



Your Partner in PUBLIC SAFETY

## SOUTHWESTERN SECTION

PO Box 4507 Cedar Hill, Texas 75106

(972)291-5549

### NOMINATION PACKAGE

The privilege of voting and nominating candidates for office is limited to the Active and Public Agency Members of the Southwestern Section.

During the nomination period, 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. Per the Southwestern Sections By-Laws, there are a limited number of positions that can be filled by any class of membership.

All members wanting to be considered for a Board Member position shall submit a letter of intent to the Nominating Committee, 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. 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.

**Below are examples of the three documents required for the Nomination Process. Please ensure you complete all three and turn it in before the posted deadline.**

Thank you for your interest in serving the Southwestern Section IMSA.

Randy E. Wellhausen, President  
Southwestern Section IMSA



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### SAMPLE OF LETTER OF INTENT

DATE

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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### 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

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

INFORMATION ONLY