

Operations Manual



April 2011

**SOUTHERN DISTRICT INSTITUTE OF TRANSPORTATION ENGINEERS
MANUAL OF OPERATIONS**

Revised April 2011

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1.0 INTRODUCTION

- 1.1. The Southern District of Institute of Transportation Engineers (SDITE) is one of 10 Districts of the Institute of Transportation Engineers (ITE). These Districts represent major regional areas of the United States or international areas. The Southern District of ITE consists of approximately 1,500 members. The Southern District geographically represents the Southeastern United States with the exception of Florida.
- 1.2. The Southern District is comprised of eight sections. These sections include the Alabama, Deep South (Mississippi and Louisiana), Georgia, Kentucky, North Carolina, Tennessee, South Carolina, and Virginia sections.
- 1.3. The Southern District exists under Charter by the Institute and operates under government established by Bylaws most recently approved on April 21, 2009. Responsibility for the government of the District is vested in the District Board by the Bylaws.
- 1.4. The Southern District is governed by a Board consisting of Officers, an International Director(s) Section Representatives and the District Administrator.
- 1.5. Southern District ITE Operations Manual:
 - 1.5.1. This Manual should be considered as a series of guidelines, and not absolute requirements, for Officers and Committees of the Southern District. These policies were developed in a spirit of professional courtesy to future officers, with the intent of making their jobs easier and of improving future operations of the District.
 - 1.5.2. This Manual was adopted by the Southern District Board at its Year-End Board Meeting on December 14, 2009 and replaces the Manual approved by the Board in 1997.
 - 1.5.3. It is the Vice President's responsibility to review this Manual and to recommend revisions as necessary.
 - 1.5.4. Minor revisions may be made periodically. The Executive Board should approve all minor revisions. The entire Board should be informed at the next Board Meeting about the changes. Copies of revised or updated Manuals should be posted on the Southern District Website and sent to all Officers and Committee Chairs when changes are made.
 - 1.5.5. Major rewrites of this Manual should be taken to the entire Board for review and adoption. Copies of the new Manuals should be posted on the Southern District Website and sent to all Officers and Committee Chairs.

2.0 DEFINITIONS

- 2.1. The term "Institute" when used in this Manual or in the Bylaws shall refer to the Institute of Transportation Engineers (ITE).
- 2.2. The term "District" (or "District 5") when used in this Manual shall refer to the Southern District of the Institute of Transportation Engineers.
- 2.3. "District 5", "Southern District" and "SDITE" may be used to refer to the District in any official correspondence or materials and they are assumed to be interchangeable.
- 2.4. The term "Section" when referred to as a current organizational unit in this Manual shall refer to one of the Sections within the Southern District unless otherwise noted.
- 2.5. The "Board of Directors" shall refer to the "District Board".
- 2.6. The "District Board" shall consist of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President, District Administrator and Representatives from each Section (Section Representatives). The District Administrator serves as an ex-officio member of the District Board.
- 2.7. The "Executive Board" shall refer to a sub-unit of the Board consisting of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President and District Administrator. The immediate Past President and District Administrator serve as ex-officio members of the Executive Board.

3.0 DUTIES AND RESPONSIBILITIES OF OFFICERS

3.1. DISTRICT BOARD

- 3.1.1. The District Board (Board of Directors) for the Southern District consists of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President, District Administrator and Section Representatives. The District Administrator serves as an ex-officio member of the District Board and shall not vote.
- 3.1.2. The Executive Board consists of the President, Vice President, Secretary-Treasurer, International Director(s), immediate Past President and District Administrator. The immediate Past President and District Administrator shall serve as ex-officio members of the Executive Board and shall not vote.
- 3.1.3. Article II of the Bylaws contains provisions for filling vacancies in unexpired terms.
- 3.1.4. Section Representatives:
 - A. Each Section shall be allowed representation by one Section Representative for each 100 District members or major fraction thereof (51 or more). Students, Esteemed Colleagues and Affiliates do not count as District Members for this purpose. A Section may formally request an additional Representative on the Board if ITE membership rolls indicate that they have passed the next threshold in membership numbers.
 - B. In 2009, the Sections within the Southern District had the following number of Representatives to the Board:
 - 1. Alabama - 1 representative
 - 2. Deep South (Louisiana and Mississippi) - 1 representative
 - 3. Georgia - 3 representatives
 - 4. Kentucky - 1 representative
 - 5. North Carolina - 3 representatives
 - 6. South Carolina - 1 representative
 - 7. Tennessee - 2 representatives
 - 8. Virginia - 2 representatives
 - C. Each Section is responsible for providing the names of new Section Representatives before the Year-End Board Meeting. The Secretary-Treasurer should contact each Section near the end of each year to obtain this information.
- 3.1.5. The District Board should formally approve:
 - A. All non-routine expenditures.
 - B. Annual Meeting site selections
 - C. Budget for Annual Meeting (at the Year-End Board Meeting prior to the Annual Meeting)
 - D. Proposed Budget for the District (at the Year-End Board Meeting)

- E. District Board meeting minutes from the previous meeting.
 - F. Appointment of District Administrator
- 3.1.6. The District Board should formally meet at least two times each year with other meetings as necessary:
- A. Spring Board Meeting (see Section 4.4) - A meeting of the entire District Board should be held at the start of the Annual Meeting, usually on Sunday afternoon.
 - B. Year-End Board Meeting (see Section 4.4) – The Year-End Board Meeting is usually held on the first Monday in December, at the site of the second upcoming Annual Meeting. In other words, the Year-End Board Meeting in 2010 will be at the site of the 2012 Annual Meeting. This meeting should include the entire District Board and other appropriate individuals such as Committee Chairs and LAC members.
 - C. An additional mid-year Board Meeting may be held (but is not required and seldom held) in conjunction with the Annual International Meeting or in conjunction with one of the Section's Annual Meetings.
 - D. In addition to the Board Meetings which are usually only attended by the District Board and invited guests, an Annual Business Meeting (see Section 4.3) for the Southern District is held at the Annual Meeting (usually on Tuesday of the Annual Meeting). This Annual Business Meeting is open to all membership.
 - E. Conference Call Meetings or Email Actions – see Section 4.5.
- 3.1.7. The Executive Board may meet or have informal conference calls as needed to conduct business.

3.2. PRESIDENT

- 3.2.1. General - The President shall preside at Board Meetings, at the Business Meeting and at Annual Meeting functions. The President will direct the activities of the District.
- 3.2.2. Term – One Calendar Year. Typically follows term as Vice President.
- 3.2.3. Duties While Still Vice President:
 - A. Prior to taking office and before the Year-End meeting, the upcoming President should select and contact potential committee chairs for the following year. This will allow the committee chairs to attend the Year-End Board Meeting to discuss Committee activities with the current chairs at the Annual Meeting.
 - B. At the same time that committee chairs are chosen, the Committee Members should preferably be chosen also. Committee memberships should reflect all geographical Sections. Membership recommendations for the committees are listed under each Committee description (see Section 7.0).
- 3.2.4. Activities During the Year:
 - A. The President should conduct all business necessary for the smooth operation of the District.
 - B. Special committees may be needed from time to time. The President may form a special committee at any time. The President should consult the Executive Board when forming any special committees.
 - C. At the beginning of the term, contact the Chair of the Annual Meeting Site Selection Committee to give instructions for the committee (see Exhibit A-1).
 - D. The President should provide timely messages for each edition of the District Newsletter, the District website and any other District publications (such as the Connector email messages).
 - E. The President should make the arrangements for the Year-End Board Meeting through the appropriate Annual Meeting Chair and notify the Board members of the date early in the year.
 - F. Section Meetings - The President should attend as many different Section meetings as possible with preference given to Section Annual Meetings. The Executive Board may choose to establish a schedule of attendance at Section meetings so that at least one meeting of each section is attended by an officer of the District Executive Board.
 - G. Around September 15th, contact the Chairs of the Awards and Nominations Committees to give them instructions for their committees (see Exhibits A-2 and A-3).
- 3.2.5. Pre-Annual Meeting Activities:

- A. Arrange with LAC for the District Board Meeting (usually Sunday afternoon of the Annual Meeting). This meeting is to conduct District business and to coordinate the activities of the meeting.
 - B. Arrange with LAC for Section and District Officers Breakfast (usually Monday morning). Prepare agenda for breakfast meeting and invite Section Presidents, Southern District Officers and District Representatives.
- 3.2.6. Preparation for Spring Board Meeting:
- A. Prepare agenda for Sunday Board Meeting (see Exhibit A-12). Submit the draft agenda to the Board for comments prior to the meeting.
 - 1. The LAC Chair will usually be provided time for updating the Board on the Annual Meeting projected attendance and other details.
 - 2. Time is limited at the Spring Board Meeting. However, if time permits, a strategic planning work session should be held. Officers and Committee Chairs should be invited to this session.
 - B. Approximately 30 days prior to the Annual Meeting, send an invitation to the District Board, Committee Chairs, SDITE Secretary-Treasurer candidates and International Director candidates, as well as current International ITE Officers and staff. Ask for confirmation of attendance for planning purposes.
 - C. Coordinate the solicitation and compilation of Officer and Committee reports for the Spring Board Meeting with the District Administrator
- 3.2.7. Preparation for Annual Business Meeting:
- A. Prepare agenda for the Annual Business Meeting (see Exhibit A-14). Submit the draft agenda to the Board for comments prior to the meeting.
 - B. Bring copies of agenda to the meeting for distribution to the membership in attendance.
 - C. Remind Secretary-Treasurer /Vice President to bring blank sign-in sheets and copies of both the Minutes from the last Annual Business Meeting and the Financial Report for the previous year to distribute to the membership in attendance. Discuss who will be presenting the Financial Report (Secretary-Treasurer or Vice President).
 - D. Coordinate any powerpoint presentation for the Annual Business Meeting (if any) with the District Administrator.
- 3.2.8. Prepare for Annual Meeting (Other Activities):
- A. Assist LAC Chair in planning of Opening Session.
 - B. Prepare agenda and head table seating arrangement for Keynote Luncheon (if one is held) in coordination with the LAC.

- C. Prepare agenda and head table seating arrangement for the Annual Banquet in coordination with the LAC (see Exhibit A-16).
 - D. Coordinate invitations to invited guests (ITE Vice President candidates, ITE Officers and ITE staff) with LAC Chair. Check with LAC on rooms for the guests.
- 3.2.9. Past President's Plaque:
- A. Coordinate with the District Administrator in getting a plaque made for the Immediate Past President for service to the District as Secretary-Treasurer, Vice President and President at least 60 days prior to the Annual Meeting.
 - B. At the Annual Banquet, the President should present the plaque to the Immediate Past President.
- 3.2.10. Annual Meeting Duties:
- A. Preside over Spring District Board Meeting (see Section 4.4).
 - B. Preside over Opening Session with LAC Chair.
 - C. Preside at the Officer's Breakfast.
 - D. Preside at Keynote Luncheon (if one is held).
 - E. Appoint Audit Committee of at least three members in attendance at the Annual Meeting to review the District Books. Coordinate delivery of the books from the Secretary-Treasurer to the Committee in time for review to be completed by the Annual Business Meeting (see Section 7.5).
 - F. Appoint a Tellers Committee of at least three members in attendance at the Annual Meeting to count the ballots at the Annual Business Meeting (see Section 7.17).
 - G. Preside at Annual Business Meeting (see Section 4.3).
 - H. Serve as master of ceremonies at the Annual Banquet.
 - I. Following the Annual Meeting, the President should write and thank all International ITE Officers who attended the Annual Meeting.
- 3.2.11. Preparation for the Year-End Board Meeting:
- A. At least 60 days prior to the Year-End Board Meeting, send invitation to the District Board, current and proposed Committee Chairs, LAC Chairs and incoming Secretary-Treasurer and International Director (if one). The invitation should include information on hotel arrangements, dates, times, etc. so the Board Members can make travel arrangements.
 - B. Prepare agenda for the Year-End Board Meeting (see Exhibit A-13). Submit the draft agenda to the Board for comments prior to the meeting.

1. The LAC Chair should be provided time for presenting the budget for the next Annual Meeting.
 2. The agenda should provide time for a working session on the Southern District Strategic Plan
- C. Coordinate the solicitation and compilation of Officer and Committee reports for the Year-End Board Meeting with the District Administrator
- 3.2.12. Year-End Board Meeting (see Section 4.4):
- A. The Year-End Board Meeting is usually held early in December at the site of the second Annual Meeting to follow.
 - B. The President should have new Officers sworn in by a Past President or International Executive Board Member (see Exhibit A-19). The International Director should only be sworn in at the beginning of their term.
 - C. Following the swearing in of the new officers, the President should turn the Board Meeting over to the incoming President so next year's committee assignments and budget can be presented to the Board.

3.3. VICE PRESIDENT

- 3.3.1. General – The Vice President assists the President in the operation of the Southern District.
 - A. During the year, the Vice President shall perform any assignments given by the President.
 - B. The Vice President shall perform any duties of the President when the President is unavailable.
 - C. Membership Committee – The Vice President serves as the Chair of the Membership Committee (see Section 7.9).
- 3.3.2. Term – One Calendar Year. Typically follows term as Secretary-Treasurer.
- 3.3.3. Pre-Annual Meeting Activities:
 - A. At a convenient time and place, the Secretary-Treasurer duties should be transferred to the new Secretary-Treasurer. This includes handing over the checkbook, copies of all financial information, and a complete notebook that contains copies of all correspondence, checks, receipts, financial statements, financial reports, etc. from the previous year. Note – It is sometimes not practical to do this until the Annual Meeting.
 - B. Complete the Minutes from the Year-End Board Meeting and the previous Annual Business Meeting. Submit Minutes to the President for use at the Spring Board Meeting and Annual Business Meeting. Make copies of the Minutes from the previous Annual Business Meeting for distribution at the Annual Business Meeting.
 - C. Complete Financial Report through the end of the previous year and review with the new Secretary-Treasurer. Submit Financial Report to the President for use at the Spring Board Meeting. Make copies of the Financial Report for distribution at the Annual Business Meeting. The District Administrator should be able to help in preparing the financial reports. A final copy of the year-end financial report should be sent to the District Administrator for use in preparing the tax return.
 - D. Submit Vice President's Report (including results of assignments given by the President) and Membership Committee Report (see Exhibit A-21) to the President for use at the Spring Board Meeting.
 - E. Prepare resolutions for Local Arrangements Committee (LAC), the ABD and Consultants for their support of the Annual Meeting (see Exhibit A-15). Submit draft copies to the President for inclusion in Spring Board Meeting books.
- 3.3.4. Annual Meeting Activities:
 - A. Spring Board Meeting:
 - 1. Give Vice President's Report (including results of assignments given by the President) and Membership Committee Report.

2. Present resolutions thanking the LAC, the ABD and Consultants for their support of the Annual Meeting
- B. Audit Committee – Be available while the Audit Committee is reviewing the books for the previous year in case there are questions.
- C. Annual Business Meeting:
1. Give Vice President's Report, including results of assignments given by the President (oral report).
 2. Present resolutions thanking the LAC, the ABD and Consultants for their support of the Annual Meeting.
- D. Annual Banquet - Read resolutions thanking the LAC, the ABD and Consultants
- E. Preside at meetings or attend other functions in the President's absence.
- 3.3.5. Activities During the Year:
- A. Assist the District Administrator as needed
 - B. Perform other duties as assigned by the President.
- 3.3.6. Preparation for the Year-End Board Meeting:
- A. Prepare budget for following year to present for approval at Year-End Board Meeting (see Section 6.0 and Exhibit A-20).
 - B. Make appointments for the following year's committees (see Section 7.0).
 1. Appoint Chairs for all standing committees as necessary.
 - a. Annual Meeting Site Selection (someone from the Section in the Annual Meeting rotation)
 - b. Education and Student Chapter (multi-year term)
 - c. Historical Records (multi-year term)
 - d. Strategic Planning (includes appointing Chair and Team Leaders - multi-year terms)
 - e. Student Traffic Bowl (multi-year term)
 - f. Technical Council (usually the Technical Program Chair for the Annual Meeting two years following)
 2. The following standing committees may not require an official appointment by the Vice President.
 - a. Annual Meeting Local Arrangements (LAC)
 - b. Annual Meeting Statistics (from the LAC)
 - c. Audit (chaired by the Secretary-Treasurer)
 - d. Awards (chaired by the 2nd year Past President)

- e. Membership (chaired by the Vice President)
 - f. Nominations (chaired by immediate Past President)
 - g. Publications and Website (multi-year terms part of the Information, Communications and Outreach team form the Strategic Plan)
 - h. Technical Council (usually the Technical Program Chair for the Annual Meeting)
 - i. Tellers (appointed at the Annual Meeting by the President)
3. Other committees may be needed at times. A Past Presidents Committee has been used at times for special projects.
 4. Contact the selected Committee Chairs, beginning approximately 60 days before the Year-End Board Meeting to determine their willingness to serve.
 5. Potential Committee Members should be contacted also by either the Vice President or the Committee Chair.
 6. Vice Chairs may need to be appointed for some committees in the final year of a Chair's service.
 - a. Chairs of standing committees such as the Education & Student Chapter, Historical, Professional Development, Publications, Student Traffic Bowl and Website Committees typically serve multi-year terms. If they wish the next year to be their last or if the Board would like a new Chair, a Vice Chair needs to be appointed to assist the Chair in the final year so they may take over the following year.
 - b. The duties of these committees are such that it would be difficult for someone to take over as Chair without having been heavily involved previously.
 - C. Prepare Vice President's Report (including results of assignments given by the President) and Membership Committee Report to the President for use at the Year-End Board Meeting.

3.3.7. Year-End Board Meeting:

- A. Give Vice President's Report (including assignments given by the President) and Membership Committee Report.
- B. Following installation as President at the end of the meeting:
 1. Present the Committee assignments for the next year to the Board.
 2. Present the proposed Budget to the Board for review and approval.

3.4. SECRETARY-TREASURER

- 3.4.1. General – The Secretary-Treasurer serves as both the secretary and treasurer for the Southern District. Close coordination with the other Officers, the District Administrator and several committees is required.
- 3.4.2. Term – One Calendar Year.
- 3.4.3. Secretary-Treasurer Notebook - The Secretary-Treasurer should keep a notebook or binder throughout the year. The notebook should have copies of all correspondence, checks, receipts, financial statements, financial reports, tax returns, etc. The Secretary-Treasurer should make and keep a copy for reference and turn the original notebook over to the next Secretary-Treasurer after the Year-End Board Meeting.
- 3.4.4. Beginning of Year Activities:
 - A. The Secretary-Treasurer should check with the President and LAC Chair to see if there is anything that needs to be done prior to the Annual Meeting.
 - B. Election Activities - The Secretary-Treasurer shall conduct all elections and votes on amendments to the Bylaws in accordance with provisions as outlined in Articles III, IV, VII and VIII of the Bylaws and as shown in Section 5 of this Manual.
- 3.4.5. Pre-Annual Meeting Activities:
 - A. Prepare for Election (see Section 5) and Tellers Committee (see Section 7.17).
 - B. The Secretary-Treasurer should contact the Vice President to review the required reports for the previous year:
 - 1. Coordinate completion of the Minutes from the Year-End Board Meeting and the previous Annual Business Meeting. Submit Minutes to the President for use at the Spring Board Meeting and Annual Business Meeting. Make copies of the Minutes from the previous Annual Business Meeting for distribution at the Annual Business Meeting.
 - 2. Coordinate completion of the Financial Report through the end of the previous year. Submit Financial Report to the President for use at the Spring Board Meeting. Make copies of the Financial Report for distribution at the Annual Business Meeting.
 - 3. Typically, the Vice President will prepare these reports since they represent the previous year. The Secretary-Treasurer and Vice President should discuss who will present them at the meetings.
 - C. Prepare blank sign-in sheets for both the Spring Board Meeting and the Annual Business Meeting and bring them to the meetings.
 - D. Prepare blank Tellers Committee Report form (see Exhibit A-10) and Audit Committee Report form (see Exhibit A-11).

E. Student Paper Awards:

1. Approximately March 15th, contact the Chair of the Education and Student Chapter Committee to obtain letters for the Student Paper Award winners and runner-ups.
2. The Secretary-Treasurer should ensure that either the Chair of the Education and Student Chapter Committee or the District Administrator mails the letters with the checks to the winners and runner-ups. Copies of the letters should be sent to the Southern District President and to the appropriate Student Chapter Faculty Advisor.

3.4.6. Annual Meeting Activities:

A. Spring Board Meeting:

1. Distribute a sign-in sheet for the meeting.
2. Present Minutes from Year-End Board Meeting and Financial Report. Sometimes this is done by the Vice President since the period covered was the previous year.
3. Take notes and later prepare the official Minutes for the meeting.
4. Review appointment of Tellers Committee and Audit Committee with the President.

B. Audit Committee (see Section 7.5):

1. Prior to the Annual Business Meeting, assemble and Chair the Audit Committee and review the financial information for the previous year.
2. Provide a blank Audit Committee Report form and have committee members sign the report. Put the signed report in the Secretary-Treasurer's notebook for the year.
3. An oral report needs to be made at the Annual Business Meeting. Have someone other than the Secretary-Treasurer make the report to the membership when called.

C. Annual Business Meeting:

1. Distribute a sign-in sheet for the meeting.
2. Provide returned ballots or electronic voting data to the Tellers Committee along with instructions to the Committee (see Exhibit A-8 and Exhibit A-9).
3. Present Minutes from the previous Annual Business Meeting and Financial Report. Note – this is sometimes done by the Vice President since the period covered was the previous year.
4. Take notes and later prepare the official Minutes for the meeting.
5. Get copy of completed Audit Committee Report and Tellers Committee Report forms to put in Secretary-Treasurer's notebook.
6. Collect sign-in sheets after the meeting.

D. Following the Annual Meeting:

1. Prepare notice for Newsletter and website detailing the results of voting.
2. Ensure that the District Administrator has transmitted the results of the Election (names and addresses of all elected Officers of the District and the dates on which the terms of each begins and expires) to the Institute Headquarters within 30 days after the election.
3. Immediately following the Annual Meeting, the Secretary-Treasurer should ensure that either the Chair of the Education and Student Chapter Committee or the District Administrator mails letters and checks to each Student Chapter that submitted a report notifying them of the results of the competition and forwarding their checks.
4. Complete the Minutes of the Spring Board Meeting and the Annual Business Meeting. A draft copy of the Minutes should be transmitted to the Board with a deadline for comments so changes may be made prior to the next meetings.
5. SDITE Meeting Highlights – The Secretary-Treasurer should submit information following meetings in a report format to the District Administrator for distribution to the Historical Committee, the Newsletter and the website. Highlights of the Spring and Year-End Board Meetings and the Annual Meeting should also be similarly be prepared.

3.4.7. Year-End Activities:

- A. Submit final Minutes of the Spring Board Meeting to the President for use at the Year-End Meeting.
- B. Complete Financial Report through the Fall. Submit Financial Report to the President for use at the Year-End Board Meeting.
- C. Prepare blank sign-in sheets for the Year-End Board Meeting and bring to the meeting.
- D. Review checks that have been written but not cashed. Contact those with outstanding checks to request that they cash them prior to the end of the year.

3.4.8. Year-End Board Meeting:

- A. Distribute a sign-in sheet for the meeting.
- B. Present Minutes from Spring Board Meeting and Financial Report.
- C. Take notes and later prepare the official Minutes for the meeting.
- D. Discuss with incoming Secretary-Treasurer how to hand over the books for the Year.

3.4.9. Following the Year-End Board Meeting:

- A. At a convenient time and place, transfer the duties to the incoming Secretary-Treasurer. Hand over the checkbook and copies of all financial information. Also, provide the new Secretary-Treasurer with a complete notebook that contains copies of all correspondence, checks, receipts, financial statements, financial reports, tax returns, etc. Retain a copy for future reference.
- B. Complete the Minutes for Year-End Board Meeting. A draft copy of the Minutes should be transmitted to the Board with a deadline for comments so changes may be made prior to the next meeting.

3.4.10. General Secretary Duties:

- A. Minutes – The Secretary-Treasurer is responsible for taking and compiling minutes of all meetings (see Exhibit A-18).
 1. The Secretary-Treasurer should prepare and distribute the minutes early so Officers and Committee Chairs can take follow-up action.
 2. It is helpful for the Secretary-Treasurer to review the draft minutes to prepare a list of "action items" for the officers.
- B. Membership Duties:
 1. Member Applications – Membership processing is no longer a necessary duty because International ITE now handles all District Membership functions.
 2. Address Changes – International ITE handles all name and address changes. Members desiring to change their contact information should be referred to ITE. Presently, Members may change this information themselves on ITE's website (www.ite.org).
- C. The Secretary-Treasurer should bring the following to all meetings:
 1. Copies of Minutes from previous meeting for distribution
 2. Copies of Minutes from previous 3 or 4 meetings for reference
 3. Copies of Secretary-Treasurer's Financial Report for distribution
 4. Copy of previous Secretary-Treasurer's Financial Report
 5. Secretary-Treasurer's notebook including copies of all correspondence, receipts, financial statements, reports, etc.
 6. Copy of Meeting Binder from Previous Meeting for reference
 7. Copy of Operations Manual and Bylaws for reference
 8. Stapler and staple remover
 9. 3-hole punch
 10. Tape recorder (if used for note taking)

3.4.11. General Treasurer Duties:

- A. Audit Committee – the Secretary-Treasurer serves as the Chair of the Audit Committee at the Annual Meeting. The Committee reviews the previous year’s financial information (see Section 7.5).
- B. Financial Records:
 - 1. The District's funds are currently kept in a money market fund account.
 - 2. The Secretary-Treasurer shall coordinate with the District Administrator to maintain an accurate record of the balance in the District checkbook.
 - 3. The Secretary-Treasurer is responsible for overseeing and managing the financial records of the District. The District Administrator is responsible for carrying out many of the functions, but the Secretary-Treasurer should approve all transactions and review the financial records every month.
 - a. The District Administrator should keep the checkbook and write all checks. The checkbook should list the payee, the amount, the date, and the reason for payment for each check.
 - b. Routine Payments - Certain recurring items will receive routine treatment by the Secretary-Treasurer. Examples include:
 - i. Postage (if any)
 - ii. District Newsletter Printing (if any)
 - iii. Purchase of office supplies (if any)
 - iv. An Annual Meeting advance, usually \$3,500, is sent early in the year to the Annual Meeting General Chair.
 - v. Any other item may be paid for, if it has been previously approved through adoption of the annual budget or by specific approval of the Executive Board.
 - vi. Before paying anything in doubt, consult the Executive Board.
 - c. Receipts should be kept for each expense. If there is no receipt (i.e., annual support check to a student chapter), a letter of transmittal or a similar document may suffice.
 - d. Accurate records of all monies or other contributions received shall be kept. The records should list the payer, the date, the amount, and the reason for the payment or contribution to the District.
 - e. The financial records are audited at the Annual Meeting. The Secretary-Treasurer and/or District Administrator should bring the checkbook, the file of receipts and account statements, and other financial data to the meeting.
 - f. Copies of all financial records should be kept in the Secretary-Treasurer’s notebook.

C. Dues:

1. International ITE collects the dues and sends them to the District. Normally, two checks are received each year.
2. International ITE notifies the District of Members whose dues are delinquent. This is usually in the form of computer printouts. This information should be forwarded to the Vice President (Chair of the Membership Committee).

3.5. PAST PRESIDENTS

- 3.5.1. General – Past Presidents continue to serve the Southern District after their terms are completed. The two most recent Past Presidents of the Southern District have specific duties that they fulfill in the two years following their term as President.
- 3.5.2. Immediate Past President:
 - A. The Immediate Past President serves as a member of the District Board and an ex-officio member of the Executive Board.
 - B. The Immediate Past President serves as Chair of the Nominations Committee (see Section 7.10). For example, the 2009 President becomes the immediate Past President in 2010 and will serve as Chair of the Nominating Committee in 2010 and committee work will occur from the Fall of 2010 thru the election in the Spring of 2011.
 - C. The Immediate Past President serves as the Vice Chair of the Awards Committee.
- 3.5.3. Second-Year Past President - The second-year Past President serves as the Chair of the Awards Committee (see Section 7.6). For example, the 2009 President will serve as the Awards Committee Chair and committee work will occur from the Fall of 2011 thru the presentation of the awards at the Southern District Annual Meeting in the Spring of 2012.
- 3.5.4. The President may appoint a Past Presidents Committee (see Section 7.11) to perform special tasks or assignments. Any Past Presidents may be asked to serve on this committee.

3.6. INTERNATIONAL DIRECTOR

- 3.6.1. General - The Southern District is represented on the International Board of Direction for ITE by an International Director. Each of the ten ITE Districts is represented by at least one Director. Any District that has a voting membership exceeding 15% of the total voting membership in ITE is entitled to an additional Director. It is unlikely that the Southern District will have more than one Director on the International Board of Direction in the near future.
- 3.6.2. Term – Three calendar years.
- 3.6.3. Duties - The International Director shall:
 - A. Serve as a member of the International Board of Direction of the Institute.
 - B. Serve as a member of the Southern District Board and as an ex-officio member of the Executive Board.
 - C. Represent the Southern District at meetings of the International Board.
 - D. Perform the duties and responsibilities as defined in the Institute's Constitution and in duly adopted Institute policies and procedures.
 - E. Provide periodic reports to the District President, advising of International Board and Institute actions and activities which may be of interest. Such reports should be submitted prior to each meeting of the District Board, and on other occasions, when timely and pertinent information is available.
 - F. Provide periodic reports to Sections within the District, advising of International Board and Institute actions and activities which may be of interest.
 - G. Act as a liaison between the District and the International Board and shall bring matters identified by the District Board before the International Board for discussion and/or resolution.
 - H. Nominate candidates from the District to serve on International Committees.

3.7. DISTRICT ADMINISTRATOR

- 3.7.1. General – The purpose of the District Administrator is to ensure consistency in the administration of finances, policies, and procedures for the Southern District. The Administrator shall serve primarily as a resource for SDITE Officers and the SDITE Board.
- A. The Southern District Administrator shall assist the elected Officers in the routine activities of the District. The role is intended as an operations role and not a policy role.
 - B. The District Administrator shall serve as an ex-officio member of and parliamentarian to the Southern District Board.
 - C. The duties of the Administrator should be periodically reviewed and adjusted as necessary.
- 3.7.2. Term of Service - Minimum three (3) years. The Board may replace the Administrator at any time during the term.
- 3.7.3. Appointment Process:
- A. The President, in consultation with the Executive Board, should recommend a candidate(s) for the District Board's consideration. In the event an Administrator must be replaced in the middle of a term, the President should recommend a candidate(s) at the next District Board Meeting. If agreeable to the Board and the current Administrator, the Board may reappoint the Administrator beyond the three year term.
 - B. For ease of transition, the President may want to make an appointment during the final year of the District Administrator's term so that the new Administrator can work with the outgoing Administrator before the new term begins.
- 3.7.4. Qualifications - The District Administrator must be a member in the Institute of Transportation Engineers. A District Administrator should be a Past President of the Southern District and should have actively participated in the District for a long period of time so as to be familiar with the history and operations of the District.
- A. Prerequisites (should include):
 1. Past President of the Southern District
 2. Active membership with the Southern District (10 to 15 years)
 3. Ability to attend Southern District Board meetings
 4. Employer support for full term commitment.
 5. Length of service to the Southern District as a District officer, District Committee Chair/Member, Section Representative, etc. (10 to 15 years)
 6. Additional consideration may include other experience such as International Officer experience, International Task Force Member, International Council Chair, etc.
- 3.7.5. Duties - The District Administrator shall:
- A. Serve as an ex-officio member of and parliamentarian to the Southern District Board.
 - B. Attend Southern District Board Meetings.

- C. Coordinate membership data retrieval from ITE.
 - 1. Membership List - An electronic file with membership information may be obtained from International ITE. Access to this information is limited to a single person in the District.
 - a. The list should be requested in January. The file should be transmitted to the Newsletter Editor and the Vice President for their use.
 - b. The list should be requested again in October and then transmitted to the Newsletter Editor and the Vice President for their use. New members may have been added, addresses may have changed, etc.
 - 2. Membership Report – The Vice President is responsible for the Membership Report. The report should be based upon membership information obtained from International ITE by the District Administrator in January and October and supplied to the Vice President.
 - 3. Submit electronic list of eligible voters to the Secretary-Treasurer for use in announcement of candidates and in voting.
- D. Electronic Voting – coordinate electronic voting with the Webmaster and Secretary-Treasurer.
- E. Assist the Secretary-Treasurer in preparation of financial reports and other Treasurer duties as required. The District Administrator should balance the district funds every month and prepare a monthly report for review by the Secretary-Treasurer. See Section 3.4.11.B for further explanation.
- F. SDITE Bank Account:
 - 1. The District Administrator should serve as the primary contact with the financial institution holding the District's funds. It has been difficult in the past to have this transferred annually.
 - 2. The District Administrator should contact the SDITE fund manager to obtain signature forms for transferring the signature authority to the incoming Secretary-Treasurer. The District Administrator should keep the checkbook and write all checks. Approval for checks written should be coordinated with the Secretary-Treasurer.
- G. The District Administrator should prepare and file the appropriate ITS Tax form.
- H. Maintain the District's Operations Manual. This involves keeping the master electronic file, revising it as necessary to incorporate changes adopted by the Board, and distributing copies as requested.
- I. Coordinate with the Local Arrangements Committees (LACs) for future Southern District Annual Meetings.

- J. Manage the Southern District's award program. Assist the Awards Committee Chair each year as necessary.
1. Maintain list of all past award recipients.
 2. Coordinate selection of new award recipients with Awards Committee Chair. Submit the Outstanding Educator Award winner to ITE for the *Wilbur S. Smith Distinguished Transportation Educator Award* competition.
 3. Prepare all award certificates and plaques.
 - a. Obtain individual and Section awards winners from the Awards Committee Chair.
 - b. Obtain Student Paper and Student Chapter winners from the Education and Student Chapter Committee Chair.
 - c. Obtain Technical Paper winners from the Chair of the Technical Council
 - d. Prepare plaque for the Past President.
 4. Remind the Awards Committee Chair to prepare materials for the award presentations.
- K. Pre-Annual Meeting Activities:
1. Prior to Annual Meeting, coordinate with the President on the Spring Board Meeting and Annual Business Meeting.
 - a. On behalf of the President, approximately 30 days prior to the Annual Meeting, request written reports from all Officers and Committee Chairs for the Board Meeting.
 - b. Request that all documents be in word processing format. Scanned documents are ok, but can be very large. Documents converted into a pdf format directly from their native format are much better. Compile all of the reports into a document for use at the Board Meeting.
 - c. At a minimum, binders with all materials should be prepared for the expected number of attendees.
 - d. If possible, and if the file won't be too large, a single pdf file with the materials may be emailed to all attendees for their review.
 2. Contact Officers and Section Presidents to inquire if any Members passed away since the previous year. Deceased Members will be recognized at the Annual Business Meeting.
 3. If desired by the President, prepare a power-point or other visual presentation for the Annual Business Meeting.
 4. Coordinate with the Chair of the Education and Student Chapter Committee on the mailing of letters and checks to the winners and runner-ups. Copies of the letters

should be sent to the Southern District President and to the appropriate Student Chapter Faculty Advisor.

L. Post Annual Meeting Activities:

1. Coordinate with the Chair of the Education and Student Chapter Committee on the mailing of letters and checks to each Student Chapter that submitted a report notifying them of the results of the competition.
2. Results of the Election (names and addresses of all elected Officers of the District and the dates on which the terms of each begins and expires) should be reported in writing to the International Director and to the Institute Headquarters within 30 days after the election.
3. Next Year's Annual Meeting Information – Information on the following year's Annual Meeting should be sent to ITE including dates, location and name of contact person. The Secretary-Treasurer should contact the International Director to determine if this needs to be done.

M. Pre Year-End Board Meeting Activities – solicit and prepare reports and meeting materials similar to the Spring Board Meeting.

N. Perform other duties as assigned by the President.

3.7.6. Funding:

- A. The District Administrator should be reimbursed for administrative expenses (copying, postage, etc.)
- B. At the Board's discretion, the District Administrator may be provided with reimbursement for travel expenses to attend Board Meetings or an Annual Stipend (consistent with the approved Annual Budget).

3.8. CALENDAR OF OFFICER DUTIES

SOUTHERN DISTRICT OFFICER CALENDAR					
	President	Vice President	Secretary-Treasurer	International Director	District Administrator
January	Provide Message for Newsletter and Website	Prepare Minutes from Year-End Board Meeting and previous Annual Business Meeting			Obtain file with membership data from ITE for use in Election. Send file to Newsletter Editor, Secretary-Treasurer and Vice President
	Send instructions to Site Selection Committee Chair				
February	Coordinate Annual Meeting planning with Officers and LAC		At least 60 days before Election, send list of candidates with bios to voters		
	Coordinate planning for Year-Ending Board Meeting with 2 yrs forward LAC				
March	Prepare Agenda for Board Meeting and send to the Board and Committee Chairs. Prepare Agenda for the Annual Business Meeting.	Submit Membership Report to President for Spring Board Meeting	Submit Minutes from previous Meetings and Financial Report to President (coordinate with Vice President)	Submit International Directors Report to President for Spring Board Meeting	Obtain Award Winners from Chairs of Awards Committee, Education & Student Chapter Committee and Technical Council and Prepare Certificates and Plaques
	Request Reports from all Officers and Committees	Prepare Resolutions for Annual Meeting	At least 30 days before Election, send ballots or instructions to voters.	Submit Report/Article to Newsletter Editor and Webmaster	Prepare Past President's Plaque
	Send Board Meeting invite to Officers, Committee Chairs, Officer candidates, ITE Officers/Staff and ITE Candidates		Obtain Student Paper Winners from Chair of Education & Student Chapter Committee and send award checks	Attend International ITE Board Meeting at the Spring ITE Technical Conference	
April	Annual Meeting (Spring Board Meeting, Opening Session, Annual Business Meeting and Banquet activities)	Annual Meeting (Spring Board Meeting, Annual Business Meeting and Banquet activities)	Annual Meeting (Spring Board Meeting, Audit Committee and Annual Business Meeting activities)	Annual Meeting (Spring Board Meeting and Annual Business Meeting activities)	Annual Meeting (Spring Board Meeting, Annual Business Meeting and Banquet activities)
May	Provide Message for Newsletter and Website		Submit results of Election to SDITE Newsletter Editor, Webmaster and Historian		File SDITE Tax Return
	Send instructions to Professional Development Committee and Technical Council Chairs		Prepare Highlights/Article on Annual Meeting and send to Newsletter Editor and Webmaster		
			Obtain Student Chapter Winners from Chair of Education & Student Chapter Committee and send award checks		

SOUTHERN DISTRICT OFFICER CALENDAR

	President	Vice President	Secretary-Treasurer	International Director	District Administrator
August				Attend International ITE Board Meeting at the ITE Annual Meeting	
September	Provide Message for Newsletter and Website				Obtain file with membership data from ITE and send file to Newsletter Editor and Vice President
	Send instructions to Awards Committee and Nominations Committee Chairs		Review outstanding checks written & contact recipient to request checks be cashed prior to end of year		
October	Contact LAC Chair to review details for Year-Ending Board Meeting			Attend International ITE Board Meeting	
	Send Year-End Board Meeting invitations				
November	Prepare Agenda for Board Meeting and send to the Board and Committee Chairs	Prepare Budget and new Committee Assignments	Submit Minutes from previous Board Meeting and Financial Report to President	Submit International Directors Report to President for Year-End Board Meeting	Submit Outstanding Educator Award winner to ITE
	Request Reports from all Officers and Committees	Submit Membership Report to President for Year-End Board Meeting		Submit Report/Article to Newsletter Editor and Webmaster	Obtain new signature card from bank
December	Year End Board Meeting	Year-End Board Meeting (Take Oath of Office, Present Budget and Committee Assignments)	Year-End Board Meeting	Year-End Board Meeting	Year-End Board Meeting
	Turn Presidents Duties over to new President	Assume Presidents Duties	Prepare highlights of Year-End Board Meeting and send to Newsletter Editor and Webmaster		
			Coordinate transfer of duties and materials to new Secretary-Treasurer		

4.0 MEETINGS

4.1. TYPICAL SOUTHERN DISTRICT MEETINGS

4.1.1. To conduct the business of the Southern District, the following types of meetings are typically held:

- A. Annual Meeting
- B. Annual Business Meeting
- C. Board Meetings

4.1.2. The Bylaws require at least one meeting of the District to be held (see Bylaws Article VI).

4.2. SOUTHERN DISTRICT ANNUAL MEETING:

4.2.1. The Annual Meeting is a technical conference held over several days each Spring. It is held on a rotating schedule. The rotation was developed to ensure fair geographic representation of Annual Meeting sites. The following rotation schedule is now in use:

- A. Alabama - 2009
- B. Virginia - 2010
- C. Louisiana - 2011
- D. Kentucky - 2012
- E. North Carolina - 2013
- F. Georgia - 2014
- G. Mississippi - 2015
- H. Tennessee - 2016

4.2.2. Typically, the host Section selects a city for the meeting at least 5 years in advance. Local Arrangements Committee (LAC) Chair(s) are also selected by the host Section. The Section must report the selected city and chair(s) for endorsement (See Annual Meeting Site Selection Committee - Section 7.3).

4.2.3. The LAC should follow the Southern District Local Arrangements Committee Manual in planning the meeting.

4.2.4. The basic parts of the Annual Meeting are typically:

- A. District Board Meeting (Sunday afternoon)
- B. Welcome Reception (Sunday evening)
- C. Opening Session (Monday morning)
- D. Officers Breakfast (Monday or Tuesday morning)
- E. ABD Exhibits (Monday)
- F. Technical Program (Monday through Wednesday)
- G. Officers Reception and Annual Banquet (Tuesday evening)
- H. Professional Development Program (Wednesday)

4.3. ANNUAL BUSINESS MEETING:

- 4.3.1. An Annual Business Meeting for the District is held at the Annual Meeting (usually on Tuesday of the Annual Meeting). This Annual Business Meeting is open to all membership.
- 4.3.2. The President presides at the Annual Business Meeting. The District Administrator should serve as the Parliamentarian. If the Administrator is not available, the President should appoint another Parliamentarian at the beginning of the meeting.
- 4.3.3. The Annual Business Meeting should include the following:
 - A. Officer Reports from the President, Vice President (if any) and International Director
 - B. Tribute to Deceased Members
 - C. The Secretary-Treasurer should provide Minutes from previous Annual Business Meeting
 - D. The Secretary-Treasurer shall submit a financial report to the Board for review and approval (see Bylaws Article 6.2).
 - E. Committee Reports
 - F. Section Reports
 - G. LAC Reports
 - H. New and Old Business
 - I. Election results are tallied and announced at the Annual Business Meeting. The Chair of the Tellers Committee should read the results. The President should then ask for a motion to destroy the ballots.
 - J. Typically, the candidates for International Vice President are given time on the agenda to speak to the membership. In addition, staff from ITE may be given time on the agenda. If this time is not convenient for them, time needs to be given to them to address the membership at another time during the meeting.

4.4. DISTRICT BOARD MEETINGS:

- 4.4.1. Board Meetings should include the entire District Board (current Officers, Past President, International Director(s), and Section Representatives), Committee Chairs and LAC Chairs.
- 4.4.2. The President should prepare an agenda in advance and request digital copies of all reports prior to the meeting.
- 4.4.3. The District Administrator should coordinate with the President and make binders of all meeting materials or distribute electronic copies of all materials (or both) to all those invited to the Board Meeting.

- 4.4.4. The President presides at Board Meetings.
- 4.4.5. Board Meetings should include the following:
 - A. Officer Reports from the President, Vice President (if any) and International Director
 - B. Secretary-Treasurer should provide Minutes from previous Board Meeting and a Treasurer's report to the Board for review and approval
 - C. Committee Reports
 - D. Section Reports
 - E. LAC Reports (The LAC budget, including registration fees, for the following year's Annual Meeting needs to be adopted at the Year-End Board Meeting.)
 - F. Old Business
 - G. New Business (New Business includes installation of new Officers, review of committee assignments and at the Year-End Board Meeting)
 - H. Note – Typically when a vote is taken, all those in attendance are allowed to vote as a courtesy. However, if an item is controversial or will be close, only the District Board is officially allowed to vote (see Section 3.1.1 for composition of Board). Committee Chairs and others are not considered voting members of the Board.
- 4.4.6. The District Board should meet at least two times each year with other meetings as necessary.
 - A. Spring Board Meeting - A meeting of the entire District Board should be held at the start of the Annual Meeting, usually on Sunday afternoon.
 - B. Year-End Board Meeting – Usually held the first Monday in December, at the site of the Annual Meeting to be held two years later. In addition to the typical outline of a Board Meeting, the incoming President presents committee assignments and a budget for the next year for review and approval and the incoming Officers are sworn in.
 - C. An additional mid-year Board Meeting may be held (but is not required) in conjunction with the Annual International Meeting or in conjunction with one of the Section's Annual Meetings.

4.5. CONFERENCE CALL OR EMAIL ACTIONS

- A. If a vote or other action is required and cannot wait until the next regularly scheduled District Board Meeting, action may be taken via a conference call or by Email.
- B. District Board Conference Call:
 - 1. Board action may be taken on a conference call. Notice and supporting information should be distributed to board members in advance.

2. A quorum is required to conduct District business through a conference call. A quorum is not required to disseminate information to board members.
3. The Secretary-Treasurer should prepare a written record of the conference call for distribution to board members and the District's files.

C. District Board Email Action:

1. Board action may be taken through email discussions if initiated by either the President or Vice President. Notice and other information should be distributed to board members in advance. If discussion is needed, it may be conducted at any regular or special called meeting or conference call.
2. A quorum is required in order to vote on any District business by email. A majority of Board members must vote (yes, no or abstain) in order to establish a quorum.
3. The Secretary-Treasurer or President should maintain a voting record to assess the majority vote. The Secretary-Treasurer should prepare a written record of the email action for distribution to board members and the District's files.

5.0 ELECTIONS

- 5.1. All elections and votes on amendments to the Bylaws shall be conducted in accordance with provisions as outlined in Articles III, IV, VII and VIII of the Bylaws. The Secretary-Treasurer (with the assistance of the District Administrator) is responsible for conducting the election.
- 5.2. The Nominations Committee is responsible for selecting a slate of candidates for Officers (see Section 7.10).
- 5.3. In general, the process for the election of Officers is as follows:
 - 5.3.1. Elections may be held by written paper ballot or electronically as outlined in Article VII of the Bylaws.
 - A. Bylaws Sec 3.3.1 - *The Nominations Committee shall transmit its list of nominees to the Secretary at least seventy-five (75) days prior to the District Annual Meeting.*
 - B. Bylaws Sec 3.3.2 - *At least sixty (60) days before the District Annual Meeting, the Secretary shall send to the members of the District a list of the candidates nominated by the Nominations Committee.*
 - C. Bylaws Sec 3.3.3 - *Additional District nominations for any office may be made by written petition, signed by not less than eight members eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he is nominated and must be received by the Secretary-Treasurer at least forty-five (45) days before the District Annual Meeting. If a member is nominated for more than one office, he shall be considered a candidate for the one office which he prefers.*
 - D. Bylaws Sec 3.3.4 - *Not later than thirty (30) days prior to the District Annual Meeting, the Secretary-Treasurer shall send to each eligible voter a final ballot or electronic message with instructions for voting. Canvassing shall occur at the District Annual Meeting.*
 - 5.3.2. In January, the District Administrator should request an electronic file with information on Southern District Members from International ITE. The file should include the Section, membership type, address and email of each Member.
 - A. The file will be used for sending election information and preparing a list of eligible voters.
 - B. The District Administrator shall provide the Secretary-Treasurer with a list of eligible voters (Student Members, Institute Affiliates and Esteemed Colleagues may not vote).
 - 5.3.3. In January, the Nominating Committee should transmit its list of nominees along with short biographies to the Secretary-Treasurer. However, the Nominating Committee shall provide this information to the Secretary-Treasurer NO LATER THAN seventy-five (75) days prior to the District Annual Meeting. The Secretary-Treasurer should then submit the names and biographies to the Newsletter Editor and Webmaster for their use.

- 5.3.4. Approximately February 1st, the Secretary-Treasurer should send to the Members of the District a notification listing candidates nominated. However, the membership shall be notified of the candidates NOT LATER THAN sixty (60) days before the District Annual Meeting (see Exhibit A-6).
- A. The notifications should be in the form of either a letter or email listing the candidates.
 - B. This message should include short biographies for the contested offices.
 - C. Additional District nominations for any office may be made by written petition, signed by not less than eight members eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office and must be received by the Secretary-Treasurer at least forty-five (45) days before the District Annual Meeting (see Article 3.3 of the Bylaws).
 - D. This message should contain instructions on how to petition for additional candidates as well as a deadline for receiving petitions. The date should be prior to the date that ballots will be prepared.
- 5.3.5. Approximately March 1st, the Secretary-Treasurer should send a final paper ballot or electronic message with instructions for voting to each eligible voter. However, the ballot or instructions for electronic voting shall be sent NOT LATER than thirty (30) days prior to the District Annual Meeting.
- A. For Paper Ballots:
 - 1. The ballot mailing to the voting membership should include the following:
 - a. Paper ballot form (see Exhibit A-7)
 - b. Small manila envelope
 - c. Return addressed envelope - addressed to send to the Secretary-Treasurer (official voting envelope)
 - 2. Casting a paper ballot is a several-step process:
 - a. Mark choice on the ballot
 - b. Enclose the ballot in the unmarked manila ballot envelope
 - c. Place the manila ballot envelope in the official voting envelope (the return envelope)
 - d. Sign and print name on the back of the official voting envelope
 - e. Mail the ballot to the Secretary-Treasurer by the deadline indicated on the ballot or bring it to the Annual Business Meeting.
 - B. For Electronic Voting:

1. An email or other electronic message should be sent to the voting membership with the following:
 - a. The on-line location for voting and instructions to follow in order to vote.
 - b. The deadline for on-line voting.
 - c. A contact name and email address or phone number for voters to use if problems are encountered in voting.
 2. Voting should be conducted in a secure manner so as to uphold the integrity of the election.
 3. The system used should only allow voting by Members eligible to vote (Fellows, Life Members, Members of ITE).
- 5.3.6. Prior to the Annual Meeting, the Secretary-Treasurer should prepare instructions to Tellers Committee and develop a blank Tellers Committee Report.
- 5.3.7. At the Annual Business Meeting, the President shall appoint a Tellers Committee to canvas the votes submitted.
- A. For Paper Ballots:
1. The Secretary-Treasurer shall collect all ballots returned in the mail and bring to the Annual Business Meeting along with the list of eligible voters.
 2. It is helpful if the returned ballots are "pre-checked" against the voters' list by the Secretary-Treasurer and votes from ineligible voters are separated when given to the Tellers Committee. It would also be helpful if the returned ballots were placed in alphabetical order before being given to the Tellers Committee.
 3. Near the beginning of the Annual Business Meeting, the President shall issue a final call for ballots. The Secretary-Treasurer shall collect the remaining ballots.
 4. The Secretary-Treasurer shall transfer all of the unopened ballots to the Tellers Committee and provide the Committee with a list of eligible voters, instructions to the Committee and a blank Tellers Committee Report form.
 5. The Tellers Committee shall review the official voting envelopes and compare the names on the outside with the list of eligible voters. They shall open only those they decide are valid ballots and tally the results.
 6. The Committee as a whole is responsible for rejecting ballots. The Committee's decision is final.
 7. The Tellers Committee shall write the winners names on the Tellers Committee Report form and sign the report and return to the meeting.

8. At the end of the Annual business Meeting, the President shall ask for a report from the Tellers Committee and they shall orally report the results and provide the report form to the Secretary-Treasurer.
9. The President should ask for a motion to destroy the ballots and if one is approved, the ballots should be destroyed by the Tellers Committee.

B. For Electronic Voting:

1. The Secretary-Treasurer shall obtain a database or tabular listing of the votes cast along with the list of eligible voters. The material should be enclosed in a sealed envelope and brought to the Annual Business Meeting.
2. The Secretary-Treasurer shall transfer sealed envelope containing the voting data and provide instructions a blank Tellers Committee Report form to the Tellers Committee (see Exhibit A-10).
3. Review the tabular summary of votes and make sure that only one vote is recorded per member.
4. Compare the tabular summary of votes to the provided roster of eligible voters. Discount any ballot cast by an ineligible participant. The committee as a whole is responsible for rejecting ineligible ballots. The committee's decision is final.
5. Verify the total votes for each candidate.
6. The Tellers Committee shall write the winners names on the Tellers Committee Report form and sign the report and return to the meeting.
7. At the end of the Annual business Meeting, the President shall ask for a report from the Tellers Committee and they shall orally report the results and provide the report form to the Secretary-Treasurer.
8. The President should ask for a motion to destroy the voting data and if one is approved, the material should be destroyed by the Tellers Committee.

5.3.8. Amendments to the Bylaws – A similar process to that above shall be followed when voting on changes to the Bylaws

6.0 BUDGET

- 6.1. The incoming President must prepare a proposed line-item budget for review and approval at the Year-End Board Meeting.
- 6.2. The budget should be submitted to the other Officers in advance of the Year-End Board Meeting for discussion.
- 6.3. The Bylaws require that the budget be adopted by the Board (see Bylaws Article 5.7).
 - 6.3.1. Income – Income for the District is usually obtained from dues collected by ITE, from the return of the Annual Meeting net proceeds and from earning on the District money market account.
 - 6.3.2. Expenditures
 - A. Accounting/Bank Fee – A fee is usually collected by the fund manager for the District money market account
 - B. Annual Meeting Advance – An advance of \$3,500 is typically given to the LAC for the Annual Meeting two years later. A return of at least \$3,500 is expected (but not guaranteed) from the LAC for that year's Annual Meeting. Both transactions usually occur at the Year-End Board Meeting.
 - C. District Awards and Expenses – The District prepares plaques and certificates for various things. Typically these are prepared by other Officers or the Awards Chair and paid by the Secretary-Treasurer.
 - D. Board Expenses – The District pays for a meeting room, refreshments and lunch at the December Board Meeting.
 - E. Burton Marsh Fellowship – The District typically sends ITE a check for \$250 to support the Burton Marsh Fellowship.
 - F. International Director Travel – The International Director is required to attend X meetings of the International Board each year as part of their duties. The District usually assists with these expenses by providing reimbursement of documented expenses as shown in the Budget.
 - G. President's Travel – The Southern District has typically assisted the President with travel expenses to allow travel to Board Meetings and Section meetings. Documented expenses may be reimbursed as shown in the Budget. This item is not always utilized.
 - H. Executive Board Travel - The Southern District has typically assisted the Vice President and Secretary-Treasurer with travel expenses to allow travel to Board Meetings and Section meetings. Documented expenses may be reimbursed as shown in the Budget. This item is not always utilized.
 - I. International VP Candidate Travel – Typically, the host District for International Vice President Candidates assists the candidate with travel expenses. A stipend is provided

by ITE, but it is not sufficient given the amount of travel required. The Southern District typically assists a candidate from the Southern District by providing reimbursement of documented expenses as shown in the Budget. This item is only necessary when a candidate from the Southern District is running.

- J. SDITE Annual Meeting Incentive – To encourage attendance and participation by Section leaders at the Annual Meeting, the Southern District has begun providing an incentive that may be utilized by Sections. This item should be reviewed each year to determine its effectiveness and whether it should be continued.
- K. Misc. and Office Supplies – Office supplies are necessary from time to time. Much of the District's business is conducted electronically now so the amount needed is less than it used to be.
- L. Newsletter – Large printing costs are no longer needed because the newsletter is transmitted electronically now. However, minor expenses may occur.
- M. Printing and Postage – Large printing and postage costs are no longer needed because much of the District's business is conducted electronically. However, minor expenses may occur.
- N. New Student Chapter Receptions – The Southern District typically provides funding (usually around \$250) for a reception when new Student Chapters are chartered. The reception is typically held at the University and attended by Section Officers and, if possible, District Officers.
- O. Student Chapter Awards – The Southern District provides awards to the winning Student Chapters (typically an additional \$100 to the winner and an additional \$50 to the runner-up). These amounts are in addition to the amount each Student Chapter is given if they submit an annual report.
- P. Student Chapter Grants – To encourage Student Chapters to submit annual reports on their activities, the Southern District provides grants to each Chapter that submits a report (typically \$100).
- Q. Student Paper Awards – To encourage submission of technical papers by students, the Southern District provides awards to winners (typically \$100 to the winner and \$50 to the runner-up). This item should be reviewed periodically to determine if the award amounts need to be increased.
- R. Student Paper Travel – The Southern District also provides funds to assist student paper winners to travel to the Annual Meeting to receive their award. Documented expenses may be reimbursed or billed directly to the District (usually hotel room) as shown in the Budget.
- S. Website – Fees are typically charged for hosting the Southern District website.
- T. Traffic Bowl – Minor expenses will typically occur in the implementation of the Traffic Bowl.

- U. Traffic Bowl Team Travel – To encourage attendance and participation by students at the Annual Meeting, the Southern District provides assistance with travel expenses to each Section that sends a Student Chapter team to participate in the Traffic Bowl. This item should be reviewed each year to make sure that the District's finances will allow continuation of the program.
- V. Strategic Planning – The Southern District is currently undertaking an aggressive Strategic Planning initiative. Funding may be requested for various action items.

6.4. The Southern District budget represents anticipated or expected income and expenses.

6.4.1. The income estimate is usually close to what will be collected.

6.4.2. What is actually spent will usually vary from the budget. Minor overages in individual categories are acceptable as long as the actual bottom line stays close to the budgeted bottom line.

6.4.3. Major changes or additions to the budget during the year should be reviewed and approved by the Executive Board.

6.5. The Southern District agreed to spend down some of the balance in its money market account to help fund the Student Traffic Bowl. The ABD funded a scholarship for the winning team and the District agreed to assist the participating teams with travel expenses.

6.5.1. The Policy adopted at the Spring 2006 Board Meeting was that the Southern District will reimburse each Section for expenses they incurred in supporting a student team to the traffic bowl competition. In no cases shall the amount reimbursed be more than the actual costs. The maximum reimbursements are as follows.

A. Student teams traveling less than 400 miles one-way to the Annual Meeting Site will be reimbursed up to \$500.

B. Student teams traveling 400 to 700 miles one-way will be reimbursed up to \$750.

C. Student teams traveling more than 700 miles one-way will be reimbursed up to \$1,000.

6.5.2. The ABD is currently awarding scholarships to the winning team. Documented expenses may be reimbursed to the Section. Payment is to be made to the Section and the Section is expected to also assist with the travel expenses.

7.0 SOUTHERN DISTRICT COMMITTEES

7.1. DUTIES AND RESPONSIBILITIES OF COMMITTEES

- 7.1.1. Much of the work of the Southern District is performed by committees. Most of the committees exist at the discretion of the President and the District Board.
- 7.1.2. Committees can be divided into standing and non-standing committees. Standing committees continually operate from year to year while non-standing committees operate on an irregular basis.

A. The current Standing Committees are as follows:

1. Annual Meeting Local Arrangements (LAC) Committee
2. Annual Meeting Site Selection Committee
3. Annual Meeting Statistics Committee
4. Audit Committee
5. Awards Committee
6. Education and Student Chapter Committee
7. Historical Records Committee
8. Membership Committee
9. Nominations Committee
10. Professional Development Committee
11. Publications Committee
12. Strategic Planning Committee
13. Student Traffic Bowl Committee
14. Technical Council
15. Tellers Committee
16. Website Committee

B. The only current non-standing committee is the Past Presidents Committee. It is only used when needed for special tasks.

C. The Bylaws contains requirements for the Annual Meeting Site Selection, Membership, Nominations and Tellers Committees. No other committees are required by the Bylaws.

7.1.3. The Changes to Committees:

- A. President and the Board may discontinue, change the role, change the operation or change the composition of any of the committees with the exception of what is required by the Bylaws for the Annual Meeting Site Selection, Membership, Nominations and Tellers Committees.
- B. The President and the Board may add both standing and non-standing committees as needed.
- C. This manual should be updated to reflect these changes over time.

7.2. ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE (LAC)

- 7.2.1. General - The Annual Meeting Local Arrangements Committee (LAC) is responsible for planning and hosting the District Annual Meeting. The Committee is responsible for everything from hotel arrangements to the technical program. The Committee is chaired by the SDITE Annual Meeting General Chairman.
- 7.2.2. Status – The Annual Meeting Local Arrangements Committee is a standing committee.
- 7.2.3. Committee Chair -The Chair (or Co-Chairs) are selected by the host Section and approved by the Southern District Board.
- 7.2.4. Committee Members - See Annual Meeting Manual for guidance.
- 7.2.5. Term of Service – See Annual Meeting Manual for guidance.
- 7.2.6. Coordination with Other Committees – The Local Arrangements Committee must work closely with the Annual Meeting Team from the Strategic Planning Committee. The Chair should participate in activities of the Annual Meeting Team as an ex-officio member.
- 7.2.7. Duties - See Annual Meeting Manual for guidance.

7.3. ANNUAL MEETING SITE SELECTION COMMITTEE

- 7.3.1. General - The Site Selection Committee selects the host city for a future Southern District Annual Meeting site. In 1994, the current Annual Meeting State rotation pattern was adopted and the rotation was started with the 2001 Annual Meeting.
- 7.3.2. Status – The Annual Meeting Site Selection Committee is a standing committee.
- 7.3.3. Committee Chair -The Chair of the Site Selection Committee is appointed each year by the President. The President should appoint the Chair from the host State in which the Annual Meeting will be held a minimum of four years later.
- 7.3.4. Committee Members – The Chair should select a minimum of three (3) additional members from the host Section to assist with the site selection process.
- 7.3.5. Term of Service – The Chair and Members of the Committee serve one year terms.
- 7.3.6. Coordination with Other Committees – The Site Selection Committee must work closely with the Annual Meeting Team from the Strategic Planning Committee. The Chair should participate in activities of the Team as an ex-officio member.
- 7.3.7. Duties:
 - A. Early in the year, the Site Selection Committee should begin to review possible locations to host the Annual Meeting around their State. The cities considered should have open dates and reasonably priced hotels with sufficient space.
 - B. The process and evaluation criteria used should be as described in the Annual Meeting Manual. The Committee should utilize the Annual Meeting Team from the Strategic Planning Committee for guidance.
 - C. The Chair shall present a report to the District Board at the Year-End Meeting. The report should contain the recommended location for the meeting as well as potential hotels and possible LAC Chairs.
 - D. The current rotation pattern (starting with the 2001 Annual Meeting) for sites is listed below. States may elect to switch years with the approval of the Site Selection Committee and the Board. However, this should only be considered for Annual Meetings at least five years in the future.
 - 1. Virginia
 - 2. Louisiana
 - 3. North Carolina
 - 4. Kentucky
 - 5. Georgia
 - 6. Mississippi
 - 7. Tennessee
 - 8. South Carolina
 - 9. Alabama

7.4. ANNUAL MEETING STATISTICS COMMITTEE

- 7.4.1. General - The Annual Meeting Statistics Committee compiles financial, attendance and other data from the Annual Meeting. A report is prepared and presented to the Southern District Board at the Year-End Board Meeting. The report is a valuable tool for use by future LAC's in planning for Annual Meetings.
- 7.4.2. Status – The Annual Meeting Statistics Committee is a standing committee.
- 7.4.3. Committee Chair -The LAC Chair, in consultation with the President, should appoint the Chair of the Annual Meeting Statistics Committee. This person should be heavily involved in the LAC and often is the Finance Chair. Sometimes the Chair of the Annual Meeting Statistic Committee is also the LAC Chair.
- 7.4.4. Committee Members – The Chair may add other members to the Committee as needed to assist.
- 7.4.5. Term of Service – See Annual Meeting Manual for guidance.
- 7.4.6. Coordination with Other Committees – The Annual Meeting Statistics Committee must work closely with the LAC and the Annual Meeting Team from the Strategic Planning Committee.
- 7.4.7. Duties - See Annual Meeting Manual for guidance.

7.5. AUDIT COMMITTEE

- 7.5.1. General - The Audit Committee is responsible for reviewing the financial books from the previous year. They conduct an audit of the District financial records for the past year at Annual Meeting and present a report to the membership at the Annual Business Meeting.
- 7.5.2. Status – The Audit Committee is a standing committee.
- 7.5.3. Committee Chair -The incoming Secretary-Treasurer is the Chair of the Audit Committee
- 7.5.4. Committee Members – The President, in consultation with the Secretary-Treasurer, should appoint at least three members to assist the Chair. These members must be at the Annual Meeting to serve.
- 7.5.5. Term of Service – The Committee performs all of its duties at the Annual Meeting.
- 7.5.6. Coordination with Other Committees – The Audit Committee is a stand-alone committee.
- 7.5.7. Duties - Conduct audit of the District financial records for the past year at the Annual Meeting.
 - A. Review checkbook for accuracy. Match balance reported in most recent financial statement from bank with balances in the financial statement.
 - B. Scan disbursements for any unusual looking expenditure. If unusual expenditures exist, review backup documentation to understand expenditure.
 - C. Randomly select a sample of disbursements and make sure documentation exists for the disbursements.
 - D. Review a copy of the tax returns for the previous year to ensure that returns have been filed.
 - E. Review most recent financial statement.
 - F. Sign Audit Committee Report form and note any comments (see Exhibit A-11).
 - G. Report to the membership at the Annual Business Meeting.

7.6. AWARDS COMMITTEE

- 7.6.1. General - The Awards Committee reviews nominations and selects recipients of the Southern District Individual Awards and Outstanding Section Awards.
- 7.6.2. Status – The Awards Committee is a standing committee.
- 7.6.3. Committee Chair -The Awards Committee is chaired by the SDITE second-year Past President.
- 7.6.4. Committee Members - The Chair should select a minimum of 5 Past Presidents to serve on the Committee. The Vice Chair of the Committee is the Immediate Past President and will serve as the Chair of the Committee the following year.
- 7.6.5. Term of Service – The Chair of the Awards Committee serves a one year term, beginning in the Fall and ending the following Spring (the Chair is the Past President with the term ending two years prior). For example, the 2009 SDITE President will serve as the Vice Chair for the Awards Committee for the Fall 2010-Spring 2011 period and serve as the Chair for the Fall 2011-Spring 2012 period.
- 7.6.6. Coordination with Other Committees – The Awards Committee is a stand-alone committee, but must work closely with the Education and Student Chapter Committee and the Technical Council. The Chair of the Awards Committee should serve as an ex-officio member of each review Sub-Committee established by the Technical Council.
- 7.6.7. Duties - Solicit nominations and select winners for the following awards:
 1. Herman J. Hoose Distinguished Service Award
 2. Marble J. Hensley Outstanding Individual Activity Award
 3. Joseph M. Thomas Young Member Award
 4. John F. Exnicios Public Employee Service Award
 5. Excellence in Transportation Engineering Education Award
 6. Outstanding Section Awards (Group1 and Group 2)
- 7.6.8. The Committee work will begin in the Fall of one year and finish in the Spring of the next year.
- 7.6.9. Awards selected for a particular year are presented at the following year's District Annual Meeting. For example, the 2009 winners would be presented their awards at the 2010 Annual Meeting.
- 7.6.10. Award Nomination and Selection Process:
 - A. Individual Awards (*Herman J. Hoose Distinguished Service Award, Marble J. Hensley Outstanding Individual Activity Award, Joseph M. Thomas Young Member Award, John F. Exnicios Public Employee Service Award, Excellence in Transportation Engineering Education Award and President's Award*).
 1. Award Descriptions and Requirements – See Section 8.0.

2. Timeline:
 - a. Approximately October 1st, the Awards Committee Chair should solicit nominations from Committee Members, Section Representatives, District Officers, and Section Presidents with a deadline of January 21st. Nominations from a Section Representative may be from within that Representative's Section or from another Section. The Chair should forward the announcement to the Newsletter Editor and the Webmaster for their use.
 - b. Approximately February 1st, the Chair should forward all nominations to the Awards Committee and ask them to rank their preferences for each award from the nominations. Rankings should be tallied as follows: #1 ranking = 10 points, #2 ranking = 9 points, #3 ranking = 8 points, etc. The nominee receiving the highest number of points will be the award recipient.
 - c. Approximately February 15th, the Chair should submit the Committee's recommendation to the District President, requesting the concurrence of the Executive Board. The winners should remain confidential.
3. Format – The Awards Committee Chair should provide a standard form for the nominations.
4. Eligibility – All nominees must be Members of the Southern District.
5. The Awards Committee Chair should retain nominations from previous three years to pass on the next year's Chair for information and use if there is little response to the call for award nominations.
6. Any Southern District member can submit nominations but should be encouraged to do so through their Section Representative.
7. The Chair should review the requirements for International ITE Awards such as the *Burton W. Marsh Distinguished Service Award* and the *Theodore M. Matson Memorial Award* to determine if any of the Southern District Awards winners should be forwarded to ITE for their consideration.
8. Typically the Southern District's *Excellence in Transportation Engineering Education Award* winner will be submitted to ITE for the *Wilbur S. Smith Distinguished Transportation Educator Award* competition. The Awards Committee Chair should transmit all information on the Southern District winner so that a submittal can be made later in the year when ITE makes the call for nominations.

B. Outstanding Section Awards (*Group 1 and Group 2*)

1. Award Descriptions and Requirements – See Section 8.8.
2. Timeline:
 - a. Approximately October 1st, the Awards Committee Chair should contact International ITE to obtain current requirements and deadlines for the competition. *Note – Every year the Awards Committee Chair should review the*

deadline, evaluation criteria and format used by ITE to ensure that the Southern District mirrors what ITE is using and adjust the District's requirements accordingly.

- b. Approximately October 1st, the Chair should ask each Section President to submit their Section Annual Report by January 21st. It would be good to copy Section Representatives on the correspondence. The submissions are required to be on the form that will be required by International ITE for its selection for the Section Activities Award. The Chair should forward the announcement to the Newsletter Editor and the Webmaster for their use.
 - c. Approximately February 1st, the Chair should forward the reports to the Awards Committee Members and have them rank their Outstanding Section preferences.
 - d. Approximately February 1st, the Chair should ask the President of the last Group 1 and Group 2 Outstanding Sections to return the traveling award for engraving.
 - e. Approximately February 15th, the Chair should submit the Committee's recommendation to the District President, requesting the concurrence of the Executive Board. The outcome should remain secret until the Annual Meeting Banquet.
 - f. Prior to April 1st, the Chair should submit the Group 1 and Group 2 winning Sections reports to International ITE as required to have them compete for the International Section Activities Award.
3. Format - In order for the Section to qualify for the award on the District and International level, the following must be submitted:
 - a. Completed Section Annual Report Form (as shown in the ITE and Council Awards manual)
 - b. A summary of Section Activities for the year – not to exceed three pages
 - c. Any material beyond the Annual Report and Activities Summary labeled as attachments
 4. Submittal – Must submit an electronic application to the Southern District Awards Chair. This application must be formatted in Adobe Acrobat. The submittal must be on the form contained in the current edition of the ITE and Council Awards manual.
- 7.6.11. Preparation of Plaques and Certificates for all Awards - Preparation of all plaques and certificates shall be the responsibility of the District Administrator. The Awards Chair should provide the District Administrator with all winners.
- 7.6.12. Preparation of Awards Booklets for Individual Awards:
- A. An Awards Booklet should be prepared to honor the individuals for whom the awards were named and to recognize previous award winners. These booklets should be presented to the winners along with the plaques and/or certificates. The booklet should contain the names of the current winners for that year.

B. Awards booklets should be prepared for the following awards:

1. Herman J. Hoose Distinguished Service Award
2. Marble J. Hensley Outstanding Individual Activity Award
3. Joseph M. Thomas Young Member Award
4. John F. Exnicios Public Employee Service Award
5. Excellence in Transportation Engineering Education Award

C. The format and content of these booklets will be established by the Board, but in general should follow the outline used in the previous year. The booklets should be kept on electronic file and updated as required each year before being prepared and presented.

7.6.13. Presentation of Awards:

A. The awards shall be presented at the Annual Meeting Banquet. The Awards Committee Chair typically presents the awards.

B. The Awards Committee Chair should discretely check to see if the recipients will attend the Annual Meeting Banquet.

7.6.14. Following the Annual Meeting, the Awards Committee Chair should submit a list of all award winners to the Newsletter Editor, the Webmaster and the Historical Committee Chair for their use.

7.6.15. Brief descriptions of these awards and past recipients are attached as Exhibit A-26.

AWARDS COMMITTEE TIMELINE

October	Review current International ITE requirements for Individual and Section Awards
November	Solicit Nominations for Awards and Request Section Reports from Section Presidents
	Notify Newsletter Editor and Webmaster of Award competitions
	Submit Report to President For Year-End Board Mtg
January	Deadline for Receiving Nominations for Awards and Section Reports
February	Select winners and submit list of individual and chapter winners to President
	Submit award winners to the District Administrator so that Plaques and Certificates can be made
	Submit information on Outstanding Educator Award (and other individual awards if merited) to District Administrator for later submission to ITE
April	Prior to Apr 1 - Submit winning Section Reports to ITE for further competition
	Present all Awards at Annual Meeting Banquet
May	Submit list of all Award winners to Newsletter Editor, Webmaster and Historian

7.7. EDUCATION AND STUDENT CHAPTER COMMITTEE

- 7.7.1. General - The Education and Student Chapter Committee's purpose is to promote student activity within the district and to increase students' desire to become transportation professionals. The Committee encourages involvement and increases awareness among students, chapter advisors, and chapter liaisons. The Committee is responsible for the Student Chapter competitions, student paper competitions and formation of new Student Chapters.
- 7.7.2. Status – The Education and Student Chapter Committee is a standing committee.
- 7.7.3. Committee Chair - The President appoints the Chair for a minimum two year term.
- 7.7.4. Committee Members:
 - A. The Chair of the Education and Student Chapter Committee, in consultation with the President, should appoint a minimum of 5 members. If possible, it would be good to have 8 members (one from each Section).
 - B. In the last year that the Chair is to serve, the President should appoint a Vice Chair of the Education and Student Chapter Committee. The Vice Chair is usually someone who has served as a Member of the Committee. The Vice Chair will assume the Chair the year following appointment and serve as Chair for a minimum of two years.
- 7.7.5. Term of Service – the Chair and Members of the Education and Student Chapter Committee serve terms of two years at a minimum. Terms may be extended if agreeable to the President and those serving.
- 7.7.6. Coordination with Other Committees – The Education and Student Chapter Committee must work closely with the Awards Committee, the Publications Committee, the Website Committee and the Workforce Development Team from the Strategic Planning Committee.
 - A. The Education and Student Chapter Committee Chair should regularly provide information to the Newsletter Editor and the Webmaster on the Committee's activities.
 - B. The Chair should participate in activities of the Workforce Development Team as an ex-officio member.
- 7.7.7. Duties - The Education and Student Chapter Committee is responsible for encouraging student activity including the formation of new Student Chapters and overseeing all correspondence and notifications, distributing reports and student papers for evaluation and judging, and otherwise overseeing Committee operations.
- 7.7.8. International ITE has prepared a very comprehensive Student Chapter Manual. Among other topics, the manual outlines how to form a Student Chapter.
- 7.7.9. The Chair should retain copies of the most current editions of the International ITE Student Chapter Manual and the ITE Student Awards and ITE Scholarship and Fellowship Awards

manual. Copies of the manuals should be distributed to each member of the Education and Student Chapter Committee and each Faculty Advisor.

7.7.10. The general duties of the Committee are:

1. Communication with Student Chapters and publishing a Student Newsletter (*The Chevron*)
2. Evaluation of New Student Chapters
3. Student Paper and Student Chapter Award Competitions

7.7.11. Student Chapter Communication and Student Newsletter (*The Chevron*)

- A. Each Fall, the Education and Student Chapter Committee Chair should contact each Student Chapter to verify the name, address, phone and fax numbers, email address, etc. of the current faculty advisor. The Chair should keep a spreadsheet with this information and forward to the Newsletter Editor and the Webmaster for their use. It must also be reported to International ITE in February or early March of each year.
- B. The Chair should be in contact with the Chair of the Student Traffic Bowl Committee regarding details of the Traffic Bowl. This information should be passed on to the Student Chapters.
- C. The Chair should provide other information on Student Chapter activities periodically to the Newsletter Editor and the Webmaster for their use.
- D. In 2008, the Southern District began publishing an on-line newsletter (*The Chevron*) directed at student members. This newsletter is intended to encourage students and Student Chapters to participate in activities at their university, in their home Sections and in the District.
 1. The newsletter should be published at least twice a year.
 2. A Fall Issue should be published after the beginning of the school year. This issue should contain:
 - a. Announcements of Student Paper and Student Chapter Award competitions and an overview of each
 - b. Information from the Southern District relating to students
 - c. Information from International ITE relating to students
 - d. News from Student Chapters (possibly highlight one or two Student Chapters)
 - e. Information on Section Scholarships and where to look for applications (most Sections have websites with this information)
 - f. Information on the upcoming Student Traffic Bowl - explaining the competition and referring Student Chapters to their Sections for information on how each Section selects a team to participate
 3. A Spring Issue should be published following the Southern District Annual Meeting – but before the end of the school year. This issue should contain:
 - a. Results of the Student Paper and Student Chapter Award competition – possibly with short descriptions of winning papers and short bios of the winning authors

- b. Results of the Student Chapter Award competition (possibly highlight the winning and runner-up Chapters)
 - c. News from Student Chapters
 - d. Results from the Student Traffic Bowl
 - e. Information from the Southern District relating to students
 - f. Information from International ITE relating to students
- 4. When completed, these newsletters should be emailed to each Student Chapter Advisor and Student Chapter President.
 - 5. An electronic version of the newsletter formatted in Adobe Acrobat should be sent to the Webmaster for posting to the SDITE website.

7.7.12. Evaluation of Applications for New Student Chapters

- A. The District Board shall issue Charters establishing Student Chapters at graduate or undergraduate schools whose standing is recognized by ITE, upon written request from the Faculty Advisor for transportation or traffic engineering courses. The Charter shall be in a form approved by the Board of Direction of the Institute.
- B. Student groups desiring to form an ITE Student Chapter should contact International ITE to express their intent and request the proper materials.
 - 1. International ITE sends the student group a copy of the ITE Student Chapter Manual and explains that the application package to be submitted must include a completed Student Chapter Charter, a copy of the Chapter Bylaws, a description of the academic program at the college or university, and a list of student members of ITE.
 - 2. International ITE also explains that the charter is awarded by the District, and that the application package should be submitted to the Chair of the Education and Student Chapter Committee. International ITE furnishes the student group the name and address of the Committee Chair.
- C. Upon receipt of the application package, the Education and Student Chapter Committee reviews the application and makes a recommendation to the Southern District Board, which grants or denies the charter application.
- D. The Chair should track the progress of any applications with the District Board and remind the President to inform International ITE of any new charters that the Board approves.

7.7.13. Student Paper and Student Chapter Award Competitions:

- A. In early September after the beginning of the new academic year, the Education and Student Chapter Committee Chair should notify the Student Advisors and Student Chapter Presidents of the Student Paper and Student Chapter competitions for the upcoming year so that students will have ample time for preparation.
- B. In early January, the Chair should notify each Student Chapter Advisor and Student Chapter President of the March 1st deadline for the Student Paper and Student Chapter competitions.

1. The notification should indicate that Southern District provides a \$100 award to the winner and a \$50 award to the runner-up for both the undergraduate and graduate paper competitions, plus a travel reimbursement up to \$200 to permit the author of the Outstanding Student Paper to attend the Southern District Annual Meeting.
 2. The notification should also indicate that each Student Chapter that submits a report will receive \$100 and the winner and runner-up Chapters will receive an additional \$100 and \$50, respectively.
 3. It should be clearly noted that even though the District follows the ITE guidelines, our deadline of March 1st for both competitions will likely be earlier than that indicated in the ITE announcements. It is imperative that the Student Chapters and students comply with the March 1st deadline established by the District.
 4. This notification of competition should also contain copies of the latest announcements from ITE, noting that the Student Chapter and student should check the new announcements to ensure that there are no changes.
- C. Outstanding Student Paper Award (Graduate and Undergraduate):
1. Award Descriptions and Requirements – See Section 8.9.
 2. ITE Notification - In early January, International ITE sends a letter to each student member outlining the student paper competition. It states that the paper is to be submitted to the Chair of the Southern District Education and Student Chapter Committee. ITE also sends a reminder letter to the Education and Student Chapter Committee Chair with the eligibility criteria, the time period for the award, and the criteria for judging.
 3. Timeline:
 - a. Prior to March 1st, as entries are received by the Education and Student Chapter Committee Chair, a letter should be sent to the author of the paper acknowledging receipt, explaining that the review process takes considerable time and that the student may not hear about the results for six weeks.
 - b. March 1st – deadline for papers to be received.
 - c. Approximately March 1st, the Chair should forward copies of all papers submitted to the members of the Education and Student Chapter Committee for their ranking. The Chair should send a blank evaluation form to each Committee Member for ease of review and prompt response.
 - d. The Committee should review the papers and select a winner by March 15th.
 - e. If a paper is worthy and if there is an opportunity on the Technical Program, the winners may be extended an invitation to present their papers at the Annual Meeting.
 - f. Approximately March 15th, the Chair should determine if any of the winning papers are worthy of inclusion in the Technical Program at the Southern District

Annual Meeting. If so, the Chair should contact the LAC Chair for the meeting to see if space is available on the program.

- g. The winners should be invited to attend the Southern District Annual Meeting to receive their award. If they are invited to present their papers, they should be told that they can receive a travel reimbursement up to the amount in the Southern District Budget.
 - h. Approximately March 15th, the Chair should forward the names of the award winners to the District Administrator so that so that the certificates can be prepared.
 - i. Approximately March 15th, the Chair should write congratulatory letters to the winners and runner-ups and send the letters to the Secretary-Treasurer with instructions for transmitting the letters with the appropriate checks. The Secretary-Treasurer should then mail the letters with the checks to the winners and runner-ups. Copies of the letters should be sent to the Southern District President and to the appropriate Student Chapter Faculty Advisor.
 - j. Prior to April 1st, the Chair should submit the winning papers to International ITE as required to have them compete for the International Student Paper Award. The notification to ITE normally includes the names and addresses of all students submitting papers, and the winning papers in the format required by ITE (currently a pdf file).
 - k. After April 1st, the Chair should also write to each student submitting a paper to notify them of the winner and to encourage them to remain active in ITE. The letter should be very positive and congratulate the students for their initiative. A copy should be sent to the appropriate Student Chapter Faculty Advisor.
4. Format - In order for a Student Paper to qualify for the award on the District and International level, the following requirements must be met:
- a. The paper must address a transportation engineering subject.
 - b. Maximum length - 15 pages; the page limit also includes title page, table of contents and any attachments.
 - c. Title page must have the title of the paper plus the author's name, ITE District Number, and mailing address where they can be contacted.
5. Submittal – Must submit an electronic copy of the paper to the Southern District Education and Student Chapter Committee Chair. The paper must be formatted in Microsoft Word or Adobe Acrobat.
6. Eligibility:
- a. The Southern District uses the same criteria as International ITE for eligibility. Each entrant must be a student member of ITE at some time during the academic year in which the paper is submitted and must have been a student member while completing the work that was the basis for the paper.

- b. The Committee Chair should check with International ITE to confirm that each student submitting a paper is a student member of ITE.
 - c. The papers must be written by one student only, no student co-authors. Faculty Advisor co-authors are acceptable.
7. The Committee Chair normally keeps a copy of each paper for later reference and to resolve any controversies which may arise.
8. The judging of the papers is normally simplified if the Committee Chair prepares a score sheet listing the names of the candidates, the topics of their papers, the categories of judging, and the weight assigned to each category.

D. Outstanding Student Chapter Award

1. Award Descriptions and Requirements – See Section 8.10.
2. Timeline:
 - a. March 1st – deadline for reports to be received.
 - b. Approximately March 1st, the Chair should forward copies of all reports submitted to the members of the Education and Student Chapter Committee for their ranking.
 - c. The Committee should review and select winners by March 15th.
 - d. Approximately March 15th, the Chair should forward the names of the winning Student Chapters to the District Administrator so that the certificates can be prepared. The President should be copied.
 - e. Prior to April 1st, the Chair should submit the winning Student Chapter to International ITE as required to have them compete for the International ITE Student Chapter Award.
 - f. At the Annual Meeting, the winning Student Chapter and runner-up will be announced.
 - g. Immediately following the Annual Meeting, the Chair should provide a list of all Student Chapters that submitted reports along with the winners to the Secretary-Treasurer.
 - i. The list should include the name and address of the Student Chapter Advisor and the way the check should be made out.
 - ii. The Secretary-Treasurer will send a letter to each Student Chapter that submitted a report notifying them of the results of the competition and forwarding a check for \$100.

- iii. Note - The checks for the award winning Chapters should include the additional \$100 and \$50 awards.
3. Format - In order for the Student Chapter to qualify for the award on the District and International level, the following must be submitted:
 - a. Completed Section Annual Report (as shown in the ITE Student Awards and ITE Scholarship and Fellowship Awards manual).
 - b. Maximum length - 15 double-spaced typed pages, including ALL attachments, title page and table of contents. Member rosters do not count towards the page limit and may be included at the back of the application.
 - c. The annual report forms may still be used as part of the award submittal, as long as the entire document does not exceed 15 pages.
 - d. The Student Chapter Award is currently based on a year extending from April 1st to March 31st.
 4. Submittal – Must submit an electronic application to the Southern District Education and Student Chapter Committee Chair. This application must be formatted in Microsoft Word or Adobe Acrobat.
 5. Copies of winning reports may be furnished to any Student Chapter that requests them.

7.8. HISTORICAL RECORDS COMMITTEE

7.8.1. General - The Historical Records Committee ensures that District records of lasting value are compiled and retained in a central repository under his or her care.

7.8.2. Status – The Historical Records Committee is a standing committee.

7.8.3. Committee Chair - The President appoints the Chair for a minimum two year term. The Chair serves as the Southern District Historian.

7.8.4. Committee Members:

A. The Historian often serves alone on this Committee. The Historian may add other members to the Committee as needed to assist and/or to carry out any special assignments given the Committee by the President.

B. In the last year that the Historian is to serve, the President should appoint a Vice Chair of the Historical Records Committee. This Vice Chair will assume the chair the year following appointment and serve as Historian for a minimum of two years.

7.8.5. Term of Service – the Southern District Historian serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Historian.

7.8.6. Coordination with Other Committees – The Historical Committee operates alone, but must rely on information provided by committees and Officers.

7.8.7. Duties:

A. The Chair will serve as the Southern District Historian and ensure that District records of lasting value are compiled, bound into an Annual File, and deposited in a central repository under his or her care. The Historian will maintain a detailed listing (or index) of items in the archived files and annually provide a copy of this listing to District Board members. The Historian also will compile an historical summary of the year's key activities and include such information in the bound copy of the Annual File as well as in a separate bound file containing historical summaries from past years.

B. The Vice Chair, appointed to serve the last year of the Historian's term, should learn the duties and responsibilities of the Chair and assume the responsibilities of the Historian the year after appointment.

C. The Historical Records Committee should periodically update the Southern District History document and forward to Webmaster to post on the SDITE website.

D. Some of the items that should be considered for retention are:

1. Notebooks from both the Annual Meeting and the Year-End Meeting.

2. Post-meeting Minutes by the Secretary.

3. List of annual award winners, paper winners, and Traffic Bowl Champion for updating our webpage.

4. LAC post-meeting report of that year's annual meeting.
5. Photographs taken at various activities that year.
6. A CD/DVD of any pertinent officer electronic files produced during the year.
7. Any other useful information that any district officer deems worthy of archiving.

EDUCATION AND STUDENT CHAPTER COMMITTEE TIMELINE

Year Round	Participate in the Workforce Development Team (Strategic Planning Committee)
September	Contact each Student chapter to verify contact info
October	Notify Newsletter Editor and Webmaster of upcoming Student Paper and Student Chapter competitions.
	Notify Student Chapters of upcoming Student Paper and Student Chapter competitions
	Send Student Chapter contact info to Newsletter Editor and Webmaster
	Publish Fall Edition of the Chevron and send to Student Chapters and Webmaster.
November	Submit Report to President for Year-End Board Mtg
December	Contact Student Chapter Advisors and Presidents to formally announce competitions and deadlines
February	Send reminders to Student Chapter Advisors and Presidents about competitions and deadlines
March	Deadline for Student Papers and Chapter Reports to be received
	Committee selects Paper winners. Contact LAC about inclusion of Papers on Annual Mtg Program. Committee selects Chapter winner. Winning Student Chapter to remain secret until Annual Mtg.
	Submit list of winning authors to Secretary-Treasurer for checks
	Notify Student Paper winners and invite to Annual Mtg to receive awards
	Notify District Administrator of winners so certificates can be made
	Submit Report to President for Year-End Board Mtg
April	Awards presented at Annual Meeting Banquet
	Prior to Apr 1 - Submit winning Papers and Chapter Reports to ITE for further competition
May	Submit list of Student Chapters that submitted Rpts along with winning Chapters to Secretary-Treasurer for checks
	Publish Spring Edition of the Chevron and send to Student Chapters and Webmaster

7.9. MEMBERSHIP COMMITTEE

- 7.9.1. General - To be a member of the Southern District, membership in International ITE is required. The membership application and renewal process is handled by ITE. The Membership Committee is chaired by the SDITE Vice President and prepares reports on membership statistics for the District for presentation at SDITE Board Meetings.
- 7.9.2. Status – The Membership Committee is a standing committee.
- 7.9.3. Committee Chair -The Membership Committee is chaired by the current Vice President.
- 7.9.4. Committee Members – The Vice President may add other members to the Committee as needed to assist and/or to carry out any special assignments given the Committee by the President.
- 7.9.5. Term of Service – The Vide President serves as the Chair of the Membership Committee during his term as Vice President.
- 7.9.6. Coordination with Other Committees – The Membership Committee operates alone.
- 7.9.7. Duties:
 - A. The Vice President should prepare a report for each Board Meeting detailing membership data for each section within the District and the District as a whole (see Exhibit A-21).
 - B. Membership data should be tabulated by membership type. Raw data is available from ITE by request. The Secretary-Treasurer should have this file early in the year for use with the Election. It can be used for the Spring Board Meeting Report. If the Secretary-Treasurer does not have updated information before the Year-End Board Meeting, the Vice President should request an updated file form ITE.
 - C. The Vice President should oversee any membership drives or other related projects.
 - D. International ITE handles all membership applications and renewals. Therefore, nothing is required regarding processing memberships.

MEMBERSHIP COMMITTEE TIMELINE				
Feb-Mar	April	May-Sept.	Oct-Nov	Dec
Obtain membership data from the Secretary-Treasurer or ITE and Prepare Report	Present Report at Spring Board Mtg and Annual Business Mtg		Obtain membership data from the Secretary-Treasurer or ITE and Prepare Report	Present Report at Year-End Board Mtg

7.10. NOMINATIONS COMMITTEE

- 7.10.1. General – The Nominations Committee is responsible for soliciting candidates for the various SDITE elected offices and selecting a slate to run for office for the next year.
- 7.10.2. Status – The Nominations Committee is a standing committee.
- 7.10.3. Committee Chair - The Nominations Committee is chaired by the SDITE immediate Past President.
- 7.10.4. Committee Members - The Chair, in consultation with the President, shall select one person from each Section (normally the Section's immediate past president) to serve on the Committee (see Bylaws Article 5.5). The immediate Southern District Past President may represent his or her Section.
- 7.10.5. Term of Service – The Chair of the Nominations Committee serves a one year term, beginning in the Fall and ending the following Spring. For example, the 2009 President becomes the immediate Past President in 2010 and will serve as Chair of the Nominating Committee for the Fall 2010-Spring 2011 period.
- 7.10.6. Coordination with Other Committees – The Nominations Committee operates alone.
- 7.10.7. Duties – Nominate candidates for the following Southern District offices:
 1. President – At least one candidate, typically the current Vice President
 2. Vice President – At least one candidate, typically the current Secretary-Treasurer
 3. Secretary-Treasurer – At least two candidates.
 4. International Director – At least two candidates every third year.
- 7.10.8. Nomination Process:
 - A. Approximately October 1st, the Chair should contact each Committee Member. The Chair should explain the process and ask them to recommend names to be considered.
 1. The nominees for President and Vice President are typically the current Vice President and Secretary-Treasurer.
 2. The Bylaws currently require at least two nominees for the Secretary-Treasurer office (see Section 3.1 of the Bylaws) and at least two nominees for the International Director office (see Section 4.1 of the Bylaws).
 3. In order to attempt to create as equal an opportunity as possible for candidates from smaller Sections, the Southern District Board has suggested that candidates from similar size Sections be paired against each in an election for Secretary-Treasurer. The two candidates should either both be from the four smaller Sections (Alabama, Deep South, Kentucky and South Carolina) or from the four larger Sections (Georgia, North Carolina, Tennessee and Virginia).

4. An effort should be made to spread the geographic representation of officers over time. Sections that have not had a Southern District Officer should receive special consideration for nominations.
 5. The Chair should have an idea of which Sections that the nominees should come from based on recent elections. The Chair should consult with recent Past Presidents if needed. When contacting the Committee Members, the Chair should tell them which Sections should be concentrated on.
 6. The Nominations Committee should openly discuss nominees and select two potential candidates for Secretary-Treasurer and several alternates in case a nominee declines to run for office.
 7. A similar process should be followed for years in which the International Director position must be filled, although it may not be as important to be sensitive to Section size or geographic representation.
- B. Approximately December 1st, the Chair should contact the nominees selected by the Committee to determine their willingness to run. In the event a nominee is unwilling to run, one of the alternates should be contacted.
 - C. The Chair should request written permission to run for office from the nominees for the contested elections (Secretary-Treasurer and International Director). The Chair should also request short biographies for posting on the website (covering their education, professional experience, ITE activities and other professional activities).
 - D. Prior to the Year-End Board Meeting, the Chair should submit a report to the President with the status of the nomination process.
 - E. After the first of the year, but at least 75 days before the Annual Meeting, the Chair must transmit the list of nominees to the current Secretary-Treasurer, along with each nominee's written consent and biographies.
 - F. The Secretary-Treasurer should forward a list of the candidates and their biographies to the Newsletter Editor and the Webmaster for their use.
 - G. Prior to the Spring Board Meeting, the Chair should submit a report to the President similar listing the candidates that were nominated.

NOMINATIONS COMMITTEE TIMELINE					
Oct-Nov	Dec	Jan	Feb	Mar	Apr
Select Candidates to run for Office	Submit Report to President for Year-End Board Mtg	At least 75 days before Election, submit list of Candidates with bio's to Secretary-Treasurer		Submit Report to President for Spring Board Mtg	Election at Annual Meeting

7.11. PAST PRESIDENTS COMMITTEE

- 7.11.1. General - A Past Presidents Committee may be appointed as needed to address specific issues to or perform special projects. The Committee traditionally studies areas of concern that are not covered by other committees and makes recommendations to the Board.
- 7.11.2. Status – The Past Presidents Committee is NOT a standing committee.
- 7.11.3. Committee Chair - The President should appoint a Past President as a Chair whenever the Committee is needed.
- 7.11.4. Committee Members – The Chair, in consultation with the President, may add other Past Presidents to the Committee as needed. The Past Presidents Committee will vary in size and composition depending on the assignment given by the President.
- 7.11.5. Term of Service – The Past Presidents Committee has no specific term of service. A Committee may be appointed by the President whenever needed and serves as long as needed to complete the assignment.
- 7.11.6. Coordination with Other Committees – The Past Presidents Committee operates alone.
- 7.11.7. Duties - The Past Presidents Committee will perform a task or project as directed by the President. The Chair will report findings or recommendations to the Board when finished.

7.12. PROFESSIONAL DEVELOPMENT COMMITTEE

- 7.12.1. General - The Professional Development Committee is responsible for developing a professional development component at the District Annual Meeting. Topics of these sessions involve “soft skills” such as engineering ethics, leadership development and public speaking, which have been presented at past meetings. The Committee may take on special projects at times.
- 7.12.2. Status – The Professional Development Committee is a standing committee.
- 7.12.3. Committee Chair - The Chair of the Professional Development Committee is appointed by the President.
- 7.12.4. Committee Members:
 - A. The Chair of the Professional Development Committee, in consultation with the President, should appoint a minimum of five (5) Committee Members to assist the Chair. These persons should have an interest in promoting “soft skills” to engineers.
 - B. In the last year that the Chair is to serve, the President should appoint a Vice Chair of the Professional Development Committee. The Vice Chair is usually someone who has served as a Member of the Committee. This Vice Chair will assume the chair the year following appointment and then serve as Chair for a minimum of two years.
- 7.12.5. Term of Service – the Chair and Members of the Professional Development Committee serve terms of two years at a minimum. Terms may be extended if agreeable to the President and those serving.
- 7.12.6. Coordination with Other Committees – The Professional Development Committee must work closely with the Annual Meeting Local Arrangements Committee (LAC) and the Leadership Development team from the Strategic Planning Committee.
- 7.12.7. Coordination with Other Committees – The Professional Development Committee must work closely with the Local Arrangements Committee (LAC) and the Leadership Development Team from the Strategic Planning Committee. The Chair should participate in activities of the Professional Development Team as an ex-officio member.
- 7.12.8. Duties:
 - A. Plan and present a Professional Development Component at Southern District Annual Meetings.
 - B. Perform special projects or tasks as directed by the President or the Strategic Planning Committee.
- 7.12.9. Professional Development Session at Annual Meetings:
 - A. The Professional Development Committee is responsible for developing a “soft skills” session at the Southern District Annual Meeting

- B. The session is usually one-half day long and is placed on the final morning of the meeting (Wednesday).
- C. The Committee is responsible for the content and for putting the session on. The Committee will need to coordinate with the LAC for the meeting room arrangements and audio-visual requirements.
- D. The Committee should consult with the Leadership Development Team Leader from the Strategic Planning Committee for possible topics or areas that the District wants to focus on.
- E. In late Summer or early Fall, the Committee should begin discussing and evaluating options for the Professional Development Session at the next year's Annual Meeting. The Committee should contact potential presenters to gauge interest.
- F. During the Fall, the Committee should finalize the selection of a topic and presenter(s) for the session.
- G. The Committee should develop plans for a back-up presentation in case the planned session falls through at any point prior to the Annual Meeting.
- H. The Chair should contact the LAC Chair to review the room and audio-visual arrangements that will be available at the meeting hotel.
- I. Prior to the Year-End Board Meeting, the Chair should submit a report to the President for the Year-End Board Meeting. The report should outline the proposed topic and presenter(s) and plans for a back-up presentation.
- J. Following the Year-End Board Meeting, the Chair should inform the LAC of the final topic and presenter(s) for their use in developing a preliminary meeting program. The Chair should find out what other information the LAC will need and when they will need it to complete the final program.
- K. In early February, the Chair of the Professional Development Committee should contact the LAC Chair regarding any unfinished business and last minute details.
- L. In early February, the Chair should contact the presenter(s) to confirm all the details.
- M. At the Annual Meeting, the Chair (or another Member of the Committee) should:
 - 1. Meet with an LAC representative to review the meeting room and audio-visual arrangements for the session.
 - 2. Attend the Spring Board Meeting to give a report on the planned session.
 - 3. If held, attend any meeting of the Leadership Development Team of the Strategic Planning Committee and be prepared to report on the Professional Development Committee's activities.

4. Attend the Professional Development session. They should arrive early to ensure that everything is ready for the session.
 5. Distribute comment cards for those attending.
- N. Following the Annual Meeting, the Committee should review the session and any comments received.
- O. Following the Annual Meeting, the Chair of the Professional Development Committee should submit a summary report to the Leadership Development Team of the Strategic Planning Committee. This report will be rolled into a larger Strategic Planning Committee report. The President should be copied on the report.

PROFESSIONAL DEVELOPMENT COMMITTEE TIMELINE							
Aug-Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Develop session (Topic & Presenter) and develop back-up plan	Submit Report for Year-End Board Mtg		Submit final topic and presenter to LAC for Annual Mtg Program	Contact LAC and Presenter to work out final details	Check on Back-Up Plan	At Annual Meeting coordinate with LAC to present Session	Review results of Comment Cards
	Contact LAC to review needs						Submit Report to Leadership Development Team and President
Participate in the Leadership Development Team (Strategic Planning Committee) year-round							

7.13. PUBLICATIONS COMMITTEE

- 7.13.1. General – The Publications Committee prepares periodic newsletters and an Annual Yearbook for the District. The chairman serves as the Newsletter Editor. Section Representatives make up the remainder of the Committee.
- 7.13.2. Status – The Publications Committee is a standing committee.
- 7.13.3. Committee Chair - The President appoints the Chair for a minimum two year term. The Chair serves as the Newsletter Editor.
- 7.13.4. Committee Members:
 - A. The Publications Committee is chaired by the Newsletter Editor. Each Section should be represented on the Committee. Ideally, the Section's newsletter editor should be the member. Each Section's representative primary responsibility is to provide the Editor with up-to-date Section news upon request. The Editor's Section should have at least one other member on the Committee to fulfill this responsibility.
 - B. In the last year that the Newsletter Editor is to serve, the President should appoint a Vice Chair of the Publications Committee. This Vice Chair will assume the chair the year following appointment and serve as Newsletter Editor for a minimum of two years.
- 7.13.5. Term of Service – the Newsletter Editor serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Editor.
- 7.13.6. Coordination with Other Committees - The Newsletter Editor must work closely with the Information, Communications and Outreach Team from the Strategic Planning Committee and the Website Committee.
 - A. The Newsletter Editor should participate in activities of the Information, Communications and Outreach Team as an ex-officio member.
 - B. The Newsletter Editor and the Webmaster should work closely to ensure that information is made available and kept current in both the printed media (SDITE Newsletter and Yearbook) and the electronic media (website).
- 7.13.7. Duties - The Publications Committee is responsible for the following:
 - A. Preparing or soliciting the suggested newsletter articles and assembling them in electronic format.
 - B. Forwarding electronic versions of both the Annual Yearbook and newsletters to the District's Webmaster.
 - C. Sending an email announcing the availability of the Annual Yearbook and newsletters on the SDITE web page.
 - D. Providing paper copies or, if possible, electronic files via e-mail, to anyone so requesting.

- 7.13.8. The Publications Committee should publish three newsletters and one yearbook during the calendar year, as shown in the schedule below:
- A. Annual Yearbook: Publish the District's Annual Yearbook by February 15th.
 - B. Winter Newsletter: Publish Newsletter along with the Yearbook by February 15th.
 - C. Spring/Summer Newsletter: Publish Newsletter by June 15th.
 - D. Fall Newsletter: Publish Newsletter by October 15th.
- 7.13.9. The Vice President is responsible for assembling the information for the Annual Yearbook and forwarding it in electronic format to the Editor. The Vice President must work closely with a number of persons (the Southern District President, Section Representatives, Chair of the Education and Student Chapter Committee, etc.) to obtain information for the various sections of the Annual Yearbook.
- 7.13.10. Distribution Procedures
- A. Once the Annual Yearbook and newsletters are available on the District's web page, the Publications Committee should undertake the following actions.
 - B. Mail post cards to the District's membership, other ITE Districts, other ITE Sections, and ITE dignitaries (International Officers and Director and Deputy Director at ITE Headquarters), that announce the availability of the Annual Yearbook and/or newsletters on the SDITE web page.
 - C. If possible, the announcement of the availability of the Annual Yearbook and/or newsletters on the SDITE web page should be sent via e-mail to District membership having an e-mail address. ITE Headquarters, upon request, can provide a master list (both hard copy and electronically) of available SDITE membership e-mail addresses. In this case, ITE Headquarters should be requested to provide post card address labels for those members not having an e-mail address. This will eliminate the labor-intensive effort of manually searching for and discarding the address labels for members having an e-mail address.
 - D. Mail paper copies of the Annual Yearbook or newsletters to anyone so requesting.
- 7.13.11. Suggested Contents of Annual Yearbook
- 1. Historical overview, including updated list of past presidents
 - 2. Southern District Officers with telephone and fax numbers and e-mail addresses
 - 3. Past and future Annual Meeting sites with general chairpersons if known
 - 4. Southern district committees with brief statement of responsibility and members
 - 5. ABD members with contact information
 - 6. Section Officers, meeting information, and web site
 - 7. Student Chapters with faculty advisor and his/her address, telephone and fax numbers, and e-mail address and web page if one exists
 - 8. List of awards with brief description and past winners
 - 9. District calendar

10. Contact information for key International leaders

7.13.12. Suggested Contents of Newsletters

A. Winter Newsletter

1. Officer Messages
2. News from the Sections
3. Miscellaneous International ITE news
4. Technical articles
5. Details on upcoming Annual Meeting
6. Miscellaneous news/reports from the Year-End Board Meeting

B. Summer Newsletter

1. Officer Messages
2. News from the Sections
3. Miscellaneous International ITE news
4. Technical articles
5. Election Results
6. Annual Meeting Summary, including a general summary and attendance, election results, award winners, report from Board Meeting, ABD appreciation, award winners' appreciation notes, etc.
7. Miscellaneous news/reports from the Spring Board Meeting

8. Announcement for next Annual Meeting

C. Fall Newsletter

1. Officer Messages
2. News from the Sections
3. Miscellaneous International ITE news
4. Technical articles
5. Call for Abstracts (presentation at next Annual Meeting)
6. Call for Technical Papers and Reports (technical paper/technical committee awards)
7. Call for Individual Awards Nominations
8. Slate of Officers for the upcoming election
9. Announcements about upcoming Annual Meeting

PUBLICATIONS COMMITTEE TIMELINE

Year Round	Participate in the Information, Communication and Outreach Team (Strategic Planning Committee)
January	Compile and Publish SDITE Yearbook
	Obtain information on registration and hotel for Annual Mtg
	Obtain list of Candidates for Office and Bio's
	Update Officer Contact info, Section Reps and Committee Assignments
February	Publish Winter edition of the SDITE Newsletter
	Obtain last minute information on Annual Mtg
	Update Calendar with Section Meeting info
March	Submit Report to the President for Spring Board Mtg
May	Obtain link to website for next Annual Mtg
	Obtain Annual Mtg Awards information
	Obtain Traffic Bowl results
	Obtain results of election
June	Publish Summer edition of the SDITE Newsletter
September	Obtain Announcement of SDITE Technical Award competitions
October	Publish Fall edition of the SDITE Newsletter
	Obtain Call for Abstracts for Annual Mtg Technical Program
	Obtain Announcement of SDITE Individual and Section Awards
	Obtain Student Chapter contact info to update Yearbook
November	Submit Report to the President for Year-End Board Mtg

7.14. STRATEGIC PLANNING COMMITTEE

7.14.1. General - The Strategic Planning Committee is responsible for planning and implementing the Southern District Strategic Plan. The Committee is comprised of "Teams" that operate as sub-committees. Each Team represents a specific goal area for the Strategic Plan.

A. Strategic Planning Committee Goal Areas:

1. Technical Knowledge
2. Workforce Development
3. Information, Communication and Outreach
4. Leadership Development
5. Annual Meetings

B. Each Goal Area is responsible for initiatives and action items, some of which involve other Southern District Committees.

C. The Strategic Planning Committee Chair oversees the Southern District's Strategic Plan. Each Goal Area is led by a Team Leader that reports to the Chair.

7.14.2. Status – The Strategic Planning Committee is a standing committee.

7.14.3. Committee Chair -The Strategic Planning Committee Chair is appointed by the President. The Chair oversees planning and implementation of the Southern District Strategic Plan and provides leadership for the five Strategic Planning Teams.

7.14.4. Committee Members – Each team (or sub-committee) is led by a Team Leader. Each team is comprised of eight Team Members, one from each Section. The Chair of the Strategic Planning Committee in consultation with the President appoints the Team Leaders and the Section Presidents appoint the Team Members.

7.14.5. Terms of Service – The Chair and other members of the Strategic Planning Committee typically serve two-year terms with the option of extending the terms. Terms are staggered so that some rotate off one year and the others the next.

A. Strategic Planning Committee Chair

1. Incoming Southern District President appoints Strategic Planning Chair at every other Year-End Board Meeting
2. Appointment is for 2-year term (can be reappointed to one additional 2-year term)
3. Appointment occurs in odd-numbered years for the following 2-years. For example, the Chair for 2010-11 would be made at the 2009 Year-End Board Meeting.

B. Team Leaders

1. The Strategic Planning Committee Chair appoints Team Leaders in consultation with the President

2. Appointments are for 2-year terms (can be reappointed to one additional 2-year term)
3. Two of the Team Leaders will rotate off one year and three the next year.
 - a. Team Leaders for the Leadership Development and Information, Communication and Outreach Teams rotate off in odd numbered years. For example, the Team Leaders for 2010-11 would be appointed at the 2009 Year-End Board Meeting.
 - b. Team Leaders for the Workforce Development, Technical Knowledge and Annual Meeting Teams rotate off in-even numbered years. For example, Team Leaders for 2011-12 would be appointed at the 2010 Year-End Meeting.
4. Team Leaders should be selected from existing Team Members if possible.

C. Team Members

1. Section Presidents appoint Team Members in coordination with the Team Leaders.
2. Appointments are for 2-year terms (can be reappointed to one additional 2-year term)
3. Half of the Team Members will rotate off each year.
 - a. NC, SC, TN, VA will rotate off at the end of odd-numbered years. For example, Team Members for 2010-11 would be appointed near the end of 2009.
 - b. AL, DS, GA, KY will rotate off at the end of even-numbered years. For example, Team Members for 2011-12 would be appointed near the end of 2010.
4. Team Leaders should work with Section Presidents to fill vacancies.

7.14.6. Coordination with Other Committees - The Strategic Planning Committee must work closely with a number of other committees in order to complete initiatives and action items. The Strategic Planning effort should not be separated from the operation of the District. Instead, the effort should utilize the resources of existing committees when possible.

A. Strategic Planning Team – Committee Relationships:

1. Technical Knowledge Team – must work closely with the Technical Council. The Chair of the Technical Council should be invited to participate in the Technical Knowledge Team as an ex-officio member.
2. Workforce Development Team – must work closely with the Education and Student Chapter Committee and the Student Traffic Bowl Committee. The Chairs of the two committees should be invited to participate in the Workforce Development Team as ex-officio members.
3. Information, Communication and Outreach Team – must work closely with the Publications Committee and the Website Committee. The Newsletter Editor and the Webmaster should be invited to participate in the Information, Communication and Outreach as ex-officio members.

4. Leadership Development Team – must work closely with the Professional Development Committee. The Chair of the Professional Development Committee should be invited to participate in the Leadership Development Team as an ex-officio member. *It is likely that the Leadership Development Committee will be heavily involved in the planning of the professional development session at the Annual Meeting.*
 5. Annual Meeting Team – must work closely with the Annual Meeting Local Arrangements Committee (LAC), the Annual Meeting Site Selection Committee, the Annual Meeting Statistics Committee and the ABD. Part of this Team’s purpose is to assist future LAC’s. The LAC Chairs of the next five Annual Meetings should be invited to participate in the Annual Meeting Team as ex-officio members. *The closer the meeting, the more important the involvement is.* The Chair of the Annual Meeting Site Selection Committee should also be invited to participate as an ex-officio member.
- B. Communication is the key. Team Leaders should include the Chairs of these committees in their normal Team conference calls.
- C. Team Leaders should monitor committee work since much of what the committees do relates directly to the goals of the Teams. Some action items or initiatives will involve these committees directly. However, the Team Leaders should be aware of what the committees are doing regardless of any action items or initiatives.
- 7.14.7. Coordination with the District Board – The Chair serves as a liaison with the District Board.
- A. The Chair should review the Plan annually and work with the District Board to revise and update the Southern District Strategic Plan.
 - B. Working Sessions:
 1. The Chair and Team Leaders should conduct working sessions with Section Representatives at District Board Meetings to review progress and activities of the Plan.
 2. Committee Chairs from the related committees should be invited to participate.
- 7.14.8. Goals – The goals of the Southern District Strategic Plan are listed below:
- A. Goal 1 - Enhance Technical Knowledge of our Membership (Technical Knowledge Team)
 - B. Goal 2 - Attract, develop and retain professionals in transportation and SDITE (Workforce Development Team)
 - C. Goal 3 - Enhance leadership skills of our members (Leadership Development Team)
 - D. Goal 4 - Ensure accurate information is effectively communicated to membership and others (Information, Communication and Outreach Team)
 - E. Goal 5 - Provide interesting and informative Annual Meetings (Annual Meeting Team)

7.14.9. Reporting: The Chair shall submit reports to the President on the activities of the Strategic Planning Committee before the Spring and Year-End Board Meetings. Team Leaders shall provide whatever reports or information are needed for the Chair to prepare the reports.

7.15. STUDENT TRAFFIC BOWL COMMITTEE

- 7.15.1. General – The Southern District initiated a Traffic Bowl competition (William H. Temple Scholarship Challenge) at the District Annual Meeting in 2005. Each Section may send one team of students to compete in the Traffic Bowl. The Deep South Section can send two teams because it comprises two states (Louisiana and Mississippi). A team is comprised of three (3) ITE Student Members, and may include 1 alternate student. Currently, the ABD sponsors a scholarship for the winning traffic bowl team.
- 7.15.2. Status – The Student Traffic Bowl Committee is a standing committee.
- 7.15.3. Chair - The President appoints the Chair for a minimum two year term.
- 7.15.4. Committee Members:
 - A. The Chair often serves alone on the Student Traffic Bowl Committee. The Chair may add other members to the Student Traffic Bowl Committee as needed to assist.
 - B. In the last year that the Chair is to serve, the President needs to appoint a Vice Chair of the Committee. This Vice Chair will assume the chair the year following appointment and serve as the new Chair for a minimum of two years.
- 7.15.5. Term of Service – the Chair serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Chair.
- 7.15.6. Coordination with Other Committees – The Chair of the Student Traffic Bowl Committee must work closely with the Annual Meeting Local Arrangements Committee (LAC) and the ABD to plan and implement the Student Traffic Bowl. The Chair should also participate in the Workforce Development Team from the Strategic Planning Committee as an ex-officio member.
- 7.15.7. Duties:
 - A. The Chair oversees the planning and operation of the Annual Student Scholarship Traffic Bowl. The ABD plays a major role in the Traffic Bowl.
 - B. The Chair is responsible for developing the questions for the competition. The Chair may ask other District Members to assist in this task.
 - C. All publications that will be used for questions during the competition need to be made available for use by the judges at the event. All questions shall be documented as to which publication, chapter, page, etc. necessary to certify correctness.
 - D. The Chair should review the recommended reference materials for Traffic Bowl teams to ensure they are appropriate.
 - E. Each Fall, the Chair should contact the Chair of the Education and Student Chapter Committee to provide details on the Traffic Bowl including any changes in the reference materials or operation of the Traffic Bowl.

- F. Prior to the Year-End Board Meeting, the Chair shall submit a report to the President outlining plans for the Traffic Bowl at the Annual Meeting.
- G. Prior to the Annual Meeting, the Chair should contact the ABD and LAC to plan that year's Traffic Bowl. Items to address include a meeting room for the teams to assemble, the traffic bowl venue, audio/visual equipment, etc.
- H. At the Annual Meeting, the Chair should:
 1. Meet with LAC and ABD representatives to review meeting room and audio-visual arrangements for the competition.
 2. Attend the Spring Board Meeting to give a report on the competition.
 3. If held, attend a meeting of the Leadership Development Team of the Strategic Planning Committee and be prepared to report on the competition.
 4. Hold an organizational or information meeting for participating teams.
 5. Review the competition format with the judges.
 6. Attend the competition. Arrive early to ensure that everything is ready for the competition.
 7. Attend the LAC post-meeting breakfast to discuss the competition with the following year's LAC chair
- I. Following the Annual Meeting, the Chair should contact the Newsletter Editor, the Webmaster and the Chair of the Education and Student Chapter Committee to inform them of the results of the Traffic Bowl. The President should be copied.
- J. The Vice Chair, appointed to serve the last year of the Chair's term, should learn the duties and responsibilities of the Chair and assume the responsibilities the next year.

STUDENT TRAFFIC BOWL COMMITTEE TIMELINE				
Sept	Nov	Feb-Mar	Apr	May
Provide Traffic Bowl details to Education & Student Chapter Committee and Workforce Development Team	Submit Report to President for Year-End Board Mtg	Contact ABD and LAC to plan Traffic Bowl	At Annual Meeting coordinate with ABD to conduct the Traffic Bowl	Transmit results to Newsletter Editor, the Webmaster and Education & Student Chapter Committee
Participate in the Workforce Development Team (Strategic Planning Committee) year-round				

7.16. TECHNICAL COUNCIL

- 7.16.1. General - The Technical Council is responsible for assisting the Annual Meeting Local Arrangements Committee in preparing the Technical Program for the Annual Meeting. The Technical Council also oversees the District's Technical Paper and Technical Committee Report competitions.
- 7.16.2. Status – The Technical Council is a standing committee.
- 7.16.3. Committee Chair - The Chair of the Technical Council is appointed by the President. The Chair should be the person responsible for the Technical Program at the following year's Annual Meeting.
- 7.16.4. Committee Members:
 - A. The Chair, in consultation with the President and upcoming LAC Chairs, shall select Committee Members to serve on the Technical Council. Typically eight members are selected, one from each Section.
 - B. Sections hosting Annual Meetings within the next three years should be represented by the persons responsible for the Annual Meeting Technical Programs (the Technical Program Chairs).
- 7.16.5. Term of Service –Committee Members from Sections with upcoming Annual Meetings will rotate to become Chair of the Technical Council the year preceding their Annual Meeting and then drop off. Committee Members from distant Annual Meetings (beyond three years) shall serve a minimum term of two years.
- 7.16.6. Coordination with Other Committees – The Technical Council must work closely with the Annual Meeting Local Arrangements Committee (LAC) and the Technical Knowledge team from the Strategic Planning Committee. The Chair should also work with the Technical Knowledge Team as an ex-officio member.
- 7.16.7. Duties:
 - A. Assist the Local Arrangements Committee (LAC) in preparing the Technical Program for the Annual Meeting
 - B. Issue the call for and evaluate the papers submitted for the Technical Paper and Technical Committee awards
 - C. Provide technical information and updates that can be included in the Southern District Newsletter and on the website
- 7.16.8. Annual Meeting Technical Program
 - A. The Technical Council should provide assistance and advice to the LAC in developing the Technical Program for the Annual Meeting. The Technical Program Chair for the Annual Meeting should be part of the Technical Council.

- B. The Technical Council should assist in the Call for Abstracts and in reviewing the abstracts received:
 - 1. The Call for Abstracts for Annual Meeting Technical Programs is usually announced in early October.
 - 2. The abstracts received are usually reviewed in December and the selections are usually made in January.
- C. The Technical Council should offer to assist in locating additional presenters if necessary.
- D. The Technical Council should offer to find Moderators for technical sessions at the Annual Meeting if necessary.
- E. Winning Technical Papers and Technical Committee Reports should be considered strongly for inclusion in the Annual Meeting Technical Program

7.16.9. Technical Awards:

- A. To promote new professional and technical approaches to traffic engineering and transportation problems and to generate competition and encourage participation on a technical level, the Southern District sponsors two competitions:
 - 1. Best Technical Paper - Award for the best technical paper submitted by a member(s) of the Southern District (see Section 8.11).
 - a. Best Sponsored Technical Paper - The term "Sponsored" implies that the paper was prepared essentially as part of the author's job responsibility and on company time.
 - b. Best Non-Sponsored Technical Paper - The term "non-sponsored" implies that the paper was prepared on the author's own time and essentially apart from his/her job responsibility.
 - 2. Best Technical Committee Report – Award for the best technical report submitted by a Section of the Southern District (see Section 8.12).
- B. The Chair of the Technical Council shall establish a subcommittee of the Technical Council to screen reports and recommend the winner to the District Board. The subcommittee shall consist of a minimum of three persons from the Technical Council. Members of the subcommittee should not be members of Sections that submitted a technical committee report for the competition. Appointments from outside the Technical Council are allowable if this requirement cannot otherwise be met. The Awards Committee Chair shall serve as an ex-officio member and shall not vote, except to break a tie.
- C. Timeline:
 - 1. Approximately September 1st, the Chair of the Technical Council should contact each Section President, the LAC Chair for the upcoming Southern District Annual Meeting,

the Newsletter Editor and the Webmaster to announce the Best Paper and Best Committee Report competitions. The email or correspondence should explain the competitions and ask that the competitions be passed on to the membership. A deadline of November 1st should be stated. The President should be copied.

2. November 1st - deadline for papers to be received.
 3. Approximately November 1st, the Chair should forward copies of all reports submitted to the subcommittee for their evaluation.
 4. Prior to the Year-End Board Meeting, the Technical Council shall submit a report to the President listing the papers and reports submitted and recommending winners. The report should be forwarded to the Chair of the Awards Committee so that the certificates can be prepared.
 5. After the Year-End Board Meeting, the Chair should write to the winners to acknowledge the awards. Copies of the letters should be sent to the Southern District President and to the LAC Chair.
 - a. The winners should be invited to attend the Southern District Annual Meeting to receive their award.
 - b. If a paper is worthy and if there is space on the Technical Program, the winners may be extended an invitation to present their papers at the Annual Meeting.
 6. After the Year-End Board Meeting, the Chair should also write to the others that submitted papers and reports to inform them of the winners.
- D. Format - Papers and reports shall be typed, double-spaced, on one side of the page, and shall be a minimum of 1,500 words in length.
- E. Submittal - Papers and reports must be submitted electronically to the Southern District Technical Council Chair. Submissions must be formatted in Adobe Acrobat.
- F. Eligibility – The primary author of a paper shall be a member of the Southern District. Committee reports shall be written by a Technical Committee officially established by a Section in the Southern District.
- G. If, in the opinion of the Technical Council and District Board, no outstanding papers are submitted, no awards will be given for that year.
- H. Preparation of Plaques and Certificates - Preparation of plaques and certificates shall be the responsibility of the Southern District Awards Committee. The Chairperson of the Technical Council shall advise the Awards Committee Chairperson of the winners and awards in a timely fashion.
- I. Presentation of Awards - These awards shall be presented at the Annual Meeting Banquet. The Awards Committee Chair typically presents the awards.

TECHNICAL COUNCIL TIMELINE

	Sept	Oct	Nov	Dec	Jan-Mar
Technical Awards	Solicit Technical Papers and Technical Committee Rpts		Deadline for Receiving Papers and Committee Rpts	Select Paper and Committee Report Winners	Notify Awards Chair of winners
	Notify Newsletter Editor and Webmaster of Award competitions			Submit winners to LAC for possible use on Annual Mtg Technical Prgm	
General		Assist LAC in Call for Abstracts for Annual Mtg Technical Program	Submit Report to President for Year-End Meeting	Assist LAC in reviewing abstracts for Annual Mtg Technical Program	Submit Final Report to President for Spring Board Mtg
	Participate in the Technical Knowledge Team (Strategic Planning Committee) year-round				

7.17. TELLERS COMMITTEE

- 7.17.1. General - The Tellers Committee is responsible for counting the ballots for the election of Officers or amendments to the Bylaws and reporting the results at the Annual Business Meeting.
- 7.17.2. Status – The Tellers Committee is a standing committee.
- 7.17.3. Committee Members – The President shall appoint three (3) members in attendance at the Annual Meeting to the Tellers Committee (Bylaws Article 7.4). The Committee Members shall self-appoint a Chair to report the results.
- 7.17.4. Term of Service – The Committee performs all of its duties during the Annual Business Meeting.
- 7.17.5. Coordination with Other Committees – The Tellers Committee operates alone.
- 7.17.6. Duties:
 - A. The District Administrator or the Secretary-Treasurer shall obtain a recent memberships list from International ITE and provide the Tellers Committee with a list of eligible voters. Student Members, Esteemed Colleagues and Affiliates are not eligible to vote.
 - B. If paper ballots are used, the Secretary-Treasurer should presort the ballots to separate any ballots submitted by ineligible voters. The Secretary-Treasurer should bring all unopened ballots to the Annual Meeting for use by the Tellers Committee.
 - C. If electronic voting is utilized, the Secretary-Treasurer should bring the electronic voting data to the Annual Meeting for use by the Tellers Committee.
 - D. The Tellers Committee shall tally and/or verify the results of the election. Election of Officers requires a simple majority vote. Amendments to the Bylaws require a two-thirds majority vote.
 - E. The Secretary-Treasurer should provide the Committee with a final reporting form for their use (see Exhibits A-8, A-9 and A-10).
 - F. The Committee shall report the results to the President at the end of the Annual Business Meeting. The President should ask for a motion to destroy the ballots.
 - G. Following the Annual Meeting, the Secretary-Treasurer should report the results to the Newsletter Editor, the Webmaster and the Historian for their use.

7.18. WEBSITE COMMITTEE

- 7.18.1. General - The Website Committee is responsible for developing the content of the District's website.
- 7.18.2. Status – The Website Committee is a standing committee.
- 7.18.3. Committee Chair - The President appoints the Chair for a minimum two year term. The Chair serves as the Webmaster.
- 7.18.4. Committee Members:
 - A. The Webmaster often serves alone on the Website Committee. The Webmaster may add other members to the Committee as needed to assist and/or to carry out any special assignments given the Committee by the President.
 - B. In the last year that the Webmaster is to serve, the President should appoint a Vice Chair of the Committee. This Vice Chair will assume the chair the year following appointment and serve as Webmaster for a minimum of two years.
- 7.18.5. Term of Service – the Webmaster serves a term of two years at a minimum. The term may be extended if agreeable to the President and the Webmaster.
- 7.18.6. Coordination with Other Committees – The Webmaster must work closely with the Information, Communications and Outreach Team from the Strategic Planning Committee and the Newsletter Committee.
 - A. The Webmaster should participate in activities of the Information, Communications and Outreach Team as an ex-officio member.
 - B. The Newsletter Editor and the Webmaster should work closely to ensure that information is made available and kept current in both the printed media (SDITE Newsletter and Yearbook) and the electronic media (website).
- 7.18.7. Duties:
 - A. The Chair will serve as the Webmaster and oversee the SDITE website.
 - B. The Webmaster is responsible for developing and loading content on the site and keeping it up-to-date. *In order for the website to be effective, it must not only contain useful information, but it must be kept current. This will require the Webmaster to be provided with timely information by others. But this may also require the Webmaster to solicit this information from time to time as others may forget to supply the information regularly.*
 - 1. The Webmaster should periodically contact the Officers to obtain news, messages or reports to post on the website.

2. The Webmaster should obtain information on Annual Meetings, awards, student activities, etc. from the appropriate Committee Chairs. The Webmaster may need to contact these Chairs if they do not send information for the website.
 - a. Nominations – the Secretary-Treasurer should provide information on candidates for offices and results of elections
 - b. Annual Meetings – the LAC Chair should provide information and links for upcoming Annual Meetings
 - c. Awards – the Awards Committee Chair should provide information on award winners following the Annual Meeting.
 - d. Student Chapters – the Education and Student Chapter Chair should provide information on Student Chapters and Student Awards
 - e. Traffic Bowl – the Student Traffic Bowl Committee Chair should provide information on the Traffic Bowl following the Annual Meeting.
 - f. Publications – the Newsletter Editor should provide SDITE Newsletters and Yearbooks for posting on the website as soon as they are prepared.
- C. The Webmaster should prepare a report to the President for both the Spring Board Meeting and the Year-End Board Meeting. The report should contain an overview of any major changes or initiatives involving the website and report any problems that have been encountered in getting information for the website or keeping it up-to-date.
- D. The Vice Chair, appointed to serve the last year of the Webmaster's term, will learn the duties and responsibilities of the Chair and assume the responsibilities of the Webmaster the year after appointment.

WEBSITE COMMITTEE TIMELINE	
Year Round	Participate in the Information, Communication and Outreach Team (Strategic Planning Committee)
January	Post SDITE Yearbook
	Post information on registration and hotel for Annual Mtg
	Post information on student award submissions
	Post list of Candidates for Office and Bio's
February	Post Winter edition of the SDITE Newsletter
	Post last minute information on Annual Mtg
	Update Calendar with Section Meeting info
March	Submit Report to the President for Spring Board Mtg
May	Post Annual Mtg Awards information
	Post Traffic Bowl results
	Post Spring edition of The Chevron
	Post results of election
June	Post Summer edition of the SDITE Newsletter
	Post link to website for next Annual Mtg
September	Post Announcement of SDITE Technical Award competitions
October	Post Fall edition of the SDITE Newsletter
	Post Call for Abstracts for Annual Mtg Technical Prgm
	Post Announcement of SDITE Individual and Section Awards
	Post Student Chapter contact info and update website
	Post Fall edition of The Chevron
November	Submit Report to the President for Year-End Board Mtg
December	Update Officer Contact info, Section Reps and Committee Assignments

8.0 AWARDS

8.1. SOUTHERN DISTRICT AWARDS PROGRAM

- 8.1.1. The Southern District established and awards program at the 20th Annual Meeting in Memphis, Tennessee. Additional awards have been added through the years. The program consists of individual and group awards to recognize individual or committee accomplishments, section awards and awards for students. For most awards, nominations are judged in December and January and awarded at the Southern District Annual Meeting. The awards presented at the Annual Meeting represent the accomplishments of the previous year. Previous winners are shown in Exhibit A-26.
- 8.1.2. The following is a list of current Southern District awards:
- A. Herman J. Hoose Distinguished Service Award
 - B. Marble J. Hensley Outstanding Individual Activity Award
 - C. Joseph M. Thomas Young Member Award
 - D. John F. Exnicios Public Employee Service Award
 - E. Excellence in Transportation Engineering Education Award
 - F. President's Award
 - G. Outstanding Section Awards (Group 1 and Group 2)
 - H. Outstanding Student Paper Award
 - I. Outstanding Student Chapter Award
 - J. Best Technical Paper Awards (Best Sponsored Technical Paper and Best Non-Sponsored Technical Paper)
 - K. Best Technical Committee Report Award
- 8.1.3. The Outstanding Section, Outstanding Student Paper and Outstanding Student Chapter winners are submitted to International ITE for further competition at that level. The Excellence in Transportation Engineering Education Award winner should be submitted to ITE for the Wilbur S. Smith Distinguished Transportation Educator Award competition.
- 8.1.4. The Awards Committee is responsible for the individual awards (Herman J. Hoose Distinguished Service Award, Marble J. Hensley Outstanding Individual Activity Award, Joseph M. Thomas Young Member Award, John F. Exnicios Public Employee Service Award, Excellence in Transportation Engineering Education Award) and the Outstanding Section Awards.
- 8.1.5. The President's Award is a special and rare award given out to an individual for extra ordinary service to the Southern District. The President may select a recipient with the approval of the Executive Board. This award should not be given out each year, but only when merited.
- 8.1.6. The Education and Student Chapter Committee is responsible for the Outstanding Student Paper and Outstanding Student Chapter awards.
- 8.1.7. The Technical Council is responsible for the Best Technical Paper and Best Technical Committee Report awards.
- 8.1.8. The Awards Chair with the assistance of the District Administrator handles preparation of plaques and certificates for all the awards.

8.2. DISTINGUISHED SERVICE AWARD (HERMAN J. HOOSE DISTINGUISHED SERVICE AWARD)

- 8.2.1. Definition of Award - The Award shall be presented to an individual who, over a period of years, has contributed outstandingly to the advancement of transportation engineering and the Southern District, ITE
- 8.2.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has intrinsically and unselfishly given of this time and talents to the furtherance of his profession and his professional organization, an individual who, by this personal integrity, leadership and example inspires all of his fellow professionals to greater service. The award shall be named the "Herman J. Hoose Distinguished Service Award".
- 8.2.3. Eligibility – The individual shall be a Member of the Southern District.
- 8.2.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership, individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work.
- 8.2.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Board, no individual qualifies for this high award, none shall be given.
- 8.2.6. Form of Award - Plaque or framed certificate.

8.3. OUTSTANDING INDIVIDUAL ACTIVITY AWARD (MARBLE J. HENSLEY OUTSTANDING INDIVIDUAL ACTIVITY AWARD)

- 8.3.1. Definition of Award - The Award shall be presented to an individual who, over one of the three previous years, has contributed outstandingly to the advancement of transportation engineering and the Southern District, ITE
- 8.3.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires all of his fellow professionals to greater service. The award shall be named the "Marble J. Hensley Outstanding Individual Activity Award."
- 8.3.3. Eligibility – The individual shall be a Member of the Southern District.
- 8.3.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership, individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work.
- 8.3.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Board, no individual qualifies for this high award, none shall be given.
- 8.3.6. Form of Award - Plaque or framed certificate.

8.4. YOUNG MEMBER AWARD (JOSEPH M. THOMAS YOUNG MEMBER AWARD)

- 8.4.1. Definition of Award - The Award shall be presented to an individual who, over that person's young professional career, has contributed outstandingly to the advancement of transportation engineering and the Southern District, ITE.
- 8.4.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires young professionals to greater service. The award shall be named the "Joseph M. Thomas Young Member Award."
- 8.4.3. Eligibility – The individual shall be a Member of the Southern District.
- 8.4.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership and individual accomplishments such as traffic engineering innovations, technical research, and paper writing and organizational service such as meeting participation and Committee work. ITE organizational work to be considered may be on the District level or only on the Section level. The recipient shall be under the age of 35 years.
- 8.4.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Board, no individual qualifies for this high award, none shall be given.
- 8.4.6. Form of Award - Plaque or framed certificate.

8.5. PUBLIC SERVICE AWARD (JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD)

- 8.5.1. Definition of Award - The award shall be presented to a member of the Southern District who, over a period of at least 10 years as an employee in government public service in the transportation field, has contributed outstanding service to the community, to the advancement of traffic and transportation engineering in the public sector arena, and the Southern District ITE.
- 8.5.2. Name of Award - Because of its very nature and importance, the award is named after an individual who has untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization, an individual who, by his personal integrity, leadership and example inspires young professionals to greater service. The award shall be named the John F. Exnicios Outstanding Public Service Award.
- 8.5.3. Eligibility – The individual shall be a Member of the Southern District.
- 8.5.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, leadership and individual accomplishments while employed in the public sector such as traffic engineering innovations, technical research, and paper writing, and organizational service such as meeting participation and Committee work. ITE organizational work to be considered may be on the District level or only on the Section level.
- 8.5.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Board, no individual qualifies for this high award, none shall be given.
- 8.5.6. Form of Award - Plaque or framed certificate.

- 8.6. OUTSTANDING EDUCATOR AWARD (EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD)
- 8.6.1. Definition of Award - The Award shall be presented to an individual who, over that person's teaching career, contributed outstandingly to the education of future leaders in the transportation engineering field and to their local Section or the Southern District ITE.
 - 8.6.2. Name of Award - Because the South has been blessed with a number of outstanding educators at many of its Universities and therefore would be difficult to single out just one educator above all others, the award is not named after an individual. The award shall be named the "Excellence in Transportation Engineering Education Award".
 - 8.6.3. Eligibility – The individual should be a Member of the Southern District, but does not have to be. A non-member that is a Member of a Section and meets the other requirements may be considered.
 - 8.6.4. Evaluation of Candidates - This evaluation shall include such personal traits as integrity, morality, and leadership; individual accomplishments such as education, mentoring, technical research, and publications; and organizational service such as Student Chapter leadership, Section and District meeting participation and committee or officer work.
 - 8.6.5. Selection of Award Recipient - Each year only one individual shall be selected for this high award. If, in the opinion of the Awards Committee and the District Executive Board, no individual qualifies for this high award, none shall be given.
 - 8.6.6. Form of Award - Plaque or framed certificate.

8.7. PRESIDENTS AWARD

- 8.7.1. Definition of Award - The Award shall be presented to an individual who has made extraordinary contributions to the Southern District ITE.
- 8.7.2. Name of Award - The award is named the "President's Award".
- 8.7.3. Eligibility – The individual should be a Member of the Southern District, but does not have to be. A non-member who has made outstanding contributions to the Southern District may be selected.
- 8.7.4. Evaluation of Candidates - The individual shall have made outstanding contributions to the Southern District for a project or over an extended period of time. The contributions shall not fall into the category of other individual awards or the individual shall already have received the individual awards for which the person is eligible.
- 8.7.5. Selection of Award Recipient – The President, with the approval of the Executive Board, may select an individual to receive the award. The Award is intended to be made on rare occasions and should not be awarded every year.
- 8.7.6. Form of Award - Plaque or framed certificate.

8.8. OUTSTANDING SECTION AWARD (GROUP 1 AND GROUP 2)

- 8.8.1. Nature of Award - Award for the Sections which did the most to advance the traffic engineering profession in the past year. In order to allow adequate opportunities for both large and small Sections, the competition was divided into two categories for consideration of the Outstanding Section Award beginning in 1999. The four larger Sections (Georgia, North Carolina, Tennessee and Virginia) are assigned to Group 1 and the smaller Sections (Alabama, Deep South, Kentucky and South Carolina) are assigned to Group 2.
- 8.8.2. Name of Awards - "Outstanding Section - Group 1" and "Outstanding Section - Group 2"
- 8.8.3. Evaluation of Reports - The criteria to be utilized should mirror those that International ITE uses in its "Section Activities Award" competition. The 2009 ITE and Council Awards program manual states that the Section Activities Award is designed to encourage and promote active involvement by Sections in activities promoting the purpose and objectives of the Institute. It recognizes the overall quality of section activities, be they technical or non-technical in nature, and may include technical meetings, technical committees, technical reports, seminars and training programs, student participation, career guidance, membership campaigns, public relations activities and others. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using.
- 8.8.4. Evaluation Criteria – The Section Activity award application should be judged based along the following criteria based on the ITE Section Activities Award competition:
1. Involvement of Section Members – 20%
 2. Finances – 10%
 3. Legislative Activities – 15%
 4. Meeting/Technical Activities – 40%
 5. Student Members – 15%
- 8.8.5. Selection of Award Winners - Each year, one Section from Group 1 and one Section from Group 2 will be selected as Outstanding Chapters. Runner-up winners may also be selected for each group. If, in the opinion of the Awards Committee and the Executive Board, no Section qualifies for this award, none will be given for that year.
- 8.8.6. Form of Award – A traveling plaque for both Group 1 and Group 2 and framed certificates to winners and runner-ups.

8.9. OUTSTANDING STUDENT PAPER AWARDS (GRADUATE AND UNDERGRADUATE)

- 8.9.1. Nature of Award - All student members of the Institute of Transportation Engineers are invited to submit a written paper on a transportation-engineering topic for consideration in the Southern District Student Paper Award Competition. The purpose of the competition is to encourage student members of ITE to conduct and report on independent and original research and investigation of traffic or transportation engineering subjects and to provide a means for recognizing outstanding accomplishment in this area. To provide a fair competition, The Southern District gives separate awards for graduate and undergraduate student papers.
- 8.9.2. Name of Awards – “Outstanding Graduate Student Paper” and “Outstanding Undergraduate Student Paper” Awards
- 8.9.3. Evaluation of Papers - The criteria to be utilized should mirror those that International ITE uses in its “Daniel B. Fambro Student Paper Award” competition. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using.
- 8.9.4. Evaluation Criteria - The Outstanding Student Paper Award submissions will be judged using the following criteria based on the International ITE Daniel B. Fambro Student Paper Award competition:
 1. Originality – 20%
 2. Significance – 20%
 3. Scope and Format – 20%
 4. Validity – 20%
 5. Applicability – 20%
- 8.9.5. Selection of Award Winners - Each year, one Outstanding Student Graduate Paper and one Outstanding Undergraduate Student Paper will be selected as Outstanding Student Papers. Runner-up winners may also be selected for each group. If, in the opinion of the Education and Student Chapter Committee and the Executive Board, no papers qualify for these awards, none will be given for that year.
- 8.9.6. Form of Award – Plaques or framed certificates for winner and runner-up of each group.

8.10. OUTSTANDING STUDENT CHAPTER AWARD

- 8.10.1. Nature of Award - Award to recognize the Student Chapters which did the most to introduce students to the transportation profession and supplementing their classroom and laboratory experiences as reflected in their Student Chapter Annual Report. The purpose of the Student Chapter Award is to encourage Student Chapters to achieve the objectives set forth in their charter and to provide a means for ITE to recognize outstanding accomplishments in such activities.
- 8.10.2. Name of Awards - "Outstanding Student Chapter"
- 8.10.3. Evaluation of Reports - The criteria to be utilized should mirror those that International ITE uses in its "Section Activities Award" competition. Note – the Awards Committee Chair should review the evaluation criteria used by ITE every year to ensure that the Southern District mirrors what ITE is using.
- 8.10.4. Evaluation Criteria – The Outstanding Student Chapter Award application will be judged based using the following criteria based on the International ITE Student Chapter Award competition:
 1. Chapter Organization – 15%
 2. Chapter Activities – 55%
 3. Chapter Liaison with ITE Chapters, Sections, Districts and/or International – 25%
 4. Professionalism – 5%
- 8.10.5. Selection of Award Winners - Each year, one Student Chapter will be selected as the Outstanding Student Chapter. A Runner-up winner may also be selected. If, in the opinion of the Education and Student Chapter Committee and the Executive Board, no report qualifies for this award, none will be given for that year.
- 8.10.6. Form of Award – Plaques or framed certificates for winner and runner-up.

8.11. BEST TECHNICAL PAPER AWARDS (BEST SPONSORED TECHNICAL PAPER AND BEST NON-SPONSORED TECHNICAL PAPER)

- 8.11.1. Nature of Award - Awards for the best technical paper submitted by a member(s) of the Southern District. The term "Sponsored" implies that the paper was prepared essentially as part of the author's job responsibility and on company time. The term "non-sponsored" implies that the paper was prepared on the author's own time and essentially apart from his/her job responsibility.
- 8.11.2. Name of Awards – “Best Sponsored Technical Paper” and “Best Non-Sponsored Technical Paper” Awards
- 8.11.3. Evaluation Criteria for Papers - Five parameters shall be utilized to review the papers. These parameters and weighting factors are as follows:
 1. Originality (20%) - To what degree does the subject matter and conclusions treat new ideas or call for a radical change in present thinking? How imaginative and original was the approach? To what degree were the qualities of inventiveness and ingenuity exercised?
 2. Significance (20%) - To what extent are the contents of the paper a major contribution? Will it have a significant impact on safety or on major social factors?
 3. Scope and Format (20%) - To what degree is the paper complete in relation to its stated purpose? Is the report well organized and illustrated to emphasize the important points and to read logically from the introduction to the conclusion? Is it as concise and simple as possible, consistent with the full expositions of data and reasoning essential to the conclusions?
 4. Validity (20%) - How sound are the approach, data, and reasoning utilized in the paper?
 5. Applicability (20%) - Can the results of the paper be applied in a practical manner toward solving traffic engineering or transportation problems? Does the paper lean toward practical or theoretical applications?
- 8.11.4. Selection of Award Winners - Each year, winning papers will be selected for both the Best Sponsored and Best Non-Sponsored Technical Paper categories. A runner-up (honorable mention) paper may be selected for each category. No ties will be permitted. If, in the opinion of the Awards Committee and the Executive Board, no papers qualify for these awards, none will be given for that year.
- 8.11.5. Form of Award – Plaques or framed certificates for winners and runner-ups (honorable mention).

8.12. BEST TECHNICAL COMMITTEE REPORT AWARD

- 8.12.1. Nature of Award - Award for the best technical report submitted by a committee from a Section of the Southern District.
- 8.12.2. Name of Awards – “Outstanding Technical Committee Report” Awards
- 8.12.3. Evaluation Criteria for Reports - Five parameters shall be utilized to review the reports. These parameters and the weighting factors are as follows:
 1. Originality (20%) - To what degree does the subject matter and conclusions treat new ideas or call for a radical change in present thinking? How imaginative and original was the approach? To what degree were the qualities of inventiveness and ingenuity exercised?
 2. Significance (20%) - To what extent are the contents of the paper a major contribution? Will it have a significant impact on safety or on major social factors?
 3. Scope and Format (20%) - To what degree is the paper complete in relation to its stated purpose? Is the report well organized and illustrated to emphasize the important points and to read logically from the introduction to the conclusion? Is it as concise and simple as possible, consistent with the full expositions of data and reasoning essential to the conclusions?
 4. Validity (20%) - How sound are the approach, data, and reasoning utilized in the paper?
 5. Applicability (20%) - Can the results of the paper be applied in a practical manner toward solving traffic engineering or transportation problems? Does the paper lean toward practical or theoretical applications?
- 8.12.4. Selection of Award Winners - Each year, a winning report will be selected. A runner-up (honorable mention) report may be selected. No ties will be permitted. If, in the opinion of the Awards Committee and the Executive Board, no papers qualify for these awards, none will be given for that year.
- 8.12.5. Form of Award – Plaques or framed certificates for winners and runner-ups (honorable mention).

**SOUTHERN DISTRICT INSTITUTE OF TRANSPORTATION ENGINEERS
MANUAL OF OPERATIONS**

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EXHIBIT A-1 – Sample Memo to Annual Meeting Site Selection Committee

MEMORANDUM

TO: Scott Walker, P.E., Kentucky Section
SDITE Annual Meeting Site Selection Committee Chair

FROM: Craig Hanchey, P.E.
SDITE President

DATE: January 21, 2008

SUBJECT: ANNUAL MEETING SITE SELECTION COMMITTEE

Thank you for agreeing to serve as Chair of the 2008 Annual Meeting Site Selection Committee. Attached please find a description of the Committee and its responsibilities taken from the Southern District Operations Manual.

Please consult the Annual Meeting Manual for the Southern District for guidance. Cindy Pionke's Annual Meeting Team from the Strategic Planning Committee is available to assist you in your efforts. You may contact Cindy at (865) 215-5804 or cindy.pionke@knoxcounty.org.

Your charge is to recommend a site for the 2013 Annual Meeting to be held in Kentucky. Please work with the Kentucky Section Officers to select additional committee members to assist you. The Kentucky Section Executive Board should officially endorse the site that your committee will recommend to the Southern District Board.

Please have a final report ready for the Year-End Board Meeting to be held December 8th in Portsmouth. It would be helpful if you could provide an interim report detailing your efforts (or what you plan to do) for the Spring Board Meeting on April 1st in Charleston.

Please let me know if you have any questions or problems.

EXHIBIT A-2 – Sample Memo to Awards Committee

MEMORANDUM

TO: Steve Strength, P.E.
SDITE Past President

FROM: Craig Hanchey, P.E.
SDITE President

DATE: September 15, 2008

SUBJECT: SOUTHERN DISTRICT AWARDS COMMITTEE

Thank you in advance for serving as this year's Chair of the Southern District Committee. As the second-year Past President, you are charged with leading the Awards Committee in the selection of recipients for the following awards:

1. Herman J. Hoose Distinguished Service Award
2. Marble J. Hensley Outstanding Individual Activity Award
3. Joseph M. Thomas Young Member Award
4. John F. Exnicios Public Employee Service Award
5. Excellence in Transportation Engineering Education Award
6. Outstanding Section Awards (Group1 and Group 2)

Please consult the Southern District Operations Manual for guidance on the selection process and timeline. Colin Kinton, SDITE Immediate Past President, should be the Vice Chair of your committee. Please select at least four additional Past Presidents to assist you.

Plaques and Certificates - One of the responsibilities of the Awards Committee is have plaques or certificates made for all winners. Please contact the Chair's of the Education and Student Chapter Committee and Technical Council to obtain the winners of their competitions.

Booklets – An Awards Booklet should be prepared to honor the individuals for whom the awards were named and to recognize previous award winners. These booklets should be presented to the winners along with the plaques and/or certificates.

Reports - Please prepare a report for the Year-End Board Meeting indicating the composition of your committee and the timeline that you have developed for the committee. Also, prepare a report for the Spring Board Meeting indicating completion of the selection of award recipients, but not listing the winners. The results should be held in strict confidence until the awards are presented at the Annual Banquet.

Let me know if you have any questions or problems. Thanks again.

EXHIBIT A-3 – Sample Memo to Nominations Committee

MEMORANDUM

TO: Colin Kinton, P.E.
SDITE Past President

FROM: Craig Hanchey, P.E.
SDITE President

DATE: September 15, 2008

SUBJECT: NOMINATIONS COMMITTEE

Thank you in advance for serving as this year's Chair of the Nominations Committee. As the Immediate Past President, you are charged with leading the Nominations Committee in the recommendation of candidates for the following Southern District offices:

1. President – At least one candidate, typically the current Vice President
2. Vice President – At least one candidate, typically the current Secretary-Treasurer
3. Secretary-Treasurer – At least two candidates
4. International Director – No candidate is required

Please consult the Southern District Operations Manual for guidance on the nominations process and timeline. Please select someone to represent each Section for your committee. Typically this is the immediate Past President of the Section.

Please have a report ready for the Year-End Board Meeting with the recommended candidates.

You must obtain written consent to hold office from each person nominated for a contested position. Also, please obtain a biographical sketch from each nominee.

You will need to submit your list of candidates and their bios to the next Secretary-Treasurer (Tim White) in January. Also, please send this information to the Newsletter Editor and the SDITE Webmaster at that time.

EXHIBIT A-4 – Sample Memo to Professional Development Committee

MEMORANDUM

TO: _____
SDITE Professional Development Committee Chair

FROM: Karen Mohammadi, P.E. AICP
SDITE President

DATE: May 1, 2009

SUBJECT: PROFESSIONAL DEVELOPMENT COMMITTEE

Thank you for agreeing to serve as Chair of the 2009 Professional Development Committee. Attached please find a description of the committee and its responsibilities taken from the Southern District Operations Manual.

The primary responsibility of your committee will be to develop a professional development for the 2010 Annual Meeting to be held in Portsmouth, Virginia. Topics of these sessions in the past have involved “soft skills” such as engineering ethics, leadership development and public speaking. The session is usually one-half day long and is placed on the final morning of the meeting (Wednesday).

The Committee is responsible for the content and for putting the session on. The Committee will need to coordinate with the LAC for the meeting room arrangements and audio-visual requirements.

The Committee should consult with the Leadership Development Team Leader from the Strategic Planning Committee for possible topics or areas that the District wants to focus on. The committee will need to work closely with the LAC during this process.

In late Summer or early Fall, the Committee should begin discussing and evaluating options for the Professional Development Session at the next year’s Annual Meeting. The Committee should contact potential presenters to gauge interest. During the Fall, the Committee should finalize the selection of a topic and presenter(s) for the session. The Committee should develop plans for a back-up presentation in case the planned session falls through at any point prior to the Annual Meeting.

Please prepare a report for the Year-End Board Meeting to be held in December in Lafayette, Louisiana. The report should outline the proposed topic and presenter(s) and plans for a back-up presentation.

Please let me know if you have any questions or problems.

EXHIBIT A-5 – Sample Memo to Technical Council

MEMORANDUM

TO: _____
2010 SDITE Annual Meeting Technical Program Chair

FROM: Karen Mohammadi, P.E. AICP
SDITE President

DATE: May 1, 2009

SUBJECT: TECHNICAL COUNCIL

Thank you for agreeing to serve as Chair of the 2009 Technical Council. Attached please find a description of the committee and its responsibilities taken from the Southern District Operations Manual.

The primary responsibility of your committee will be to solicit technical papers and technical committee reports from the membership for the Southern District awards program. Please consult the Southern District Operations Manual for guidance on the competition and the timeline.

Please select someone to represent each Section for your committee. Typically this will be the person responsible for the technical program at the next few Annual Meetings. The Vice Chair of your committee should be the Technical Program Chair for the 2011 Annual Meeting to be held in Lafayette.

The technical paper and technical committee report competitions should be announced in around September 1st with a deadline for entries around November 1st. Your committee should then review the submittals and select winners. If a submittal is worthy and if there is space on the Technical Program, the winners may be extended an invitation to present their papers at the Annual Meeting.

As Technical Program Chair for next year's Annual Meeting, you will be responsible for reviewing abstracts for the technical program. Please use this committee in any way needed to assist you with developing the technical program.

Please prepare a report for the Year-End Board Meeting to be held in December in Lafayette, Louisiana. The report should list the winners of the competition as well as an update on progress in planning the Technical Program for the Annual Meeting. This report should be forwarded to Colin Kinton, Chair of the Awards Committee, so that certificates for winners of the competition can be presented at the Annual Banquet next year.

Please let me know if you have any questions or problems.

EXHIBIT A-6 - Sample Notification of Candidates for Election

MEMORANDUM

TO: Voting Membership
Southern District ITE

FROM: Tim White, P.E., PTOE
SDITE Secretary-Treasurer

DATE: January 28, 2009

SUBJECT: Candidates for 2010 District 5 Officers and Proposed Bylaws Changes

Elections - Listed below are the candidates that have been nominated for SDITE officers for the 2010 calendar year. Biographical data for the candidates can be found on the SDITE website under News (http://www.sdite.org/sdite.asp?Page=news_12). *We will be sending out ballots in late February or early March so you can actually vote for the candidates.*

President: Jim Westmoreland

Vice-President: Tim White

Secretary-Treasurer: Becky White *and*
Tony Lewis

In accordance with the District bylaws, additional District nominations for any office may be made by petition, signed by not less than eight members eligible to vote. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which he/she is nominated and must be received by February 27th. Please send any additional nominations along with the required supporting materials to Tim White, SDITE Secretary-Treasurer, 1500 Forest Avenue, Suite 115, Richmond, VA 23229.

Bylaws – The District Board approved submitting proposed changes to the SDITE Bylaws to the membership. In general, the changes will allow the use of electronic voting in the future instead of requiring paper ballots. The actual proposed changes to the bylaws can be viewed on the SDITE website under News (http://www.sdite.org/sdite.asp?Page=news_13). The membership must approve any changes to the Bylaws. The ballot for the 2010 candidates will also contain a space to approve or not approve the proposed Bylaws changes.

EXHIBIT A-7 - Sample Paper Ballot for Election

MEMORANDUM

TO: Voting Membership
Southern District ITE

FROM: Tim White, P.E., PTOE
SDITE Secretary-Treasurer

DATE: February 21, 2009

SUBJECT: Ballots for 2010 District 5 Officers and Proposed Bylaws Changes

Your ballot for the election of Southern District 5 officers for 2010 is provided below. Casting your vote is a several-step process. Please follow directions carefully, because ballots may be discarded if all steps are not followed.

1. Please mark your choices on the ballot below
2. Detach the ballot (bottom half of this sheet) at the marked line
3. Enclose the ballot in the unmarked manila ballot envelope
4. Place the manila ballot envelope in the official voting envelope
5. Sign and print your name on the back of the official voting envelope.

You may return the ballot to me by mail or bring it to the Annual Business Meeting in Birmingham on Tuesday, April 21, 2009. To be counted, ballots that are submitted by mail must reach me by Friday, April 10, 2009.

(^detach here^)

(^detach here^)

BALLOT for 2010 Southern District ITE Officers

(Select ONE candidate for each office)

Resumes for both Secretary-Treasurer candidates are located at: http://www.sdite.org/sdite.asp?Page=news_12

President: Jim Westmoreland

Vice-President: Tim White

Secretary-Treasurer: Becky White

OR

Tony Lewis

Do you approve the proposed bylaws changes to allow electronic voting?

Yes

No

Please mail ballots to:

Tim White
SDITE Secretary-Treasurer
1500 Forest Avenue, Suite 115
Richmond, VA 23229

To view the proposed bylaw changes, go to http://www.sdite.org/sdite.asp?Page=news_13. Mailed Ballots must be received by April 10th or brought to the Annual Business Meeting in Jackson on April 21st.

EXHIBIT A-8 – Sample Instructions to Tellers Committee – Paper Ballots

INSTRUCTIONS TO TELLERS COMMITTEE (PAPER BALLOTS)

1. Once assembled, select a Chair to report the results at the Annual Business Meeting.
2. Compare the name on the outside of each official voting envelope against the official voting list.
3. Place valid envelopes in one pile and invalid envelopes in another. A valid envelope is one that is legibly signed on the back or signed with a legible written name next to it.
4. If the Secretary-Treasurer has pre-sorted the ballots to separate apparently invalid ballots, the Committee should look at those ballots and confirm they are invalid.
5. The Committee as a whole is responsible for rejecting ballots. The Committee's decision is final.
6. Open all of the valid envelopes and extract the ballots.
7. Count the votes for each candidate. If there is more than one contested election on the ballot, the process will need to be repeated.
8. Write the names of the winners on the Teller Committee Report form provided by the Secretary-Treasurer. If none was provided, simply write the results on a blank sheet of paper. DO NOT write the number of votes on the report, only the winning names.
9. Count the total number of invalid or rejected ballots and write in the space provided on the report form.
10. Sign the report and return to the meeting.
11. At the end of the Annual business Meeting, when the President asks for a report from the Tellers Committee, the Chair should provide an oral report on the results and then give the written report form to the Secretary-Treasurer.
12. The President should ask for a motion to destroy the ballots and if one is approved, the ballots should be destroyed by the Tellers Committee.

EXHIBIT A-9 – Sample Instructions to Tellers Committee – Electronic Ballots

INSTRUCTIONS TO TELLERS COMMITTEE (ELECTRONIC BALLOTS)

1. Once assembled, select a Chair to report the results at the Annual Business Meeting.
2. Compare the name on the outside of each official voting envelope against the official voting list.
3. Place valid envelopes in one pile and invalid envelopes in another. A valid envelope is one that is legibly signed on the back or signed with a legible written name next to it.
4. If the Secretary-Treasurer has pre-sorted the ballots to separate apparently invalid ballots, the Committee should look at those ballots and confirm they are invalid.
5. The Committee as a whole is responsible for rejecting ballots. The Committee's decision is final.
6. Open all of the valid envelopes and extract the ballots.
7. Count the votes for each candidate. If there is more than one contested election on the ballot, the process will need to be repeated.
8. Write the names of the winners on the Teller Committee Report form provided by the Secretary-Treasurer. If none was provided, simply write the results on a blank sheet of paper. DO NOT write the number of votes on the report, only the winning names.
9. Count the total number of invalid or rejected ballots and write in the space provided on the report form.
10. Sign the report and return to the meeting.
11. At the end of the Annual business Meeting, when the President asks for a report from the Tellers Committee, the Chair should provide an oral report on the results and then give the written report form to the Secretary-Treasurer.
12. The President should ask for a motion to destroy the ballots and if one is approved, the ballots should be destroyed by the Tellers Committee.

EXHIBIT A-10 – Sample Tellers Committee Report Form

REPORT

TO: Karen Mohammadi
SDITE President

DATE: April 21, 2009

SUBJECT: Tellers Committee Report for 2010 SDITE Officers Election

Listed below are the results for the election of 2010 SDITE Officers. The ballots counted were properly enclosed in a sealed and signed ballot envelope and were cast by eligible voters (from the provided SDITE membership list).

BALLOT for 2010 Southern District ITE Officers (check winner)

President: Jim Westmoreland

Vice-President: Tim White

Secretary-Treasurer: Becky White

OR
Tony Lewis

Proposed bylaws changes to allow electronic voting

Yes

No

Ballots Voided _____ (*Number of voided ballots*)

TELLERS COMMITTEE: Chairman _____

Member _____

Member _____

Member _____

EXHIBIT A-11 – Sample Audit Committee Report

REPORT

TO: Karen Mohammadi
SDITE President

FROM: Tim White
SDITE Secretary-Treasurer

DATE: April 21, 2009

SUBJECT: Audit Committee Report

The Audit Committee of the Southern District ITE has reviewed the financial records of the District for the year 2008 and has found that the records are in order and provide adequate documentation of expenditures and receipts.

AUDIT COMMITTEE:

Chairman	_____
Member	_____
Member	_____
Member	_____

Duties:

- Review checkbook for accuracy. Match balance reported in most recent financial statement from bank with balances in the financial statement.
- Scan disbursements for any unusual looking expenditure. If unusual expenditures exist, review backup documentation to understand expenditure.
- Randomly select a sample of disbursements and make sure documentation exists for the disbursements.
- Review a copy of the tax returns for the previous year to ensure that returns have been filed (if reviews is after tax return due date)
- Review most recent financial statement
- Sign Audit Committee Report form and note any comments.
- Report to the membership at the Annual Business Meeting.

EXHIBIT A-12 – Sample Agenda for Spring District Board Meeting

**SOUTHERN DISTRICT SDITE
SPRING BOARD MEETING AGENDA
FRANCIS MARION HOTEL
CHARLESTON, SOUTH CAROLINA
MARCH 30, 2008 (3:00 PM to 6:00 PM)**

- I. Call to Order**
- II. Agenda Review and Self Introductions**
- III. Tribute to Deceased Members**
- IV. Approval of Minutes from 2007 Winter Board Meeting in Birmingham**
- V. District Officer Reports**
 - A. President (Craig Hanchey)
 - B. Vice-President (Karen Mohammadi)
 - C. Secretary-Treasurer (Jim Westmoreland)
 - D. Past President (Colin Kinton)
 - E. International Director (Kenny Voorhies)
- VI. District Committee Reports**
 - A. Annual Meeting Local Arrangements/Annual Meeting Statistics (Jeff Davis/Colin Kinton)
 - B. Audit (Jim Westmoreland)
 - C. Awards (2007 Bob Murphy/2008 Steve Strength)
 - D. Education/Student Chapters (Dyan Damron)
 - E. Historical Records (Bob Stammer)
 - F. Membership (Karen Mohammadi)
 - G. Nominations (2009 Steve Strength/2010 Colin Kinton)
 - H. Professional Development
 - I. Publications (Jeff Hammond)
 - J. Safety (Bob Canfield)
 - K. Site Selection (Scott Walker)
 - L. Strategic Planning (Bill Seymour)
 - M. Student Scholarship Traffic Bowl (James Foster)
 - N. Technical Council (Wayne Sarasua /Sonny Nandagiri)
 - O. Website (Craig Hanchey)
- VII. Section Reports *(from Section Representatives)***
 - A. Alabama (Richard Caudle)
 - B. Deep South (Bob Mabry)
 - C. Georgia (Keith Golden/Keith Holt/Bayne Smith)
 - D. Kentucky (Bill Seymour)
 - E. North Carolina (Bill Martin/Mark McDonald/Troy Peoples)
 - F. South Carolina (Jeff Davis)

- G. Tennessee (Jeff Hammond/Cindy Pionke)
- H. Virginia (Mike Corwin/Bryant Goodloe)

VIII. ABD Report (Blair Temple) move to top

IX. Future Annual Meetings

- A. 2009 in Birmingham, AL - April 19-23, 2009 (Becky White)
- B. 2010 in Portsmouth, VA - April 9-16, 2010 (Tim Foster/Kirsten Tynch/John Yorks)
- C. 2011 in Lafayette, LA (Tony Tramel)
- D. 2012 in Charlotte, NC
- E. 2013 in Kentucky
- F. 2014 in Georgia

X. International ITE Report and Vice Presidential Candidates' Comments *(to be presented at the Annual Business Meeting)*

XI. Old Business

- A. Recommendations for SDITE Officer Nomination Process (Steve Strength)

XII. New Business

- A. Authorization to Change Contacts for Bank Account (Karen Mohammadi)
- B. Resolution of Appreciation – LAC (Karen Mohammadi)
- C. Resolution of Appreciation – ABD (Karen Mohammadi)
- D. Resolution of Appreciation – Consultants (Karen Mohammadi)
- E. Appointment of Teller Committee (Craig Hanchey)
- F. Date of Year-End Board Meeting in Portsmouth
- G. SDITE Logo Discussion
- H. New Excellence in Transportation Engineering Education Award
- I. Consideration of Organizational/Operational Changes
- J. Other New Business

XIII. Announcements

XIV. Adjournment

EXHIBIT A-13 – Sample Agenda for Year-End District Board Meeting

**SOUTHERN DISTRICT SITE
YEAR END BOARD MEETING AGENDA
RENAISSANCE PORTSMOUTH HOTEL & WATERFRONT CONFERENCE CENTER
PORTSMOUTH, VIRGINIA
DECEMBER 7-8, 2008**

Sunday, December 7th (4 PM to 6 PM)

- I. Section Reports** *(from Section Representatives)*
 - a. Alabama (Richard Caudle)
 - b. Deep South (Bob Mabry)
 - c. Georgia (Keith Golden/Keith Holt/Bayne Smith)
 - d. Kentucky (Bill Seymour)
 - e. North Carolina (Bill Martin/Mark McDonald/Troy Peoples)
 - f. South Carolina (Jeff Davis)
 - g. Tennessee (Jeff Hammond/Cindy Pionke)
 - h. Virginia (Mike Corwin/Bryant Goodloe)

Monday, December 8th (8 AM to 10 AM)

- II. Review of Spring Board Meeting Minutes** (Jim Westmoreland)
- III. District Officer Reports**
 - a. President (Craig Hanchey)
 - b. Vice-President (Karen Mohammadi)
 - c. Secretary-Treasurer (Jim Westmoreland)
 - d. Past President (Colin Kinton)
 - e. International Director (Kenny Voorhies)
- IV. District Committee Reports**
 - a. Annual Meeting Local Arrangements/Annual Meeting Statistics (Jeff Davis/Colin Kinton)
 - b. Audit (Jim Westmoreland) – *no report*
 - c. Awards (2007 Bob Murphy/2008 Steve Strength) – *no report*
 - d. Historical Records (Bob Stammer) – *no report*
 - e. Membership (Karen Mohammadi)
 - f. Nominations (2009 Steve Strength/2010 Colin Kinton)
 - The following Committee Reports will be discussed during the Strategic Planning Work Sessions:*
 - g. Education/Student Chapters (Dyan Damron) – *under Work Force Development*
 - h. Professional Development – *under Work Force Development*
 - i. Publications (Jeff Hammond) – *under Communications and Outreach*
 - j. Safety (Bob Canfield) – *under Technical Knowledge*
 - k. Site Selection (Scott Walker) – *under Work Force Development*
 - l. Student Scholarship Traffic Bowl (James Foster) – *under Work Force Development*
 - m. Technical Council – *under Technical Knowledge*
 - n. Website (Mike Reese) – *under Communications and Outreach*

V. Future Annual Meetings

- a. 2009 in Birmingham, AL - April 19-23, 2009 (Becky White)
- b. 2010 in Portsmouth, VA - April 11-14, 2010 (Tim Foster/Kirsten Tynch/John Yorks)
- c. 2011 in Lafayette, LA (Tony Tramel)
- d. 2012 in Charlotte, NC
- e. 2013 in Lexington, KY
- f. 2014 in Georgia

Monday, December 8th (10 AM to Noon)

VI. SDITE 2010 Strategic Planning Sessions

- a. *Teleconference with those who can't attend the meeting. Section Representatives will participate in one of the groups.*
- b. Technical Knowledge Strategic Planning Team (Martin Bretherton)
- c. Workforce Development Strategic Planning Team (Jo Anne Tingle and Jeff Moore)
- d. Communications and Outreach Strategic Planning Team (John Van Winkle)
- e. Leadership Development Strategic Planning Team – *will not meet*
- f. Annual Meeting Strategic Planning Team – *will not meet*

Monday, December 8th (Noon to 2 PM)

VII. Lunch and Summary of Strategic Planning Work Sessions (Bill Seymour)

VIII. Old Business

- a. Status of Organizational Changes (Craig Hanchey)
- b. Bylaws Change to allow Electronic Voting (Craig Hanchey)
- c. New Excellence in Transportation Engineering Education Award (Craig Hanchey)
- d. Other Old Business

IX. New Business

- a. SDITE Past President Bob Murphy candidate for director position on the Transportation Professional Certification Board (Craig Hanchey)
- b. SDITE Past President Hibbett Neel candidate for International Vice President (Kenny Voorhies)
- c. New Student Chapter – SC State University (Craig Hanchey)
- d. Installation of New Officers
- e. 2009 SDITE Budget (Karen Mohammadi)
- f. Other New Business

X. Announcements and Adjournment

XI. Hotel Tour

EXHIBIT A-14 – Sample Agenda for Annual Business Meeting

**SOUTHERN DISTRICT SDITE
ANNUAL BUSINESS MEETING
FRANCIS MARION HOTEL
CHARLESTON, SOUTH CAROLINA
APRIL 1, 2008**

- I. Call to Order**
- II. Tribute to Deceased Members**
- III. Final Call for Ballots**
- IV. Approval of Minutes from 2007 Annual Business Meeting in Knoxville**
- V. District Officer Reports**
 - a. President (Craig Hanchey)
 - b. Vice-President (Karen Mohammadi)
 - c. Secretary-Treasurer (Jim Westmoreland)
 - d. Past President (Colin Kinton)
 - e. International Director (Kenny Voorhies)
- VI. District Committee Reports** *(from Committee Chairs)*
 - a. Annual Meeting Local Arrangements/Annual Meeting Statistics Committees (Jeff Davis/Colin Kinton)
 - b. Audit Committee (Westmoreland)
 - c. Awards Committee (Bob Murphy)
 - d. Education/Student Chapters Committee (Dyan Damron)
 - e. Historical Records Committee (Bob Stammer)
 - f. Membership Committee (Karen Mohammadi)
 - g. Nominations Committee (Steve Strength)
 - h. Professional Development Committee
 - i. Publications Committee (Jeff Hammond)
 - j. Safety Committee (Bob Canfield)
 - k. Site Selection Committee (Scott Walker)
 - l. Strategic Planning Committee (Bill Seymour)
 - m. Student Scholarship Traffic Bowl (James Foster)
 - n. Technical Council (Wayne Sarasua /Sonny Nandagiri)
 - o. Website (Craig Hanchey)
- VII. Section Reports** *(from Section Presidents or their representative)*
 - a. Alabama (Chris Reeves)
 - b. Deep South (Cyndi Pennington)
 - c. Georgia (Carla Holmes)
 - d. Kentucky (Jeff Moore)

- e. North Carolina (Kevin Lacy)
- f. South Carolina (Hesha Gamble)
- g. Tennessee (Steve Meyer)
- h. Virginia (Kirsten Tynch)

VIII. ABD Report

IX. Future Annual Meetings

- a. 2009 in Birmingham, AL - April 19-23, 2009 (Becky White)
- b. 2010 in Portsmouth, VA - April 9-16, 2010 (Tim Foster/Kirsten Tynch/John Yorks)
- c. 2011 in Lafayette, LA
- d. 2012 in Charlotte, NC
- e. 2013 in Kentucky
- f. 2014 in Georgia

X. International ITE Report and Vice Presidential Candidates' Comments (*VP Candidates - Paul Eng-Wong and Eugene Wilson*)

XI. Old Business

XII. New Business

- a. Resolution of Appreciation – LAC (Karen Mohammadi)
- b. Resolution of Appreciation – ABD (Karen Mohammadi)
- c. Resolution of Appreciation – Consultants (Karen Mohammadi)
- d. Teller Committee Report (Craig Hanchey)
- e. Other New Business

XIII. Announcements

XIV. Adjournment

EXHIBIT A-15 - Sample Resolutions for Annual Meetings

RESOLUTION OF APPRECIATION 2007 ANNUAL MEETING LOCAL ARRANGEMENTS COMMITTEE

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to those who dedicate their time unselfishly to organizing the meeting; and

WHEREAS this 55th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation individually and collectively to all who gave so unselfishly of their time and efforts to contribute to the committees or by participating in the program. Special gratitude is expressed to Co-Chairs Hollis Loveday and Cindy Pionke and to the members of the Local Arrangements Committee: ABD - Renny Stinson and Jim Stewart, Entertainment - Amanda Snowden, Finance - John Sexton, Golf - Terry Grubb, Hotel - Becky Bottoms, Meeting Report - Mike Conger and James Norris, Photography - John Gould, Public Relations - Jim Snowden, Registration - Chris Kirby, Special Guests - Dawn Foster, Sponsorship - Craig Hanchey, Spouse Activities - Betsy Loveday and Chris Pionke, Session Planning - Anthony Todd, Technical Program - Alan Childers, Technical Tours - Houston Daugherty, Traffic Bowl - John Benditz, Transportation - Jeff Welch, Website - Jeff Hammond.

President

Vice President

Secretary-Treasurer

International Director

*RESOLUTION OF APPRECIATION
2007 ANNUAL MEETING ASSOCIATED BUSINESS DIVISION*

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to the dedication and enthusiasm of those who participate and support the meeting; and

WHEREAS this 55th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation individually and collectively to all who gave so unselfishly of their time and efforts to contribute to the success of the meeting. Special gratitude is expressed to Renny Stinson and Jim Stewart for their hard work, and to all the officers and other members of the Associated Business Division and their associates for their participation, cooperation, and hospitality.

President

Vice President

Secretary-Treasurer

International Director

*RESOLUTION OF APPRECIATION
2007 ANNUAL MEETING SPONSORING FIRMS*

WHEREAS the organization and management of the Annual Meeting of the Southern District, Institute of Transportation Engineers, is primarily the responsibility of the members and friends of the Southern District who reside in and near the host city; and

WHEREAS the success of the meeting is directly related to the dedication and enthusiasm of those who participate and support the meeting; and

WHEREAS this 54th Annual Meeting has resulted in very informative technical sessions and most enjoyable social opportunities for all in attendance;

NOW THEREFORE BE IT RESOLVED that the members here assembled express their appreciation to Craig Hanchey as consultant liaison, and individually and collectively to all the consulting firms who gave so unselfishly of their time and resources to enhance the success of the meeting. The generous contributions of the many consultants and their respective companies have been greatly appreciated, and the names of the individual consultants, and/or their companies, have been displayed for all to see throughout this meeting.

President

Vice President

Secretary-Treasurer

International Director

EXHIBIT A-16 – Sample Agenda for Annual Meeting Banquet

2008 SDITE Annual Banquet

March 30-April 2, 2008

Charleston, South Carolina

Welcome

Blessing

Introductions

Dinner

Recognitions

President's Address

Presentation of Awards

Invitation to Charleston, South Carolina

Ceremonial Gavel Pass

Adjourn

EXHIBIT A-17 – Sample Memo on Draft Minutes

MEMORANDUM

TO: Southern District Officers

FROM: Jim Westmoreland, P.E.
SDITE Vice President

DATE: March 1, 2009

SUBJECT: DRAFT YEAR-END BOARD MEETING MINUTES

Attached is a draft of the minutes of the December 8, 2008 Board Meeting in Portsmouth, Virginia. Please review these minutes and forward any suggested corrections by April 1, 2009. This will allow me to make corrections prior to our Annual Meeting.

Additionally, you will find a copy of the 2008 Treasurers Report.

Thanks for your assistance. I look forward to seeing you in Birmingham in April.

EXHIBIT A-18 – Sample Meeting Minutes

Southern District SITE

Year End Board Meeting Minutes

Renaissance Portsmouth Hotel and Water Front Conference Center

Portsmouth, Virginia

December 7-8, 2008

Call to Order

- a. The meeting was called to order by Secretary-Treasurer Jim Westmoreland at 4:05 PM on Sunday, December 7th.
 - b. Jim welcomed everyone to Portsmouth. Advised that President Hanchey had experienced car trouble and was not likely to make the afternoon meeting.
 - c. Jim then introduced Kirsten Tynch. Kirsten is serving as one of the co-chairs of the SDITE 2010 meeting in Virginia. She welcomed everyone to Portsmouth, provided a few details about the facility, and noted the plans for dinner later in the evening.
 - d. Jim reviewed the agenda. He advised that President Hanchey has modified the traditional agenda/format of the meeting to allow more time for Section reports on Sunday and the business meeting and Strategic Planning on Monday.
 - e. Next, the group discussed the state of the economy and how it was impacting member involvement in ITE activities.
- I. Section Reports (from Section Representatives)
- a. Alabama Section – Report submitted. No verbal report.
 - b. Deep South Section – Report submitted. Bob Mabry provided an update on Section activities. He reported that the Section had 114 student chapter members, had provided 5 scholarships totaling \$3,200, and currently had 4 active student chapters and 1 inactive.
 - c. Georgia Section – Keith Hogsed provided an update on Section activities. He noted that the Section had sponsored nine (9) meetings, overviewed their spot l“ite” initiative to increase public sector involvement and participation in Section meetings, reviewed the Summer Seminar, and discussed how the Section was using its resources to underwrite the cost of their January social event to encourage greater member/guest participation.
 - d. Kentucky Section – Report Submitted. Bill Seymour provided an update on Section activities. He reported that the Section was very busy/active, had recently updated their website and domain name – www.kysite.com and, had circulated a member survey to gain feedback on their services and member interest/needs.
 - e. North Carolina Section – Report submitted. Mark McDonald provided an update on Section activities. He noted that NCSITE had recently determined that approximately 40 members were actively involved in Section activities (out of a total membership of 595), that the Section continued to identify ways to develop young members, and reviewed NCSITE’s new tiered scholarship program (and committed to send a copy of the new program guidelines to other Section representatives).
 - f. South Carolina Section – Report submitted. Jeff Davis provided an update on Section activities. He reviewed the results of the Section’s summer meeting in Greenville and noted

that the Section had awarded three (3) \$1,000 scholarships this year (an increase of one scholarship over previous years).

- g. Tennessee Section – Report submitted. Jeff Hammond provided an update on Section activities. He noted that TSITE had added one scholarship (they now provide three \$2,000 scholarships), doubled the amount of money they provide for student paper awards, noted their Technical Committee work in drafting statewide guidelines for small community TIS's, noted strong member interest in webinars and that TSITE was now sponsoring ITE webinar series for their membership.
- h. Virginia Section – Report submitted. Bryant Goodloe and Mike Corwin provided an update on Section activities. They discussed Section membership totals, work on legislative initiatives (Chapter 527 legislation/access management), conduct of a membership survey, provided update on efforts to form new student chapter at Old Dominion University, reviewed efforts with continuing education courses and technical training.
(Note: 12/7/08 meeting recessed at 5:50 PM)

II. Review of Spring Board Meeting Minutes (Jim Westmoreland)

- a. President Hanchey called the recessed meeting to order at 8:05 AM on Monday, December 8th.
- b. President Hanchey advised that a copy of the minutes from the Board meeting in Charleston, SC were in the notebook.
- c. Bill Seymour made a motion that the minutes be approved as submitted. James Foster seconded. Minutes were approved.

III. District Officer Reports

- a. President (Craig Hanchey)
 - i. President Hanchey reviewed the agenda for the day and noted updates on various items.
- b. Vice President (Karen Mohammadi)
 - i. No report provided.
- c. Secretary/Treasurer (Jim Westmoreland)
 - i. Jim provided an overview of the District finances. Report submitted. He noted that the District was financially sound (+/- \$79k cash balance), reviewed list of checks written/outstanding, and reviewed status of traffic bowl expenses to date.
 - ii. Bob Stammer asked a question about travel reimbursement for the District's International Director. It was noted that the District budget had allocated \$3,500 for International Director Travel.
 - iii. Colin Kinton made a motion to approve the financial report. Bill Seymour seconded. Financial report was approved.
- d. Past President (Colin Kinton)
 - i. No report provided.
- e. International Director (Kenny Voorhies)
 - i. Report submitted.
 - ii. Kenny noted that ITE had taken a \$300k hotel room attrition hit at the Anaheim, CA meeting. ITE will make up the hit in 2016 by hosting another ITE meeting in Anaheim, CA.
 - iii. Noted that ITE had a new membership representative (Bill Baldwin) and that numerous initiatives were underway.
 - iv. Noted list of new ITE publications and availability dates and, discussed continued ITE focus on webinars.

- v. ITE is looking for a young member from each District (under 35). Initial meeting will be held at ITE headquarters in April 2009. ITE staff will send out applications in October and each District will select representative.
- vi. Noted that District 6 had established a facebook page.
- vii. Reviewed summary of ITE International Board meeting from October 2008. Mega Issue – Energy, Environment, and Economy. Also discussed items by various speakers on 2009 reauthorization/activities.
- viii. Discussed ITE budget shortfall and reductions. Tom Brahms and staff doing a good job managing.
- ix. Bill Seymour noted that ITE/Tom Brahms have volunteered to help Districts in negotiating hotel contracts.
- x. ITE maintaining meeting calendar. Sections and District should send all future meeting notices to ITE to publicize and help avoid conflicts.

IV. District Committee Reports

- a. Annual Meeting Local Arrangements/Annual Meeting Statistics (Jeff Davis/Colin Kinton)
 - i. Report submitted. Jeff Davis provided a summary overview of the 56th Annual Meeting and its activities in Charleston, SC. He noted that 400 people attended, total cost for the meeting was just under \$100k, and that the LAC was returning a check to SDITE for \$2,964.19 (to cover meeting seed money).
 - ii. President Hanchey noted that several participants used the on-line registration option (pay-pal).
- b. Audit (Jim Westmoreland)
 - i. Jim reported that the Audit Committee had completed its work at the Annual Meeting and reviewed the list of Committee members.
- c. Awards (2007 Bob Murphy/2008 Steve Strength)
 - i. No report submitted.
- d. Historical Records (Bob Stammer)
 - i. Bob communicated that he was still compiling the District's history into electronic format. He noted that any old pictures, history on award winners, etc., were all useful in pulling together a complete historical record of the District.
 - ii. Jim Westmoreland noted that he had a box of items for Bob.
- e. Membership (Karen Mohammadi)
 - i. Karen reviewed the District's membership totals and advise that overall membership was down 5%.
- f. Nominations (2009 Steve Strength/2010 Colin Kinton)
 - i. Colin Kinton reviewed report and list of 2010 officer nominees. Jim Westmoreland – President, Tim White – Vice President, Becky White – Secretary/Treasurer and Tony Lewis – Secretary/Treasurer.
 - ii. Bob Murphy made a motion to accept the list of candidates as presented. Richard Caudle seconded. List of candidates accepted.
- g. Education/Student Chapters (Dyan Damron) – under Workforce Development
 - i. Report submitted.
 - ii. President Hanchey advised that SDITE had 19 active student chapters, that “The Chevron” newsletter was being published twice a year, and that the Committee was doing an excellent job of encouraging student participation.
- h. Professional Development - under Work Force Development
 - i. No report.
- i. Publications (Jeff Hammond) - under Communications and Outreach
 - i. Report submitted.
 - ii. Jeff noted that committee was looking to produce three newsletters this year, had recently coordinated with the ICO team regarding format, and would no longer

publish an SDITE yearbook due to cost (however it will be placed on the web and Bob Mabry is archiving information).

- j. Safety (Bob Canfield) – under Technical Knowledge
 - i. No report.
- k. Site Selection (Scott Walker) – under Work Force Development
 - i. Report submitted. Location of 2013 Annual Meeting - Lexington, Kentucky.
- l. Student Scholarship Traffic Bowl (James Foster) – under Technical Knowledge
 - i. James discussed issue with team/student participation due to current schedule/day of week. Also discussed need for enhanced communications with teams to ensure they know when/where they are needed to participate and to determine (in advance) who is competing for each team.
 - ii. Suggestion was made to move preliminary round to Sunday afternoon and to publicize traffic bowl place/time/location where teams are to assemble in Annual Meeting program.
 - iii. Also discussed need for Sections to assist student chapters in purchasing ITE books for competition.
- m. Technical Council – under Technical Knowledge
 - i. No report.
- n. Website (Mike Reese) – under Communications and Outreach
 - i. John Van Winkle connected with Mike Reese via conference call.
 - ii. Mike reviewed the committee's website overhaul initiative (WOI – report submitted). The effort consists of retaining services of Ilr Associates to update the website and maintain it. Cost for Ilr is estimated to be \$5k for initial update and \$1.5k per year for maintenance and updates.
 - iii. Jeff Hammond asked about on-line voting. Mike mentioned that it could be reviewed. Colin asked question about recent update of website and if work would be used. Mike advised that information from both websites (old and new) would be used.
 - iv. Tim White made a motion to approve committee proposal to move forward with website update (minus items #9 and #10 in proposal) and cost estimates (\$5k initial, \$1.5k annual). Mark McDonald seconded. Motion approved.

V. Future Annual Meetings

- a. 2009 in Birmingham, AL – April 19-22, 2009 (Becky White)
 - i. Report submitted.
 - ii. Becky reviewed proposed meeting activities, draft technical program, budget, registration costs and differential for early (\$240) versus late registration (\$340), ABD event, golf event, number of room for Saturday night, spouses activities, noted that the Technical program was filled, there would be no poster session, but they were planning a technical tour of the Mercedes plant (40 attendees).
 - iii. Bob Stammer made a motion to approve the Annual Meeting budget. Keith Hogsed seconded. Motion approved/budget adopted.
- b. 2010 in Portsmouth, VA – April 11-14, 2010 (Tim Foster/Kirsten Tynch/John Yorks)
 - i. Meeting to be held at Renaissance Portsmouth Hotel and Waterfront Conference Center, room rates are \$139 per night, preliminary budget is \$114k, proposed registration cost is \$210 early and \$240 late, and ABD event at Naticus.
- c. 2011 in Lafayette, LA (Tim Tramel)
 - i. Meeting to be held at Hilton Towers on April 10-13, 2011.
- d. 2012 in Charlotte, NC
 - i. No report.
- e. 2013 in Lexington, KY
 - i. No report.
- f. 2014 in Georgia
 - i. No report.

- VI. SDITE Strategic Planning Sessions
 - a. Teleconference with those who can't attend the meeting. Section representatives will participate in one of the groups.
 - b. Technical Knowledge Team (Martin Bretherton)
 - c. Workforce Development Team (Jo Anne Tingle and Jeff Moore)
 - d. Communications and Outreach Team (John Van Winkle)
 - e. Leadership Development Team – will not meet
 - f. Annual Meeting team – will not meet

- VII. Lunch and Summary of Strategic Planning Work Sessions (Bill Seymour)
 - a. Report submitted.
 - b. Bill provided update on report and reviewed Strategic Planning goals.
 - c. John Van Winkle provided update on ICO team.
 - i. Reviewed Mike Reese's work on website update
 - ii. Discussed work on developing district/section directory and officers lists
 - iii. Reviewed work on and summary of outreach questionnaire (report submitted)
 - iv. ICO has decided to use link on Sections websites for job postings
 - d. Jeff provided update on Technical Knowledge team.
 - i. Explained that all but 3 Sections had been involved in work
 - ii. Were coordinating with ICO regarding website needs
 - iii. Plan to support annual meeting technical program chair with workshop needs
 - iv. Were evaluating ways to offer technical credits to engineers and planners
 - e. Bill Seymour provided update on Leadership Development team.
 - i. Brent McKinney team leader
 - ii. Developing training module on Relationships
 - iii. Working with District 6 on leadership development
 - f. Bill Seymour provided update on Work Force Development Team
 - i. Planning session for 2009 Annual Meeting
 - ii. Exploring results of student survey
 - g. Bill Seymour provide an update on Annual Meeting team
 - i. New team created to help plan/coordinate needs of LACs and Annual Meetings
 - ii. Cindy Pionke has agreed to serve as team leader
 - iii. First tasks are to get organized and update LAC manual

- VIII. Old Business
 - a. Status of Organizational Changes (Craig Hanchey)
 - i. President Hanchey reviewed organizational chart and reminded those in attendance that it was aligned with the District's Strategic Plan
 - b. Bylaws Change to allow Electronic Voting (Craig Hanchey)
 - i. Report submitted.
 - ii. President Hanchey reviewed report and bylaw change options to allow electronic voting.
 - iii. Some discussion regarding options, ballot/voting security, costs, timeline, process to amend bylaws, etc.
 - iv. Option #3: Approve sending the proposed Bylaws changes to the membership at the same time we send out written ballots next spring and tally the results at the (2009) Annual Meeting. This is easier but would mean we could not start electronic voting until 2010.

- v. Jeff Hammond made a motion to implement option #3 (with caveat that SDITE Executive Committee can make minor wording changes to the bylaws as needed to allow for electronic voting). Mark McDonald seconded. Motion approved.
- c. New Excellence in Transportation Engineering Education Award (Craig Hanchey)
 - i. Report submitted.
 - ii. President Hanchey reviewed report and award implementation options. If approved, new award could be implemented by 2009 Annual Meeting.
 - iii. Option #2: Establish the award as the “Excellence in Transportation Engineering Education Award” with the criteria agreed upon and ask the Awards Committee to solicit nominations for the award. The award could be renamed in the future.
 - iv. Bob Mabry made a motion to implement option #2. Bill Seymour seconded. Motion approved.
- d. Other Old Business
 - i. SDITE Annual Meeting Incentive
 - 1. Jim Westmoreland advised the Board that they needed to approve 2009 version of Annual Meeting Incentive if desired.
 - 2. Jim explained the details of the program, that feedback on last year’s incentive was very positive, that Faculty Advisors were not include in 2008 but could be considered in 2009, and suggested 2009 budget of \$3,000.
 - 3. Karen to address in proposed budget in new business.

IX. New Business

- a. SDITE Past President Hibbett Neel candidate for International Vice President (Kenny Voorhies)
 - i. Kenny noted first time in a long time for SDITE member candidate for position.
 - ii. Hibbett Neel provided a few remarks about candidacy, ITE service, goals, and expressed strong need for District support.
 - iii. Bob Stammer made a motion to endorse the candidacy of Hibbett Neel for International Vice President of ITE. Colin Kinton seconded. Motion approved.
- b. New Student Chapter Charter – South Carolina State University (Craig Hanchey)
 - i. Colin Kinton made a motion to approve the charter for the new student chapter. James Foster seconded. Motion/charter approved.
- c. Installation of New Officers
 - i. 2009 officers officially sworn in by Bill Seymour.
- d. 2009 SDITE Budget (Karen Mohammadi)
 - i. President Mohammadi reviewed the proposed 2009 SDITE Budget
 - ii. Amendment was made to allow \$6,000 for website work.
 - iii. Motion was made by Richard Caudle to budget \$3,000 for 2009 SDITE Annual Meeting Incentive and to include offer to Section representatives, Student Chapter representatives, and Faculty Advisors. Bob Mabry seconded. Motion approved.
 - iv. Bill Seymour made a motion to approve the proposed 2009 SDITE Budget (net - \$17,300). James Foster seconded. Motion/budget approved.
- e. Other New Business
 - i. Past President Hanchey noted that Bob Murphy was running for Director of the Transportation Professional Certification Board.
 - ii. President Mohammadi reviewed list of Committee Chairs for 2009.

X. Announcements and Adjournment

- a. Meeting was adjourned by President Mohammadi at 1:50 PM.

EXHIBIT A-19 – Sample Oath of Office

Sample Oath of Office

TO THE CANDIDATE(S):

Election to a position of leadership in a volunteer organization is an honor and a unique responsibility. By electing each of you, your fellow members have expressed confidence in you. First, that you will, with effectiveness and distinction, discharge your duties. Second, they have given you their trust. You have indicated that you are willing to provide your leadership.

I will now recite the Oath of Office. Please answer “I will” when I am finished.

In accepting the office to which you have been elected in the Southern District of the Institute of Transportation Engineers, do you solemnly pledge to discharge to the best of your ability all the duties of that office; to uphold the professional standing, honor and dignity of the District at all times by example and precept; to follow the Institute’s Canons of Ethics for Members; to be governed by the District Charter and Bylaws and by the policies, rules and procedures established by the District Board and to work diligently and faithfully for the advancement and betterment of the District, the Institute and its members. If so, please answer I will.

(I will)

As a delegated representative of the Southern District of ITE, I now declare each of you officially installed into your elected office. Congratulations to each of you.

TO THE AUDIENCE:

Let’s give them a round of applause.

EXHIBIT A-20 - Sample Budget

2009 SDITE BUDGET Karen Mohammadi, President

INCOME

2009 Annual Meeting Return	\$3,500.00
Dues	\$15,000.00
Earnings	\$2,500.00
TOTAL INCOME	\$21,000.00

EXPENSES

Accounting/Bank Fee	100.00
Annual Meeting Advance	3,500.00
District Awards and Expenses	900.00
Board Expenses	1,600.00
Burton Marsh Fellowship	250.00
International Director Travel	3,500.00
President's Travel	2,000.00
Executive Board Travel	1,000.00
International VP Candidate Travel ¹	2,500.00
SDITE Annual Mtg Incentive ²	3,000.00
Misc. and Office Supplies	200.00
Newsletter	250.00
Printing and Postage	2,500.00
New Student Chapter Receptions	250.00
Student Chapter Awards	500.00
Student Chapter Grants	1,200.00
Student Paper Awards	600.00
Student Paper Travel	800.00
Website ³	6,000.00
Traffic Bowl	200.00
Traffic Bowl Team Travel ⁴	5,000.00
Strategic Planning	2,500.00
TOTAL EXPENSES	38,350.00

NET **-\$17,350.00**

¹ One-time expense for SDITE Candidate for International ITE Office

² Pilot Program to increase Annual Mtg Participation

³ One-time expense to develop new website

⁴ Continuation of assistance to student teams for Traffic Bowl

EXHIBIT A-21 - Sample Membership Report

MEMORANDUM

TO: Colin Kinton
SDITE President

FROM: Craig Hanchey
SDITE Vice President

DATE: April 22, 2007

SUBJECT: District Membership Report

Listed below is a summary of the SDITE membership by each Section. As of March 31st, there were 1,405 voting members within the District and 1,913 total members when Students and Institute Affiliates are added.

Institute of Transportation Engineers
Total Membership as of 3/31/2007

Section	Members	Fellows	Honorary Members	Total Voting Members	Students	Institute Affiliates	Total Non-Voting Members	Total
Alabama	111	19	0	130	81	4	85	215
Deep South	104	18	1	123	121	0	121	244
Georgia	254	35	2	291	33	6	39	330
Kentucky	57	16	0	73	11	0	11	84
NorthCarolina	233	61	0	294	45	7	52	346
SouthCarolina	37	15	0	52	115	1	116	168
Tennessee	192	38	0	230	47	6	53	283
Virginia	170	42	0	212	27	4	31	243
Total District 5	1158	244	3	1405	480	28	508	1913

EXHIBIT A-22 - Sample Advance Notification to Student Chapters of Upcoming Student Paper and Student Chapter Competitions

Email or Memo Sent in Fall (usually October)

Dear District 5 Student Chapter Advisors and Officers,

This is an early reminder from the SDITE Education & Student Chapter Committee to make sure you keep in mind that the 2009 student chapter annual reports and student paper competition entries deadline will be coming up next spring. I know it is quite early to think about this, but please be aware of this as you conclude your monthly meetings and chapter activities for this semester. I also urge all students to think about submitting a student paper. In the years past, we have received very few (sometimes none or only one) papers. Advisors, please encourage all students to submit papers they have written. Someone has to win, even if we have only one submittal, so why not submit?!? We have money available for the winners, and we want someone to have it.

I will be sending out more detailed information about the competitions early next year. But, please stay on top of these things so you will be prepared when the time rolls around next spring. Feel free to call or email me if you have any questions about entries or student activities.

I would also like to take this time to remind all students and advisors that in order to win a paper competition, the student must be a registered member of ITE. It is important that each student who is a student member also complete the paperwork and pay the small fee to be a member of International ITE. We also encourage all advisors to be dues-paid members of ITE. This will help ensure that the advisors can properly inform the students on rules, regulations, and updated information about ITE.

Thank you for your dedicated work in promoting and participating in ITE student activities. The District 5 officers and Education & Student Chapter Committee greatly appreciate your efforts. Please let me know if I can be of any assistance to you as we begin another exciting new year.

Thank you so much!

Dyan C. Damron, P.E., PTP
Chair, SDITE Education and Student Chapter Committee

Neel-Schaffer, Inc.
210 25th Avenue North, Suite 800
Nashville, TN 37203
Phone: 615-383-8420
Fax: 615-383-9984
Email: dyan.damron@neel-schaffer.com

EXHIBIT A-23 – Sample Notification to Student Chapters of Student Paper and Student Chapter Competitions

Email or Memo Sent in January

Dear District 5 Student Chapter Advisors and Officers,

I hope everyone is off to a great 2009 and a wonderful new spring semester. This is your first reminder of the year from the SDITE Education & Student Chapter Committee that the 2008 student chapter annual report and student paper competition entries are due to me no later than March 1, 2009. Please note that all student competition submittals are due March 1, 2009 so recognition and awards can be presented at the District Awards Banquet at the Annual Meeting in Birmingham, AL. Winning submittals of the District 5 competitions will be forwarded to International ITE (in adherence with their April 1, 2009 deadline) by SDITE Education & Student Chapter Committee. I realize March 1, 2009 is a Sunday – just make sure it emailed to me no later than midnight that night.

Student Chapter Reports:

Rules for submitting a student chapter report are listed on page 5 of the Student Awards website at the following address: <http://www.ite.org/awards/ScholarshipandFellowship.pdf>

Further information regarding student chapters can be found at the following website: <http://www.ite.org/students/StudentChapManual.pdf>

All student chapters which submit a Chapter Report will automatically receive \$100 for their submittal. The winning chapter will receive an additional \$100 and the runner-up will receive an additional \$50.

Student chapter reports shall be submitted to me by email at dyan.damron@neel-schaffer.com. Deadline for SDITE annual report submittal is March 1, 2009. The winning report will be forwarded by SDITE Education & Student Chapter Committee to International ITE, along with supporting documents by the April 1, 2009 deadline.

Student Technical Papers:

Papers must be prepared exclusively for this competition and submitted in accordance with the International ITE rules for the Daniel B. Fambro Student Paper Award provided on page 3 of the Student Awards website at the following address: <http://www.ite.org/awards/ScholarshipandFellowship.pdf>

Please note the deadline for student paper submittals to SDITE is March 1, 2009. Student papers shall be submitted to me by email at dyan.damron@neel-schaffer.com.

The title sheet should identify whether the student is submitting for the UNDERGRADUATE or GRADUATE paper competition. Also, the title sheet should list all contact information for the student author, including email address, mailing address, and a telephone number.

Students must be members of ITE International and must verify membership by having their name appear on the ITE on-line membership directory, or by providing a copy of their application signed by their advisor.

The winner of the Student Paper Competition will receive \$100 and the runner-up will receive \$50. Winners of the Student Paper Competition will be given a chance to attend and present their paper at the SDITE Annual Meeting which will be held in Birmingham, AL on April 19-22, 2009. SDITE will pay up to \$200 for the student winner to travel to and attend the meeting in Birmingham.

All students and faculty should note that the competition for undergraduate students is separate from graduate students. In the years past, we have received very few (sometimes none or only one) papers. Advisors, please encourage all students to submit papers they have written. Someone has to win, even if we have only one submittal, so why not submit?!? We have money available for the winners, and we want someone to have it.

Thank you for your dedicated work in participating in and promoting ITE student activities. The District 5 officers and Education & Student Chapter Committee greatly appreciate your efforts. Please let me know if I can be of any assistance to you or your students. We hope 2008 was a great year and we want to recognize you for your efforts.

If you've not checked it out yet, I encourage everyone to check out the SDITE website and the new online student newsletter. Go to <http://www.sdite.org/sdite.asp?Page=students> to see the info on the district's student chapters. Also, please forward this to anyone that you know is not on this list. Please advise me of anyone you know that should be included in this email and is not listed. We have put a great effort into making sure that everyone is included. Thank you so much!

Dyan C. Damron, P.E., PTP
Chair, SDITE Education and Student Chapter Committee

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EXHIBIT A-24 – Sample Reminder to Student Chapters of Student Paper and Student Chapter Competitions

Email or Memo Sent in February

Dear District 5 Student Chapter Advisors and ITE Officers,

This is your second reminder of the year from the SDITE Education & Student Chapter Committee that the 2008 student chapter annual report and student paper competition entries are due to me no later than March 1, 2009. Remember that February is a short month. This means you have 27 days left to submit your reports and papers to me! Please note that all student competition submittals are due March 1, 2009 so recognition and awards can be presented at the District Awards Banquet at the Annual Meeting in Birmingham, AL. Winning submittals of the District 5 competitions will be forwarded to International ITE (in adherence with their April 1, 2009 deadline) by SDITE Education & Student Chapter Committee. I realize March 1, 2009 is a Sunday – just make sure it is emailed to me no later than midnight (CST) that night.

Student Chapter Reports:

Rules for submitting a student chapter report are listed on page 5 of the Student Awards website at the following address: <http://www.ite.org/awards/ScholarshipandFellowship.pdf>

Further information regarding student chapters can be found at the following website: <http://www.ite.org/students/StudentChapManual.pdf>

All student chapters which submit a Chapter Report will automatically receive \$100 for their submittal. The winning chapter will receive an additional \$100 and the runner-up will receive an additional \$50.

Student chapter reports shall be submitted to me by email at dyan.damron@neel-schaffer.com. Deadline for SDITE annual report submittal is March 1, 2009. The winning report will be forwarded by SDITE Education & Student Chapter Committee to International ITE, along with supporting documents by the April 1, 2009 deadline.

Student Technical Papers

Papers must be prepared exclusively for this competition and submitted in accordance with the International ITE rules for the Daniel B. Fambro Student Paper Award provided on page 3 of the Student Awards website at the following address: <http://www.ite.org/awards/ScholarshipandFellowship.pdf>

Please note the deadline for student paper submittals to SDITE is March 1, 2009. Student papers shall be submitted to me by email at dyan.damron@neel-schaffer.com.

The title sheet should identify whether the student is submitting for the UNDERGRADUATE or GRADUATE paper competition. Also, the title sheet should list all contact information for the student author, including email address, mailing address, and a telephone number.

Students must be members of ITE International and must verify membership by having their name appear on the ITE on-line membership directory, or by providing a copy of their application signed by their advisor.

The winner of the Student Paper Competition will receive \$100 and the runner-up will receive \$50. Winners of the Student Paper Competition will be given a chance to attend and present their paper at the SDITE Annual Meeting which will be held in Birmingham, AL on April 19-22, 2009. SDITE will pay up to \$200 for the student winner to travel to and attend the meeting in Birmingham.

All students and faculty should note that the competition for undergraduate students is separate from graduate students. In the years past, we have received very few (sometimes none or only one) papers. Advisors, please encourage all students to submit papers they have written. Someone has to win, even if we have only one submittal, so why not submit?!? We have money available for the winners, and we want someone to have it.

Thank you for your dedicated work in participating in and promoting ITE student activities. The District 5 officers and Education & Student Chapter Committee greatly appreciate your efforts. Please let me know if I can be of any assistance to you or your students. We hope 2008 was a great year and we want to recognize you for your efforts.

Please forward this to anyone that you know is not on this list. Please advise me of anyone you know that should be included in this email and is not listed. We have put a great effort into making sure that everyone is included. Thank you so much!

Dyan C. Damron, P.E., PTP
Chair, SDITE Education and Student Chapter Committee

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EXHIBIT A-25 - Sample Announcement of Student Paper Winners

Email or Memo sent in March

To all:

The SDITE Education and Student Chapter Committee is proud to announce the results of the Student Paper Competition for this year. The results are as follows:

Undergraduate Student Paper Winner: Zachary Bugg, Mississippi State University, "Traffic Signal Warrant – Summer Study"

Undergraduate Student Paper Runner-Up: Katherine Osborne, University of Mississippi, "Geospatial Analysis of Transportation Related Air Pollution Impacts"

Congrats to Zachary and Katherine! They will each be sent their award checks soon. Plus, Zachary will be attending the annual meeting in Charleston and will be presenting his winning paper during the poster session on Monday afternoon. So, for those of you attending the meeting, make sure you stop by to see him.

Unfortunately we did not have any graduate paper submittals this year. That means we have two awards (and the money) that were left unclaimed this year! However, we want to make sure that does not happen next year. We will be in contact with you in the coming year to make sure all students and advisors are very aware of the rules and regulations and to get everyone excited about presenting a paper. Also, the Committee will be preparing a biannual newsletter that will be posted online starting this spring. This newsletter will highlight coming events and opportunities for student chapters and individuals. Check out <http://www.sdite.org/> - the newsletter will be posted in the student section soon.

The results of the Student Chapter Competition will be announced in Charleston. So, hopefully everyone will be there to hear the results! For those of you who submitted a chapter report, we will send out the checks soon after the annual meeting. The winners of the Student Paper Competition and the Student Chapter Competition will be sent automatically by SDITE to International ITE for their competition by April 1, 2008.

We appreciate everyone's participation and dedication to the Southern District of ITE. As always, feel free to let me know if there is anything I can do to assist you or your student chapter. I hope to see you all in Charleston.

Dyan C. Damron, P.E.
Chair, SDITE Education and Student Chapter Committee

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EXHIBIT A-26 – Southern District Individual Awards

Southern District Institute of Transportation Engineers

HERMAN J. HOOSE DISTINGUISHED SERVICE AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over a period of years, has contributed outstandingly to the advancement of traffic engineering and the Southern District of the Institute of Transportation Engineers (ITE). The selection of the recipient is based on such traits as integrity, morality and leadership, individual accomplishments such as traffic engineering innovations, technical research and paper writing and organizational service such as meeting participation and Committee work.

The Southern District's Herman J. Hoose Distinguished Service Award is named after an individual who, by his personal integrity, leadership, and example, leads his fellow professionals to greater service. Herman J. Hoose was born and educated in Indiana. He pursued graduate studies at Purdue University, the Bureau of Highway Traffic at Yale University, and at the University of Tennessee. He is a registered Professional Engineer.

Herman served as an Assistant Traffic Engineer in Ft. Wayne, Indiana, a Traffic Engineer and Highway Planner for the Toledo-Lucas County Planning Commission in Ohio, and as Traffic and Highway Planner for the U.S. Corps of Engineers. In 1948, he went to Charlotte, North Carolina, as its first Traffic Engineer, serving initially as the Director of Traffic Engineering and later as the Transportation Planning Coordinator. His appointment as Traffic Engineer of Charlotte established one of the first such positions in the South.

Having joined ITE in 1942, Herman was currently a Fellow/Life Member. He served on numerous Committees and was the author of numerous articles and participated on the programs of many professional and civic organizations. Herman was a founding member of the Southern Section (now District) and served in all offices of the Section. He was also a charter member of the North Carolina Division (now Section).

For his outstanding contributions and sincere devotion to the profession of traffic engineering and for his special concern for the advancement of young professionals, the Theodore M. Matson Memorial Award was conferred upon Herman J. Hoose by International ITE in 1986.

Southern District Institute of Transportation Engineers

HERMAN J. HOOSE DISTINGUISHED SERVICE AWARD RECIPIENTS

1972	John D. Edwards, Jr.	1992	Edward E. Watt
1973	Jay W. Quinn	1993	James W. Yarbrough
1974	William S. Derrick	1994	Joe K. Donaldson
1975	James O. Litchfield	1995	Victor A. McSwain
1976	John F. Exnocios	1996	W. Hibbett Neel, Jr.
1977	Karl A. Bevins	1997	Richard Atkins
1978	Harold M. Raynor, Jr.	1998	George A. "Lonnie" Yates
1979	Joseph M. Thomas, Jr.	1999	Gaye G. Sprague
1980	C. Edwin Vick, Jr.	2000	Thomas E. Flynn
1981	Willis R. Deaton	2001	Darrell B. Skipper
1982	Earl C. Williams, Jr.	2002	Brent McKinney
1983	Peter S. Parsonson	2003	Marble J. Hensley
1984	Robert J. Dodge	2004	Eugene D. Arnold, Jr.
1985	Charles E. Alexander	2005	Phillip L. Wylie, Sr.
1986	James M. Dawkins	2006	William B. Finger
1987	Jack C. Marcellis	2007	Marsha Anderson Bomar
1988	Howard R. Chapman	2008	Dr. Robert E. Stammer, Jr.
1989	R.V. Moss	2009	Stanley F. Polanis
1990	Bruce Leonard	2010	Kenneth O. Voorhies
1991	Robert L. Vecellio		

Southern District Institute of Transportation Engineers

MARBLE J. HENSLEY INDIVIDUAL ACTIVITY AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over the previous year, has contributed outstandingly to the advancement of traffic engineering and the Southern District of the Institute of Transportation Engineers (ITE). The selection of the recipient is based on such traits as integrity, morality and leadership, individual accomplishments such as traffic engineering innovations, technical research and paper writing and organizational service such as meeting participation and Committee work.

The Southern District's Marble J. Hensley Individual Activity Award is named after an individual who had untiringly and unselfishly given of his time and talents to the furtherance of his profession and his professional organization. Marble J. Hensley was born in Smyrna, Georgia, and grew up on a small farm there, the oldest of five children. His father had a small engineering and surveying company, and Marble worked on the surveying crew and on the farm as a boy. He worked for Bell Aircraft and served in the Navy. After graduating in 1949 with a B.S. in Civil Engineering, he worked a short time for the Georgia Highway Department, for the City of Atlanta, and later for the City of Chattanooga. Marble entered private practice as a consulting engineer in 1960.

As Chair of the Board of Hensley-Schmidt, Marble was responsible for the organizing and coordinating the firm's internal operation as well as the company's projects throughout the southeast. In 1992, Hensley-Schmidt merged with Piedmont Olsen, and Marble served as a Director of Piedmont Olsen Hensley.

Mr. Hensley was registered as a Professional Engineer in 13 states and was registered as a Land Surveyor in two states. He was involved in many professional, civic, and community associations. He was one of the founding members of the Southern Section (now District) of ITE. Marble served as President of the Southern Section and as a Director and President of International ITE. In 1995, Marble was presented the Institute's highest honor when he was named as Honorary Member of ITE.

Southern District Institute of Transportation Engineers

MARBLE J. HENSLEY INDIVIDUAL ACTIVITY AWARD RECIPIENTS

1973	Roy D. Williams	1992	Thomas E. Flynn
1974	Peter S. Parsonson	1993	Gaye G. Sprague
1975	Joseph M. Thomas, Jr.	1994	Darrell B. Skipper
1976	Herman A. Hill	1995	Marsha Anderson
1977	Jack C. Marcellis	1996	Robert P. Murphy
1978	C. Edwin Vick, Jr.	1997	Phillip L. Wylie, Sr.
1979	W. Hibbett Neel, Jr.	1998	Douglas B. Robert
1980	James W. Yarborough	1999	Eugene D. Arnold, Jr.
1981	James M. Dawkins	2000	Robert R. Canfield
1982	Howard R. Chapman	2001	John Van Winkle
1983	R. V. Moss	2002	Jeremy R. Goode
1984	John D. Edwards, Jr.	2003	Craig M. Hanchey
1985	John F. Exnicios	2004	Karen L. Mohammadi
1986	Georga A. "Lonnie" Yates	2005	Calvin W. Leggett
1987	Victor A. McSwain	2006	Slade F. Exley
1988	Richard Atkins	2007	Kenneth O. Voorhies
1989	Brent McKinney	2008	W. Hollis Loveday
1990	Daniel S. Turner	2009	James D. Foster
1991	Donald H. Gaines	2010	William M. Seymour

Southern District Institute of Transportation Engineers

JOSEPH M. THOMAS YOUNG MEMBER AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over the person's young professional career, has contributed to the advancement of transportation engineering and the Southern District of the Institute of Transportation Engineers (ITE). The recipient shall be under the age of 35 years. The selection of the recipient is based on such traits as integrity, morality and leadership, and individual accomplishments such as traffic engineering innovations, technical research and paper writing. ITE organizational work to be considered, including participation and Committee work, can be at the District level or may only be at the Section level.

The Southern District Joseph M. Thomas Young Member Award is named after an individual who, by his personal integrity, leadership, and example leads young professional to greater service to the profession and to ITE. Joseph M. Thomas was born in Georgia and earned his degree at Georgia Tech. Joe has served 27 years with the City of Atlanta in several positions including Director of the Bureau of Traffic Engineering. He then spent seven years with Peek Traffic Systems as Vice President for IVHS and Manager of Traffic Engineering. He is currently IVHS Systems Manager for Post, Buckley, Schuh, and Jernigan. During the 1980's, Joe pioneered the development of a new distributed traffic control system which came to be known as the "closed loop system" and which is now used throughout the United States.

Joe is a registered engineer and is the author of over 100 technical papers, articles, texts in the traffic and transportation engineering fields. Throughout his career, Joe has been active in Committees and leadership positions in ITE and is a Fellow Member of ITE. He is a past president of the Southern Section (now District) and the Georgia Division (now Section) and is a past chair of the District Five Board. He also served as an International Director of ITE.

Probably the best evidence of Joe's dedication to younger members of the profession is in his teaching activities. He has served as a part-time instructor in traffic engineering courses at Georgia Tech. In addition, he has participated as an instructor in similar courses at Auburn University and served as co-principal instructor in the ITE Traffic Engineering Academy.

Southern District Institute of Transportation Engineers

JOSEPH M. THOMAS YOUNG MEMBER AWARD

1993	Hernan E. Pena, Jr.	2002	Richard B. Fangmann
1994	Craig M. Hanchey	2003	Jo Anne Tingle
1995	James A. Meads	2004	Jeffrey L. Hammond
1996	Robert R. Walker	2005	Kirsten B. Tynch
1997	Terry M. Snow	2006	William Brian Fulton
1998	John L. Hibbard	2007	Alison Catarella Michel
1999	Karen L. Mohammadi	2008	Michael R. Ridgeway
2000	Bayne E. Smith	2009	Dyan C. Damron
2001	Gregory D. Judy	2010	Kenneth Scott Walker

Southern District Institute of Transportation Engineers

JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD

The John F. Exnicios Outstanding Public Service Award is presented to a member of the Southern District who, over a period of at least 10 years as an employee in government public service in the transportation field, has contributed outstanding service to the community, to the advancement of traffic and transportation engineering in the public sector arena, and the Southern District ITE.

John Exnicios was born in New Orleans, Louisiana. In 1952, he graduated from of the Yale Traffic Bureau. (The original training ground for Traffic Engineers.) He has garnered the highest awards that ITE has to offer, including Honorary Membership and the Theodore M. Matson Award. He has received the Herman J. Hoose Distinguished Service Award and the Marble J. Hensley Outstanding Individual Activity Award from the Southern District. He is a member of the National Committee on Uniform Traffic Control Devices. He is a founder and past president of the Southern Section and has authored many papers and presentations on a variety of traffic engineering topics. He has contributed significantly to his community through his vast experience in traffic and transportation engineering.

John Exnicios was the City Traffic Engineer for New Orleans for 33 years. He was responsible for all traffic engineering projects such as the Superdome access, and the initial computerization of the signal system for Orleans Parish. Immediately following his retirement, Mr. Exnicios served as Director of Transportation for the Louisiana World Exposition supervising all transportation planning for the expected 11 million visitors to the Exposition. He was a volunteer to the Archdiocese of New Orleans to help coordinate Pope John Paul II's visit in 1987.

Since 1984, he has served as Principal Traffic Engineer for Urban Systems, Inc. and Krebs, LaSalle, LeMieux Consultants, Inc., in consulting practice specializing in many urban related projects in Louisiana and Mississippi. These include incident management planning, the port of New Orleans/rail/roadway interface, computerized signal systems, and integration of a major aquarium adjacent to the Mississippi River and historic Vieux Carre'.

Public Servants often ask, "Just what does it take to succeed?" John Exnicios showed that public service demands a person who is always ready to help with any project, large or small, that will benefit the community. It also takes the ability to give to a professional organization (ITE) that supports and nurtures the profession. As you can see, John Exnicios' life is indeed "seamless", which is exactly what a role model for other members, young and old, is supposed to be. He continues through his unceasing dedication to make the community, the profession, and ITE something for all of us to be proud of.

Southern District Institute of Transportation Engineers

JOHN F. EXNICIOS OUTSTANDING PUBLIC SERVICE AWARD RECIPIENTS

2006 W. Martin Bretherton, Jr.

2007 John Van Winkle

2008 Lynn E. Allsbrook

2009 Steven C. Strength

2010 Todd I. Long

Southern District Institute of Transportation Engineers

EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD

This award is presented at each Southern District Annual Meeting to an individual who, over that person's teaching career, contributed outstandingly to the education of future leaders in the transportation engineering field and to their local Section or the Southern District of the Institute of Transportation Engineers (ITE). The recipient shall have spent a significant portion of his or her career as an educator at a college or university. The selection of the recipient is based on such personal traits as integrity, morality, and leadership; individual accomplishments such as education, mentoring, technical research, and publications; and organizational service such as Student Chapter leadership, Section and District meeting participation and Committee or Officer work.

Because the South has been blessed with a number of outstanding educators at many of its Universities and therefore would be difficult to single out just one educator above all others, the award is not named after an individual. Therefore, the award is named the "Excellence in Transportation Engineering Education Award".

Southern District Institute of Transportation Engineers

EXCELLENCE IN TRANSPORTATION ENGINEERING EDUCATION AWARD RECIPIENTS

- 2008 Dr. Paul D. Cribbins
- 2009 Dr. Daniel S. Turner
- 2010 Dr. Robert E. Stammer, Jr.

Southern District Institute of Transportation Engineers

PRESIDENT'S AWARD

This award may be presented at a Southern District Annual Meeting to an individual who has made extraordinary contributions to the Southern District Institute of Transportation Engineers (ITE). Because of the special nature of the award, this award is not presented every year, but rather on only those occasions where special recognition outside of the normal awards is warranted.

Southern District Institute of Transportation Engineers

PRESIDENT'S AWARD RECIPIENTS

2009 Richard Atkins