AAPL Procedures Manual

September 19, 2024

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Accreditation Committee Procedures

Name of Procedure	Liaison Reports
Created	5/28/2024
Purpose	To foster communication between the AAPL and accredited university programs
Exceptions	
Process	UDP and GDP liaisons will submit reports to the AC chairman at the beginning of each Fall Semester and at the end of each Spring Semester. The purpose of the report is to ensure that the liaison is communicating and interacting with the Program Director and students of the UDP or GDP. The report should also serve as an informal check that will alert the AC if a UDP or GDP is not in compliance with Accreditation Standards. At a minimum, the report should cover the following topics: Enrollment, Engagement with Students and Program Director, AAPL Student Membership and Accreditation Status. If the UDP or GDP is not in Full Accreditation Status, the report should also outline the progression of the UDP or GDP towards Full Accreditation Status.

Name of Procedure	Review Undergraduate Programs for AAPL Accreditation
Created	5/28/2024
Purpose	To support undergraduate programs and ensure each program is meeting the standards of the AAPL accreditation requirements
Exceptions	
Process	The Accreditation Committee ("AC") of the American Association of Professional Landmen ("AAPL") will review all proposed eligible programs offering studies in Petroleum Land Management, Energy Management, Energy Commerce, Natural Resource Management and/or similar programs with an emphasis on the Land Profession, (an Undergraduate Degree Program, hereinafter referred to as "UDP"), requesting AAPL accreditation and provide its recommendation for final determination concerning the proposed UDP under current AAPL guidelines to the Executive Committee ("ExCom"). Registered students of a UDP that maintains Provisional Accreditation Status or Full Accreditation Status, as defined in this Policy Statement, shall be eligible for individual AAPL Student Memberships (subject to AAPL's approval of such individual Student Membership application form), AAPL seminar and educational offerings, AAPL Landman Scholarship Trust ("LST") awards, and accelerated experience credits toward the following AAPL certifications: Registered Professional Landman ("RPL") and Certified Professional Landman ("CPL"). The AC shall utilize the criteria set forth in the AAPL Application for Accreditation of UDP and this UDP Policy Statement to evaluate an eligible UDP for accreditation and ensure compliance with current AAPL policy and guidelines. The AC shall provide the AAPL Executive Committee ("ExCom") with a recommendation for final determination of an eligible UDP application based on the AC's evaluation of the UDP qualifications. The AC does not hold authority for implementing or determining the status of a UDP; The Executive Committee maintains full authority for accrediting programs.

Accreditation Committee Procedures

Key Functions and Consideration Points:

1. Candidacy Accreditation Status
2. Provisional Accreditation Status
3. Probation Accreditation Status
4. Full Accreditation Status
5. Waiver
6. Final Recommendation to ExCom
7. Market Conditions / State of the Industry
8. Systematic Approach
9. On-Site Evaluation
10. AAPL Membership
11. Application
12. Curriculum Delivery
13. Student Engagement
14. Degree Program Pursuit Requirements
15. Material Change Notification
16. Enrolled Students
17. Outstanding Graduate Award
18. Annual Requirements

ACCREDITATION STATUS DEFINITIONS

1. *Candidacy Accreditation Status*

To assist a non-accredited UDP prepare for the accreditation process, the AC has developed a Candidacy Accreditation Status. The purpose of the Candidacy Accreditation Status is to establish stable, constructive, ongoing, and helpful partnerships between the AAPL and institutions working toward becoming accredited by the AAPL. ***However, Candidacy Status does not signify that future accreditation status will be granted.*** To achieve Candidacy Accreditation Status, a UDP must meet all eligibility requirements set out in this Policy Statement including: 1) be in existence with enrolled students for at least one academic year, 2) submit a current, completed AAPL Application for Accreditation of UDP, 3) submit the required non-refundable application fee and 4) any additional information the AC has determined should be submitted therewith. After AAPL has received the completed AAPL Application for Accreditation of UDP, the non-refundable application fee, and the AC determines eligibility, the AC has up to one (1) year to review the application and provide a determination to the ExCom.

The AC may conduct an on-site visit to the UDP during the Candidacy Accreditation Status. The AC will evaluate all material created from, for, or by the AC and UDP, including the report from the site visit, and provide a recommendation for a final determination to the ExCom for a vote on the UDP's application in accordance with the Policy Statement. If approved for Provisional Accreditation Status, the UDP will immediately proceed into a twenty-four (24) month Provisional Accreditation Status from the date of approval, to be followed by the initial five (5) year accreditation period, if the UDP successfully completes the Provisional Accreditation Status. If accreditation is not granted, the UDP may retain its Candidacy Status for one (1) additional

year by paying another application fee and continuing constructive communication working through the application and Candidacy Accreditation Status in a good faith effort to become a fully accredited UDP.

Although it is the hope that an applicant UDP in Candidacy Accreditation Status will work through the process, be approved, and ultimately move to Provisional Accreditation Status, the ExCom has complete authority to return the UDP to Candidacy Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Candidacy Accreditation Status it may advertise such status as long as it is clear that the status is not permanent and is under review but may not be included in AAPL advertising as an Accredited Program.

At the conclusion of the Candidacy Accreditation Status, the UDP may be granted a two (2) year Provisional Accreditation Status approval from the AAPL.

2. *__Provisional Accreditation Status__*

At the completion of an UDP's application process through Candidacy Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom, and the ExCom determines that the UDP should be moved from the Candidacy Accreditation Status to Provisional Accreditation Status then the UDP will be recognized as maintaining Provisional Accreditation Status. Once ExCom determines the new UDP has sufficiently met the criteria to become a fully accredited program, by meeting all criteria and guidelines, and the AC has evidenced same, the AC will recommend the UDP category be changed from Candidacy Accreditation Status to Provisional Accreditation Status, such approval shall be provisional for a period of twenty-four (24) months from the date of approval, which is considered an extended evaluation period. At the completion of this Provisional Accreditation Status, the AC shall confirm complete compliance with the current application and policy to ensure the UDP meets the guidelines set out by the AAPL and Accreditation Committee. A site visit may occur prior to the expiration of the Provisional Period to ensure the AC is confident of the merits of the UDP and to make a recommendation to the ExCom regarding the UDP's accreditation status. At the conclusion of the Provisional Accreditation Status, the UDP may be granted a five (5) year initial accreditation approval (Full-Accreditation Status) from the AAPL, subject to Reaccreditation.

Although it is the hope that an applicant UDP in Provisional Accreditation Status will work through the process, be approved, and ultimately move to Full Accreditation Status, the ExCom has the ability to return the UDP to Provisional Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Provisional Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review but may be included in AAPL advertising as an Accredited Program.

3. *Probation Accreditation Status*

At any time and for any reason during the accreditation process, by majority vote by the AC, the AC may recommend an UDP be placed on a one (1) year Probation Accreditation Status if the AC becomes aware of an UDP's failure to meet any guidelines set out in the current AAPL Application for Accreditation of UDP or the Policy Statement. Prior to the commencement of the Probation Accreditation Status, the AC shall conduct an investigation to determine whether the UDP is in compliance with current Accreditation guidelines and Policy Statement. In the event such investigation results in a determination that the UDP has failed to meet such guidelines and Policy Statement, the AC will provide the ExCom with a detailed report and recommendation. Once the ExCom determines Probation Accreditation Status is appropriate, the AC will provide the results of the ExCom determination and any remedial requirements to the UDP. As part of the remedial requirements the UDP shall provide the AC with a detailed plan of action to correct any deficiencies. At the end of the Probation Accreditation Status, or at any time during the Probation Accreditation Status, if the AC is satisfied the plan of action has been accomplished, the Probation Accreditation Status may be terminated by the ExCom and the UDP will be reclassified as a fully compliant UDP and will be regrouped into the previous classification prior to the commencement of the Probation Accreditation Status. Subject to Article 5 below, failure of the UDP to comply with remediation, follow the recommendation set out by the AC or provide a detailed plan of action shall disqualify the UDP, and result in the termination of its Probation Accreditation Status, and the UDP will no longer be recognized as an AAPL Accredited UDP. In the event the UDP desires to seek accreditation, it must re- apply for accreditation.

Although it is the hope that an applicant UDP in Probation Accreditation Status will work through the process, be approved for reinstatement into its previous classification, the ExCom has full authority to return the UDP to Probation Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a UDP is categorized as having Probation Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review but may not be included in AAPL advertising as an Accredited Program.

4. *Full Accreditation Status*

At the completion of an UDP's successful process through Provisional Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom and the ExCom determines that the UDP should be moved from the Provisional Accreditation Status to Full Accreditation Status, then the UDP will be recognized as maintaining Full Accreditation Status. Once accreditation approval has been granted to a UDP, the UDP will be subject to the on-going accreditation review(s) currently scheduled to occur every five (5) years thereafter to ensure the UDP remains in compliance with the current AAPL guidelines, Application for Accreditation of UDP and the Policy Statement. The initial five (5) year accreditation will occur within five (5) years from the end of the Provisional Accreditation Status / at the beginning of the Full Accreditation Status. The AAPL Application for Accreditation of UDP, together with the then-current application fee, must be completed and submitted no later than six (6) months prior to the expiration of each successive five (5) year accreditation term.

	Upon submission, the UDP will be evaluated by the AC, and a recommendation will be provided to ExCom. The AC will utilize the current guidelines as set out in the AAPL Application for Accreditation of UDP, the General Policy Statement and UDP Policy Statement to evaluate each UDP. If a UDP is found to be deficient in one or more areas, the UDP may be placed on Probation Accreditation Status as outlined in Article 3 in order to allow the UDP to correct all such deficiencies. If corrected, the AC, in conjunction with the ExCom as set out in Article 3, may remove Probation Accreditation Status to said UDP. If all such deficiencies are not corrected within the allotted time, or a Waiver is not granted, then accreditation for said UDP may be terminated. The ExCom shall make the final determination on all applications for accreditation. Although it is the hope that an applicant UDP in Full Accreditation Status will work through the process and maintain its Full Accreditation Status, the ExCom has full authority to return the UDP to any listed Accreditation Status within this Policy Statement at any time and for as long as the ExCom so chooses. The ExCom also maintains the ability to terminate any Accreditation Status completely and leave a UDP not accredited. A recommendation from the AC is not required. At any time that a UDP is categorized as being Fully Accredited Status, it may advertise such status as long as it is clear that the status is not permanent, and it may be included in AAPL advertising as an Accredited Program.

Name of Procedure	On-Site Evaluations
Created	5/28/2024
Purpose	To review each program in person and meet directors, students, and faculty at each program.
Exceptions	
Process	Each UDP submitting an application may be visited during Candidacy Accreditation Status, Provisional Accreditation Status, Probation Accreditation Status and/or Full Accreditation Status, and at any time during which a Waiver is currently active. The site visits ensure compliance of each UDP with the guidelines set forth in the current AAPL Application of Accreditation of UDP, UDP Policy Statement, and allows important time for the AC to meet with administration, faculty, students, alumni and/or industry supporters.

Accreditation Committee Procedures

Name of Procedure	Review Graduate Programs for AAPL Accreditation
Created	5/28/2024
Purpose	To support the graduate programs and ensure each program are meeting the standards of the AAPL accreditation requirements
Exceptions	
Process	The Accreditation Committee ("AC") of the American Association of Professional Landmen ("AAPL") will review all proposed eligible degree programs offering studies with an emphasis on the Land Profession, (a Graduate Degree Program, hereinafter referred to as "GDP"), requesting AAPL accreditation and provide its recommendation for final determination concerning the proposed GDP under current AAPL guidelines to the Executive Committee ("ExCom"). Registered students of a GDP that maintains Provisional Accreditation Status or Full Accreditation Status as defined in this Policy Statement shall be eligible for individual Student Memberships (subject to AAPL's approval of such individual Student Membership application forms), AAPL seminar and educational offerings, AAPL Landman Scholarship Trust ("LST") awards, and accelerated experience credits toward the following AAPL certifications: Registered Professional Landman ("RPL") and Certified Professional Landman ("CPL"). The AC shall utilize the criteria set forth in the AAPL Application for Accreditation of GDP and this GDP Policy Statement to evaluate an eligible GDP for accreditation and ensure compliance with current AAPL policy and guidelines. The AC shall provide the AAPL Executive Committee ("ExCom") with a recommendation for final determination of an eligible GDP application based on the AC's evaluation of the GDP qualifications. The AC does not hold authority for implementing or determining status of a GDP; the Executive Committee maintains full authority for accrediting programs. Key Functions and Consideration Points: 1. Candidacy Accreditation Status 2. Provisional Accreditation Status 3. Probation Accreditation Status 4. Full Accreditation Status 5. Waiver 6. Final Recommendation to Ex Com 7. Market Conditions / State of the Industry 8. Systematic Approach 9. On-Site Evaluation 10. AAPL Membership 11. Application 12. Curriculum Delivery 13. Student Engagement 14. Material Change Notification 15. Enrolled Students 16. Annual Requirements

1. *Candidacy Accreditation Status Period*

To assist a non-accredited GDP prepare for the accreditation process, the AC has developed a Candidacy Accreditation Status. The purpose of the Candidacy Accreditation Status is to establish stable, constructive, ongoing, and helpful partnerships between the AAPL and institutions working toward becoming accredited by the AAPL. ***However, Candidacy Status does not signify that future accreditation status will be granted.*** To achieve Candidacy Accreditation Status, a GDP must meet all eligibility requirements set out in this Policy Statement including: 1) be in existence with enrolled students for at least one academic year, 2) submit a current, completed AAPL Application for Accreditation of GDP, 3) submit the required non-refundable application fee and 4) any additional information the AC has determined should be submitted therewith. After AAPL has received the completed AAPL Application for Accreditation of GDP, the non-refundable application fee, and the AC determines eligibility, the AC has up to one (1) year to review the application and provide a determination to the ExCom.

The AC may conduct a site visit to the GDP during the Candidacy Accreditation Status. The AC will evaluate all material created from, for, or by the AC and the GDP, including the report from the site visit, and provide a recommendation for a final determination to the ExCom for a vote on the GDP's application in accordance with the policy Statement. If approved for Provisional Accreditation Status, the GDP will immediately proceed into a twenty-four (24) month Provisional Accreditation Status from the date of approval, to be followed by a five (5) year accreditation period, if the GDP successfully completes the Provisional Accreditation Status. If accreditation is not granted, the GDP may retain its Candidacy Accreditation Status for one (1) additional year by paying another application fee and continuing constructive communication during the application and Candidacy Accreditation Status in a good faith effort to become a fully accredited GDP.

Although it is the hope that an applicant GDP in Candidacy Accreditation Status will work through the process, be approved and ultimately move to Provisional Accreditation Status, the ExCom has complete authority to return the GDP to Candidacy Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Candidacy Accreditation Status it may advertise such status as long as it is clear that the status is not permanent and is under review but may not be included in AAPL advertising as an Accredited Program.

At the conclusion of the Candidacy Accreditation Status, the GDP may be granted a two (2) year Provisional Accreditation Status approval from the AAPL.

2. *Provisional Accreditation Status*

At the completion of a GDP's application process through Candidacy Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom, and the ExCom determines that the GDP should be moved from the Candidacy Accreditation Status to Provisional Accreditation Status then the GDP will be recognized as maintaining Provisional Accreditation Status. Once ExCom determines the new GDP has sufficiently met the criteria to become a fully accredited program, by meeting all criteria and

guidelines, and the AC has evidenced same, the AC will recommend the GDP category be changed from Candidacy Accreditation Status to Provisional Accreditation Status, such approval shall be provisional for a period of twenty-four (24) months from the date of approval, which is considered an extended evaluation period. At the completion of this Provisional Accreditation Status, the AC shall confirm complete compliance with the current application and policy to ensure the GDP meets the guidelines set out by the AAPL and Accreditation Committee. A site visit may occur prior to the expiration of the Provisional Period to ensure the AC is confident of the merits of the GDP, and to make a recommendation to the ExCom regarding the GDP's accreditation status. At the conclusion of the Provisional Accreditation Status, the GDP may be granted a five (5) year initial accreditation approval (Full Accreditation Status) from the AAPL, subject to Reaccreditation.

Although it is the hope that an applicant GDP in Provisional Accreditation Status will work through the process, be approved and ultimately move to Full Accreditation Status, the ExCom has the ability to return the GDP to Provisional Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Provisional Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review but may be included in AAPL advertising as an Accredited Program.

3. *Probation Accreditation Status*

At any time and for any reason during the accreditation process, by majority vote by the AC, the AC may recommend a GDP be placed on a one (1) year Probation Accreditation Status if the AC becomes aware of a GDP's failure to meet any guidelines set out in then- current AAPL Application for Accreditation of GDP or the Policy Statement. Prior to the commencement of the Probation Accreditation Status, the AC shall conduct an investigation to determine whether the GDP is in compliance with current Accreditation guidelines and Policy Statement. In the event, such investigation results in a determination that the GDP has failed to meet such guidelines and Policy Statement, the AC will provide the ExCom with a detailed report and recommendation. Once the ExCom determines Probation Accreditation Status is appropriate, the AC will provide the results of the ExCom determination and any remedial requirements to the GDP. As part of the remedial requirements the GDP shall provide the AC with a detailed plan of action to correct any deficiencies. At the end of the Probation Accreditation Status, or at any time during the Probation Accreditation Status, or at any time during the Probation Accreditation Status, if the AC is satisfied the plan of action has been accomplished, the Probation Accreditation Status may end, and the GDP will be reclassified as a fully compliant GDP and will be regrouped into the previous classification prior to the commencement of the Probation Accreditation Status. Subject to Article 5 below, failure of the GDP to comply with the remediation, follow the recommendation set out by the AC or provide a detailed plan of action shall disqualify the GDP, and result in the termination of its Probation Accreditation Status, and the GDP will no longer be recognized as an AAPL accredited GDP. In the event the GDP desires to seek accreditation, it must re-apply for accreditation.

Although it is the hope that an applicant GDP in Probation Accreditation Status will work through the process, be approved for reinstatement into its previous classification, the ExCom has full authority to return the GDP to Probation Accreditation Status at any time and for as long as the ExCom so chooses. A recommendation from the AC is not required.

At any time that a GDP is categorized as having Probation Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent and is under review but may not be included in AAPL advertising as an Accredited Program.

4. *Full Accreditation Status*

At the completion of an GDP's successful process through Provisional Accreditation Status, after the AC has completed its review and report, officially makes a recommendation, presents to the ExCom and the ExCom determines that the GDP should be moved from the Provisional Accreditation Status to Full Accreditation Status, then the GDP will be recognized as maintaining Full Accreditation Status.

Once accreditation approval has been granted to a GDP, the GDP will be subject to the on-going accreditation review(s) currently scheduled to occur every five (5) years thereafter to ensure the GDP remains in compliance with the current AAPL guidelines, Application for Accreditation of GDP and the GDP Policy Statement. The initial such five (5) year accreditation will occur within five (5) years from the end of the Provisional Accreditation Status / at the beginning of the Full Accreditation Status. The AAPL Application for Accreditation of GDP (together with the then-current application fee) must be completed and submitted no later than six (6) months prior to the expiration of each successive five (5) year accreditation term. Upon submission, the GDP will be evaluated by the AC, and a recommendation will be provided to ExCom. The AC will utilize the current guidelines as set out in the AAPL Application for Accreditation of GDP, the General Policy Statement and GDP Policy to evaluate each GDP. If a GDP is found to be deficient in one or more areas, the GDP may be placed on Probation Accreditation Status as outlined in Article 3 in order to allow the GDP to correct all such deficiencies. If corrected, the AC, in conjunction with the ExCom as set out in Article 3, may remove Probation Accreditation Status to said GDP. If all such deficiencies are not corrected within the allotted time, or a Waiver is not granted, then accreditation for said GDP may be terminated. The ExCom shall make the final determination on all applications for accreditation.

Although it is the hope that an applicant GDP in Full Accreditation Status will work through the process and maintain its Full Accreditation Status, the ExCom has full authority to return the GDP to any listed Accreditation Status within this Policy Statement at any time and for as long as the ExCom so chooses. ExCom also maintains the ability to terminate any Accreditation Status completely and leave a GDP not accredited. A recommendation from the AC is not required. At any time that a GDP is categorized as being Full Accreditation Status, it may advertise such status as long as it is clear that the status is not permanent, and it may be included in AAPL advertising as an Accredited Program.

Annual Meeting Committee Procedures

Name of Procedure	Determine Program Framework
Created	April 2024
Purpose	To set the framework of how the meeting will be scheduled. Determine one or two tracks and any extra events that will be taking place with the annual meeting.
Exceptions	
Process	1. As a committee, discuss the prior annual meeting(s) and determine if there are any items/events that were not needed or were missed. Determine if there was anything that should be changed for years going forward. 2. As a committee, decide when all the key factors of the meeting will be taking place (awards, business meeting, passing of gavel etc.) 3. As a committee, discuss budget and whether or not two tracks can be afforded. 4. As a committee, decide which extra activities will be held and when. 5. Committee chair to consider all the thoughts of the committee and draft a program that they think is suitable for the Annual Meeting, then present to committee for critique and or vote.

Name of Procedure	Determine Theme
Created	April 2024
Purpose	Selecting a theme for the meeting will help with planning events and marketing.
Exceptions	
Process	1. As a committee, discuss ideas for themes of the upcoming meeting. The committee should consider location and what the location is known for perhaps. The committee should also consider how well the theme can be marketed. 2. The committee should brainstorm to develop a few different themes. 3. As a committee, the presented themes should be discussed and ultimately voted on to select one.

Annual Meeting Committee Procedures

Name of Procedure	Select/Determine Events
Created	April 2024
Purpose	To create added value in the meeting and providing additional networking opportunities.
Exceptions	
Process	1. As a committee, discuss the prior annual meeting events as to what received favorable reviews and not so much. 2. As a committee, discuss different events that could be held (i.e. Welcome Party, AAPL Celebrates, Landman Bash) 3. As a committee, vote on which events will be held and determine if they will be on or off campus and hold a vote to explore the options of any offsite locations needed. 4. Committee Chair to assist staff in search of any suitable venue needed offsite.

Name of Procedure	Select Keynote Speaker
Created	April 2024
Purpose	Picking the perfect Keynote speaker should set the tone of the overall Meeting.
Exceptions	
Process	1. As a committee, discuss any keynote speaker requests that have been submitted and brainstorm as to whom the committee believes that our membership would find the most interesting or beneficial keynote speaker. 2. As a committee, narrow down the list of potential keynotes and rank them in order of preference. 3. Committee Chair or Member with a direct line of communication of top preference should make contact and extend an invitation. Should the invitation be declined, the 2nd preference should be contacted and so on until an invitation is accepted.

Name of Procedure	Select Topics to be presented
Created	April 2024
Purpose	To select topics that the membership will find interesting and desire to learn more about
Exceptions	
Process	1. As a committee, discuss the prior annual meeting topics as to what received favorable reviews and not so much, and review all the topics/presenters that have been submitted through the AAPL website.

2. As a committee, discuss any major new topics, trends or major changes in regulations that may need to be covered.

3. As a committee, create an active spreadsheet and allow all committee members to add different topics (Should they have a presenter in mind for said topic add said presenter in as well). This should be a robust sheet of topics.

4. Once a significant number of topics are posted, the sheet should be sent to each committee member for said member to select their favored topics.

5. The committee chair shall review all of the committee members preferences and tally them to create one sheet with the top preference topics (the number should be in accordance to the number of tracks and class slots) It also should be kept in mind that a topic or class may need to be presented more than once if two tracks are used.
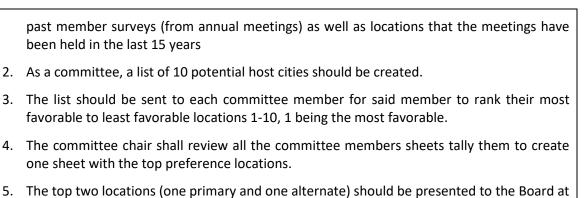
Name of Procedure	Select Presenters
Created	April 2024
Purpose	To select presenters that we believe that is most knowledgeable of each selected topic and will be able to convey their knowledge to our membership the most effective.
Exceptions	
Process	1. As a committee, discuss whom would be best to speak to each selected topic and select each of the presenters.
	2. The committee chair should assign committee members presenters to extend invitations to.
	3. Once the presenter has agreed to speak, the committee member should request, headshots, long and short bio, a synopsis of their presentation and title that they would like used to describe their presentation, along with all contact information and same for any co-presenters. The committee member should make an introduction to the AAPL Education Manger as the staff coordinator of presenters at the annual meeting.

Name of Procedure	Determine Location of Annual Meeting 2nd Annual Meeting after Current
Created	April 2024
Purpose	To select the meeting location for 2 years after the current meeting that the committee is organizing. This will help the events coordinator to begin their research as to whether or not the selected city is capable of hosting the annual meeting.
Exceptions	
Process	1. In November the committee should discuss the prior annual meeting locations and consider which locations received favorable reviews and not so much. The committee should review

	past member surveys (from annual meetings) as well as locations that the meetings have been held in the last 15 years
	2. As a committee, a list of 10 potential host cities should be created.
	3. The list should be sent to each committee member for said member to rank their most favorable to least favorable locations 1-10, 1 being the most favorable.
	4. The committee chair shall review all the committee members sheets tally them to create one sheet with the top preference locations.
	5. The top two locations (one primary and one alternate) should be presented to the Board at the December board meeting and voted on. The vote will allow the AAPL Events Manager to start sending request for bids to different potential host properties in the top selected host city.

Awards Committee Procedures

Name of Procedure	Award solicitation and review process
Created	March 19, 2024
Purpose	This procedure is used to ensure consistent practices amongst staff and committee members to ensure sufficient solicitation for award submissions as well as an ethical and cumulative review of the award submissions is archived.
Exceptions	Director of the Year and the Outstanding Graduate are not selected by the Awards Committee
Process	1) Inform organization of available Awards and the submission deadline • Chairman and Co-Chairman; as the only publicly known committee members, contact local organizations to solicit for award submissions • With assistance from the AAPL, generate monthly notices on all AAPL marketing platforms. • Committee should remain vigilant in identifying new opportunities to generate submissions. Ex.: Finding a more efficient manner for awards submissions The goal is to achieve the most deserving list of candidates for each award! 2) Review process • Committee will work with AAPL to confirm candidates AAPL status and ability to receive award • Committee will organize submissions in a method and fashion where all committee members have access to review submissions. • The voting members of the Committee will individually review submissions, grade submissions, and submit individual grading to Chairman and Co-Chairman. • The entire committee will meet to review the collective results to allow for any discussions • The following Awards are calculated based on percentages provided by each local association: Largest growth Percentage of APPL Membership & Largest Percentage of AAPL Membership with awards being awarded to the winning organizations with no input from Awards Committee. 3) Awards winners will be presented to the AAPL ExCom at the AAPL Board quarterly March meeting. 4) Award winners will be notified and asked to be present at the AAPL Annual Meeting to accept their Award(s) 5) Awards Committee will work with AAPL to collect details on Awards winners for the Award presentation 6) Awards Chairman or AAPL will present Awards at the AAPL annual meeting. 7) Awards Committee and AAPL will publish the Award winners after the annual meeting.

Certification Education Procedures

Name of Procedure	Introduce certification opportunities (RL, RPL and CPL) to qualified candidates as soon as possible.
Created	August 22, 2023
Purpose	Maximize AAPL Member's Certification Status
Exceptions	
Process	1. Once qualified candidates for certification are identified through Personify (or currently applicable program), work with staff to ensure contact with the candidates through a variety of methods (mail, email, phone call, through local association) to congratulate them on their accomplishment, provide the necessary review and/or exam information, answer any questions they may have and encourage certification. 2. Develop a system by which this process is tracked to ensure that, through periodic review and updating, we are reaching members at their earliest allowed certification date thereby potentially increasing AAPL's member certification status.

Name of Procedure	Annual review of the outline and content of the certification review material to ensure is current and includes the definition of land work as is defined in the AAPL By-Laws. If deemed, new content should be incorporated.
Created	August 22, 2023
Purpose	Ensure certification review material is consistent with the AAPL By-Laws definition of Landwork.
Exceptions	Not applicable to any other AAPL Education course or materials.
Process	1. AAPL Staff will provide the Committee feedback from evaluations and survey results after each review and/or exam, within 30 days, from speakers and attendees concerning the content of the review material. Should any source material be determined to be outdated/erroneous, and if it is deemed new contents should be incorporated, the Committee will either: a) Create a task force to develop new content, or b) Assign to Committee Members to provide suggested revised outline, and potentially develop new content if appropriate.

Certification Education Procedures

Name of Procedure	Annual evaluation of review guide material and speaker power points and slides, as well as recommendations that indicate source material is inaccurate or point to known errors in published versions of the review material.
Created	August 22, 2023
Purpose	Ensure review material remains up to date.
Exceptions	Not applicable to any other AAPL Education course or materials.
Process	1. Committee to review education guide material and slides, identify subject matter that needs to be updated, and revise accordingly. 2. AAPL Staff shall assist with incorporating Committee revisions/edits to all education materials, speaker power point and slide presentations, study guides, etc. with direction from the committee.

Name of Procedure	Annually evaluate certification review course participation in our core cities of Houston, Dallas, Midland, Denver, and Pittsburgh to ensure we are meeting our members overall certification needs.
Created	August 22, 2023
Purpose	Procure alternative certification review sites that are located in our core cities to ensure that the AAPL does not cancel
Exceptions	This only applicable to the RPL / CPL review course and not any other AAPL events
Process	1. Reach out to local Oil Companies and local Landman Associations about hosting the certification review courses in the AAPL core cities. 2. Work with the Local Associations to promote the RPL / CPL Review Courses.

Name of Procedure	Call for Speaker(s) for the Certification Review Courses
Created	August 22, 2023
Purpose	To ensure that the AAPL has qualified Speakers for Certification Review Courses.
Exceptions	Please note that this procedure only covers Speakers for the Certification Review Courses and not any other AAPL speakers.
Process	1. Review the short-term status as well as the long term status of current speakers of Days 1 – 3 of RPL /CPL Certification. Create a written process and criteria for the recruitment, selection, and training of new speakers for certification review courses. 2. Publish recruitment criteria applicable to the subject matter being taught (RPL/CPL designation), conduct a committee review of such criteria annually, and oversee the application, selection, and training process for speakers.

Certification Education Procedures

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a) Committee review of applications and resumes submitted by interested speaker applicants to ensure minimum qualifications have been met.

b) Committee review videos of mock presentations submitted by interested speaker applicants to gauge speaking and presentation ability, as well as basic knowledge of the information being presented.

c) Committee approval of new speaker selection by simple majority vote required before speakers are added to the schedule for Days 1 – 3 review courses.

d) New speakers to liaison with existing speakers for a training period TBD.

e) Coordinate with AAPL Staff to source potential speaker applicants as needed.

f) AAPL Staff to keep records of all speaker and interview/selection information for all speaker applicants as well as current speakers and the Day 1 – 3 review courses they are connected with.

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Education Committee Procedures

Name of Procedure	Approving AAPL Education Courses
Created	October 8, 2021
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure that AAPL course content is of the highest quality and is relevant to our audience.
Exceptions	Please note that these procedures are not for any of the following educational events, as they have their own vetting for content and speakers: Field Landman Seminar, Land Institutes, Annual Meeting education sessions. However, please note that once a session is approved via these committees, then the topic and speaker are approved for another delivery method (such as live webinar) via the regular AAPL education calendar.

Process	1. All instructors (even those who have taught with AAPL in the past) who wish to present a new course for AAPL should be directed to the following webpage to ensure that all necessary data is obtained at the onset and to ensure there is only one method for the information to flow into the association.
	
	https://www.landman.org/get-involved/request-to-present-author-abstract
	
	Note: the online form will be updated to indicate in person event or webinar and will also include the length of the presentation. We should review the submission form to allow for webinars – and have them enter the length of the presentation.
	
	2. Within three business days of submission, AAPL staff will post the request and accompanying files in the Education Development Basecamp.
	
	    a. Content will be organized by fiscal year.
	
	    b. Sub-folders will be used to move content from pending to approved so that it is visually identifiable as to which courses are approved and which are not.
	
	3. The Chair will be notified via Basecamp notification that a new request was added to the Pending folder. Only proposals will be collected initially. If additional information is required to determine acceptance, please notify staff as soon as possible so that the requested materials can be collected in a timely manner.
	4. The Chair or designee has 10 business days to review, assess, and determine if the status of the submission.
	
	    • Should any committee member also act as an instructor, they should recuse themselves from the decision process.
	
	5. Once a determination has been made, the Chair or designee shall note the decision and the date of the decision in the Excel spreadsheet in Basecamp.
	6. The Chair or designee then move the proposal to the appropriate folder – Approved or Rejected and ensure that AAPL staff are included on the notifications that they may continue the appropriate process.

Education Committee Procedures

	7. Continue with the applicable procedure:
	• Processing an Approved Course (as detailed below)
	• Processing a Rejected Course (as detailed below)

Name of Procedure	Processing Approved Courses
Created	October 8, 2021
Purpose	This procedure is used once an instructor and course are approved by the Education Development Committee. The Education Annual Meeting/Seminar Committee is responsible for reviewing the event dates/locations. If the course is not approved, see Processing Rejected Courses procedure.
Exceptions	Not applicable

Process	1. Chair or designee will draft a notification of acceptance – which can be generic or as detailed as they wish.
	
	2. Staff will contact the instructor with a notification of acceptance, master service agreement, blank W-9 and request for potential dates/times/locations to consider. It will be requested that the instructor returns the packet within 10 business days.
	
	3. Staff will contact the instructor with a notification of acceptance, master service agreement, blank W-9 and request for potential dates/times/locations to consider. It will be requested that the instructor returns the packet within 10 business days.
	
	4. Upon receipt of the above listed documents, AAPL will electronically store the documents. AAPL Staff will post the Instructor Name, Course Title, Delivery Method, Length, and Date approved by the Education Development Committee for the Education Annual Meeting/Seminar Committee in Basecamp for the Chair or designee to review the potential dates for the event or webinar.
	
	5. The Education Annual Meeting/Seminar Chair reviews the proposed dates for consideration within 10 days of submission. Upon the instructor's confirmation:
	
	    a. The venue will then be contracted (if in person); if a webinar it will be set up via Zoom or GoToWebinar platforms.
	
	    b. The education event will be created in Personify and LMS and posted to the web.

Name of Procedure	Processing Rejected Courses
Created	October 8, 2021
Purpose	This procedure is used once an instructor and course are rejected by the Education Development Committee. If the course is approved, see Processing Approved Courses procedure.
Exceptions	Not applicable
Process	1. Chair or designee will draft the rejection notification – which can be generic or as specific as they would like. 2. Staff will contact the instructor with a notification of rejection, providing the feedback from the Chair or designee as to why the course was not chosen.

Finance Committee Procedures

Name of Procedure	Budget Review
Created	5/12/2024
Purpose	To ensure monthly review of current and forthcoming budget items during monthly Finance meeting to highlight concerns, unbudgeted expenses and ensure a balanced budget.
Exceptions	
Process	Review budget monthly with Finance Committee.

Name of Procedure	Budget Process Timeline
Created	5/12/2024
Purpose	Ensure alignment with staff and committee regarding timelines and expectations to be met regarding budget process and deliverables.
Exceptions	
Process	CFO, in concert with communication with committee members, prepares and publishes on BaseCamp the budget process. *FOR EXAMPLE:* October – CFO budget kick off with managers – no later than October 15 October – Staff begins working on department budgets November – Staff reach out to committee – Unofficial request to consider upcoming budget needs December – First draft due to committee for internal review December – Official request with appropriate forms to committee chairs – 12/1 – due no later than 1/31 January – First draft review with Finance Committee – mid-January - changes February – Early – Final draft delivered to Finance Committee & follow-up meetings with ExCom February – Mid to late – Schedule meeting to be hosted by Finance Committee and ExCom with Board – Budget Review Send final budget to board members at least two weeks prior to board meeting March – Request vote for approval of budget at board meeting

Name of Procedure	Preview of final budget with Board of Directors
Created	5/12/2024
Purpose	Transparency and clarity with Board of Directors regarding budget proposals for next fiscal year
Exceptions	
Process	Host zoom call late February with Board of Directors to review budget for next fiscal year and answer questions.

Finance Committee Procedures

Name of Procedure	Quarterly Board Meeting budget review
Created	5/12/2024
Purpose	Provide overview and specifics (as necessary) to Board of Directors during quarterly board meeting
Exceptions	
Process	Review slides prepared by CFO and Treasurer to board meeting. Ensure Finance Committee clear on outcomes

Name of Procedure	Budget to Board of Directors for review – Two weeks prior to Board of Directors meeting
Created	5/12/2024
Purpose	Provide BoD with final budget for review (following ZOOM call)
Exceptions	
Process	Present budget for new fiscal year prior to March BoD meeting

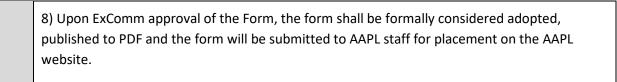| Name of Procedure	March Board Meeting – Budget Approval
Created	5/12/2024
Purpose	Approval of budget for upcoming fiscal year
Exceptions	
Process	Present budget for new fiscal year and call for vote of approval

Forms Committee Procedures

Name of Procedure	Selection, Drafting, Peer Review, Legal Approval, Recommendation and Adoption of AAPL Forms
Created	April 2024
Purpose	This procedure is used to ensure consistent practice in selecting, drafting, reviewing, recommending and adopting future AAPL Forms by staff and committee members to ensure that AAPL Forms content is of the highest quality and is relevant and useful to our membership and industry.
Exceptions	Exceptions may be made when necessary or convenient to the timely adoption of Forms which meet the high standards of AAPL.
Process	The Forms Committee shall be responsible for selecting forms to begin the drafting process which are useful and relevant to activities which are currently common and widespread in the industry or where a need is anticipated. The Forms Committee shall be thoughtful to not undertake more forms at a given time than it can reliably draft and manage. Once a forms project is selected by the Forms Committee, a sub-committee shall be assigned to discuss and create the initial draft, and the sub-committee shall have a sub-committee chair (who does not have to be a current member of the Forms Committee). The Subcommittee for a respective form shall generally follow the following timeline from inception to adoption: 1) Select Form 2) Create subcommittee and appoint subcommittee chair 3) Subcommittee will engage in regular workshops to generate an initial draft of the form 4) Subcommittee will share initial draft with Forms Committee and a group of industry peers to collect comments, edits and proposed additions. 5) Subcommittee will decide on what (if any) changes to make to the initial draft to prepare draft for review by outside legal counsel (when advisable and prudent). Outside Counsel will be provided with a draft and asked to provide advice and counsel on the content of the form. 6) Subcommittee will review legal comments and in coordination with the Forms Committee make changes as deemed appropriate. Thereafter the Forms Committee and sub-committee and peer review group (optional) shall review and modify form as appropriate to arrive at a final draft of the form. 7) Committee Chair of Forms shall submit proposed Final Draft to ExCom with recommendation for approval.

	8) Upon ExComm approval of the Form, the form shall be formally considered adopted, published to PDF and the form will be submitted to AAPL staff for placement on the AAPL website.

Membership Committee Procedures

Name of Procedure	Review and voting Lifetime Membership Status
Created	5/12/2024
Purpose	Review applications for Lifetime Membership
Exceptions	Procedure suspended indefinitely due to suspension of Lifetime Membership status
Process	Review applications and standing of applicants.

Name of Procedure	Review and voting Senior Membership Status
Created	5/12/2024
Purpose	Review applications for Senior Membership
Exceptions	Procedure suspended indefinitely due to suspension of Senior Membership status
Process	Review applications and standing of applicants.

Mentorship Committee Procedures

Name of Procedure	Pairing Mentors and Mentees
Created	4/16/2024
Purpose	The AAPL Mentorship Program is to provide AAPL members an opportunity to connect and share land work and business experiences with one another. The goal of the program is to further the professional and career development of the mentee. A mentor will provide mentorship and guidance needed to help a mentee develop the technical and business knowledge and insights to further develop as a land professional. The Mentorship Program promote enriched professionalism by mentoring less experienced landmen and students from the AAPL accredited programs, building strong relationships, providing exposure to the energy industry, enhancing skills, and providing guidance and non-legal advice. The Program promotes certification along with continued AAPL membership upon graduation from AAPL Accredited Programs and entry into the industry.
Exceptions	

Process	1) **COMMITTEE RESPONSIBILITIES**:
	 a) Create opportunities for members to network with each other both through direct mentorship and through larger networking sessions.
	 b) Provide processes to pair mentors with mentees on a scalable manner
	 c) Grow member participation in the program through strategic marketing efforts.
	 d) Coordinate with AAPL accredited program school directors and liaisons to promote participation among their students.
	 e) Coordinate with other AAPL committees and initiatives as necessary.
	
	 2) **COMMITTEE ADMINISTRATION:**
	 a) Identify workable regular meetings for Committee.
	     i) Set up Committee videoconference calls on a platform (Zoom, Teams, etc.) along with 1-week prior reminder.
	 b) Disburse meeting agenda provided by Committee Chair along with a 2-day prior reminder.
	 c) Take minutes during committee meetings and upload to Basecamp.
	
	 3) **NEW MEMBER OUTREACH:**
	 a) Request/ obtain a copy of new AAPL member sign-ups from AAPL.
	     i) Contact new AAPL members (Active and Associate) to invite to participate.
	 b) Contact previous mentor/mentees as needed.
	
	 4) **APPLICANT PROCESSOR:**
	 a) Upon receipt of a new application for a Mentor or Mentee:
	     i) Add new Mentor or Mentee applicant to the Participant Spreadsheet.
	     ii) Send welcome email to let them know we have received their application and are working on a match.
	     iii) Contact applicant if requested.
	
	 5) **PAIRING COORDINATOR:** (this role may be filled by more than one committee member depending on demand)
	 a) Upon notification of new applicant from Applicant Processor, use available applicants to find fitting match.

b) After contacting both prospective Mentor and Mentee with suggested match and upon their approval, send them the Mentorship Program Affidavit that includes expectations for signature. After complete execution of the Affidavit, send Mentor and Mentee the Mentorship Toolkit that includes:

    i) Killer questions (specific to Mentor, Mentee, Student Mentee).

    ii) Instruction letter to Mentor on being a Mentor.

    iii) Letter to Mentor to contact Mentee as "initiator" with suggestions for a successful mentoring relationship.

c) Update Participant Spreadsheet and notify Follow Up Coordinator.

6) **FOLLOW UP COORDINATOR:** (the follow-up emails and survey may be scheduled once the pairing is made and accepted)

a) Send 1-month follow-up email to get feedback on the pairing.

    i) Issues should be communicated with the Chair and Assistant Chair immediately.

    ii) Notate any comments on spreadsheet.

b) Send 3-month follow-up email to get feedback on the pairing.

    i) Notate any comments on spreadsheet.

c) Send 6-month follow-up email to get feedback on the pairing and determine if

    i) They want to continue the pairing, seek another Mentor/Mentee, or discontinue participating in the Program.

    ii) Notate any comments on spreadsheet.

    iii) If new pairing is desired, notify Pairing Coordinator.

7) **MARKETING COORDINATOR**

a) Coordinate with APPL staff for marketing assistance.

b) Set up virtual events promoting the program to AAPL members, and AAPL Accredited Program students and directors.

c) Determine if local associations have a mentoring program and if they are interested in working together to place mentoring participants in their area for more face-to-face mentoring opportunities.

8) **PROMOTER (role for all committee members)**

a) All Committee members are expected to fulfill the role of promoting participation in the program within their local associations and professional network.

b) All Committee members are encouraged to attend marketing events.

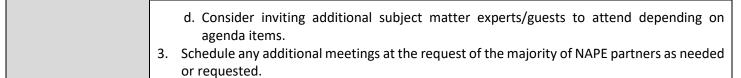c) All Committee members are encouraged to participate personally in the Program.

NAPE Advisory Board Procedures

Name of Procedure	NAPE Budget Approval
Created	April, 2024
Purpose	In compliance with the requirements contained within the NAPE Partnership Agreement dated 5/23/2006, as amended, the NAPE Advisory Board ("NAB") shall approve a NAPE Budget for each fiscal year covering July 1 thru June 30th.
Exceptions	N/A
Process	Upon receipt of a proposed budget from the NAPE Operators Committee, (which shall have been approved by the NAPE Operator's Committee), and no later than sixty (60) days after the start of the fiscal year, the NAB General Partner shall present the budget for review by the NAB Committee members and solicit a vote of approval from the NAPE Limited Partners. The solicitation for a vote shall occur no later than sixty (60) days after presenting the proposed budget to the NAB Committee. The vote may be taken electronically via email, or via video conference voice vote, or in person at a meeting of the NAPE partners. The NAB shall make available to the NAPE Partners a time to meet, either in person or virtually, to discuss any questions the Limited Partners may have prior to voting on the budget. Once the vote is taken, the NAB shall report the results of the vote to the NAPE Operators Committee and AAPL leadership. Reference is made to Section 4.05(d) of the Partnership Agreement regarding the actions necessary if the budget fails to get approved.

Name of Procedure	NAB Committee to meet not less than twice a year
Created	April, 2024
Purpose	To provide a general outline for the timing and place of the 2 NAB Committee meetings as outlined in the Policy manual.
Exceptions	N/A
Process	1. Coordinate with NAPE staff for scheduling of a NAB meeting to occur immediately following the NAPE Operators Committee in February at the beginning of NAPE Summit week in Houston, Texas, or such other place and time as necessary to coordinate around an annual NAPE event (if not Summit). a. The meeting will focus on the status of NAPE Summit planning, sponsorship solicitations and projected revenue and expenses in comparison to approved budget amounts. b. The NAPE staff will present to the NAPE Partners materials similar to that which is covered in the NOC meeting. c. Any other items will be discussed at the request of any NAPE Partner 2. Coordinate with AAPL leadership and the Limited Partners regarding the scheduling of another meeting of the NAB sometime early to mid-2nd quarter of the current Fiscal year. a. To discuss an update on projected revenues and expenses versus budget. b. Discuss the status of NAPE Summit and other NAPE event planning. c. Facilitate strategic discussions regarding the NAPE brand.

	d. Consider inviting additional subject matter experts/guests to attend depending on agenda items.
	3. Schedule any additional meetings at the request of the majority of NAPE partners as needed or requested.

NAPE Operators Committee Procedures

Name of Procedure	Formulate Strategy to NAPE/AAPL Staff
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure that NAPE events are of the highest quality and are relevant to attendees.
Exceptions	While certain AAPL events may coincide with NAPE events, the NOC will focus its formulation of strategy to be executed on NAPE events to be executed in conjunction with any potential AAPL events.
Process	1. Committee members are asked to attend monthly calls to discuss/develop strategy. 2. NOC committee chair and assistant chair will assist staff with agenda items to be discussed at each monthly call. 3. Staff will submit all pre-read material to NOC committee members prior to monthly calls. 4. NAPE staff will utilize the suggestions given by the committee for its logistical planning of all NAPE events.

Name of Procedure	Selection of Topics and Speakers for the Energy Business Conference (EBC) at NAPE Summit
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure that the Energy Business Conference at NAPE Summit is of the highest quality in terms of speakers and topics for attendees.
Exceptions	Other associations may be hosting events during NAPE Summit (FNREL, IPAA, etc.), and those events groups will conduct their own vetting for topics and speakers.
Process	1. Committee members decide relevant topics that would be of interest to attendees of the Energy Business Conference. This applies to both the Business Track and Technical Track. 2. Once topics are selected, committee members will suggest specific speakers to present on the topics selected. 3. Committee members with the assistance of NAPE staff will contact the suggested speakers to secure their commitment to speaking at the EBC. 4. Committee members will work with committed speakers to finetune the topic and content to be presented at the EBC. 5. NAPE staff will generate creative titles for the topics with input from committee members. 6. Once speaking commitments are obtained, NAPE staff will work with the speaker to collect necessary information including head shots and bios to be used in material related to the EBC.

NAPE Operators Committee Procedures

Name of Procedure	NAPE Expo Charity Event Entertainment
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure the entertainment at the NAPE Charity Event at NAPE Summit is of the highest quality for attendees.
Exceptions	Other events may be occurring during NAPE week that provide entertainment or content, the steps of this procedure are not applicable to any those events.
Process	1. NAPE Staff and NAPE Chairman will work with contacts for other non-AAPL sponsored events, to collaborate and coordinate timing of events so as to try not to conflict with one another; 2. Committee members will be asked to identify and recommend speakers, musicians or other forms of content to be showcased at the NAPE Charity Event during NAPE Summit. 3. The date and time of the Charity Event shall be the afternoon of the EBC, following the presentation of the Charities checks; 4. Once someone is selected to speak or perform, the NOC chairman will initiate a request for approval of the content provider with NAPE Expo Charities Fund. 5. Once NAPE Expo Charities Fund has approved the selection, NAPE staff will prepare the necessary contract and submit it to the content provider for execution.

Name of Procedure	NAPE Expo Charity Selection
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure proper steps are taken in selecting charitable organizations that will be the benefactors of the NAPE Expo Charity Event.
Exceptions	
Process	1. NAPE Staff will solicit requests for grant applications to charitable organizations that fit the criteria outlined in the policy manual. 2. Staff will collect and organize all grant applications along with additional information provided by the charities. 3. Staff will place this information on Basecamp for review by members of the committee. 4. The chairman, assistant chairman and immediate past chairman will conduct an initial review of the grant applications to recommend finalists to be reviewed and voted on by the remaining committee members. The initial review will take into account certain metrics to ensure donations are making a tangible impact to the charities and that the services of the charities meet the criteria outlined in the policy manual. 5. NAPE staff will post the application and other relevant information for the finalists on Basecamp to be accessed by the remaining committee members.

NAPE Operators Committee Procedures

	6. Committee members will review the finalists recommended by the chairman, assistant chairman and immediate past chairman and force rank the finalists.
	7. NAPE staff will tabulate the votes and the benefactors will be selected based on those votes and number of organizations the NOC wishes to donate to in that given year.
	8. NAPE staff will notify the selected charities and coordinate with them for the NAPE Expo Charities check presentation and Event.

Name of Procedure	Hall of Fame
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure proper steps are taken in selecting inductees to the NAPE Hall of Fame.
Exceptions	
Process	1. The NOC chairman will select a subcommittee to identify individuals and companies to be considered to be inducted to the NAPE Hall of Fame. 2. The subcommittee will make recommendations for both individuals and companies who have had a tangible impact on NAPE either through its establishment or growth since its inception. 3. The subcommittee will present its recommendations to the remaining members of the committee. 4. The committee will vote on both individual and company inductees. 5. The chairman and assistant chairman will work with NAPE staff to contact the inductees and provide them an official letter outlining their induction to the NAPE Hall of Fame. 6. Nape Staff will work with the inductees to collect pertinent information and work with the inductees to be present at the official announcement at the NAPE Classic and their acknowledgement during NAPE Summit.

Name of Procedure	Anthony De'Toto American Hero Award
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure proper steps are taken in selecting the recipient of the Anthony De'Toto American Hero Award.
Exceptions	
Process	1. NAPE staff will solicit nominations for the award. 2. The NOC chairman will select a subcommittee to identify individuals to be considered for the award. 3. The subcommittee will make recommendations who fit the criteria of the award as established by the NOC.

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4. The subcommittee will present its recommendation to the remaining members of the committee.
5. The committee will vote to approve the recommendation.
6. The chairman and assistant chairman will work with NAPE staff to contact the award winner and provide them an official letter outlining their selection as the Anthony De'Toto American Hero Award recipient.
7. Nape Staff will work with the award winner to collect pertinent information and work with the award winner to be present at the official announcement at the NAPE Classic and their acknowledgement during NAPE Summit.
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Name of Procedure	NAPE Magazine
Created	4-1-24
Purpose	This procedure is used to ensure consistent practice amongst staff and committee members to ensure proper steps are taken in serving as the editorial board for the NAPE Magazine.
Exceptions	AAPL publishes other literature, the NOC will not serve in an editorial capacity for those publications.
Process	1. Committee members will recommend topics for the magazine or individuals to be interviewed in the magazine. 2. Staff will conduct all interviews and perform the drafting of all articles for the magazine. 3. Committee members will be asked to suggest questions utilized by staff for interviews. 4. Committee members will review articles as requested by staff to ensure quality of content.

Professional Development Assistance Program "PDAP" Procedures

Name of Procedure	PDAP Program Administration
Created	5/23/2024
Purpose	To provide assistance with registration fees for AAPL-operated educational programs including institutes, seminars, workshops, oil and gas land reviews, and the Annual Meeting. Assistance is also provided to the AAPL-affiliated NAPE Business Conference. The program is designed for Active and Student AAPL members.
Exceptions	Does not extend to Associate of Honorary Members
Process	"Maximum Professional Development Assistance" shall be limited, per Active and Student AAPL Member, to no more than the applicable registration fee and shall not exceed a maximum of $300.00 per each approved program or event. "Professional Development Assistance Limitation" shall be limited to assistance to attend two programs per calendar year, per Active and Student AAPL Member, inclusive of all AAPL-Operated Events. This Professional Development Assistance Program also specifically extends to the AAPL-affiliated NAPE Business Conference.

Name of Procedure	AAPL Administration of the PDAP Program
Created	5/23/2024
Purpose	To ensure proper guidelines are met for the program
Exceptions	
Process	The Program Development Assistance Program will be administered by AAPL's Education Administrator. AAPL will confirm that each applicant is an Active or Student AAPL Member in good standing and that they have not received Professional Development Assistance more than two (2) times in the past calendar year. AAPL requests applications be submitted for review and approval at least two weeks prior to an event. Advance payments and/or reimbursements for approved Professional Development Assistance will be processed in accordance with normal AAPL accounting processes. AAPL will provide Program updates to ExCom, Board and/or Committee upon request. Prioritization of applications will be reviewed, and this policy will be updated at such time as the number of requests exceed the annual budget for the Program.

Professional Development Assistance Program "PDAP" Procedures

	Desired Outcomes To allow Active and Student AAPL Members the ability to obtain a new RL, RPL, or CPL certification or obtain recertification credits for maintaining an existing RL, RPL, or CPL certification. To provide Active and Student AAPL Members with networking opportunities and exposure to potential job opportunities through financial assistance to attend the NAPE Business Conference.

Name of Procedure	Application Instructions & Requirements
Created	5/23/2024
Purpose	To ensure proper guidelines are met for the program
Exceptions	
Process	To receive assistance, the applicant must submit a written request for assistance along with the event registration form. The request must indicate: • Registration flyer from the event you are requesting assistance to attend. • Applicant's current employment status. • Applicant's number of consecutive AAPL membership years. • Previous programs for which Professional Development Assistance was approved. • Applicants must apply for assistance at least 2 weeks prior to the class date. • If the applicant is requesting assistance for the RPL/CPL exam, the RPL/CPL application must already be approved by the Certification Committee. • The application form for the Professional Development Assistance Program will be available on AAPL's website.

Publications Committee Procedures

Name of Procedure	Categorization of Articles for Publications
Created	5/23/2024
Purpose	To periodically review articles that have been submitted for consideration and provide recommendations to AAPL staff based on their print worthiness in the *Landman* magazine and also seek out new and relevant content/articles applicable to the land profession and energy industry for potential publication.
Exceptions	
Process	• Professional papers on topics related to the land profession or oil, gas and mineral business. • Articles concerning local and national association events. • Recurring features or columns that are generally informative or motivational in nature. • Articles covering current affairs, events and items of interest to the members. • Presentation papers or speeches from industry seminars and conferences. • Oversight responsibility of these publications lies with the AAPL director of communications.

Name of Procedure	Approved AAPL Publications for Print
Created	5/23/2024
Purpose	
Exceptions	
Process	• AAPL produces several publications on a continual basis: *Landman* magazine (bimonthly), Membership Directory (annually), AAPL's Annual Report (annually) and books. • AAPL publishes the association's Bylaws, Standards of Practice and Code of Ethics in the Membership Directory in addition to the membership alphabetical, geographical and company listings. • Oversight responsibility of these publications lies with the AAPL director of communications. • The Article Review Board consists of Active Members appointed by the president and/or incoming first vice president. • The director of communications recommends to the AAPL executive vice president an annual budget for the board of directors approval each year.

Name of Procedure	Article Generation for Publications
Created	5/23/2024
Purpose	To ensure proper guidelines are met for publications
Exceptions	
Process	Procedures used to generate articles for publication will include information and ideas obtained from various sources including, but not limited to: • Publication Readership Surveys

Publications Committee Procedures

• Suggestions from members, board of directors, industry peers and AAPL staff • AAPL Strategic Plan	

Name of Procedure	Article Evaluation
Created	5/23/2024
Purpose	To ensure proper guidelines are met for articles to be published
Exceptions	
Process	1. Each article submitted to AAPL shall be reviewed by the AAPL Article Review Board and AAPL publications staff to determine suitability for publication. AAPL has the right, through its Article Review Board, to reject any article/paper submitted for publication. 2. Articles cannot be published without the written permission of the author. Permission may be granted in a standard cover letter or email correspondence rather than by a formal document. Such letter, or document, or email granting permission to publish a paper/article shall be kept on file with the original article/paper. The AAPL publications staff will handle the authorization process. 3. If there is a problem with writing style, editorial changes can be made which might make the article suitable for publication. If only slight changes in spelling, punctuation, grammar or consistency need to be made, it may not be necessary to advise the author of the changes. The author should be notified of any "major" editorial changes; otherwise it should state on any release or authorization that AAPL publications department has the right to edit any portion of the article/paper as consistent with standard Associated Press style. Any changes requested by the author after the submittal deadline will be taken into consideration by the editor and complied with, if at all possible.

Technology Committee Procedures

Name of Procedure	Promote the use of Technology
Created	5/5/2024
Purpose	This procedure is used to ensure the advancement of the land professional's capabilities in the performance of Land work using various applications, software and services.
Exceptions	

Process	1. Technology Evaluation & Selection:
	• Relevance to land work.
	• Ease of use.
	• Cost-effectiveness.
	• Vendor support and reliability.
	• Compatibility with existing systems.
	2. Evaluation Process:
	• Identify technological needs.
	• Research and shortlist potential solutions.
	• Conduct demonstrations and trials.
	• Collect feedback from committee members and end-users.
	• Make a recommendation to AAPL based on evaluation results.
	3. Selection:
	• Technology solutions are selected through a majority vote of the committee.
	4. Implementation and Training
	• Implementation Plan:
	    o Develop a detailed implementation plan, including timelines and responsibilities.
	    o Coordinate with AAPL on distribution of the resource (tech guide, online video, subscription roll out).
	    o Use AAPL social media, newsletters, calendar, website to promote and inform.
	• Training (if necessary):
	    o Develop training materials and sessions for end-users.
	    o Schedule training sessions to accommodate all users.
	    o Provide ongoing support and refresher training as needed.
	5. Monitoring and Evaluation
	• Performance Metrics:
	    o User adoption rates.
	    o System performance and reliability.
	    o User satisfaction surveys.
	    o Cost savings and efficiency improvements.
	• Reporting:
	    o Monthly performance reports to the committee.
	    o Quarterly updates to the AAPL Board of Directors.

	6. Communication and Reporting
	    • Internal Communication:
	    • Use collaborative tools for project management and communication.
	    • Maintain a shared document repository.
	    • External Communication:
	    • Provide updates to AAPL members through newsletters and webinars.
	    • Host technology showcases and demonstrations.
	    • Reporting:
	    • Prepare and submit annual reports on committee activities and achievements.
	7. Continuous Improvement
	    • Feedback Loop:
	      o Collect feedback from end-users regularly.
	      o Conduct annual reviews of technology solutions.
	      o Update procedures and practices based on feedback and review outcomes.
	    • Professional Development:
	      o Encourage committee members to attend relevant conferences and training.
	      o Share knowledge and best practices within the committee.

Name of Procedure	Recommend Membership-Wide Information Technology Policies
Created	5/5/2024
Purpose	The Technology Committee is tasked with recommending information technology (IT) policies that align with the broader goals and objectives of the AAPL. These policies are designed to ensure that all members have access to consistent, secure, and efficient technology resources.
Exceptions	

Process	1. Policy Development Process
	   a. Needs Assessment:
	      i. Identify IT policy needs through surveys, feedback, and incident reports.
	      ii. Prioritize policy areas based on risk, impact, and feasibility.
	   b. Research:
	      i. Conduct thorough research on best practices, legal requirements, and industry standards.
	      ii. Consult with experts and stakeholders.
	   c. Drafting:
	      i. Draft policy documents, including purpose, scope, procedures, and responsibilities.
	      ii. Review drafts with committee members and key stakeholders for feedback.
	   d. Approval:
	      i. Present final policy drafts to the AAPL Board of Directors for approval.
	      ii. Make necessary revisions based on feedback from the board.

2. Implementation and Training
   a. Implementation Plan:
      i. Develop a detailed implementation plan, including timelines, responsibilities, and resources.
      ii. Communicate new policies to all members through official channels.
   b. Training:
      i. Develop training materials and sessions for members.
      ii. Schedule training sessions to ensure all members understand and comply with new policies.
      iii. Provide ongoing support and refresher training as needed.
3. Monitoring and Evaluation
   a. Compliance Monitoring:
      i. Regularly monitor compliance with IT policies through audits and assessments.
      ii. Address non-compliance issues promptly.
   b. Performance Metrics:
      i. Measure the effectiveness of policies using key performance indicators (KPIs).
      ii. Collect feedback from members on policy effectiveness and clarity.
   c. Reporting:
      i. Monthly compliance and performance reports to the committee.
      ii. Quarterly updates to the AAPL Board of Directors.
4. Communication and Reporting
   a. Internal Communication:
      i. Use collaborative tools for project management and communication.
      ii. Maintain a shared document repository.
   b. External Communication:
      i. Provide updates to AAPL members through newsletters, webinars, and the official website.
      ii. Host information sessions and policy workshops.
   c. Reporting:
      i. Prepare and submit annual reports on committee activities, policy developments, and compliance.
5. Continuous Improvement
   a. Feedback Loop:
      i. Collect feedback from members regularly.
      ii. Conduct annual reviews of IT policies.
      iii. Update policies and procedures based on feedback and review outcomes.
   b. Professional Development:
      i. Encourage committee members to attend relevant conferences and training.
      ii. Share knowledge and best practices within the committee

Technology Committee Procedures

Name of Procedure	Serve as a Technology Information Resource to the Association and its Members
Created	5/4/2024
Purpose	The Technology Committee serves as a vital resource for the Association and its members, providing guidance, support, and education on all aspects of technology. This role is essential for ensuring that the Association remains at the forefront of technological advancements and that its members are well-equipped to leverage technology effectively.
Exceptions	

Process	1. Providing Expertise:
	    a. Offering expert advice and insights on emerging technologies, trends, and best practices.
	    b. Assisting members in understanding and implementing new technologies to enhance their professional activities and the Association's operations.
	2. Facilitating Knowledge Sharing:
	    a. Creating platforms and opportunities for members to share their experiences and knowledge about technology.
	    b. Organizing workshops, webinars, and training sessions to educate members on various technology-related topics.
	3. Supporting Technology Adoption:
	    a. Guiding the Association and its members through the process of adopting and integrating new technology solutions.
	    b. Providing resources, tools, and support to ensure smooth transitions and effective use of technology.
	4. Enhancing Communication:
	    a. Serving as a central hub for technology-related information, ensuring that members have access to the latest updates, guidelines, and resources.
	    b. Facilitating communication between the Association, its members, and external technology vendors or experts.
	5. Promoting Innovation:
	    a. Encouraging the exploration and implementation of innovative technological solutions that can drive the Association's mission and objectives.
	    b. Identifying opportunities for technological advancements that can benefit the Association and its members.

Technology Committee Procedures

Name of Procedure	AAPL Technology Committee Meeting Procedure
Created	8/7/2024
Purpose	Provide structure for committee meetings.
Exceptions	

Process	1. **Pre-Meeting Preparation**
	    ○ **Schedule the Meeting**:
	        1. The Chair schedules regular meetings (e.g., monthly or quarterly) and any ad hoc meetings as needed.
	        2. Confirm the date, time, and location (or virtual meeting platform) and send invitations to all committee members at least two weeks in advance.
	    ○ **Set the Agenda**:
	        1. The Chair prepares a draft agenda and shares it with committee members at least one week before the meeting.
	        2. Solicit input from committee members on additional agenda items.
	        3. Finalize and distribute the agenda, ensuring it includes time allocations for each item.
	    ○ **Prepare Materials**:
	        1. Compile all necessary documents, reports, and materials needed for the meeting.
	        2. Ensure that these materials are accessible to all committee members via the Basecamp folder or other agreed-upon methods.
	2. **Conducting the Meeting**
	    ○ **Call to Order**:
	        1. The Chair calls the meeting to order, verifies attendance, and ensures a quorum is present.
	    ○ **Approve Previous Minutes**:
	        1. Review and approve the minutes from the previous meeting.
	        2. Address any action items or follow-ups from the last meeting.
	    ○ **Review Agenda**:
	        1. Present the agenda and make any necessary adjustments.
	        2. Establish the meeting's objectives and expected outcomes.
	    ○ **Discuss Agenda Items**:
	        1. Proceed through the agenda, allowing adequate time for discussion of each item.
	        2. Ensure all members have the opportunity to contribute.
	        3. Use a structured approach to manage discussions, keeping them focused and on track.
	    ○ **Decision Making**:
	        1. When decisions are required, facilitate a clear and orderly decision-making process.
	        2. Use voting or consensus methods as appropriate.
	        3. Document all decisions made and actions agreed upon.

- o **Assign Action Items**:
  1. Clearly define and assign action items to specific committee members.
  2. Set deadlines for the completion of each action item.
  3. Ensure all assigned tasks are documented in the meeting minutes.
- o **Open Floor**:
  1. Provide time for any additional questions, comments, or new business from committee members.
- o **Summarize and Adjourn**:
  1. Summarize the key points, decisions, and action items from the meeting.
  2. Confirm the date and time for the next meeting.
  3. Adjourn the meeting formally.

3. **Post-Meeting Follow-Up**
4. **Distribute Minutes**:
   - o The designated recorder prepares and distributes the meeting minutes within one week of the meeting.
   - o Ensure minutes include attendance, key discussions, decisions made, and action items with assigned responsibilities.
5. **Update Basecamp Folder**:
   - o Upload the meeting minutes and any related documents to the committee's Basecamp folder.
   - o Ensure all committee members have access to the updated materials.
6. **Follow-Up on Action Items**:
   - o Monitor the progress of assigned action items.
   - o Provide support and reminders to committee members as needed.
   - o Include updates on action items in the agenda for the next meeting.
7. By adhering to these meeting procedures, the AAPL Technology Committee can ensure efficient, productive, and well-documented meetings that advance the committee's goals and support the Association's mission.