

**The Objectives of the
Professional Practice Committee
California Land Surveyors Association of Marin County**

I. Mission Statement

We, the members of the Marin County Chapter, California Land Surveyors Association, believe that public protection safeguards will be enhanced and the Profession of Land Surveying safeguarded with the establishment of a Professional Practices Committee. The Committee will review land-surveying concerns relating to local surveying standards of practice, the filing and recordation of Public Record Documents, and compliance with the State of California, Professional Land Surveyors Act and Board Rules of the State Board of Registration for Professional Engineers and Land Surveyors. The Committee shall be known as the Professional Practices Committee (PPC).

II. Purpose

To reacquaint professionals practicing Land Surveying in Marin County, with:

- A. The filing and recordation of Public Record Documents relating to land surveying in compliance with the Professional Land Surveyors Act, Subdivision Map Act and The Board Rules;
- B. The conditions under which these record documents must be filed and/or recorded
- C. The various forms of record documentation required by statute.

III. Organization

- A. The PPC shall be comprised of **four** representatives of the California Land Surveyors Association (CLSA) Marin Chapter, one of the members **may** also represent a public agency. All representatives shall be corporate members of the California State and Local (Marin County Chapter) of CLSA.

- B. All representatives must be authorized and qualified to practice Land Surveying in California.
- C. The PPC shall meet as often as representatives of the Committee deem necessary,
- D. Three (3) representatives present shall constitute a Quorum of this Committee.
- E. The PPC shall elect a Chair, and Vice Chair from the Committee Membership
- F. Election of **the committee** shall be conducted during the first **monthly chapter** meeting of each calendar year, **commencing in 2005**

IV. *Procedures*

- A. Any apparent infraction of the aforementioned Professional Land Surveyors Act, Subdivision Map Act, or Board Rules pertaining to the practice of professional land surveying and the filing and/or recording of documents may be brought before the PPC for review.
- B. The PPC shall review complaints on a case by case basis, only after other attempts at correcting the apparent infraction have been exhausted.
- C. All complaints within the PPC shall be treated with the utmost confidentiality, prior to referral to the Board.
- D. The PPC shall review all complaints and **agree to** send a written request (first letter) to the responsible surveyor/engineer in order to obtain collateral information **and** allow for a proper evaluation of the complaint.

1. **If a written response has not been received by the PPC within a reasonable amount of time (The time allowed to be determined by the committee.). The PPC shall mail a second letter, by certified mail, to the surveyor/engineer. A resolution will then automatically be added to the next meeting agenda so the complaint can be referred to The Board should the surveyor/engineer fail to respond to the PPC..**

2. If a satisfactory response to either letter is received, the PPC shall deem the matter closed without prejudice. **A response will be sent to the parties involved in the complaint.**

3. If an unsatisfactory response to either letter is received, the PPC shall endeavor to resolve the outstanding issues with further letters. The responsible surveyor/engineer shall either comply or provide substantial evidence as to why compliance cannot be achieved, or the matter will be deemed irresolvable and (Section IV D-4) shall apply. A resolution to forward the complaint to the Board will automatically be placed on the agenda for the next regularly scheduled meeting.

4. If, the surveyor/engineer fails to respond to either letter, or a satisfactory resolution to the complaint cannot be reached, the PPC shall then vote, at the next regularly scheduled meeting, on the pending resolution, to refer the matter to The Board with all documentation and correspondence, for their review. The PPC shall take action on the resolution only when there is a quorum and the resolution is adopted by an affirmative vote of not less than three (3) representatives or alternates.

5. Upon adoption of the resolution, the Secretary shall file a complaint on behalf of the PPC with The Board and the PPC shall deem the matter closed without prejudice. The Complaint shall be reviewed by the Chair or Vice Chair and signed by the Chair and/or Secretary. A copy of the letter of complaint to The Board will also be sent to the responsible surveyor/engineer.

6. Records shall be kept for a minimum of two years from the date of the filing of the complaint with the board.

E. Minutes of all meetings shall be taken and shall be approved and signed by the Chair and Secretary at the next meeting.

V. *Amendments*

Amendments to the objectives of the PPC as first set forth herein shall be noticed 30 days prior to any action being taken. Amendments shall require an **seventy-five-percent (75%)** affirmative vote by the total **(4)** PPC representatives or alternates. This can be either (A) **3** of the *representatives* or alternates present at a regular meeting voting for the change, or (B) by a mail ballot with **3** of the **4** representatives voting for the amendment(s).

Resolution Adopted: 2003-01

By a Vote of the Members present at a regular monthly meeting of the Marin Chapter of CLSA on **August 20, 2003**

Signed;

**Linda Carruthers, PLS 7053
CHAPTER PRESIDENT**

**David Contreras, PLS 5065
CHAPTER SECRETARY**

MEMBERS ELECTED MAY 20, 2009

PHIL DANSKIN PLS 4794

DAVID HARP PLS 5290

NEIL KING PLS 8098

KEITH VIENCENT PLS 8248

PROFESSIONAL PRACTICE COMMITTEE
OF
CALIFORNIA LAND SURVEYORS ASSOCIATION OF MARIN COUNTY

COMPLAINT FORM

1. SUBJECT OF COMPLAINT

Name of Individual, license/registration #, if known
Street Address
City, State, Zip Code
Daytime Telephone

2, COMPLAINANT (PERSON FILING COMPLAINT)

Your name
Business Name, if any
Street Address
City, State, Zip Code

Home or Evening Telephone (if known)

Daytime Telephone

Home or Evening Telephone

3. SUBJECT PROPERTY ADDRESS and/or description of property location, *Include City and County and Assessor's Parcel Number (if known).*

4. Describe your complaint, be specific. What is the nature of the complaint? *Have you contacted the Subject of the Complaint of His Representative to resolve this situation? Who else is Involved (names, addresses, and phone numbers)? Give dates and details. Include copies of plans, maps, etc. (Use additional pages, if necessary. Be as complete as possible.)*

3.What do you want the PPC to accomplish regarding this complaint

6. I declare, under penalty of perjury, that the information contained in this complaint (and any attached pages) is true and correct to the best of my knowledge and belief-,

Signature

Date

**ALL INFORMATION CONTAINED HERE-IN IS TO BE " CONFIDENTIAL
UNTIL SUCH TIME AS THE COMPLAINT IS RESOLVED OR FORWARDED
TO THE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS"**

SPACE BELOW FOR COMMITTEE USE ONLY – DO NOT WRITE BELOW THIS LINE

DATE RECEIVED
LETTER ONE
LETTER TWO
RESOLUTION

SECTIONS VIOLATED
RESPONSE
RESPONSE
TO BOARD

FINAL DISPOSITION: