

Guide to Hosting the Younger Member
Council Meeting at the Multi-Region
Leadership Conference

YOUNGER MEMBER COUNCIL PLANNING GUIDE

Revised January, 2017

Committee on Younger Members

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ABOUT YOUNGER MEMBER COUNCILS

The Younger Member Council (YMC) is a meeting held each year in conjunction with the Workshop for Section and Branch Leaders (WSBL) and the Workshop for Student Chapter Leaders (WSCL) as part of the Multi-Region Leadership Conference (MRLC).

The YMC is primarily an opportunity for the voices of Younger Members to be heard on a Society level, so the centerpiece of the YMC is a business meeting where one official delegate per Younger Member group can vote. The YMC is a leadership conference as well, designed to train incoming and current Younger Member (YM) officers, share information on new and upcoming ASCE activities/events, and provide a networking opportunity with peers as well as with Society leadership.

There are three YMCs/MRLCs held throughout the country in January and February:

- Regions 1, 2, 4, & 5
- Regions 3, 6, & 7
- Regions 8 & 9

HOST GROUP RESPONSIBILITIES

The Younger Member Group/Forum that is hosting the YMC is responsible for:

- Planning Friday and Saturday YMC meeting sessions within MRLC
 - Presentations, Panels, etc.
- Planning Joint Social event for WSBL, YMC, WSCL
- Planning Awards Banquet (could be combined with Joint Social)
- Planning optional activities
 - Community Service Activity
 - Construction Tours
 - Other social events (ski trip, pub crawl, etc.)
- Coordinating registration capacity for optional activities and collecting fees for events outside of the conference registration
- Administering YMC Awards
 - Appointing a committee to judge nominations
 - Set criteria for judging the nominations
 - Purchasing award plaques
- Managing YMC budget, including sponsorship and fundraising
- Coordinating with ASCE Staff regarding hotel (costs, rooms, etc)
- Reviewing YMC Agenda, Joint Schedule and other related documents
- Identifying topics and discussion leaders for 2-3 MRLC break-out sessions
- Identifying key team members to assist planning, operations, photography, etc. during conference

- Identifying speaker for conference welcome (optional)
- Providing post-conference article for ASCE publication.
- Providing registration information

ASCE RESPONSIBILITIES

ASCE Staff is responsible for:

- Updating and distributing YMC awards nomination forms via ASCE website
- Collecting YMC nominations and distributing them to judging committees
- Updating ASCE website with information about MRLCs
- Creating Invitation letters for YMC (coordinating with YMC Chair)
- Coordinating registration for YMC, Joint Social Event, Awards Banquet
- Collecting registration money and distributing it to the YMG post-conference.
- Creating and sending confirmation emails with conference logistics
- Providing nametags for attendees
- Creating final agenda for MRLC
- Determining appropriate number of PDHs for YMC
- Producing PDH certificates

LOCATION SELECTION PROCESS

The Leader Training Committee (LTC) recommends to the Executive Committee a location for the MRLC, typically two years in advance, with input from YMC resolutions and the Committee on Younger Members (CYM).

Younger Member Groups that are interested in hosting an MRLC should submit a presentation and a resolution to be presented at the next YMC Business Meeting. Locations are chosen two years in advance at each YMC Business Meeting. See ([Sample Resolutions](#))

BASIC CONFERENCE AGENDA

The YMC begins with breakfast on Friday and goes through mid-afternoon on Saturday. Exact session times are subject to the schedules of the concurrent workshops and are at the discretion of the local hosts with approval from CYM. Additional activities may be schedule Thursday afternoon/evening prior to the conference, or on Sunday after the conference, if desired by the local host Younger Member Group (YMG) or Younger Member Forum (YMF).

Although each Younger Member Council agenda is different, there are some sessions/events that are common to all three.

TYPICAL MRLC OVERVIEW

Friday

- Joint WSBL/CYM Sessions organized by ASCE Staff - ~2 hours
- YMC Sessions - ~2 hours
- Networking lunch organized by ASCE Staff - ~1 hour
- YMC Sessions - ~3 hours
- Ice Breaker/Reception, WSBL, WSCL, and YMC - ~2 hours
- Joint Social Activity, invite WSBL and WSCL - ~3 hours

Saturday

- Breakfast/Saturday Morning Live organized by ASCE Staff - ~2 hours
- YMC Sessions - ~1-2 hours
- Society Leaders Q & A - ~1 hour
- YMC Field Trips - ~4 hours
- YMC Awards Banquet - ~3 hours
- MRLC Break-out sessions

SESSIONS TO BE INCLUDED

1. Annual Business Meeting
 - a. Allow at least 90 minutes depending on the number of items and resolutions to be discussed.
 - b. Invite Society officers and Regional Directors/Governors to attend. They may speak briefly and should hear what is being discussed so that they are informed of the issues. Some officers have duties with the WSBL and WSCL sessions, so coordinate with their schedules.
2. CYM Report – By CYM Geographic Member, 15 - 20 minutes.
3. YMC Awards Banquet – Saturday night (typically)
 - a. Recommend inviting all Society officers (President, President-Elect), Region/Member Communities Committee (MCC) representatives, ASCE Geographic Services Division staff directly involved with YMC planning and their spouses as guests of YMC. Consider allowing guests of YMC delegates to attend banquet for a fee to cover their dinner and entertainment (if applicable).

OPTIONAL SESSIONS

1. Field trip
 - a. Recommend one stop related to culture/history of the host city and one stop related to technical side of civil engineering.
 - b. Consider allowing guests of YMC delegates to attend field trip for a fee to cover their share of transportation and miscellaneous costs (if applicable).
2. Roundtable discussions
 - a. Select topics of interest to younger members.

- b. Allow 15 to 20 minutes of discussion time and 5 minutes of reporting time per topic.
- c. Invite Region and Society Officers as needed to facilitate each table. Some officers have duties with the WSBL and WSCL sessions, so coordinate with their schedules early.
- d. Limit table size to nine younger members and one facilitator.
3. Speeches by candidates running for Society office positions
 - a. Have each candidate address issues of concern to younger members.
 - b. Consult the current year's election guidelines for invitation, equity among candidates, biographical information, and other requirements.
 - c. Schedule this session before Annual Business Meeting in the event the YMC delegates choose to endorse a candidate during the Business Meeting.
4. Leadership or management training sessions
5. Joint session with WSCL delegates.
 - a. Need to coordinate early with Committee on Student Members (CSM) Chair or Staff Contact. Coordination with CSM will be through the CYM Chair or ASCE Staff Contact.

RECOMMENDED PLANNING COMMITTEES

Planning the YMC is a big job, and cannot be done by one or two people alone. It requires the help of many volunteers from the host YMG and will likely include planning and financial support from the local Section/Branch as well. In order to organize the volunteers and ensure that the work is done, the following Committee Structure is suggested:

- **Finance Committee** (it is possible to have the YMC Chair serve as this committee chair)
 - Confirm registration fee for the Multi-Region Leadership Conference with the Staff Contact.
 - Develop budget, solicit donations, determine conference event ticket prices, pre- and post-conference event ticket prices, track and approve all committee spending
- **Agenda Committee** (it is possible to have the YMC Chair serve as this committee chair)
 - Develop/select YMC sessions and find speakers as appropriate.
 - Develop conference agenda.
- **Registration Committee**
 - Request registration lists from Staff Contact
 - Assemble swag bags (optional)
 - Coordinate nametags with Staff Contact and organize registration table
- **Field Trip / Technical Tours Committee**

- Coordinate field trip location, speakers, and transportation.
- **Program Committee**
 - Draft YMC program book/binder. The Program Chair needs to do a lot of coordination with other committee members.
- **Banquet Committee**
 - Select and handle all coordination for YMC Awards Banquet.
- **Social Committee**
 - Organize Friday night and Saturday night social events. The Friday night social plans should include WSCL attendees.
- **Awards Committee**
 - Select judging committee
 - Set judging criteria
 - Determine award winners
 - Purchase awards
 - Distribute awards at Awards Banquet
- **Website Committee**
 - Coordinate information with ASCE staff Website
 - Create Constant Contact Registration sites for pre- and post-conference events
 - Maintain social media sites: Facebook, Twitter, etc.
 - Develop a smart phone app for YMC (optional)
- **Pre-conference Networking Event Committee**
 - Coordinate pre-conference networking/fun event
- **Pre-conference Volunteer Event Committee**
 - Coordinate a community service event opportunity
- **Transportation Committee**
 - Coordinates transportation for all events outside meeting space

SUGGESTED PLANNING TIMELINE

January/February (one year Prior)

1. Select Hosting Chair
2. Announce location at current YMC
 - a. Provide information (presentation, video, give-away materials, etc.)
3. Schedule de-briefing meeting with current year Hosting Chair to discuss lessons learned
4. Make contact with ASCE Staff Contact for CYM and Region Geographic Member of CYM.
5. Begin working with hosting Section to determine sponsorship commitments

March/April

1. Select Planning Committee members (See [Recommended Planning Committees](#))

2. Set up monthly meeting schedule
3. Develop mission statement and establish a theme for the conference (optional)
4. Develop a logo for the conference
 - a. Must be approved by ASCE through Staff Contact

May

1. Begin monthly conference calls with YMC Chair, ASCE Staff Contact and CYM Geographic Member.
2. Begin monthly meetings with Planning Committee
3. Login to ASCE's Younger Member Council Collaborate site for access to electronic files and completed evaluation forms from previous YMCs.

June/July

1. Develop preliminary agenda (See [Basic Conference Agenda](#))
2. Submit preliminary budget to ASCE Staff Contact and CYM Geographic Member
 - a. Budget should include the cost of complimentary tickets for ASCE society officers, region leaders, etc. to attend the banquet and/or other events
3. Plan Joint Social Event
 - a. Should include attendees from WSCL, YMC, and WSBL.
 - b. Should be suitable for underage students
4. Select venues and determine ticket prices.
 - a. ASCE Staff Contact can provide historical prices.
 - b. Host YMG is responsible for collecting all fees for events other than the main conference registration and awards banquet.
5. Send sponsorship request letters to companies, agencies, and Region Boards of Governors
6. Create promotional materials (Informational materials for events)
7. Gather information about any pre and post-conference events, information about proper attire, for Invitation letter.

August/September

1. Consider developing a smart phone app for the conference (optional)
 - a. Agendas
 - b. Maps
 - c. Local points of interest
 - d. Attendee roster
2. Work with ASCE Staff Contact to finalize invitation materials
3. Request seed money from Section or Branch (if necessary) to use until registration money is received from ASCE
4. Secure awards banquet venue
5. Arrange technical field trips, if planned
 - a. Arrange for transportation
6. Coordinate YMC website with ASCE website

October/November

1. Finalize transportation and other details for social events and awards banquet.
 - a. Coordinate timing with other MRLC events so as to allow sufficient time
2. Work with Leader Training Committee through CYM Geographic Member and ASCE Staff Contact to further develop preliminary agenda
3. Invite YMC Business Meeting Chair to take part in monthly (or more frequent) conference calls to assist with business meeting items
4. CYM Geographic Member to download Annual Report Summaries from each group (after November 20 due date)
5. CYM Geographic Member to contact YMGs to determine who is interested in hosting two years out and giving presentation to Business Meeting
6. Draft Resolution for groups interested in hosting YMC two years out
 - a. Set submittal deadline to allow time for draft agenda circulation (six weeks prior to YMC)
7. Confirm presence of photographer throughout the YMC
8. Issue a Call for Resolutions to YMG
9. Coordinate with ASCE Staff Contact to invite Society officers and guests to attend business meeting and awards banquet
 - a. President, President-Elect, Region Governors, Executive Director, and Committee Representatives
10. Secure members of Judging Committee
 - a. Judges should be somewhat familiar with ASCE and YM Activities or the civil engineering profession.
 - b. Consider Section/Branch Officers, Past YMG Presidents, Region Governors, past YMC chairs, state or municipal DOT directors/employeers, local business leaders, etc. It is not required (but is a good idea) to try to get judges from throughout the geographic region represented at the conference.

December

1. Submit final agenda to LTC via CYM Geographic Member and ASCE Staff Contact
2. Obtain bios of speakers and Society Leaders from ASCE Staff Contact
3. Finalize technical tours (and maps) and complete information sheet for YMC program
4. Submit information on social activities for YMC Program
5. Finalize what types of awards will be ordered
6. Develop Business Meeting Agenda
7. Confirm YMC Business Meeting Chair

Six Weeks Prior to the YMC

1. Distribute draft Business Meeting Agenda and Resolutions to YMGs
 - a. Allow time for local meetings and discussions prior to YMC
 - b. Request comments by two weeks prior to YMC
2. Obtain final confirmation from all speakers

3. Confirm room assignments with ASCE Staff Contact, LTC and CYM Geographic Member
4. Finalize Program and schedule Planning Committee review two weeks in advance of printing deadline (See [YMC Binder Contents](#))
5. Update budget

Four Weeks Prior to the YMC

1. Deadline for judges to select award winners
2. Order awards
3. Ask highest-ranking Society Officer at Banquet to assist with award presentation
4. Coordinate registration table and A/V needs with ASCE Staff Contact
 - a. Wireless microphone, podium microphone, screen, etc. (should be included in hotel negotiation)
 - b. Borrow digital projectors for YMC sessions (required to help reduce cost)
 - i. Two laptops with audio outputs and two projectors are needed
 - ii. Contact YMC Committee members to see if their company could help
5. Finalize Banquet Program

Two Weeks Prior to the YMC

1. Obtain final registration list of attendees from ASCE Staff Contact when registration has closed
2. Assign a Secretary and Parliamentarian to take minutes for YMC Business Meeting
3. Assign a photographer to take pictures throughout the conference (group photo, field trips, banquet, awards presentation)
4. Assign a volunteer to assist the Chair in writing the summary article about the YMC for The Ladder and ASCE Region News
5. Send Welcome Letter to YMC attendees with last minute arrival information
6. Coordinate any special instructions or markings for nametags with ASCE Staff (colored dots for technical tours, etc)
7. Print Joint Social Activity Handouts (if any) to be given to WSBL and WSCL attendees
8. Print a local map or list of area restaurants

Week of the YMC

1. Assemble Registration Packets and Programs
2. Print Final Program (include copies for delegates, Society Officers, Society-level candidates, ASCE Staff Contact and other ASCE Staff and about 5-10 extra)
3. Coordinate with ASCE Staff Contact to store materials in ASCE storage room at hotel
4. Attend Pre-Conference Meeting with ASCE Staff and Hotel Staff (one day prior to YMC)
5. Ensure that registration tables and A/V needs are available
6. Final coordination meeting with Planning Committee the night before to go over detailed sequence of events for the YMC

7. Schedule meeting with the next YMC Chair and ASCE Staff Contact during or immediately after YMC to discuss the next YMC

During the YMC

1. Take roll during the Business Meeting
2. Collect evaluations at the end of the conference
3. Distribute PDH Certificates (created by ASCE Staff)

YMC Follow-up

1. Compile electronic files to pass to future YMC Chair for reference
2. Finalize Business Meeting Minutes and Resolutions
3. Post Business Meeting Minutes and Resolutions in the Younger Member Council Collaborate site
4. Distribute Business Meeting minutes and Resolutions to YMG Presidents within 30 days.
5. Coordinate transfer of registration and conference event money between ASCE and Host (Usually is paid within a couple weeks after the conference. Special requests for deposits due before the event will be considered on a case-by-case basis.)
6. Format YMC resolutions for proper submittal to ASCE staff for submission to MCC within 30 days
 - a. Verify deadline for submission to MCC to ensure inclusion on agenda
 - b. Check with ASCE Staff Contact for proper format of resolutions
7. Within 60 days, finalize YMC meeting minutes
8. Post final copy of minutes to Younger Member Council Collaborate site
9. Write a summary article on YMC and submit article for inclusion in The Ladder, and ASCE Region eNews. Include photo.
10. Post YMC photos on YMG website for all YMGs to see.
11. Review Evaluations Summary provided by ASCE Staff Contact.
12. Schedule final Conference Call. CYM Geographic Member will compile comments and provide current and next YMC Chair for review and discussion at a wrap up conference call

YMC BINDER CONTENTS*

*Some items may be distributed electronically on ASCE's Xythos drive

- Welcome letter by YMC Chair
- Table of contents
- Donor acknowledgement (Obtain Logos)
- YMC agenda
- Hotel map (Available from ASCE Staff Contact)
- Field trip bus pickup and Friday social meeting areas. (YMC Chair/committee to coordinate and arrange location with hotel contact).

- Profiles of current ASCE Society Officers
- YMC Roster
- Field trip information
- Friday night social information (if any)
- Speaker handouts
- Information on nominees for Society Officer positions.
- YMC Business Meeting Agenda (draft for revision/approval),
- YMC Business Meeting Draft Resolutions received in advance of the meeting,
- YMC Business Meeting Past YMC Meeting Minutes
- YMC Business Meeting Resolutions at Past YMC with vote tallies and responses to Resolutions (when available).
- YMC Constitution and Bylaws
- YMG Annual Report Summaries
- YMC Awards general information and list of past winners.
- Evaluation form
- Extra pages for note taking.

YOUNGER MEMBER COUNCIL RESOLUTIONS

Passage of resolutions by Younger Member Councils and submission of the resolutions to the Member Communities Committee to be passed along to the ASCE Board of Direction enables younger members to express their support or non-support of ASCE issues.

Resolutions should include actionable content, for example:

- Selection of YMC location
- Support of a strategic initiative
- Request for increased programming or funding

(See [Sample Resolutions](#))

In general, each Committee on Younger Member (CYM) Geographic Representatives should coordinate with their respective YMC Chairs and YMC Business Meeting Chairs to call for resolutions prior to the YMC business meeting and distribute the resolutions to each Younger Member Group (YMG) in their YMC. This will ensure that all YMGs are aware of the proposed resolutions and their voting delegates are ready to discuss and vote on the resolutions at their respective YMC Business Meeting.

October or November

1. CYM Geographic Representatives should discuss the process of resolutions with their respective YMC Chairs and YMC Business Meeting Chairs.
 - a. CYM Geographic Representatives should provide YMC Chair with their YMG Contacts List.
 - b. CYM Geographic Representatives should discuss current Board of Direction issues with their YMC Chair as presented by the CYM's CoVP contact. These issues are potential resolution topics.
 - c. YMC Chairs should copy their CYM Geographic Representative and YMC Business Meeting Chair on all resolution correspondence.
2. YMC Chair or Business Meeting Chair should send an e-mail to each of their YMG contacts calling for resolutions.
 - a. Provide a sample resolution to demonstrate the format (see [Sample Resolutions](#)).
 - b. Set a submission deadline one month prior to YMC meetings.

December

1. YMC Chairs should e-mail draft resolutions received to each of their YMGs for comments.
 - a. Set deadline date for comments to allow adequate time for revision.
2. YMC Chairs should e-mail revised resolutions to each YMG contact at least one week prior to YMC meeting.

During YMC Business Meeting

1. YMC Business Meeting Chairs should coordinate with YMC Chair to have resolutions projected on a screen during Business Meeting in electronic format.
 - a. This will allow easy editing of resolution as needed based on delegate comments.
 - b. YMC Chairs and Business Meeting Chairs may consider last-minute resolutions but recommend requiring that the resolutions be submitted to the YMC Chair in a designated electronic format.
 - c. YMC Business Meeting Chair should set ground rules for discussion of resolutions at the start of the Business Meeting (i.e. time limits on individual comments, Revised Roberts Rules of Order format, designation of voting delegates, etc).
2. Invite National Officers to Business Meeting.
 - a. They might be able to offer insight to the status of issues brought up in resolutions.

After YMC Business Meeting

1. YMC Business Meeting Chairs should coordinate with YMC Chair to prepare final draft of resolution for submittal to ASCE National.
 - a. Need to add voting results, date of submission and name of YMC Chair as the person submitting the resolution on behalf of the YMC.
2. YMC Chair should submit final draft of resolution(s) to ASCE National within one month of YMC Business Meeting date.

- a. Ask CYM Staff Contact for contact information for ASCE Staff Member receiving resolutions.
 - b. Proper ASCE Staff Member will forward resolutions to appropriate ASCE entity for consideration.
3. YMC Chair should forward any correspondence received on resolutions to YMG contacts

Appendix A

SAMPLE RESOLUTIONS

AMERICAN SOCIETY OF CIVIL ENGINEERS CENTRAL REGION YOUNGER MEMBER COUNCIL

RESOLUTION 2015 - 01

RECOMMENDATION FOR LOCATION OF 2017 CENTRAL REGION YOUNGER MEMBER COUNCIL

WHEREAS, the Workshop for Section and Branch Leaders (WSBL), Workshop for Student Chapter Leaders (WSCL) and the Central Region Younger Member Council (YMC) have been held jointly since 1999; and,

WHEREAS, the Member Communities Committee (MCC) presently recommends the location of the Central Multi-Region Leadership Conferences (MRLC) to the Executive Committee approximately two years in advance; and,

WHEREAS, it is very difficult to host a YMC in a location where there is not an active Younger Member Group (YMG); and,

WHEREAS, the Central Region YMC would like to provide recommendations on the location of the Central MRLC to take into account the local YMG's ability to host the YMC portion of the conference; and,

WHEREAS, the 2011 Central Region YMC was held in Fort Worth, TX (Region 6); and,

WHEREAS, the 2012 Central Region YMC was held in Kansas City, KS (Region 7); and,

WHEREAS, the 2013 Central Region YMC was held in Milwaukee, WI (Region 3); and,

WHEREAS, the 2014 Central Region YMC was held in St. Louis, MO (Region 7); and,

WHEREAS, the 2015 Central Region YMC was held in Houston, TX (Region 6); and

WHEREAS, the 2016 Central Region YMC will be held in Chicago, IL (Region 3); and,

WHEREAS, the Minnesota Section, Kansas City Section, and Nebraska Section have expressed interest in hosting the MRLC and YMC meetings, respectively,

THEREFORE, LET IT BE RESOLVED that the Central Region YMC recommends the location of the 2017 Central Region YMC meetings to be Minneapolis, MN and

THEREFORE LET IT BE FURTHER RESOLVED that the Central Region YMC requests that, if MCC chooses a location other than the recommended location, Omaha, NE be considered as an alternate location and Kansas City, KS be considered a second alternate location or that MCC choose a location where there is an active YMG willing and able to host.

Yes- 22

No - 0

Abstain- 0

Adopted this 3151 day of January, 2015, Houston, TX Signed,

Brian Ridley, P.E., M.ASCE

Business Chair, 2015 Central Region Younger Member Council

**AMERICAN SOCIETY OF CIVIL ENGINEERS EASTERN REGIONAL YOUNGER
MEMBER COUNCIL (ERYMC)**

RESOLUTION 2016-05

**RESOLUTION IN SUPPORT OF THE NEW JERSEY “RAISE THE BAR”
COMMITTEE’S PURSUIT OF LEGISLATION ENACTING ADDITIONAL
EDUCATIONAL REQUIREMENTS PRIOR TO LICENSURE FOR PRACTICE AS A
PROFESSIONAL ENGINEER (P.E.) IN THE STATE OF NEW JERSEY**

WHEREAS, the Eastern Regional Younger Member Council (ERYMC) represents Younger Members of the American Society of Civil Engineers in Regions 1, 2, 4 and 5; and,

WHEREAS, the American Society of Civil Engineers (ASCE) Policy Statement 465 supports the attainment of an engineering body of knowledge for entry into the practice of engineering at the professional level (i.e., practice as a licensed professional engineer) through appropriate engineering education and experience, and validation by passing the licensure examinations; and,

WHEREAS, the ASCE Policy Statement 465 supports an increase in the amount of engineering education, such that the requirements for licensure would comprise a combination of: a baccalaureate degree in engineering, a master's degree in engineering (or no less than 30 graduate or upper level undergraduate technical and/or professional practice credits or the equivalent agency/organization/professional society courses which have been reviewed and approved as providing equal academic quality and rigor with at least 50 percent being technical in nature), and appropriate experience based upon broad technical and professional practice guidelines which provide sufficient flexibility for a wide range of roles in engineering practice.; and,

WHEREAS, the Civil Engineering Body of Knowledge (BOK) prescribes the necessary depth and breadth of knowledge, skills, and attitudes required of an individual entering the practice of civil engineering at the professional level in the 21st Century which exceeds today's typical civil engineering baccalaureate degree, even when coupled with the practical experience gained prior to licensure; and,

WHEREAS, the civil engineering profession is undergoing significant, rapid, and revolutionary changes that have increased the Civil Engineering Body of Knowledge (BOK) necessitating expanded technical considerations as well as encouraging civil engineers more than ever to consider the immediate and long- term environmental, societal, political, legal, aesthetic, and economic implications of engineering decisions; and,

WHEREAS, these and other changes have created a need for civil engineers to have a greater breadth of capability and specialized technical competence, placing increased expectations on civil engineers in their role of protecting the health, safety and welfare of the public as well as

resulting in a significant increase in the challenges facing practitioners at the professional level;
and,

WHEREAS, the New Jersey “Raise the Bar” Committee is actively pursuing legislation enacting additional educational requirements prior to licensure for practice as a professional engineer (P.E.) in the State of New Jersey; and

WHEREAS, passage of such legislation in the State of New Jersey may be employed to support and result in passage of similar legislation in other jurisdictions throughout the United States and located within Regions 1, 2, 4 and 5 including, specifically, those locations represented by the ERYMC,

THEREFORE, LET IT BE RESOLVED that the ERYMC formally supports the New Jersey “Raise the Bar” Committee in pursuing legislation enacting additional educational requirements prior to licensure for practice as a professional engineer (P.E.) in the State of New Jersey.

**AMERICAN SOCIETY OF CIVIL ENGINEERS CENTRAL REGION YOUNGER
MEMBER COUNCIL**

RESOLUTION 2015 - 02

SECURING PROGRAMS FOR YOUNGER MEMBERS

WHEREAS, the American Society of Civil Engineers (ASCE) aims to facilitate programs and activities that benefit Younger Members; and,

WHEREAS, Younger Members request that ASCE provide professional development activities of interest to young engineers and foster interaction with Sections, Branches, Younger Member Councils, and Student Organizations; and,

WHEREAS, the Presidents and Governors Forum is mainly directed to Branch and Section leaders and not Younger Member leaders; and,

WHEREAS, the Annual Convention lacks Younger Member professional development programming; and,

WHEREAS, the Younger Member program at the Legislative Fly-In is crucial for preparing Younger Members to engage elected officials by providing vital information on government relations activities; and,

WHEREAS, the Younger Member Leadership Symposium (YMLS) provided younger member specific project management training, leadership development, as well as networking opportunities and received resounding reviews; and,

WHEREAS, hosting the YMLS during the Annual Convention is the preferred location to provide networking opportunities with engineers of all ages; and,

WHEREAS, companies are likely to subsidize travel and registration costs and approve time off for Younger Members to attend the YMLS if it was held at the Annual Convention; and,

WHEREAS, Younger Members value reimbursements for their attendance at the Multi-Region Leadership Conference; and,

WHEREAS, providing reimbursements or subsidies to delegates whenever possible encourages Younger Member attendance at all ASCE events; and,

WHEREAS, ensuring these programs exist will cultivate Younger Members to become stronger leaders in their careers and at the Branch, Section, Regional, and National levels of ASCE;

THEREFORE BE IT RESOLVED that the ASCE Board of Direction is encouraged to work with the Committee on Younger Members (CYM) to secure Younger Member programming

at these events, assist in subsidizing costs to Younger Members, and prioritizing the importance of professional development of Younger Members; and,

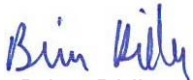
LET IT BE FURTHER RESOLVED that the ASCE Board of Direction provide sufficient support to facilitate Younger Member programming in the CYM budget.

Yes- 22

No -0

Abstain-0

Adopted this 31st day of January, 2015, Houston, TX Signed,



Brian Ridley, P.E., M.ASCE

Business Chair, 2015 Central Region Younger Member Council

Appendix B

PROTOCOLS FOR YMC AWARDS BANQUET MASTER OF CEREMONIES

The primary responsibility of the Master of Ceremonies for the Awards Banquet is to serve as the event host. Key to this role is ensuring that the program goes smoothly, runs on time and that all special guests at the event are introduced in a complimentary and professional manner.

Before the Event:

1. Be prepared. Meet with organizers well in advance of the event to confirm the planned tone and the agenda for the event in detail.
2. If possible touch base with all speakers or others who will have a role in the program and confirm their responsibilities, time allotted to them and anything they might require for the event. In preparation for introducing key speakers, contact them to find out any significant details about them or their presentation. Use this information to prepare your introduction of the speaker.
3. Determine what special guests will be in attendance and who should be acknowledged at the event. Be sure those guests know all the information they will need to feel comfortable at the event. Dress code recommendations can help:
 - a. Formal (Tux /suit and gown/cocktail dress)
 - b. Semi-formal or Business – sport coat and tie / ladies dress or dress pants or suits
 - c. Business Casual – men’s pants and a collared shirt or polo /women’s casual dress
 - d. Casual – jeans, sweaters, shorts, t-shirts, etc.

Opening Comments:

1. Welcome all present. Acknowledge and welcome special guests, officials, or others of note. Thank them for coming and tell them it is a pleasure/honor to have them there.
2. Introduce yourself, even if you think everyone should know who you are.
3. Remind the audience of why they have come – the reason for the event and what you hope to achieve or accomplish at the event.
4. Briefly outline the upcoming program.
5. If any people were of particular help to you in organizing and conducting the event, thank them publicly at this point for their assistance. If there are only a few people who assisted, you can name them individually. If many people, you can say that you have had a large group of people helping you make the event a success and you would like to thank them all for their support. You could ask them to rise to be acknowledged.
6. Introduce the speaker or awards presenter.

During the Program:

Introductions / “Handling” the Speakers / Awards presenters

1. As MC you are responsible for introducing every speaker and others who are playing a role in the program at the event.
2. Once you have completed your introduction of a speaker, lead the applause for the speaker and continue applauding until they reach the lectern/podium.
3. The MC serves as the informal “timekeeper” for the speaker
4. When the speaker/ presenter has finished the presentation lead the applause until the speaker is seated.
5. Before you proceed to the next portion of the program, it is appropriate to thank the speaker for their presentation. Show appreciation for their role in the event.

Wrapping it Up:

1. Wrap up with as much enthusiasm as you opened with. Thank the speakers again, and thank all who attended for coming to the event. It’s a good idea to include comments which summarize what you experienced or achieved during the evening and what you learned or thought were the highlights of the event.
2. Your closing comments as MC could mirror your opening comments. You could also consider commenting on whether, in your opinion, the goal of the event has been achieved.

After the Event:

An important courtesy is to send a note of thanks to all who contributed to the success of the event in a major way. In particular speakers and presenters should be thanked for their contribution. This correspondence should be sent within two weeks of the event. If you do not carry out this task, assign this to someone else who is key in the organization that sponsored the event.