

Chapter 2

OPERATING RULES, COMMITTEE STRUCTURE AND MEMBERSHIP

Contents

MASCD OPERATING RULES.....	1
Planning MASCD Meetings (Rule #10).....	4
A. General Meeting Policies.....	4
B. Host Area Responsibilities.....	6
C. Items to Discuss with Hotel Management.....	7
D. Program Committee.....	8
E. Registration District's Responsibilities.....	9
F. Responsibilities at Time of Meeting.....	10
Resolutions Concerning MASCD Operations (Not in Operating Rules).....	11
MASCD Committees.....	13
Awards Committee (Rule #6).....	15
Budget & Finance Committee (Rule #4).....	17
Environmental Education Endowment.....	18
Nominating Committee.....	21
Legislative and Policy Committee (Rule 19).....	22
MASCD Required Actions Checklist.....	24
MASCD Quorum and Vote Requirements.....	25
NACD Board of Directors Selection Policy.....	26

MASCD OPERATING RULES

1. The Chairperson of all resource committees and the President of the Soil Conservation Leaders Association shall be invited to attend all meetings of the Board of Directors. Other advisory or assisting groups may be invited.
2. The Treasurer shall be the treasurer for all funds received by the Association. One signature, the Treasurer or President, is required for transactions. Both signatures will be required for transactions over \$10,000 that are not part of the approved budget or an approved grant. A Federally insured bank shall be the depository for the Association's General Funds.
3. The MASCD Environmental Education Endowment Fund shall be administered by the Environmental Education Endowment Committee and managed under the operating guidelines approved by the Board of Directors (page 2.12). It is the intent of the Board that these funds shall be enhanced to provide a long-term source of funding for MASCD environmental education programs, including the Envirothon.
4. There shall be a Budget and Finance Committee. The Treasurer and the Executive Director of MASCD shall serve as advisory members. The Committee shall annually prepare a budget for adoption by the Board of Directors at each annual meeting of the Association. The budget for any one-year shall be based on the income during the previous year, July 1 through June 30. Unexpended amounts from the previous year's budget may also be considered. Refer to the section on Budget & Finance Committee, which is a part of these rules.
5. The Farm Credit Outstanding District Award shall be operated on a calendar year basis. Districts are provided with a form to complete and are judged on the basis of the scoring identified for each criteria. The judging committee for the Farm Credit Outstanding District Award shall be the Soil Conservation Leaders Association, a representative from Farm Credit, a representative of the NRCS and a representative of the State Soil Conservation Committee, (page 3.03).
6. There will be a five-member awards committee, which will be responsible for judging the Environmental Conservation Education Awards, the MASCD Service Awards and the District Attendance Award. Refer to the section on Awards Committee, (page 3.04), which is a part of these rules.
7. History of the Association was published in 1969 and in 1989. The Association adopted a policy that each President at the conclusion of their term of office would update the History.
8. Committee reports are accepted without commitment to carry out recommendations in the reports. The only actions that are binding on the Association are through the adoption of resolutions or specific actions voted on by the Board of Directors.
9. Board of Directors meetings are held during the Annual and Winter meetings and the fourth Tuesday of March and October.
10. Refer to Guidelines for Planning MASCD Meetings, which are a part of these rules for meeting policies, meeting dates and host areas.
11. The Board of Directors at each Annual Meeting shall set the dues for each membership category listed in the Bylaws under Article II, Section 2, A, B, C, and D and shall set the dues for each district as required in Article II, Section 3 of the Bylaws. These dues shall remain in effect until changed by the Board.

12. The Operating Rules may be adopted, amended or deleted by a two-thirds majority of all members of the Board of Directors present at any regular or special Board of Directors meeting provided that at least 13 votes are cast in favor of the amendment. A 30-day notice of any proposed changes to the Operating Rules is required. Amendments to the Operating Rules in the sections found on pages 2.11-2.25 that relate to dates or the names of individuals elected or appointed to the respective committees in accordance with the rules established within these Operating Rules can be updated without further Board approval.
13. Authorized uses of Association funds shall in general be the same as authorized uses of State funds. The Association's tax-exempt status also mandates that payment and disbursements are in furtherance of the purposes for which the Association was organized. The Treasurer and President are responsible for expenditure of funds within these guidelines, and within the budget passed by the Board of Directors or otherwise approved by the Board. Reimbursements for travel shall not include SCD supervisor's attendance at directors meetings, executive sessions or statewide meetings. Any bill submitted for payment that is not clearly within these guidelines shall be brought to the specific attention of the Board of Directors.
14. The Executive Director, with approval from the President, may apply for grant funds to carry out the mission of the Association and for the furtherance of the goals and objectives of the individual soil conservation districts. These grant funds may be used to hire contractual support to complete the projects. Expenditures of funds for activities outlined in the grant that have been approved by the granting authority do not require separate approval by the Board of Directors.
15. The Envirothon Coordinator, with approval from the President, may apply for grant funds to carry out the mission of the Envirothon. Expenditures of funds for activities outlined in the grant that have been approved by the granting authority do not require separate approval by the Board of Directors.
16. With prior permission from the President, individual soil conservation districts may apply for grant funds using the MASCD 501 (c) 3 non-profit tax status as long as they complete all administrative and reporting requirements within the grant. MASCD may charge an administrative fee for any activities undertaken to support soil conservation district grants.
17. The elected MASCD secretary shall mail minutes of each Board of Director's Meeting and each General Business Meeting to each District office within 45 days following the meeting. All minutes will be marked "draft" until approved at the next meeting. District offices will distribute these minutes to their supervisors. Minutes of each Executive Committee Meeting and/or action not previously approved shall be prepared and distributed to each District chairperson within 45 days.
18. The Board of Directors shall at each Annual Meeting arrange for an audit of the receipts and expenditures by the association during the previous fiscal year, July 1 to June 30. The audit may be by a committee of three supervisors or by an outside source. An audit report shall be given at the October Board of Directors meeting.
19. There shall be a Legislative and Policy Committee to make recommendations to the MASCD Board on legislative issues. Refer to the section on Legislative and Policy Committee (page 2.22) which is a part of these rules.
20. Refer to the NACD Board of Directors (page 2.28), regarding MASCD Representative.
21. Article IX of the Bylaws provides for affiliations. The Soil Conservation Leaders Association is listed in the Bylaws as affiliated with the MASCD. Other groups may be listed as affiliated or assisting by recording in these Operating Rules as provided in the Bylaws. Refer to the current status of the MASCD Auxiliary (page 4.01).

22. There shall be a Maryland Envirothon Steering Committee to organize, promote and fund the Envirothon. Refer to the section on Operation Procedures of the Maryland Envirothon Steering Committee (pages 3.26-3.29 in section 3 of the MASCD Association Manual), which is part of these rules.

Planning MASCD Meetings (Rule #10)

- A. General Meeting Policies
- B. Host Area Responsibilities
- C. Items to Discuss with Hotel Management
- D. Program Committee
- E. Registration District's Responsibilities
- F. Responsibilities at Time of Meeting

A. General Meeting Policies

1. The Annual Meeting of the Association shall be held in the summer.
2. If the Board of Directors agrees to hold a Winter Meeting of the Association, it shall be held in January to coincide with the Maryland State Legislative Session.
3. The Registration District may retain two dollars of each registration fee collected.
4. Reservations for meetings of the Association will be handled on a payment in advance basis. Refunds will be made only if the cancellation is made prior to the guarantee being given to the vendor.
5. Each Annual Meeting (and Winter Meeting, if held) of the Association shall be sponsored by the districts of one of the five geographic areas as named in the Soil Conservation Districts Law. Responsibility for meeting sponsorship shall be rotated to give each area equal responsibility. The area hosting a meeting will meet two years in advance of the meeting to select and recommend a person for the President to appoint as chairperson for the meeting. A coordinator may also be selected. Host areas for each of the meetings will rotate from Central to Southern to Upper Shore to Western to Lower Shore and back to Central as follows:

Year	Meeting	Host Area
2008	Annual	Western
2009	Winter	Lower Shore (Not held)
2009	NACD/NE-Annual	Central (Support from all Areas)
2010	Winter	Southern (Not held)
2010	Annual	Southern
2011	Annual	Upper Shore
2012	Annual	Western
2013	Annual	Lower Shore
2014	Annual	Central
2015	Annual	Southern
2016	Annual	Upper Shore
2017	Annual	Western
2018	Annual	Lower Shore
2019	Annual	Central
2020	Annual	Southern (Cancelled due to Covid)
2021	Annual	Southern
2022	NACD/NE-Annual	Upper Shore
2023	Annual	Western
2024	Annual	Lower Shore
2025	Annual	Central

2026	Annual	Southern
2027	Annual	Upper Shore
2028	Annual	Western

6. The host area shall appoint a program committee for each meeting. The committee shall, at a minimum, consist of representatives of:

- (1) The Host Area
- (2) State Soil Conservation Committee
- (3) MASCD Executive Director
- (4) The President
- (5) Maryland Soil Conservation Leaders Association

It is suggested that NRCS, MDA, and the University of Maryland Extension be invited to participate at these program committee meetings to offer suggestions and resources.

7. Up to \$1,200.00 of registration fees shall be available for hospitality room expenses. (8/22)

8. Six complimentary meal tickets will be available for the MASCD President to distribute. The only other complimentary tickets will be for guest speakers at General Sessions or meal functions. Speakers for committee presentations are to be invited by the committee chairperson with no expenses paid unless approved by the Board of Directors. The MASCD President is responsible for notifying the registration district prior to the registration deadline of the number of tickets needed.

9. The Registration District will give a complete accounting of income and expenses of the conference to the President within 45 days of the close of the conference. This will also be sent to the Treasurer with a check for the surplus funds.

10. The registration fee is set by the Board of Directors upon the recommendation of the host area. The full registration fee is \$75.00 and the one-day registration fee for agency personnel (only) is \$45.00 (3/05).

11. All persons attending the meeting are required to register. All registrants must pay the registration fee except:

- A. Spouses and children of a registrant.
- B. Life Members of the Association that are not current supervisors.
- C. District personnel that are asked to attend only for registration desk, typing room or hospitality room duty.
- D. Persons that are asked to attend to make presentations or otherwise assist with the meeting.
- E. Persons that are attending the banquet only and no other part of the meeting.

B. Host Area Responsibilities

Following the appointment of a chairperson as provided in Meeting Policy #5, the area will meet as a committee to select the location and arrange for facilities for the meeting. The MASCD President or designee will be a member of the committee. Each district in the area should be represented on the committee.

1. Select a location that has adequate facilities for all participants to be in the same hotel. Make sure there will be adequate meeting and eating facilities with reasonable prices and free or inexpensive parking. (See separate list of items to discuss with the hotel.)
2. Decide who makes arrangements with the hotel including meals. This person needs to coordinate with the Program Planning Committee.
3. Select a Registration District for registrations and mailing of notices. District retains \$2.00 of each registration fee. Announcement letter and hotel information should be sent out over the President's signature no later than sixty days prior to the meeting.
4. Select a Host District to arrange for a Hospitality Room, if it is deemed appropriate for the location. Up to \$1,200.00 of registration fees is available for expenses. (8/22)
5. The host area shall appoint a Program Committee for each meeting as provided in General Meeting Policy #6.
6. Designate a person to serve on the Program Committee. This representative will coordinate with the Program Committee any desires for a tour, coffee break sponsors, etc.
7. Tours, if desired, are to be:
 - a. Planned by Host Area and coordinated with the Program Committee.
 - b. Time Frame: Either before the convention starts, or as the ending event.
 - c. Need to drive tour to determine actual length and time.
 - d. Need to determine cost (must be self-supporting).
8. Determine responsibility for providing secretarial support services, including typists, computer and printer. Needed for MASCD typing room at MASCD meetings are: extra printer, drum/toner, paper (5) reams, stapler/staples, scotch tape, copy holder, memory sticks or CDs, pens, pencils, paper clips, highlighter, and scissors. Copy machine to be provided by MASCD.
9. Determine use of any complimentary rooms that may be available. Generally, these rooms may be used for hospitality room and typing/copy machine services. They may also be used by secretaries working in the typing room or at the registration desk.
10. Recommend a change in the registration fee, if necessary, to be set by the Board of Directors as provided in General Meeting Policy #10.

C. Items to Discuss with Hotel Management

1. Number and capacity of meeting rooms (need 1 with a capacity of 200, 2 with a minimum capacity of 100, and 5 area meetings minimum capacity of 40, 50 for SSCC and Board of Directors meetings, 150 for breakfast and lunch, 275 for banquets). Charges for meeting space (usually free). Meeting room arrangement/accessibility.
2. Sleeping Rooms
 - a. Number available (check with Executive Director for typical number of rooms used).
 - b. Room rates, charges for children, charge for extra person in room.
 - c. Local taxes on rooms and meals, State tax exemption.
 - d. Room deposit requirements.
 - e. Complimentary room policy (usually 1 per 50 rooms).
3. Food service available for non-group meals.
4. Group meal facilities:
 - a. Copies of menus with prices
 - b. Advance guarantee policy
 - c. Check variety of selections and price ranges
 - d. Ensure that milk is available upon request
5. Charges for coffee breaks
6. Policy on use of a room as a hospitality room with food and drinks brought in.
7. Arrangements for typing room.
8. Availability of, and charges for:
 - a. Audiovisual equipment, loud speaker, etc.
 - b. Flowers, favors, etc.
9. A draft program should be sent to the hotel in advance of the meeting to assure that all meeting facilities are provided at the correct times.

D. Program Committee

(Membership: See Meeting Policy #6)

1. First meeting at least one year prior to the convention.
2. Develop a theme for the convention.
3. Select topics and speakers to compliment the theme.
Topics need to relate to current issues of concern to districts.
Speakers are to be invited by the President.
Complimentary meal tickets are given by the President only, Policy #8.
4. Usually have a speaker at one meal function and/or the banquet. MASCD policy has been to not pay for any speakers.
5. Determine number of events to be coordinated into program.
 - a. Agency meetings (NRCS, DM, Extension, SSCC).
 - b. Resource committee meetings.
 - c. Area meetings.
 - d. Maryland Soil Conservation Leaders Association.
6. Allow sufficient time for Full Membership Meeting, including committee reports, resolutions, etc. Area Meeting reports in the General Business meeting should be limited to applicable resolutions rather than the full meeting minutes.
7. Meal selections should be varied. Need to keep costs reasonable.
8. Welcomes, invocations, color guards, coffee break sponsors, etc. are the responsibility of the Host area through the area representative.
9. Arrange the selected events in the proper order. Special attention that concurrent events do not conflict. Fit events to the meeting space available, clear with hotel.
10. Tours, if desired, are to be planned by the Host Area and coordinated with the Program Committee for timing, etc. through the Host Area representative on the committee.
11. A draft program should be mailed with the hotel information.
12. A draft program should be sent to the hotel in advance of the meeting to assure that meeting facilities are provided at the correct times.
13. Resource Committees' Programs
 - a. The chairperson, with NRCS and Extension Advisors, will prepare committee agendas, and arrange for speakers for their committee.
 - b. Speakers at committee meetings will not receive any honorarium or expense reimbursements unless approved by the Board of Directors.
14. The Program Committee will arrange with the Chairperson of the Awards Committee for award presentations during the annual meeting.

E. Registration District's Responsibilities

1. One host District (Registration District) will handle all advance registrations and be in charge of the registration desk at the convention.
2. The Executive Director will work with the registration district regarding the Presidents letter, meal form, agenda, banquet program, mailing labels, etc. to reduce development time for materials used at each event. MASCD will mail the registration and hotel information to each SCD office for distribution to supervisors, district staff and University of Maryland Extension, life members, SSCC members who are not supervisors, State MDA and NRCS Offices, and NACD-NE Area.
3. Collect all registration and meal fees.
4. Notify hotel of guaranteed number for each meal as arranged. This may be done through the convention coordinator or other person designated to work with the hotel.
5. Refund any registrations requested prior to the guarantee being given.
6. Pay up to \$1,200.00 for operation of the hospitality room.
7. Retain \$2.00 of each registration fee as partial payment for record keeping.
8. At registration desk, provide each registrant with a copy of their registration forms, name badge with district or agency name, and appropriate tickets in an envelope. Have them check tickets before leaving registration desk. Tickets should be numbered, appropriately sized (at least 2 1/2 x 3") and printed on card stock.
9. Hand out programs and any other materials. No refunds can be given at this time.
10. Review all accounts, meals, meeting space, etc., with hotel before leaving. May be done with convention coordinator or other person designated to work with the hotel. If no discrepancies, pay bill or have hotel send bill for payment according to arrangements.
11. Give a complete accounting of income and expenses of the conference to the President within 45 days of the close of the conference. This will also be sent to the treasurer with a check for the surplus funds.
12. Report at next Board of Director's meeting.

F. Responsibilities at Time of Meeting

1. Assign at least two people to collect meal tickets at each meal unless the hotel prefers a different system.
2. Review program and meeting room setup requirements with hotel staff before the convention starts. Executive Director has diagrams for each meeting.
3. Become familiar with meeting facilities.
 - a. Location of rooms.
 - b. Light and sound controls for each room.
 - c. Loud speaker facilities in all rooms where needed.
 - d. Have hotel assign one person to call for assistance.
4. Check each meeting room for proper setup at least one hour in advance of each meeting and check that sound systems are working.
5. Assign a person to meet VIPs at an appropriate place. President may wish to do this. Review program with them. Introduce them to some of the MASCD officers.
6. Meeting coordinator, or other person that made arrangements with the hotel, should meet with the hotel and registrations district to check and pay bills.
7. Compile accurate record of attendance for each event and note areas to be avoided for future conventions. Send to the President.
8. Prepare "Thank You" letters in a timely fashion for speakers, ministers, helpers, etc., and send to President for his signature where appropriate.

Resolutions Concerning MASCD Operations (Not in Operating Rules)

1. Long Range Strategic Action Committee

MASCD recognizes the work done by the Long Range Strategic Planning Committee (LRSPC) and adopts their two recommendations: (1) Established a committee to study existing MASCD programs and committees to see if they are providing the necessary forum and services, and (2) Establish a long-term strategic action committee to proceed with the action items identified by the LRSPC. (July 93)

2. Press Releases

MASCD requests that the secretary of each standing committee work with the NRCS Public Affairs Specialist to provide timely information for press releases about MASCD meetings and issues. Press releases shall be sent to District Managers so they can distribute them to their local press.

3. District Employment Practices

MASCD shall appoint a study committee to make an in depth review of district employment practices and prepare recommendations as appropriate to provide guidance and assistance for local district boards.

4. MASCD President is recognized as Voice of the Districts

MASCD recommends that the President of MASCD be recognized as the voice of the several soil conservation districts in the Maryland Conservation Partnership in certain circumstances. The MASCD will develop an internal advisory mechanism to provide timely input to the President to enable accurate representation of the position of the several soil conservation districts relative to any issue requiring a consensus of the Conservation Partners and commitment on the part of the several soil conservation districts.

5. Funding Committee for State and National Envirothons (January 1996)

- a. A Long Term Funding Committee for the state and national Envirothons was established at the 1995 Annual Meeting.
- b. The committee will assemble and distribute packets to SCDs for the purpose of promoting localized efforts to obtain long term funding through corporate/business sponsorships.
- c. To clearly identify to prospective sponsors how funds are handled and to provide tax-deductible status, MASCD will serve as treasurer using their 501(c)(3) status for handling of state and national Envirothon funds.
- d. MASCD will provide funding for state and national Envirothons to the greatest extent possible.

6. MASCD supports a State Partnership Marketing Plan in conjunction with NACD's Northeast Marketing Plan. (1-99)

7. MASCD will develop a strategy to insure that the long range viability of the MASCD Education position be strengthened and maintained. (Jan 04)

8. The MASCD Board of Directors formally denounces racism, sexism and discrimination in any form. It is essential to our shared mission of voluntary, locally-led conservation to engage all communities. (Aug 22).

MASCD is fully committed in its efforts to promote diversity, equity and inclusion (DEI) and

recognizes that soil conservation districts are stronger, more resilient and more effective when we include the full diversity of voices. (Aug 22).

MASCD shall strive to increase participation within its membership. We will work to recruit and develop new supervisors and increase involvement through committees, activities, local appointments, and leadership positions. (Aug 22).

MASCD commits to gain greater awareness and understanding of issues important to diverse communities and to encourage even greater transparency and open dialogue in conservation district programs. (Aug 22).

MASCD Committees

A list of MASCD Committees with the section and page number where information on the committee can be found. Rules are on pages 2.01 to 2.03. Bylaws 1.03 to 1.05.

CURRENT MASCD COMMITTEE MEMBERSHIPS

Board of Directors (Page 1.01, Article IV)
23 District Chairs

Awards Committee (Page 3.04) Rule #6
(5-year term)

Leaders Association (Page 4.00)
Bruce Yerkes, President
The Leaders Association is responsible for the
MAFC Outstanding District Award.

Budget and Finance (Page 2.01) Rule #4

Audit (Page 2.02) Rule #16

Resource Committees (Page 2.02) Rule #19

1. Administrative

David Hudson, Chair

District Operations
Environmental Policy

2. Technical

Vacant, Chair

Urban, Community and Coastal
Natural Resource Conservation
Information/Education

Nominations (Page 1.05, Article V)
2014 - 2016 Page 2.20

Life Members (Page 3.21)

Policy Development (Page 2.02) Rule #18
Executive Committee
Resource Committee Chairpersons
Partnership Agency Reps.

Executive Committee (Page 1.06, Article VII)
Officers and Past President
President, John Swaine, III
V. President, Van Funk
Treasurer, Mike McGinnis
Secretary, Shawn Smith
Past President, Bruce Yerkes

Maryland Envirothon Steering Committee
(Page 3.30 - 3.31)

Legislative and Policy (Page 2.22) Rule #21

Committees and the Areas which will have a new member each year.

There are three, five-member committees with five-year staggered terms. Members are elected by the area they represent.

Term Expires	Awards (page 2.15)	Legislative & Policy (page 2.22)	Budget & Finance (page 2.17)
2026	Central Eric Hadaway (Balt. Co.)	Southern Vacant	Upper Shore Andrew McLean (Queen Anne's)
2027	Southern Darrell Goode (St. Mary's)	Upper Shore Lewis McDonald (Kent)	Western Stephen Young (Allegany)
2028	Upper Shore Charlier Miller (Kent)	Western Greg Dell (Carroll)	Lower Shore Vacant
2029	Western J. Scott Shank (Wash. Co.)	Lower Shore Bob Fitzgerald (Somerset)	Central Robert Butz (Montgomery)
2030	Lower Shore John Burtman (Dorchester)	Central Robert Butz (Montgomery)	Southern Andrew Colevas (Prince George's)

Awards Committee (Rule #6)

A five-member Awards Committee was established in 1989 to judge the Environmental Conservation Education Awards, MASCD Service Awards, and District Attendance Award.

The committee will include one supervisor from each of the five areas as named in SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the Area Meeting during the Annual Meeting. Each area will report the names of the committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. The committee shall arrange with the Annual Meeting Program Committee for presentation of the awards. The committee shall notify the appropriate districts about any award to be presented to a person, such as a teacher or an employee, who would not ordinarily be attending the meeting. Such notice shall give time for the district to arrange for the person to attend. Committee members are/were as follows:

AREA	TERM	SUPERVISOR	DISTRICT
Lower Shore	1989-1990	(Steele Phillips)	Dorchester
Central	1989-1991	(Lee McFarlane)	Howard
Southern	1989-1992	(Virginia Wiltbank)	Prince George's
Upper Shore	1989-1993	(Walter Harris)	Kent
Western	1989-1994	(Parker Smith)	Carroll
Lower Shore	1990-1995	(Steele Phillips)	Dorchester
Central	1991-1996	(Floyd Allred)	Cecil
Southern	1992-1997	(Clifton Wayson)	Anne Arundel
Upper Shore	1993-1998	(Walter Harris)	Kent
Western	1994-1999	(Parker Smith)	Carroll
Lower Shore	1995-2000	(William Giese, Jr.)	Dorchester
Central	1996-2001	(Floyd Allred)	Cecil
Southern	1997-2000	(Clifton Wayson)	Anne Arundel
Southern	2000-2000	(James Beavan)	St. Mary's
Southern	2000-2002	(Stanley J. Boothe)	St. Mary's
Upper Shore	1998-2003	(Robert Wilson)	Queen Anne's
Western	1999-2004	(Stuart Leister) (Betty Meyers)	Carroll
Lower Shore	2000-2005	(William Giese, Jr.)	Dorchester
Central	2001-2006	(Floyd Allred)	Cecil
Southern	2002-2007	(Stanley J. Boothe)	St. Mary's
Upper Shore	2003-2008	(Dave Harris)	Caroline
Western	2004-2009	(Betty Meyers)	Washington Co.
Lower Shore	2005-2010	(William Giese, Jr.) Dick Wright (Dorchester)	Wic
Central	2006-2011	(William Ewing)	Cecil
Southern	2007-2012	(Stanley J. Boothe)	St. Mary's
Upper Shore	2008-2013	(Dave Harris)	Caroline
Western	2009-2014	(Betty Meyers)	Washington Co.
Lower Shore	2010-2015	(Dick Wright) (William Giese, Jr.)	Dorchester
Central	2011-2016	(R. Van Funk)	Cecil

Southern	2012-2017	(Jeff Bossart)	Charles
Upper Shore	2013-2018	(Charlie Miller)	Kent
Western	2014-2019	(Betty Meyers) (J. Scott Shank, III	Washington Co.
Lower Shore	2015-2020	William Giese, Jr.	Dorchester
Central	2016-2021	R. Van Funk	Cecil
Southern	2017-2022	Jeff Bossart	Charles
Upper Shore	2018-2023	Charlie Miller	Kent
Western	2019-2024	J. Scott Shank, III	Washington Co.
Lower Shore	2020-2025		
Central	2021-2026	Eric Hadaway	Baltimore Co.
Southern	2022-2027	Darrell Goode	St. Marys
Upper Shore	2023-2028	Charles Miller	Kent
Western	2024-2029	J. Scott Shank	Washington Co.
Lower Shore	2025-2030	John Burtman	Dorchester

Budget & Finance Committee (Rule #4)

There will be a five-member Budget & Finance Committee to provide guidance for MASCD to make sound investments for our Endowment Fund and ensure the long-term financial health of the organization.

The Budget & Finance Committee meets twice per year (in addition to any meetings that the Committee deems necessary for its function). The first meeting takes place prior to the March Board Meeting to meet with the financial advisor, review MASCD's investments and develop recommendations for the full board to consider. The Committee also convenes prior to the Annual Meeting to preview and provide feedback on the draft budget.

Roles and Responsibilities:

- Reviews draft budget prior to Annual Meeting and make recommendations
- Meets with financial advisor once per year to review Endowment Investment and make recommendations to the MASCD Board
- Makes long-term budget recommendations for the long term financial health of the organization

The Committee will include the President and Executive Director and one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual Meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	SUPERVISOR
Upper Shore	2026	Andrew McLean (Queen Anne's)
Western	2026-2027	Stephen Young (Allegany)
Lower Shore	2026-2028	Vacant
Central	2026-2029	Robert Butz (Montgomery)
Southern	2026-2030	Andrew Colevas (Prince George's)

Environmental Education Endowment

In 2004, MASCD established an MASCD Environmental Education Endowment Fund to further their efforts to expand the Envirothon program and other environmental education programs. MASCD voted 10/28/03 to build upon the existing \$18,454.90 grant funds and use that reserve to establish the Endowment. The Envirothon Committee voted to provide \$62,000.00 to the Endowment from funds that remained from the 2003 National Canon Envirothon as these funds were raised by Maryland's 24 soil conservation districts in support of the national event.

A committee was established of individuals who have an interest in environmental education, fund raising and money management. They held their first meeting during the MASCD winter meeting in 2005. As a result of the meeting, several investment brokers were invited to the March 2005 MASCD Board of Directors meeting to discuss how they would work to expand the Endowment fund from its current \$80,000 plus to a goal of \$1 million in ten years. Following this meeting, the Endowment Committee met and selected Daniel Norris from Chesapeake Financial Group to manage the investment as he offered to work with the districts to use estate planning to help build the Endowment. It was decided to invest \$80,000 from the Endowment fund with Chesapeake Financial Group and maintain approximately \$3,000 in the checking account. Additional deposits are to be made into the investment accounts whenever the fund accumulates \$2,500 above the \$3,000 balance in the checking account. Any interest from the investments will be set up to be rolled right into the investment account.

On 6/8/05, \$80,000 was invested in several American Funds as the first investment. The group decided that Chesapeake Financial Group would be hired on a probationary term of two years at which time the firm will be reevaluated. However, if the committee feels at any time during those two years that the manager is not performing adequately, they may choose to switch companies.

Under the guidelines, no funds will be spent for the first three years but the Endowment Committee will continue to build the Endowment Fund.

At the July 2011 Board meeting, it was suggested that the Endowment Committee be expanded to include one representative from each of the five regions.

Environmental Educational Endowment- Operational Guidelines

MISSION STATEMENT:

Provide a long-term source of funds for MASCD to provide a balanced approach to environmental educational opportunities through activities such as Envirothon, grants, scholarships and other educational activities.

BUDGET AND FINANCE COMMITTEE RESPONSIBILITIES:

The Budget and Finance Committee shall consist of 6 members from MASCD including one representative from each area and the treasurer of MASCD, who have interest, knowledge and the ability to build the endowment and monitor its management. The Executive Director and the Envirothon Coordinator shall serve as non-voting ex-officio members.

The Budget and Finance Committee shall make recommendations each Annual MASCD Meeting regarding the distribution of funds for the upcoming year, including the funding available, application deadlines, and the award dates.

The Budget and Finance Committee shall recommend an investment manager to MASCD for investment of

funds. No fees shall be paid directly from the endowment for investment management services.

The Budget and Finance Committee shall review the performance of the investment manager and make appropriate recommendations to MASCD on an annual basis at the MASCD Annual Meeting.

INVESTMENT GOALS AND GUIDELINES:

MASCD will take a moderately conservative approach to the investment of endowment funds:

- Limit exposure to stocks to no greater than 40% of endowment funds.
- Declines of 5% to 10% can be tolerated in any given year and as often as three out of ten years.
- Investments will return a steady rate of return with low risk.
- During the first three years of the program no funds will be dispersed.
- After three years, five percent (5%) of endowment funds shall remain liquid.
- Investment performance shall be computed net of any management fees.
- Return Objective is 5% in excess of inflation as measured by the consumer price index over a five-year time horizon.
- The goal is to generate at least one million dollars in ten years.

AMENDMENT OF OPERATIONAL GUIDELINES:

The Operational Guidelines may be amended by a two-thirds majority of the MASCD Board of Directors at any regular or special Board of Directors meeting provided that at least 13 votes are cast in favor of the amendment. Board members will be notified of any proposed changes in writing at least 30 days prior to the Board meeting.

It is expected that as the endowment grows, matures and changes, these guidelines will change to meet the need.

FUND DISTRIBUTION:

Requests for funds may be submitted through a soil conservation district or a committee of MASCD annually in a format established by the Endowment Committee. The Endowment Committee shall establish reporting requirements which consider the value and complexity of the program for which the funds are used.

Applicants for endowment funds will be notified of any fund awards within 60 days of the application deadline.

Fund distribution shall be based on the return for each year balanced against the investment guidelines and requests for funds.

MASCD Endowment Committee Members

	Supervisor	Staff
Southern Maryland	Gary Palmer	Bruce Young
Central Maryland	Bruce Yerkes	John Zawitoski
Western Maryland	(Bobby Rakestraw) Vacant	Dee Price
Lower Shore	(Dale Brown) Vacant	(Joe Layton) Vacant
Upper Shore	Robert Wilson	Vacant
Treasurer	Mike McGinnis	
Executive Director	Jen Nelson	
Envirothon Coordinator	Diana Burch	

Nominating Committee

The By-Laws, Article V, Section 2, provide for the election of a five member Nominating Committee to investigate a willingness to serve and make nominations for the five officers of the Association. The Committee is elected during the annual meeting in the year prior to the year in which an election of officers is held. (Nominating Committee in even numbered years, elections in odd) Each of the five geographic areas nominates one supervisor. Members serve two years. Those that have served since 1986 are:

Term	Western	Central	Southern	Upper Shore	Lower Shore
1986-88	Dan Poole	William Brendel	James Beaven	Gary Schoonover	Edward Holloway
1988-90	Dan Poole	Alfred Miller	Walter Bender	William Greenage	Edward Holloway
1990-92	Dan Poole	Carl Stephens	Arnold Parreco	Herman Hill	Dick Wright
1992-94	Donald Spickler	Carl Stephens	Norman Berg	Herman Hill	Dick Wright
1994-96	Dan Poole	Paul Raech	Kenneth Carr	George Godfrey	Dick Wright
1996-98	John Herbst	Paul Raech	Kenneth Carr	William Beaven	Dick Wright
1998-2000	John Shank	Paul Raech	Kenneth Carr	George Kendall	Dick Wright
2000-2002	John Herbst	Lee McDaniel	Carl Walter	John Bergen	Dick Wright
2002-2004	John Herbst	Frank Richardson	Carl Walter	John Bergen	Dick Wright
2004-2006	Jesse Burrall	Frank Richardson	Carl Walter	John Bergen	Dick Wright
2006-2008	Jesse Burrall	Frank Richardson	Carl Walter	Bob Wilson	Dick Wright
2008-2010	Gregory Dell	Frank Richardson	Charles Rice	Bob Wilson	Robert Fitzgerald
2010-2012	Gregory Dell	Frank Richardson	Charles Rice	Bob Wilson	Robert Fitzgerald
2012-2014	Gregory Dell	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2014-2016	Gregory Dell	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2016-2018	Gregory Dell	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2017-2019	Gregory Dell	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2018-2020	Gregory Dell	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2019-2021	Chris Weaver	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2021-2022	Chris Weaver	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2022-2023	Chris Weaver	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2023-2024	Chris Weaver	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald
2024-2025	Chris Weaver	Frank Richardson	Bobby Cooper	Bob Wilson	Robert Fitzgerald

Legislative and Policy Committee (Rule #19)

There will be a five member Legislative Committee to make recommendations to the MASCD Board on legislative and policy issues. This will include developing materials and messages to present to the legislature, recommending policy positions on certain issues, and enhancing MASCD programs to improve relationships with state and federal legislators. The Committee will also make recommendations on resolutions for inclusion in MASCD's Policy Book for long-term policy issues. The Committee will include the President and Executive Director and one supervisor from each of the five areas as named in the SCD Law. Terms will be for five years and will be staggered so there is one new member each year. Committee members will be elected by the area they represent in the area meeting during the Annual Meeting. Each area will report the names of the Committee members they elect during the full membership meeting (General Session) where this information will be recorded in the full membership meeting minutes. Any vacancy may be appointed by the President until the next area meeting. The President will appoint the chair and may appoint advisors. Committee members are/were as follows:

AREA	TERM	SUPERVISOR
Central	1998-1999	(Lee McDaniel)
Southern	1998-2000	(Oscar Grimes)
Upper Shore	1998-2001	(Bill Mason)
Western	1998-2002	(Dave Thomas)
Lower Shore	1998-2003	(Bob Fitzgerald)
Central	1999-2004	(Lee McDaniel)
Southern	2000-2005	(Oscar Grimes)
Upper Shore	2001-2006	(Bill Mason)
Western	2002-2007	(Joe Brown, III) (Frank Gladhill)
Lower Shore	2003-2008	(Vacant)
Central	2004-2009	(Lee McDaniel) (George Lechluder)
Southern	2005-2010	(Oscar Grimes)
Upper Shore	2006-2011	(Bill Mason)
Western	2007-2012	(Frank Gladhill)
Lower Shore	2008-2013	(Bob Fitzgerald)
Central	2009-2014	(Steve Smith)
Southern	2010-2015	(Jeff Bossart)
Upper Shore	2011-2016	(Bill Mason) (Lewis McDonald)
Western	2012-2017	(Gareth Harshman)
Lower Shore	2013-2018	(Bob Fitzgerald)
Central	2014-2019	(Steve Smith)
Southern	2015-2020	(Jeff Bossart)
Upper Shore	2016-2021	(Lewis McDonald)
Western	2017-2022	(Gareth Harshman) (John Orłowski)
Lower Shore	2018-2023	Bob Fitzgerald
Central	2019-2024	Robert Butz
Southern	2020-2025	Wes Tomlinson
Upper Shore	2021-2026	Lewis McDonald
Western	2022-2027	John Orłowski
Lower Shore	2023-2028	Bob Fitzgerald
Central	2024-2029	Robert Butz

Resolution Guidelines

1. Review all resolutions adopted by the Association that are in the current Policy Book and recommend additions, corrections, or deletions. Wording may need to be changed to show continuing support of an objective that has been accomplished.
2. Review, as time permits, prior to adoption, any resolution proposed by the districts or committees.
3. Forward to the appropriate committee all resolutions that the committee feels need further study or any resolution brought to the committee's attention which the committee feels should be considered.
4. Act as a liaison between the committees or other organizations, and the MASCD where joint action on a resolution is desired.
5. Review all NACD policies and recommend appropriate action to MASCD.
6. Review and place in final form, all resolutions passed by MASCD.
7. New resolutions concerning MASCD policy or operating procedures will be placed in the Policy Book or Operating Rules as appropriate. The Policy Book should not include resolutions that concern the internal operations of the MASCD.
8. Resolutions with action that has been accomplished or are no longer applicable will be referred to the Board of Directors for deletion from the Policy Book.
9. Minor word changes to update resolutions will be referred to the Board of Directors for their approval.
10. Resolutions that need major revisions or on which no action has been taken will be referred to the Board of Directors for further action.

Writing MASCD Resolutions

1. Supervisors or Districts considering writing a resolution should first check the current MASCD Policy Book for possible related policy. If there is a related policy, then the resolution should reference that policy. (January '95)
2. Resolutions prepared prior to a meeting are to be given to the Resolution Committee chairperson at the beginning of the meeting.
3. Resolutions prepared during a meeting are to be delivered to the Resolutions Committee chairperson immediately after the committee meeting at which they are passed.
4. Resolution format should be simple. First state the facts that support the resolution and then state the action desired. Do not use words such as "whereas" and "therefore".
5. Specify who the resolution is directed to.

MASCD Required Actions Checklist

1. Officers serve two years. The full membership elects the officers in odd numbered years, 1999, 2001, 2003 etc.
2. A five member Nominating Committee is elected by the full membership in even numbered years, 1998, 2000, 2002 etc. Each area must nominate one member.
 - a. Remind each area to discuss this in their area meeting.
 - b. The Nominating Committee elects its own chairperson.
The President appoints a temporary chairperson.
 - c. The Nominating Committee reports at the March Directors Meeting in odd numbered years, prior to the election of officers.
3. Rule #16 provides for an Audit report at the October Directors Meeting for the July 1 to June 30 fiscal year. The Board of Directors at the Annual meeting shall arrange for the audit. (See page 2.02)
4. There are five, 5 member Committees with 5 year staggered terms. Members are elected by the area they represent.
 - a. Remind each area to elect a supervisor to fill expired terms. (Refer to the chart on page 2.25 for the positions to be filled.)
 - b. Remind each area to report in the general business meeting the persons elected so that it is recorded in the minutes.
 - c. The President appoints the chairpersons.
 - d. The President may appoint advisors.
 - e. The President may appoint supervisors to fill vacancies until the next area meeting.
5. Rule #10 and the General Meeting Policies provide that the area hosting a meeting will meet two years in advance of the meeting to select and recommend a person for the President to appoint as Chairperson.
6. District dues are set by the Directors at each Annual Meeting.
7. Affiliate Membership dues are set by the Directors at each Annual Meeting.
8. Contributing Membership dues are set by the Directors at each Annual Meeting.
9. Following the Annual Meeting the President shall appoint:
 - a. Chairpersons for the Resource committees.
 - b. Recorders for the Resource committees.
 - c. Advisors for the Resource committees.
10. IRS Report is due November 15.
11. State Dept. Of Assessments and Taxation Report is due April 15.
12. Rule #4 provides for the President to appoint a Budget and Finance Committee. The President appoints the chairperson. The Treasurer and Executive Director are advisory members.
13. The Bylaws provide that following the biannual election of officers (odd numbered years) the Board of Directors shall designate two MASCD members to serve as the member and alternate to the NACD Board of Directors for two-year terms.

MASCD Quorum and Vote Requirements

	Board of Directors 1 vote per district	Membership Meeting 115 supervisors
Quorum	Majority of Districts (13)	1/3 of members (39)
To approve general business	Majority of Districts present	Majority of members present
To amend the rules	2/3 majority of districts present but at least (13) 30 days notice required	No action required
To amend the bylaws	Initial approval by 2/3 majority districts present. 30 days notice prior to membership meeting	2/3 majority of members present but at least 30

NACD Board of Directors Selection Policy

MASCD is entitled to select one member to serve on the NACD Board of Directors and one alternate member. The Board of Directors of MASCD shall select the individuals to serve as the member and the alternate. When possible the Board will select the immediate past president to serve as the Board member and the current president to serve as the alternate. The selection shall take place every other year during the Annual meeting, in odd numbered years, at the final Board of Directors meeting to correspond with the election of officers. The term of the Board member and the alternate shall be for a two-year period effective from the end of the Annual meeting. Should the immediate past president no longer be a district supervisor then the Board of Directors shall be free to select any district supervisor to serve in this capacity, including the president or a vice-president. In the case of a vacancy or the inability of an individual to attend a regular NACD meeting, the MASCD president may select an interim NACD Board of Directors member or alternate to attend any meetings prior to the Annual meeting. At the following MASCD meeting, the MASCD Board of Directors shall make any necessary permanent replacements to fill any unexpired terms.

MASCD shall pay the travel expenses for the NACD Board of Directors member and the alternate member to attend the NACD Annual meeting and the NACD NE Regional meeting. Travel to any additional meetings may be funded with Board approval. NACD will only reimburse individuals for travel expenses associated with national committee assignments.

The NACD Board of Directors is the policy-making body for the NACD. The MASCD representative to the NACD Board of Directors shall be responsible for voting at the NACD Annual meeting, NACD NE Regional meeting and any additional meetings held throughout the year. If MASCD policy exists on any subject matter under discussion, then the voting delegate shall represent MASCD policy. When no MASCD policy exists, the voting delegate shall consider the broad spectrum of districts and interests in the state when making a decision on how to vote on any national or regional policy.

The NACD alternate member may attend meetings of the NACD Board of Directors and participate as members of NACD Board of Directors policy committees. Alternate members may vote on resolutions assigned to the Board of Directors policy committees, but may not vote on questions before the NACD Board of Directors, except that alternative members may vote as substitutes for the member of the NACD Board of Directors in the absence of the Board member.