

Colorado/Wyoming Section of the Institute of Transportation Engineers

Policy Decisions Document



Last Updated: April 30, 2015

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Purpose

The purpose of this document is to identify the historical decisions made by the past Executive Officers and Executive Committee Members. These decisions will serve to help guide future direction for the Section when requests are made of the Section for items or accommodations with the potential to impact the Section and/or the membership.

The intent of this document is to serve as a “living” reference and is not intended to replace by supplement the *Institute of Transportation Engineers Western District (District 6) Colorado/Wyoming Section Bylaws* or the *ITE Colorado/Wyoming Section Executive Committee Handbook*.

Document Maintenance

This document is the responsibility of the immediate Past President to maintain on an annual basis, updating the content as deemed necessary by the current Officers and Executive Committee. In addition, this document is to be made available to the membership of the Colorado/Wyoming Section of ITE via the Section website.

Definitions

In this document, use of the term “Section” or “CO/WY ITE Section” or the like will be in reference to the Colorado/Wyoming Section of the Institute of Transportation Engineers.

The term “Officers” or “Section Officers” or the like will refer to the members currently holding the positions of the Executive Officers (the President, Vice-President, Secretary/Treasurer and immediate Past President), as defined in the Section Handbook.

The term “Executive Committee” or the abbreviation “EC” or the like will refer to the members currently holding the positions of the Officers and various committee chairs that make up the Executive Committee, as defined in the Section Handbook.

The term “Section Membership” or “Membership” or the like will refer to the current members in good standing, as defined in the Section Handbook.

The term “Section Affiliate” or the like will refer to a participant of the Section who is not a member of the International Institute of Transportation Engineers professional society.

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1. Meeting Announcements for the ITE Organization

Policy

The Section will post the following on the Section calendar:

- International events relevant to the membership as determined by the current Section Officers;
- Western District events upon request or as determined relevant by the current Officers;
- Non-conflicting events for other ITE Sections upon request and approved by the current Section Officers.

Distribution of an associated e-mail announcement for an event added to the Section calendar will be determined on a case-by-case basis by the current Section officers.

Discussion

Support of other ITE sections, the Western district and International meetings is appropriate for the CO/WY ITE Section. Knowledge of events that may be of interest to the Section membership should be included on the Section website and calendar. However, email notification of an event to support other ITE organizations should be evaluated on a case-by-case basis, factoring in the interest of the Section membership and conflict with any events by the Section. For example, a request by the Intermountain Section to announce their annual section meeting in Jackson, WY and notification to the CO/WY membership of a training opportunity in advance of the meeting was determined as appropriate for distribution.

Current posting that should be considered on an annual basis for others include:

- Annual ITE Student Leadership Summit (typically held in February)
- Wyoming Engineering Society Convention (typically held in February)
- International Annual Technical Conference and Exhibit (typically held in March)
- Intermountain Annual Meeting (typically held in May)
- Western District Annual Meeting (typically held in July)
- International Annual Meeting (typically held in August)

Date

April 10, 2014



1. Meeting Announcements for the ITE Organization (continued)

Revision

Revised Date



2. Announcements for Other Professional Society Events

Policy

The Section will not be responsible for promoting events for other professional organizations unless the Section is an active partner.

Discussion

The Section is not responsible for supporting events being put on by other professional organizations. Joint events should definitely be supported, advertised and announced by the CO/WY ITE Section. An example would be the Annual Spring Transportation Symposium on years when CO/WY ITE is not the lead. However, the CO/WY Section does not have a responsibility to show support for other events being put on by “competing” organizations such as WTS, ASCE, APWA, APA, ITS, and the like. To review other events on a case-by-case basis by the Officers would be in the best interest of the Section. The Officers should determine if placing a notice on the Section calendar and/or sending out a notice to inform the membership, is appropriate.

Date

April 10, 2014



2. Announcements for Other Professional Society Events (continued)

Revision

Revised Date



3. Posting of Candidates on the Section Website

Policy

The Section will not post or distribute (either on the website or by e-mail) information for individual candidates of any elections outside of the CO/WY ITE Section. The Section will post announcements linking to other websites as deemed appropriate by the current Section Officers.

Discussion

The Section should not post announcements, bios, etc. for any individual candidates of ITE related elections in other sections, the Western District or other districts, or at the International level. Instead, an announcement on the front page of the Section website can be provided for elections that the Section Officers deem to be appropriate, which provides a link to the respective website where all of the candidate bios or other information can be found, if available. The Section should make an effort to post links on the CO/WY ITE Section website on an annual basis for the International and Western District candidates.

Date

April 10, 2014



3. Posting of Candidates on the Section Website (continued)

Revision

Revised Date



4. Western District & International Candidacy at Section Meetings

Policy

The Section will allow both International and Western District candidates, or a designated representative, to attend the May meeting in order to hand out election information and present a brief speech, with the duration determined by the Section organizer based on the event schedule. The Section will also allow candidates to send printed information to be placed on the luncheon tables on their behalf.

Discussion

The Section has traditionally allowed District or International candidates to disseminate information at the May meeting either in person or by sending brochures or pamphlets to the current Section President to distribute to the membership at the registration table or on the lunch tables.

Date

August 15, 2014



4. Western District & International Candidacy at Section Meetings (continued)

Revision

Revised Date



5. Solicitor Booths & Materials at Section Meetings

Policy

The Section will not allow booths at monthly luncheon meetings. In addition, the Section will not allow any promotional materials to be distributed at monthly luncheon meetings.

Discussion

Whether the solicitor is a current private company sponsor of the Section, a local agency, a non-profit or charity, or a related or unrelated business entity, the Section is not interested in allowing booths to be set up at the monthly luncheon meetings. The only exception will be the annual Vendor Show, where the requesting party would be responsible to procure a booth through the standard Vendor Show process. An example would be recent requests for advertising presence at regular luncheon events including a CDOT recruitment booth and a booth for an insurance agent, both of which were politely declined.

Furthermore, whether a solicitor is a current private company sponsor of the Section, a local agency, a non-profit or charity, or a related or unrelated business entity, the Section is not interested in allowing any solicitations in the form of pamphlets, or the like, to be distributed at the monthly luncheon meetings. Exceptions include candidate election information at the May luncheon meeting (see the previous discussion in the ***Western District & International Candidacy at Section Meetings*** policy), and job opening advertisements so far as the opening is for a job position currently accepted for advertisement on the CO/WY ITE website.

An exception may be permitted, at the discretion of the Section Officers, for materials supplied by the presenter at the luncheon meeting, provided the information is relevant to and supplements the discussion topic.

Date

April 10, 2014



5. Solicitor Booths & Materials at Section Meetings (continued)

Revision

Revised Date



6. Organizational Membership Opportunities

Policy

The Section will not become a member of the Colorado Engineering Council (CEC) at this time, but to re-evaluate in the future if the CEC becomes more active or additional benefit to the Section is apparent. The Section Officers will be responsible for evaluating future membership opportunities with the CEC or other possible professional organizations for the Section to join.

Discussion

The Section was asked to become members of the Colorado Engineering Council (CEC). After a review of the CEC website, it was apparent that the CEC has not been active for the past several years. While there are many related professional organizations that are current members of the CEC, membership did not appear to be of any benefit to the CO/WY ITE organization or offer any additional opportunities to Section members. The current Officers should consider any invitations for the Section to join larger organizations on a case-by-case basis. The determination should include a review of the organization's website and an evaluation of the potential benefits joining such an organization could offer the Section's membership compared to the associated cost of Section participation.

Date

April 10, 2014



6. Organizational Membership Opportunities (continued)

Revision

Revised Date



7. Annual Elections

Policy

The Section Officers will clearly communicate to the membership voting eligibility prior to annual elections. The Section will distribute a message to ineligible members, as determined based on the requirements outlined in the *Section Bylaws*, by no later than April 15 of each year. The message will indicate the specific cutoff date for obtaining eligibility.

Discussion

The Section Bylaws state that “Members in good standing” are eligible to vote in Section elections. Members that are in arrears for more than three months are not in “good standing”. The Section must rely on information from the Institute to determine a member’s “good standing”. Most years, the Institute distributes a list of members in the Section who are more than three months in arrears. For clarity, the Section wants to specifically define “good standing” with an associated cutoff date. Members not in “good standing” about two weeks before the election (or vote) opens are ineligible.

To assist members, the Section will send a courtesy message to ineligible members by April 15 notifying them that they are not in “good standing” and are ineligible to vote. The message will indicate the specific deadline (about two weeks before the election opens) by which eligibility will be determined. This is anticipated to be sufficient time for those members to rectify the situation before the May election. The delinquent list can be explicit (as sent from the Institute) or apparent (based on the information gathered from the Institute). The notification of delinquency should include a confirmation of the cutoff date.

This policy was applied for the 2014 Secretary-Treasurer election and should continue to be applied in future years until such time as the Section Officers determine a need to revise the policy.

Date

May 15, 2014



7. Annual Elections (continued)

Revision

Revised Date



8. Consistent Messaging to the Membership

Policy

The Section Officers, committee chairs, coordinators and leaders will send messaging intended for distribution to the Section membership to the Vice President who will confirm/finalize the message content and direct the Webmaster, the Newsletter Editor, and the Social Media Coordinator to issue the message content, with a specific start and end date as required. Articles that will only be posted in the newsletter will continue to be sent to the Newsletter Editor.

Discussion

There are a number of methods and media used by the Section to communicate with the membership. The Section wants to be consistent and intentional with any and all messaging. The Section Officers should monitor and control the messaging to the membership for the entire Executive Committee. All information should be coordinated through the current Vice President. The Vice President will then direct consistent message distribution (e-mail, website, social media, WesternITE, etc.). Some effort will also be required to coordinate between the Vice-President and the Secretary-Treasurer (newsletter editor-in-chief) regarding messaging consistency between the newsletter and the other media.

Date

August 15, 2014



8. Consistent Messaging to the Membership (continued)

Revision

Revised Date



9. Job Postings

Policy

The Section will post jobs to the website deemed by the current Officers to be beneficial and of interest to the membership. This would include out-of-state positions. Ads will be placed for jobs for which applications will be accepted for a minimum duration of two weeks. Job postings will be posted to the Section website within three (3) business days of receipt of the following items by the current Secretary/Treasurer: (a) submittal of a job posting request duration; (b) an approved formatted ad; and (c) confirmation of payment (no payment required for public entities or the first job posting submittal of the fiscal year by Section sponsors). The Section will require a deadline for all job postings, with a maximum duration of 90 days, based on the following conditions:

- the ad will be removed as soon as possible upon notice from the submitter of the advertised position being filled;
- the ad will be removed one (1) month after submitted, and again two (2) months after submitted, unless the submitter of the posting communicates to the Secretary/Treasurer via phone or email that the position has yet to be filled.

In addition, any job posting currently on the CO/WY ITE website at the time of editing for the upcoming distribution of *Conveyance*, as determined by the Newsletter Editor, will be included in that version of the newsletter.

Discussion

The previous policy regarding the duration of job posting was the advertisement would be displayed on the Section website for three months, until the submitting organization was no longer accepting responses for the open position, or the position had been filled, whichever occurred earliest. Similarly, job postings were printed in the newsletter for three issues, until the organization was no longer accepting responses for the open position, or the position had been filled.

However, several issues arose regarding effectively managing and coordinating posting job announcements on the website and in the newsletter, including:

- Short Deadlines: Job postings with short deadlines (less than 2 weeks) needlessly added workload on the Section volunteers and sometimes resulted in requests for re-postings and extensions. As a result, the need for a minimum posting duration should be imposed.



9. Job Postings (continued)

- Position Expiring: There was no real incentive for companies that submitted a job posting to let the Section know if the position had been filled and/or the posting had been removed before three months. However, keeping a job link up on the Section website that was no longer active or continuing to advertise for a job in the newsletter that had been filled made the Section look incompetent, to no fault of the Section volunteers. As a result, the need for more responsibility on the advertiser to request the job posting to be maintained.
- Coordination: There were many potential difficulties related to coordinating the postings between the website and the newsletter. If the advertisement happened to occur during the year when there was an off month for the newsletter, the posting could be long removed from the website and still be printed in a third newsletter. As a result, the need to base advertising in the newsletter on the latest status of the website job postings.
- Advertisers: Any company should be allowed to advertise on the Section website and in the newsletter regardless of their involvement in the Section and the location of their offices. However, only businesses in the traffic and transportation industry, or that the Executive Officers deem of benefit and interest to the Section membership, shall be allowed to advertise.

Date

August 15, 2014

Revision

Revised Date



10. Distribution/Publication of Section Membership or Event Participation Information

Policy

The Section will not post the Section membership list or event attendance information on the Section's website. This information will only be distributed amongst the Executive Committee for the purposes of Section business.

Discussion

Periodically, information regarding the Section membership or attendance at a particular event is requested from the Section. Typically this is for the purposes of marketing to the Section membership. Belonging to the COWY ITE Section or attending one of the Section's events should not subject individuals to unsolicited contact from unknown individuals.

See the non-disclosure statement on the next page provided by the International Institute of Transportation Engineers.

Date

August 15, 2014

Revision

Revised Date



April 17, 2015

Mr. Gregory A. MacKinnon, P.E.
Denver Regional Council of Governments
1290 Broadway
Suite 700
Denver, CO 80203-5606
USA

Re: Request for ITE Membership Information

Dear Gregory,

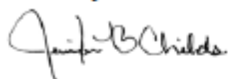
Thank you for contacting the Institute of Transportation Engineers (ITE) with a request for an electronic list with select ITE membership (contact) information. I have enclosed the requested list, in the Microsoft Office Excel format, as an attachment to the e-mail.

In honoring the individual members' privacy, the information contained on the attached list is not to be reused for any purpose(s), in particular, for use by any commercial entity.

For clarification about this, or if you have any questions about the list, please feel free to contact me by e-mail at jchilds@ite.org, or phone at +1 202-785-0060 ext. 124.

Thank you for your cooperation.

Sincerely,



Jennifer B. Childs
Membership Associate–Data Services
Enc.

11. Discounted Luncheon Meeting Rates

Policy

The Section will offer discounted rates to Section luncheon meetings as follows:

- Student and retired members: \$5
- Section Officers working at the event (typically President, Vice-President and Secretary/Treasurer): \$0
- Event honorees and speakers: \$0
- One guest per honoree: \$0

Discussion

Many unwritten policies had been followed for years regarding specific attendees at regular Section luncheons being offered a discount. In order to promote increased attendance at meetings by the future of the transportation industry (i.e., students) and previous contributors to the transportation industry (i.e., retirees), a reduced rate should be bestowed upon the aforementioned two groups of members. The Officers who are responsible for organizing and running the regular Section luncheons (typically the President, Vice President and Secretary-Treasurer) shall not be required to pay to attend those events at which they are “working” as volunteers, nor shall other Executive Committee members responsible for a Section meeting or special events of their organizing (i.e., Vendor Show, Meet and Greet, Continuing Education presentations, or the like). However, this does not apply to the Golf Tournament, due to the number of organizational committee members and purpose of raising scholarship funds, or the Spring Transportation Symposium, as this event is a joint effort with other professional organizations.

Honorees, for such bestowments as Lifetime Achievement Award, Transportation Professional of the Year, and Life Member Certificate recipients shall not be required to pay a fee to attend the luncheon meeting to which they are to be presented with an award. Furthermore, for the significant awards of Lifetime Achievement and Transportation Professional of the Year, recipients shall be allowed to bring one family member/special guest to be a witness of the event at no cost to them for the regular luncheon at which they are presented with their award.

Speakers at regular luncheons shall not be required to pay a fee to attend the meeting at which they have been solicited by the Section to present. For purposes of the Meet and Greet, the featured agency will be permitted as many as 20 staff attendees free of charge.

Date

August 15, 2014



11. Discounted Luncheon Meeting Rates (continued)

Revision

Revised Date



12. Scholarship Funding Sources

Policy

The Section's share of the profit from the Spring Transportation Symposium and the revenue generated by the Annual Section Golf Tournament shall be placed in the Student Scholarship account.

Discussion

This is a long standing action by the Section that was never officially written in policy form. The Spring Transportation Symposium has continually grown in the number of partnering organizations, quantity of sessions and quality of presentations, and professionalism of the overall event. This growth has also been reflected by the participation and registration numbers each year, which directly contributes to the profit generated by this mini-conference. Meanwhile, the success of the Annual Golf Tournament typically more directly reflects the state of the economy. Regardless, the gathering has yet to fail in providing a fun, networking opportunity for transportation professionals and turning at least a small profit.

These two events were created, among other reasons, to contribute toward an important Section goal of assisting the Section's student members with additional scholarship funds. As a result, the Section has committed to contributing the Section's entire portion of the profits from the annual Symposium and Golf Tournament toward the student scholarship account.

Date

April 17, 2015



12. Scholarship Funding Sources (continued)

Revision

Revised Date



13. Student Membership Funding

Policy

Student Section Members will be eligible for reimbursement by the Section for their first year professional membership fee to the Institute of Transportation Engineers society (currently identified as \$30).

Discussion

As an attempt to provide an incentive to graduating students active in the Section who are entering the professional arena to stay involved in ITE (local Section or otherwise), the Section has decided to conduct a one year trial of a policy to pay the reduced first year fee of new professional members of the Institute of Transportation Engineers. Students must be in good standing with the Section (i.e., not owe the Section any funds), receive a recommendation from the Executive Board Student Liaison to their student chapter, or by a professor or student advisor if no liaison is currently assigned to their student chapter, identifying the student as an active member of the student chapter of ITE.

This trial will be conducted for the fiscal year 2015-2016 and reviewed thereafter for a refinement or continuation of the policy as is.

Date

April 17, 2015



13. Student Membership Funding (continued)

Revision

Revised Date



14. Obituaries

Policy

When made aware of the death of a Section Member or a person of interest in the transportation industry, the Section will post a link to the official obituary of the deceased on the front page of the website for two weeks.

Discussion

In the interest of the privacy of the deceased and their family, and so as not to infuse any speculation or opinions relative to the deceased, the Section decided to post a link to the official obituary rather than creating our own obituary. This will not require bothering the family for approval or verification of information.

Date

April 17, 2015



14. Obituaries (continued)

Revision

Revised Date



15. Mid-year Section Affiliate & Sponsorship

Policy

No prorated fees will be afforded for Section Affiliate applications received mid-year.

No prorated fees will be offered for company sponsorship applications received throughout the year.

Discussion

With the Section Affiliate fee not considered exorbitant, there is no reason to offer a reduced rate or prorated amount for applications received mid-year (i.e., not at or near the beginning of the calendar year).

With companies having the option to apply for sponsorship at any time, prorated discounts do not need to be offered for applications received throughout the year. However, mid-year applicants shall be made aware that sponsorship runs from the time of sign-up until the next August 31st. All sponsors are required to reapply for the next fiscal year, which begins on September 1st. A sponsor may choose to delay application until the beginning of the next fiscal year.

Date

April 30, 2015



15. Mid-year Section Affiliate & Sponsorship (continued)

Revision

Revised Date



16. [Future New Policy]

Policy

Decision/Direction

Date



16. [*Future New Policy*] (continued)

Revision

Revised Date

