



florida institute of Consulting Engineers

AMERICAN COUNCIL OF ENGINEERING COMPANIES OF FLORIDA

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE OF FLORIDA



AMERICAN COUNCIL OF ENGINEERING COMPANIES

OF FLORIDA

***2011-2012***

***Board of Directors***

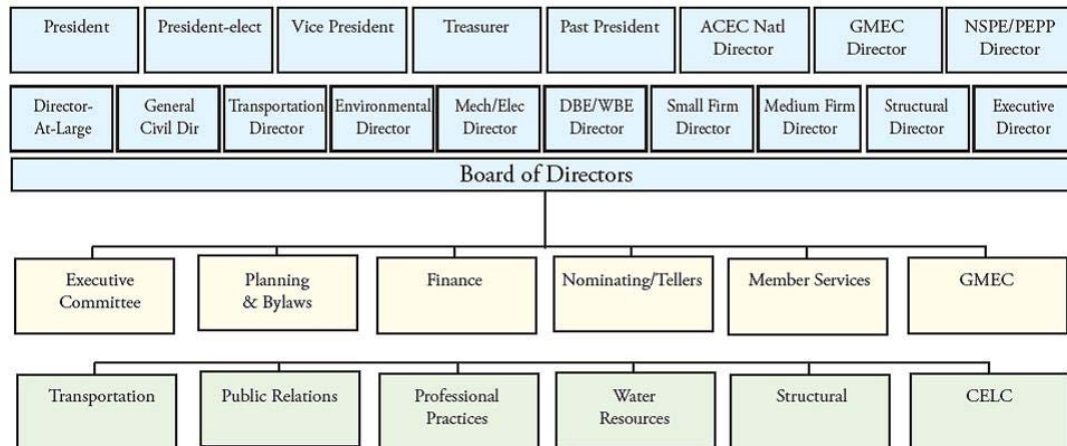
***Training***

# Organizational Chart



Florida Institute of Consulting Engineers  
 AMERICAN COUNCIL OF ENGINEERING COMPANIES OF FLORIDA  
 PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE OF FLORIDA

## Organizational Chart



Key

- Board of Directors
- Committees Established by the By-Laws
- Standing/Special Committees

# *FICE/ACEC/PEPP Relationship*

National Organization



National Organization



State Member Organization



State Member Organization



Florida Institute of Consulting Engineers		Six Practice Sections						20 Local Chapters
FICE	↔	PEPP	FPEI	FPEG	FEE	FECON	FPER	
At least one engineer within a FICE firm must be an FES / PEPP Member.	FICE Membership is for the entire firm.  Individual FES / PEPP Members are not automatically members of FICE.	Professional Engineers in Private Practice	Florida Professional Engineers in Industry	Florida Professional Engineers in Government	Florida Engineers in Education	Florida Engineers in Construction	Florida Professional Engineers Retired	

# ***FICE Board of Directors***

## ***Officers***

\*Has voting Rights\*

- **President**
- **President-elect**
- **Vice President**
- **Treasurer**
- **Past President**
- **General Civil Director**
- **Transportation Director**
- **Environmental Director**
- **Mechanical/Electrical Director**
- **DBE/WBE Director**
- **Small Firm Director (1-30)**
- **Medium Firm Director (31-75)**
- **Director-at-Large**
- **ACEC Director**
- **NSPE/PEPP Director**
- **Structural Director**
- **GMEC Director**
- **Executive Director (ex-officio, no vote)**

## *Section 2. Terms of Election*

The president-elect, the vice president, treasurer and chair of GMEC shall be elected annually as provided for hereinafter. *All directors shall be elected for a term of two years* except that the terms of ACEC Director, the General Civil Director, the Environmental Director and Mechanical/Electrical Director, Structural Director, and the Director representing small firms shall initially be one-year terms to allow a portion of the members of the Board of Directors to be elected in alternate years. Thereafter, they also shall be elected to two-year terms in every odd year. It shall be the duty of the nominating committee to balance the make-up of the Board of Directors both geographically and by firm size.

## *Section 3. Terms of Office*

- The terms of directors shall be limited to three consecutive two-year terms. Thereafter, directors may be re-elected after a break in service of at least one election cycle.

# *Article V. Duties of Officers*

- Section 1. President

- The president succeeds to the office from the office of President-elect. The president shall conduct all meetings, appoint all committee chairpersons with the approval of the Board of Directors, and serve as an ex-officio member of all committees EXCEPT the Nominating Committee. He shall be charged with the formulation of general policies, subject to approval of the Board of Directors, and shall act as the official spokesperson for the organization. The president shall have a discretionary fund to defray expenses not to exceed \$2000 in one fiscal year. He shall sign correspondence in the name of the organization. He will serve on the Planning & Bylaws committee. He shall act as the organization's official representative to the Florida Engineering Society Board of Directors. He shall attend all meetings of the Florida Engineering Society Board of Directors and cast at such meetings, or by mail ballot, the vote or votes of the FICE. He shall be a member of the Florida Engineering Society and periodically report to the membership on the activities and transactions of the FES Board of Directors.
- Conducts Executive Director Evaluation.

# *Article V. Duties of Officers*

- Section 2. President-elect
  - The president-elect shall perform all duties of the president when so directed or when necessary because of the absence of the president. The president-elect shall serve on the Planning & Bylaws committee, Nominating Committee and Finance Committee and be an ex-officio member of all other committees.
  - Appoints committee chairs for his/her administrative year.
  - Conducts Executive Director Evaluation

# *Article V. Duties of Officers*

- **Section 3. Vice President**
  - The vice-president shall serve on the Planning and Bylaws committee.

# *Article V. Duties of Officers*

- Section 4. Treasurer
  - The treasurer shall serve as Chair of the Finance Committee. In conjunction with the Finance Committee, he shall present at each Board meeting a current statement of revenues and expenditures. He shall also present a proposed annual budget for the following fiscal year for adoption by the Board of Directors.

# *Article V. Duties of Officers*

- **Section 5. ACEC National Director**
  - The ACEC National Director shall be chosen from a member firm affiliated and holding membership in ACEC. He shall attend all meetings of the Board of Directors of ACEC and cast at such meetings, or by mail ballot, the vote or votes of FICE. He shall periodically report to the membership on the activities and transactions of the ACEC. The ACEC National Director shall have a discretionary fund to defray expenses of not more than \$2,000 in any fiscal year.

# *Article V. Duties of Officers*

- **Section 6. Florida Representative to the NSPE/PEPP Board of Governors**
  - The NSPE/PEPP Representative shall be chosen from a member firm, which is affiliated with NSPE/PEPP. He shall attend all meetings of the NSPE/PEPP Board of Governors and cast at such meetings, or by mail ballot, the vote or votes of FICE. He shall periodically report to the membership on the activities and transactions of the NSPE/PEPP Board of Governors. The NSPE/PEPP Board of Governors Representative shall have a discretionary fund to defray expenses of not more than \$1,000 in any fiscal year.

# *Article V. Duties of Officers*

- **Section 7. Directors**
  - The Directors shall provide liaison between the Board of Directors and the general membership in their respective disciplines, firm sizes and/or geographical areas, and shall have such other duties as may be director by the Board of Directors.

# ***FICE Committee Chairs***

**\*No voting rights\***

Committee chairs are not required to attend Board meetings, but it is highly recommended, particularly if there is an item of discussion from the committee that needs Board support. Operating Rules have been established for each FICE Committee. These can be found on the

FICE website: <http://www.fleng.org/FICE/ficcomms.cfm?cnum=103#c103>

- **Professional Practices**
- **Finance**
- **Nominating**
- **Planning & Bylaws**
- **Public Relations**
- **Member Services**
- **Transportation**
- **GMEC**
- **Water Resources**
- **Structural**
- **CELC**
- **ACEC/PAC**
- **FELI**

*Article VII. Committees*  
*Section 1. The following  
committees are established:*

- **Executive Committee.** The Executive Committee shall be composed of the Past President, president-elect, vice president and treasurer and the board member at large to be appointed by the Board of Directors. The president shall be the chair and the president elect shall be the vice chair. It shall manage the affairs of FICE between meetings of the Board of Directors and shall have full power to act for the Board on urgent matters. The Executive Committee shall not authorize the expenditure of funds for non-budgeted items, authorize any assessments on the membership, or make any bylaw changes. All Executive Committee actions shall require a 75% majority of the total committee and a quorum shall be not less than four members.

## *Article VII. Committees*

- **The Planning & Bylaws Committee.** The PBC shall establish broad, clearly defined objectives toward which activities of FICE may be directed. It shall conduct continuing studies for the needs and expectations of FICE and its member firms and shall review proposals and recommendations of other committee when such recommendation affect long range goals and policies of FICE. The PBC shall study proposed revisions to the organization's basic documents, prepare them for presentation and advise the Board of Directors regarding the merits and effects of such revisions. The committee shall serve on the ad-hoc basis as directed by the Board of Directors and include the vice president.

## *Article VII. Committees*

- **The Finance Committee.** The Finance Committee, which shall be chaired by the treasurer and include the president-elect, president, GMEC Chair and other members as appointed by the President, shall prepare the annual budget for approval by the Board of Directors and periodically review the financial status and management of the organization.

## *Article VII. Committees*

- The Nominating Committee. The Nominating Committee shall consist of the most recent living Past President, the president-elect, the ACEC National Director, the NSPE/PEPP Representative and two additional members not presently serving on the Board to be appointed by the president with the approval of the Board. The Nominating Committee shall prepare a slate of recommended officers and directors, at least one for each office to be filled, with particular attention to the balance of the slate as to type of practice, specialization and geographical distribution.
  - Reports their slate early Spring.

## *Article VII. Committees*

- **The Tellers Committee.** The Nominating Committee shall serve as the Tellers Committee and shall count the ballots from the membership; any ballot not returned shall be considered void.
  - Ballots are sent out the first of June with a late June return date.
- **Additional information:** Staff, with permission of the Nominating Committee Chair, counts the ballots on behalf of the Tellers Committee.

## *Article VII. Committees*

- **The Member Services Committee.** The Member Services Committee shall acquaint eligible firms with the advantages of membership, and by proper means shall endeavor to secure applications for membership. It shall investigate the eligibility of applicant and otherwise review, process and approve or disapprove membership applications in accordance with Article II of the Bylaws. The committee will be responsible for the implementation of other member services that may be deemed appropriate and in the best interest of the organization.

# *Special FICE Committees*

- **PROFESSIONAL PRACTICES COMMITTEE:**

- Responsible for Contractual/Legal Issues, Ethics, Inter Professional and Legislative Regulatory Issues.

- **PUBLIC RELATIONS:**

- Acts as the FICE Awards Committee; directs programs dealing with the public image of the firm; responsible for Professional Development Award, Gilchrist Award (FICE's highest award to a Consulting Engineer), Engineering Excellence Awards, public service announcements.

- **TRANSPORTATION:**

- Is concerned with local, state and national transportation issues that impact the business of consulting engineering; maintains a liaison with the Florida Department of Transportation; proposes and implements transportation-related activities and programs of interest to FICE membership. There are close to 100 firms represented on this committee. Subcommittees include: •FICE-FDOT Liaison •Production •CEI •Innovative/Alternative Contracting Methods •Legal •Floridians for Better Transportation •Information Technology •Right-of-Way

# *Special FICE Committees*

- **WATER RESOURCES:**

- Created to work with Florida's water resources agencies to establish and maintain a program of public/private partnership for the enhancement of procurement, delivery, and quality of water resources engineering services, with an emphasis in establishing professional relationships between agencies and the consulting industry. Subcommittees include liaison committees with each Water Management District US Army Corps of Engineers.

- **STRUCTURAL ENGINEERING**

- Monitors local, state and national structural engineering issues that impact the business of consulting engineering in Florida. Provides the conduit for FICE member firms to address professional concerns and design related issues particular to the structural engineering practice.

# ***FICE Staff and their Roles***

## **FICE Staff**

Who Are We? How to Reach Us?



From top, left to right  
**Frank Rudd, CAE, CMP**  
 Executive Director  
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**Shawn Stewart, CPA, CAE**  
 CFO and Comptroller  
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## **FICE Committees and Councils**

The FICE organization represents firms who specialize in providing sound, creative, high-quality solutions to engineering problems. Our committees are the infrastructure for the dynamic presence we maintain in the state of Florida. They are listed by staff liaison:

FICE Board of Directors  
 FICE Executive Committee  
 FICE Nominating Committee  
 FICE Planning & Bylaws Committee  
 FICE Visioning Counsel  
 FES/FICE Joint Leadership Committee  
[Kelly Jones](mailto:Kelly Jones)

FICE Public Relations (PR) Committee  
[Dobbie Hall](mailto:Dobbie Hall)

FICE Awards Program (PR Committee)  
 FICE Structural Committee  
[Kate Ray](mailto:Kate Ray)

Scholarship (PR Committee)  
[Dana Dixon-Broer](mailto:Dana Dixon-Broer)

GMEC Executive Committee  
[Gale Field](mailto:Gale Field)

Professional Practices Committee  
 Water Resources Committee  
 Consulting Engineers Legislative Council  
[Samantha Hobbs](mailto:Samantha Hobbs)

Leadership Institute Steering Council  
[Dee Kring](mailto:Dee Kring)

Member Services Committee  
[Janice Faulk](mailto:Janice Faulk)

Transportation Committee  
 Member Services Committee  
[Anne Cannone](mailto>Anne Cannone)

FICE Finance Committee  
 Florida Engineering Foundation  
 Headquarters Operations Committee  
[Shawn Stewart](mailto:Shawn Stewart)

# ***FICE Bylaws-The Role and Function of the Board***

- Section 2. Object
  - The object shall be to promote harmony, cooperation and mutual understanding among independent consulting engineering firms engaged in private practice in Florida, as a basis for helping to safeguard the life, health, property, and public welfare of the residents of the State. In this regard, FICE shall:
    - Ensure that high ethical and professional standards worthy of independent consulting engineering firms are maintained
    - Advance the value of consulting engineers to the public, and educate the public regarding the work of consulting engineers;
    - Promote the professional and economic welfare of its members; and
    - Act as a clearinghouse and information center on all matters of mutual interest to its members.

# *FAQ's*

- **Can non Board members attend Board meetings and if so what is their role?** YES, as long as they are members of FICE. Non board members are welcome to attend any portion of the meeting, except Executive Session. They can interact and give feedback just as any board member except they do not have voting rights.
- **How does the FICE Budget work and how are dollars split with FES?** Staff labor and overhead expenses are charged to FES/FICE and the practice section departments based upon how the headquarters staff complete their timesheets. All of the continuing education we offer is split 50/50 on revenues and expenses between FES and FICE.
  - Headquarters prepares a proposed FICE budget that is presented to the finance committee who in turn discuss and may make some changes to it. The finance committee usually approves the proposed budget in June or July and then the FICE BOD approves it at the August meeting. If the FICE BOD wants to amend it they would send the budget back to the finance committee and once the finance committee makes their recommendations the proposed amended budget would go back to the FICE BOD for approval.

# *FAQ's continued*

- How can I access my Board packet online and what is the correct packet to print? Original Board packets are posted approximately two weeks prior to the board meeting online. It is recommended that you just review these materials and not print them out. Amended full packets are posted typically the Friday before the Board meeting. It is recommended that you only print the amended full packet, this will have EVERYTHING you need for the meeting. However should you decide to print the Original board packets, we also post what is called, amended materials only which is a supplement to create the Amended full packet. Here are step by step instructions on where to go to print the packets:
  - Step by Step
  - Log onto [www.fleng.org](http://www.fleng.org)
  - Click on the customer log in link
  - Enter your customer ID (FES Member #) and your password (last name by default)- call if you need assistance with these. Hit enter
  - On the “Welcome Page”, under “available options” on the right hand side, click the 5th option down “committees”.
  - Click on the “files” button located to the far right of the subject committee, for this purpose “FICE Board of Directors” or “FICE committee chair”.
  - Print/download the PDF file.

# *FAQ's continued*

- **Who sits in for Executive Director Evaluations?** An annual evaluation of the Executive Director shall be conducted by the Headquarters Operations Committee. A summary of the evaluation shall be presented to the FES Board at the Annual Meeting. After input by the FES Board of Directors in Executive Session (voting Board members only), the Presidents of FES and FICE shall meet with the Executive Director and present a written evaluation with any Board comments prior to October 1st. A mid-year evaluation may be conducted at the discretion of the Presidents or the FES/FICE Board of Directors. From FES AP 47D.
- **What is executive session?** Executive Session consists of just Board members (voting members only). No others are permitted. This session is un-recorded and private matters are discussed.
- **Where can I find a listing of committee members?** These can be found online at <http://www.fleng.org/FICE/fice-more.cfm>.
- **Who can join committees?** FICE is a volunteer organization. We encourage members from all firms, large and small, and in all practice areas to volunteer for this important service.

## *FAQ's continued*

- Do committee chairs have voting rights? **No, only Board members or their proxies hold the right to vote.**
- Are committee chairs required to attend Board meetings? **No. However it is strongly encouraged.**
- How many Board meetings are held each year and are they mandatory for Board members? **The Board shall meet at least four times annually. These meetings are usually a Fall meeting, the PE Days meeting, the Planning/Orientation Conference and the Annual Conference. FICE does typically hold five Board meetings a year with an extra meeting during the Legislative session. They are not mandatory.**

## *FAQ's continued*

- **What is the role of our Lobbyist?** To work under the direction of the Executive Director to create a strong presence among Legislators and the Administration. To assist in promoting the legislative agenda of FICE.
- **How can I as a Board member become more involved?** Join multiple committees, and PARTICIPATE!; serve as a committee chair or co-chair; volunteer for committee activities, attend ALL meetings/functions; organize local meetings and invite other FICE members and non members; contribute to CELC/PAC, and if you are a member of FES, become active there as well.

***THE END!***

*Questions? Contact Kelly Jones at 850.224.7121 or  
[kelly@fleng.org](mailto:kelly@fleng.org)*

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