

Section Annual Report  
 January 1, 2005 to December 31, 2005  
 North Carolina Section Institute of Transportation Engineers

**Officers:**

**Current Officers and Council / Committee Chairs**

**2005 Board of Directors:**

President	Bill A. Martin, P.E.
Vice President	Jim G. Humphrey, P.E.
Secretary	Dale Privette, P.E.
Treasurer	Keith D. Lewis, P.E.
Past President	Calvin W. Leggett, P.E.
Section Director 04-05	Fred Burchett, P.E.
Affiliate Director 05-06	Sarah Smith, E.I.T.
Affiliate Director 04-05	Paul Koch, P.E., AICP
District 5 ITE Representative 05-06	Jim Westmoreland, P.E.
District 5 ITE Representative 04-05	Terry M. Snow, P.E.

**2005 Council Chairs:**

Director 04-05	Kevin Lacy, P.E.
Planning	Lori Cove, P.E.
Engineering	Jeffery Dale, P.E.
Administrative	Jim Westmoreland, P.E.
Consultant/Vendors	David Jones, P.E.

**2005 Committee Chairs:**

Membership Committee	Adam Fischer, P.E.
Operations Committee	Peter Nicholas, E.I.T.
Nominations	Calvin W. Leggett, P.E.
Audit	Mike Mabe, P.E.
Awards	Burt A. Tasaico, PE Terry Hopkins, P.E.
Scholarships	Fred Burchett, P.E.
Annual Meeting	Stephanie Privette, P.E. Jo Ann Oerter
Mid-Year Meeting	Lori Cove, P.E.
History Update	Phil W. Wylie, P.E.
Teller	Peter Nicholas, E.I.T.
Annual Golf	David Jones, P.E.
Newsletter	Stacie Phillips, E.I.T.

	Christine Kuchta
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**Student Chapter Advisors 2005:**

Section Liaison	Fred Burchett, P.E.
North Carolina State University	Billy Williams, Ph.D., P.E.
North Carolina A&T University	Joyce Perkins, Ph.D.
University of North Carolina at Charlotte	Johnny R. Graham, Ph.D.

## Membership

The organization is structured to include: Members, Affiliate Members, New Members, Student Members, and Life Members. Members and Affiliate Members pay the same amount in membership dues. New Members are required to pay annual dues at half the amount of Members and Affiliate Members. Student and Life Members are not required to pay dues. Members are those who also have joined International ITE. Affiliate Members are those who are only members of the North Carolina Section. There are section members that belong to three Affiliate Government Agencies (USDOT, NCDOT, City of Charlotte, and City of Greensboro).

Number	Membership Grade	Section Annual Dues
297	Member	\$30.00
227	Affiliate	\$30.00
45	Student	\$0.00
1	Life/Affiliate Life	\$0.00

There were 45 new members that joined the section during the past year. The Membership Committee enhanced its functions during 2005 and achieved the following:

- Maintained \$15 new member fee (cut from \$30 to attract more new members).
- Initiated membership drive / campaign with a goal of 500 total members. This goal was exceeded which represents more new members than the past three years combined.
- Updated NCSITE membership brochure and application.
- Provided new member welcome packages.
- Actively contacted and involved all new members in Section activities.

## Financial:

Does your section have a Federal Employer Number?

Yes If yes, what is the number?  No

The section utilizes the International ITE Tax ID Number (TIN) for items related to the scholarship funds International ITE administers. ITE recently obtained a Federal Employer Identification Number for the NC Section to operate under. That number is 20-3850457.

**Beginning Balance Checking Account** \$19,415

### Checking

#### Income

Membership Dues	\$10,444
Gross Income from Meetings	\$46,010
Investment Income	\$198
Other Income	\$3,490
Scholarship Fund Contributions	\$9,184

**Total Income:** \$69,326

**Balance:** \$88,741

#### Expenditures

Newsletter and Survey Printing/Postage/Bank Fees	
Website/Network Fees/ITRE Administrative Fees	\$3,926
Meetings	\$38,779
Council Expenses	\$1,820
Transfers to International ITE Scholarship Funds*	\$11,000
Board Expenses & Section Awards	\$936
Donation/Sponsor – Future Cities Competition	\$500
Student Chapter Incentives/Contributions	\$4,020

**Total Expenditures:** \$60,981

**Balance:** \$27,760

### Savings

**Balance on Hand** \$43

**Balance:** \$27,803

### Scholarship

**Balance on Hand – ITE\*** \$73,347

**Balance:** \$101,150

**Ending Balance of All Funds** \$101,150

\* 2005 Scholarships of \$6,000 will be paid out by ITE through the scholarship funds.

Was there a change in the Section Bylaws during this Reporting Period?

Yes If yes, attach a copy of the bylaws.  No

# Technical Activities

Technical activities during the year are highlighted below under the **Meetings** section of this report. For detailed information on meetings and technical activities please see the **Meetings** chapter in the base of the report.

# Legislative Activities

One of the Section's goals for 2005 was to enhance our legislative activities. Our first step was to enhance our communication within the Section and our affiliate organizations. Using the Section's quarterly Newsletter, The Involver, and listserv, NCSITE Section summarized and distributed to members. Articles that included local officials' legislative briefings, news bits, and other relevant information such as transportation related press releases.

A great example of the Section's outreach to other organizations included participation in the first annual 2005 North Carolina Transportation Forum in an effort to promote better understanding and cooperation among transportation providers within the state and explore ways to better integrate transportation planning and decision making to make all modes of transportation work more efficiently and effectively. The Forum is being sponsored by 19 local transit organizations and was formed in 2004 in response to major new legislative initiatives being developed at the State and Federal levels.



This year, the Section's Board decided it wanted to pass on legislative information to its membership more expeditiously and continued to publish the monthly **NCSITE Involver**. This monthly publication provides updates on organization activities, local and regional news, as well as technical information. The **NCSITE Involver** allowed this important information to be distributed to the membership that would be impacted the most, so that a proactive and timely response to legislative activities could be accomplished.

## Meetings

Numerous meetings were held across the state that allowed members to meet with fellow transportation professionals, share creative and innovative ideas, and earn needed PDH hours. The following is a summary of meetings held or sponsored by NCSITE in 2005.

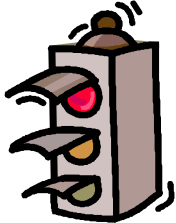

<b>Date:</b>	Monthly Gatherings	<b>Location:</b>	Raleigh, NC	
<b>Name:</b>	Traffic Engineering Council		<b>Attendance:</b>	varied
<b>Highlights:</b>	This working group met ten times in 2005 to set the course for the Traffic Engineering Council and to monitor the progress of tasks. Subcommittee Chairs for the Local Meetings (Todd Brooks & Tyson Graves), User Groups (Mark Dunzo), Task Forces (Bobby Croom), and Annual Meeting (Stephanie Privette & Jo Ann Oerter) were selected to lead the effort in these specific areas. In 2005, The TEC hosted three signal System User Group Meetings, the Yellow and All Red Task Force, a report summarizing the success of the Yellow and All Red Task force was submitted to the Transportation Research Board, one local meeting in Rocky Mount, and the council led the way for the Annual meeting.			

<b>Date:</b>	Monthly meetings	<b>Location:</b>	Cary, NC	
<b>Name:</b>	Transportation Planning Council (TPC)		<b>Attendance:</b>	varied
<b>Highlights:</b>	This working group met twelve times in 2005 to set the course for the Transportation Planning Council. The TPC is traditionally asked to organize the NCSITE Mid-Year Meeting and prepare the agenda for the Annual Meeting. The TPC issued goals for 2005 that included: "Happy Hours" and lunches throughout the region to facilitate relationship building, foster a closer relationship with NC APA, coordinate the Statewide Model User's Group, host an "Access Management" workshop, increase student chapter involvement, and host other local meetings throughout the state.			

<b>Date:</b>	March 1, 2005	<b>Location:</b>	Greensboro, NC	
<b>Name:</b>	Administrative Council Leadership Team Meeting		<b>Attendance:</b>	7
<b>Highlights:</b>	This working group meeting was held to set the course for the Administrative Council's activities for 2005. The Administrative Council provides a forum to foster leadership development, soft skills training, transportation profession advocacy, networking, communications and activities to identify and address strategic and emerging issues for the Transportation Profession. The Council caters to Senior and mid-level level managers in the profession and those who aspire to a			

	management role.
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<b>Date:</b>	March 23-24, 2005	<b>Location:</b>	Charlotte, NC
<b>Name:</b>	NC Transportation Forum	<b>Attendance:</b>	394
<b>Highlights:</b>	<p>The two-day event featured a panel discussion on North Carolina transportation initiatives concerning regional transit, toll roads, economic development and a high speed rail program in the South. Participants were able to attend technical sessions on topics such as land-use planning, roadway maintenance, context sensitive designs, homeland security and transportation. Participants also attended a trade show and social event where they were able mingle with a wide range of industry representatives.</p> <p>PDH Award: 19.5</p>		

<b>Date:</b>	April 12, 2005	<b>Location:</b>	Raleigh, NC
<b>Name:</b>	Signal System Users Group Meeting	<b>Attendance:</b>	48
<b>Highlights:</b>	 <p>The meeting opened with discussion of the use of the 4-section head with Flashing Yellow Arrow (FYA) for Protected Permitted Left Turns. Charlotte has had one in operation for over seven months. The new installation seems to be a great success There had been no crashes as of December, 2004, but there were a total of 15 (left turn, same roadway) in the three years leading up to the installation of the FYA head. The group observed the operations of a FYA head which was installed in Raleigh in February, 2005 in front of Wake Medical Hospital on New Bern Avenue. One crash has occurred since installation and it was an employee of the hospital. To date the majority of comments regarding operations have been favorable.</p> <p>One of the major discussions of the day revolved around The National Traffic Signal Report Card. It was determined most of the municipalities in attendance had not responded to the survey. Although NCDOT scored in the "D" range, the general thoughts were that North Carolina falls in the higher percentile of traffic signal operations around the country due to the large number of computerized signal systems compared to other states. A formal press release was not planned, but NCDOT is prepared to answer questions as they arise. The need for better ongoing preventative maintenance for both NCDOT and the municipalities present was discussed in detail.</p>  <p>An update was given on the status of several metropolitan signal systems around the state. Currently, there are six systems in construction; two in design, one showing up as funded in the Draft TIP, and one major system previously shown (unfunded) in the last TIP was left out of the current Draft TIP. The state continues to be a leader in</p>		

	<p>transportation technology.</p> <p>A technical presentation was given by Steve Haney on the determination of appropriate traffic signal cycle lengths and the different software tools available. It was noted that in many cases, the measured saturation flows could be less than the flow rates assumed by the particular program being run. Fine tuning system timing after field implementation is essential to providing a well-coordinated system. System detector archiving was discussed. Neither NCDOT nor the municipalities are using any widespread programs to routinely collect traffic data from existing system detectors. The discussion focused on how valuable this information could be in analyzing trends in traffic volumes and for use in evaluating/updating system timing plans.</p> <p>PDH Award: 4</p>
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<b>Date:</b>	April 10–13, 2005	<b>Location:</b>	Savannah, GA	
<b>Name:</b>	Southern District ITE Annual Meeting	<b>NCSITE Member Attendance:</b>	28	
<b>Highlights:</b>	<p>The Southern District ITE Annual Meeting was held in Savannah, GA. During the annual banquet, NCSITE members were recognized as leaders in the transportation engineering and planning professions. The topic of the meeting was entitled Solutions Through Design. This meeting offered an excellent balance of technical training and networking opportunities for all attendees</p> <p>PDH Award: 12</p>			



<b>Date:</b>	April 15, 2005	<b>Location:</b>	Asheville, NC	
<b>Name:</b>	Pedestrian Workshop	<b>Attendance:</b>	20	
<b>Highlights:</b>	<p>The North Carolina Arboretum in Asheville was the setting for a Pedestrian Safety Focused Local meeting sponsored by the North Carolina Section of the Institute of Transportation Engineers Transportation Planning Council.</p> <p>The meeting's program brought together practitioners from Municipal, State, and Federal government to discuss pedestrian safety. Spanning funding, operations, policy, planning, and design, the program of speakers will present a broad range of experiences, initiatives, and opportunities regarding pedestrian safety.</p>			



PDH Award: 4
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<b>Date:</b>	April 19, 2005	<b>Location:</b>	Raleigh, NC
<b>Name:</b>	Model Users Group Meeting	<b>Attendance:</b>	25
<b>Highlights:</b>	<p>The focus of this meeting was NCDOT's using census data in modeling. A presentation was also given by users of various modeling software's.</p> <p>PDH Award: 3.5</p>		

<b>Date:</b>	April 26, 2005	<b>Location:</b>	Charlotte, NC
<b>Name:</b>	NCSITE Student Chapter Local Meeting	<b>Attendance:</b>	63
<b>Highlights:</b>	<p>The 2005 Student Chapter Local Meeting was hosted by UNC-Charlotte Students at the Student Activity Center Salons D&amp;E. The meeting was entitled "Mobility North Carolina – Future Leaders with High Impact"</p> <p>The 2005 NCSITE Student Chapter Meeting drew record numbers of students and unanimous praise for the quality of presentations and discussions. This year the NCSITE Student Chapter Meeting was hosted by the University of North Carolina at Charlotte's student chapter on April 26, 2005. This meeting was attended by about 30 students and 33 NCSITE members, affiliates and guests. Fifteen students shared their ideas from thirteen current and relevant transportation topics. The agenda included Access Management, Pedestrian Safety, Transit, HOT lanes, class projects research projects, masters, and doctorate thesis results. Mr. J. Max Tate, Research and Technology Engineer with FHWA, provided an update on "Reauthorization and Transportation Issues" during the luncheon</p> <p>The highlight of the meeting was the "2005 NCSITE Student Resume Book – Spring Edition", which included 40 student resumes from all of the three member student chapters (NCSU, NC A&amp;T and UNC Charlotte)</p> <p>PDH Award: 5</p>		

<b>Date:</b>	May 9-13, 2005	<b>Location:</b>	High Point, NC
<b>Name:</b>	MidYear Meeting	<b>Attendance:</b>	98
<b>Highlights:</b>	<p>The meeting began with the annual Scholarship Golf Tournament at the Oak Hollow Golf Course in High Point. A total of 44 golfers enjoyed the beautiful weather and participated in the tournament.</p> <p>The evening's entertainment moved to Greensboro as about 30 members participated in an evening at the ballpark. The game was played between the Greensboro Grasshoppers and the Augusta GreenJackets.</p> <p>The technical portion of the mid-year meeting was held on May 24<sup>th</sup> with nearly 100 members, affiliates and guests in attendance. Opening remarks were presented by Bill Martin and the attendees received a warm welcome from Rebecca Smothers, the mayor of High Point. The meeting consisted of three technical sessions in addition to a guest luncheon speaker.</p> <p>The first technical session titled "Transit Innovations and Funding" was moderated by Tony Tagliaferri of Stantec Consulting. Technical presentations were given on the Mecklenburg County Transit Funding by Bill Carstarphen of Charlotte Area Transit System, on Public Transportation Initiatives by Carol Carter of Stantec Consulting, and on Campus Transit Initiatives by Slade McCalip of North Carolina State University Transportation.</p> <p>The second technical session titled "Can You Get There From Here?" dealing with access management and safety was moderated by Beth Royall of Gibson Engineers. Technical presentations were given on the US 64 Corridor Study by John Adams of PBS&amp;J, on the Implementation of the NCDOT Driveway Manual by Brandon Jones of NCDOT, and on the Spot Safety Program by Kevin Lacy of NCDOT</p> <p>The lunch portion of the program was highlighted by a presentation on Dell Computers planned facilities in Forsyth County. The presentation discussed the logistics of operating a state of the art facility including how the transportation system plays a vital role in the process.</p> <p>The afternoon session titled "Facility Funding Trends", moderated by Peter Trencansky of URS Corporation, concluded the technical program. Technical presentations were given on Regional Business Perspectives on Funding Innovations by Joe Millazo of the Regional Transportation Alliance, and on Toll Revenue Financing by Raymond Tillman of URS Corporation.</p> <p>PDH Award: 5</p>		




<b>Date:</b>	May 13, 2005	<b>Location:</b>	Greensboro, NC
<b>Name:</b>	Administrative Council Leadership Team Meeting	<b>Attendance:</b>	7
<b>Highlights:</b>	<p>This working group meeting was held to review the progress of the first half of the calendar year. Planning for the remainder of the Administrative Council's activities for 2005 was also addressed. The Administrative Council provides a forum to foster leadership development, soft skills training, transportation profession advocacy, networking, communications and activities to identify and address strategic and emerging issues for the Transportation Profession. The Council caters to Senior and mid-level level managers in the profession and those who aspire to a management role.</p>		

<b>Date:</b>	August 7-10, 2005	<b>Location:</b>	Victoria, AU
<b>Name:</b>	ITE International Annual Meeting	<b>Attendance:</b>	2
<b>Highlights:</b>	<p>Attendees of the ITE 2005 Annual Meeting and Exhibit, which took place August 7–10, 2005, in Melbourne, Victoria, Australia, very much enjoyed the decidedly international flavor and the participation of members from 19 countries. The six session tracks incorporated speakers with work experience from all over the world, which generated good attendance and lively discussion. Our Australian hosts also organized unique field trips and post-meeting seminars.</p> <p>PDH Award: 12</p>		

<b>Date:</b>	August 25, 2005	<b>Location:</b>	Rock Mount, NC
<b>Name:</b>	Rocky Mount Local Meeting	<b>Attendance:</b>	48
<b>Highlights:</b>	<p>Broad participation came from across the state for this local meeting. The total number of attendees was comprised of representatives from municipalities, Private Engineering Firms, NCDOT Divisions, and the NCDOT ITS &amp; Signals Unit.</p> <p>Discussion and Presentations were held on the following topics on I-95 Truck Safety Initiatives and Weight Enforcement Activities, I-95 and I-40 Incident Management – Lessons Learned US 70 Corridor Study, Rocky Mount Downtown Circulation Study, and the Trent River Bridge Replacement.</p> <p>PDH Award: 4</p>		

<b>Date:</b>	October 20, 2005	<b>Location:</b>	Charlotte, NC	
<b>Name:</b>	Charlotte Local Meeting		<b>Attendance:</b>	46
<b>Highlights:</b>	<p>This meeting entitled "Center City: the future starts...<i>tomorrow</i>"  Covered topics including an overview of the Center City Transportation Study and a presentation on the "Click and Park" Travel Demand Management for the new Charlotte Bobcats Arena.</p> <p>PDH Award: 1</p>			

<b>Date:</b>	November 7, 2004	<b>Location:</b>	Castle Hayne, NC
<b>Name:</b>	Signal System Users Group Meeting	<b>Attendance:</b>	61
<b>Highlights:</b>	<p>Attendees of the Fall SSUG included 19 Municipal Representatives from 11 Cities, 11 Private Engineering Firm Representatives from 8 firms, and 31 NCDOT Representatives from 9 Divisions and 2 Units from Traffic Engineering.</p> <p>Information was share regarding the impending changes to Daylight Saving Time which will take effect in March of 2007. All devices that operate with internal time clocks or software driven time clocks will need to be adjusted to compensate for the upcoming changes in order to keep clocks on correct time.</p>  <p>A presentation was given by Nolan Kirkman, city of Burlington Traffic Engineer on the Burlington/Graham Traffic Signal System. He spoke briefly on the history of the system development and current operations.</p> <p>Neil Avery provided an update on the latest cable offset allowances allowed by the National Electrical Safety Code, and on the latest OSHA requirements when working with wireless (radio) transmitters for communications</p> <p>Buddy Murr gave an update of recent developments with regards to NC Dept. of Insurance requirements for third party listing of electrical components which make up ITS devices.</p> <p>Belayneh Mekuria, Mekuria Engineering, presented on strategies for optimizing coordination along timed signal corridors.</p> <p>Milton Dean, NCDOT, gave an update on some of the latest issues involving traffic signals with RR Preemption and what to look for in order to ensure they are running correctly.</p> <p>Pam Alexander gave an update of the latest Yellow/Red timing strategies that were developed as a result of the NCSITE Task Force recommendations that came out on August 1, 2005.</p> <p>PDH Award: 4</p>		

<b>Date:</b>	November 16, 2005	<b>Location:</b>	Raleigh, NC
<b>Name:</b>	NCSITE Annual Meeting/Banquet	<b>Attendance:</b>	304
<b>Highlights:</b>	<p>Over 300 people attended the 42<sup>nd</sup> Annual Meeting was held at the McKimmon Center, in Raleigh, on Thursday November 17<sup>th</sup>, 2005.</p> <p>The third annual silent auction raised almost \$2,600 for scholarships – a significant increase over the previous years.</p> <p>Complete presentations from each seminar can be located on <a href="http://www.ncsite.org">www.ncsite.org</a>.</p> <p>PDH Award: 6.5</p>		

NCSITE is pleased to be certified by the North Carolina Board of Examiners for Professional Engineers and Land Surveyors to provide Professional Development Hours (PDH) for continuing education. All of our technical training and local meetings qualify for PDH credits. A total of over 80.5 PDH's were offered by NCSITE during 2005.

## Student Chapter's

All three of the Section's student chapters, North Carolina State University (NCSU), the University of North Carolina at Charlotte (UNCC), and North Carolina A&T State University (NC A&T), were extremely active this year. This year's student activity was highlighted by involvement at the NCSITE mid-year meeting as well as the NCSITE annual meeting through presentations and committee work. In addition, each chapter was responsible for holding local meetings on campus to share information and discuss new transportation initiatives with their student members. Several student members participated in community service activities including "Adopt a Highway" program and "Green Heroes" (a Greensboro-based adopt-a-street program).



In order to bridge the gap between the Professional and Academic world there are currently student liaison teams representing the Metrolina, Triad, and Triangle areas. To some extent, this will be just formalizing much of the work that is being done in with the Student Chapters at NCSU, NCA&T and UNCC.



This development of student liaison teams was an effort designed to build on the great work of the student chapters, taking our efforts to a higher level than one person acting alone can achieve. Brent McKinney, a long-time supporter of nurturing student chapters, developed a mission statement and a set of duties and functions for each team with the goal of better integrating the student chapter members into the activities of the Section. The liaisons will evolve into team leaders and have assistants assigned to help in achieving their goals.

- Enhanced Student Chapter Involvement and Activities:
- Board maintained support to student chapter operations (\$400/year to each chapter meeting certain performance criteria).
- Board adopted policy that allows all active student chapter members to attend and participate in any NCSITE meeting for free!
- Student chapters coordinated and held meeting in Greensboro to showcase research and projects.
- Several members and affiliates participated in student chapter activities and meetings.
- NC A&T Student Chapter assisted NCSITE in Green Hero's Adopt-a-Street pick-up.

The **Second Annual Student Chapter Quiz Bowl** was held at this year's Annual Meeting. Teams of three students from each of the three student chapters will participate in a Jeopardy-type quiz bowl. The Board approved funding earlier in the year to sponsor each winning team member's trip (up to \$500 each) to participate in the ABD Bowl planned for the 2006 Southern District Annual Meeting in Biloxi, MS. Quiz Bowl Champions were UNC-Charlotte students for second consecutive year.

The Transportation Planning Council has set out to increase involvement with existing chapters as well as try to form new student chapters, especially at schools offering degrees in Planning.

Members of the Transportation Planning Council have been in contact with faculty at UNC-Chapel Hill and Appalachian State University to gauge their interest in starting student chapters. The Council also plans to contact East Carolina University. Currently there have not been any commitments by these schools to start a new student chapter although UNC-Chapel Hill is willing to discuss it further. The Council still plans to work with the faculty and inform the students of NCSITE activities.

## Awards

Each year, the Section recognizes outstanding members along with one non-member for their contributions to the profession, Section, and transportation. The winners are selected by a peer group and are recognized during the annual meeting. This year the Section presented the following awards:

R. V. Moss Lifetime Service	Edison H. Johnson, Jr., P.E.
Robert J. Dodge Professional Image	Keith Lewis, P.E.
Jay W. Quinn, Jr. Technical Excellence	Christine Kutcha
Contribution to Transportation	Doug Galyon, P.E.
Young Professional	Russell Dalton, P.E.
Paul D. Cribbins Cup	North Carolina State University
President's Award	Calvin W. Leggett, P.E.
New Member Award	Peter Nicholas, E.I.T.

## Scholarships

The Section continued its efforts to expand the profession by awarding scholarships to five deserving students in graduate or under-graduate programs at the three universities affiliated with the Section through student chapters.

The following recipients were presented their awards and **\$1000 each** during the annual meeting:

Roy D. Williams Memorial	Daniel Findley, NCSU
Herman J. Hoose Memorial	Caroline Kone, UNCC
Dale Brent McKinney Honorary	Leslie Marie Tracey, NC A&T State
Cyrus Painter Memorial	Donald Katz, NCSU
Don Blackburn Memorial	Matthew Bell, UNCC
Allen L. Williford Memorial	Beth Visintine, NCSU

## Other

The Section's created a new website domain [www.ncsite.org](http://www.ncsite.org), this link was continuously updated during the 2005 calendar year. The use of the listserv with more than 500 members listed has proven to be an effective way to communicate timely information.



## NCSITE 2005 Annual Report Card

It is the mission of NCSITE to be the leading organization of choice for all transportation professionals throughout North Carolina. In order to keep NCSITE a leader amongst the ranks the Board established specific and measurable objectives, they are as follows:

### **2005 Goals:**

- √ Update our Bylaws to be consistent with SDITE and ITE bylaws

**Success:** In early 2004, the Board of Directors approved a resolution to initiate the bylaws amendment process due to changes in organizational structure and the completion of an Operations Manual.

In the 18 months that followed, the Board, along with several members, reviewed and researched how best to amend the Bylaws in keeping with the ITE Constitution, Cannon of Ethics, Southern District Bylaws and our own Charter.

The Board evaluated and created the following Bylaw amendments as summarized below:

- ◆ Membership Article I, Section 3 – The membership qualifications and application procedures are best addressed in the Operations Manual.
- ◆ Resignation and Expulsion, Article II.5 – Membership upgrade to Member is no longer viewed desirable unless the member so chooses.
- ◆ Fees, Dues and Assessments Article III.2 – Procedures and requirements are best addressed in the Operations Manual.
- ◆ Nomination and Election of Officers Article IV – Procedures reflect the actual process followed for the past few years. The proposed process does not exclude or restrict anyone from the nomination process.

Both the board and the membership unanimously approved the Bylaw revisions.

- √ As NCSITE has grown to an organization of over 500 members, the level of effort required to provide the necessary administrative services has also grown. Historically, NCSITE has relied on these services being provided by volunteers. Some of the administrative services provided by volunteers include: Creation of a

task force to develop a business plan to evaluate the need for a paid staff position.

**Success:** The Board is in the final stages of evaluating plans to contract out or create a paid staff position to provide the required administrative services for our membership. A committee was developed to prepare a business plan with the objective of exploring which of the following functions

- ◆ Maintain the membership database and contact list
- ◆ Prepare, edit, and distribute the monthly Involver
- ◆ Host/maintain the NCSITE web page
- ◆ Host/maintain the NCSITE listserv
- ◆ Prepare mailings to members
- ◆ Maintain the financial records
- ◆ Prepare minutes of Board meetings

The plan is to shift services from volunteer to paid staff and how could NCSITE generate the necessary revenues to pay for these services. This plan is in the final stages of evaluation and will be considered for approval in early 2006.

- √ Improve Communications with membership.  
**Success:** *The Involver* newsletter was modified from its original format to be more appealing to our members. Postings on the web and listserv were accurately and efficiently posted. Recaps from meetings were posted on the webpage including presentations from major meetings were posted on the web.
- √ Increase Quality of Technical meetings  
**Success:** Attendance at local, and regional meetings continues to grow and serves as a testimony of the quality of the technical meetings held throughout the state.
- √ Accept a lead role in development of the Southern District ABD Scholarship Bowl Competition  
**Success:** Through the efforts of our District representatives and Fred Burchett's leadership, the competition was transitioned to a team concept and the Board continues to support the UNC Charlotte to compete at the District Annual Meeting in Biloxi, MS in 2006.
- √ Enhance Student Chapter Involvement  
**Success:** UNC Charlotte hosted the annual Student-led Local Meeting offered remarkable opportunity for the Student Chapters to be involved in NCSITE activities.

Other Notable Successes:

- § Improve NCSITE's image. The NC Section continues to work to be the organization of choice for the state's professional transportation engineers and transportation

- planners. The Section was extremely well represented at many functions including the NCDOT Traffic Engineering Conference; Incident Management and ITS Conference; Statewide MPO Conference; NC APA Conference; 2005 Student Chapter Meeting at UNCC; Statewide Signal System Users Group meetings; local meetings; ACEC Annual Conference; 2005 NC Transportation Forum; ITE International Meeting in Sydney, Australia; Southern District meeting in Savannah, GA; NCSITE Midyear meeting in Greensboro; and Annual meeting in Raleigh
- § Contribute \$10,000 for the scholarship fund ahead of schedule. Fundraisers for the scholarship include but are not limited to payments for job listings/advertisements in the *Involver* \$6,370.00 in 2005, meeting initiatives such as the Annual Meeting Silent Auction, and Scholarship Golf Tournaments raised over \$2,115.96
  - § Improved appearance and content of Monthly Newsletter, ***The Involver***
  - § Continued Maintenance of Membership Database, and Membership Listserv
  - § Launch [www.NCSITE.org](http://www.NCSITE.org). And subsequent maintenance of web page on a regular basis or when new information becomes available
  - § Unanimous approval of Proposed Section Bylaws
  - § Creation of a task force to develop a business plan to evaluate the need for a paid staff position to improve service and sustain growth of the organization. This business plan will be carried out in 2006!
  - § Conducted several local meetings throughout the section offering technical training the opportunity for all our members to have adequate access to NCSITE events.
  - § Incorporated 2004 Mentor Program Protégés in Leadership Team
  - § Broadened Council Participation
  - § Continued work on Strategic Initiatives/Review
  - § Developed a Meeting Packet – a blueprint to organize and conduct future local meetings
  - § Transition liaison with the student chapters from an individual to a team approach - Planning Council members have teamed to attend Student Chapter meetings and reach out to Universities to assess interest in forming new student chapters
  - § Increased social/networking opportunities for members by inviteing all members to attend “social hours” after each Council meeting
  - § Increase membership to 500. To date, our membership total stands at 525 active members and affiliates. Of these, 297 are National ITE Members, 227 are NC Section Affiliates, and 1 Life/Affiliate Member
  - § Continue working with ITE student chapters to increase their involvement/memberships. Success in this area is proven through Student Chapter-led Local Meetings
  - § Workforce Development including recruitment of individuals into the transportation profession, retaining professionals, and providing educational opportunities through technical and professional training
  - § Successful and continued involvement in Future Cities Competitions
  - § Lunch and Learn sessions are beginning in the Charlotte area
  - § Establishment of a Transportation Environmental Planning Outreach initiative. A team of individuals are looking at ways for NCSITE to serve the needs of other transportation professionals, including NEPA practitioners

ARTICLE I - MEMBERSHIP  
ARTICLE II - RESIGNATION AND EXPULSION  
ARTICLE III - FEES, DUES AND ASSESSMENTS  
ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS, DIRECTORS AND  
SECTION REPRESENTATIVES  
ARTICLE V - MEETINGS  
ARTICLE VI - GOVERNMENT  
ARTICLE VII - VOTING AND VOTING ELIGIBILITY  
ARTICLE VIII - AMENDMENTS

## ARTICLE I - MEMBERSHIP

Section 1.1 - Members of the Section shall consist of those Institute members as specified in the Charter of the North Carolina Section of the Institute of Transportation Engineers.

Section 1.2 – Affiliates of the Section shall be all persons who do not meet the requirements as specified in the Charter of the North Carolina Section of Institute of Transportation Engineers.

Section 1.3 - The Board shall establish standards and procedures to be followed in the admission of all members.

Section 1.4 - The Section Membership Committee shall be responsible for processing all applications, including securing confidential reports from the applicant's references as required. Applications shall be filed on forms prescribed by the Section. The Section Membership Committee shall review each application and based on applicant's education, experience records, and confidential reports of the references together with its own judgment is empowered to approve by majority vote an applicant's membership into the Section.

Section 1.5 – An affirmative vote of the Section Membership Committee members shall constitute election of an applicant's membership into the Section. Otherwise, the application shall be forwarded to the Section Board for review and consideration. The Section Membership Committee shall report to the Section Board all membership actions taken.

## ARTICLE II - RESIGNATION AND EXPULSION

Section 2.1 - Any Member, or Section Affiliate may resign from the Section by written request to the Section Board. If the Member's Section dues have been paid, the Board shall accept the resignation.

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Section 2.2 - Any Member, or Section Affiliate whose section dues are more than one year in arrears shall be dropped from Section rolls by the Section Board, and the unpaid 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 automatically forfeit membership in the Section, and will be eligible to reapply for membership in the Institute. Any member of the Institute who is placed on inactive status by the Institute Board of Directors shall automatically be placed on inactive status by the Section Board.

Section 2.4 - Any Section Affiliate who, by reason of change in occupation or profession, shall cease to be in contact regularly and frequently with transportation professionals shall forfeit affiliation with the Section without prejudice.

Section 2.5 - 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 2.6 - The Section Board shall consider the expulsion of any Section Affiliate (a) upon derogatory 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 Board shall thereupon follow the procedure set forth in Article II, Section 17 of the Institute Constitution. In the event such a charge is brought against a Member or Affiliate of the Institute, the Section Board shall immediately refer the matter to the Institute Board of Directors for handling as provided in Article II, Section 17 of the Institute Constitution.

### ARTICLE III - FEES, DUES AND ASSESSMENTS

Section 3.1 - An entrance fee and transfer fee may be established by the Section Board.

Section 3.2 - Annual dues shall be established by the Section Board. Dues shall be payable according to the International Institute Board of Direction billing schedule. Dues for new Members and Section Affiliates shall be payable on election. Retired Life, Honorary Members, and any retired member may be exempt from dues and shall retain all rights and privileges of their membership classification. The Board by unanimous

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consent may waive the age requirement under extenuating circumstances.

Section 3.3 - Any member or Section Affiliate who dues are more than six months in arrears shall lose the right to vote and to receive the publications of the Section. Should the dues of Members or Section Affiliates become one year in arrears, their connection with the Section shall become forfeited. The Section Board, however, may for cause, extend the time for payment and for the application of these penalties.

Section 3.4 - Special assessments may be made by mail ballot upon affirmative vote of the majority of the Members voting.

### ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS, DIRECTORS AND SECTION REPRESENTATIVES

Section 4.1 - Officers of the Section shall include: A President, Vice President, Secretary, Treasurer, two Directors, one of who shall be the immediate living past president; the other being elected from the Section at large. Only Institute Members may hold these offices. In addition, there shall be two Affiliate directors who may vote on actions which fall within the exclusive jurisdiction of the Section. The terms of the elected officers (President, Vice President, Secretary, and Treasurer) shall be one year beginning January 1st each year. No Member shall serve consecutive terms as President.

Section 4.2 - The President, Vice President, Secretary, Treasurer, and one Director shall be elected by the Members. The Affiliate Directors shall be elected by the Affiliates and serve two-year staggered terms.

Section 4.3 – District 5 Section Representatives shall represent the Section on the District 5 Board. Their number, length of term and date of office are as specified in the District 5 bylaws. They shall be elected by the Members of the Section and serve staggered terms.

Section 4.4 - 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 Board may elect a member to fill the unexpired term.

Section 4.5 - At least ninety (90) days before the Annual Meeting the President shall appoint a nominating committee comprised of at least three (3) Members, and at least three (3) Affiliates.

Section 4.6 – The Nominating Committee shall nominate one or more qualified candidates for each elective office. Written consent to hold office if elected must be received from each person nominated. The Nominating Committee shall transmit its list

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of nominees to the President at least seventy-five (75) days before the Annual Meeting.

Section 4.7 - At least sixty (60) days before the Annual Meeting the Section Membership shall be informed of the nominated slate of Officers. Additional nominations for any office may be made by petition signed by not less than five Members in appropriate membership categories. Each such petition shall be accompanied by the written consent of the nominee to run for the designated office and serve, if elected. The President must receive petitions at least forty-five (45) days before the Annual Meeting. Members nominated for more than one office shall be considered a candidate only for the one office they prefer.

Section 4.8 In the event the Section Membership nominates an additional candidate or candidates as provided in Article IV, Section 7 or more than one qualified candidate for elective office has been nominated as Provided in Article IV, Section 6 and 7, no later than thirty (30) days prior to the Annual Meeting, a final ballot listing the candidates nominated shall be sent to each eligible voter. Final ballots returned by eligible voters before the election at the Annual Meeting shall be canvassed at the Annual Meeting by tellers appointed by the President and they shall report the results in a manner prescribed by the Section Board. The candidate(s) receiving the highest number of votes for each office and who in number equal the number of offices to be filled shall be declared elected. In case of a tie vote, the new Section Board at their first meeting shall choose between the candidates

Section 4.9 – The President, Vice President, Secretary, Treasurer, two Directors (one of who shall be the immediate living past president; the other being elected from the Section at large), and the two Affiliate directors shall constitute the Section Board of Directors and are hereafter referred as the Section Board. The District 5 Section Representatives shall be Ex-officio non-voting members of the Section Board.

### ARTICLE V - MEETINGS

Section 5.1 - Regular meetings of the Section shall be held as determined by the Section Board, but no less than one meeting a year shall be held. The Section Board may call special meetings when conditions justify. No action affecting the Section shall be taken at any special meeting, however, unless at least fourteen days written notice concerning the matter has been sent to all members.

Section 5.2 - An Annual Meeting of the Section shall be held at a time and place approved by the Section Board. A report of the financial condition of the Section shall be made at the Annual Meeting. Committee reports and reports by the President may be made at any meeting.

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Section 5.3 - Installation ceremonies for Officers shall be held at the Annual Meeting.

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### ARTICLE VI - GOVERNMENT

Section 6.1 - The Government of the Section shall be vested in the Section Board. The Board shall manage the affairs of the Section in conformance with the provisions of the Section Charter and Bylaws.

Section 6.2 - The President shall preside at meetings of the Section and of the Section 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 committees, councils, and task forces as deemed necessary and desirable. Operating policies will be established by the Section Board.

### ARTICLE VII - VOTING AND VOTING ELIGIBILITY

Section 7.1 - Voting for officers and section representatives, amendments to these Bylaws, petitions to amend the Charter, and other matters which affect the relationship of the Section to the Institute shall be carried out in a manner prescribed by the board.

Section 7.2 - When voting is required, a paper or secured electronic process may be used in a manner prescribed by the board. The voting process shall be made available to all eligible members.

Section 7.3 – Before the votes are canvassed, the eligibility of voting members shall be checked in a manner prescribed by the board.

Section 7.4 – The President shall appoint a Tellers Committee to tally votes and report the results.

### ARTICLE VIII - AMENDMENTS

Section 8.1 - Proposals to amend these Bylaws or the Charter may be made by resolution of the Section Board or by written petition signed by at least five (5) voting members.

Section 8.2 - Proposed amendments to these Bylaws shall be submitted by letter to the

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membership eligible to vote. The amendments shall be submitted as prescribed in Article VII.

Section 8.3 - An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendments to the Bylaws.

Section 8.4 - Amendments to the Bylaws so adopted shall take effect when filed with the Institute Board of Direction, as provided in the Charter.