this Society in any class of membership.

If the dues of any member remain unpaid three months after due date, said member shall be listed as "delinquent" and shall be removed from the mailing list and receive no publications issued by the Society. If the dues of any member remain unpaid three months after the due date, said member shall be dropped from the rolls of the Society as a member. The request of such a person for readmission must be accompanied by dues for the current year, plus any reinstatement fee which may be prescribed by the National Society of Professional Engineers, and such request shall be subject to the requirements of Article IV of the Constitution.

## BYLAW 2 - DISCIPLINE

- A. Violation of the Society Constitution and Bylaws, the Code of Ethics, or for conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.
- B. Charges or complaints of alleged violations of the Code of Ethics, or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matter. Charges concerning violations of the Code of Ethics, or the Constitution and Bylaws shall be filed by a member in good standing. Said member is responsible to render a written report containing factual knowledge of alleged violations of the Code of Ethics, or the Constitution and/or Bylaws. Such charges may be filed with the Secretary-Treasurer or with the Chairperson of the Constitution, Bylaws and Ethics Committee of the Society or Chapter.
- C. An informal investigation of alleged violations will be made by the Constitution, Bylaws, and Ethics Committee of the local Chapter. If such informal investigations indicate that a formal investigation is advisable, the Society President shall direct the Constitution, Bylaws and Ethics Committee of the Society to conduct a formal investigation and to recommend whether or not a hearing is warranted.
- D. Hearings will be conducted by a Hearing Commission, of not less than three Past Presidents appointed by the President. The Hearing Commission shall make recommendations to the Executive Committee, and the Executive Committee shall render a decision in the matter.
- E. The accused shall have the right to appeal the decision to the Board, in which case the Executive Committee members who sat earlier shall not participate in the appeal proceedings.
- F. A two-thirds vote of the Executive Committee, or the Board in an appeal, shall be necessary for sustaining a charge or charges. Thereafter, the penalty shall be determined by majority vote.
- G. Disciplinary action may be taken by the Society against a member who resigns from the Society after charges of unethical conduct have been filed against said member, in which case the former member shall have the same rights of defense and procedure as prescribed for members in good standing. In the case of resigned persons, the Society may issue a notice of censure or prescribe that the Society records show that such a person shall not be eligible for membership for a stipulated number of years, or indefinitely, or both and may publish its findings.
- H. If a professional engineer is charged, who is not a member, the engineer will be advised of the charges and offered the service of the Society in investigating and adjudicating the charges. If the engineer consents, the case will be handled in the established manner.
- I. The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the Society unless the Board shall have determined that the ends of justice would be better served by withholding publication.

- J. The Board shall adopt and publish a policy and procedures to govern the handling of such matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the State Board of Registration for Professional Engineers and Land Surveyors, for recording and disposition of records, for use of advisory counsel by the Society, and for cooperation with other State Societies and the National Society.
- K. Except as provided under Bylaw 1.B.2.a., members may be expelled from the Society by least a two-thirds vote of the voting members present at any annual meeting, and then only when the matter has been presented to the Society by formal action of the Board.

### BYLAW 3 - CHAPTERS

- A. The existing Chapters of this Society shall be as follows:
  - Chapter 1. Counties of Grand Forks, Nelson, Walsh, Pembina, Cavalier, Ramsey, Eddy, Benson, and Towner.
  - Chapter 2. Counties of Rolette, Pierce, McHenry, Bottineau, Renville, Ward, Mountrail, Burke, Divide, Williams, and McKenzie.
  - Chapter 3. Counties of Golden Valley, Slope, Bowman, Adams, Hettinger, Stark, Dunn, Billings, McLean, Mercer, Oliver, Morton, Grant, Sioux, Emmons, Burleigh, Wells, Logan, Kidder, Sheridan, and McIntosh.
  - Chapter 4. Counties of Foster, Cass, Stutsman, LaMoure, Dickey, Steele, Barnes, Trail, Richland, Sargent, Ransom, and Griggs.
- B. A new chapter may organize within the provisions of the Constitution and Bylaws of the Society. To organize a new chapter, an application signed by not less than ten members, must be filed with the Board. The Board shall submit this application with their recommendation to the Society at the next annual meeting. A favorable vote of two-thirds of the voting members present shall be required to authorize the new chapter. Chapters may permit a member, upon approval of the Board, to belong to a different chapter than specified by the county boundaries as listed above.
- C. The Officers of each Chapter shall include at least a President, President-elect, and Secretary-Treasurer. The Chapter Officers shall be elected at a Chapter Meeting held prior to July 1 and shall be a member of the Chapter which they represent. The persons elected shall take office July 1<sup>st</sup> of that year.
- D. The Board may authorize and issue charters for student chapters at approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board and shall be designated according to the policies of the National Society.

Each student chapter shall have a faculty advisor who shall wherever possible be a member of the Society. The student chapter advisor shall be appointed by the Society, through the local chapter concerned, on the recommendation of the Dean of Engineering of the college or school involved.

Each student chapter shall have a liaison officer from the local chapter who shall not be directly affiliated with the college or school involved. The liaison officer shall be appointed by the local chapter.

BYLAW 4 - AFFILIATED GROUPS

- A. The Board may authorize and issue charters for Student Chapters at approved engineering colleges or institutes of technology. Rules and Regulations for the organization and operation of Student Chapters shall be determined by the Board.
- B. Local Chapter Auxiliaries may be established with approval of the Chapter membership. The purpose of the Auxiliary shall be to assist in promoting the best interests of the professional engineer and the Society. The Auxiliary shall be responsible to the Chapter for its policies including ratification of Bylaws.

BYLAW 5 - FISCAL AND ADMINISTRATIVE YEAR

- A. The fiscal year of the Society shall be from July 1 through June 30.
- B. The administrative year of the Society shall be July 1 through June 30.

BYLAW 6 - DUES

- A. Dues become due and payable January 1 for the ensuing year, in advance.
- B. The dues for membership in the Society shall be as follows:

Licensed Member	\$62.00 plus National Dues
Licensed Life Member	\$0.00 and no National Dues
Licensed Retired Member	\$31.00 plus one-half of National Dues
Member	\$25.00 plus National Dues
Honorary Member	\$0.00
Student Member	\$ 5.00 plus National Dues

Fellow Member  
Pay dues in category to which the member

belongs (i.e., Licensed Member, Licensed Life Member, Licensed Retired Member)

Dues include a year's subscription to the official publications of the State and National Society.

- C. The amount of the State dues, to be paid to each Chapter, for each paid up member as of March 1, shall be determined by the Society at an annual meeting. The society shall pay to each chapter, for each paid up member as follows:

Licensed Member	\$8.00
Licensed Life Member	\$0.00
Licensed Retired Member	\$4.00
Member	\$3.00
Honorary Member	\$0.00
Student Member	\$2.50
Fellow Member	Amount of category to which the member belongs (i.e., Licensed Members, Licensed Life Member, Licensed Retired Member)

- D. Members admitted to membership for the first time and paying full dues shall receive services as follows:

Members admitted between January 1 through June 30, shall pay 100 percent dues and receive services for the remainder of that calendar year. Members admitted between July 1, through December 31, shall pay 100 percent dues and receive services for the remainder of that calendar year and the next calendar year.

- E. After 5 years of continuous membership, an application for waiver of one-half dues, and after 10 years, an application of waiver of full dues, because of disability of a total and permanent nature, may be made by a member in writing. Such application shall be approved by the Chapter, and the Society, and submitted to the National Society for final approval.
- F. A separate five (5) dollar voluntary assessment for authorized Practice Divisions shall be included in the annual state membership dues billing. Funds obtained from this assessment shall be returned to the Secretary-Treasurer of the Society, who shall be the custodian of all section funds, the expenditure of which shall be subject to the approval of the Section Executive Committee, or the Board where no Practice Division has been authorized.

## BYLAW 7 - BOARD OF DIRECTORS

- A. The Board is charged with the general welfare of the Society, shall carry on the work of the Society between annual meetings, shall make arrangements for the annual meetings, and other necessary and desirable activities in accord with the purposes of the Society, not provided for otherwise.
- B. The Board shall consider all questions brought before it involving the rights and standing of members. The Board shall hear and decide all questions affecting the status of members of the Society and its decision in such matters shall be final.
- C. The Board shall provide for and supervise the publication and distribution of all proceedings or transactions of the Society. It shall also have authority to appoint an editor and arrange to publish an official periodical for the Society.
- D. A notice of each meeting of the Board shall be mailed to each member of the Board at least 10 days prior to the scheduled date thereof, except in an emergency. A copy of the proposed agenda shall be included with meeting notice.
- E.

The President may at any time direct the Secretary-Treasurer to submit any question to the members of the Board by means of a letter ballot.

Upon direction of the majority of the members of the Board present at any meeting, where less than all members of the Board are present, the Secretary-Treasurer shall submit any question to the members of the Board by means of a letter ballot.

In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of all members of the Board, any member of the Board may direct the Secretary-Treasurer to submit the question to all members of the Board by means of a letter ballot.

A majority of all votes received by the Secretary-Treasurer within 15 days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the total membership of the Board.

The Secretary-Treasurer shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of the mailing and the return of the ballots, and the names and votes of all members voting. The Secretary-Treasurer shall notify all members of the Board of the results within three weeks of the date of the mailing of the ballot to the Board members.

- F. National Meetings

The Board of Directors may authorize the Society to reimburse the State President, State President-elect, and the Vice President for registration fees, lodging, and meal expenses. In addition, the Board of Directors may authorize the Society to reimburse these officers for the

least expensive airfare, or the current mileage allowance authorized by the State of North Dakota, whichever is the least, and not reimbursed by NSPE.

G. Regional Meetings outside of North Dakota

The Board of Directors may authorize the Society to reimburse any member of the Board of Directors for registration fees, lodging, and meal expenses. In addition, the Board of Directors may authorize the Society to reimburse one member of the Board for driving his vehicle, the current mileage allowance authorized by the State of North Dakota.

H. Regional Meetings in North Dakota

The Board of Directors may authorize the Society to reimburse any member of the Board of Directors for registration fees, lodging, and meal expenses. No travel or mileage allowance shall be reimbursed.

I. State Meetings

The Board of Directors shall not authorize the Society to reimburse any member of the Board of Directors for registration, travel, or lodging expenses incurred for attending the State Meeting.

J. Reimbursement of expenses for NSPE Officers, or invited guests for attending the NDSPE annual meeting or a Regional Meeting if held in North Dakota

NDSPE, or the host Chapter for a State or Regional Meeting, shall include the registration fees, lodging expenses, and meals, but no travel reimbursement, for invited NSPE Officers, or invited guests from adjoining states or provinces. All of the approved expenses must be included in the total meeting expenses to prevent financial losses to the host Chapter or NDSPE. The expense for appropriate gifts, entertainment, and master of ceremonies shall be included when determining the cost of registration.

### BYLAW 8 - MEETINGS

The annual meeting of the Society shall be held at a time and place to be designated by the Board.

### BYLAW 9 - NOMINATIONS AND ELECTIONS

A. The Nominations Committee shall report the names of the nominees for each office of the Society, to the Secretary-Treasurer, forty-five (45) days before the annual meeting and the Secretary-Treasurer shall send the list to the Officers of each Chapter. The names of the nominees shall also be circulated to the membership no later than two weeks prior to the annual meeting.

B. One or more nominations shall be made for each office of the Society, but no member of the Nominations Committee shall be eligible for nomination by the Committee. The Nominations Committee shall secure the consent of the nominee before placing the person's

name in nomination for a given office. Additional nominations may be in accordance with Article VIII of the Constitution.

- C. Three (3) nominees are to be submitted, by the Secretary-Treasurer, to the Governor for each vacancy on the State Board of Registration for Professional Engineers and Land Surveyors as prescribed by law and shall be selected as follows:

The Nominations Committee shall submit a list of not less than three (3) names of candidates to the membership at the annual meeting for each vacancy on the State Board of Registration for Professional Engineers and Land Surveyors that exists, or will exist, after July 1. Each voting member present shall vote for one (1) candidate by secret ballot and the candidate receiving the highest number of votes shall be number one (1) on the list sent to the Governor. The balloting shall be repeated to determine positions two and three on the list. After each ballot, the membership will be informed of the person selected; the list of candidates for subsequent ballots will not include that person's name. The names of the nominees shall be presented to the Governor in descending order, beginning with the first person selected, and proceeding to the last person selected by the Society.

- D. The Nominations Committee shall not submit any individual's name, for consideration to the membership at the annual meeting, for any vacancy on the State Board of Registration for Professional Engineers and Land Surveyors, who has completed two consecutive five year terms on the Board of Registration for Professional Engineers and Land Surveyors, immediately prior to the forthcoming vacancy.

#### BYLAW 10 - DUTIES OF OFFICERS

- A. President

The President shall preside at all meetings of the Society and the Board. The President shall be an ex-officio member of all committees except the Nominations Committee, and shall appoint the members of all standing and special committees. The President shall conduct the business of the Society under the direction of the Board.

In the absence of the President, the order of succession as presiding officer for meetings of the Society or the Board, shall be the President-elect, Vice President, and the immediate Past President.

Should a vacancy occur in the Office of the President, the President-elect shall assume the Office of the President, as prescribed in Article VII, Section 8, of the Constitution. The President-elect shall complete the unexpired term of the vacant office, as well as the next administrative year.

B. President-elect

The President-elect shall be a member of the Board, shall serve as Chairperson of the Membership Committee and appoint Chairpersons and all standing committees, except the Nominations Committee, as specified in Article XI of the Constitution.

Should a vacancy occur in the Office of the President-elect, the Vice President shall assume the Office of the President-elect, as prescribed in Article VII, Section 8, of the Constitution.

C. Vice President

In the absence or disability of the President-elect, the Vice President shall perform all the duties of the President-elect. In addition the Vice President shall serve as coordinator of the practice divisions.

Should a vacancy occur in the Office of the Vice President, the Board shall appoint a person to complete the unexpired term, as prescribed in Article VII, Section 8, of the Constitution.

D. Secretary - Treasurer

The Secretary-Treasurer shall be a member of the Board and, unless directed otherwise by the Board, the Secretary-Treasurer shall have the following duties:

Shall keep an accurate record of Society membership and proceedings of the Society and Board meetings.

Shall inform the President, from time to time, of duties to be performed at stated times or at stated intervals.

Shall issue all calls and notices as instructed by the President.

Shall conduct the correspondence of the Society and shall have custody of all books, papers, records, and documents.

Shall maintain a complete record of past members of the Board and of Chapter Officers for the purpose of establishing information for appointment or election.

The Secretary-Treasurer shall maintain a set of fiscal records showing receipts and disbursements of the Society, and the account of each member, and shall have the following additional duties:

Shall submit a complete report of the year's business of the Society at each annual meeting, which shall be audited as directed by the Board.

Shall have custody of all funds of the Society and shall deposit same as directed by the Board.

Shall pay out all moneys of the Society as authorized and as directed by the Board.

Should a vacancy occur in the Office of the Secretary-Treasurer, the Board shall appoint a person to complete the unexpired term, as prescribed in Article VII, Section 8, of the Constitution.

E. Executive Secretary

The Executive Secretary shall not be a member of the Board, unless that person is qualified by being the elected or appointed Secretary-Treasurer. The Executive Secretary shall be responsible for completing all of the duties of the Secretary-Treasurer assigned by the Board and shall have custody of all the official papers and records. In addition, the Executive Secretary shall have such other duties as the Board may assign. The Executive Secretary shall be bonded for the full amount of the Society's funds, and the bond shall be paid from the Society funds. At the expiration of service, the Executive Secretary shall turn over to the President all books, documents, and other property of the Society, and shall receive a receipt therefore. The Executive Secretary shall receive such salary as the Board determines.

BYLAW 11 - EXECUTIVE COMMITTEE

- A. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between Board meetings.
- B. Special meetings of the Executive Committee will be held at the call of the President, or at the request of three members of the Executive Committee.

BYLAW 12 - STANDING COMMITTEES

- A. The standing committees of the Society shall be:

- Awards
- Budget
- Constitution, Bylaws and Ethics
- Legislative
- Membership
- Nominations
- Professional Relations
- Publications
- Public Relations
- Education

- B. The Chairperson and members of all standing committees shall be appointed according to the provisions of Article XI, of the Constitution.

- C. Each committee shall make an annual report to the Board and the Society.
- D. The Board will provide, as required, for the formation of joint committees with other groups for the promotion of measures in harmony with the declared objectives of the Society.
- E. Each standing committee shall establish and maintain a permanent portfolio to be transferred to the new committee chairperson at the beginning of the administrative year. The chairperson shall be responsible for the portfolio. It shall contain a record of committee activities and copies of all correspondence and reports.

### BYLAW 13 - STANDING COMMITTEES STRUCTURE AND DUTIES

#### A. Awards Committee

The Awards Committee shall consist of not less than five (5) members.

The Awards Committee shall make recommendations to the Executive Committee for the Elwyn F. Chandler Award, according to the following criteria:

The award shall be made in recognition of some outstanding engineering structure, design, research, or contribution to the advancement of the engineering profession, which was completed, preferably within the past three years.

The award shall consist of a plaque or a scroll.

The award may be made annually.

The award may be made only to a Licensed Member, Licensed Retired Member, Licensed Life Member, or Fellow Member of the North Dakota Society of Professional Engineers who is a legal resident of North Dakota, regardless of the geographical location of the achievement.

The Awards Committee shall submit the name of the nominee to the Executive Committee at least fourteen days prior to the Annual Meeting for final approval or disapproval.

If the Executive Committee approves the nominee, the Awards Committee shall immediately notify the nominee of the selection and request that person's attendance at the Annual Meeting, and to provide all data for the Meeting to the nominee.

The Awards Committee, with the approval of the Board, shall be responsible for making any other awards or citations, which may be established or authorized by the Society.

B. Budget Committee

The Budget committee shall consist of not less than three (3) members.

The duties of the Budget Committee shall be as follows:

To prepare and present to the Board for its approval, a budget for the control of the expenditures of the Society.

To make an annual audit of the fiscal records of the Society at the close of the year and make a report thereof to the Society, at the annual meeting, after the audit.

To study the financial structure of the Society and recommend to the Board ways and means of improving the financial condition of the Society.

C. Constitution, Bylaws and Ethics Committee

The Constitution, Bylaws and Ethics Committee shall consist of not less than five (5) members.

The duties of the Constitution, Bylaws and Ethics Committee shall consist of the following:

To maintain a continuing study of the Constitution and Bylaws of this Society and the application of the provisions thereof.

To receive and initiate proposed amendments to the Constitution and Bylaws of the Society.

To study carefully all suggestions for revisions of the Constitution and Bylaws.

To study the Constitution and Bylaws of the National Society and make recommendations to the Board when a variance is found with the Constitution and Bylaws of the Society.

To maintain a liaison with the State Board of Registration for Professional Engineers and Land Surveyors on all matters pertaining to ethics.

To investigate any charges of unprofessional conduct and report the same to the Board for action.

D. Legislative Committee

The Legislative Committee shall consist of not less than five (5) members. To insure adequate continuity of the program of this committee, at least two members of this

committee shall be appointed from the membership of the preceding year's committee.

The duties of the Legislative Committee shall be as follows:

To draft, initiate, and sponsor any state legislation desired by the profession with the approval of the Board.

To confer with other professions and enlist their cooperation in legislative measures of mutual interest or concern.

To study any national and state legislation affecting the profession and advise the Board thereon, and take appropriate action in accordance with the directive or policies of the Board.

E. Membership Committee

The Membership Committee shall consist of the President-elect as Chairperson and the Chapter Presidents from each of the Chapters.

The duties of the Membership Committee shall be as follows:

To bring the purposes and program of this Society before the entire profession in order to enlist endorsement and support of and encourage affiliation with the Society.

To receive applications for membership and approve or disapprove all candidates for membership in accordance with Bylaw 1.

To insure continuation of membership by assisting the officers in the collection of dues.

To make special studies of the problems facing all members and to make the necessary recommendations to the appropriate committee or to the Board.

To foster professional concepts in engineering interns, Affiliated Members, and Associate Members.

F. Nominations Committee

The structure and duties of the Nominations Committee shall be as specified in Article VIII of the Constitution and in Bylaw 9.

G. Professional Relations Committee

The Professional Relations Committee shall consist of not less than three (3) members.

The duties of the Professional Relations Committee shall be as follows:

To work with other professional organizations and associations on subjects or problems that are of mutual interest to the entities.

H. Publications Committee

The Publications Committee shall consist of the Secretary-Treasurer or Executive Secretary, as designated by the Board, and the Chapter Secretaries.

The duty of the Publications Committee shall be to assemble the material for and supervise the publications of the Society.

I. Public Relations Committee

The Public Relations and Education Committee shall consist of not less than five (5) members.

The duties of the Public Relations and Education Committee shall be as follows:

To conduct a planned publicity campaign through newspapers and other recognized media to cultivate a favorable reception from the public on behalf of the engineering profession.

To inform the public on the high qualifications of the engineer, the importance of engineering services to human progress, the requirements of registration, proper methods of selecting engineering services, and the desirability of appointing engineers in public councils and in executive and administrative positions.

To educate engineers and the public as to the meaning and proper use of the term "Professional Engineer".

To secure for the profession its rightful place in social and economic readjustment planning.

To inform young people of the opportunities in the field of engineering.

To encourage promising young people to study engineering in our educational institutions and to follow engineering as a career.

J. Education Committee

The Education Committee shall consist of not less than three (3) members.

The duties of the Education Committee shall be as follows:

To promote establishment of professionally oriented, as well as research oriented, curriculum tracks at the universities in the State.

To promote provision of adequate human and material resources for the educational system in the State.

To promote engineering student professional involvement and development.

Actively solicit donations from the membership of the Society for the NDSPE Education Foundation.

Coordinate and assist the activities of the State and Chapters in providing continuing education programs.

#### BYLAW 14 - PRACTICE DIVISIONS

- A. Practice divisions which may be authorized by the Board are as follows:
- Professional Engineers in Education (PEE)
  - Professional Engineers in Government (PEG)
  - Professional Engineers in Industry (PEI)
  - Professional Engineers in Private Practice (PEPP)
  - Professional Engineers in Construction (PEC)
- B. Practice divisions may be established to provide effective forums for discussion and united action on the part of members grouped according to type of professional employment. The improvement of professional recognition, conditions of employment, and other matters of mutual welfare, shall be part of the goal.
- C. Membership in each practice division shall be limited to members of the Society; otherwise, the bylaws of the section shall govern.
- D. The officers of each practice division shall include a chairperson, the immediate past chairperson, one or more vice chairpersons, and a secretary. The Secretary-Treasurer of the Society shall be the custodian of all Practice Division Funds. The Chairperson of each authorized Practice Division shall be a member of the Board.
- E. Officers shall assume the duties usually performed by officers in the same positions, subject to rules, which may be adopted by the section and approved by the Board.
- F. The Officers shall constitute the Practice Division Executive Board.
- G. When considered necessary for promoting or forwarding its objectives, any practice division may establish a fund for that purpose, to be maintained in the treasury of the Society. Such funds may be obtained by any means, which are authorized by the Board. The authorized Practice Division Executive Board shall be responsible for disposition of practice division funds.

- H. Minutes shall be kept and filed for all meetings of practice divisions and the Section Executive Board. An annual report, outlining the section's activities for the past year, including a financial statement and officers, shall be made to the Board and the Society at the annual meeting.
- I. All action of practice divisions shall be consistent with the policies of the Society.

BYLAW 15 - PARLIAMENTARY PROCEDURE

Robert's Rules of Order (revised) shall govern matters of parliamentary procedure of the Society.

BYLAW 16 - OFFICIAL PERIODICAL

The Society shall publish an official periodical to be known as "North Dakota Professional Engineer".

Adopted – 6 April 2001  
Amended – 5 April 2002  
Amended – 26 March 2004

## Committee Duties

### A. Executive Committee

1. The Executive Committee shall consist of the President, President-elect, latest resident Past President, Secretary-Treasurer, and Vice President.
2. Within the provisions of the Constitution and Bylaws, the Executive Committee shall act for the Board between meetings provided that such action is not inconsistent with Board policy.
3. All acts of the Executive Committee shall be reported to the Board.

### B. Awards Committee

1. The Awards Committee shall consist of not less than five (5) members.
2. The Awards Committee shall make recommendations to the Executive Committee for the Elwyn F. Chandler Award, according to the following criteria:
  - a. The award shall be made in recognition of some outstanding engineering structure, design, research, or contribution to the advancement of the engineering profession, which was completed, preferably within the past three years.
  - b. The award shall consist of a plaque or a scroll.
  - c. The award may be made annually.
  - d. The award may be made only to a Licensed Member of the North Dakota Society of Professional Engineers who is a legal resident of North Dakota, regardless of the geographical location of the achievement.
  - e. The Awards Committee shall submit the name of the nominee to the Executive Committee at least fourteen days prior to the Annual Meeting for final approval or disapproval.
  - f. If the Executive Committee approves the nominee, the Awards Committee shall immediately notify the nominee of the selection and request that person's attendance at the Annual Meeting, and to provide all data for the Meeting to the nominee.
3. The Awards Committee, with the approval of the Board, shall be responsible for making any other awards or citations, which may be established or authorized by the Society.

### C. Budget Committee

1. The Budget committee shall consist of not less than three (3) members.
2. The duties of the Budget Committee shall be as follows:

- a. To prepare and present to the Board for its approval, a budget for the control of the expenditures of the Society.
- b. To make an annual audit of the fiscal records of the Society at the close of the year and make a report thereof to the Society, at the annual meeting, after the audit.
- c. To study the financial structure of the Society and recommend to the Board ways and means of improving the financial condition of the Society.

#### **D. Constitution, Bylaws and Ethics Committee**

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2. The duties of the Constitution, Bylaws and Ethics Committee shall consist of the following:
  - a. To maintain a continuing study of the Constitution and Bylaws of this Society and the application of the provisions thereof.
  - b. To receive and initiate proposed amendments to the Constitution and Bylaws of the Society.
  - c. To study carefully all suggestions for revisions of the Constitution and Bylaws.
  - d. To study the Constitution and Bylaws of the National Society and make recommendations to the Board when a variance is found with the Constitution and Bylaws of the Society.
  - e. To maintain a liaison with the State Board of Registration for Professional Engineers and Land Surveyors on all matters pertaining to ethics.
  - f. To investigate any charges of unprofessional conduct and report the same to the Board for action.

#### **E. Legislative Committee**

1. The Legislative Committee shall consist of not less than five (5) members. To insure adequate continuity of the program of this committee, at least two members of this committee shall be appointed from the membership of the preceding year's committee.
2. The duties of the Legislative Committee shall be as follows:
  - a. To draft, initiate, and sponsor any state legislation desired by the profession with the approval of the Board.
  - b. To confer with other professions and enlist their cooperation in legislative measures of mutual interest or concern.

- c. To study any national and state legislation affecting the profession and advise the Board thereon, and take appropriate action in accordance with the directive or policies of the Board.

## **F. Membership Committee**

1. The Membership Committee shall consist of the **President-elect as Chairperson and the Chapter Presidents from each of the Chapters.**
2. The duties of the Membership Committee shall be as follows:
  - a. To bring the purposes and program of this Society before the entire profession in order to enlist endorsement and support of and encourage affiliation with the Society.
  - b. To receive applications for membership and approve or disapprove all candidates for membership in accordance with Bylaw 1.
  - c. To insure continuation of membership by assisting the officers in the collection of dues.
  - d. To make special studies of the problems facing all members and to make the necessary recommendations to the appropriate committee or to the Board.
  - e. To foster professional concepts in engineering interns, Affiliated Members, and Associate Members.

## **G. Nominations Committee**

1. Nominating Committee shall have the **immediate Past President as its chairman and one member selected by each of the Chapters.** In the event the immediate Past President is no longer available, the preceding Past President in line of service shall become chairperson of the Nominating Committee.
2. One or more nominations shall be made for each office of the Society
  - a. No member of the Nominations Committee shall be eligible for nomination by the Committee
  - b. The Nominations Committee shall secure the consent of the nominee before placing the person's name in nomination for a given office
  - c. Additional nominations
    - i. Which may include members of the Nominating Committee
    - ii. May be made from the floor at the annual meeting
    - iii. Prior consent of the nominee must be obtained before placing the persons name in nomination..

3. **The Nominations Committee shall report the names of the nominees for each office of the Society, to the Secretary-Treasurer, **forty-five (45) days before the annual meeting** and the Secretary-Treasurer shall send the list to the Officers of each Chapter. The names of the nominees shall also be circulated to the membership no later than two weeks prior to the annual meeting.**
4. Three (3) nominees are to be submitted, by the Secretary-Treasurer, to the Governor for each vacancy on the State Board of Registration for Professional Engineers and Land Surveyors as prescribed by law and shall be selected as follows:

The Nominations Committee shall submit a list of not less than three (3) names of candidates to the membership at the annual meeting for each vacancy on the State Board of Registration for Professional Engineers and Land Surveyors that exists, or will exist, after July 1. Each voting member present shall vote for one (1) candidate by secret ballot and the candidate receiving the highest number of votes shall be number one (1) on the list sent to the Governor. The balloting shall be repeated to determine positions two and three on the list. After each ballot, the membership will be informed of the person selected; the list of candidates for subsequent ballots will not include that person's name. The names of the nominees shall be presented to the Governor in descending order, beginning with the first person selected, and proceeding to the last person selected by the Society.
5. The Nominations Committee shall not submit any individual's name, for consideration to the membership at the annual meeting, for any vacancy on the State Board of Registration for Professional Engineers and Land Surveyors, who has completed two consecutive five year terms on the Board of Registration for Professional Engineers and Land Surveyors, immediately prior to the forthcoming vacancy.

#### **H. Professional Relations Committee**

1. The Professional Relations Committee shall consist of not less than three (3) members.
2. The duties of the Professional Relations Committee shall be as follows:
  - a. To work with other professional organizations and associations on subjects or problems that are of mutual interest to the entities.

#### **I. Publications Committee**

1. The Publications Committee shall consist of the **Secretary-Treasurer or Executive Secretary**, as designated by the Board, **and the Chapter Secretaries**.
2. The duty of the Publications Committee shall be to assemble the material for and supervise the publications of the Society.

#### **J. Public Relations Committee**

1. The Public Relations and Education Committee shall consist of not less than five (5) members.

2. The duties of the Public Relations and Education Committee shall be as follows:
  - a. To conduct a planned publicity campaign through newspapers and other recognized media to cultivate a favorable reception from the public on behalf of the engineering profession.
  - b. To inform the public on the high qualifications of the engineer, the importance of engineering services to human progress, the requirements of registration, proper methods of selecting engineering services, and the desirability of appointing engineers in public councils and in executive and administrative positions.
  - c. To educate engineers and the public as to the meaning and proper use of the term "Professional Engineer".
  - d. To secure for the profession its rightful place in social and economic readjustment planning.
  - e. To inform young people of the opportunities in the field of engineering.
  - f. To encourage promising young people to study engineering in our educational institutions and to follow engineering as a career.

#### **K. Education Committee**

1. The Education Committee shall consist of not less than three (3) members.
2. The duties of the Education Committee shall be as follows:
  - a. To promote establishment of professionally oriented, as well as research oriented, curriculum tracks at the universities in the State.
  - b. To promote provision of adequate human and material resources for the educational system in the State.
  - c. To promote engineering student professional involvement and development.
  - d. Actively solicit donations from the membership of the Society for the NDSPE Education Foundation.
  - e. Coordinate and assist the activities of the State and Chapters in providing continuing education programs.

## Officer Duties

### A. President

1. The President shall
  - a. Preside at all meetings of the Society and the Board
  - b. Be an ex-officio member of all committees except the Nominations Committee,
  - c. Appoint the members of all standing and special committees, and
  - d. Conduct the business of the Society under the direction of the Board.
2. In the absence of the President, the order of succession as presiding officer for meetings of the Society or the Board, shall be as follows
  - a. President-elect
  - b. Vice President
  - c. Immediate Past President.
3. Should a vacancy occur in the Office of the President, the President-elect shall assume the Office of the President, as prescribed in Article VII, Section 8, of the Constitution. The President-elect shall complete the unexpired term of the vacant office, as well as the next administrative year.

### B. President-elect

1. The President-elect shall
  - a. Be a member of the Board,
  - b. Serve as Chairperson of the Membership Committee, and
  - c. Appoint Chairpersons and all standing committees, except the Nominations Committee, as follows:
    - i. Chairpersons of standing committees for the next administrative year shall be selected by the President-elect prior to the annual meeting.
    - ii. Committee Chairpersons shall be announced at the annual meeting after the Officers for the coming year have been elected.
    - iii. Remaining members of standing committees shall be appointed by the President-elect prior to the beginning of the administrative year. The appointments to standing committees shall be subject to concurrence by the Board.

North Dakota Society of  
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A State Society of the  
National Society of Professional Engineers

2. Should a vacancy occur in the Office of the President-elect, the Vice President shall assume the Office of the President-elect, as prescribed in Article VII, Section 8, of the Constitution.

**C. Vice President**

1. In the absence or disability of the President-elect, the Vice President shall perform all the duties of the President-elect.
2. The Vice President shall serve as coordinator of the practice sections.
3. Should a vacancy occur in the Office of the Vice President, the Board shall appoint a person to complete the unexpired term, as prescribed in Article VII, Section 8, of the Constitution.

**D. Secretary - Treasurer**

1. The Secretary-Treasurer shall be a member of the Board and, unless directed otherwise by the Board, the Secretary-Treasurer shall have the following duties:
  - a. Shall keep an accurate record of Society membership and proceedings of the Society and Board meetings.
  - b. Shall inform the President, from time to time, of duties to be performed at stated times or at stated intervals.
  - c. Shall issue all calls and notices as instructed by the President.
  - d. Shall conduct the correspondence of the Society and shall have custody of all books, papers, records, and documents.
  - e. Shall maintain a complete record of past members of the Board and of Chapter Officers for the purpose of establishing information for appointment or election.
2. The Secretary-Treasurer shall maintain a set of fiscal records showing receipts and disbursements of the Society, and the account of each member, and shall have the following additional duties:
  - a. Shall submit a complete report of the year's business of the Society at each annual meeting, which shall be audited as directed by the Board.
  - b. Shall have custody of all funds of the Society and shall deposit same as directed by the Board.
  - c. Shall pay out all moneys of the Society as authorized and as directed by the Board.
3. Should a vacancy occur in the Office of the Secretary-Treasurer, the Board shall appoint a person to complete the unexpired term, as prescribed in Article VII, Section 8, of the Constitution.

**E. Executive Secretary**

1. The Executive Secretary shall not be a member of the Board, unless that person is qualified by being the elected or appointed Secretary-Treasurer.
2. The Executive Secretary shall
  - a. be responsible for completing all of the duties of the Secretary-Treasurer assigned by the Board
  - b. have custody of all the official papers and records
  - c. have such other duties as the Board may assign
  - d. be bonded for the full amount of the Society's funds, and the bond shall be paid from the Society funds.
3. At the expiration of service, the Executive Secretary shall turn over to the President all books, documents, and other property of the Society, and shall receive a receipt therefore.
4. The Executive Secretary shall receive such salary as the Board determines.

# Parliamentary Procedure at a Glance

This document is derived from a variety of sources.

The information was compiled, prepared and printed by Er. Kevin G. Nelson, P.E.

March 2000

# Basic Principles

- 1) Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- 2) All members have equal rights, privileges, and obligations.
  - a) The majority has the right to decide.
  - b) The minority has rights which must be protected.
- 3) A quorum must be present for the group to act.
- 4) Full and free discussion of every motion considered is a basic right.
- 5) Only one question at a time can be considered at any given time.
- 6) Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
- 7) No member can speak until recognized by the chair.
- 8) No one can speak a second time on the same question as long as another wants to speak a first time.
- 9) The chair should be strictly impartial.

## Handling a motion.

### Three steps by which a motion is brought before the group

- 1) A member makes a motion.
- 2) Another member seconds the motion.
- 3) The chair states the question on the motion.

### Three steps in the consideration of a motion

- 1) The members debate the motion (unless no member claims the floor for that purpose).
- 2) The chair puts the question to a vote.
  - a) The chair restates the question.
  - b) The chair takes the vote:
    - i) "All in favor of the motion, say aye."
    - ii) "Those opposed, say no."
- 3) The chair announces the result of a vote. A complete announcement should include:
  - a) Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - b) Declaration that the motion is adopted or lost.
  - c) Statement indicating the effect of the vote or ordering its execution.
  - d) Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

## Voting

### Basic Methods of Voting

**Voice vote** A vote by voice is the regular method of voting on any question that does not require more than a majority vote for its adoption.

**Rising vote** Used principally when a voice vote has produced an inconclusive result and as the normal method of voting on motions requiring a two-thirds vote, members indicate their vote by standing.

**Show of hands** As an alternative to the voice vote or as a way to verify an inconclusive result, members show their vote by raising their hand. A vote by show of hands should be limited to very small meetings.

### **Other methods which *may be ordered*:**

**Ballot** Voting by ballot is used when secrecy of the member's votes is desired. Voting by ballot is sometimes required in certain cases by the bylaws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.

**Roll call** A roll call vote has the effect of placing on record how each member votes. It should not be used when members are not responsible to a constituency.

## **Bases for determining a voting result**

**Majority vote** The basic requirement for approval for action, except where a rule provides otherwise, is a majority vote. The term "majority" means "more than half," excluding blanks and abstentions, at a properly called meeting with a quorum.

**Two-thirds vote** Two-thirds vote means at least two-thirds of the votes cast, excluding blanks and abstentions, at a properly called meeting with a quorum.

### **Modifications**

- Majority of members present (or two-thirds of . . .)
- Majority of entire membership (or two-thirds of . . .)

## **Rules Governing Debate**

The term debate applies to the discussion on the merits of a pending question.

*[Note that less formal rules apply to boards and committees. Also, smaller groups may relax the formality of these rules.]*

- 1) A member may not speak until recognized by the chair.
- 2) When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than ten minutes unless the consent of the group is obtained.
- 3) Rights in debate are not transferable. A member cannot yield an unexpired portion of his/her time to another member (the chair controls who speaks) or reserve any portion of time for later.
- 4) No member may be allowed to speak more than twice to the same question on the same day.
- 5) Proper decorum in debate must be observed:
  - Remarks must be germane to the question before the group.
  - Speakers should speak loudly and clearly.
  - Speakers should refrain from attacking another member's motives.
  - Remarks should be addressed through the chair.
  - Speakers should stand when speaking.
  - Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another, etc."
  - If any member objects, a speaker has no right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.

## **Boards and Committees**

The rules for small committee and board meetings are different from the rules that apply to large meetings of assemblies or plenary bodies. The Associated Students Senate is a board of directors and probably its business is best transacted normally using the rules for boards. On the other hand, the Fresno State's Academic Senate is a much larger body and operates normally under general plenary rules, as would many student organizations (such as fraternities and sororities) at meetings.

- 1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- 2) Motions need not be seconded.

- 3) There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally are not allowed. *[Note: In practice, even these motions are in fact usually allowed.]*
- 4) Informal discussion of a subject is permitted while no motion is pending.
- 5) The chair can speak in discussion, make motions, and usually votes on all questions.
- 6) Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed by general consent, however, all proposed actions of a committee must be approved by vote under the same rules as an assembly.

## **Making Committees Work**

A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these.

### **To function effectively, a committee, and especially its chair, needs to have**

- 1) A list of committee members.
- 2) A copy of the motion or problem referred to the committee.
- 3) Special instructions to the committee, if any. These instructions should include a statement of exactly what the committee is expected to do, and whether the question is referred to it for discussion, study, hearings, investigations, recommendations, or action.
- 4) A statement of the powers and duties of the committee.
- 5) Copies of all papers or correspondence relating to the subject assigned to the committee.
- 6) Copies of any rules, policies, or decisions of the organization relating to the subject.
- 7) Information on the type of report desired and the date set for its presentation.

### **Reports from committees should minimally contain**

- 1) A statement of the charge to the committee
- 2) A statement of the methods employed by the committee in accomplishing its charge.
- 3) A summary of information gathered or work done.
- 4) A statement of conclusions or findings.
- 5) A specific recommendation, together with a rationale for that recommendation.
- 6) The names of the members on the committee.
- 7) A summary (often called an "executive summary") at the beginning of the report is helpful for long reports.

# Frequent Things You Want to Do

Objective	Appropriate motion
Present an idea for consideration or action	Main motion or Resolution; Consider subject informally
Improve a pending motion	Amend; Division of the question
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)
Delay a decision	Refer to committee; Postpone definitely ; Postpone indefinitely (kills motion)
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw a motion
Meet an emergency	Question of privilege; Suspend rules; Lay on the table
Gain information on a pending motion	Parliamentary inquiry; Request for information; Question of privilege; Request to ask member a question
Question the decision of the chair	Point of order; Appeal from decision of chair
Enforce rights and privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair
Consider a question again	Resume consideration; Reconsider; Rescind
Change an action already taken	Reconsider; Rescind; Amend motion previously adopted
Terminate a meeting	Adjourn; Recess

## Quorums for Meetings

### Annual Meeting

A quorum shall exist when **20 members with voting privileges** are present at the annual meeting if **all Chapters are represented**.

### Board of Directors Meetings

A majority of the Board Members and the designated proxies shall constitute a quorum.

Fifteen positions make up the Board. However, occasionally not all positions are filled. Consequently, the Board may consist of fewer than fifteen members.

With a full Board, **eight (8) members** at a meeting constitute a quorum.

Proxies are allowed and are encouraged for members who cannot attend a meeting.

### Executive Committee Meetings

A majority of the Executive Committee shall constitute a quorum. An affirmative vote of a majority of the Executive Committee members present at a regular or special meeting shall be required to pass any motion consistent with the Constitution and Bylaws of the Society.

Five officers constitute the Executive Committee. Therefore, **three (3) members** constitute a quorum.

## Board of Directors Meeting Minutes

### North Dakota Society of Professional Engineers

#### Board of Directors Meeting

April 5-6, 2001

Holiday Inn- Grand Forks

1. Call to order – The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on April 5, 2001, at 7:35 a.m. by Steve Smith, President. Present were Steve Smith, President; Dean Wieland, President-Elect; Roger Kluck, Vice President; Kevin Nelson, Secretary-Treasurer; Lon Drevecky, National Director; Dave Rudolph, Chapter 4 President; Tom Little, PEG Chairman; Don Andersen, PEE Chairman. Also present were Mary Nelson, NDSPE Executive Secretary Cliff Keller, Executive Secretary of the North Dakota Board of Registration for Engineers & Land Surveyors, and Don Edwards, North Central Region Vice President.

2. Introductions

3. Adoption of the Agenda – President Smith deleted item 8a. Continuing Education under Old Business.

Tom Little moved that the agenda, as amended, be adopted. Motion was seconded by Kevin Nelson and carried.

4. Approval of minutes – the minutes of the previous teleconference meeting held March 19, 2001 were distributed via mail and reviewed.

Don Andersen moved that the minutes be approved as distributed. Motion was seconded by Tom Little and carried.

5. Treasurer's Report – Kevin Nelson reported NDSPE accounts have plus \$21,000 with checking, savings and CD's combined. The financial report reflects that revenue generated was greater than anticipated and the expenses were less than anticipated, overall NDSPE is in good financial position. The prior fiscal budget may look a little strong on revenue and light on expenditures because of the end of the fiscal year and checks written haven't cleared yet. An audit was conducted by Bruce Nelson on Saturday, March 31, 2001.

Mary Nelson stated that currently NDSPE has the checking and savings at US Banks and a CD at BNC. The checking does not earn interest and the savings earns 1%. BNC offers interest of 1% on checking and based on the market and the amount in the savings account could earn approximately 3%. Mary will move all funds to BNC.

Don Andersen moved that the Treasurer's report be approved as presented. Motion was seconded by Dean Wieland and carried.

6. Committee reports

Awards Committee – President Steve Smith read the report from Bob Muscha. The written report is attached. The committee recommended the following recipients for the awards:

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2000 Young Engineer of the Year Award	C. Gregg Thielman, P.E., Chapter 4
Outstanding Design Award for 2000	CPS, Ltd., Grand Forks for the Reconstruction of 42nd Street, Grand Forks, ND
Elwin F. Chandler Award	Dr. James L. Jorgenson

Tom Little moved that the Awards Committee report be approved as presented. Motion was seconded by Lon Drevecky and carried.

Kevin Nelson reminded the Awards Committee to inform the Board of Directors 14 days prior to the Annual Meeting who they have nominated for the awards.

A discussion followed about developing guidelines for how to determine the best candidate. The Awards committee had 2 candidates for Young Engineer of the Year Award this year. Tom Little suggested the Awards committee develop some criteria and present it to the Board at the fall meeting. Cliff Keller suggested in some cases it is appropriate to give two awards.

Budget Committee – Bruce Dockter will present this report on Friday, April 6, 2001 at the general membership meeting.

- C. Constitution and Bylaws** – Kevin Nelson presented the report on behalf of Ray Rolshoven. The committee has made the appropriate changes in the Constitution as follows:
1. Membership classes to be in compliance with NSPE's
  2. Elimination of National Director's position
  3. Exemption of EIT's to hold a position on the Board or as Chapter President
  4. Majority of the Board members and designated proxies constitute a quorum for a Board Of Directors meeting

The Bylaws were amended to state that the Awards Committee to inform the Board of Directors 14 days prior to the Annual Meeting who they have nominated for the awards.

It was recommended to convert the Constitution and Bylaws from word perfect to another program.

- D. Nominations Committee** – the candidates submitted by the Nomination Committee are as follows:

President	Dean Wieland	Chapter 1
President-Elect	Roger Kluck	Chapter 2
Vice President	Don Andersen	Chapter 4
National Director	Lon Drevecky	Chapter 2
Board Of Registration	Monte Phillips	Chapter 1
	Gene Jackson	Chapter 3
	Bruce Nelson	Chapter 3

Kevin Nelson moved that the Nomination committee report be approved as presented. Motion was seconded by Lon Drevecky and carried.

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Discussion followed regarding nominating someone from NDSPE to serve on NSPE nomination committee to represent the North Central Region in Orlando, Florida, July 26-30, 2002. The committee member from the North Central Region is determined by an alphabetical rotation, ND is next in the rotation; it will be another 7 years until someone from ND will serve on the committee. Don Edwards explained the responsibilities are as follows:

1. Attending NSPE meetings
  2. Responsible for interviewing and selecting candidates for President-Elect or Treasurer.
- Lon Drevecky recommended nominating Steve Smith to serve on the committee.

Don Edwards distributed copies of the North Central Region Governance Guidelines. A copy is attached to these minutes.

Meeting recessed at 8:20 a.m.

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Steve Smith, President, reconvened the NDSPE Board of Directors meeting at 1:30 p.m. on Friday, April 6, 2001. Present were: Steve Smith, President; Jeff LeDoux, Past President; Dean Wieland, President-Elect; Roger Kluck, Vice President; Kevin Nelson, Secretary-Treasurer; Lon Drevecky, National Director; Dave Rudolph, Chapter 4 President; Lawrence Woodbury, PEPP Chairman; Thomas Little, PEG Chairman; and Don Andersen, PEE Chairman. Also present were Mary Nelson, NDSPE Executive Secretary.

**E. Practice Sections-**

Thomas Little, PEG Chairman, Lawrence Woodbury, PEPP Chairman and Don Andersen, PEE Chairman each commented that there has been minimal activity in their respective sections. Thomas Little added he has appreciated being able to serve on the Board of Directors.

7. National Director's Report- Lon Drevecky presented his report at the Annual Meeting. His report highlighted the following points:
  - a. Elimination of the National Director's position as a result of "Right Sizing"
  - b. North Central Region has drafted governance guidelines
  - c. Proposal of a new and revised Education/Licensure Model
8. Old Business
  - A. Constitution and bylaws- discussion took place on Thursday, April 5, 2001.
  - B. NSPE Road Show- Dean Wieland asked for input for planning of the Road Show. His ideas are as follows:
    - i.) Plan to hold it with the Annual Meeting, which is tentatively set for April 3-4, 2002 in Fargo.
    - ii.) Chapter Presidents and Officers, and members of the Board of Directors recommended to attend. The membership committee encouraged attending also.
9. New Business-
  - A. Young Engineer Forum- NSPE Membership Task Force is considering a Young Engineer Forum as a tool to both make NSPE more responsive to the young engineer's needs and understand what motivates them to join NSPE. This would be a pilot project in 2 or 3 regions. President Smith inquired about interest in this project. He will forward the e-mail from Don Edwards to the Chapter Presidents to see if there is any interest in participating.
  - B. APEGS Annual Meeting- President Smith will not be able to attend. Roger Kluck possibly will be able to attend.
10. Announcements-

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Kevin Nelson suggested purchasing a lap top computer for the Executive Secretary. Discussion followed.

Roger Kluck moved to purchase a lap top computer for the Executive Secretary. Motion seconded by Dave Rudolph.

A \$2000 limit was suggested.

Dave Rudolph moved to amend the previous motion to include limit purchase price to \$2000 for a lap top computer for the Executive Secretary. Roger Kluck seconded the amendment. There being no further discussion about the amendment, the motion as amended carried.

11. Adjourn-

Tom Little moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Kevin Nelson and carried.

Meeting adjourned at 1:50 p.m.

Respectfully submitted,

\_\_(Original Signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_\_(Original Signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

Mbn

**North Dakota Society of Professional Engineers**  
**Board of Directors Meeting**  
October 13, 2001  
**Cheiftain Inn, Carrington, ND**

1. **Call to order-** The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on October 13, 2001 at 10:00 a.m. by Dean Wieland, President. Present were Dean Wieland; President, Don Andersen; Vice President, Kevin Nelson; Secretary-Treasurer, Brian Schuck; Chapter 3 President, Loel Fetting; Chapter 4 President, Scott Zainhofsky; Chapter 1 President, Bruce Nelson, PEI Chairman, Otto Helweg, NDSU Dean of Engineering and Mary Nelson, Executive Secretary.
2. **Introductions-** Secretary/Treasurer Kevin Nelson stated that a quorum was present.
3. **Adoption of the Agenda** – Bruce Nelson added under New Business:  
F. Newsletter/job. Kevin Nelson added item G. Leadership Handbooks.

**Kevin Nelson moved to accept the agenda as amended. Motion was seconded by Otto Helweg and carried.**

4. **Approval of the Minutes-** the minutes from the NDSPE Board of Directors meeting held in Grand Forks on April 5-6, 2001 were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion seconded by Bruce Nelson and carried.**

5. **Executive Secretary's Report-** financial report attached

**Cash and bank accounts:**

BNC CD 1	0.00
BNC CD 2	7,636.45
BNC Checking	1,976.54
BNC Savings	5,013.89
CD	0.00
Checking	352.82
Savings	4,976.05
<hr/>	
Total Assets	\$19,955.75

Membership as of September 2001	September 2000		
PE's	179	PE's	174
Assoc.	83	Assoc.	122
Students	68	Students	59
<b>TOTAL</b>	<b>330</b>	<b>TOTAL</b>	<b>355</b>

Membership has decreased by 25.

Mary Nelson reported that the funds are in the process of being closed at USBanks and accounts have been opened at BNC.

**Kevin Nelson moved that the Executive Secretary report be accepted as presented. Motion seconded by Scott Zainhofsky and carried.**

6. **Chapter Reports-** Scott Zainhofsky, President Chapter 1 reported that Chapter 1 will hold their first meeting on Tuesday, October, 16<sup>th</sup> and will elect new officers for 2001-2002. Each meeting will include a Continuing Education speaker and a certificate will be given to the members for recognition of continuing education hours. Scott commented that meeting attendance has doubled since Chapter 1 has implemented this program.

Brian Schuck, President Chapter 3 reported that they have held an officers meeting. Chapter 3 is concentrating on increasing meeting attendance by touring facilities, golfing and a seminar in January on water treatment. Tim Faye is coordinating the HECHMS. Chapter 3 hosted a similar seminar last year that was very successful.

Loel Fetting, President Chapter 4 reported that the FM Engineers club met in September. 40 to 50 members typically attend their meetings. The club consists of engineers, ready mix suppliers and concrete suppliers. A fee of \$70 per year is charged per member for a dinner ticket for their meetings. Chapter 4 is hosting the NDSPE annual meeting April 4-5, 2002 at the Doublewood in Fargo. A written report is attached.

7. **Old Business-**

- A. **NSPE Roadshow-** President Wieland has scheduled the Roadshow for April 3, 2002. The Road show is a 1 to 1 ½ day program presented by Annette Petrick pertaining to membership recruitment and member retention. Loel Fetting will arrange a meeting room. Dean Wieland will ask Roger Kluck, membership Chairman to take over this project.
- B. **Continuing Education-** Last year NDSPLS and NDSPE prepared a resolution to pass enabling continuing education. The bill did not pass. Jeff Volk, Dennis Meyer, and Delaine Meyer opposed the bill. NDSPE will make efforts to inform these individuals that NDSPE's goal is to have enabling continuing education rather than mandatory. Kevin Nelson will contact Larry Smith and Ron Rebenitsch, to brainstorm with NDSPE, NDSPLS, and NDCEC on making a concentrated effort to get enabling education passed. Bruce Nelson offered to learn who the members of the Senate Committee are and try to educate them. Dean Wieland will write to the Attorney General to ask for an opinion on which committee would be best for continuing education.
- C. **Strategic Plan Draft-** NSPE has developed a Strategic Plan and has requested each state to develop one also. President Wieland presented a draft he had prepared that outlines the vision, mission and goals of NDSPE. A timeline of when goals will be accomplished was recommended. Dean requested comments from the Board by December 15<sup>th</sup>, 2001. The draft will be refined based on the comments, and included in the Spring issue of the *Professional Engineer* for approval at the Annual meeting. NSPE Strategic plan is available on the NSPE website.
- D. **American Engineering Campaign-** NSPE has implemented a campaign to improve the image of Engineers. The American Engineering Campaign is intended to help people understand just what engineers do in their career, the role engineers play in different facets of community life, and that engineering is fun and exciting.  
A website has been developed, the URL is [www.americanengineeringcampaign.org](http://www.americanengineeringcampaign.org).

8. **New Business-**

- A. **NSPE PAC-** NSPE PAC works through different organizations to endorse political candidates. Dean Wieland has volunteered to represent North Dakota. The Dorgan/Pomeroy race has been targeted. Two things to consider by becoming involved:
1. provide information as to who NDSPE feels would be the best candidate
  2. program to use it as part of NDSPE publicity to start a state PAC.

Discussion took place as what position NDSPE should take. It was decided that NDSPE will provide information to PAC if asked, but otherwise the Board felt it would be a mistake to contribute to an individual candidate.

- B. Budget Committee Recommendations 2001 Meeting-** discussion took place regarding the Budget Committee report and the list of recommendations. The following items from the list of recommendations were addressed and a plan of action decided:
1. NDSPE has requested the education institutions to provide a notification letter of the scholarship recipients. Don Andersen will follow-up and inform Mary Nelson, Executive Secretary who the recipients from NDSU were.
  2. Mary Nelson will send out a form letter to non-paying members.
  3. Prepare and execute a formal contract between Executive Secretary and NSPE. Dean Wieland offered to prepare a contract.
  4. Investigate a record retention program. Bruce Nelson offered to prepare a program and present it to the board by the January meeting. Bruce will contact Art Schwartz for some guidelines.
  5. Secretary/Treasurer Kevin Nelson will use the audit list Bruce Nelson provided for the 2000-2001 audit and refine it to fit NDSPE.

The remainder of the list was accomplished at the Annual Meeting.

- C. September 7-8th North Central Meeting-** the meeting was cancelled due to lack of registration. The meeting will be rescheduled for Spring. Due to the cancellation, NDSPE's voice may be eliminated at the winter Meeting to be held in Washington, D.C.

Otto Helweg moved to authorize the expenses for the Executive Secretary to travel to the Winter Meeting in Washington, D.C. Motion seconded by Bruce Nelson and carried.

President Wieland will find out whether or not the North Central region will cover the expenses for Steve Smith to travel to the Winter Meeting in Washington D.C. as a member of NSPE Nominating Committee.

Kevin Nelson inquired about his expenses being covered for the Winter meeting. The bylaws state, "The Board of Directors may authorize the Society to reimburse the State President, State President-elect, and the Vice President for registration fees, lodging, and meal expenses".

Bruce Nelson moved to authorize expenses for an officer of the Board Of Directors, Kevin Nelson, Secretary/Treasurer to travel to the Winter Meeting in Washington, D.C. Motion seconded by Don Andersen and carried.

North Dakota has received the honor of a traveling trophy for the North Central region Membership Excellence.

- D. Annual Meeting-** the Annual Meeting is planned for April 4-5, 2002 at the Doublewood in Fargo. Loel Fetting inquired about arranging National officers for speakers, inviting Canadian delegates and Regional Vice Presidents. The host Chapter is responsible for inviting the Canadian delegates and Regional Vice Presidents. Kevin Nelson will provide names and addresses for the guests to Loel Fetting. The host Chapter is responsible for the lodging and registration fees for the Canadian guests. Discussion followed about whom to request as the National Officer at the Annual Meeting. The first choice of officers to speak at the annual meeting is President Dan Clinton and the second choice is Pat Natale. Mary Nelson will submit the request. President Wieland suggested inviting the Regional Vice President to attend the "Roadshow".

**E. Awards Committee Membership-** Gary Arman has agreed to Chair the committee. Dean requested each Chapter submit a name by December 1, 2001 from each Chapter to serve on the committee to ensure a good representation. Dean encouraged each Board member to send a thank-you to Bob Muscha for his service as past Chairman of the Awards Committee.

**F. Newsletter/Jobs-** Bruce Nelson inquired about posting employment opportunities in the NDSPE newsletter and website. He proposed by offering space could be a revenue generator for NDSPE. Criteria would need to be developed. A concern that it may be viewed as advertising was expressed.

Don Andersen will propose the suggestion to the Publications Committee about posting jobs and advertising.

This topic will be put on the agenda for the next Board meeting.

Don Andersen is working on the fall newsletter. He would like articles by November 1, 2001. He requested each Chapter submit an article and a summarization of the 2001 Annual Meeting are submitted. The draft of the Strategic Plan and announcement of the 2002 Annual Meeting will be included in the upcoming newsletter.

**G. Leadership Handbook-** Kevin Nelson developed and distributed "NDSPE Leadership Handbook" which includes the Constitution and Bylaws, officer and committee directory, officer and committee chair duties, and North Central regional governance, and a brief description of parliamentary procedure. Each Board member received a copy; the Chapter Presidents will pass it on to the next President and if the Practice Section chairman should change, it would be passed along.

The Board thanked Kevin for his efforts and Bartlett & West Engineers for the use of their equipment for duplication. A formal thank-you will be sent to Bartlett & West Engineers.

President Wieland recommended Lon Drevecky, P.E., Minot, ND as representative of NDSPE as requested by the State Building Code Advisory Committee and Randy Axvig, P.E., Bismarck, ND as an alternate. A copy of the letter Dean sent is attached.

Mary Nelson has received information about a scholarship sponsored by NSPE for high school seniors and inquired how to reach high schools throughout the state. Mathcounts should be able to provide that information.

## 9. Adjourn-

**Bruce Nelson moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Don Andersen and carried.**

Meeting adjourned at 11:40 a.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary/Treasurer

**North Dakota Society of Professional Engineers**  
**Board of Directors Meeting**  
**December 20, 2001 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on December 20, 2001, at 12:05 p.m. President Dean Wieland called the meeting to order. Present by city were:

Fargo: Lawrence Woodbury, Don Andersen, Wayne Larson, Otto Helweg and Loel Fetting  
Minot: Roger Kluck  
Bismarck: Steve Smith, Kevin Nelson, Thomas Little, Brian Schuck, Cliff Keller and Mary Nelson  
Grand Forks: Dean Wieland, Scott Zainhofsky, and Lon Aune

2. **Introductions**

3. **Adoption of the Agenda** – President Dean Wieland added item f. Newsletter Advertising under Old Business.

**Roger Kluck moved to accept the agenda as amended. Motion was seconded by Otto Helweg and carried.**

4. **Approval of Minutes** – the minutes from the previous teleconference meeting held October 13, 2001 were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion was seconded by Kevin Nelson and carried.**

5. **Fargo Annual Meeting Update- (April 4-5, 2002)-** Wayne Larson reported that the Annual meeting would be held at the Doublewood in Fargo. Tentatively the business meeting is scheduled until 10 a.m. on Thursday, April 4 followed by Continuing Education Technical Sessions and a tour planned at 3 p.m. The banquet will be Thursday evening. The conclusion of the Business meeting is planned for Friday morning until noon.

The Board of Directors meeting will start on Wednesday, April 3 during planned breaks of the “Road show” and continue on Thursday morning before the start of the Annual meeting. Roger Kluck reported that the Road show would start at 10 a.m. on Wednesday.

Lawrence Woodbury stated that the Board of Registration would meet on Wednesday, April 3.

Kevin Nelson stated that the Education Foundation would meet for a breakfast meeting on Friday, April 5.

Wayne Larson will send a rough copy of the agenda to Dean Wieland.

6. **Old Business-**

- a. **Continuing Education-** President Dean Wieland contacted the Attorney General’s Office and the Legislative Council is sending a package of background information to Dean Wieland. Dean will forward the info to Kevin. Kevin Nelson plans to meet with Larry Smith and Ron Rebenitsch to discuss ways to approach the next legislative session.

- b. Award Committee members-** President Dean Wieland announced the members of the Awards committee, Gary Arman; Chair, Boyd Johnson; Chapter 1, Brad Doll; Chapter 2, Michael Gunsch; Chapter 3, James Jorgenson; Chapter 4.

Each Chapter will submit the Young Engineer to the committee to select the state recipient.
- c. NSPE Road Show (April 3, 2002)-** Roger Kluck stated he will finalize plans With Annette Petrick.
- d. Strategic Plan Draft-** Dean Wieland presented a draft of a Strategic Plan at the previous Board of Directors meeting and requested comments. Brian Schuck replied. Dean reiterated his request for comments to either him or Mary Nelson. Dean suggested the Strategic Plan be printed in the next issue of the *The Professional Engineer*. Dean stated he would like to present a resolution to the general membership at the Annual meeting to support the Strategic Plan.

*The Professional Engineer* will be sent out a month prior to the Annual meeting. A draft of the meeting agenda will be included in the newsletter. Don Andersen requested articles by February 14<sup>th</sup>, 20002.
- e. Budget Committee-** Dean Wieland sent a proposed contract for the Executive Secretary and forwarded it to Bruce Dockter and Bruce Nelson for their comments.

Bruce Nelson created record retention guidelines. Mary Nelson sent it out via e-mail before the meeting for review. Kevin Nelson commented the guidelines look good and suggested comments and approval at the next Board of Directors meeting. It was suggested to print it in the next newsletter and ask for comments. A copy of these guidelines is attached to these minutes.

Kevin Nelson will review the audit procedure closer to the next audit

Mary Nelson has created a generic letter to send to delinquent/dropped members.
- f. Newsletter Advertising-** NDSPE has had various requests for advertising. Don Andersen commented in the past business cards were published to generate revenue. Criteria would have to be developed. The Publications committee will review the idea and come up with recommendations to present to the general membership at the Annual meeting for others input.
- 7. New Business-**

  - a. NSPE Winter Meeting-** Kevin and Mary Nelson will attend the NSPE Winter meeting in Washington DC in January 2002. If anyone has any issues contact Kevin, Mary or Dean and they will see that they get addressed at the meeting.

Roger Kluck has approval to attend the NSPE Summer meeting in Orlando Florida. Steve Smith will also attend as a member of the Nominating Committee.
  - b. Other-** Don Andersen reported Dick Anderson would be mailing a request for contributions for the Education Foundation before the end of the year.
- 8. Announcements-** Dean Wieland expressed the death of Al Miller, NSPE Past President.

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Dean Wieland noted that if anyone is interested in serving on a NSPE Committee or Task Force, he has the paperwork and contact him.

Cliff Keller noted the next Board of Registration meeting is January 9 2002 at the Doublewood at 8:30 a.m. The Governor appointed Gene Jackson to the Board of Registration to replace Monte Phillips.

**9. Adjourn-**

**Kevin Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Steve Smith and carried.**

Meeting adjourned at 12:50 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_   
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_   
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**  
**Board of Directors Meeting**

April 3-5, 2002

Doublewood Inn- Fargo, ND

1. Call to order – The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on April 3, 2002, at 2:10 p.m. by Dean Wieland, President. Present were Dean Wieland, President; Roger Kluck, President-Elect; Don Andersen, Vice President; Steve Smith, Past President; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Chapter 1 President, Brian Schuck, Chapter 3 President; Loel Fetting, Chapter 4 President and Otto Helweg, NDSU Dean of Engineering and Mary Nelson, Executive Secretary.

2. Adoption of the Agenda – President Wieland added Chapter reports as item 8 and renumbered the rest of the agenda accordingly. NSPE Winter meeting summary was added as item f. under Old Business. Chapter Rebates was included under New Business.

Kevin Nelson moved that the agenda, as amended, be adopted. Motion was seconded by Steve Smith and carried.

3. Introductions

4. Approval of minutes – the minutes of the previous teleconference meeting held December 20, 2001 were distributed via mail and reviewed.

Kevin Nelson moved that the minutes be approved as distributed. Motion was seconded by Roger Kluck and carried.

6. Treasurer's Report – Secretary- Treasurer, Kevin Nelson distributed the financial report for FY 2000-2001. Kevin explained the large differences of the budget vs. actual in National Meetings due to lack of attendance and office expenses due to the purchase of a lap top computer. Bruce Dockter, Kevin Nelson And Mary Nelson at 5 p.m. on Wednesday, April 3, 2002, will conduct an audit. The Educational Foundation accounts will be audited at that time.

Otto Helweg moved that the Treasurer's report be approved as presented. Motion was seconded by Scott Zainhofsky and carried.

7. Committee Reports

A. Nominations Committee – the candidates submitted by the Nomination Committee is as follows:

President	Roger Kluck	Chapter 2
President-Elect	Don Andersen	Chapter 4
Vice President	Gary Doerr	Chapter 3
Secretary Treasurer	Kevin Nelson	Chapter 3
Board Of Registration	James Jorgenson	Chapter 4
	Dean Wieland	Chapter 1
	Tom Atkinson	Chapter 2

Kevin Nelson moved that the Nomination committee report be approved as presented. Motion

was seconded by Roger Kluck and carried.

- B. Legislative report- Chairman, Ron Rebenitsch reported via e-mail there were not any legislative matters.
  - C. Membership Committee- Chairman, Roger Kluck reported the committee planned and organized the Road Show with Annette Petrick.
  - D. Professional Relations Committee- Chairman, Dean Wieland stated the committee has nothing to report.
  - E. Constitution and Bylaws Committee- Kevin Nelson reported that he had spoken with Chairman Ray Rolshoven and there are no changes. Ray expressed that this will be his last year as Chairman.
  - F. Budget Committee- Chairman Bruce Dockter will present his report at the Annual meeting after the audit has been conducted.
  - G. Awards Committee- Kevin Nelson reported on behalf of Chairman, Gary Arman that the Young Engineer award and the Outstanding Design award will be presented at the Banquet on Thursday evening. The Elwin F. Chandler award will not be awarded this year.
8. Practice Section Reports- Dean Wieland stated the practice sections Chairmen are follows:
- PEI-Bruce Nelson
  - PEPP-Lawrence Woodbury
  - PEG-Thomas Little
  - PEE-Don Andersen
9. Chapter Reports-
- Chapter 2- Roger Kluck reported that Chapter 2 hosted the Mathcounts competition in Minot. Roger spoke at one of the schools for career days. Otto Helweg suggested that all the chapters pick as many schools in their area and do the same thing. Otto has materials and would be happy to supply the Chapters.
- Chapter 1- Scott Zainhofsky reported that Chapter 1 had continuing education speakers at their meetings and it seems to be very popular. The chapter has recruited some new members as a result.
- Chapter 3- Brian Schuck reported that Chapter 3 has held monthly meetings with a trend toward more technical sessions. Chapter 3 will co-sponsor a speaker from NASA in July; details will be available in May.
- Chapter 4- Loel Fetting written report is attached to these minutes. The Chapter has 87 members. The meetings are usually a field trip or a speaker with about 47 members attending. The Chapter awarded three \$500 scholarships to NDSU engineering students. E-week activities included the toothpick bridge competition and a banquet. The Chapter contributed \$400 to the concrete canoe race and \$500 to the steel bridge competition. In April the chapter will elect new officers and end the year with a golf outing and a family picnic.
- Publications Committee Report- Don Andersen, chairman, reported that the *Professional Engineer* is published and distributed twice a year. 344 copies are sent out. Don polled the committee about advertising in the *Professional Engineer*. The consensus was that it would be more work than it is worth, although publishing business cards would generate some revenue for the society. Due to the timeliness of the newsletter and screening of the companies the idea of publishing employment openings would not be successful. Don suggested discussing it at the Annual meeting for feedback and then the Board could make a decision after that. Kevin Nelson suggested posting the employment opportunities on the website. Don added that the publication is primarily to inform the members.

PEE Report- Don Andersen; chairman stated that he had no report for the practice section.

**10. Old Business-**

A. Continuing Education- Kevin Nelson reported that he and Ron Rebenitsch have been trying to meet with Larry Smith. They are in agreement to develop a plan to educate the legislators, especially those that will be on the committee. They intend to put together a plan to politic with the local legislators and to have the commitment of a member from each chapter to be involved. Concern was expressed about the wording of the bill. The legislative council can be advised for suggestions of cleaning up the wording of the bill. NSPE is willing and has dedicated to help NDSPE as well as limited financial support.

Otto Helweg informed the Board that a review session is held two consecutive Saturdays before the PE exam.

B. Strategic Plan approved- Dean Wieland reported that there has not been any interest from anyone. He will seek approval at the Annual meeting.

C. NSPE Road Show- Roger Kluck reported that the Board of Directors met with Annette Petrick for a brainstorming session on Wednesday morning and will be given a final report on Wednesday evening. The report will be shared at the Annual meeting on Thursday.

D. Executive Secretary Contract- The contract will be given to the Budget Committee to work on.

E. Advertising in Newsletter- this item will be discussed at the Annual meeting for guidance.

F. NSPE Winter Meeting- Kevin Nelson reported on the winter meeting he and Mary Nelson attended in January. The winter meeting is primarily a strategic planning meeting. Highlights of the meeting were:

- The American Engineering Campaign will be expanded to more states.
- Implementing NSPE 24/7 on- line data system

**11. New Business-**

A. NSPE 24/7 On line Data System- NSPE has developed data system that the state society can access as well as Chapter Presidents. Mary had sent the log in form to the Chapter Presidents so they may begin using the system. The green bar sheets will be discontinued.

B. Art deWit Nomination for NSPE President Elect- Art is the Senior North Central Region Vice President and has been nominated by the South Dakota Engineering Society as a candidate for NSPE President. Dean reported that individuals could express their support to any member of the NSPE Nominating Committee. Steve Smith is a member of that committee.

Roger Kluck moved that NDSPE support Art deWit for NSPE President-Elect. Motion was seconded by Kevin Nelson and carried.

C. Conference and Travel Schedule- Dean Wieland plans to attend the Annual meeting in Saskatewan.

Steve Smith and Roger Kluck will attend the NSPE summer meeting in Orlando. The region will cover Steve's expenses. Roger will be driving to Orlando.

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Art deWit's travel expenses to NDSPE Annual meeting is covered by NSPE and his registration, meals and lodging are covered by chapter 4.

Dean Wieland and Kevin Nelson expressed that they would like to attend to North Central meeting in Kansas in September.

Roger Kluck stated he might attend the Manitoba meeting in the fall.

**D. Annual Meeting Items-**

- Dean Wieland will introduce the speakers.
- A bus will pick up outside the Doublewood for the Phoenix tour.
- Art deWit and Steve Smith will install the officers at the banquet.
- Don Andersen will MC the banquet.
- Gary Arman will present the awards at the banquet.
- Dean Wieland will read the invocation at the banquet.
- PDH certificates will be handed out at the end of the technical sessions.
- Order of the Engineer Ceremony added to the agenda for the Annual meeting. A ceremony will be held at NDSU on April 30, 2002.
- Public Relations committee is responsible for submitting the list of officers to the newspapers.

**E. Chapter Rebates- NDSPE Bylaw 6, Article C, states:**

“The amount of the State dues, to be paid to each Chapter, for each paid up full member as of March 1, shall be determined by the Society at an annual meeting.”

According to the old membership classes chapters were issued rebates for PE's and student members. Members that are classified as licensed retired and member are currently not being included in the rebate. Kevin Nelson will discuss it with Ray Rolshoven and address it during the Constitution & Bylaws committee report.

Kevin Nelson moved to recess the Board of Directors meeting and reconvene after the Annual meeting on Friday. Brian Schuck seconded the motion and carried.

The meeting recessed at 3:40 pm on Wednesday, April 3, 2002.

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Dean Wieland, President, reconvened the NDSPE Board of Directors meeting at 12:20 p.m. on Friday, April 5, 2002. Present were: Dean Wieland, President; Steve Smith, Past President; Roger Kluck, President-Elect; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Chapter 1 President; Brian Schuck, Chapter 3 President, Loel Fetting, Chapter 4 President. Also present were Gary Doerr, Bruce Dockter, Art deWit and Mary Nelson.

Dean Wieland addressed the Road Show proposal presented by Annette Petrick .

Roger Kluck moved to go forward with the Road Show as presented by Annette Petrick. Steve Smith seconded the motion and carried.

A committee will need to be formed to include a state representative and a representative from each chapter.

A tentative teleconference is planned for May after Annette has sent the power point presentation.

**F. Other- Annual Meeting in 2003 will be held in Bismarck the first week of**

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April. Discussion followed about holding the meeting on Thursday and Friday or Friday and Saturday.

Kevin Nelson moved that the 2003 NDSPE Annual meeting be held in Bismarck and recommended the first week in April on Friday and Saturday. Roger Kluck seconded the motion and carried.

**12. Adjourn-**

Scott Zainhofsky moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Roger Kluck and carried.

Meeting adjourned at 12:30 p.m.

Respectfully submitted,

\_\_\_\_\_(Original Signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_\_\_\_\_(Original Signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary/Treasurer

**North Dakota Society of Professional Engineers**  
**Board of Directors Meeting**  
October 19, 2002  
**Chieftain Inn, Carrington, ND**

7. **Call to order-** The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on October 19, 2002 at 10:00 a.m. by Roger Kluck, President. Present were Roger Kluck; President, Dean Wieland; Past President, Don Andersen; President-elect, Gary Doerr; Vice President, Kevin Nelson; Secretary-Treasurer, Lawrence Woodbury, PEPP Chairman, Dain Miller, proxy for Gregg Thielman; Chapter 4 President, Candie Robinson and Cliff Keller from the Board of Registration and Mary Nelson, Executive Secretary.

8. **Introductions-**

9. **Adoption of the Agenda –**

**Dean Wieland moved to accept the agenda. Motion was seconded by Gary Doerr and carried.**

10. **Approval of the Minutes-** the minutes from the NDSPE Board of Directors meeting held in Fargo on April 3-5, 2002 were distributed via mail and reviewed.

**Kevin Nelson moved that the minutes be approved as distributed. Motion seconded by Dean Wieland and carried.**

11. **Executive Secretary's Report-** financial report attached

Checking Balance as of 10-18-02: \$541.95

Savings Balance as of 10-18-02: \$10,932.36

CD Balance as of 9-24-02: \$7,973.06

Maturity date 10/24/03

Interest Rate: 2.00%

**Total Assets \$19,447.37**

Membership Numbers as of September 2002

Licensed: 177

Members: 70

Students: 26

**Total members: 273**

September 2001

Licensed: 178

Members: 79

Students: 68

**Total Members: 325**

12. **Chapter Reports-** Dean Wieland reported that Chapter 1 has held their first meeting for the year.

Gary Doerr reported that Chapter 3 has held their first meeting. Kevin Nelson added that Kathleen Spillman is scheduled to speak at an upcoming meeting.

Dain Miller, Vice-President Chapter 4, presented the written report by Gregg Thielman. The report includes a list of the 2002-03 officers and a treasurer's report. The chapter consists of about 80-90 members. The chapter supported the NDSPE Scholarship fund, NDSU Concrete Canoe team, NDSU Steel bridge team and 2 FM Engineers scholarships of \$500.00 to each. The chapter held a meeting in September and their October meeting is planned for a tour of the Cass

County jail. Bill Neuhauser resigned as President-Elect due to relocating to Detroit Lakes. A written report is attached.

Kevin Nelson commented that at the Annual Meeting Chapter 2 was willing to match all funds to the Education Foundation contributed by other Chapters up \$500. Chapter 4 was the only Chapter that contributed to the Education Foundation.

**13. Committee Reports-**

Don Andersen, Publications Chairman reported that a newsletter was published after the Annual Meeting. Don requested newsletter articles by the end of October for publishing in November. Kevin Nelson has updated the NDSPE website. Chapter 1 has inquired about putting information on the website. Kevin will gladly add Chapter information if the Chapters will e-mail the information to him.

The possibility of only publishing the newsletter on the website was discussed. It was decided that the newsletter will continue to be sent out in the mail as well as posted on the website. Advertising in the newsletter has been discussed amongst the Publications committee and the consensus is not in favor of it.

Gary Doerr, Public Relations Chairman stated that the committee consists of a representative from every chapter who can send any pertinent information to him for submittal to the local newspapers. Kevin Nelson stated that if each Chapter submitted information to their local newspaper it might have a better chance of being published.

Kevin Nelson reported on behalf of the Legislative committee. Kevin reported that the Legislators are proposing the idea of starting a "super" board. President Kluck tabled the rest of the committee report with agenda item 10. Legislative issues.

**14. Old Business**

**a. Implementing the Road Show-** Annette Petrick provided NDSPE Board members with a proposed program on June 10, 2002. Due to the timing of receiving the information there has not been any action taken towards implementing the program. Scott Zainhofsky had expressed interest as being the Chairman for the committee.

Roger asked for feedback from each chapter for participation by the end of October. Annette informed NDSPE that about ½ the states in the North Central Region have implemented the program.

**b. Updates on Handbooks-** Kevin Nelson distributed an updated list of officers, committee assignments, budget, NC region governance guidelines to be inserted in the NDSPE Handbook. A digital copy can be found on the website.

**c. Use of 24/7-** 24/7 is a way of accessing membership information through NSPE. Information such as new, dropped and delinquent members can be retrieved. Kevin Nelson highly recommended that the Chapters use this.

**9. New Business-**

**a. Endorsement of Kathryn Gray-** President Kluck requested direction from the Board of Directors on whether or not to support Kathryn Gray from Illinois for NSPE President Elect. Kevin Nelson commented that she was spoken very highly of at the NC region meeting. Dean Wieland noted that Seth Hanson is a member of the nominations committee and the Board may want to contact him for more information. Discussion transpired Art deWit. To date, Art is apparently not running again.

**Dean Wieland moved that NDSPE support Kathryn Gray for NSPE President-Elect. Motion was seconded by Don Andersen and carried.**

- b. Young Engineers-** Kevin Nelson reported on the following issues:
- i. NSPE Young Engineers Advisory Council-** NSPE is looking for young Engineers to serve on the advisory council. If anyone knows of someone who would be interested they should contact Tony Gott. Kevin Nelson distributed Tony's contact information.
  - ii. Young Engineers Round Table-** A round table is a group of people, who do not have to be members of NSPE, and 5 facilitators that facilitate 5 discussions throughout the day long event. The facilitators keep the meeting going and take notes. It gives the engineers an opportunity to talk about things that are happening in their profession. Kansas has been doing this. Dean Wieland suggested this idea could be implemented with the Road show membership program.
- c. National Licensing Issues**
- i. National License-** NCEES is talking about implementing a national license engineers and state certification through the state boards.
  - ii. Texas A.G. Decision-** Individuals in Texas that are not licensed cannot use "engineer" on letterheads and business cards. According to the Texas Attorney General's decision.
  - iii. NY Continuing education-** NY has 2000 engineers that are members of a union. The union has dictated that continuing education cannot be required and this is a bargaining tool. NY has decided on a grandfather clause. Cliff Keller commented that NY is having some problem because of this.
  - iv. Specialty licensing-** encouraging states not to pursue specialty licensing, and have an engineering license and live by a code of ethics.

Lawrence Woodbury commented on the above issues:

- i.** There a lot of different proposals out there for the national licensing through NCEES. Individuals can submit credentials to NCEES to become a "model law" engineer to make things easier if a national archive does come in place.
- ii.** The problem with professional engineer vs. engineer is that a not a whole can be done other than educating the public of the difference.
- iii.** Specialty licensing testing is very expensive.

Cliff Keller commented that some states are using a breadth & depth concept for testing. Everyone takes the same test in the morning and in the afternoon they take a module pertaining towards their specialty.

Don Anderson commented that ND is pretty tough in regards to the model law.

Candie Robinson commented that there are many options on the table for national licensing through NCEES.

- d. Fellow grade nominations-** Monte Phillips holds fellow grade status in ND. Art deWit strongly suggested nominating Ray Rolshoven and Bob Muscha.

**Lawrence Woodbury moved that NDSPE nominate Ray Rolshoven and Bob Muscha for fellow grade status. Motion was seconded by Don Andersen and carried.**

Lawrence Woodbury and Dean Wieland volunteered to write letters of recommendations for Ray and Bob.

- e. Sustaining members membership classification-** the idea of increasing dues at the Annual meeting was not supported. Many states have sustaining members where individuals or

companies are recognized for their contributions with sustaining member status. The idea was approved of. The constitution and bylaws would need to be amended to implement this. A draft will be presented at the next teleconference.

- f. National Officer Participation-** the Annual Meeting is planned for April 11- 12, 2003 in Bismarck.

Discussion followed about whom to request as the National Officer at the Annual Meeting. The first choice of officers to speak at the annual meeting is Terry Hellminger and the second choice is President Howard Blitman. Mary Nelson will submit the request.

The Meeting adjourned at 12:45 for a 5-minute break.

**10. Legislative Issues-**

- a. Registration Requirements-** NDCC Ch's 43-19.1-14 and -15. Roger received a letter from the Board of registration asking for an opinion on registration requirements. Continuing education solicited support from all professional organizations and was structured in detail and was why it was opposed the last legislative session. The resolution is proposing that retired PE's be exempt from continuing education. Board of registration is firmer now; laws have not been opened up since 1950's for fee caps, etc. There are a number of issues ready to go to the legislature to change these laws. This takes an organized effort of going to all organizations for support. An ad hoc committee has been formed and the Board is looking for individuals for the committee, two from each NDCEC and NDSPE. Lawrence Woodbury recommended Kevin Nelson and Ron Rebenitsch as representatives from NDSPE. The committee will launch an effort to contact legislators, have key people to keep informed those that have opposed past legislations. Those opposed to continuing education feel better with the Board leading the changes. Kevin distributed the resolutions he drafted. Candie distributed an outline of the model law from NCEES. Candie added that the Board of Registration has passed a motion to exempt retired PE's from continuing education. Cliff Keller explained the current requirements for registration:

Category	Education	Experience prior To examination	FE	PE	Total Experience & Education
1	ABET Eng. Degree	0	4		8
2	Non-ABET Eng. Degree	4	4		12
3	All other applicants	10	20		20

The Board is supporting the following changes:

1. Add 6-12 rule, the individual must have an engineering related degree, 6 years of experience prior to taking the FE exam and 12 years of experience prior to taking the PE exam. This would mean that the graduate could take the PE exam 16 years after starting college.
2. Removal of category 3, which means no longer allowing engineering registration to those without an engineering or engineering related degree.

There are only 2 states that you can get a license without an engineering degree.

Lawrence Woodbury added the above changes are a law change; the changes can be more definitive in the administrative code. Once these are passed, rules can be tightening up.

Roger Kluck's opposition was to the change of allowing Construction Management graduates to become licensed and the possible degrading of the profession. Roger stated he now understands that

the change will be very structured.

Kevin Nelson presented Resolution 02-03.

**Gary Doerr moved to bring Resolution 02-03 to the table. Motion seconded by Don Andersen.**

**Dean Wieland moved to amend resolution 02-03 to combine the 2<sup>nd</sup> and 3<sup>rd</sup> “Be it Further Resolved” and change the word eliminate to implement. Motion seconded by Gary Doerr.**

**Vote taken on Amendment and passed.**

**Vote taken on Resolution as amended and passed.**

- b. Retired Status-** NDCC Chap 43-19.1-22. Non-practicing licensed engineers would Not have to meet requirements for continuing education.

**Kevin Nelson moved to bring Resolution 02-02 to the table. Motion seconded by Dean Wieland. Vote taken and passed.**

- c. Continuing Education-** Cliff Keller mentioned the important thing is supporting enabling continuing education. One log can be used for all states to chart continuing education. Candie Robinson commented that Dean Watson at UND has committed to continuing education via the Internet.

The goal is to make continuing education easy. Most engineers are already receiving continuing education but aren't tracking it.

**Don Andersen moved to bring Resolution 02-01 to the table. Motion seconded by Dean Wieland. Vote taken and passed.**

- d. Fee caps-** NDCC Ch 43-19.1-18. State government charges for everything. It costs the Board \$15,000 out of operating reserves to pay the bills. Eliminate the cap from the existing law, be proactive and get it done ahead of time. The biannual fee is currently \$100. Legislature wants Boards to be fiscally responsible.

**Kevin Nelson moved to bring Resolution 02-04 to the table. Motion seconded by Gary Doerr.**

Discussion followed. This may be a stand-alone bill because there may be some opposition to this bill. A limit will not be stated, it will be up to the Board to be prudent.

**Vote taken and passed.**

- e. Fining and cost recovery authority-** NDCCCh's 43-19.1-08 and -25. The process for a complaint is a preliminary investigation done by Candie Robinson, which is turned over to the Board, and it may be brought to a hearing. This bill would allow the Board to be reimbursed the expenses of the investigation and guard the Board against some potentially high costs.

**Dean Wieland moved to bring Resolution 02-05 to the table. Motion seconded by Gary Doerr. Vote taken and passed.**

Action by the Board of Directors to appoint two people to serve on the adhoc committee was discussed.

**Gary Doerr moved that Kevin Nelson and Ron Rebenitsch serve on the adhoc committee and Brant Malsam be an alternate. Motion seconded by Dean Wieland.**

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Kevin Nelson and Ron Rebenitsch have both been registered as lobbyists for this legislative session..

**No further discussion. Motion carried.**

**11. Other Business-** NSPE winter meeting is in San Francisco. President-Elect Don Andersen will attend the meeting. The President attends the summer meeting in San Antonio.

The Annual meeting is planned for April 11-12, 2003 in Bismarck. If anyone has any suggestions for the meeting, contact Gary Doerr or Kevin Nelson.

Steve Smith served on the NSPE nominating committee in Orlando. His registration fees were not reimbursed.

**Kevin Nelson moved that NDSPE reimburse Steve Smith for registration fees incurred for the NSPE summer meeting in Orlando. Motion seconded by Gary Doerr and carried.**

North Dakota is scheduled to host the Fall 2003 North Central Region meeting. It is usually the second week in September. It has been discussed in the region to set up a kitty to reimburse the host state for losses if there are any. The meeting includes membership and leadership training.

**12. Adjourn-**

**Kevin Nelson moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Dean Wieland and carried.**

Meeting adjourned at 1:25 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary/Treasurer

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting  
January 30, 2003 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on January 30, 2003 at 5:10 p.m. President Roger Kluck called the meeting to order. Present by city were:

Fargo: Don Andersen, Otto Helweg and Dain Miller (proxy for Greg Thielman)  
Minot: Roger Kluck  
Bismarck: Gary Doerr, Kevin Nelson, Larry Kassian, Cliff Keller and Mary Nelson  
Grand Forks: Dean Wieland and Boyd Johnson

The Secretary declared that a quorum was present.

**Introductions**

3. **Adoption of the Agenda** – Kevin Nelson changed item 6c. to request for life and retired member status.

**Otto Helweg moved to accept the agenda as amended. Motion was seconded by Boyd Johnson and carried.**

4. **Approval of Minutes** – the minutes from the previous teleconference meeting held October 19, 2002 were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion was seconded by Kevin Nelson and carried.**

5. **Old Business-**

- g. **Implementing the Road Show program-** Kevin Nelson stated that Annette Petrick is no longer a membership consultant for NSPE and was not sure if that has any impact on the agreement with National. Kevin will check with NSPE who the contact person is and the ramifications.

Roger mentioned that Scott Zainhofsky was interested in chairing the committee and looking for participation from all chapters. Dean Wieland reinforced the statement.

- h. **Endorsement for Kathryn Gray or Art deWit-** Kevin Nelson reported he had visited with Art deWit and Art asked for NDSPE endorsement for his campaign. Dean Wieland asked if anyone knows Kathryn Gray and said he is comfortable supporting Art.

Don Andersen had the opportunity to hear both Kathryn Gray and Art deWit speak in San Francisco. Don added that he feels NDSPE should support Art deWit due to geographic.

Kevin Nelson added that this would probably be Art's last attempt to run.

**Don Andersen moved that NDSPE support Art deWit for NSPE President-Elect. Motion was seconded by Dean Wieland and carried.**

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Mary Nelson will send the letter to Roger Kluck to send to the nominating committee in support of Art deWit.

Dean Wieland requested to obtain a synopsis of Art's view on issues.

- i. **Legislative committee-** Kevin Nelson reported NDSPE supported HB 1236 (fee caps) and HB 1256 (continuing education). 2 individuals testified against HB 1256 in the House Industry, Business and Labor Committee. House Bill 1256 came out of committee with 13 to 1 "Do Pass" recommendation.

HB 1256 is still on the agenda for consideration. HB 1236 passed with a 78-10 vote.

Roger Kluck sent an e-mail to Representative Matt Klein and others from Minot have sent e-mails as well to support the bills.

Cliff Keller added that HB 1256 may be on the agenda on Friday or Monday. Cliff suggested to send e-mails to your Legislators and the Senate IBL Committee to let them know of your support and ask them for your support. The committee consists of some of the same members as last session, but some are new. The members are listed on the state legislator website. The HB number stays the same on the Senate side. A committee is formed, and a hearing will be held. Cliff anticipates the time frame to be a couple weeks.

6. **New Business-**

- c. **Annual Meeting Update-** Kevin Nelson reported that the committee met and have a tentative agenda. The meeting will be held at the Ramkota Inn in Bismarck. The committee is looking at ways to boost participation. A Board of Directors meeting is scheduled for 4 pm on Thursday, April 10. A social is planned for 6 pm for those that arrive on Thursday. An icebreaker social is planned before the banquet on Friday, April 11. Comments were in favor of the events from the Board of Directors.

A breakfast on Saturday morning to recognize Chandler award recipients is planned. Past presidents will be invited to the Friday luncheon and recognized. The committee will pay for their lunch.

The rest of the agenda will be similar to last year's annual meeting. 4 educational sessions will be held on Friday with the business meeting items between the sessions. The idea is to give the presenter time to set up and to hold people there all day.

Cliff Keller added that the PE exam is the same weekend.

- d. **Minot hosting Annual Meetings in the future-** Roger Kluck expressed that it may be hard for the Minot chapter to host an Annual meeting due to the low membership numbers in their chapter. Roger recommended that the meeting temporarily be rotated amongst the three other chapters.

Boyd Johnson inquired if Minot is willing to give up the funds that are generated from hosting an Annual meeting. Roger stated that Minot has sufficient funds at this point.

The Annual Meeting will be held in Grand Forks next year.

- e. **Request for Retired and Life Member Status-** NSPE has asked that we consider Leland Paulson for retired status and John Johnson for life member status.

**Otto Helweg moved that NDSPE Board of Directors approve Leland Paulson for retired status and John Johnson for life member status. Motion seconded by Kevin Nelson and carried.**

Membership dues are ½ for retired members and waived for life members. Monte Phillips recently received life member status.

7. **Other Business-** Cliff Keller said he will keep everyone updated on the legislative issues and strongly suggested to call or e-mail your legislators and thank them to reinforce their commitment. Dean Wieland asked if Cliff wants copies of the letters that are sent. Cliff commented that he would.

Don Andersen asked if anything needs to be published in the newsletter pertaining to the Annual meeting. At this point there aren't any items.

Dean Wieland added that Tom Atkinson would like to run for the Board of Registration again.

**8. Adjourn-**

**Kevin Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Dean Wieland and carried.**

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers  
Board of Directors Meeting**

April 10 & April 12, 2003

1. Call to order – The North Dakota Society of Professional Engineers Board of Directors’ meeting was called to order on April 10, 2003, at 4:15 p.m. by Roger Kluck, President. Present were Roger Kluck, President; Gary Doerr, Vice President; Dean Wieland, Past President; Kevin Nelson, Secretary-Treasurer; Scott Zainhofsky, Chapter 1 Past President, Gregg Thielman, Chapter 4 President; Bruce Nelson, PEI Chairman; Thomas Little, PEGG Chairman; Lawrence Woodbury, PEPP Chairman; Howard Blitman, NSPE President and Mary Nelson, Executive Secretary. The Secretary declared a quorum, allowing the business meeting to commence.
2. Introductions
3. Adoption of the Agenda – President Kluck presented the agenda.  
  
Kevin Nelson moved to accept the agenda. Motion seconded by Thomas Little and carried.
4. Approval of minutes – the minutes of the previous teleconference meeting held January 30, 2003 were distributed. President Kluck asked if anyone would like the minutes read.  
  
Dean Wieland moved to dispense with reading of the minutes. Motion seconded by Bruce Nelson and carried.  
  
Thomas Little moved to approve the minutes. Motion seconded by Gregg Thielman and carried.
5. Treasurer’s Report – Secretary- Treasurer, Kevin Nelson distributed the financial report for FY 2001-2002. Kevin pointed out the revenue was \$2600 higher than budgeted and the expenditures were \$700 lower than budgeted. NDSPE is in a better financial position this fiscal year due to lower office expenses and no legislation expenses. Legislation is budgeted every other year. Legislation will be higher than budgeted in 2003 due to an increase in the lobbyist’s cost and to the voluntary contribution to sponsoring a legislative luncheon.  
  
Bruce Nelson moved that the Treasurer’s report be approved as presented. Motion was seconded by Thomas Little and carried.

6. Committee Reports

- a. Awards Committee- Kevin Nelson stated that the Young Engineer of the Year and the Project of the Year awards do not need approval from the Board of Directors. The Elwyn F. Chandler award does need approval from the Board of Directors. The Chandler award will not be awarded this year.
- b. Budget Committee- an audit will be conducted on Friday, April 11. The budget will be reviewed during the Annual meeting.
- c. Constitution and Bylaws Committee- There was not a report available from Chairman Tom Atkinson. Bruce Nelson inquired if the Board of Registration would like any assistance from NDSPE regarding ethics. Lawrence Woodbury stated that the Board of Registration refers to NSPE code of ethics in many cases. Chapter 4 presented new PE's with a framed NSPE Code of Ethics at the Engineers Banquet in February.
- d. Education Committee- Kevin Nelson reported that Dick Anderson is actively pursuing corporate sponsorship for the Education Foundation.
- e. Nominations Committee – the candidates submitted by the Nomination Committee is as follows:

President	Don Andersen	Chapter 4
President-Elect	Gary Doerr	Chapter 3
Vice President	Bruce Dockter	Chapter 1
Secretary Treasurer	Kevin Nelson	Chapter 3
Board Of Registration	Gary Arman	Chapter 3
	Brian Poykko	Chapter 1
	Tom Atkinson	Chapter 2

Kevin Nelson moved that the Nomination committee report be approved as presented. Motion was seconded by Dean Wieland and carried.

- f. Publications Committee- Chairman Don Andersen was not present. A report was not presented.
- g. Public Relations Committee- Chairman, Gary Doerr reported he is going to take a new approach to get news releases published. Gary will send the news releases to each of the Chapter Presidents to send to their local newspapers.
- h. Membership Committee- Membership will be discussed later in the agenda under Membership Campaign.
- i. Legislative Committee- Lawrence Woodbury reported that House Bill 1256, Continuing Education bill has been amended. The bill went through the House and the Senate IBL committees. An electrical engineer testified opposing continuing education. Senator Cook amended HB 1256 to say individual licensees that fall under the statutory exemptions for licensure would be exempt from continuing education. This will be extremely difficult for the Board of Registration to track. The Board of Registration decided it could work around the amendment with administrative rules. The bill passed with the amendment included.

HB 1236 regarding fee caps and the Board of Registration to recoup fees went through the House IBL committee. The Senate IBL committee is proposing an amendment to the bill. The amendment is to exclude the recouping of legal fees and investigative costs for the hearing procedure when a registrant is not exonerated from a complaint. The bill went to conference committee on Monday, April 7 and is currently not settled.

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HB 1204 regarding Landscape architects to create a process to get licensed in ND. Architects are in opposition. Engineer's interest in this bill is the aspects of engineering that are covered in landscape architect. The bill did pass with an amendment that does not allow landscape architect to practice in those areas that are engineering related. The Board of Architect will cover both Architects and Landscape Architects. The code is very vague what landscape architects do. Ron Rebenitsch contacted NSPE for assistance with this bill. NSPE did help NDSPE with the bill. The Board of Registration developed a planning committee that was very successful in addressing these bills.

Bruce Nelson recommended sending NSPE a Thank-you for their assistance.

Lawrence Woodbury thanked Kevin Nelson for his help and updates on the bills. Kevin Nelson commented that Todd Kranda did a good job as our lobbyist.

Lawrence Woodbury added that there was great support from those who testified. Basin Electric was planning to testify on opposition of continuing education, but never did. They were misinformed, and found out that they were already doing continuing education "in house".

Scott Zainhofsky asked if there are any penalties for the landscape architects if they don't abide by the rules. The Board of Registration controls them.

Dean Wieland asked if the Board of Registration could work around the amended HB 1256. Lawrence commented the rules policy would try to make it work. If it doesn't it can be brought back to legislature in 2 years.

Kevin Nelson commented that he approached Representative George Kaiser and educated him and in turn he was very supportive. Lawrence Woodbury educated Representative Joel Heitkamp.

- j. Professional Relations Committee- Chairman Dean Wieland reported that committee has not been very active. One of the duties of the committee is to work on problems, which has been done in other committees. Dean will chair the committee again next year. He requested another member be added, preferably from Minot.

7. Practice Sections

- a. PEPP- Chairman Lawrence Woodbury commented that the section is not very active. NSPE does keep in contact through e-mail.
- b. PEE - Chairman Don Anderson will give report at the Annual meeting.
- c. PEG- Chairman Thomas Little commented that the section includes a very small number of NDSPE members.

Kevin Nelson inquired about if it was ever decided how to use the funds from the PEG and PEI sections.

- d. PEI- Chairman Bruce Nelson commented that the PEI funds were decided to be used for resources for FE exam and would still like to pursue that avenue.

Mary Nelson will research the fund amounts. Scott Zainhofsky expressed concern about the materials becoming dated in a short amount of time. Bruce Nelson commented that NDSPE could use this as an avenue to pursue new members. Bruce Nelson proposed to bring it up at the Annual Meeting. Lawrence Woodbury added

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the idea of using the funds to fund educational sessions for the Annual meeting. Roger will add it to the agenda for the Annual meeting on Friday, April 11.

Lawrence Woodbury moved to discuss uses for Practice Section funds with the general membership. Motion was seconded by Kevin Nelson and carried.

8. Chapter Reports-

- a. Chapter 1- Scott Zainhofsky reported Chapter 1 had continuing education speakers at their monthly meetings, which was very successful.
- b. Chapter 2- Roger Kluck reported that Mathcounts was Chapter 2's big project.
- c. Chapter 3- Kevin Nelson reported Chapter 3 held several meetings with educational topics. The attendance level was lacking. Some of the topics they covered were Bismarck airport, Legislative issues, and NSPE presentation on membership perks. Chapter 3 will have an annual picnic in May.
- d. Chapter 4- Gregg Thielman's written report is attached to these minutes. The Chapter has 82 members. The Chapter awarded three \$500 scholarships to NDSU engineering students. E-week activities included the toothpick bridge competition and a banquet. The Chapter contributed \$500 to the concrete canoe race and \$500 to the steel bridge competition. In April the chapter will elect new officers and end the year with a golf outing and a family picnic. Bill Neuhauser has stepped down due to relocating, Dain Miller will move up.

9. National Meeting report- Roger Kluck reported he had attended NSPE summer meeting in Orlando in July 2002.

Kevin Nelson and Don Andersen attended the NSPE winter meeting in San Francisco. Don represented NDSPE and Kevin attended as a member on NSPE Licensure committee. Kevin commented that the meeting was a consensus congress which helps shape the policies for the organization.

The NSPE summer meeting is scheduled in San Antonio, TX. NSPE President Howard Blitman explained that the meetings are scheduled the way they are to keep costs down by holding them in locations at off-season times. Howard also emphasized asking him questions about NSPE and he will try to answer them or fill find out the answer.

10. Old Business-

- a. Legislative Updates- discussed during the legislative committee report.
- b. Membership Campaign- President Roger Kluck announced Scott Zainhofsky has agreed to take over the campaign. Scott has a conference call scheduled for 1:00 pm on Friday, April 11 with Artesha Thomas at NSPE. Scott will report what he learns from the teleconference call. Scott requested that a representative from each Chapter attend the call. Gregg and Roger plan on participating in the call.

11. New Business-

- a. Annual Meeting assignments- Order of the Engineer will be done during the Banquet by Don Andersen. One person has expressed interest.

Kevin Nelson reviewed the agenda for the Annual meeting. Howard Blitman will do a power point presentation at 9:30 am.

Gary Doerr moved to approve the agenda as revised. Motion seconded by Lawrence Woodbury and carried.

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Howard Blitman will also speak at the luncheon on Friday.

- b. Travel Schedule- Roger has received an invitation to the meeting in Regina on May 1-3. If anyone is interested in attending contact Roger.

Kevin Nelson shared the tragic news about the drowning accident of Brian Eckel from Saskatchewan in May 2002.

The summer NSPE meeting is in San Antonio, TX. Kevin will attend as a member of NSPE Licensure committee. 2003-2004 NDSPE President Don Andersen is scheduled to attend also.

Gary Doerr, President-elect is scheduled to attend the Winter NSPE meeting in Washington, DC.

Discussion followed regarding Executive Secretary, Mary Nelson occasionally to the winter meeting.

Bruce Nelson moved to authorize the expenses for the Executive Secretary to travel to the Winter Meeting in Washington, D.C. Motion seconded by Dean Wieland and carried.

- c. Regional Meeting updates- Kevin Nelson reported that the Regional meeting is scheduled for Thursday and Friday, September 11-12, 2003 at the Doublewood in Bismarck. The states included in the region are North Dakota, South Dakota, Minnesota, Iowa, Nebraska, Kansas, and Missouri.

A membership training session is being planned. Kansas had a NSPE employee conduct a membership recruitment and retention and leadership training session.

Bruce Nelson is a registered facilitator of a soft training program called "The Leader in Each of Us." Bruce would be willing to conduct the program at the Regional meeting.

The Regional meeting is scheduled for MN in 2004. The region also meets at the National meetings.

- d. 2004 Annual Meeting- the meeting will be held in Grand Forks. Scott Zainhofsky commented that Grand Forks would be glad to host the meeting.

Kevin Nelson commented that there is better attendance when the meeting is held in the Eastern part of the state.

Scott Zainhofsky inquired about the dates of the meeting. The Board of Directors suggests dates for the meeting. Discussion followed regarding holding the meeting on Thursday and Friday or Friday and Saturday. Bruce Nelson and Thomas Little both favored having the meeting on Friday and Saturday.

The Board of Directors suggested the meeting be held Friday and Saturday, April 2<sup>nd</sup>- 3<sup>rd</sup>, 2004 in Grand Forks.

Discussion followed regarding the format of the meeting. Bruce Nelson recommended using the current format.

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Thomas Little moved to follow the same format used for the 2003 Annual Meeting in 2004. Motion seconded by Bruce Nelson and carried.

12. Announcements-

- a. Next BOD Meeting- the next Board of Directors meeting will be a teleconference on May 22, 2003 at 5:15 pm. Bruce Nelson offered to host the teleconference at MDU and use the watts line.
- b. Fall BOD Meeting- Kevin Nelson proposed that the fall meeting be held in conjunction with the Regional meeting in Bismarck. The meeting is tentatively scheduled for 10 am on Thursday, September 11, 2003 in Bismarck followed by lunch. The Regional meeting will start at 1 pm.
- c. Website Updates- Kevin Nelson reported that he has changed the hosting company for the website. It is now set up for Chapters to have their own information on the site. Kevin will put Chapter information on the site for the Chapters if the information is given to him.

A benefit of the new host company is the option to set up personal e-mail accounts. Kevin Nelson suggested setting up accounts for the Past Presidents to show appreciation for their service. E-mail accounts could be sold to other members as a way to generate revenue for the society.

The website costs about \$110 a year. The website receives about 500 hits a year.

It was suggested to discuss the options for the website at the general membership meeting.

- d. Howard Blitman proposed the idea of paying dues on a monthly basis. Discussion followed. Howard commented that the yearly dues schedule would still be an option for members. The Board of Directors favored the idea of having the option to pay dues on a monthly or yearly basis.

13. Adjourn-

Kevin Nelson moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Bruce Nelson and carried.

Meeting adjourned at 6:05 p.m.

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Roger Kluck, President, reconvened the NDSPE Board of Directors meeting at 10:35 a.m. on Saturday, April 12, 2003.

Thomas Little recommended sending Thank-yous to the firms that did not have any representatives attend for their donations for the Annual Meeting. Gary Doerr suggested including applications with the Thank-you.

Thomas Little suggested sending notices to various firms about the dates of the Annual meeting and advertise the professional development hour sessions.

Kevin Nelson suggested obtaining a list of the PE's in the state from the Board of Registration and notifying them about the meeting also. The planning committee tried that this year, but the Board of Registration was too busy to compile the list.

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Roger Kluck announced the offer President Howard Blitman extended regarding paying ½ the membership dues for new members recruited within the next few days. Howard distributed applications with his signature on for this offer.

A teleconference is planned for May 22, 2003 at 5:15 pm

President Roger Kluck thanked everyone for their support.

Kevin Nelson moved that the NDSPE Board of Directors meeting be adjourned. Motion seconded by Thomas Little and carried.

Respectfully submitted,

(original signed)  
Mary B. Nelson  
Executive Secretary

(original signed)  
Kevin G. Nelson, P.E.  
Secretary/Treasurer

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting**

**May 22, 2003 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on May 22, 2003 at 5:15 p.m. President Roger Kluck called the meeting to order. Present by city were:

Fargo: Don Andersen, Otto Helweg and Gregg Thielman  
Minot: Roger Kluck  
Bismarck: Gary Doerr, Kevin Nelson, and Mary Nelson  
Grand Forks: Boyd Johnson and Melissa Knutson proxy for Dean Wieland

The Secretary declared that a quorum was present.

2. **Introductions**

3. **Adoption of the Agenda** – Roger Kluck added subcategory i. Chapter 3 funding request under 6A. New Business

**Otto Helweg moved to accept the agenda as amended. Motion was seconded by Gary Doerr and carried.**

4. **Approval of Minutes** – the minutes from the previous Board of Directors meeting held April 10-12, 2003 were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion was seconded by Kevin Nelson and carried.**

5. **Old Business-**

- a. **Membership Campaign-** Scott Zainhofsky, Chairman has prepared a power point presentation and has forwarded it to the members of the membership committee and Arthesa Thomas at NSPE to review. Scott will send it back to the committee after it is approved from NSPE. Roger commented that the PowerPoint presentation looks very good.

Kevin Nelson stated he sent e-mail about membership numbers for the region in April. Every state society in the region lost members. ND is in 1<sup>st</sup> place even with a net loss of 2 members in April. There is a traveling trophy for the region for membership. Otto wondered if student members were included in the membership numbers. Student members are included.

Kevin stated three new members have recently been recruited. Roger added he has recruited a new member also. Scott also encouraged member to talk to possible new members. Kevin Nelson suggested that Scott visit the NSPE website and request a membership package.

- b. **Legislative issue updated-** Kevin Nelson stated that NDSPE has received a report from KKRK summarizing the legislative activities. HB 1236 (fee caps) and 1256 (continuing education) both passed. HB 1236 passed as amended, if an investigation is conducted against a registrant; the loser pays the fees.

Roger inquired about forwarding a copy of the report to the members of the Board of Directors. Kevin suggested for those interested, to visit the legislative website and downloading the information.

**6. New Business-**

**a. 2003 Annual Meeting Recap**

**i. - Chapter 3 funding request- President** Kluck stated that Chapter 3 has requested for help to defray the costs of the Annual meeting. Chapter 3 had a loss of \$1527.66. Scott Zainhofsky asked if there are funds available to cover the loss. Scott commented it is not fair for a chapter to take a loss; attendance was low which is not the fault of the chapter. Roger Kluck commented he was impressed with the Annual meeting and thought it is beneficial to do a mailing to all members to invite them to attend. Don Andersen asked how the Regional meeting is funded. The regional meeting is funded by the State society and the local society provides the manpower. Kevin Nelson stated he is not as concerned about a loss for the regional meeting.

**Kevin Nelson moved to defray the loss of \$1527.66 for Chapter 3 for the 2003 Annual Meeting. Motion seconded by Don Andersen and carried.**

**b. 2004 Annual Meeting-** the meeting is being planned for the last weekend in March in Grand Forks. The location of the facility has not been determined. The Board of Registration is trying to plan their meeting for the same weekend.

**c. NDSU National Science Foundation Grant-** Don Andersen explained that NDSU NSF is requesting NDSPE lend support to the grant. The grant encourages a connection between industry and education toward the improvement of science and mathematics with its results on enhancing engineering education and the economy. Otto Helweg commented that they are requesting a letter of support and felt this is a great recruiting tool for engineers. Don Andersen will e-mail the letter to Mary Nelson to put on NDSPE letterhead and forward to Roger Kluck for a signature.

**Otto Helweg moved that NDSPE lend our letter of support to the NDSU National Science Foundation Grant. Motion seconded by Gregg Thielman and carried.**

**7. Other Business-** Don Andersen reported he attended the meeting in Saskatoon and has reservations made for San Antonio. Kevin Nelson is also planning to go to San Antonio as a member of the NSPE licensure committee. Don Andersen is planning on attending the Manitoba meeting October 24-25 in Winnipeg. Kevin Nelson stated that the North Central regional meeting would be held in Bismarck on September 11-12, 2003 at the Doublewood Inn. The NDSPE Board of Directors will meet at 10 AM on Thursday, September 11. Everyone is encouraged to attend.

**8. Adjourn-**

**Kevin Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Don Andersen and carried.**

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

\_\_\_\_\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_\_\_\_\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting**

**January 23, 2004 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on January 23, 2004 at 4:00 p.m. President Don Andersen called the meeting to order. Present by city were:

Fargo: Don Andersen and Eric Jones (proxy for Dain Miller)  
Bismarck: Gary Doerr, Kevin Nelson, Bruce Nelson, Chris Wentz, Thomas Little, Cliff Keller and Mary Nelson  
Grand Forks: Jay Kleven

The Secretary declared that a quorum was present.

2. **Introductions**

3. **Adoption of the Agenda** – Item 7a. Newsletter, item 7b. Mathcounts request and item 7c. State projects and Young Engineer Awards were added to the agenda.

4. **Approval of Minutes** – the minutes from the previous teleconference meeting held September 11, 2003 were distributed via mail and reviewed.

**Kevin Nelson moved that the minutes be approved as distributed. Motion was seconded by Bruce Nelson and carried.**

5. **Old Business-**

- j. **NSPE Winter Meeting Recap-** Gary Doerr commented that the Saturday sessions focused on membership and leadership The Consensus Congress was held on Sunday which included voting on items from a survey ranked by SSEC and state officers. NSPE will decrease the existing 30 programs by 25% based on the results of the voting at the Consensus Congress. Gary expressed he enjoyed the opportunity to meet others from various states and discuss the membership challenges that most states share.

Kevin Nelson added SSEC, which is made up of Executive Directors and Executive Secretaries from each state, held a summit in Texas this summer and their report has been circulated. SSEC brainstormed to boost membership in order to keep some of the states operating. Kevin added if anyone wants to see the report, he would be happy to forward it to them and would welcome any comments about it.

Jay Kleven inquired about what is causing states to not be able to continue to operate. The reason for most is that they have a large amount of paid staff. Minnesota and Florida have shown growth.

Kevin Nelson suggested that the SSEC report be reviewed by all the Board of Directors and plan to discuss it at the next Board of Directors meeting. Plan to discuss Membership and recruitment at the Annual meeting.

Don Andersen wondered how much of the membership is student membership. Kevin Nelson will get that information.

- k. **North Central Regional Meeting Recap-** The North Central region held a meeting at the NSPE winter meeting in Washington DC and voted to change the governance so the

nominations committee member selection rotation for the states back to the original rotation. ND will host the fall regional meeting in five years. The 2004 meeting is tentatively scheduled for September 9-10 in Minneapolis. The roundtable breakouts were done at the National meeting similar to what was done at the North Central regional meeting that was held in Bismarck.

**6. New Business-**

- a. Annual Meeting Update- Jay Kleven** reported that the meeting is scheduled for March 25-27<sup>th</sup>, 2004 in Grand Forks. The Board of Directors meeting will be on the 25<sup>th</sup>. Jay has reservations for dinner at the King Lots Golf Course for Thursday evening for those who are interested.

Terry Foster, is the NSPE officer that will speak at the noon luncheon on Friday, the 26<sup>th</sup>.

The Friday afternoon educational session topic is the ASCE Body of Knowledge report and Raise the Bar, focusing on raising education requirements for PDHs.

Cliff Keller commented that until a program is approved for ND, PDHs could be used for other state requirements. Board course providers will be approved not courses.

Bruce Nelson recommended that a letter be submitted to the Board of Registration for NDSPE to be approved as a course provider.

Jay will check with MN, MT, IA, and SD if the PDHs that are scheduled for the Annual meeting will qualify in these states.

The registration cost for the meeting will be \$65-\$75, and a late fee will be added for those not meeting the deadline requirement.

The Grand Forks chapter will invite the Canadians.

Kevin Nelson requested an agenda from Jay to put on the website.

- b. Life Member Status/Consideration of propose Constitution/Amendments-**Walter Abbott, P.E., Chapter 3, Harley Swenson, P.E./L.S., Chapter 3, and Kent Horton, P.E., Chapter 4 are eligible for Life Membership status according to Constitution & Bylaws. The criteria is as follows:

1. Shall have retired from the active practice of professional engineering; and
2. Shall be at least 60 years of age; and
3. Shall have been a Member of the Society, above student grade, in good standing for a continuous period of at least 40 years.
4. A majority of the Board of Directors approval of the application is required.

NSPE notified those individuals that according to NSPE Constitution qualify for life membership. NDSPE and NSPE Constitution differ slightly in the criteria. There have been a few other members that have inquired about life membership that qualify under NSPE Constitution and not under NDSPE's. It was suggested to National to waive the NSPE dues for those individuals and charge them our state dues. That was not an option. NSPE recommended that NDSPE change our Constitution to match NSPE's.

**Kevin Nelson moved to accept Walter Abbott, Harley Swenson, and Kent Horton as Licensed Life Members under NDSPE Constitution. Motion was seconded by Thomas Little and carried.**

Don Andersen added that there was one member that met the age and retirement criteria but did not have 40 years of membership; he did meet the criteria of NSPE but not of NDSPE.

**Bruce Nelson moved to amend our Constitution to consistent with National for the Licensed Life Membership and Retired Membership criteria. Motion was seconded by Gary Doerr and carried.**

Discussion followed whether or not there is enough time to publish the proposed amendments in the Newsletter before the Annual meeting. The Newsletter must be out 2 weeks before the Annual Meeting.

Kevin Nelson will notify the Constitution and Bylaws committee about these issues.

- c. **Enterprise Member Campaign-** Kevin Nelson suggested tabling the item at this time. There is a strong possibility that this program will be suspended by NSPE.
7. **Other Business-**
- a. **Newsletter-** Don Andersen requested articles for the Newsletter by February 15. The Newsletter must be mailed out by March 1, 2004. The agenda for the Annual meeting will be included in the Newsletter. Grand Forks will do a separate mailing for the Annual meeting registration.
  - b. **Mathcounts-** Michael Gunsch and Linda Oster are asking permission to hire an assistant and requesting financial support from NDSPE of \$5000-\$7000 to bankroll them until they can raise the money themselves to support the position. NDSPE has \$1300 budgeted for Mathcounts. The \$5000-70000 would cover for that individual to travel. The Board of Directors has reviewed the request and would like a written proposal ready for the Annual meeting to explain what they are thinking
- Gary Doerr moved to request a proposal from Mathcounts. Motion seconded by Kevin Nelson and carried.**
- c. **State project Award and Young Engineer Award-** A set of criteria for these awards has been requested by the chapters. The chairman of the committee will be contacted to inform the chapters of the deadline and the criteria for the awards.

8. **Announcements**

NSPE Task Force nominations are due by Jan 30 and the nomination form can be found on the NSPE website.

Any member that recruits 6 members by March 15, 2004 will get their NSPE membership free for a year.

Cliff Keller announced that the Board of Registration would be holding an official hearing on March 24, 2004 at 7pm at the Holiday Inn in Grand Forks.

Cliff Keller noted that the idea of having a box lunch for those taking the P.E. exam would be well received. The Board of registration would be willing to discuss this. NDSPE is moving in the right direction with this. Bruce Nelson suggested putting an application inside the box lunch. Chris Wentz recommended hosting a study session.

9. **Adjourn-**

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National Society of Professional Engineers

**Bruce Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Gary Doerr and carried.**

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

\_\_\_\_\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_\_\_\_\_(original signed)\_\_\_\_\_  
Er. Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting**

**May 22, 2004 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on May 22, 2003 at 5:15 p.m. President Roger Kluck called the meeting to order. Present by city were:

Fargo: Don Andersen, Otto Helweg and Gregg Thielman  
Minot: Roger Kluck  
Bismarck: Gary Doerr, Kevin Nelson, and Mary Nelson  
Grand Forks: Boyd Johnson and Melissa Knutson proxy for Dean Wieland

The Secretary declared that a quorum was present.

2. **Introductions**
3. **Adoption of the Agenda** – Roger Kluck added subcategory i. Chapter 3 funding request under 6A. New Business

**Otto Helweg moved to accept the agenda as amended. Motion was seconded by Gary Doerr and carried.**

4. **Approval of Minutes** – the minutes from the previous Board of Directors meeting held April 10-12, 2003 were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion was seconded by Kevin Nelson and carried.**

5. **Old Business-**

- a. **Membership Campaign-** Scott Zainhofsky, Chairman has prepared a power point presentation and has forwarded it to the members of the membership committee and Arthesa Thomas at NSPE to review. Scott will send it back to the committee after it is approved from NSPE. Roger commented that the PowerPoint presentation looks very good.

Kevin Nelson stated he sent e-mail about membership numbers for the region in April. Every state society in the region lost members. ND is in 1<sup>st</sup> place even with a net loss of 2 members in April. There is a traveling trophy for the region for membership. Otto wondered if student members were included in the membership numbers. Student members are included.

Kevin stated three new members have recently been recruited. Roger added he has recruited a new member also. Scott also encouraged member to talk to possible new members.

Kevin Nelson suggested that Scott visit the NSPE website and request a membership package.

- b. **Legislative issue updated-** Kevin Nelson stated that NDSPE has received a report from KKRK summarizing the legislative activities. HB 1236 (fee caps) and 1256 (continuing education) both passed. HB 1236 passed as amended, if an investigation is conducted against a registrant; the loser pays the fees.

Roger inquired about forwarding a copy of the report to the members of the Board of Directors. Kevin suggested for those interested, to visit the legislative website and downloading the information.

**6. New Business-**

**a. 2003 Annual Meeting Recap**

- i. - **Chapter 3 funding request- President Kluck** stated that Chapter 3 has requested for help to defray the costs of the Annual meeting. Chapter 3 had a loss of \$1527.66. Scott Zainhofsky asked if there are funds available to cover the loss. Scott commented it is not fair for a chapter to take a loss; attendance was low which is not the fault of the chapter. Roger Kluck commented he was impressed with the Annual meeting and thought it is beneficial to do a mailing to all members to invite them to attend. Don Andersen asked how the Regional meeting is funded. The regional meeting is funded by the State society and the local society provides the manpower. Kevin Nelson stated he is not as concerned about a loss for the regional meeting.

**Kevin Nelson moved to defray the loss of \$1527.66 for Chapter 3 for the 2003 Annual Meeting. Motion seconded by Don Andersen and carried.**

- b. **2004 Annual Meeting-** the meeting is being planned for the last weekend in March in Grand Forks. The location of the facility has not been determined. The Board of Registration is trying to plan their meeting for the same weekend.
- c. **NDSU National Science Foundation Grant-** Don Andersen explained that NDSU NSF is requesting NDSPE lend support to the grant. The grant encourages a connection between industry and education toward the improvement of science and mathematics with its results on enhancing engineering education and the economy. Otto Helweg commented that they are requesting a letter of support and felt this is a great recruiting tool for engineers. Don Andersen will e-mail the letter to Mary Nelson to put on NDSPE letterhead and forward to Roger Kluck for a signature.

**Otto Helweg moved that NDSPE lend our letter of support to the NDSU National Science Foundation Grant. Motion seconded by Gregg Thielman and carried.**

- 7. **Other Business-** Don Andersen reported he attended the meeting in Saskatoon and has reservations made for San Antonio. Kevin Nelson is also planning to go to San Antonio as a member of the NSPE licensure committee. Don Andersen is planning on attending the Manitoba meeting October 24-25 in Winnipeg. Kevin

Nelson stated that the North Central regional meeting would be held in Bismarck on September 11-12, 2003 at the Doublewood Inn. The NDSPE Board of Directors will meet at 10 AM on Thursday, September 11. Everyone is encouraged to attend.

**8. Adjourn-**

**Kevin Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Don Andersen and carried.**

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_   
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_   
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting**

**June 3, 2004 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on June 3, 2004 at 4:00 p.m. President Don Andersen called the meeting to order. Present by city were:

Fargo: Don Andersen, Otto Helweg and Lawrence Woodbury  
Bismarck: Gary Doerr, Kevin Nelson, Darrin Schaefer, Thomas Little and Mary Nelson  
Grand Forks: Bruce Dockter, Jay Kleven and Nate Weisenburger

The Secretary declared that a quorum was present.

2. **Introductions**
3. **Adoption of the Agenda** – Item Number 7 Other Business was added to the agenda
4. **Approval of Minutes** – the minutes from the previous Board of Directors meeting held March 25-27, 2004 were distributed via mail and reviewed.

**Kevin Nelson moved to dispense of reading and approve the minutes as distributed. Motion was seconded by Otto Helweg and carried.**

5. **Old Business-**

6. **New Business-**

- a. **2004 Annual Meeting Recap-** Jay Kleven reported that Chapter 1 was very successful with the Annual meeting due to local sponsors donations. The chapter recognized the sponsors in the Grand Forks Herald, which was greatly appreciated, by the sponsors. The chapter also has contacted the hotel with recommendations for future meetings. Kevin Nelson thanked Chapter 1 for hosting the meeting and conducting a very successful meeting.

- b. **2005 Annual Meeting Update-** Chapter 4 has begun the initial planning process for the 2005 Annual Meeting.

7. **Other Business-** Kevin Nelson reported the North Central Region teleconference was held on June 2, 2004. Some of the issues discussed during the NC Region teleconference were the possibility of Missouri and Kansas removing their state chapters from NSPE due to membership and financial problems. The NSPE Future Directions Task Force is reviewing the situation and will make recommendations. The practice divisions have some books written by a NSPE member. The Product & Service Department is offering these books to the state societies at cost. The states can sell them to members and prospective members.

The North Central Region Meeting is scheduled for September 9-10, 2004 in St. Paul, MN. Three individuals from the NC Region will be receiving awards at the

meeting in St Paul. The NC Region holds a teleconference quarterly; if anyone is interested in participating, notify Kevin Nelson.

Otto Helweg commented ASCE has the sale of books include in their operating budget. The idea of selling books would be a good revenue generator and a possible new member attraction. Otto requested a list of titles and publishers.

Don Andersen recommended charging an additional fee for non-members for CLE's at the Annual Meetings. Bruce Dockter commented is supportive of continuing CLE's at the Annual Meetings. Lawrence Woodbury added that ASEC is interested in working with NDSPE on CLE programs to avoid duplication of efforts.

Otto Helweg reported that the NDSU Steel Bridge team won the National Championship. This is the 3<sup>rd</sup> time NDSU has received this honor.

Gary Doerr reported he attended the APEG Annual Meeting in Moose jaw, Saskatchewan in May. The meeting was very successful with many continuing education sessions conducted. Gary plans to travel to Manitoba in the Fall for their meeting.

## 8. Adjourn-

**Otto Helweg moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Kevin Nelson and carried.**

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_   
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_   
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**

**Board of Directors Meeting**

**October 16, 2004**

**Chieftain Inn, Carrington, ND**

1. **Call to order-** The North Dakota Society of Professional Engineers Board of Directors meeting was called to order on October 16, 2004 at 10:05 a.m. by Gary Doerr, President. Present were Gary Doerr; President, Don Andersen; Past President, Bruce Dockter; President-elect, Gregg Theilman; Vice President, Kevin G. Nelson; Secretary-Treasurer, Nate Weisenburger; Chapter 1 President, Jay Kleven; Chapter 1 Past President, Troy Vareburg; Chapter 4 President, Scott Zainhofsky; Membership Chairman John Spilman; proxy for Bruce Nelson, PEI Chairman, and Mary Nelson, Executive Secretary.

2. **Introductions-** All present gave self-introductions.

3. **Adoption of the Agenda** – the following was added to the agenda under New Business: item i. Constitution amendment.

**Kevin G. Nelson moved to accept the agenda as amended. Motion was seconded by Scott Zainhofsky and carried.**

4. **Approval of the Minutes-** the minutes from the June 3, 2004 NDSPE Board of Directors teleconference were distributed via mail and reviewed.

**Kevin G. Nelson moved that the minutes be approved as distributed. Motion seconded by Don Andersen and carried.**

5. **Executive Secretary's Report-** financial report attached

Checking Balance as of 10-15-2004: \$2,149.26  
Savings Balance as of 10-15-2004: \$8,837.90  
CD Balance as of 10-15-2004: \$8,145.89  
Maturity date 11/24/04  
Interest Rate: 1.40%

**Total Assets \$18,270.21**

Membership Numbers as of Sept. 2004

Licensed: 190  
Members: 46  
Students: 1

**Total members: 237**

Sept. 2003

Licensed: 178  
Members: 63  
Students: 8

**Total Members: 249**

Sept.2002	
Licensed:	177
Members:	105
Students:	<u>28</u>

**Total members: 310**

**Kevin G. Nelson moved to accept the Executive Secretary report. Motion seconded by Bruce Dockter.**

Membership continues to reflect a trend of loosing student members. An effort by the Dean's at UND and NDSU continues to recruit and inform students about NDSPE. Bruce Dockter added that Chapter 1 plans to host a pizza event for those taking the FE exam. Jay Kleven that Chapter 1 also plans to do a presentation to Engineering Counsel at UND on Novemeber 7, 2004.

**No further discussion, motion carried.**

**6. Chapter Reports-**

**Chapter 1-**Nate Weisenburger reported that Chapter 1 officers held an organizational meeting in August and planned the meetings for the year. Grand Forks hosted a very successful Annual meeting.

Jay Kleven recommended that Ron Apanian be nominated for the Chandler Award for 2004-2005.

**Chapter 2-** No report given.

**Chapter 3-** John Spilman reported that the officers have held an organizational meeting and have put together a calendar of events for 2004-2005. One of the meeting the Order of the Engineer ring ceremony is planned. The first chapter meeting is Thursday, October 21. 2004.

**Chapter 4-** Troy Vareburg reported that Chapter 4 held their first meeting the end of September with 36 members present. The Chapter membership numbers reflect a little decrease. Chapter 4 has brainstormed about how to increase membership, especially the student members. Chapter 4 Secretary has looked up old members to approach them. Chapter 4 is trying to implement continuing education programs in their monthly meetings. They're considering doing a webcast. The Annual meeting committee has been formed.

Scott Zainhofsky added that he has prepared a power point presentation to promote NDSPE.

Kevin Nelson added that he will e-mail lists of e-mail addresses to each chapter.

**7. Committee Reports-**

**Publications Committee-** Kevin Nelson reported that NDSPE has a website and branding e-mail available. Jay Kleven and Kevin Nelson are using the branding e-mail.

**Public Relations Committee-**Gary Doerr has asked Dale Heglund to chair the committee. Gary commented when he served as chair he sent the newspaper write-up to the chapter and the chapter in turn submitted the information to their local newspaper, which seemed to work well. Gary added that NDSPE needs to take advantage of putting more information in the newspaper to promote the organization.

**Legislative Committee-** Design Build issue will be in this legislative session. DOT has been requested to set the rules based on public hearings.

**Nominations Committee-**the committee will need names of individuals for the Board of Registration. Scott Zainhofsky commented that he would like to see some age diversity and a younger member should be considered and someone that is an employee rather than an employer. Jay asked what the nominations committee responsibilities are.

**Membership Committee-**Scott Zainhofsky's position as membership director is up this year and that having a jr. membership director would be desirable.

**8. Old Business-**

**a. 2005 Annual Meeting Update-**Troy Vareburg reported that the Annual meeting will be April 7-9, 2005 in Fargo. The Board of Directors meeting will be on the 7<sup>th</sup> and conclude on the 9<sup>th</sup>. The Fargo Chapter will give Kevin Nelson the meeting agenda. etc. to post on the website.

**b. Leadership Handbooks Update-** all officers have a handbook. The handbook is also on the NDSPE website. Kevin reviewed the content of the hand book. A few changes to addresses, phone numbers were noted.

**c. Newsletter-**Don Andersen requested newsletter articles be submitted to him by October 31<sup>st</sup>. Don recommended Chapter reports be submitted with the list of events for the year, and President's reports. Gary Doerr attended the NDSU Development Foundation banquet and NDSPE was honored with the bronze award. Several pictures were taken and could be put in the newsletter.

**9. New Business-**

**a. National Officer Participation-** Discussion was held about whom to request as the National Officer at the Annual Meeting. The first choice of officers to speak at the annual meeting is Kathryn Gray, Bob Miller, Rob Bergeron, Arthesa Thomas or Heather Anderson. Mary Nelson will submit the request.

**b. 80/20 Program participation-** Discussion was held regarding the offer put forth NDSPE to participate in the 80/20 program. Mary Nelson read the letter sent to NDSPE explaining the program. NSPE has teamed with state societies and/or chapters on a variety of stand-alone membership marketing projects and have implemented many year-long partnerships with state societies to complete comprehensive, state-specific membership marketing plans that include a coordinated series of targeted mailings and other regular collaborations. Troy Vareburg commented that Tracy Eslinger, Chapter 4 Secretary has expressed interest in membership, Scott Zainhofsky said he would be willing to be the representative from Bismarck and Jay Kleven and Bruce Dockter said they would represent Grand Forks.

**Gregg Theilman moved to go forward with the 80/20 program. Motion seconded by Jay Kleven and carried.**

**c. Lobbyist contract-**NDSPE and ACEC-ND have a joint contract with KKRK for the 2005 Legislative session. The architects and engineers worked together last session and have had a meeting to discuss upcoming legislation. AGC is proposing legislation to change or define construction management. Engineers and architects would not be qualified to be construction managers. DOT is proposing legislation that has impact on design-build. Kevin asked for a motion to support ACEC-ND & AIA on opposing AGC legislation.

**Scott Zainhofsky moved to support ACEC-ND & AIA on opposing AGC legislation. Motion seconded by Jay Kleven.**

Jay Kleven commented that this legislation is more geared towards ACEC.

**No further discussion, motion carried.**

Landscape architects wanted a place to reside and now reside under the architects board. They are accepting public comments through October 18. Their administrative code requires a registered landscape architect as a principal on government funded projects. NDSPE and ACEC do oppose this statement and are drafting up a summary and has been put on record.

**d. “Engineer Your Way to Success” book-** this book can be used to raise funds or purchase some for incentives, such as employers to purchase for new engineers or give to student members upon graduation. Missouri state society gives a copy to each graduating student member.

**e. National President Candidates-**Karen Peterson, Bernie Berson and Ken Rigsby have announced their candidacy for 2006-2007 NSPE President-elect.

**Kevin Nelson moved that NDSPE support Ken Rigsby as NSPE President-elect for 2006-07 and forward a letter of support to NSPE Nominations committee. Motion was seconded by Scott Zainhofsky and carried.**

**f. Enterprise membership-**the program allows a firm/company to pay membership dues for all NSPE members in their firm and receive a 10% discount on the dues.

**Don Andersen moved to go forward with the Enterprise program in North Dakota. Motion was seconded by Scott Zainhofsky and carried.**

In accordance with the following schedule for minimum enrollment within NSPE membership categories, the enterprise would identify eligible engineering employees it seeks to enroll:

1. For 10 to 50 eligible employees, enroll a minimum of 10; or
2. For 51 to 250 eligible employees, enroll a minimum of 20%; or
3. For over 250 employees, enroll a minimum of 50.

The firm receives one bill and can be paid with one check or several. Gregg Thielman commented that it would be convenient for accounting departments to pay the dues.

**g. Reseller Agreement-** NDSPE can buy NSPE-produced publications as a source of non-dues revenue for the state society. If we sign the agreement NDSPE would be eligible for a discount.

**Scott Zainhofsky moved to sign the Reseller’s Agreement. Motion was seconded by Troy Vareburg.**

Discussion followed and the decision was made to investigate the agreement further before signing it and revisit the idea at the next Board of Directors meeting.

**Motion was retracted by Scott Zainhofsky and seconded by Troy Vareburg.**

**h. National Winter meeting-**To encourage the attendance at the winter meeting in San Diego of the state society presidents, state society presidents-elect, state society executives, NSPE will provide the following reimbursements:

- \$300 max per person for one attendee from a state;
- \$500 max per person for two attendees from a state;
- \$750 max per person for three attendees from a state;

**Scott Zainhofsky moved for the NDSPE President, President-elect and Executive Secretary to attend the winter meeting in San Diego and authorize the expenses above the \$750 per person. Motion seconded by Kevin Nelson and carried.**

The meeting will be a summit meeting and not a consensus congress.

**i. Constitutional Amendment-**Membership chair duties should be developed and added to the constitution. President Gary Doerr will contact the constitution & bylaws committee regarding the amendment.

## **10. Other Business-**

**a. Future Directions Task Force Update-**the purpose of the task force is to assess, reaffirm, modify, or possibly even reinvent the society. NSPE accomplished licensure laws in all 50 states and no longer has a focus. It is part of the task force responsibilities to come up with models for a new focus.

**b. Chapter Questionnaires-**Kevin Nelson emphasized the urgency to complete questionnaires and surveys by the state leadership. Only 25 to 30% respond.

**c. Mathcounts update-**NSPE started Mathcounts and now Mathcounts is its own entity. NSPE provides 90% of the manpower for Mathcounts. NSPE is proposing they hold 3 seats. If Mathcounts does not accept the amendment, NSPE is prepared to no longer support Mathcounts and support another program.

**d. Membership update-**discussed in the Executive Secretary's report.

## **11. Adjourn-**

**Kevin G. Nelson moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Scott Zainhofsky and carried.**

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Meeting adjourned at 12:35 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_

Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_

Kevin G. Nelson, P.E.  
Secretary-Treasurer

Mbn

NDSPE Board of Directors agreed to support Kevin Nelson for nomination for fellow grade.

**North Dakota Society of Professional Engineers**  
**Board of Directors Meeting**

**February 24, 2005 – Teleconference Call**

1. **Call to Order** – The Board of Directors of NDSPE met via teleconference on February 24, 2005 at 4:30 p.m. President Gary Doerr called the meeting to order. Present by city were:

Bismarck: Gary Doerr, Kevin Nelson, Dale Heglund, Scott Zainhofsky, Thomas Little,  
Cliff Keller and Mary Nelson  
Fargo: Don Andersen, Otto Helweg, and Gregg Thielman  
Grand Forks: Bruce Dockter and Brian Weiss

The Secretary declared that a quorum was present.

2. **Introductions**

3. **Adoption of the Agenda** –

**Otto Helweg moved that the agenda, as presented be adopted. Motion was seconded by Kevin Nelson and carried.**

4. **Approval of Minutes** – the minutes from the Board of Directors meeting held October 16, 2004 in Carrington were distributed via mail and reviewed.

**Otto Helweg moved that the minutes be approved as distributed. Motion was seconded by Kevin Nelson and carried.**

5. **Old Business-**

- a. **NSPE Winter Meeting Recap-** Bruce Dockter, President-elect, commented that the NSPE is still prepared to support a different program if they can't decide on a suitable arrangement with Mathcounts. The proposed governance by the Future Directions Task Force will benefit the bigger states.

Gregg Thielman, Vice President, commented that the leadership training and the summit were very informative. NSPE has canned presentations available for the chapters to use. Gregg also commented that the proposed governance could impact ND.

- i. **NSPE Proposed New Governance-**Kevin Nelson, North Central Regional Vice President, stated that he voted himself out of his position as Regional Vice President, NSPE will eliminate the regions under the new governance. The governance will be called the House of Delegates with one representative from each state (53 delegates). The Board of Directors will consist of 16 Directors. Another proposed change is to cut down on the number of face-to-face meeting and rely on technology. Under the new governance the larger states will have a weighted vote, which is very detrimental to small states like ND, SD, WY and DE. The idea exchange sessions will be continued at the summer meeting.
- ii. **Six Month Free Membership-** this a program that NSPE is offering to all states. NSPE offered the program to select states for a period of time and the outcome revealed that 84% of the individuals that participated subsequently joined

NSPE. The membership is free for six months and after six months an invoice is sent out and that is the anniversary date of membership renewal.

Thomas Little moved to adopt the six-month free membership program. Motion carried by Gregg Thielman and carried.

**b. North Central Regional Meeting Recap-** Kevin Nelson, North Central Region Vice President reported that 2 states in the region are experiencing membership growth, 1 state stayed the same and the rest of the states are declining. The biggest focus is on showing benefits of membership for members and prospective members.

The next regional teleconference is scheduled for March 9, 2005. Everyone is welcome to sit in on it. A regional meeting will be held in Chicago during the NSPE summer meeting followed by a teleconference late in the summer. The Missouri chapter will host the Annual Regional meeting in conjunction with their annual shrimp feed in Springfield Missouri. There will be technical sessions offered at the Annual Regional meeting.

**c. Awards committee update-** President Gary Doerr is still working with the committee members as to who will be the chairman. Gary will notify everyone who to send the names of the award nominees to.

## 6. New Business-

**a. 2005 Annual Meeting Planning Update-** the annual meeting will be held in Fargo, April 7-9, 2005 at the Radisson. Dain Miller will e-mail a draft agenda to Kevin Nelson to publish on the website. Tom Little suggested to communicate with the Board of Registration as to whether or not the continuing education are acceptable. The Rainmaker group and a bond attorney, Scott Wegner of Cook Wegner & Wike PLLP are the speakers for the continuing education sessions, which would be considered non-technical category with the Board of Registration.

**b. Newsletter Timeline-** the newsletter needs to be sent to the general membership by mid-March. Don Andersen requested newsletter articles be sent to him by March 1 and would appreciate information from each chapter from the E-week banquets, award winners and pictures. The newsletter is sent out by mail and is also posted on the website.

**c. Chapter 1 or 4 member to serve on Legislative Committee-** President Doerr has contacted both chapters to see if someone is interested in serving on the legislative committee. Don Andersen recommended Dick Anderson from Chapter 4 and will send Dick's e-mail address to Gary. Bruce Dockter recommended Dean Wieland for Chapter 1 and will discuss it with Dean.

**d. Nominations Committee Update-** Chairman Don Andersen reported that the committee has decided on three nominees for the Board of Registration. The three nominees are Kevin Nelson, Chapter 3, Brian Poykko, Chapter 1 and Wayne Reitz, Chapter 4. Scott Zainhofsky commented he would try to serve as Membership Director considering his relocation to Devils Lake. The committee does not have individual to nominate as Vice President. The list of nominees will be published in the newsletter without a nominee for Vice President and accept nominations from the floor at the annual meeting.

**e. Membership update-** Scott Zainhofsky reported that there have been a couple of teleconferences with NSPE. NSPE is working a state-specific membership application for ND and a few other state-specific brochures for ND. Scott also commented he has been working on an Enterprise membership program with the Department of Transportation. Scott also has visited BSC and handed out applications and approached the visit with emphasis of the students continuing their education at one of the universities. Scott reported that the students seemed interested.

**f. Life Membership Candidates-** Walter Abbott, Richard Anderson, Jerome Borgen, Kent Horton, Harley Swenson, Lloyd Thompson are the individuals who are eligible for life membership. Life members no longer pay dues. Life membership is an honorary membership status offered to long time members of the society.

**Thomas Little moved to submit the following names for life membership: Walter Abbott, Richard Anderson, Jerome Borgen, Kent Horton, Harley Swenson, and Lloyd Thompson. Motion seconded by Dale Heglund.**

Discussion followed that it is an honor to be given this status and NDSPE needs to honor those that are eligible. Although with the increase of membership falling into this category new members will need to be recruited to replace them. A letter is sent from NSPE to tell the individuals of their life member status. Some states are approaching these members for support.

**No further discussion, motion carried.**

7. **Other Business-** Kevin Nelson sent an e-mail to the Board of Directors on Feb 15<sup>th</sup>, 2005 regarding Lego Robotics Contest Sponsorship request. Responses by the Board were both to support it and some to tread lightly. Bruce Dockter commented that we have a line item in the budget for JETS to cover plaques and Mathcounts for them to use the funds at their discretion. Dale Heglund suggested that the NDSPE move forward with some monetary amount. Chapter 3 approved a donation of \$250. Otto Helweg recommended a matching type of grant, the state match what each chapter contributes.

**Otto Helweg moved that NDPSE support dollar for dollar chapter contributions to the Lego Robotics Sponsorship. Motion seconded by Kevin Nelson.**

Nate Weisenburger commented that Chapter 1 declined to support the Lego Robotics sponsorship.

**Otto Helweg amended the motion to include a cap amount. Kevin Nelson seconded the**

**amended motion.**

Kevin Nelson recommended the cap of \$500.

**Otto Helweg accepted the friendly amendment of \$500. No further discussion, motion carried.**

Reseller's agreement was sent out with the minutes to the Board of Directors.

**Kevin Nelson moved to table this item until the next Board of Directors meeting. Motion seconded by Tom Little and carried.**

Cliff Keller, Executive Secretary for the Board of Registration commented about what has been happening at the Board of Registration and the new process of registering for the exam. The Board welcomes not having to deal with the liabilities involved with the exams but regrets not having the contact with those taking the exams.

**8. Adjourn-**

**Tom Little moved the NDSPE Board of Directors meeting be adjourned. Motion seconded by Cliff Keller and carried.**

Meeting adjourned at 5:40 p.m.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Er. Kevin G. Nelson, P.E.  
Secretary-Treasurer

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## Annual Meeting Minutes

### North Dakota Society of Professional Engineers

#### 60<sup>th</sup> Annual Meeting

April 5-6, 2001

#### Holiday Inn- Grand Forks

Lon Aune opened the joint meeting with the North Dakota Society of Professional Engineers and North Dakota Consulting Engineers Council at 8:30 a.m. He thanked the members of the Annual meeting committee for their efforts.

Dignitaries present were Mr. Tim Burke, Manager of Marketing and Communications for the Grand forks Airport (on behalf of Grand Forks Mayor Brown) and East Grand Forks Mayor Linde. Both welcomed NDSPE and NDCEC to Grand Forks and East Grand Forks. Also present were Don Edwards, NSPE North Central Vice President, and Brian Eckel from Saskatchewan.

**Legislative Lobbyist Report-** a representative from the committee was not present to report. A written report submitted by Ron Rebenitsch is attached. The report highlights the following bills:

1. SB 2355- Restraint of Business Contracts. NDSPE opposed the bill and it was defeated in the Senate.
2. SB 2186- Continuing Education, NDSPE supported the bill but it received a committee 7 to 0 "Do Not Pass" recommendation, and was not passed on the floor.

**ND State Board Of Registration-** Cliff Keller, Executive Secretary for the Board of Registration written report is attached. The board processed over 400 applications in 2000. The scores on the PE exam averaged 91%. The average grade received ranges about 7 to 10% above the national average, which speaks well of NDSU and UND for their Engineering programs. The PE Civil exam has been changed to multiple choice. The Mechanical, Electrical, and Structural exams include essay questions. The Mechanical and Electrical exam will be converted to multiple choice in the next couple of years. The cost of the exam is \$110 and may increase to \$250 or more due to conversion to computer testing. Cliff suggested employers should encourage their employees to take the exam as soon as they are ready. ND currently has 2250 registered professional engineers and 64 dual registrants. The board is responsible for carrying out disciplinary action; there was one formal hearing during the past year. Several issues are under discussion such as the correct presentation of PE status on business cards when the engineer who has an in-state address holds a PE registration outside of the state of ND. Another concern involves what type of a degree may be considered an "engineering related degree". A bill was passed that will require the Board of Registration to develop a "fast track" application and approval system for out of state engineers seeking professional registration. Cliff recognized the members of the Board of registration, Dr. James Jorgenson, Dr. Lawrence Woodbury, Dr. Monte Phillips, Gary Arman and Rolly Ackerman.

Dr. James Jorgenson, Vice-Chairman of the Board introduced the following issues:

1. cautioned against the use of electronic signature
2. illegal to solicit yourself in other states when not registered in those states
3. conflict of interest amongst sister organizations (e.g. "Design & Construction" firms)

**NDSPE National Representative-** Don Edwards, North Central Region Vice President spoke on behalf of NDSPE. Don extended thanks for being invited to attend the Annual Meeting. Don stated that Art Dewitt would follow him after the summer meeting in Detroit. Karen Pederson is the junior Vice President for the North Central Region.

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**NDCEC National Representative-** Don Indvik, President of NDCEC spoke on behalf of NDCEC. NDCEC meets 2 times a year, and occasionally hosts a seminar for continuing education. There are 30 member firms in ND. Within the next couple of years, the American Consulting of Engineers Council will change its name to American Council of Engineering Companies due to the negative connotation of “consultant”.

**Canadian Representative-** Brian Eckel from Sasketewan spoke on behalf of Association of Professional Engineers and Geoscientists of the Providence of Sasketewan (APEGS). The membership totals 5100. APEGS is actively involved in continuing education programs, and image building. The theme for Engineer week was “24-7-365”. The association also handles complaints and processes exams. Some national issues that APEGS is concerned with are software engineering and secondary liability insurance program.

**Election of Officers-**NDSPE President Steve Smith announced the following nominees of officers:

President	Dean Wieland	Chapter 1
President-Elect	Roger Kluck	Chapter 2
Vice President	Don Andersen	Chapter 4
National Director	Lon Drevecky	Chapter 2

**Thomas Little moved that a unanimous ballot be cast for the slate of officers for 2001-2002 as presented by the Nominations Committee. Motion seconded by Lon Aune and carried.**

Technical Sessions followed:

- a. “Wind Energy and Economic Development in the Midwest” by Mr. Jay Haley, EAPC Architects and Engineers
- b. Grand Forks Waste Water Treatment Facility by Mr. Jim West, KBM Inc.

The joint meeting recessed at noon. Tours were held following the luncheon.

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Steve Smith, President, reconvened the NDSPE Annual meeting at 9:00 a.m. on Friday, April 6, 2001.

**President’s Report-** Steve Smith’s written report is attached to these minutes. He highlighted what changes have occurred with NSPE, the downsize of the NSPE Board of Directors from 80 to 23. NDSPE’s representation at the national level is through Regional Vice Presidents. NDSPE is amending the constitution to reflect the elimination of our National Director and changes made to the membership classes. Senate Bill 2186- Continuing Education was defeated on the floor. A website is being developed by Kevin Nelson. Membership has remained steady for the last five years. NDSPE is in the process of scheduling a “road show” with NSPE’s membership expert Annette Petrick. Steve concluded with thanking the membership for entrusting him to serve as president. Steve also extended thank yous to Ron Rebenitsch, legislative chair, Ray Rolshoven, constitution & bylaws chair, Dean Wieland, Kevin Nelson, Mary Nelson, all committee chairs and committee members, and the Board of Directors.

**President Elect’s Report-** Dean Wieland’s written report is attached to these minutes. Dean attended the NSPE winter meeting held in Anchorage, Alaska in February. The highlights of the meeting were as follows:

1. Leadership training-interactive workshop with Annette Petrick
2. NSPE Professional Resources for Engineers-pamphlet which offers NSPE products and services
3. American Engineering Campaign- 3 year program to increase the understanding and appreciation of the role of the Engineer in improving the quality of life.
4. NSPE Road Show- Annette Petrick has developed a detailed plan for recruitment and revitalizing

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membership.

5. NSPE Strategic plan- each state is requested to prepare a strategic plan.
6. Steinman Award- a \$10,000 award to be awarded to a graduate engineering student from the North Central Region in 2001. There have not been any applicants.

Dean expressed his enthusiasm to serve as NDSPE President for 2001-2002. He thanked the membership for the opportunity to serve as President-Elect. Dean thanked Steve Smith for his leadership.

**Membership Committee Report-** Chairman, Dean Wieland's written report is attached to these minutes. Dean reported membership through March 2001, as follows:

PE's	177
Associates	100
Students	54

Dean is actively planning a 1½-day "road show" with Annette Petrick.

**Executive Secretary's Report** – Mary Nelson's written report is attached to these minutes. Mary reported NDSPE's account balances, checking account: \$568.66, savings account: \$15,747.21, Certificate of Deposit: \$7454.66. Total net worth is \$23,770.53 as of 4/3/01. Mary Nelson stated that currently NDSPE has the checking and savings at US Banks and a CD at BNC. The checking does not earn interest and the savings earns 1%. BNC offers interest of 1% on checking and based on the market and the amount in the savings account could earn approximately 3%. Mary will move all funds to BNC.

Membership as of 3/16/01 consisted of 177 PE members, 100 Associate members, and 54 student members totaling 331.

**Secretary/Treasurer's Report** – Mary Nelson distributed the minutes from the 2000 Annual Meeting held March 30-April 1, in Minot.

**Tom Little moved that the minutes of the 2000 Annual Meeting of NDSPE be approved as presented. Motion seconded by Dean Wieland and carried.**

Kevin Nelson, Secretary/Treasurer pointed out the following items on the financial report:

- a. Revenue higher than anticipated due to the timing of receiving dues from NSPE
- b. bottom line slightly misleading because of when expenditures are submitted
- c. National meeting expenses less than planned because 1 meeting was attended
- d. National dues structure has changed to allow membership in one practice section

**Nomination Committee Report** – Chairman, Jeff LeDoux's written report is attached to these minutes. The nominations committee submitted the following candidates for nomination to elected offices for NDSPE in 2001-2002:

President	Dean Wieland	Chapter 1
President Elect	Roger Kluck	Chapter 2
Vice President	Don Andersen	Chapter 4
Secretary-Treasurer	Kevin Nelson	Chapter 3

The officers were installed at the Banquet on the evening of Thursday, April 5, 2001.

The nomination Committee also submitted a list of candidates for nomination to the Governor for a five-year term beginning July 1, 2001, on the North Dakota Board of Registration for Professional Engineers and Land Surveyors as follows:

Monte Phillips	Chapter 1 (completes term on 6/30/01)
Bruce Nelson	Chapter 3

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Gene Jackson Chapter 3

Harvey Gullicks spoke on behalf of Monte Phillips expressing thanks to NDSPE for the honor, support and privilege to serve on the Board of Registration.

Kevin Nelson spoke on behalf of Bruce Nelson expressing his acceptance of the nomination.

President Smith directed that two secret ballots be taken to determine the order in which the candidates are submitted to the Governor for appointment to the Board of Registration.

The ballots determined that the nominees would be submitted to the Governor as follows:

1. Monte Phillips
2. Bruce Nelson
3. Gene Jackson

NDSPE needs to provide one person to serve on the NSPE nomination committee as a representative of the North Central Region in Orlando, Florida, July 26-30, 2002. The committee member from the North Central Region is determined by an alphabetical rotation, ND is next in the rotation; it will be another 7 years until someone from ND will serve on the committee. The responsibilities are as follows:

1. Attending NSPE meetings
2. Responsible for interviewing and selecting candidates for President-Elect or Treasurer.

Dean Wieland nominated Steve Smith to serve on the committee. Tom Atkinson nominated Roger Kluck as an alternate.

**Jeff LeDoux moved to cease nominations and cast a unanimous ballot of Steve Smith as the member of the NSPE nomination committee from the North Central Region and Roger Kluck serve as an alternate. Motion seconded by Ted Englestad and carried.**

**Manitoba Report** – David Ennis from the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM) reported their Association has been concerned with the following:

- a. Secondary liability insurance for everyone registered
- b. The use of the term software engineering used by the academic community
- c. Mutual Recognition Agreement

David thanked Chapter 1 for inviting him to the Annual Meeting and extended an invitation to Dean Wieland to attend APEGM Annual Meeting on October 12-13, 2001.

**Education Foundation report-** Tom Atkinson reported that the Education Foundation Board met the morning of Friday, April 6, 2001. Most of the contributions are received at the Annual Meeting. A contributors recognition will be implemented on the NDSPE website. The categories are as follows: Platinum- \$10,000 or more, silver- \$6,000-10,000, bronze- \$750-6,000. The Foundation plans to send thank-yous to those who have contributed. Tom Atkinson closed his report by asking for donations for the Education Foundation from the general membership.

Attached to these minutes are the financial reports for the Education Foundation.

**Chapter 1 Report** - Bruce Dockter reported on behalf of Chapter 1. The Chapter held meetings monthly and involved the planning of the Annual Meeting. The Chapter had a change in officers within the year. Scott Zainhofsky replaced Tim Hendricks as president due to Tim relocating out of state. Boyd Johnson took on the responsibility of secretary/ treasurer. Chapter 1 hosted the Mathcounts competition and awarded plaques to the top competitors.

**Chapter 2 Report-** no report

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**Chapter 3 Report-** no report

**Chapter 4 Report** –Dave Rudolph, Chapter 4 President reported that Chapter 4 has continued to support education with the following:

- a. awarding 3 scholarships to NDSU students
- b. hosting the Mathcounts and toothpick bridge presentation
- c. donating \$250 to NDSU Civil Engineering students for the concrete canoe competition

Chapter 4 has had an increase of members from 88 to 96. A written report is attached to these minutes.

**Awards Committee** – Steve Smith stated that the awards were presented at the banquet on Thursday, April 5, 2001 as follows:

2000 Young Engineer of the Year Award	C. Gregg Thielman, P.E., Chapter 4
Outstanding Design Award for 2000	CPS, Ltd., Grand Forks for the Reconstruction of 42nd Street, Grand Forks, ND
Elwin F. Chandler Award	Dr. James L. Jorgenson

**Budget Committee Report-** Bruce Dockter, Budget committee chair, presented the proposed two-year budget for 2001-2002 and 2002-2003. The committee recommends the following:

1. Approval of the 2001-2003 budget
2. Investigate a process to improve the identification and validation of current membership and non-paying members.
3. Eliminate the “practice sections” line for the budget.
4. Authorization to open a new checking and savings account at BNC in Bismarck, ND.
5. Eliminate the fiscal budget line item “personal dues refund”.
6. Prepare and execute a formal contract between Executive Secretary and NDSPE.
7. Increase Executive Secretary salary to \$3500 annually.
  
8. Investigate the establishment of a defined record retention program.
9. Create a formal audit procedure to be followed by the Budget committee.

Jeff LeDoux inquired about the increase of membership dues. The dues increase will be addressed with the Constitution and Bylaws report.

A written report is attached to these minutes.

**Jeff LeDoux moved that the proposed budget for 2000-2001 be approved as presented.  
Motion seconded by Roger Kluck and carried.**

**Legislative Committee Report-** Wayne Larson presented the report on behalf of Chairman Ron Rebenitsch. The two legislative bills in 2001 that were identified as having significant potential to affect the engineering profession were:

1. SB 2355- Restraint of Business Contracts. A bill was proposed to restrict an individuals’ employment opportunities. NDSPE opposed the bill and it was defeated in the Senate.

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2. SB 2186- Continuing Education. This bill enabled legislation for continuing education for Engineers and Land Surveyors. NDSPE supported the bill which received a committee recommendation of “do not pass”, with a 7-0 vote and was not passed on the floor.

A written report is attached to these minutes.

**Education Committee Report-** Chairman, Richard Anderson written report is attached to these minutes. President Steve Smith presented the report. The report touched on the positive aspects of the engineering programs that NDSU and UND provide. Both have program advisory committees and college advisory committees. The students continue to develop professionally through the student chapters and competitions.

**Publications Committee-** Don Andersen, chairman, reported that the *Professional Engineer* is published and distributed twice a year. The cost per issue is approximately \$1.36. The publication is available on the NDSPE website. A written report is attached to these minutes.

The Annual Meeting adjourned at 10:45 for a break, followed by a Technical Session “Project Management Software” by Ms. Gretchen Schatz, Computer Land and the noon luncheon.

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The Annual Meeting reconvened at 1:00 p.m.

**National Director’s Report** – Lon Drevecky’s written report is attached to these minutes. Lon highlighted the following items:

- a. Elimination of the National Director’s position as a result of “Right Sizing”. The vote was 100% in favor of the reorganization of NSPE Board of Directors.
- b. North Central Region has drafted governance guidelines that outlines how two directors will be named to represent the region.
- c. “Image” program for the engineering community was possible due to NSPE’s budget surplus of \$307,200.
- d. The NSPE Annual Convention Development task force proposed a plan to reduce the length of Annual Meetings and make meeting more profitable.
- e. Proposal of a new and revised Education/Licensure Model was well received. The P.E. exam would be based only on Ethics and Professional Practice issues. The EIT test would be waived for persons with a 4-year ABET/EAC B.S. degree plus an advanced degree in Engineering.

Lon expressed he has enjoyed serving as the National Director for NDSPE.

**Public Relations Committee-** President Steve Smith will contact Chairman Gary Doer to write an article listing the award recipients and state officers to be submitted to the Chapter Presidents who will then have it submitted into the local newspaper.

**Mathcounts Report-** A written report by Michael Gunsch is attached to these minutes. His report highlighted the following:

- a. The program is in a good financial position with a balance of \$1,840.96 in the National Custodial Account and \$8,834.40 in checking and savings.
- b. State Coordinator Terry Ragan resigned and relocated to Rochester, MN. Linda Oster from KLJ in Bismarck will replace Terry.
- c. A request for a formal resolution is passed by NDSPE to recognize Terry Ragan’s service to MATHCOUNTS.

**Alan Traecholt moved to forward a resolution of thanks for service as MATHCOUNTS**

**Coordinator to Terry Ragan. Motion seconded by Thomas Little and carried.**

**Constitution, Bylaws and Ethics Committee Report-** Kevin Nelson presented the report on behalf of Chairman Ray Rolshoven (written report attached). The proposed amendments were printed in the *Professional Engineer* prior to the meeting. The proposed amendments to the Constitution are as follows:

- a. NDSPE membership classes to be in compliance with NSPE membership classes
- b. Elimination the National Director as a state officer

The bylaw changes made at the 2000 Annual meeting were as follows:

- a. Members of the Board of Directors shall designate a proxy if not able to attend a Board of Directors meeting.
- b. The awards committee shall submit their report to the Executive Committee at least 14 days before the Annual meeting.

**Kevin Nelson moved to adopt the proposed amendments to the Constitution. Motion seconded by Dean Wieland and carried.**

1. Thomas Little suggested deleting the sentence "Application for status as a Licensed Life Member may be made personally, by the Member's Chapter, or by the State Society" from paragraph a.2.3 of the Constitution and adding it to the end of paragraph a.2.

**Thomas Little moved to amend the previous motion. Motion seconded by Kevin Nelson, question called and carried.**

**Harvey Kadramas moved to adopt the Constitution as amended. Motion seconded by Thomas Little and carried.**

Kevin Nelson stated under bylaw 14 section A. the phrase "North Dakota Society of Professional Surveyors" will be deleted since the Land Surveyors have formed a Society of their own.

**Kevin Nelson moved to adopt the proposed amendments to the Bylaws. Motion seconded by Tom Little and carried.**

President Steve Smith thanked Brian Eckel from the Saskatchewan Society, and David Ennis from the Manitoba Society for their attendance at the North Dakota Society of Professional Engineers. Steve also thanked Lon Aune, the members of Chapter 1 and Bob Petersen for coordinating and hosting a very successful joint meeting.

Dave Rudolph announced 2002 Annual Meeting will be held at the Doublewood Inn in Fargo the first part of April. South Dakota and North Dakota usually hold their Annual Meeting the same weekend, an effort will be made to plan the meetings opposite of one another.

Tom Little mentioned the idea of possibly holding an Annual Meeting at the convention center at Four Bears Casino and a tour of the Four Bears Bridge project.

**Tom Little moved that the 2001 Annual Meeting of the North Dakota Society of Professional Engineers be adjourned. Motion seconded by Wayne Larson and carried.**

The Annual Meeting was adjourned at 1:30 PM on Friday, April 6, 2001.

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Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**

**61<sup>st</sup> Annual Meeting**

**April 4-5, 2002**

**Doublewood Inn, Fargo ND**

President Dean Wieland called the Annual Meeting of the North Dakota Society of Professional Engineers to order on Thursday, April 4, 2002. He welcomed NDSPE members and guests, David Ennis from Manitoba, Brian Eckel from Saskatchewan, and Art Dewit, NSPE North Central Regional Vice President and nominee for NSPE President-elect. There were 21 members present.

Bruce Ernest, Mayor of Fargo welcomed NDSPE members to the community for the 61<sup>st</sup> Annual Meeting.

**Nominations Committee Report** - The report of the Nominations Committee is attached to these minutes.

**Election of Officers**-NDSPE President Dean Wieland recognized the following members of the nominations committee: Steve Smith, chairman, Lon Aune, Roger Kluck, Mark Swenson, and Dave Rudolph. The Nominations Committee submitted the following candidates for nomination to elected offices for NDSPE in 2002-03:

President-Elect	Don Andersen	Chapter 4
Vice President	Gary Doerr	Chapter 3
Secretary/Treasurer	Kevin Nelson	Chapter 3

**Thomas Atkinson moved to accept the Nominations committee report for nominees of officers for 2002-2003. Motion seconded by William Neuhauser and carried.**

**Dick Anderson moved that Kevin Nelson, be elected as Secretary-Treasurer of NDSPE for 2002-03. Motion seconded by James Jorgenson and carried unanimously.**

**Don Andersen moved that Gary Doerr be elected as NDSPE Vice President for 2002-2003. Motion seconded by John Thompson and carried unanimously.**

**Dick Anderson moved to cease nominations and that a unanimous ballot be cast for the slate of officers for 2002-2003 as presented by the Nominations committee. Motion seconded by Scott Zainhofsky and carried.**

The Nominations Committee reported that the following positions would be filled for 2002-03 from prior elections:

Past President	Dean Wieland, PE
President	Roger Kluck, PE

The Nominations Committee also submitted a list of candidates for nomination to the Governor for a five-year term beginning July 1, 2002, on the North Dakota State Board of Registration for Professional Engineers and Land Surveyors as follows:

James Jorgenson, PE	Chapter 4
Tom Atkinson, P.E.	Chapter 2
Dean Wieland, PE	Chapter 1

James Jorgenson term expires on June 30, 2002 and has consented to be a candidate for a second term to

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the Board of Registration for Professional Engineers and Land Surveyors.

**Road Show** – President Dean Wieland introduced Annette Petrick, NSPE Membership Initiative Consultant. Annette reviewed the content of the meeting held on Wednesday, April 3, 2002 with the NDSPE Board of Directors. The first part was a brainstorming session; the second part introduced the membership-marketing program.

Annette explained that a customized program would be developed for North Dakota and assistance and tools to implement the program would be provided. Annette elaborated on the benefits of NSPE membership marketing program which includes National Engineering Week, Introduce a girl to Engineering, Engineering Sightseers Guide, Zoom into Engineering, Future City Competition, Put the Brakes on Fatalities, NSPE Mentoring Task Force, Career Transition Program, Promoting Licensure, Licensure and Ethics, Charles Schwab retirement program, US Engineering Press Review, Salary Survey, Licensure manual, contract documents, and Engineering Times. Zoom into Engineering was discussed as a pilot project for NDSPE aimed at 4<sup>th</sup>-6<sup>th</sup> graders.

Dean discussed holding the “Order of the Engineer” ceremony during the Annual meeting in the future. If anyone is interested before the next Annual meeting both Universities have a ceremony in the spring and the fall.

A \$1000 financial commitment for the state level would be required if the membership marketing plan is approved by NDSPE. NSPE will contribute \$3500 to the plan.

The morning technical Sessions followed:

Communicating through writing by Sandy Gronhovd, NDSU

Communicating with the Media by Charley Johnson, KVLV, Paul Jurgens, KFGO and Jack Zaleski

The meeting recessed at noon. Art Dewit North Central Region Vice President spoke during the noon luncheon.

The afternoon sessions were as follows:

Communicating with your attorney by Steve Plambeck, Niles Law Firm

Communicating with your employees by Don Morton, Microsoft/Great Plains

Certificates for 1 professional development hour per session were distributed to those who attended the sessions.

A tour of Phoenix International followed.

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Dean Wieland, President, reconvened the NDSPE Annual meeting at 9:00 a.m. on Friday, April 5, 2002.

**President’s Report-** Dean Wieland’s written report is attached to these minutes. Dean highlighted the following: the positive aspects of the restructuring at NSPE, the American Engineer Campaign, NSPE joining the Infrastructure Security Partnership after the 9/11 attacks, Annette Petrick’s presentation of the Road show, NDSPE has prepared a strategic plan that compliments NSPE’s plan, NDSPE continues to work on the development of enabling continuing education through the State Legislature. Dean recognized Art deWit, Senior Vice President for the North Central region and nominee for NSPE President elect. Attached to these minutes is a letter Dean wrote supporting Art for candidacy. Dean concluded with thanking Kevin Nelson for developing the NDSPE website, Roger Kluck for planning the Road show and the Board of Director and NDSPE members for the opportunity to serve as NDSPE President.

**President Elect’s Report-** Roger Kluck reported that his efforts have been organizing the Road Show with Annette Petrick.

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**Executive Secretary's Report** – Mary Nelson's written report is attached to these minutes. Mary reported NDSPE's account balances, checking account: \$603.92, savings account: \$15,962.32, Certificate of Deposit: \$7822.86. Total net worth is \$24,389.10 as of 4/1/02. The CD will mature on 9/24/02 with anticipated earnings of 309.28. Mary Nelson stated that all funds have been moved to BNC.

Membership as of 3/19/02 consisted of 183 licensed members, 77 members, and 71 student members totaling 331.

**Education Foundation Report-** John Thompson reported that the Education Foundation Board met the morning of Friday, April 5, 2002. John thanked Kevin Nelson for the financial report he compiled. The Education Foundation financial report is attached to these minutes. The Foundation has \$27,503.64 in restricted funds and \$1712.45 in unrestricted funds. The CD is earning 5% interest and the savings account is 1.5%. The funds in the savings account will eventually be moved into CD's as the opportunity arrives to stagger the funds in 6 month, 12 month and 18 month intervals.

John recognized Dick Anderson for the letter he sent to the membership asking for contributions, which resulted in approximately \$2000.00 of donations. The Foundation has decided to continue to send letters to the members and to include engineering firms for contributions.

The Foundation has distributed \$600.00 to each University for scholarships. The Foundation requested a list of past scholarship recipients from UND and NDSU. Both NDSU and UND have approximately 6 applicants for scholarship each year. John Thompson recommended paying for membership dues for NSPE to those applicants that are not selected for a scholarship.

The Education Foundation officers are as follows for 2002-2003:

President	Jeff LeDoux
Vic President	Steve Smith
Secretary/Treasurer	Kevin Nelson

Members of the Education Foundation are Dean Wieland, Roger Kluck, Don Andersen, NDSU Dean Otto Helweg, and UND Dean John Watkins.

Kevin Nelson stated that the State Society is the largest contributor to the Foundation and Chapter 3 is the only state chapter to make a contribution. Kevin extended a challenge to other chapters to contribute. Tom Atkinson, Chapter 2 Vice-President stated that Chapter 2 is willing to match all funds contributed by other Chapters up to \$500.

**ND State Board Of Registration-** James Jorgenson, Chairman of the Board of Registration presented the current education and experience requirements for engineering registration as follows:

Category	Education		Experience prior		Total Experience & Education
			To examination	FE PE	
1	ABET Eng. Degree		0	4	8
2	Non-ABET Eng. Degree	4	8		12
3	All other applicants		10	20	20

The Board of Registration is proposing the following possibilities:

1. No change
2. Add category 2.5, the graduates must have 6 years of experience prior to taking the FE exam and 12 years of experience prior to taking the PE exam. This would mean that the graduate could take

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- the PE exam 16 years after starting college as compared to the current 24 years.
3. Removal of category 3, which means no longer allowing engineering registration to those without an engineering degree.

33 states require an engineering or engineering related degree to become registered. 11 states require a science related degree or a degree that is equal to a technology or engineering degree. 6 states do not require a 4-year degree, including ND.

Changes in registration require a change in the Administrative code and State Statutes. The state legislature can only change the state statutes. The Board of Registration requests input.

Discussion followed. Roger Kluck felt it should stay as is. Scott Zainhofsky felt it was necessary to add category 2.5 and not remove category 3, because it is important to recognize those who have the experience. Scott inquired if the change would impact registration in other states. It would not help for registration in other states.

The trend amongst other states is to eliminate no formal education. Cliff Keller added those who fall into category 3 could have a transition period to allow them to become registered. Gary Arman expressed favor of elimination of category 3 with a transition period. Dick Anderson inquired about the number of requests ND receives from those who do not fit into category 1 or 2. The number is very low. Cliff Keller also added that individuals with a Construction Management degree would seek registration if category 2.5 were implemented. Construction Management is not the only way to look at category 2.5, the category enables those without an ABET degree to become licensed. Registration is to protect the human safety, not reward the person; it may lower credibility if too easy to become registered. Don Andersen expressed favor of adding category 2.5.

The Board of Registration will make a decision along with NDSPE and NDCEC as which way to go with the proposals presented.

Cliff Keller, Executive Secretary North Dakota Board of Registration reported that the website is up and running. The URL is [www.ndpelsboard.org](http://www.ndpelsboard.org). It features information pertaining to meeting, exam dates and pictures of each of the members of the Board. Cliff commented on the number of individuals registered to take the exam on April 19-20. Employers could help these individuals by giving them some additional study time or lessen their workload. The PE exam is now a multiple-choice exam.

The ND Geologists attended the Board of Registration meeting on February 28, 2002 and proposed the following:

1. Ask Legislature to create a Board for Geologists
2. Combine with an existing Board

The Board of Registration has committed to see what NDSPE thinks about the ideas and will invite the Geologists back to discuss it further.

Michael Gunsch commented he would be open to the idea of the geologists joining with ND Board of Registration.

The candidates for nomination for the Board of registration had the opportunity to comment.

President Wieland directed that two secret ballots be taken to determine the order in which the candidates are submitted to the Governor for appointment to the Board of Registration.

**Manitoba Report** – David Ennis from the Association of Professional Engineers and Geoscientists of the Province of Manitoba thanked Chapter 3 for the opportunity to attend and the hospitality. David was impressed with the Road Show concept and the PD sessions. David reported on events in their society; National Engineer week held the first week in March, spaghetti bridges competition, and dike-building

contest. David mentioned the Association is currently working on an agreement for discipline and compliance, and bilateral mobility with reciprocity with states and Provinces.

The first ballot results were as follows:

1. James Jorgenson
2. Dean Wieland
3. Tom Atkinson

**Gary Arman moved to destroy the first set of ballots determining the first choice for candidate for submittal to the Governor. Motion seconded by Michael Gunsch and carried.**

**Saskatchewan Report** – Brian Eckel from the Association of Professional Engineers and Geoscientists of Saskatchewan thanked NDSPE for inviting him to the meeting. Brian enjoyed the technical sessions. Items the Saskatchewan Association are involved with are; struggling with an investigation discipline process, conducting workshops for all professions to attend, and continuing professional development program established.

The second ballot results were as follows:

1. Dean Wieland
2. Tom Atkinson
3. James Jorgenson

**Scott Zainhofsky moved to destroy the second set of ballots determining the second candidate for submittal to the Governor. Motion seconded by Bruce Dockter and carried.**

President Wieland announced at 10:50 that a break would be taken with the meeting to reconvene in 10 minutes.

**Approval of Minutes-** the minutes from the 2001 Annual Meeting held April 5-6 in Grand Forks were reviewed.

**Gary Arman moved that the minutes of the 2001 Annual Meeting of NDSPE be approved as presented. Motion seconded by Dick Anderson and carried.**

**Financial Report-** Secretary- Treasurer, Kevin Nelson distributed the financial report for FY 2000-2001. Kevin explained the large differences of the budget vs. actual in National Meetings due to lack of attendance and office expenses due to the purchase of a lap top computer. Kevin pointed out reason for Mathcount line item is for the pass thru.

**Kevin Nelson moved that the Financial report be approved as presented. Motion was seconded by Ray Rolshoven and carried.**

**Chapter 1 Report** – Scott Zainhofsky, Chapter 1 President expressed the Chapter is experiencing difficulties with participation not membership. The chapter has implemented a continuing education program in their meetings. The topics they have had speakers on are self-compacting concrete, National weather service flood broadcast, and updating electrical codes. Each session is ½ hour to 2 hours to receive 1 PDH. Bruce Dockter continues to head Mathcounts. Greg Johnson has put together a set of bylaws and will send it to the Constitution and Bylaws committee for review and approval.

**Chapter 2 Report** – Roger Kluck, Chapter 2 President reported that Chapter 2 continues to be involved with the Mathcounts program. Roger commented he approves the challenge initiated by Tom Atkinson, Chapter 2 Vice-President that Chapter 2 is willing to match all funds contributed by other Chapters up to

\$500.

**Chapter 3 Report-** Brian Schuck reported that Chapter 3 has held monthly meetings with a trend toward more technical sessions. The topics they have had speakers on are construction of wind turbine and Four Bears Bridge along with ASHE. There is an increase in participation when they have a technical speaker. Some of the meetings have been social in nature such as attending a hockey game. Chapter 3 will co-sponsor a speaker from NASA in July; details will be available in May. A HEC seminar is being planned for this summer on how to do HMS.

**Chapter 4 Report** – Loel Fetting written report is attached to these minutes. The Chapter awarded three \$500 scholarships to NDSU engineering students. E-week activities included the toothpick bridge competition and a banquet. The Chapter contributed \$400 to the concrete canoe race and \$500 to the steel bridge competition. In April the chapter will elect new officers and end the year with a golf outing and a family picnic.

**Awards Committee** – Gary Arman, Chairman reported that the awards were presented at the banquet on Thursday, April 4, 2002 as follows:

**2001 Young Engineer of the Year Award- Nathan Weisenburger, Chapter 3**

**Outstanding Design Award for 2001**

**Bartlett & West Engineers, Bismarck, ND  
for the design of Bridge Slab Pipe  
protection**

**Budget Committee Report-** Bruce Dockter, Budget committee chair, presented the proposed two-year budget for 2002-2003 and 2003-2004. Bruce explained the large increase in office expenses due to the purchase of a lap top computer. A new line item has been added to cover the membership campaign proposed with the Road show.

Bruce Dockter, Mary Nelson and Kevin Nelson audited the books on Wednesday, April 3, 2002. Bruce reported he did not find any irregularities. The committee is developing a formal contract for the Executive Secretary, a record retention list and creating a formal audit procedure.

Scott Zainhofsky requested an audit procedure to be forwarded to the Chapter Presidents for their chapter's use.

The proposed 2002-2003 budget reflects a deficit of \$1879 because of membership campaign and legislation fees. \$1000 commitment from NDSPE covers the proposed plan for the Road Show. NSPE will contribute \$3500 to NDSPE's Road show.

The idea of raising membership dues was presented and was not supported.

**Dick Anderson moved that the proposed budget for 2000-2001 be approved as presented.  
Motion seconded by Gary Arman and carried.**

**Constitution, Bylaws and Ethics Committee Report** - Ray Rolshoven, Chairman of the committee reported that NDSPE did not meet extension and revision time line to be comparable to the Constitution and Bylaws of NSPE. The Constitution has been sent to NSPE, but hasn't had any response back.

Revisions of the dues refund to Chapters were presented as follows:

*Page 5 of 16, Bylaw 6, subsection C, line 1-delete "full" after "up", and add the following after the first sentence, "The Society shall pay to each Chapter for each paid up member as follows:*

- 1. Licensed Member \$8.00*
- 2. Licensed Life Member \$0.00*

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- |                            |        |
|----------------------------|--------|
| 3. Licensed Retired Member | \$4.00 |
| 4. Member                  | \$3.00 |
| 5. Honorary Member         | \$0.00 |
| 6. Student Member          | \$2.50 |

Page 6 of 16, Bylaw 6 Subsection G.- delete subsection G entirely.

**Roger Kluck moved to adopt the proposed amendments to the Bylaws. Motion seconded by Don Andersen.**

Discussion followed. John Thompson commented that he would like to see the state give each chapter as much support as possible. Ray Rolshoven commented that these changes put our bylaws in line with what we have been doing for rebates.

Postage will be increasing June 1, therefore more of a trend may be to e-mail information to members to keep expenses down. Loel Fetting commented that Chapter 4 does 80-90 percent of their correspondence through e-mail.

**No further discussion. Motion carried.**

**Education Committee Report-** Chairman, Dick Anderson written report is attached to these minutes. Dick reported a letter was sent to the members soliciting contributions for NDSPE Educational Foundation. The response was favorable. In the future, attempts will be made to solicit contributions from firms.

Dick pointed out the number of members that attended the sessions for continuing education vs. the number of members attending the Business meeting. The committee believes this is a great benefit to the Annual Meeting.

**Publications Committee-** Don Andersen, chairman, reported that the *Professional Engineer* is published and distributed twice a year. The cost is approximately \$550 per issue. Don polled the committee about advertising in the *Professional Engineer*. The consensus was that it would be more work than it is worth, although publishing business cards would generate some revenue for the society. Due to the timeliness of the newsletter and screening of the companies the idea of publishing employment openings would not be successful. Art deWit added that SD Society publishes business cards in their newsletter that are sold by their Executive Director who receives a percentage of proceeds she sells. It would typically be a one-time ad; placer would have to provide a camera-ready ad.

**Legislative Committee Report-** Gary Arman reported that the legislature will be in session in a few months. Continuing education continues to be an issue for the committee. Gary Arman asked the membership to let the committee know if anyone has ties with a member of the legislature. Kevin Nelson reported that he and Ron Rebenitsch have been trying to meet with Larry Smith. They are in agreement to develop a plan to educate the legislators, especially those that will be on the committee. They intend to put together a plan to politic with the local legislators and to have the commitment of a member from each chapter to be involved.

**Ray Rolshoven moved NDSPE support enabling legislation for Continuing Education. Motion seconded by Michael Gunsch. Unanimous vote on behalf of the membership and carried.**

**Mathcounts Report-** A written report by Michael Gunsch is attached to these minutes.

Mathcount winner was the one and only 6<sup>th</sup> grader of the 160 that took the exam.

The financial report reflects a decrease in reserves. Mathcounts requested an audit by the Budget committee next Annual Meeting.

Bruce Dockter complemented Michael Gunsch and Linda Oster for a good job on administering the competition. Dean Wieland thanked Michael for his efforts on behalf of the society.

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Kevin Nelson mentioned that a letter from NRCS to the Board of Registration informing the Board that NRCS would no longer provide some services in their course of their business. They will use private companies for those services and those individuals will need to be licensed. The Board sent a response, which included a list of registered engineers and encouraged them to use the list.

**Gary Arman moved that the Annual Meeting of the North Dakota Society of Professional Engineers be adjourned. Motion seconded by Kevin Nelson and carried.**

President Dean Wieland thanked the membership for letting him serve the society as their president.

The Annual Meeting was adjourned at 12:10 PM on Friday, April 5, 2002.

Respectfully submitted,

\_(original signed)\_\_\_\_\_

Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_

Kevin G. Nelson, P.E.  
Secretary-Treasurer

Mbn

## North Dakota Society of Professional Engineers

### 62nd Annual Meeting

April 11-12, 2003  
Ramkota Inn, Bismarck ND

President Roger Kluck called the Annual Meeting of the North Dakota Society of Professional Engineers to order on Friday, April 11, 2003 at 8:10 A.M. He welcomed NDSPE members and guests, David Ennis from Manitoba, Art Opseth from Saskatchewan, and NSPE President Howard Blitman. There were 29 members present.

Bismarck City Commissioner Connie Sprynczynatyk welcomed NDSPE members to the community for the 62nd Annual Meeting.

**President's Report-** Roger Kluck's written report is published in the Spring issue of the *Professional Engineer*. Roger highlighted the NSPE summer meeting he attended in Orlando Florida.

NSPE President Howard Blitman presented "Essential Resources for Engineering Success". The following were highlighted in the presentation: American Engineer Campaign, National Engineers Week, Future City Competition- this is a competition amongst 30,000 7<sup>th</sup> and 8<sup>th</sup> graders in 2002 who built cities of tomorrow, Sightseer's Guide, Put the Brakes on Fatalities, Homeland Security- Critical Infrastructure Homeland Security Task Force-goal to make NSPE a primary advisor to the Federal Government, Promoting Licensure & Ethics, Protecting the Professional, Products & Service, Influencing lawmakers, NSPE-PAC, Practice divisions, Career Development, Young Engineer, Membership-NSPE is reverting to "member get a member" and Enterprise Membership-a 10% reduction in dues is given to new members of a corporation.

NSPE President Blitman extended an offer to pay ½ of membership dues for the first year for anyone who signs up for membership within the next few days.

President Blitman offered 2 complementary "tool boxes" to NDSPE by contacting Nancy Oswald.

**President-Elect Report-** no report at this time.

A technical session **Ethics in our Profession** presented by Kevin Nelson followed.

President Roger Kluck announced the following meeting schedule:

- 2004 Annual meeting-Grand Forks,
- 2003 NSPE Summer meeting-San Antonio, TX
- 2004 NSPE Winter meeting- Washington, DC

President Roger Kluck introduced an issue discussed at the Board of Directors meeting regarding the uses for practice section monies. The fund totals are as follows:

- PEC-\$49.37
- PEE-\$49.38
- PEPP-\$5.00
- PEG-\$1148.37
- PEI-\$2189.19

Roger announced the ideas the Board proposed for use of the funds, to purchase study materials or use it as "seed money" for continuing education.

Discussion followed. Don Andersen commented that the schools do a good job for review for the EIT

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exam. Bruce Nelson added if the money were to be used to purchase study materials, the information out dates quickly. He favors using the money for “seed money” for continuing education for all members and a draw for new members. Scott Zainhofsky commented that Grand Forks meeting attendance has increased due to continuing education sessions offered.

Kathy Spillman commented that on-line continuing education is very popular and suggested the funds be used for chapter meetings and annual meetings, not as a broad draw. Roger Kluck added that it was not the intent to compete against the local chapter for the Annual meeting. Roger added he will use these suggestions under advisement to the Board of Directors.

**Executive Secretary’s Report** – Mary Nelson’s written report is attached to these minutes. Mary reported NDSPE’s account balances, checking account: \$1338.98, savings account: \$14,201.61, Certificate of Deposit: \$7,973.06. Total net worth is \$23,513.65 as of 4/9/03. The CD will mature on 10/24/03 with anticipated earnings of \$159.46, at 2% interest rate.

Membership as of 4/8/03 consisted of 177 licensed members, 65 members, and 25 student members totaling 267. Membership numbers reflect a decrease of 49 from last year.

**Tom Atkinson moved that the minutes of the 2002 Annual Meeting of NDSPE be approved as presented. Motion seconded by Dean Wieland.**

Typographical errors were noted during discussion to correct the spelling of Mayor Bruce Furness and to change Young Engineer Nate Weisenburger to Chapter 1 not Chapter 3.

**Motion was made to correct errors and both motions carried.**

The Annual Meeting recessed at 9:45 for a break, the meeting reconvened at 10:00.

President Kluck announced the North Central Regional Meeting will be held in Bismarck on September 11-12. Information is posted on the website.

A technical Session “Leadership and Emotional Intelligence” by Chris Young, The Rainmaker Group followed.

President Kluck announced that the noon luncheon is in honor of NDSPE Past Presidents and apologized for missing Bob Muscha not being listed as a recipient of the Chandler Award in the program.

A tour of Tesoro Refinery was held from 1-3 p.m. The budget committee met from 1-3 p.m to conduct the audit.

The Annual Meeting reconvened at 3 p.m.

**Manitoba Report** – David Ennis from the Association of Professional Engineers and Geoscientists of the Province of Manitoba reported the government is trying to integrate immigrants quickly without changing standards. David reported the procedure for students to become members is to pass a test on code of ethics; they gain membership for free, then after that pays \$10 a year and never have to write the test again if they maintain membership. David thanked Chapter 3 for the opportunity to attend the hospitality.

**Saskatchewan Report** – Art Opseth from the Association of Professional Engineers and Geoscientists of Saskatchewan reported that the association is involved with the registration of immigrants, making changes to regulations to technologists to not practice water and sewage, no way to prosecute a technologist for practicing engineering, voluntary recording of professional development this year to see what kind of response they are getting, and most disciplinary investigations are resolved before they go to court. Art thanked NDSPE for the opportunity to attend the meeting.

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**ND State Board Of Registration-** Gary Arman, member of the Board of Registration reported that House Bill 1256, Continuing Education bill has been amended. The bill went through the House and the Senate IBL committees. Senator Cook amended HB 1256 to say individual licensees that fall under the statutory exemptions for licensure would be exempt from continuing education. This will be extremely difficult for the Board of Registration to track. The Board of Registration decided it could work around the amendment with administrative rules. The bill passed with the amendment included and will become the law July 1, 2003.

HB 1236 regarding fee caps and the Board of Registration to recoup fees went through the House IBL committee. The Senate IBL committee is proposing an amendment to the bill. The amendment is to exclude the recouping of legal fees and investigative costs for the hearing procedure when a registrant is exonerated from a complaint. The bill went to conference committee and passed.

Scott Zainhofsky inquired about the possibility of holding hearings in 2 or 3 different locations across the state because of the magnitude of potential changes.

Technical sessions "Business Ethics" by Kevin Cramer followed.

**Nominations Committee Report** - The report of the Nominations Committee is attached to these minutes. Dean Wieland, Chairman recognized the following members of the nominations committee: Scott Zainhofsky, Roger Kluck, Brian Schuck, and Loel Fetting. The Nominations Committee submitted the following candidates for nomination to elected offices for NDSPE in 2003-04:

President	Don Andersen	Chapter 4
President-elect	Gary Doerr	Chapter 3
Vice President	Bruce Dockter	Chapter 1
Secretary/Treasurer	Kevin Nelson	Chapter 3

The Nominations Committee also submitted a list of candidates for nomination to the Governor for a five-year term beginning July 1, 2003, on the North Dakota State Board of Registration for Professional Engineers and Land Surveyors as follows:

Gary Arman, PE	Chapter 3
Tom Atkinson, P.E.	Chapter 2
Brian Poykko, PE	Chapter 1

Gary Arman will complete a 5-year term on June 30, 2003 and has consented to be a candidate for a second term to the Board of Registration for Professional Engineers and Land Surveyors.

President Roger Kluck asked for other nominations from the floor.

**Gary Arman moved to close and cease nominations and a unanimous ballot be cast for the slate of officers for 2003-2004 as presented by the Nominations committee. Motion seconded by Bruce Nelson and carried.**

The candidates for nomination for the Board of registration had the opportunity to comment.

President Roger Kluck asked for other nominations from the floor.

**Kevin Nelson moved to close nominations and vote on candidates for the Board of Registration. Motion seconded by Bruce Nelson and carried.**

President Kluck directed that two secret ballots be taken to determine the order in which the candidates are submitted to the Governor for appointment to the Board of Registration.

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President Kluck reminded the membership that Don Andersen will be conducting the Order of the Engineer during the banquet. Gary Arman will present the awards, and Tim Faye will be the Master of Ceremony.

Don Andersen announced that he does have extra order of the engineer rings for sale for anyone who may have lost theirs.

**Chapter 1 Report** – Jay Kleven, Chapter 1 President-elect reported the chapter has implemented a continuing education program in their meetings. The chapter has submitted press releases to the Grand Forks Herald. Jay also commented that they have started conversation regarding plans for the 2004 Annual Meeting.

**Chapter 2 Report** – Roger Kluck, Chapter 2 President commented no additional comments.

**Chapter 3 Report-** Chris Wentz, Chapter 3 President-elect reported that Chapter 3 has seen an increase of attendance at meetings by bringing in other entities. The Chapter awarded 2 \$500 scholarships to BSC students.

**Chapter 4-** Gregg Thielman's written report is attached to these minutes. The Chapter has 82 members. The Chapter awarded three \$500 scholarships to NDSU engineering students. E-week activities included the toothpick bridge competition and a banquet. The Chapter contributed \$500 to the concrete canoe race and \$500 to the steel bridge competition. In April the chapter will elect new officers and end the year with a golf outing and a family picnic. Bill Neuhauser has stepped down due to relocating, Dain Miller will move up.

Board of Registration voting (continued)

The first ballot resulted in recommendations to submit to the Governor were as follows:

1. Gary Arman

The tallying of ballots continued. Don Andersen commented that the Board of Registration newsletter is a great addition.

Gary Arman stated that there are 2346 PE's registered in ND, 30% of them reside in ND, 1630 are from a variety of locations. 60% of registrants hold dual registrangancy. The Board of registration has had an increase of land surveyor registrants. The next Board of Registration meeting will be held on April 30, 2003 in Minot. The PE exam is being given April 12, 2003 in Bismarck. 42 individuals are writing the PE exam and 10 individuals are taking the FLS exam.

Board of Registration voting (continued)

The second ballot results were as follows:

4. Brian Poykko
5. Tom Atkinson

**Kevin Nelson moved to destroy ballots determining the order the candidates are submitted to the Governor. Motion seconded by Ray Rolshoven and carried.**

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Roger Kluck, President, reconvened the NDSPE Annual meeting at 9:00 a.m. on Saturday, April 12, 2003.

**Education Foundation Report-** Steve Smith reported that the Education Foundation Board met the morning of Saturday, April 12, 2003.

The Education Foundation officers are as follows for 2003-2004:

President                                      Jeff LeDoux

North Dakota Society of  
Professional Engineers  
A State Society of the  
National Society of Professional Engineers

Vice President            Steve Smith  
Secretary/Treasurer    Kevin Nelson

The 2002 Education Foundation assets total \$35,293.13, \$33,058.64 are restricted funds and \$2,234.49 are unrestricted funds. The unrestricted funds consist strictly of interest income.

The Foundation has distributed \$500.00 to each University for scholarships. The Education Foundation is in need of additional funds to be able to continue awarding scholarships to the Universities.

A challenge was extended to all chapters to contribute to the Education Foundation at the 2002 Annual Meeting. Chapters 2, 3, and 4 met the challenge.

Dick Anderson sent a letter to companies soliciting contributions for NDSPE Educational Foundation. The response was favorable which resulted in commitment from companies of \$2500 as well as a commitment for future contribution. Kevin Nelson also sent a letter for contributions. The Foundation received a total of \$3100 in response to the letters. \$850 was contributed from the general membership from the Annual meeting.

The Foundation relies on the interest to use for scholarship money, which is earned from 4 different CD's. Ray Rolshoven asked if merging the CD's would help increase the interest rate. Kevin Nelson commented that merging of the CD's would not increase the interest rate earned. The disposable funds will be depleted after next year. If someone wishes to contribute to the scholarship, give it to the state society as a pass-thru, although the problem is that there isn't any money in the Foundation.

**Scott Zainhofsky moved to accept the Education Foundation financial report as presented. Motion was seconded by Dean Wieland and carried.**

Steve Smith closed his report by asking for donations for the Education Foundation from the general membership.

President Kluck thanked Kevin Nelson and Dick Anderson for the work they have done for the Education Foundation.

**Education Committee Report-** Roger Kluck recommended \$800 be distributed in scholarships, \$600 from the Education Foundation and \$200 from the state society. The 2 options to accomplish this are to use the \$400 that is budgeted as a pass-thru or to increase the budget.

**Dean Wieland moved to increase the budget to \$600 for scholarship for one year. Motion was seconded by Gary Arman and carried.**

**Awards Committee** – Gary Arman, Chairman commented he would encourage more activity in awards. Gary proposed the idea of dovetailing with NDCEC for projects.

The following awards were presented at the banquet on Friday, April 11, 2003 as follows:

**2002 Young Engineer of the Year Award- Erik S. Jones, Chapter 4**

**Outstanding Design Award for 2002**

**Houston Engineering, Fargo, ND for the design of NW Area Water Supply Contract2-1A; Minot Water Treatment plant to Hwy 83**

**Budget Committee Report-** Bruce Dockter, Budget committee chair, presented the proposed two-year budget for 2003-2004 and 2004-2005. Bruce explained the following:

1. no scholarship spending because of overlap from the previous year
2. increase scholarship from \$400 to \$500, with motion that may change to \$600
3. travel spending every other year for executive secretary to attend a National meeting
4. legislation increased from \$1200 to \$1500.

Bruce Dockter presented the idea of raising dues to make up difference in deficit or use some practice section money to hold continuing education sessions and gain funds from the profit of the event. The membership campaign contribution from NSPE of \$3500 can possibly help on the revenue side, if the offer is still available.

**Wayne Larson moved that the proposed budget for 2003-2004 be approved to reflect the increase in scholarship to \$600. Motion seconded by Ray Rolshoven and carried.**

Ray Rolshoven inquired about the amounts available in each of the practice sections funds. Roger Kluck read the amounts as follows, PEC- \$49.37, PEE- \$49.38, PEPP-\$5.00, PEG-\$1148.37, PEI-\$2189.19.

**Ray Rolshoven moved that a formal letter be written to each practice section to donate the money to the NDSPE scholarship fund. Motion seconded by James Jorgenson and carried.**

**Constitution, Bylaws and Ethics Committee Report** – no report available.

**Publications Committee-** A written report by Don Andersen, chairman is attached to these minutes. Don commented if anyone is interested in being the newsletter editor let him know. The *Professional Engineer* is published and distributed twice a year, one before the annual meeting and one following the meeting. Don proposed the idea of sending the newsletter electronically and disregarding the paper issue. Scott Zainhofsky suggested asking members for the option to receive the newsletter electronically. Don said his committee would look at the suggestion. Don thanked Kevin Nelson for his hard work on the website.

**Mathcounts Report-** A written report by Michael Gunsch is attached to these minutes. 160 students participated and over 170 different schools were represented. The state finalists will attend the National competition on May 9, 2003 in Chicago. The 2004 competition will be held in Washington DC. Registration fees had to be increased in order to cover costs and donations were solicited. Mathcounts is seeking an individual or 2 to deal with finances and contributions. Michael also complimented the Chapters for the excellent job they do with Mathcounts.

President Kluck announced at 9:50 that a break would be taken with the meeting to reconvene in 10 minutes.

**Public Relations Committee-** Chairman Gary Doer reported that the committee's main responsibility is to submit news releases to the newspapers. Gary commented that he would write articles listing the award recipients and state officers to be submitted to the Chapter Presidents who will then have it submitted into the local newspaper. Kevin Nelson reminded the chapters that the website has a spot for each chapter to publish pictures and agendas, etc.

**Membership Committee-** Chairman Scott Zainhofsky reported that a teleconference with Arthesa Thomas from NSPE was held on Friday, April 11, 2003. The Road show has been disbanded and brought in house at NSPE. NSPE will prepare a plan for us to implement. The \$3500 will still be given to NDSPE. NSPE is focusing on "Member- Get a Member" where members are encouraged to contact one or 2 people to join. Scott will receive a PowerPoint presentation from NSPE. Scott explained the Enterprise program and

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suggested Minot would be a good place to start. Roger agreed to seek a large company in Minot and report back to Scott. NSPE will send membership ideas to NDSPE for approval and National will do the rest. NSPE also has materials available to use on the website.

Don Andersen suggested phone calls be made to the members that are on the delinquent and drop list.

**Legislative Committee Report-** Gary Arman reported that HB 1204 regarding Landscape architects to create a process to get licensed in ND, did pass with an amendment that does not allow landscape architect to practice in those areas that are engineering related.

Kevin Nelson thanked the Board of Registration for aiding in the passing of this legislation.

The Board of registration has agreed to contribute to the legislation costs.

**Professional Relations Committee-** Chairman Dean Wieland reported that the committee has not been very active. The main duty of the committee is to work with other professional organizations and associations on subjects or problems that are of mutual interest to the entities. Dean expressed thanks to Kevin Nelson, Lawrence Woodbury, Jim Jorgenson and Gary Arman for doing a lot of the committees work.

Dean commented that the committee is looking for another member.

**Website Updates-** Kevin Nelson reported that he has changed host company for the website. The website is set up to offer space for each chapter to publish anything pertaining to their chapter such as membership or pictures from events. The chapters can put the information on themselves or Kevin has offered to do it.

Kevin Nelson asked for ideas for the website.

NDSPE "branded" e-mail accounts are available on the website. Forwarding e-mail or regular e-mail accounts can be set up. Kevin suggested setting up e-mail accounts for Past Presidents at no charge if they are interested, and selling e-mail accounts to other members to generate revenue. Jay Kleven approved of the branded e-mail and plans on using it for Chapter 1. Brian Pokkyo inquired about the software used for the website. Kevin uses FrontPage. The Education Foundation has a link on the website.

President Kluck announced the 2004 Annual meeting is to be held in Grand Forks the first week in April.

The Annual Meeting was adjourned at 10:30 AM on Saturday, April 12, 2003.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

mbn

**North Dakota Society of Professional Engineers**  
**63<sup>rd</sup> Annual Meeting**

**March 26, 2004**  
**Holiday Inn, Grand Forks, ND**

President Don Andersen called the 63<sup>rd</sup> Annual Meeting of the North Dakota Society of Professional Engineers to order on Friday, March 26, 2004 at 8:00 A.M. There were 25 members present and guests present were: David Ennis from Manitoba, Dennis Paddock from Saskatchewan, and NSPE Representative Terry Foster.

Grand Forks Mayor Michael Brown and East Grand Forks Mayor Lynn Strauss welcomed NDSPE members to the community for the 63rd Annual Meeting.

**President's Report-** President Don Andersen's written report is attached. Don highlighted the meetings he attended, NSPE winter meeting in San Francisco, CA, summer meeting in San Antonio, TX and the meetings in Manitoba and Saskatchewan. Don concluded his report by expressing his appreciation as being President of NDSPE.

**President-Elect Report-** President-elect Gary Doerr's written report is attached. Gary commented that attending the NSPE meetings has given him the chance to meet many people and learn more about NSPE. Gary attended the North Central Regional meeting in Bismarck and encouraged others to attend a regional meeting. The next regional meeting will be held in Minnesota September 9-10, 2004. Gary also attended the winter meeting in Washington DC. A consensus congress was held which focused on which programs to continue and which to discontinue. NSPE has developed a task force to look at these issues. Several states expressed concern about vitality of their state.

**Executive Secretary's Report** – Mary Nelson's written report is attached to these minutes. Mary reported NDSPE's account balances, checking account: \$1,093.03, savings account: \$14,072.67, Certificate of Deposit: \$8,145.89. Total net worth is \$23,311.59 as of 3/22/04. The CD will mature on 11/24/04 with a 1.4% interest rate.

Membership as of 3/22/04 consisted of 170 licensed members, 57 members, and 11 student members totaling 238. Membership numbers reflect a decrease of 25 from last year.

**ND State Board Of Registration-** Gary Arman, member of the Board of Registration reported that the implication of continuing education begins on January 1, 2005. The first report will be due to the Board of Registration with the 2007-08 renewal. In a 2 year period registrants are required to have 30 PDH's. The 2 complaints the Board is hearing are: "Why do we need it?" and "Why so many hours?" The bottom line is to benefit the clients and the public. A PDH is equal to one hour of continuing education. One CEU is equivalent to 10 contact hours of presentation. ACET is acceptable CEU by the ND Board of Registration. 15 PDH's can be carried over into the next biennial period. Dual registrants need a minimum of 10 technical PDH's in land surveying and 10 technical in engineering, and can have a maximum of 10 non-technical PDH's. The Board of Registration recommends keeping records in a log, a certificate if provided and any brochures from the sessions attended. Specific information is required. In-house training is acceptable, documentation must be provided by the firm. Registrants must keep records for 4 years from

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the date of filing with the Board of Registration. The Board of Registration has final approval of all PDH credit. Qualifying activities include college courses, interactive activities such as seminars, corporate sponsored programs, video taped on-line courses with a test, teaching credit for short courses, published papers, articles and books, active participation in professional and technical societies and patents. Audits will be done randomly. Approximately 10% of registrants will be audited. Exempt registrants are those serving active duty in the armed forces, retired status, illness, physical disability and voluntary registrants.

Discussion followed and many questions were asked regarding what will or will not qualify for PDH's. Each situation will have to be reviewed on a case-by-case situation. It was recommended that the same presentation be repeated at the next annual meeting because there will be additional questions next year. Candie Robinson spoke briefly about the activities at the Board office.

**Saskatchewan Report** – Dennis Paddock from the Association of Professional Engineers and Geoscientists of Saskatchewan highlighted the activities in Saskatchewan.

**Manitoba Report** – David Ennis from the Association of Professional Engineers and Geoscientists of the Province of Manitoba highlighted the activities in that have taken place in Manitoba.

Dr John Watson from UND and Dr. Don Andersen from NDSU discussed the curriculums at the universities.

**Membership Trends-** Kevin Nelson presented trends on membership since 1996. Membership peaked in 1998 with 386 members and has gradually decreased to 38% loss to date. The greatest loss has been in student membership. Possible reasons for the drop may be due to Monte Phillips retirement from UND and Bismarck State College decrease in involvement as well. The key is to capture the students. Dean John Watson and Jay Kleven have committed to meeting with the students. Scott Zainhofsky and Kevin Nelson are planning to visit BSC, too.

The meeting recessed at noon. Terry Foster NSPE Representative spoke during the noon luncheon about NICET.

A tour of the ND Museum of Art-“Snow Prisons” followed from 1-3 pm.

The meeting reconvened at 3:00 pm with a presentation by Craig Musselman on the ASCE Body of Knowledge.

**Nominations Committee Report** - The report of the Nominations Committee is attached to these minutes. The Nominations Committee submitted the following candidates for nomination to elected offices for NDSPE in 2004-05:

President	Gary Doerr	Chapter 3
President-elect	Bruce Dockter	Chapter 1
Vice President	Gregg Thielman	Chapter 4
Secretary Treasurer	Kevin Nelson	Chapter 3

President Don Andersen asked for other nominations from the floor.

**Roger Kluck moved to close and cease nominations and a unanimous ballot be cast for the slate of officers for 2004-2005 as presented by the Nominations committee. Motion seconded by Dean Weiland and carried.**

An announcement was made that the Chandler Award Breakfast and the Education Foundation Breakfast will be held on Saturday morning at 7:30 a.m.

The meeting adjourned at 4:50 pm

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President Don Andersen, reconvened the NDSPE Annual meeting at 8:40 a.m. on Saturday, March 27, 2004.

**Awards Committee-** The Awards Committee presented **Lawrence Woodbury** with the **Chandler Award**. Lawrence was not able to attend the banquet on Friday evening to receive the award. The following awards were presented at the banquet on Friday, March 26, 2004 as follows:

**2003 Young Engineer of the Year Award- Tom Neigum, Chapter 3**

**Outstanding Design Award for 2003**

**Cass County Electric Cooperative, Inc.,  
Fargo, ND for the design of Distributed  
Generation as a Solution to Demand  
Waiver Heating Loads**

**Approval of the minutes-**

**Tom Little moved that the minutes of the 2003 Annual Meeting of NDSPE be approved as presented. Motion seconded by Roger Kluck and carried.**

**Education Foundation Report-** A written report is attached to these minutes. Steve Smith reported that the Education Foundation Board met the morning of Saturday, March 27, 2004.

The Education Foundation officers are as follows for 2004-2005:

President	Dean Wieland
Past President	Jeff LeDoux
Vic President	Roger Kluck
Secretary/Treasurer	Kevin Nelson

The Education Foundation assets total \$38,881.92, \$38,279.51 are restricted funds and \$602.41 are unrestricted funds. The unrestricted funds consist strictly of interest income. The Education Foundation has 5 CD's with the intent to earn 1.3 to 2.0% interest.

The Foundation has approved distributing \$250.00 to each University for scholarships. The Education Foundation has \$600 to award in scholarships to the Universities for 2004.

Dick Anderson sent a letter to companies soliciting firms to commit to a contribution of \$500 a year for NDSPE Educational Foundation. Houston Engineering, Ulteig Engineers, Kadrmas Lee & Jackson and Moore Engineering have committed to an annual contribution to the Foundation. Kevin Nelson thanked the firms for their support.

**Ray Rolshoven moved to accept the Education Foundation financial report as presented. Motion was seconded by Dean Wieland and carried.**

**Budget Committee Report-** Bruce Dockter, Budget committee chair, presented the budget for and 2004-2005. Bruce noted that the budget reflects a loss in members every year, in order for revenue to increase; an increase in members will be necessary.

**Bruce Dockter moved that the proposed budget for 2004-2005 be approved as presented. Motion seconded by Roger Kluck and carried.**

**Constitution, Bylaws and Ethics Committee Report** – Kevin Nelson commented that Constitution amendments must be to the membership 14 days before the Annual Meeting.

The recommended changes to the Constitution are as follows: add Fellow Membership Grade to the membership classes, change practice sections to practice divisions and change the position of Chairman to Chair.

**Kevin Nelson moved to accept the Constitution amendments as presented in the Newsletter. Motion seconded by Tom Little and carried.**

The following change was recommended to the bylaws: to add the Membership Director to the Board of Directors. Scott Zainhofsky has currently held the position.

**Ray Rolshoven moved to approve the changes to the bylaws as presented in the Newsletter. Motion seconded by Jay Kleven and carried.**

**Roger Kluck moved to nominate and unanimously elect Scott Zainhofsky as Membership Director to the Board of Directors. Motion seconded by Gary Doerr and carried.**

The term for the Membership Director is a 2-year term, elected on the odd year.

**Education Committee Report**-Chairman Dick Anderson's written report is attached to these minutes. Each of the committee members individually continued to work with the students to promote engineering and encourage involvement. The committee members also continued to encourage the members and corporations to contribute to the Education Foundation.

**Mathcounts Report**- no report available. Mathcounts had requested to approve another staff member and asked for financial support. Mathcounts has found a volunteer for the position and no longer are looking for approval and financial support.

**Publications Committee**- A written report by Don Andersen, chairman is attached to these minutes. Don commented if anyone is interested in being the newsletter editor let him know. The *Professional Engineer* is published and distributed twice a year, one before the annual meeting and one following the meeting. The newsletter will also be published on the website.

**Public Relations Committee**- Chairman Gary Doer reported that the committee's main responsibility is to submit news releases to the newspapers. Gary commented that he would write articles listing the award recipients and state officers to be submitted to the Chapter Presidents who will then have it submitted into the local newspaper. Gary's written report is attached to these minutes.

**Professional Relations Committee**- Chairman Dean Wieland listed the committee members: Lon Aune, Tom Crary, and Jim Fristad. The main duty of the committee is to work with other professional organizations and associations on subjects or problems that are of mutual interest to the entities.

**Legislative Committee Report**- No report available, Legislature was not in session this year.

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The Annual Meeting recessed at 9:20 am for a break, the meeting reconvened at 9:45.

**Chapter 1 Report** – Jay Kleven, Chapter 1 President listed the slate of officers for Chapter 1 as follows:

Jay Kleven-President  
Nate Weisenburger- President-elect  
Mark Lambrecht-Vice President  
Chuck Moneke-Treasurer  
Debby Jacklitch-Secretary

The chapter has continued to offer continuing education programs at their chapter meetings some of the topics that have been presented are micro turbines, sales tax increase and naval construction. Chapter 1 has hosted 2 of the 3 on-line seminars offered from NSPE, with great success. 38 people attended the 1<sup>st</sup> one and 25 attended the 2<sup>nd</sup> one with revenues of \$300-400 and also received some publicity from it as well. The chapter will offer a seminar on cold weather concrete. Nomination and election of officers will take place along with a picnic in May.

**Chapter 2 Report** – Roger Kluck, Chapter 2 President did not have anything to report.

**Chapter 3 Report-** Tom Neigum, Chapter 3 Vice-President reported that Chapter 3 has had a speaker at all the chapter meetings. Chapter 3 had a very successful e-week banquet resulting in a 50% increase in attendees. The Chapter has a project management presentation planed in April and a picnic in May.

**Chapter 4-** Troy Vareberg, President-elect reported that Chapter 4 toured Cass County jail for one of their meetings. Troy mentioned that Chapter 4 submitted Cass County Cooperative for the outstanding design award. Chapter 4 had an e-week banquet in February and will have a picnic in May.

**Membership Committee-** a brief discussion took place regarding the importance of recruiting and retaining PE's into NDSPE.

President Andersen announced the 2005 Annual meeting is to be held in Fargo.  
Don thanked chapter 1 for hosting a successful annual meeting and extended a thank you to all the guests that attended the meeting.

A roundtable discussion followed called “Engineers and Architects-Friends and Foes”

The Annual Meeting was adjourned at 11:10 AM on Saturday, March 27, 2004.

Respectfully submitted,

\_(original signed)\_\_\_\_\_  
Mary B. Nelson  
Executive Secretary

\_(original signed)\_\_\_\_\_  
Kevin G. Nelson, P.E.  
Secretary-Treasurer

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## Installation Ceremony of NDSPE Officers

1. *Introduction of installing officer by president*
2. *Opening remarks by installing officer*
3. *Installation ceremony*

- a. Past president \_\_\_\_\_ please read the list of officers-elect of the North Dakota Society of Professional Engineers for the administrative year\_\_\_\_\_.

The officers so named will step forward and take a position on my left and right side.

- b. *Responsibilities*

As officers of the North Dakota Society of Professional Engineers you will represent to the citizens of our state and our country the true meaning of professional engineering. You will be our collective voice for the North Dakota Society of Professional Engineers, thus you will be our common bond with professional engineers throughout North Dakota. It is important that this bond be preserved strong and unblemished. As professional engineers determined to give an honorable and useful accounting of our special talents to our clients -- the people of America -- we must present a united front in our professional endeavors. We must be examples in which people may have confidence, that they may learn that they can depend on us in matters affecting their health, safety and welfare and in lightening the burden of labor by which we all live. Only thus shall we grow and fulfill the highest ideals of mankind, that the world will be a better place because we have lived here.

- c. Do you now, officers-elect of the North Dakota Society of Professional Engineers, in the presence of these fellow members, pledge yourselves faithfully to discharge the duty of the office to which you have been elected? If so, answer, "I will."

Will the new NDSPE officers please repeat after me the engineer's creed, "As a professional engineer, I dedicate my professional knowledge to the advancement and betterment of human welfare. I pledge to give the utmost of performance, to participate in none but honest enterprise. To live and work according to the laws of man and the highest standards of professional conduct. To place service before profit, the honor and standing of my profession before personal advantage, and the public welfare above all other considerations. I pledge to uphold the constitution and bylaws of the North Dakota Society of Professional Engineers in humility and with the need for divine guidance, I make this pledge."

- d. Will the members of the North Dakota Society of Professional Engineers please stand.

You have heard the pledge of your officers-elect. Unless they have your wholehearted support, they will not be able to fulfill their pledge so faithfully given. Do you, therefore, promise to support these, your officers, as they guide this State Society through the coming year? Will you assist them whenever you are called upon for help in undertaking the various activities they plan? Will you encourage and advise them, and refrain from unjust criticism of their plans and actions?

If so answer, "I will."

Let these mutual pledges be your commitments that the North Dakota Society of Professional Engineers may be an increasingly greater force for the well being of all good Americans.

- e. Will the officers-elect please remain standing, while the rest of you may be seated. I hereby install each of you into the office to which you have been elected.

Ladies and gentlemen -- here are your new officers.

- f. *Address to the president and president-elect:*

Will president \_\_\_\_\_ present the gavel to president-elect \_\_\_\_\_ thereby symbolically transferring authority and responsibility for leadership to your new officers.

- g. *Address to everyone*

Will everyone please rise while we offer a prayer.

Our heavenly Father, we ask your divine guidance for these officers as they go forth to assume their new duties. May they have the strength and determination to fulfill their responsibilities. Please bless, guide and keep them throughout the coming days, Amen

Everyone please be seated

4. *Closing remarks by installing officer*
5. *Closing remarks by the newly installed president-elect*
6. *Presentation of past-president's pin to retiring president*

REGIONAL GOVERNANCE GUIDELINES  
North Central Region  
National Society of Professional Engineers  
Approved July 30, 2000, Norfolk VA  
Amended: January 18, 2004, Washington, D.C.

REGIONAL GOVERNANCE GUIDELINES have been approved and amended by the membership of the NSPE North Central Region (NCR). The purpose of the Guidelines is to provide guidance for the governance of the National Society of Professional Engineers (NSPE) NCR.

**A. Regional Meetings:**

1. There shall annually be a minimum of two regional meetings. One of the meetings shall be held in the fall of each year. It is the intent of the NCR that this regional meeting be rotated among the various states in the region. The seven-year rotation would begin with Minnesota for 2004, to be followed by Missouri, Nebraska, North Dakota, South Dakota, Iowa and Kansas. The location of a fall meeting shall be established at the previous fall meeting. The regional meeting should provide the opportunity to discuss NSPE issues; to gain continuing professional development hours; and to execute the business of the region. Refer to the section on Duties of the Regional Vice Presidents (RVPs) as to their responsibilities with regional meetings.
2. The NCR shall hold a second regional meeting at the NSPE Annual meeting. The scheduled time and agenda shall be communicated to each state in advance of the NSPE meeting. At this meeting regional business shall be conducted and pertinent topics discussed.
3. The RVPs shall communicate with regional leaders between meetings as necessary to gain the input necessary to represent the region at the national level. The Senior Regional Vice President (Sr. RVP) shall send out to each state the scheduled place, time and agenda of a meeting in advance of each regional meeting.
4. Actions taken at the NCR meetings shall be voted on through a simple majority vote of all members in attendance. Actions that need to be taken in between NCR meetings shall be taken by the NC RVPs with a simple majority vote of the seven State Presidents or their designee.

**B. Regional Officers:**

1. There shall be two RVPs and a Regional Vice President-Elect (RVP-E) from the NCR. RVPs must be licensed members of NSPE. They shall be elected for two year, staggered terms (i.e., one RVP will be elected each year). The RVP's terms of office shall run concurrently with NSPE's fiscal year (at this time, July 1 through June 30). The Senior (Sr.) RVP shall be the RVP serving in the second year of the two-year term; the Junior (Jr.) RVP will be serving in the first year of the two-year term. The RVP-E shall be elected in accordance with the provisions in Section C.
2. The duties of the RVPs shall be as defined in Section D.

3. In the event that an RVP can not fulfill his/her duties, he/she shall tender his/her written resignation to the other RVP. The remaining RVP shall notify each state society's leadership as well as the RVP-E of the resignation. Upon the effective date of the resignation, the RVP-E shall assume the duties and responsibilities of the Jr. RVP. The remaining RVP shall serve the remainder of his/her term as Sr. RVP. In the event the Sr. or Jr. RVP can not serve and a RVP-E has not been elected, the Sr. RVP will continue serving until the RVP-E has been elected. This may occur after the annual meeting and prior to the election of the RVP-E in October.
4. Notwithstanding the provisions in Section C, if the incumbent Sr. RVP resigns, the remaining Jr. RVP, who becomes the Sr. RVP, and the RVP-E, who becomes the Jr. RVP, shall serve until the second successive NSPE Annual Meeting. Similarly, if the Jr. RVP resigns with an effective date after December 31 of the Administrative Year, the Sr. RVP and the new Jr. RVP shall serve until the second successive NSPE Annual Meeting.

### **C. Election of Regional Vice President-Elect (RVP-E)**

1. The intent of the NCR is that all state societies within the region be encouraged to submit candidates for the RVP-E position, 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 practice divisions). At any given time, neither of the RVPs or the RVP-E shall be from the same state, except in the event that no candidate from other states is forthcoming at the time of nominations and elections. In that case, it will be permissible for RVPs and the RVP-E to come from the same state "back to back."
2. A person shall not be eligible to serve consecutive terms as RVP.
3. RVP-E candidates may make known their intent to run for the position at any time up to September 25. Nominations shall be closed September 25 of the calendar year. To make known their intent to run for office, the candidate shall include communicating their intent to the two current RVPs, as well as the state leadership in each state of the region. For purpose of these *Governance Guidelines*, regional leadership shall include the presidents, presidents-elect and executive directors (as applicable) of the states in the region. RVP-E candidates should have served at least one term as an officer in their state society and shall receive written endorsement from their state society as a candidate for RVP-E. At the fall regional meeting, candidates will be given an opportunity to make presentations to the attendees regarding their views of NSPE issues, and how they would approach serving as the RVP. Opportunity shall be given for attendees to ask questions of the candidates.
4. The RVP-E shall be elected through a mail ballot (including the use of electronic mail ballots), to be administered by the Sr. RVP in October of each year. Ballots shall be sent to the office of each state society, or where no state office exists, to the president of the state society not later than October 1 of each year, and shall be returned to the Sr. RVP not later than October 15. In the event that the Sr. RVP does not receive a state's ballot by October 15, that state shall be considered to have waived its right to vote for the RVP-E. The Sr. RVP shall notify state leaders of the results of the election not later than October 20, and

shall notify NSPE not later than November 1. In the event of run off votes, the time frame shall be extended as necessary.

5. Each state shall have one vote in the election of the RVP-E each year. It is up to each state to determine how its vote is decided.
6. Election shall be by a simple majority vote.
7. In the event that there is only one candidate, the balloting requirement will be waived. The single candidate will be proclaimed the next RVP-E.
8. In the event that 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. In the case of tied votes, ties shall be placed into run off until a candidate receives the highest number of votes.
9. When a vacancy occurs in the RVP-E position as a result of the provisions in Section B or if the RVP-E resigns, the Jr RVP shall conduct an election for a replacement RVP-E in accordance with this Section with the following exceptions:
  - a. A call for nominations shall be sent to the president and executive director (as applicable) for each state society within the region with a deadline at the end of second month after the one in which the notification is provided;
  - b. A ballot shall be conducted in accordance with this Section this but only after a regional gathering, as described in Section A has occurred, and with 45 days provided for return of the ballot to the Jr. RVP by each state society;
  - c. In the event of a tie vote by the state societies, the two RVPs will cast one vote each with the Sr. RVP making the final decision if a tie still exists; and
  - d. Notification of the election result shall be provided within 10 days of the conclusion of the election to the RVP-E candidate(s), the state society leaders, and NSPE

#### **D. Duties of the RVPs:**

##### **1. Regional Duties**

The RVPs shall:

- a. Act as the representatives of the region to the NSPE Board of Directors. They shall attend, or participate electronically, in the NSPE Annual and Winter meetings, as well as NSPE Board meetings and shall cast votes and participate in discussions so as to represent the consensus views of the NCR, but to the extent that such views do not violate the responsibilities of NSPE.. In order to obtain consensus views on matters of importance, the RVPs shall communicate with the leaders of the states in the region to inform them of the issues and receive feedback. When necessary, electronic communications or conference calls of the regional leadership shall be held to discuss issues warranting this type of exchange of ideas, when the timing is such that it cannot be done at one of the regional meetings. Communications are likely to be done via electronic means, and it is therefore strongly recommended

that state leadership and executive offices have access to such means of communications.

- b. Keep state leadership apprised of issues, events and policy matters from the national level, and shall in turn communicate back to the national level, such input as may be generated from the region.
- c. Facilitate communications between the states in the region, and shall act to assure that all states views are heard on a particular issue. The RVPs shall be the prime conduit of information, ideas and concerns between states and NSPE, while ensuring that any state, which desires to communicate directly with NSPE, feels free to do so. These exchanges shall be conducted in accordance with relevant NSPE Administration Policies and Operating Procedures for which the RVP-E shall have primary responsibility for familiarity and to provide guidance to the state societies of the region.
- d. Assist the host state in planning the regional meeting each year with the Sr. RVP the lead contact, and shall facilitate development of an agenda that includes opportunity for networking among attendees; continuing education; discussion of policy issues as appropriate; practice division activities; YEAC activities; exchange of ideas; and exchange of information as to activities at the state and national levels.
- e. Participate in state meetings upon invitation by that state.
- f. Work with the states in the region to develop resolutions regarding policy issues or changes to the NSPE Constitution and Bylaws, as may be desired by the region, for presentation to the NSPE Board of Directors and shall present and advocate for such resolutions as may be developed by the region.
- g. Coordinate specific duties between the two RVPs, and they shall communicate to the states in the region as to such assignment of duties.

## **2. NSPE Duties**

The RVPs shall:

- a. Participate in the fiscal governance of NSPE, and in policy-making discussions and decisions at the national level. They shall cast votes in accordance with the consensus views of the states in the region, to the extent that such views do not violate their fiduciary responsibility to NSPE. Absent input from the NCR's state societies, the RVPs shall cast their votes that in their judgment is in the best interest of the region without violating NSPE responsibilities.
- b. Provide leadership of NSPE by participating in meetings, discussions and other activities as may be appropriate. They shall chair or provide liaison to committees and task forces as requested by the NSPE president.

- c. Participate in all meetings of the NSPE Board of Directors, as well as in conference calls or other communications. They shall be the primary conduit of information between NSPE and the states in the region, but shall encourage states to communicate directly with National when appropriate.
- d. Identify individuals who are interested in participating in NSPE committee and task force work, and may suggest individuals whose input would prove valuable to the NSPE president as appropriate. The RVPs shall encourage individuals to actively participate in NSPE activities, including running for a national office, and serve as a representative from the NCR on a practice division.
- e. Name a member to the NSPE Nominating Committee from the NCR.

**E. Election of Young Engineer Advisory Council (YEAC) Representatives:**

1. There shall be two representatives to the YEAC from the NCR. A YEAC representative must be a P.E. or on a licensure tract and a member of NSPE. They shall be elected for two year, staggered terms (i.e., one representative will be elected each year). The representative's terms shall run concurrently with NSPEs fiscal year (at this time, July 1 through June 30). The Sr. YEAC NC representative shall be the representative serving in the second year of the two-year term; the Jr. YEAC NC representative will be serving in the first year of the two year term.
2. The NSPE YEAC guidelines are as follows:
  - a. Be 35 years of age or younger in the second year of their term.
  - b. Serve a two-year term as a Jr., then a Sr. Representative on the NSPE YEAC.
  - c. Attend or arrange for a substitute to conduct a "Roundtable" at the NCR meeting.
  - d. Recruit or build a Regional YEAC composed of Young Engineer Representatives in the states of their region.
  - e. Motivate and provide materials to your state YEAC representatives for conducting roundtables at the state meetings.
  - f. Provide succession planning for continuity of the YEAC in your region.
  - g. Participate in developing member services directed at young engineers.
  - h. Provide a pipeline for communication between the NSPE and young engineers.
3. The YEAC NC representative election will be run concurrently and with the same guidelines as the election of the RVP position.
4. To initiate staggered terms, beginning July 1, 2003, the current YEAC NC representative will continue in office for one year and serve as the Sr. YEAC NC representative. The initial Jr. YEAC NC representative shall be the incoming YEAC NC representative. The Jr. YEAC NC representative shall move to Sr. YEAC NC representative at the end of one year in the office.

**F. Election of the North Central Representative to the NSPE Nominating Committee**

1. Each year the NCR recommends a member from the region to serve on the NSPE Nominating Committee. The NSPE Board of Directors approves the Nominating Committee.

2. The NSPE guidelines for membership on the Nominating Committee are as follows:
  - a. Must hold the Licensed Member grade.
  - b. Must have been a state or regional officer within two years of selection.
  - c. Cannot be a candidate or current national officer. (National officers are: President, President Elect, and Treasurer.)
  - d. Should have attended at least two national meetings (Winter or Annual) in the three years prior to being named to the committee.
  - e. No state society can have regional representation in consecutive years.
  - f. Must have, and be comfortable with, E-Mail as a primary means of committee communications.
3. It is the intent of the NCR that this representative to the Nominating Committee be selected among the various states in the region on a rotational basis. The seven-year rotation will begin with Iowa for 2004, to be followed by Kansas, Minnesota, Missouri, Nebraska, North Dakota and South Dakota.
4. If the state designated declines the opportunity to serve on the nominating committee the nomination will be offered to the next state in the rotation. That state loses its turn in the rotation.
5. The selection of the representative of the Nominating Committee will be the responsibility of the Sr. NCR VP.

**G. Modification of Regional Governance Guidelines:**

1. Changes to these Regional Governance Guidelines shall be made at the Regional meetings.
2. States desiring to make changes to these guidelines shall bring proposed changes to the RVPs for development and distribution.