

2014 PROPOSED CONSTITUTIONAL CHANGES

Overall Correction:

Reason: Throughout, both “EC” and “Executive Committee” are used, frequently in the same paragraph. Also, the first time we mention “The Executive Committee (EC)” is in section 3.1.3 *Affiliate Members*; which is odd since we don’t currently have any affiliate members.

>>It was decided to introduce the Executive Committee (EC) earlier in the document under purpose and activities of NLTAPA, since the EC is the implementation arm:

Section 2.2 — Activities

Old language: *To carry out its purpose, the activities of NLTAPA shall be to: enhance communication, coordination, and collaboration among Centers....*

New language: *To carry out its purpose, the activities of NLTAPA are facilitated by the Executive Committee (EC) and shall be to: enhance communication, coordination, and collaboration....*

Overall Correction:

Reason: Grammar and consistency; bylaws is *not* hyphenated in the majority of the document, aside from these exceptions below. Change to “bylaws” throughout.

Section 3.2.1 Dues amount and term

Correct: by-laws >>> *bylaws* Also – add a period after \$500.00.]

Section 3.3.2 Voting Powers

Correct: by-laws >>> *bylaws*

Section 3.4.2 Changes in regional composition

Correct: by-laws >>> *bylaws*

Section 4.3 — Duties of the President

Correct: by-laws >>> *bylaws*

Section 6.2 — Duties and Powers of the Executive Committee

Correct: by-laws >>> *bylaws*

Section ARTICLE 8 Bylaws Amendments

Correct: by-laws >>> *bylaws*

Section 2.2 — Activities

Reason – Consistency; the term “member centers” is not capitalized throughout the rest of the document.

Old language: *Specific activities of NLTAPA to fulfill its purpose shall be set forth in work plans and budgets prepared with advice from NLTAPA member ~~Centers~~, ex-officio members, and NLTAPA committees and work groups.*

New language: *Specific activities of NLTAPA to fulfill its purpose shall be set forth in work plans and budgets prepared with advice from NLTAPA member centers, ex-officio members, and NLTAPA committees and work groups.*

Section 3.1.2 Ex-officio Members

Reason: Consistency – Ex-officio is hyphenated everywhere else in the document.

Old language: ***Ex officio** members serve by virtue of their positions, and include representatives from FHWA TPP's LTAP/TTAP Program Office and its LTAP/TTAP Clearinghouse.*

New language: ***Ex-officio** members serve by virtue of their positions...*

Section 3.2.3 Changes in dues

Reason: Grammar; Delete 'on' from 'on and'.

Old language: *The dues change vote shall be conducted by the Secretary of NLTAPA ~~on~~ and completed before September 15 of the year before which dues would be scheduled to change so that the annual dues notifications can be prepared as called for in paragraph 3.2.2 of this section.*

New language: *The dues change vote shall be conducted by the Secretary of NLTAPA and completed before September 15 of the year before....*

Section 3.3.3 Voting Procedures

Reason: Consistency, it's printed as *Active Center Member* everywhere else in the document.

Old language: *The Center Director, or that person designated in writing to the NLTAPA Secretary as the Center Director's proxy, shall cast the vote of each Active ~~Member Center~~.*

New language: *The Center Director, or that person designated in writing to the NLTAPA Secretary as the Center Director's proxy, shall cast the vote of each Active Center Member.*

Section 3.4.1 Regions Defined

Reason: Due to the gap in names between Region 7 and Region 9, there was discussion on: rename Region 9 to Region 8; geographical/directional designations; lack of similar FHWA Region names, and how outside organizations or international participants interpret our current Regional numbers. It was decided to use geographical/directional designations:

Region 1 >>> **Northeast**

Region 2 >>> **TTAPs**

Region 3 >>> **Mid-Atlantic**

Region 4 >>> **Southeast**

Region 5 >>> **Great Lakes**

Region 6 >>> **South Central**

Region 7 >>> **North Central**

Region 9 >>> **Western**

Also – update ratification date:

Old language: As of ~~January 2013~~, NLTAPA's Regions are...

New language: As of **July 2014**, NLTAPA's Regions are...

Section 3.4.1 Regions Defined

Reason: Include updates based on new TTAP region names.

Old language: *Region 2: all Tribal Centers (Colorado, California/Nevada, Michigan Tech, Northern Plains, Northwest, Southern Plains, and Alaska)*

New language: *Region 2: All Tribal Centers (Northwest TTAP, Northern Plains TTAP, Alaska TTAP, Mountain West TTAP, Eastern TTAP, Southern Plains TTAP, and Western TTAP)*

Section 3.5.1 Annual LTAP/TTAP Conference

Reason: Due to the reorganization of how the National LTAP/TTAP Conference is managed and financed by NLTAPA - the Center or Region is not expected to *co-sponsor* with any monetary value. The following changes are proposed, based on what's in the Conference Planning Management Document:

Old language: *NLTAPA shall coordinate and ~~co-sponsor~~ an annual summer conference for purposes of enhancing communications among Centers and stakeholders, developing Center staff competencies, and reporting on matters of interest to NLTAPA members. The annual conference shall be ~~co-sponsored~~ by an NLTAPA Region.*

New language: *NLTAPA shall coordinate and sponsor an annual summer conference for purposes of enhancing communications among Centers and stakeholders, developing Center staff competencies, and reporting on matters of interest to NLTAPA members. The annual conference is hosted by an NLTAPA region or group of regions selected by the NLTAPA EC.*

ADD: *The Conference Planning Committee is chaired by the NLTAPA President-Elect.*

Old language: *The host region shall be selected by the NLTAPA Executive Committee on a rotating basis established by the Executive Committee.*

New language: *The host region shall be selected by the NLTAPA EC on a rotating basis established by the EC. However, the EC will consider bid proposals from any Center or Region out of cycle in any given year.*

Section 3.5.2 Membership business meetings

Reason: Consistency; nowhere else in the document is NLTAPA and Association used together, it is redundant. Also, there was discussion on spelling out Transportation Research Board here and abbreviating it later in Section 6.3.1. However, ultimately it was decided to remove the restriction of requiring the winter meeting to be held "at TRB" and the following is proposed:

Old language: *~~The NLTAPA Association~~ will conduct at least two business meetings annually. One will be conducted during the summer annual ~~meeting~~ and another will be conducted in January ~~in conjunction with TRB.~~*

New language: *NLTAPA will conduct at least two face to face business meetings annually. One will be conducted during the summer annual conference and another will be a winter business meeting conducted in January.*

Section 6.1 — Definition of the Executive Committee

Reason: Delete the (EC) - This abbreviation "Executive Committee (EC)" was already introduced in section 3.1.3 *Affiliate Members* (now 2.2 *Activities*) and has been used frequently before now. We're just defining *Executive Committee* here.

Old language: *The Executive Committee ~~(EC)~~ of the NLTAPA shall...*

New language: *The Executive Committee of the NLTAPA shall,.*

Section 6.2 Duties and Powers of the Executive Committee

Reason: The Executive Committee had lengthy discussions on how to formally accept documentation governing the operation of the NLTAPA, such as the Operations Manual, Orientation Manual, Conference Planning Manual, etc.

Old language: *The EC shall consult frequently with the membership before effecting any significant organizational change or taking any action that may affect the operation of Centers. The NLTAPA EC shall have the power to make all decisions regarding the operation of the NLTAPA except for those decisions specifically reserved to the membership under these bylaws.*

ADD: *The EC shall adopt an operational guidance document such as an Operations Manual that will be reviewed and revised at a maximum of 4 years. Documents guiding the operation of the NLTAPA EC shall be accepted by a majority vote of the EC, unless otherwise specified in these bylaws as requiring a vote of the membership.*

Section 6.3.1 Frequency

Reason: Deleting the restriction requiring the meeting to be held at TRB; and coordinating with the text correction in Section 3.5.2.

Old language: *The EC shall meet face to face to do the business of NLTAPA at least three times annually, including one meeting in conjunction with the annual ~~meeting of the Transportation Research Board in Washington DC~~ and one meeting in conjunction with Annual LTAP/TTAP Conference.*

New language: *The EC shall meet face to face to do the business of NLTAPA at least three times annually, including one meeting during the summer annual conference and another in conjunction with the winter business meeting in January.*

6.3.3 Notification

Reason: Consistency; spelling of Web site vs. website. Both are valid spellings; however both are used in this same paragraph below. The *Web site* version is used previously in the bylaws in 3 other locations.

Old language: *The schedule and agenda for all EC face to face business meetings shall be posted at least seven days in advance of any meeting on the NLTAPA ~~website~~. The dates of EC conference calls shall be posted on the NLTAPA Web site at least seven days in advance of any meeting, with contact information for the President, to request more details.*

New language: *The schedule and agenda for all EC face to face business meetings shall be posted at least seven days in advance of any meeting on the NLTAPA Web site. The dates of EC conference calls.....*

Section 7.1.1 Creation of the Nominating Committee

Reason: Remove "the Host Chair for the following year Annual Conference" as a requirement of the committee. Since the "Host Chair" is an NLTAPA Officer (Vice-President), it was felt that 1) with the Past-President and President also on the committee, that was enough NLTAPA leadership reps and other committee members should be representative of the general membership; 2) the Vice-President is busy with officer duties and chairing the Partnerships Work Group; and 3) the Vice-President should not choose their successor.

Old language: *The committee shall consist of the President of the Association, ~~the Host Chair for the following year Annual Conference~~, a Representative of the FHWA TPP/LTAP Strategic Planning Committee, One At*

Large Member representing Center Operations/Management, and One At Large Member representing TTAPs. The NLTAPA Past-President shall chair the Nominating Committee.

New language: *The committee shall consist of the President of the Association, a representative of the FHWA LTAP-TTAP Strategic Planning Committee not currently on the EC representing program initiatives, One At-Large Member representing Center Operations/Management, and One At-Large Member representing TTAPs. The NLTAPA Past-President shall chair the Nominating Committee.*

Section 7.2 Schedule for Nominations

Reason: Eliminate the redundant presentation of nominations as proposed:

Old language: *There are three stages in the process. The slate of candidates for Vice President or other vacant officer positions, including their qualifications, shall be presented to the Executive Committee by April 1 each year for review. The Chair of the Nominating Committee shall present the slate, including qualifications, to the membership by May 1. Ballots shall be distributed to all eligible Centers on June 1 each year. Balloting shall be completed on or before June 30.*

New language: *There are three stages in the process. The slate of candidates for Vice President or other vacant officer positions, including their qualifications, shall be presented to the Executive Committee by April 1 each year for review. The Chair of the Nominating Committee shall present the slate, including qualifications, to all eligible Centers by June 1 each year. Balloting shall be completed on or before June 30.*

7.3.1 Election of Regional Representatives

Reason: Update the proposed region names and upcoming election dates.

Old language: *Regions 1 and 5 shall elect representatives to the Executive Committee in 2012 and every three years thereafter; Regions 2, 3, and 6 shall elect representatives to the Executive Committee in 2013 and every three years thereafter; and Regions 4, 7, and 9 shall elect representatives to the Executive Committee in 2014 and every three years thereafter.*

New language: *The Northeast and Great Lakes Regions shall elect representatives to the EC in 2015 and every three years thereafter; the TTAPs, Mid-Atlantic, and South Central Regions shall elect representatives to the EC in 2016 and every three years thereafter; and Southeast, North Central, and Western Regions shall elect representatives to the EC in 2017 and every three years thereafter.*

ARTICLE 8 Bylaws Amendments

Reason: Consistency. Section 3.2.3 *Changes in dues* previously describes voting as: "shall be presented to Center Members by the Secretary of NLTAPA 30 days before the vote is taken."

Old language: *Proposed amendments shall be submitted to all Center Members in writing four weeks prior to the vote to amend.*

New language: *Proposed amendments shall be submitted to all Center Members in writing 30 days prior to the vote to amend.*

Reason: Wrong terminology minimum vs. maximum. Review should not be put off longer than 4 years. Minimum applies we can't make any changes earlier than 4 years since last revision.

Old language: *The NLTAPA Constitution and Bylaws shall be reviewed by the Executive Committee and amended at a ~~minimum~~ of 4 years.*

New language: *The NLTAPA Constitution and Bylaws shall be reviewed by the EC and amended at a maximum of 4 years.*