

## **ARTICLES OF ASSOCIATION**

(As Amended August 6, 2020)

### **ARTICLE I**

#### **NAME AND MEMBERSHIP OF ORGANIZATION**

SECTION 1. This Association shall be known as the National Association of Pipeline Safety Representatives (NAPSR).

SECTION 2. Members of NAPSR are the employees of the gas and hazardous liquid pipeline safety programs in each of the States, the District of Columbia and Puerto Rico.

SECTION 3. Each State Agency participating in one or more of the Federal/State pipeline safety programs shall designate a "State Pipeline Safety Representative" who shall represent the State Agency within NAPSR. It is the desire and preference of NAPSR that the State Pipeline Safety Representative be the person responsible for the day-to-day operation and/or supervision of the pipeline safety program(s) for the State. This person is typically referred to as the "Pipeline Safety Program Manager."

### **ARTICLE II**

#### **PURPOSE**

SECTION 1. NAPSR shall support, encourage, develop, and enhance pipeline safety, especially through the Federal/State Pipeline Safety Programs as established and defined by Title 49 of the United States Code Chapter 601<sup>1</sup>. The term State, as used in these Articles shall include each of the States, the District of Columbia and Puerto Rico.

SECTION 2. NAPSR shall promote pipeline safety in all the United States and its territories by encouraging consistent and uniform application and enforcement of pipeline safety regulations, the promulgation of effective regulations, and support of research. NAPSR members shall annually convene at five Region Meetings and one National Meeting to share knowledge and expertise in the field of pipeline safety.

SECTION 3. The objectives of NAPSR shall be achieved by reviewing inspection and enforcement procedures and experiences, considering the need for revised or new regulations, conducting training sessions, maintaining and renewing relationships with the Pipeline and Hazardous Materials Safety Administration (PHMSA), other government agencies, the pipeline industry associations, and the United States Congress. The purpose of the National Meeting shall encompass the purpose of the Region Meetings, and in addition, shall include NAPSR policy and administrative matters of a national nature affecting all the States.

<sup>1</sup>Chapter 601 is the re-codification of the Natural Gas Pipeline Safety Act of 1968, as amended (49 USC app 1671 et seq.), and the Hazardous Liquid Pipeline Safety Act of 1979, as amended (49 USC app 2001 et seq.)

### **ARTICLE III**

#### **ESTABLISHMENT OF STATE REGIONS**

SECTION 1. NAPSR shall consist of the State Pipeline Safety Representatives from each State pipeline safety agency and shall be organized into five Regions comprised of the following States:

##### Eastern Region

Connecticut

Delaware

District of Columbia

Maine

Maryland

Massachusetts

New Hampshire

New Jersey

New York

Ohio

Pennsylvania

Rhode Island

Vermont

Virginia

West Virginia

Southern Region

Alabama	Kentucky	Puerto Rico
Florida	Mississippi	South Carolina
Georgia	North Carolina	Tennessee

Central Region

Illinois	Michigan	North Dakota
Indiana	Minnesota	South Dakota
Iowa	Missouri	Wisconsin
Kansas	Nebraska	

Southwestern Region

Arkansas	Louisiana	Oklahoma
Arkansas OGC	New Mexico	Texas

Western Region

Arizona	Idaho	Utah
California	Montana	Washington
California SFM	Nevada	Wyoming
Colorado	Oregon	

SECTION 2. A State may elect to become part of a different Region if that region is adjacent to the State and the change is approved by a majority vote of the Board of Directors. This change may be reflected in Article III, Section 1 without following the amendment process of Article X.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

SECTION 1. Duties: The Board of Directors is responsible for developing and promoting NAPSR positions which represent the interests of NAPSR and its membership before Congress, federal agencies, pipeline operator or other private sector associations and groups, and such other agencies or organizations as may be warranted, and for NAPSR policy and administrative matters affecting all the States.

SECTION 2. Membership: The Board of Directors shall consist of the Chair and Vice-Chair from each Region, the National Chair and National Vice-Chair, the National Secretary, the National Treasurer and the Past National Chair.

SECTION 3. Administrative Manager: The Board of Directors may create a position of Administrative Manager to serve as an administrative assistant for terms and duties determined by the National Chair. In addition to those duties determined by the National Chair, other duties as described in the contract between the Administrative Manager and NAPSR shall be performed by the Administrative Manager. The Administrative Manager shall report to the National Chair. If the Administrative Manager position becomes vacant during the term, the duties of the Administrative Manager shall fall to the National Officers as described in Article V. The Administrative Manager position shall not be a salaried employee of NAPSR.

**ARTICLE V**  
**NATIONAL OFFICERS**

SECTION 1. The National Treasurer: The National Treasurer shall be elected at the National Meeting by a majority vote of the Board of Directors for a term not to exceed three years. To be eligible for election, a candidate should be a State Pipeline Safety Representative. If a State Pipeline Safety Representative is not available, an experienced NAPSR member may serve with the approval of the Board of Directors. The National Treasurer shall be responsible for paying NAPSR obligations, receiving and depositing funds that are intended for the NAPSR general funds, providing payment to the Administrative Manager under the contract with PHMSA, tracking all NAPSR income and expenses, submitting invoices to PHMSA for repayment on the Administrative Manager contract, updating and maintaining electronic submission

interfaces for payment and contracts, issuing 1099 statements to any contractors that provide service to NAPSRS, providing materials to an accountant for income tax filings, communicating with the IRS on behalf of NAPSRS, and providing monthly and annual updates to the Board of Directors. The National Treasurer shall also maintain an accurate account of these funds and make a financial/Treasurer's Report presentation to NAPSRS at each National Meeting. In addition, the National Treasurer shall provide the National Vice-Chair a detailed review of the records at the National Meeting. The National Treasurer shall surrender all materials (paper documents, electronic files, bank financial records and instrument, etc.) related to the financial processes of NAPSRS to the National Chair upon leaving the position. As an option, the Board of Directors may also opt to use the services of a Certified Public Accountant (CPA) or licensed bookkeeper to administer NAPSRS financial obligations and record keeping. The National Treasurer shall retain oversight over any outside CPA or bookkeeping professional and shall provide reports related to NAPSRS's financial status.

**SECTION 2. The National Secretary:** The National Secretary shall be elected at the National Meeting by majority vote of the Board of Directors for a period of one year. To be eligible for election, a candidate must be a State Pipeline Safety Representative but not necessarily a member of the Board of Directors. The National Secretary shall succeed the National Vice-Chair at the end of his/her term. After each National Meeting the National Secretary shall work with the Administrative Manager to update the list of State Pipeline Safety Representatives, the Board of Directors, current Committees and Task Groups and their membership in order to facilitate publication of the NAPSRS Directory pamphlet for the next year. The National Secretary shall aid the National Vice-Chair with providing orientation training for new State Pipeline Safety Representatives at the State level.

**SECTION 3. The National Vice-Chair:** The National Vice-Chair shall assist and support the National Chair in executing the National Chair's responsibilities. The National Vice-Chair shall be responsible for providing orientation training for new State Pipeline Safety Representatives with assistance of the National Secretary. The National Vice-Chair shall succeed the National Chair at the end of his/her term. The National Vice-Chair shall perform a review of the National Treasurer's records at the National Meeting. The National Vice-Chair should attend all Region Meetings and the National Meeting as preparation for moving into the National Chair position.

**SECTION 4. The National Chair:** The National Chair shall establish the date, place, and agenda for the National Meeting and shall be responsible for arrangements related to the National Meeting. He/she shall prepare an agenda and preside over the National Meeting. The National Chair shall direct correspondence between NAPSRS and other agencies or organizations. Presentation of the consensus opinion of NAPSRS to various agencies, legislative bodies, technical organizations, etc., shall be coordinated by the National Chair. He/she shall select the Nominating Committee for National Officers in accordance with Article VIII, Section 1, and may establish and appoint NAPSRS members to Committees or Task Groups in accordance with Article VIII, Sections 2 and 3. He/she may call for additional meetings as necessary with the consent of a majority of the Board of Directors. The National Chair shall also provide direction to the Administrative Manager in relation to performance of the associated duties. The National Chair shall succeed the Past National Chair at the end of his/her term.

**SECTION 5. Past National Chair:** The Past National Chair shall remain a member of the Board of Directors until the first of the month following the next National Meeting.

**SECTION 6.** A National Officer may be removed from office by a two-thirds majority vote of the Board of Directors.

**SECTION 7.** If any National Officer positions become vacant, the positions will be filled as follows:

- A. National Treasurer: The National Chair shall select a replacement who shall serve until the first of the month following the next National Meeting.
- B. National Secretary: A National Officer Nominating Committee, as described in Article VIII, Section 1, shall nominate a candidate(s). An opportunity shall then be provided for nominations

from any State Pipeline Safety Representative. After the close of nominations, the National Secretary shall be elected, from the nominated candidate(s), by majority vote of the Board of Directors and shall serve in this position until the first of the month following the next National Meeting.

- C. National Vice-Chair: The current National Secretary shall progress into the National Vice-Chair position at the time of the vacancy and shall serve in this position until the first of the month following the next National Meeting.
- D. National Chair: The current National Vice-Chair shall progress into the National Chair position at the time of the vacancy and shall serve in this position until the first of the month following the next National Meeting.
- E. National Past Chair: The previous National Past Chair shall serve in this position until the first of the month following the next National Meeting.

If any member of the Board of Directors has any concerns with any of the automatic changes in C through E above, the Board of Directors may vote to suspend the automatic progression of any position and instead fill any of the vacant positions in an alternate manner as determine by the Board of Directors.

## **ARTICLE VI**

### **GENERAL PROCEDURES**

#### SECTION 1. Installation of Officers:

- A. The succession confirmation of the existing National Officers and the election of the National Secretary shall take place during the National Meeting.
- B. National Officers shall assume their duties on the first day of the month following the National Meeting.
- C. The Chair and Vice-Chair from each Region shall assume their responsibilities as members of the Board of Directors on the first day of the month following the National Meeting.

SECTION 2. The Board of Directors may receive funds from registration fees, donations, contributions, grants, and other sources, and shall maintain an accounting of the same through the office of the National Treasurer. These funds received may be used to further the aims of NAPSRS, including, but not limited to:

- A. Printing and reproduction costs;
- B. Telephone and postage expenses;
- C. Costs to run Region and National Meetings;
- D. Payments to the Administrative Manager for consulting services; and
- E. Costs for recognition awards for Region or National Meetings.

Travel expenses related to NAPSRS business, meetings or work groups is provided through PHMSA Invitational Travel as outlined in the PHMSA Guidelines for States Participating in the Pipeline Safety Program.

SECTION 3. Resolutions from the Regions: Resolutions passed at Region Meetings seeking an action by NAPSRS shall be considered by the Board of Directors at the National Meeting. The Board of Directors action on a resolution may consist of approval, rejection, or deferral for further study or a State Pipeline Safety Representatives vote. The basis for the action taken shall be included in the minutes of the National

Meeting.

SECTION 4. Board of Directors' Resolutions: The Board of Directors may approve Resolutions, upon a two-thirds majority vote, not passed at a Region Meeting concerning issues of national interest that require timely actions. Such Resolutions may be voted on at a meeting of the Board of Directors or pursuant to the procedures contained in Article IX, Section 5. Such Resolutions shall be developed in accordance with the procedures contained in Appendix A.

SECTION 5. Minutes: The minutes of all Board of Directors meetings shall be prepared and distributed by the Administrative Manager. The minutes may be provided to other parties upon request. However, the Board of Directors may determine that portions of the minutes are to be held confidential and not distributed outside of NAPSR. The National Secretary will assume these duties if there is no Administrative Manager.

SECTION 6. Resolutions: Resolutions adopted by the Board of Directors shall be designated by the year of adoption, the order of adoption in that year, and assigned an appropriate Resolution Number.

SECTION 7. Disposition of Resolutions:

- A. Copies of all Resolutions adopted by the Board of Directors shall be distributed to the NAPSR membership by the National Chair within 30 days of adoption.
- B. Resolutions directed at agencies or organizations outside of NAPSR shall be forwarded by the National Chair to an appropriate representative of the agency or organization within 30 days of adoption.
- C. The Administrative Manager shall maintain a file of all resolutions acted upon by the Board of Directors and the status of those resolutions, and this file shall be available for reference during National Meetings or in response to inquiries from NAPSR members.

SECTION 8. Disposition of Existing Resolutions

- A. NAPSR Open Resolutions and current PHMSA responses shall be forwarded to the NAPSR Liaison Committee for review and discussion.
- B. The Liaison Committee shall forward recommendations on each open Resolution to the Board of Directors through the Administrative Manager.
- C. The National Secretary or Administrative Manager shall prepare a ballot so each Board of Directors member may indicate their vote on the status of each Resolution.
- D. The completed ballots will be tallied, and the results recorded with a majority vote status item being indicated on the master Resolution tracking document.
- E. After final review, the National Chair will submit the current Open Resolution Disposition Response document and cover letter to PHMSA.

SECTION 9. Contingency Clause: Any action that is required by these Articles of Association to take place at the annual Region Meetings or National Meeting, may instead take place during any Region or Board of Directors meeting.

## **ARTICLE VII** **REGION FUNCTIONS**

SECTION 1. Officers:

- A. The State Pipeline Safety Representatives shall, by Region, elect, by majority vote, a Vice-Chair for the respective Region during the Region Meeting. The Region Vice-Chair shall succeed the current Region Chair after his/her term is concluded.

- B. Each Region Chair shall organize, host, and chair the Region Meeting of the respective Region's State Pipeline Safety Representatives. The Region may, as an option, choose to have the Vice-Chair host the Region Meeting. The Region Chair and the Region Vice-Chair shall prepare an agenda, and may invite federal pipeline safety officials, industry representatives, or other persons whose presence would contribute to the Region Meeting. The Region members will be given the opportunity to contribute to the agenda. If a State Agency cannot be represented at the Region Meeting but wishes to have material presented at the Region Meeting, arrangements are to be made with the Region Chair. The NAPSR Administrative Manager will assist the Region Chairs with the Region Meeting planning as requested.
- C. The Region Chairs shall facilitate the Region-wide furtherance of pipeline safety within their respective Regions and shall be a focal point for communications within the Region and between the Regions and any other governmental agencies.
- D. Region Chairs may be called upon to assist the National Chair in the performance of his/her duties. Requests for assistance may include, but are not limited to, nominations for Committee assignments, collection or dissemination of information, and attendance at meetings.
- E. A Region Chair or Vice-Chair may be removed from office by a two-thirds majority vote of the State Pipeline Safety Representatives of that Region.
- F. If a Region Chair or Vice-Chair position becomes vacant, the positions will be filled as follows:
  - i. Region Vice-Chair: A Region Vice-Chair shall be elected by majority vote of the Region's State Pipeline Safety Representatives and shall serve in this position until the first of the month following the next National Meeting.
  - ii. Region Chair: The current Region Vice-Chair shall progress into the Region Chair position at the time of the vacancy and shall serve in this position until the first of the month following the next National Meeting.

If any of the Region's State Pipeline Safety Representatives have any concerns with the automatic change in ii above, the Region's State Pipeline Safety Representatives may vote to suspend the automatic progression and instead fill the vacant position in an alternate manner as determine by the Region's State Pipeline Safety Representatives.

## SECTION 2. Region Resolutions:

- A. Proposals for an action by NAPSR shall be adopted in the form of Resolutions for submission to the Board of Directors by the Region Chair. Resolutions to be discussed at the Region Meetings are to be developed in accordance with the procedures contained in AppendixA.
- B. The Region Chair shall forward copies of Resolutions adopted by their Region to the National Chair within 30 days of adoption. If the resolution is adopted less than 30 days prior to the National Meeting, the Resolution(s) shall be forwarded as soon as possible.
- C. The National Chair shall review any Region Resolutions which should include the Resolution rationale and any supporting documentation or references. The draft shall be forwarded to the Liaison Committee for review and formatting. When completed, the National Chair shall provide draft of the proposed resolutions to the NAPSR membership for review and comment for a minimum period of 30 days. Edits or suggestions will be processed by the Liaison Committee who will work with the originator to revise the Resolution as appropriate. The Region Resolution will be voted on by the NAPSR Board of Directors at the next National Meeting. For matters requiring immediate action, the National Chair will submit the Region

Resolution to the Board of Directors for a vote according to Article IX, Section 5. Approved Resolutions (as well as National Resolutions initiated by the Board of Directors) shall be included as new Resolutions in the open response letter to PHMSA.

**ARTICLE VIII**  
**COMMITTEES AND TASK GROUPS**

SECTION 1. National Officer Nominating Committee: No later than the first day of the National Meeting, the National Chair shall appoint a two to five-person Committee to nominate candidates for the office of National Secretary and any other offices as required. Each member of the Committee should be from a different Region, if practical. The Committee shall report its nominees to the National Chair by a date assigned by the Chair.

SECTION 2. Standing Committees:

- A. There are designated within NAPSRS the following standing Committees:
- i. The Liaison Committee, which shall establish continuity within NAPSRS and in the representation of NAPSRS before other organizations, agencies, and legislative bodies. The Committee will review Region or National Resolutions and prepare them for consideration, perform an annual review of all Open NAPSRS Resolutions to date, the PHMSA responses and shall prepare recommendations for the Board of Directors, and review any NAPSRS responses to outside requests for comment on rulemaking, legislation or reports.
  - ii. The Grant Allocation & Strategic Planning Committee, which shall assist in the development and maintenance of policies and procedures for the distribution of Federal Pipeline Safety Base Grant funds. Additional responsibilities shall include the review, evaluation, and recommendation of policy initiatives to enhance pipeline safety and protect the environment through strategic planning. The Committee may also conduct peer reviews of the State Inspection Calculation Tool results and processes, and/ or reviews of One Call, State Damage Prevention and other grants as requested.
  - iii. The Legislative Committee, which shall assist the NAPSRS leadership in the development of testimony to be filed with U.S. Congress on the Reauthorization of the Pipeline Safety Act, State program funding, and other related legislative issues as they affect the States' participation in the gas and liquid pipeline safety programs. The Committee will also review the PHMSA responses to the current NAPSRS Open Resolutions and provide recommendations to the Board of Directors. The Committee may also provide information and input to the National Association of Regulatory Utility Commissioners (NARUC) to enhance and promote pipeline safety.
- B. Membership in Committees shall consist of one representative from each of the five Regions, as practicable. Region members are to be appointed by the National Chair in consultation with the Region. Additional at-large members may be appointed by the National Chair, in consultation with the Board of Directors, where increased participation would further the purposes of the Committee. In addition, the National Chair, National Vice-Chair, National Secretary and the Past National Chair, are members of the Grant Allocation & Strategic Planning Committee.
- C. The members of each Committee shall elect a Chair, who shall serve for three years and may be re-elected. The Chair of a standing Committee shall arrange such meetings and communications as are necessary for the performance of the Committee's functions and shall ensure that minutes or reports of each meeting are prepared and timely distributed to the Committee membership. The Committee Chair or his/her designee shall distribute to the NAPSRS membership minutes or a report of each meeting held, including a summary of

substantive discussions or decisions. The Committee Chair or his/her designee shall also provide a report on the Committee's activities at the Board of Directors meetings.

- D. Committee members are expected to contribute to the purposes of the Committee, and to not miss more than two consecutive Committee meetings unless good cause acceptable to the Committee Chair can be shown. If a Committee member wishes to have another person from their staff or Region attend a Committee meeting in their stead, advance permission shall be obtained from the Committee Chair, and the Committee member shall be responsible for providing the substitute with the information necessary for meaningful participation.
- E. Committee members shall serve terms of five years and may be reappointed by the National Chair. The National Chair may grant extensions of terms as necessary to avoid replacement of more than two Committee members in any one year.
- F. Within their term, Committee members shall serve until such time as they are no longer a State Pipeline Safety Representative, resign from the Committee, or are recalled. Region Committee members may be recalled from the Committee before their term expires by a majority vote of the State Pipeline Safety Representatives of their Region or a majority vote of the Board of Directors. At-large members may be recalled by a majority vote of the Board of Directors.
- G. A permanent Committee may be added, modified or eliminated by a majority vote of the Board of Directors and upon consultation with the NAPSRS membership, in accordance with Article IX, Sections 4 and 5. Any such changes shall be incorporated into the Articles of Association upon approval.

#### SECTION 3. Task Groups:

- A. The National Chair may, with the approval of the Board of Directors, establish Task Groups to foster any specific development in pipeline safety or to satisfy a request from PHMSA, the National Transportation Safety Board, or other Federal organizations.
- B. The National Chair shall, in consultation with the other members of the Board of Directors, issue a brief Charter for the Task Group which shall state its function, membership, and term. The Charter may be amended as circumstances require. The Charter may be amended or terminated, and the group disbanded before the end of its term, by a majority vote of the Board of Directors. In some cases, a formal Charter may not be necessary if the organizer of the Task Group is an outside entity.
- C. A Task Group will ordinarily consist of one representative from each of the five NAPSRS Regions, appointed by the National Chair in consultation with the Regions. However, where opportunity for participation is limited or a smaller number of persons would be sufficient, a lesser number of at-large members may be appointed in consultation with the Board of Directors. Or, in addition to the Region representatives, additional at-large members may be appointed by the National Chair, in consultation with the Board of Directors, where increased participation would further the purposes of the Task Group.
- D. To the extent applicable under its Charter, membership and purpose, Task Groups and their members shall be subject to the same standards as Committees as found in Section 2, C-G.

SECTION 4. Regions may establish Region Committees or Task Groups for any purpose consistent with the purposes of NAPSRS.

### **ARTICLE IX VOTING**

SECTION 1. Unless otherwise specified in these Articles, an action at a Board of Directors or Region



Meeting shall be approved by majority vote of the members present. There is no requirement for a quorum, however if Board of Directors attendance is less than 50% of the total Board of Directors composition, the National Chair may choose to delay the vote until more Board of Directors members are available.

SECTION 2. Region Meeting Voting: At Region Meetings each attending State Agency shall be limited to one voting Representative. If the State Pipeline Safety Representative cannot attend but authorizes another person from the State Agency to attend and vote on his/her behalf, the Region Chair shall be so advised prior to the Region Meeting.

SECTION 3. National Board of Directors Voting: At a meeting of the Board of Directors, each Board of Directors member shall have one vote. A person who is both a National and Region officer shall not have additional voting privileges. If an in-person vote is taken or required at the National Meeting, all Board of Directors members present shall vote or abstain. In cases where a Board of Directors member is not present at a National Meeting and a vote is required, the Board of Directors member not in attendance shall designate another State Pipeline Safety Representative in their Region to vote and identify said representative to the National Chair or Administrative Manager.

SECTION 4. Matters requiring timely action by the general NAPSR membership, which cannot properly be delayed until the Region Meetings or National Meeting, may be voted on by a letter or electronic ballot sent to each State Pipeline Safety Representative by the National Chair or the Administrative Manager. Such ballots will have a return due date of ten (10) working days from the date of mailing, with such return due date indicated on the ballot. Approval of matters voted on by such ballot will be based upon the number of ballots returned to the National Chair or his/her designee constituting a majority vote. The ballot results shall be preserved and remain available for inspection by any NAPSR member until the closing of the next National Meeting.

SECTION 5. Matters requiring timely action by the Board of Directors, which cannot properly be delayed until the next National Meeting, may be voted on by a letter or electronic ballot sent to each Board of Directors member by the National Chair or the Administrative Manager. Such ballots will have a return due date of ten (10) working days from the date of mailing, with such return due date indicated on the ballot. Approval of matters voted on by such ballot will be based upon the number of ballots returned to the National Chair or his/her designee indicating a majority vote. All ballots returned shall be preserved as described in Section 4 of this Article.

SECTION 6. When a vote of the Board of Directors is taken by letter or electronic ballot, the National Chair or his/her designee shall inform the NAPSR membership of the vote and its outcome within 30 days of the due date for the ballots. Notification may be made by announcement at a Region or National Meeting, or via email or inclusion in meeting minutes.

## **ARTICLE X AMENDMENTS**

SECTION 1. Amendments: These Articles of Association may be amended by the following process.

- A. A Resolution from a Region proposing an amendment to these articles shall be reviewed by the Board of Directors, and unless rejected by a two-thirds majority vote of the Board of Directors shall be placed on the agenda for consideration at the next National Meeting. The Board of Directors may make editorial corrections or clarifications to amendments proposed by such Resolutions.
- B. Any person may propose an Amendment to the Board of Directors, or the Board of Directors may so propose by its own motion, and upon a favorable vote by a majority of the Board of Directors the proposed amendment shall be placed on the agenda for discussion during the next Region Meetings.
- C. An amendment to these articles shall be adopted upon compliance with the following criteria:

- i. All Regions shall have had the opportunity to discuss and vote on the proposed Amendment.
  - ii. At least 3 of the 5 Regions shall have cast majority votes in favor, indicating a majority vote of the membership.
- D. Votes required by this Article may be taken by letter or electronic ballot in accordance with Article IX, Sections 4 and 5, if deemed appropriate and necessary.
- E. The National Chair shall ensure copies of the amended Articles of Association are distributed to NAPSRS members.

SECTION 2. Procedures: In addition to these Articles, the Association may adopt procedures to implement the provisions of these Articles and to aid and expedite the conduct of NAPSRS affairs. The provisions of the Procedures must be consistent with these Articles and in the event of question the terms of the Articles shall govern. Such Procedures are to be adopted, amended, or rescinded by two-thirds vote of the Board of Directors. Current NAPSRS Procedures are incorporated by reference in Appendix B.

## **ARTICLE XI DISSOLUTION**

These Articles of Association may be rescinded, and NAPSRS dissolved and disbanded upon two-thirds majority vote of the State Pipeline Safety Representatives existing at the time the vote is taken.

### **APPENDIX A Guidelines for Development of Resolutions**

Purpose: These guidelines are to be used by all State Pipeline Safety Representatives to assist in the development of proposed Resolutions for consideration at Region and National Meetings.

1. Resolutions are to be developed using the "Whereas -" and "Now Therefore Be It Resolved:" format.
2. The "Whereas -" sections of a Resolution are to contain, in orderly sequence, a statement of the problem or issue and the rationale for the request being made by the Resolution.
3. The "Now Therefore Be It Resolved:" section of a Resolution is to contain the action being requested by the resolution.
4. For Resolutions requesting rule changes, additional rationale in the form of examples of specific compliance and/or enforcement problems involving the existing rule is to be included in or attached to the Resolution.
5. For Resolutions requesting rule changes, proposed rule language is to be developed and included in or attached to the Resolution.
6. Resolution submittals should include documentation describing the rationale and reason for the resolution in enough detail to provide the Board of Directors with enough information to understand and evaluate the resolution for voting.
7. Resolutions submitted for Board of Directors considerations shall include the identity of the sponsoring Region and, if applicable, of the state that originally proposed the resolution. The identity of the Region and State is requested to aid the Board of Directors in directing any questions regarding content or intent.
8. The Resolution Number will be assigned by the Board of Directors at the time of adoption. As an

example of Resolution numbering, the second Resolution adopted by the Board of Directors at its 2020 meeting, would be designated "Resolution 2020-2".

**APPENDIX B**  
**NAPSR Procedures Incorporated by Reference**

Procedures which have been approved by the NAPSR Board of Directors are hereby incorporated by reference.

The current Procedures that have been approved by the Board of Directors are as follows:

1. NAPSR Procedures for Planning and Conducting Region and National Meetings and Checklist dated 10-1-2015; Revised 6/1/2017.
2. NAPSR Procedures for Processing Comments for Rulemaking dated XX/XX/XXXX. (Pending. This will be added once approved by the Board and prior to publication in the 2021 Directory.)

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