

## PREFACE

**\*This document has the changes made by the By-Laws Task force.\* 3/01/11**

In the early 1930's a group of Fire Alarm Superintendents formed an organization named "Northwest Municipal Signal Association". Records do not indicate if the group developed a Constitution or By-Laws.

In 1936 this group, together with other independently formed groups across the United States and Canada, agreed to a merger to be called "International Municipal Signal Association". On September 2, 1937 the new organization approved the Associations Constitution and By-Laws which created several "Sections" throughout United States and Canada. At that time the "Northwest Municipal Signal Association" became the Northwest Section of the International Municipal Signal Association.

Although the Constitution and By-Laws granted the Sections the privilege of creating their own By-Laws, provided that they conformed to the National Constitution and By-Laws, records do not indicate that the Section developed any By-Laws at that time and presumably operated under the National By-Laws.

In the early 1970's the Section's Constitution and By-Laws Committee under it's chairman, Bob Sickler, began development of Section By-Laws. After review by several Northwest Section members, suggested revisions were made and submitted to the Northwest Section Membership in June, 1973.

The Section operated under these By-Laws until early in 1990 when the members of the Section's Constitution and By-Laws committee under Chairman Henry Schellert agreed that some members of the Section were not being adequately represented and developed a revised set of By-Laws wherein the Section was divided into Divisions with each Division electing a Representative to serve with the Executive Committee as the governing body of the Section.

At the 1990 National Conference in Buffalo, New York, Committee Member Jim Wilson submitted these revised By-Laws to the National Constitution and By-Laws Committee for approval of conformity with the National Constitution and By-Laws. The Co-Chairmen of this Committee approved the By-Laws on August 5, 1990.

The By-Laws were then submitted to the Membership through a mail-in ballot. The vote was in favor of the New By-Laws and they became effective September 29, 1990.

The By-Laws have been amended five times since the 1990 approval by the National Committee. In 1996, the Membership agreed that "good business practice" requires two (2) signatures on each checking and bank account and the By-Laws were amended accordingly. In 1997, the Canadian Provinces of Alberta, British Columbia, and Saskatchewan successfully petitioned for Section status, which was granted, therefore in 1998, the By-Laws were amended to delete their geographical area and Division structure from the Northwest Section service area. In 2002 the By-Laws were amended to add the Scholarship Committee to the standing committee list and to change the term of office for the Division Representatives from 1 to 2 years. In 2003 the directors amended the International Constitution and Bylaws including an addition to the definition of Active member to include employees of private contractors, thus in 2004 the Northwest Section By-laws were amended to conform. In 2008 Section President Rod Deitz found a weakness in the Bylaws related to our Federal Tax exempt status. President Deitz explained there was not enough emphasis on filing tax returns and the membership agreed. The Bylaws were amended to add new duties to the Secretary/Treasurer and the Audit Committee to clarify the importance of maintaining our tax-exempt status.

The following is reprinted from the Preface to the National Constitution and By-Laws:

Election to Office in the International Municipal Association is indeed an honor and is a reflection of the respect and esteem of fellow members. However, holding office is not simply a "glory road." Once the member takes his oath of Office, he voluntarily assumes certain duties and responsibility.

Effective performance in any position of trust and responsibility is dependent, in large measure, upon the extent of knowledge possessed by the person chosen for such a position. A well-informed person can be expected to better fulfill his accepted responsibilities.

Each officer of I.M.S.A., as he assumes his Office, solemnly recites before his peers, the following Officers' Obligation.

**“We, the duly elected Officers of the International Municipal Signal Association, do solemnly agree and promise to conduct the duties of our respective Offices with forthrightness and integrity and in accordance with the provisions of the Constitution and By-Laws of the I.M.S.A.**

**Upon completion of our respective terms of Office, we do severally agree and promise to relinquish all properties of the I.M.S.A., and all controls and authorities that may have been granted as a condition of our respective Offices.**

The committee strongly recommends that those members of the Section who are now Officers at either the Section or Division level and those who aspire to Office make every effort to study and become familiar with the contents of these By-Laws.

Northwest Section Constitution and By-Laws Committee  
Rod Deitz, Chairman  
Robert Sickler Member\*  
James Wilson, Member\*\*  
Kimberly Roberts, Member  
Henry Schellert Member  
\*\*Deceased 11-07-98

\*Deceased 2012

NORTHWEST SECTION IMSA BY-LAWS –REVISED 06/08 14

**BY LAWS OF THE NORTHWEST SECTION  
OF THE  
INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION**

**TABLE OF CONTENTS**

<b>SECTION I – GENERAL</b>	<b>2-3</b>
<b>SECTION II – MEMBERSHIP</b>	<b>3</b>
<u>Qualifications</u>	
a. Active Member	3
b. Associate Member	3
c. Public Utility Member	3
d. Public Agency Member	4
e. Life Member	4
f. Honorary Member	4-5
<b>SECTION III - DIVISIONS</b>	<b>5-6</b>
<b>SECTION IV - BOARD OF REPRESENTATIVES</b>	<b>6</b>
<b>SECTION V - OFFICERS</b>	<b>6-7</b>
<b>SECTION VI - COMMITTEES</b>	<b>7-8</b>
<b>SECTION VII - COMMITTEE DUTIES</b>	<b>8</b>
a. Auditing Committee	8
b. Awards Committee	8
c. Certification Committee	9-10
d. Conference Committee	10
e. Constitution, By-Laws & Resolutions	10
f. Emergency Communications & Dispatch	10
g. Emergency Medical Services Committee	11
h. Executive Committee	11
i. Fire Committee	11
j. Membership Committee	12
k. Nominating & Past Presidents	12
l. Program Committee	12
m. Radio Committee	12-13
n. Scholarship Committee	13
o. Signs & Markings Committee	13
p. Site Committee	13
q. Street Lighting Committee	13-14
r. Traffic Signals Committee	14
s. Traffic Safety Committee	14
t. Representative to I.T.E	15
<b>SECTION VIII - ANNUAL CONFERENCE</b>	<b>15</b>
<b>SECTION IX - ANNUAL BUSINESS MEETING</b>	<b>15-16</b>
<b>SECTION X - AMENDMENTS AND ADDITIONS TO THE BY-LAWS</b>	<b>17</b>

**BY LAWS  
OF THE  
NORTHWEST SECTION**

**INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION**

ARTICLE III of the INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION By- Laws authorizes the Board of Directors, upon receipt of a petition signed by a sufficient number of qualified members, to grant a Charter to that group subject to the provisions of the INTERNATIONAL BY-LAWS. The NORTHWEST SECTION was granted such a charter on September 2, 1937 as a self governing section, providing such self-government totally conforms with the intent and purposes of the BY-LAWS of the INTERNATIONAL.

ARTICLE III of the BY-LAWS of the INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION authorizes each Section to have full jurisdiction in the formation and adoption of their own BY-LAWS, Rules and Procedures, Committees, etc., provided that the Section's By-Laws conform to the By-Laws of IMSA and all other legal requirements as outlined in the Association Section Handbook.

**SECTION I - GENERAL**

1. This group of the International Municipal Signal Association members encompassing the geographical areas of Alaska, Washington, Oregon, Idaho and Montana shall be known as the **NORTHWEST SECTION of the INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION.**
2. The purpose of the NORTHWEST SECTION of the INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION shall be:
  - a. To unite those who are involved or interested in public safety and the art and problems connected with engineering, construction, operation and maintenance of electrical, electronic, communications, signals, signs & markings and related systems used in public safety service.
  - b. To collect and disseminate information and educational material for the benefit of the Association members and the industry.
  - c. To cooperate in the formulation of safe installation, operation and maintenance of such systems.
  - d. To promote closer technical cooperation between all members of the industry with the intent of improving the efficiency of these systems and encouraging free and open consideration of all engineering concepts and opinions.
  - e. To cooperate with other organizations whose objectives also promote the objectives of the Association
  - f. To promote training and educational programs which are goal orientated toward certification of technicians in the various public safety fields in which the Association is involved.

3. Rules of Procedure and Resolutions, as may be adopted from time to time, shall become a part of the governing By-Laws of the Section when so ordered by the membership, provided that said Procedures and Resolutions do not conflict with the National Constitution and By-Laws.
4. All Resolutions controlling or continuing any general action of the Northwest Section Officers and Committees, which are not made a part of the By-Laws, shall be printed at the end of the By-Laws.
5. Each Officer and Division Representative of the Northwest Section shall be provided with a copy of the INTERNATIONAL CONSTITUTION and BY-LAWS, together with a copy of the NORTHWEST SECTION BY-LAWS including any Resolutions or Rules of Procedure which have not been incorporated in the BY-LAWS. If requested each new member of the Section shall be provided with a copy of the NORTHWEST SECTION BY-LAWS, together with any Resolutions or Rules of Procedure which have not been incorporated into the NORTHWEST SECTION BY-LAWS.

## **SECTION II - MEMBERSHIP**

1. Membership in the NORTHWEST SECTION shall be in the following classes: Active, Associate, Public Utility, Public Agency, Life and Honorary.
2. Membership qualifications shall be as shown under SECTION II of the BY-LAWS of the INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION. The qualifications are listed below for reference only.
  - a. ACTIVE MEMBER: Any employee or official of a governmental agency or employee of a private contractor who is actively engaged or involved in any of the public safety operations as defined in ARTICLE II of the National By-Laws, or any person who is actively engaged in any of the public safety operations, shall be eligible for Active Membership. Except as hereinafter specified, the privileges of voting and holding office are limited to Active Members.
  - b. ASSOCIATE MEMBER: Any individual not eligible for Active Membership, or any commercial, industrial, or non-profit organization, having special knowledge, experience, or interest in any aspect of the Association's activities shall be eligible for Associate Membership. Associate Members shall not have the right to hold office, except as Secretary Treasurer of a Section, nor shall they have the right to vote except on Association or Section Committees to which they may be elected or appointed
  - c. PUBLIC UTILITY MEMBERS: Any non-governmental or investor owned corporation furnishing electric, gas, telephone, water, or other utility type service to the general public under established rate. Each Public Utility Member shall designate an individual to serve as its representative.

- d. **PUBLIC AGENCY MEMBER:** Any local, county, state, or other governmental body or agency concerned with the objectives of the Association as defined in ARTICLE II of the Constitution, shall be eligible for Public Agency Membership. In order to qualify for Public Agency Membership, there must be a minimum of three (3) individuals who qualify for Active Membership from the same organization. Public Agency Members shall each individually enjoy all the privileges of Active Membership in the Association.
- e. **LIFE MEMBERSHIP:** Life Membership may be granted by the Board to an Active Member upon their retirement from employment as defined in ARTICLE II of the Constitution. Life Membership may continue during the life of the member and shall entitle them, without further payment of membership dues, to all the privileges of Active Membership in the Association, until such time that re-employment conflicts with the intent of this Section. During such conflicting employment, their Life Membership shall be temporarily suspended. Life Membership may be granted under the following conditions:
- (1) The prospective Life Member shall have been a member in good standing continuously for not less than fifteen (15) years or:
  - (2) The member shall have been an Officer of the Association or a Section of the Association, and shall have been a member in good standing continuously for not less than ten (10) years, and:
  - (3) An Application for the granting of the Life Membership shall be submitted to the IMSA by the Prospective Life Member's Section Secretary at least thirty (30) days prior to the annual meeting of the IMSA Board. The Section Secretary shall provide documentation that the prospective Life Member was approved by the Section, has the proper years of service and/or the years of service as an Officer of the Association or of a Section at the time of Application.
  - (4) ARTICLE II Section 2 (f) (4) of the IMSA By-Laws June 2009 states "The Section is responsible for paying the Life Membership annual dues."
- f. **HONORARY MEMBERSHIP:** Honorary Membership may be granted by the Board. Such Membership may continue during the life of the Honorary Member, and shall entitle the member without payment of membership dues, to all the privileges of an Associate Member. Honorary Membership may be granted to any person under the following conditions.
- (1) In the judgment of the Board, the prospective Honorary Member has rendered special, conspicuous, and unusual service to the Association or Section of the Association and:
  - (2) An application for granting of an Honorary Membership shall be submitted To the IMSA by the members Section Secretary at least thirty (30) days prior to The annual meeting of the Board, and: the Section Secretary shall provide documentation that the prospective Honorary Member was approved by the Section and has met the requirements listed here in;

- (3) Such request shall document the special, conspicuous, and unusual service to the Association performed by the candidate for Honorary Membership
- (4) ARTICLE II Section 2 (g) (4) of the IMSA By-Laws June 2009 states "The Section is responsible for paying the Honorary Membership annual dues."
3. Application for membership in classes of Active, Associate, Public Utility and Public Agency shall be submitted, together with the first years annual dues, directly to the I.M.S.A. office.
  4. Upon notification by the International Executive Director of the approval of the application of a new member of this Section, the Section Secretary shall update the Section Membership Roster. The Roster shall list each member's name, title, address and class of membership.
  5. Any member who is delinquent in payment of annual dues for one (1) year shall be dropped from the Membership Roster.
  6. Any member whose membership shall terminate for any cause shall have no right or interest in any property of the NORTHWEST SECTION, or any claim or privilege in or against the NORTHWEST SECTION, or pertaining thereto.
  7. Annual Dues of all members shall be payable annually as specified in SECTION III of the BY-LAWS of the IMSA

### **SECTION III - DIVISIONS**

For the purpose of more effectively carrying out the objectives, the Section shall be divided into constituent elements. These elements shall be known as DIVISIONS.

1. Divisions shall be as follows:
  - a. State of Alaska
  - b. State of Idaho
  - c. State of Montana
  - d. State of Oregon
  - e. State of Washington
2. The membership of the Northwest Section, upon receipt of a petition signed by at least fifty one percent (51%) of the Active Members of the affected Divisions, may authorize them to sub-divide, merge or otherwise change the configuration of the Divisions. Approval of the reconfiguration shall be by a majority vote of the Active membership of the Northwest Section.
3. Each Division shall hold a meeting of its members, at a location within the boundaries of the Division at least once every year. At this meeting the membership shall:
  - a. Discuss section policy and review how it may be improved for the betterment of the Division, take minutes and inform the Section Secretary of actions taken.
  - b. On even numbered years, elect one (1) Division Representative to serve a two (2) year term on the Section's Board of Representatives.

- c. The Division may administer Certification Programs and Examinations during their annual meeting.
  - d. The Division members should monitor state legislation and regulations in each state, report this information at the annual meeting to the Section Secretary who shall disseminate the information to the membership and IMSA International.
4. Each Division shall have the privilege of requesting, through the Section Secretary, that other Divisions bring up for consideration at their respective meetings, any subject the requesting Division desires broader consideration.
5. Each Division of the Section , with twenty five (25) or more Active Members, shall have the right, as stated in Article III of the Association's Constitution and Section 4 of the Association's By-Laws, to petition the Board to grant a charter to form a new, suitably titled, self governing Section.

#### **SECTION IV - BOARD OF REPRESENTATIVES**

1. The Board of Representatives, together with the Executive Committee, is the governing and managing body of the Section and shall have exclusive authority in decisions on Section policy consistent with the objectives of the Section.
2. The Board shall not have the power to commit the Section to any change in the Section Bylaws without the authority of a referendum ballot to the membership.
3. The Board and the Executive Committee shall meet once a year, prior to the Annual Section Meeting, for the purpose of determining policy for the coming year.
4. Board members shall vote as instructed by the Division they represent. If uninstructed by the Division, the Board member shall vote at the dictates of their own conscience.
5. Board members who cannot attend the Annual meeting may designate an alternate to take their place at the Board meeting.

#### **SECTION V - OFFICERS**

1. The officers of the Section shall consist of a President, First Vice-President, Second Vice-President, Secretary Treasurer, Delegate and Alternate Delegate. The above named officers shall be known as the Northwest Section Executive Committee.
2. The President, or in his absence the senior Vice-President present, shall preside at meetings of the Section and at meetings of the Board of Representatives. He shall, during office, be a member of all Committees and be accountable to the Section for the proper conduct of the affairs of the Section, in accordance with the BY-LAWS. The President shall be the Chief Executive Officer of the Section.

3. The Secretary Treasurer shall be, during office, a member of all committees and shall take the minutes of the Section. A copy of the minutes shall be forwarded to the IMSA executive Director for possible publication no later than 90 days after the meeting. The Secretary Treasurer shall take the minutes of the Board of Representatives and Executive Committee. Except as noted in the duties for the Certification and Conference Committees, The Secretary Treasurer shall conduct the correspondence, receive all funds, pay all bills approved by the Executive Committee, keep all records of the business and finances, submitting a report at each regular meeting and file annual reports to the IRS. The Secretary Treasurer may select the option of using a professional Tax Preparer to file reports to the IRS. The Secretary Treasurer is authorized to pay any emergency bill not exceeding \$250.00 in advance of authorization by the Executive Committee. The Secretary Treasurer can be any class of membership.
  
4. The President, First-Vice President, Second Vice-President and Secretary/Treasurer of this Section shall be elected annually by ballot at the Annual Meeting and shall hold office until Their successors are elected. A member to be eligible for office must be an active member in Good standing, except the Secretary and the Treasurer who may be elected from any class of membership in good standing. Vacancies in office shall be filled by election at the next regular meeting or a special meeting, and the notice of the meeting shall include mention of the proposed election. No member shall be elected President for more than two consecutive terms.
  
5. One Delegate and one Alternate Delegate shall be elected for two-year terms, and every other year thereafter shall repeat such an election. To be eligible for Delegate and Alternate Delegate the candidate shall be an Active Member in good standing. As per the Charter Agreement Section C. Leadership Development the Delegate will partner with the IMSA International Office to develop future leaders of IMSA, on a case by case basis.
  
6. Each year the Nominating Committee shall select the candidates from the Active Membership for the elective offices to be filled at the next annual election. Additional nominations for any office may be made by an Active Member, in good standing, from the floor. The Immediate Past President shall chair this committee as stated in Section VII Paragraph K.

## **SECTION VI - COMMITTEES**

1. **STANDING COMMITTEES:** Each year the President shall appoint a Chairman of each of these Standing Committees, except where the chairman is specifically designated under Committee Duties. The President may also appoint a Co-Chairman of any of the Standing Committees. Except as specified under Committee Duties, the appointed Chairman shall appoint at least two (2) other members to serve on the Committee and shall immediately notify the President and Secretary of the names of the appointed committee members.

The standing Committees shall be as follows:

- a. Auditing Committee
- b. Awards Committee
- c. Certification Committee
- d. Conference Committee
- e. Constitution, By-Laws & Resolutions Committee
- f. Emergency Communication/Dispatch Committee
- g. Emergency Medical Services Committee
- h. Executive Committee
- i. Fire/Emergency Communications Committee
- j. Membership Committee

- k. Nominating & Past Presidents Committee
  - l. Program Committee
  - m. Radio Committee
  - n. Scholarship Committee
  - o. Signs & Markings Committee
  - p. Site Committee
  - q. Street Lighting Committee
  - r. Traffic Signals Committee
  - s. Traffic Safety Committee
  - t. Representative to Institute of Transportation Engineers.
2. The President shall have the right to appoint Special Committees, provided that the scope of the Special Committees work does not duplicate the work of the Standing Committees.

## **SECTION VII - COMMITTEE DUTIES**

### **a. AUDITING COMMITTEE**

- 1. The Auditing Committee shall consist of at least three (3) members appointed each year by the President. One member of the Committee shall be an Active Member.
- 2. The Committee shall be responsible for auditing the Section books kept by the Secretary/Treasurer, The Chairman of the Certification Committee. And the Co-Chairman of the Certification Committee.
- 3. The Committee shall ascertain, through conference with the Secretary/Treasurer, Chairman and the Co Chairman of the Certification Committee that the expenditures of funds are strictly within the scope of the Section By-Laws.
- 4. The Committee, as it deems advisable, may make recommendations for increasing income and/or reducing expenditures of the Section.
- 5. The Committee shall make it's audit during the Physical Tax Year and shall report it's findings and recommendations at the Opening Session of the Annual Conference.
- 6. The Committee shall submit an annual report detailing the tax exempt status of the Northwest Section

### **b. AWARDS COMMITTEE**

- 1. The Awards Committee, in cooperation with the Executive Committee, shall assist with the selection of recipients of the awards customarily given by the Section or especially authorized by the President.
  - a. The Larry Keyser Award
  - b. The Emily Wilson Award
  - c. The President's Award ?
- 2. The Committee shall assist the Secretary in procuring suitable awards for presentation at the Annual Conference and shall make such award presentation when requested by the President.

c. CERTIFICATION COMMITTEE

1. The Chairman of this Committee shall appoint one or more members, who have been approved by the Association to administer certification programs, to serve on this Committee. As per Charter Agreement the Chairman of this Committee will provide the IMSA International Office with a list of all educational opportunities for posting on the website and publication in the IMSA Journal
2. In the event that there are no qualified members in a Division, the chairman may appoint a qualified member from a different Division to administer certification programs in that Division.
3. The chairman of this Committee shall be responsible for the upkeep of all certification records, shall conduct the correspondence, receive all funds, pay all bills, take minutes of Committee meetings and make a report at each regular meeting.
4. The Committee shall be responsible for deciding policy and procedures to be followed by the Committee, and shall serve as the governing body in all questions relating to certification matters of the Section.
5. The Committee shall be responsible for developing curriculum, setting requirements and fees, providing course materials and testing in all areas of the certification program.
6. The Committee shall respond to written questions from Members and non-members regarding their status on any certification matter and shall make every effort possible to resolve differences between the Member or non-member and the International Office.
7. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

d. CONFERENCE COMMITTEE

1. The Committee shall be responsible for directing and planning the management of the Annual Conference. Within three (3) months of the conclusion of the previous conference the immediate past chairman shall pass on the Past Conferences Records Folio to the new chairman to assist in the preparation of the next conference.
2. The Committee shall be responsible for making all arrangements and commitments with the Conference Hotel and for all activities associated with the Conference.
3. The Committee shall prepare a budget for the Conference and shall determine suitable registration fees to make the Conference self supporting.
4. The Committee may request the assistance of other committees in the preparation of technical programs and in the selection of speakers to be included on the Program Agenda.

5. The chairman of this Committee shall be responsible for the upkeep of all conference records, shall conduct the correspondence, receive all funds and pay all bills associated with the Conference.
6. The chairman shall make a report on the status of the Conference at the opening and closing business meetings of the Conference.
7. The chairman should make his final report on the Conference including total registration, income and expenses at the next regularly scheduled Section meeting. He should make recommendations on measures which could help future conferences.

e. CONSTITUTION, BY-LAWS & RESOLUTIONS COMMITTEE

1. The Committee shall receive all proposals for amendments to the Constitution, Association By-Laws and Section By-Laws and all proposals for any Resolutions. The Committee shall study such proposals with regard to intent, legality, phraseology, and form, and make recommendations regarding actions to be taken by the Section.
2. Resolutions may be submitted by any Member of the Section or by any Division.
3. Proposed amendments and resolutions, approved by this Committee, relating to Section policy, rules of procedure, control or continuation of any general action, shall be submitted to the Membership for approval.
4. The Committee shall be alert and active, and shall prepare and present to the Membership such amendments to the Constitution and By-Laws as it deems proper and necessary.
5. The Committee shall consult with the International Constitution, By-Laws & Resolutions Committee on any legal or technical questions that the Committee may be confronted with in its deliberations.

f. EMERGENCY COMMUNICATIONS & DISPATCH COMMITTEE

1. The Committee shall undertake studies on materials used on communications and dispatch systems, and on installation, maintenance, and operation of such systems.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

g. EMERGENCY MEDICAL SERVICES COMMITTEE

1. The Committee shall secure and collect information relative to signal and communications systems and related material used for Emergency Medical Services.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

h. EXECUTIVE COMMITTEE

1. The Executive Committee of the Section shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Delegate, Alternate Delegate and Immediate Past President. The President shall serve as the Chairman of this Committee.
2. When it is not expedient to secure action of the Board of Representatives, the Executive Committee shall establish policy on matters not covered by the Constitution, By-Laws, Section By-Laws or Resolutions. The Board of Representatives may delegate any or all of its powers to the Executive Committee so that the Committee may effectively direct the affairs of the Section between meetings of the Board.
3. The Executive Committee shall arbitrate differences between Officers and Members of the Board, between Divisions, or between a Division and the Board.
4. The Chairman shall submit a report at the Annual Conference. The report shall cover the activity and the actions taken by the Committee and such other pertinent data as necessary.

i. FIRE COMMITTEE

1. The Committee shall undertake studies on materials used in fire and police signal, alarm, and communication systems and on installation, maintenance, and operation of such systems.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs \ in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

j. MEMBERSHIP COMMITTEE

1. The Second Vice President shall serve as Chairman of this Committee and shall be a member of the International Membership Committee.
2. This Committee shall be responsible to develop and implement member recruitment and retention efforts.

k. NOMINATING & PAST PRESIDENTS COMMITTEE

1. This Committee shall consist of all Past Presidents, with the Immediate Past President serving as Chairman of the Committee.
2. The Committee shall screen all candidates for Office to determine their eligibility for holding Section Office, and shall prepare a slate of Officers to be presented at the end of the Opening Business Meeting at the Annual Conference.
3. The Chairman and all Members of this Committee should attend all Board Meetings, so that Officers, Board Members, or Committee Chairman may seek advice or assistance from them.
4. The Committee may bring the Board's attention such matters, which, in the Committee's opinion, will be helpful in furthering the aims and goals of the Section.

1. PROGRAM COMMITTEE

1. The First Vice President shall serve as Chairman of this Committee.
2. This Committee shall be responsible for establishing a meeting schedule for the coming year. The schedule shall list locations and dates for a minimum of four (4) meetings between September and the following May. The schedule should be completed prior to the end of August so that it will be available for publication in the September Newsletter.
3. The Committee shall work with the host of each scheduled meeting to assist in program preparation. The Committee shall be responsible for obtaining the program agenda from the host and forwarding the information to the Secretary at least one (1) month prior to the scheduled meeting date.

m. RADIO COMMITTEE

1. This Committee shall undertake the study of radio communications and its applications to governmental services, and shall consider standards and specifications for radio systems and equipment, and maintenance and operating procedures for radio systems and when advisable shall recommend adoption of such standards, specifications and procedures to the International Radio Committee.
2. The Committee may designate the person or persons to handle the coordination of frequency allocations in the various States under the Section's jurisdiction. The Committee may relinquish its authority to make this selection and allow the National Radio Chairman to designate the person or persons to serve in this capacity.

3. The Committee shall keep the Section informed regarding changes in the Federal Communications Commission Rules and Regulations, and other matters affecting radio communications and operation of governmental radio services.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

n. SCHOLARSHIP COMMITTEE

1. This Committee shall select recipients for the Glen Pleasant Scholarship annually.
2. The Committee shall establish the rules and procedures for the selection of this Educational Award.
3. The monetary amount of the Scholarship shall be approved by the Executive Committee
4. The Committee Chairman shall invite the Glen Pleasant Family to attend the Annual Awards ceremony in which the Scholarship will be given.

o. SIGNS & MARKINGS COMMITTEE

1. This Committee shall undertake studies of traffic signing and traffic marking operations and shall collect information and data pertaining to this field.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

p. SITE COMMITTEE

1. The Committee shall solicit invitations from members to host the Annual Conference.
2. The Committee shall review the invitations and shall submit their recommendations for future sites for the Annual Conference to the Section Membership at the Closing Meeting of the Annual Conference.

q. STREET LIGHTING COMMITTEE

1. This Committee shall undertake studies of the art of street lighting, and make studies regarding standards and specifications of street lighting layout, equipment, installation, maintenance and operation.

2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

r. TRAFFIC SIGNALS COMMITTEE

1. The Committee shall undertake studies in the science of traffic signals and traffic control, make studies regarding standards and specifications on signals and associated control equipment, and where advisable recommend standards, specifications, and installation and maintenance procedures, or revision of such, to the National Traffic Signal Committee.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

s. TRAFFIC SAFETY COMMITTEE

1. This Committee shall undertake studies regarding safe operating procedures for public service agencies during installation, operation and maintenance of equipment, and studies of legal liability of agencies and personnel performing these duties.
2. The Committee shall disseminate the results of such studies through publication in the Section Newsletter, IMSA Journal and through programs or discussions at Section and Division meetings.
3. The Committee shall cooperate with the Certification Committee in the development of certification programs in this area of public safety service.
4. At least three (3) months prior to the Section Conference, the Committee shall submit suggestions to the Conference Committee on topics and speakers to be included on the conference program.

t. **REPRESENTATIVE TO INSTITUTE OF TRANSPORTATION ENGINEERS**

1. This Committee shall be responsible for establishing contact with the various area I.T.E. sections located within the Northwest Section boundaries and requesting that I.T.E. literature be sent to them as issued, and in turn see that literature, technical and other data emanating from this Section is sent to them.
2. The Committee shall work with I.T.E. in preparing the programs for the joint I.T.E./I.M.S.A. meetings. When the program agenda is completed the Committee shall forward the information to the Secretary/Treasurer at least (1) month prior to the scheduled meeting date.

**SECTION VIII - ANNUAL CONFERENCE**

1. The site location for future conferences shall be selected two or more years in advance.
2. Any Member may submit an invitation to the Site Committee to hold the Annual Conference in his city. Such invitation should be in writing and shall be presented at the Opening Meeting of the Northwest Section Annual Conference.
3. If possible, the invitation shall provide information regarding hotels, number and cost of guest rooms, size, number and cost of meeting rooms and exhibit space, meal costs and such other information as may be pertinent.
4. The Site Committee recommendations on future sites shall be presented to the Membership at the Closing Business Meeting.

**SECTION IX - ANNUAL BUSINESS MEETING**

1. **PROCEDURE FOR ANNUAL BUSINESS MEETING**

- a. The order of business and procedures of the Annual Business Meeting shall conform in general to the following outlines. The outlines are for the purpose of guiding the Presiding Officer. At all meetings the Presiding Officer at his discretion, may deviate from these outlines.
- b. Robert's Rules of Order, Revised, shall govern the procedure of all meetings.

2. **OPENING BUSINESS MEETING**

- a. The President or other Presiding Officer shall call the meeting to order.
- b. The Presiding Officer shall Introduce the Officers and Division Representatives.
- c. Self introduction by Members and guests.
- d. Reading and adoption of minutes of the preceding meeting, after notations of changes or corrections are made, if necessary.
- e. Reading and approval of the Treasurer's Report.
- f. Correspondence.

- g. Executive Committee Report.
- h. Adoption and ratification of Executive Committee action since last meeting.
- i. Committee Reports.
  - Certification Committee
  - Conference Committee
  - Constitution, By-Laws and Resolutions Committee
  - Emergency Communications & Dispatch Committee
  - Emergency Medical Services Committee
  - Fire committee
  - Membership Committee
  - Radio Committee
  - Scholarship Committee
  - Signs & Markings Committee
  - Street Lighting Committee
  - Traffic Signals Committee
  - Traffic Safety Committee
  - Representative to Institute of Traffic Engineers
  - Special Committees
- j. Unfinished Business.
- k. Presentations of invitations for future Conference Sites.
- l. Election of Life and Honorary Members.
- m. Nominating and Past Presidents Report.
- n. Nominations from the floor for new Officers.
- o. Election of Officers.
- p. Recess.

### 3. CLOSING BUSINESS MEETING

- a. The outgoing President or other Presiding Officer shall call the meeting to order.
- b. Introduction of new Officers and the transfer of gavel to the new President.
- c. Audit Committee Report.
- d. Awards Committee Report.
- e. Conference Committee Report
- f. Certification Committee
- g. Constitution, By-Laws and Resolutions Committee Report.
- h. Program Committee Report.
- i. Site Committee Report and Recommendations.
- j. Selection of Cities for future Conferences.
- k. Unfinished Business.
- l. The President shall announce the new Committee appointments. The President may defer making the Committee appointments for a period not to exceed thirty (30) days following the adjournment of the Closing Business Meeting.
- m. New Business.
- n. Announcements.
- o. Adjournment.

## SECTION X - AMENDMENTS AND ADDITIONS TO BY-LAWS

1. Proposed Amendments and Additions to the By-Laws may be made by any Active Member or Division.
2. Proposed Amendments or additions shall be submitted in writing to the Constitution, By-Laws and Resolutions Committee.
3. The Committee shall study the proposal with regard to intent, legality, phraseology, and form. If approved, the proposal shall be forwarded to the Executive Committee and Board of Representatives.
4. The Executive Committee and Board of Representatives may approve the proposal, for referral to the membership, with a two-thirds (2/3) majority vote. If so approved, the Secretary shall be instructed to send a letter ballot to each Active Member with instructions to return their marked ballot within thirty (30) days. Members not voting shall be considered as casting an affirmative vote. Approval or disapproval shall be by a simple majority vote.

**5. The IMSA Northwest Section has entered into a Charter Agreement with the IMSA International as a condition to continue our relationship as a Section of IMSA. With approval of this agreement we have made it an operational element of the I.M.S.A. Northwest Section By-Laws.**

