

## Section Election Policies & Procedures

Except as hereinafter specified, the privilege of voting and of holding office is limited to the Active and Public Agency Members of the Southwestern Section. All other classes of membership shall have **NO** rights to the election of Southwestern Section officers or any business by the Southwest Section which calls for the votes of the members. At the Annual meeting of the members, during the election of Officers, if there is more than one nominee for a position on the Board of Directors the “Ballot Procedure” below shall be followed for the election of that position. During any nominations, only Active and Public Agency Members may nominate members to be placed on the ballot. No other member classification shall be allowed to nominate or vote. Request for nominations will be placed on the section website and emailed to the section members 30 days prior to the deadline established by the current Section President.

A quorum must be present for a ballot vote to take place. A quorum shall consist of 50 active or public agency members. If a quorum is not present the President shall declare that there is not a quorum present and that the ballot vote for the position shall be voted on by the current seated Board of Directors.

All members wanting to be considered for a Board Member position shall submit a letter of intent to the Nominating Committee, which will consist of all Past-Presidents present and will be chaired by the most recent Past-President, within the 30 day period established by the current Section President. The current Section President shall post the announcement and deadline on the Section’s website. Attached to the Letter of Intent shall be a Letter of Support from the member’s employer stating that the employee has the employer’s full support and that the employer will make all accommodations for the employee to attend all required functions. Also attached to the Letter of Intent shall be a resume detailing their work and positions held within the disciplines of IMSA. Nomination will NOT be accepted from the floor of the election, ALL candidates shall be vetted by the Nomination Committee. With the exception of incumbents and retirees, ALL other potential Nominees SHALL have to produce these documents, even if they have held a position on the Executive Committee in the past.

At the nominating meeting at the Past-Presidents meeting, each candidate’s package shall be reviewed by each Past-President and each shall ensure all required documentation is present. At the end of the review period, the Past-Presidents shall have any discussion required about the applicants. After the discussion is complete the Past-Presidents will vote to place each qualified applicant on the nomination list and ballot for each position requiring a vote of the members. The completed list, which becomes the Past-Presidents nomination list and will be read aloud at the Annual meeting of the members by the Immediate Past-President at the start of the election.

Protests to the outcome of the voting procedure shall be made before the Section President has closed the election. The Executive Board shall decide all protests to the elections prior to the Section President closing the elections.

The president will then conduct the election in the following format during the Annual Meeting of the Members.

President:

**At this time, we are ready to move into our election of officer's portion of this meeting. I would like to invite the Section's Immediate Past President to give the report of the section nominating committee.**

Past President:

**Mr. President,**

**We had a nominating meeting at the Past President's breakfast this morning. The nominating committee reviews letters of support, letters of intent, and resumes for prospective new officers, meets and talks with prospective new 2<sup>nd</sup> vice president nominations, and provides a list of recommended nominations for the various positions that are included in this election. This year a motion was made, seconded, and carried at the past presidents meeting, for the following SECTION EXECUTIVE COMMITTEE position nominations:**

**EVEN NUMBERED YEARS**

- **President - \_\_\_\_\_**
- **1<sup>st</sup> Vice President - \_\_\_\_\_**
- **2<sup>nd</sup> Vice President - \_\_\_\_\_**
- **Southwest Section IMSA International Delegate - \_\_\_\_\_**
- **Section Secretary/Treasurer - \_\_\_\_\_**
- **Certification Director - \_\_\_\_\_**

**ODD NUMBERED YEARS**

- **Southwest Section IMSA International Alternate Delegate - \_\_\_\_\_**
- **Vendor Representative - \_\_\_\_\_**
- **Arkansas State Director - \_\_\_\_\_**
- **Louisiana State Director - \_\_\_\_\_**
- **Oklahoma State Director - \_\_\_\_\_**
- **Texas State Director - \_\_\_\_\_**



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# SOUTHWESTERN SECTION

PO Box 4507 Cedar Hill, Texas 75106

(972)291-5549

President:

Thank you to our nominating committee of Past Presidents.

In our election process the section requires that candidates desiring to serve in an office must be a member. Only certain positions on the board are available to Associate members. Active or Public Agency Members may serve in any position. All candidates must have a letter of intent, a resume, and a letter of support from their employer.

The past president's take in to consideration how active a candidate is, has recently been in assisting with section certification activities, and promoting IMSA.

Our nominating committee has submitted a list of candidates to run in this election, we DO NOT accept nominations from the floor. If you are an Active or Public Agency member, please feel free to vote in this election. This is your organization, and your participation is welcomed and encouraged.

Election starts:

President entertains a motion to begin the election.

- Made by
- Seconded by
- Discussion
- In Favor?
- Opposed?
- Carries-

**EXAMPLE OF ELECTION PROCEDURES**

For the position of 2<sup>nd</sup> Vice President we have the following candidates nominated from the past presidents. \_\_\_\_\_

Candidates would you like to speak?

(If only one Candidate)

EXAMPLE MOTION – MR. PRESIDENT, I MOVE THAT \_\_\_\_\_ BE ELECTED BY ACCLIMATION.

- Made by
- Seconded by
- Discussion
- In favor? Opposed?
- Carries, congratulations



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**(If Multiple Candidates)**

President:

*Is there a quorum of members to allow us to proceed with this ballot vote?*

*If yes, proceed. If there is not a quorum present the vote will revert to the sitting Board of Directors.*

**I will entertain a motion for a ballot vote for this position.**

**EXAMPLE MOTION – MR. PRESIDENT, I MOVE FOR A BALLOT VOTE FOR THE POSITION OF 2<sup>ND</sup> VICE PRESIDENT FOR ONE OF THE CANDIDATES TO BE ELECTED BY THE MAJORITY VOTE.**

**Made by**

**Seconded by**

**Discussion**

**In favor? Opposed?**

**Carries**

### **BALLOT PROCEDURES (Quorum Present)**

Secretary/Treasurer will issue ballots to the members. Each member shall sign the Active Member Roster by their name to receive an Official Ballot. During the Ballot Vote for the Executive Committee, the Section President will not vote unless there is a tie. After the Ballots have been collected, the Secretary/Treasurer, President, and 1<sup>st</sup> Vice-President will tabulate the ballots to determine a winner. They will also ensure the same number of ballots match the number of signatures on the Active Member Roster. The nominee that receives the majority vote will be declared the winner. In the event of a tie, the Section President will vote to break the tie.

President:

**I will entertain a motion to read and accept the results for this position.**

**EXAMPLE MOTION – MR. PRESIDENT, I MOVE THAT MR. JONES HAS BEEN DULY ELECTED BY THE MAJORITY VOTE.**

**Made by**

**Seconded by**

**Discussion**

**In favor? Opposed?**

**Carries**

### **BALLOT PROCEDURES (Quorum NOT Present)**

Secretary/Treasurer will issue ballots to the Executive Committee members. Each member shall sign the Active Member Roster by their name to receive an Official Ballot. During the Ballot Vote for the Executive Committee, the Section President will not vote unless there is a tie. After the



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**Ballots have been collected, the Secretary/Treasurer, President, and 1<sup>st</sup> Vice-President will tabulate the ballots to determine a winner. The nominee that receives the majority vote will be declared the winner. In the event of a tie, the Section President will vote to break the tie.**

President:

**I will entertain a motion to read and accept the results for this position.**

**EXAMPLE MOTION – MR. PRESIDENT, DUE TO A QUOROM NOT BEING PRESENT THE ELECTED REPRESENTATIVES FOR THE MEMBERS (EXECUTIVE COMMITTEE) VOTED ON BEHALF OF THE MEMBERSHIP. I MOVE THAT MR. JONES HAS BEEN DULY ELECTED BY THE EXECUTIVE COMMITTEE.**

Made by  
Seconded by  
Discussion  
In favor? Opposed?  
Carries

**After all positions have been elected.....**

President:

**Thanks, and congratulations to our newly elected officers.**

**I will entertain a motion to close the elections.**

**EXAMPLE MOTION – MR. PRESIDENT, I MOVE TO CLOSE THE ELECTION AS ALL POSITIONS HAVE BEEN FILLED PER THE SOUTHWESTERN SECTIONS ELECTION POLICY & PROCEDURES AND BY THE SOUTHWESTERN SECTIONS BY-LAWS.**

Made by  
Seconded by  
Discussion  
In favor? Opposed?  
Carries

**Swearing in of new board (A Member in good standing will administer the oath of office):**

*"I (your name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office incumbent upon me as an officer of this section; that I will uphold the Constitution of the International Municipal Signal Association, and maintain its dignity; that I will use every means within my power to honorably further the interest of my section and the membership at large to the best of my ability and understanding, so help me God."*



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### SAMPLE OF LETTER OF INTENT

DATE

Past Presidents

Nominating Committee

Southwestern Section IMSA

Sir/ma'am,

My name is \_\_\_\_\_ my IMSA # is \_\_\_\_\_. Currently I am in good standing and am an *active / public agency* member with the Southwestern Section IMSA. I am wanting to be considered for the position of \_\_\_\_\_ on the Executive Committee for the Southwestern Section IMSA at the next election to be held on \_\_\_\_\_.

Attached is my resume and Letter of Support from my employer. Thank you in advance for your consideration.

Thank you,

Signature and date

Printed Name and date



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# SOUTHWESTERN SECTION

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## SAMPLE RESUME

Name  
Job Title  
Division  
City & State

### Professional Experience:

- 20 years with City/Company \_\_\_\_\_
- IMSA member since \_\_\_\_\_
- Job Titles held with the City/Company
  - Assistant Superintendent
  - Traffic Analyst
  - Lead Traffic Control Technician
  - Traffic Control Technician
- Duties (past and present)
  - Supervision of maintenance crews & shop personnel
  - Traffic Signal Maintenance and Troubleshooting
  - Traffic Sign Maintenance and Construction
  - Pavement Markings
  - Roadway Lighting Maintenance
  - Traffic Data Collection
  - Traffic Data Processing
  - AutoCAD Wiring diagrams, intersection layouts, marking plans, etc.
- IMSA Certifications and courses attended
  - IMSA Level II Signal Field Technician
  - IMSA Level II Signs and Makings
  - IMSA Level II Roadway Lighting
  - IMSA Work Zone traffic control
  - NEMA cabinet troubleshooting
  - Preventative Maintenance

### Educational Experience:

- AS in Computer Drafting & Design
- AS in Computer Information Systems
- Northwestern University Center for Public Safety Courses
  - Traffic Signal Workshop
  - Highway Capacity Workshop



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## SAMPLE LETTER OF SUPPORT

DATE

Past Presidents

Nominating Committee

Southwestern Section IMSA

To who it may concern;

It is our understanding that \_\_\_\_\_ is seeking or has been nominated for a position on the Southwestern Section IMSA Executive Committee. Should \_\_\_\_\_ be elected to fill this position, the City / Company will support his/her participation as an officer of the Southwestern Section Executive Committee.

Sincerely,

Signature

Supervisors Name

Supervisors Title