ITE Western District

Election Policies for Officer and International Director Candidates

This document describes the policies of the Western District of the Institute of Transportation Engineers regarding the election process for District Officer and International Director positions. This Election Policies document supplements the Bylaws of the District.

THE NOMINATING COMMITTEE

Nominations for Western District Officers and for Western District International Directors are produced through the Nominating Committee that consists of ITE Western District Section Representatives. The District's International Director – Elect (incoming junior International Director) chairs the Committee and efforts should be made to include all Section Representatives to ensure broad geographical representation.

The Committee's work is generally conducted between September and December of the year prior to the election. Prior to convening the Committee, the Nominating Committee Chair will deliver an announcement to the membership stating that any members wishing to be nominated should contact a Committee member by September of the year before the election to have their name forwarded to the Committee for consideration. The Committee members provide nominations of individuals whom they recommend as potential candidates for the offices of Secretary-Treasurer, and International Director. An individual may also contact a Past President from another section, or contact the Nominating Committee Chair for other suggestions. The District wishes to insure that the largest possible pool of candidates is identified for evaluation.

If a member of the Nominating Committee has been nominated, the Nominating Committee Chair will request that an alternate serve on the Nominating Committee for evaluation.

STATE OF RESIDENCY GUIDELINES

In accordance with the Bylaws, candidates must be members of the District, meaning they reside within the District. To balance representation of District membership, candidates for each available position should alternate each term based on whether their residency is located within Region 1 or Region 2 within the District. Region 1 is defined as the following Sections: Alaska, Washington, Oregon, Hawaii, Northern California, and San Francisco Bay Area. Region 2 is defined as the following Sections: Central California, Central Coast, Southern California, Riverside-San Bernardino, and San Diego.

The Section of residency is based upon a potential candidate's ITE mailing address effective on January 1st of the election year. Once approved by the Board, a candidate who moves to another Section within the District remains eligible for the election ballot.

The incumbent Secretary-Treasurer and Vice President nominated for other officer positions are exempt from the state of residency guidelines, other than the requirement to reside within the District.

NUMBER OF NOMINEES

There should be two nominees for Secretary-Treasurer and International Director positions. However, if only candidate accepts nominations for Secretary-Treasurer and/or International Director, then only one nominee may be sufficient. The Nominating Committee Chair shall have the duty to insure that there are a sufficient number of nominations for all positions, as indicated above.

If by December 1st, an insufficient number of eligible nominations conforming to the residency guidelines are identified, the Nominating Committee Chair shall consult with the District Board to determine if additional candidates should be sought regardless of residency. Upon the Board's approval, all nominations will be considered equally, regardless of area. Until the approval is received, nominations outside of the geographic area should not be ranked.

THE NOMINATION REVIEW PROCESS

After nominations are provided, the Nominating Committee Chair will contact the suggested candidates to discuss the responsibilities involved and determine if they are interested in running for the suggested office. Persons showing interest are requested to send a letter of confirmation, an ITE-focused resume, information that is requested by the Committee pursuant to the District or the Committee's evaluation guidelines, and any other information that the potential candidate may desire to provide.

If there are more than two nominations for either position, the Nominating Committee will review and evaluate the information provided. Each member of the Committee will prepare individual rankings for each prospective candidate and return the information to the Nominating Committee Chair for compilation. The Nominating Committee Chair will not personally rank the candidates at this point in the process. Individual nominee rankings will remain confidential at all times except to the current Western District Board Members. The candidates' names will be forwarded to the District Board at the mid-year meeting in late January or early February with their rank order if applicable.

BOARD ACCEPTANCE OF LIST OF CANDIDATES

The District Executive Board will meet to review the nominations and evaluations. The Nominating Committee Chair will recommend that the Board accept the Committee's nominations based upon the results of the evaluation process. The Board normally accepts the proposed list of candidates without modification, except for failure to follow the guidelines properly. The list of candidates is officially announced at the Mid-Year Board Meeting.

The candidates are typically listed in WesternITE in an order determined by a coin toss. The coin flip should be conducted to determine position in the newsletter. The Nominating Committee

Chair facilitates this coin flip at the Mid-year Meeting. The winner of this flip has his/her choice of position in the newsletter and/or web page.

The order of the candidates' names selected by the Nominating Committee on the web page will be listed in reverse order from the order in the newsletter, and statements by qualifying petition candidates will appear below the statements for the adopted list of candidates. The order of all candidate names on the e-ballot will be scrambled randomly.

KEY CONTACT PERSON WITH BOARD

Through the election process and the preparation of candidate statements, a candidate's key point of contact for information regarding deadlines and process should be the incoming junior International Director of the Western District. If questions or issues arise regarding the campaign, they should be directed to the senior International Director and/or to the President for resolution.

CANDIDATE STATEMENTS

Following the Mid-year Board meeting, the junior International Director or his/her designee will contact the candidates indicating key action items with important deadlines:

- Submit a letter to the junior International Director with a copy to the Secretary-Treasurer and District Administrator accepting the nomination before the end of February; and
- Provide a 400-word or less candidate statement and photo to the junior International Director, WesternITE Managing Editor, and Webmaster by the end of March or other deadline as provided by the junior International Director. The statement will typically appear at a featured location in the Spring edition of WesternITE, as a link on the website, and with the electronic ballot. No statements will appear in the WesternITE newsletter if not submitted by the stated deadline. Statements that exceed the word limit shall be reduced by the WesternITE Managing Editor.

If the WesternITE editor or Webmaster is a candidate, the junior International Director shall be responsible for performance of the appropriate statement-related duties. If a candidate is a standing committee chair or WesternITE editor/webmaster, the use of WesternITE issues and the District website prior to the election by the candidates (for articles or photos) will be limited to the candidate statements.

A digital photograph of each candidate will be included in the candidate's WesternITE statement, if a photograph is provided by the deadline.

CAMPAIGN ACTIVITIES

The District does not provide any compensation to candidates for campaign expenses, and the District does not expect or encourage local sections to provide compensation to candidates for District offices. However, some sections may choose to provide financial incentives to candidates.

Members of the Board are to remain neutral in all District campaigns. Board members will not endorse any candidate and should provide the same input and information to each candidate who asks for it.

A list of mailing labels will be made available to any Western District candidate upon request. The labels are provided by International Headquarters and the request must be authorized through the Western District President. Several weeks are required for the order to be filled.

The District can make a reasonable amount of website space available to candidates for District office. The candidate will be responsible for development of content for the candidate's website.

The District will not furnish email address lists of voting members to candidates. Email lists from ITE Headquarters' staff will not be made available to candidates from the Western District. Instead, candidates may develop their own email lists from their own resources. Voting members do not include student or affiliate members.

The Western District may issue one or more emails before or after the ballots have been released to encourage membership to vote.

The Western District Board cautions against the use of any more than one mass email from the candidate or his/her supporters during the campaign. Although there are no limits to the number of emails that can be sent to members, candidates are urged to use proper restraint.

International and District boards have requested that all sections and chapters provide candidates with appropriate opportunities to address their membership and to waive meeting charges. However, it is up to each individual ITE unit to determine what opportunities can be provided. Candidates are urged to contact the section or chapter president in advance to insure that there are no misunderstandings about travel assistance, speaking arrangements, and logistics.

BALLOTS

Upon request, the District Administrator will advise candidates of the planned date of e-balloting, for the benefit of candidates who wish to time final campaign activities to this event.

Ballots will be transmitted to the membership in accordance with the Bylaws. Write-in opportunities should be provided on the ballot for all positions.

ANNOUNCEMENT OF ELECTION RESULTS

At the Western District Annual Meeting and Board Meeting normally held in June or July, candidates for office will be introduced and recognized, however it is not traditional to allow campaign speeches since the majority of ballots will have been already cast. The election results will be announced at the Tuesday Annual Business Meeting luncheon.

Upon request by a candidate listed on the ballot, the President will direct the District Administrator to show the election results for the particular position on which the candidate was listed.

Newly elected officers will be sworn in for District offices at Wednesday's Western States Luncheon, however they will not formally take office until the beginning of the next calendar year. A debriefing meeting will be held immediately following this Luncheon for the new Secretary-Treasurer and the other officers.