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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 State Board of Registration for Professional Engineers and Land Surveyors. 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 Registration Law requires that the State Board of Registration shall consist of nine professional engineers: at least two members of the State 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 criteria. 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 State 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 State Board of Registration.

Moreover, a six year term seems to be long enough time to expect any State Board member to serve his or her profession in this trying capacity. Therefore, it is considered important that consideration be given to the age of any nominee and that the privilege of nomination by LES be 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. When a vacancy occurs on the State Board of Registration, or one hundred twenty (120) days prior to the expiration of the term of a member of the State Board of Registration, the Executive Secretary of that Board 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 State Board of Registration notification 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. If related to a specific practice division of the Society, 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. The practice division Chairman shall also appoint a screening committee of three members who will receive all candidate nominations and act as a selection and screening committee for the division. This 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 seven candidates based on the nominee's qualifications, standing in the profession as an engineer, and service to the Society and the profession.

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

The State 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 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 State Board, and at least thirty (30) days prior to the expiration of the term of a member of the State Board. Nominees will be placed in alphabetical order.

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