



INSTITUTE OF TRANSPORTATION ENGINEERS  
District 6 - Western - Northern California Section

Officers: Bojana Gutierrez, President / Matt Boyer, Vice President / Raymond Santiago, Secretary / Matt Weir, Treasurer / David Tokarski, Past President

April 1, 2010

Karen Aspelin  
ITE District 6 Section Activities Coordinator  
Vector Engineering, LLC  
5951 Jefferson, NE Suite B  
Albuquerque, NM 87109

RE: 2009 Northern California Section Annual Report

Dear Ms. Aspelin:

Attached is the 2009 Annual Section Report for the Northern California Section of Institute of Transportation Engineers. A key focus of our Board in 2009 was re-assessing our events to best ensure the continued participation of our membership. ***Our section feels strongly that the ITE at the national level needs to address to annual membership dues and to develop a set of "Best Practices" from Sections that have kept their membership numbers and the level of engagement by its members.***

Like much of the country, our local economy is struggling and has impacted both our public sector and private sector members. A growing number of public agencies no longer pay for annual dues to professional organizations nor 1-time events like our monthly luncheons.

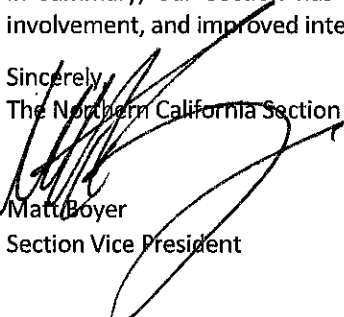
In response we've reduced the cost of events for our members and other interested parties and been able to maintain a strong balance of public and private members. At least for our chapter the synergy between public and private section members is what makes our events worthy for all. Losing members, particularly those from public agencies could undermine the viability of ITE.

This year we hosted special events, field trips, had a variety of speakers at our regularly scheduled monthly meetings, and donated funds to local student chapters. One of the specialty events that we hosted was the 36<sup>th</sup> Annual Vendors' Night, which provided an opportunity for vendors to display their products to section members. Our Section also organized two (2) local field trips. We were proud to again offer an opportunity for two (2) students to attend the 2009 District 6 Annual Meeting all expenses paid. We also are proud to say that we made donations in the amount of \$4,781 to local ITE Student Chapters.

We hold our informative luncheon meetings the third Thursday of each month and have an average attendance of approximately 45 members. As we have done in the past we selected program topics this year by requesting input from our members. This increases the success of our meetings and we noticed that last year our average attendance once again continued the steady increase which was experienced the previous year.

In summary, our Section has had a successful year during which we hosted technical activities, increased student involvement, and improved interaction among our members.

Sincerely,  
The Northern California Section of ITE

  
Matt Boyer  
Section Vice President

**2009 ANNUAL REPORT**  
for the  
**NORTHERN CALIFORNIA SECTION OF ITE**

**April 1, 2010**

**Institute of Transportation Engineers**

**Section Annual Report Form**

For the period January 1, 2009 to December 31, 2009 for

the Northern California Section of the Institute of Transportation Engineers

**Officers:**

**Current Officers and Committee Chairs:**

President	<u>Bojana Gutierrez</u>
Vice President	<u>Matt Boyer</u>
Secretary	<u>Raymond A. Santiago</u>
Treasurer	<u>Matthew D. Weir</u>
Membership Chair	<u>Larry Wymer</u>
Legislative Chair	<u>Roberta McLaughlin</u>
Student Chapter Coordinators	<u>Roberta McLaughlin, Bob Grandy, and Kevan Shafizadeh</u>
Vendors Night Chair	<u>Bob Thomsen</u>
Past President Council Chair	<u>Matt Darrow</u>
Career Guidance Chair	<u>Bob Grandy</u>
Continuing Education Chair	<u>Kevan Shafizadeh</u>
Golf Tournament Chair	<u>Sean Papathakis</u>
Section Administrator	<u>Larry Wymer</u>
Webmaster	<u>Bojana Gutierrez</u>

**Membership:**

<u>Number</u>	<u>Membership Grade</u>	<u>Section Annual Dues Rate</u>
25	Fellow	\$ 25
207	Member 10	\$ 25
113	Student Member	\$ 0
6	Affiliate	\$ 25
9	Other	\$ 25
<b>360 Total</b>		

Agency Memberships include:

- |  |   |
|--|---|
| <input type="checkbox"/> City of Stockton    | <input type="checkbox"/> County of Sacramento – Transportation Division   |
| <input type="checkbox"/> City of Sacramento  | <input type="checkbox"/> Placer County Department of Public Works         |
| <input type="checkbox"/> City of Folsom      | <input type="checkbox"/> County of San Joaquin Department of Public Works |
| <input type="checkbox"/> City of Modesto     | <input type="checkbox"/> Caltrans District 3                              |
| <input type="checkbox"/> City of Roseville   | <input type="checkbox"/> Caltrans Headquarters                            |
| <input type="checkbox"/> County of El Dorado |   |

**Financial:**

Does your section have a Federal Employer Identification Number?

Yes       No

If yes, what is the number?      52-1794550

Balance of Funds on hand at the Beginning of the Reporting Period:      \$ 22, 650

**Income for the Reporting Period:**

Membership Dues	\$ 8,358
Gross Income from Meetings	\$13,185
- 2009 Vendors' Night (\$4,952)	
- 2009 Golf Tournament (\$3,600)	
- Section Meetings (\$4,633)	

**Total Income:**      \$ 25,143

**Expenditures for the Reporting Period:**

Section Meetings	\$ 4,764
Student Chapters	\$ 1,251
Student Annual Mtg. Attendance	\$ 3,530
Vendors' Night	\$ 7,864
Account Service Fees	\$ 60
Annual Golf Tournament	\$ 3,178
Service Award and Name Badges	\$ 202
Insurance	\$ 500

**Total Expenditures:**      \$ 21,349

**Net Income (Expense)**      \$ 3,790

**Balance of Funds on hand at the End of the Reporting Period:**      \$ 26,440

Was there a change in the Section Bylaws during this reporting period?

(If yes, please attach a copy of the new bylaws.)

Yes       No

**Technical Activities:**

List Projects underway by title and, if available, provide expected date of completion:

**Vendors Night Annual Meeting.** Our 36th Annual Vendors Night Meeting was held in Lodi, California in March 2009. The event was held jointly with the San Francisco Bay Area Section of ITE and included multiple technical workshops throughout the day. This event provided an opportunity for 40 vendors to display their new and existing products to ITE members and drew a crowd of nearly 120 professionals.

**Student Participation.** Our Section continues to assist three Student Chapters in Northern California: (1) California State University, Chico, (2) California State University, Sacramento, and (3) University of California, Davis. Our Section members are featured speakers at student meetings. Students are welcome to attend our monthly Section meetings with the cost of their meal being funded by the Section. The Section continues to sponsor sending one or two students to the District 6 Annual Meeting

to encourage student participation in ITE activities. As other on-campus professional organizations grow, the Section Board is working with the Student Chapter Coordinators to attract more incoming freshman that are otherwise not normally exposed to transportation-related curriculum until their third year of school.

**ITE CD Learning Series.** Our section continues to promote and facilitate the purchase of available modules of the ITE CD learning series for our ITE members. The modules are Traffic Signal Clearance Intervals, MUTCD 2000 and 2003 Revisions, Design to Reduce Red-Light Running, Highway Technology in Transportation, Managing High Technology Projects, Introduction to Systems Engineering, and Road Weather Management. More information can be obtained at [www.ite.org/education/index](http://www.ite.org/education/index).

### **Legislative Activities during this reporting period:**

In the fall of 2007, the Northern California section spearheaded an effort to communicate news about transportation legislation and policy changes to its members. The section surveyed members about their policy interests and how they would like to receive policy information. The effort resulted in the development of the Northern California ITE Legislative Dashboard, a website which tracks federal, state, and local legislation and policy news. The website (<http://transleg-nocalite.blogspot.com/>) was presented to members in early 2008.

### **Meetings held during this reporting period:**

**Date:** 1/29/2009  
**Location:** West Sacramento Civic Center, West Sacramento  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 40  
**Topic:** Stop! Start! How Can Agencies Score Big in These Schizophrenic Times?  
**Speaker(s):** Kathryn Mathews, Executive Director, El Dorado County Transportation Commission

The Pooled Money Investment Board halts Proposition 1B projects under construction due to California's budget crisis – STOP! The Federal Committee on Appropriations drops the American Recovery and Reinvestment Bill of 2009 with promises of construction dollars to "shovel ready" projects – START!

We are privileged to have Kathryn Mathews help us sort through these mixed messages. Kathryn has provided extraordinary leadership in regional transportation planning for over 25 years, all dedicated to rural areas. She is currently the Executive Director of the El Dorado County Transportation Commission and is responsible for leading a staff of six through the complicated maze of transportation planning and programming. She also has experience with the Placer County Transportation Planning Agency and the Del Norte Local Transportation Commission. Kathryn was recently elected to a third term as the Chair of the California Transportation Commission's Rural Counties Task Force, and serves as an advisor to the CTC on issues unique to California's rural counties. Kathryn is a member of the American Planning Association and holds certification with the American Institute of Certified Planners.

**Date:** 2/23/2009  
**Location:** Sacramento Area Council of Governments, Sacramento  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 44  
**Topic:** Climate Change Legislation and How Transportation Studies Will Need to Adapt  
**Speaker(s):** Jennifer Hernandez, Holland+Knight; Dr. David Weaver, ENVIRON Environmental Consulting

Jennifer Hernandez is one of the leading attorneys on climate change legislation and addressing the new greenhouse gas (GHG) policies in CEQA documents. Dr. David Weaver and his partners at Environ have been very active in the development of implementation measures for AB 32 and SB 375 Regional Targets Advisory Committee (RTAC). They will share their experience with the legislation, guidance that is being developed to implement the climate change policies, travel data that is needed to evaluate GHG emissions, and ways that transportation planning and traffic engineering studies will need to evolve to respond.

**Date:** 3/19/2009  
**Location:** Hutchins Street Square, Lodi  
**Purpose:** 36<sup>th</sup> Annual Vendors' Night  
**Attendance:** 120

This 36th Annual Vendors Night was organized jointly with San Francisco Bay Area Section and included multiple technical workshops throughout the day.

**Date:** 4/23/2009  
**Location:** Modesto  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 50  
**Topic:** Roundabouts in the Real World – Seven Success Stories  
**Speaker:** Firoz Vohra, Deputy Director, Transportation Department,

Following a lunch presentation the City provided a tour of their growing network of roundabouts, including at the busy entrance to the City's newest High School. This was a great opportunity to see successful "real world" applications of roundabouts in high-volume, suburban settings.

**Date:** 5/29/2009  
**Location:** Empire Ranch Golf Club, Folsom  
**Purpose:** Annual Section Golf Tournament  
**Attendance:** 35

**Date:** 6/25/2009  
**Location:** West Sacramento Recreation Center, West Sacramento  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 55  
**Topic:** Corridor System Management Plans – the Latest in Caltrans' Planning Innovation  
**Speaker:** Bruce De Terra, Chief, Office of Planning and Modal Programs, Caltrans District 3

Caltrans and its partners are taking a dynamic turn in transportation planning and system operations with the creation of Corridor System Management Plans (CSMPs). A CSMP is a foundation document supporting the partnership-based, integrated management of all travel modes (transit, cars, trucks,

bicycles) and infrastructure (rail tracks, roads, highways, information systems, bike routes) in a corridor so that mobility along the corridor is provided in the most efficient and effective manner possible.

Caltrans recently finalized six CSMPs in the District 3 area covering portions of Interstate 5, Highway 49, Highway 50, Highway 65, Interstate 80, Highway 99, and the Capital City Freeway.

Bruce De Terra is the Chief for the Caltrans District 3 Office of Planning and Modal Programs. His group works on all Planning aspects including system planning, local development review, complete streets, transit programs, climate change, GIS and regional transportation planning agency administration for the District. Bruce has been working with Caltrans in various capacities for approximately 20 years in District 3, Headquarters, and District 4 (Bay Area). In the mid-1980s Bruce served with the Peace Corps in Ecuador giving him a practical approach to personal mobility. As a resident of Davis, he's observed that transportation system improvements are achieved through incremental, sustained efforts guided by a larger vision.

**Date:** 8/12/2009  
**Location:** Crawdad's River Cantina  
**Purpose:** Happy Hour Social  
**Attendance:** 17

**Date:** 9/24/2009  
**Location:** Lincoln  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 35  
**Topic:** The Lincoln Bypass Project - Discussion and Tour  
**Speaker:** Celia McAdams, Executive Director, Placer County Transportation Planning Agency

Ms. McAdams will make a presentation on the Lincoln Bypass Project from inception to construction. The luncheon presentation is scheduled for 12:00 PM. Tours of the project site are offered before and after the luncheon at 10:30 AM and 1:00 PM respectively. Space is limited. Tour groups are limited to 15 people per group with two groups scheduled for 10:30 and one group scheduled for 1:00. Transportation will be provided from the meeting site to and from the construction site.

**Date:** 10/20/2009  
**Location:** The Boathouse, West Sacramento  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 29  
**Topic:** Sustainability in Transportation  
**Speaker:** Michael Sanderson, ITE Western District President and Principal/Managing Director of Sanderson Stewart

Recently, sustainability and green building have become a major focus of the design and construction industries. The U.S. Green Building Council (USGBC) has focused on the implementation of many aspects of sustainability through LEED programs. Although these programs have traditionally been limited to individual buildings, the newest rating system addresses the neighborhood design and transportation aspects of sustainability. This rating system integrates principles of smart growth and urbanism, and includes criteria related to walkable streets, connectivity, transit facilities, and transportation demand management.

Ms. Sanderson will present a summary of green transportation initiatives and provide details on some of the transportation-related components of LEED for Neighborhood Development.

**Date:** 11/19/2009  
**Location:** Sacramento County Offices, Rancho Cordova  
**Purpose:** Monthly Section Lunch Meeting  
**Attendance:** 31  
**Topic:** Placer County Traffic Safety Program  
**Speakers:** Rick Dondro, Placer County and Matthew Manjarrez, Project Manager, Fehr & Peers

Placer County and Fehr & Peers recently developed a Traffic Accident Analysis System that utilizes collision history to direct the County's engineers to locations in need of site-specific safety investigations. Rick Dondro and Matthew Manjarrez will describe the genesis of this effort along with its results. Rick has worked in the Placer County DPW for most of his 35 traffic engineering and planning career, and Matthew is a transportation safety specialist in Fehr & Peers' Roseville office.

**Student Chapter Activities during this reporting period:**

The Section supported two (2) students to attend the 2009 District 6 Annual Meeting with all expenses paid. In addition, we contributed approximately \$1,200 to Student Chapters over the course of the year. Furthermore, student attendance at our monthly meetings is covered by the Section at no cost to the students.

**Awards Presented during this reporting period:**

**Award Name:** Distinguished Service Award  
**Recipient's Name:** Celia McAdam, Executive Director, Placer County Transportation Planning Agency  
**Purpose of Award:** Distinguished service over career to area transportation facilities.  
**Form of the Award:** Plaque



**ATTACHMENT**

**UPDATED SECTION BY-LAWS**

**INSTITUTE OF TRAFFIC ENGINEERS  
NORTHERN CALIFORNIA SECTION  
BY-LAWS (amended June 2009)**

ARTICLE I - MEMBERSHIP

Section 1.1 Membership of the Section shall consist of those District 6 members as specified in the Charter of the Section. Membership includes those admitted at any of the following grades: Member, Institute Affiliate, Student Member, and Fellow. The privileges afforded to each grade are determined by the International Board of Direction.

Section 1.2 Any District 6 member of any grade who belongs to the Section shall be called a "Section Member" which is distinct from "Member" which is a specific grade.

Section 1.3 Fellows and Members shall be eligible to hold any elective office. Other grades shall enjoy all the privileges of the membership, except the right to vote, the right to hold elective office, and any other limitations established by the International Board of Direction.

Section 1.4 Membership in the Section (for other than local Section Affiliates) shall be granted upon request and payment of dues.

Section 1.5 Persons residing within the area designated for the Section are eligible for affiliation with the Section as Section Affiliates if they:

1. Are not eligible to be members of District 6, but are accumulating experience toward District 6; or
2. Are in sub-professional work in Transportation or Traffic Engineering; or
3. Are engineering students registered in a recognized engineering school; or
4. Are professionally engaged in related fields; or
5. Are in a position to work with and assist Transportation or Traffic Engineers by virtue of official positions or commercial employment.

Section 1.6 All persons who are affiliated with the Section as provided in Section 1.5 and who are not members of District 6 shall be clearly identified at all times as "Section Affiliates."

Section 1.7 All applications for Local Section Affiliate, except by engineering students, shall

include as reference the names of not less than five persons to whom the candidate is personally known, at least three of whom shall be District 6 Members. All applications for Local Section Affiliate by a student shall be certified by a faculty member of the engineering school attended by the applicant.

Section 1.8 The Section Board of Direction shall process the applications for any type of Local Section Affiliate, including securing confidential reports from the applicant's references as required.

Section 1.9 At least thirty days prior to the final action of the Section Board of Direction, the members of the Section shall be notified of the name, address and occupation of each applicant for Local Section Affiliate by mail or electronic mail, or if within the thirty days, at the next Section meeting.

Section 1.10 Election of Local Section Affiliates shall be by vote of the Section Board of Direction. An affirmative vote by a majority shall be required for election.

**ARTICLE II - RESIGNATION AND EXPULSION**

Section 2.1 Any Section Member may resign from the Section by written communication to the Section Board of Direction.

Section 2.2 Any Section Member whose Section dues are more that one year in arrears may be dropped from Section membership by the Section Board of Direction, and the unpaid dues become an obligation to be paid before the member can be restored to good standing in the Section.

Section 2.3 Any Section Member whose Institute membership has been forfeited shall also forfeit membership in the Section and will be eligible to reapply for membership in the Section only if reinstated to membership in District 6. Any member of District 6 who is placed on inactive status by the District 6 Board of Direction can also be placed on inactive status by the Section.

Section 2.4 Any Section Affiliate who, by reason of any change in occupation or profession, shall cease to be in contact regularly and frequently with Transportation Engineers or the transportation engineering profession shall forfeit affiliation with the Section.

Section 2.5 The Section Membership Committee Chair shall periodically review the qualification of each Section Affiliate. Affiliates who appear to meet the minimum qualifications for Institute membership shall be so notified in writing and encouraged to apply for such membership.

Section 2.6 No Section Member or Local Section Affiliate shall advertise, use, or attempt to use identification with the Section in any manner whatsoever with the intent to derive personal gain

there from, nor act in any manner which reflects discredit upon District 6 and/or the profession. In the event that such an occurrence is alleged to have happened, the Section Board of Direction shall take the following action.

1. If the individual is a District 6 Member, the appropriate information shall be forwarded to the District 6 Board of Direction.
2. If the individual is a Local Section Affiliate, the Section Board of Direction shall consider the case on its merits and, if warranted, expel or admonish the individual. Expulsion requires a two-thirds vote of the Section Board of Direction.

**ARTICLE III - FEES, DUES AND ASSESSMENTS**

Section 3.1 There shall be no initiation or entrance fees.

Section 3.2 Annual dues shall be payable at the beginning of the calendar year, which shall be January 1 to December 31 of each year and collected by Institute Headquarters. The amount of the annual fee shall be the same for both Section Members and for Section Affiliates. The Section Board of Direction shall determine the amount of the annual dues and dues for student members.

Section 3.3 Section dues for new Section Members and Section Affiliates shall be payable on election, with dues pro-rated to the number of quarters remaining in the calendar year.

**ARTICLE IV - OFFICERS AND BOARD OF DIRECTION**

Section 4.1 The elective officers of the Section shall consist of a President, a Vice-President, a Secretary and a Treasurer. Officers shall be elected annually to assume office on July 1.

Section 4.2 The Section Board of Direction shall consist of:

1. The current elective officers of the Section.
2. The highest ranking elective officer from the preceding year who is still a member of the Section., and if there is no such individual, the past President, whose term has most-recently expired and who is still a member of the Section. This person shall be called the ex-officio elective officer.

Section 4.3 In addition to the elective officers identified in Section 4.3, it is recommended that a Student Chapter Faculty Advisor(s), appointed by the Student Chapter, and a Student Chapter Professional Liaison(s), appointed by the Section President, serve as "ex-officio, non-voting" members of the Section Executive Board. Both positions are appointed on January 1 of each year and approved by the District Board of Direction at the mid-year Board meeting. Section 4.4

## ITE-BY-LAWS

## CONTINUED

In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-President. In the event vacancy occurs in any other office on the Section Board of Direction, the Section Board of Direction shall appoint a qualified voting member to fill the remainder of the unexpired term.

### ARTICLE V - DUTIES OF THE OFFICERS

Section 5.1 The President shall preside at all meetings of the Section and meetings of the Section Board of Direction. The President shall appoint the chair and members of all Section Committees, shall serve as the intermediary between the Section and District 6. The President shall also perform all other duties normally associated with the office.

Section 5.2 The Vice-President shall, in the absence or incapability of the President, perform the duties of that office. The Vice-President shall assist the President in coordinating activities of the Section and shall accept such duties as the President assigns.

Section 5.3 The Secretary shall:

1. Keep records of all Section activities and minutes of all business meetings of the Section and all meetings of the Section Board of Direction.
2. Keep the current membership role and record of dues.
3. Handle necessary correspondence and mailings.
4. Prepare such reports as requested by District 6. These shall be given to the President for approval prior to final submission.
5. Maintain current up to date copies of the Section Charter and the Section By-Laws and the Charters and By-Laws of any Chapters located in the Section.
6. Other duties as assigned.

Section 5.4 The Treasurer shall:

1. Collect Section dues from ITE Headquarters and be custodian of all funds of the Section. The Treasurer shall pay out said funds when properly approved by the Section Board of Direction and shall keep an itemized account of receipts and expenditures.
2. Prepare such reports as requested by District 6. These shall be given to the President for approval prior to final submission.
3. Other duties as assigned.

### ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

## ITE-BY-LAWS

## CONTINUED

Section 6.1 At the time of the March meeting of the Section, a nominating committee of three qualified voters who are not current officers shall be appointed by the President. The nominating committee shall select one or more qualified candidates for each office. No nominee shall be included in the official list of candidates unless the nominating committee has obtained the nominee's written or verbal consent to run for the office for which being nominated. The nominating committee shall transmit its list of nominees to the Secretary prior to the April meeting of the Section.

Section 6.2 The list of candidates shall be presented to the membership during the April meeting of the Section and at this time, additional nominations can be made from the floor.

Section 6.3 Not later than June 1, the Secretary shall send to each eligible voter a final ballot listing the candidates nominated for office, and the candidate receiving the highest number of votes for each office shall be elected. Transmission of the ballot, and casting of votes for officers will be in accordance with the provisions set forth in Article IX. In case of a tie vote, the Section Board of Direction shall choose between the candidates by majority vote.

Section 6.4 No member shall occupy the same elective office for more than two consecutive terms.

## ARTICLE VII - MEETINGS

Section 7.1 Regular meetings of the Section shall be held as determined by the Section Board of Direction, but not less than one meeting per year shall be held. The Section officers may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, unless at least fourteen days advance written notice concerning the matter has been sent to all members.

## ARTICLE VIII - GOVERNMENT

Section 8.1 The government of the Section shall be vested in its Section Board of Direction.

Section 8.2 The Section Board of Direction shall establish policies for the operation of the Section in conformity with the provisions of the Institute Constitution, the District Charter, and the Section By-Laws.

Section 8.3 The Section Board of Direction shall meet at times and places as it may deem necessary.

## ITE-BY-LAWS

## CONTINUED

Section 8.4 The President shall represent the Section at the Annual District Meeting. If the President is unable to attend, the Section Board of Direction shall appoint another qualified voter as the Section's authorized representative.

Section 8.5 The President shall preside at meetings of the Section provided that when the President is unable to do so, the Vice-President shall preside at meetings and discharge the duties of President.

Section 8.6 The President shall be an ex-officio member of all committees except the nominating committee.

Section 8.7 The President shall appoint the chairman and members of standing committees and such special committees as may be desirable. Standing committees shall include, but not be limited to, Membership and Career Guidance/Professional Development. The Section will coordinate with any area Student Chapters through a Student Chapter Professional Liaison who shall be appointed by the President, with input from the Student Chapter, and shall be a member of the Institute and hold the grade of Member or higher.

Section 8.8 Statements intended as policies, standards, position statements, recommendations or resolutions of the Section, except for resolutions dealing exclusively with the internal affairs of the Section itself, shall be carefully considered by the Section Board of Direction and given either a favorable or adverse recommendation. The Section Board of Direction shall then submit the statement to a vote of the Section members. The proposed statement shall become an official statement if, and only if:

1. The Section Board of Direction recommended approval and a majority of the Section Members that vote on the statement cast their vote to approve it.
2. The Section Board of Direction recommended disapproval but two-thirds of the Sections Members that vote on the statement cast their vote to approve it.

## ARTICLE IX - VOTING AND VOTING ELIGIBILITY

Section 9.1 At any properly called meeting of the Section, a quorum shall consist of those qualified voters present and voting.

Section 9.2 Voting for officers, for amendments and to these By-Laws, for petitions to amend the Charter, and for matters which affect the relationship of the Section to District 6, shall be by secret ballot.

Section 9.3 Ballots shall be sent or transmitted to voting members to ensure both the secrecy and the validity of the ballots. Voters shall indicate their selection on the ballot, and return or transmit

## ITE-BY-LAWS

## CONTINUED

the ballot to the Secretary-Treasurer or other designated canvassing agent.

Section 9.4 Only Members and Fellows of the Section whose Section dues are current shall be eligible to vote.

Section 9.5 The Section Board of Direction shall determine the form and manner in which ballots are published, completed and returned, which may include both printed and electronic ballots as long as the manner of balloting is decided and conducted consistent with all applicable Section, District and International rules.

### ARTICLE X - CHAPTERS

Section 10.1 Subject to securing any necessary approvals from District 6 and/or the Institute, a Charter may be issued by the Section Board of Direction at its discretion upon the written request of at least five (5) qualified voters residing in the area corresponding to the proposed Chapter. Proposed Chapter By-Laws shall be included with the written request. For sufficient reason and subject to any necessary approval by District 6 and/or the Institute, the Section Board of Direction may rescind and/or amend Chapter Charters.

Section 10.2 Each student chapter shall be supported and coordinated by a formally-designated Faculty Advisor and a Student Chapter Professional Liaison. The Student Chapter Faculty Advisor and Student Chapter Professional Liaison shall be members of the Institute and shall hold the grade of Member or higher. ARTICLE XI - AMENDMENTS

Section 11.1 Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Section Board of Direction or by written petition signed by at least five (5) Section voting members.

Section 11.2 Proposed amendments to these By-Laws shall be submitted to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of the meeting in any manner pertinent to the original amendment. The amendments shall be submitted as prescribed in these By-Laws within thirty days of the meeting and canvassed within sixty days following such submission by the Secretary.

Section 11.3 An affirmative vote of two-thirds of all valid ballots cast shall be necessary to pass a proposed amendment.

Section 11.4 Amendments to the By-Laws so adopted shall take effect when approved by the



**ITE-BY-LAWS**

**CONTINUED**

District 6 Board of Direction and filed with the Institute.

***APPROVED BY THE DISTRICT 6 BOARD OF DIRECTORS ON JULY 12, 2009***