



DISTRICT ONE BY-LAWS

Article I – Membership

Section 1.1 - Any Institute member who resides within the area designated for the District, and who is in good standing with the Institute and the District, shall be a member of the District. Throughout these By-Laws, the term “resides” refers to the individual's preferred Institute mailing address, either home or place of business.

Section 1.2 - District members shall be entitled to all the privileges of the District except that student members and Institute Affiliate members may not vote or hold elective office in the District.

Section 1.3 - There shall be a District membership committee consisting of five members of whom no less than three shall be Fellows. The committee shall review and take action on applications for admission or transfer received from the Institute. Applications shall be filed on forms prescribed by the Institute and applicants must meet the requirements for the Institute membership outlined in the Constitution. An affirmative vote of at least four shall constitute election or transfer. Otherwise, the application shall be forwarded to the District Board for review. A favorable vote by a majority of the entire District Board shall constitute election or transfer. Elections and transfers shall be reported to the Institute and shall become effective when the applicant has accepted, by payment of Institute and District fees and dues.

Section 1.4 - Any District member whose Institute membership has been forfeited shall also forfeit membership in the District, and will be reinstated to membership in the District only if reinstated to membership in the Institute. Any District member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the District Board.

Article II - Dues, Fees and Assessments

Section 2.1 - Annual dues shall be established by the District and shall be billed by the Institute at the time of billing Institute dues. Annual dues shall be payable January 1 each year.

Section 2.2 - The District Board may, by an affirmative vote of two-thirds of its entire membership, increase District dues by not more than ten percent in any calendar year. A dues increase in excess of ten percent shall be approved in accordance with Section 7.2.

Section 2.3 - The District Board shall distribute 80 percent of all District dues received from the Institute to Sections within the District on a paid member basis.

Section 2.4 - Any member whose District dues are more than six months in arrears shall lose the right to vote.

Article III - Nomination and Election Of Officers And Directors

Section 3.1 - The Elective Officers of the District shall be Chairman, Vice Chairman and Secretary-Treasurer. The District Board shall consist of the Elective Officers, the International Director(s) for the District (ex-officio), the living Past Chairman whose term as Chairman has most recently expired, and 15 Directors who shall be representatives designated by each Section in proportion to the membership of the Sections. The Executive Committee of the District Board shall consist of the Elective Officers, the International Director(s) for the District, and the living Past Chairman whose term as Chairman has most recently expired. Officers shall be elected annually for a term of one year and shall take office January 1.

Section 3.2 - No member shall occupy the same elective office for more than two consecutive terms.

Serving International Directors and the immediate Past Chairman may not hold elective office.

Section 3.3 - In the event of a vacancy occurring in the office of Chairman, the unexpired term shall be filled by the Vice Chairman. In the event of a vacancy occurring in any other elective office, the District Board shall elect a member to fill the unexpired term.

Section 3.4 - For the purposes of establishing the rights of representation on the District Board, the census of the Sections within the District shall be the latest official census of the Institute.

Section 3.5 - Except for the office of Secretary-Treasurer the Nominating Committee shall nominate from the District membership-at-large, one or more qualified candidates for each elective office. The Nominating Committee shall nominate at least two qualified candidates for the office of Secretary-Treasurer. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than October 1.

Section 3.6 - Not later than November 1, the Secretary-Treasurer shall provide to all members of the District Board a ballot containing the names of all nominees, with voting instructions, voter validation and the Past Chairman's return address. The balloting instructions shall advise that ballots must be returned not later than November 20. After November 20 and prior to December 1, the ballots shall be canvassed by the Past Chairman and the candidate receiving the highest number of votes for each office shall be declared elected. In the case of a tie, the Past Chairman, Chairman, and Vice-Chairman shall select one of the candidates.

Article IV - Nomination and Election Of International Directors

Section 4.1 - The Nominating Committee shall nominate two or more qualified candidates for the office of International Director. Written consent to hold office if elected must be received from each person nominated.

Section 4.2 - The Nominating Committee shall transmit its list of nominees and letters of consent to hold office if elected to the Secretary-Treasurer not later than 120 calendar days prior to the Annual Meeting of the Institute.

Section 4.3 - Not later than 90 days prior to the Annual Meeting of the Institute, the Secretary-Treasurer shall provide to the members of the District the list of

candidates nominated by the Nominating Committee. Providing the list of candidates in newsletters and web sites of the District and its Sections shall be adequate.

Section 4.4 - Additional nominations may be made by petition, signed by not less than 15 voting members of the District, with at least three petitioners from each Section in the District. Each such petition shall be accompanied by the written consent of the nominee to hold office if elected and each such petition shall be received by the Secretary-Treasurer not later than 75 days prior to the Annual Meeting of the Institute.

Section 4.5 - Not later than 45 days prior to the Annual Meeting of the Institute, the Secretary-Treasurer shall provide to each member of the District, except student members of the Institute and Institute Affiliate members a ballot listing the candidates alphabetically, with voting instructions, voter validation and the Secretary-Treasurer's return address.

Section 4.6 - The Executive Committee of the District Board shall at its January meeting, establish an official deadline for receipt of ballots that shall fall not later than 15 days prior to the Annual Meeting of the Institute.

Section 4.7 - The Chairman shall appoint a Tellers Committee which shall be composed of three members.

Section 4.8 - The Secretary-Treasurer shall provide the Tellers Committee with a list of members eligible to vote as of the canvassing date. All ballots shall remain unopened until validated by the Tellers Committee.

Sections 4.9 -The Tellers Committee shall tally the valid ballots prior to the Annual Meeting of the Institute and the candidate receiving the highest number of votes shall be declared elected. In the event of a tie, the winner shall be decided by the drawing of lots.

Section 4.10 - The ballots shall be destroyed only at the direction of the District Board.

Section 4.11 - Should the office of International Director become vacant, the District Board shall appoint an International Director to complete the unexpired term.

Article V – Meetings

Section 5.1 - There shall be an Annual Meeting of the District not later than 60 days prior to the Annual Meeting of the Institute. During the Annual Meeting of the District, there shall be both a meeting of the District Board and a District Business Meeting.

Section 5.2 - There shall be an organizational meeting of the Executive Committee of the District Board during January to conduct the administrative functions of the District. The Executive Committee shall recommend an annual line item budget and other motions for adoption at the next meeting of the District Board. The District Chairman may call additional meetings of the District Board or the Executive Committee of the District Board as need dictates.

Section 5.3 - The Annual Meeting shall be hosted by each Section of the District in rotation. The Host Section shall appoint the Local Arrangements Committee, including a Chairman and Vice Chairman, to organize and coordinate the arrangements for the Annual Meeting.

Section 5.4 – Not later than the Executive Committee organizational meeting in the year prior to the Annual Meeting, the Local Arrangements Committee shall provide the Executive Committee with detailed evaluations, including preliminary budgets, proposed dates and hotel commitments, for three or more alternative venues. At or before the following District Board Meeting, the Executive Committee shall recommend one meeting proposal to the District Board for final ratification.

Section 5.5 - The Executive Committee shall approve a final budget at the organizational meeting immediately preceding the Annual Meeting. The budget shall include an itemized schedule of expenditures and revenue, including fees for registration, sponsors, and exhibits. Thereafter, any anticipated expenditure that exceeds the budgeted amount by more than \$500 shall require Executive Committee approval.

Section 5.6 - The District Board shall provide a monetary advance to the Local Arrangements Committee to cover the start-up costs of the Annual Meeting. As needed, the Host Section may provide a monetary advance to cover any additional start-up costs. A Host Section may provide a grant to sponsor an item that is identified in the approved budget or otherwise approved by the Executive Committee.

Section 5.7 - The Local Arrangements Committee shall submit the hotel contract to Institute Headquarters for review, and should make any recommended changes. The Local Arrangements Committee shall obtain Executive Committee approval before signing any contract provision that Institute Headquarters deems questionable or objectionable.

Section 5.8 - The Local Arrangements Committee shall provide a full financial accounting of the Annual Meeting to the Executive Committee within 60 days after the Annual Meeting. The Executive Committee

shall approve the payment schedule before any payments, except contracted payments, are made.

Section 5.9 - The proceeds from the Annual Meeting fees shall be used to pay budgeted Annual Meeting expenses. Payment shall be made in the following priority order: contracted costs, such as hotel and transportation; the District monetary advance; the Host Section monetary advance.

Section 5.10 – The District bears full fiscal responsibility for the Annual Meeting. As such, it shall receive any surplus generated, and be liable for any shortfall. The District Board shall determine the means for covering the shortfall including using accumulated surpluses from previous Annual Meetings.

Article VI – Government

Section 6.1 - The Chairman shall preside at meetings of the District and of the District Board, provided, however, that when the Chairman is unable to do so, the Vice Chairman shall preside at meetings and discharge the duties of the Chairman.

Section 6.2 - A majority of the District Board shall constitute a quorum.

Section 6.3 - The Chairman shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 - The Chairman shall appoint annually, in January, a Nominating Committee, which shall include at least one representative from each Section in the District.

Section 6.5 - The Chairman shall appoint the District Membership Committee, other Standing Committees and such special committees as may be desirable, with the approval of the District Board.

Section 6.6 - The Executive Committee of the District Board shall appoint a District Administrator with the concurrence of the District Board. The function of the District Administrator shall be to assist the Executive Committee in running the District. The District Administrator shall determine the mailing address of the District for banking and other purposes. The position of District Administrator shall have neither a vote on the District Board nor signature rights to the bank accounts.

Section 6.7 - The District Board shall submit a written annual report to the Institute not later than January 31. The report shall include a summary of District and Section activities for the previous calendar year.

Section 6.8 - The Secretary-Treasurer shall inform the Institute in writing of the names and addresses of the Elective Officers of the District and the dates on which the term of each begins and expires, not later than 30 days after their election or appointment.

Section 6.9 - The District Board may issue Charters establishing Sections within its area upon written request of at least eight voting members residing in a proposed Section area. The Charter shall be in a form approved by the Board of Direction of the Institute.

Section 6.10 - The District Board may issue Charters establishing Student Chapters at graduate or undergraduate schools, whose standing is recognized by the Institute, within its area 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.

Section 6.11 – In matters where the District is to issue a public statement or take a public position on a transportation or traffic matter, the policy statement or public position shall be reviewed by the District Board, advising the membership as soon thereafter as practicable.

Article VII - Voting and Voting Eligibility

Section 7.1 - Voting for Officers and International Directors, for amendments to these By-Laws, for petition to amend the Charter, and for other matters which affect the relationship of the District to the Institute shall be by secret ballot.

Section 7.2 - When a secret ballot is required, except as otherwise indicated in Section 3.6, not later than 30 days prior to the canvassing date, the Secretary-Treasurer shall provide to each member of the District, except student members of the Institute and Institute Affiliate members a ballot, with voting instructions, voter validation and the Secretary-Treasurer's return address.

Section 7.3 – The Chairman shall appoint a Tellers Committee which shall be composed of three members.

Section 7.4 – The Secretary-Treasurer shall provide the Tellers Committee with a list of members eligible to vote as of the canvassing date. The ballots shall remain unopened until validated by the Tellers Committee.

Section 7.5 - The Tellers Committee shall tally the valid ballots and report the results to the Secretary-Treasurer.

Article VIII – Amendments

Section 8.1 - Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the District Board or by written petition signed by at least 15 voting members.

Section 8.2 – Proposed amendments to these By-Laws shall be submitted to the membership in accordance with Article VII.

Section 8.3 - An affirmative vote of a majority of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws.

Section 8.4 - Amendments to the By-Laws so adopted shall be filed within 30 days after adoption and shall take effect upon being filed with the Institute.

Article IX – District Awards

Section 9.1 - At the Annual Meeting, the District may present District Awards for Best Section, Best Student Chapter and Best Student Paper. These awards may be given to the District nominees for the International ITE Awards in the same categories.

Section 9.2 - At the Annual Meeting, the District may present an award to an individual for Outstanding Service to the District. This Award shall be designated as the Harvey B. Boutwell Distinguished Service Award in honor of the first District One Administrator.