



Your Partner in PUBLIC SAFETY

## SOUTHWESTERN SECTION

2450 Lakeside PKWY PMB 1023, Flower Mound TX 75022

(972)502-9645

### Section Election Policies & Procedures for Online Voting

The privilege of voting and nominating candidates for office is limited to the Active and Public Agency Members of the Southwestern Section. All other classes of membership shall have **NO** rights to the election of Southwestern Section officers or any business by the Southwest Section which calls for the votes of the members. At the Annual meeting of the members, the Section President shall announce the results of the on-line election.

The Section Secretary/Treasurer shall select an on-line voting site to accommodate the Southwestern Sections Officer elections. The on-line election site shall provide a certified election summary at the end of the election. The cost of the on-line election shall not exceed the amount approved by the Southwestern Sections IMSA's Executive Committee. The Section Secretary/Treasurer shall populate the election site with the most recent exported roster from the IMSA International. Information shall be limited to name, email address, IMSA member #, and membership class.

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

All members wanting to be considered for a Board Member position shall submit a letter of intent to the Nominating Committee. The Nominating Committee shall be chaired by a Board Member who is **NOT** up for re-election and named by the Section President. The Section Secretary/Treasurer shall post the announcement and deadline on the Section's website. Attached to the Letter of Intent shall be a Letter of Support from the member's employer stating that the employee has the employer's full support and that the employer will make all reasonable accommodations for the employee to attend all required functions. Also attached to the Letter of Intent shall be a resume detailing their work and positions held within the disciplines of IMSA. ALL candidates shall be vetted by the Nomination Committee. With the exception of incumbents and retirees, ALL other potential Nominees SHALL have to produce these documents, even if they have held a position on the Executive Committee in the past.

**APPROVED**



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### SAMPLE OF LETTER OF INTENT

DATE

Past Presidents

Nominating Committee

Southwestern Section IMSA

Sir/ma'am,

My name is \_\_\_\_\_ my IMSA # is \_\_\_\_\_. Currently I am in good standing and am an active / public agency member with the Southwestern Section IMSA. I am wanting to be considered for the position of \_\_\_\_\_ on the Executive Committee for the Southwestern Section IMSA at the next election to be held on \_\_\_\_\_. Attached is my resume and Letter of Support from my employer. Thank you in advance for your consideration.

Thank you,

Signature and date

Printed Name and date



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## SAMPLE RESUME

Name

Job Title

Division

City & State

Professional Experience:

?? 20 years with City/Company \_\_\_\_\_

?? IMSA member since \_\_\_\_\_

?? Job Titles held with the City/Company o Assistant Superintendent

o Traffic Analyst

o Lead Traffic Control Technician

o Traffic Control Technician

?? Duties (past and present) o Supervision of maintenance crews & shop personnel

o Traffic Signal Maintenance and Troubleshooting

o Traffic Sign Maintenance and Construction

o Pavement Markings

o Roadway Lighting Maintenance

o Traffic Data Collection

o Traffic Data Processing

o AutoCAD Wiring diagrams, intersection layouts, marking plans, etc.

?? IMSA Certifications and courses attended o IMSA Level II Signal Field Technician

o IMSA Level II Signs and Makings

o IMSA Level II Roadway Lighting

o IMSA Work Zone traffic control

o NEMA cabinet troubleshooting

o Preventative Maintenance

Educational Experience:

?? AS in Computer Drafting & Design

?? AS in Computer Information Systems

?? Northwestern University Center for Public Safety Courses ?? Traffic Signal Workshop

?? Highway Capacity Workshop



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## SAMPLE LETTER OF SUPPORT

DATE

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To who it may concern;

It is our understanding that \_\_\_\_\_ is seeking or has been nominated for a position on the Southwestern Section IMSA Executive Committee. Should \_\_\_\_\_ be elected to fill this position, the City / Company will support his/her participation as an officer of the Southwestern Section Executive Committee.

Sincerely,

Signature

Supervisors Name

Supervisors Title