

Institute of Transportation Engineers

DISTRICT 4 POLICIES

as established by District 4 Board of Directors

ADOPTED: July 5, 2000

REVISED: June 20, 2001

REVISED: December 23, 2005

1. The Annual Meeting of the District shall be held in the month of June and shall be hosted by the four Sections in the following rotation starting in 2006: North Central, Missouri Valley (MOVITE), Illinois and Wisconsin. The host Section shall establish the meeting location and dates.

If a section is scheduled to host a District Annual Meeting in the same year as they are hosting an International Annual Meeting, the District Annual Meeting would be scheduled to be held concurrently with the ITE Annual Meeting. District Meeting functions and activities would need to be closely coordinated with ITE and follow Institute procedures.

2. The offices of the District Board of Direction shall be President, Vice-President, Secretary-Treasurer, Immediate Past President and shall be annually rotated among the four Sections. Each Section shall have one, and only one, officer. The rotation shall be as follows:

Year	President	Vice- President	Sec.-Treas.	Past President
2006	North Central	MOVITE	Illinois	Wisconsin
2007	MOVITE	Illinois	Wisconsin	North Central
2008	Illinois	Wisconsin	North Central	MOVITE
2009	Wisconsin	North Central	MOVITE	Illinois
	Repeat on a four-year cycle			

3. Upon receipt from the District Secretary-Treasurer of the Officer Nominations (each year) and District Director nominations (every three years), each Section President shall notify their respective members of the nomination. An invitation and process for additional nominations by petition shall also be included.

4. The outgoing Vice-President shall prepare the annual report for the District (January 1 through December 31) and forward to International Headquarters by January 15 of the following year. In addition, the current Vice-President shall prepare a summary report of the first six months activities of the reporting year for presentation at the District Annual Meeting. The current Vice-President shall also request that each Student Chapter prepare an annual report for the academic year, to be forwarded to the District. All reports are to be prepared and transmitted in the format and schedule required by the Institute.

5. At the beginning of each calendar year, the District financial records of the previous year shall be audited. The Audit Committee shall consist of the new Board Secretary-Treasurer, who shall act as Chair, and two members of the Institute appointed by the President of the District Board. A report of the audit shall be made by the Audit Committee to the District Board President prior to April 1 and shall be placed on the agenda for discussion and approval at the District Annual Board of Direction meeting. The report is to show a listing of income and expenses for the previous calendar year.

6. The District Board Past President shall have prepared and shall present certificates of appreciation approved by the District Board. This shall include, but not necessarily be limited to, plaques of appreciation for the Board President and the District Director(s) and certificates of appreciation to the Section Representatives (upon expiration of their terms). Awards should preferably be made at the District Annual Meeting following completion of their terms of service.

7. The District Board Secretary-Treasurer shall distribute the minutes of all District meetings to the District Board members no later than sixty (60) days following the meeting.

8. The District shall contribute a minimum of \$2,500 towards the cost of hosting a District Annual Meeting, upon written request of the General Chairperson. The \$2,500 amount is for advance mailing, ITE student member registration reduction compensation, and other meeting costs. The host section shall distribute at least two advance notifications to all District 4 Members, Section Affiliates and ITE student members within the District. The registration for ITE student members shall be no more than 1/4 of the member registration for the Annual Meeting. The District shall be financially responsible for all deficits incurred in hosting a District Annual Meeting, and shall receive any surpluses obtained in hosting the District Annual Meeting.

9. A. District, Section, and Divisional meetings/activities shall be designed to a scale that meets their particular needs. The fees for these meetings/activities should be set high enough to cover all costs.

B. The Local Arrangements Committee and/or Host Section for a District Annual Meeting shall submit a proposed budget to the District President no later than 15 days before the previous District Annual Meeting [e.g. - 2007 District Meeting budget to the Board no later than 15 days before the 2006 Annual District Board Meeting]. The proposed meeting budget shall be sent to the District Board for review before their Annual Meeting. The proposed meeting budget shall be on the District Board Meeting agenda for their discussion and approval. The proposed budget should be as realistic as possible and should be balanced. The intent of the District Annual Meeting is to break even.

C. At least a preliminary financial accounting of the District Annual Meeting shall be available no later than the next International ITE Annual Meeting, and a final accounting including return of any surplus funds, shall be made to the District Board no later than December 1 of the year of the District 4 Annual Meeting.

10. Solicitation of funds for District, Section and Division meetings/activities from service and supply organizations, consultants, and member commercial affiliates of Districts, Sections, or Division is not permissible. However, opportunities for voluntary financial support can be provided and contributions accepted. Lists of contributors/sponsors will not be published by the District, Section, or Division without permission and may be displayed on placards at the sponsored functions and/or acknowledged at the meetings.

11. The District Director may be reimbursed by the District for annual expenses up to \$6,000.00.

Last Revised: June 21, 2003

12. The District Administrator shall be paid \$500 per year unless or until modified by the District Board. Up to \$1,000 per year may be reimbursed by the District for attendance at the Annual ITE Meeting.

Last Revised: June 21, 2003

13. The Secretary-Treasurer at the District Annual Meeting shall submit a budget for the following calendar year to be voted upon during the annual business meeting for approval. The District budget each year should acknowledge the District Annual Meeting with a \$2,500 expenditure or disbursement amount to cover the advance notifications, ITE student member registration reduction compensation, and other meeting costs.

14. It shall be the goal of the District to maintain a minimum year end treasury balance of \$8,000. Any District Treasury funds in excess of that amount at year end not specifically budgeted for other purposes shall be rebated to the four Sections by the outgoing Treasurer as follows:

- a. Each of the four Sections shall receive a rebate based on its proportionate District membership as provided by International ITE headquarters at year end; and
- b. Each Section is encouraged to use its rebate for scholarships, student awards, and/or to financially assist its President's attendance at the ITE International Annual Meeting.

15. Each year the District 4 Director shall appoint a District representative to the International ITE Nominations Committee, and Constitutional Amendments

Committee from the following section rotation schedule.

Year	Nominations Committee	Constitutional Amendments Committee
2005	North Central	MOVITE
2006	Wisconsin	North Central
2007	Illinois	Wisconsin
2008	MOVITE	Illinois
	Repeat on a four-year cycle	

16. The District Vice-President shall act as the Chairperson of the Student Activities Committee, and each Section President shall appoint a member from their section to make up this committee. The District Student Activities Committee shall select the winners of the District 4 Student Chapter Award and the District 4 Student Paper Award.

17. The winner of the Student Paper Award shall receive a minimum of \$500 cash award as identified in current District budget, a plaque, and be invited and encouraged to attend the District Annual Meeting. With approval of the Board, awards (cash and appropriate form of recognition) may also be given for second and third place papers.

Last Revised June 22, 2005

18. The winner of the Student Chapter Award shall receive a minimum of \$500 cash award as identified in current District budget, and a plaque with representative(s) of the Student Chapter invited and encouraged to attend the District Annual Meeting.

With approval of District 4 Board, an award may also be given for second place.

Last Revised June 22, 2005

19. The District shall annually conduct an award competition between the sections within the District to select the most outstanding Internet web page. The competition should be based on the following factors:

- Overall appearance and format
- Ease of navigation through the site

- Amount of information presented
- Applicability of the information presented
- Current information content

Entries shall be received by the District Vice-President no later than April 15th and consist of five (5) copies of a formal letter indicating the section's desire to enter the competition and the web page address. The letter should also briefly summarize any unique or innovative features that are incorporated into the site. The competition will be based on the content that is posted during the time period from May 1st to May 15th. The District Vice-President, acting as the District Awards Coordinator, will officiate the award competition and select a committee consisting of one representative from each section and the ITE web site manager to evaluate each web page entry. The winner of the Web Page Competition Award shall be presented a suitable certificate at the District Meeting.

20. Election Campaign Conduct

DISTRICT DIRECTOR CANDIDATE - INFORMATION REQUIRED

Biographical Sketch - It is the policy of District 4 to require each candidate nominated for election as District Director to provide a professional biographical sketch, limited to one side of one-page (8 ½" x 11" in size) with 1" margins on all sides in an electronic format n, for use in the election proceedings. The biographical information should include a 1" x 1 ¼" head and shoulder photo to be located in the upper left hand corner. All text shall be 12 point Times New Roman style. A thumbnail sketch of education, experience, ITE involvement and awards shall be listed above a brief statement of program objectives, not more than 250 words in length. The District Administrator and the District Secretary may reformat the informational as needed for consistency prior to distribution as permitted below.

This information shall be provided to the District Administrator and the District Secretary by April 1 of the election year. Any candidate nominated through the petition process as allowed by the by-laws shall also be required to provide similar biographical information by the same date of May 1.

Purpose of the Biographical Sketch - It is intended that a candidate's experience, involvement in Institute affairs, and published statement shall stand on their own merit as testimony to the nominee's individual qualifications for office.

Distribution of Biographical Sketch - The District Secretary shall include the biographical information in the mailing of ballots to the voting members in accordance with Article VII of the District by-laws. The District Administrator shall provide this same information to the District Newsletter Editor and Web Page Editor as information to be included in the Newsletter and Web Page concurrent with the distribution of ballots and prior to the Annual Meeting. The names of candidates shall be listed on the ballot in an order determined with a public coin toss conducted by the nominating section president with all candidates present. The results of this coin toss shall be provided to the District Secretary for use in printing of the ballots.

OFFICER CANDIDATES - INFORMATION REQUIRED

Biographical Sketch - It is the policy of District 4 to require each candidate nominated for election as a District Officer to provide a professional biographical sketch, limited to one side of one-page (8 ½" x 11" in size) with 1" margins on all sides in an electronic format n, for use in the election proceedings. The biographical information should include a 1" x 1 ¼" head and shoulder photo to be located in the upper left hand corner. All text shall be 12 point Times New Roman style. A thumbnail sketch of education, experience, ITE involvement and awards shall be listed above a brief statement of program objectives, not more than 250 words in length. The District Administrator and the District Secretary-Treasurer may reformat the informational as needed for consistency prior to distribution as permitted below.

This information shall be provided to the District Administrator and the District Secretary-Treasurer by April 1 of the election year. Any candidate nominated through the petition process as allowed by the by-laws shall also be required to provide similar biographical information by the same date of May 1.

Purpose of the Biographical Sketch - It is intended that a candidate's experience, involvement in Institute affairs, and published statement shall stand on their own merit as testimony to the nominee's individual qualifications for office.

Distribution of Biographical Sketch - The District Secretary-Treasurer shall include the biographical information in the notification to the voting members in accordance with Article VII of the District By-Laws. The District Administrator shall provide this same information to the District Newsletter Editor and Web Page Editor as information to be included in the Newsletter and Web Page prior to the Annual Meeting. The names of candidates for the same office shall be listed on the ballot in an order determined with a public coin toss conducted by the nominating

section president with all candidates present. The results of this coin toss shall be provided to the District Secretary-Treasurer for use in preparation of the ballots.

CAMPAIGN CONDUIT APPLICABLE TO ALL CANDIDATES

Active Campaigning Prohibited - Except as provided in this policy, active campaigning is not allowed. Active campaigning is defined as direct mailing of biographical information, statements or advertising brochure to members of District 4 including their own section; and group e-mails by the candidates or by others on their behalf within or outside of their own section.

Attendance at Annual District Meeting – Candidates for election to the same office on the Board of Direction shall be introduced at the Annual District Meeting and provided an opportunity at the meeting to provide a brief statement (approximately 5 minutes) in reference to their education, work experience, service to ITE and goals for the District. Because the balloting of the membership for District Director occurs before the Annual District Meeting, a presentation by District Director candidates will not be permitted except that the winning candidate may provide very brief remarks (1-2 minutes) following announcement of the election at the Annual Business Meeting.

Attendance at Section Meetings - A candidate may, at their own expense, attend the general meetings of Sections in the District. A candidate should not be permitted to attend the Board Meeting of another Section or given any special recognition as a candidate or opportunity to speak at general meeting session, unless all candidates are present and given the same opportunities. The candidate may introduce himself or herself to others on an individual basis as a candidate for office, but shall not distribute any election information. The opportunity to speak briefly at a meeting of their own section shall be in accordance with rules established by their own section board of direction.

No Solicitation or Receipt of Funds - There shall be no solicitation of funds or other tangible support activity of financial value undertaken by or voluntarily on behalf of any candidate.

Last Revised June 22, 2005

21. Newsletter Editor Duties and Responsibilities - The Newsletter Editor is responsible for overseeing all aspects of administering and publishing the District's official newsletter. The District Newsletter is a multi-page technical and member

newsletter published a minimum of two times a year (prior to and following the Annual District Meeting). It generally includes technical articles, announcements, section reports, International Director reports, meeting announcements and minutes, positions available (PA) advertising and a professional services directory (PSD). The major duties of the Newsletter Editor are outlined below:

A. Soliciting and Editing Responsibilities - The Newsletter Editor works with the District Board of Direction to solicit, review and edit technical articles for publication in the District Newsletter. The Newsletter Editor edits the content of all articles, announcements and reports printed in the District Newsletter to ensure veracity of content and language. The Newsletter Editor reserves the right to edit or reject any submission as s/he sees fit to maintain the integrity of the District Newsletter. If necessary, the Newsletter Editor will work with an author to make appropriate changes to submitted articles prior to acceptance for publication.

B. Publishing Process - The duties of the Newsletter Editor include article review and selection, assembling other electronic files (section reports, about people, announcements, Positions Available, changes in Professional Services Directory and changes in advertising). Once content for the newsletter is final, the Newsletter Editor prepares the layout, incorporates graphics and produces a draft final for review. The District Board of Direction reviews the draft, forwards final comments and the Newsletter Editor produces an original copy which shall include an appropriate disclaimer for content. ITE Associate Members, Members, Fellows and Honorary Members, and newsletter advertisers will be notified by e-mail concerning the publication of the District Newsletter which may be accessed on the District Web Site or may receive a copy through the mail upon request to the Newsletter Editor or member of the Board.

C. Positions Available Advertising

Positions Available ads for the District Newsletter are listed in the order they are received from employers. Advertisers are billed at the time of publication. The Newsletter Editor is responsible for managing billing, collection of fees and administration. The Newsletter Editor is responsible for preparing a rate table that is approved annually by the Board. The rate table may be posted on the web site and updated when changed by the Board. Cost of the ads is for publication in one issue of the Newsletter and also includes posting of the ad on the District web page. Ads must be transmitted only by electronic copy (Word format only please).

D. Professional Services Directory

Professional Services Directory ads are sold on a calendar year contract basis. The

Newsletter Editor is responsible for preparing a rate table that is approved annually by the Board. The rate table may be posted on the web site and updated when changed by the Board. The Newsletter Editor is responsible for editing the PSD's as necessary including the entering of new ads and deletion of canceled ads, managing PSD billing, collection of fees and administration.

E. Display Advertising

Display ads are placed on a space available basis. Display ads shall be provided in an electronic format to the Newsletter Editor. The Newsletter Editor is responsible for preparing a rate table that is approved annually by the Board. The rate table may be posted on the web site and updated when changed by the Board. Display ads shall be tastefully placed in the District Newsletter at the discretion of the Newsletter Editor.

F. ITE Newsletter Competition

Contact ITE Headquarters at the beginning of February to get details for the international newsletter competition and submit the necessary paper work with copies of the newsletter for the competition.

G. Participation at District Board Meetings

The Newsletter Editor is an ex-officio member of the District Board. Therefore, s/he is requested to attend the Annual Board Meeting and the new board organizational meeting. The Newsletter Editor is responsible for presenting a report to the Board on the activities associated with the District Newsletter, anticipated changes in costs and income and a recommendation regarding advertising rates and budget along with other relevant information. The report is provided to the President in advance of the Annual Meeting for inclusion in the handout materials.

Added May 17, 2005

22. Webmaster Duties and Responsibilities - The Webmaster is responsible for overseeing all aspects of administering and posting of items on the District's official web site. The District web site is to serve as a readily accessible source for District information and a point of reference for the Sections, Chapters and Student Chapters within the District. The major duties of the Webmaster are outlined below:

A. Internet Service Provider - Select an Internet Service Provider to provide efficient navigation for users, and maintain the site.

B. Web Site Image - Coordinate with the District Board to project the desired image of District 4 on the web.

C. Coordinate with the Newsletter Editor to post the District 4 Newsletter on the Internet. The Newsletter Editor will be responsible for providing the Newsletter in Adobe Acrobat PDF (or other agreed upon) format and it is the responsibility of the Webmaster to post the Newsletter on the web site.

D. Prepare enhanced web pages for the site to enhance its value and usefulness to District 4 Members and its Board of Directors, including conversion of incidental documents to HTML or Adobe Acrobat PDF format for web posting.

E. Coordinate with Section and Chapter Webmasters to insure proper linkage and management of information on the Web Site.

F. Coordinate with Newsletter Editor to post advertisers links and ads on the District website.

G. Prepare web traffic reports (for the Annual Meeting) to keep the Board and membership informed about the use of the Web Site.

H. Serve as an Ex-Officio member of the Selection Committee for the Annual Best Section Web Site Award.

I. The Webmaster shall be entitled to reimbursement of expenses as shown in the District budget as approved by the District Board. The costs to maintain the website are to be paid by the Webmaster to the various service providers. The expenses include:

- Domain name registration
- Web space lease
- Account management expenses
- Development software

The budget for these services shall be established when the District budget is approved by the membership.

The cost for Web space lease may be billed directly to the Secretary-Treasurer. The

Webmaster must coordinate with the Secretary-Treasurer to assure that the invoices are being sent to the proper location and being received.

The Webmaster management expenses may be obtained by periodically presenting an invoice or request to the Secretary-Treasurer.

Added July 19, 2005

23. The District shall financially support a potential candidate from District 4 for the office of International ITE Vice-President in the following manner:
- a. the District shall reimburse travel expenses up to \$1500 to attend the candidate interviews in conjunction with the Fall International Board of Direction meeting; and,
 - b. If selected as a candidate, contribute ½ of the allowable contribution to the candidate's campaign fund as allowed by ITE with the candidate's home section contributing the other ½ of the allowable contribution to help with travel expenses during the campaign year.

Added December 23, 2005

24. An Officer's Retreat shall be held in the late fall or early winter (November to January) of each year at a location to be determined by the President-Elect. The President-Elect shall prepare the agenda and host the meeting. The primary purpose of the retreat is to conduct the transfer of duties for the Executive Board. The District shall financially support the meeting in the following manner:

- a. An item shall be included in each year's budget for "Officer's Retreat". This item shall cover the cost of the meeting and travel expenses for the attendees.
- b. The District shall reimburse travel expenses for all Executive Board members, the District Administrator, and the District International Director up to the value established in the yearly budget.
- c. The Section representatives can attend, but must cover their own travel expenses.

Added December 23, 2005

Revised December 23, 2005