

# ITE Mid-Colonial District



## INSTITUTE OF TRANSPORTATION ENGINEERS MID-COLONIAL DISTRICT

### MANUAL FOR LEADERSHIP

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## **INTRODUCTION**

The purpose of this manual is to provide a simple handbook to be used by the members and committees of the Board of Directors. This manual and its appendices include: Bylaws, Charter and policies of the District, duties and responsibilities, and roster of officers in each Section.

## **GENERAL POLICIES AND TRADITIONS**

This section of the manual records those traditions and policies that have become part of the District's operating procedures and policies.

1. Annual Meeting will be held in a location that is rotated every year between the two Sections.
2. Traditionally, the Vice President is nominated for the Presidency, the Secretary-Treasurer is nominated for the Vice Presidency and one or both Section Representatives are nominated for Secretary-Treasurer. The nominations for President and Vice President are usually uncontested in the first announcement of nominations.
3. The candidate for election of Secretary-Treasurer shall be rotated between Sections in the following order: WDCSITE (election year 2011 to serve in 2012), At-Large (2013), MASITE (2014), WDCSITE (2015), At-Large (2016), MASITE (2017),
4. The candidates for election of the International Director shall be rotated between the Sections for their three-year terms: MASITE (2013-2015), WDCSITE (2016-2018).
5. The Treasurer is authorized to issue a check for up to \$100 to fund student chapter activities where the request is made in writing and is deemed by the Treasurer to be reasonable and legitimate. (Board Meeting, November 17, 1994)
6. The Board has an in-person meeting at the District Leadership Retreat in January of each year. Conference calls are held throughout the year as needed.
7. If the candidates for International Vice President attend the Annual Meeting, the registration fee will be waived and the District will pay the hotel cost. (Board Meeting: May 13, 1999)
8. The goal of the District is to maintain a balance in its treasury that can cover approximately one year's annual meeting expenses.

## **DUTIES AND TRADITIONS OF THE BOARD MEMBERS AND COMMITTEE CHAIRS**

### **PRESIDENT**

1. Preside at meetings of the District and District Board.
2. Make arrangements for a District Leadership Conference in January of the year as president.

3. Appoint the following positions as soon as possible, with the approval of the District Board:
  - a. Student Chapter Coordinator
  - b. Awards Committee Chair
  - c. District's member of the Institute's Nominating Committee
  - d. District's member of the Institute's Legislative and Policy Committee
4. Appoint the Annual Meeting Chair for the following year, with the approval of the District Board.
5. Appoint a Nominating Committee of at least three members. No more than two-thirds shall be from any one Section. Typically, the Chair of this committee is the Immediate Past President.
6. Establish new committees as appropriate in conjunction with the Board.
7. Coordinate with the Secretary-Treasurer on a periodic basis to insure that the various duties of Secretary-Treasurer, such as minutes, election ballots, etc., are done on time and the agenda and meeting notice of upcoming Board meetings are distributed (by either the President or Secretary-Treasurer).
8. Appoint a three person Tellers Committee to count the ballots for the election of District officers. None of those on the committee shall be on the ballot.
9. Be an ex-officio member of all committees, except the Nominating Committee. Provide guidance to the Annual Meeting Chair as appropriate.
10. Coordinate with the Annual Meeting Chair regarding the timing of the Annual Business Meeting. The Business Meeting is usually held as part of the Luncheon agenda.
11. Be a liaison between the Institute and the District, responding as appropriate to correspondence from the Institute and notifying the Board members of significant issues between Board meetings.
12. Make welcoming statement at the Annual Meeting and emcee the Luncheon.
13. Distribute list of unpaid members to Board members. Assign list to contact delinquent members.
14. Prepare agenda for the Board Meetings
15. Prepare agenda for the Annual Business Meeting:
  - Introduction
  - Treasurer's Report
  - Summary of Board activities
  - International Director's Report
  - Date and location of next meeting
  - Other business and pertinent information

## **VICE PRESIDENT**

1. Preside at meetings of the District and meetings of the District Board when the President is unable to do so.
2. In the event of a vacancy occurring in the office of President, fill the unexpired term of the President.
3. Secure plaque for outgoing President and Student Paper Award Winner.

## **SECRETARY - TREASURER**

1. Take minutes of Board and District meetings.
  - a. Distribute draft minutes to the Board for review and comment prior to approval at the next meeting.
  - b. Provide a clean copy of the approved minutes to the District Administrator for the archives.
2. Coordinate with President on notice of meetings and proposed agenda.
3. Receive nominations from Nominating Chair and distribute email notice to the voting members. This notice shall provide information on petitions for additional nominees. Coordinate with the Section secretaries to obtain the email addresses.
4. Make arrangements for online balloting and send notices to the voting members. At a minimum, notices should be sent when online balloting is available and at least one reminder towards the end of the balloting period.
5. Coordinate with the previous Secretary – Treasurer on obtaining bank signature cards and resolution forms to be available at the Leadership Retreat for signing by appropriate parties and getting cards to the bank.
6. Present a Treasurer's report at meetings / conference calls. Prepare a final Treasurer's report at the end of the year before providing files to the new Secretary-Treasurer. Prepare a preliminary budget for presentation at the Leadership Conference
7. Pay bills and handle correspondence.
8. Coordinate paying invoices for Annual Meeting (advance and at the meeting) with the Annual Meeting Chair.
9. Deliver files to incoming Secretary-Treasurer.

## **IMMEDIATE PAST PRESIDENT**

1. Provide guidance to the President as needed.
2. Typically, the Immediate Past President Chairs the Nominating Committee.

## **SECTION REPRESENTATIVES**

1. Maintain active liaison with the District Board, Section Board and membership within the District. Report Section Board activities, issues and concerns to the District Board.
2. Serve as a member of the Awards Committee.

## **INTERNATIONAL DIRECTOR**

1. The following general duties and responsibilities are from the Procedures Manual of the International Board of Direction:
  - a. Attend meetings of the Institute and the International Board of Direction.
  - b. When appointed or designated by the President, serve on International Board committees and execute work assignments.
  - c. Contribute and participate fully in the decisions and work of the International Board.
  - d. Maintain active liaison with the District Board, Section Boards and membership within the District through meeting attendance, reports, District and Section newsletters and correspondence. Report International Board opinions to the District membership.
  - e. Balance the wishes and needs of the District with those of the Institute as a whole, sacrificing in both cases personal desires but not good judgment.
2. Meetings
  - a. The International Board meets three times per year: 1) immediately prior to the Technical Conference in March; 2) immediately preceding the ITE Annual Meeting in August and 3) in October or early November at ITE Headquarters. Each Director submits a written report of his/her activities since the last meeting. There is also an orientation meeting for new directors held prior to the fall meeting.
  - b. MASITE and WDCSITE hold business and technical meetings. The Director gives informal reports and appears on the programs at times.
3. Miscellaneous
  - a. The Director nominates individuals from the District for membership on Institute committees as needed. .
  - b. A report covering each meeting of the International Board should be submitted to the District Board and Section Presidents and at other times as deemed necessary. Headquarters sends the minutes of Board meetings directly to the Section Presidents. <<Do they??>>
  - c. Director's travel expenses are reimbursable by Mid-Colonial District up to the limit indicated in the budget. Requests for reimbursement shall be submitted to the Treasurer as they occur, or by the end of the fiscal year, at the latest.

## **DISTRICT ADMINISTRATOR**

1. Appointed by the District Board as a committee chair until such time as the District Bylaws are amended to make the District Administrator an ex officio, non-voting member of the Board. To ensure continuity in the District operations, the term of the appointment is indeterminate, with an intention of a five year minimum. (Approved May 1, 2009)
2. The District Administrator shall be an ITE member in good standing AND shall have actively participated in the District for more than 5 years. Preference will be given to District Administrator candidates who have served as President of the District Board. Additional considerations may include candidates who have served on the ITE International Board. (Approved May 1, 2009)
3. Responsibilities (Approved May 1, 2009, except for I and j):
  - a. Provide continuity to the board as they retain the history of prior boards
  - b. Attend board meetings
  - c. Maintain archives such as minutes, annual meeting information, financial records, etc.

- d. Maintain the District Manual, to include (but not limited to):
    - List of District board and committee duties
    - Annual meeting guidelines
    - District charter and bylaws
    - Current board and committee rosters
    - Student chapter contact information
    - Past District board roster
    - Past award recipients
  - e. Assist with the annual transition of officers (and committee members) in assuming those duties
  - f. Provide information on previous annual meetings to future Local Arrangements Committees (LAC's)
  - g. Review changes to District and Section bylaws and charters to ensure general compliance with guidelines
  - h. Write the District's Annual Report and submit to ITE Headquarters
  - i. Send the results of the election to ITE Headquarters
  - j. Coordinate attendance of members of the Institute's Executive Committee and the Vice President Candidates at the Annual Meeting.
  - k. Perform other duties as assigned by the Board
4. The District shall provide to the District Administrator a \$500 annual stipend to be paid at the District's Annual Meeting. In addition, the District Administrator shall receive free registration for the District Annual Meeting, plus travel expenses to the Leadership Retreat and the Annual Meeting as approved by the Board. (Approved May 1, 2009)

#### **LEGISLATIVE AND POLICY COMMITTEE REPRESENTATIVE**

1. The President appoints a representative of the District to the Institute's Legislative and Policy Committee.
2. The representative will participate in the activities of the Institute's Legislative and Policy Committee.

#### **STUDENT CHAPTER COORDINATOR**

1. Be a liaison between the Student Chapters and the District. This may be best accomplished through a section's Student Chapter Liaison, if there is one.
2. Coordinate the Student Paper and Student Chapter Competition for the District. After ITE Headquarters announces the International competition, the Chair shall do whatever is appropriate to encourage the Sections and/or the Universities to solicit entries. The entries shall be distributed to the Awards Committee one month prior to the District Annual Meeting. Announcement of the District deadlines shall be coordinated with ITE Headquarters, as soon as the District Annual Meeting date is set.
3. Serve on the Awards Committee to judge Student Papers and Student Chapter Reports.

## AWARDS COMMITTEE

1. The Awards Committee shall have representation from both Sections. The Student Chapter Coordinator and the Technical Affairs Chair also traditionally serve on the Awards Committee.
2. The Student Paper and Student Chapter Award will be judged and selected by the Awards Committee. Student Paper Awards and Student Chapter Awards are announced at the Annual Meeting. Cash awards of \$100 and/or presented plaques are traditional for the Student Paper Award and for the Student Chapter Award.
3. The Chair shall notify the award recipients and advise the Board. The Vice President will obtain a plaque (if one is to be presented) and the Secretary-Treasurer will prepare the cash award to be presented at the Annual Meeting.

## NOMINATING COMMITTEE

1. As appointed by the President, the Nominating Committee shall consist of at least three members. No more than two-thirds shall be from any one Section. Typically, the Chair of this committee is the Immediate Past President.
2. The Nominating Committee shall nominate one or more qualified candidates for each of the offices of President, Vice-President, and Secretary-Treasurer. It also shall nominate one or more qualified candidates for each office of District International Director(s) during those years when International Director(s) is to be elected. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer.
3. The nomination timeline is as noted in Table 1:

<b>Deadline</b>		<b>Event</b>
<b>If no Int'l Dir election</b>	<b>If Int'l Dir election</b>	
July 1	May 15	Nominating Committee transmits list of nominees to the Secretary-Treasurer.
July 20	May 31	Secretary-Treasurer shall send the list of candidates to District membership
Minimum 21 days later	Minimum 21 days later	Petitions for additional nominations
September 7	~June 24	Secretary-Treasurer shall administer the election process such that every voting member has an opportunity to vote.
		Deadline for ballots – nothing in bylaws, but there should be a minimum length of time provided (21 to 30 days)
Maximum 2 weeks after ballot due date	~July 24 (Maximum 2 weeks after ballot due date AND 15 days before Institute's Annual Meeting)	Secretary-Treasurer forward results of the election to the membership  ITE Annual Meeting: 2012 – August 12-15 2015 – August 2-5



## **ANNUAL MEETING COMMITTEE**

1. The President appoints the Annual Meeting Chair for the following calendar year, generally upon the recommendation of the President of the hosting Section. There are no prerequisites for this position but it is recommended that the person have had previous participation in Annual District meeting committees.
2. The Annual Meeting Chair should not have direct responsibility for any specific activity; his/her role is to coordinate the activities of the other members of the committee.
3. The Chair should use the *Annual Meeting Summary of Committee Duties and Responsibilities*, as updated from the previous meeting, as a guideline for planning and conducting the meeting. Following the meeting, the Chair should work with the District Administrator in updating the document for the following year.
4. Committee chairs should include representation from both sections. There should be two co-chairs (or chair / vice chair) of the Technical Program Committee - one from each section.
5. It is preferable that each committee include more than one person (i.e., not a committee of one). This helps provide coverage should the chair become unavailable to perform the duties in a timely manner and helps develop new members of the committee.
6. Conference call meetings should be held on a regular basis to enhance coordination among committees and to help keep to the milestone schedule. The dates of the Annual Meeting shall be coordinated with Headquarters so candidates for International Vice President can attend. Attempt to coordinate the meeting date to encourage Student Chapter member attendance.
7. Speakers traditionally attend the meeting free of charge, but are asked to pay for off-site events (e.g., Welcome Reception or Traffic Bowl). However, this can be changed if needed to maintain an appropriate budget.
8. Reduced registration fees should be charged for students and employees of government agencies.
9. The District generally does not pay a fee, travel, room or board for speakers; however, exceptions can be made.
10. If the candidates for International Vice President attend the Annual Meeting, the registration fee will be waived and the District will pay for one night.
11. The candidates for International Vice President will be provided an opportunity to speak for 5 to 7 minutes at a general session.
12. The Executive Director or other representative of the Institute attends will be provided time to speak at a general session.
13. After the event, the Annual Meeting Chair shall submit a brief report to the Board. The report shall summarize the income, expense, number of registrants (by type), highlights of the meeting, suggestions for changes in future meetings.