



# **2010 Call for Nominations**

# **COMTO NEW YORK BOARD OF DIRECTORS Election Guidelines**

The COMTO New York Board of Directors provides leadership to the New York Chapter, enabling it to be a significant voice and influence in the transportation arena in the State of New York. Further, the COMTO New York Board of Directors establishes policy and guidelines for programmatic and membership activities and leads the chapter in setting strategic direction. This requires knowledge and experience in the transportation industry, the ability to effectively deal with executive and senior level management, mature judgment and the ability to influence and empower others. Members of the Board must have:

- Demonstrated leadership as evidenced by current position, organizational responsibilities and professional accomplishments.
- Knowledge and experience in the field of transportation,
- Understanding of strategic thinking as applicable to COMTO's organizational hierarchy and the relationship of COMTO's mission and purpose to emerging and future transportation trends.
- Ability to effectively represent COMTO to the local chapter membership as well as to transportation industry constituent groups and organizations.
- Ability to perform as part of a team.

Ability to attend COMTO New York Board meetings and general membership meetings. Further, the President must be able to attend and represent the New York Chapter at Presidents Council and National Board of Directors meetings normally held three (3) times each year in Washington, D.C.

Additional information regarding duties and responsibilities of Board officers are outlined in the attached description of the role and responsibilities of the Board of Directors Officers. Please review this carefully to assure that each nominee can fulfill position requirements.

## Nominating Procedures

The following procedures have been established:

- 1. Only COMTO members in “good standing” as of July 22, 2010 are eligible to nominate or be nominated.** Members whose dues are not documented as current by NY Membership for the 2010 Vote, are not eligible to nominate, or hold office. The Nominating Committee will certify the eligibility of each nominator and nominee.
- 2. The attached nomination forms have been emailed for completion of individuals offices for each nominee. COMTO members may submit self-nominations. Duplicate nominations will be discarded.**
- 3. Nominators must specify their rationale/justification/qualifications for each nomination on the Nomination Form.**
- 4. Nomination forms must be returned by email no later than 9 PM Wednesday, August 18, 2010. All nomination forms are to be emailed to: **vote@comto-ny.org****
- 5. The Nominating Committee will review all nominations and determine the eligible candidate(s) for each of the positions to be placed on the ballot.**
- 6. Nominees will be notified via email as quickly as possible and no later than Thursday, August 19, 2010.**
- 7. The deadline to accept or decline the nomination is 9PM Sunday, August 22, 2010. Where nominee does not provide response by deadline, name will not be placed on ballot.**

Due to the tight schedule for the nomination and election process, along with an acceptance, each nominee must email a one paragraph statement of their platform including their future goals and objectives for COMTO New York Chapter. Such platforms will be included in the material emailed to each member for their vote.

## **Election/Voting Procedures:**

1. To be eligible to vote, dues must be current within 90 days of election time, by **AUGUST 9, 2010**. (COMTO-NY By-Laws, Art III, sect 9 ) NY MEMBERS MAY UPDATE THEIR CONTACT INFORMATION AND COMTO DUES THROUGH **AUGUST 9, 2010** to maintain eligibility to vote. If you have NOT received an emailed **Voter PIN #** by **JULY 24, 2010**, you must update membership and/or refresh your status/information/dues to obtain a PIN # to participate in the COMTO-NY 2010 ELECTIONS. **You must have an assigned voter PIN# to VOTE.**
2. **Election ballots** along with each nominee's platform will be emailed\* to all current COMTO members by: **Tuesday, August 24, 2010.**  
[\* notify the chairperson if email is not accessible for the vote, no later than August 9, 2010.]
3. Deadline to return email ballots is **9 PM Tuesday August 31, 2010.**
4. Each member is entitled to one vote. Duplicate submittals will be discarded.
5. The Nominating Committee will announce results of the election no later than **Wednesday, September 1, 2010.**
6. If you have any questions regarding this election, please contact Jeannine G. Maynard, Chairperson, Nomination/Election Committee at **vote@comto-ny.org**

## **Duties and Responsibilities of Elected Officers**

### **President**

- A. The President shall exercise the usual functions of a presiding officer and shall serve as chairman of the COMTO New York Board of Directors. The President shall preside, when present, at all meetings of the COMTO New York Chapter and shall consult with the COMTO New York Board of Directors on the agenda for regular and special meetings, and communicate and interpret policy.
- B. The President shall preside at all meetings of COMTO New York; serve as Chair of the Board of Directors; communicate and interpret policy; and shall serve as a link between and amongst the National office, the membership, the Board of Directors on matters of policy.
- C. The President shall have the right to propose and discuss motions, and shall vote on all resolutions and motions.
- D. The President shall appoint chairpersons of the COMTO New York Board of Directors as chairpersons of chapter committees. If no member of the COMTO New York Board of Directors is available to hold the position, the President shall appoint a member in good standing. The President shall appoint other officers as deemed necessary by these bylaws. The President shall also appoint the Chairpersons of ad hoc committees and other standing committees.
- E. The President shall be a member ex-officio of all Chapter committees and shall preside in the absence of the chairperson or his/her designee of any such committee, unless otherwise provided in these Bylaws.
- F. The President shall perform all such other duties and exercise such other powers as the Board of Directors may from time to time grant or prescribe as from time to time shall be assigned by the COMTO New York Board of Directors.

### **Executive Vice President**

The Executive Vice President shall:

- A. Assist the President in carrying out the duties of office.
- B. Assume the duties of the President and serve as presiding officer in the absence of the President and shall act on behalf of the President to carry out such duties as delegated by the President.
- C. Be responsible for the oversight of those committees designated by the President.

- D. Oversee, coordinate, and stimulate, under the direction of the President, the technical assistance and support for the activities of the local chapter and ensure that the activities are consistent with the goals and objectives of COMTO New York.
- F. Perform such other duties and have such other powers as the COMTO New York Board of Directors may from time to time prescribe.
- G. Be responsible for ensuring that the activities of ad hoc and other non-standing committees are consistent with the goals and objectives of COMTO New York.

**Treasurer**

The Treasurer shall:

- A. Be the fiscal officer responsible for reviewing and monitoring the accuracy of all books, accounts, and transactions and have oversight of the care and custody of all funds.
- B. Serve as Chairperson of the Finance and Budget Committee.
- C. Make reports to the COMTO New York Board of Directors at its meeting and to the general membership as may be prescribed by the President.
- D. Perform such other duties and have such other powers as the COMTO New York Board of Directors may from time to time prescribe.

**Secretary**

The Secretary shall:

- A. Be responsible for administering the minutes of each meeting, conducting roll call votes, and making reports to the COMTO New York Board of Directors and the membership as may be prescribed by the President.
- B. Be responsible for the distribution of chapter mailings and correspondence to all chapter members and shall assist the President and the Board of Directors in the writing of correspondence. No correspondence shall be sent from or on behalf of the chapter without prior approval of the President or his/her designee.
- C. Perform such other duties and have such other powers as the COMTO New York Board of Directors may from time to time prescribe.

- D. Be responsible for administering written communications from the Chapter under direction of the President.
- E. Schedule the meeting location, assure that the meeting room is reserved for each meeting and arranged for use.
- F. Report on correspondence received by the chapter and issue notices of meetings as prescribed by the President.
- G. Perform such other duties and have such other powers as the COMTO New York Board of Directors may from time to time prescribe.

**Vice President, Communications**

The Vice President, Communications, under the direction of the President and/or Board of Directors, shall be responsible for Public Relations and Program Development. Such duties shall include the overall responsibility for promoting the various programs initiated by the chapter and for enhancing membership. The Vice President, Communications shall perform such other duties and have such other powers as the President and/or Board of Directors may from time to time prescribe.

**Vice President, Subways**

The Vice President, Subways, under the direction of the President and/or Board of Directors, shall be responsible for promoting, recruiting and advocating for members of COMTO New York in all subway systems associated with New York City transportation system. The Vice President, Subways shall perform such other duties and have such other powers as the President and/or Board of Directors may from time to time prescribe.

**Vice President, Buses**

The Vice President, Buses, under the direction of the President and/or Board of Directors, shall be responsible for promoting, recruiting and advocating for members of COMTO New York in all Bus system associated with New York City transportation system. The Vice President, Buses shall perform such other duties and have such other powers as the President and/or Board of Directors may from time to time prescribe.

**Vice President, Rail**

The Vice President, Rail, under the direction of the President and/or Board of Directors, shall be responsible for promoting, recruiting and advocating for members of COMTO New York in all Rail systems associated with New York City transportation system. The Vice President, Rail shall perform such other duties and have such other powers as the President and/or Board of Directors may from time to time prescribe.

**Vice President, Port Authority**

The Vice President, Ports, under the direction of the President and/or Board of Directors , shall be responsible for promoting, recruiting and advocating for members of COMTO New York in all Port systems associated with New York City transportation system. The Vice President, Ports shall perform such other duties and have such other powers as the President and/or Board of Directors may from time to time prescribe.

**Vice President, Business Development**

The Vice President, Business Development, under the direction of the President and/or Board of Directors , shall be responsible for promoting relevant business activities for Historically Underutilized Businesses and creating partnerships between COMTO NY Chapter, Friends of COMTO and COMTO National. Further, the Vice President, Business Development shall address relevant issues affecting the minority business community and represent such interests. The Vice President, Business Development, shall perform such other duties and. have such other powers as the President and/or Board of Directors may from time to time prescribe

SEE ATTACHED NOMINATION FORMS PACKAGE (Word doc.)