

BY LAWS
Of the
**WESTERN STATES HIGHWAY
EQUIPMENT MANAGERS ASSOCIATION**

Adopted on September 1st 2011
Amended July, 2022

ARTICLE I: Name and Location

SECTION 1. Name.

The name of this organization shall be the Western States Highway Equipment Managers Association (WSHEMA).

SECTION 2. Location

The offices and the principal place of business for WSHEMA shall be the National Center for Pavement Preservation (NCPP), 2857 Jolly Road, Okemos, Michigan 48864.

SECTION 3. Western Region

For the purpose of these bylaws, Western States refers to a geographic region, which may include the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming, but may include other states and provinces desiring to affiliate with this region.

ARTICLE II: Vision, Mission and Objectives

SECTION 1. Vision Statement

To serve as the comprehensive regional resource supporting effective and efficient governmental highway equipment fleet management.

SECTION 2. Mission Statement

Provide equipment fleet management personnel in the Western States and other agency executives with resources, material and support to promote effective fleet management, advance emerging equipment technologies, communicate best practices, and to provide a voice from this group to decision makers and industry on issues impacting fleet operations.

SECTION 3. Objectives

1. Establish and support a viable equipment management partnership for the Western region states and coordinate with other existing partnerships working with The American Association of State Highway and Transportation Officials (AASHTO), Equipment Management Technical Services Program (EMTSP).
2. Promote and support the benefits of fleet management best practices.
3. Promote awareness of available equipment technologies.
4. Promote and support professional development opportunities for equipment fleet managers.
5. Promote the use of common performance measures for equipment fleet managers.
6. Monitor and disseminate information regarding proposed regulatory changes that have potential impact on highway equipment fleets.

ARTICLE III. Membership

SECTION 1. Membership Eligibility

Membership is open to Public Highway Agencies or any organization, public or private, active or interested in equipment fleet management. Organizations may request membership to WSHEMA by application and approval by the Steering Committee.

SECTION 2. Voting Rights

Full partnership voting rights will be given to participating WSHEMA members.

ARTICLE IV: Steering Committee

SECTION 1. Committee Structure.

The Steering Committee of the WSHEMA shall consist of five (5) members:

Chair

- Represents WSHEMA at the National EMTSP Conference held every two years.
- Presides over the annual meeting and shall have active control of the membership business meeting.
- Responsible for planning and hosting the WSHEMA Regional Partnership Conference meeting in their home state, which is held on odd calendar years.

Vice Chair

- Is the member state which will host the regional partnership meeting in the next odd calendar year and will preside over the annual meeting and the membership business meeting in the absence of the Chair.
- Responsible for the management and content of the WSHEMA web page and any updates needed to the WSHEMA link on the EMTSP web page.

Past Chair

- State hosting the prior WSHEMA conference or volunteer state.

Secretary

- Responsible for meeting minutes.
- Responsible for updating By-Laws.

Treasurer

- Will review financial reports for WSHEMA.
- In the absence of the Vice Chair, shall conduct the meeting.

The current Steering Committee members are:

Chair	Walt Kerttula	Montana
Vice Chair	Jeff Casper	Utah
Past Chair	Howard Ray	Colorado
Secretary	Brad Bylsma	Alaska
Treasurer	Darin Weaver	Oregon

Should a member of the Steering Committee not be present for any official partnership business meeting, then a designated alternate may serve on the Steering Committee as a voting member by proxy, but will not be permitted to substitute in an officer capacity.

The Steering Committee shall be elected by all Western States members in attendance, inclusive of the positions as noted above and in accordance with the stated WSHEMA membership requirements.

SECTION 2. Authority of Steering Committee

The governing body of this organization shall be the Steering Committee. This Committee shall act on selected issues and requests brought by the general membership. The Steering Committee can appoint working groups for the development of programs, tasks, and activities, or take action on items of common interest to the membership. The Steering Committee shall also actively pursue the objectives of this Organization and work directly with other regional groups and with the AASHTO EMTSP Oversight Panel and the program contractor.

SECTION 3. Terms of Steering Committee Members

Election of Steering Committee members shall be held on odd calendar years and be voted on during the WSHEMA Regional Partnership Conference business meeting. New officers will assume duties at the closure of the WSHEMA Regional Partnership Conference business meeting and serve a two (2) year term. Members can be reelected consecutively and there will be no restriction on the number of terms that a member can serve.

SECTION 4. Vacancies and Removal of Officers

The general membership shall be notified in writing of a special election. The vacancies of any Officer shall be for the balance of the term of office. The Steering Committee may, at its discretion, by a two-thirds vote, remove any Officer from their office with cause.

ARTICLE V: Meetings

SECTION 1. Annual Business Meeting.

The date of the annual business meeting shall be set by the Steering Committee. The purpose of the meeting shall include presentation of formal reports of task groups, elections to fill vacancies of the Steering Committee and to act on all business brought forth before the meeting.

The Chair and Secretary of the Steering Committee will be responsible for development and distribution of the annual business meeting agenda at least forty five (45) days prior to the meeting.

SECTION 2. Other Meetings / Teleconferences

Other meetings or teleconferences of the organization, including, but not limited to, Task Groups and Working Teams, shall be at the discretion of the Steering Committee. The purpose of these meetings shall include acting on business items brought forth at the annual meeting.

SECTION 3. Notice of Meetings

At the direction of the Steering Committee Chair, written notice of any meeting of the organization shall be transmitted by mail or electronically to the last known address of each member organization at least forty five (45) days before the date of the meeting.

SECTION 4. Quorum

A majority of a minimum of three (3) Steering Committee members present in person, via conference call, online i.e. Skype, e- mail or other electronic means shall constitute a quorum at any meeting of the Steering Committee. The residing Chair of the Steering Committee shall be the deciding vote if a tie occurs.

ARTICLE VI: Amendment to Bylaws

SECTION 1. Amendment Process

These Bylaws may be amended or repealed by a simple majority vote of the members present at an annual business meeting. Amendments may be proposed by the Steering Committee, on their own initiative, or by general membership. The Steering Committee will present proposed amendments for consideration to the members of WSEMA at the annual meeting.

ARTICLE VII: Assessments

SECTION 1. Public Agencies

The Member State Agency membership in WSHEMA shall be funded in accordance with the annual voluntary contributions rules for the AASHTO's Technical Service Programs, specifically EMTSP. AASHTO will be invoiced directly by NCPP for eligible expenses incurred by WSHEMA.

Assessment paid to the EMTSP program will be used to fund one person to attend either the Regional Meeting or National Meeting held yearly.

States not paying the assessment will be funded to attend meetings per Section 5 (**Excess Meeting Funds**).

States should make every effort to ensure assessment is paid to support the EMTSP program.

SECTION 2. Non-State Agency Organizations

An amount, as determined by the Steering Committee, will be assessed annually to each non-State Agency Organization. Funds will be received by NCPP on a date determined by the Steering Committee.

SECTION 3. Meeting Costs

The assessment may include participation costs to attend meetings related to WSHEMA as directed by the Steering Committee.

SECTION 4. Expenditure Approval

Expenditure of WSHEMA Partnership generated funds will be used for operational expenses, developing tools, and research projects for implementing Equipment Management for Public Agencies. The Steering Committee will approve all expenditures for WSHEMA Partnership generated funds.

SECTION 5. Excess Meeting Funds

Any excess funds generated as a result of the annual meetings shall be used within WSHEMA and banked if not used in any given fiscal year. These funds may be applied toward the following:

- Meetings, training or other purposes deemed appropriate.
 - WSHEMA will fund two (does not include EMTSP funding) occurrences per state, up to twelve (12) months, from the date of payment for annual EMTSP dues.

A quorum of the WSHEMA Steering Committee must approve expenditure of funds prior to attending.

The Treasure working with NCPP will coordinate and track expenditures.

ARTICLE VIII: Fiscal Matters

SECTION 1. Fiscal Year

The fiscal year of WSHEMA shall begin on July 1 and run through June 30 of the following year.

SECTION 2. Revenues

Membership revenues will be through the AASHTO pooled-fund voluntary assessment for Member States Agencies and fees from any Government Agency or Organization and Industry Members. Revenues received from Member State Agencies through the AASHTO Voluntary Contribution process will be held by AASHTO and dispersed as required for operation of WSHEMA through its contractor, NCPP. Non-AASHTO Agency memberships, registration fees, exhibitor fees, or funds received for purposes consistent with WSHEMA programs, operations and functions will be managed by NCPP and dispersed for the operation and programs of WSHEMA.

SECTION 3. Expenditures

WSHEMA Partnership generated funds will be managed and administered by NCPP and expenditures shall only be for purposes related to WSHEMA goals. NCPP shall be accountable to the Steering Committee in these matters.

SECTION 4. Budget

A preliminary budget, reflecting a proposed work program for the implementation of WSHEMA goals, shall be submitted by NCPP to the Secretary and Treasurer for approval at the annual business meeting. The Steering Committee shall review the annual budget and work program prior to the annual business meeting.

SECTION 5. Audit

The WSHEMA account managed by NCPP shall be subject to audit under the procedures of Michigan State University.

ARTICLE IX: Conference

SECTION 1. Conference History

San Francisco, California 1969
Salt Lake City, Utah 1971
Phoenix, Arizona 1973
Cheyenne, Wyoming 1975
Portland, Oregon 1977
Denver, Colorado 1979
Albuquerque, New Mexico 1981
Phoenix, Arizona 1983
Boise, Idaho 1985
Austin, Texas 1987
Seattle, Washington 1989
Glenwood Springs, Colorado 1991
Albuquerque, New Mexico 1993
Phoenix, Arizona 1995
Post Falls, Idaho 1997
Portland, Oregon 1999
San Diego, California 2001
Kalispell, Montana 2003
Park City, Utah 2005
Reno, Nevada 2007
Jackson Hole, Wyoming 2009
Seattle, Washington 2011
Salt Lake City, Utah 2013
Anchorage, Alaska 2015
San Diego, California 2017
Colorado Springs, Colorado 2019
Virtual, Montana 2021

CONFERENCE HISTORY

Portland, Oregon 1970
Reno, Nevada 1972
Boise, Idaho 1974
Seattle, Washington 1976
Sacramento, California 1978
Helena, Montana 1980
Salt Lake City, Utah 1982
Reno, Nevada 1984
Jackson Hole, Wyoming 1986
Salem, Oregon 1988
Sacramento, California 1990
Helena, Montana 1992
Salt Lake City, Utah 1994
Reno, Nevada 1996
Cheyenne, Wyoming 1998
Seattle, Washington 2000
Vail, Colorado 2002
Albuquerque, New Mexico 2004
Mesa, Arizona 2006
Boise, Idaho 2008
Bend, Oregon 2010
Mobile, Alabama 2012-National
Lake Buena Vista, Florida 2014-National
Columbus, Ohio 2016-National
Connecticut 2018-National
San Diego, California 2020-National (Cancelled)
Orlando, Florida 2022 - National

SECTION 2. Planned Conference Rotation

PLANNED CONFERENCE ROTATION

Montana 2023	National Conference 2024 – WSHEMA Host
Utah 2025	National Conference 2026
Arizona 2027	National Conference 2028
Nevada 2029	National Conference 2030
Idaho 2031	National Conference 2032