



## **I. Purpose**

The purpose of the Region 7 Forum is to advance the aims, purposes and goals of the International Right of Way Association by assisting the Regional Chair and Vice-Chair in the administration of the affairs of the Region and by serving as a communication link between Chapter, Region and International operations.

## **II. Membership**

The Membership in Region 7 shall automatically be:

- A. Region 7 Chair, Region 7 Vice-Chair and Region 7 Secretary
- B. Presidents and International Directors of Region 7 Chapters.

### Chapters of the Region shall be:

- Beaver State Chapter 3, Portland, Oregon
  - Puget Sound Chapter 4, Seattle Washington
  - Inland Empire Chapter 19, Spokane, Washington
  - Big Sky Chapter 45, Montana
  - Sourdough Chapter 49, Anchorage, Alaska
  - Snake River Chapter 64, Idaho
  - Cascade Chapter 68, Wenatchee, Washington
  - Arctic Trails Chapter 71, Fairbanks, Alaska
- C. All persons whose principal membership is in a Region 7 Chapter and who are currently members of one of the following:
    - 1. An International Committee
    - 2. The International Executive Committee
    - 3. The International Advisory Committee
    - 4. Anyone appointed by the International President or Executive Committee to act on their behalf.
  - D. All past Region 7 Chairs, providing they are still a member in the Association.

## **III. Region Officers**

**Region Chair.** The Region 7 Chair shall be the Presiding Officer and a Member of the International Board of Directors. The Chair shall be the Executive Officer to the Forum and shall designate the business address for the administration of Forum affairs. The Chair shall include and encourage agenda items from each Chapter President and Regional Committee Representative. The Chair shall be responsible for the distribution and notification of Forum issues to all members at least thirty (30) days prior to the meeting. The Chair shall act as the liaison between the International Executive Committee and Regional Chapter Officers and Members and shall be responsible to and perform such other duties as may be assigned to them by the International President, International President Elect, International Vice President, the International Executive Committee or the Board of Directors. Other duties shall be as provided for in the Corporate Guide, International By-Laws and Leadership Manual of the Association.

**Region Vice-Chair.** The Vice-Chair shall act in the absence of the Chair and be a Member of the International Board of Directors. The Vice-Chair shall be responsible for the administrative duties of the Forum; the Vice-Chair shall act on behalf of the Chair on the coordination of the Forum planning. The Vice-Chair shall prepare a Regional Education Schedule based upon the input from the Chapters and Chapter Education Chairs. The Vice-Chair shall act as Regional Newsletter Editor, the name of the Region 7 Newsletter being *Resolutions*. The Vice-Chair shall be responsible for the fiscal affairs of the Region and provide a financial report at each Forum. Other duties shall be as provided for in the Corporate Guide, International By-Laws and Leadership Manual of the Association.

**Region Secretary.** The Secretary shall assist the Chair and Vice-Chair in carrying out the duties of their offices. The Secretary shall have voice and vote at all Region meetings. The Secretary shall prepare and distribute Minutes of Meetings and any special reports or agenda items. Other duties shall be as provided for in the Corporate Guide or at the direction of the Region Chair.

#### **IV. Term of Office**

**Region Chair and Vice Chair.** The term of office of the Region Chair and Vice Chair and members of the Region 7 Forum shall be concurrent with their respective offices as provided in the Corporate Guide. The Region Chair and Vice-Chair nominations will be at each Spring Forum with the affirmations and Installation at the following Annual Education Seminar.

It shall be the Region 7 policy that the Region Chair and Vice-Chair terms be two (2) years in length providing the incumbents are performing adequately. Other Elections and Installations shall take place in accordance with the International Corporate By-Laws.

**Region Secretary.** The term of office of the Secretary shall be for one year and shall be reaffirmed at each Spring Forum. The Secretary can stand for reelection with no limit to the number of consecutive terms. The nominations for Secretary will be at each Spring Forum with the affirmations and Installation at the next Region meeting.

## **V. Meetings**

The Forum shall meet at least twice each year, once in the Spring and once in the Fall. It shall be the policy of this Region that the Spring Forum be at least 9 weeks in advance of the International Education Seminar, this policy shall not be binding in regard to actions of the Forum. This is in addition to the Meetings held at the International Education Seminar. Except for the Seminar meetings, notice of the time and place of all meetings shall be given at least thirty (30) days in advance. The Region 7 Forum shall plan on the Chapter sponsorship of Forums' not less than two (2) years in advance. An interested Chapter(s) will make itself known at a Regional Forum and the designated Chapter will be elected by a majority vote of the quorum.

## **VI. Voting**

In respect to any matters calling for a vote of the Regional Forum, each Chapter present shall be entitled to two votes regardless of the number of Chapter members attending such meeting. The Chapter President, or their written designee, shall carry one of the votes. Each Chapter may caucus to determine their vote. Regional representatives to an International Committee and past members of the International Executive Committee who are members in good standing of Region 7 and are present at the Forum are entitled to one vote each. Other members present shall have voice but no vote. The Region Vice-Chair shall be entitled to one vote. The Region Chair shall vote to break a tie. A majority of one vote is required for passage of any measure before the Region, unless otherwise determined on a particular measure in advance by those present.

If a Chapter does not have a member present as specified above it does not have a vote and is not entitled to vote by proxy. The Chapter may submit written testimony which shall be read by the Region Vice-Chair.

## **VII. Quorum**

A majority of eligible voting members of the Region present at a meeting shall constitute a quorum.

## **VIII. Function**

The functions of the Region 7 Forum shall include but not be limited to the following:

- A. Promotion and sponsoring of Education Seminars
- B. Assisting the Regional Chair, Vice-Chair, and Regional International Committee Representatives by communication of ideas, attitudes, information and data from the Chapters; this will be accomplished by:
  1. providing a written report as attached covering the last 6 months of Chapter business and a plan for future activities

2. providing a written schedule of future planned educational offerings
3. providing a report of education courses currently offered and an evaluation on the Instructor

C. Assisting the Regional Chair, Vice-Chair and Chapters by communication of ideas, attitudes, plans, information and data from the Regional International Committee Representatives; this will be accomplished by:

1. Providing a verbal and written report for circulation at the Regional Forums to each Chapter.
2. Provide knowledgeable input as necessary during the regular course of discussion on those topics concerning their Committee areas.

D. Nominations of the Regional Chair and Vice-Chair

E. Assist in the selection of prospective:

1. Nominee for other International Officer Positions
2. International Committee Members

#### **IX. Rules of Procedure**

Except as may otherwise be provided in these By-Laws and the By-Laws of International Right of Way Association, "Robert's Rules of Order, Revised" is hereby adopted as the rules for the procedure and conduct of all meetings of the Region 7 Forum, and [its](#) Committees.

#### **X. Amendments**

These By-Laws may be repealed, amended or new By-Laws adopted at any regular meeting of the Forum by an affirmative vote of the quorum present after the same has been sent by mail (or other return-receipt mail system) thirty (30) days prior to the meeting. Said action by the Forum shall not become effective until approved by the International Executive Committee. These By-Laws shall be reviewed by the Forum eligible participants on a regular basis or at the request of the Regional Officers.

#### **XI. International Organization**

These By-Laws shall be consistent with the Articles of Incorporation, and the International By-Laws of the International Right of Way Association. Should there be any inconsistencies, the By-Laws of the International Right of Way Association shall be abided by.

Adopted this      day of

Jim Price, SR/WA  
Region 7 Chair

Fred Walasavage  
Region 7 Vice-Chair

Pat Thayer, SR/WA  
Region 7 Secretary

Approved by the International General Counsel  
acting for the International Executive Committee

General Counsel

Dated