

Information for Prospective
International Vice President Candidates

2009

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Welcome Message
From the Immediate Past International President

Dear Fellow ITE Member:

ITE benefits significantly from the leadership and volunteer efforts of its members. Becoming a member of the International Board of Direction's Executive Committee is a significant responsibility.

This packet is intended to provide you with information that will be of help in making your decision to place your name into consideration for being selected as an ITE International Vice President candidate. I encourage you to read this material and contact any member of the Nominating Committee shown below to discuss it.

If you are interested in putting your name forward for consideration, we would like to see a written expression of interest from you by **August 29th 2009**. This year's deadline for submitting the appropriate documentation to be considered in the selection process is **Saturday, September 5 2009**. Making the decision to run requires not only your own commitment, but also the support of your family and employer. If you believe you would like to submit your name, I encourage you to begin seeking this support sooner than later as it may take more time than you realize. Once you have it, you will then need to complete the required **questionnaire** which is contained in this document and submit it to a member of the Nominating Committee by the above deadline along with your **résumé** and a signed **letter of support** from your employer.

Serving on the ITE Executive Committee is a most fulfilling professional and personal experience. I wish you the best in considering this opportunity and congratulate you for doing so.

2009 International Officer Nominating Committee

Alfred A Guebert, Chairperson and Immediate Past International President

- Michael P O'Rourke, District 1
- Susan L Best, District 2
- Kimberly A Lutz, District 3
- Robert J Green, District 4
- Robert E Stammer, District 5
- Zaki Mustafa, District 6
- James W Gough, District 7
- Peter T McCombs, District 8
- Gary B Thomas, District 9
- Jeffrey M Arey, District 10

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Desired Qualities and Attributes

... in a candidate for the ITE International Board of Direction Executive Committee

The ITE Executive Committee consists of three elected officers: International President, Vice President, Immediate Past President and the Executive Director. These individuals represent the organization to its members and to the public. Although the only Constitutional requirement to hold the elective offices is that the person be a Fellow grade member in good standing, there are desired qualities and attributes that potential candidates should consider.

These qualities and attributes include:

- a. Being a leader. Having held leadership roles at the Chapter, Section, District and/or International Board of Direction level within the Institute and having served on or as chair of ITE committees and task forces is helpful, but it is not a prerequisite for becoming a member of the Executive Committee. It is, however, important that Executive Committee members have a vision for the Institute and be capable of implementing it and other actions of the Board of Direction.
- b. Being a good public speaker. Executive Committee members are called upon to officiate and speak at several formal conferences each year in which speeches, presentations, introductions, awards, etc. are conducted.
- c. Being capable of running Board meetings. There are three formal 2-day Board meetings and one Executive Committee retreat to conduct annually. It is vital to use the valuable time of Board members and ITE staff productively.
- d. Having a working knowledge of budgeting. ITE is a multi-million dollar business with a full-time staff of approximately 30. The Board approves and monitors the ITE budget.
- e. Maintaining a current understanding of the needs of the membership and the issues facing the Institute near and long term. This is imperative because the Board sets the direction of the Institute.
- f. Being capable of prioritizing and working with the membership, International Board of Direction, Executive Committee, key ITE staff and others to professionally and responsibly coordinate and work through issues to successful resolution within a reasonable timeframe and in the best interest of the membership and organization.

Time Commitment

... as a candidate and Executive Committee member

An ITE member of Fellow grade desiring to run for and serve on the Executive Committee of the ITE International Board of Direction (IBOD) must be willing to make a four-year commitment. The time involvement during this period varies, but no more than 600 hours of time is expected in any single year with the candidate year and the Presidential year being the busiest.

During the candidate year, travel and attendance is required for up to 10 “campaign” trips (typically at ITE District Annual Meetings) and the following other meetings: TRB, ITE Technical Conference, ITE Executive Committee/Senior Staff retreat and the ITE Annual Meeting. The successful candidate will also attend the IBOD meeting in the Fall as Vice President-elect. Candidates can expect to spend approximately 50 days (25-30 work days, the remaining are weekend days) away from home and office. E-mail and cell phone use helps tremendously in staying in touch with work.

If elected, the second year commitment is to serve as Vice President. The time commitment is much less this year with the following meetings required: TRB, IBOD meeting associated with the ITE Technical Conference, ITE Executive Committee/Senior Staff retreat, IBOD meeting associated with the ITE Annual Meeting and the Fall IBOD meeting. The Executive Committee typically will also attend 2 to 3 District Annual Meetings each year to provide a face-to-face meeting opportunity. Otherwise, the Executive Committee coordinates via emails and a conference call about once a month.

The year serving as President can consume a range of time. Typically, the President plans to attend the majority of the meetings attended by the candidates. However, the Vice President and Immediate Past President remain available to represent the Executive Committee at those meetings if the President is unable to attend them. Thus, the time commitment by the President varies in terms of his/her situation and time availability.

The year served as Immediate Past President has a similar time commitment to that of the Vice President.

Extract from International Board of Direction Procedures

5-6 Campaign Conduct

- A. The International Board of Direction recognizes the importance of assisting the membership in making an informed choice in electing the International leadership, and thereby provides guidance on appropriate communication between candidates and members. Professional organizations characteristically rely on the published statements and résumé of experience for each of the candidates for office. Therefore:
1. The list of candidates nominated by the Nominating Committee shall be posted on the ITE website no later than December 1 of the year preceding the election.
 2. Each candidate shall prepare a statement of candidacy that conforms to guidelines established by the Executive Director. The statement shall appear in the ITE Journal and on the ITE Website. Each candidate shall also prepare a statement of candidacy for District, Section, and Chapter newsletters in a manner that conforms to guidelines established by the Executive Director. This statement will be forwarded to all newsletter editors by the Executive Director for their consideration for publication. Candidates may contact Districts, Sections, and Chapters for the purpose of coordinating their campaign visits, but not regarding advertising or endorsing their candidacy.
 3. Bulk mailing and direct advertising techniques are not appropriate. Bulk mailing for this purpose is defined as mailings of the same enclosures to more than 750 persons. Bulk mailing encompasses both postal and electronic mailing. There is no prohibition on smaller volume letter mailings by a candidate or by others on behalf of a candidate. Campaign emails can be considered junk email by members and be detrimental to candidates, the organization and the campaign process. Candidates or others on behalf of a candidate shall not use existing ITE email lists or list serves. The ITE system administrator shall monitor the appearance of any such statements using ITE list serves, delete them, and advise the Institute's Executive Director who will advise the individual responsible for the posting of this Board procedure.
 4. Candidates or others on behalf of a candidate shall not refer to any ITE Council, committee, task force, District, Section or Chapter in writing or verbally in such a manner that implies endorsement by such groups.
 5. ITE Headquarters will not provide to the candidates mailing labels or electronic files of member addresses or e-mail addresses other than those of the members residing in the Districts of the candidates. Thus, each candidate receives the same information.
 6. Buttons, posters, advertisements, and similar techniques, whether produced by the candidate or others on the candidate's behalf, are not appropriate.
 7. Nominated candidates shall prepare information for a brochure, conforming to guidelines established by the Executive Director that includes a statement of positions and qualifications to serve, for distribution at meetings of the Institute or by mail. Inclusion of material that promotes a firm or product is not appropriate. ITE Headquarters will print 8,000 brochures from camera-ready copy (up to four colors) provided by the candidates.
 8. Nominated candidates may create an Internet website that is hosted by ITE Headquarters and includes similar material to that in the brochure and that conforms to guidelines established by the Executive Director. The website shall include a downloadable .pdf of the candidate's official campaign brochure. Candidates are encouraged to keep their website content current with information such as campaign stop notes, travel information and the ability to receive questions and comments via email. Candidates shall not have a campaign website hosted anywhere other than by ITE Headquarters. Inclusion of links to or from employers, firms, or vendors of products is not appropriate.
 9. All deadlines provided to candidates by the Executive Director will be adhered to. Publication of brochures, placement of website information on ITE's website, issuance of information to District, Section and Chapter newsletter editors, etc. will not be delayed if one or more candidates fail to provide the information by its deadline.
- B. To avoid possible conflicts with the Institute's tax exempt status, it is important that no solicitation of funds or other tangible support activity of financial value be undertaken by, or voluntarily on behalf of, any candidate. It is intended that a candidate's experience, involvement in Institute affairs, and published statement shall stand on their own merit as testimony to the nominee's individual qualifications for office.

- C. The Executive Director will contact the districts/sections/chapters as soon as practical after the nominations are announced to notify them of the nominees and inform them of these candidate campaign conduct rules, particularly the following: Districts, Sections, and Chapters shall treat candidates equally with respect to publishing campaign statements, reading campaign statements at meetings, advertising the campaign and providing opportunities for candidates or supporters to address their membership. Support and communication provided candidates by Districts, Sections, and Chapters shall be equal with respect to providing lodging and waiving of registration fees on official campaign visits; and, publishing campaign information in newsletters and on websites. Districts, Sections, and Chapters are encouraged to financially support candidates from their areas up to a combined total of no more than \$2,500 for campaign related expenses in accordance with Board Procedure 5.7.
- D. Nominees will be announced in the ITE Journal and they will be provided an opportunity to respond to a series of questions developed by the nominating committee. ITE Headquarters staff will treat the candidates even-handedly regarding exposure in the ITE Journal, and through other media.
- E. Vice Presidential Candidates (nominated or by petition) may attend up to a maximum of 10 district, section, and chapter meetings outside the candidate's home section. Candidates will also be given an opportunity to present their campaign speeches at a general session during the ITE Spring Technical Conference. Further, candidates may not make technical presentations, serve as moderator or featured speaker when attending a district, section, or chapter meeting outside their home section/chapter. This does not preclude the candidate from carrying out their duties as an officer of a district/section/chapter or as an International Director.
- F. Should a member successfully petition to become a Vice Presidential Candidate, the nominated candidate(s) may request to be withdrawn from the election process. This request must be made in writing to the Chair of the Nominating Committee not later than March 5 of the year of the election. The Nominating Committee shall have until March 15 to accept the request. The nominated candidate(s) withdrawing from the election process shall be eligible to have campaign expenses reimbursed in accordance with Procedure 5-7 Reimbursement of Vice Presidential Candidate for Travel.
- G. Candidate actions during the campaign are primarily monitored by the Executive Committee assisted by the Board of Direction. Should a candidate willfully violate any of the procedures outlined above, the International Board may consider sanctions.
- H. To avoid the possibility of non-compliance with the campaign rules, candidates are encouraged to provide these campaign conduct rules to anyone intending to assist them in their campaign.
- I. The Chairperson of the Nominating Committee shall notify all candidates of the above campaign conduct requirements, regardless of their selection by the Nominating Committee or by petition of the membership.

Waived Second Reading and Adopted on First Reading, October, 2006

5-7 Reimbursement of Vice Presidential Candidates for Travel

- A. The Institute will reimburse each nominated Vice Presidential candidate (nominated or by petition) for their travel expenses, printing and postage to attend ITE district, section, or chapter meetings up to \$8,500. Each candidate may accept from their home district, section and/or chapter up to \$2,500 for reimbursement for campaign related expenses. Reimbursement is contingent on filing an expense form and conformance to Procedure 8-2 Travel and Subsistence Allowance.

Waived Second Reading and Adopted on First Reading, November, 2002

6-1 Duties and Responsibilities of the President

- A. The President of the Institute shall:
1. Exercise general supervision of the affairs of the Institute in accordance with the Constitution.
 2. Attend and preside at meetings of the Institute, the International Board of Direction, and the Executive Committee.
 3. Appoint the Chairperson and members of each committee authorized by the International Board and submit those names for approval by the International Board. (The Administrative Committee appointments will have been made by the President-elect prior to December 1.) The Nominating Committee will be appointed in accordance with the provisions of the Constitution. The President may also appoint any committee deemed necessary during the interval between International Board meetings and will report such action for approval at the next Board meeting.
 4. Appoint members of the ITE Coordinating Council on recommendation of the ITE Coordinating Council and with approval of the International Board.
 5. Approve all expense accounts of the Vice President submitted for payment by the Institute for official Institute business.
 6. Supervise the preparation of the agenda for each International Board meeting. At least 30 days prior to each Board meeting, the President will call for agenda items from each International Board member. Following review, the President will cause the agenda to be available to the International Board two weeks in advance of the meeting.
 7. Appoint a Parliamentarian at meetings over which the President presides.
 8. Report at intervals to the membership on the work of the organization through a newsletter or other means.
 9. Prepare and present a report of the President's stewardship at the Annual Meeting.
 10. As requested and be able, represent the Institute at meetings of other organizations and committees where such attendance will advance the interests of the Institute. The President may designate any member(s) and/or the Executive Director as the Official Representative(s) of the Institute to attend these meetings.
 11. Endeavor to attend as many District and Section meetings as possible.

Waived Second Reading and Adopted as a Revision on First Reading, January, 1993

6-2a Duties and Responsibilities of the Vice President**A. The Vice President of the Institute shall:**

1. Attend meetings of the Institute, the International Board of Direction, and the Executive Committee.
2. In the absence of the President, preside at meetings and discharge the President's duties.
3. Generally guide and supervise committees assigned to the Administrative Division. This will include continuing liaison with the several committee chairpersons so that progress of the committees' activities may be reported to the International Board of Direction.
4. Generally supervise the Procedures established by the International Board of Direction relating to Headquarters. This will include being able to report to the International Board on recommendations of the Executive Director relating to staff personnel, office procedures, office equipment and such other matters concerning Headquarters operation of interest to the International Board.
5. Review the Annual Meeting report and present any recommendations arising therefrom to the International Board.
6. Serve as Chairperson of the Budget Committee and report to the International Board the Committee's recommended budget for the fiscal year at the first Board meeting of the calendar year and the Committee's recommended budget adjustments at subsequent International Board meetings during the fiscal year.
7. Report to the International Board of Direction on the fiscal management of Headquarters based on periodic comparisons of financial statements with the budget of the current year and previous year.
8. Approve all expense accounts submitted for Institute payment by the Executive Director and other officers of the Institute for official Institute business.
9. Review annually the amounts and types of insurance coverage and make recommendations at the January Board of Direction Meeting for additions and modifications.
10. Execute other work assignments made by the President.
11. Undertake travel to attend meetings on official Institute business as may be requested by the President.
12. Study and make recommendations concerning the annual compensation for the Executive Director and shall be responsible for coordinating this study and reporting recommendations to the Executive Committee and to the Board of Direction. Said recommendations shall follow the procedures established in Board Procedures 6-2b "Executive Director's Compensation."
13. In the absence of the Executive Director, prepare official minutes of all Executive Sessions held during International meetings and submit said Confidential Minutes to the Executive Director and the International Board.
14. Prepare a set of goals and objectives to guide the Institute during the following year.

Amended August, 1990

6-4 Duties and Responsibilities of the Immediate Past President

A. The Immediate Past President shall:

1. Attend meetings of the Institute, the International Board of Direction and the Executive Committee.
2. Serve as Chairperson of the Nominations Committee, comprised of a representative from each District. This committee is charged with selecting qualified candidates for International President and Vice President in the coming year and in accordance with the Constitution and Board Procedure 5-1.
3. Serve as Chairperson of the Past Presidents' Award Committee.
4. Serve as the "Keeper of the Institute Procedures Book," monitoring Headquarters staff in their maintenance of the official Institute copy in current status, monitoring activities of the International Board of Direction and its officers in following the Procedures, and initiating or monitoring action to develop revisions, additions or deletions to the Procedures as necessary.
5. Execute other work assignments made by the President.
6. Undertake travel to attend meetings on official Institute business as may be requested by the President.

Amended November 2002

6-5a Duties and Responsibilities of the President-Elect

A. The President-Elect shall:

1. With the concurrence of the Board of Direction, the President-elect shall select and appoint the Chairperson and members of each of the approved committees of the Institute. All such appointments should be completed prior to December 15. In addition, appointments to the following named committees should be accomplished within 30 days of the Annual Business Meeting:
 - Nominating
 - Constitutional Amendments

The Nominating Committee will be appointed in accordance with the Constitution.

2. From the day of the Annual Business Meeting until the end of the calendar year, the President-Elect shall contact and correspond with any members of the Institute in respect to service on the standing committees of the Institute effective January 1 of the succeeding calendar year and report appointments thereto to the International Board of Direction. This procedure shall also apply to any special committees the International Board of Direction may have created and which may be continuing in service after January 1 of the succeeding year.

Amended November 2002

6-5b Duties and Responsibilities of the Vice President-Elect

A. The Vice President-Elect shall:

1. Attend the Fall International Board of Direction Meeting including the New Board Member Orientation session to prepare for service as Vice President and stay current with governance issues. Meet with the incoming International Directors for relationship building and to help answer their questions and orient them to the Board and their duties and responsibilities.
2. Participate in Executive Committee activities, including meetings, conference calls and correspondence.
3. Prepare a list of goals, for discussion with the Executive Committee that he or she wishes to accomplish when serving on the Executive Committee. These goals should be consistent with the Goals and Objectives of the Institute's Strategic Plan.

Adopted November, 2002

Results of the 2008 ITE Election

August 1, 2008

Institute of Transportation Engineers
2008 ITE Tellers' Committee

For 2009 International President:		
Total electronic ballots	4322	
Total mail in ballots	16	
Total ballots	4338	
Total valid Presidential ballots		3971
Total invalid or nonvoting ballots		367
TOTALS-PRESIDENT	<u>4338</u>	<u>4338</u>
For 2009 International Vice President:		
Total electronic ballots	4322	
Total mail in ballots	16	
Total ballots	4338	
Total valid Vice President ballots		4220
Total invalid or nonvoting ballots		118
TOTALS-VICE PRESIDENT	<u>4338</u>	<u>4338</u>

Pursuant to the Constitution of the Institute of Transportation Engineers (as revised November 2004), the membership has the right to submit ballots up to the closing of the electronic voting (12:00 pm EDT, August 1, 2008).

2009 IBOD & Executive Committee Meeting Schedule

As of December 16, 2008

Executive Committee Meeting

Sunday, January 12, 2009

ITE Headquarters Office

Washington, DC, USA

Day	Start	End	Event
Sunday, January 12, 2009	12:00 p.m.	6:00 p.m.	Executive Committee Meeting
<i>Accommodations:</i>	<i>Individual rooms booked by ITE HQ with rooming list The Mansion on O Street 2020 O Street, N.W. Washington, DC 20036 USA Phone: 202/496-2000 Fax: 202/833-8333</i>		

International Board of Direction Conference Call

Wednesday, January 28, 2009

Day	Start	End	Event
Wednesday, January 28, 2009	2:00 pm ET	4:00 pm ET	International Board Conference Call
<i>Conference Call Information</i>	<i>Will be provided soon.</i>		

International Board of Direction Meeting

Thursday, March 19—Wednesday, March 25, 2009

Phoenix Convention Center

Phoenix, AZ, USA

Day	Start	End	Event
Thursday, March 19, 2009	7:00 p.m.	10:00 p.m.	Executive Committee Dinner
Friday, March 20, 2009	9:00 a.m.	12:00 p.m.	Executive Committee Meeting
	12:00 p.m.	1:00 p.m.	International Board Lunch
	1:00 p.m.	6:00 p.m.	International Board Meeting Part A
	7:00 p.m.	10:00 p.m.	International Board Dinner
Saturday, March 21, 2009	8:30 a.m.	9:00 a.m.	International Board Continental Breakfast
	9:00 a.m.	12:00 p.m.	International Board Meeting Part B
	12:00 p.m.	1:00 p.m.	International Board Lunch
	1:30 p.m.	6:00 p.m.	International Board Meeting Part C
Sunday, March 22, 2009	8:00 a.m.	12:00 p.m.	Coordinating Council
Wednesday, March 25, 2009	7:00 a.m.	9:00 a.m.	Executive Committee Meeting
<i>Accommodations:</i>	<i>Individual rooms booked by ITE HQ with rooming list Hyatt Regency Phoenix 122 North Second Street Phoenix, Arizona, 85004 USA Tel: 602/252 1234 Fax: 602/254 9472 \$199 single or \$219 double Plus 12.270-percent occupancy tax per night (Tax rate is subject to change without notice.)</i>		

International Board of Direction Meeting
 Thursday August 6—Wednesday, August 12, 2009

Hotel Contract Pending
 College Station, TX, USA

Day	Start	End	Event
Wednesday, August 5, 2009	7:00 p.m.	10:00 p.m.	Executive Committee Dinner, College Station, TX [Former Student Associates]
Thursday, August 6, 2009	9:00 a.m.	12:00 p.m.	Executive Committee Meeting
	1:30 p.m.	2:30 p.m.	International Board Lunch
	3:00 p.m.	6:00 p.m.	International Board Meeting
	7:00 p.m.	10:00 p.m.	International Board Dinner [Board of Regents]
Friday, August 7, 2009	8:00 a.m.	9:00 a.m.	International Board Continental Breakfast
	9:00 a.m.	1:30 p.m.	TTI and TX A&M Tour
	12:00 p.m.	1:00 p.m.	International Board Lunch
	2:00 p.m.	5:00 p.m.	International Board Meeting
	5:30 p.m.	6:45 p.m.	Reception [at George Bush Library]
Saturday, August 8, 2009	7:00 p.m.	10:00 p.m.	International Board Dinner
	8:00 a.m.	9:00 a.m.	International Board Continental Breakfast [at Hotel]
	9:00 a.m.	12:00 p.m.	International Board Meeting [at Hotel]
	12:30 p.m.	5:00 p.m.	Travel from College Station to San Antonio
Sunday, August 9, 2009	8:00 a.m.	12:00 p.m.	Coordinating Council
Wednesday, August 12, 2009	7:00 a.m.	9:00 a.m.	Executive Committee Meeting
<i>Accommodations:</i>	<i>Individual rooms booked by ITE HQ with rooming list [Hotel Contract Pending] College Station, TX, USA</i>		

International Board of Direction Meeting
 Wednesday, October 14 —Sunday, October 18, 2009

ITE Headquarters Office
 Washington, DC, USA

Day	Start	End	Event
Wednesday, October 14, 2009	7:00 p.m.	10:00 p.m.	Executive Committee Dinner
Thursday, October 15, 2009	9:00 a.m.	12:00 p.m.	Executive Committee
	12:00 p.m.	1:30 p.m.	New Board Lunch
	1:30 p.m.	6:00 p.m.	New Board Orientation
	6:30 p.m.	10:00 p.m.	New Board Dinner
Friday, October 16, 2009	9:00 a.m.	1:00 p.m.	International Board Briefing Session and Lunch Part A
	1:00 p.m.	2:00 p.m.	International Board Lunch
	2:00 p.m.	5:00 p.m.	International Board Mega Issue Part B
	7:00 p.m.	10:00 p.m.	International Board Dinner
	Saturday, October 17, 2009	8:00 a.m.	9:00 a.m.
9:00 a.m.		12:00 p.m.	International Board Meeting Part C
12:00 p.m.		1:30 p.m.	International Board Lunch
2:00 p.m.		6:00 p.m.	International Board Meeting Part D
Sunday, October 18, 2009	8:00 a.m.	2:00 p.m.	Nominations Committee Candidate Interviews
<i>Accommodations:</i>	<i>Individual rooms booked by ITE HQ with rooming list Hamilton Crowne Plaza Hotel (tentative) 14th and K Streets, NW Washington, DC 20005 USA Phone: 202/682-0111 Fax: 202/682-9525</i>		

ITE Strategic Plan 1 January 2008 to 31 December 2011

Mission:	<i>To be the principal source of professional expertise, knowledge and ideas promoting transportation science and principles internationally.</i>
Core Purpose:	<i>To advance transportation knowledge and practices for the benefit of society</i>
Core Values:	<i>Inspiration: Demonstrated by an earned reputation as a valued professional organization respected for its innovative thought, adaptive capability and effectiveness in making a meaningful difference in quality of life</i> <i>Integrity: Demonstrated by words and ethical behaviour and characterized by uncompromised honesty, objectivity and impartiality</i> <i>Social Responsibility: Demonstrated by an abiding dedication by professional expertise, sound advice and transparent communication, ever conscious of the public good</i> <i>Collegiality: Demonstrated by a continuous commitment to collaboration and cooperative spirit among peers in an interdisciplinary global community.</i>
<i>Bringing together transportation's body of knowledge and professional voice.</i>	

Sector	Quality of Life:	Professional Knowledge:	Transportation Public Policy:	The Profession 1:	The Profession 2:	Collaboration
Goal:	The public will experience an improved quality of life through cleaner, safer and efficient transportation systems.	Transportation professionals, students and policy-makers will view ITE as the premier source for global transportation information, insight and solutions tailored to their needs.	Transportation-related public policy will be influenced by ITE's strong professional voice.	The transportation profession will be recognized for technical excellence for contributing to sustainable communities.	Talented students will be attracted to the transportation profession as an opportunity to make a positive contribution to the world.	Global organizations will value and seek ITE as a leader and partner to bring together related groups to advance transportation solutions. ITE members will enjoy a collegial and collaborative environment that advances technical knowledge, provides opportunities for workforce development and creates forums for global information exchange and networking.
Objectives:	Reduce transportation related fatalities and injuries. Reduce travel delays and pollution. Increase coordination between transportation and land use policy. Increase funding for sustainable transportation choices.	Increase accessibility to timely, accurate, relevant and well-organized information gathered from around the world. Increase awareness of the relevance and range of ITE's information to target groups.	Increase member understanding of local, national and international issues. Increase member involvement in transportation-related public policy. Increase level of input from ITE and its chapters on local, national and international transportation issues.	Increase the capacity to meet the demand for advancing technical knowledge, training and global information exchange. Increase employer and employee awareness of the value of participation in ITE programs.	To attract quality students to the profession. To increase ITE's capacity to provide knowledge and training. To increase knowledge about sustainable communities.	Enhance meaningful and appropriate communications with related member groups. Increase opportunities for global participation in technical activities and information exchange. Increase collaboration within the global community and other diverse groups.
Strategies:	Establish and maintain a professional development curriculum with the purpose of achieving the above objectives. Develop and/or enhance tools for the profession to evaluate transportation alternate solutions for policy makers and public input. Collaborate with other organizations that are stakeholders and/or working to address these objectives. Provide access to information from around the world concerning tools and solutions that are being applied to meet these objectives.	Develop a prioritized list of topics with which to concentrate our efforts. Develop and utilize a network of organizations to collaborate with that are contributing to the body of knowledge in transportation. Develop a mechanism to provide real time access to the collective body of knowledge with an eye to relevance and ease of access.	Define the role of the Institute and its chapters in shaping public policy and the level of resources that the Institute is willing to commit. Establish a mechanism to identify and prioritize public policy issues of importance to the transportation profession. Encourage chapters to engage in local policy issues that impact transportation. Encourage chapters to establish relationships with key public policymakers and share perspectives with policymakers.	Strengthen relationships with university transportation faculty. Gather and share best practices in public relations/public information. Engage young members in greater involvement in the Institute to include technical and programmatic feedback. Increase media outreach program.	Define the specific role of the Institute in building awareness in careers in transportation and attracting students. Implement a program that is complementary and not duplicative of the other stakeholders. Define the needed knowledge and training. Monitor other providers to avoid duplication and/or to seek collaborative opportunities. Search for and publish information relevant to sustainable communities.	Increase the visibility of the Institute internationally. Increase the participation of the Institute in key international meetings and forums.

ITE Engineers Action Plan - 1 January 2008 to 31 December 2011

Mission: *To be the principal source of professional expertise, knowledge and ideas promoting transportation science and principles internationally.*
Core Purpose: *To advance transportation knowledge and practices for the benefit of society*
Core Values:
Inspiration: Demonstrated by an earned reputation as a valued professional organization respected for its innovative thought, adaptive capability and effectiveness in making a meaningful difference in quality of life
Integrity: Demonstrated by words and ethical behaviour and characterized by uncompromised honesty, objectivity and impartiality
Social Responsibility: Demonstrated by an abiding dedication by professional expertise, sound advice and transparent communication, ever conscious of the public good
Collegiality: Demonstrated by a continuous commitment to collaboration and cooperative spirit among peers in an interdisciplinary global community.
Bringing together transportation's body of knowledge and professional voice.

Sector	Quality of Life:	Professional Knowledge:	Transportation Public Policy:	The Profession 1:	The Profession 2:	Collaboration
Actions:	<ol style="list-style-type: none"> 1. Complete development of the eight additional courses and conduct the 17 traffic safety webinars 2. Publish the Alan Pisarski commissioned White Paper on the Nexus of issues associated with energy, the environment, and the economy 3. search for and publish information on solutions from around the world including policy and projects 4. convene a modelling forum to address modelling needs to evaluate alternative solutions 5. seek to develop enhanced collaborations with NARC, AMPO, APA, EPA, AARP, CNU, Smart Growth, National Conference of State Legislatures, and other key stakeholders that may impact land use and transportation decisions 	<ol style="list-style-type: none"> 6. Working with the Special Library Association's Transportation Division, enhance our understanding of what is available through the collaborative efforts of the major repositories of transportation information 7. Define a program to increase knowledge of and access to this information 8. Further define ITE's specific role and program to meet our objectives with limited funds 	<ol style="list-style-type: none"> 9. Develop a recommendation to the Board for the March 2009 Board Meeting that defines strategies and associated levels of financial and volunteer support 10. Develop a draft list of current and anticipated public policy issues that are important to our profession. Vet the list with membership and refine as appropriate. Prioritize the list and build a library of associated information for the membership. Begin to develop policies associated with the issues that we have not as yet addressed and/or need to revisit. 11. Determine what other organization programs have comparable objectives and how their programs and supporting materials may be adapted for use by the Institute. 12. begin to implement a program and produce the appropriate materials 13. Increase the dissemination of ITE policy and position statements 	<ol style="list-style-type: none"> 14. Initiate the drafting of the Introduction to Transportation Engineering textbook 15. Build a network to engage university transportation faculty in greater involvement in technical and programmatic activities 16. Develop the Public Relations Toolkit and conduct Web seminars 17. Initiate the development of the public information series to include traffic signalling, traffic calming and service to all users 18. Work towards developing a student chapter that will seek to engage all student chapters. Build the database of questions for the competition 19. Develop a Young Member Forum and initiate a "virtual community" 20. Pick an issue for media outreach and initiate activities 	<ol style="list-style-type: none"> 21. Develop a YouTube video that addresses an issue that may engage pre-College students 22. Define other efforts underway by other key stakeholders in attracting quality students to math, science and engineering 23. Seek to build collaborative efforts with these organizations 24. Experiment with a number of tools to define knowledge and training needs of our members, as well as prospective members 25. Solicit information from our members and others on sustainable communities and publish it on the Web 	<ol style="list-style-type: none"> 26. Define the pool of prospective transportation related organizations around the world to include their purpose, products and constituents. 27. Define "meaningful and appropriate communications" with regard to specific initial "deliverables". 28. Select and prioritize with whom we should seek to collaborate 29. Initiate efforts to do so with the organizations with which we do not currently have relationships 30. Seek to involve the global community (of members and non-members) in needs assessments, product scoping, and product development 31. Find relevant and timely information produced by other transportation-related organizations and seek to re-publish or otherwise distribute 32. Distribute complimentary copies of key ITE products to the appropriate transportation-related organizations

Benefits to Employers

There are numerous benefits to employers resulting from an employee's candidacy and service as an elected member of the ITE International Executive Committee or Board of Direction. The Institute of Transportation Engineers (ITE) is the recognized professional organization of choice for more than 17,000 transportation professionals worldwide.

When an individual desires to serve ITE in an elected leadership role, their employer must weigh the costs and benefits of supporting that effort. The benefits include:

- **Recognition** Professionals serving as ITE leaders are very visible to ITE members and the organizations for which those members work and do business. The employers of ITE leaders garner a reputation throughout the industry of valuing professional growth and service. The name of the firm or agency becomes synonymous with the ITE leader when that individual is at a speaking engagement, representing ITE at a formal function, or through the publication of articles or columns in the ITE Journal. Such recognition is both broad, reflecting ITE's diverse membership; and lasting, as ITE leaders carry that recognition well beyond their term of service.
- **Opportunity: Staying at the Leading Edge** The opportunity to travel and attend ITE conferences and other meetings across the country and around the world helps the ITE leader learn about significant transportation projects and state-of-the-art solutions that may apply in the individual's firm or agency. The employer benefits from this leading edge knowledge, making them more competitive and better able to serve their clients and the public.
- **Opportunity: Influencing Practice** ITE leaders often play key roles in activities within and beyond ITE that develop professional practice and policy in the disciplines of transportation engineering and planning. The agency or firm that employs the ITE leader has the opportunity to contribute their unique perspective to the state of practice.
- **Opportunity: Showcasing Your Work** ITE leaders are "go to" individuals for the ITE membership. This gives them the opportunity to showcase their agency's or firm's projects or programs across the professional community.
- **Opportunity: Attracting High Quality Employees** Filling professional staff vacancies can be a challenge at times. Having an ITE leader on your staff gives you an advantage. When quality individuals weigh your firm or agency against others, they recognize that you support professional growth and development, and that you maintain a workplace that values employees' willingness to both contribute and learn.
- **Personal Growth and Value** Those serving in ITE leadership roles are exposed to unique and valuable learning experiences. Their participation in running a large organization, speaking to gatherings of ITE members, and interacting with knowledgeable colleagues from around the world offers many opportunities to expand both their professional knowledge and professional network, hone their writing and speaking ability, and improve managerial and budgeting skills. They come to their job as a more valuable and productive employee.

In short, ITE members who serve in high level leadership roles in the Institute experience remarkable professional growth. They become even more valued employees, and provide their employer with positive recognition among transportation professionals, other organizations, and potential clients. Supporting an employee who is eager to pursue a leadership position in ITE is truly a great investment in your firm or agency.

Required Documents to be Submitted to the Nominating Committee

If you are interested in being considered, please provide the following **three** items via email if possible:

- a. Written answers to questions on the following page. Please be concise (desirably one paragraph or bullet statement list per question).
- b. A copy of your resume including both professional and ITE experience.
- c. A letter of support from your employer (unless retired or unemployed) recognizing the commitment to run and, if elected, to serve.

The deadline for providing this information is **September 5, 2009**.

Candidates must be Fellows of the Institute.

The Nominating Committee is scheduled to meet after the Fall Board meeting of ITE on **Sunday, October 18, 2009** at ITE headquarters from 8 a.m. to 12 p.m. If you are short-listed as one of the finalists, you will be invited to be interviewed at this meeting. The interview will consist of a 10-minute presentation given by you (No PowerPoint presentations) followed by questions and answers. The interview is scheduled for 45 minutes. Based on the interviews and the information each candidate provides the committee, two candidates will be nominated and all finalists will be informed of the Nominating Committee recommendation by Monday, October 19, 2009.

Please return your responses by September 5, 2009 to:

Alfred A Guebert, PEng, PTOE
Chair, 2009 International Officer Nominating Committee
Alf.guebert@aecom.com

If you have any questions, please feel to contact Alfred A Guebert at:

(403) 521-2511 Phone
(403) 270-0399 FAX
AECOM
2540 Kensington Road NW
Calgary, AB, Canada T2N 3S3

Candidate Questionnaire

Please complete this questionnaire and return it along with the other required documents by **September 5, 2009** as described in the previous page to:

Alfred A Guebert, PEng, PTOE, Chair, 2009 International Officer Nominating Committee
Alf.guebert@aecom.com (403) 270-0399 FAX

Name: _____

Title: _____

Employer: _____

Address: _____

Phone: _____ Fax: _____

e-mail address: _____

1. Have you served as an ITE section or district leader or officer? (yes or no)_____
 - a. If so, in what capacity and when.
2. Have you served on ITE councils and committees? (yes or no)_____
 - a. If so, in what capacity and when.
3. Have you served on the International Board of Direction? (yes or no)_____
 - a. If so, describe your committee chairmanships and your most important contributions.
4. Please briefly describe your leadership experience that you think has prepared you to be a successful ITE International President.
5. How would you make ITE more valuable to its members and the profession?
6. Why do you wish to become ITE International President?
7. Are you willing to agree to the following conflict of interest statement: “ I do not have, and will not, pursue a contract or subcontract with or through ITE in which I, or my employer, has or would have any paid role or participation, during the period from September 5, 2009 through October 31, 2009. If I am selected as a candidate, the period will be extended through August 31, 2010. If I am elected to the office of ITE International Vice President, the period would be extended through December 31, 2013.” (yes or no)_____

Signed _____ Date: _____

Should You Be Nominated as a Candidate

- **Brochures** Headquarters will provide you with a letter containing helpful information and instructions as you prepare your campaign platform. You will be given format guidelines, sample brochures and a submittal deadline for preparing your campaign brochure. You will send the copy to Headquarters which will print 8,000 of them for your use.
- **Campaign statement** You will also be given a deadline and guidelines to submit a campaign statement for publication in the ITE Journal and placement on the ITE website. You will receive samples of previous candidate campaign statements to assist you in preparing your statement.
- **District and Section meetings** Headquarters will send candidates a list of the upcoming major meetings of ITE Districts and Sections to both candidates to help them in determining which meetings to attend for campaigning. Contact information for coordinating your attendance and participation in these meetings will also be included.
- **Campaign stipend reimbursement** Candidates will receive instructions on the appropriate use of ITE's campaign stipend and method of submittal for reimbursement of campaign expenses. The intent of the International Board of Direction is to evaluate campaign costs annually and provide a stipend to cover the great majority of likely campaign costs.
- **Candidate coordination** You will find these campaigns to be an educational and rewarding experience. Coordination among candidates on travel plans is encouraged. Candidates will find themselves traveling together frequently, often in the company of the International President or one of the other Executive Committee members. Coordinating on trips helps insure each candidate acquires the information necessary for a successful trip, such as: Communicating with the meeting's organizers and officers; Determining hotel reservations and meeting registrations; (Typically, meeting registration fees are waived and many Districts pay for all or portions of hotel costs); Determining the function at which you will give your campaign presentation; Learning when the District or Section Board meets (Candidates will want to arrive in time to participate in the local District and Section Board meeting to learn the issues being addressed. This is great preparation for becoming an international officer.)
- **Executive Committee and ITE Senior Staff Retreat** Each spring, usually in May, the Executive Committee and key ITE staff meet for an extended weekend to discuss the immediate and near future issue facing the Institute and craft emphasis areas to recommend the International Board of Direction focus on during the following year. Candidates are invited to participate in the retreat which is scheduled around campaign trips.