Section Election Policies & Procedures

The privilege of voting and nominating candidates for 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, the President shall announce the results of the on-line election.

The Election Committee Chairperson shall select an on-line voting site to accommodate the Southwestern Sections Officer elections (SimplyVoting.com was used to approve by-laws). The on-line election site shall provide a certified election summary at the end of the election. The cost of the on-line election shall not exceed $500.00. The Election Committee Chairperson shall populate the election site with the most recent exported roster from the IMSA International. Information shall be limited to name, email address, IMSA member #, and membership class.

A quorum must cast a vote for an internet vote to be valid. A quorum shall consist of 50 active or public agency members. If a quorum does not vote, the President shall declare that the internet vote is invalid and there shall be a ballot vote for the position requiring a vote and shall be voted on by the current seated Executive Committee.

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. 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.

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. 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 Immediate Past Presidents discretion, they shall recruit as many Past-Presidents as they feel are necessary to vet each candidate’s package to 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 agree who to place
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 shall be posted on the Sections
website at the start of the election.

Protests to the outcome of the voting procedure shall be made in writing to the Section
President. The Executive Board shall decide all protests to the elections prior to the Section’s
Annual Meeting of the Members.

The following is a list of positions for the Sections Board of Directors and what class of
membership is required for each. Only positions held by Active or Public Agency Members
shall constitute the Southwestern Sections Executive Committee.

**EVEN NUMBERED YEARS**

* PRESIDENT - Active or Public Agency Members
* 1ST VICE-PRESIDENT - Active or Public Agency Members
* 2ND VICE-PRESIDENT - Active or Public Agency Members
* SECRETARY / TREASURER - Active or Public Agency Members
* CERTIFICATION DIRECTOR - Active or Public Agency Members

**ODD NUMBERED YEARS**

* ALTERNATE DELEGATE - Active or Public Agency Members

**ARKANSAS STATE DIRECTOR – Any class of Membership
** LOUISIANA STATE DIRECTOR – Any class of Membership
** OKLAHOMA STATE DIRECTOR – Any class of Membership
** TEXAS STATE DIRECTOR – Any class of Membership
** VENDOR REPRESENATIVE – Any class of Membership

*Denotes Executive Committee member

**Denotes Executive Committee membership depends on the class of membership held
by the duly elected.
The president will announce the election results in one of the following formats during the Annual Meeting of the Members.

**President:**

At this time, we are ready to announce the results of our Officer elections. (One of two results will be announced here. The following pages shall outline the procedure for each of the outcomes).

1. The internet vote was successful and had the required quorum of 50 members voting.

   The President will announce that the internet vote was successful and that the quorum requirement has been met.

   The President will entertain a motion validating the election of Officers by the internet election.

   **EXAMPLE MOTION – MR. PRESIDENT, I MOVE THAT THE ON-LINE ELECTION OF OFFICER BE VALIDATED AND ACCEPTED BY THE SOUTHWESTERN SECTION EXECUTIVE COMMITTEE.**

   Made by
   Seconded by
   Discussion
   In favor?  Opposed?
   Carries or Defeated

   (If only one Candidate per position)

   The following positions have nominees running uncontested.

   **EXAMPLE MOTION – MR. PRESIDENT, I MOVE THAT ______________________ RUNNING FOR THE POSITION OF __________________________BE ELECTED BY ACCLIMATION.**

   Made by
   Seconded by
   Discussion
   In favor?  Opposed?
   Carries or Defeated

   President will announce newly elected Officers.

   **A Member in good standing will administer the Oath of Office to the newly elected Officers.**

   "I (state 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."
2. The internet vote was unsuccessful and therefore requires the election to be invalidated by the President and the Executive Committee will vote on each position as the elected representatives of the members.

The President will announce the election is invalid due to the quorum requirement not being met.

President entertains a motion to begin the election.

Made by
Seconded by
Discussion
In favor?   Opposed?
Carries or Defeated

EXAMPLE OF ELECTION PROCEDURES

(If only one Candidate per position)

The following positions have nominees running uncontested.

EXAMPLE MOTION – MR. PRESIDENT, I MOVE THAT ______________________ RUNNING FOR THE POSITION OF ______________________ BE ELECTED BY ACCLIMATION.

Made by
Seconded by
Discussion
In favor?   Opposed?
Carries or Defeated

(If Multiple Candidates)

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

EXAMPLE MOTION – MR. PRESIDENT, I MOVE FOR A BALLOT VOTE FOR THE POSITIONS OF ______________________ FOR ONE OF THE CANDIDATES TO BE ELECTED BY THE MAJORITY VOTE OF THE EXECUTIVE COMMITTEE.

Made by
Seconded by
Discussion
In favor?   Opposed?
Carries or Defeated
BALLOT PROCEDURES FOR EXECUTIVE COMMITTEE VOTE

Secretary/Treasurer will issue ballots to the Executive Committee members. During the Ballot Vote of 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 1st 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 THE INTERNET VOTE BEING INVALIDATED, THE ELECTED REPRESENTATIVES FOR THE MEMBERS (EXECUTIVE COMMITTEE) VOTED ON BEHALF OF THE MEMBERSHIP. I MOVE THAT ________________________ HAS BEEN DULY ELECTED BY THE EXECUTIVE COMMITTEE FOR THE POSITION OF ________________________________.

Made by
Seconded by
Discussion
In favor?    Opposed?
Carries or Defeated

After all positions have been elected……

President:

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 or Defeated
A Member in good standing will administer the Oath of Office to the newly elected Officers.

"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."
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
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
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