



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

TERMS OF REFERENCE MUNICIPAL ENGINEERS DIVISION

Preamble:

This Municipal Engineers Division terms of reference outlines the purpose, the objectives and the member classifications of the Division. It also outlines additional terms and functions adopted by the Municipal Engineers Division. Municipal Engineers Division is required to adhere to all terms as indicated in the Division General Terms of Reference, which applies to all Engineers and Geoscientists BC Divisions.

Name:

The full name of the Division will be “Municipal Engineers Division” (herein referred to as the ‘Division’).

Purpose:

To advance all aspects of Municipal Engineering.

Objective:

The objectives of the Division are to:

- a. Promote education, professional development and high standards of practice of Municipal Engineering;
- b. Identify practice issues pertaining to municipal engineers and work with the Engineers and Geoscientists BC Professional Practice Committee to develop strategies to address them;
- c. Create a forum for dialogue and build relationships with other professionals working in the field of Municipal engineering;
- d. Present considered opinions and recommendations to the Engineers and Geoscientists BC Professional Practice Committee and/or Council;
- e. Exchange and disseminate information among Division members.

Division Membership Classifications:

The Division membership is classified as listed below:

- a. A Division Member shall be a person who:
 - i. Is a registered Professional Member, Licensee of the Association, in good standing with the Association;
 - ii. Is employed as staff of any BC municipality, regional district or board embodying whole municipalities, or any municipal regional body with selected municipal functions of such aggregated municipalities;
 - iii. Is eligible to vote on matters related to the Division;
 - iv. Is eligible to hold office as a Division Executive, subject to the General Division Terms of Reference;
 - v. Pays an annual Division Member fee
- b. A Division Associate Member shall be a person who:
 - i. Has qualifications as outlined in a(i), but not employed as noted in a(ii);
 - ii. Is an Engineer-in-Training, a Geoscientist-in-Training, a registered Engineers and Geoscientists BC applicant, in good standing with the Association;
 - iii. Is not eligible to vote on matters related to the Division;
 - iv. Is not eligible to hold office as a Division Executive;
 - v. Pays an annual Division Associate Member fee
- c. A Division Affiliate Member shall be a person who:
 - i. Is a member of another professional association outside of Engineers and Geoscientists BC;
 - ii. Is not eligible to vote on matters related to the Division;
 - iii. Is not eligible to hold office as a Division Executive;
 - iv. Pays an annual Division Affiliate Member fee

Division Executive:

- i. Division Executive shall be comprised of the following:
 - a. Chair
 - b. Past Chair
 - c. Vice Chair
 - d. Treasurer
 - e. Secretary
 - f. Up to six (6) Members at Large
- ii. Division Executive shall have at least one member representative from:
 - a. The Lower Mainland (Whistler to Hope)
 - b. Vancouver Island/Sunshine Coast
 - c. The "Interior" (Remaining areas of British Columbia)

Function:

- i. The Executive shall, subject to General Division Terms of Reference and Division Executive Operational Guide, administer the affairs of the Division and make such provisions as it deems necessary for the orderly management and carrying out of the general business of the Division;

- ii. The Executive may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit. Questions arising at any meeting shall be decided by a majority of votes. The Chair of the meeting shall have a casting vote in case of a tie. A majority of the members of the Executive may summon a meeting of the Executive, giving 7 days notice to the members of the Executive of the date, hour and place and the business to be transacted at such a meeting.
- iii. The quorum necessary for the transaction of business of the Executive shall be four (4) members of the Executive.
- iv. A resolution assented to and adopted in writing under the hands of all of the Executive although not passed at a meeting of the Executive shall be of the same force and effect as if it had been duly passed at an Executive meeting.
- v. The Executive may delegate any of their powers in Committees consisting of such member or members as they see fit; and any Committee so formed shall in the exercise of the powers so delegated conform to any regulations applicable to the Executive or that may be imposed on it by the Executive.
- vi. If at any meeting of a Committee the Chair is not present within fifteen (15) minutes after the time appointed for holding it, or if a member of the Committee has not been specifically appointed as Chair, the members present may choose one of their number to be Chair.
- vii. Any member of the Executive shall vacate his/her office:
 - a. By resignation notice in writing to the Chair or, in the case of the Chair to the Vice Chair
 - b. By ceasing to be a member of the Division.
- viii. Duties of the Secretary
 - a. To keep a record of all matters transacted at the meeting of the Executive and members;
 - b. To carry out duties such as those in connection with the administration of the Division the Executive may from time to time direct.
- ix. Duties of the Treasurer
 - a. To be responsible for the financial management and budget of the Division, in close coordination with the Association's Finance Department;
 - b. To keep a regular account of the Division's financial transactions subject to examination and audit by the Association and the Executive.

(Previous version dated November 20, 1998)
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