



Information for Prospective International Vice President Candidates

For term of office to begin
January 1, 2020
(Revised 8/23/18)

Table of Contents

Welcome Message	3
Nominations Committee Calendar	4
Desired Qualities and Attributes in a Candidate	5
Time Commitment as a Candidate and Executive Committee Member	6
Extracts from International Board of Direction Procedures	
4-5: Campaign Conduct	7
5-1: Duties and Responsibilities of the President	11
5-2: Duties and Responsibilities of the Vice President	11
5-3: Duties and Responsibilities of the Immediate Past President	12
5-4: Duties and Responsibilities of the President-Elect	13
5-5: Duties and Responsibilities of the International Directors	14
Social Media Guidelines	14
Benefits to Employers	17
Required Documents to be Submitted to the Nominating Committee	18
Candidate Questionnaire	19
Should You Be Nominated as a Candidate	21
2018/2019 International Board and Executive Committee Meeting Schedule	22

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 **Friday, September 14, 2018**. 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.

2019 International Officer Nominating Committee

Northeastern	Lynn LaMunyon
Mid-Colonial	Abi Lerner
Great Lakes	Scott Knebel
Midwestern	Rebecca Szymkowski
Southern	Kirsten Tynch
Western	Karen Aspelin
Canadian	Gene Chartier
Global	Don McKenzie
Texas	Dale Picha
Florida	Dan Beaty
Chair, ITE Past President	Shawn Leight

Nominations Committee Calendar—2018-2019

(For 2020 VP Candidates)

Date	Task/Deadline/Event Description
June 30, 2018	Nominating Committee in place (Based upon constitution requirements)
August 22, 2018	International VP Information Session—provide a general overview of the process, level of commitment, schedule/deadlines for applying, solicit potential candidates.
September 14, 2018	Candidate information submitted: <ol style="list-style-type: none"> a. Written answers to questions on the next to last page of this document. 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.
October 21, 2018	Candidate Interviews (1:00-5:00 p.m. Phoenix, Arizona)—Candidates must be selected soon after the interviews by the Nominating Committee to meet the Journal announcement for the January issue.
November 1-2, 2018	Nominating Committee Chair—verbal notification to non-selected candidates, selected candidates, Executive Committee, Executive Director. Formal notification of candidates to IBOD.
November 5, 2018	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 16, 2018	500-word write up from candidates due-2020 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, 2018	Candidate two-page e-brochure copy, additional web page information.
December 14, 2018	Announcement of the 2020 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.
January 2019	Candidates to do phone or audio interviews with CEO that can be distributed in quick bites to the membership. Candidates to attend Board meeting and do the interviews during TRB.
January 2019 (November 16 deadline)	January 2019 <i>ITE Journal</i> announcement of the 2020 VP Officer Candidates (Fulfills Constitutional requirement “to announce to the voting members list of candidates nominated” Article V Sec 3). The 2020 VP Officer Candidate Election insert will be co-mailed with the January 2019 issue of <i>ITE Journal</i> and distributed to current members who are eligible to vote as of December 31, 2018.
Wednesday, February 13, 2019	VP Officer Election Ballot Opens at 12:00 noon EDT 1 st e-mail to eligible voters with a personalized URL enabling them to vote. The January 2019 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 27, 2019	2nd 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 6, 2019	3rd 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 14, 2019	2020 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 18, 2019	At the latest, 2020 VP Officer candidates will be notified by conference call of the election results.
Tuesday, March 19, 2019	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 one or 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 13-March 14, 2019) 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 Immediate Past President is also Chair of the Nominating and Legacy Committees.

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 (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

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 a written statement 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. 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. A candidate's website will also be hosted by ITE Headquarters and should include similar material to that in their candidate brochure. 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 provided that the guidelines included in the VP Information packet are followed.
 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.

- 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.
- K. 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 appointment 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:
 - Nominating (The Nominating Committee will be appointed in accordance with the Constitution.)
 - Constitutional Amendments

From the day of the Annual Business Meeting until the end of the calendar year, the Vice President (President Elect) shall contact and correspond with any members of ITE in respect to service on the Board 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. (1/2018)

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.
- 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 Vice President-Elect

- A. Once elected in March, the Vice President Elect should plan to visit as many Districts as possible to gain a better understanding of each District's challenges and opportunities prior to taking office. If possible, it would be advisable to moderate a Town Hall Session about this at the District meeting. It is the responsibility of the Vice President Elect to work within the budget that is allocated by the Board for such duty.
- B. The Vice President Elect should expect to attend all scheduled International Board of Direction meetings scheduled following the election. This typically includes late spring, Annual Meeting and November Board and Executive Committee meetings.
- C. The Vice President Elect is expected to serve on the Budget and Finance Committee which typically convenes by conference call approximately one week prior to the Board of Direction Meeting.
- D. The Vice President Elect may be asked to perform other official functions for ITE upon the request of the President of the Institute. (1/2018)

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.

Social Media Guidelines

There is value in ITE having social media visibility during ITE Elections, as long as postings are positive and equitable for both candidates. Toward that end, these social media guidelines have been developed to:

- 1. Balance social media's influence in the elections process;
- 2. Equal the playing field for all candidates;
- 3. Ensure candidates don't feel obligated to develop a large social media network in order to run for ITE Vice President; and
- 4. Avoid the appearance of social media endorsements.

Conduct of Vice Presidential Candidates

- 1. Candidates may be active and publish information on various social media platforms.
- 2. There shall be no malice toward other candidates and any such postings on social media or websites shall be removed.
- 3. Candidates shall not tag or mention other ITE members in election related social media posts without their permission.
- 4. Candidates may not purchase advertising on any platform or in any print media related to the election.
- 5. In order to leverage ITE's social media networks, candidates may submit one social media communication per weekday (Twitter, Facebook, or LinkedIn) to ITE's Sr. Director of Marketing that will be pushed out to ITE's followers. All communications posted through ITE Headquarters should be in final form ready for posting. For example, posts for Twitter cannot be longer than 280 characters. ITE is not responsible for editing your post. The use of these postings is described below.

6. General information about using social media can be found at the links below.
<https://moz.com/beginners-guide-to-social-media/best-practices>
<https://www.rochester.edu/social/guide/facebook-guidelines.html>
7. **Facebook** recommends that you should send friend requests only to people you know in real life, such as: friends, family, co-workers, and classmates. Many ITE members use Facebook for personal posts and do not connect with people that they do not know personally. Find out more about using Facebook at: Facebook Community Standards www.facebook.com/communitystandards/introduction/
8. Likewise, **LinkedIn** also recommends only inviting people you know.
www.linkedin.com/help/linkedin/answer/118?query=who%20to%20connect%20with%20on%20linked%20in.
More about using LinkedIn can be found at:
www.linkedin.com/help/linkedin/answer/47545/publishing-platform-guidelines?lang=en
9. Information about using Twitter be found at:
<https://help.twitter.com/en/rules-and-policies/twitter-rules>

Role of ITE Headquarters

1. ITE Headquarters will share/retweet one social media communication (Twitter, Facebook, or LinkedIn) each weekday for each ITE Vice President Candidate.
2. Communications from ITE Vice President Candidates will be pushed out by 11:00 a.m. eastern the morning following the day of receipt of the post.
3. ITE will create a hashtag making it easy for members to find previous posts on social media.

Conduct of ITE Leadership

1. These guidelines are intended to avoid the appearance of social media endorsements by those in ITE leadership positions ITE.
2. For the purposes of this section, ITE Leadership is defined as anyone on the IBOD, Nominating Committee or in District and Section elected or appointed leadership positions as well as appointed Council and Committee leadership at the International Level. These rules shall also apply to all communications from any ITE body and any accounts that imply official representation of an ITE body (e.g., a twitter handle such as @Leader4ITE).
3. Those in ITE leadership and those acting on behalf of ITE bodies (e.g., webmasters) are encouraged to share/retweet/post all election information and Vice President Candidate posts that are shared/retweeted/posted on the ITE International website and/or social media sites.
4. ITE leadership shall not forward/share/retweet/like any information related to the election except for what is posted/shared/retweeted on the ITE International website or social media sites as doing so could appear to be an endorsement for that candidate.
5. ITE leadership shall treat candidates equally with respect to social media posts. If an entity forwards/shares/retweets/likes or allows being mentioned in posts for Candidate they shall do the same equally and fairly for all Candidates.

6. ITE leaders shall not tag or mention other ITE members in election related social media posts without their permission.

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.

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 Sunday, October 21, 2018 in Phoenix 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 Phoenix, Arizona is at the expense of the candidate, but housing at the We-Ko-Pa resort 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 14, 2018.

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 14, 2018**.

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 14, 2018 through November 20, 2018. If I am selected as a candidate, the period will be extended through July 31, 2019. If I am elected to the office of ITE International Vice President, the period would be extended through December 31, 2022." (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

Each candidate may create an internet website to promote themselves and establish an email address for members to contact them. A candidate's website will also be hosted by ITE Headquarters and should include similar material to that in their candidate brochure. 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.

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.

ite Institute of Transportation Engineers

Institute of Transportation Engineers

2017-2018 International Board and Executive Committee Meeting Schedule

As of August, 2018

International Board of Direction Meeting

Friday, October 19 – Sunday, October 21, 2018

We-Ko-Pa Resort & Conference Center

Phoenix/Scottsdale, AZ

Day	Start	End	Event
Friday, October 19, 2018	1:30 p.m.	5:00 p.m.	Executive Committee Meeting
	6:30 p.m.	9:00 p.m.	Executive Committee Dinner, Location TBD
Saturday, October 20, 2018	8:30 a.m.	5:00 p.m.	International Board Meeting
	6:30 p.m.	9:00 p.m.	IBOD Dinner, Location TBD
Sunday, October 21, 2018	8:00 a.m.	12:00 p.m.	International Board Meeting
	1:00 p.m.	5:00 p.m.	Nominating Committee VP Candidate Interviews
	6:00 p.m.	7:30 p.m.	NRITS 2018 Conference Welcome Reception
NOTE:	IBOD meeting will precede the 2018 NRITS Conference, October 21-24, 2018 at the We-Ko-Pa Resort & Conference Center.		
Accommodations:	Individual rooms to be booked by ITE HQ, \$145 ++ We-Ko-Pa Resort & Conference Center 10438 N. Fort McDowell Rd., Scottsdale, AZ 85264		

International Board of Direction Meeting

Friday, January 11 – Sunday January 13, 2019

ITE Headquarters

Washington, DC, USA

Day	Start	End	Event
Thursday, January 10, 2019			LeadershipITE arrivals
Friday, January 11, 2019	8:00 a.m.	5:00 p.m.	LeadershipITE (at ITE Headquarters)
	7:00 p.m.	9:00 p.m.	Executive Committee Dinner – (Location TBD)
Saturday, January 12, 2019	8:00 a.m.	11:00 a.m.	Executive Committee Meeting
	9:00 a.m.	5:00 p.m.	LeadershipITE (Location TBD))
	11:00 a.m.	5:00 p.m.	Coordinating Council New Board and Council Meeting
	6:00 p.m.	8:00 p.m.	Joint IBOD/ CoCo/ LeadershipITE Reception at ITE Headquarters
Sunday, January 13, 2019	9:00 a.m.	5:00 p.m.	International Board Meeting
Monday, January 14, 2019	6:00 p.m.	8:00 p.m.	ITE Student Member Reception @ ITE Headquarters
Accommodations:	Individual rooms to be booked by ITE HQ, 2019 rate TBD The Army & Navy Club, 901 Seventeenth St., NW, Washington, DC 20006		

International Board of Direction Meeting

Northeastern District Meeting

Tuesday, May 7 – Wednesday, May 8, 2019

In Conjunction with

New Haven, CT, USA

Day	Start	End	Event
Monday, May 6, 2019	7:30 p.m.	9:30 p.m.	Executive Committee Dinner – (Location TBD)
Tuesday, May 7, 2019	7:00 a.m.	8:00 a.m.	Executive Committee Breakfast
	8:00 a.m.	12:00 p.m.	Executive Committee Meeting
	9:00 a.m.	5:00 p.m.	LeadershipITE Meeting
	12:00 p.m.	1:00 p.m.	International Board Lunch (with LeadershipITE)
	1:00 p.m.	5:00 p.m.	International Board Meeting
Wednesday, May 8, 2019	8:00 a.m.	9:00 a.m.	International Board Breakfast (with LeadershipITE)
	9:00 a.m.	5:00 p.m.	International Board Meeting
	9:00 a.m.	5:00 p.m.	LeadershipITE Meeting
	12:00 p.m.	1:00 p.m.	International Board Lunch (with LeadershipITE)
NOTE:	The Northeastern District meeting is scheduled to begin with a reception on Wednesday evening and run through Friday noon.		
Accommodations:	Individual rooms booked by ITE HQ, single/double \$189 Omni New Haven Hotel at Yale, 155 Temple Street, New Haven, CT 06510		

International Board of Direction Meeting

Thursday, July 18 – Sunday, July 21, 2019

Hilton Austin
Austin, TX, USA

Day	Start	End	Event
Thursday, July 18, 2019	1:30 p.m.	5:00 p.m.	Executive Committee Meeting
	6:30 p.m.	9:00 p.m.	Executive Committee Dinner, Location TBD
Friday, July 19, 2019	8:30 a.m.	5:00 p.m.	International Board Meeting
	Evening		Possible event with the LAC/District Leadership/TBD
Saturday, July 20, 2019	7:30 a.m.	8:30 a.m.	International Board Breakfast w/ LeadershipITE
	8:30 a.m.	10:00 a.m.	International Board Meeting
	10:00 a.m.	11:45 a.m.	LeadershipITE Presentations to Board
	12:00 p.m.	5:00 p.m.	Board outing – TBD
	7:30 p.m.	10:00 p.m.	President's Reception
Sunday, August 21, 2019	8:00 a.m.	11:00 a.m.	Coordinating Council Meeting
	8:30 a.m.	3:00 p.m.	TransportationCamp or similarly styled event
	9:00 a.m.	5:00 p.m.	LeadershipITE Meeting
	5:00 p.m.	6:00 p.m.	First Timer's/Global Member Reception
	6:00 p.m.	7:30 p.m.	Welcome Reception – (Location TBD)
	7:30 p.m.	10:00 p.m.	Old Boardies Dinner (times are tentative; location TBD)
Monday, August 22, 2018	12:00	2:00 p.m.	Awards Lunch w/ LITE Graduation
<i>Accommodations:</i>	<i>Individual rooms booked by ITE HQ, \$219 single/double rate@ host hotel Hilton Austin, 500 East 4th Street, Austin, TX, \$204 single/double rate @ Hilton Garden Inn, 500 N. Interstate 35, Austin, TX</i>		