



NEW

YORK

STATE

COUNCIL

OPERATIONS  
MANUAL

APRIL 2013

BUFFALO, ITHACA, METROPOLITAN,  
MOHAWK-HUDSON, ROCHESTER, SYRACUSE

CHARTERED 1963

**OPERATIONS MANUAL**  
**for the**  
**NEW YORK STATE COUNCIL**  
**of the**  
**AMERICAN SOCIETY OF CIVIL ENGINEERS**

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**OPERATIONS MANUAL**  
**for the**  
**NEW YORK STATE COUNCIL**  
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**COUNCILS - HISTORY AND FUNCTION**

Councils have been a vital part of the ASCE organization and member service program since 1948.

Councils are encouraged to participate constructively in public and legislative affairs of interest and concern to civil engineers within the geographical, state, or interstate areas of council jurisdiction. The council organization also provides for an exchange and integration of information, ideas and program activities amongst Sections, other councils and younger member groups.<sup>1</sup>

This booklet is designed to guide and assist the New York State Council (NYSC), in developing and organizing effective member and community service opportunities. It is intended to provide useful information and meaningful recommendations to the current NYSC and suggestions for extending and expanding Council activities in the future.

ASCE headquarters staff and the Region Board of Governors are available to provide additional information, assistance or service to Councils.

**ORGANIZATION:** The ASCE Executive Committee may authorize the establishment of councils. Such councils shall be formally established only by written requests, endorsed by the Sections concerned, on the basis of geographical location and mutuality of interest.

Membership in Councils is determined by Council Governing Documents. Section's "voting" delegation is specified in said Governing Documents. The Council Chair is selected from amongst the Council membership. Any ASCE member may attend and participate in a Council meeting, but only duly assigned delegates are eligible to vote on Council matters.

**OBJECTIVE:** The Council will serve to bring together, in occasional meetings, the constituent Sections of ASCE membership resident therein. The Council will effect closer contacts between component Sections and between such Sections and members of the Regional Board of

<sup>1</sup> Official Register American Society of Civil Engineers, Organization of Membership

Governors of the Society. A Council of Sections may function as the inter-Section voice on matters concerning public legislative affairs. The Council may propose appropriate action for consideration by the Region Board of Governors or the Board of Direction in keeping with the ASCE Constitution: "Sections shall not speak for the Society as a whole unless so authorized by the Board of Direction". Councils also provide the forum and opportunity for joint Section activities concerning ASCE organizational, leadership and member service needs.

**ADMINISTRATION:** Councils are organized and administered in accordance with Council Governing Documents, endorsed by the constituent Sections.

The Council's goal is to develop, organize and maintain activities and responsibilities in the following via appropriate Committees and/or Task Forces:

**Legislative and Public Affairs Involvement** at statewide or inter-Section levels.

**ASCE Regional and National Elections** in accordance with standard, policies, procedure and arrangements.

**Inter-Society Activities** at statewide and inter-Section levels.

**ASCE Awards** at a statewide and Society level.

**Information Exchange** opportunity and year round means for intra- and inter-Section news, reports, program data, etc.

The Council will meet on a regular basis to provide a source of state-wide information and responses for ASCE members on issues related to legislative and administrative regulations of the state government.

The Council leadership is rotated through all the sections in New York State on a rotation plan with a system for providing financing for all meetings and awards.

It is recommended that the Council meeting not be scheduled to interfere with any other ASCE meeting. In the event a combined or integrated Council/Section/ Regional/ASCE Society-level Meeting, etc. is considered feasible and warranted, the Council is urged to focus the attention of its meeting to matters ONLY of concern to the Council.

**EXPERIENCE:** Councils began providing service to the membership, professional and public communities in 1948 In 2004, the Society began a governance transition, with geographic Regions replacing the previous Zone and District structure. As part of this transition, some Councils dissolved. These Councils still remain.

**New England Council** - chartered 1953 includes the following Sections:

Boston Society of Civil Engineers Section, Connecticut Society of Civil Engineers Section, Maine, New Hampshire, Rhode Island, and Vermont.

**New York State Council** - chartered 1963 includes the following Sections:

Buffalo, Ithaca, Metropolitan, Mohawk-Hudson, Rochester, and Syracuse.

**Ohio Council** - chartered 1969 includes the following Sections:

Akron-Canton, Central Ohio, Cincinnati, Cleveland, Dayton, and Toledo.

**RESOURCES:** ASCE headquarters staff and the Region Board of Governors are available to provide additional information, assistance or service to Councils.

**I. GENERAL**

- A. The New York State Council (NYSC) of the American Society of Civil Engineers is comprised of the following sections and their branches:

- Buffalo Section
- Ithaca Section
- Metropolitan Section
  - Long Island Branch
  - Lower Hudson Valley Branch
- Mohawk-Hudson Section
  - Mid-Hudson Branch
- Rochester Section
- Syracuse Section

- B. Minutes of all Council meetings and all Council Executive Committee meetings shall be on file with the Council Historian. In 2009 the procedure is to store a PDF in the NYS Council eRoom provided and maintained by ASCE. In the future, this procedure may change based on current technology and facilities as determined by the Council members.

**II. OFFICERS**

- A. The officers of the Council, as specified in the Governing Documents, shall be:
- Chair
  - Vice Chair/Secretary
  - Treasurer
  - Historian
  - Assistant Treasurer
  - Succession from Vice Chair
  - Selected Annually
  - Selected Annually
  - Appointed Annually, at the discretion of the Council members
  - recommended by the Chair for approval by the Council

- B. The offices of Chair and Vice-Chair/Secretary shall alternate between Sections and Branches based on the following six year rotation plan:

<u>Year</u>	<u>Chair</u>	<u>Vice-Chair/Secretary</u>
2008(1)	Ithaca Section	Mohawk-Hudson Section
2009(2)	Mohawk-Hudson Section	Syracuse Section
2010(3)	Syracuse Section	Rochester Section
2011(4)	Rochester Section	Buffalo Section
2012(5)	Buffalo Section	Metropolitan Section
2013(6)	Metropolitan Section	Ithaca Section
2014(1)	Ithaca Section	Mohawk-Hudson Section
2015(2)	Mohawk-Hudson Section	Syracuse Section
2016(3)	Syracuse Section	Rochester Section
2017(4)	Rochester Section	Buffalo Section
2018(5)	Buffalo Section	Metropolitan Section
2019(6)	Metropolitan Section	Ithaca Section
2020(1)	Ithaca Section	Mohawk-Hudson Section

Continually repeat based on the above 6 year rotation.

Adjust rotation, if necessary, to account for any lack of participation.

### III. COUNCIL MEETINGS

- A. Council meetings are held twice annually, traditionally in the fall and the spring, scheduled to convene in association with the Region 1 Assembly meeting. This is intended to reduce Section and Branch expenses by scheduling meetings at common locations and time as the Assembly since it is anticipated that delegates to the NYS Council and Assembly would be the same. The location, date, time, and duration of each meeting shall be established at the previous Council meeting.

**IV. COMMITTEE ACTIVITIES****A. Legislative Committee****1. Purpose:**

To identify and inform Council members of any proposed or pending New York State legislation related to the Civil and/or Engineering profession or business practices affecting the Civil Engineering profession. To develop strategies and actions to support legislation favored by the Council.

**2. Organization:**

The Committee operation is managed by a Committee Leader and assisted by other Council members. The Council selects a member, who has an interest or desire to lead the committee, as Committee Leader. Additional members, as necessary, volunteer to assist the Committee Leader.

**3. Operation:**

The Committee shall be aware of, monitor, and develop action plans for NYS legislation relating to the Civil Engineering profession. The Committee Leader will monitor the NYS Assembly, NYS Senate, and NYSSPE websites for proposed and pending legislation of interest to the Council. The Committee Leader will ask other members to monitor and report on the status of specific legislation

**B. Professional Registration Committee:****1. Purpose:**

To observe and inform Council members of any developments, legislation, policies, etc. which occurs related to professional registration and/or certification.

**2. Organization:**

The Committee operation is managed by a Committee Leader and assisted by other Council members. The Council selects a member, who has an interest or desire to lead the committee, as Committee Leader. The Council shall appoint additional members as necessary to assist the Committee Leader.

**3. Operation:**

The committee shall be aware of and monitor any developments that affect professional registration and certification. The committee shall be in contact with the New York State Education Department, the New York State Board of Engineering Registration, the ASCE Committee on Professional Practice (CPP), ASCE Committee on Licensure, and any other regulatory or coordinating agencies.



C. Awards Committee:

1. Purpose:

To promote civil engineering and the benefits of the civil engineering profession through various awards made on behalf of the Sections located within New York State.

At least three awards shall be promoted annually, namely:

Student Group Award

Outstanding Civil Engineering Achievement

State Historic Civil Engineering Landmark

2. Organization:

The Committee operation is managed by a Committee Leader and assisted by two other Council members. The Council selects a member, who has an interest or desire to lead the committee, as Committee Leader. Additional members volunteer to assist the Committee Leader.

3. Operation:

The Committee shall continually monitor the existing awards and criteria for ways to improve the effectiveness of the program. Other awards and/or activities may be considered and promoted by the committee, at their discretion; however, the adoption of new awards shall require discussion and approval of the full Council.

Award announcements and criteria are presented in Appendix A of this OPERATIONS MANUAL. Multiple awards for each category are possible in any given year. An award shall not be granted if the committee determines that a nomination does not meet minimum criteria or does not fulfill the true spirit of the award program.

The Committee Leader shall be responsible for the preparation and distribution of award competition announcements in the fall of each year. Interaction with other committee members shall be performed to enable the evaluation of nominations prior to the spring meeting. Evaluation of the award material shall conclude in a recommendation by the Awards Committee Leader for consideration and action at the spring Council meeting.

The committee shall suggest an appropriate allowance for the annual budget of the Council to defray the costs of the awards. However, receipt of a large number of worthwhile award nominations may involve more awards than anticipated in any given year. Budgetary recommendations shall be provided to the Council at the spring meeting.

## V. FINANCES

- A. **Treasurer** - the Treasurer shall be appointed annually by the Council. The Treasurer shall be a Metropolitan Section member in good standing. The Treasury shall reside with the Metropolitan Section until determined otherwise by the Council.
- B. **Assessment**- Annual dues shall be assessed against each member Section in direct proportion to a Section's total assigned membership, as tabulated in the *ASCE Official Register*, as of October 1 each year. The amount of the assessment shall be approved by a two-thirds (2/3) vote of the membership present at the Fall meeting. It shall be the duty of the Treasurer of the Council each year, to notify Member Sections the amount of the assessment owed and payable. It shall be the duty of each Member Section to remit their assessment by **December 31** of each year.
- C. **Executive Committee Expenses** - The policy on Executive Committee expenses is set forth in the Council's Governing Documents.
- D. **Checking Account** - A checking account for NYSC of ASCE is in Astoria Federal Savings, 155 Jericho Turnpike, Floral Park, NY 11001 Telephone No: 1-800-278-6742. Checks are written and deposits made by the current Treasurer, Otto Maatsch.
- E. **Audit** – the audit of the NYSC finances is included in the audit for the Metropolitan Section.
- F. **Assistant Treasurer**-.the assistant treasurer is approved annually by the Council upon the recommendation of the Chair. The Assistant Treasurer is intended to be a second signatory on the checking account in case the Treasurer is unavailable.

## VI. PAST COUNCIL OFFICERS

<u>YEAR</u>	<u>CHAIR</u>	<u>SECRETARY</u>
1963	Organizational Meeting – no officers	
1964	Gardner M. Reynolds	John R. Verna
1965	Gardner M. Reynolds	John R. Verna
1966	Gardner M. Reynolds	John R. Verna
1967	Howard Christensen	Edward W. Umiker
1968	Kenneth Male	Arthur J. Fox
1969	John R. Loveland	Bro. B. Austin Barry
1970	John R. Loveland	Bro. B. Austin Barry
1971	Stephen Olko	Charles Bogacki
1972	Stephen Olko	Charles Bogacki
1973	Robert H. Dodds	Charles Bogacki
1974	Richard Hoyt	Charles Bogacki
1975	Charles Wood	Charles Bogacki
1976	Michael A. Triassi	Charles Bogacki
1977	Michael A. Triassi	Charles Bogacki
1978	James B. Sullivan	William R. Hall
1979	James B. Sullivan	William R. Hall
1980	Thomas T. Shen	George R. Lenan
1981	Lawrence Wormald	Greg Travis
1982	John Harnley	Wm. M. Szawaranskyj
1983	Michael R. Merritt	Richard Flanagan
1984	James Sullivan	Orrin Riley
1985	Thomas O'Connor	Ralph Verrastro
1986	H. Daniel Rodgers	G. Anders Carlson
1987	Russ Harding	Paul Schmied
1988	Eugene DiBartolomeo	John Walters
1989	Kevin Connors	Donald McMahon
1990	Ed Polese	Lawrence Chiarelli
1991	M. Dan Morris	William Merwarth
1992	James Dall	Bill Chamberlain(s), Frank Ambrosio(f)
1993	Karen Chou	Gary Passero
1994	Gary Passero	Carl Lehman
1995	Carl Lehman	Lawrence Chiarelli
1996	Lawrence Chiarelli	William Merwarth
1997	William Merwarth	Frank Ambrosio
1998	Frank Ambrosio	Brad Smith(s), Phil Pierce(f)
1999	Brad Smith	Gary Passero
2000	Gary Passero	Carl Lehman
2001	Carl Lehman	Otto Maatsch

<u>YEAR</u>	<u>CHAIR</u>	<u>SECRETARY</u>
2002	Otto Maatsch	Jim Finnigan
2003	William Merwarth	Richard Kotecki (s) Russ Porter (f)
2004	Brad Smith	Richard Kotecki
2005	Russ Porter	Richard Kotecki
2006	Richard Kotecki	Otto Maatsch
2007	Otto Maatsch	William Merwarth
2008	William Merwarth	Anthony DeFranco
2009	Anthony DeFranco	Brad Smith(s), Richard Kotecki (f)
2010	Brad Kubiak	Russ Porter
2011	Russ Porter	Rick Kotecki
2012	Rick Kotecki	Otto Maatsch
2013	Craig Ruyle	Bill Merwarth
2014		
2015		
2016		
2017		
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2019		
2020		
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2030		

**VII. OPERATIONS SCHEDULE**

- |   |                                  |
|---|----------------------------------|
| 1. New officers assume office   | January 1 following Fall Meeting |
| 2. National headquarters notified of new officers names and addresses   | October 15                       |
| 3. Nomination for Student Chapter awards to Award Committee             | February 1                       |
| 4. Meeting minutes distributed to attendees                             | 6-8 weeks after meeting          |
| 5. Deadline for receipt of New York State Council assessment            | December 31                      |
| 6. Chair to provide past Council members with Agenda for spring meeting | 30 days prior to meeting         |

**VIII. REVISIONS TO THE OPERATIONS MANUAL**

- A. This Operations Manual may be revised at any Council meeting with a simple majority vote of the membership present at the meeting.

Current Approval Date

September 25, 2009

# Awards Criteria

American Society of Civil Engineers  
NEW YORK STATE COUNCIL

STUDENT GROUP AWARD

Each year the New York State Council, on recommendation of the Council Awards Committee, will present the STUDENT GROUP AWARD to a Student Chapter or Club in the State of New York.

1. To encourage more competition for this award, the focus has been expanded to recognize that student group judged to have:
  - a) planned, organized and executed the most notable project, program or event, or
  - b) demonstrated commitment to ongoing and regular civil engineering activities consistent with the principles espoused by ASCE.

There will be no “theme” for this year’s competition. The student group may expand on the materials required in the “Annual Report” as the basis for the documentation, or may present independent material, separate from the Annual Report.

2. Submittals must be received by the Chair of the Awards Committee, no later than February 1, 2000.
3. In order to be considered for the award, the student group shall prepare a clear and concise report that:
  - a) identifies the scope, planning, execution and result of the activity, consistent with the focus of Item 1a above, or
  - b) describes the year-long activities consistent with the focus of Item 1b above.

The factors which shall be considered include originality, professional and educational development of the participants, contribution to society and the furtherance of the engineering profession. Consideration will also be given to the relative size of the organization and the resources available. Submittals may include letters from the faculty advisor, contact member and local Section or Branch president.

4. Judging will be by the NYS Council Awards Committee.
5. The award is made by action of the New York State Council at its Spring meeting upon recommendation of the Awards Committee. Any recommendation to the Council must be supported by a majority vote of the Awards Committee. Publicity on the final selection is withheld until Council approval is obtained.
6. The award will consist of a plaque and will be presented to the officers of the selected student group at a regular meeting of the local ASCE Section or Branch to which the group is assigned. The Students must provide a photographer for the event and proposed write-up for announcements in the local press.