

DISTRICT 4 BY-LAWS

Approved by vote of membership on September 27, 2004

ARTICLE I – MEMBERSHIP

Section 1.1 - Membership in the District shall consist of those Institute members as specified in the Charter of the District.

Section 1.2 - Any Institute member of the District placed on inactive status by the Institute Board of Direction shall automatically be placed on inactive status of the District.

ARTICLE II - GOVERNMENT

Section 2.1 – The government of the District shall be vested in its District board which shall consist of the District Director(s), elective officers, Section representatives, and the living Past President whose term has most recently expired. The elective officers of the District, in addition to the District Director(s), shall include a President, a Vice-President, and a Secretary-Treasurer. The District Administrator, the Newsletter Editor and the Web Page Editor shall be ex-officio members of the Board.

Section 2.2 – Each Section shall annually provide one Section representative to the District board and the Section Executive Boards shall thereafter be responsible for filling any Section representative vacancy on the District Board which may occur. Each Section representative's term of office shall be one year. Section representatives shall be voting members of their respective Section Executive Boards.

Section 2.3 – The Secretary-Treasurer shall be elected annually in accordance with the process described in Article VIII of the By-Laws. The terms of the President, Vice- President, and Secretary-Treasurer shall be one year. If a vacancy of an elective office on the District Board occurs, the Section Executive Board for the Section represented by the officer shall thereafter be responsible for filling the position.

Section 2.4 - The Board President shall preside at meetings of the District and the District Board. In the absence of the Board President the Board Vice-President shall preside at meetings and discharge the duties of the Board President. In the absence of both the Board President and Board Vice-President, the Board President shall designate a member of the District Board to preside and discharge such duties. No regular meeting of the District or District Board can be held for transaction of District business unless one of the above conditions is fulfilled.

Section 2.5 – All members of the District Board shall take office January 1st of each year. The District Board shall organize at a time and place as it may determine prior to the end of the calendar year in which elected. Board Officers shall transfer duties and records to the newly elected officers in a timely manner.

Section 2.6 - The Sections shall submit to the District Board President, District Administrator, and the District Director the names of the Section representatives for the coming term of office prior to January 1 of each year.

Section 2.7 - Official transaction of business at a District Board meeting requires the presence of a majority of the District Board.

Section 2.8 - The Board President shall appoint members to committees as established by the District Board.

Section 2.9 - The Board of Direction may appoint a District Administrator who will be a non-voting member of the board and will attend/participate in each year's district annual meeting (including the board meetings) and ensure the operational continuity of the district from year to year. The District Administrator must be a member of the Institute of Transportation Engineers and shall have actively participated in one or more of the district's sections for a combined total of at least ten years. Preference will be given to candidates who have served as a District 4 board member. The term of appointment should be for five years with the opportunity of replacement by the board upon one month's notification by the administrator and/or the board.

Section 2.10 - The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the District Charter.

ARTICLE III – DUES, FEES, AND ASSESSMENTS

Section 3.1 - The annual District dues shall be established by the board for all grades of Institute members. Dues shall be collected in accordance with the District Charter. Student members of the Institute shall be exempt from District dues.

Section 3.2 - The annual District dues shall not be increased more than \$5.00 in any year without a majority vote of the voting membership.

Section 3.3 - Special assessments of the District membership in accordance with the District Charter may be made by an affirmative vote of a majority of all ballots cast in a mail ballot.

ARTICLE IV – MEETINGS

Section 4.1 - A District meeting shall be held annually. The District Board shall meet at the District's annual meeting and may call additional board meetings as necessary.

Section 4.2 - A written annual report of the District activities shall be submitted at the District annual meeting by the Board President.

ARTICLE V – VOTING AND VOTING ELIGIBILITY

Section 5.1 - Voting for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the District to the Institute shall be in accordance with procedures established in the District Charter.

Section 5.2 – When a secret ballot is required, ballots shall be provided to voters with voting instructions. Those qualified to vote shall indicate their selections on the ballot and return per voting instructions. Ballots shall be counted by three tellers appointed by the Board President. All ballots from persons not included on the list of eligible voters, or which do not otherwise conform to the procedures established in this section, shall be discarded prior to tabulation.

ARTICLE VI – AMENDMENTS

Section 6.1 - Proposals to amend District Bylaws or petition to amend the Charter may be made by resolution of the District Board or by written petition signed by at least ten voting members. The petitioners shall represent at least two Sections with not less than 5 members from each. Petitions must be received by the District President at least 60 days prior to a District Board Meeting.

Section 6.2 - Proposed amendments to the Bylaws or petition to amend the Charter shall be on the order of business of the next succeeding Annual Meeting. Such amendments may be amended by majority vote of the meeting in any manner pertinent to the original amendment. The amendments, in form as amended, shall be submitted within 60 days after the meeting to all qualified voters of the District.

Section 6.3 - Bylaws of the District shall be adopted or amended after adoption in accordance with the District Charter. Ballots shall be counted by three tellers appointed by the Board President.

Section 6.4 - An affirmative vote of a majority of all ballots cast is required for the adoption of any amendment to the Bylaws.

Section 6.5 - Amendments to the Bylaws so adopted shall take effect when filed with the Institute Board of Direction as provided in the Charter.

Section 6.6 - District Board action or an affirmative vote of a majority of all ballots cast is required to petition the International Board of Direction to amend the District Charter.

Section 6.7 - The District Charter can be amended only by a majority vote of the International Board of Direction.

ARTICLE VII - NOMINATION AND ELECTION OF DISTRICT DIRECTOR

Section 7.1 - There shall be at least two qualified candidates nominated for the vacancy in the position of District Director.

Section 7.2 - The nomination for the District Director shall be rotated among the four Sections in the following sequence starting with the 2001-2003 term; MOVITE, Wisconsin, NCITE and Illinois. The appropriate Section Board shall serve as the nominating committee for nomination of the District Director candidates.

Section 7.3 - The candidates for District Director shall be a Fellow or Member of the Institute.

Section 7.4 - Nominations and written consent of candidacy shall occur prior to February 1 of the election year.

Section 7.5 - Nominations shall be sent to the Secretary-Treasurer of the District Board by February 1.

Section 7.6 - The Secretary-Treasurer of the District Board shall, prior to March 1 of an election year, submit to each Section President, the names of the nominated candidates. Each Section President shall, prior to April 1, notify each respective section member of the nominations.

Section 7.7 - Additional nomination(s) for the District Director may be made by written petition signed by not less than ten eligible voters of which a minimum of two shall be from each Section. Each such petition shall be accompanied by the written consent of the nominee and shall be received by the District Board Secretary-Treasurer prior to May 1. Nomination(s) submitted by petition must be a member of the eligible section as specified in Section 7.2.

Section 7.8 - Not later than May 1 of the election year, the District Board Secretary-Treasurer shall, in accordance with these Bylaws, provide to each eligible voter a final ballot listing the nominated candidates. All ballots shall be returned by eligible voters to the Secretary-Treasurer not later than the beginning of the Annual Business Meeting and tallied by three tellers appointed by the Board President. The candidate receiving the highest number of votes shall be elected and results announced prior to the end of the Annual Business Meeting. In case of a tie, the person elected shall be determined by a coin toss held by the respective section. The Secretary-Treasurer shall notify Institute Headquarters of the official tally within thirty (30) days after election. Such notification must be at least fifteen (15) days prior to the date of the Annual Business Meeting of the Institute in the year prior to that Director's three (3) year term of office. The elected Director shall take office on January 1.

Section 7.9 - The term of the District Director(s) shall be three years. No elected District Director shall serve more than one term. Terms of District Directors shall not expire on the same year.

ARTICLE VIII – NOMINATION AND ELECTION OF DISTRICT OFFICERS

Section 8.1 – The Nominating Committee shall automatically nominate the current Vice-President for the Office of President in addition to any other nominees. The Nominating Committee shall automatically nominate the current Secretary-Treasurer for the Office of Vice-President in addition to any other nominees. These provisions shall not apply if the current officer(s) declines to run or if the current officer(s) neither resides nor is employed within the Section for which his position is to represent. If an automatic nominee for President or Vice-President is for any reason unavailable, then the Nominating Committee shall work with the respective Section Executive Board for the Section represented by the vacancy to fill the position with a candidate from the same Section. The Nominating Committee will attempt to provide as candidates those persons with the most board experience.

Section 8.2 – There shall be at least two qualified candidates nominated for election to the position of District Secretary-Treasurer.

Section 8.3 – The nomination for the District Secretary-Treasurer shall be rotated among the four Sections in the following sequence starting with the 2005 election for 2006 Officers: Illinois, Wisconsin, NCITE and MOVITE. The respective Section Executive Board shall serve as the nominating committee for nomination of the District Secretary-Treasurer candidates.

Section 8.4 – Nominations and written consent of candidacy shall occur prior to February 1. Nominations shall be sent to the Secretary-Treasurer of the District Board not later than February 1.

Section 8.5 – The Secretary-Treasurer of the District Board shall, prior to March 1, submit to each Section President, the names of the nominated candidates. Each Section President shall, prior to April 1, notify each respective section member of the nominations.

Section 8.6 – Additional nomination(s) for any office may be made by written petition signed by not less than ten eligible voters of which a minimum of two shall be from each Section. Each such petition shall be accompanied by the written consent of the nominee and shall be received by the District Board Secretary-Treasurer prior to May 1. Persons nominated for an office through the petition process must be from the same section required to provide the respective officer in the rotation as specified in Section 8.3.

Section 8.7 - Not later than 30 days following the Annual Business Meeting, the District Board Secretary-Treasurer shall, in accordance with these Bylaws, provide to each eligible voter a final ballot listing the nominated candidates. All ballots shall be returned by eligible voters to the Secretary-Treasurer not later than the time specified in the instructions not to exceed 45 days after ballots are provided to the voters. The ballots shall be tallied by three tellers as appointed by the Board President. The candidate receiving the highest number of votes for each office shall be elected and results announced. In case of a tie vote, the person elected shall be determined by a coin toss held by the respective section.

Section 8.8 - The Secretary-Treasurer shall notify Institute headquarters of the official tally within thirty (30) days after election.