



NEW YORK STATE COUNCIL

OPERATIONS MANUAL

Revised FEBRUARY 2023

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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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 geo-graphical, 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.¹

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.

¹ Official Register American Society of Civil Engineers, Organization of Membership

ORGANIZATION:

ASCE 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. 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 within the Council's area defined by the Council's Governing Documents. The Council will affect closer contacts between component Sections and between such Sections and members of the Regional Board of 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 outlined in the Council's Constitution and Bylaws 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 State Council - chartered 1969 includes the following Sections:

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

Pennsylvania State Council - chartered 2013 includes the following Sections:

Central Pennsylvania, Lehigh Valley, Philadelphia, and Pittsburgh.

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 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 retained. In 2019 the procedure is to store a PDF in the NYS Council Committee on Collaborate 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 - Elected every 2 years
- Vice Chair - Elected Annually
- Secretary - Selected Annually based on the rotation plan in Section II.B
- Treasurer - Appointed Annually

B. The office of Secretary shall rotate between Sections based on the following six-year rotation plan:

<u>Year</u>	<u>Chair</u>	<u>Vice-Chair/Secretary</u>
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

<u>Year</u>	<u>Secretary</u>
2018(5)	Metropolitan Section
2019(6)	Mohawk-Hudson Section
2020(1)	Ithaca Section
2021(2)	Syracuse Section
2022(3)	Rochester Section
2023(4)	Buffalo Section
2024(5)	Metropolitan Section
2025(6)	Mohawk-Hudson Section
2026(1)	Ithaca Section

- Continually repeat based on the above 6 year rotation.
- Adjust rotation, if necessary, to account for any lack of participation.
- In 2018 the Council changed from a rotation schedule for Chair and Vice-Chair to an election of Chair and Vice-Chair. The office of Secretary remains on a rotation schedule.

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.

The Council will schedule conference calls, as necessary, in between the regular meetings to address business and maintain communication.

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, or to object to legislation not favored by the Council.

2. Organization:

The Committee shall be comprised of a Chair and a reasonable number (determined by the Council) of ASCE members. The NYS Council Chair appoints the Committee Chair and Committee members subject to the approval of the Council. The Committee Chair can be an ASCE member, from any Section, who has an interest or desire to be the Chair. The Committee Chair does not have to be a delegate to the NYS Council. The Committee Chair shall prepare a report for each Council meeting that identifies the Committee's activities and their anticipated activities.

3. Operation:

The Committee shall be aware of, monitor, and develop action plans for NYS legislation relating to the Civil Engineering profession. The Committee Chair will monitor the NYS Assembly, NYS Senate, NYSSPE, and other websites for proposed and pending legislation of interest to the Council. The Committee Chair 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 shall be comprised of a Chair and a reasonable number (determined by the Council) of ASCE members. The NYS Council Chair appoints the Committee Chair and Committee members subject to the approval of the Council. The Committee Chair can be an ASCE member, from any Section, who has an interest or desire to be the Chair. The Committee Chair does not have to be a delegate to the NYS Council. The Committee Chair shall prepare a report for

each Council meeting that identifies the Committee's activities and their anticipated activities.

3. Operation:

The committee shall be aware of and monitor any developments that affect professional registration and certification. The committee will monitor 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. The current (2019) awards promoted annually are:

Russell D. Porter Service to ASCE

Historic Landmark

Outstanding Civil Engineer in Government

Outstanding Civil Engineer in Private Practice

Outstanding Younger Civil Engineer

Outstanding Civil Engineering Project

Student Chapter Award in Memory of Otto W. Maatsch

2. Organization:

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

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 criteria and applications are stored in NYS Council Committee on ASCE Collaborate and available on the Awards page of the NYS Council website www.ascenyscouncil.org. 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 Chair 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 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.

D. New York State Infrastructure Report Card Committee

1. Purpose:

To develop, prepare, publicize, and raise awareness of the New York State Infrastructure Report Card.

2. Organization:

The Committee shall be comprised of a Chair and a reasonable number (number to be determined routinely by the Council) of ASCE members from the NY State Sections. The Chair is appointed by the NYS Council Chair for a two year term. The other members of the committee will be selected by the Council Chair and the Committee Chair. The size of the Committee will change depending upon the current activity of the Committee.

3. Operation:

- a. The Committee shall meet by teleconference or electronic means available to the Committee members. Face to face meetings are not necessary but are allowed if the committee feels it is appropriate. Travel expenses for face-to-face meetings are the responsibility of each committee member unless authorized by the Council prior to the meeting.
- b. The Committee shall prepare a written report of their activities to be presented at each face-to-face meeting of the Council. The report shall contain, at a minimum, the status of their activities, an identification of any needs the Committee may have, anticipated future action of the Committee, and timelines of the actions.

- c. The committee shall be in contact with and aware of the activities of the ASCE committees and staff related to National Infrastructure Report Card activities.
- d. The committee shall interact with the Report Card for New York's Infrastructure Update committees. It is intended that the report card will be updated on a general 5-to-10-year period. The updates will be accomplished by a separate task committee that will author and coordinate with ASCE National CAI.

E. Audit Committee

1. Purpose:

To review the financial records of the Council.

2. Organization:

The Committee shall be comprised of 2 NYS Council delegates, one of which will be the Committee Chair, and a Region 1 Governor from a NYS Section. The NYS Council treasurer shall not be a member of the Committee. The NYS Council Chair appoints the Audit Committee Chair subject to approval of the Council. The NYS Council Chair appoints the two other members of the Committee subject to approval of the Council.

3. Operation:

The Committee shall be formed at the fall meeting in odd numbered years. The audit shall be for the previous 2 fiscal year's records. The audit shall be completed by and reported at the Spring meeting in the even numbered years.

F. Student Outreach Committee

In March 2021, the New York State Council established the Student Outreach Committee to work with the Region 1 Student Support Committee.

1. Purpose:

To provide support, communication, and information in a timely manner to the various student chapters within New York State. The ASCE New York State Council wants to foster interaction and collaboration between the Region, Sections, Branches, and Student Chapters.

2. Organization:

The Committee shall be comprised of a Chair and a reasonable number (determined by the Council) of ASCE members. The NYS Council Chair appoints the Committee Chair and Committee members subject to the approval of the

Council. The Committee Chair can be an ASCE member, from any Section, who has an interest or desire to be the Chair. The Committee Chair does not have to be a delegate to the NYS Council. The Committee Chair shall prepare a report for each Council meeting that identifies the Committee's activities and their anticipated activities.

3. Operation:

The Committee shall

- a. Support Students by being available and providing resources from ASCE to student chapters.
- b. Support Region 1 Student Support committee.
- c. Provide value to NYS Council and Region 1 Members by supporting the students.

V. FINANCES

- A. Treasurer - the Treasurer shall be appointed yearly by the Council Chair with approval of the Council delegates at the Council's Fall meeting. It is recommended that 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. Fiscal Year - The Council's fiscal year shall be October 1 through September 30.
- C. Assessment - The assessment method is set forth in the Bylaws. Fourteen (14) days prior to the fall (September) meeting the Treasurer shall distribute to the current Council delegates the proposed assessment for each Section for the following year with justification for the amount showing the past year's expenses and the anticipated expenses for the next year. It shall be the duty of the Treasurer each year, immediately following the fall (September) meeting 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.

D. Treasurer's Reports

D.1 Spring (March) and Fall (September) Meetings

Fourteen (14) Days prior to each meeting the Treasurer shall provide to each current Council delegate a Treasurer's Report which shall include the following:

- Summation of account balances and activity since the previous Report
- Relevant bank statements since the previous Report

- Backup documentation for all transactions (i.e., receipts, expense reports, etc.)

D.2 Other NYS Council Meetings

At other NYS Council meetings held monthly or at the call of the Chair, the Treasurer shall orally report the account balances and the activity since the last presented Report. If the Treasurer is unable to attend the meeting a written report shall be provided to the Chair prior to the meeting.

D.3 Documentation in Meeting Minutes

The meeting minutes shall only state who gave the Treasurer's Report. No dollar amounts shall appear in the meeting minutes.

- E. Executive Committee Expenses - The policy on Executive Committee expenses is set forth in the Council's Governing Documents.
- F. Bank Account - A banking account for the American Society of Civil Engineers New York State Council will be maintained by the NYS Council Treasurer. The treasurer will determine the location of the bank subject to the approval of the Council. Ideally the bank has multiple offices convenient to the Treasurer and the Assistant Treasurer.
- G. Audit – a yearly audit of the NYSC finances is included in the audit for the Metropolitan Section. The NYS Council Audit Committee will review the financial records of the Council every 2 years.
- H. Assistant Treasurer - the Assistant Treasurer is approved annually by the Council upon the recommendation of the Chair at the Council's Fall meeting. The Assistant Treasurer is intended to be a second signatory on the checking account in case the Treasurer is unavailable.
- I. Council Chair Expenses - In September 2018 the Council voted to reimburse the expenses for of the Council Chair in accordance with Society guidelines.

VI. PAST COUNCIL OFFICERS

<u>YEAR</u>	<u>CHAIR</u>	<u>SECRETARY</u>
	Organizational Meeting – no officers	
1964	Gardner M. Reynolds (MET)	John R. Verna (S)
1965	Gardner M. Reynolds (MET)	John R. Verna (S)
1966	Gardner M. Reynolds (MET)	John R. Verna (S)
1967	Howard Christensen (R)	Edward W. Umiker (B)

<u>YEAR</u>	<u>CHAIR</u>	<u>SECRETARY</u>
1968	Kenneth Male (M-H)	Arthur J. Fox (MET)
1969	John R. Loveland (S)	Bro. B. Austin Barry (MET)
1970	John R. Loveland (S)	Bro. B. Austin Barry (MET)
1971	Stephen Olko (MET)	Charles Bogacki (B)
1972	Stephen Olko (MET)	Charles Bogacki (B)
1973	Robert H. Dodds (MET)	Charles Bogacki (B)
1974	Richard Hoyt (M-H)	Charles Bogacki (B)
1975	Charles Wood (S)	Charles Bogacki (B)
1976	Michael A. Triassi (R)	Charles Bogacki (B)
1977	Gerald Devlin (B)	N. Dennis Means (R)
1978	James B. Sullivan (MET)	William R. Hall (S)
1979	Bruce Van Valkenburg (I)	Lawrence Wormald (S)
1980	Thomas T. Shen (M-H)	John Harnly (R)
1981	Lawrence Wormald (S)	Gregg Travis (I)
1982	John Harnly (R)	William M. Szawaranskyj (R)
1983	Michael R. Merritt (B)	Richard Flanagan (B)
1984	James B. Sullivan (MET)	John Krol (MET)
1985	Thomas O'Connor (I)	Ralph Verrastro (I)
1986	H. Daniel Rodgers (M-H)	G. Anders Carlson
1987	Russ Harding (R)	Paul Schmied (R)
1988	Eugene DiBartolomeo (S)	John Walters (S)
1989	Kevin Connors (B)	Donald McMahon (B)
1990	Ed Polese (MET)	Lawrence Chiarelli (MET)
1991	M. Dan Morris (I)	Bill Merwarth (I)
1992	James Dall (M-H)	Bill Chamberlain (M-H) - spring Frank Ambrosio (M-H) - fall
1993	Karen Chou (S)	Gary Passero (R)
1994	Gary Passero (R)	Carl Lehman (B)
1995	Carl Lehman (B)	Lawrence Chiarelli (MET)
1996	Lawrence Chiarelli (MET)	Bill Merwarth (I)
1997	Bill Merwarth (I)	Frank Ambrosio (M-H)
1998	Frank Ambrosio (M-H)	Brad Smith (S) - spring Phil Pierce (I) - fall
1999	Brad Smith (S)	Gary Passero (R)
2000	Gary Passero (R)	Carl Lehman (B)
2001	Carl Lehman (B)	Otto Maatsch (MET)
2002	Otto Maatsch (MET)	Jim Finnigan (I)

<u>YEAR</u>		<u>CHAIR</u>		<u>SECRETARY</u>
2003		Bill Merwarth (I)		Richard Kotecki (B) - spring Russ Porter (R) - fall
2004		Brad Smith (S)		Richard Kotecki (B)
2005		Russ Porter (R)		Richard Kotecki (B)
2006		Richard Kotecki (B)		Otto Maatsch (MET)
2007		Otto Maatsch (MET)		Bill Merwarth (I)
2008		Bill Merwarth (I)		Anthony DeFranco (M-H)
2009		Anthony DeFranco (M-H)		Brad Smith (S) - spring Richard Kotecki (B) - fall
2010		Brad Kubiak (S)		Russ Porter (R)
2011		Russ Porter (R)		Richard Kotecki (B)
2012		Richard Kotecki (B)		Otto Maatsch (MET)
2013		Craig Ruyle (MET)		Bill Merwarth (I)
2014		Beth Ann Smith (I)		Dave Emerich (M-H)
2015		Dave Emerich (M-H) - spring Chuck White (I) - fall		Erin McCormick (R)
2016		Chuck White (I)		Erin McCormick (R)

<u>YEAR</u>		<u>CHAIR</u>		<u>VICE-CHAIR</u>		<u>SECRETARY</u>
2017		Bill Merwarth (I)		Marco Scofidio (B)		Brian Carlson (B) - spring Marco Scofidio (B) - fall
2018		Bill Merwarth (I/S)		Marco Scofidio (B)		Dan Hurley (MET) - spring Craig Ruyle (MET) - fall
2019		Bill Merwarth (S)		Jason Havens (B)		Chris Carter (M-H)
2020		Bill Merwarth (S)		Chris Carter (M-H)		Dave Kennicutt (I)
2021		Brad Kubiak (S)		Tony Cioffi (MET)		Bill Merwarth (S)
2022		Brad Kubiak (S)		Tony Cioffi (MET)		Lisa Reyes (R) Matt Czora (R)
2023		Brad Kubiak (S)		Tony Cioffi (MET)		Buffalo Section
2024						
2025						
2026						
2027						
2028						
2029						
2030						

VII. PAST COUNCIL MEETING LOCATIONS

<u>YEAR</u>		<u>SPRING</u>		<u>FALL</u>
1963		unknown		unknown
1964		unknown		unknown
1965		unknown		unknown
1966		unknown		unknown
1967		unknown		unknown
1968		unknown		unknown
1969		unknown		unknown
1970		unknown		unknown
1971		unknown		unknown
1972		unknown		unknown
1973		unknown		unknown
1974		unknown		unknown
1975		unknown		unknown
1976	Mar	Syracuse, NY	Oct	Rochester, NY
1977	Mar	Syracuse, NY	Oct	Syracuse, NY
1978	Apr	Syracuse, NY	Sept	Syracuse, NY
1979	Mar	Syracuse, NY	Oct	Syracuse, NY
1980	Apr	Syracuse, NY	Sept	Albany, NY
1981	May	Syracuse, NY	Oct	Syracuse, NY
1982	Apr	Syracuse, NY	Oct	Syracuse, NY
1983	Apr	Syracuse, NY	Sept	Syracuse, NY
1984	Apr	Syracuse, NY	Sept	Syracuse, NY
1985	Apr	Syracuse, NY		unknown
1986		unknown		unknown
1987		unknown		unknown
1988		unknown		unknown
1989		unknown	Sept	Amherst, NY (SUNY Buffalo)
1990	Mar	Rochester, NY	Oct	Amherst, NY (SUNY Buffalo)
1991	Mar	Binghamton, NY	Sept	Ithaca, NY (Cornell University)
1992	Mar	Troy, NY (RPI)	Oct	Schenectady, NY (Union Coll.)
1993	Mar	Syracuse, NY (Syracuse University)		unknown
1994	Mar	Isla Verde, Puerto Rico	Sept	Rochester, NY
1995	Mar	Albany, NY	Sept	Buffalo, NY
1996	Feb	Syracuse, NY	Sept	Ringoes, NJ
1997	Feb	Rochester, NY	Sept	Binghamton, NY

<u>YEAR</u>		<u>SPRING</u>		<u>FALL</u>
1998	Feb	Buffalo, NY	Sept	Albany, NY
1999	Feb	Paramus, NJ	Sept	Syracuse, NY
2000	Feb	Reston, VA (ASCE HQ)	Sept	Ringoes, NJ
2001	Feb	Buffalo, NY		CANCELLED 9/11
2002	Feb	Newark, NJ	Sept	Albany, NY
2003	Mar	Syracuse, NY	Sept	Binghamton, NY
2004	Feb	Rochester, NY	Sept	Syracuse, NY
2005	Feb	Buffalo, NY	Sept	Albany, NY
2006	Mar	Orangeburg, NY	Sept	Lake George, NY
2007	Mar	Sturbridge, MA	Sept	West Point, NY (West Point)
2008	Apr	Springfield, MA	Sept	Niagara Falls, NY
2009	Apr	Albany, NY	Sept	Providence, RI
2010	Apr	Albany, NY	Sept	Ithaca, NY (Cornell)
2011	Apr	Albany, NY	Sept	Amherst, MA
2012	Apr	Syracuse, NY	Sept	Burlington, VT
2013	Apr	Hartford, CT	Sept	Rochester, NY
2014	Apr	Princeton, NJ	Sept	Saratoga Springs, NY
2015	Apr	Portland, ME	Sept	Ithaca, NY
2016	Apr	Hamden, CT (Quinnipiac)	Sept	Albany, NY
2017	Apr	Lowell, MA (UMASS Lowell)	Sept	Schenectady, NY
2018	Apr	Tarrytown, NY	Sept	Saratoga Springs, NY
2019	Mar	Concord, NH	Sept	Saratoga Springs, NY
2020	May	Zoom (Virtual) Meeting due to COVID19 pandemic	Sept	Microsoft Teams (Virtual) Meeting. due to COVID19 pandemic
2021	Jan	Microsoft Teams Meeting	Feb	Microsoft Teams Meeting
	Mar	Microsoft Teams Meeting	April	Microsoft Teams Meeting
	May	Microsoft Teams Meeting	June	Microsoft Teams Meeting
	Sept	Microsoft Teams Meeting	Nov	Microsoft Teams Meeting
2022	Jan	Microsoft Teams Meeting	Feb	Microsoft Teams Meeting
	Mar	Microsoft Teams Meeting	May	Microsoft Teams Meeting
	July	Hybrid – Albany, NY	Sept	Hybrid – Rochester, NY
	Nov	Microsoft Teams Meeting		
2023	Feb	Microsoft Teams Meeting		
2024				
2025				
2026				

<u>YEAR</u>		<u>SPRING</u>		<u>FALL</u>
2027				
2028				
2029				
2030				

VIII. 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 NYS Council awards to Award Committee	Identified in Awards Criteria (Generally March 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 the next meeting	14 days prior to meeting

IX. REVISIONS TO THE OPERATIONS MANUAL

- A. Revisions to the Operations Manual, other than updating the Officers and meetings, may be revised at any Council meeting with a simple majority vote of the membership present at the meeting. Updates to the Officers and meetings will be made by the Council Secretary as needed to keep the records current.

Current Approval Date

February 9, 2023