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APPENDIX 4

GUIDELINES FOR SELECTING NOMINEES FOR FILLING VACANCIES ON THE LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD

These guidelines prescribe a method of selecting engineer nominees to be submitted by the Board of Direction of the Louisiana Engineering Society to the Governor for appointment to the Louisiana Professional Engineering and Land Surveying Board (LAPELS). Each nominee recommended for possible selection must complete the candidate questionnaire as every attempt will be made to nominate the most qualified person for membership on the Board. He/she should be an outstanding member of the profession, and one who has been active in professional affairs and service to the profession.

The Licensure Law requires that the LAPELS Board shall consist of nine professional engineers: at least two members of the Board shall be from Professional Engineers active in Private Practice of Engineering, two members from Professional Engineers in Government, two members from Professional Engineers in Industry, two members from Professional Engineers in Education, and one member from Professional Engineers in Construction.

Board members who retire from active practice shall continue to represent the division of engineering practice represented at the time of retirement (this will also be the same division of engineering practice in which the member practiced when appointed). A Board member is not required to resign his or her Board membership because of a change in the orientation of his or her career.

In selecting nominees, the following qualifications are necessary:

1. Must be a citizen of the United States and a resident of the State of Louisiana.
2. Must have been engaged in the practice or teaching of engineering as a professional engineer for at least twelve (12) years and shall have been in responsible charge of important engineering work for at least five (5) years.
3. Must be a registered professional engineer in the State of Louisiana.
4. A potential candidate for appointment who has "retired" from employment in one of the five functional areas of practice named in LA R.S. 37:683(A):
 - a. Will be eligible for nomination if that person continues to be employed or engaged in the practice of engineering. Potential candidates will certify to LES during the selection process that they meet this criterion. Failure to do so will automatically disqualify the candidate from further consideration.
 - b. May be nominated from the practice division in which he or she was active before "retirement", provided that all requirements of LA R.S. 37:684 are met for that previous employment, and provided further that the candidate continues to be active in that functional practice division of LES.

Additionally, the nominees should have an established reputation for prominence and be well respected in their area of practice. Should all other qualifications of a number of nominees be judged equal, first consideration should be given to members of the Louisiana Engineering Society. Participation in the affairs of the Society shall then be considered as further evidence of the interest of the potential nominee in professional affairs.

It is important that an attempt be made to maintain a balance of LAPELS Board members according to disciplines or practice (civil, electrical, etc.). After this, efforts should be made to maintain an equitable distribution throughout the state (considering numbers of registered engineers in the various areas), not allowing any one area to become predominant in number of members. Generally speaking, it is believed that there are many qualified registered professional engineers in all disciplines to serve on the LAPELS Board. Recognizing the demanding nature of the six year LAPELS term, it is considered important that attention be given to the age of any nominee. It is also acknowledged that the privilege of nomination by LES offered to as many new candidates as practicable.

The LES Liaison Committee shall be the committee to make the final recommendation to the LES Board of Direction. The LES Liaison Committee consists of the Executive Committee of LES. When a vacancy occurs on the LAPELS Board, or one hundred twenty (120) days prior to the expiration of the term of a member of the LAPELS Board, the Executive Director of LAPELS should notify the Society in writing and a copy of the letter of notification shall be sent to the Chairman of the Liaison Committee.

The LAPELS notification letter will list the required qualifications of the nominees for the pending vacancy necessary for that Board to be legally constituted after the appointment in accordance with LA R.S. 37:683 and 37:684.

The Liaison Committee shall determine if the replacement member shall be from private practice, industry, government, education, or construction. The Chairman of the LES Liaison Committee shall notify the Chairman of the practice division concerned and request that a minimum of seven names be submitted from the practice division for consideration by the Liaison Committee.

The Chairman of the practice division concerned shall immediately publicize the request for nominations to the membership of the practice division including the President of each Chapter to request nominations. After receipt of all applications the Liaison Committee shall appoint a screening committee of three members who will receive all candidate applications and act as a selection and screening committee for the practice division. The screening committee will obtain resumes of the proposed nominee's experience in professional work and statements of qualifications. This screening committee shall select a minimum of five candidates, but no more than seven candidates, based on the applicants' qualifications, standing in the profession as an engineer, and service to the Society and the profession. The screening committee shall forward the nomination forms and resumes of all qualified candidates to the Liaison Committee for their consideration should they choose to reconsider or substitute nominees.

Members of the screening committee shall not be eligible for nomination. Should any member of the State Practice Division Committee be among the nominees, they shall recuse themselves from the deliberations. If all members of the State Practice Division Committee are potential nominees, the Chair of the Screening Committee shall assume the Chair's duties for the nomination process.

The selection committee shall submit these names to the Liaison Committee Chairman sixty (60) days prior to the expiration of the term of the retiring member of the LAPELS Board, or as requested by the Chairman of the Liaison Committee. Should this not be done, the State Liaison Committee will proceed on its own.

The Liaison Committee shall further study the candidates' questionnaires, resumes and statements of qualifications and make its own selection from the list. The Liaison Committee may eliminate names and may add names as appropriate. The Liaison Committee will contact these nominees as to their willingness to serve if selected, keeping in mind the overall interest of the profession. It shall also confer with the practice division Chairman as appropriate.

The Liaison Committee Chairman shall submit the Committee's five nominees to the LES Board of Direction and be prepared to discuss the merits of the candidates at any meeting called for this purpose. The LES Board of Direction may reject the names and ask the Liaison Committee for additional names as necessary, but should not add names unless they have been through the above screening process.

The President of the Louisiana Engineering Society shall submit the adopted list of nominees to the Governor within sixty (60) days after receipt of notice of the death or resignation of a member of the LAPELS Board, and at least thirty (30) days prior to the expiration of the term of a member of the LAPELS Board. Nominees will be placed in alphabetical order.

The "Candidate Questionnaire" is an official part of these guidelines.

LAPELS NOMINATION EVALUATION QUESTIONNAIRE

Applicant Name: _____

Area of Practice ___ Private Practice ___ Government ___ Industry ___ Education ___ Construction

Circle Yes or No and include number of actual years

1. Responsibilities and background as an Engineer.

A. Are you currently a resident of Louisiana? Yes No

B. Are you a licensed professional engineer in the Louisiana? Yes No

If yes, how many years have you been a licensed professional engineer?

C. Are you currently employed as a professional engineer in the area of practice for which you are seeking nomination to LAPELS? Yes No

If yes, give the name of your employer: _____

D. How many years of experience do you have in your practice division as a professional engineer? _____

E. Were your first years of experience in your current practice division? Yes No

F. Do you have, or have you had direct supervision of engineers-in-training? Yes No

G. Are you currently in responsible charge of important engineering work? Yes No

H. In which area of practice (civil, electrical, etc.) are you licensed? _____

I. Highest level of engineering education? (B.S., M.S., Ph.D.) _____

J. Years involved in technical design. _____

K. Years in management of Non-Professional Engineers. _____

L. Years in management of Professional Engineers. _____

M. Have you received Technical recognition? Yes No

2. Support of Profession

A. Years as a member of Louisiana Engineering Society/National Society of Professional Engineers/Consulting Engineers Council of Louisiana? _____

B. Member of what Louisiana Engineering Society/National Society of Professional Engineers/Consulting Engineers Council of Louisiana Committees?

- C. Chairperson of what Louisiana Engineering Society/National Society of Professional Engineers/
Consulting Engineers Council of Louisiana Committees? _____
- D. Chapter offices held. _____

- E. State offices held. _____
- F. National office held. _____
- G. Professional recognition received. _____
3. Support of Practice in Technical Organizations
- A. Technical membership and years as a member. _____
- B. Member of technical organization committees. _____
- C. Chair of technical organizational committees. _____
- D. Chapter office of technical organization. _____
- E. State office technical organization. _____
- F. National office of technical organization. _____
- G. Technical activity recognition. _____
4. Support of Community
- A. Local/State/National political subdivision elected official? Yes No
Title: _____
- B. Community service/Religious organizations? Years as a member.

- C. Community service/Religious organizations member of committee (activity)? Yes No

- D. Community service/Religious organizations chairman of committee? Yes No

- E. Community service/Religious organization offices held? Yes No

- F. Community service recognition received? Yes No

5. General Information

A. Employment history, position.

B. Why do you want to serve on the LAPELS Board?

C. What do you consider the most important function of the LAPELS Board?

D. Is there anything that you would like to accomplish while serving on the LAPELS Board?

E. Are there any issues affecting engineering and/or surveying that you feel need to be addressed by the Board?

6. List the names, complete addresses and telephone numbers of three people who will serve as Professional or character references. Two of these people must be registered professional engineers.

Name	Address	Home Phone	Business Phone	Email Address
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