

BY-LAWS

NATIONAL TRANSPORTATION TRAINING DIRECTORS

ARTICLE I

NAME AND PURPOSE

The name of this organization is the National Transportation Training Directors, hereinafter referred to as "NTTD."

The purpose of this organization is to improve the development and delivery of technical and organizational training, reduce training cost, accelerate training delivery, and assess competencies of the employees. This organization is to share current technology and materials, exchange information, products, and services among State Transportation Training employees and partners.

ARTICLE II

MEMBERSHIP

Membership consists of an employee of any of the State Transportation Departments in the United States; AASHTO; FHWA/NHI; Canadian Provinces; local governmental entities; consultants; contractors; university representatives; and all other transportation related organizations.

To be eligible to vote at the NTTD Annual Business Meeting, a member must be in active status. Active status is defined as the following: a current employee of any of the aforementioned agencies/organizations and current in the payment of NTTD Annual Dues, which is outlined below. If a member is not in active status, they will be ineligible to vote at the NTTD Annual Business Meeting.

MEMBERSHIP DUES

Membership dues of \$25.00 per fiscal year (i.e. July 1 – June 30) will be required to be deemed an active member of NTTD.

ARTICLE III

MEETING OF MEMBERS

Section 1. Annual Conference. Regular Annual Conference of the members shall be held by a host state at a time determined by the host state in consultation with the NTTD Board. Written notice of the conference shall be sent to all members by the host state. In the event a host state does not communicate conference information, the responsibility of communication of the conference will be vested with the Board.

Section 2. Special Meetings. Special meetings of the membership may be called at any time by the President, by the other Officers, or upon written request of one half (1/2) of the voting membership.

Section 3. Voting. Each Active Member (criteria outlined above) has one vote. Proxies and absentee voting (except as described in Article V) shall not be allowed. Voting consists of voting on motions or for the Officers.

Section 4. Quorum. The number of members present shall constitute a quorum for the transaction of business.

Section 5. Scholarships. Based on available funds, scholarships for attendance at the annual conference may be granted at the discretion of the Executive Board to officers, program committee members, active members, or a presenter who demonstrates financial hardship.

ARTICLE IV

OFFICER SELECTION: TERM OF OFFICE

Section 1. Number and Qualification. The Officers of NTTD shall manage the organization. Officers are: President, Vice President, Secretary, Treasurer, Membership Chairperson and Emerging Technologies Chairperson, herein after referred to as the "Board." An officer must be an active member of NTTD as described above in Article II. Non-active members of NTTD are ineligible to hold an office. All Executive Board members must remain in active status for the duration of their elected term or they will be subject to removal from their position.

Section 2. Term of Office. Term of office shall be for two (2) years. One (1) year the President, Secretary and Emerging Technologies Chairperson shall be elected. On the off year, the Vice President, Treasurer, and Membership Chairperson shall be elected.

ARTICLE V

NOMINATION AND ELECTION OF OFFICERS

Section 1. Call for Nominations. The Secretary shall call for nominations from the membership at least two (2) months prior to the Annual Conference. The Secretary shall ensure that requests for nominations for officers whose terms are slated to expire are sent to all members. A description of the duties and responsibilities for each position, the length of each office's term, a description of the nomination procedure, and the nomination form shall be included in the mailing and sent to the membership.

Section 2. Accepting a Nomination. The Secretary shall verify that nominees are Active NTTD members and shall tabulate the list of prospective nominees. Each eligible individual that has been nominated for elective office will be contacted by the Secretary to determine their "acceptance" of having their name placed into nomination.

If an active member has been nominated for multiple offices, the individual will be required to declare their intentions as a nominee for one (1) specific office. If the Secretary is unable to verify the acceptance of an individual to have their name placed in nomination (no later than one (1) month prior to the Annual Conference) the individual's name will not be placed onto the official ballot. However, the individual's name may be placed in nomination from the floor at the Annual Conference if they remain interested and are an active member.

Section 3. Biographies of Candidates. Nominees will provide a short, typed biographical statement outlining their qualifications and reasons for seeking office. Nominees must provide the biographical statement to the Secretary no later than one (1) month prior to the Annual Conference. The Secretary will prepare and provide to the Annual Conference Coordinator the biographical statements for every qualified voter to be put into conference packets.

Section 4. Nominations at the Annual Conference. Nominations will be open until just prior to the balloting for each position during the Annual Conference Business Meeting. Conference attendees may contact the Secretary to place their names on a ballot or may be nominated from the floor. Any Active NTTD members may make a nomination during the Business meeting of the Annual Conference prior to the actual balloting for each vacant office. Nominations will appear on the ballot in the order of nomination.

Section 5. Eligibility To Vote. Each Active NTTD member at the business meeting shall be entitled to one vote for each vacant position. It is the current President's responsibility to ensure that all Active NTTD Members present have a reasonable opportunity to vote. No proxy votes or absentee voting (except as described in Article V) are allowed.

Section 6. Secret Ballot/Absentee Voting. The voting for vacant positions shall take place during the business meeting at the Annual Conference. All election voting will be by secret ballot. In the event that some Active NTTD members are unable to attend a membership meeting in person, the Board may arrange for secure, anonymous, electronic means to cast their ballots. The secretary shall announce the names of nominees for each open position in turn and request additional nominations from the floor for that office. If there is only one (1) nomination for an elective office, then the secret ballot rules can be suspended for that specific office and the election may take place by voice vote. Election for one office must be closed before nominations are opened for another office.

Section 7. Voting Results. When there is more than one candidate for an office the President shall appoint a three-person committee to tabulate and announce the results.

Section 8. Vacancies. A vacancy in any office may be filled by appointment by the President with the concurrence of a majority of the other Officers. The Officer appointed to such a vacancy shall serve the remainder of the term of the Officer she/he replaces.

ARTICLE VI

MEETING OF THE OFFICERS

Section 1. Regular Meetings. A regular meeting of the Board shall be held at least quarterly at a time and place fixed by the President. Meetings may be held in person and/or by web, telephone, e-mail or any communications means available. Minutes shall be taken by the NTTD Secretary and made available to members upon request.

Section 2. Special Meetings. The President, or in his/her absence, the Vice President may call a Special Meeting of the Officers at any time, and shall do so upon the request of the majority of the Officers. Notice of the Meeting shall be by telephone, ~~fax~~, mail or e-mail at least three (3) working days in advance.

Section 3. Action Taken Without a Meeting. The Officers have the right to conduct all business of the organization year round with the exception of making fiscal obligations. The Board must approve fiscal obligations. The Board may provide pre-approval of fiscal obligations by an Officer for specific circumstances.

Section 4. Quorum. A majority of the number of Officers shall constitute a quorum for the transaction of business. There shall be no voting by proxy.

ARTICLE VII

DUTIES OF THE OFFICERS

Section 1. Duties. The duties of the Officers are as follows:

President: The president shall preside at all meetings; shall direct the affairs of NTTD and ensure they are in accordance with these bylaws; act as liaison with FHWA/NHI, NLTAPA, TC3, AASHTO, and other organizations that are of benefit to the growth of NTTD.

Vice President: The Vice President shall act in the place of the President in the event of his/her absence and discharge other duties as may be required. The Vice President will work in direct coordination with the NTTD Annual Meeting host state to secure sponsorships for the aforementioned Annual Meeting.

Secretary: The Secretary shall keep a record of all meetings; keep all official documentation; send meeting notices; and other duties as deemed necessary by the NTTD Executive Board.

Treasurer: The Treasurer shall receive and deposit all monies in an established bank account and keep record of all bills and payments.

Emerging Technologies Chairperson: The Emerging Technologies Chairperson shall work with the Board to provide information on new learning technologies, processes, and resources that may enhance members' training initiatives and serve as NTTD's representative to our education technology partners.

Membership Chairperson: The Membership Chairperson shall work with the Board and regional representatives to enhance member participation and keep an up-to-date record of members' names and contact information.

Area Representatives: Will act as advisors to the officers in conducting NTTD business and act as liaisons with the training directors in their region.

ARTICLE VIII

AMENDMENTS

Section 1. Notice. Notice to amend the by-laws shall be sent out via email to the membership a minimum of two (2) months prior to the scheduled vote, which may be conducted electronically or at the Annual Meeting, by the Secretary. The membership will send all proposed amendments changes to the Secretary at least one (1) month prior to the scheduled vote. The Secretary will distribute the proposed amendments to the Board

for consideration. The suggested amendments will be voted on at a pre-determined date or at the Annual Meeting. Any contested proposed amendment changes will be further discussed at the Annual Meeting. If the vote will occur at the Annual Meeting, the active members will be given the Bylaws with the proposed changes, date, time, agenda, and place where the business meeting will take place.

Section 2. Amendments. Amendments of these Bylaws may be adopted by the affirmative vote of a majority of a quorum of the voting Membership present.

ARTICLE IX

DISSOLUTION

Section 1. Notice. The organization is organized and intended for perpetual existence; however, upon dissolution of the organization, the Board shall, after paying or making provisions for the payment of liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such manner as determined by the Court of Common Pleas of the county in which the principal office of the organization is then located.