



# Oregon ITE

## Board Meeting Notes – April 2010

Location: Kittelson & Associates, 610 SW Alder, Suite 700, Portland

Date: 04/08/10 – 7:00 am

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### Attendees

#### Board Members:

<i>Present</i>	Todd Mobley, Past-President
<i>Present</i>	Bikram Raghubansh, President
<i>Present</i>	Chris Tiesler, Vice-President
<i>Present</i>	Evan Dust, Secretary-Treasurer

#### Committee Chairs:

<i>Present</i>	Scholarship: Pam O'Brien
<i>Excused</i>	Membership: Lani Radtke
<i>Present</i>	Scribe: Matt Bell
<i>Excused</i>	Technical: Dick Raub
<i>Arrived Late</i>	Student Chapters: Diego Arguea
<i>Present</i>	Traffic Control Devices: Charles Radosta
<i>Present</i>	Legislative: Kevin Haas
<i>Present</i>	Webmaster: Michael Tomasini

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#### Others in Attendance:

Notes by: Evan Dust

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### Agenda:

1. Confirmation of Agenda (Bikram)
2. Confirmation / Corrections to Meeting Notes of February Board Meeting  
Confirmation / Corrections to Meeting Notes of March Board Meeting (Bikram)
3. Old Business – status reports:
  - (a) Bylaw amendments for GOITE and electronic voting – status update
  - (b) Election (ballots ready?)
  - (c) Constant Contact – service and status of e-mail list
  - (d) Section activity reports
  - (e) Annual Report for 2009-2010
  - (f) Final Preparations for April 2010 Joint Meeting with WTS
4. OTCDC – Oregon ITE Comments on the Oregon Supplements (Pam O'Brien)
5. The Blue Print America Screening Tour – documentary that OTREC would like to co-host (Pam O'Brien)
6. Treasurer's Report for March 2010.
7. Future District Meetings – yes/no – put bid in?
8. May Meeting Arrangements
9. Highway Capacity Manual Committee (HCMC) Meeting – July 2010

## **Discussion:**

### **Confirmation of Agenda**

The agenda was confirmed with three additions (items 7 through 9).

### **Confirmation of Meeting Notes**

The February board meeting notes were accepted as presented and March board meeting notes were accepted with a minor clarification in response to Evan's highlighted request.

### **Old Business**

#### **a) *Bylaw Amendments for GOITE and Electronic Voting (status update)***

The board is very interested in proceeding with the amendments despite not being able to engage the GOITE Board in discussion. In particular, the board would like to get this boundary issue resolved before ITE National distributes section dues. Todd noted that the eventual resolution will require agreement with GOITE.

Todd noted in his written report (copy attached and included by reference) that the part of dealing with the GOITE situation would require a Charter amendment *but* Todd was unable to find a copy of the Oregon Section Charter.

#### **ACTION**

***Evan Look in files for copy of charter; if copy is not found, contact National ITE since it would be on file.***

The Charter typically would define the geographic area of the Section in Article 2. Since the charter for the Oregon Section has not been located, the discussion was to place on the ballot for the members the necessary by-law amendments to allow the future creation of chapters within the Oregon Section (which would cover the entire state). The amendments to the bylaws would add Article XI to the bylaws with two sections, as follows:

*Section 11.01 - Subject to securing any necessary approval from the District and/or Institute, a Chapter Charter may be issued by the Executive Board at its discretion upon the written request of at least five (5) qualified voters residing in the area corresponding to the proposed Chapter. Proposed Chapter Bylaws shall be included with the written request. For sufficient reason and subject to any necessary approval by the District and/or the Institute, the Executive Board may rescind and/or amend Chapter Charters.*

*Section 11.02 - Unless disapproved by the qualified voters attending the previous Annual Business Meeting, the Executive Board may, in some equitable manner, disburse to each Chapter a portion of the Section's financial resources.*

Evan presented a memo (included by reference) examining the nomination and election process, the timing for ballots and proposed amendments for electronic voting.

*Section 8.01: Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the*

*Section to the Institute or District shall be by either secret ballot or electronic ballot. The Board of Direction shall select the voting method at the time that nominations or amendments are discussed by the Board.*

*Section 8.02: When such a secret ballot is required and selected by the Board, ballots shall be sent to qualified voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Voters shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary-Treasurer. The voter shall affix the voter's signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against a list of eligible voters and only the ballots cast by eligible voters shall be canvassed.*

*Section 8.03: When electronic balloting is selected by the Board, the ballots shall be delivered electronically (by a method recognized as secure by generally-accepted industry standards). The voting member will use their voting credentials and password to cast their vote electronically. The Secretary-Treasurer and the Vice President will have access to the final e-vote tally and will report the official results as required at the final business meeting of the year.*

**MOTION:**

Moved by Todd – To place on the ballot the bylaw amendments as presented to the Board of Direction.  
Seconded by Chris. Motion carried.

**b) Election**

In the memo presented by Evan discussing amendments to the bylaws to permit electronic voting, the schedule for the elections as inferred from the bylaws. As discussed in that memo, Evan provided his interpretation that the ballots and the “voter's pamphlet” could not be issued until after the business meeting immediately preceding the final business meeting of the year. Given that our monthly lunch meetings are business meetings, the ballots would be prepared after our joint meeting with WTS on April 13, 2010.

Given that ballots would need to be received back from members on or before the final business meeting of the year (Joint meeting with OTCDC on May 14, 2010), I would suggest that the ballots be mailed such that most members could expect to receive them prior to May 1, 2010. Assuming a maximum delivery time of five (5) business days, we should mail the ballot packets by April 23, 2010 (ten days after the second-to-last business meeting for the 2009-2010 program year).

Evan asked about obtaining a mailing list of members of the section and was advised to contact ITE National to obtain the current list.

The board members and committee chairpersons in attendance accepted Evan's report and requested that he proceed accordingly.

**c) Constant Contact**

The board members and committee chairpersons in attendance agreed that the look of the e-mail announcements using Constant Contact was improved significantly through use of that service. It was agreed that the Oregon Section would continue to use this service.

## **ACTION**

**Lani** *Document for Section Records the procedure for using Constant Contact to e-mail the Section membership. Provide that documentation to the Board.*

### **d) Section Activity Reports**

Scribe Matt Bell informed the Board that the requested Section Activity Reports were submitted to the District ahead of the deadline. In discussion of the activity reports and the inclusion (or not) of images in the reports, Evan noted that having a photo sharing site was convenient but not having photos captioned limited that convenience. It was recognized that it would need to be a group activity to identify the photos (location/event, captured people). Diego was volunteered or volunteered to review the photos on the Section Picasa site to identify as many pictures as possible (as a “first-pass” through the images).

It was agreed that the activity reports should be posted on the Section Web site.

### **e) Annual Report**

Evan noted that the annual report was submitted at the deadline. It is hoped that we will receive the small section award.

### **f) WTS Joint Meeting**

All of the arrangements have been made for the joint meeting on April 13<sup>th</sup>. Evan noted that we needed three volunteers for the registration table. Matt volunteered to assist with registration.

### **g) Scholarships**

Pam O'Brien (Scholarship Committee Chairperson) noted that she has not received many applications for the Section Scholarships.

## **OTCDC – Oregon ITE Comments on the Oregon Supplements**

Pam asked if Oregon Section of ITE would formally comment on the Oregon Supplement to the new MUTCD. There was no recorded response to the question during this board meeting. Kevin Haas volunteered to provide to Webmaster Michael Tomasini a link to the proposed Oregon Supplement to the MUTCD with a copy to the Board.

## **The Blue Print America Screening Tour**

Pam noted that OTREC is asking the Oregon Section of ITE to co-sponsor a screening of a documentary prepared by PBS (<http://www.pbs.org/wnet/blueprintamerica/>). The documentary on the theme of transportation is approximately 85 minutes long. The proposed screening would be at the end of June.

The board discussed the potential conflict with the District 6 Annual Meeting which is also at the end of June. *No decision or direction was given to Pam.*

## **Treasurer's Report for March 2010**

The treasurer's report for March 2010 was accepted by the Board as presented.

Evan asked for Board direction on the issue of “no shows” with no advance cancellation. In particular, we have received a request from a member from the City of Gresham who did not show up to the March meeting due to illness (but who did not communicate with the Section in advance to cancel). After considerable discussion, the Board directed Evan to indicate to that particular member that the invoice is canceled and the payment requirement waived. The Board did not set a general policy but reserved the ability to consider “no shows” on a case-by-case basis.

### **ACTION**

*Evan Advise member from Gresham of the Board's direction and cancel the outstanding invoice.*

## **Future District Meetings**

Pam asked in the Board would be interested in bidding to host a future District Annual Meeting. The idea was discussed and agreement was reached to place a bid for a future District Annual Meeting. It is likely that all members of the current Board would have completed their duties to the Section before the District Annual Meeting returned to Portland. Some discussion suggested that a non-Portland location should be considered but travel logistics can be a challenge elsewhere in the state (e.g. Bend).

## **May Meeting Arrangements**

The arrangements for the May joint meeting with OTCDC were discussed. It was decided to assist the members of the OTCDC attending the lunch (since their morning meeting often does not end until close to Noon) to have a “mini-registration” for OTCDC members at 11 am with the general registration starting at 11:30 am.

## **Highway Capacity Manual Committee (HCMC) Meeting – July 2010**

Chris Tiesler noted that Mark Vandehey (Chairperson of Highway Capacity Manual Committee) was seeking for a number of ITE members who would likely attend the lunch meeting on July 29<sup>th</sup> at the Hotel Vintage Plaza. It was agreed that this opportunity should be announced at upcoming meetings to gauge the interest in attendance.

*Meeting adjourned at approximately 8:30 am*

Attachments (2)

## **ATTACHMENT #1**

### **CHARTER & BYLAW AMENDMENTS**

I took a look through our Bylaws, but can't find a copy of our Charter. I also looked through Greater Oregon Section's documents as well as other sections, particularly those such as Intermountain Section, that have Chapters established within the Section. If we want to restructure the Oregon Section to cover the entire state (again) and form a Greater Oregon Chapter, it appears as though we would need to make the following amendments to our Charter and Bylaws.

Amend the Oregon Section Charter to include a section within Article IV - Government to include the following. Typically, this is Section 4.06, but I don't have a copy of our Charter, so I don't know if it is already there:

*Section 4.06 - The Section may charter Chapters to meet specific needs within its boundaries upon written request of at least five (5) voting Institute members residing in the proposed Chapter area. Chapters may adopt bylaws that are not inconsistent with the Section Bylaws or the Section Charter. Chapter Bylaws shall be filed with the Section, District, and International headquarters for approval before they become effective.*

Amend the Oregon Section Bylaws to add an Article (presumably Article XI, since we currently have ten Articles) to add the following:

*Section 11.01 - Subject to securing any necessary approval from the District and/or Institute, a Chapter Charter may be issued by the Executive Board at its discretion upon the written request of at least five (5) qualified voters residing in the area corresponding to the proposed Chapter. Proposed Chapter Bylaws shall be included with the written request. For sufficient reason and subject to any necessary approval by the District and/or the Institute, the Executive Board may rescind and/or amend Chapter Charters.*

Then, the Intermountain Section added the following section, although it does not appear to hold constant for all sections. For example, the San Francisco Bay Area Section is set up for Chapters, but they have only the above section in their Article on Chapters.

*Section 11.02 - Unless disapproved by the qualified voters attending the previous Annual Business Meeting, the Executive Board may, in some equitable manner, disburse to each Chapter a portion of the Section's financial resources.*

It appears as though those additions would enable us to establish official Chapters within the Section. That does not change anything regarding Greater Oregon Section though, and if our goal is to get Greater Oregon to be a Chapter within our Section, we'll still need their participation, because I believe we would have to (at a minimum) amend their Charter and Bylaws to make them a Chapter rather than a Section.

This raises a bigger question though. Does the area definition in the Greater Oregon Section Charter ("State of Oregon outside Clackamas, Multnomah, and Washington Counties" - from Article 11- Area and Purpose, Section 2.1 of the Greater Oregon Section Charter) conflict with the area definition for the Oregon Section in its Charter? If so, how is that conflict resolved? The Oregon Section never voted to amend *its* Charter. Is that a technicality that calls into question the validity of the District's approval of the GOITE Charter?

-Todd Mobley



**Institute of Transportation Engineers  
Oregon Section  
P.O. Box 355  
Portland OR 97207**

*Bikram Raghubansh, President  
Chris Tiesler, Vice-President  
Evan Dust, Secretary-Treasurer*

**ATTACHMENT #2 TO  
APRIL BOARD  
MEETING NOTES**

## **MEMORANDUM**

TO: Board Members & committee Chairs  
FROM: Evan Dust, Secretary-Treasurer  
DATE: 03/28/10

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**SUBJECT:** *Election Process/Procedures and Potential Amendments*

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### **Election Process/Procedures from Bylaws**

The following are the process and procedures defined in the bylaws.

#### **a) Nomination Process**

##### ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 5.01: A Nominating Committee shall nominate one or more qualified candidates for each office. The consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary-Treasurer not later than 10 days prior to the business meeting immediately preceding the final business meeting of the year.

Section 5.02: Additional nominations for any office may be made by motion from the floor at the business meeting immediately preceding the final business meeting of the year. No member may be a candidate for more than one office.

Section 5.03: The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the new Board of Direction at its first meeting shall choose between the candidates.

Reviewing the process and procedures outlined above as defined in the bylaws, it would appear that there is no required timeline for delivering ballots to the members for return prior to the final business meeting of the year. Examining Section 5.02 of the bylaws leads me to the interpretation that ballots and the “voter's pamphlet” could not be issued until after the business meeting immediately preceding the final business meeting of the year. Since we consider our monthly lunch meetings to be the business meeting, the ballots would be prepared after our joint meeting with WTS on April 13, 2010.

Given that ballots would need to be received back from members on or before the final business meeting of the year (Joint meeting with OTCDC on May 14, 2010), I would suggest that the ballots be mailed such that most members could expect to receive them prior to May 1, 2010. Assuming a maximum delivery time of five (5) business days, we should mail the ballot packets by April 23, 2010 (ten days after the second-to-last business meeting for the 2009-2010 program year).

**b) Voting Procedures**

From the bylaws:

ARTICLE VIII - VOTING AND VOTING ELIGIBILITY

Section 8.01: Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the Institute or District shall be by secret ballot.

Section 8.02: When such a secret ballot is required, ballots shall be sent to qualified voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Voters shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary-Treasurer. The voter shall affix the voter's signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against a list of eligible voters and only the ballots cast by eligible voters shall be canvassed.

Section 8.02 specifies that secret ballot voting is conducted by providing to eligible voters a mailed envelope that includes a secrecy envelope that would hold the voted ballot and a return envelope that is used by the voter to mail back the secrecy envelope.

To enact the Board's desired transition to e-voting, Sections 8.01 and 8.02 would need to be amended to provide for e-voting and a new section (8.03) would need to be added to define the procedures for e-voting.

**c) Proposed Amendments**

The following are, in markup format, the proposed amendments to provide for e-voting.

Section 8.01: Voting for officers, for amendments to these Bylaws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the Institute or District shall be by either secret ballot or electronic ballot. The Board of Direction shall select the voting method at the time that nominations or amendments are discussed by the Board.

Section 8.02: When such a secret ballot is required and selected by the Board, ballots shall be sent to qualified voters, accompanied by a blank envelope and an envelope addressed to the Secretary-Treasurer. Voters shall indicate their selections on the ballot, seal it in the blank envelope, and insert that envelope in the one addressed to the Secretary-Treasurer. The voter shall affix the voter's signature across the back of the addressed envelope. Before the ballots are canvassed, the names on the outside of the envelope shall be checked against a list of eligible voters and only the ballots cast by eligible voters shall be canvassed.

Section 8.03: When electronic balloting is selected by the Board, the ballots shall be delivered electronically (by a method recognized as secure by generally-accepted industry standards). The voting member will use their voting credentials and password to cast their vote electronically. The Secretary-Treasurer and the Vice President will have access to the final e-vote tally and will report the official results as required at the final business meeting of the year.

The majority of text for Section 8.03 was obtained from the website of the North Central Section of the Institute of Transportation Engineers (Article VI, Section 6.2 <http://www.nc-ite.org/bylaws.html#b06>).

There may be other examples that cover electronic voting that should be considered and discussed at our April Board meeting.