



Delaware Association of Professional Engineers

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302-323-4588

Executive Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Sections 2 and 3
Meetings/Year	12
Meeting Schedule	Monthly – Second Wednesday of month prior to Council Meeting; 2:00 - 2:30PM, depending on agenda
Committee Composition	President, Vice-President, Secretary, Treasurer and Immediate Past President. The Chairman shall be the President of Council.
Member Expectations	<p>Be familiar with DAPE licensure law, By-laws, and Code of Ethics</p> <p>Recommend policy for consideration of Council.</p> <p>Review the activities of standing committees and evaluate committees are operating in accordance with the By-Laws.</p> <p>Hold Executive Committee Meetings prior to regularly scheduled Council meeting to review the agenda and prepare for upcoming discussions at the meeting</p> <p>Review and manage the DAPE property</p> <p>Review the monthly financial summary report</p> <p>Nominate and present to Council a slate of officers of the Council for the forthcoming Council year</p> <p>Participate in periodic DAPE Ethics Training and Committee training events</p> <p>Participate in NCEES Zone and Annual meetings and Board Presidents' Assembly</p>
Key Dates	<p>2nd Wednesday of January – Volunteer Recognition Dinner</p> <p>February Meeting – Recommendations impacting next fiscal year due to Finance Committee</p> <p>August Meeting – Propose slate of office for upcoming administration year; Review annual committee charges;</p> <p>September/October – Provide information for Annual Governor's Report</p> <p>October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council</p> <p>November Meeting – Provide annual committee charges</p> <p>December Meeting – Select DAPE Distinguished Service Award</p>
Reference Materials	<p>Delaware Professional Engineers' Act</p> <p>DAPE By-Laws</p> <p>Delaware's Engineering Code of Ethics</p> <p>Freedom of Information Act, Chapter 100 of Title 29</p>



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Finance/Employee Compensation and Benefits Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Section 4
Meetings/Year	3-4
Meeting Schedule	February/March to discuss budget August/September to discuss audit November/December to discuss Employee Reviews and Compensation & RFP for auditor as needed
Committee Composition	Vice-President (Chair), Secretary (Vice Chair), Treasurer and Immediate Past President, with additional members nominated by Chair/approved by Council.
Member Expectations	Be familiar with DAPE Financial Statements, Investment Accounts, Reserve Funds, and Budget Review forecasts for annual income and expenses to draft budget Review DAPE insurance policy Review DAPE schedule of fees Review DAPE Employee Handbook, job descriptions, compensation and benefits
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner April Council meeting – Budget approval August – DAPE Audit finalized September – Audit presented to Council October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council December Council meeting – Employee Compensation adjustments
Reference Materials	Delaware Professional Engineers' Act DAPE By-Laws DAPE Employee Handbook Previous audits, budgets, reports from investment advisor, annual reports to Governor



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Facilities, Services and Equipment Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Section 14
Meetings/Year	1-2 (in conjunction with Finance Committee)
Meeting Schedule	February/March to discuss budget, and as needed
Committee Composition	This Committee currently is the same members/chairs as the Finance/Employee Compensation and Benefits Committee
Member Expectations	Annual review of office facilities, services and equipment
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner April Council meeting – Budget approval October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council
Reference Materials	Delaware Professional Engineers' Act DAPE By-Laws Previous audits, budgets, office lease and equipment contracts



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By-Laws/Government Affairs Committee

Law/Bylaws Reference	§2815 Bylaw approval by members Bylaws Article XV, Sections 5 & 11
Meetings/Year	2-3 as needed
Meeting Schedule	Flexible based on members' availability; Early spring to discuss proposed by-laws amendments for inclusion in June-July Council election ballot
Committee Composition	Active or Retired Delaware PEs; Committee Chair(s) are current Council members appointed by Council President. Council DAG and lobbyist also participate to provide input regarding bylaws/Government Affairs.
Member Expectations	Be familiar with Delaware Professional Engineers' Act & DAPE Bylaws Work with DAPE lobbyist to monitor State legislative activity relevant to professional licensing
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner March 1 – Recommendations impacting next fiscal year due to Finance Committee; Discuss/Propose potential bylaws amendments to be included in Annual Council ballots. June 15- Ballots and Proposed bylaws revisions are distributed to eligible voting members October/November Meeting – Review Delaware Professional Engineers' Act to discuss/propose legislative amendments; Nominations for DAPE Distinguished Service Award due to Council
Reference Materials	Delaware Professional Engineers' Act DAPE By-Laws NCEES Model Law & Model Rules



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Examining Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Section 6
Meetings/Year	12
Meeting Schedule	Monthly Last Wednesday 4:00 PM
Committee Composition	Active or Retired Delaware PEs with a representation from a broad range of engineering disciplines; Committee Chair(s) are current Council members appointed by Council President.
Member Expectations	<p>Be familiar with DAPE licensure requirements</p> <p>Review applications online prior to monthly meeting</p> <p>Participate in monthly meetings and make recommendations for licensure</p> <p>Oversee paper and pencil exam administration (thru Oct. 2021)</p> <p>Participate in Committee discussions and recommendations regarding application forms, including:</p> <ul style="list-style-type: none">• PE Application/Law & Ethics Questionnaire• Certificate of Authorization Application• FE/Engineer Intern Application• Reapplication for PE Exam <p>Participate in Committee discussions and recommendations regarding Committee-related documentation including:</p> <ul style="list-style-type: none">• Examining Committee Guidelines• Application Review Requirements• Guidelines for Maintaining Continuing Professional Competency <p>Help DAPE staff with bi-annual CPC audit as needed</p>
Key Dates	<p>2nd Wednesday of January – Volunteer Recognition Dinner</p> <p>February Meeting – Recommendations impacting next fiscal year due to Finance Committee</p> <p>August Meeting – Confirm Committee membership and review annual Committee Charges</p> <p>October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council</p>



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Reference Materials

Application Review Requirements/Job Aid (this is a summary of the requirements that are detailed in Title 24 Chapter 28 of the Delaware Code)

CPC Guidelines

Applications for Licensure/Engineer Intern Certification

Law & Ethics Questionnaire



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Public Information Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Section 7
Meetings/Year	2-3
Meeting Schedule	As needed to plan public outreach and licensure promotion
Committee Composition	Active or Retired Delaware PEs; Committee Chair(s) are current Council members appointed by Council President.
Member Expectations	Contribute to quarterly newsletter Report significant Council actions (including changes to DAPE law, Code of Ethics, Bylaws, CPC Guidelines; and changes to Council members) Identify opportunities to educate the public on PE licensure Participate in presentations to University of Delaware engineering students Represent DAPE at career fairs and similar events
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council November 1 – report results of election to members
Reference Materials	Delaware Professional Engineers' Act DAPE By-Laws Past DAPE newsletters



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Law Enforcement Committee Guidelines

Law/Bylaws Reference	Title 24 Chapter 28 (§2823, 2824, 2825); Bylaws Article XV, Section 8
Meetings/Year	10-12 (July and January scheduling depends on work load)
Meeting Schedule	Monthly First Wednesday 4:00 PM
Committee Composition	Active or Retired Delaware PEs with a representation from a broad range of engineering disciplines; Committee Chair(s) are current Council members appointed by Council President.
Member Expectations	<p>Be familiar with DAPE licensure law, Code of Ethics and Administrative Penalty Guidelines</p> <p>Committee members volunteer to conduct preliminary investigation of non-administrative cases</p> <p>Participate in monthly meetings to discuss open files and recommendations for file closure, consent agreements, disciplinary hearings</p> <p>Maintain privacy of individuals and firms involved in investigations</p> <p>Participate in Committee discussions and recommendations regarding Committee-related documentation including:</p> <ul style="list-style-type: none">• Administrative Penalty Guidelines• Delaware Professional Engineers' Act• Hearing Procedures Guidelines <p>Committee members are invited to attend the Law Enforcement Program presented at the NCEES Annual Meeting</p> <p>Participate in periodic DAPE Ethics Training and Committee training events</p>
Reference Materials	<p>Delaware Professional Engineers' Act</p> <p>DAPE Code of Ethics</p> <p>DAPE Administrative Penalty Guidelines</p> <p>DAPE Hearing Procedures Guidelines</p> <p>Complaint Process/Administrative Order/Consent Order/Hearing Committee/Cease & Desist Order Flow Charts</p>



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Key Dates

Law Enforcement Committee Guidelines

2nd Wednesday of January – Volunteer Recognition Dinner

February Meeting – Recommendations impacting next fiscal year due to Finance Committee

March Meeting – Confirm University of Delaware compliance with MOU dated 9/9/2015

May Meeting – Ideas for fall Ethics training (may include additional training for Council and LEE Committee members)

August Meeting – Confirm Committee membership and review annual Committee Charges

October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council

December Meeting – Ideas for spring Ethics training (may include additional training for Council and LEE Committee members)



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Nominating Committee Guidelines

Bylaws Reference	Articles III, IV, Article XV Section 12
Meetings/Year	3-4 (Meetings are typically scheduled between February-April and one in September)
Meeting Schedule	Flexible based on members' availability
Committee Composition	Committee Chair is a current Council member appointed by Council President. Two additional members that are NOT currently members of the Council.
Member Expectations	Recruit DAPE members to serve on standing Committees Recruit candidates for open Council seats Verify qualifications of Council candidates
Reference Materials	Delaware Professional Engineers' Act DAPE Bylaws Current DAPE roster Council Petition Form Candidate Biographical Sketch Form
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner February/March Meeting – Review open Council seats and recruit nominees as needed; Recommendations impacting next fiscal year due to Finance Committee May Meeting – Verify qualifications of candidates that have submitted nominating petitions May 21 – Deadline to report nominations to President of the Council June 15- Ballots are distributed to eligible voting members July 15 – Voting deadline August 2 - Teller (typically the Committee chair) reports election results to Council President September Meeting – Nominations for DAPE Distinguished Service Award due to Council; Election recap; Plan for Committee and Council recruiting for upcoming open seats.

External Affairs Committee Guidelines

Law/Bylaws Reference	Bylaws Article XV, Section 13
Meetings/Year	2-3
Meeting Schedule	As needed to discuss overlapping practice issues
Committee Composition	Active or Retired Delaware PEs; Committee Chair(s) are current Council members appointed by Council President.
Member Expectations	Contribute to quarterly newsletter Identify overlapping practice issues related to the practice of engineering Participate in Joint Advisory Committee meetings with Board of Architects Communicate with representatives of other licensing boards, such as Professional Land Surveyors, Architects, Geologists Plan and participate in technical forums to educate P.E.s and other licensed professionals about overlapping practice issues, in conjunction with Public Information Committee
Key Dates	2 nd Wednesday of January – Volunteer Recognition Dinner October/November Meeting – Nominations for DAPE Distinguished Service Award due to Council
Reference Materials	Delaware Professional Engineers' Act DAPE By-Laws Memoranda of Understanding and other documents related to overlapping practice issues with other licensing boards