

NCCGARP

North Carolina Common Ground
Alliance Regional Partner

10/06/2008

Plan of Operations
Of the
North Carolina Common Ground
Alliance Regional Partner

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8 **Purpose:** The purpose of the Plan of Operations is to provide guidelines by which the
9 Common Ground Alliance, North Carolina Regional Partner (NCCGARP) will
10 exist, conduct its business and carry out its mission.

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12 **Mission:** The mission of the NCCGARP is to promote shared responsibility and CGA
13 adopted Best Practices for the purpose of advancing Underground Utility Safety
14 and Damage Prevention in North Carolina.

15
16 **Execution of the Mission:** shall be by (a) fostering shared responsibility among all
17 stakeholders and with the general public to improve safety and for the protection
18 of underground facilities; (b) enhancing communications; (c) promoting public
19 awareness and education programs; (d) disseminating best practice such as those
20 published in the CGA Best Practices.

21
22 **Consensus:** The NCCGARP will conduct its activities thru the consensus process
23 comparable to that employed by the Common Ground Alliance. No publications,
24 programs or activity's will be published, promoted, or presented as a product of
25 the NCCGARP without full consensus of the Executive Committee.

26
27 **Membership:** Membership is open to any individual or organization that supports the
28 stated mission of the NCCGARP. Members will be required to pledge support of
29 our stated mission by completing a designated membership form either on paper
30 or by electronic means, membership will last until the member either retires from
31 industry; no longer is employed or active in the stakeholder industry; or resigns
32 their membership. Completed pledges will constitute the membership role.
33 Members are required to notify the Membership Director of any changes in status
34 such as contact information or stakeholder status.

35
36 **Member Categories:** Member categories for the purpose of insuring balanced
37 representation in the Executive Committee may consist of the following
38 categories.

39 Electric
40 Engineering / Design
41 Equipment Manufacturer
42 Excavator

- 43 Gas
- 44 Insurance
- 45 Locator
- 46 Oil
- 47 N.C. DOT
- 48 One Call
- 49 Private Water
- 50 Public Works
- 51 Railroad
- 52 Road Builder
- 53 State Regulator
- 54 Telecommunications
- 55 At Large (Emergency Services)

56
57 The rights and responsibilities of each member are the same and independent of
58 the member's category; however there are restrictions on holding office which
59 will be determined by a member's category designation.

60
61 **Officers:** The NCCGARP Officers will be a Chairperson, a Co-Chairperson, a
62 Secretary, a Finance Director, a Membership Director, and a Program/Meeting
63 Director, (to be referred to as the Executive Committee), each of who will be
64 elected by the members and will serve a term of two (2) calendar years. Members
65 of the Executive Committee shall serve for not more than two consecutive two
66 year terms in the same office. No two members of the Executive Committee shall
67 come from the same membership category.

68
69 Chairperson- will be active in the management of the NCCGARP and will preside
70 at all meetings of the NCCGARP Officers and meetings of the members. The
71 Chair may have other duties and exercise other powers as the NCCGARP
72 prescribe from time to time.

73
74 Co-Chairperson – will assist the Chair in the management of the NCCGARP and
75 will preside at all meeting of the NCCGARP Officers and meetings of the
76 members when the Chair is unavailable. The Co-Chair may have other duties and
77 exercise other powers as the NCCGARP Officers prescribe from time to time.

78
79 Secretary –will maintain the records of the meetings of the NCCGARP Officers
80 and of the members. The Secretary will also help the Chair prepare notices for all
81 meetings of the NCCGARP Officers and members, prepare any written reports for
82 all general activities of the members and may have other duties and exercise other
83 powers as the NCCGARP Officers prescribe from time to time.

84
85 Finance Director – Will Chair the Finance Committee and will account for any
86 monetary or in kind contributions or expenditures made by or in behalf of the
87 organization.

88

89 Membership Director – Will Chair the Membership Committee and will maintain
90 and account for the pledges of membership.

91
92 Program/Meeting Director – Will chair the Program Committee with
93 responsibility of developing publications, programs, and activities of the
94 organization and to arrange for meeting facilities.

95
96 Regional Partnership Coordinator – Will act as liaison between the NCCGARP
97 and the National CGA.

98
99 **Elections:** the election of Executive Committee shall be held at the first meeting of each
100 election year in which any officer is up for election, or re-election. Each member
101 of the NCCGARP shall have one vote for each office to be filled and must be
102 present at the meeting to cast that vote. Organizational members must designate
103 on their membership pledge the name of the person who will vote for that
104 organization and that person shall not be entitled to cast a vote as an individual
105 member. No candidate for any office shall be confirmed unless the candidate has
106 received more than 50% of the votes cast. If run-off elections are required they
107 shall be held immediately during the election meeting. In the event that an
108 elected officer is unable to fill his/her duties the Executive Committee shall
109 appoint a suitable person until the next election.

110
111 **Meetings:** Meetings of the members shall be held at least twice each calendar year at the
112 place and time specified in the notice of the meeting issued by the NCCGARP
113 Officers. Special meetings of the members may also be called by the NCCGARP
114 Officers. The Chair will prepare and follow an agenda for each meeting. A
115 notice stating the time and place of each meeting will be made not less than sixty
116 (60) days and not more than ninety (90) days before the date of the meeting and
117 should include the agenda. There are no quorum requirements for meetings or
118 elections.

119
120 **Committees / Ad Hoc Committees:** Committees may meet at any time, place or fashion
121 of their choosing by consensus, including teleconferencing, email, etc. The
122 NCCGARP Executive Committee may appoint additional standing committees or
123 ad hoc committees as needed. Chair persons of ad hoc committees shall not be or
124 become officers during their term. The requirements, duties and term of each
125 added committee shall be outlined by the Executive Committee.

126
127 **Plan Modification:** This Plan of Operation may be modified or amended by consensus
128 of those present at a scheduled membership meeting provided such changes are
129 included in the prepared agenda and only minor changes or modifications to the
130 proposed changes are allowed. The determination of the extent of changes will be
131 by consensus.

132
133 **Finances:** The NCCGARP is expected to operate on voluntarily contributed resources

134 however an accounting of those resources, paper, postage, printing, food, etc.
135 should be maintained by the Finance Director. Members are encouraged to value
136 all contributions at the time they are made or very soon thereafter.

137

138 **Consensus:** Consensus shall mean that no opposition is voiced at the time a call for
139 approval on an issue is made. If there is opposition it should be voiced and
140 resolved before the next call for consensus.

141

142 **Election Year:** Elections of Chairperson, Secretary and Membership Director shall be
143 held on even numbered years. Elections of Co-Chairperson, Finance Director,
144 Program/Meeting Director, and Regional Partnership Coordinator shall be on odd
145 numbered years.