



## **POLICIES & PRACTICES**

**Last Update: January 10, 2008**

This document summarizes the policies as expressed formally in meeting minutes (parenthetical references), and the observed practices of the Washington State Chapter of APWA. The document is intended to be a helpful reminder of our chapter's customary practices and performance expectations. Nothing in this statement is intended to conflict with the chapter or national APWA bylaws. If a conflict is discovered it should be referred to the board of directors for resolution. This document should be supplemented or amended to incorporate future policies approved in board or chapter business meetings and practices that may change or be instituted. As the chapter by-laws may be revised in the future, elements of this document should be reviewed and considered for inclusion in the by-laws.

### **STRATEGIC PLANNING**

The chapter officers committed to revisit the plan annually for the next 4 years (March 29, 2003 business meeting). The last Strategic Plan update was in June 2003 with our original consultant/facilitator.

In May 2006, the strategic plan was updated and focused on three key goal areas and final implementation was discussed at the Fall 2006 conference in Wenatchee.

### **BOARD MEETINGS AND CHAPTER BUSINESS MEETINGS**

The president should issue a draft agenda two weeks ahead of the board meeting. The secretary sends an e-mail copy of the board final agenda with the draft and final minutes of the previous meeting to APWA National (Rhonda Wilhite) within a short time after the meeting (according to the timelines established by APWA national). The secretary does the same for chapter business meetings.

Routine meeting schedule:

- **January** - Board meeting (the first meeting for the newly elected board members) - Following a vote by the board at this meeting, the signatories on the checking account are changed (January 10, 2003). Also during this meeting the

past president supervises the audit of the previous year's finances according to the policies established by APWA National.

- **March/April** - Board and chapter business meetings at spring conference
- **May** - Public Works Week luncheon
- **June** - Board meeting preceding the Area Meeting East (beginning June 3, 2005 in Moses Lake)
- **October** - Board and chapter business meetings at fall conference
- **December** - Board meeting preceding the Area West Meeting (adopting the final budget for the coming year). The draft budget is prepared by the outgoing Treasurer and the incoming President. In the even number years, consider the renewal of the service contract with MRSC. Recognition plaques for outgoing Board members presented. In-coming board members are invited to attend the board meeting. Swearing in ceremony for new board members. President to find appropriate person to conduct the ceremony, use oath of office as provided from National.

## **PUBLIC WORKS WEEK**

We usually ask the governor to issue a proclamation to recognize national public works week. At least the president should attend the proclamation-signing event at the governor's office.

Project excellence awards and College scholarship recipients are presented at the Public Works Week Luncheon in May. College scholarship recipients get one year free student APWA National membership paid by the chapter. If the winner of the Roy Morse chapter award gets Top Ten Public Works Leader National award, then they are honored and the award is given at our National Public Works week luncheon.

## **CONFERENCES**

The fall and spring conferences convene respectively in eastern Washington and western Washington.

The new treasurer selects conference sites in cooperation with a host agency to convene in the year in which he/she will serve as chapter president.

Include service projects as part of conferences (September 16, 2003).

The chapter may advance up to \$10,000 to a conference local arrangements committee (December 5, 2003 business meeting).

Host committee to make room reservations for all board members (January 12, 2007).

The board approved a 50% rate for our retired members to attend conferences at the January 7, 2005 board meeting. The board also issued approval to spend \$50 to set up paperwork with National for CEU credits. At conferences, the Host committee sends specific materials to National for each conference.

With board approval at a conference business meeting, the president presents a resolution-of-appreciation plaque to the conference local arrangements committee.

The chapter pays the expenses for its president and vice president to attend national conferences (October 29, 2002 board meeting). This was amended to include the past president who may attend to receive the PACE award (December 5, 2003 board meeting).

The vice president arranges for the joint Washington/Oregon members' dinner at the national annual congress in alternating years with the Oregon chapter vice president. Washington Chapter has the odd number years.

See AWARDS below.

## **OFFICER AND BOARD ELECTIONS**

The Past President is chair of the nominating committee.

Destruction of the ballots: The board should first accept the election results and then approve destruction of the ballots. Election results should not be broadcast by email or otherwise except to the secretary prior to the board meeting. (October 29, 2002 board meeting)

Filling the Delegate Position: A past president usually fills the position with the approval of the board of directors (October 29, 2002 board meeting)

## **OFFICER AND BOARD MEMBERS – additional DUTIES to those listed in the by-laws**

### **President**

Letters of acknowledgement to be sent newly elected board member respective City Managers, County Commissioners, PW Director, Press, etc. as applicable and signed by the President (March 28, 2006 and January 12, 2007).

Attends the annual **Washington Asphalt Paving Association** Conference banquet and awards paving awards jointly with WAPA. Typically takes place in November.

## **Secretary**

Sends board meeting minute and attachments to MRSC for posting on the chapter website.

Orchestrates e-mail voting when appropriate to accommodate decisions between board meetings. E-mail voting to be documented in the minutes of next the board meeting following the vote.

Updates Policies and Practices (December 7, 2007)

## **AWARDS**

The James Robertson Award for service to the chapter and the Roy Morse Award for leadership in the Public Works profession are presented at the chapter fall conference. The Roy Morse Award recipient becomes the chapter's "Top Ten" nominee.

The Past President prepares the PACE award application documents for the prior year and submits to National APWA. A possible location for the actual PACE award is that it remains with the president that it was awarded to (October 9, 2007).

APWA chapter project excellence awards are presented at the Public Works Week luncheon in May.

The Chapter recognizes members who are granted Life Member status by APWA National by making the presentation at the recipient's home community (for example at a City Council meeting). The Secretary works with National to get the appropriate documents (January 10, 2003).

The Chapter re-instated the June Rosentreter Spence award at the October 19, 2004 board meeting. Criteria for the award was expanded. See meeting minutes. Selection of the award recipient will be by the board at the yearly June board meeting and presented at our yearly Fall conference beginning in 2005.

The WA chapter Young Leader award is presented at the Fall conference. Winners at the state level are submitted to National.

The President's award is given at the Area Meeting West in December. The recipient of this award is up to the State Chapter president's discretion. (Established by President Bill Goodwin in 2004 – and approved by the board).

See attachment for full description of APWA National Awards Program.

## **SCHOLARSHIPS**

Jack Pittis Memorial Scholarship was founded in 2006 (March 28, 2006). The first scholarship was awarded in 2007 in honor of Jack Pittis. The scholarship to be \$10,000, if there is success in raising money, else it will be \$5,000. (April 10, 2007)

### **MISCELLANEOUS**

A chapter officer or board member should provide opening remarks at chapter sponsored events, e.g. training seminars.

Issue chapter information packets to new board members. The packets may contain the following items:

- Meeting minutes for the preceding 12-month period.
- Roster and contact information for chapter officers and board members
- Chapter by-laws
- Chapter strategic plan
- Roster of committees and chairmen

### **MAGAZINE**

The first issue of our Public Works Magazine was published in the first quarter of 2007. The Magazine to be published quarterly. Specific schedule to be developed by MRSC. Spring and Fall issues to promote conferences, Summer and Winter to follow-up on conferences.