

# ***Bylaws for the Survey Advisory Board Washington Department of Natural Resources***

## **I. Purpose**

The Department of Natural Resources is authorized by Chapter 58.24 RCW to be the official agency for surveys and maps. The Commissioner of Public Lands, the Department of Natural Resources, and the Survey Advisory Board are authorized to cooperate with and advise governmental agencies, and registered land surveyors and engineers for the following purposes:

- Recovering and monumenting land boundary marks.
- Maintaining suitable indexes of survey records to prevent duplication of effort.
- Collecting, preserving and providing readily available survey records.
- Facilitating and encouraging the use of the national geodetic network.
- Establishment of industry standards of accuracy and methods of procedure.
- Issuing permits for the removal of survey monuments.

## **II. Role of the Survey Advisory Board**

The role of the Survey Advisory Board is to:

- Advise the department and the Commissioner on the functions that it is authorized to perform under the provisions of RCW 58.24.030 & 58.24.040.
- Recommend changes in legislation that further enhance the goals of the department in its role as the agency for surveys and maps.
- Advise the department on policy that would improve the efficiency or output of the Public Land Survey Office.
- Make public or private contacts with user groups as agreed between the department and the Survey Advisory Board.
- Testify to the legislature or the Board of Natural Resources on issues or legislation as requested by the department or the Commissioner.

All Board actions for the Commissioner's consideration will be submitted through the DNR's Survey Manager and shall be in the form of a motion, resolution, proposed legislation, or a formal statement in writing.

## **III. Membership**

The Survey Advisory Board will consist of the five members required by statute, and at least three *ex officio* members, all of whom must be professional land surveyors, licensed in the State of Washington.

Members are appointed by the Commissioner of Public Lands from a group of candidates developed by recruitment done by the Survey Manager. A diversity of land surveying practice and location is desired. To achieve this, board members will be chosen from various geographic areas around the state, and recruited from the categories of education, government, urban surveying, rural surveying, and multi-disciplinary surveying.

- Rural surveying is defined as land surveying in predominantly rural areas or smaller communities, and in particular, frequently working with the PLSS involving BLM/GLO retracement and section subdivision projects.
- Urban surveying is considered to be land surveying that is predominately in larger metropolitan areas.
- Multi-disciplinary surveying is defined as an individual who is licensed in the state of Washington as a Professional Civil Engineer and as a Professional Land Surveyor.
- Government surveying is public service with either federal, non-DNR state, county or city agencies.
- Education is teaching land surveying in an accredited school, or with primary focus on educating future or existing land surveyors; i.e., professional delivery of seminars.

Board members are appointed for five years. Terms are renewable, but normally no member will serve more than two full terms. Terms will begin on July 1. Terms are staggered such that one vacancy will occur each year. In the event that a member must resign in mid-term, the Commissioner of Public Lands will appoint a replacement member to complete the balance of the departing member's term.

*Ex officio* members shall include the Survey Manager; the Manager of the Public Land Survey Office, who shall function as the Board administrator; and a professional association liaison, appointed by and representing the Land Surveyor's Association of Washington (LSAW), who will act as the specific liaison between the Board and the Association.

*Ex officio* members have no fixed term of service.

#### **IV. Officers**

A Board chair will be assigned at all times and will normally be the appointed member who is serving the last year of their term. The chair will hold that position for one year, beginning on July 1. In the event that the chair can no longer hold the position, the Board shall appoint a pro-tem chair to serve out the balance of the term. If the chair is temporarily absent, the acting chair is the appointed member serving the next to last year of their term.

#### **V. Procedural Rules**

Program of work: The Board will establish an annual program of work during its first meetings each year. Included in the program of work should be goals, objectives, tasks, time lines, member(s) responsibilities, and completion dates.

Meetings: The Board will meet as often as needed. Notices will be sent to members at least ten days before each meeting. Meetings will be held at a time, date and place specified by the administrator. The number of meetings will be determined by the annual program of work. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

Agenda: The Survey Manager, in coordination with the chair, will develop the agenda for each meeting and distribute said agenda with meeting notices. The program of work will be a consideration in setting the agenda for each meeting.

Voting: A quorum will consist of a simple majority of the appointed members of the board. The chair shall cast a vote as any other member, but if the result is a tie, the vote will go in the direction voted by the chair. Ex-officio members have no voting rights.

Minutes: The Board administrator will be responsible for taking, producing and distributing the minutes for each meeting.

Subcommittees: When appropriate, to address a specific agenda, the chair may create and appoint members to a subcommittee. A subcommittee may be of any size and, when meeting separately from the Board, will elect its' own chair.

Member responsibilities: Each member will attend meetings and participate in work activities by studying and responding to the issues or problems that come before the committee.

## **VI. Amendments**

Those portions of this document not set in statute may be amended or added to by a two-thirds majority vote at any regularly scheduled meeting. Prior to consideration, members shall receive notice of and a description of proposed amendments. This document, and all changes to this document, are subject to the Commissioner's approval.

First Adopted: June 8, 2007. Revised Bylaws Approved April 25, 2019.