



Texas District Winter 2011 Board Meeting
 Conference Call (866) 726-6516 code 27426287
 9:00 AM – 11:00 AM
 Thursday, December 15, 2011

TexITE Board of Directors (Voting Members)

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
President	Brian Shamburger	Kimley-Horn and Assoc.	N	Y
Vice-President	Dave Carter	City of Richardson	N	Y
Secretary-Treasurer	Melisa Finley	TTI	Y	Y
International Director	Gary Thomas	TTI	N	Y
Past President	Gilmer Gaston	Pape-Dawson	N	Y
At-Large Representative	Jere Hart	X8Environmental	N	Y
Brazos Valley Section Rep	Kevin Balke	TTI	N	Y
Capital Area Section Rep	James Kratz	Jacobs	N	
Greater Dallas Section Rep	Brian Moen	City of Frisco	N	Y
Greater Ft. Worth Section Rep	Natalie Bettger	NCTCOG	N	
Greater Houston Section Rep	Manu Isaac	Kimley-Horn and Assoc.	N	Y
South Texas Section Rep	Kerri Collins	Pape-Dawson	Y	Y

Committee Chairpersons and Leadership

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
Awards Committee	Melisa Finley	TTI	N	Y
Consultants Council	Paul Luedtke	HDR	N	N
Legislative Committee	Walter Ragsdale	Ragsdale Consulting	N	N
Future Engineers Committee	Matt Johnson	Freese and Nichols	N	N
Membership Committee	Nanditha Togar	Urban Engineers Group	N	N
Newsletter Committee	Matt Johnson	Wilbur Smith Associates	N	N
Past Presidents Committee	Wayne Kurfees	Kimley-Horn and Assoc.	N	N
Program Committee	Dave Carter	City of Richardson	N	Y
Technical Committee	Paul Luedtke	HDR	N	N
Transit Committee	Tom Ryden	Parsons	N	N
Younger Members Committee	Matt Sneed	Kimley-Horn and Assoc.	N	N
District Administrator	Jim Williams	University Texas Arlington	N	Y
District Database	Susan Langdon	Savant Group	N	N
Historian	Jason Crawford	TTI	N	N
Student Chapter Liaison	Robert Saylor	City of Richardson	N	N
Website	Gary Thomas	TTI	N	Y
LAC – Garland 2011	Allison Franz	City of Garland	N	N
LAC – San Marcos 2012	Alex Reyna	Bury+Partners	N	N
	Sabbas Avila	City of San Marcos	N	N
LAC – Fort Worth 2012	Natalie Bettger	NCTCOG	N	N
	Jennifer Butcher	Savant Group	N	N

Additional Attendees

<u>Position</u>	<u>Name</u>	<u>Firm</u>	<u>WrRpt</u>	<u>Attend</u>
Secretary-Treasurer Elect	Kirk Houser	City of Longview	NA	Y

1. Call to Order 9:06 am. Shamburger
2. Approval of September 2011 Board Meeting Minutes Finley
 - a. Amendment: Added "Discussion on visits to possible venues. Leaning toward a downtown venue." Local Arrangements Committee Reports Fall 2012 Fort Worth Section report.
 - b. Jere Hart motion as amended. Dave Carter second. Unanimously approved.
3. International Director Report Thomas
 - a. Last meeting in October in D.C. Gilmer Gaston (new International Director) also attended. A slight increase in 2013 dues approved.
4. District Administrator Report (*see attached*) Williams
 - a. Treasurer's Report file
 - i. Received final check from ITE.
 - ii. Fort Worth meeting finalized.
 - iii. Waiting on one check from TTI for Garland meeting – Jim Williams to contact Karen Smith at TTI.
 - iv. Gilmer Gaston to follow-up with CCTexITE about their revenue line item.
 - v. Student Chapter support - Having problems getting chapters to provide rosters. Going to go ahead and cut checks based on rosters we have to date.
 - vi. Jim Williams to move \$100 dollars from "Plaques" to "D9 Student Chapter Award Plaque."
 - vii. Going to write check for ITE contributions soon.
 - viii. Dave Carter needs to submit receipts for ITE Annual Meeting reimbursement ASAP.
 - b. Meetings account
 - i. Have a large excess. Mainly due to dues increase and meetings now making money.
 - ii. Gilmer Gaston noted that our District dues are the highest among the ITE Districts (most are \$25 and we are \$50).
 - iii. In 2012, the Board needs to look at ways to provide more services to members with the excess money.
5. Treasurer's Report (*see attached*) Finley
 - a. Add CCTexITE back into revenue. Gilmer Gaston to follow-up.
 - b. Discussion of Student Chapter Travel Support
 - i. Brian Shamburger motion – If requested, all student chapters can be reimbursed up to \$900 for travel expenses (does not hotel or meals). If the student chapter is more than 1000 roundtrip miles from the meeting location they can be reimbursed up to \$1500. Documentation of expenses required. Must comply with District Policy. Dave Carter second. Unanimously approved.
 - ii. Dave Carter and Brian Shamburger to put together action plan to address Student Chapter Travel Support language in District Policy Manual and to revise reimbursement form.
 - c. Outstanding Student Chapter and Student Awards
 - i. Outstanding Student Chapter Award increased to \$1000.

- ii. Need to discuss selection process for Outstanding Student Awards with Robert Saylor.
 - d. Awards
 - i. Award Committee recommendations
 - 1. No longer a monetary award for Transportation Engineer of the Year or Younger Member of the Year. Purchase a nice gift instead.
 - 2. Increase monetary award amount for Technical Paper Award to \$1000.
 - 3. Do away with 2nd and 3rd place winners for the Section Activity Award. No longer a monetary award for 1st place. Instead comp registration for one officer from the winning Section to attend two TexITE meetings (within in the year award is won) and reimburse for travel expenses (does not hotel or meals).
 - 4. Board agreed with these recommendations.
 - ii. Melisa Finley to recommended language for the District Policy Manual reflecting these changes.
 - e. Traffic Bowl Equipment
 - i. Most parts donated in-kind.
 - ii. Increased to \$500 to account for money needed to obtain/build our own equipment.
 - f. Melisa to revise 2012 proposed budget based on input and send back out to Board for review. Approval will occur via email in January 2012.

6. Vice-President's Report Carter
 a. No report.

7. President's Report Shamburger
 a. Working on developing a public outreach program on distracted drivers. Currently developing an action plan. Planning to start making presentations to ISDs at the beginning of 2012. Brian Moen is helping out.

8. Local Arrangement Committee Reports Franz
 • Fall 2011, Garland – Financial Close Out
 a. No report.

• Spring 2012, San Marcos Carter
 a. Program Committee Meeting on 12/13/11.
 b. Social on river at the San Marcos Recreation Center.
 c. Embassy Suites is the hotel.
 d. Discussion about needing a golf tournament and a racquetball tournament.

• Fall 2012, Fort Worth Section Shamburger
 a. Hotel contract signed.
 b. Worthington Hotel in downtown Fort Worth.
 c. Dates: August 29-31, 2012.

• Spring 2013, Richardson Carter
 a. Looking at holding it the week of the Wildflower Festival (on the weekend) so meeting would be Weds-Fri before but it will be in May 2013.
 i. Discussion regarding move from March to May.

- ii. Board decided to keep meeting in March or April.
 - iii. Dave Carter to look to identify potential dates considering other conferences and spring breaks.
 - b. Renaissance Hotel might be location.
 - c. Tour of transportation center possible.
9. Action on Policy, By-Laws, and District Functions Shamburger
- Revisions to District Calendar (*see attached*) Shamburger
 - a. Kirk Houser and Melisa Finley to review and revise in January 2012.
 - Discuss District Policy on District Life Member Dues Finley
 - a. Follow ITE. They are a member of the District without paying the dues. They can vote. Melisa Finley to follow-up with Wayne Kurfees.
 - Discuss District Policy on Student Chapter Travel Reimbursement Finley
 - a. See above discussion.
 - Discuss revisions to District By-Laws Shamburger
 - a. Brian Shamburger to review and make recommendations for Board to review at the next meeting.
 - Revisions to Geographical Areas for Meeting Site Rotation (from Houston Section) Isaac
 - a. Request from the Houston Section to review the geographical areas for meeting site rotation (*see attached*).
 - b. Recommendation to form committee to review meeting rotation/selection process. Committee to consist of the Section Representatives, At-Large Representative, International Director, and Immediate Past President (chair).
 - Revisions to Meetings Manual Shamburger
 - a. Committee formed at last Board meeting. No progress to date. Brian Shamburger was added to committee and will be a liaison between this committee and the one reviewing the geographical area for meeting site rotation. Also, added Jennifer Butcher to the committee.
 - Request for Approval of Revisions to Capital Area Section By-Laws (*see attached*) Kratz
 - a. Tabled until January 2012.
10. Section Reports / Issues or Action
- Brazos Valley (*no report*) Balke
 - Capital Area (*no report*) Kratz
 - Greater Dallas (*no report*) Moen
 - Greater Fort Worth (*no report*) Bettger
 - Greater Houston (*no report*) Isaac
 - South Texas (*see attached*) Collins
 - At-Large (*no report*) Hart
11. Committee Reports / Issues or Action
- Newsletter Shamburger
 - a. One more will be published before end of this year.
 - b. Going to web-based format in 2012.
 - c. Need capability to archive in pdf format.
 - d. Business card ads are \$150 for three editions (\$50 each).

- Future Engineers (*no report*)
 - Highway Products Group (*no report*)
 - Younger Members (*no report*)
 - Consultants Council (*no report*)
 - Program
 - a. Dave Carter working with Karen Smith on the 2012 TTI contract.
 - Awards (*see Treasurer's report above*)
 - Membership (*no report*)
 - Student Chapter Liaison (*no report*)
 - District Database (*no report*)
 - Technical (*no report*)
 - Transit (*no report*)
 - Website (*no report*)
 - Legislative (*no report*)
 - Past Presidents (*no report*)
12. Historian (*no report*)
13. Other Business
- None.
14. Adjourned at 11:06 am.

Matt Johnson
 Carter
 Sneed
 Luedtke
 Carter

 Finley
 Togar
 Saylor
 Langdon
 Luedtke
 Ryden
 Thomas
 Ragsdale
 Kurfees

 Crawford



Adopted TexITE BUDGET - 2011

14 December 2011	2011 Adopted	2011 Actual	Difference
INCOME:			Outstanding
Dues			
International Members	22,000.00	26,162.67	\$ 4,162.67
District Affiliate/Subscribers	1,000.00	1,430.00	\$ 430.00
Meeting Profit (Loss)			
Winter/Spring Meeting (Fort Worth)	5,000.00	8,860.98	\$ 3,860.98
Summer/Fall Meeting (Garland)	5,000.00	10,472.75	\$ 5,472.75
Miscellaneous			
Newsletter Advert & Listings	3,500.00	2,700.00	\$ (800.00)
CCTexITE: Student Travel	2,000.00		\$ (2,000.00)
Other	0.00	240.00	\$ 240.00
SUBTOTAL	38,500.00	49,866.40	11,366.40
Transfer from Reserve Fund	0.00		
TOTAL INCOME:	38,500.00	49,866.40	11,366.40
EXPENSES:			Remaining
Newsletter			
Publishing	0.00		\$ -
Printing	0.00		\$ -
Postage	0.00		\$ -
Administrative Expense:			
ITE dues for Webm & Admin	510.00		\$ 510.00
Conference Calls	1,000.00		\$ 1,000.00
Postage & Supplies (Ballots)	50.00		\$ 50.00
Printing	50.00		\$ 50.00
Supplies	50.00		\$ 50.00
Student Chapters:			
Direct Support 2011	2,700.00		\$ 2,700.00
Travel Support to Fort Worth Mtg 2011	4,500.00	900.00	\$ 3,600.00
Travel Support to Garland Mtg 2011	4,500.00	1,115.00	\$ 3,385.00
Travel Support to ITE	1,000.00	3,081.74	\$ (2,081.74)
Outstanding Student Awards	900.00	500.00	\$ 400.00
Outstanding Student Chap. Award	150.00	150.00	\$ -
Student Paper Awards	2,000.00	2,000.00	\$ -
Awards:			
Transp Engr of Year	100.00	100.00	\$ -
Young Member Award	100.00	100.00	\$ -
Technical Paper Award	100.00	100.00	\$ -
Section Activities Award	450.00	450.00	\$ -
Future Engrs Cash Awards	600.00	200.00	\$ 400.00
Plaques	300.00	619.46	\$ (319.46)
District 9 Fellowships (2 ea)	2,000.00	1,000.00	\$ 1,000.00
Contributions			
ITE (General)	200.00		\$ 200.00
ITE (Fellowship)	300.00		\$ 300.00
ITE Prof Develop Fund	500.00		\$ 500.00
Travel			
TexITE President	2,000.00	1,704.25	\$ 295.75
TexITE Vice-President	2,000.00		\$ 2,000.00
International Director	2,000.00	1,645.30	\$ 354.70
ITE Council Chairs	1,000.00		\$ 1,000.00
VP Int'l Campaign Exp	0.00		\$ -
Traffic Bowl			
Travel Support to ITE Traffic Bowl	2,000.00		\$ 2,000.00
D9 Student Chapter Award Plaque	50.00		\$ 50.00
Equipment	100.00	168.50	\$ (68.50)
Other			
Insurance	1,300.00	1,300.00	\$ -
Web Site Support	410.00	359.88	\$ 50.12
Bank Charges	0.00		\$ -
Accounting Fees	525.00	525.00	\$ -
PO Box (Yearly)	96.00	96.00	\$ -
SUBTOTAL	33,541.00	16,115.13	17,425.87
Outstanding Expenses	0.00		
TOTAL EXPENSES:	33,541.00	16,115.13	
NET REVENUE:	4,959.00	33,751.27	

Notes

Travel to ITE for three students (Jim Carvell awards)

Central Texas Future Cities

Cost to ship traffic bowl equipment after district meeting

Tex ITE Meetings Account - 2011

14 December 2011

	Fort Worth March 2011		Garland September 2011				Other		Balance	Description
	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals	Deposits	Withdrawals		
2010		500.00		800.00					51,724.75	
January									51,724.75	
February		440.00							51,284.75	
March		27,612.16							23,672.59	
April	805.00	2,808.61							21,668.98	
May		3,215.75							18,453.23	
June	57,159.00	14,640.63		200.00					60,771.60	1st TTI check
July									60,771.60	
August	114.13			4,783.60					56,102.13	2nd TTI check (FW)
September			240.00	39,908.31					16,433.82	
October			57,000.00	1,075.34					72,358.48	1st TTI check
November									72,358.48	
December									72,358.48	
January 2012									72,358.48	

Meeting Totals

	58,078.13	49,217.15	57,240.00	46,767.25
Net Revenue	8,860.98		10,472.75	

Account Balances

	Checking	Meeting	Total
1 Jan 2011	42,774.40	51,724.75	94,499.15
Revenues	30,532.67	115,318.13	145,850.80
Expenses	-16,115.13	-94,684.40	-110,799.53
14 Dec 2011	57,191.94	72,358.48	129,550.42

Fort Worth Meeting

Cred.Cd. Fee	1,513.60
TTI fee	10,341.00
Total	11,854.60

Garland Meeting

Cred. Cd. Fee	
TTI fee	
Total	0.00



Proposed TexITE BUDGET - 2012

15 December 2011	2011 Actual	2012 Proposed	Difference
INCOME:			
Dues			
International Members	\$ 26,162.67	\$ 26,000.00	\$ (162.67)
District Affiliate/Subscribers	\$ 1,430.00	\$ 1,000.00	\$ (430.00)
Meeting Profit (Loss)			
Winter/Spring Meeting (Fort Worth)	\$ 8,860.98	\$ 5,000.00	\$ (3,860.98)
Summer/Fall Meeting (Garland)	\$ 10,472.75	\$ 5,000.00	\$ (5,472.75)
Miscellaneous			
Newsletter Advert & Listings	\$ 2,700.00	\$ 2,700.00	\$ -
CCTexITE: Student Travel		\$ -	\$ -
Other	\$ 240.00	\$ -	\$ (240.00)
SUBTOTAL	\$ 49,866.40	\$ 39,700.00	\$ (10,166.40)
Transfer from Reserve Fund			
TOTAL INCOME:	\$ 49,866.40	\$ 39,700.00	\$ (10,166.40)
EXPENSES:			
Newsletter			
Publishing	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Administrative Expense:			
ITE dues for Webm & Admin	\$ -	\$ 510.00	\$ 510.00
Conference Calls	\$ -	\$ 1,000.00	\$ 1,000.00
Postage & Supplies (Ballots)	\$ -	\$ 50.00	\$ 50.00
Printing	\$ -	\$ 50.00	\$ 50.00
Supplies	\$ -	\$ 50.00	\$ 50.00
Student Chapters:			
Direct Support 2011	\$ -	\$ 2,700.00	\$ 2,700.00
Travel Support to San Marcos Mtg 2012		\$ 1,800.00	\$ 1,800.00
Travel Support to Fort Worth Mtg 2012		\$ 4,500.00	\$ 4,500.00
Travel Support to ITE	\$ 3,081.74	\$ 1,000.00	\$ (2,081.74)
Outstanding Student Awards	\$ 500.00	\$ 900.00	\$ 400.00
Outstanding Student Chap. Award	\$ 150.00	\$ 150.00	\$ -
Student Paper Awards	\$ 2,000.00	\$ 2,000.00	\$ -
Awards:			
Transp Engr of Year	\$ 100.00	\$ 100.00	\$ -
Young Member Award	\$ 100.00	\$ 100.00	\$ -
Technical Paper Award	\$ 100.00	\$ 1,000.00	\$ 900.00
Section Activities Award	\$ 450.00	\$ 500.00	\$ 50.00
Future Engrs Cash Awards	\$ 200.00	\$ 600.00	\$ 400.00
Plaques	\$ 519.46	\$ 600.00	\$ 80.54
District 9 Fellowships (2 ea)	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
Contributions			
ITE (General)	\$ -	\$ 200.00	\$ 200.00
ITE (Fellowship)	\$ -	\$ 300.00	\$ 300.00
ITE Prof Develop Fund	\$ -	\$ 500.00	\$ 500.00
Travel			
TexITE President	\$ 1,704.25	\$ 2,000.00	\$ 295.75
TexITE Vice-President	\$ -	\$ 2,000.00	\$ 2,000.00
International Director	\$ 1,645.30	\$ 2,000.00	\$ 354.70
ITE Council Chairs	\$ -	\$ 1,000.00	\$ 1,000.00
VP Int'l Campaign Exp	\$ -	\$ -	\$ -
Traffic Bowl			
Travel Support to ITE Traffic Bowl	\$ -	\$ 2,000.00	\$ 2,000.00
D9 Student Chapter Award Plaque	\$ 100.00	\$ 50.00	\$ (50.00)
Equipment	\$ 168.50	\$ 200.00	\$ 31.50
Other			
Insurance	\$ 1,300.00	\$ 1,300.00	\$ -
Web Site Support	\$ 359.88	\$ 410.00	\$ 50.12
Bank Charges	\$ -	\$ -	\$ -
Accounting Fees	\$ 525.00	\$ 525.00	\$ -
PO Box (Yearly)	\$ 96.00	\$ 96.00	\$ -
SUBTOTAL	\$ 14,100.13	\$ 32,191.00	\$ 18,090.87
Outstanding Expenses	\$ -	\$ -	\$ -
TOTAL EXPENSES:	\$ 14,100.13	\$ 32,191.00	\$ 18,090.87
NET REVENUE:	\$ 35,766.27	\$ 7,509.00	

TEXAS DISTRICT CALENDAR OF DUTIES

Revised April 2011

Date Due	Description of Task or Activity	Responsible Party
January 1	New officers begin terms. E-mail all officers and remind them that they have started terms. Ask them to review the contact information and forward corrections to incoming secretary-treasurer. Inform incoming president that he/she may consider appointing new committee chairs and other appointed positions. Forward past president's bio and summary of year's activities to historian. Review and update "Policy Manual".	Outgoing President
January 1	Forward all electronic files (current budget spreadsheets), rubber stamps, seals, letterhead, envelopes, etc., to incoming secretary-treasurer and copy historian.	Outgoing Secretary-Treasurer
January 1	Forward all information about the technical sessions to the incoming vice president (electronic file showing technical session agenda, speakers, moderators, and speaker contact information).	Outgoing Vice President
January 1	Confirm with Outgoing Secretary-Treasurer that the update of contact information for incoming officers, section presidents, and section representatives was sent to ITE, the TextITE webmaster and the TextITE newsletter editor.	Incoming Secretary-Treasurer
January 1	Send information regarding the Technical Paper Award, Younger Member of the Year Award, and Transportation Engineer of the Year Award to TextITE webmaster and the TextITE newsletter editor.	District Awards Coordinator
February 1	Appointment of District Officer Nomination Committee to determine officer candidates (nominations due by last week in April).	President
February 1	Send out district meeting solicitation letters to cities in next rotation area (18 months out).	Secretary-Treasurer
Mid-February	Finalize winter/spring meeting technical agenda, speakers and moderators. Forward information to LAC, webmaster and newsletter editor for publication.	Vice President
March 1	Deadline for award nominations for winter/spring meeting.	Awards Committee

Date Due	Description of Task or Activity	Responsible Party
March 1	Notify ITE, webmaster and newsletter editor the names of new committee chairs or other appointed positions.	Secretary-Treasurer
2 weeks prior to winter/spring meeting	Recommend awards for Board approval. After approvals, order plaques and generate paper certificates for winter/spring meeting awards.	Awards Committee
2 weeks prior to winter/spring meeting	Email all section presidents, section representatives, committee chairs, and other positions to submit writer reports for the winter/spring Board meeting.	President
1 week prior to winter/spring meeting	Prepare Board meeting packet per President's agenda.	Secretary-Treasurer
2 weeks prior to either the winter/spring or summer/fall meeting	Appointment of Audit Committee to review the Secretary-Treasurer's financial records (action required once a year due by summer/fall meeting).	President
Immediately following winter/spring meeting	E-mail meetings manual and budget spreadsheet to city and/or section representatives selected to host meeting 18 months out.	President
Immediately following winter/spring meeting	Forward all section activity reports to the award committees for selection of section activity award.	President
Immediately following winter/spring Meeting	Send thank you notes to keynote speakers, technical speakers and moderators.	Vice President
Immediately following winter/spring meeting	Send thank you notes to all cities that submitted an invitation to host the next district meeting.	Secretary-Treasurer
Immediately following winter/spring meeting	Forward summer/fall business meeting minutes approved by membership to webmaster to post on website. Forward to historian.	Secretary-Treasurer
Immediately following winter/spring meeting	Send out minutes for winter/spring board meeting and business meeting for Board review.	Secretary-Treasurer
March	ITE Technical Conference	President
March 1	Contact student chapter presidents to submit activity report before April 1.	Student Chapter Liaison
March 1	Contact student faculty advisors to nominate outstanding students.	Student Chapter Liaison
March 1	Notify advisors and student chapter presidents of award deadlines for international awards and fellowships.	Student Chapter Liaison

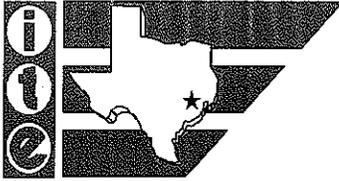
Date Due	Description of Task or Activity	Responsible Party
April 1	Notify ITE headquarters about upcoming District 9 meetings for ITE Journal and website.	President
April 1	Report due to president on status of election candidates and ability to meet May 1 deadline for elections ballot mail-out and e-ballot web postings.	Nomination Committee Chair
April 1	Submit the winner of the district section activity award to ITE.	District Awards Coordinator
April 1	Student chapter activity reports due.	Student Chapter Liaison
April 1	Deadline for submittal of papers for the Student Paper Award. Review and recommend awards by May 1.	Student Chapter Liaison
Last week in April	District officer election candidates forward to secretary-treasurer to prepare election ballot mail-outs.	Nominations Committee
April 30	Deadline for submissions for the Technical Paper Award. Review and recommend winner by June 1.	Technical Committee
May 1	Prepare and send out election ballots.	Secretary-Treasurer
May 1	Publication deadline for spring newsletter.	Newsletter Editor
May 1	Make sure district and international website post upcoming district meeting dates and information	Webmaster
May 1	Submit the winner of the student paper award to ITE Daniel B. Fambro Student Paper Award competition.	Student Chapter Liaison
May 15	Deadline for nominations for "Younger Member of the Year" and "Transportation Engineer of the Year". Review and recommend members for awards by June 1.	Awards Committee
June 31	Drop all unpaid district members and district affiliates from the roster and put them in inactive status. Send letter informing them of status.	Roster Manager, District Administrator
August	Mail first due notices to all district affiliates. Roster manager will provide address labels.	District Administrator
August	Attend ITE annual meeting.	President, Vice President, Int'l Director, Outstanding Student

Date Due	Description of Task or Activity	Responsible Party
August 1	Send out district meeting solicitation letters to cities in next rotation area (18 months out).	Secretary-Treasurer
Mid-August	Finalize summer/fall meeting technical agenda, speakers and moderators. Forward information to LAC, webmaster and newsletter editor for publication.	Vice President
September 1	Deadline for award nominations for summer/spring meeting.	Awards Committee
September 15	Request student rosters for current school year.	Student Chapter Liaison
September 15	Publication deadline for fall newsletter.	Newsletter Editor
2 weeks prior to summer/fall meeting	Recommend awards for Board approval. After approvals, order plaques and generate paper certificates for winter/spring meeting awards.	Awards Committee
2 weeks prior to summer/fall meeting	Email all section presidents, section representatives, committee chairs, and other positions to submit writer reports for the winter/spring Board meeting.	President
1 week prior to summer/fall meeting	Prepare Board meeting packet per President's agenda.	Secretary-Treasurer
Prior to summer/fall meeting	Appoint ballot committee. Appoint tellers committee. Appoint audit committee.	President
Immediately following summer/fall meeting	E-mail meetings manual and budget spreadsheet to city selected to host meeting 18 months out.	President
Immediately following summer/fall Meeting	Send thank you notes to keynote speakers, technical speakers and moderators.	Vice President
Immediately following summer/fall meeting	Send thank you notes to all cities that submitted an invitation to host the next district meeting.	Secretary-Treasurer
Immediately following summer/fall meeting	Forward winter/spring business meeting minutes approved by membership to webmaster to post on website. Forward to historian.	Secretary-Treasurer
Immediately following summer/fall meeting	Send out minutes for summer/fall board meeting and business meeting for Board review.	Secretary-Treasurer
Immediately following summer/fall meeting	Get signatures for next year's bank account authorizations.	District Administrator

Date Due	Description of Task or Activity	Responsible Party
Immediately following summer/fall meeting	Send district contribution checks to student chapters.	District Administrator
October 1	Mail second dues notices to all district affiliates. Roster manager will provide address labels. District members are invoiced by ITE International.	District Administrator
October 1	Notify ITE headquarters about upcoming District 9 meeting dates to publish in "ITE Journal".	President
December 1	E-mail all sections to determine the name of the recently elected section representatives and section presidents.	District President
December 15	Send update of contact information for incoming officers, section presidents, and section representatives to ITE, the TextITE webmaster and the TextITE newsletter editor.	Secretary-Treasurer
December 31	Send annual contributions to ITE headquarters.	District Administrator

Items that need to be update based on our new meeting schedule. We need to determine when our other two Board meeting will typically be held during the year and then update all accordingly. There may also be some dates above affected by our meeting schedule change (e.g., elections).

March 1	Set date for Spring Board Meeting.	President
March 1	Contact section presidents to submit activity report before Board meeting.	President
March 1	Send out notice for Submission of Abstracts for Technical Presentations at Summer Meeting	Vice President
March 15	Send out minutes for spring board meeting for Board review.	Secretary-Treasurer
March 31	Winter financial meeting report due.	LAC of previous winter mtg.
1 week prior to Spring meeting	Prepare Board meeting packet per President's agenda.	Secretary-Treasurer
April	Spring district board meeting.	President
April 30	Deadline for Abstracts for Technical Presentations at Summer Meeting	Vice President
July	Summer financial meeting report due from LAC.	LAC of previous meeting
September 1	Set date for fall board meeting.	President
October 1	Send out notice for Submission of Abstracts for Technical Presentations at Winter Meeting	Vice President
1 week prior to Fall meeting	Prepare Board meeting packet per President's agenda.	Secretary-Treasurer
October	District board meeting.	President
November 30	Deadline for Abstracts for Technical Presentation at Winter Meeting	Vice President
December 15	Send out minutes for fall board meeting for Board review.	Secretary-Treasurer



**GREATER HOUSTON AREA SECTION
DISTRICT 9
INSTITUTE OF TRANSPORTATION ENGINEERS**

December 13, 2011

To: TexITE District Board

From: Greater Houston Area Section Officers

Re: TexITE District Meetings – Geographical Area Revision Request

Dear Sir/Madam:

The Greater Houston Area Section of TexITE would like the Board to consider a change in Geographical Areas for Meeting Site Rotation (Figure 1) of the Manual for Organization and Operation of TexITE Meetings. The reasons for this request are several and we would like the Board to respectfully consider them prior to making a decision.

Most of the Houston ITE members have expressed a concern that even though the Greater Houston area is one of the largest urban regions in Texas, it has hosted only 3 meetings in the last 12 years (2002 in League City, 2007 in Houston and 2010 in Sugar Land). We believe that the current geographic partition for meetings is not a true division of the Texas region based on both the urban population and spread of ITE members. Two out of the three large metropolitan areas in Texas fall in Region 3, while the only other metroplex is split between two regions. Per Section 2.1 of the Manual, the summer and winter (now spring and fall) meetings are rotated every 18 months between these three regions. Since both Houston and San Antonio, which are the two largest cities in Texas, fall in one region the opportunity for either to host these meetings are diminished. Often times our section membership finds itself travelling to the DFW area for almost 2 out of every 3 meetings. See included as attachment Figure 1 showing the current geographic areas.

The Houston membership genuinely feels that this lack of District exposure diminishes our prospect to host and engage local engineers in ITE events and technical presentations. Several of our younger members crave the opportunity to be part of something bigger such as District meetings and hosting them more often would provide them that chance.

We humbly ask all of you to evaluate our request and consider either redrawing our District map or splitting the District into four areas. If you have any further questions related to this, please don't hesitate to contact me at 281-920-6306 or manu.isaac@kimley-horn.com. Thank you.

Sincerely,

Manu Isaac, P.E.
Greater Houston Area Section Representative

Attachment: *Figure 1 - Geographical Areas for Meeting Site Rotation*

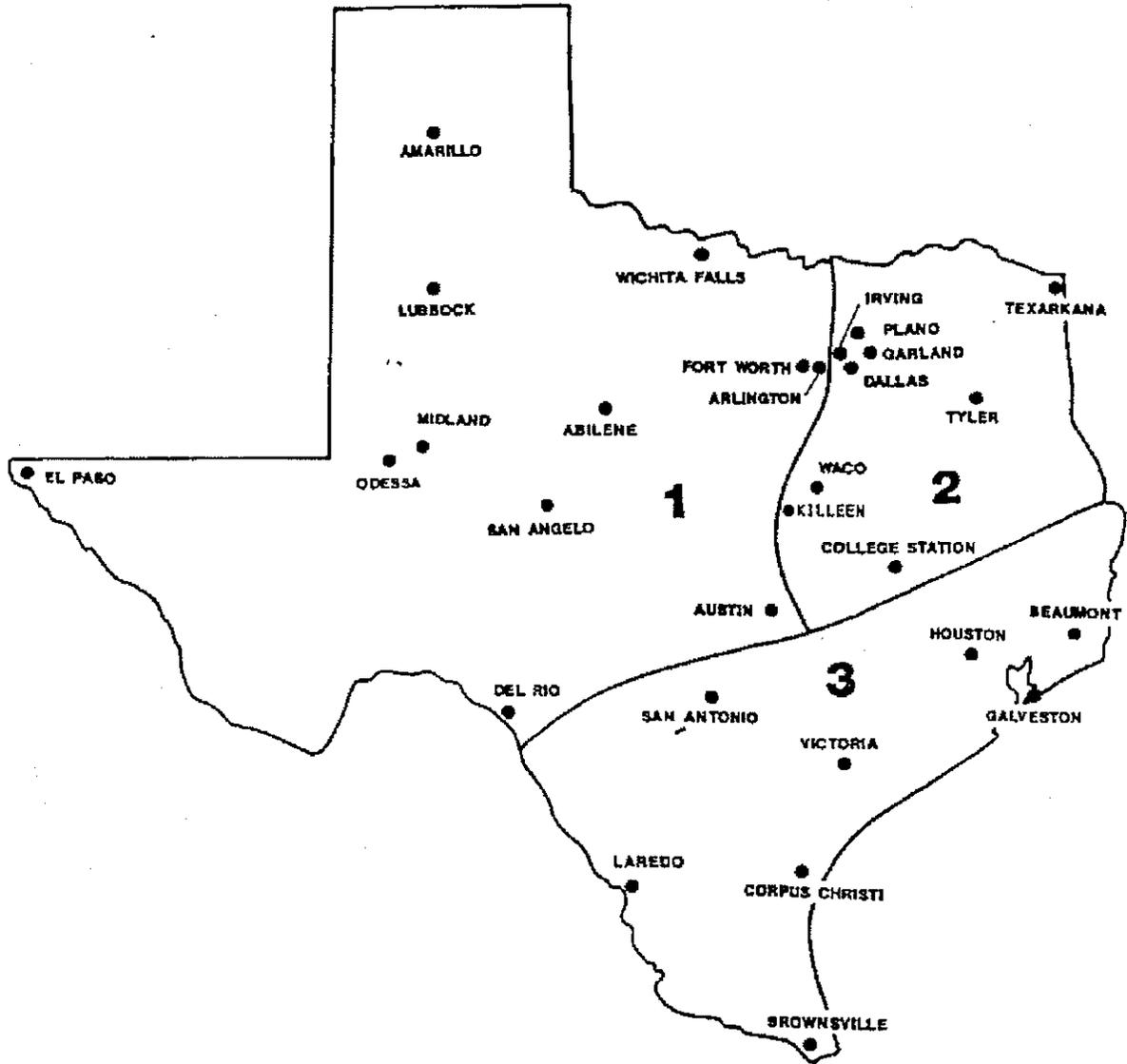


Figure 1. Geographical Areas for Meeting Site Rotation.

**CAPITAL AREA SECTION
OF THE TEXAS DISTRICT
OF THE INSTITUTE OF TRANSPORTATION ENGINEERS
BY-LAWS**

ARTICLE I - NAME AND PURPOSE

Section 1.1 - Name. The name of this organization shall be the Capital Area Section of the Texas District of the Institute of Transportation Engineers.

Section 1.2 - Purpose. The purpose of the Capital Area Section shall be to enable engineers and other professionals with knowledge and competence in transportation and traffic engineering to contribute individually and collectively toward meeting human needs for personal mobility, goods movement and safety, and to promote professional development, public awareness, exchange of professional information, and maintenance of a central point of reference and action.

This Section shall:

- 1) Advance the objectives of the Institute.
- 2) Foster closer association of Institute members.
- 3) Encourage Members to prepare or discuss papers.
- 4) Prepare suggestions on matters of policy to the Institute Board of Direction.
- 5) Consider local transportation and traffic engineering problems.
- 6) Cooperate with other local engineering and other professional groups on matters of common interest.
- 7) Present the transportation and traffic engineering point of view consistent with established Institute policies.
- 8) Encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

Section 1.3 - Boundaries. The boundary of the Section shall be the counties of Hays, Travis, and Williamson in the State of Texas.

Section 1.4 - Boundary Changes. Changes to the Section boundaries shall be considered a change to these By-Laws and shall be amended as described in Article VIII.

ARTICLE II – MEMBERSHIP

Section 2.1 - Section Members. Any Institute Member, including Honorary and Life Members, who resides or works within the area designated for the Section, and who is in good standing with the Institute and District, shall be eligible to become a Section Member and shall become a Section Member upon payment of Section dues. Any Institute Member, including Honorary and Life Members, may become a member of the Section, without residing or working in the Section area, upon approval of the Section Executive Board and upon payment of the Section Dues.

Section 2.2 - Section Affiliates. Persons who fall into one of the following classifications may be affiliated with the Section as Section Affiliates upon payment of Section dues:

- 1) Professional/Technical Section Affiliate

- Engineers in the transportation and traffic profession who lack sufficient experience for Institute membership or who have yet to apply for such membership; or,
 - Persons engaged in transportation and traffic engineering support work.
 - Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation and traffic engineers.
- 2) Commercial Section Affiliate
- Persons engaged in commerce or industry who come into frequent contact with transportation and traffic engineers and who thus have an interest in the profession and are in a position to work with and assist transportation and traffic engineers; provided, however, that the total number of Section Affiliates of the classification shall not exceed fifty (50%) percent of the total number of Section Members.
- 3) Life Section Affiliate
- Retired Section Affiliates of all classifications meeting the following requirements:
 - 65 years or older and 25 years of services as a dues paying Section Affiliate; or,
 - 55 years or older and retired from previous full-time employment and who do not have more than \$10,000 annual income from transportation engineering related service and/or product sale.

The Section Executive Board shall have a periodic review made of the qualifications of Section Affiliates. Any Section Affiliate meeting minimum qualifications for Institute membership shall be encouraged to apply for such membership. Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with transportation and traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice. Any Section Affiliate who advertises, uses, or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain there from shall forfeit affiliation with the Section. The Section Executive Board shall consider expulsion of any Section Affiliate (a) upon information coming to their notice, or (b) upon the written request of five or more Members, and for the cause set forth, a person identified as Section Affiliate may be expelled. The Section Executive Board shall thereupon follow the procedure set forth in the Institute Constitution. In the event such a charge is brought against a Member or Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction for handling as provided in the Institute Constitution.

Section 2.3 - Student Members. A College or University student enrolled full time and who resides within the designated boundaries is eligible to become a Student Member of the Section.

Section 2.4 - Privileges. All Section Members shall be entitled to all the privileges of the Section, including the right to vote and the right to hold elective office. Section Affiliates and Student Members shall be entitled to all privileges of the Section except that they may not vote and/or hold elective office.

Section 2.5 – Change in Member Status. All Institute Members whose Institute membership has been forfeited shall automatically forfeit Section member status in the Section. Said person may make a request for Section Affiliate status. Any member of the Institute who is placed on inactive status by the Institute Board of Direction may also be placed on inactive status at the Section level at the discretion of the Section Executive Board.

ARTICLE III - FEES, DUES, AND ASSESSMENTS

Section 3.1 - Initiation Fees. There shall be no initiation or entrance fee.

Section 3.2 - Application Fees. An application fee not to exceed 50 percent of the annual dues may be assessed by the Section Executive Board.

Section 3.3 - Annual Dues. Annual dues shall be established by the Section Executive Board. Such dues shall be payable at the beginning of the fiscal year which shall be determined by the Section Executive Board. Dues of new Section Members and Section Affiliates shall be payable when they apply for membership. Honorary Members, Life Members, and Retired Life Members of the Institute and Life Section Affiliates are exempt from payment of Section dues. Student Members are exempt from payment of Section dues.

Section 3.4 - Dues Payment. Section Member's and Section Affiliates shall pay dues annually. Any Section Member whose Section dues are more than six months in arrears (dating from the beginning of the fiscal year) shall lose the right to vote. Should the dues of any Section Member or Section Affiliate become one year in arrears, that person's connection with the Section shall be forfeited. The Section Executive Board, however, may for a cause deemed by them sufficient, extend the time for payment and for the application for these penalties. Unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 3.5 - Special Assessments. Special assessments may be made by the affirmative vote of two-thirds of the Section Members present at any regular meeting or by two-thirds of the Section members voting on a posted mail, on-line, or electronic ballot.

ARTICLE IV - GOVERNMENT

Section 4.1 - Officers and Term. The officers of the Capital Area Section shall consist of a President, Vice President, and a Secretary-Treasurer. The office of Vice President shall be designated as President-Elect to automatically succeed the President at the expiration of the President's term in office. The office of Secretary-Treasurer shall be designated as Vice President-Elect to automatically succeed the Vice President at the expiration of the Vice President's term in office. The officers shall be elected annually to assume office at the beginning of the fiscal year following election for a term of one year or until a successor takes office. No Member shall occupy the same elective office for more than two consecutive terms. Only Members of the Institute shall be eligible to serve as a Section Officer.

Section 4.2 - Section Representative(s) and Term. There shall be one or more Section Representative(s) to represent the Section on the District Board in accordance with the District Charter and Bylaws. The Section Representative(s) shall be elected in the same manner as Section Officers. Each Section Representative shall serve a two-year term with the terms staggered so that approximately one-half are elected each year. Newly elected Section Representative (s) shall take office at the beginning of the year following election. Only Members of the Institute shall be eligible to serve as a Section Representative.

Section 4.3 - Executive Board. The government of the Section shall be vested in its Executive Board. The Executive Board shall manage the affairs of the Section in conformity with the provisions of the District Charter, District By-Laws, Section Carter, Section By-Laws, and the policies of the

Institute. The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, Section Representative(s), and the living Past President whose term has most recently expired and still resides within the Section. A majority of the Section Executive Board shall constitute a quorum thereof.

Section 4.4 - Succession. In the event of a vacancy in the office of President, the Vice-President shall assume office for the remainder of the unexpired term. In the event of a vacancy in the office of Vice President, the Secretary- Treasurer shall assume the office for the remainder of the unexpired term. In the event of a vacancy in the office of Secretary-Treasurer or Section Representative, the Section Executive Board shall appoint an eligible Section Member to complete the remainder of the term.

Section 4.5 - Duties of the President. The President shall preside over Section meetings and shall appoint committees as he or she sees fit. The President shall appoint committees and Chairperson as he or she sees fit. The President shall be an ex-officio member of all committees except the Nominating Committee. The President may appoint an Advisory Council as deemed necessary for the purpose of advising Section Executive Boards on general programs, direction, and policies of the Section. The President shall prepare a written annual report in December of each year and shall submit the report to the District Board by January 15th of the following year. The Report shall include a summary of the Section's activities for the year and a roster of the Section's active membership showing grade and type of each member.

Section 4.6 - Duties of the Vice President. The Vice President shall be responsible for arranging Section meetings and shall preside over such meetings in the absence of the President.

Section 4.7 - Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain the records and bank account of the Section and collect Section dues. The Secretary-Treasurer shall preside over Section meetings in the event of the absence of both the President and the Vice-President.

Section 4.8 - Duties of the Section Representative(s). The Section Representative(s) shall represent the Section on the District Board.

Section 4.9 - Fiscal Year and Annual Budget. The Section fiscal year shall begin and end concurrently with that of the Texas District of the Institute of Transportation Engineers. The Secretary-Treasurer shall prepare the Section's Annual Budget. Subject to review and concurrence by the Executive Board, the budget shall be presented to the membership and approved by a majority of the Section Membership attending the Section's Annual Business Meeting.

ARTICLE V - MEETINGS

Section 5.1 - Regular Meetings. Regular Section meetings shall be held as determined by the Section Executive Board. No action affecting the Section may be taken unless notice concerning the matter has been transmitted to all Section members at least two weeks in advance of the meeting. Such notice may be sent by regular mail, facsimile, or electronic mail.

Section 5.2 - Executive Board Meetings. The Section Executive Board shall meet at the discretion of the President or upon request of two members of the Section Executive Board.

Section 5.3 - Annual Business Meetings. An annual Section Business Meeting shall be held during the last three months of the fiscal year. The proposed date of the Annual Business Meeting shall be established and announced to the membership at least two months in advance.

Section 5.4 - Restrictions on Meeting Times. A regular or annual Section meeting shall not be held concurrently with or within two weeks of a Texas District meeting.

ARTICLE VI - SECTION FUNCTIONS AND ACTIVITIES

Section 6.1 - Allowable Functions and Activities. The following functions and activities may be undertaken by the Section:

- 1) Technical meetings, exhibits, tours, research and projects;
- 2) Training programs;
- 3) Social events;
- 4) Section newsletter; and
- 5) District newsletter input.

Section 6.2 - Prohibited Functions and Activities. The following activities are not permitted:

- 1) Any other activity or function which would be in violation of the Section or District charter, Section or District By-Laws, District or Section policy or Institute Constitution or policy; and
- 2) Any activity which might compromise the existing or potential tax-exempt status of the Institute, District, or Section.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 7.1 - Nominating Committee. The members of the Nominating Committee shall be appointed by the President on an annual basis. The Committee shall consist of at least three Section members who are not currently holding an elective office.

Section 7.2 - Duties of the Nominating Committee. The Nominating Committee shall consider the qualifications of prospective officers and shall ascertain their willingness to serve, if elected. Recommendations for the office of Secretary-Treasurer and Section Representative(s) may be made to the Nominating Committee by any Section members who are eligible to vote. If a member is recommended for more than one office, he or she shall be considered a candidate only for the one office which he or she prefers. The nominating Committee should select two candidates for Secretary-Treasurer and two candidates for each Section Representative position to be filled. The Nominating Committee shall provide the Section Secretary-Treasurer a list of candidates for each elective office.

Section 7.3 - Nominations of Additional Candidates. At a Section meeting, the nominations of the Nominating Committee shall be announced. Additional nominations may be received at that meeting or thereafter until one month prior to the Section's Annual Business Meeting. Additional nominees must be supported by petition of at least five eligible voters will be forwarded to the Nominating Committee for consideration of their eligibility and their willingness to serve, if elected.

Section 7.4 - Transmission of Ballots to Eligible Voters. No later than 14 days in advance of the Annual Business Meeting, the Secretary-Treasurer shall transmit, to all eligible voters: a ballot, an announcement of the time and place of the Annual Business Meeting, and instructions setting forth the procedure for return of the ballots. The ballots shall include the names of all nominated candidates and shall not specify how a particular candidate was nominated.

Section 7.5 - Collection and Tabulation of Ballots. Members may transmit their ballot to the Secretary-Treasurer before the Annual Business Meeting or turn in at the Annual Business Meeting. The President shall appoint a Tellers Committee which shall verify the eligibility of each voter and canvass all ballots cast by eligible voters. For each office, the person receiving the greatest number of eligible votes shall be declared elected. In the case of a tie vote, the winning candidate shall be determined by a secret ballot cast by the eligible membership in attendance at the Annual Business Meeting. The person receiving the majority of eligible votes cast at the Annual Business Meeting shall be declared elected

Section 7.6 - Transmission of Election Results. Names and addresses of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District President and the Institute Headquarters within thirty (30) days after election.

Section 7.7 - Removal of Officers and Section Representative(s). The membership, by petition to the Executive Board, may initiate a vote of the eligible voters to determine the removal of any elected officer or section representative from current office. The petition must contain the legible signatures of no less than twenty percent (20%) of the eligible voters. The Executive Board shall cause the petition to be validated or invalidated within thirty (30) days and, if validated, shall submit a ballot to eligible voters asking the question: "Shall (name) be removed from the office of (office)?" Should the affirmative carry a majority of at least two-thirds (2/3) of the eligible votes cast, the office shall be declared vacant and the vacancy shall be filled in the manner prescribed in Section 4.4 of these By-Laws.

ARTICLE VIII - BY-LAWS AND BY-LAWS AMENDMENTS

Section 8.1 - General. Proposal to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Section Executive Board or by written petitions signed by at least five eligible members.

Section 8.2 - Preliminary Consideration. Initial Section By-Laws or subsequent amendments thereto shall be discussed as an item of business at a Section meeting. In the announcement of the time and place of such meeting, the Secretary-Treasurer shall include the fact that preliminary consideration of proposed By-Laws or By-Laws Amendment will be an item of business. Such notification shall be transmitted to all Section members prior to the meeting. At the meeting, the proposed By-Laws or By-Laws Amendment may be modified by the majority of the eligible voters present.

Section 8.3 - Process for Adoption. The modified By-Laws or By-Laws Amendment shall be voted on using a ballot procedure similar to that used for election of officers but administered by the Section Executive Board. An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws, provided the total number of voters casting a vote shall not be less than a majority of the membership eligible to vote. Amendments to the By-Laws so adopted shall take effect when filed and approved by Texas District Board, as provided in the Charter.

CAPITAL AREA SECTION
OF THE TEXAS DISTRICT
OF THE INSTITUTE OF TRANSPORTATION ENGINEERS
BY-LAWS
~~OF THE~~
~~TexITE CAPITAL AREA SECTION~~

ARTICLE I - NAME AND PURPOSE

Section 1.1 - Name. The name of this organization shall be the Capital Area Section of the Texas District 9 (TexITE) of the Institute of Transportation Engineers.

Section 1.2 - Purpose. The purpose of the Capital Area Section shall be to enable engineers and other professionals with knowledge and competence in transportation and traffic engineering to contribute individually and collectively toward meeting human needs for personal mobility, goods movement and safety, and to promote professional development, public awareness, exchange of professional information, and maintenance of a central point of reference and action.
~~The purpose of the TexITE Capital Area Section shall be to promote and foster, at the local level, the purposes of TexITE and the higher levels of government within the Institute of Transportation Engineers (ITE).~~

This Section shall:

- 1) Advance the objectives of the Institute.
- 2) Foster closer association of Institute members.
- 3) Encourage Members to prepare or discuss papers.
- 4) Prepare suggestions on matters of policy to the Institute Board of Direction.
- 5) Consider local transportation and traffic engineering problems.
- 6) Cooperate with other local engineering and other professional groups on matters of common interest.
- 7) Present the transportation and traffic engineering point of view consistent with established Institute policies.
- 8) Encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

Section 1.3 - Boundaries. The boundary of the Section shall be the counties of Hays, Travis, and Williamson in the State of Texas~~as designated in the TexITE Capital Area Section Charter.~~

Section 1.4 - Boundary Changes. Changes to the Section boundaries shall be considered a change to these By-Laws and the TexITE Capital Area Section Charter which shall be amended as described in Article VIII~~therein.~~

ARTICLE II – MEMBERSHIP

Section 2.1 - Section Members. Any Institute Member, including Honorary and Life Members, TexITE (ITE District 9) Member or Affiliate who resides or works within the area designated for the Section, and who is in good standing with the Institute and District TexITE, shall be eligible to become a Section Member and shall become a Section Member upon payment of Section dues. Any Institute Member, including Honorary and Life Members,~~member~~

~~of the Institute of Transportation Engineers (ITE) may become a member of the Section, without residing or working in the Section area, upon approval of the Section Executive Board and upon payment of the Section Duesmembers.~~

Section 2.2 - Section Affiliates. ~~Persons who fall into one of the following classifications may be affiliated with the Section as Section Affiliates upon payment of Section dues: Any other interested individual who is not a student and who resides or works within the Section boundaries may, at the discretion of the Section, become a Section Affiliate upon payment of Section dues.~~

- 1) Professional/Technical Section Affiliate
 - Engineers in the transportation and traffic profession who lack sufficient experience for Institute membership or who have yet to apply for such membership; or,
 - Persons engaged in transportation and traffic engineering support work.
 - Professionals in related fields who by virtue of stature or official position are in a position to contribute to the work of transportation and traffic engineers.
- 2) Commercial Section Affiliate
 - Persons engaged in commerce or industry who come into frequent contact with transportation and traffic engineers and who thus have an interest in the profession and are in a position to work with and assist transportation and traffic engineers; provided, however, that the total number of Section Affiliates of the classification shall not exceed fifty (50%) percent of the total number of Section Members.
- 3) Life Section Affiliate
 - Retired Section Affiliates of all classifications meeting the following requirements:
 - 65 years or older and 25 years of services as a dues paying Section Affiliate; or,
 - 55 years or older and retired from previous full-time employment and who do not have more than \$10,000 annual income from transportation engineering related service and/or product sale.

The Section Executive Board shall have a periodic review made of the qualifications of Section Affiliates. Any Section Affiliate meeting minimum qualifications for Institute membership shall be encouraged to apply for such membership. Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with transportation and traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice. Any Section Affiliate who advertises, uses, or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain there from shall forfeit affiliation with the Section. The Section Executive Board shall consider expulsion of any Section Affiliate (a) upon information coming to their notice, or (b) upon the written request of five or more Members, and for the cause set forth, a person identified as Section Affiliate may be expelled. The Section Executive Board shall thereupon follow the procedure set forth in the Institute Constitution. In the event such a charge is brought against a Member or Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction for handling as provided in the Institute Constitution.

Section 2.3 - Student Members. ~~A College or University student enrolled full time in a recognized transportation related program at an engineering or planning school, and who ~~is a student or~~ resides within the designated boundaries is eligible to become a Student Member of the Section.~~

Section 2.4 - Privileges. ~~All TexITE Members who are Members of the Section Members shall be entitled to all the privileges of the Section, including the right to vote and the right to hold~~

elective office. ~~TexITE Affiliates~~, Section Affiliates and Student Members shall be entitled to all privileges of the Section except that they may not the right to vote and/or the right to hold elective office.

Section 2.5 – Change in Member Status. All Institute Members whose Institute membership has been forfeited shall automatically forfeit Section member status in the Section. Said person may make a request for Section Affiliate status. Any member of the Institute who is placed on inactive status by the Institute Board of Direction may also be placed on inactive status at the Section level at the discretion of the Section Executive Board.

ARTICLE III - FEES, DUES, AND ASSESSMENTS

Section 3.1 - Initiation Fees. There shall be no initiation or entrance fee.

Section 3.2 - Application Fees. An application fee not to exceed 50 percent of the annual dues may be assessed by the Section Executive Board.

Section 3.3 - Annual Dues. Annual dues shall be established by the Section Executive Board. Such is the Section's Annual Budget, subject to limitation on maximum amount as regulated by TexITE.

Section 3.3 - Dues Payment. Annual dues shall be ~~assessed all eligible Section Members and Section Affiliates and are~~ payable at the beginning of the fiscal year which shall be determined by the Section Executive Board. Dues of new Section Members and Section Affiliates shall be payable when they apply for membership. Honorary Members, Life Members, and Retired Life Members of the Institute and Life Section Affiliates are exempt from payment of Section dues. Student Members are exempt from payment of Section dues.

Section 3.4 - January 1st. Dues Payment. Section Member's and Section Affiliates shall pay dues annually. Any Section Member whose Section dues are more than six months ~~shall be considered~~ in arrears (dating from the beginning of the fiscal year) shall lose the right to vote. Should the dues of any Section Member or Section Affiliate become one year in arrears, that person's connection with the Section shall be forfeited. The Section Executive Board, however, may for a cause deemed by them sufficient, extend the time for payment and for the application for these penalties. Unpaid dues shall become an obligation to be paid before the delinquent can be restored to good standing in the Section on March 1. Members whose dues remain in arrears on January 1 of the following year shall be considered inactive and shall not be eligible to hold office or vote in Section elections. A Member shall be considered as inactive until dues in arrears and current fiscal year dues are paid.

Section 3.5 – Special Assessments. Special assessments may be made by the affirmative vote of two-thirds of the Section Members present at any regular meeting or by two-thirds of the Section members voting on a posted mail, on-line, or electronic ballot.

ARTICLE IV - GOVERNMENT

Section 4.1 - Officers and Term. The officers of the Capital Area Section shall consist of a President, Vice President, and a Secretary-Treasurer. The office of Vice President shall be designated as President-Elect to automatically succeed the President at the expiration of the President's term in office. The office of Secretary-Treasurer shall be designated as Vice President-Elect to

~~automatically succeed the Vice President at the expiration of the Vice President's term in office. The officers shall be elected annually to assume office at the beginning of the fiscal year following election on January 1 for a term of one year or until a successor takes office. No Member shall ~~A member may~~ occupy the same elective office for more than two consecutive terms. Only Members of the Institute shall be eligible to serve as a Section Officer~~~~one term. Officers shall be voting members of the TexITE and Members of the Capital Area Section.~~

Section 4.2 - Section Representative(s) and Term. There shall be one or more Section Representative(s) to represent the Section on the District Board in accordance with the District Charter and Bylaws. The Section Representative(s) shall be elected in the same manner as Section Officers. Each Section Representative shall serve a two-year term with the terms staggered so that approximately one-half are elected each year. Newly elected Section Representative (s) shall take office at the beginning of the year following election. Only Members of the Institute shall be eligible to serve as a Section Representative~~The Section Representative(s) shall be (a) member(s) of the Institute.~~

Section 4.3 - Executive Board. The government of the Section shall be vested in its Executive Board. The Executive Board shall manage the affairs of the Section in conformity with the provisions of the District Charter, District By-Laws, Section Carter, Section By-Laws, and the policies of the Institute. The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, Section Representative(s), and the ~~living~~immediate Past President whose term has most recently expired and still resides within the Section. A majority of the Section Executive Board shall constitute a quorum thereof.

Section 4.4 - Succession. In the event of a vacancy in the office of President, the Vice-President shall assume office for the remainder of the unexpired term. In the event of a vacancy in the office of Vice President, the Secretary- Treasurer shall assume the office for the remainder of the unexpired term. In the event of a vacancy in the office of Secretary-Treasurer or Section Representative, the Section Executive Board shall appoint an eligible Section ~~Member~~member to complete the remainder of the term.

Section 4.5 - Duties of the President. The President shall preside over Section meetings and shall appoint committees as he or she sees fit. The President shall appoint committees and Chairperson as he or she sees fit. The President shall be an ex-officio member of all committees except the Nominating Committee. The President may appoint an Advisory Council as deemed necessary for the purpose of advising Section Executive Boards on general programs, direction, and policies of the Section. The President shall prepare a written annual report in December of each year and shall submit the report to the District Board by January 15th of the following year. The Report shall include a summary of the Section's activities for the year and a roster of the Section's active membership showing grade and type of each member.

Section 4.6 - Duties of the Vice President. The Vice President shall be responsible for arranging Section meetings and shall preside over such meetings in the absence of the President.

Section 4.7 - Duties of the Secretary-Treasurer. The Secretary-Treasurer shall maintain the records and bank account of the Section and collect Section dues. The Secretary-Treasurer shall preside over Section meetings in the event of the absence of both the President and the Vice-President~~The Secretary-Treasurer shall prepare the Section's Annual Budget, which must be approved by a majority of the Section Membership at the Section's Annual Business Meeting.~~

Section 4.8 - Duties of the Section Representative(s). The Section Representative(s) shall represent the Section on the District Board.

Section 4.9 - Fiscal Year and Annual Budget. The Section fiscal year shall begin and end concurrently with that of the Texas District of the Institute of Transportation Engineers. The Secretary-Treasurer shall prepare the Section's Annual Budget. Subject to review and concurrence by the Executive Board, the budget shall be presented to the membership and approved by a majority of the Section Membership attending the Section's Annual Business Meeting.

ARTICLE V - MEETINGS

Section 5.1 - Regular Meetings. Regular Section meetings shall be held as determined by the Section Executive Board. No action affecting the Section may be taken unless notice concerning the matter has been transmitted to all Section members at least two weeks in advance of the meeting. Such notice may be sent by regular mail, facsimile, or electronic mail.

Section 5.2 - Executive Board Meetings. The Section Executive Board shall meet at the discretion of the President or upon request of two members of the Section Executive Board.

Section 5.3 - Annual Business Meetings. An annual Section Business Meeting shall be held during the last three months of the fiscal year. The proposed date of the Annual Business Meeting shall be established and announced to the membership at least two months in advance.

Section 5.4 - Restrictions on Meeting Times. A regular or annual Section meeting shall not be held concurrently with or within two weeks of a ~~Texas~~~~ITE~~ ~~(ITE~~ District ~~9)~~ meeting.

ARTICLE VI - SECTION FUNCTIONS AND ACTIVITIES

Section 6.1 - Allowable Functions and Activities. The following functions and activities may be undertaken by the Section:

- ~~1.1)~~ Technical meetings, exhibits, tours, research and projects;
- ~~2.2)~~ Training programs;
- ~~3.3)~~ Social events;
- ~~4.4)~~ Section newsletter; and
- ~~5.5)~~ District newsletter input.

Section 6.2 - Prohibited Functions and Activities. The following activities are not permitted:

- ~~1. Resolutions~~
- ~~2.1)~~ Any other activity or function which would be in violation of the Section or District charter, Section or District By-Laws, District or Section policy~~or policies~~ or Institute Constitution or policy; and~~policies~~
- ~~3.2)~~ Any activity which might compromise the existing or potential tax-exempt status of the Institute, District, or Section.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 7.1 - Nominating Committee. The members of the Nominating Committee shall be appointed by the President on an annual basis. The Committee shall consist of at least three Section members who are not currently holding an elective office.

Section 7.2 - Duties of the Nominating Committee. The Nominating Committee shall consider the qualifications of prospective officers and shall ascertain their willingness to serve, if elected. Recommendations Nominations for the any office of Secretary-Treasurer and Section Representative(s) may be made to the Nominating Committee by any two or more Section members who are eligible to vote. If a member is recommended nominated for more than one office, he or she shall be considered a candidate only for the one office which he or she prefers. The nominating Committee should select two candidates for Secretary-Treasurer and two candidates for each Section Representative position to be filled. The Nominating Committee shall provide report to the Section Secretary-Treasurer a list of candidates nominees for each elective office.

Section 7.3 - Nominations of Additional Candidates. At a subsequent Section meeting, the nominations of the Nominating Committee shall be announced. Additional nominations may be received at that meeting or thereaftersubsequent until one month prior to the Section's Annual Business Meeting. Additional nominees These additional nominations must be supported by petition of at least five eligible voters will be and are then forwarded to the Nominating Committee for consideration of their eligibility and their willingness to serve, if elected.

Section 7.4 - Transmission of Ballots to Eligible Voters. No later than 14 days in advance of the Annual Business Meeting, the Secretary-Treasurer shall transmit, to all eligible voters: a ballot, an announcement of the time and place of the Annual Business Meeting, and instructions setting forth the procedure for return of the ballots. The ballots shall include the names of all nominated candidates and shall not specify how differentiate whether a particular candidate was nominated by petition or by the Nominating Committee.

Section 7.5 - Collection and Tabulation of Ballots. Members may transmit their The ballot may be transmitted to the Secretary--Treasurer before the Annual Business Meeting, or turnmay be turned in at the Annual Business Meeting. The President shall appoint a Tellers Committee which shall verify the eligibility of each voter and canvass all ballots cast by eligible voters. For each office, the person receiving the greatest number of eligible votes shall be declared elected. In the case of a tie vote, the winning candidate shall be determined by a secret ballot cast by the eligible membership in attendance at the Annual Business Meeting. The person receiving the majority of eligible votes cast at the Annual Business Meeting shall be declared elected

Section 7.6 - Transmission of Election Results. Names and addresses of all elected officers of the Section and the dates on which the terms of each begins and expires shall be reported in writing to the District President and the Institute Headquarters within thirty (30) days after election.

Section 7.7 - Removal of Officers and Section Representative(s). The membership, by petition to the Executive Board, may initiate a vote of the eligible voters to determine the removal of any elected officer or section representative from current office. The petition must contain the legible signatures of no less than twenty percent (20%) of the eligible voters. The Executive Board shall cause the petition to be validated or invalidated within thirty (30) days and, if validated, shall submit a ballot to eligible voters asking the question: "Shall (name) be removed from the office of (office)?" Should the affirmative carry a majority of at least two-thirds (2/3) of the eligible

votes cast, the office shall be declared vacant and the vacancy shall be filled in the manner prescribed in Section 4.4 of these By-Laws.

ARTICLE VIII - BY-LAWS AND BY-LAWS AMENDMENTS

Section 8.1 - General. Proposal to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Section Executive Board or by written petitions signed by at least five eligible members~~The Section may adopt by laws which are not in conflict with the Institute Constitution, District Charter, District By-Laws, Section Charter, or officially adopted Policies of the District. In the event of a conflict between these by laws and the Section Charter, the Section Charter shall prevail.~~

Section 8.2 - Preliminary Consideration. Initial Section By-Laws or subsequent amendments thereto, ~~as proposed by the Executive Board,~~ shall be discussed as an item of business at a Section meeting. In the announcement of the time and place of such meeting, the Secretary-Treasurer shall include the fact that preliminary consideration of proposed By-Laws or By-Laws Amendment will be an item of business. Such notification shall be transmitted to all Section members prior to the meeting. At the meeting, the proposed By-Laws or By-Laws Amendment may be modified by the majority of the eligible voters present.

Section 8.3 - Process for Adoption. The modified By-Laws or By-Laws Amendment shall be voted on using a ~~secret~~ ballot procedure similar to that used for election of officers but administered by the Section Executive Board. An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws, provided the total number of voters casting a vote shall not be less than a majority of the membership eligible to vote. Amendments to the By-Laws so adopted shall take effect when filed and approved by Texas District Board, as provided in the Charter~~TexITE (District 9) and International ITE Headquarters.~~



South Texas Section

Institute of Transportation Engineers

A Section of District 9 of the Institute of Transportation Engineers

Section Report - December 2011

SECTION LEADERSHIP

2012 Leadership

Office	Name	Affiliation
President	Oscar Michael Garza	Pate Engineers
Vice President	Amy Lewis	Kimley-Horn and Associates
Secretary/Treasurer	Derek Mueller	Pape-Dawson Engineers
Section Representative	Kerri Collins	Pape-Dawson Engineers

2012 Committee Chairs

Committee	Name	Affiliation
Website Manager	Bo Zhou	Pape-Dawson Engineers
Student Chapter Liaison	Oscar Michael Garza	Pate Engineers
Membership Committee	Oscar Michael Garza	Pate Engineers
Nominations Committee	Miguel Sanchez	Arcadis
Newsletter Editor	Derek Mueller	Pape-Dawson Engineers
Section Representative	Kerri Collins	Pape-Dawson Engineers
Scholarship Committee	Oscar Michael Garza	Pate Engineers
Regional Conf. Committee	America Garza	TxDOT-Corpus Christi
Holiday Banquet Committee	Sascha Van der Aa	GKW Engineering

FINANCES

Account balance as of 11/30/11 **\$4,691.03**

MEMBERSHIP

The South Texas Section had 88 local members who paid 2011 dues. As of December 12, 2011, there were 77 International ITE members within the Section boundaries, as listed by the ITE website (www.ite.org). Table 1 provides a breakdown of the membership grade of these international members.

Table 1. Membership Grade of International Members in the South Texas Region

Membership Grade	Number	Previous Report*
Student	15	12
Total Local Member	88	46
Fellow	13	13
International Members	77	

ACTIVITIES

General Technical

The South Texas Section holds its regular monthly meetings on the last Wednesday of each Month. The section held their regional conference in September. No meetings were held in October and November. The meeting dates, topics, speakers, and attendance are shown in Table 2 below:

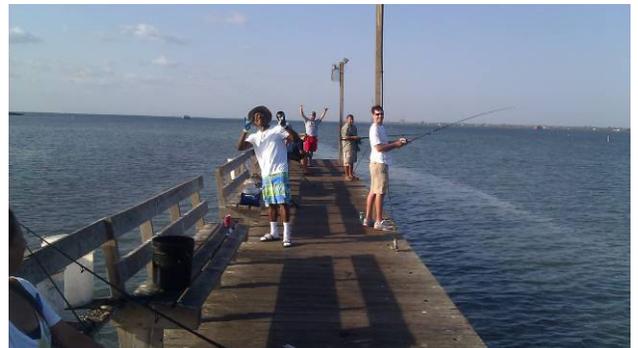


Table 2. FY 2011 Meeting Summary – Con't

Date	Topic	Speaker	Attendance
Sept. 30 – Oct. 1	Second Annual Regional Conference, Corpus Christi	Troy Walden, TTI Ismael Soto, TxDOT Peter Harrison, HNTB Gary Schatz, Austin	85
Oct	No meeting		
Nov	No meeting		
Dec. 2	Annual Holiday Banquet		51



Scholarship Committee

The Scholarship Committee Chair is Mike Garza. The 3rd Annual STITE-UTSA Scholarship (\$1,500) was awarded to Jose Robles at the Holiday Banquet.



COMMUNICATIONS

Newsletter

The Section has published one newsletter since the last Section Report in Sept. 2011. Derek Mueller is the current Newsletter Editor. The Section has currently sold advertising space for thirteen business card size ads from consultants and vendors for the newsletter.

Website

The Section website is consistently updated with the latest meeting and conference information, previously published newsletters, and meeting presentations. Bo Zhou is the Website Manager.

SECTION STUDENT CHAPTERS

University of Texas, San Antonio

The current UTSA Student Chapter Officers are listed below:

President:	Chris Reyes
Vice President:	Gerry Romero
Treasurer:	Miguelangel Saucedo / David J Russell II
Secretary:	Ahmed Zaidi
Public Relations:	Eduardo Villalon
Webmaster:	Miguelangel Saucedo

Texas A & M University, Kingsville

At the time of submission of this report, no information was received from the Texas A&M University, Kingsville Student Chapter.

OTHER

Election Results

The STITE Section held elections for 2012 officers. The four officers were sworn in by Gilmer Gaston, Texas Representative to the ITE International Board of Directors at the Holiday Banquet on December 2, 2011. Mike Garza will serve as President, Amy Lewis, Vice President and Derek Mueller is the new Secretary/Treasurer.



- END REPORT -