



**MIDWEST TRANSPORTATION  
KNOWLEDGE NETWORK**

# BYLAWS

Revised October 8, 2009; October 10, 2013; August 6, 2014; April 28, 2017

## **ARTICLE I – Name**

The name of this organization shall be the Midwest Transportation Knowledge Network and shall be known by the acronym MTKN.

## **ARTICLE II – Purpose**

The purpose, or mission, of the Midwest Transportation Knowledge Network (MTKN) is to provide support, guidance, and leadership in the development, curation, and dissemination of information and data necessary for the furtherance of research in the field of transportation. MTKN works in a complementary and symbiotic manner with the National Transportation Library, the Eastern and Western Transportation Knowledge Networks, and other like-minded groups to achieve the overall goal of a unified and strengthened transportation-information infrastructure.

## **ARTICLE III – Membership**

### Section 1- Members

Membership is open to any organization in region 3 of the American Association of State Highway and Transportation Officials (AASHTO) whose mission is devoted in whole or in part to transportation research and which employs professionals who (1) build and curate collections of information and data in support of transportation research or (2) manage and disseminate transportation information and data or (3) create improved means of access to transportation information and data in accordance with professional standards. The three foregoing tasks must be in service to not

only the host organization but also to the greater national and international transportation-research community. New membership is subject to a vote by the current membership.

### Section 2 - Eligibility

All questions relating to an organization's eligibility to participate shall be determined by a vote of the member organizations.

### Section 3 - Membership Withdrawal or Removal

A. Withdrawal – A participating organization may withdraw from the network by giving the Executive Committee written notice of intent to withdraw.

B. Removal – An organization may be removed from membership by a two-thirds majority vote of member organizations.

## **ARTICLE IV – Meetings**

### Section 1 - Frequency

The membership shall hold one annual meeting each calendar year to conduct the business of the network. Bimonthly telephone conferences will be held to discuss ongoing issues.

### Section 2 - Quorum

A simple majority of member organizations shall be necessary to conduct a vote at a business meeting.

### Section 3 - Voting

There shall be one vote per member organization on all matters put before the membership. Proxies may be designated. All actions, except removal from membership and changes to these bylaws, that receive a simple majority vote of members in favor of the action, shall be considered as approved. Votes may be conducted at meetings, by mail, by phone, or electronically.

#### Section 4 - Minutes

The Recording Secretary will take the minutes at the annual meeting and the bimonthly meetings/conference calls.

### **ARTICLE V – Executive Committee**

#### Section 1 - Members

The Executive Committee shall consist of a Chair, a Chair-Elect, the past Chair, the Recording Secretary, and the Director of the National Transportation Library or the Director's designate. The Chair-Elect and the Recording Secretary shall be elected by the membership at the annual business meeting. The tenure of office for all positions shall begin with the close of business of the annual meeting at which elections are held and end with the close of business at the next annual meeting. The previous Chair-Elect shall become the Chair following the same schedule.

#### Section 2 – General Powers

The Executive Committee shall execute the decisions of the members, actively pursue the organization's goals, and act as the official channel of communication between the network and other organizations.

#### Section 3 - Meetings

The Executive Committee shall meet at the discretion of the Chair. It shall also meet upon the demand of a majority of the active members of MTKN.

#### Section 4 - Chair

The Chair shall preside over meetings of the network, act as the official spokesperson for the network and coordinate the activities of the Executive Committee.

#### Section 5 - Chair-Elect

In the absence of the Chair, the Chair-Elect shall carry out all the duties and responsibilities of the Chair.

#### Section 6 - Past Chair

Upon completion of a term as Chair, the incumbent will serve as the Past Chair and continue as a member of the Executive Committee.

#### Section 7 - Vacancies

In the event that a vacancy occurs in the office of the Chair, the Chair-Elect shall automatically assume the office of the Chair for the remainder of the current and ensuing term of office. In the event that a vacancy occurs in the positions of Chair-Elect, the remaining members shall recruit and appoint a replacement.

### **ARTICLE VI –Additional Committees**

#### Section 1 - Creation and Dissolution

Working committees to carry out activities to further the goals and programs of the network shall be created and dissolved by the Executive Committee or by majority vote of the membership.

#### Section 2 - Structure and Membership

The structure and size of these additional committees shall be determined in the same manner used in their formation. Members shall be drawn from the staff of participating organizations

### **ARTICLE VII –Amendments**

Bylaws may be amended by a two-thirds majority vote of the members. An amendment can be proposed by any member by providing a copy of the proposed amendment to the network Chair. The Chair shall distribute the proposed amendment to members of the network for review. No later than

one month following receipt of the proposed amendment the Chair shall conduct a vote of the membership on the proposed amendment. The Executive Committee may recommend to the membership adoption or rejection of the amendment.