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2012 DIRECTORY and HANDBOOK  
New England Section of the Institute of Transportation Engineers

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I - FOREWORD

Dear NEITE Members:

It is with great pleasure that I present the 2012 New England Section ITE Directory and Handbook, which was last prepared in 2005. The Directory and Handbook provides information on the New England Section leadership, its history, activities and awards, and contains the Section’s charter, bylaws and strategic plan. It provides an information resource for members or anyone interested in learning about the roles and responsibilities of New England Section of ITE. The Directory will be made available on the NEITE website at http://neite.org and in hard copy form upon request. From now on, the electronic version of the Directory will be updated annually. We hope you will find the Directory delightful and beneficial.

I wish to thank Tom Errico, Kevin Dandrade, Joe Segale and the Public Relations Committee for their efforts in compiling the updated information and preparing the Directory as well as the Executive Board and other Committee Chairpersons who provided assistance.

Very truly yours,

Kien Ho, P.E., PTOE
II - ITE OVERVIEW AND NEITE HISTORY

ITE Overview

The Institute of Transportation Engineers (ITE) is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. ITE facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation. Through its products and services, ITE promotes professional development of its members, supports and encourages education, stimulates research, develops public awareness programs and serves as a conduit for the exchange of professional information.

ITE is organized into districts, sections and chapters. There are eight districts, seven of which are within the United States and Canada (see sidebar). District eight includes international members from Australia and New Zealand, Brazil, Europe, India, Israel and South Africa. The New England Section is part of the ITE Northeastern District (District 1) and is comprised of chapters in Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island and Vermont. NEITE is also pleased to include a growing number of student chapters from universities and colleges around New England.

NEITE Mission Statement

The New England Section of the Institute of Transportation Engineers’ purpose is to serve its members, the transportation profession, and the public by facilitating professional development and education, promoting the exchange of ideas, and enhancing the professional practice to provide safe, efficient, cost-effective, and sustainable transportation solutions. To help achieve this mission, NEITE prepared a strategic plan in 2007 which is included as an attachment to the Directory and Handbook.
NEITE History

The establishment of the New England Section of ITE was announced during the business session of the 18th Annual Meeting of the Institute held in Detroit, Michigan, on October 1-4, 1947. The creation of the Western States, Midwest, and Florida Sections was also announced at that time. Prior to this, the structure of the Institute consisted of the New York, Michigan, and Washington (D.C.) Sections. In the later years in the mid-70’s with a greater recognition of “other” modes of travel, the International and its Districts and Sections operated under the new name of the Institute of Transportation Engineers.

Much of the initiative to organize the New England Section came from traffic engineers in the New Haven and Hartford areas of Connecticut who had attended some of the New York Section meetings and were informally included in what was then called the New York Metropolitan Section. As the interested Connecticut group became larger, however, the desire to become a separate Section grew stronger. The Institute’s first student chapter was organized by the Bureau of Highway Traffic at Yale University in October, 1947 and its members were eager to attend professional meetings of local and state traffic engineers.

The first meeting of the New England Section was on October 22, 1947. This, and subsequent meetings were held in New Haven, Connecticut until November 9, 1949, when a joint meeting with the Highway Planning Officials of the North Atlantic states was held in East Hartford, Connecticut.

Since that time, and with increasing Section membership in Massachusetts and New England States to the north and east, the location of New England Section meetings have been distributed throughout the New England area. In recent years, NEITE membership has grown to over 700 members across New England, with over 300 in Massachusetts and 130 in Connecticut making up the bulk of the membership.

Since the inception of the NEITE, the Section has had over 60 Presidents, several of whom have gone on to hold the office of National (or International as it is now known) President of ITE. Many of the earlier NEITE Presidents have since passed on to the “Big Intersection in the Sky”.

In the past, the Executive Board of the NEITE consisted of four Directors, one Secretary-Treasurer, one Vice-President and a President. Effective January 1995, the Executive Board was changed to include four Directors, one Secretary, one Treasurer, one Vice President and one President. The Annual NEITE elections for office are held each fall and the results announced at the December Annual Meeting. The elected officers assume their duties in January, for the following calendar year.

There are four dinner meetings held each year (April, June, September and December) and at least five Executive Board meetings held to discuss business associated with Section, District and National activities along with Committee reports. The Annual Dinner Dance (former Ladies Night and Valentine’s Day Dance) was established in the late 1960’s and was once the Section’s
annual social function and provided a celebratory setting to honor recipients of the awards. This social function format was last held in 1991 at the Mystic Hilton in Mystic, Connecticut. Subsequent to the last social function, the format was changed to the current annual meeting format held the first Monday in December in Rhode Island. In addition, the New England Section hosts the Annual District Meeting every third year; alternating with Upstate New York and the MET Sections.

The membership and demographics of the Section has grown and based on these numbers the Section has 6 District delegates out of a possible 15 delegates provided for in the District 1 Charter. The Northeast District (as it is now known) geographically includes New England, New York, and parts of New Jersey. The Northeastern District area includes three functional sections: New England, New York Upstate, and Metropolitan Section of New York/ New Jersey. The general distribution of the Section is now more diversified than ever. Throughout its 63 year history the NEITE has reached out to other professional organizations and has held joint meetings with other groups including the American Society of Civil Engineers, Intelligent Transportation Systems, the Woman’s Transportation Seminar, local State Police Units and has more than one occasion hosted local and state level politicians.

The 80’s and 90’s produced more student involvement and the formation of State Chapters. Officially designated student chapters include University of Massachusetts at Amherst, University of Massachusetts at Lowell, Northeastern University, University of Rhode Island and the University of Connecticut at Storrs. These student chapters are very active and provide a source of new members to NEITE. The former Ginger Group was renamed the Young Professionals Group in the late 90’s, becoming a strong voice at the NEITE meetings and very much involved with the technical programs offered. This group is now called the Emerging Professionals Group (EPG).

Each year at the Annual Meeting, the NEITE recognizes transportation professionals with the following awards. The William P. McNamara Distinguished Services Award is awarded to a NEITE member who has made a significant contribution to the welfare of the Section. The Transportation Engineer of the Year Award is awarded to a member of the NEITE for outstanding technical proficiency. The Transportation Leadership Award is awarded to a non-member of the New England for a major accomplishment in the transportation field. The Emerging Professional Group Award is awarded to a NEITE member, under 35 years old, for their accomplishment.

The State of Maine produced the first NEITE State Chapter, followed by Connecticut, Massachusetts, Vermont, New Hampshire and most recently, Rhode Island.

Credit for this summary of the NEITE history is owed to the current and past members of the NEITE, who have made a personal and professional commitment to serve the public in providing for safe, efficient and economical transportation systems.
# III-EXECUTIVE BOARD/ STATE CHAPTERS/NORTHEASTERN DISTRICT

## 2012 NEITE Executive Board

<table>
<thead>
<tr>
<th>Officer Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kien Ho, P.E., PTOE</td>
<td><a href="mailto:kho@BETA-inc.com">kho@BETA-inc.com</a></td>
<td>781-255-1982</td>
</tr>
<tr>
<td>Vice President</td>
<td>Joe Segale, P.E., PTO</td>
<td><a href="mailto:Joe.Segale@state.vt.us">Joe.Segale@state.vt.us</a></td>
<td>802-828-3968</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Peter J. Vasiliou, P.E., PTOE, LEED</td>
<td><a href="mailto:peter.vasiliou@jacobs.com">peter.vasiliou@jacobs.com</a></td>
<td>617-242-9222</td>
</tr>
<tr>
<td>Secretary</td>
<td>Michelle Langone Danila, P.E., PTOE</td>
<td><a href="mailto:mdanila@tooledesign.com">mdanila@tooledesign.com</a></td>
<td>617-619-9910 x 201</td>
</tr>
<tr>
<td>Sr. Director</td>
<td>Joseph Hallisey, P.E.</td>
<td><a href="mailto:Hallisey@pbworld.com">Hallisey@pbworld.com</a></td>
<td>860-815-0269</td>
</tr>
<tr>
<td>Sr. Director</td>
<td>Roger Dickinson, P.E., PTOE</td>
<td><a href="mailto:roger@LDengineering.com">roger@LDengineering.com</a></td>
<td>802-878-4450</td>
</tr>
<tr>
<td>Jr. Director</td>
<td>Alan Cloutier, P.E., PTOE</td>
<td><a href="mailto:ACloutier@fstinc.com">ACloutier@fstinc.com</a></td>
<td>781-221-1000 x 1245</td>
</tr>
<tr>
<td>Jr. Director</td>
<td>Jeffrey Gomes</td>
<td><a href="mailto:jeffrey_r.gomes@state.ma.us">jeffrey_r.gomes@state.ma.us</a></td>
<td>781-641-8318</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Joseph Balskus, P.E., PTOE</td>
<td><a href="mailto:jcbalskus@tighebond.com">jcbalskus@tighebond.com</a></td>
<td>203-712-1100 x 106</td>
</tr>
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# 2012 NEITE State and Student Chapters

<table>
<thead>
<tr>
<th>Chapter</th>
<th>President</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecticut</td>
<td>Ted DeSantos, P.E., PTOE</td>
<td><a href="mailto:TDeSantos@fando.com">TDeSantos@fando.com</a></td>
<td></td>
</tr>
<tr>
<td>Maine</td>
<td>Randy Dunton</td>
<td><a href="mailto:rdunton@gorrillpalmer.com">rdunton@gorrillpalmer.com</a></td>
<td>207-657-6910</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Steven Findlen, P.E.</td>
<td><a href="mailto:steve.findlen@mcmtrans.com">steve.findlen@mcmtrans.com</a></td>
<td>508-823-2245 x 3000</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>David DeBaie, P.E.</td>
<td><a href="mailto:dave.debaie@stantec.com">dave.debaie@stantec.com</a></td>
<td>603-669-8672</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Nate Urso, P.E., PTOE</td>
<td><a href="mailto:nurso@providenceri.com">nurso@providenceri.com</a></td>
<td>401-467-7950 x 518</td>
</tr>
<tr>
<td>Vermont</td>
<td>Jenny Austin, P.E.</td>
<td><a href="mailto:jaustin@vhb.com">jaustin@vhb.com</a></td>
<td></td>
</tr>
<tr>
<td>Northeastern Chapter Pres.</td>
<td>Shannon Brown</td>
<td><a href="mailto:Brown.shann@gmail.com">Brown.shann@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Northeastern Faculty Advisor</td>
<td>Daniel Dulaski, Ph.D</td>
<td><a href="mailto:ddulaski@coe.neu.edu">ddulaski@coe.neu.edu</a></td>
<td>617-373-7034</td>
</tr>
<tr>
<td>UMass/Amherst Chapter Pres.</td>
<td>Radha Gomez</td>
<td><a href="mailto:radha.gomez@gmail.com">radha.gomez@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>UMass/Amherst Faculty Advisor</td>
<td>Michael Knodler, Ph.D</td>
<td><a href="mailto:mknodler@ecs.umass.edu">mknodler@ecs.umass.edu</a></td>
<td>413-545-0228</td>
</tr>
<tr>
<td>UConn Facility Advisor</td>
<td>Nicholas Lownes, Ph.D</td>
<td><a href="mailto:nlownes@engr.uconn.edu">nlownes@engr.uconn.edu</a></td>
<td>860-486-2717</td>
</tr>
<tr>
<td>URI Facility Advisor</td>
<td>Christopher Hunter, Ph.D</td>
<td><a href="mailto:hunter@egr.uri.edu">hunter@egr.uri.edu</a></td>
<td>401-474-2692</td>
</tr>
<tr>
<td>UMass/Lowell Facility Advisor</td>
<td>Chronis Stamatiadis</td>
<td><a href="mailto:Chronis_Stamatiadis@uml.edu">Chronis_Stamatiadis@uml.edu</a></td>
<td>978-934-2280</td>
</tr>
</tbody>
</table>
Northeastern District Executive Committee

Chair  Armando Lepore, P.E., PTOE  973-565-7855  
Port Authority of NY & NJ  973-565-7648 (Fax)
2 Gateway Center, 14th Floor  973-865-7145 (Cell)
Newark, NJ 07102  alepore@panynj.gov

Vice-Chair  Michael R. Wieszchowski, P.E., PTOE  518-458-7112
Laberge Group  518-458-1879 (Fax)
4 Computer Drive West  418-588-5516 (Cell)
Albany, NY 12205  mwieszchowski@labergegroup.com

Secretary/Treasurer  Michael A. Knodler Jr., Ph.D  413-545-0228
University of Massachusetts - Amherst  413-545-9569 (Fax)
216 Marston Hall  413-330-2662 (Cell)
Amherst, MA 01003  mknodler@ecs.umass.edu

Past-Chair  Gary Hebert, P.E., PTOE  585-413-5284
Fay, Spofford & Thorndike  585-427-9124 (Fax)
15 Broad Street, Suite 301  781-249-0419 (Cell)
Boston, MA 02109  ghebert@fstinc.com

International Director  Paula F. Benway  585-313-2242 (Cell)
Stantec  Paula.Benway@stantec.com
61 Commercial Street  607-783-2722
Rochester NY 14614  607-244-0908 (Cell)

District Administrator  Steve Gayle, PTP  gayleconsult@gmail.com
Gayle Consult LLC  973-565-7863
168 Oregon Road  973-565-7648 (Fax)
Gilbertsville, NY 13776  upatel@panynj.gov

Webmaster  Umang Patel
Port Authority of NY & NJ  973-565-7863
Two Gateway Center, 14th Floor  973-565-7648 (Fax)
Newark, NJ 07102  upatel@panynj.gov
IV – OFFICER RESPONSIBILITIES

President

The President, as the leader of the Section and the Executive Board, provides leadership in ensuring that the goals, ethics, values and the image of ITE are maintained, and promotes coordination with and interaction between the Section and state and student chapters. The president presides at Section Meetings, and serves as an *ex-officio* member of all committees, except for the Nominating Committee.

- Appoints all Standing Committees by the first meeting after January 1 of the President’s tenure, except for the Nominating Committee.

- At the January Organizational Meeting the President develops a calendar of meetings/events for the year including Section, State, and Student chapters.

- At the January Organizational Meeting the President appoints the District 1 Delegates, and members of the Section Board. The number of Delegates the Section gets is based upon the number of voting members in the Section. In years past the Section has had 6 votes out of 21 in the District.

- Oversees State chapters to ensure that the following joint Section/State Chapter meetings are scheduled as follows:
  1. With Vermont in January, which serves as the Section organizational meeting.
  2. With Connecticut in late March/Early April
  3. With New Hampshire and Maine in June
  4. With Massachusetts in September
  5. With Rhode Island on the first Monday in December

- A President whose term falls two years before the Section’s turn to host a District 1 Meeting appoints a Chair or Co-Chairs for that meeting in May.

- Appoints Nominating Committee by June 1.

- On or before November 1, the President conducts an election for the following year’s Chair of the Past Presidents Council. Eligible voters include all available past presidents (email is permitted). An initial contact solicits candidates, and the election is conducted with a second emailing. The Chair for the following year should be identified at the December Board of Directors Meeting.
Immediate Past-President

The Immediate Past-President serves as an advisor to the Board and ensures continuity through the annual leadership transition. The Immediate Past President often takes the responsibility for completing the annual section report from the previous year and assists with other special projects as requested.

Vice-President

The Vice President shall serve the Section through his/her assistance to the President and other officers on the Executive Board.

• In the absence of the President, the Vice President shall preside at the Section Meetings and discharges the duties of the President.

• The Vice President shall prepare a Draft Goals and Objectives for the forthcoming year by the September meeting.

• The Vice President should have communications with the Vermont Chapter President in late October to identify potential dates for the first meeting of year held Jointly with the New England Section. Securing a date early on will allow notification to go out in the November Chronicle and be mentioned at the Annual Meeting in December.

• Prior to the Annual Meeting in December, the Vice President should start to think about the committee chairpersons for the following year when he/she is elected to president. It would be wise to consult with the current President and perhaps the Immediate Past President and/or other sitting officers to gain their input.

• On (or before) the Annual Meeting in December, the Vice President should speak with sitting committee chairs and potential candidates for the following year to gauge their interest in holding a position.

• Post-Election in December, the President-Elect should work to finalize his/her committee chairpersons and begin to think about next year’s calendar.

Treasurer

January

• Prepares Treasurer’s Report and Annual Budget with out-going Treasurer
• Receives NEITE checkbook, ATM card, deposit stamp, and account register (in MS Money) from out-going Treasurer
• Gets new signature cards for NEITE checking account
• Changes address on NEITE checking account
• Receives Past President’s pins from out-going Treasurer (These are held by the Treasurer and one will be presented to the Immediate Past President during the year)

February
• Website fee (approx. $250) will be automatically debited from NEITE checking account
• Requests financial statement for Tom DeJardins Scholarship Fund from chairman

March
• Prepares Treasurer’s Report and bring NEITE checkbook to Board meeting
• Pays printer for Chronicle (invoice will be sent from the editor)
• Receives Chronicle advertising payments from Industrial Support Chair
• Receives 1st Dues disbursement from NEITE President

April
• Contacts accountant (Smith & Wells) to initiate tax return
• Sends accountant list of officers, financial statements, etc (accountant will provide list)

May
• Pays printer for Chronicle (invoice will be sent from the editor)
• Signs and submits NEITE Tax Return
• If necessary, orders Past President’s pins from ITE Bookstore

June
• Prepares Treasurer’s Report and bring NEITE checkbook to Board meeting

September
• Prepares Treasurer’s Report and bring NEITE checkbook to Board meeting
• Pays printer for Chronicle (invoice will be sent from the editor)
• Receives 2nd Dues disbursement from NEITE President

November
• Pays printer for Chronicle (invoice will be sent from the editor)
• Pays Secretary for ballot expenses

December
• Prepares Treasurer’s Report and bring NEITE checkbook to Board meeting
• Pays hotel fees for NEITE Annual Meeting (Industrial Support Chair will send invoice)
• Pays training course fees (Continuing Education Chair will send invoice)
• Receives Annual Meeting and training course receipts from Industrial Support Chair
• Pays for NEITE award plaques (Award Committee Chair will send invoice)

January
• Prepares Year End Treasurer’s Report
• Prepares Treasurer’s Report and Annual Budget with in-coming Treasurer
• Gives NEITE checkbook, ATM card, deposit stamp, and account register (in MS Money) to in-coming Treasurer
• Gives Past President’s pins to in-coming Treasurer

Secretary

• Takes Minutes at each of the Board of Directors meetings and distribute minutes to the board members prior to the next meeting
• Distributes agenda for next Board meeting along with directions to meeting location. This is dependent upon the President’s wishes. They may choose to distribute the agenda themselves
• Publishes listing of current Board Members and Committee Chairs
• Publishes Section Calendar

October
• Obtain the position papers for the next year’s nominees for President, Vice President, Secretary, Treasurer and the folks running for Director positions from the chair of the Nominating Committee. Type a memo that will serve as the list of persons nominated for each position and stating the “write-in nomination” procedure. On or before October 1, the ballot along with the position papers will need to be distributed to all New England Section voting members. Additional nominations must be received not later than the third Monday of October. The ballots will be counted at the December Annual meeting
• The list of voting members for the New England Section may be obtained from the Membership Committee. The Secretary may request the database electronically and run the envelopes through the printer or National ITE may send a print file in label format. Whichever way is decided to go get clarification at the September meeting. Take note that approximately 750 ballots need to be stuffed and labeled

November
• No later than November 1, send the membership a ballot listing the candidates nominated for office

December
• Annual Report Filing. Upon completion of the calendar year, compile an Annual Report for the Section and forward it to ITE through the District. Get membership number from the Membership Committee Chair, Final Budget numbers from the Treasurer, and a listing of activities from the Technical Committee and each Chapter
IV - COMMITTEE DESCRIPTIONS

Awards Committee

The Awards Committee annually selects recipients for the Transportation Leadership Award, Transportation Engineer of the Year Award, Distinguished Service Award and Emerging Professional Award. The awards are described below and past recipients are listed in Chapter VIII-ANNUAL SECTION AWARD RECIPIENTS (starting on page 31).

The Chairperson of the Awards Committee is appointed by the President and will in turn select six members (one from each state) to serve on the Committee. Each Committee member is to serve non-concurrent three-year terms. Each year, two of the members should be replaced with new members from the states losing their representation.

The Chairperson will vote only to break a tie. He/she will report the results of the Committee's findings directly to the President. The following are general guidelines for selecting award recipients:

Specific committee duties are carried out, as follows:

- At the January Organizational Meeting, the Awards Chair presents report to the NEITE President with copies to the Chronicle and Website
- Assembles and organizes a Committee in January
- Communicates with Committee to identify award recipients
- Upon selection of award recipients in October, Awards Chair notifies the NEITE president
- The Chair engages members of committee whose candidate was selected to prepare for the presentation. The preparations include:
  - The committee member prepares and the Chair assists in creating a short biography to be read for the presentation. Together, they create a brief text for the plaque that captures the essence of the particular reason for the selection,
  - The Chair contacts Mr. Trophy in Hartford CT to order the plaques
In November the Chair notifies the Annual Meeting host of the name of the TLA winner and anyone who may accompany the winner to the Annual Meeting.

At the Annual Meeting in December, the Chair (and sometimes committee member of the TLA’s recipient’s state) assists the NEITE President in the award presentation.

The Chair forwards the invoice for the plaques to the Section Treasurer for payment.

**William P. McNamara Distinguished Service Award**

The William P. McNamara Distinguished Service Award is intended to recognize outstanding service and contributions by a Section member to the activities and welfare of NEITE. The Committee shall consider only members of entities of NEITE who have demonstrated an outstanding record of service to the Section. The Committee may consider a former member of NEITE for his/her service while as a Section member. More than one award can be made to deserving members. Committee members, in making recommendations for DSA, shall prepare written recommendations which cite the nominee’s accomplishments. The Chairman shall circulate these materials for Committee review prior to a Committee vote.

**Transportation Engineer of the Year Award**

The Transportation Engineer of the Year Award is intended to recognize outstanding technical proficiency by a member of NEITE. The Committee shall consider only members that have displayed exceptional technical accomplishments in the form of written articles or reports, or development of a new concept and/or theory related to transportation engineering or major transportation project.

**Transportation Leadership Award**

The Transportation Leadership Award is intended to recognize an individual who is not a member of ITE who has made a major contribution to the transportation field. The Committee shall only consider potential candidates that have demonstrated a dedicated effort to major transportation projects in an effort to improve the movement of people and goods.

**Emerging Professional Award**

The Emerging Professional Group Award is given to a deserving individual who is 35 years old or younger by the date of the Annual Meeting, and a member of the Section/profession.

**Charter/By-Laws Committee**
This Committee is responsible for evaluating the present Charter and By-Laws and advising the Board regarding requested or required changes in the Charter and By-Laws.

Chronicle/NEITE Newsletter Committee

The New England Section publishes a newsletter called the *New England Chronicle* approximately four times annually. The *Chronicle* contains advance notices of Section meetings, news of interest to transportation engineers in New England, reports from the NEITE Executive Board, advertisements of employment opportunities, news of members and a directory of suppliers and consultants active throughout New England.

All interested parties are invited to submit feature articles or editorial comments. Inquiries and submissions should be addressed to the Editor.

Four important activities are associated with publishing the *Chronicle*:

1. Mailing List – Furnishing list for printer
   We currently use an established mailing list that is provided by the membership committee. However, this list should be continually be updated whereby the returned newsletters should be used with the forwarding information. Send the return addresses to a designated person who would be in charge of maintaining this list, perhaps someone on the membership committee, and then ensure that the printer had the latest file for each new printing.

2. Advertisements – Companies & Job Postings
   A designated person should manage the process of collecting the consultant advertisements, which are essentially business cards from respective firms and work on organizing the layout. The advertisers pay for a year of representation, i.e., four issues that run from the May issue through the March issue of the following year. We have typically paid the printer to format the ad pages for us.

3. Articles/Reports – Collection of material for each issue
   Obtaining articles and reports has always been a challenge, but the key is to use an email reminder list to contact the essential contributors for each issue. If asked, the President may provide help in contacting people.

4. Editing – Reviewing material, setting up the layout and getting issue to printer
   Editing is traditionally the more time consuming part of the activity due to the difficulties associated with working with MS Word. Using publishing software will make a huge difference and allow for more traditional editing time. In addition, the paragraph below has the information on the Quark software that the team wanted to purchase for formatting/editing the Chronicle. It will be a great benefit to post the document in Adobe
PDF format on the web site when it is finished and sent to the printer, thereby allowing others, who may not be on the mailing list, to view it.

Other details and tips:

- Get used to a layout you are comfortable with
- Ensure you can get the sections of the Chronicle together
- Chronicles will be 8-20 pages (increments of 4) including the ads (typically 3-4 pages) and the back page, which usually has the upcoming meetings and events
- Create people-oriented articles (pictures of people and meetings are good – find a volunteer / assistant who will take pictures for you)
- Have the following components in place:
  - 1-2 articles that can be appreciated by a broad range of transportation engineers and planners;
  - President's Message;
  - NE Section meeting reports
  - Chapter & Younger Professionals Group (EPG) messages and reports
  - Editor's Corner/letters to the Editor
  - Upcoming Meeting and Events Summary (back)

- Call your professional contacts for articles; Try to keep a backlog of two or three before each Chronicle goes out; Use the mass email list that is available through the NEITE website.

- It used to be the Editor’s responsibility to send out meeting notices separate from the Chronicle about 3 weeks in advance of each meeting; however, this is sometimes handled by the Chapter hosting the meeting with help from the Editor in terms of supplying the mailing list. All Chronicle materials should be received 3 weeks before each issue goes out -- ditto for meeting notice information. Meeting notices usually only take an hour or so to prepare. It is estimated each Chronicle takes about 8-16 hours to prepare.

- Chronicle Ads – The Industrial Support Chair has two important roles; he supplies an updated mailing list and takes care of getting the invoices out for the Chronicle business ads; you'll need to know which firms have paid and which will be included in the plus or minus three pages of Ads in each Chronicle. A one-year ad fee is $100 and typically includes 4 issues. For the past two years, the ad year runs from the May issue (#2) through the first issue of the following year (March). This works out best as it allows firms some time to get their ad work in to the editor and pay the fee before the May issue. Bill will work with you on this process and he typically sends a list of those companies that have paid. Firms who advertise in the Chronicle are eligible for a single issue positions wanted ad, should they give you the information about it; otherwise, those who place position wanted ads are charged a $50 fee.
• Make sure you contact the Program Chair or organizing State Chapter to finalize the programs early enough so you (or he) can get the meeting notices out (2-sided 8.5" X 11" tri-fold). If the timing is right, program notices can be inserted in the Chronicle, but it has rarely worked out that this can be done simultaneous with the newsletter. Obtain these notices as early as possible so that they can be added to the Chronicle as a colored supplement, thereby standing out somewhat from the main issue.

• Establish a good working relationship with the printer. The printer can help considerably if they are acquainted with our processes. They do their final mock-up; get it back to the editor for comments, and do all the mailing work (including labeling and first class postage.) They may also be able to mail out the meeting notices if you send them a notice. You can do all of it electronically, as they have an e-mail address. We typically send out about 800 Chronicles and meeting notices.

• After the Chronicles have been mailed out, you will get a lot of returns, mainly from student members. One former editor updated the address / mailing list each time and saved the Chronicles so that it can checked back if there is a repeating issue. One thing that is important to remember, correcting the address list saves the Section money by not wasting printing and mailing costs. Expect 30-40 returns with each mailing.

Continuing Education Committee

The Continuing Education Committee provides educational opportunities for the Section members through training courses and seminars. Working with the Program Committee, and the state and student chapters, the committee develops an annual training program designed to provide exposure to a variety of topics and meet the expressed desires of the membership.

• Training Courses – NEITE typically holds 3 training courses each year at the following joint section and chapter meetings:
  1. June – NH & ME Chapter/NEITE Meeting
  2. September – MA Chapter/NEITE Meeting
  3. December – NEITE Annual Meeting

• Finances
  1. All expenses and income from joint Chapter/NEITE meetings are the responsibility of the Chapter
  2. All Expenses and income from the NEITE Annual Meeting are the responsibility of NEITE
  3. Typically the fee paid by the attendees will offset the course expenses with zero net profit

• Topics
  1. The committee provides or coordinates with the Chapter to provide topics and instructors for the courses
2. The committee maintains a list of potential courses and instructors and a list of previously held courses

- Communication
  1. The committee prepares notices for training courses
  2. The committee prepares information on upcoming courses and information regarding courses held during the year

- Professional Development Hour (PDHs)
  1. NEITE’s By-Laws include a PDH Policy. See Section VI- Professional Development Hours (PDH) POLICY (page 25).
  2. Full day and ½ day courses
     o PDH certificates awarded
     o Attendees must sign in
     o Committee maintains a log of PHD certificates issued
     o Original sign-in sheet and copy of PDH log sent to Secretary
  3. Short presentation (2 hours or less)
     o Attendees must sign in
     o Sign-in sheet sent to Secretary
     o NEITE will post sign-in sheets on website
  4. New York State PE – ACET certification required for PDH’s
     o ITE ACET certified. – Applies only to International courses
     o NEITE to submit course information to the International Director for potential Ad-Hoc ITE certification

- Sources of Courses
  1. FHWA reorganized with Resource Centers. Potentially low cost
  2. LTAPP Centers – Present to private sector for a fee
  3. ITE – Courses offered at annual meeting or spring conference
  4. ITE
     o ITS courses
     o Online Clearing House
     o District 1 Meeting

- Instructors
  5. UMass and other colleges.
  6. Member volunteers – Always willing to help, just ask.

- Attendees
  1. More experienced than previously, due to the need for PDH’s
  2. NH, ME, and NY PE’s and PTOE all require 15+ PDH’s/year

- General
  1. Reuse topics at different course locations
2. Be flexible, because course topics, dates, and instructors often are set late
3. Copy President & VP on emails as it avoids confusion
4. Stick to PDH policy, as exceptions cause problems
   o Attendees must pre-register for a certificate. Mail later to those who did not pre-register & charge processing fee
   o Attendees must sign in
   o Refer to the President for policy issues
5. Form a committee with multiple members
6. Use the NEITE website and e-mail list to post and distribute info

**Emerging Professionals Group**

The Emerging Professionals Group (EPG) consists of Section members under 35 years old. The EPG provides a forum for members to take a leadership role in a Section committee that can lead to a rewarding experience and a sense of accomplishment at the early stage of an ITE career. Meetings should be held regularly that provide an opportunity for development of a program, and to provide a social atmosphere for the Group. Occasionally, the Group should invite more experienced ITE members to make presentations and to encourage interaction with the general membership. Following is a list of activities appropriate for the EPG:

- Assist the Membership Committee by attracting more professionals into the transportation industry in general and into ITE specifically.
- Coordinate with the Technical Committee to bring their new perspective to technical issues, and to help EPG members in turn gain insight into difficult transportation issues.
- Address issues as requested by the Board.
- Initiate independent projects, such as tours of transportation facilities.
- Bring recommendations to the Board for educational needs and ideas to promote membership.

**Goals and Objectives Committee**

The Goals and Objectives Committee shall be chaired by the Vice President and its Committee members should include two Senior Directors and the Chairperson of the Technical Committee. The Committee is to identify the direction of the Section for the upcoming year through a list of goals to be accomplished by the Board. The Vice President shall prepare a Draft Goals and Objectives by the September meeting, for the forthcoming year.

**Historian**

The Section Historian is responsible for preserving and maintaining records and memorabilia associated with the Section's history, including issues of the *New England Chronicle*. The Historian will prepare a history of the Section on request of the Board. Other specific duties include:
• Maintain a record of ITE Journals and NE ITE Chronicles along with Board of Directors notes and minutes, dating back to the early 1970’s.

• Prepare an annual write-up of national and section news, that dates back five, ten, 20, and 30 years back for the NE ITE Chronicle magazine.

**Industrial Support Committee**

The Industrial Support Committee is charged with serving as a sounding board for various vendors and consulting firms of the Section, securing ads for the "Professional Services Directory" of the Chronicle, and serving as a liaison between the Section and all of the industry affiliates that are associated and involved with the Section activities such as meetings. When the New England Section hosts the District 1 Meeting, the Industrial Support Group may assist the Chairman with equipment displays, a portion of the technical program and some of the social functions.

• Solicits advertisements for Chronicle

• Forwards advertisement artwork to the Chronicle editor

• Makes arrangements for Annual Meeting in December

**Legislative Liaison Committee**

The Legislative Liaison Committee serves as connection to the legislative issues that are constantly being viewed by the States and Municipalities within the Section. The Committee shall invite representatives from each State within the Section. The Committee Chairman shall invite selected members from each State to become a member of the Committee. The Chairman shall be an advocate for transportation policy in each State in the Section.

**Membership Committee**

The Membership Committee is responsible for promoting ITE membership among transportation professionals in the New England States and for maintaining a current list of Section members and their addresses. The Membership Committee will assist any New England Section member, or potential member, with questions or problems concerning ITE memberships. The Membership Committee works closely with the Secretary and Treasurer to share membership lists and lists of delinquent members. The Membership Committee shall try to organize a visit to all student chapters in the Section.

Checklist of Duties for the Membership Committee Chair:
• Assists executive board and chapters in promoting ITE membership
• Assists any existing member, or potential member, with questions or problems relating to ITE membership
• Assists Industrial Support Chair in maintaining a current list of section members and their mailing addresses/email addresses
• Follows up on delinquent members
• Prepares committee reports for section meeting
• Provides membership applications for section meetings

Nominating Committee

The President appoints this three-member Committee, including its Chair. Members should serve no longer than three years and each year at least two members should be replaced. The Committee is encouraged to seek nominees for Director from amongst the Committee Chairpersons. Major milestones for the committee each year are:

• January - Assembles a committee, whereby members represent the geographical diversity of the Section

• March-Secures the President’s approval of the committee members

• April - Solicits nominations from committee members

• June-Compiles a list of potential nominees, i.e., one or more for each Director and for each Officer (except for the office of Vice President). Obtains written consent to hold office from each nominee. Note that every year two new Directors are elected.

• September-Transmit the list of nominees to Secretary no later than September 16

Past Presidents Council

This group consists of all past presidents of the New England Section. Its Chairperson is selected by the council and represents the Council with full voting rights on the Section's Executive Board. In addition, the Council often acts as an advisory group to the Section's Board, and undertakes special projects at the Board's request.

Program Committee
The Program Committee is responsible for assisting with the arrangements for Section meetings. Usually a local host coordinates the meeting arrangements and arranges the technical program. A critical responsibility of the Program Committee is developing the technical program for Annual Meeting in December which should be coordinated with the Continuing Education Committee.

The Program Committee will assist the local host and provide technical program assistance. The Committee is also responsible for long-range planning of meetings, locations, and programs, excluding the Northeastern District Annual Meeting.

To the extent possible and as opportunities arise the Program Committee arranges joint meetings with other organization such as:

- Women’s Transportation Seminar (WTS)
- Intelligent Transportation Systems (ITS)
- Congress for the New Urbanism (CNU)
- Boston Society of Civil Engineers (BSCE)
- American Public Works Association (APWA)
- Massachusetts Municipal Association (MMA)

**Public Relations Committee**

This Committee is responsible for the dissemination of technical material to both the general public and Section membership through the use of technical bulletins and audio visual presentations. The Committee is also responsible for preparing the updates to the Section Directory and Handbook on an annual basis. The Committee shall work with local media for Section meetings to increase the visibility of the transportation profession. The Committee shall coordinate with the meeting organizers to provide additional media and visibility to the meeting. This includes notifying ITE International of the planned Section meetings.

**Scholarship Committee**

This Committee oversees the award process for the Thomas E. Desjardins Memorial Scholarship and the fundraising/financial aspects of the scholarship fund. Preference for this award is given to a college junior or senior student(s) of high moral character and with high academic achievement who also has involvement in extracurricular activities. However, individuals other than college junior and senior students may be selected. Applicants should demonstrate a strong commitment to the discipline of Transportation Engineering in their coursework and outside activities. The scholarship award shall be for a single academic year, with applications due in September and the award granted in December at the Section Annual Meeting. There shall be no restriction as to the location of residence and high school attendance, but the recipient must be a student at an accredited Civil Engineering school in one of the New England States. Funds are raised through donations and an annual golf tournament.
The funds for the Scholarship Committee shall be managed by the Board with the Committee Chairman appointed by the Board on an annual basis. Application for the Scholarship award shall be due in September and the award(s) will be granted at the Section Annual Meeting in December.

**Student Chapter Liaison**

The student chapter liaison is the point of contact between the NEITE Board of Directors and the student chapters. The liaison keeps the student chapters informed about scholarship and award opportunities and encourages students to attend NEITE meetings and other events.

**Technical Committee**

The primary objective of the Technical Committee is to encourage membership participation in the technical activities of the New England Section. This is accomplished via various channels, one of which traditionally has been through membership participation on technical projects.

The Board or Committee may identify one or more technical projects to pursue. The Committee Chair or membership may suggest additional topics for investigation. The Board should give direction to the Technical Committee when necessary.

The Committee will prepare research findings, technical project conclusions or interim results available in published form. Dissemination of the material produced will typically occur through issues of the *Chronicle*, online, by separate mailing or be presented at Section events. Following is a sample of activities appropriate for the Technical Committee:

- Conduct field validation of MOE’s for Intersections.
- Coordinate with other Committees to bring their new perspective to technical issues.
- Prepare technical reports/memorandum for presentation at ITE conferences and Section meetings.
- Develop guidelines for Section governmental agencies.
- Evaluate new technologies for the transportation industry.

The Chair of the Technical Committee is responsible for organizing and directing research topics as suggested by the Board of Directors, members of the Committee, or transportation agencies. The Chair operates as a facilitator and develops consensus on choice of topics and related discussions. Specific responsibilities include:

- Schedules and provides an agenda for meetings
- Appoints a Secretary to maintain a record of activities
• Delegates responsibility for research, data collection, analysis and report preparation

• Prepares a Committee report for Board of Directors Meetings and for Chronicle issues.

• Submits or delegates submission of Committee research for publication. There are two deadlines for publication/presentation at either the ITE Technical Conference held at the end of March, or the ITE Annual Meeting held in early August.

  o The deadline for submittal of an abstract is generally early September of the year preceding these meetings
  o The deadline for submittal of the paper is generally two to three months before each meeting. In either case, if the abstract is accepted, the person submitting will be notified by ITE of the specific deadline.

**Website Committee**

The Section established a website in the fall of 2000. The volunteer Web Coordinator will design and maintain the Section's website and provide assistance to state and student Chapters as necessary. The Executive Board, Chapter leadership and membership shall assist the Web Coordinator by providing content for the site, such as meeting notices, news, annual election information and contact information. Further, the Web Coordinator assists the Board with electronic mailings of Section news and events. The Section Treasurer ensures that all web hosting costs are paid in full every January. Currently the Section hosts websites for the New Hampshire, Connecticut and Vermont Chapters.

Other duties and responsibilities of the webmaster are:

• Gathers and encourages committees to provide latest news and information to be posted on the website

• Forwards bill for domain name to President

• The web hosting fee is direct billed to the NEITE bank account
# V- COMMITTEE CHAIRS

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Chair</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Douglas Prentiss, P.E., PTOE</td>
<td><a href="mailto:dprentiss@fstinc.com">dprentiss@fstinc.com</a></td>
<td>781-221-1000</td>
</tr>
<tr>
<td>Charter/Bylaws</td>
<td>Kim Hazarvartian, Ph.D, P.E., PTOE</td>
<td><a href="mailto:keh@tepplle.com">keh@tepplle.com</a></td>
<td>603-226-4013</td>
</tr>
<tr>
<td>Chronicle/NEITE Newsletter</td>
<td>Steven C. Findlen, P.E.</td>
<td><a href="mailto:steve.findlen@mcmtrans.com">steve.findlen@mcmtrans.com</a></td>
<td>508-823-2245</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Alan Cloutier, P.E., PTOE</td>
<td><a href="mailto:AClooutier@fstinc.com">AClooutier@fstinc.com</a></td>
<td>781-221-1245</td>
</tr>
<tr>
<td>Goals/Objectives</td>
<td>Kien Ho, P.E., PTOE</td>
<td><a href="mailto:kho@BETA-inc.com">kho@BETA-inc.com</a></td>
<td>781-255-1982</td>
</tr>
<tr>
<td>Industrial Support</td>
<td>William P. McNamara</td>
<td><a href="mailto:billmc@oceanstatesignal.com">billmc@oceanstatesignal.com</a></td>
<td>401-231-6780</td>
</tr>
<tr>
<td>Legislative Liaison</td>
<td>Jeffrey Dirk, P.E., PTOE</td>
<td><a href="mailto:jdirk@rdva.com">jdirk@rdva.com</a></td>
<td>978-474-8800</td>
</tr>
<tr>
<td>Membership</td>
<td>Joseph Hallisey, P.E.</td>
<td><a href="mailto:hallisey@pbworld.com">hallisey@pbworld.com</a></td>
<td>860-815-0269</td>
</tr>
<tr>
<td>NEITE Website</td>
<td>Samuel Gregorio, EIT</td>
<td><a href="mailto:sgregorio@tecmass.com">sgregorio@tecmass.com</a></td>
<td>978-794-1792</td>
</tr>
<tr>
<td>Nominating</td>
<td>Kenneth J. Petraglia, P.E., PTOE</td>
<td><a href="mailto:KPetraglia@BETA-Inc.com">KPetraglia@BETA-Inc.com</a></td>
<td>781-255-1982</td>
</tr>
<tr>
<td>Program</td>
<td>Jeffrey R. Gomes</td>
<td><a href="mailto:jeffrey.r.gomes@state.ma.us">jeffrey.r.gomes@state.ma.us</a></td>
<td>781-641-8318</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Roger Dickinson</td>
<td><a href="mailto:roger@L-Dengineering.com">roger@L-Dengineering.com</a></td>
<td>802-878-4450</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Nick M. Fomenko, P.E., PTOE</td>
<td><a href="mailto:nickf@miloneandmaebroom.com">nickf@miloneandmaebroom.com</a></td>
<td>203-481-4208</td>
</tr>
<tr>
<td>Technical</td>
<td>Michael Wasielewski</td>
<td><a href="mailto:mwasielewski@BETA-inc.com">mwasielewski@BETA-inc.com</a></td>
<td>781-255-1982</td>
</tr>
<tr>
<td>Tom Desjardins Scholarship</td>
<td>Rodney C. Emery, P.E., PTOE</td>
<td><a href="mailto:Rod.Emery@jacobs.com.com">Rod.Emery@jacobs.com.com</a></td>
<td>617-242-9222</td>
</tr>
<tr>
<td>Student Chapter Liaison</td>
<td>Steve Tupper</td>
<td><a href="mailto:stevenmtupper@gmail.com">stevenmtupper@gmail.com</a></td>
<td>508-362-3828</td>
</tr>
<tr>
<td>Emerging Professionals</td>
<td>Jason Degray, P.E.</td>
<td><a href="mailto:jdegray@beta-inc.com">jdegray@beta-inc.com</a></td>
<td>781-255-1982</td>
</tr>
<tr>
<td>Past Presidents Council</td>
<td>Tom Gorrill, P.E.</td>
<td><a href="mailto:tgorrill@gorrillpalmer.com">tgorrill@gorrillpalmer.com</a></td>
<td>207-657-6910</td>
</tr>
<tr>
<td>Historian</td>
<td>John Thompson, P.E.</td>
<td><a href="mailto:jpthompsonpe4@aol.com">jpthompsonpe4@aol.com</a></td>
<td>203-294-2035</td>
</tr>
<tr>
<td>Strategic Plan Admin.</td>
<td>John Mirabito</td>
<td><a href="mailto:jmirabito@hoyletanner.com">jmirabito@hoyletanner.com</a></td>
<td>603-669-5555</td>
</tr>
<tr>
<td>2013 District Meeting</td>
<td>Joseph Balskus, P.E. PTOE</td>
<td><a href="mailto:jcbalskus@tighebond.com">jcbalskus@tighebond.com</a></td>
<td>203-712-1100</td>
</tr>
<tr>
<td>Co-Chairs</td>
<td>Michael Knodler, Ph.D</td>
<td><a href="mailto:mikenodler@aol.com">mikenodler@aol.com</a></td>
<td>413-545-0228</td>
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</tbody>
</table>

New England Section of ITE 2012 Directory and Handbook
August 2012
VI- PROFESSIONAL DEVELOPMENT HOURS (PDH)

POLICY

Whereas: In accordance with the Professional Traffic Operations Certification Board’s requirements, “The Institute has set up the Professional Competency Record Keeping System as a tool for transportation professionals to keep track of credits earned. Units of activities entered in a log will be converted into Professional Development Hours (PDH). The log created by the ITE Professional Competency Record Keeping System conforms to the guidelines set forth by the National Council of Examiners for Engineering and Surveying (NCEES).”

Whereas: “The board of licensure or certification has final authority with respect to approval of courses, credit, PDH value for courses, and other methods of earning credit.

1. Credit for college or community college approved courses will be based upon course credit established by the college.

2. Credit for qualifying seminars and workshops will be based on one PDH unit for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings will earn PDH units for the actual time of each program.

3. Credit determination for publications and patents is the responsibility of the licensee (subject to review as required by the board).

4. Credit for active participation in professional and technical societies (limited to 2 PDH per organization) requires that the individual serve as an officer and/or actively participate in a committee of the organization. PDH credits are not earned until the end of each year of service is completed.

5. Continuing Professional Development – Renewal application will include evidence in a form acceptable to the CERTIFICATION BOARD that the applicant has engaged in Professional Development Hours (PDH) of activities during the past certification period which should meet the following criteria:

   a) The subject matter of the activity will be professional level traffic operations engineering.

   b) The activity will be educational in nature and have the clear purpose and objective of maintaining, improving or expanding professional skills and knowledge. The study should relate primarily to technical competence in:

      (i) Traffic operations analysis;

      (ii) Operational effects of geometric designs;

      (iii) Traffic safety;
(iv) Traffic control devices;

(v) Traffic engineering studies; or

(vi) Social, environmental and institutional issues in traffic operations practice.

c) The activity will be in addition to activities of the certificate holder’s normal work assignment.

d) For each educational activity meeting the above criteria:

(i) ONE PDH will be credited for each nominal contact hour at a course, seminar or conference.

(ii) TEN PDH will be credited for each Continuing Education Unit (CEU) meeting requirements of the International Association for Continuing Education and Training (IACET).

(iii) THIRTY PDH will be credited for obtaining one academic quarter-hour credit in a course offered by a college or university.

(iv) FORTY PDH will be credited for obtaining one academic semester-hour credit in a course offered by a college or university.

(v) TWICE the PDH listed above will be credited for the preparation and initial presentation (and possible associated publication) of a traffic operations engineering subject in an educational activity meeting the above criteria. This credit is subject to condition (c.) above.

e) TEN PDH will be credited for active participation in the preparation and initial publication of a professional paper, article or book meeting the above criteria which is not eligible for credit under (d) (v).

f) TWO PDH will be credited for serving as an officer or an active committee participant in a professional or technical society that meets the requirements of (a). This credit is limited to two PDH per year.

g) PDH must be earned during the immediate past certification period and may not be carried forward.

h) The applicant for renewal will self-certify that the number of PDH claimed and the activities they are based on meet the above criteria.”
Whereas: NEITE encourages all of its members to continually upgrade their professional credentials;

The NEITE Executive Board hereby adopts the following policy on the provision of Professional Development Hours at its sponsored professional development activities.

1) It is up to each individual PDH recipient to keep track of his or her PDH totals resulting from NEITE activities.

2) To assist NEITE PDH recipients in keeping track of their PDH totals, it is recommended that, as ITE members, they utilize the Professional Competency Record Keeping System available at the national ITE.org website accessible through the ‘Members Only’ log-in.

3) NEITE will provide certificates for technical courses or presentations providing 4 or more hours of technical training/education in accordance with a template that has been developed. The template provides the following information:

- the name of the person who has earned the PDH’s,
- the number of PDH hours earned,
- the title of the course, committee, or committee technical product
- the course instructor or technical presenter, (typed and signed),
- The date of the course, presentation, or Committee service period.

4) For all technical courses and presentations involving NEITE PDH credits, a large ‘NEITE PROFESSIONAL DEVELOPMENT HOURS (PDH) SIGN-IN’ placard and sign-in sheet will be placed at the meeting registration sign-in table. The sign-in sheet will be maintained and become the official record of the Section on meeting/course PDH’s granted. Each original PDH sign-in sheet will be provided to the Secretary of the Section, with a copy to the hosting Chapter. At the Secretary’s option, the sign-in sheet may be posted in PDF format on the NEITE.org website following each meeting or once a year at the end of the Secretary’s term of office. The Section Secretary will retain PDH sign-in sheets for a minimum of 5 years, at which time they may be destroyed.

5) The Chapter or entity hosting the meeting or course will provide each New England Section PDH sign-in sheet. The PDH sign-in sheet will include the following information:

- Institute of Transportation Engineers New England Section PDH SIGN-IN (title)
- The Course or Presentation Title
- The Name(s) of the Instructor or Presenter of the Course
- The Date of the Course or Presentation.
- The number of PDH’s associated with the Course or Presentation.
- Columns will be provided for members who receive PDH’s to provide the following information:
6) The NEITE Program Chair will be responsible for issuing PDH certificates for joint NEITE/Chapter Technical Programs that exceed four or more contact hours.

7) The NEITE Continuing Education Chair will be responsible for issuing PDH certificates for courses offered by the Section for courses that exceed four or more contact hours.

8) The NEITE Technical Committee Chair will be responsible for identifying PDH recipients on the basis of the year’s work in December of the calendar year. Active Technical Committee members will earn PDH’s per the following formula:

- Two PDH’s for being active on the Committee (i.e., attend 1 or more meetings or conduct field data collection).
- Ten PDH’s for work towards a published paper as long as the Committee member is listed on the acknowledgements/author’s page and the Committee member certifies he or she worked at least 10 direct hours on the publication (honor system).

9) NEITE PDH Certificates will be presented only to pre-registered attendees at meetings and courses that entail 4 or more hours. Attendees who sign in on the day of the meeting will still have the PDH’s as part of the official NEITE Section record.

10) NEITE officers and Committee Chairs and active participant(s) in the Committee will earn their allotted PDH’s for such service (refer to Subsection (d) (ii)) at the end of their current term.

11) The Executive Board recommends that all members strive to obtain an average of 15 PDH’s annually.
VII-THOMAS E. DESJARDINS MEMORIAL SCHOLARSHIP

Award Information

The Thomas E. Desjardins Memorial Scholarship is given to a college junior or senior student(s) of high moral character and with high academic achievement who also has involvement in extracurricular activities. However, individuals other than college junior and senior students may be selected, so all qualified engineering students, including those in graduate programs, are encouraged to apply. Applicants should demonstrate a strong commitment to the discipline of Transportation Engineering in their coursework and outside activities. The scholarship award shall be for a single academic year. There shall be no restriction as to the location of residence and high school attendance, but the recipient must be a student at an accredited Civil Engineering school in one of the New England States.

About Thomas E. Desjardins

The Thomas E. Desjardins Memorial Scholarship was established in December 1999 by the Executive Board in memory of Thomas’ life in the profession. Tom was an active member of the Section and was particularly involved in the Young Professionals Group. His spirit and dedication extended to all aspects of his life. Tom loved his family, his friends, and engineering, and truly lived life to the fullest. His competitive spirit and sportsmanship were evident in his approach to most everything: Tom always wanted to be the best. Tom was from Westminster, Massachusetts.

Annual Golf Tournament

Golf was one of Tom's avocations. The New England Section felt that hosting an annual golf tournament was the most fitting way to pay tribute to him while helping to build the scholarship fund. The tournament is held annually in May and attracts nearly 100 golfers. Funds are also raised through donations.

Scholarship Applications

Applications for the annual scholarship are available for download at the NEITE website. The annual submittal deadline is August 1. The scholarship will be presented in September.

The process includes a standard two-page form. In addition, a faculty member at an accredited Civil Engineering school in New England, or a Member or Affiliate Member of the New England Section of ITE, must sign the application form.
Thomas E. Desjardins Memorial Scholarship Recipients

2000  Michael Knodler, Jr.  University of Massachusetts Amherst
2001  Jeff Gaeta  Northeastern University
2002  Michelle Langone  Northeastern University
2003  Emily Knapp  Northeastern University
2004  Michael Seluga  Northeastern University
2005  David Hurwitz  University of Massachusetts Amherst
2005  Nick Scenna  Merrimack College
2006  Eric Jackson  University of Connecticut
2006  Maaza Mekuria  Northeastern University
2007  Arianna Mickee  University of Massachusetts Amherst
2007  Alex Normandin  University of New Hampshire
2008  Samuel Gregorio  University of Massachusetts Amherst
2008  Deanna Peabody  University of Massachusetts Amherst
2009  Karen Sentoff  University of Vermont
2009  Erica Swansen  Northeastern University
2010  Justin Curewitz  University of Massachusetts Lowell
2010  Steven Tupper  University of Massachusetts Amherst
2011  Alexander Lovejoy  University of Massachusetts Amherst
2011  Radhameris Gomez  University of Massachusetts Amherst
NEITE annually recognizes individuals in the field of transportation engineering and planning who have made outstanding contributions to the profession and to the Section. In recent years, the awards have been presented at the New England Section Annual Meeting on the first Monday in December. Traditionally, this meeting is held in Rhode Island. This section of the Directory describes the awards and lists the recipients.

**William P. McNamara Distinguished Service Award**

The Distinguished Service Award is intended to recognize outstanding service and contributions by a Section member to the activities and welfare of NEITE. The Awards Committee shall consider only members of entities of NEITE who have demonstrated an outstanding record of service to the Section. Former members of NEITE may also be recognized for his/her service while a Section member.

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<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>1974</td>
<td>Harvey B. Boutwell</td>
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<tr>
<td>1975</td>
<td>Stanley T. Siegel</td>
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<tr>
<td>1976</td>
<td>Robert E. Rudolph</td>
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<td>1977</td>
<td>Earl H. Flynn</td>
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<td>1978</td>
<td>William R. McGrath</td>
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<td>1979</td>
<td>John P. Cavallero</td>
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<td>1980</td>
<td>Frank M. D'Addabbo</td>
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<tr>
<td>1981</td>
<td>William P. McNamara</td>
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<tr>
<td>1982</td>
<td>Richard A. Luettich</td>
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<td>1983</td>
<td>Dennis M. O'Malley</td>
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<td>1984</td>
<td>John Thompson</td>
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<td>1985</td>
<td>Robert Shaw</td>
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<td>1987</td>
<td>Allan Davis/Paul Schmidt</td>
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<tr>
<td>1988</td>
<td>Robert Blasi / Doug McCobb</td>
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<tr>
<td>1989</td>
<td>Bruce Campbell</td>
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<td>1990</td>
<td>C. Edwin Brewer / Robert A. DeSanto</td>
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<td>1991</td>
<td>Lauren M. Preston</td>
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<td>1992</td>
<td>Bruce A. Hillson</td>
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<td>1993</td>
<td>John Kennedy</td>
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<td>1994</td>
<td>Joseph Herr / Earle Munroe</td>
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<td>1995</td>
<td>David J. DeBaie / Frank J. Romeo</td>
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<td>1996</td>
<td>Doug Prentiss / Mike Burke</td>
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<td>1997</td>
<td>Frank Tramontozzi / Paul Smith</td>
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<td>1998</td>
<td>Thomas Gorill</td>
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<td>1999</td>
<td>Kim Hazarvartian</td>
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<td>2000</td>
<td>Paul Nauyokas</td>
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<tr>
<td>2001</td>
<td>Rodney C. Emery</td>
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<td>2002</td>
<td>Jack Gillon</td>
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<td>2003</td>
<td>Neil Boudreau</td>
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<tr>
<td>2004</td>
<td>Diane Morabito</td>
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<tr>
<td>2005</td>
<td>Joseph C. Oppenlander</td>
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<tr>
<td>2006</td>
<td>Kevin Hooper / Kenneth Petraglia</td>
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<tr>
<td>2007</td>
<td>Gary L. Hebert</td>
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<tr>
<td>2008</td>
<td>Bill McNamara &amp; John Mirabito</td>
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<tr>
<td>2009</td>
<td>Roger Dickinson</td>
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<tr>
<td>2010</td>
<td>Micheal A. Knodler, Jr.</td>
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<tr>
<td>2011</td>
<td>A. Ruth Fitzgerald</td>
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TRANSPORTATION ENGINEER OF THE YEAR

The Transportation Engineer of the Year Award is intended to recognize outstanding technical proficiency by a member of NEITE. The Awards Committee shall consider only members who have displayed exceptional technical accomplishments in the form of written articles or reports, or development of a new concept and/or theory related to transportation engineering or major transportation projects.

1972    Thomas G. Harlow
1973    Bruce Campbell
1974    Richard A. Leuttich
1975    John P. Cavallero
1976    Herb Levinson
1977    John L. Barker
1978    Robert M. Johnson
1979    Frank M. D'Addabbo
1980    Robert Drummond
1981    Albert L. Godfrey
1982    Richard G. Marshall
1983    Robert W. Gubala
1984    Rich Hangen
1985    Joseph Oppenlander
1986    Raymond S. Niedowski
1987    Frank Lindh
1988    Richard Dimino
1989    Daniel F. Beagan
1990    Thomas F. Humphrey
1991    Walter J. Freeman
1992    Louis G. Neudorff
1993    George Casper
1994    Robert Shea
1995    Joseph Herr
1996    Doug McCobb
1997    John Kennedy
1998    Kevin Hooper
1999    David Scott
2000    Robert Shaw
2001    Kenneth Petraglia
2002    Amy Gamble
2003    Chuck Sterling
2004    William Bent
2005    Stephen R. Landry
2006    Garo Garabedian
2007    Francis S. O'Callaghan
2008    Rodney Emery
2009    Neil Boudreau
2010    Frank A. Tramontozzi
2011    David B. Freeman
TRANSPORTATION LEADERSHIP AWARD

The Transportation Leadership Award is intended to recognize an individual who is not a member of ITE who has made a major contribution to the transportation field. The Committee shall only consider potential candidates that have demonstrated a dedicated effort to major transportation projects in an effort to improve the movement of people and goods.

1989    John Clements, New Hampshire
1990    J. Williams Burns, Connecticut
1991    Frederick Salvucci, Massachusetts
1992    Dana Conners, Maine
1993    Emil Frankel, Connecticut
1994    Dante E. Boffi, Rhode Island
1995    Charles P. O'Leary, New Hampshire
1996    Paul Annarummo, Rhode Island
1997    Robert Albee, Massachusetts
1998    Glenn Gershaneck, Vermont
1999    Beverly Scott, Rhode Island
2000    James F. Sullivan, Connecticut
2001    William D. Anker, Rhode Island
2002    John G. Melrose, Maine
2003    Jim Capaldi, Rhode Island
2004    Arthur Gruhn
2005    Carol A. Murray, New Hampshire
2006    Maria Fuentas, Maine
2007    Michael S. Dukakis, Massachusetts
2008    Steven Baddour, Massachusetts
2009    Kat Beaudoin, Maine
2010    Michael Lewis, Rhode Island
2011    George Campbell, New Hampshire
EMERGING PROFESSIONALS GROUP AWARD

The Emerging Professionals Group Award is given to a deserving individual who has been a member of the Section / profession for five years or less.

1998  Joseph Molinaro, III
1999  James Winn
2002  Andrea Downs Quenneville
2003  Raghuram Dharmarju
2004  Michael Wasielewski
2006  Michelle M. Langone
2007  Russell B. Holt
2008  Jon Slason
2009  Jeffrey Gomes
2010  Samuel W. Gregorio
2011  Jason M. DeGray
<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Year</th>
<th>President</th>
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<tbody>
<tr>
<td>1947-1949</td>
<td>Earle Osterhoudt</td>
<td>1974</td>
<td>Richard Luettich</td>
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<td>1949-1950</td>
<td>Robert Johnson</td>
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<td>1950-1951</td>
<td>Milton Moritz</td>
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<td>1951-1952</td>
<td>John Cavallero</td>
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<td>1952-1953</td>
<td>Albert Godfrey</td>
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<td>1953-1954</td>
<td>Lauren Preston</td>
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<td></td>
<td>Fred Hurd - Past</td>
<td>1955-1956</td>
<td>Michael Burke</td>
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<td></td>
<td>International President</td>
<td>1956-1957</td>
<td>Allan Davis</td>
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<td>1957-1958</td>
<td>C. Edwin Brewer</td>
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<td>1958-1959</td>
<td>Paul Schmidt</td>
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<td>1959-1960</td>
<td>Robert Blasi</td>
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<td>Matthew Gove</td>
<td>1960-1961</td>
<td>Douglas F. McCobb</td>
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<td></td>
<td>William McGrath - Past</td>
<td>1961-1962</td>
<td>Robert B. Shaw</td>
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<tr>
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<td>International President</td>
<td>1962-1963</td>
<td>Robert A. DeSanto</td>
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<td>1963-1964</td>
<td>Bruce A. Hillson</td>
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<td>1964-1965</td>
<td>James G. Bubaris</td>
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<td>Joseph Galeota</td>
<td>1966</td>
<td>John J. Kennedy</td>
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<td>1967</td>
<td>Douglas C. Prentiss</td>
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<td>Edward Mogren</td>
<td>1968</td>
<td>Joseph R. Herr</td>
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<td>Frank P. Jurasin</td>
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<td>Rocco Mancini</td>
<td>1970</td>
<td>Paul H. Smith</td>
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<td>1971</td>
<td>Frank A. Tramontozzi</td>
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<td>Thomas Barlow</td>
<td>1972</td>
<td>Thomas L. Gorrill</td>
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<td>1973</td>
<td>Kim Eric Hazarvartian</td>
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NEITE Past Presidents Continued

1999    William McDonough
2000    Rodney C. Emery
2001    Diane W. Morabito
2002    Gary L. Hebert
        William F. Lyons Jr. (called to active
        military duty during term)
2003    John T. Gillon (served remainder of
        2003 term)
2004    Kevin Hooper
2005    Ken Petraglia
2006    Neil Boudreau
2007    John Mirabito
2008    Jeffrey Dirk
2009    Michael A. Knodler, Jr.
2010    Kevin R. Dandrade
2011    Joseph C. Balskus
# X-ITE MEMBERSHIP APPLICATION

## ITE Individual Membership Application

Complete all information and return via email to membership@ite.org, fax to +1 202-785-0600, or print and send to Institute of Transportation Engineers, 1627 Eye Street, NW, Suite 600, Washington, DC 20006.

Important: Applicants who are not applying as students must attach a chronological resume or complete the employment information on the next page.

I am applying for ITE membership at the grade of: Member (Voting) Institutes Affiliate (Non-Voting) Student (Non-Voting)

For member grade requirements, see “Membership Eligibility” on previous page. You will be granted the appropriate grade based on your education and experience. We may ask for additional information if we cannot determine your eligibility for membership from the information provided.

Please type or print clearly:

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Mr.</th>
<th>Ms.</th>
<th>Mrs.</th>
<th>Miss</th>
<th>Dr.</th>
<th>Hon.</th>
<th>Rev.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, Middle Initial, Last Name</td>
<td>Date of Birth (Day/Month/Year)</td>
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**BUSINESS/SCHOOL ADDRESS**

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<th>Preferred Billing Address</th>
<th>Preferred Mailing Address</th>
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<td>Job Title</td>
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<td>Street Address/P.O. Box</td>
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<tr>
<td>City, State/Province Postal Code Country</td>
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<tr>
<td>Telephone</td>
<td>Fax</td>
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**HOME/PERMANENT ADDRESS**

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<td>Street Address/P.O. Box</td>
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<tr>
<td>City, State/Province Postal Code Country</td>
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<tr>
<td>Telephone</td>
<td>Email</td>
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**PROFESSIONAL REGISTRATION**

A.I.C.P. E.I.T. P.E. P.Eng. Other:

**EDUCATION**

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<th>Bachelor's</th>
<th>Master's</th>
<th>PHD</th>
<th>Name of College/University</th>
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<td>Major Field of Study</td>
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<tr>
<td>Major Field of Study</td>
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**Certification:** I hereby apply for ITE membership, and I certify that the information I have provided above and any supplemental information that I may provide in support of this application is true and correct. If my membership application is accepted, I agree to abide by the ITE Constitution and Canons of Ethics.

Full Name | Date
Submit via e-mail to membership@ite.org.
Employment Information

Complete only if applying for grade of Member (Voting) or Institute Affiliate (Non-Voting) and not attaching a chronological resume. Start with your current position and work back. Do not list schooling or work during summers between undergraduate semesters. Student Applicants need not complete. Please type or print clearly.

1
Job Title: 
Firm/Agency: 
Business Address: 
Supervisor: 
Dates Employed: 
Job Description: 

2
Job Title: 
Firm/Agency: 
Business Address: 
Supervisor: 
Dates Employed: 
Job Description: 

3
Job Title: 
Firm/Agency: 
Business Address: 
Supervisor: 
Dates Employed: 
Job Description: 

4
Job Title: 
Firm/Agency: 
Business Address: 
Supervisor: 
Dates Employed: 
Job Description: 

Applicant Name: 

XI-NEITE CHARTER

ARTICLE I - PREAMBLE

Section 1.1 - As authorized by the Constitution of the INSTITUTE OF TRANSPORTATION ENGINEERS, hereinafter referred to as the Institute, District One, hereinafter referred to as the District, as recorded in the minutes of the District Board meeting on January 28, 1986, and as approved by the Board of Direction of the Institute as recorded in the minutes of its meeting on August 14, 1987, and as amended by the mail ballot of the District Board on December 9, 1994 and by the Board of Direction of the Institute as recorded in the minutes of its meeting on January 21, 1995, grants this Charter for the New England Section of the Institute, hereinafter referred to as the Section.

Section 1.2 - This Charter shall be effective upon Institute approval and shall remain in effect, including any amendments until rescinded by the District Board.

Section 1.3 - This Charter shall, on the date it becomes effective, supersede any previous charter or constitution of a Section enrolling members from the designated area and shall annul any by-laws of such a Section which may be in conflict with it.

ARTICLE II - AREA AND PURPOSE

Section 2.1 - The area designated as that of this Section shall be the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont or as the area shall be established from time to time by the District Board or as the area shall be established from time to time as an outcome of amendments to the area designated as the District by the Board of Direction of the Institute, as described in the attachment(s) hereto.

Section 2.2 - To assist in advancing the purposes shown below, this Section shall be exclusively administered and operated to receive, administer, and expend funds for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986.

The purpose of this Section shall include:

1) advance the objectives of the Institute;

2) foster closer association of Institute members;

3) encourage members to prepare or discuss papers;

4) prepare suggestions on matters of policy to the Board of Direction of the Institute;

5) consider local transportation and traffic engineering problems;
6) cooperate with other local engineering groups on matters of common interest;

7) present the transportation and traffic engineering point of view consistent with established Institute policies; and,

8) encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

Section 2.3 - Notwithstanding any other provisions of this Charter, the Section is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Internal Revenue Code 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

Section 2.4 - No part of the net earnings of this Section shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

Section 2.5 - No substantial part of the activities of the Section shall be carrying on propaganda, or otherwise attempting to influence legislation [except as otherwise provided by the Internal Revenue Code 501(h)] and it does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Section 2.6 - In the event of dissolution, all of the remaining assets and property of the Section shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1986.

Section 2.7 - In any taxable year in which the organization is a private foundation as described in Internal Revenue Code 509(a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under Internal Revenue Code 4942, and the organization shall not (a) engage in any act of self-dealing as defined in Internal Revenue Code 4941(d); (b) retain any excess business holdings as defined in Internal Revenue Code 4943(c); (c) make any investments in such a manner as to subject the organization to tax under Internal Revenue Code 4944; or (d) make any taxable expenditures as defined in Internal Revenue Code 4945(d) or corresponding provisions of any subsequent Federal tax law.
ARTICLE III - MEMBERSHIP

Section 3.1 - Any Institute member who resides within the Section, and who is in good standing with the District, shall be a member of the Section.

Section 3.2 - Any Institute member may become a member of the Section, without residing in the Section area, upon approval of the Section Executive Board and upon payment of Section fees and dues.

Section 3.3 - The Section may adopt one or more types of Section affiliation for persons who are either:

1) not eligible to be voting members of the Institute but who are accumulating experience toward Institute membership;

2) in sub-professional work in transportation or traffic engineering;

3) students in a recognized engineering school;

4) professionally engaged in related field; or

5) in a position to work with and assist transportation or traffic engineers by virtue of official positions or commercial employment.

Section 3.4 - All persons who are affiliated with the Section as provided in Section 3.3 shall be clearly identified as "Section Affiliates" and not as members of the Section. The Section Executive Board shall submit the names and addresses of all "Section Affiliates" to the Institute prior to February 1 of each year.

Section 3.5 - The Section by-laws shall establish the manner in which persons may apply for or be invited into Section membership or affiliation as well as the manner in which such membership or affiliation may be terminated; but, no restrictions on Section membership shall be placed on any voting member of the Institute other than those stated in Section 3.1 or 3.2.

Section 3.6 - Members of the Section shall be entitled to the privileges of the Section specified in the Section by-laws. Student members of the Institute and Institute Affiliate members may not vote or hold elective office in the Section. Section affiliates shall be entitled to the privileges of the Section and may vote and/or hold elective office in the Section as specifically provided in the Section by-laws.

ARTICLE IV - GOVERNMENT

Section 4.1 - The government of the Section shall be vested in Elective Officers and Directors, who shall constitute an Executive Board. The Section by-laws shall specify the Elective Officers
and Directors of the Section provided that the Elective Officers shall include a president, at least one vice president, a secretary and a treasurer or a secretary-treasurer.

Section 4.2 - The Executive Board of the Section shall manage the affairs of the Section in conformity with the provisions of this Charter, the by-laws of the Section, the policies of the Institute, and the policies of the Board of Direction of the Institute.

Section 4.3 - The Section shall adopt by-laws setting forth the structure of the Executive Board and providing the manner of nominating, electing or appointing Elective Officers and Directors of the Section and specifying their terms of office.

Section 4.4 - The Section shall also adopt by-laws to govern appointment of committees, number and times of meetings, assessment of fees and dues, method of amending by-laws and such other matters as the Section may desire, provided such by-laws do not conflict with this Charter, the District Charter, the Constitution of the Institute, the policies of the Institute or the policies of the Board of Direction of the Institute.

Section 4.5 - The by-laws of the Section may be adopted, and amended after adoption, only if the proposition is submitted in writing to all voting members of the Section at least thirty days in advance of the date on which action is proposed. Adoption and amendment shall require an affirmative two-thirds vote of those voting. Section by-laws shall be filed with the District Board and the Institute within thirty days after adoption or amendment, and shall take effect upon being filed with the District Board.

Section 4.6 - At any time the District Board may annul any part of the Section by-laws which it considers to be contrary to the Section Charter, the District Charter, the Constitution of the Institute or the best interests of the District or the Institute, by giving notice in writing to the Section Executive Board.

Section 4.7 - The Section Executive Board may charter subsections to meet specific needs within its boundaries upon written request of at least five members of the Section residing in the proposed subsection area. Subsections shall adopt by-laws that are not inconsistent with the subsection Charter or the Section Charter. Subsection by-laws shall be filed with the Section Executive Board, the District and the Institute within thirty days of adoption or amendment and shall take effect upon being filed with the Section Executive Board. The Section Executive Board may rescind a subsection Charter by giving notice in writing to the subsection.

ARTICLE V - RELATION OF SECTION TO DISTRICT AND INSTITUTE

Section 5.1 - The Section shall not speak for the District or the Institute unless authorized in the particular matter by the District Board or the Board of Direction of the Institute, respectively.

Section 5.2 - The Section shall not identify itself with national groups or organizations but may identify itself with local or area-wide groups or organizations.
Section 5.3 - Names and addresses of Elective Officers and Directors of the Section and the dates on which the term of each begins and expires shall be reported in writing by the Section Executive Board to the District Board, to the District Director(s), and to the Institute within 30 days after election or appointment.

Section 5.4 - The Section Executive Board shall submit a written annual report to the District Board prior to January 15 of each year. The report shall include a summary of the Section's activities for the previous year.

Section 5.5 - The District and the Institute will not be responsible for debts contracted by the Section. The Institute will not give financial assistance to the Section. The District shall remit to the Section that portion, specified in the District by-laws, of the District dues and fees of resident Section members (as described in Section 3.1), collected by the Institute and remitted to the District. No dues or fees will be required to be paid by the Section to the Institute or the District.

ARTICLE VI - AMENDMENT OF CHARTER

Section 6.1 - The District Board may amend or rescind this Charter. The Section Executive Board will be notified in writing by the District Board of any proposed amendment to, or rescission of, this Charter so that the Section may have an opportunity for a hearing before the District Board concerning the proposed amendment or rescission. An amendment, with or without change, shall be submitted by the District Board to the Board of Direction of the Institute for approval. Rescission or the approved amendment shall become effective on the date determined by the District Board.

Section 6.2 - The Section Executive Board may petition the District Board to amend this Charter. The District Board shall meet and act on the petition within six months of its receipt. If the petition is approved, the District Board shall then petition the Board of Direction of the Institute for approval of the proposed amendment. The Board of Direction of the Institute shall act on this petition in the same manner as provided for amending the District Charter. Amendments to the Section Charter initiated by petition from the Section Executive Board shall become effective upon approval by the Board of Direction of the Institute.

SUBSCRIBED FOR THE DISTRICT BOARD OF DISTRICT 1 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

Frank Dolan, Secretary/Treasurer
August 14, 1987

Thomas J. Soyk, Secretary/Treasurer
January 24, 1995
XI-NEITE BY LAWS

As Amended December 5, 2005

ARTICLE I - MEMBERSHIP

Section 1.1 - Any Institute member who resides within the area designated for the Section, and who is in good standing with the District, shall be a member of the Section. Throughout these By-Laws, the term "Resides" refers to the individual's preferred Institute mailing address, either home or place of business.

Section 1.2 - Any Institute member may join the Section without residing in the Section area, by obtaining approval of the Section Executive Board and upon payment of Section fees and dues.

Section 1.3 - Persons who fall into one or more of the following classifications may be affiliated with the Section as Section Affiliates;

(a) Persons engaged in transportation or traffic engineering work who lack sufficient experience for Institute membership or who are in the process of applying for such membership;
(b) Persons engaged in sub-professional transportation or traffic engineering work;
(c) Students registered in a recognized engineering school;
(d) Professionals engaged in related fields;
(e) Persons who come into frequent contact with transportation or traffic engineers and who thus have an interest in the profession and are in a position to work with and assist transportation and traffic engineers by virtue of official positions or commercial employment.

Section 1.4 - All members who reside within the Section Area and Section Affiliates, shall be entitled to all the privileges of the Section except that student members may not vote or hold elective office in the Section. Section members who do not reside within the Section Area shall be entitled to all the privileges of the Section, except that they may not hold elective office in the Section.

Section 1.5 - All applications for Section Affiliate except by students shall include as reference the names of not less than three persons to whom the candidate is personally known, at least two of whom shall be Institute members. If not an Institute member, the other shall be of recognized engineering reputation. All applications for Section Affiliate by a student shall be certified by a faculty member at the engineering school attended by the applicant.
Section 1.6 - The Section Membership Committee shall process applications for Section Affiliate, including securing confidential reports from the applicant's references as required. The Section Membership Committee shall forward the application, the applicant's experience record and the confidential reports of the references together with its own recommendations to the Section Executive Board for final action.

Section 1.7 - At least thirty days prior to final action by the Section Executive Board, the members of the Section shall be notified of the name, address and occupation of each applicant for the Section Affiliate.

Section 1.8 - Election of Section Affiliates shall be by vote of the Section Executive Board. An affirmative vote by a majority of those attending shall be required for election.

Section 1.9 - The total number of Section Affiliates shall not exceed 50% of the total number of Section members. Section Affiliates shall at all times be designated as Section Affiliates only.

Section 1.10 - The Section Executive Board may, in special circumstances, designate a present or former Section member as a Distinguished Member. Recommendations for Distinguished Member may be made by any member of the Section. Individuals must have the following qualifications to be considered for Distinguished Member of the Section:

   (a) Retirement from full-time practice of transportation or traffic engineering: and,

   (b) Have provided distinguished service and significant contributions to the Section over a period of years.

   (c) A Distinguished Member shall be entitled to all the privileges of the Section and will be relieved of all dues and fees of the Section.

ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1 - A Section Affiliate may resign from the Section by written communication to the Section Executive Board. If Section dues have been paid, the Board shall accept the resignation in good standing.

Section 2.2 - Any Section member or Section Affiliate whose Section dues are more than one year in arrears shall be dropped from Section membership by the Section Executive Board, and the unpaid dues, but not more than the total of two years dues, shall become an obligation to be paid before the delinquent can be restored to good standing in the Section.

Section 2.3 - Any Section member whose Institute membership has been forfeited shall also forfeit membership in the Section, and will be reinstated to membership in the Section only if reinstated to membership in the Institute. Any Section member who is placed on inactive status by the Institute Board of Direction shall also be placed on inactive status by the Section Executive Board.
Section 2.4 - Any Section Affiliate who, by reason of any change in occupation or profession, except by retirement, shall cease to be in contact regularly and frequently with transportation or traffic engineers or the transportation and traffic engineering profession shall forfeit affiliation with the Section without prejudice.

Section 2.5 - The Section Membership Committee shall periodically review the qualifications of Section Affiliates. Upon meeting minimum qualifications for Institute membership the Section Affiliate shall be encouraged to apply for such membership. Any such Affiliate who fails to apply for Institute membership shall be reported to the Section Executive Board who shall investigate and determine if membership should be terminated and dropped from the Section.

Section 2.6 - Any Section Affiliate who advertises, uses, or attempts to use identification with the Section in any manner whatsoever with intent to derive personal gain therefrom shall forfeit affiliation with the Section.

Section 2.7 - The Section Executive Board shall consider the expulsion of any Section Affiliate (a) upon information coming to its notice, or (b) upon the written request of five or more members, or (c) upon recommendation of the Section Membership Committee that, for the cause set forth, a person identified as a Section Affiliate be expelled. The Section Executive Board shall thereupon follow the procedure set forth in Art. II. Sec. 18 of the Institute Constitution. In the event such a charge is brought against a member of an Affiliate of the Institute, the Section Executive Board shall immediately refer the matter to the Institute Board of Direction.

ARTICLE III - DUES AND ASSESSMENTS

Section 3.1 - No Section dues shall be collected from Institute members residing in the Section area except those collected by Institute Headquarters for the District dues. Honorary, Distinguished and Student members shall not be liable for Section dues. Dues for Section Affiliates and Section members not residing in the Section area shall be established by the Section Executive Board.

Section 3.2 - Annual dues shall be payable at the beginning of the fiscal year, which shall be January 1 of each year and must be paid by June 30. Dues of Section Affiliates and Section members not residing in the Section area shall be payable on election, with dues pro-rated to the number of full quarters remaining in the fiscal year.

Section 3.3 - Special assessments may be made by the affirmative vote of two-thirds of those voting at any regular meeting or by ballot.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 4.1 - Officers of the Section shall include: a President, a Vice President, a Secretary and a Treasurer. The Section Executive Board shall consist of the Officers, four Directors, the immediate Past President and the Chairman of the Past Presidents Council. All members of the Section Executive Board shall reside in the Section Area. Officers and Directors shall be elected
annually to assume office on January 1. The terms of Directors shall be for two years and shall be staggered. The terms of Officers shall be one year.

Section 4.2 - No member shall occupy the same elective office for more than two consecutive terms.

Section 4.3 - In the event of a vacancy occurring in the office of President, the unexpired term shall be filled by the Vice-President. In the event of a vacancy occurring in any other elective office, the Section Executive Board shall elect a member to fill the unexpired term.

Section 4.4 - Except for the office of Vice President, the Nominating Committee shall nominate one or more qualified candidates for each Director and for each Officer. The Nominating Committee shall nominate at least two qualified candidates for the office of Vice President. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than September 16.

Section 4.5 - Not later than October 1 of each year, the Secretary shall announce to the members of the Section a list of the candidates nominated by the Nominating Committee. Additional nominations for Director or Officer may be made by petition, signed by not less than five members. Each such petition shall be accompanied by the written consent of the nominee to run for the stated office, and must be received by the Secretary not later than the third Monday of October. A member may not be a Candidate for more than one office.

Section 4.6 - Not later than November 1, the Secretary shall send to all voting members a ballot, listing the candidates nominated for Officers and Directors. Ballots shall be returned to the Secretary and shall be tallied at the Annual Meeting by three tellers appointed by the President. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, the outgoing Section Executive Board shall select one of the candidates.

ARTICLE V - MEETINGS

Section 5.1 - Regular meetings of the Section shall be held as determined by the Section Executive Board, but not less than four meetings a year shall be held. The Section Executive Board may call a special meeting when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice has been sent to all members.

Section 5.2 - The Annual Meeting of the Section shall be held between November 12 and December 20. A report of the financial condition of the Section shall be made by the Treasurer at the Annual Meeting.

Section 5.3 - Installation ceremonies of officers shall be held at the first meeting after the Annual Meeting.

Section 5.4 - Chapter meetings may be held at any time or jointly but not in conflict with Section meetings.
ARTICLE VI - GOVERNMENT

Section 6.1 - The majority of the Section Executive Board shall constitute a quorum.

Section 6.2 - The President shall preside at meetings of the Section and of the Section Executive Board. However, when the President is unable to do so, the Vice-President shall preside at meetings and discharge the duties of the President.

Section 6.3 - The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 6.4 - The President shall appoint annually a Nominating Committee, composed of three Section members, not later than June 1.

Section 6.5 - The President shall appoint (with the exception of the Past Presidents Council) Standing Committees, District Board Representatives, and such special committees as may be desirable, with the approval of the Section Executive Board. Standing committees shall include but not be limited to: Membership, Program and Young Professionals Group. District Board Representatives and Standing Committee members shall be named by the first Section Executive Board meeting following January 1.

Section 6.6 - The Past Presidents Council shall consist of all living New England Section Past Presidents. This Council shall consider and advise on policy questions concerning the Section and the Institute. Prior to the Annual Meeting of the Section, the Past Presidents of the Section shall elect one of its members to be its Chairman.

ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 - Voting for Officers and Directors, for amendments to these By-Laws, for petitions to amend the Charter, and for other matters which affect the relationship of the Section to the District or Institute shall be by secret ballot.

Section 7.2 - When such a secret ballot is required, ballots shall be sent to voters. Those qualified to vote shall indicate their selections on the ballot and return it to the Secretary. The voter shall sign the back of the addressed envelope. Before the ballots are read they shall be validated against a list of eligible voters and the blank envelopes containing ballots cast by eligible voters.

Section 7.3 - Any member whose Section dues are more than six months in arrears shall be ineligible to vote.

ARTICLE VIII - AMENDMENTS

Section 8.1 - Proposals to amend these By-Laws or to petition amendments to the Charter may be made by resolution of the Section Executive Board or by written petition signed by at least five (5) voting members.
Section 8.2 - Proposed amendments to these By-Laws shall be announced to the membership qualified to vote and shall be on the order of business of the next regular meeting occurring not less than thirty days subsequently. Such amendments may be amended by majority vote of those voting members attending the meeting in any manner pertinent to the original amendment. The amendments, as originally proposed or as amended at this meeting, shall be submitted as prescribed in Article VII, Section 7.2 of these By-Laws within fifteen days of the meeting and canvassed within thirty days following such submission by three tellers appointed by the President.

Section 8.3 - An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the By-Laws, for petitions to amend the Section Charter, and for other matters which affect the relationship of the Section to the District or the Institute.

Section 8.4 - Amendments to the By-Laws so adopted shall take affect upon being filed with the District Board.

ARTICLE IX - ESTABLISHMENT OF A THOMAS E. DESJARDINS MEMORIAL SCHOLARSHIP FUND

Section 9.1 -Creation and Purpose

The Thomas E. Desjardins Memorial Scholarship Fund (the Fund) is hereby created by the New England Section ITE under its Charter, as allowed under Article II, Area and Purpose, Section 2.2, as follows:

8) encourage the introduction of transportation and traffic engineering courses in colleges, universities and technical schools in the Section.

Section 9.1a -The Fund is not for profit and its purpose and objectives are as follows:

(a) The Fund shall be maintained through voluntary contributions by members of the New England Section of the Institute of Transportation Engineers, and private corporations, individuals, or other legal entities who may wish to participate in it. Fund revenues are to be placed in a trust account maintained separately from other accounts of the New England Section of the Institute of Transportation Engineers.

(b) Investments thereof, designated by the Section's Treasurer, shall be in a secure, low-risk trust account (e.g., a certificate of deposit or a separate checking account), as deemed appropriate by the Section's Board of Directors. The Section's Treasurer shall account for all income producing funds coming into the trust account. Net returns from such investments shall be available for use as part of the scholarship fund. Any sums received as interest or other income from the trust account not expended during each scholastic year, which shall be designated
as engaging July 1 of each calendar year, shall become part of the available trust account fund for the next year.

(c) It is preferred that award of the scholarship funds for an academic year be given to a college junior and senior student(s) of high moral character and with high academic achievement who also have involvement in extracurricular activities. However, individuals other than college junior and senior students may be selected. Recipients must be enrolled in an accredited Civil Engineering Program. It is preferred, but not mandatory, that the anticipated course of study of the scholarship recipients be Transportation Engineering. The scholarship award shall be for a single academic year. There shall be no restriction as to the choice of college or university attended, nor of the location of residence and high school attendance of the recipients. Preference, however, will be given to students attending universities within the geographic area of the New England Section.

Section 9.2 - Fund Officers and Identification of a Fund Chairman

Section 9.2a - The duly elected New England Section Executive Board (the Board) shall be the Fund Officers and shall bear responsibility for overseeing the collection and disbursement of the Fund. The Board shall promulgate such forms for application and make such rules, regulations, and requirements as seem desirable to implement the Fund.

Section 9.2b - The Board shall do all things as may be necessary or convenient to attain the purposes herein set out under applicable statutes and laws.

Section 9.2c - The Board shall annually appoint a Fund Chairman who will typically, though not necessarily, be a member of the Board. It will be the responsibility of the Fund Chairman to organize annual Fund raising activities to obtain contributions to the Fund and, if necessary, organize Fund subcommittee meetings to assist the Board in implementing the Fund's goals and objectives.

Section 9.3 - Annual Fund Meetings

Section 9.3a - The status of the Thomas E. Desjardins Memorial Scholarship Fund shall be discussed at an Annual Fund Meeting during each calendar year. The date of each Annual Fund Meeting shall be set by the Board and shall be concurrent with a New England Section meeting (e.g., concurrent with the Joint Massachusetts/Section meeting). The purpose of the Annual Fund Meeting shall be 1) to hear from the Fund Chairman as to the amount of the scholarship award, 2) to receive a status report of the Fund's income/expenses from the Board's Treasurer, and 3) to nominate and approve the recipient(s) of the Thomas E. Desjardins Memorial Scholarship. Other meetings may be held at the discretion of the Board or the Fund Chairman. The Board or the Fund Chairman may designate the place for any special meetings.

Section 9.3b - In the absence of specified rules, Robert Rules of Order, Newly Revised, shall prevail at Special Fund Meetings.
Section 9.4 - Scholarship Fund Annual Report and Reporting Responsibilities

**Section 9.4a** - The Fund Chairman appointed under Section 9.2c shall submit a written Annual Report to the District Board prior to January 1\(^{st}\) of each year. The report shall include a summary of Fund-related activities for the previous year. The Board Treasurer shall be responsible for investing and reporting on the Fund's income and expenses in the Annual Report. The Treasurer report on the Fund's income and expenses shall be prepared for presentation at the Annual Meeting.

**Section 9.4b** - A listing of Fund contributors shall be published in the Scholarship Fund Annual Report, as cited under Section 9.4a of this bylaw.

SUBSCRIBED FOR THE DISTRICT BOARD OF DISTRICT 1 OF THE INSTITUTE OF TRANSPORTATION ENGINEERS

Paul Nayoukas, Secretary

Diane Morabito, Treasurer

Thomas J. Soyk, Secretary/Treasurer

January 24, 1995 Frank Dolan, Secretary/Treasurer August 14, 1987
ATTACHMENT NEITE  STRATEGIC PLAN
INSTITUTE OF TRANSPORTATION ENGINEERS  
NEW ENGLAND SECTION  

Strategic Plan  

INTRODUCTION  

In 2007 the New England Section of the Institute of Transportation Engineers undertook a strategic planning process. The results of that process are a Mission Statement and an Action Plan, which is divided into three categories; Members, the Profession, and the Public. 

The items presented in the Action Plan are prioritized numerically, given an implementation time of short term (3 months), intermediate term (1 year), or long term (3 years), and assigned to a committee or officer for implementation. The goal is to have each Action Item fully implemented by the implementation date. It is recommended that a quarterly progress review of the intermediate and long term items be conducted, to ensure they remain on schedule. 

ACKNOWLEDGEMENT  

The following individuals participated in the development of the Strategic Plan. Without their hard work and dedication it would not have been possible to produce this document. 

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MISSION STATEMENT OF NEITE

The New England Section of the Institute of Transportation Engineers’ purpose is to serve its members, the transportation profession, and the public by facilitating professional development and education, promoting the exchange of ideas, and enhancing the professional practice to provide safe, efficient, cost-effective, and sustainable transportation solutions.

NEITE ACTION PLAN

I. ACTIONS TO SERVE MEMBERS

1. Create frequent opportunities for networking both formal and informal.
   a. Hold networking meals with assigned seating so members meet new people.
      Action: Program Committee; Short Term
   b. Create informal networking opportunities. (ex. Brown bag session, mentoring, social activities.)
      Action: Membership Committee/Young Professionals Group; Intermediate Term
   c. Conduct technical tours.
      Action: Program Committee; Intermediate Term

2. Identify and develop future leaders.
   a. Provide leadership opportunities on committees and Board.
   b. Assign a senior member to advise young leaders.
      Action: President; Intermediate Term

3. Implement a greeter program at meetings. (Identify new people at registration and provide special nametags.)
   Action: Membership Committee; Short Term

4. Investigate outsourcing administrative functions.
   a. Have an administrator similar to District 1.
      Action: Vice President; Intermediate Term

5. Forward meetings notices to newsletter and website.
   Action: State and Student Chapter Presidents; Short Term

6. List new members in the Chronicle and on website.
   Action: Membership Committee; Short Term

7. Provide educational opportunities and survey members to see what they want.
   Action: Continuing Education Committee; Short Term
8. Attract more public sector employees to NEITE.
   a. Focus on what attracts and benefits a public agency.
   b. Engage the agencies directly.
      Action: Membership Committee; Long Term

9. Address technical issues for members.
   a. Solving specific problems on request.
   b. Fill in gaps (ex. Trip generation data).
      Action: Technical Committee; Intermediate Term

10. Clarify NEITE membership vs. state chapter membership. (Target state chapter members to join NEITE.)
    Action: Membership Committee; Long Term

II. ACTIONS TO SERVE THE PROFESSION

1. Improve the image and visibility of the transportation profession.
   a. Use NEITE speakers bureau to inform public agencies and elementary and high school students of what we do.
      Action: Public Relations Committee; Long Term
   b. Initiate an ongoing dialogue with elected officials on transportation issues.
      Action: Legislative Liaison Committee; Short Term
   c. Involve Student Chapters in NEITE.
      Action: Student Chapter Liaison; Intermediate Term

2. Advocate for an appropriate level of licensure and qualifications for the conduct of professional work.
   a. Develop a white paper defining minimum qualifications.
   b. Explain the need for minimum standards to elected officials and appointed boards.
      Action: Legislative Liaison Committee; Long Term

3. Engage government agencies.
   a. Provide technical sessions and training oriented to the public sector.
      Action: Program Committee/Continuing Education Committee; Intermediate Term
   b. Conduct joint meetings with municipal professional organizations.
      Action: Program Committee; Long Term
   c. Issue certificates of completion for seminars.
      Action: Program Committee/Continuing Education Committee; Short Term
d. Develop a database of public sector transportation professionals.
   Action: State Chapter Presidents; Short Term

4. Identify and publicize existing transportation guidelines, standards, and reports.
   a. Identify and prioritize reports.
      Action: Technical Committee; Short Term
   b. Notify government agencies and public boards of the reports.
      Action: Public Relations Committee; Short Term

5. Address technical issues through white papers.
   a. Solve specific problems on request.
   b. Fill in gaps (ex. Trip generation data).
      Action: Technical Committee; Intermediate Term

III. ACTIONS TO SERVE THE PUBLIC

1. Establish an NEITE speakers bureau.
   a. Use webinars and other ITE training material to educate the public.
   b. Reach out elementary and high school students.
      Action: Public Relations Committee; Long Term

2. Notify the public of NEITE meetings.
   a. Issue press release in advance of meeting.
   b. Invite public officials and lay people to attend NEITE meetings.
      Action: Public Relations Committee; Intermediate Term

3. Use the NEITE website to provide information for the public.
   a. Design speed, operating speed, parking generation, and trip generation, etc.
   b. Provide links to other transportation sites.
   c. Establish a generic email address for responses.
      Action: Technical Committee and Website Committee; Intermediate Term

4. Provide copies of the Chronicle to other professional organizations and government agencies.
   Action: Chronicle Editor; Short Term
INDUSTRY TRENDS/POSSIBLE FUTURE CHANGES

- Technology (information flow, coordination of traffic signals, traveler info, etc.)
- Students/Workforce changes (filling baby boomer slots, skill levels)
- Inability to explain what we do to the public (future need to communicate better and more often to the public and to hear from them)
- More work, faster, tighter budget results (more and more it is "crank out the number") - bringing the office home
- Efficiency and broader base (more economical in the end)
- Productivity will increase as we have more technology and efficiency with fewer people
- More competitive - have to cover a larger geography
- More focused on sensitivity, e.g., design needs to fit into the environment and to the neighborhoods
- Fewer projects available (public money is decreasing along with other factors)
- Defining expertise further with related dilution (certifications are confusing; over-certification)
- More demanding because of more time required and higher expectations
- Increased complexity demands that negate technical efficiencies
SWOT ANALYSIS (Strengths, Weaknesses, Opportunities, Threats)

Strengths

+ long history
+ benefits to members including technical programs
+ friendships between members
+ networking
+ of the Board
+ depth of leadership (core involvement of around 50 people)
+ continuity (people stay involved)
+ well-established
+ six states
+ student chapters
+ state chapters

Weaknesses (note, not everyone agrees with each of the following)

- Membership decreasing or static
- Board does not do enough outreach, e.g., going to state or student meetings
- Massachusetts domination on Board and leadership
- Not enough women
- Meetings of Board are too involved with administrative or minutiae
- Continuity in terms of plan to move forward for officers
- Overwork the same people and not bringing others in (will be unbalanced in time)
- Lack of involvement by public sector
- Too much time between meetings (how to keep things moving in email or other media)
- Election structure, e.g., lose VP if not elected
- Percent of members who are active (maybe 100 out of 700)
- Meetings feel unwelcoming to new attendees
- Board tends to dwell on things too long, e.g., Chronicle issues (we could be better at expediting these)
- Employers don't allocate time for member participation
- Inability to manage administration
- Our geographical area is not growing and there are few exciting projects (so leadership is in-bred)
Opportunities

1. Leadership with the public
   -we aren’t seen as the place to bounce issues off of
   -more work with agencies and municipalities
   -better resource

2. Involve more women members in leadership

3. Embrace a woman who expresses interest

4. The workforce is changing with more diversity - we could capitalize on it

5. Encourage, involve, and mentor the newer members (often younger)

6. Have more joint meetings with other organizations
   -consider a pilot project with WTS or Civil Engineering Society

7. Make meetings as attractive as possible (useful training AND fun)

8. Build on #7: Assign tables at meetings so there is a mix of members by age, gender, etc.

9. Recognize new members somehow (acknowledge them to the full group)
   -special name tags

10. Involve the public sector (including municipal, state, federal agencies)

11. Involve students more

12. No good structure to bring people in who want to be involved

13. Master's degree as base requirement (also threat)

Threats

1. Stagnation

2. Declining public sector engagement means we’d become a private company group

3. Time limitation will further impact membership and new people involvement

4. Whole field decreasing and fewer members (because less college focus)
5. Change in accreditation (ABET), e.g., does not require transportation study at undergraduate level

6. Leadership meltdown/burnout

7. Masters degree as a base requirement

8. Internet allows people to get information outside the NEITE/ITE organization

9. Build on #8: Same is true for CEUs

10. Other organizations may serve our members better than we do (Mass. Municipal Engineers Association)

11. Requirement that members must join national organization if they want to join the Section or State organizations

ELEMENTS OF NEITE’S PURPOSE AND MISSION

- Goals
- Education
- Outreach to public
- Networking
- Profession
- Membership
- International
- State chapters (and how they interact with the Section)
- Standards and practices
- New England oriented
- Serve (not self-serve)
TWO VERSIONS OF MISSION/PURPOSE OF NEITE

1. NEITE’s purpose is to serve its members, the transportation profession and the public by facilitating professional development and education, interchange within the profession, enhancement of professional practice, and provide a resource to the public, resulting in safe, efficient, and cost-effective transportation solutions.

2. NEITE’s purpose is to serve its members, the transportation profession, and the public by facilitating professional development and education, promoting the exchange of ideas, and enhancing the professional practice to provide safe, efficient, and cost-efficient transportation solutions.

Commonalities of the two versions:

Serve:
- Members
- Transportation profession
- Public

By:
- Facilitating professional development
- Education
- Interchange/exchange of ideas
- Enhance professional practice

Differences between two versions:

Resource to the public

Gaps/Missing pieces

National connection (ITE)

(These two definitions will be merged into one by a sub-group of Kevin D. and Fayssal for presentation to the Board)
ACTION PLAN TO SERVE MEMBERS
(Mike, Ken, Jennifer, Kevin D.)

- Create frequent opportunities for networking both formal and informal
  Action: Membership Chair implement

- Member shadow at meetings (check box on sign-in so can announce anyone who wants to be)
  Action: Past president/President

- Identify through nametag/offering nametag programs and membership at registration
  Action: networking meal with assigned seating so people network with new people

- Creating more informal opportunities after work and other times (brown bag, mentoring, Traffic Bowl @District)
  Action: State Chapter President

- Use our people resources with prior Board experience = "reactivate"
  - if younger person is chair, provide an advisor
  - one or two younger Chairs/Advisory Chair work with past presidents to appoint
  Action: President

- Providing education opportunities
  - survey members to see what they want to learn/need to learn
  - field trips and tours
  Action: Program Chair/public relations

- Providing leadership opportunities
  - presentations
  - committees & board
  Action: Program Chair instructed by president (see above)

- Addressing issues for members
  - problem solving
  - trip generation data, absences
  Action: Direct technical to set aside time to address issues
  Newsletters contact Tech Committee for ad-hoc tech discussion

- Forwarding information re: other meetings/topics to newsletter and/or website
  Action: Everyone to newsletter/website
  List new members in Chronicle and on website
Group additions to Action Plan for Members:

1. Create an Ambassador Committee or Greeter for all events (especially to welcome new members)

2. Include people who do not know people (not just new members)

3. Focus on what attracts a public agency

4. Engage the public agency itself

5. Have a liaison to the Board

6. Have diversity of food

7. Have full Committee and involve new people in ones of interest and where needed

8. Outsource/farm out some administrative functions (look into this)

9. Pay honorarium to someone as Section Administrator (like District does)
   - $750/year

10. Create letter (IT, NEITE, etc.) to send to ABET re: #5 Threat

11. View the Internet as our friend (make it work for us)

12. Clarification of state membership or not; we benefit the profession if members can be members of state chapters only

13. Chapter membership vs. section - look into this - should we target state members?

ACTION PLAN FOR THE PROFESSION
(John, Joe, Jeff, Kevin H.)

PROFESSIONAL PRACTICE: Make sure our practice is practiced professionally

- Standardization
- Conformance with accepted standards

Action Items

1. Develop and identify existing information reports, practices, standards
   - In response to general request or do we go looking?
• In response to member requests?
• Develop White Papers

Action: Technical Committee (ask ITE HQ)

2. Identify target audience for each product

3. Disseminate ITE (NEITE, ITE) information, G/Ls, standards, etc.
   • Outreach
   • Mailings
   • Other organizations (APWA, ASCE, APA, public agencies)

   Action: Legal liaison, public relations

4. Promote ITE information, G/Ls, standards, etc.

PROFILE/IMAGE/VISIBILITY OF PROFESSION:

• Easier to have credibility (deserved) with public
• Less easy for unqualified person to have credibility

Action Items

1. Let the public know what we do (we are professionals)
   • Let public officials, boards, etc. (same audience as in outreach) know what we do
   • Let students know what we do (potential members)

   Action: ITE Public Information Series

2. Standardization of qualifications
   • Define qualifications
   • Promote/explain licensure (why important?)

3. Prepare White Paper on minimum qualifications for certain activities

Group Additions to Action Plan for Profession

1. How to require certain qualifications for tasks, e.g., traffic study
2. Educate local towns on what qualifications to ask for on projects
3. Do what is done for architects vs. contractors (on radio and such)
ACTION PLAN FOR THE PUBLIC
(Joe, Fayssal, Kim, Kien)

EDUCATION/PROFESSIONAL DEVELOPMENT

Action Items

1. Web-based education

2. Invite non-transportation people to attend ITE meetings (municipal planning board members, public figures)

3. Press releases: announcement of awards, winnings, join meetings with other organizations, etc.

4. Utilize ITE website: Post technical information that is useful to the public
   - Establish web link to other transportation sites that deemed useful
   - Sponsor technical seminars geared toward public sector
   - Join meetings with municipal associations
   - Issue certificate of completion for attending technical seminars
   - Distribute the Chronicle free of charge to selected non-ITE members

Actions:

Assign junior directors to reach out to other organizations and formulate a plan that can be implemented (identify contact people in other organizations and provide a list to send to the Chronicle)

Establish an ITE Speakers Bureau (screen applicants, assign Public Relations Committee for this task)

EXCHANGE OF IDEAS

Action Items

1. Encourage more discussion with public agencies

2. Create a database list of regional planning and municipal agencies (and members)

3. Reach to public high schools to educate the children about engineering and ITE

4. Utilize national ITE resources for public education
Actions

Provide copies of the Chronicle to other organizations and their chapters such as ASCE, BSCE, ITS, MMA, APWA, ASME, WTS, NEAPA, CNU, The Engineering Center, VAP

Establish an email address (generic like info@neite.org) for others to communicate with our chapter/section

Provide a specific space on the website for public interest, i.e., speed, parking, etc.)

ENHANCE PROFESSIONAL PRACTICES

1. Use national ITE resources to educate public

OVERALL NEXT STEPS

1. Peg gets notes done and sent to John (send mission/purpose pages to Fayssal and Kevin as well)

2. Sub-group composed of John, Jennifer, Kevin and Kien put together a prioritized list of actions to be presented to Board in June

3. Get an article into Chronicle about this meeting (perhaps in the President's Column)

4. Look at the list of action items in #2 and do four of them; also look for short-term actions to implement soon (even before June)
APPENDIX B – INTERVIEW RESULTS
WHAT IS IMPORTANT FOR ORGANIZATION’S FUTURE

Recurring themes (roughly in order of frequency of mention):

1. Increase membership (more women and more younger members)

2. Increase involvement level of members (more diversity at officer level plus more participation at meetings, including Board meetings)

3. Less Massachusetts-centric focus - more involvement from other New England states

4. Increased visibility: be the source of info for legislators and anyone dealing with transportation

5. Make website more useful to members and companies

6. Have outside help with administration of organization

7. Review structure of Section to see if it still works given obstacles, e.g., Committees, Massachusetts domination, etc.

8. Survey or poll membership to learn what they want

9. Board representation at state chapter meetings

10. How to feel welcome as a newbie to meetings and organization (possibly mentoring program)

11. Help student chapters be more active

12. Means for students to successfully network with professionals and develop their skills and broaden their horizons

13. Serve members by exposing them to employers and vice versa

14. Get professional help to do the mundane tasks of organization, e.g., run election, manage membership lists, publish newsletter, etc.

15. More engagement in standards
16. More electronic communication

17. More active student chapters

18. Better connection at higher level in state and regional government

19. More influence with policy makers

20. Use the work done at national ITE and internationally (use their seminars, licensing, training programs, webinars, for example)

21. Stronger education of members (continuing after school)

22. Better sharing of information in terms of design research for example


24. Make our meetings more fun

25. How to involve the 10% who might be willing to take on offices

26. What to do about 600 people who never attend anything

27. Better meeting skills on Board (same issues revisited over and over)

28. Get training for Board on how to be more effective (what should we be doing)

29. Think across state lines

30. Have a voting representative from all chapters at Board meetings

31. Keep people who attend professional development through for dinner and socializing

32. Get more people to the convention (cost-prohibitive)

33. Become unique so not competing with other societies

34. Have older members bring new younger members to Annual Meeting

35. Describe the Committees and expectations with timelines

36. New programs like Brown Bag lunches might involve younger people
37. More technical material

38. Consider bylaw changes - Presidency changes too often so programs never see the light of day

39. Benchmark with similar organizations to see how they do things

40. More government staff (have dropped off in recent years perhaps due to cutback in travel reimbursement)

41. Review membership fee structure (less for students, less for state workers, clarity on national and international membership)