

Information for Prospective International Vice President Candidates

For term of office to begin
January 1, 2019

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Welcome Message

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.

This year's deadline for submitting the paperwork to be considered in the selection process is **September 15, 2017**. 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 ITE to the attention Kathi Driggs either in paper form (address on the title page) or electronically (kdriggs@ite.org) by the above deadline along with your resume 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.

2018 International Officer Nominating Committee

District #1 Northeastern	Lynn Lamunyon
District #2 Mid-Colonial	Abi Lerner
District #2 Great Lakes	Hardik Shah
District #4 Midwestern	John Davis
District #5 Southern	Bob Murphy
District #6 Western	Walter Okitsu
District #7 Canadian	Gene Chartier
District #8 Global	Don McKenzie
District #9 Texas	Jason Crawford
District #10 Florida	Dan Beaty
Chair, ITE Past President	Paula Flores

Nominations Committee Calendar—2017-2018 (For 2019 VP Candidates)

Date	Task/Deadline/Event Description
June 30, 2017	Nominating Committee in place (Based upon constitution requirements)
July 31, 2017	International VP Information Session—provide a general overview of the process, level of commitment, schedule/deadlines for applying, solicit potential candidates.
September 15, 2017	Candidate information submitted—paperwork and letters of support.
November 4, 2017	Candidate Interviews (1:00-5:00 p.m. ITE Headquarters)—Candidates must be selected soon after the interviews by the Nominating Committee to meet the Journal announcement for the January issue.
November 4-5, 2017	Nominating Committee Chair—verbal notification to non-selected candidates, selected candidates, Executive Committee, Executive Director. Formal notification of candidates to IBOD.
November 6, 2017	Marianne Saglam to provide samples of the 500-word write-up for the Journal/ballot/ web site/District/Section/Chapter newsletters as well as a sample of the e-brochure to candidates.
November 20, 2017	500-word write up from candidates due-2019 VP Officer Candidate Ballot information will be published in the January issue of ITE Journal, on www.ite.org and used for the e-mail ballot.
December 5, 2017	Candidate two-page e-brochure copy, web page link (if applicable) and the (not to exceed) two-minute video submitted to Marianne Saglam at ITE HQ.
December 15, 2017	Announcement of the 2019 VP Officer Candidates on the ITE web site (fulfills constitutional requirement “to announce to the voting members list of candidates nominating” Article V Section 3) Push out through social media and Spotlite as well. Notification to the elected District leadership.
Late January- mid February 2018	Town Hall meeting held for the candidates. (Date to be decided in November so that they can get on the calendar.) Podcast Q&A series produced and distributed approximately 10 days prior to opening of the ballots. Additional candidate engagement opportunities TBD.
January 2018 (November 20 deadline)	January 2018 <i>ITE Journal</i> announcement of the 2019 VP Officer Candidates (Fulfills Constitutional requirement “to announce to the voting members list of candidates nominated” Article V Sec 3). The 2019 VP Officer Candidate Election insert will be co-mailed with the January 2018 issue of <i>ITE Journal</i> and distributed to current members who are eligible to vote as of December 31, 2017.
Wednesday, February 14, 2018	VP Officer Election Ballot Opens at 12:01 a.m. EDT 1 st e-mail to eligible voters with a personalized URL enabling them to vote. The January 2018 issue of <i>ITE Journal</i> and the information on the e-ballot will include the procedure as to how a member may request a paper ballot.
Wednesday, February 28, 2018	2 nd e-mail “reminder” to eligible voters who have not as yet voted to do so and providing the individual with their “voting credentials”
Wednesday, March 7, 2018	3 rd e-mail “reminder” to eligible voters who have not as yet voted to do so and providing the individual with their “voting credentials”
Thursday, March 15, 2018	2019 VP Officer candidate e-Ballot site closed at noon EST and all paper ballots received at that time are included in the tally. This fulfills the Constitution—Article V, Section 4.
Monday, March 19, 2018	At the latest, 2019 VP Officer candidates will be notified by conference call of the election results.
Tuesday, March 20, 2018	Notification to the elected District leadership and LAC as to who the elected Vice President elect is. The letter encourages them to work with the VP elect (if they are able to attend their meeting) to provide an opportunity for the individual to make a presentation at an appropriate plenary session, to ideally waive the registration fees, and if possible, to provide a complimentary sleeping room. (Letter to come from the Executive Director/CEO and guidelines to the Districts attached.)

Desired Qualities and Attributes

For a candidate and member of

The ITE International Board of Direction Executive Committee

The Institute of Transportation Engineers (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 ITE 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 ITE 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 where speeches, presentations, introductions, awards, etc. are conducted.

c. Being capable of running Board meetings. There are 3-4 formal two-day Board meetings each preceded by an Executive Committee meeting. The first is during TRB, the second in spring, the third at the Annual Meeting and the fourth in the fall. 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 25. The Board approves and monitors the ITE budget.

e. Maintaining a current understanding of the needs of the membership and the near and long term issues facing ITE. This is imperative because the Board sets the direction of ITE.

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 generally not more than 800 hours (40% of 52-40 hour work weeks) of time is expected in any single year with the candidate year and the Presidential year being the busiest.

With the passing of the bylaw amendments regarding the election of Officers and Directors, the process has changed to eliminate costly campaigning and now focuses on electronic communication and a virtual town hall to get candidates' qualifications and messages out. The change also provides for the election to be held earlier in the year (February 14-March 15, 2018) so that the Vice President Elect could be selected and then spend time visiting with Districts to engage with the membership in a more effective way prior to taking office. (Note: The candidates selected by the Nominating Committee to run in the election are also expected to attend the ITE Board of Direction meeting (at ITE's Expense) in January during TRB in Washington, DC.

If elected, the second year commitment is to serve as Vice President. There may also be an opportunity to attend District Meeting(s) at the request of the President. Otherwise, the Executive Committee coordinates via e-mails and occasional conference calls. The Vice President will also chair the Budget and Finance Committee which holds calls in advance of the Board Meetings.

The year serving as President can consume a range of time. Typically, the President plans to attend the majority of District Meetings. 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. The Past President is also Chair of the Nominating Committee.

Institute of Transportation Engineers

Extract from International Board of Direction Procedures

4-4 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.

- B. Conduct of ITE Headquarters/Board of Direction/Nominations Committee
 - 1. The Chairperson of the Nominating Committee shall notify all candidates of the campaign conduct requirements.
 - 2. The Executive Director/CEO shall inform the general membership of the nominees and about campaign rules regarding endorsement of candidates.
 - 3. 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, the International Board may consider sanctions. Any variance to campaign rules will be addressed by the Executive Committee, which will have the authority to bring the issue to the Board of Direction for review and vote.
 - 4. The list of candidates nominated by the Nominating Committee shall be posted on the ITE website no later than December 15 of the year preceding the election.
 - 5. Elected officials on the Executive Committee and International Board will remain impartial and treat all candidates equally. ITE Headquarters staff will treat the candidates even-handedly regarding exposure in the *ITE Journal*, and through other media.
 - 6. ITE will host and maintain website for candidate information (videos, brochure and bio).
 - 7. ITE will host and moderate opportunities for candidates to reach out to and engage with the general membership which may include webinars, podcasts, Q&A sessions, etc.

C. Conduct of Districts/Sections/Chapters

Revised November 2017

1. The Executive Director/CEO will contact the Districts/Sections/Chapters as soon as practicable 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 publishing campaign information in newsletters and on websites.

D. Conduct of General Membership

1. Members shall conduct themselves in a professional manner during the campaign. No member shall distribute the named endorsement of other members for a candidate without their express written approval from those members.
2. Members expressing support for a candidate by mail or electronically shall only do so as an individual. Multiple-member or group endorsements are not allowed.

E. Conduct of Vice Presidential Candidates

1. As soon as potential candidates submit their documents expressing interest in candidacy for International Vice President they must conform to the Campaign Conduct procedure and, after that time, they may retain any volunteer positions in the Institute they held prior to that time but they are not to accept any new volunteer positions in the Institute.
2. Each candidate may prepare written and video statements of their candidacy as well as a brochure stating their background and qualifications that conform to guidelines established by the Executive Director/CEO.
 - a. The written statement shall be no longer than 500 words and will appear in the ITE Journal, and on the ITE Website. This statement will be forwarded to all District, Section, and Chapter newsletter editors by the Executive Director/CEO for their consideration for publication.
 - a. **The candidate's** video statement shall be no longer than **2** minutes in length and will be posted on the ITE Website. A brochure that expands upon the candidate's written statement to include biographical information and qualifications pertinent to

the position shall be no longer than 2-pages in length on 8.5 x 11- inches paper format. This brochure will be created only as an electronic (PDF) downloadable document for posting on the ITE Website.

- b. Photographs of ITE members in campaign brochures shall require the member's permission and must include a caption.
 - c. The use of other logos besides those of ITE is not allowed.
 - d. Candidates or others on behalf of a candidate shall not refer to any ITE Council, committee, and task force, District, Section, Chapter or ITE position (current or former) in writing or verbally in such a manner that implies endorsement by such groups.
2. Each candidate may create an Internet website to promote themselves and establish an email address for members to contact them. The candidate's website will only be hosted by ITE Headquarters and should include similar material to that in their candidate brochure and video. The website contents shall conform to guidelines established by the Executive Director. Inclusion of links to or from employers, firms, or vendors of products will not be allowed.
 3. A campaign presence on social media is permitted.
 4. ITE will create a Vice President Community Group on the ITE Community for materials and messages to be posted. Campaigning on other groups of the ITE Community by the candidate or by others on their behalf will not be permitted or tolerated.
 5. Candidates may not contact Districts, Sections, and Chapters for the purpose of advertising or endorsing their candidacy.
 6. Bulk mailing and direct advertising techniques are not allowed. Bulk mailing for this purpose is defined as mailings of the same enclosures to more than 1 person. Bulk mailing encompasses both postal and electronic mailing.
 7. One on one personalized email communication is allowed by a candidate or by others on behalf of a candidate. ITE Headquarters will not provide to the candidates mailing labels or electronic files of member addresses or email addresses.
 8. All deadlines provided to candidates by the Executive Director/CEO will be adhered to for publication of brochures, placement of website information on ITE's website, issuance of information to District, Section and Chapter newsletter editors, etc. A failure by one or more candidates

to provide the information by its deadline will not delay the subject activity.

9. 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.
10. Vice Presidential Candidates may attend District, Section, and Chapter meetings during the time period of their candidacy. Candidates may present on matters unrelated to their candidacy. They cannot present a campaign speech at any meeting. This does not preclude the candidate from carrying out their duties as an officer of a District/Section/Chapter or as an International Director or retaining a currently-held volunteer position. However, candidates are not allowed to accept new appointments to ITE committees during the campaign.
11. 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.
12. Candidates participating in International, District, Section or Chapter individual ITE donation programs shall not be recognized for their donation or change in donation level during the campaign.
13. Contributions to the Institute by the candidates are not limited. But contributions and/or gifts to voting members, such as, but not limited to, raffle tickets or apparel are a violation of campaign rules. Sponsorships of golf tournaments within or outside of sections or districts are allowed.
14. There is to be no malice toward other candidates and any such postings on social media or websites shall be removed

Board Approved 11/3/17

5-1 Duties and Responsibilities of the President

The President of the ITE shall:

- A. Exercise general supervision of the affairs of the Institute in accordance with the Constitution.
- B. Attend and preside at meetings of the Institute, the International Board of Direction, and the Executive Committee.
- C. 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.
- D. Appoint members of the ITE Coordinating Council on recommendation of the ITE Coordinating Council.
- E. Approve all expense accounts of the Vice President submitted for payment by the ITE for official Institute business.
- F. 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.
- G. Report at intervals to the membership on the work of the organization through a newsletter or other means.
- H. Prepare and present a report of the President's stewardship at the Annual Meeting and Business Meeting.
- I. As requested and able, represent ITE at meetings of other organizations and committees where such attendance will advance the interests of the ITE. The President may designate any member(s) and/or the Executive Director/CEO as the Official Representative(s) of the Institute to attend these meetings.
- J. Endeavor to attend as many District and Section meetings per associated travel budget as possible.

5-2 Duties and Responsibilities of the Vice President

The Vice President of ITE shall:

- A. Attend meetings of the Institute, the International Board of Direction, and the Executive Committee.

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- B. In the absence of the President, preside at meetings and discharge the President's duties.
- C. Serve as Chairperson of the Budget and Finance Committee and report to the International Board the Committee's recommended budget for the fiscal year at the fall Board meeting of the calendar year and the Committee's recommended budget adjustments at subsequent International Board meetings during the fiscal year. The Budget and Finance Committee also provides. Report to the International Board of Direction insight on the fiscal management of Headquarters based on periodic comparisons of financial statements with the budget of the current year and previous year.
- D. Approve all expense accounts submitted for Institute payment by the Executive Director/ /CEO, President, and Past President of the Institute for official Institute business.
- E. Request the annual review of the amounts and types of insurance coverage and make recommendations at the fall Board of Direction Meeting for additions and modifications.
- F. Execute other work assignments made by the President.
- G. Undertake travel to attend meetings on official ITE business as may be requested by the President.
- H. Study and make recommendations concerning the annual compensation for the Executive Director/CEO, 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 5-3 "Executive Director's Compensation."
- I. In the absence of the Executive Director/CEO, prepare official minutes of all Executive Sessions held during International meetings and submit said Confidential Minutes to the Executive Director/CEO and the International Board.
- J. Prepare a set of goals and objectives to guide ITE during the following year for the fall Board meeting.

5-3 Duties and Responsibilities of the Immediate Past President

The Immediate Past President shall:

- A. Attend meetings of ITE, the International Board of Direction and the Executive Committee.
- B. Formally swear in newly elected International Board members at the first meeting of a new International Board of Direction. Sample Oath of Office is available [online](#).
- C. Serve as Chairperson of the Past Presidents' Award Committee.
- D. Serve as the Chairperson of the Nominating and Election Committee. Procedures and timelines are documented in Section 4—Nominating and Election Procedures.

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- E. Serve as the "Keeper of the ITE Board Procedures Manual," 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.
- F. Execute other work assignments made by the President.

5-4 Duties and Responsibilities of the President-Elect

- A. With the concurrence of the Board of Direction, the President-elect shall select and appoint the Chairperson and members of each of the approved Board Committees. All such appointments should be completed prior to December 1. In addition, appointments to the following named committees should be accomplished within 30 days of the Annual Business Meeting:
 - 1. Nominating (The Nominating Committee will be appointed in accordance with the Constitution.)
 - 2. Constitutional Amendments
- B. 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 ITE in respect to service on the standing committees of ITE effective January 1 of the succeeding calendar year and report appointments thereto for approval at the January Executive Committee Meeting then final approval by the Board at the spring meeting. 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.

5-5 Duties and Responsibilities of the International Directors

Each International Director of ITE shall:

- A. Attend meetings of the ITE and the International Board of Direction.
- B. When appointed or designated by the President, serve on International Board Committees and executive work assignments.
- C. Contribute, participate and support fully in the decisions and work of the International Board.
- D. Maintain active liaison with the District Board, Section Boards and membership within the Director's District through meeting attendance, reports, and District and Section newsletters and correspondence. Liaison should involve reporting International Board actions, and bringing to the International Board opinions of the District's membership.
- E. Thirty days prior to each Board Meeting, submit a written report to the International Headquarters.

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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. ITE is the recognized professional organization of choice for the close to 15,000 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 *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.

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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 at ITE 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 Nominations Committee

The Nominating Committee is scheduled to meet after the Fall Board meeting of ITE on Saturday, November 4, 2017 at ITE headquarters from 1 p.m. to 5 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 shortly afterward. (Note: Travel to Washington, DC is at the expense of the candidate, but housing at the Army Navy Club will be taken care of by ITE.)

If you are interested in being considered, please provide the following **three** items via e-mail 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 résumé 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 15, 2017.

Candidates must be Fellows of ITE.

Institute of Transportation Engineers

Candidate Questionnaire

Please complete this questionnaire and return it along with the other required documents as described in the previous page to Kathi Driggs, ITE Headquarters at kdriggs@ite.org by **September 15, 2017**.

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)_____ If so, in what capacity and when.

2. Have you served on ITE councils and committees?
(yes or no)_____ If so, in what capacity and when.

3. Have you served on the International Board of Direction?
(yes or no)_____ 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 15, 2017 through November 10, 2017. If I am selected as a candidate, the period will be extended through July 31, 2018. If I am elected to the office of ITE International Vice President, the period would be extended through December 31, 2021." (yes or no)_____

Signed _____

Date _____

Should You be Nominated As a Candidate

Brochures (All to remain in electronic format)

Headquarters will provide you with a letter containing helpful information and instructions as you prepare your campaign platform.

Candidate Web site

Only ITE will host the candidate Web site. You will be given a deadline and guidelines as to the format and medium for submitting your Web site “ready to link” content. Web sites will be updated no more frequently than once a month with the entire Web site resubmitted with changes included. Candidates may also submit a video to be posted on the web site and guidelines for submission will be given the candidates.

Campaign Statement

You will be given a deadline and guidelines to submit a 500-word campaign statement for publication in *ITE Journal* and placement on the ITE Web site, and for submission by ITE staff to District and Section Newsletter editors. You will receive samples of previous candidate campaign statements to assist you in preparing your statement.