

NATIONAL AND REGIONAL COUNCILS

National and regional councils provide a framework for sections within an appropriate geographic area to pursue common interests, collaborate, and exchange information.

PURPOSE

Councils are advisory in nature and have no governing authority over the participating sections. The council acts as a liaison with regional and federal bodies and other regional or national technological and/or professional associations on regional or national issues pertaining to SPE's mission.

GUIDELINES

Councils are advisory bodies, and any actions of councils must be consistent with policies approved by the SPE Board of Directors. Participation in a council is voluntary and determined by each individual section.

JURISDICTION

Regional councils provide a framework for SPE sections within a geographic region to exchange information and pursue common interests. Regional councils may not necessarily follow SPE regional boundaries, thus the term *appropriate geographic area* is used to describe the jurisdiction of regional councils.

National councils provide a framework for SPE sections within a country. National council jurisdictions are only within a single country.

COUNCIL ACTIVITIES

Activities that benefit from collaboration between sections should be considered by the council, such as

- Recommendations for SPE committee service and regional and international awards
- Selection of Distinguished Lecturers
- Development of a regional website
- Coordination and planning of regional workshops and conferences
- Sharing of section best practices

FORMATION

Formation of national and regional councils requires approval by the SPE Board of Directors. Councils are not allowed to function as an official council until approved by the board. Council organizers should not refer to themselves as council officers or act on behalf of the council until the official board approval is communicated.

REQUIREMENTS FOR FORMATION

The following requirements to form national and regional councils were approved by the SPE board in March 2008.

1. One council may be formed in a country or geographic region where SPE has at least two sections.
2. A council operating plan must be created and approved by a majority of sections in the council. The operating plan must define the council's purpose, membership (sections), jurisdiction, officer responsibilities, and procedures to be used in its establishment and operation. Use of the "Model Guidelines for SPE Councils" is encouraged. This document will function as the operating plan. Councils should provide annual officer lists to SPE no later than 1 June.
3. A majority of sections to be included in the council must approve in writing*
 - the formation of the council
 - the council operating plan/model guidelines
 - the council officers

** Approved meeting minutes with a list of meeting attendees or email approvals will fulfill this requirement. SPE reserves the right to verify approvals.*

4. A written request to form the council must be submitted to the SPE sections manager along with proof of approval from a majority of sections in the council as stated in item 3, electronic copies of the council operating plan/model guidelines, and a list of council officers. SPE staff will notify the board of the request for formation and will facilitate the approval process.

COUNCIL MEMBERSHIP AND REPRESENTATIVES

Membership in the council may be composed of, but not limited to, one representative from each participating section and the regional director. Each section should determine its own method of choosing a representative. Ideally, a section would select a representative who has experience in SPE activities and is familiar with SPE programs and other industry-related groups. Each section may choose to elect one of its members to serve on the council and another member as an alternate. The alternate will replace the elected representative should he/she not be able to participate in a council meeting or other activities. Each section may replace its elected representative and/or alternate if they resign or are unable to fulfill their duties. A new representative or alternate shall then be elected to complete the term of office. It is suggested that representatives to the council serve 3-year staggered terms, thereby providing continuity on the council from year to year.

COUNCIL OFFICERS AND RESPONSIBILITIES

Officers of the council might consist of a coordinator, vice coordinator, and secretary. The regional director serves as an officer in an advisory capacity. The council coordinator should preside over all meetings of the council, appoint all committees, and perform all other duties that pertain to the direction of the council. The vice coordinator is responsible for arranging programs, and in the absence of the coordinator, serves in that position. The secretary records the minutes of meetings of the council, attends to all correspondence, and issues all calls and announcements for the meeting. The regional director, as a member of the SPE Board of Directors, should attend the council meetings, when possible, to maintain close liaison with sections in the council, to advise the SPE board on a regular basis of the status of the councils in their SPE region, and to bring matters of interest or concerns to the attention of the council and the SPE Board of Directors.

COUNCIL MEETINGS

The council may choose to have regular meetings for the discussion of issues common to the participating sections and to the development and exploration of petroleum and natural gas. Notice of council meetings must be sent to participating sections at least 14 days prior to the meeting; a 30-day notice of meetings is preferred.

For more information, contact

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