

WELCOME ON BOARD

It is an HONOR | It is a RESPONSIBILITY | It is a great PRIVILEGE

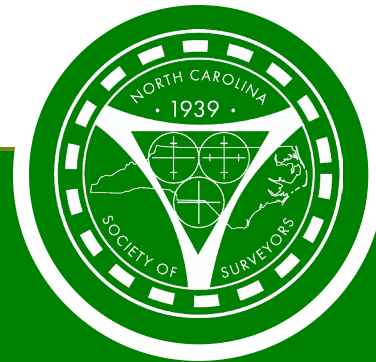
By the way, it's HARD WORK

Our Common Goal

Mission Statement



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



ORGANIZATIONAL CHART

Executive Committee

President

President-elect

Vice President

Secretary/Treasurer

Past President

NSPS Delegate

2 At-large Chapter Presidents

Board of Directors

President

President-elect

Vice President

Secretary/Treasurer

Past President

NSPS Delegate

Chapter Presidents

Chapters & Committees

Local Chapters

Standing Committees

Special Committees

Special Liaisons

STRATEGIC PLANNING

STRENGTHS

- Good Relations with NCBELS
- Strong Education Foundation
- Strong Staff
- Active Board Members
- Increased Presence in Advocacy
- Online Classes/Chapter Partners

WEAKNESSES

- No Training for Entry-level Staff in Surveying Firms.
- Members Not Active in Chapters
- Value vs. Cost
- Lack of Enthusiasm for Chapter Leadership.
- Gray Areas Due to Technology

OPPORTUNITIES

- Changing Technology
- Become A Leader in the Specialization/ Diversification of the Profession.
- Attend Other Association Conventions/Trade Shows.
- Career Fairs
- Membership Drive
- Chapter Growth
- Web Upgrades

THREATS

- Profession is Aging Out
- Courts Declared We Are Not Learned Profession.
- Low Pass and Participation Rate of PLS Exam
- Retirees Not Participating

Where To Start...

Get To Know Other Board Members

- Where do they live?
- Do they have families?
- What are their interests and concerns?
- Why do they want to serve on the Board?



Get To Know NCSS Staff

- Learn where to go for answers to questions
- Become familiar with Chapter Resource page.

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

Board Member Code Of Ethics



- Listen Carefully
- Follow Robert's Rules of Order
- Respect Opinions
- Authority Is Vested In The Board
- Be Informed
- Participate
- Ensure That NCSS Is Well Managed
- Represent NCSS
- Always Work To Learn More



- Be Critical
- Use NCSS For Personal Advantage
- Discuss Confidential Proceedings
- Promise Votes
- Interfere With The Duties Of NCSS Staff

Board of Directors Meeting

TIME

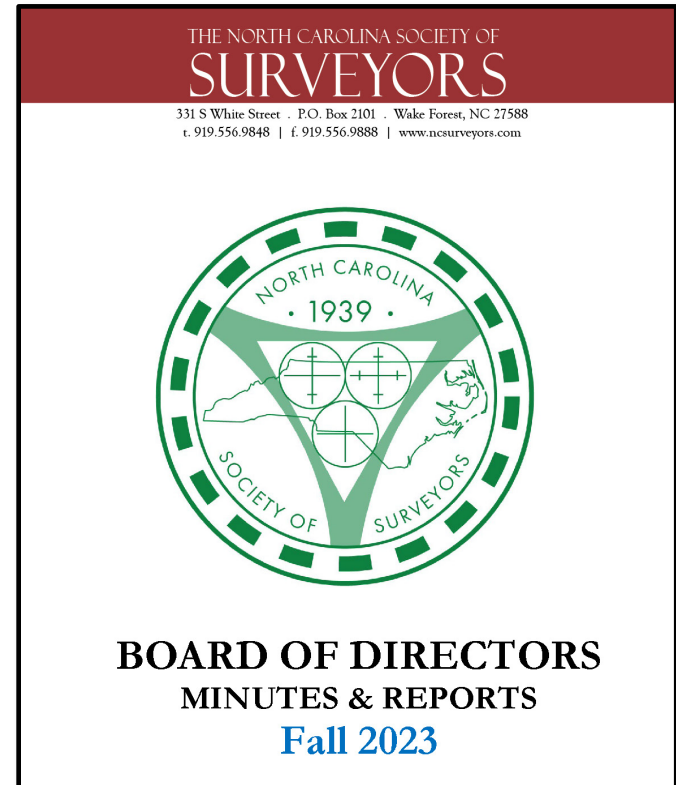
- 7:00AM Breakfast
- 8:00AM President Gavels in Meeting
- PAC Committee Meeting
- General Membership Meeting (Summer and Winter)
- Adjourn at Completion of Meeting

BOARD BOOK FORMAT

- Prior Meeting Minutes
- Officer Reports, Committee Reports, Liaison Reports, & Chapter Reports

TENTATIVE AGENDA

The Tentative Agenda for the current meeting is at the back of the board book.



Board of Directors Meeting

TENTATIVE AGENDA NORTH CAROLINA SOCIETY OF SURVEYORS, INC. Winter Board of Directors Meeting – Saturday, February 10, 2024 Sheraton Imperial Hotel Raleigh-Durham 4700 Emperor Blvd, Durham, NC 27703	
8:00 am.	
Call to Order	Tim Guisewhite, President
INVOCATION PLEDGE OF ALLEGIANCE WELCOME	
Roll Call of Chapters	Cliff Johnson, Secretary/Treasurer
Approval of November 4, 2023, Fall Board of Directors Minutes	Tim Guisewhite, President
Approval of Quarterly Financials	Cliff Johnson, Secretary/Treasurer
APPROVAL AND CLOSE CONSENT AGENDA <i>Consent agenda items 1 through 49 may be considered in one motion except those items removed by a Board member. Item numbers 6, 12, 21, 25, and 28 have been removed. Items are removed by notifying the NCSS office before the meeting.</i>	
OFFICERS REPORTS	
1. President	J. David Lee
2. President-elect	Tim Guisewhite
3. Vice President	Dean Exline
4. Secretary/Treasurer	Cliff Johnson
5. Past President	Jerry Nave
6. NSPS Delegate	Jim Craddock

APPROVAL AND CLOSE CONSENT AGENDA

In the board meeting, items 1 through 52, encompassing officer, committee, liaison, and chapter reports, are presented collectively as a consent agenda for approval through a single motion unless a board member requests the removal of specific items by notifying the Executive Director beforehand. The consent agenda aims to streamline routine approvals without individual discussions. If an item is removed, it is discussed separately during the meeting, allowing for a more detailed examination of any concerns or questions raised by the board member, ensuring efficient use of meeting time, and addressing potential issues before approval.

OLD BUSINESS

Review and address matters previously discussed or brought up in past meetings.

NEW BUSINESS

Items or topics that have not been previously discussed or addressed in past meetings. It could include introducing new projects, proposals, initiatives, or any other matters that require the attention and decision-making of the board.

Anti-Trust Policy

North Carolina Society of Surveyors, Inc.

Anti-Trust Policy Statement

The North Carolina Society of Surveyors, Inc. is a not-for-profit organization. The Society is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Society provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings and Board meetings. The Board of Directors recognizes the possibility that NCSS and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Society also recognizes the severity of the potential penalties that might be imposed on not only the Society but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Society or its members be involved in any violation of federal/state antitrust laws, such violation can involved both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Society plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Anti-Trust Policy

In order to ensure that the North Carolina Society of Surveyors, Inc. and its members comply with antitrust laws, the following principles will be observed:

- Do NOT discuss prices, fees or rates, or features that can impact (raise, lower or stabilize) prices such as discounts, costs, terms and conditions of sale, warranties or profit margins. Note that price fixing may be inferred by involvement in price related discussions – whether or not an agreement was made among competitors.
- Do NOT agree with competitors to uniform terms of sale, warranties or contract provisions.
- Do NOT exchange data concerning fees, prices, production, sales, bids, costs, customers' credit, or other business practices unless the exchange is pursuant to a well-considered plan approved by legal counsel.
- Do NOT agree with competitors to divide up customers, markets or territories.
- Do NOT agree with competitors not to deal with certain suppliers or others.
- Do NOT try to prevent a supplier from selling to your competitor(s).

Anti-Trust Policy

- Do NOT discuss your customers with your competitors.
- Do NOT agree to any membership restrictions, standard setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been approved by association's legal counsel.
- DO insist that meeting minutes properly reflect the actions taken at the meeting.
- DO insist leave any meeting (formal or informal) where improper discussions are held that might border on antitrust violations. Tell everyone why you are leaving.
- DO ensure that staff sends out all correspondence and that officers, directors, committee members, or other members do not hold themselves out as speaking or acting with authority when they do not, in fact, have such authority.
- DO ensure that if questions arise about legal aspects or your own individual responsibilities under the antitrust laws, you seek advice and counsel from your own counsel or from the staff and counsel of the association.

NCSS CONFLICT OF INTEREST STATEMENT

This form will be distributed to each NCSS officer, director, and committee chairperson prior to the first Board of Directors' meeting each year and must be returned prior to that meeting or at that meeting for subsequent review by the NCSS Secretary.

In completing this form, please consider the following guidelines:

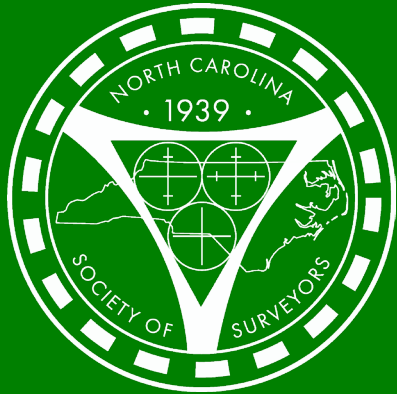
- Any potential conflict of interest that could result in a direct or indirect financial or personal benefit to a director, officer, or staff member must be disclosed in good faith or known to the Board of Directors or committee authorizing a contract or other transaction;
- All questions as to whether or not a conflict of interest exists shall be resolved by a vote of the Board of Directors in which the interested individual may not vote;
- The interested individual may participate in the information gathering stage of the Board of Directors' or committee's discussion, but shall not participate in the final deliberation or decision making process regarding such contract or other transaction. Such interested individual may not vote on such contract or other transaction;

Conflict of Interest

Conflict of Interest

- In connection with all actions taken by the Board of Directors with respect to any contract or transaction between the Society and one or more of its directors or officers, or between the Society and any other corporation, firm, association, or other entity in which one or more of the directors or officers of the Society is a director or officer or has a substantial financial interest, affiliation, or other significant relationship, each such interested director or officer of the Society shall: o
 - Disclose to the Board of Directors the material facts as to such director's or officer's interest in such contract or transaction and as to any such common directorships, offices, or significant financial interest, affiliation, or other significant relationship, which disclosure shall be duly recorded in the minutes or resolutions relating to such actions, and;
 - Abstain from voting on any such matter, contract or transaction.

NCSS Chapter Presidents at Board of Directors' Meetings



01

Chapter Presidents must **attend all** meetings of the NCSS Board or give a **written proxy** to someone representing your chapter. (Proxy must be an NCSS member)

02

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

03

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

04

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

05

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

06

Chapter Presidents may wish **to consider serving on a committee** as unique insight is gained into the inner workings of NCSS.

3 Questions

To Ask Myself Before Voting At A Meeting

01

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

02

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

03

Is the decision morally or legally wrong?



YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
Close Meeting	I move to adjourn	No	Yes	No	No	Majority
Take a Break	I move to recess for	No	Yes	No	Yes	Majority
Register Complaint	I rise to a question of privilege	Yes	No	No	No	None
Make Follow Agenda	I call for orders of the day	Yes	No	No	No	None
Lay Aside Temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close Debate	I move the previous question	No	Yes	No	No	Two-Thirds
Limit or Extend Debate	I move that debate to be limited to...	No	Yes	No	Yes	Two-thirds
Postpone to a Certain Time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to a committee	No	Yes	Yes	Yes	Majority
Modify Wording of Motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill Main Motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that	No	Yes	Yes	Yes	Majority

Robert's Rules of Order Newly Revised (1990)

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

Parliamentary Procedures

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
Enforce Rules	Point of Order	Yes	No	No	No	None
Submit Matter to Assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend Rules	I move to suspend the rules	No	Yes	No	No	Two-Thirds
Avoid Main Motion Altogether	I object to the consideration of the question	Yes	No	No	No	Two-Thirds
Divide Motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand Rising Vote	I call for a division	Yes	No	No	No	None
Parliamentary Law Question	Parliamentary Inquiry	Yes	No	No	No	None
Request for Information	Point of Information	Yes	No	No	No	None

Robert's Rules of Order Newly Revised (1990)

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

Parliamentary Procedures

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
Take a matter from the table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	Two-Thirds (majority with notice)
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

Robert's Rules of Order Newly Revised (1990)

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

Parliamentary Procedures

Board Calendar

**Spring
BOD
Meeting**

**May 16, 2026
Youngsville**

**Summer
BOD
Meeting**

**August 8, 2026
TBD**

**Fall
BOD
Meeting**

**November 7, 2026
Youngsville**

**Winter
BOD
Meeting**

**February 21, 2026
Charlotte**

Required Reports


Timeline

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

April 16, 2026




July 8, 2026



Oct. 7, 2026



Jan. 20, 2027





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



Font – Garamond 11; Format – paragraph style.



Meeting dates should be in italics underlined.



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

How to Prepare Your Report

Reminders for quarterly report deadlines will be provided by Executive Director

NCSS Chapter Presidents

Local Chapter Operation Helps

Have an annual planning session with other Chapter Officers.

Invite NCSS President or President-elect to a meeting.

Assign members to NCSS Committees

Plan at least 6 meetings/programs in advance.

Coordinate chapter activities with those of NCSS.

Consult Chapter Resources Page on NCSS Website for additional helps.

Suggestions for Successful Chapter Meetings

- Try to plan your meetings in a private room.
- Set a time limit and agenda then stick to it!
- Keep meeting moving at appropriate pace.
- Arrange for a speaker and make sure their needs are met. Not necessarily someone in the field...just someone who is interesting and informative.
- Delegate responsibility to all chapter members.
- Distribute NCSS membership information and other resources to potential members
- Bring a buddy, invite an attorney, realtor or general contractor
- Host a Past Presidents' Night
- Play a game or plan a social event to entice new members
- Send follow-up thank you letters when necessary
- Have fun and fellowship!

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

Speaker's Bureau

Resource for
Meeting Speakers

NCSS and Chapters can partner to host seminars in spring and fall.

Chapters' responsibilities – Topic, Speakers, Venue, Caterer.

NCSS responsibilities – Marketing, Registrations, Contracts, Printed Materials, Financial Reporting, Track PDHs for Participants.

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

Education Partnerships

NCSS **Standing** Committees

- Conference Committee
- Education Committee
- Executive Committee
- Finance & Budget Committee
- Legislative Committee
- Long Range Planning Committee
- Membership Development & Chapter Relations Committee
- Nominating Committee
- Public Relations Committee
- Standards of Practice Committee

NCSS Special Committees

- Bylaws
- Community College Curriculum and Development
- Land Records Advisory
- Electronic Recording Council
- GICC
- Golf
- NCBEES Search Committee
- NC A&T Advisory
- NC Geodetic Advisory
- NCSS PAC
- NCSS MAPS, Inc.
- NCSS Education Foundation
- CFS Curriculum Review
- Building Search Committee
- Young Surveyors Network

NCSS Committee Chairs

Meet regularly with committee.

Delegate responsibility to all committee members.

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

Add/Remove members after discussion with NCSS President.

Review with members Committee's mission.

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

NCSS Committee Chairs

Items To Include In An Effective Meeting

01

Agenda of matters to be covered, including old business.

02

Copies of committee's charge or function.

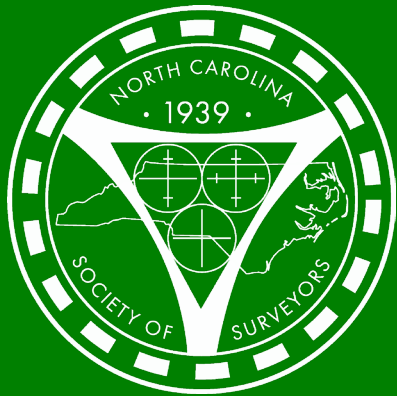
03

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

04

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

NCSSS Special Liaisons



01

NC Board of Examiners for Engineers & Surveyors

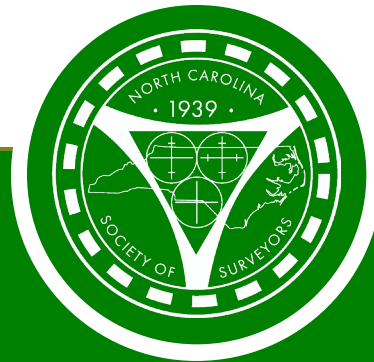
02

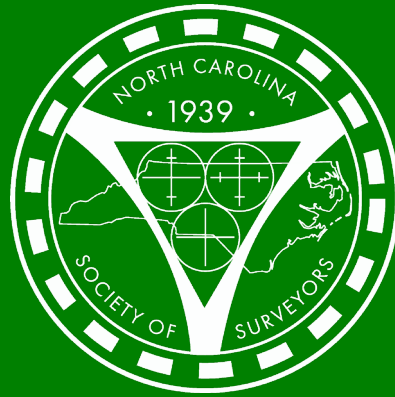
Underground Damage Prevention Review Board

Chapter Resources

This PowerPoint presentation, along with additional details, can be found on the Chapter Resources page.

<https://www.ncsurveyors.com/chapter-resources/>





Thank you!!!

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

It's Worth It!