ITE Council and Committee Operating Guidelines

March 29, 2024

Adopted by the International Board of Direction on April 19, 2024

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1 Introduction

ITE, a Community of Transportation Professionals, is an international membership association of transportation professionals who work to improve mobility and safety for all transportation system users and help build smart and livable communities. Through its products and services, ITE promotes professional development and career advancement for its members, supports and encourages education, identifies necessary research, develops technical resources including standards and recommended practices, develops public awareness programs, and serves as a conduit for the exchange of professional information.

ITE is a community of transportation professionals including transportation engineers, transportation planners, consultants, educators, technologists, and researchers. Through meetings, seminars, publications, and a network of more than 18,000 members working in more than 78 countries, ITE is your source for expertise, knowledge, and ideas.

- **Mission**: The ITE community advances transportation knowledge and practices for the benefit of society.
- **Vision**: To be the transportation organization of choice.
- **Values**: Technical Excellence—We lead transportation knowledge development, dissemination, and innovation.

1.1 Background

ITE achieves its mission and vision by fostering professional development and innovation through the ITE Councils and Committees which are governed by the Council Leadership Team (CLT). The CLT provides leadership and coordination of activities across ITE's Councils and Committees to help provide value to the councils' membership and the ITE membership at large. The CLT uses a culture mantra to embody these values and is referred to as the GAVE culture:

- **Growth**: We want members to grow in technical ability and leadership ability.
- **Accountability:** While we are all volunteers in our positions, it is fair and healthy for us to hold one another accountable when we agree to take on a role within our community.
- **Value**: We challenge each of our volunteer leaders to maximize the value of your ITE membership and, in turn, we focus on maximizing their value.
- **Esteem:** Being part of an ITE Council is a unique experience in our industry. For those that agree to lead, we believe they should be acknowledged as industry leaders.

ITE Councils and Committees encompass a wide range of topics from traditional transportation issues to emerging trends to advancing diversity, inclusion, and equity within the profession. The purpose of the Councils and Committees is to develop technical products and resources for the members and the transportation community at large. These technical products and resources include webinars, conference sessions and workshops, technical reports, and recommended practices. Thus, by participating on ITE Councils and Committees, members gain many benefits:

- **Develop Leadership Skills**: Take an active role in shaping the transportation industry and gain valuable leadership experience.
- **Become a Published Author**: Contribute your knowledge by co-authoring articles, reports, and other resources.
- **Expand Your Network**: Build meaningful connections with industry leaders and colleagues across the globe.
- **Deepen Your Expertise**: Stay at the forefront of your field by collaborating on technical projects and research initiatives.

1.2 Purpose

The purpose of this document is to outline how the ITE Councils and Committees, under the leadership of the CLT, contribute to ITE's strategic direction. This document ensures the technical products and resources developed by ITE Councils and Committees align with ITE's goals as outlined in the International Board of Direction Procedures, Policies, and Strategic Plan, available on the ITE website[1].

The target audience is intended for:

- Council Chairs, Vice Chairs, and Council Executive Teams.
- Committee Chairs and Vice Chairs.
- Leaders of other Cross-Cutting Committees, Working Groups, and Great Idea Groups.

However, all ITE members may find this information useful.

1.3 Updates

The CLT Council and Committee Operating Guidelines document will be reviewed and updated periodically. Needed changes can be made as follows:

- **Substantive Amendments**: May be made if approved by a two-thirds vote of the CLT. Changes must be submitted in writing beforehand for consideration during one of the CLT meetings. The CLT Chair will then notify the International Board of Direction of any approved amendments.
- **Administrative Revisions**: Minor, non-substantive edits may be made as needed. The CLT Staff Liaison will distribute a marked-up copy for information purposes whenever such revisions occur.

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[1] More information about the International Board of Direction Procedures, Policies and Strategic Plan are available on the ITE website

2   ITE Council and Committee Organization

ITE Technical Councils and Committees serve as the place for members to contribute to the advancement of their profession with other like-minded individuals in communities of common interest. As shown in Figure 1 below, the ITE Council Leadership Team organizes the technical activities through six Technical Councils, which include 15 technical committees; three Cross-Cutting Committees; and Great Idea Groups.
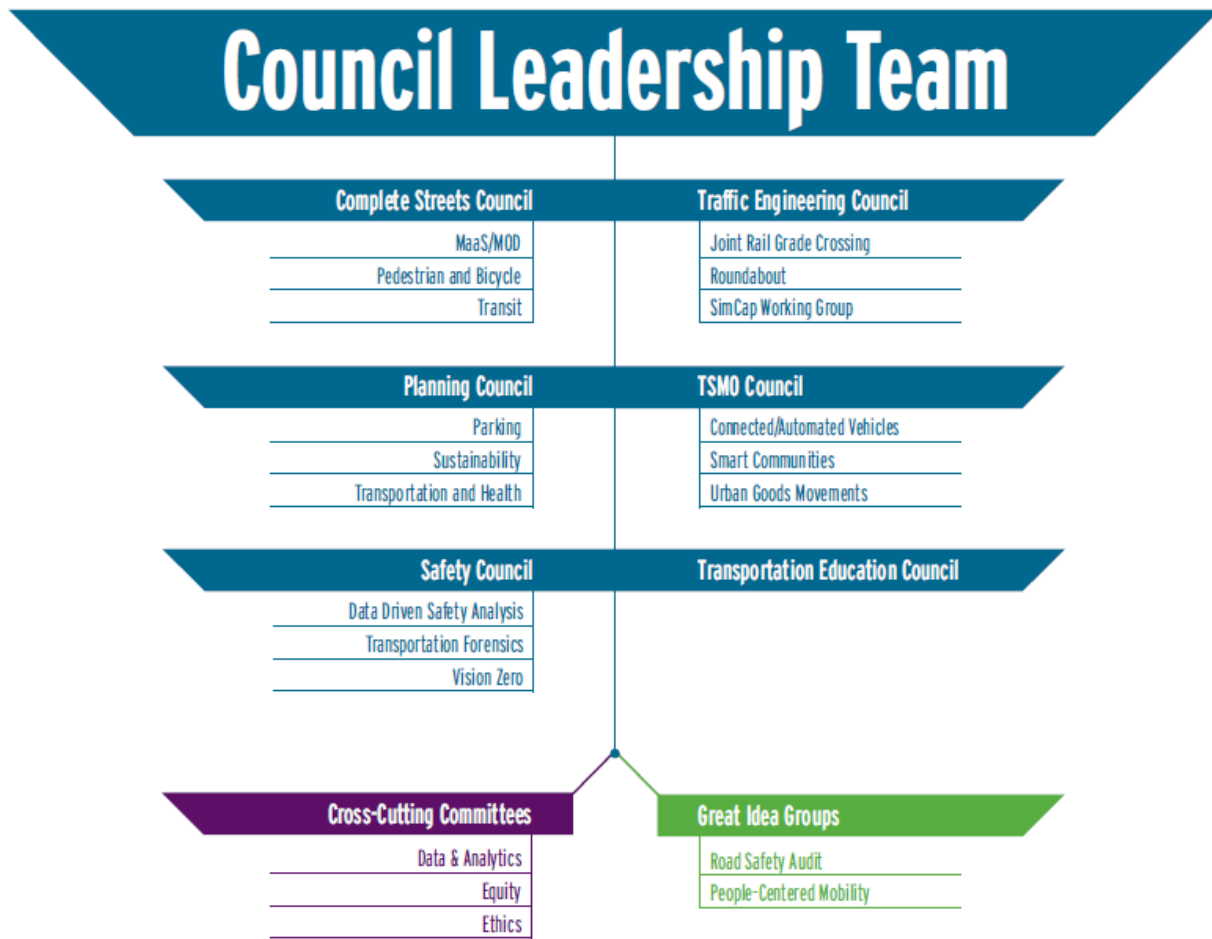
Figure 1 ITE Council and Committee Organization

2.1 ITE Technical Councils

1. **Complete Streets Council**: Focuses on creating transportation systems that are safe and accessible for all users, including pedestrians, cyclists, motorists, and transit riders.
   - *Committees: Mobility as a Service/Mobility on Demand (MaaS/MoD), Pedestrian and Bicycle, Transit*
2. **Planning Council**: Focuses on transportation planning at all levels, from long-range regional planning to project development.
   - *Committees: Parking, Sustainability, Transportation and Health*

3. **Safety Council**: Addresses all aspects of transportation safety, including crash prevention, investigation, and education.

   - *Committees: Data Driven Safety Analysis, Transportation Forensics, Vision Zero*

4. **Traffic Engineering Council**: Covers a broad range of traffic engineering practices, including signalization, signage, pavement markings, and road design.

   - *Committees: Joint Rail Grade Crossing, Roundabouts, Simulation and Capacity Analysis (SimCap)*

5. **Transportation System Management & Operations Council (TSMO)**: Deals with strategies to improve the efficiency and safety of existing transportation systems.

   - *Committees: Connected/Automated Vehicles (CAV), Smart Communities, Urban Goods Movement*

6. **Transportation Education**: Works to bridge the gap between educational institutions and transportation professionals by acting as a liaison between academia and the transportation industry, fostering collaboration and ensuring that future transportation professionals are well-equipped for the job.

2.2 Cross-Cutting Committees

1. **Data & Analytics**: Help ITE members understand the evolving landscape of transportation data, including new sources, data needs, and applications.

2. **Equity**: Works to ensure that transportation equity is a top priority within the ITE council and committee structure, ITE as an organization, and the transportation profession.

3. **Ethics**: Examines ethical issues inherent in the transportation profession and how ITE can best support its members in this area. Also builds awareness and understanding of the ITE Canon of Ethics among ITE members.

2.3 Great Idea Groups

ITE Great Idea Groups provides opportunities for members to take ideas from across the full membership base and formulate them into actions that may result in long-term focus areas of ITE. The framework for a Great Idea Group is like start-up incubator programs used by investors to allow aspirational business owners access to resources that allow their ideas to flourish without some of the pressures associated with new and innovative ideas. Great Idea Groups will allow members who are passionate and motivated to bring their ideas forward while also balancing ITE staff resource time to allow for important delivery of other membership initiatives. More information about existing Great Idea Groups and starting a new one is available here: https://www.ite.org/about-ite/councils/great-idea-groups/.

3 Council Leadership Team Organization

The Council Leadership Team (CLT) provides leadership and coordination of activities across the Councils and Committees to support identifying, developing, and delivering products to meet the needs of ITE membership.

3.1 Membership

The CLT is comprised of the 11 individuals representing the CLT Executive Committee and chairs of each of the six ITE Technical Councils as discussed in the following sections and shown below in Figure 2:

- CLT Executive Committee
  1. CLT Chair
  2. CLT Vice Chair for Major Projects
  3. CLT Vice Chair for Council Life
  4. CLT Vice Chair for Collaboration
  5. ITE CLT Staff Liaison (ITE Staff)
- ITE Technical Councils
  6. Complete Streets Council Chair
  7. Safety Council Chair
  8. Traffic Engineering Council Chair
  9. Transportation Planning Council Chair
  10. Transportation Systems Management and Operations Council Chair
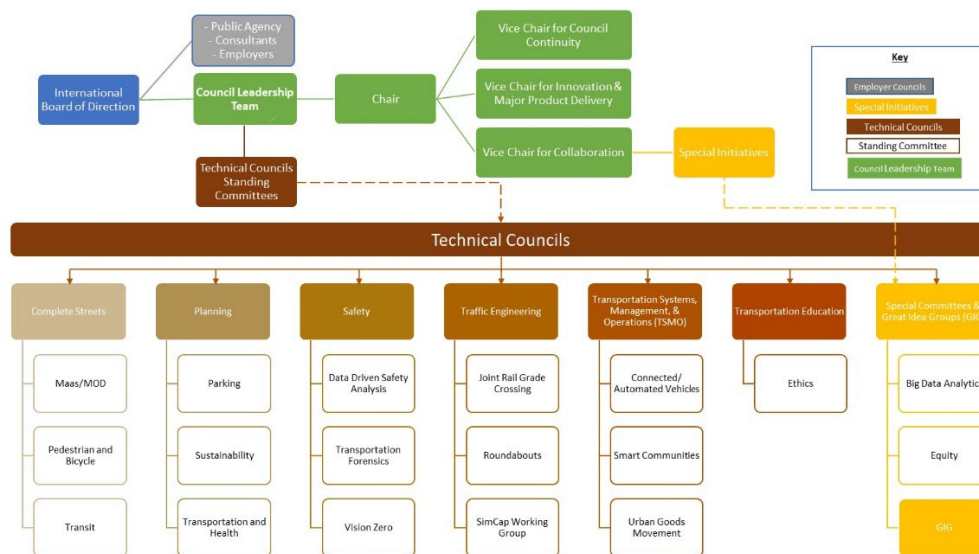 11. Education

Figure 2 ITE Council Leadership Team Organization

3.2 Council Leadership Team Executive Committee

The CLT is led by the CLT Executive Committee, which is comprised of the Chair, CLT Vice Chair for Major Projects, Vice Chair for Council Life, and Vice Chair for Collaboration. The ITE Chief Technical Officer serves as the ITE staff liaison to the executive committee.

3.2.1 CLT Executive Committee Leadership Positions

- **CLT Chair**—The CLT Chair is responsible for providing overall leadership to the Council Leadership Team. Their responsibilities include the following:
  - *Facilitation*—Conducting and leading meetings to ensure they are productive and focused on key objectives.
  - *Representation*—Acting as Ex-Officio member of the IBOD.
  - *Decision-making*—Facilitating decision-making processes and ensuring that decisions align with the council's goals. Also, oversees the award nomination and management process.
  - *Strategic Planning*—Collaborating with councils to develop and implement long-term strategies.
- **CLT Vice Chair: Major Projects**—Takes the lead in overseeing progress in different projects or initiatives within the technical councils. Update the project dashboard quarterly.
  - *Coordination*—Collaborating with councils to ensure effective communication and coordination on projects. Additionally, helps evaluate the entire project portfolio and pace production to match available ITE staff resources for completion.
  - *Problem-solving*—Addressing challenges and obstacles related to the assigned projects or products developed by the council and committees or working groups.
  - *Reporting*—Providing regular updates on project progress to the CLT.
- **CLT Vice Chair: Council Life**—Leads the development of annual Action Plans, supporting the development and implementation of a communication strategy for the councils.
  - *Health Report*—Managing and updating council health reports, including public relations and outreach efforts.
  - *Council Action*—Handling interactions with the councils and ensuring seamless development of the Council Action Plans.
  - *Internal Communication*—Ensuring effective communication among council members and various stakeholders.
- **CLT Vice Chair: Collaboration**—Identifies and establishes partnerships with technical councils, employer councils, cross-cutting committees and working groups.
  - *Stakeholder Engagement*—Facilitating collaboration and engagement with various stakeholders, including technical and employers' council.
  - *Team Integration*—Ensuring effective collaboration and communication between different council teams or committees.

- o *Conflict Resolution*—Addressing any conflicts or challenges that arise within the cross-cutting committees and working groups and working towards constructive resolutions.
  - o *Cross-functional Support*—Providing support and coordination between different projects and initiatives to enhance overall synergy.
- **ITE CLT Staff Liaison**—The ITE Chief Technical Officer (CTO) serves as the ITE staff liaison to the CLT Executive Committee. In this role, the CTO supports the leadership in the operations of the CLT Executive Committee in scheduling and running meetings, helping to organize in-person meetings, and providing overall support to the function of the committee.

3.2.2 CLT Executive Committee Leadership Appointments

ITE is committed to a transparent and fair selection process for CLT leadership positions and will take the following actions for the selection process:

- **CLT Chair**—The CLT Chair position is offered to one of the incumbent Vice Chairs upon the completion of their full 3-year term or in the event of an early departure by the current CLT Chair. The authority to approve the CLT Chair position is exclusively held by the Executive Committee and ITE CTO. The CLT term is set for three calendar years and may not be extended.
- **CLT Vice Chairs**—The CLT Vice Chair positions will be identified through an open-call announcement. The CLT Vice Chair is set for 3 calendar years and may not be extended. The following process will be used to solicit for nominations:
  - o *Opening Announcements*—CLT Vice Chair positions will be announced, including a timeline, using ITE's e-Community as the primary point of publication of openings. Openings will also be posted on LinkedIn and in other ITE media outlets as determined by the ITE CTO.
  - o *Applications*—Applicants must submit a resume and statement of interest showcasing their suitability for the role and their contributions to the ITE CTO.
  - o *Application Review*—The selection board will consist of the current CLT Chair (or incoming CLT Chair if in transition), Executive Committee, and ITE CTO and will review the nominations. The selection board will conduct virtual/in-person interviews with shortlisted candidates before April 30th.
  - o *Selection*—Selection of the CLT Vice Chair will be made by the CLT Chair, Executive Committee, and ITE CTO.

3.3 Council Leadership Team Meeting Schedule

3.3.1 CLT Executive Committee Meetings

The CLT Executive Committee will hold regular check-in calls to help drive the overall technical agenda forward, address issues as needed, and help prepare agendas for the quarterly CLT Meetings. The CLT Chair will inform participants of the cadence each year. The ITE CTO and technical program staff will organize and document these regular calls. The CLT Executive Committee will also invite all the ITE staff liaisons for Councils and Committees to participate, providing an opportunity for discussion and idea generation directly with CLT leadership.

3.3.2 Full CLT

The full CLT will meet on a quarterly basis. Each meeting of the CLT includes a Council-by-Council update on the overall health and engagement for the Council and its Committees, as well as updates on key products and publications. It is recommended that sufficient time be allocated for these meetings, with 90 minutes as a target (to be adjusted as needed). As shown in Table 1, the following are the key elements of each of the quarterly meetings:

Table 1 CLT Meeting Schedule

Month	Meeting Basics	Additional Notes
January	CLT meets in-person coincident with TRB Annual Meeting	- Typically includes an opportunity for break-out or targeted discussion on a specific issue or developing trend or strategic initiative. - Will incorporate planning for Virtual Spring Conference as part of this meeting - Remind CLT members about the nominations for council project award nominees and Jeff Lindley award.
April/May	CLT meets virtually	- Recap of virtual spring conference. - Prep for spring IBOD meeting. - Prep for ITE Annual Meeting - Open nomination period for upcoming Council Chair vacancies.
July/Aug	CLT meets in-person coincident with ITE Annual Meeting	- Typically includes an opportunity for break-out or targeted discussion on a specific issue or developing trend or strategic initiative. - Open nomination period for upcoming Committee Chair vacancies.
Oct/Nov	CLT meets virtually	- Annual Meeting recap - Discuss Council Action Plans and Spring Conference Theme for the upcoming year - Year-end wrap-up of issues, projects, initiatives

4   Council and Committee Operations

ITE Councils and Committees work to identify and address the evolving needs of the transportation profession by conducting research, developing resources, and providing educational opportunities. ITE Councils and Committees provide opportunities for members to get involved in leadership roles and contribute to the direction of ITE.

4.1   Council and Committee Leadership Appointments

ITE is committed to a transparent and fair selection process and non-competitive incumbency appointments through Council and Committee leadership positions are not allowed. ITE will take the following actions for selection and appointment of Council and Committee leadership appointments:

1. *Opening Announcements*— All Council and Committee Chair and Vice-Chair positions will be announced and competed. ITE's e-Community will serve as the primary point of publication of openings. Openings will also be posted on LinkedIn and in other ITE media outlets as determined by the ITE CTO.
2. *Applications*— Applicants must submit a resume and statement of interest showcasing their suitability for the role and their contributions to the ITE CTO.
3. *Application Review*—The selection board, consisting of the CLT Executive Committee and ITE CTO, will review the nominations. Consultation with IBOD Executive Committee members may occur if concerns or issues arise during the selection. The selection board will conduct virtual/in-person interviews with shortlisted candidates.
4. *Approval*—Council and Committee Chair and Vice Chair selections are recommended by the CLT Chair to the ITE International President. The International President approves or declines the appointment.

The selection and appointment of new Council and Committee leadership is generally set based on the date that the ITE Annual Meeting will occur. It is the goal of the CLT to have selections for outgoing Council and Committee Chairs and Vice Chairs completed in time for announcement at the in-person CLT meeting held during the annual meeting. However, leadership appointment may occur at any time based upon the needs of the individual Council or Committee.

4.2   Council Leadership

4.2.1   Council Chair

*   **Duration**: 3 years

    Note: One year renewal terms up to a total of 3 consecutive years. *Additional terms may be approved by the IBOD Executive Committee based on recommendations and necessity.*

*   **Roles & Responsibilities**

- *Leadership*: As the head of the council, the chair takes on the role of providing overall direction and guidance to council and committee members. The chair is responsible for the timely submission of the quarterly health report.
- *Facilitation*: The chair leads council showcase and executive member meetings, ensuring smooth and productive discussions.
- *Representation*: Serving as the face of the council, the chair represents the group in quarterly CLT meetings and other organizational settings, effectively conveying their opinions and decisions. Council chairs may be called upon to represent ITE in industry forums.
- *Communication*: Responsible for maintaining effective communication within the council, the chair keeps members informed and engaged. They actively promote, supervise, and participate in volunteer acquisition and project management. Additionally, they manage and coordinate sessions for the virtual spring conference.
- *Strategic Planning*: Chairs contribute to strategic planning by assisting in the establishment of long-term goals and objectives for the council. This includes preparing the Council Action Plan (CAP) and regularly updating the health report. See section 4.4 and section 4.5 for detailed information on CAP and health report.

4.2.2 Council Vice-Chair[2]

- **Duration**: 3 years.
- **Roles & Responsibilities**
  - *Support*: The vice chair plays a supportive role to the chair, assisting in their duties and stepping in when the chair is unavailable or requires support, which includes tasks like preparing council action plans, contributing to product development, and updating the health report.
  - *Succession Planning*: Serving as a crucial part of succession planning, the vice chair prepares for future leadership roles by learning about the responsibilities and operations of the council.
  - *Council Coordination*: The vice chair takes on the responsibility of overseeing specific projects and working groups, ensuring the smooth progress of various aspects of the council's work.
  - *Collaboration*: In close collaboration with the chair and other members, the vice chair works towards fostering effective teamwork and the achievement of the council's goals.
  - *Representation*: In absence of the chair, vice chair may represent the council in certain meetings.

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[2] Individual Councils are encouraged to select an additional Vice Chair (or more if necessary), to further distribute the workload, promote opportunities for leadership experience, and share in the strategic direction of the overall Council and Committees. The specific division of roles across multiple Vice Chairs can be at the discretion of the Council Chair or can also mirror the division at the CLT Leadership level having one Vice Chair responsible for Council Health and the other responsible for Project Management.

4.2.3 Council Social Media Liaisons

Each ITE Technical Council shall appoint a Social Media Liaison responsible for assisting the Chair and Vice Chair with external communications for the Council and its Committees. The Social Media Liaison is responsible for managing communication via the ITE e-Community and the external website LinkedIn. The Social Media Liaison should also manage and maintain the Speaker Directory. The Social Media Liaison should report metrics to the Council Chair and Vice Chair quarterly, indicating number of posts and any follow-on activity generated.

- **Duration**: 3 years.
- **Roles & Responsibilities**
    - *ITE e-Community*—This is the principal entry point for many ITE members seeking to learn more and/or engage in Council or Committee activities. Posting of meeting announcements and agendas, as well as meeting minutes is expected to help educate members on regular Council or Committee administration. The e-Community is also an ideal vehicle for soliciting new volunteers to help with Council or Committee products (webinars, publications, sessions), and should be used regularly whenever a new project is launched. The e-Community is also a valuable tool for discussing and exploring issues of importance to the community, including technical, policy, and operational concerns. The All-Member forum exists for general questions, but specific issues of interest to a Council or Committee should be posted (or cross-posted) on the individual Council or Committee page. It is the expectation of the IBOD that Councils will monitor the e-community and provide input when topics for their expertise are active. The Council Executive Committee and social media liaison should recruit/appoint a team to achieve this task.
    - *LinkedIn*—ITE maintains an "ITE Councils" LinkedIn handle, and each social media liaison is given administrator rights to post to it. This consolidates all ITE Technical Council activities under one handle instead of maintaining individual Council or Committee LinkedIn pages. Social media liaisons should regularly utilize the ITE Councils LinkedIn page to promote projects and products, as well as promoting opportunities for ITE members to get involved in meetings or projects. Liaisons are prohibited from posting any material or content that the ITE CTO deems as a "for members only" benefit.
    - *Speaker Directory*—When a Council or Committee releases a new product or publication, the Social Media Liaison should also actively encourage authors to register with the Speaker Directory. The intent of this tool is to offer subject matter experts for Sections and Districts looking for speakers – and in return, offering opportunities for authors to gain additional visibility and community engagement for products or publications they had a hand in creating.
    - *Selection Process*: Appointed by the Council Chair.

- *ITE Staff Liaison*—Each ITE Council will be assigned an ITE staff liaison who will support the leadership in the operations of the council. The role of the ITE staff liaison will vary among the councils and based upon council needs and activities. In general, the ITE staff liaison can support scheduling and running meetings, helping to organize in-person meetings, and providing overall support to the function of the council.

4.3 Committee Leadership

Committee leadership mirrors that of Council Chairs and Vice Chairs, but with a more defined scope of topical areas and issues. Committee chair and vice chair position should be filled once the Council leadership has been finalized.

- **Role**: Committee Chair and Vice Chair
- **Duration**: 3 years
- **Roles & Responsibilities**
  - *Leadership*: As the head of the committee, the chair and vice chair jointly take on the role of providing overall direction and guidance to the committee members.
  - *Representation*: Serving as the face of the committee and represents the committee in regular meetings of the committee and parent Council meetings. Committee chairs and vice chairs may be called upon to represent ITE in industry forums.
  - *Communication*: Responsible for maintaining effective communication within the committee and council by keeping members informed and engaged. They actively promote, supervise, and participate in volunteer acquisition and project management.
  - *Strategic Planning*: Chairs and vice chairs contribute to strategic planning by assisting in the establishment of long-term goals and objectives for the committee. This includes contributing to the Council Action Plan.

4.4 Council Administration

4.4.1 Council Executive Committee

Each Council is required to form an Executive Committee, including a minimum number of members to effectively carry out Council activities. In addition to the Chair, Vice Chair(s), Social Media Liaison, committee chairs, and ITE Staff Liaison, a Council's executive committee should include key volunteers who might support ongoing operations such as a secretary (if desired), Chairs Working Groups, and leaders of specific products or projects. A Council Executive Committee may create and/or dissolve other subgroups to help perform the functions of the Council, such as awards, newsletter, and/or specific project committees. The Council Chair and/or Vice Chair are responsible for appointing their Executive Committee outside of Committee Chairs or Vice Chairs.

4.4.2 Council Action Plans

Each Council Executive Committee shall prepare a Council Action Plan (CAP) in a format and by a date set by the CLT Chair. The intent of this document is to list the planned activities for the Council for the coming year so that the Council can conduct an assessment at the end of the year to measure its success. A typical plan will include specific activities, actions, target deadlines, and communication efforts that the Council intends to undertake during the year and identify leaders for those efforts.

The Council Action Plan (CAP) encompasses the following key elements, each contributing to the council's purpose and objectives:

1. **Council Overview**—This section outlines various positions and a framework for engagement and leadership. Central to the council's identity are its mission and goals for the year, which drive its initiatives forward. The following rosters provide insight into the leadership structure:
   - Executive Committee: Comprising key positions such as Chair, Vice Chair, Staff Liaison, Secretary, Webinar Committee Liaison, Committee Chairs and Board Liaison.
   - One ITE Liaison: Encompassing District, Council, and Committee liaisons, facilitating effective communication and collaboration.
   - Standing Committee Roster: Containing name and the committee action plan of the standing committees under the council.

2. **Project Summary**—The CAP includes a comprehensive table that offers a high-level view of the projects planned for the year. These projects may involve starting new initiatives or completing ongoing ones. The table details the task owners, final due dates, readiness status, CLT approval, volunteer assignments, and the number of additional volunteers required for successful project execution.

3. **Webinar Summary**—This section outlines the webinars scheduled for the year. It covers the assigned webinar dates, webinar topics, preparation status, success record, abstract readiness, assigned moderators, presenters, planned outreach efforts (including social media), timely delivery status, and the number of attendees for each webinar.

4. **Roll Over Deliverables**—This section pertains to deliverables carried over from the previous year. It provides information on tasks, projects, or initiatives that were not completed in the previous year and are being continued into the current year. Details could include task owners, revised due dates, and any modifications made to these deliverables.

5. **Product/Project/Initiative**—This segment centers around a particular product, project, or initiative that the council intends to formulate, execute, or enhance over the course of the year. It might encompass stages such as initial outline, recruitment of volunteers, preliminary administrative draft, draft refinement, submission of draft to CLT, final draft crafting, submission of final draft to the CLT, culmination of the project in its final form.

6. **Committee Action Plan**—Similar to a council action plan, this section contains information related to each of the committee's action plans and is submitted to the council chair as an addendum to the council action plan.

4.4.3 Council Health Reports

The CLT strives to promote the effectiveness of Councils and Committees in several ways. During each quarterly CLT meeting, Council Chairs are encouraged to give a brief update on the effectiveness of their Councils and Committees, including outlier conditions within:

1. Action Plan Implementation Status
2. Leadership Engagement
3. Membership Engagement
4. Webinar Delivery
5. Status/Progress of Projects, Publications, and other tasks identified in the Council Action Plans.

In advance of each International Board of Direction (IBOD) meeting, the CLT will complete the Health Report (which also includes nominations for Young Leaders to Follow) to be included with IBOD briefing materials. The Council Health Report can be found in Appendix A.

4.4.4 Council Membership Engagement

The leadership for each ITE Council should create opportunities for members to engage with each other. ITE provides access to the following tools that Councils may use and more information about each of these is available on the ITE CLT website.

- **Microsoft Teams**—Council leadership should use the ITE Microsoft Teams platform for communication, discussion, and working on specific products. ITE believes this will enhance efficiency, creativity, and problem-solving by leveraging the collective strengths of individuals, ultimately leading to innovative solutions and successful project outcomes.
- **ITE e-Communnity**—Each ITE Council and Committee has access to an eCommunity messaging board that can be used to facilitate discussion, make announcements, and gather feedback.
- **Council Showcase Events**—ITE provides opportunities for Councils and Committees to showcase their work at different events throughout the year including the TRB Annual Meeting and the ITE Annual Meeting.
- **Virtual Conference Calls and Meetings**—Councils and Committees are encouraged to organize and run regular conference calls and meetings for members to discuss and address various topics important to the group. This is an opportunity to provide consistent engagement opportunities for members.

4.5 ITE Developing Trends Report

ITE develops an annual Developing Trends Report with support by the Councils and Committees to ensure that innovation and creativity continue to play a visible role in Council culture. Through the Developing Trends Report, Councils and Committees are encouraged to bring forward emerging trends as they observe them. The CLT has established a dedicated process that aims to identify and prioritize emerging trends within the transportation industry and ensure that the most relevant topics are brought to the attention of the CLT and, ultimately, the ITE International Board of Direction. More information about the process for preparing the Developing Trends Report is available on the ITE CLT website.

5   Technical Publications and Projects[3]

An important aspect of the ITE Council and Committee work is the development and creation of technical publications and projects. There are eight categories of content that Councils and Committees can produce and contribute to as shown in Table 2 below. The content that the Councils and Committees can produce ranges from lower effort products such as webinars to high effort and technically advanced projects such as an *ITE Recommended Practice.*

ITE understands that the available amount of volunteer time varies by individual. The range of products shown in the table below provides an opportunity for members to contribute to the level that is personally comfortable for them while delivering professional and recognizable product types. The CLT encourages each Council and Committee to identify the technical projects they plan to work on, given their available resources, and include those in the Council Action Plan. All initiatives included in the Plan should have designated leaders.

Table 2 ITE Technical Publications and Projects

Type	Description	Notes and Details	Timeline
Survey	Surveys are used to gather member input to inform the development of products and services, influence decisions and strategic direction, and gather feedback on events. Surveys are conducted throughout the year and focus on gathering input from the entire membership or a section of it.	ITE has a policy on developing surveys to ensure brand consistency, achieve desired results from each survey put into the field, prevent survey fatigue within ITE membership, and to reduce repetitive surveys.	2 months
Webinars	Webinars are an online, interactive opportunity for knowledge sharing on specific transportation topics. ITE Webinars are free to ITE members and are a popular method for sharing information to a broad audience.	ITE has an active webinar calendar with as many as 40-50 a year. Webinars are coordinated by Kellyanne Broom.	At least 3 months
Conference Content	The ITE Virtual Spring Conference brings together attendees for two days in March/April to discuss topics related to a theme. The sessions are organized primarily by the Councils. The in-person ITE Annual Meeting and Exhibition brings together more than 1,000 people over four days in July/Aug. An open call for papers and sessions lays the foundation for the program. Councils may designate a session proposal as a sponsored session.	Participation in our conferences is a core function of ITE's Councils and Committees. Participation provides visibility for your Council or Committees professional development program.	The program for the Virtual Spring Conference is typically organized in December. For the Annual Meeting, the Call for Abstracts is typically issued each October.
Quick Bite	A Quick Bite is typically 1-4 pages in length and designed to provide a brief overview or short dive into a specific topic area.	Simplest ITE publication. Great opportunity to introduce a concept or promote best practice.	Quick Bites typically take 2 to 4 months to produce and publish.

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[3] The technical requirements of developing each of the seven types of projects of projects listed in Table 2 varies greatly. More detailed directions and technical guidelines are provided on the CLT website and by the ITE Technical Staff.

Technical Brief	ITE Technical Briefs are either a collection of several Quick Bites, case studies, or a lengthier exploration of a specific topic or issue (typically 12-20 pages).	Provides an opportunity for a deeper exploration of a technical issue.	Tech Briefs typically take 4 to 8 months to produce and publish.
Informational Report	Informational Reports document the state-of-the-practice in an area of high member interest, but do not contain recommendations. They contain significant technical content (20+ pages), involve multiple figures, and undergo significant review and editing. Informational Reports are for sale at a reasonable price for ITE members.	Great tool for presenting a comprehensive overview or update on a specific topic area. Link: Preparation of Informational Reports	Informational reports typically take 12 to 18 months to produce and publish.
Recommended Practice	An ITE Recommended Practice is ITE's highest level of publication. They contain significant technical content with industry-collaborated recommendations. Recommended practices require notice and comment opportunities for members and International Board approval. Recommended Practices are for sale at a reasonable price for ITE members.	Commonly referenced by planners and engineers across the world. Not formally a standard. Derived through industry collaboration and approved by the International Board. Link: Recommended Practices (RP) Development Process	Recommended Practices take 18+ months to produce and publish.
Special Technical Projects	There are also regular opportunities for ITE members to support ongoing products like the *Trip Generation Manual*, *Parking Generation Manual*, and the ITE TrafficWiki, Resource Web-Portal, etc. ITE is often asked to support the USDOT and its programs/projects, providing our councils and committees with an opportunity to contribute to national technical and policy direction.	Contributing to federal dockets, getting involved in another organization's conference, and helping advance a new developing trend both within ITE and more broadly within the industry.	Varies according to project.

5.1 Survey

Surveying the ITE membership (and others) is an effective way and an important tool to gather member input to inform the development of products and services, influence decisions and strategic direction, and gather feedback on events. In addition to surveying conducted by ITE International, surveying is popular among ITE's Councils and Committees. Surveys are conducted throughout the year and focus on gathering input from the entire membership or a section of it. To address the many survey requests coming out of the ITE Councils and Committees, ITE has developed a survey policy around the creation and execution of surveys to ensure brand consistency, achieve desired results from each survey put into the field, prevent survey fatigue within ITE membership, and to reduce repetitive surveys. More information is available at https://www.ite.org/about-ite/councils/council-leadership-team/.

5.2 Webinars

ITE Councils and Committees regularly develop and sponsor webinars. Webinars are identified and included in the Council Action Plans that are developed annually. ITE has a process in place to support the development and delivery of webinars through the Professional Development Director. Once a Council or Committee has been approved to host a webinar, the ITE webinar agreement form ensures a structured collaboration between ITE and the presenter, setting clear expectations. It also addresses legal compliance, safeguarding both parties' interests regarding copyright, proprietary disclosure, and ownership of the webinar and recording. The ITE webinar agreement form is shown in Appendix B.

5.3 Conferences

5.3.1 Virtual Spring Conference

The Spring Virtual Conference is a 2-day virtual conference that provides an opportunity for Councils to formulate sessions. Historically, a theme is selected for the conference and sessions are centered around viewing the theme from the individual perspectives of different Councils and Committees. The conference is typically scheduled for the March/April timeframe. Development of the program begins in November with a preliminary program available by mid-January. All technical sessions are proposed, developed, and delivered by the ITE Councils. The development process is subject to ongoing evolution, but in general comprises the following three steps:

- Step #1: Concept Development (*November-January*)
  - o Councils are presented with a theme determined by ITE International Board of Direction.
  - o Councils propose session descriptions centered on that theme, and work with ITE staff to identify possible speaker candidates.
  - o The ITE CTO proposes an overall session grid based on those session concepts for discussion and approval by the CLT.
  - o From there, session concepts are further developed, speakers invited, and a program is published.
- Step #2: Content Development (*January-February*)
  - o Speaker invites are confirmed, session details are refined, and conference registration is launched/marketed.
  - o Minor refinements to session descriptions and speakers are expected but major changes are discouraged once marketing and registration have begun.
- Step #3: Delivery (*March-May*)
  - o ITE staff deliver the Spring Virtual Conference in the March/April timeframe.
  - o Recordings of the conference are made available to participants.

5.3.2 International Annual Meeting

The ITE Annual Meeting and Exhibition is the premier event for transportation professionals from around the world aimed at improving the planning, design, operation, and safety of transportation systems. The meeting typically takes place in July or August and lasts for four days. It features a wide range of technical sessions, workshops, poster presentations, and exhibits from leading companies in the transportation industry. Attendees can learn about the latest advancements in transportation technology, research, and best practices. They can also network with colleagues from around the world and build relationships that can help them advance their careers.

The development of the ITE Annual Meeting technical agenda is conducted through an adjudication process formed from ITE members, including Council and Committee members. A call for abstracts and session concepts is released in the October timeframe and remains open until end of November. Council and Committee volunteers are encouraged to submit abstracts either individually and/or session concepts as a group. All the technical session and abstract proposals are subject to peer adjudication, and none are guaranteed to be incorporated. Council and Committee members are encouraged to support the adjudication process by volunteering to review presentation and workshop abstracts.

5.4 Quick Bite

An *ITE Quick Bite* is a concise, informative one to four-page report on various topics related to transportation planning, design, operations, or safety. A Quick Bite can be thought of as a bite-sized chunk of knowledge that offers a quick and accessible overview of a specific subject within the broader field of transportation.

The target audience for an *ITE Quick Bite* are transportation professionals who want to learn more about a specific transportation topic without having to read through a lengthy technical document. They provide a quick and easy way to stay up-to-date on the latest trends and developments in the field.

5.5 Technical Brief

An *ITE Technical Brief* is a more in-depth document compared to an ITE Quick Bite that delves deeper into a specific technical topic within the transportation field, providing a more comprehensive and nuanced understanding. Compared to Quick Bites, Technical Briefs offer a more comprehensive and detailed analysis of the subject matter. They typically run 12-20 pages and may contain the following information:

- **Deeper dive into a specific subject**: Technical Briefs explore a narrower and more technical topic than Quick Bites, providing a more detailed analysis and discussion.
- **Technical information and data**: They present relevant technical information, data, and research findings to support the arguments and conclusions presented.

- **Case studies and examples**: Real-world case studies and examples are often included to illustrate the practical application of the concepts discussed.

Technical Briefs are primarily aimed at transportation professionals with some background knowledge of the specific topic. However, they can also be valuable resources for researchers, policymakers, and anyone interested in learning more about a particular technical aspect of transportation.

5.6 Informational Report

An *ITE Informational Report* is a detailed and informative document that delves into a specific topic or issue and goes beyond what is included in an *ITE Technical Brief* through the development of specific recommendations and best practices on a particular subject matter. *ITE Informational Reports* provide a deeper analysis than a *Technical Brief* by offering a thorough examination of the chosen topic. They typically range from 20 to 50 pages in length and may include:

- Literature reviews and research findings
- Case studies and real-world examples
- Data analysis and charts/graphs
- Recommendations and best practices.

Informational Reports are targeted to a more technical audience with more knowledge, training, and experience with a particular topic. However, they can also be valuable resources for researchers, policymakers, and anyone interested in learning more about a particular technical aspect of transportation.

5.7 Recommended Practice

An *ITE Recommended Practice* is a document that provides specific guidance and recommendations on the planning, design, operation, or maintenance of transportation facilities and systems. These documents are seen as a set of best practices developed by experts in the field, based on research, experience, and field data that transportation professionals can follow to achieve effective and safe transportation systems. While not mandatory to follow, *ITE Recommended Practices* offer well-established and widely accepted approaches to specific transportation challenges that are deeply peer reviewed and followed well-established standards development processes that are:

- **Developed by Experts**: Developed by committees of experts in the relevant field, ensuring they reflect the latest knowledge and best practices.
- **Based on Research and Evidence**: Based on sound engineering principles, research findings, and data analysis. They are not simply based on opinions or preferences.
- **Advisory in Nature**: Not mandatory regulations or standards. However, they are widely respected and followed by transportation professionals across the United States and internationally.

The target audience of an *ITE Recommended Practice* includes practicing engineers, planners, designers, and consultants working on various aspects of transportation infrastructure in order to provide them with practical guidance and best practices based on research and experience, helping them design, operate, and maintain safe and efficient transportation systems.

5.8 Special Technical Reports

A Special Technical Report is a comprehensive and in-depth signature document published by ITE that delves into a specific technical topic or issue within the field of transportation. Currently, ITE publishes three of these reports that all Councils and Committees are encouraged to get involved with as appropriate: Parking Generation Manual, Trip Generation Manual, and the TrafficWiki.

5.8.1 Parking Generation Manual

The ITE Parking Generation Manual, 6th Edition is an educational tool for transportation professionals, zoning boards and others who are interested in estimating parking demand of a proposed development. The Parking Generation web app—ITEParkGen allows electronic access to the entire dataset that includes land use descriptions and data plots for all available combinations of land uses, time periods, independent variables, and settings.

- Website: https://www.ite.org/technical-resources/topics/trip-and-parking-generation/
- WebApp: https://iteparkgen.org/index.html

5.8.2 Trip Generation Manual

The ITE Trip Generation Manual presents a summary of the trip generation data that have been voluntarily collected and submitted to ITE. The trip generation database includes both vehicle and person trip generation for urban, suburban, and rural settings. A Trip Generation web app—ITETripGen allows electronic access to the entire dataset with numerous filtering capabilities including site setting, geographic location, age of data, development size, and trip type. As additional data become available, they will be distributed through periodic updates to the Trip Generation Manual.

- Website: https://www.ite.org/technical-resources/topics/trip-and-parking-generation/
- WebApp: https://iteparkgen.org/index.html

5.8.3 ITE TrafficWiki

The ITE TrafficWiki is an online tool that serves as a one-stop-shop for knowledge on all-things traffic engineering, allowing transportation professionals to delve into the available information by topic. As a living document, users will have the ability to revise or update the content. All updates and revisions are peer reviewed prior to being included. ITE Councils and Committees are encouraged to offer updates and changes as appropriate to this online, dynamic resource.

- Website: https://www.ite.org/technical-resources/wiki/

5.8.4 Externally Funded Reports

ITE is often tasked with preparing technical reports that are funded externally such as through non-profit foundations, academic research institutions, and USDOT. In these instances, ITE staff may reach out to Councils and Committees with an opportunity to contribute to these national technical and policy reports.

5.9 Technical Report Publication Process

ITE appreciates the time and effort our volunteer groups put into producing our publications and resources. Our goal is to deliver a quality finished product to our membership as quickly as possible. Finalizing products and resources entails a review and editing process, ensuring proper permissions for images, and inserting the product into the appropriate template. Figure 3 below shows a general overview of the ITE publication process beginning with the development of content (Step 1) through marketing (Step 5).
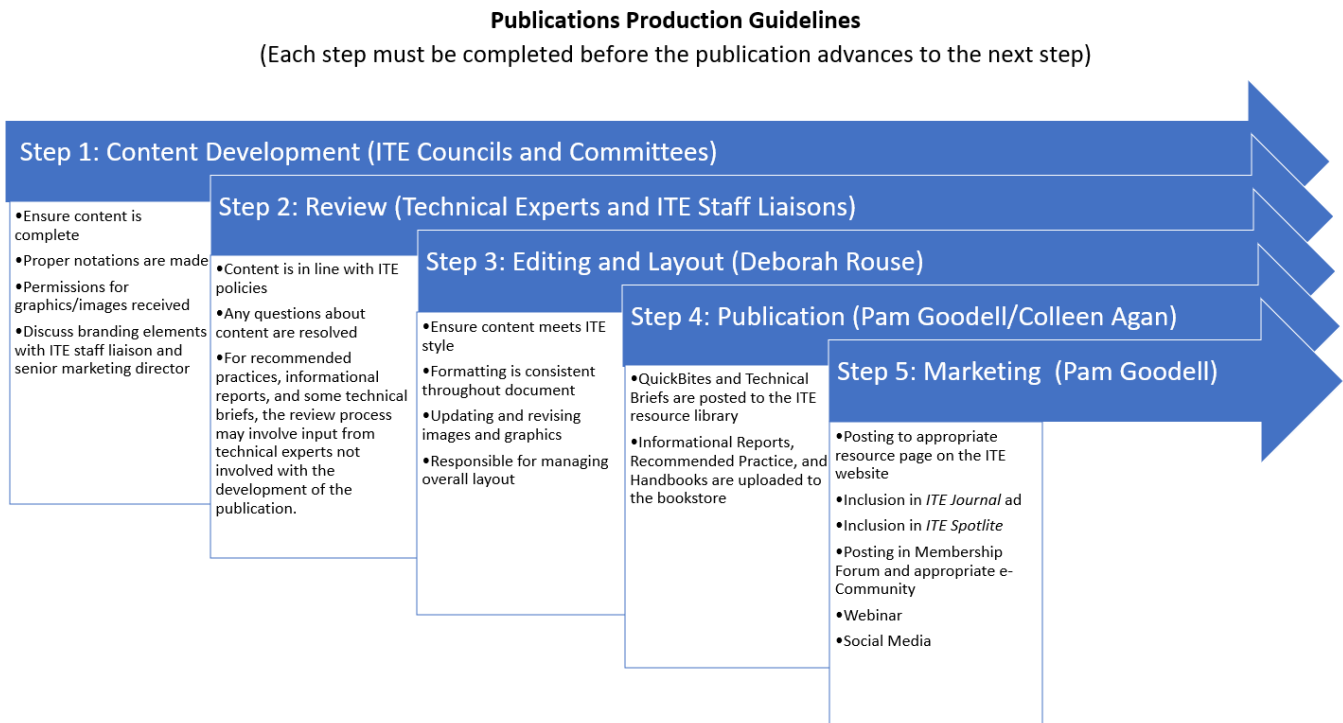
Publications Production Guidelines
(Each step must be completed before the publication advances to the next step)

Step 1: Content Development (ITE Councils and Committees)
- Ensure content is complete
- Proper notations are made
- Permissions for graphics/images received
- Discuss branding elements with ITE staff liaison and senior marketing director

Step 2: Review (Technical Experts and ITE Staff Liaisons)
- Content is in line with ITE policies
- Any questions about content are resolved
- For recommended practices, informational reports, and some technical briefs, the review process may involve input from technical experts not involved with the development of the publication.

Step 3: Editing and Layout (Deborah Rouse)
- Ensure content meets ITE style
- Formatting is consistent throughout document
- Updating and revising images and graphics
- Responsible for managing overall layout

Step 4: Publication (Pam Goodell/Colleen Agan)
- QuickBites and Technical Briefs are posted to the ITE resource library
- Informational Reports, Recommended Practice, and Handbooks are uploaded to the bookstore

Step 5: Marketing (Pam Goodell)
- Posting to appropriate resource page on the ITE website
- Inclusion in *ITE Journal* ad
- Inclusion in *ITE Spotlite*
- Posting in Membership Forum and appropriate e-Community
- Webinar
- Social Media

Figure 3 ITE Publication Process

- **Content Development and Review (Step 1 and Step 2)**—The first step in starting work on a project is to complete and submit the ITE Council/Committee Project Proposal form. This form will be reviewed and approved by the CLT Vice Chair for Major Projects to ensure that all technical projects are being coordinated

across the ITE councils and committees and with the ITE Technical Staff. The project proposal form identifies the type of product that will be produced, who will be involved, and a tentative timeline. The ITE Council/Committee Project Proposal form is available in Appendix C and is also available electronically on the CLT Teams site.

ITE volunteers are expected to create products that contain completed technical content, including peer review levels as appropriate. ITE volunteers are not expected to create "publish-ready" documents that include final layouts, graphics, and editorial activities. However, each report author will be provided with a document template to be used to create the technical content. ITE Technical Staff will work with the report authors and subject matter experts to create a document that is ready for publication.

An important aspect of content development is obtaining permissions for images used in ITE publications which can often delay the publication. ITE members are encouraged to choose images from ITE's Photo Exchange Gallery when possible. If original or other images are required to be sources, ITE must verify that permission has been granted before the image can be included in an ITE product or publication. Volunteers are asked to lead this effort and turn to staff only in the event permissions are proving difficult or impossible to obtain. If original photos or images are needed, the easiest process is to source them from the sponsoring Council. If an image is needed or desired from another agency or association, delays in obtaining permissions should be anticipated in the project schedule.

- **Editing and Layout (Step 3)**—ITE Technical Staff will lead the process of conducting a final edit and layout of the publication as appropriate. Any necessary deviations or changes for specific projects will be discussed and agreed upon during the project scoping process. This agreement will be documented between ITE staff, the CLT Vice Chair for Major Project Development, and the project team. The publication production guidelines can be found in the ITE Council Operational Information section on the ITE website, covering aspects such as layout, design, standards, and the submission process.
- **Publication (Step 4)**—ITE Publication and Marketing Staff will develop and execute a marketing and communications plan as needed for each technical report and publication. Depending on the nature of the product it may also involve an opportunity for member comment or Board approval. ITE staff endeavor to move each product through this process efficiently. ITE staff will make the final determination on publish date to coincide with other ITE activities such as federal contract work, the ITE Journal editorial calendar, national recognition periods, or other strategic timeframes.
- **Marketing (Step 5)**—ITE's marketing team utilizes numerous marketing and communication channels for promotion purposes. This includes the following:
  o ITE Website
  o ITE's e-Community

- o The bi-weekly ITE Spotlite email
- o The prestigious, award-winning ITE Journal
- o Special promotional emails, press releases, and postings (as needed)
- o Social Media platforms including LinkedIn and Instagram

When a Council releases a new product or publication, the Social Media Liaison should also actively encourage authors to register with the Speaker Directory. The intent of this tool is to offer subject matter experts for Sections and Districts looking for speakers – and in return, offering opportunities for authors to gain additional visibility and community engagement for products or publications they had a hand in creating. ITE's Speaker Directory can be found within the e-Community.

6 Award and Recognition[4]

The CLT selects recipients for four distinct awards that are presented during the ITE Virtual Spring Conference (Council Project Excellence Award and Jeff Lindley Personal and Technical Excellence Award) and the ITE International Annual Meeting (CLT Young Leaders to Follow and the Council Impact Awards). These awards recognize personal and group contributions to our Technical Councils and Committees, as exemplified through actions and activities that benefit our community.

6.1 Council Project Excellence Award[5]

The Council Project Excellence Award recognizes the best technical product resulting from work developed, completed, and sponsored by a Council in the previous calendar year.

- *Presented*: ITE Virtual Spring Conference
- *Nomination Period*—December 1st through January 15th.
- *Nomination Information*—https://www.ite.org/membership/awards1/council-leadership-team-council-project-excellence-award/
- *Eligible Projects*—Quick Bites series, webinar series, published technical briefs, published informational reports, or adopted recommended practices.
- *Judges*—The judges will consist of the CLT Chair, CLT Vice Chairs, and ITE CTO.
- *Selection Criteria*—The criteria for this award includes the tenets of the GAVE culture adopted by the CLT.
  - Growth: To what degree did the project include an element of mentorship opportunities for younger members (under 35 years old) and students?
  - Accountability: To what degree did the team meet promised deadlines and/or clearly communicate changes in the schedule?
  - Value: To what degree did the team consider how their project addressed ITE core focus areas of safety, all users, sustainability, resiliency, and efficiency?
  - Esteem: To what degree did the project leader and task leaders foster a collaborative environment that included a focus on inclusion (demographically and geographically)?

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[4] ITE recognizes the importance of keeping named legacy awards from being lost over time. The CLT will preserve these legacy awards by posting to the ITE website background information and previous recipients.
[5] Council Project Excellence Awards are different from the Transportation Achievement Awards announced during the ITE Annual meeting. The Transportation Achievement Awards are based on projects completed by members and their agencies/companies. Council Project Excellence Awards are based on work done as part of a Council.

6.2 Jeff Lindley Personal and Technical Excellence Award

The Jeff Lindley Personal and Technical Excellence Award recognizes one member's lasting contributions to the community of transportation professionals. This award encourages ITE's Councils to celebrate the efforts and contributions of their volunteers.

- *Presented*: ITE Virtual Spring Conference
- *Nomination Period*—December 1st through January 15th.
- *Nomination Information*—https://www.ite.org/membership/awards1/the-jeff-lindley-personal-and-technical-excellence-award/
- *Judges*—The judges will consist of the CLT Chair, CLT Vice Chairs, and ITE CTO.
- *Selection Criteria*—Nominations should consider the tenets of the GAVE principles adopted by the Council Leadership Team:
  - Growth: How has the individual contributed to the evolution of practice?
  - Accountability: How has the individual demonstrated ethical conduct?
  - Value: How has the individual contributed to mentoring, diversity, equity, and inclusion through their personal actions?
  - Esteem: How has the individual used their role to raise or reaffirm the importance of ITE's role in the community of transportation professionals?

6.3 CLT Young Leader to Follow

The CLT Young Leader to Follow award recognizes the overall contribution of a young leader who has contributed significantly to the ongoing operation and success of an ITE Council or Committee. The CLT Young Leader to Follow must be an active ITE member and by 35 years old or younger on January 1 of the award year.

- *Presented*: ITE International Annual Meeting
- *Nomination Period*—December 1st through March 15th.
- *Nomination Information*— https://www.ite.org/membership/awards1/young-member-of-the-year-award1/
- *Judges*—The judges will consist of the CLT Chair, CLT Vice Chairs, and ITE CTO.
- *Selection Criteria*—Nominees should show the following:
  - Demonstrated commitment to the Council or Committee.
  - Exhibiting leadership skills.
  - Commitment to advancing the transportation profession.
  - Applies innovative ideas to the profession and/or volunteer role.
  - Overall involvement with ITE.

The CLT Young Leader to Follow will automatically be recognized as part of the class of 20 ITE Young Leaders to Follow that includes one person recognized by the CLT Executive Committee as the CLT Young Leader to Follow, one Rising Star from each ITE District, and those selected by the ITE Young Leader to Follow selection committee. Based upon the 20 Young Leaders to Follow, ITE will select an overall Young Member of the Year Award which will be announced in May. More information is available here.

6.4 Council Impact Awards

The six ITE Councils are the technical engine of the organization, providing relevant research and resources to actively contribute to the body of knowledge in their respective discipline areas. The ITE Council Impact Awards seek to recognize individuals and organizations for outstanding contributions to the transportation industry and the communities they serve. Nominations should be programs or initiatives and not individual projects[6] and address demonstrated excellence in the following core focus areas:

1. Innovative activities and contributions in the practice of transportation engineering and planning
2. Leadership and innovation in advancing traffic safety programs, initiatives, or technologies
3. Unique and successful educational programming and resources for student engagement
4. Dedication and commitment to transportation in the community
5. Demonstrated commitment to incorporating diversity, equity, and inclusion into all aspects of transportation

- *Presented*: ITE International Annual Meeting
- *Nomination Period*: January 1st-March 31st
- *Nomination Information*: https://www.ite.org/membership/awards1/council-impact-awards/
- *Judges*—The judges will consist of the CLT Chair, CLT Vice Chairs, and ITE CTO.
- *Selection Criteria*: Nominations will be based upon the following:
  - Leadership by the individual or organization in the activities that serve as the basis for the award
  - Commitment by the individual or organization to advancing the transportation profession and industry in general, and the selected technical area in particular
  - Application of innovative ideas and processes
  - Impact of the individual or organization's work and applicability for use by other individuals or organizations.

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[6] Individual projects may be considered for the Transportation Achievement Awards.

7   Connecting with Districts, Sections, and Chapters

ITE thrives on the energy and engagement of its Districts, Sections, and Chapters (DSCs). These local groups host over 500 events annually, providing a crucial platform for knowledge sharing and professional development. However, supporting these events with fresh content and diverse perspectives can be a challenge. The alignment and collaboration between the ITE DSCs with ITE Councils and Committees is important for the sustainability and continued growth of ITE. Below are opportunities for ITE Councils and Committees to collaborate with the ITE DSCs:

- **Content and Speaker Support**: There's a strong demand at the Section level for speakers who can offer insights beyond traditional traffic engineering. Councils can address this by providing a directory of experts on emerging topics like complete streets, electric vehicles, equity, and sustainability.

- **Addressing Scheduling Challenges**: Some Sections struggle to fill their event calendars. Councils can help by offering "watch party" discussion guides for Council-sponsored webinars, transforming them into interactive local events.

- **Overcoming Geographical Barriers**: Geography can limit participation in local events. Councils can encourage the use of hybrid or virtual meetings, allowing for wider member engagement.

- **Engaging a Broader Audience**: By sparking conversations on key topics that Councils are addressing, Sections can attract a wider and potentially younger audience.

- **Fostering District-Council Connections**: Councils can help District Leadership Advisory Committees (LACs) identify key Council leaders within their regions and the topics they can present on. This can lead to a more coordinated approach to event programming.

Connecting the technical to the grassroots level of engagement is vital to providing maximum benefit to our members, recognition to our volunteers, and a continued growth in our development of leaders. It also offers an opportunity to reinforce the One ITE cohesive branding of the organization and brings opportunities for efficiency, technical rigor/excellence, and consistency. By fostering closer collaboration between Councils and DSCs, ITE can ensure its local events remain vibrant, informative, and inclusive, attracting a diverse range of transportation professionals. And, ITE Councils and Committees can achieve several strategic goals:

- **Enhanced Recognition**: Collaborating with DSCs elevates the profile of Councils. Increased exposure translates to better understanding of Council work, the opportunities for member involvement, and the valuable products developed by Councils.

- **Expanding the ITE Experience**: Engaging with DSCs introduces a "new audience" to Council involvement, a facet of ITE membership that hasn't always been effectively communicated or promoted. This broader reach unlocks new benefits for members.

- **Leadership Visibility**: Collaboration offers a platform for individual Council leaders to share their expertise and perspectives, fostering personal recognition within the ITE community.
- **Engaging a Younger Generation**: Reaching out to DSCs fosters the potential to attract a younger demographic to Council activities. By showcasing how Councils function and the opportunities for involvement, ITE can bridge the gap and bring fresh energy and ideas to the table.

Overall, this collaboration personalizes the Councils, transforming them from abstract entities into vibrant, accessible groups driving innovation within ITE.

Appendix A: Council Health Report

	Institute of Transportation Engineers International Director Report & Dashboard
International Director:	
Meeting Date:	
District:	**Council Leadership Team**

Young Leaders to Follow	
Traffic Engineering Council	
Complete Streets Council	
Safety Council	
TSMO Council	
Education Council	
Planning Council	

Council Quarterly Health Self-Assessment					
	Action Plan Implementation Status	**Leadership Engagement**	**Membership Engagement**	**Webinar Delivery**	**Notes**
Traffic Engineering Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	
Complete Streets Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	
Safety Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	
TSMO Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	
Education Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	
Planning Council	Ahead of Target On Target Behind Target	High Medium Low	Growing Stable Declining	Ahead of Target On Target Behind Target	

Appendix B: Webinar Agreement Form

Letter of Agreement

The Institute of Transportation Engineers Educational Foundation (ITEEF) is pleased to provide this Letter of Agreement with _____ *(Name of Presenter)* to develop the following professional development webinar and meet the deliverables listed below.

Webinar Delivery Date	Name of Webinar/ Presentation

Deliverables:
1. Develop and deliver a presentation for a 1.5 hour Webinar
2. Develop and revise the 90-minute MS PowerPoint presentation on the topic that meets the stated learning objectives. **Send to ITE as a PowerPoint and PDF, 5 days in advance of webinar delivery date.**
3. Polling Questions for Engaging the Audience (Optional)
4. Hands-on Web Conference Demonstration and test run with ITE staff person
5. Join the webinar 30 minutes in advance of start time for set-up.

Presentation criteria:
Presentation must be prepared for a technical audience in USA and Canada that may include consultants, young engineers, and planners.
   a. All graphics and non-original text must include a reference and/or signed release as appropriate. The source must be cited on the PowerPoint slide. ITE Learning Hub logo must be on the title slide.

All deliverables should be submitted to Kellyanne Broom, Professional Development Director at kbroom@ite.org.

Proprietary Interest Disclosure

Instructor is required to disclose to the audience prior to the start of the Web event if compensation was received for published materials referred to in the presentation verbally or with a disclaimer notice on the slide in question.

Copyright Permissions/Agreements: (Please check one)
- The materials used in the slide presentation and supplements are original material. It is understood that any presenter's original material is not exclusive to ITE's webinar.
- The materials used in the slide presentation are not original. If the source is not an ITE publication, the developer must disclose the source for the materials in a copyright permission form that can be sent to you by Kellyanne Broom.

ITE is the sole owner of the live webinar and recording.

Accepted on behalf of:

_____
Presenter's Name   (Printed or Typed)

_____
Signature of Presenter   Date

Appendix C: ITE Council/Committee Project Proposal Form

Project Proposal and Agreement Form

Project Name: *[Enter Project Name]*

Project Type: *[Quick Bite, Technical Brief, Informational Report, Recommended Practice, Other*]*
If Other is selected, please explain, and describe.

Project Description*: [Briefly outline the project's purpose, objectives, audience and final deliverable.]*

Project Team Leader: *[Identify the person leading the project and their responsibilities.]*

Project Team Members: *[An introduction to the team members involved in the project, highlighting their expertise and qualifications.]*

Project Timeline: *[A realistic breakdown of the timeline including major deliverables and milestones.]*

Project Team Leader Agreement:

I, *[Project Lead's Name]*, commit to the following:

1. Objective Commitment: I will strive to achieve the project objectives.

2. Team Coordination: I will lead and coordinate the team effectively.

3. Timeline Adherence: I will adhere to the project timeline.

4. Regular Updates: I will provide timely project progress updates.

5. Conflict Resolution: I will address conflicts promptly.

6. Resource Management: I will efficiently manage project resources.

7. Project Ownership: I acknowledge that project ownership is exclusive to ITE, and any intellectual property or outcomes generated during the project duration are the sole property of ITE.

I understand the ITE CLT may review project progress, and any deviations will be communicated promptly.

_____

[Project Lead's Signature] [Date]

We, the undersigned, approve the Project Team Requirement and Agreement.

_____

ITE CLT Vice Chair [Project]