



**INSTITUTE OF
TRANSPORTATION ENGINEERS
OHIO SECTION COMMITTEES**

HOSPITALITY COMMITTEE

OBJECTIVE: To welcome new Section members at Section meetings.

SCOPE: To obtain lists of new Section members from the membership committee; to invite these new members to subsequent Section meetings; to meet the new members and introduce them to Section officers and other members.

ORGANIZATION: This committee shall consist of a Chair and other members as appointed.

LEGISLATIVE COMMITTEE

OBJECTIVE: To further the achievement of the Section's legislative needs and goals.

SCOPE: To recommend a legislative program to the Executive Board; to arrange for introduction of the Section's legislative program into the legislature; to review all traffic legislation before the legislature; to submit potential legislative questions to the Executive Board so that it can adopt a position on behalf of the Section; to furnish speakers representing the Section when required by legislative committees; to prepare and present legislative programs to the Section; and other similar assignments as needed.

To review and present to the Executive Board all legislation affecting the status of Traffic and Transportation Engineers so that it can adopt a position on behalf of the Section.

ORGANIZATION: This committee shall consist of a Chair and other members as appointed, however Co-Chairs may be appointed.

By February 15, the Committee shall submit to the Secretary a written report outlining its program for implementing the Committee objectives during the current year.



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MEMBERSHIP COMMITTEE

OBJECTIVE: To promote membership in the Institute and in the Section; to manage the membership application activities of the Section.

SCOPE: To encourage qualified non-members to apply for membership in the Institute and in the Section; to periodically review the roster of Section Affiliates to identify persons qualified for Institute membership and to urge their application for such membership; to encourage eligible persons who are not qualified for Institute membership to affiliate with the Section; to encourage existing Institute members to upgrade their level of membership in keeping with their qualifications; to receive and investigate all applications for Section Member or Section Affiliate; to expeditiously submit to the Executive Board the names of new Members and recommended Affiliates; to monitor the percentages of Commercial Affiliates to insure that it does not exceed the limit established in the Section Charter; to correspond with applicants as required to inform them of the status of their applications; to coordinate with the Roster Committee Chair as required to relay and update changes in membership information and confirm Section membership strength by category; and to perform related assignments as may be required.

ORGANIZATION: This Committee shall consist of a Chair who shall be a Member of the Section, at least two other Section Members, and other persons as may be appointed. The Chair and two designated Section Members shall investigate Section Affiliate applications and shall prepare the recommendation for presentation to the Executive Board.

At the Section Annual Meeting, the Committee shall submit a written report to the Executive Board identifying the number of Member, Affiliate and Student applications processed since the previous Section Annual Meeting. The report shall also identify the current percentage of Commercial Affiliates on the Section Roster.



**INSTITUTE OF
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NOMINATIONS AND AWARDS COMMITTEE

OBJECTIVE: To nominate qualified candidates for each elected office of the Section; to administer the President's Award program and the Young Engineer's Award program; and to nominate individuals and organizations for the national Urban Traffic Engineering Achievement Award.

SCOPE: To nominate one or more qualified candidates for each elected office of the Section. To secure the written consent of each nominee to hold office, if elected. To forward the list of candidates and letters of consent to the Section Secretary not later than July 1.

To administer the program to select a recipient for the President's Award and for the Young Engineer's Award. To encourage the membership to make nominations for each of the Awards. To select a recipient for each award based upon the nominations received and the qualifications of all members eligible to receive the award. To advise the President of the Committee's selection at least 21 days prior to the Annual Meeting of the Section.

To solicit or initiate itself, timely nominations of individuals and of organizations within the Section boundaries, for the Institute's Urban Traffic Engineering Achievement Award. To review nominations for completeness and compliance with the Award criteria. To select a worthy individual nominee and a worthy organizational nominee from among nominees. To make or decline to make nominations on behalf of the Section to the proper Committee of the Institute. To insure that the UTEA Award individual nominee is not a nominee for the Young Engineer's or President's Award in the same award year.

ORGANIZATION: The Committee shall consist of a Chair and at least two additional members who are appointed by the President and who are past presidents of the Section. These members shall serve as the Nominating Committee. Additional Committee members shall be appointed to assist in the selection of the award recipients.



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POLICY COMMITTEE

OBJECTIVE: To provide the President and the Executive Board with written policy statements for consideration.

SCOPE: To prepare and revise at the direction of the President or the Executive Board, policy statements on matters of lasting interest and concern; to insure that such policies are publicized to the membership. The Policy Committee shall provide copies of approved policies to the Newsletter and Roster Committees for inclusion in the next OHIOITE and Roster issues.

ORGANIZATION: This committee shall consist of a Chair (Immediate Past President) and other members as may be appointed.

PROGRAM COMMITTEE

OBJECTIVE: To plan and carry out an effective and informative schedule of programs for the Section.

SCOPE: To plan the proposed locations, times and programs for scheduled meetings; to submit the proposed meeting schedule to the Executive Board for approval; to carry out the approved meeting schedule, including local meeting arrangements and program; to arrange for any special meetings called by the Executive Board; and other related assignments as needed.

The chair of this committee or appointed representative shall greet guest speakers and other persons on the program, introduce them to the officers, welcome them to the meeting, and be responsible for the introduction at the appropriate time in the program.

The chair shall be responsible for appointing Local Arrangements Chairs who shall automatically become Committee members.

ORGANIZATION: This committee shall consist of a chair, who according to Section By-Laws shall be the Vice President, and the Local Arrangements Chairs. Other members may be appointed as desired.

A tentative meeting schedule for the next year shall be presented to the Board at the transition meeting in December. The approved schedule is to be sent to the editor of the ITE Journal at the national office by January 15 for inclusion in the Journal.

By February 15th, the Committee Chair shall submit to the Secretary the approved meeting schedule and a report outlining the Committee's program and objectives for the year.



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LOCAL ARRANGEMENTS CHAIR'S RESPONSIBILITIES: Make arrangements and reservations for the meeting locations including "happy hour" and dinner. Arrange for a "head table" and a podium and microphone at or near this table. Make arrangements for a small meeting room (10 to 12 persons) for the Board meeting; check with the Section President for the time of the Board meeting. Get approval of the location, meal and program from the Committee Chair before finalizing any arrangements.

Arrange for an after dinner speaker as required. If the meeting includes a technical program or seminar, the meeting arrangements are to be coordinated with the person in charge of the technical program.

Arrange the dinner menu and establish a price. The price is to include the cost of the meal, taxes, and tip plus at least \$0.50 per person to cover the cost of the speaker, guests, and students. Round the meal cost up to the nearest \$0.25. A \$1.00 surcharge shall be charged for walk-ins to the meeting.

If the meeting includes a technical program (non-seminar), a charge of \$2.00 to \$5.00 shall be levied for those attending the technical program only. This charge shall be waived if a person attends both the technical program and the dinner. This charge is in addition to the dinner for the annual technical seminar.

Make the arrangements to avoid an extra room charge if at all possible. (The room charge is sometimes dropped if a certain number dinner reservations are guaranteed.)

Prepare the information for the meeting announcement and get it to the Committee Chair at least four weeks in advance of the meeting date. The Committee Chair shall be responsible for preparing the announcement and mailing it to the membership. The announcement is to be mailed by first class mail at least three weeks prior to the meeting date. (Mailing labels are available from the Roster Chair.)

Collect the money at the meeting and handle the payment of meeting expenses with the Section Treasurer. The "meeting information form" is to be used to document meeting income and expenses and is to be turned into the Treasurer at the end of the meeting along with a list of the persons attending the meeting and how much each paid.



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PUBLIC RELATIONS COMMITTEE

OBJECTIVE: To organize and carry out the Section's communication with District III, International ITE, with other groups, and with the public.

SCOPE: To release news to professional publications and to newspapers in Ohio and West Virginia; to provide Section members with information on the practice of public relations; to encourage Section members to prepare articles for publication; to prepare displays promoting the Section at various technical and public affairs.

ORGANIZATION: This Committee shall consist of a Chair, and such other members as appointed.

The Committee shall submit to the Secretary by February 15, a written report of its program for implementing its objectives for the current year. The report should include a proposed budget.

PUBLICATIONS COMMITTEE

OBJECTIVE: To organize the Section's effective communication with its membership, and to collect, record and publish information concerning the Section and its members.

SCOPE (NEWSLETTER): To write, edit and publish an Ohio Section newsletter four times per year at regular intervals. To collect, record and publish information concerning the Section and its members.

SCOPE (ADVERTISING): To solicit advertising, collect revenues to defray publication and distribution costs, format and update advertising displays, and provide the Roster Chair with mailing information for advertisers who are not Section members.

ORGANIZATION: This committee shall consist of a Chair-Editor and a Business Manager for the Newsletter and other members as appointed.

The Committee shall submit to the Secretary by February 15, a written report of its program for implementing the committee objectives for the current year. The report shall include the publication schedule and deadlines for the ITE Newsletter.



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ROSTER COMMITTEE

OBJECTIVE: To maintain a current Section Roster for use by officers; to supply mailing lists to members as needed; and to publish a Section roster annually no later than April 1st of each year.

SCOPE: To receive and process changes of address for Section members; to publish mailing lists and labels for mailings; to update and publish the Section roster annually.

ORGANIZATION: This committee shall consist of a Chair and such other members as may be appointed.

By February 15, the Chair shall submit a written report to the Secretary, outlining its proposed program to implement its objectives. This report should include a proposed budget.

SCHOLARSHIP AND STUDENT CHAPTER COMMITTEE

OBJECTIVE: To oversee the Ohio Section scholarship award process and student chapter relations.

SCOPE: To develop the criteria for selecting recipients of the Ohio Section Scholarship, to oversee the selection of and recommend scholarship winners, to oversee fundraising activities for income to the Ohio Section Scholarship Fund, to recommend scholarship amounts and the number of scholarships based on the funds in the Ohio Section Scholarship Fund, to develop and maintain communications with student chapters located geographically within the Ohio Section and to assist in the development of student chapters at those colleges and universities within the Ohio Section that do not have an active student chapter.

ORGANIZATION: The committee shall consist of a chair and other members as appointed.



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TECHNICAL COMMITTEE

OBJECTIVE: To stimulate greater technical activity and excellence in Section affairs, and to stimulate the Section's activities in Transportation Planning.

SCOPE: To provide technical training and refresher opportunities for members and their staffs by publishing Technical Reports and providing Technical Seminars in cooperation with the Program Committee.

To act as the Section's working agency in technical activities with the International and District organization and with outside agencies.

To promote and conduct a Student Paper Contest and determine a winner among suitable papers submitted to the Section by Student Members of the Institute.

To interest and coordinate the activities and Section members involved in Transportation Planning and to provide for the inclusion of Planning oriented subjects in Technical Reports and Seminars, and within the General Program.

ORGANIZATION: This committee shall consist of a chair (Director), and a sub-chair for each of the following groups: Seminars, Transportation Planning and other members as appointed.

By February 15th, the Committee shall submit to the Secretary a written report outlining its program for implementing the Committee objectives during the current year.



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UNIFORMITY COMMITTEE

OBJECTIVE: To promote uniform traffic control device application and to provide a means for the Section to review new proposals relating to uniformity. To review Federal and State Safety Programs, review current highway safety standards and distribute this information to members.

SCOPE: To disseminate information on uniformity to the Section and to the general public. To advise the Executive Board on all proposed changes in the Ohio Manual of Uniform Traffic Control Devices. Study and recommend to the Executive Board positions which the Section should take on current national problems of uniformity. Present programs on uniformity problems as directed by the Executive Board.

To disseminate information on Safety programs to the Section and to the general public. This should include a description of the Programs, available funding, and the person in charge of the program. To review current safety standards which are presently being applied on city, county and state roads, analyze the areas where standards are needed and initiate procedures for the development of these standards.

ORGANIZATION: This committee shall consist of a Chair, a Vice Chair in charge of Safety Programs and other members as appointed.

By February 15, the Committee shall submit to the Secretary a written report outlining the program for implementing the Committee objectives during the current year.