



## ITE Southern California Section Procedures Manual

These following are policies and procedures to be carried out by the Institute of Transportation Engineers, hereinafter referred to as "ITE", Southern California Section, hereinafter referred to as "Section". The policies and procedures are developed for conducting business in the Section, consistent with the Section Bylaws approved by the ITE Western District, hereinafter referred to as "District", on August 14, 2020. The Section Procedures Manual shall not supersede the Section Bylaws or Charter. Any modifications to the policies and procedures must be approved by a majority vote by the Section Board.

### Section 1 – Section Name and Representation

**Section 1.1** - As granted and chartered by the Section Bylaws, the name of this organization is "ITE Southern California" or "ITE SoCal" and should be used consistently on any materials and correspondence that represent the Section.

**Section 1.2** – Any change to the Section Logo should be consistent with Article 1.3 of the Section Bylaws.

**Section 1.3** – The Section Board may revise/alter the Section Logo every ten (10) years from original adoption. The following logo(s) were adopted by the Section Board on September 1, 2018.

Primary Section Logo



Secondary Section Logo



### Section 2 – Section Officers Roles and Responsibilities

Section Officers are elected or appointed consistent with Article IV of the Section Bylaws and will fulfill their term accordingly.

**Section 2.1** – The roles and responsibilities for the **Section President** are as follows:

- The President shall provide leadership and direction to the Section Board, Chairs, and membership.
- The President shall be responsible for organizing and leading the Section meetings.



- The President shall call for meetings with the Section Board and Chairs when deemed necessary to discuss Section activities.
- The President shall ensure that the Section is operating in accordance to the Section ByLaws and Procedures Manual.
- The President shall represent the Section at the ITE District, Section, and Chapter Meetings held by ITE International.
- The President shall attend and represent the Section at the Western District ITE Annual Meeting.
- The President shall manage the Section Organizing Committee (described in Section 3).

**Section 2.2** – The roles and responsibilities for the **Section Vice President** are as follows:

- The Vice President shall provide leadership and direction to the Section Board, Chairs, and membership in the event the President cannot be available.
- The Vice President shall be responsible for organizing and leading the Section meetings in the event the President cannot be available.
- The Vice President shall report Section updates to the District for inclusion in the District Newsletter.
- The Vice President shall prepare and submit the Section Annual Activities Report to the District.
- The Vice President shall organize the transition activities and order the awards for the end of year Business Meeting.
- The Vice President shall monitor and participate in external activities with the Membership and STEM Outreach.
- The Vice President shall monitor the Section’s email account.
- The Vice President shall manage and monitor the Section’s file depository.
- The Vice President shall represent the Section at the ITE District, Section, and Chapter Meetings held by ITE International, in the event the Section President cannot attend.
- The Vice President shall manage the Membership Development Committee (described in Section 3).

**Section 2.3** – The roles and responsibilities for the **Section Secretary** are as follows:

- The Secretary shall take minutes at Section Board meetings and submit them for review and approval.
- The Secretary shall communicate to the Section membership (via email) the Section newsletter, announcements, activities, etc.
- The Secretary shall coordinate with the President for Section meetings and events.
- The Secretary shall reserve the venue for Section meetings and events.
- The Secretary shall set-up and facilitate virtual meetings on the selected video conference platform.
- The Secretary shall coordinate and provide assistance to the Treasurer at Section meetings.
- The Secretary shall bring necessary materials to each Section meeting, including but not limited to: membership nametags, Section banner, receipts, etc.



- The Secretary shall create flyers for the Section meeting and events.
- The Secretary shall maintain the Section membership roster from ITE International and update the Section's records and email list.
- The Secretary shall manage the Communications Committee (described in Section 3).

**Section 2.4** – The roles and responsibilities for the **Section Treasurer** are as follows:

- The Treasurer shall manage the Section finances, overseeing reserves, accounts receivable, expenses, and bank account.
- The Treasurer shall maintain the Section checkbook and account balance.
- The Treasurer shall administer the Section reimbursement policies.
- The Treasurer shall manage the Eventbrite account.
- The Treasurer shall check-in membership and manage the cashbox at Section meetings and events.
- The Treasurer shall prepare an annual budget for review and approval by the Section Board.
- The Treasurer shall coordinate with the Section Sponsorship Chairs to secure sponsors and send invoices using the Section email account.
- The Treasurer shall coordinate with the previous Treasurer, or other Section Board, to file taxes annually.
- The Treasurer shall manage the Student Outreach and Sponsorship Committee (described in Section 3)

**Section 2.5** – The roles and responsibilities for the **Section Representative** to the District Board are as follows:

- The Section Representative to the District Board shall attend and represent the Section at Western District Board meetings.
- The Section Representative shall attend and represent the Section at the Western District ITE Annual Meeting.
- The Section Representative to the District Board shall report back to the Section Board any information or decisions regarding the District and Section.
- The Section Representative to the District Board shall vote on items at the District level that are consistent with the goals and vision of the Section Board.
- The Section Representative to the District Board shall update the Western District President the contact information of the incoming Section Representative.
- The Section Representative to the District Board shall update the Western District leadership directory when the new Board is installed.
- The Section Representative to the District Board shall provide a board report to the Western District President for the annual and midyear board meetings. At a minimum, the report should include any recent changes within the section and a copy of the current calendar of events.



**Section 2.6** – The roles and responsibilities for the **Section Past President** are as follows:

- The Past President shall update ITE International with the list of Officers/Chairs at the beginning of year.
- The Past President shall serve as the lead on the Section Board Elections.
- The Past President shall serve as the lead for the Section’s Lifetime Achievement Award, Young Transportation Professional Award, and Individual Excellence Award.

## Section 3 – Section Committees

Section Committees are made up of the Chair positions and managed by a Section Board officer.

**Section 3.1** – Section Committees are formed to address the Section activities in an organized manner. The Section Committees consist of the following:

- Section Organizing Committee
- Membership Development Committee
- Communications Committee
- Student Outreach and Sponsorship Committee

**Section 3.2** – The **Section Organizing Committee** will develop the Section’s meetings, workshops, and training for the Section’s operating year. In addition, the committee will make sure that all activities are consistent with the Section’s Bylaws.

*Section 3.2.1* – The Section Organizing Committee will consist of the following Chair positions: Section Administrator, Industry Coordinator, and Technical Coordinator.

*Section 3.2.2* – The Section Organizing Committee will be managed by the Section President.

*Section 3.2.3* – The Section President shall keep regular communication with the Section Organizing Committee, or the Chairs assigned to the committee.

**Section 3.3** – The **Membership Development Committee** will ensure that the Section’s membership is provided with development activities to further its careers. In addition, the committee will work with external organizations to promote ITE and the transportation sector. The committee will plan Section events outside meetings, workshops, and training.

*Section 3.3.1* – The Membership Development Committee will consist of the following Chair positions: Professional Development, STEM Outreach, and Event Coordinator.

*Section 3.3.2* – The Membership Development Committee will be managed by the Section Vice President.

*Section 3.3.3* – The Section Vice President shall keep regular communication with the Membership Development Committee, or the Chairs assigned to the committee.



**Section 3.4 – The Communications Committee** will ensure that the appropriate communication is made to the Section’s membership. Communication to the Section’s membership is made through newsletters, website, and social media applications.

*Section 3.4.1* – The Communications Committee will consist of the following Chair positions: Newsletter Editors, Scribes, Social Media, and Webmaster.

*Section 3.4.2* – The Communications Committee will be managed by the Section Secretary.

*Section 3.4.3* – The Section Secretary shall keep regular communication with the Communications Committee, or the Chairs assigned to the committee.

**Section 3.5 – The Student Outreach and Sponsorship Committee** will ensure that the appropriate outreach is made to the Student Chapters, and that sufficient revenues are made to support the Section activities and Student Chapters.

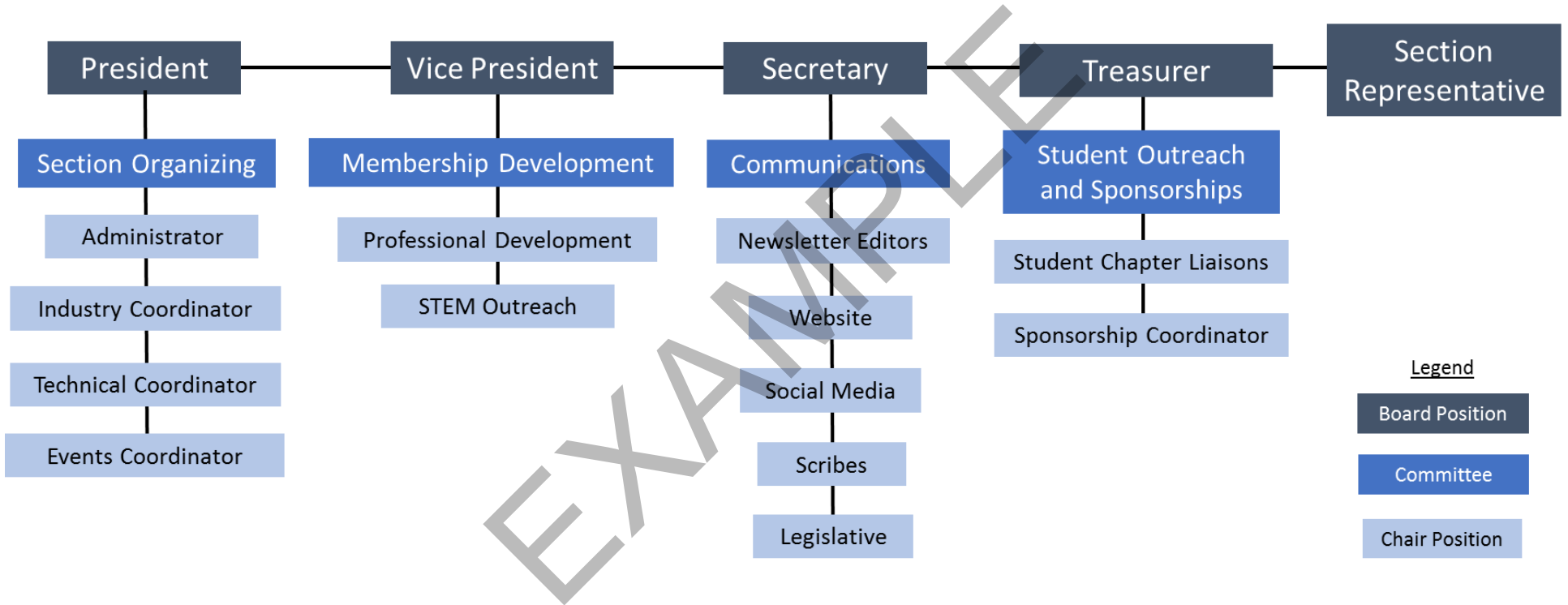
*Section 3.5.1* – The Student Outreach and Sponsorship Committee will consist of the following Chair positions: Student Chapter Liaison(s) and Sponsorship Coordinator.

*Section 3.3.2* – The Student Outreach and Sponsorship Committee will be managed by the Section Treasurer.

*Section 3.3.3* – The Section Treasurer shall keep regular communication with the Student Outreach and Sponsorship Committee, or the Chairs assigned to the committee.



Figure 1 – Section Board and Committees





## Section 4 – Chair Roles and Responsibilities

Chair positions provide support on the day-to-day operations of the Section and are appointed by the Section Board.

**Section 4.1** – The Section Board has established the following Chair positions for the Section:

- Events Coordinator
- Industry Coordinator
- Legislative Analyst
- Newsletter Editor
- Professional Development
- Science, Technology, Engineering, Mathematics (STEM) Outreach
- Section Administrator
- Social Media
- Sponsorship Coordinator
- Student Chapter Liaisons
- Scribes
- Technical Coordinator
- Website

**Section 4.2** – The Section Board has the authority to add or remove Chair positions based at the need for the Section or resource constraints.

**Section 4.3** – Chairs shall serve their term from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 4.4** – Chairs shall inform the Section Board 60 days in advance whether or not if they will be resuming or vacating their position for the following year.

**Section 4.5** – Chairs shall provide a report to the Section Board by December 31<sup>st</sup>. The report shall include accomplishments, outstanding issues, and any important information pertaining to the Chair position.

**Section 4.6** – Chairs shall transition their responsibilities at the end of chair term for next Chair.

**Section 4.7** – The Section Board shall convene a meeting with the Chairs in January to discuss the year outlook, updates, and any ITE related information.

**Section 4.8** – Chairs shall perform the duties outlined for their Chair position. The following roles and responsibilities are identified for each Chair position.

A. Events Coordinator

- Work with the Board and Chairs on the planning of upcoming Section events.
- Serve as the coordinator for Section events, with input from the Board.



- Work with Technical Coordinator on the planning of technical tours.
- B. Industry Coordinator
- Provide input to the Section regarding vendor needs and activities including speakers.
  - Provide contact between ITE and vendors.
  - Provide assistance to the Sponsorship Chair on obtaining sponsorships for Section events and/or activities.
  - Work closely with the Technical Coordinator to develop training workshops.
- C. Legislative Analyst
- Prepare periodic summary for the Newsletter Editor that covers State, federal, and local legislative actions and proposals. The summary should appear in each issue, recognizing that the first half of the calendar year is most active at the State level in most states, with federal activity continuing year-round.
  - Provide legislative information to the Western District, if requested.
  - Monitor various sources of legislative information on a regular basis.
  - It is intended that the Legislative Analyst provides information to the membership, but due to ITE's tax-exempt [501 (C)(3)] status, the Section shall not engage in political lobbying/advocacy efforts.
- D. Newsletter Editor(s)
- Coordinate with board, chairs, and industry professionals for connect for the monthly newsletter.
  - Provide a final copy of the newsletter for distribution to the Secretary.
- E. Professional Development
- Administer and manage the MentorSHIP program, and associated meetings and events.
  - Develop and maintain professional development programs and/or events for the membership.
  - Organize service and/or volunteer events for the membership.
- F. Science, Technology, Engineering, Mathematics (STEM) Outreach
- Seek and manage STEM related programs for the Section.
  - Participate in STEM Outreach activities.
- G. Section Administrator
- Serves as the ex-officio member of the Section Board.
  - Maintain Section historical records and file repository including board meeting/annual business meeting minutes, financial records, meeting packets, newsletters, award recipients, past board officers.





- Primary source for Bylaw and policy information.
- Provide support to Board.

#### H. Social Media

- Maintain Section's Twitter, Facebook, and LinkedIn Pages.
- Provide meeting notifications and newsletters on all three social media platforms when released by Section Secretary.
- Coordinate with Section Scribe/Professional Activities Chairs to obtain and post event pictures.
- Post media content relevant to the industry and/or as directed by Board.
- Maintain Google Photos albums and update with event pictures.

#### I. Sponsorship Coordinator

- Lead the sponsorship drive to ensure funding of newsletter, meetings, special events, and student initiatives.
- Coordinate with sponsors in assigning sponsorship dates for meetings and newsletter advertisements.
- Coordinate with sponsors to obtain necessary information for meetings and newsletter, as well as provide assistance to sponsors regarding upcoming events.
- Sponsorship Coordinator shall work closely with the Section Treasurer to report sponsorships and payments.

#### J. Student Chapter Liaisons

- Maintain a current list of Student Chapter Advisors and Board members for each Student Chapter. The list shall be updated in October of each year.
- Coordinate with District Student Initiatives Chair.
- Communicate District and Section student relevant information to advisors and board officer.
- Organize and execute Traffic Bowl event.
- Coordinate with the assigned Board officer to organize the Student Presentation Night event.
- Coordinate with Student Chapter Presidents to obtain end of year report regarding expenditures from Section awarded scholarships.
- Organize and execute other events with the Student Chapters.

#### K. Scribes

- Scribes shall attend every Section event or meeting and take notes and pictures for the Section Newsletter.
- Provide a newsletter article and images for the monthly newsletter with a summary of the previous event or meeting.



#### L. Technical Coordinator

- Coordinate with the Board to secure presenters/speakers for Section meetings and joint meetings.
- Coordinate with presenters/speakers prior the meeting for information.
- Plan and organize technical tours for the membership.
- Work closely with the Industry Coordinator on training workshops.

#### M. Website

- Coordinate with Board to project the desired image for the Section on the web.
- Select and maintain a proper webspace.
- Provide, at a minimum, meeting notifications, flyers, job postings, and newsletters on the website.
- Provide Section information on the website, such as: Section Bylaws, Procedures Manual, Calendar, Awards, etc.
- Maintain link to Section photos on the website.

## Section 5 – Section Finances

The Section finances shall be managed and monitored by the **Section Treasurer**. The Section is considered as a Non-Profit Organization and shall operate consistent with Section 503(c)(3) of the Internal Revenue Code of 1986 (as stated in Section 1.2 and 1.4 of the Section Bylaws).

**Section 5.1** – Section revenues are mainly generated by Section membership dues (distributed by ITE International), sponsorships, and meeting/event admissions.

*Section 5.1.1* – Section revenues shall be managed and reported by the **Section Treasurer** to the Section Board on a monthly basis. The Section Treasurer shall report end-of-the-year revenues as part of their report at the Annual Business Meeting.

**Section 5.2** – Section expenses are costs that are required to operate the Section, which include but are not limited to: Section meetings, website, email communication platform, video conference platform, Section business, other web-based services, etc.

*Section 5.2.1* – Section expenses shall be managed and reported by the **Section Treasurer** to the Section Board on a monthly basis. The Section Treasurer shall report end-of-the-year expenditures as part of their report at the Annual Business Meeting.

*Section 5.2.2* – The Section shall include the expenses for the **Section President** to attend the Western District Annual Meeting in the Section budget. The **Section President** shall consider cost saving approaches to the Section by seeking reimbursement by his/her employee for full or partial expenses at the Western District Annual Meeting.



*Section 5.2.3* – The Section shall include the expenses for the **Section Representative** to attend the Western District Annual Meeting in the Section budget. The **Section Representative** shall consider cost saving approaches to the Section by seeking reimbursement by his/her employer for full or partial expenses at the Western District Annual Meeting.

**Section 5.3** – The **Section Treasurer** shall draft the Section’s budget for the following calendar year before November 30<sup>th</sup> for approval by the Section Board in the December Board Meeting.

**Section 5.4** – The **Section Treasurer** shall file any required tax documentation for the Section prior to April 15<sup>th</sup>.

**Section 5.5** – The **Section President and Section Secretary** have the authority to make changes to the Section’s bank account.

*Section 5.5.1* – The **Section Secretary** shall add the incoming **Section Treasurer** to the Section’s bank account within 30 days after the election closes.

*Section 5.5.2* – The **Section Secretary** shall remove the outgoing **Section Representative** from the Section’s bank account within 30 days after the election closes.

*Section 5.5.3* – The **Section Treasurer** shall transmit the Section’s cashbox and checkbook to the incoming Section Treasurer prior to December 31<sup>st</sup>.

**Section 5.6** – The Section may expend funds to the Student Chapters to support education activities, including but not limited to: Student Traffic Bowl, Student Presentation Night, ITE Student Summit.

**Section 5.7** – The **Section Treasurer and Sponsorship Coordinator(s)** shall start the Section Sponsorship Drive between October 1<sup>st</sup> and December 31<sup>st</sup> to obtain sponsors for the following Section year.

## Section 6 – Elections

Section elections will be convened consistent with the Section Bylaws, Article V and Article IX.

**Section 6.1** – The Section Nomination Committee shall be chaired by the **First Past President**.

**Section 6.2** – The Section Nomination Committee shall reach out to potential candidates in the month of September for interest in the Section Board. The **First Past President** shall provide each potential candidate the Section Procedures Manual for review prior to accepting the nomination.

**Section 6.3** – The **First Past President** will submit the list of candidates to the Section Board by October 1<sup>st</sup> for review.

**Section 6.4** – The **First Past President** shall initiate the Section Election after the approval from the Section Board and open the Section Election at least for 30 days.

**Section 6.5** – The Section shall utilize electronic balloting in order to provide all members the opportunity to vote.



**Section 6.6** – The Section shall provide a Candidate Statement to the membership for all eligible candidates during the election period. This may be shared through email announcements, website, and social media.

**Section 6.7** – A Section Board officer shall not publicly endorse a specific candidate during the Section Election period.

**Section 6.8** – The Section shall not publicly endorse a specific candidate during the election period.

**Section 6.9** – New ITE members to the Section cannot vote if establishing membership during the Section election period (consistent with ITE International policies and procedures).

**Section 6.10** – The Section shall announce the results of the Section Election at the Section Annual Business Meeting.

**Section 6.11** – The **Section President** shall make a motion to destroy or remove all ballots after the completion of the election.

**Section 6.12** – The Section Board shall be sworn in by an Officer from the Western District.

**Section 6.13** – The Section shall not publicly endorse a specific candidate during the Western District elections.

## Section 7 – Communications

Communication to the Section membership is important in providing information and updates on Section activities and other ITE related matters.

**Section 7.1** – The Section Board shall communicate with the Section membership when needed to provide information on meetings, events, and other ITE related news.

**Section 7.2** – The Section Board shall establish a **Communications Committee** that includes Chair positions whose responsibilities are communicating with the Section membership. These Chair positions include: Newsletter Editor(s), Legislative Analyst, Scribes, Social Media, and Webmaster.

**Section 7.3** – The **Section Secretary** shall manage and monitor the Communications Committee to ensure that communication material is prepared and delivered.

**Section 7.4** – The **Section Secretary** is responsible for documenting any Section Board meetings, actions, and Section meetings, and posting it for the Section membership.

**Section 7.5** – The Section Board shall provide information and updates to the Section membership on a bi-weekly basis or as needed, through email communications or social media.

**Section 7.6** – The Section shall prepare a Section Newsletter that contains at a minimum; related transportation articles, activities, legislative analysis, Section President report, meeting/event announcements and summaries, and sponsorship material.



**Section 7.7** – The Section Board shall finalize and distribute the Section Newsletter every three (3) months to the Section membership.

**Section 7.8** – The Section shall maintain a Section Website that provides, at a minimum: Section information and updates, Section Bylaws, Section Procedures Manual, Section Board and Chairs, and Section activities.

**Section 7.9** – The Section shall maintain social media platforms (i.e. Facebook, Instagram, LinkedIn) that provide, at a minimum: Section information, updates, and activities.

## Section 8 – Section Activities

Section activities are vital for the membership to be engaged and informed on current transportation and traffic topics, professional development, networking, and other ITE efforts.

**Section 8.1** – The Section Board shall hold Section meetings (in-person or virtually) and workshops consistent with Article VII of the Section’s Bylaws.

**Section 8.2** – The Section Board shall develop a Section calendar that identifies the meetings, workshops, and events for the Section year.

*Section 8.2.1* – The **Section Annual Business Meeting** shall be scheduled in November to report the Section’s activities, finances, and updates. In addition, the results of the Section Election will be announced, and the newly elected officers will be sworn in by a representative from ITE Western District.

**Section 8.3** – The Section Board shall consider joint meetings and workshops with related professional organizations.

**Section 8.4** – The Section Board shall consider rotating Section meetings and workshops in various locations of Los Angeles and Orange counties.

**Section 8.5** – The Section shall consider professional activities and networking events for the Section membership at least twice a year. The Section Board should work with the **Professional Development Chair(s)** and/or **Events Coordinator** to establish these events.

**Section 8.6** – The Section shall consider training workshops and technical tours for the Section membership at least once a year. The Section Board should work with the **Industry Coordinator** and **Technical Coordinator** to establish these events.

**Section 8.7** – The Section shall consider outreach to the Kindergarten to 12<sup>th</sup> grade through the Science, Technology, Engineering and Mathematics (STEM) program to promote ITE and transportation. The Section Board should work with the **STEM Outreach Chair** to participate in such events.

**Section 8.8** – The Section shall support the Student Chapters on events that promote transportation and career development. These events include, but are not limited to: Student Traffic Bowl, Student



Presentation Night, ITE Student Summit. The Section Board should work with the **Student Chapter Liaison(s)** on these opportunities.

**Section 8.9** – The Section shall consider opportunities to apply technical knowledge to address local transportation issues or collaborate with industry on a project or program.

**Section 8.10** – The Section Board shall consider holding events or activities to promote ITE and new membership.

**Section 8.11** – The Section shall be diverse and inclusive for Section activities, meetings, and events.

**Section 8.12** – The Section shall consider participation in any community service projects.

**Section 8.13** – The Section shall promote ITE Western District and ITE International programs and opportunities, such as LeadershipITE.

## Section 9 – Section Awards

**Section 9.1** – The Section shall recognize members at the end of the year for his/her accomplishments and contributions to the Section and in the field of transportation.

**Section 9.2** – The Section shall select a recipient for the **Lifetime Achievement Award**. The recipient shall be a current ITE member in good standing, contributed to the Section and the community, and be age of 55 years old or older on January 1<sup>st</sup> of the award year.

**Section 9.3** – The Section shall select a recipient for the **Young Transportation Professional Award** or **Individual Excellence Award**. The recipient shall be a current ITE member in good standing and contributed to the Section and the community. The **Young Transportation Professional Award** recipient shall be at the age of 35 years old or younger January of the award year. The **Individual Excellence Award** recipient shall be between the ages of 36 years old and 54 years old on January 1<sup>st</sup> of the award year.

**Section 9.4** – The **Past President** shall serve as the nominating lead for the Section’s Lifetime Achievement Award, Young Transportation Professional Award, and Individual Excellence Award.

**Section 9.5** – The Section Board shall recognize all Chairs at the Annual Business Meeting. The Chair(s) that will be vacating their position should receive a certificate of appreciation for their contribution to the Section.

## Section 10 – Records Management

**Section 10.1** – The Section shall maintain all files related to Section administration, finance, and activities for a period of 10 years.



**Section 10.2** – All Section files shall be stored in a central repository that each Board Officer and Chair can access.

**Section 10.3** – The Section Board shall publish relevant information pertaining to the Section (i.e. Bylaws, Procedures Manual) on the Section’s website, or provide to the membership when requested

**Section 10.4** – The **Vice President** shall maintain and monitor the Section’s records and correspondence.

**Section 10.5** – The **Section Administrator** shall assist in the maintenance of the Section’s records and correspondence.

## Section 11 – Amendments

**Section 11.1** – The Section Board shall review the Section Procedures Manual every year at the Board meeting in December. Any recommended updates and/or changes to the Section Procedures Manual shall be addressed and approved by the Section Board.

**Section 11.2** – Revisions to the Section Procedures Manual will require a majority vote by the Section Board.

**Section 11.3** – Any updates and/or changes to the Section Procedures Manual shall be posted to the Section Website.

**This Section Procedures Manual has been reviewed and approved by the ITE Southern California Board on December 3, 2021.**

A handwritten signature in blue ink that reads "Edmund G. Alegre". The signature is written in a cursive style.

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Ed Alegre, ITE Southern California President