



District Annual Meeting Policies

In order to encourage Annual Meetings of the highest possible quality, to comply with International ITE requirements, and to promote an appropriate level of Annual Meeting consistency, the Board has adopted numerous policies. These policies range from overall meeting structure to budget items to meeting specifics.

Dates

Board Policy: The Annual Meeting of the ITE Western District shall be held in July, unless a meeting in June is approved by the Western District Board. Consideration of a June meeting will be given for various reasons (e.g., hotter regions, hotel availability and room costs, and separation between District and International Annual Meetings). However, the selected date should be after public schools are out (to encourage families to attend) and should avoid the 4th of July holiday.

Hotels

Board Policy: The hotel contract shall be developed collaboratively between the District LAC Liaison, District Meeting Planning Consultant and Local Arrangements Committee. The District LAC Liaison is responsible for facilitating input from the Western District Board prior to final authorization. The hotel contract will be signed by the Western District Vice-President or Secretary-Treasurer (whoever will be the Western District President the year of the annual meeting).

Program

Board Policy: While LACs have considerable leeway in the scheduling of event, the following events shall be part of the Annual Meeting (with typical times, note: * indicates formal meeting events for which conflicts should be avoided):

- The Annual Meeting of the ITE Western District Board on Sunday (beginning in the morning and going through mid-afternoon).
- James H. Kell Student Competition on Sunday afternoon.
- A Get-Acquainted Reception for attendees/accompanying persons and families on Sunday evening.*
- An Opening Session on Monday morning.*
- A Kick-Off Luncheon on Monday.*
- A Student Traffic Bowl on Monday afternoon.*
- A Family-oriented Event on Monday evening.*
- A Section/Chapter/Student Chapter Leaders Breakfast on Tuesday.
- The Annual Business Meeting during Tuesday lunch.*
- The William C Kloos Professional Traffic Bowl on Tuesday.*
- An Annual Awards Banquet on Tuesday evening.*
- The Western States Luncheon on Wednesday.*

Kell Competition

Board Policy: The Western District ITE Student Initiatives Chair shall coordinate this competition with assistance from the LAC. The funding for the winning student chapters shall not be an expense of the LAC; however, the LAC will provide space, event signage, and snack food/drinks for the competition.



Business Meeting

Board Policy: The District's Annual Business Meeting shall be held during the Tuesday Luncheon.

1. At least one and one half hours are allotted for the Business Meeting and Luncheon. Some meetings have allotted two hours, depending on agenda and meeting scheduling.
2. Meal service can be conducted in an inconspicuous manner during the presentations.
3. Agenda shall be set by the Western District President and shall include:
 - a. The Pledge of Allegiance
 - b. A presentation of names of deceased members since the last Business Meeting
 - c. An ITE International presentation, typically by the International President
 - d. Addresses by ITE International Vice-President candidate(s), if not accommodated on Monday
 - e. Presentation of some of the District Awards, as determined by the District Vice President
 - f. Presentation by District Secretary-Treasurer of the next fiscal year's budget and subsequent approval by attending members
 - g. Convening of the Teller's Committee with results of the District election at the end of the meeting followed by a motion to destroy the ballots

Traffic Bowl

Board Policy: Two traffic bowl competitions shall be held at the Annual Meeting. One will be for student chapter teams and one will be for Professionals teams (which may include students). The professional traffic bowl is called the William C. Kloos Traffic Bowl. The student traffic bowl will serve to qualify the Western District collegiate team to advance to the ITE Collegiate Traffic Bowl. Specific guidelines and sample questions can be obtained from the District Traffic Bowl Committee Chair.

Annual Banquet

Board Policy: The Annual Awards Banquet shall provide an opportunity for the District President to formally recognize the contributions of various Western District award winners and be followed by entertainment. LACs shall provide childcare (with food) for the Awards Banquet at a reasonable cost (or free of charge). Time shall be provided for the District to present (at a minimum) the following awards at this event:

1. Young Professional Achievement Award
2. Individual Achievement Award
3. Lifetime Achievement Award

Western States Luncheon

Board Policy: The Western States Luncheon shall provide the opportunity to acknowledge the contributions of those who have provided service to the District during the preceding year (including section and chapter officers). Awards will be given at this luncheon, as determined by the District Vice President. Also at this Luncheon, the most senior International elected officer will formally install the District Officers for the coming business year.

LAC Chair

Board Policy: The LAC General Chair (or a designee) shall attend three Board meetings in addition to the Board Meeting at their Annual Meeting (two before and one after). While the LAC General Chair is welcome to attend meetings before this time, and encouraged to do so, only these three meetings are reimbursable from the LAC budget. At the prior District Annual Meeting the LAC General Chair shall attend the LAC Debrief Meeting with that LAC. At the Mid-Year District Board meeting following the



Annual Meeting, the LAC General Chair shall provide a report of their Annual Meeting that includes finances and meeting highlights. The LAC General Chair' report shall also include any recommended updates to LAC Policies or Guidelines that would be beneficial to future LACs. This should be done in cooperation with the District LAC Liaison.

Finance

Board Policy: The Annual Meetings shall be as economical as possible. The registration fee proposed by the LAC shall be submitted to the District Board in draft form 12 months prior to the Annual meeting (as part of the report packet prepared prior to the Annual Board Meeting) and for final approval not later than at the Mid-Year Board Meeting immediately preceding their Annual Meeting.

Board Policy: The Board does not expect the Annual Meeting to generate a surplus; however, any surplus that does occur shall revert to the Western District and, likewise, any deficits shall become the responsibility of the Western District.

Board Policy: The LAC shall submit a budget to the Board that shall include low, mid and high levels of anticipated attendance, with a break even budget presented based on the anticipated attendance level.

Board Policy: The Board may provide an advance, see Exhibit A, to cover pre-meeting expenses. Each advance request should have a preliminary/draft budget attached to document the need. Half of this advance may be available up to 24 months before the meeting; the remaining half will be available up to 12 months before the meeting. Total advances exceeding that in Exhibit A will require additional justification. Any advance of funds shall be approved by the Board before the funds are made available to the LAC. Funds shall only be sent to LACs with established bank accounts and not to individuals. Exceptions may be made to cover deposits (i.e., check made out directly to Hotel rather than the LAC). The determination of "break even" finances for the LAC shall assume return of any advanced funds to the Western District.

Board Policy: The LAC shall establish a bank account for the Annual Meeting. For convenience, utilizing the same bank as the Western District banking accounts should be discussed between the LAC General Chair, LAC Finance Chair and the District Secretary-Treasurer two to three years prior to the Annual Meeting.

Board Policy: The LAC shall be responsible for maintaining accounting records using Quicken or an equivalent software package, and provide a final accounting/financial statement of their Annual Meeting to the District Vice President and District Administrator by September 30 of the year of their Annual Meeting. This is for tax purposes. Closing of the books must be completed by the mid-year board meeting.

Board Policy: The finances of the meeting shall not subsidize an exhibition of commercial products and the costs of any exhibition shall be borne by fees charged to the exhibitors and vendors. Opportunities for exhibit and event sponsorship may be marketed to firms by the LAC. Revenue generated by the Exhibition can be used to support Annual Meeting functions after covering costs of the exhibit.

Board Policy: All costs associated with the Annual Board Meeting on Sunday afternoon, the Get-Acquainted Reception for attendees and accompanying persons on Sunday evening, and a Section/Chapter/Student Chapter Leadership Breakfast on Tuesday, shall be covered by the LAC through the registration fee for the meeting. There will be no cost to attendees of these functions.



Board Policy: The District President usually has a small private reception, prior to the Annual Awards Banquet, to recognize those who have volunteered services to the District during the preceding year; the LAC will incorporate the cost of food and beverage for this gathering in the meeting budget.

Registration

Board Policy: The following persons shall be provided waivers on the full registration fees:

- Past Lifetime Achievement Award recipients (including the person being awarded at the meeting)
- ITE International President
- ITE International Executive Director
- ITE International Vice-President candidate(s)
- Student Paper Award winner
- LAC Chair or up to two LAC Co-Chairs (up to two registrations) for the meeting they are chairing

Board Policy: A reduced registration fee, including the costs of meals, shall be provided for students and Western District Student Faculty Advisors who are also ITE International members. This registration may or may not include the family night event at the recommendation of the LAC and with Board Approval. Retired Life Members shall be provided free access to the technical sessions, exhibit hall and Get Acquainted Social. These members will be responsible for the cost of any meal event(s) they attend.

Board Policy: The following officers shall be provided free hotel rooms (complementary room nights may be utilized for this, at the discretion of the LAC in budgeting):

- Western District President (up to four nights; typically, a suite)
- Western District Vice-President (up to four nights)
- Western District Secretary-Treasurer (up to four nights)

When complementary room nights exceed this level, priority would be to use them for the LAC Chair (if necessary), Western District officers, Past President and International Directors.

Awards

Board Policy: All papers submitted in compliance with the requirements (including the Transfer of Copyright agreement and due dates for inclusion in the Compendium) and which are presented at the Annual Meeting shall be considered for the District's "Best Paper" and/or the "Best Paper by a Young Member" Award(s). The Best Paper review process shall be a coordinated effort of the LAC's Technical Committee Chair and the Chairs of the District's Technical and Career Guidance Committees. The District's Technical Chair shall assume the responsibility for selecting the "Best Paper" award winner. The District's Career Guidance Chair shall assume responsibility for selecting the "Best Paper by a Young Member".

Technical Program

Board Policy: The LAC shall publish a Compendium of Papers/Presentations presented at the Annual Meeting. The Compendium and presentations shall be posted on-line and be available to conference attendees. No paper or presentation shall be displayed on the LAC web site unless the author has completed a transfer of copyright agreement. The Compendium shall be made available for viewing and download to all ITE members prior to the meeting and for twelve months after the Annual Meeting. After that point, the Western District shall determine appropriate accommodations for continued on-



line hosting of the compendium. The District Website Manager shall be responsible for transitioning any access of web materials beyond one year following the meeting.

Board Policy: The Student Paper Award winner shall be included in the Technical Program. The District's Student Initiatives Chair shall provide the name of the award winner and their paper to the LAC Technical Committee Chair by April 1 for inclusion in the Technical Program.

Vendors

Board Policy: Consultants and vendors should be encouraged to participate in the Annual Meeting in a manner that will be mutually beneficial to these organizations and to the attendees. The Annual Meeting shall incorporate a formal exhibit of commercial products and the LAC shall include a Vendor Committee to coordinate this event. The LAC must comply with Policy 17-9 adopted by the International Board of Direction, which follows.

17-9 MEETING AND CONFERENCE RELATED REVENUE

International affairs shall be designed to a scale that meets their particular needs. The fees for these affairs should be set high enough to cover all costs. Opportunities for exhibits, advertising, and sponsorship may be marketed to firms, organizations, and individuals by the Institute. Districts, Sections, and Chapters should adopt guidelines and procedures consistent with this Procedure.

The vendors using the exhibit area shall pay a fee for use of an exhibit area space. The fee, at a minimum, shall cover the cost of the space, general booth setup (drayage), electrical connections, security, and general conference provided internet connectivity. The vendors will be responsible for all individual costs associated with setup of vendor provided equipment and materials, storage, special internet needs, and insurance costs.

Hospitality suites provided by consultants and vendors may not be conducted during those times when formal meeting events are scheduled.

Sponsorships

Board Policy: The LAC shall seek sponsorships, as they determine within their budget, to support the operation and delivery of a successful Annual Meeting. Sponsorships shall be open to all members of ITE and other interested organizations. Sponsorship programs shall be mutually beneficial to meeting attendees and the sponsors.

Taxes

Board Policy: If there are local fees for the conduct of the Annual Meeting (such as fire marshal approvals, sales or local taxes) they shall be budgeted by, and paid by, the LAC. Most of these costs are rolled into the billing for the Annual Meeting. The Income Tax filing for the Western District includes the revenue position from the Annual Meeting and therefore, the Western District shall be responsible for filings.

Insurance & Security

Board Policy: The Western District shall maintain insurance coverage for general liability to address conduct of the Annual Meeting. The LAC General Chair should work with the District President, District Administrator and LAC Liaison to obtain adequate certifications for the venue operators. The LAC shall



be responsible for hiring adequate security at the Annual Meeting, particularly associated with the vendor exhibition.