



# Volunteer Toolkit Table of Contents

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## **Helpful Links:**

**Board of Directors:** <https://members.caltrux.org/boardmembers>

**CTA Staff:** <https://www.caltrux.org/cta-staff/>

**Event Calendar:** <https://members.caltrux.org/cta-events>

**Unit Directory:** <https://www.caltrux.org/Unit-directory/>

**Volunteer Menu:** <https://www.caltrux.org/cta-volunteer/>

## **CTA's Mission Statement and Circles of Influence**

**Mission Statement:** The California Trucking Association promotes leadership in the California motor Carrier industry, advocates sound transportation policies to all levels of government, and works to maintain a safe, environmentally responsible, and efficient California transportation goods movement system.

**Circles of Influence:** The Circles of Influence, shown on the next page, is our Association's operating process. You will note that, you the member are at the center. When you have an issue, problem or need, you should participate at your local Unit, Conference or Council to bring about change.

The process starts when you present your issue to your Unit, Conference or Council. There, you seek a constituency and the momentum to take it beyond the local level. If the Unit/Conference/Council adopts your position, then the Unit/Conference/Council leadership refers it to the appropriate Policy Committee for due diligence and hearing at a statewide level.

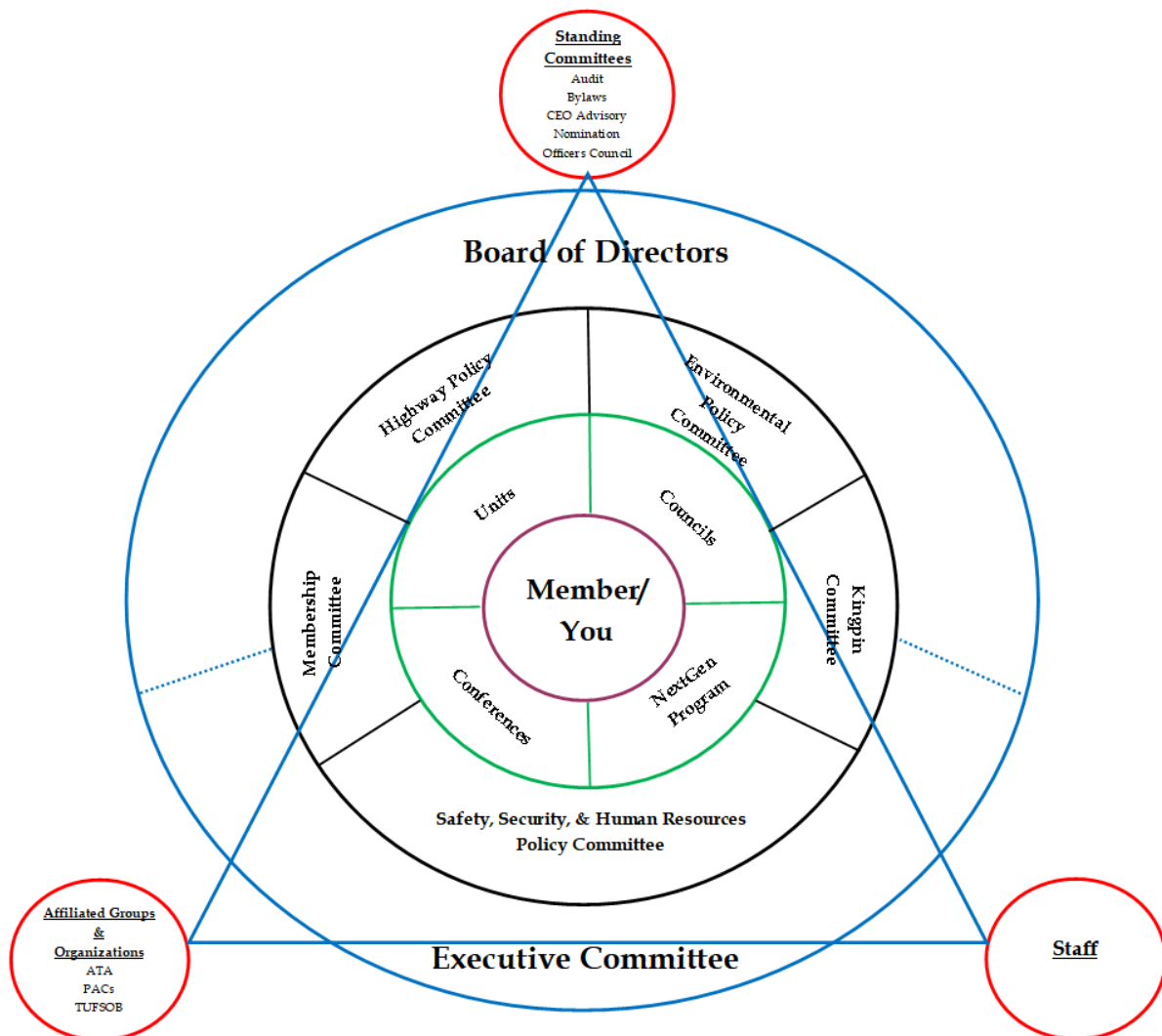
CTA Policy Committees are populated by members from across the state. Ideally, there are members in each Policy Committee from each Unit. These members become experts in the committee's topic areas. The Policy Committee reviews the issue, assigns a task force or subcommittee for in-depth evaluation if necessary and makes a recommendation to the Board/Executive Committee for action. These committees meet in conjunction with the Board and Executive Committee or at other times, if necessary.

The Bylaws vest all authority for policy with the Board/Executive Committee. After due diligence has been completed, the Policy Committee with jurisdiction over the issue makes its recommendation to the Board/Executive Committee. Discussion takes place and a vote is called.

Once a position is taken by the Board/Executive Committee, the Executive Vice President/CEO assigns the appropriate staff to undertake the prescribed action. Generally, staff will work with the originating Policy Committee or Conference as the issue proceeds to ensure the best possible result. CTA staff assigned to Policy Committees, Conferences and Councils are subject matter experts in their fields of assignments.

You will note that the Officers, Staff and CTA affiliated groups are not within the circles. The collective role of the three outside circles i.e., Officers Council, CEO Advisory Committee, Affiliated organizations, and Staff is to assist and to implement the policies developed and adopted by the membership. The triangle joining them and overlaying the center circles is to represent the constant communication and participation in the inner circles. There are Officers, Staff and CTA/ATA members participating in each Unit/Conference/Council and Policy Committee.

The Circles of Influence are dynamic. The number and makeup of Policy Committees/Conferences/Councils and Units can and does change. The makeup of the affiliated organizations can and does change. However, the purpose of the Circles of Influence does not change. The member is and remains the center. This is how your influence grows. What may have begun as your issue, problem or idea grew in importance until you had the full power and influence of the entire membership of CTA. This is what gives the process credibility.



## Introduction to CTA Units

### Membership Types

**Carrier:** Those engaged in the transportation of property by motor vehicle on California's public highways.

**Allied:** Any individual, partnership, corporation, or organization, etc., engaged in a business, Allied or related to, or interested in the transportation of property by motor vehicle.

**Owner/Operator:** Individuals who own or lease and operate a single commercial truck.

**Legacy:** Those who are actively involved in the activities and functions of the Association as an individual or as a member of a partnership, corporation, or other form of business enterprise, who are in good standing as a Carrier or Allied Member, and who want to stay actively involved with Association activities upon retirement from said Carrier or Allied Member.

### Units

Units are subdivisions of the Association created to enable members to participate and increase their involvement at the local level through networking and educational activities. Units do not have any authority to bind the Association in any manner except after approval by the Board of Directors or the Executive Committee acting within their authority as set out in the Bylaws of the Association.

The Board of Directors established Units to carry out CTA goals at the local level. Currently, 11 Units have been created and are located throughout the state. A Unit is comprised of local Carrier and Allied members.

### Units and Corresponding Counties

- Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Sonoma Counties)
- Central Coast (Monterey, San Benito, Santa Clara, and Santa Cruz Counties)
- Central Valley (Fresno, Kings, Madera, Mariposa, Merced, and Tulare Counties)
- Kern (Inyo and Kern Counties)
- LA/Orange (Los Angeles and Orange Counties)
- Sacramento (Amador, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Solano, Sutter, Yolo, and Yuba Counties)
- San Bernardino/Riverside (San Bernardino and Riverside Counties)

- San Diego/Imperial (San Diego and Imperial Counties)
- San Joaquin (Alpine, Calaveras, Mono, San Joaquin, Stanislaus, and Tuolumne Counties)
- Sierra Cascade/Redwood (Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties)
- Tri-County (San Luis Obispo, Santa Barbara, and Ventura Counties)

Unit membership is determined by domicile address listed on the membership application.

### **Why Join a Unit?**

In an Association of more than 1,100 members, Units facilitate local participation and engagement among members. Because each Unit represents a smaller portion of the membership within close geographic proximity, Units may choose to address concerns and issues that are more localized. Joining a Unit can help members deepen their understanding of industry issues and make valuable contacts with colleagues.

### **Unit Leadership**

CTA assigns a CTA staff member to each Unit. Each Unit annually elects a Chairperson, Vice Chairperson, a Treasurer, and a Secretary (or a Secretary/Treasurer). Each Chairperson shall serve no more than two consecutive terms. The Chairperson of each Unit shall be a member of the Board of Directors and each Unit shall elect one Unit Director to the Board. In addition to these two Director positions, the Unit shall be entitled to and shall elect one additional Director based on the number of Unit members in accordance with the table shown below:

51-100 members -	1 additional Unit Director
101-150 members -	2 additional Unit Directors
151-200 members -	3 additional Unit Directors
201-250 members -	4 additional Unit Directors
251-300 members -	5 additional Unit Directors
301-350 members -	6 additional Unit Directors
351-400 members -	7 additional Unit Directors
401-450 members -	8 additional Unit Directors
451-500 members -	9 additional Unit Directors
501-550 members -	10 additional Unit Directors
Over 550 members -	1 additional Director for each additional 50 members or portion thereof

## **Officers and Directors**

### **1. Chairperson**

The Chairperson is the chief elected officer of the Unit. As such, he/she represents the Unit on CTA's Board of Directors and is responsible for managing all Unit activities during the term of office. The Chairperson must be a member in good standing of the Association.

- A Chairperson organizes the Unit, delegates authority to other Unit members and provides leadership. The Chairperson's responsibilities include:
- Presiding over all Unit and Steering Committee meetings and making certain meetings and other events are conducted properly and reflect positively on the Association.
- Conducting all Unit elections of Unit officers within policy and guidelines.
- Appointing all Unit committee Chairs, approving membership of each committee, delegating authority to each committee, and keeping abreast of the progress of each committee.
- Attending Board of Directors and Executive Committee meetings to represent the Unit on policy matters before the Association.
- Maintaining close contact with Association staff to ensure continuity with Association goals and Bylaws and to avoid scheduling conflicts with other Association activities.
- Serving no more than two consecutive terms.

### **2. Vice Chairperson(s)**

The Vice Chairperson(s) performs all the duties of the Chairperson when the Chairperson is absent or unable to perform the duties of office for any reason. The Vice Chairperson(s) serves on the Unit Steering Committee and must be a member in good standing.

The Vice Chairperson(s) prepares for future office while assisting the Chairperson during his/her term. The office of Vice Chairperson is the training ground for the office of Chairperson.

### **3. Secretary**

The Secretary is responsible for recording all Unit Steering Committee meeting actions, as necessary, as well as distributing such meeting reports. In the absence of staff at the Unit/Conference Steering Committee meetings, the Secretary will record. The Secretary

must be a member in good standing. A reporting Secretary is one who assists the Chairperson in organizing activities.

#### 4. **Treasurer**

The financial well-being of the Unit is the special responsibility of the treasurer who also serves on the Unit Steering Committee. The Treasurer must be a member in good standing.

A Treasurer assists the Chairperson and staff representative in pricing and budgeting all Unit activities, handles collections of all monies at meetings and events, arranges with Association's Accounting Department for proper deposits and withdrawals of Unit funds from Association accounts and generally protects the financial integrity of the Unit.

The Treasurer periodically reports to the leadership and membership of the Unit on the status of the Unit's accounts and financial activities. The Treasurer should always work to protect the Association's tax-exempt status, safeguard the accounting of Association assets, and ensure Unit monies are handled in accordance with the procedure set forth on page 12. There is no provision for any financial activity being carried on in the name of the Association or under the aegis of the Association by any other means.

#### 5. **Director**

It is the responsibility of each Unit Director to attend each Board of Directors meeting to represent the Unit on policy matters. Each Director serves on the Unit Steering Committee and must be a member in good standing.

**Note:** At the Unit's choice, the Secretary/Treasurer positions may be combined.

#### **Qualities of an Effective Unit Chair**

The role of Unit Chair is a vital, yet time-consuming Association position. The Unit Chair ensures that the Unit functions properly, that there is full participation and that decisions are made and carried out. Chairs who demonstrate the qualities listed below may be more likely to lead their Units effectively.

1. Demonstrates integrity and holds self to the highest standards of honesty, reliability, and commitment to the Unit.
2. Is fair and impartial and does not show favoritism.
3. Is invested in the work and the Association and shows knowledge and understanding of the Association's mission and goals.
4. Possesses emotional intelligence and can effectively address conflict and coach the group and build the team in the process.

5. Must be able to communicate effectively, clearly, and tactfully.
6. Has the ability to motivate and inspire and empower others.
7. Shows humility and knows when to stand down, stop talking and encourage others to participate in the process.
8. Is an active listener.
9. Can follow-through.

### **Appointing Unit Members to Committees**

Qualities to consider when appointing members to subcommittees

1. Effective communication skills
2. Ability to be a team player
3. A focus on what is best for the group
4. Respectfulness
5. Solid preparation and thoughtfulness
6. Real interest in the Unit and its goals
7. Dependability
8. Flexibility
9. Repository of information
10. Directness coupled with tact

### **Additional Suggestions to Ensure Committee Effectiveness**

1. Provide an orientation for new committee members.
2. Provide regular and appropriate recognition to active committee members. The Chair should also seek out unproductive committee members to determine what is preventing them from being contributing members and using this information to encourage them to become more fully involved.



## Unit Responsibilities

Although Units are primarily responsible for membership recruitment and creating compelling educational programs and networking opportunities, the full range of responsibilities is listed below:

- Providing educational programs to Unit members
- Offering networking opportunities
- Growing and retaining membership
- Carrying out Association goals at a local level
- Focusing locally on issues affecting the membership
- Selecting representatives for each Policy Committee
- Involving local community
- Promoting special events programs
- Training new leadership candidates
- Preparing and presenting reports on Unit Activities at all Board meetings

## Unit Pillars

*The Units Mission, Vision and Purpose should directly reflect the Core Values of the Mission Statement of CTA. These pillars should act as guidelines for Units to follow as they determine meetings, events, fundraising, and other Unit activities.*

1. **Education**, cohesively planned educational events:
  - CTA staff will assist with planning of Unit meetings: confirm date, set-up registration and marketing as well as provide lists for potential speakers, topics.
  - Distribution of legislative updates and information.
2. **Advocacy**, membership recruiting and retention to grow and strengthen the voice of trucking:
  - Unit working with CTA Government Affairs Department to build relationships with local legislative officials.
    - Unit building and strengthening translates into more opportunities to advocate at the grassroots level in the home districts of CA legislators on behalf of CTA.

- Unit building and strengthening translates to more participation in Sacramento/Capitol advocacy.
  - Unit to provide financial support to legislative programs.
  - Unit working at the local level to help with work force development by member participation in job fairs, career days, building relationships with local high schools and colleges etc.
  - Unit actively getting involved in member retention and recruitment – peer-to-peer connections.
3. **Networking**, facilitate networking opportunities that help members of a local area to get together and share ideas, best practices, etc.
- A professional or business leader's effectiveness is amplified by the growth and strength of that individual's personal network.
  - Professional growth, access and familiarity with CTA goals & objectives builds that member into a more effective and impactful advocate for the industry.
4. **Leadership**, identify, encourage, and mentor future Unit and State leaders.
- Facilitation of NextGen events.
    - Generational continuum of involvement and leadership ensures the CTA mission can be accomplished and grown, over time.
  - Support leadership programs.

***Fundraising is the mechanism to run Units and support the pillars of membership. When giving to charitable entities, Units should consider if the funds:***

1. Align with CTA's mission.
2. Directly benefit the trucking industry.
3. Support CTA advocacy efforts and legislative programs such as:
  - **Advocacy:** CA Trucking Day, Next Gen Program, Pusher Truck Program, CTA Legal Fund, PAC Events.

- **Other Membership Programs:** Annual Membership Conference (AMC), Fleet Safety Awards, Truck Driving Championships (TDC), Driver of the Month/Year (DOM), Commercial Vehicle Safety Summit (CVSS), Leadership Academy, TUF SOB Scholarship.

### **501(c)(3) and 501(c)(6) Status – What's the Difference? CA Trucking Association: 501(c)(6)**

<b><u>501(c)(3)</u></b>	<b><u>501(c)(6)</u></b>
Operated exclusively for charitable, educational, religious, literary, or scientific purposes	Operated to promote a common business interest, and to improve business conditions in the industry
Includes membership Associations (e.g., professional society), if the purpose is to advance the profession with respect to "educational" activities	A membership organization (e.g., business league, industry trade Association), advancing a common business interest
Lobbying and political activities are significantly restricted. A c3 will lose tax-exempt status if the IRS determines that it has engaged in "substantial" lobbying activities	Allowed a wide-range of lobbying. Yet, the main stipulation is that a c6 is required to disclose to membership the % of their annual dues that is lobbying (i.e., non-deductible to members for tax purposes)
<b>Special Advantages of the c3 include:</b>	
Enhanced fundraising advantages, such as eligibility to receive tax-deductible "charitable contributions" and gifts of property and eligibility to receive many grants	Dues or other payments to a c6 are only deductible to the extent that they serve an "ordinary and necessary" business purpose of the payer
Eligibility to receive other state and local tax exemptions (e.g., sales tax)	

### **Welcoming New Unit Members**

Units are the foundation of the CTA. It is at the Unit level that members forge contacts with other members in their geographic area, have an impact on the focus of educational programs relevant to those in the California trucking industry and resolve to become more involved in CTA activities.

The following steps outline the recommended approach for welcoming new members to a Unit:

#### **Step 1: Welcome Call or Email**

Send new member welcome email or contact them by phone. CTA staff will send all new members to the appropriate Unit/committee.

## **Step 2: Follow-Up**

Three business days after initial contact, committee members should follow-up with the new member to answer questions and to offer to put the person in touch with a local colleague.

## **Step 3: Follow-up Calls at the Discretion of the Chair**

Unit Chairs should contact new members to answer any questions.

## **Unit Accounting Procedures**

### **Handling and Processing of Monies Received**

All cash or checks received by a Unit from Unit activities should be forwarded to the CTA Headquarters as soon as possible. Please do a cash count prior to sending them in and include it with the deposit. CTA staff members will count, deposit and credit the deposit to the Unit Fund's account.

If possible, cash should be given to CTA staff. Under no circumstances should funds from any Unit activity be withheld or deposited into any bank account other than CTA's. If by mistake funds are deposited into a non-CTA account, the member should notify CTA of the deposit and as soon as possible pull the funds out of that account and send a check to CTA along with any backup related to the deposit.

### **Submitting for Reimbursement**

In the event a member must use his/her own funds to pay for Unit business, the member should forward the invoice/receipt to CTA for approval. The completed reimbursement request should go to CTA staff. Once processed, a check (or ACH, if the member chooses) will be cut at the next pay run. It is recommended that members submit requests for expenses as soon as possible so CTA can process requests in a timely manner.

### **Paying for Unit Activities**

Units can pay for Unit expenses in the following ways:

- **Direct Payment from CTA to Vendor (preferred method):** Once Unit approval to purchase items or incur expenses is obtained, the Unit should give CTA the list of items or invoice and instructions on where to send items. The CTA payment request form should be used along with the list of items or invoice. Unless otherwise noted on the request, the invoice or purchase will happen on the next payment cycle (typically every Wednesday).

CTA will use the payment method which is most efficient unless a check is specifically requested. This may include ACH or credit card payment to the vendor. If a check is requested and CTA cannot pay a vendor and have the check received in time, CTA will, without Unit approval, use a shipping method that will cost more money than 1<sup>st</sup> class mail.

Direct Payment from CTA is the only method that should be used to pay a charity, and a Charitable Request form should be used with all requests.

- **Unit Debit Card:** This should be the preferred method of payment when direct payment from CTA is not possible. It is recommended that the Unit submit a request to the CTA Membership Coordinator as to how much to load onto the card and for which event funds are intended.

Typically, CTA staff will then obtain approval from the S&P Committee. Once that is approved by the S&P, it will be forwarded to Accounting where we will do an ACH and then allocate the funds to the Unit Card. The card company limits daily ACH funding to \$2500 . More than that could take two days or more depending on the amount.

Since it can take time for the funds to hit the card, it is recommended that the request be done as far in advance as possible.

The Unit should make sure the users read and understand the debit card instructions to save them time and frustration if there are unforeseen circumstances such as theft or loss of the card. This card should NEVER be used to donate to a charity.

- **Payment by CTA Staff:** If a staff member is attending an event which requires payment, this method of payment should be considered before the methods listed below. This will help keep CTA records clear and consistent and save members from additional workload. Typically, staff will collect the approval signatures at the time of the payment and forward them to CTA, so no further steps are required from members.
- **Cash Request:** A Unit can request a cash amount to use towards purchasing items or use as change for Unit sales (Ex: Mulligans). Units should not plan on paying for any services with cash requested. Services may be subject to additional tax compliance, and CTA should handle those functions. Cash should NEVER be used to donate to charity.
- **Direct Payments by Unit Members:** Members should obtain approval from the Unit using the “Not to Exceed” (see below) method of approval before purchasing or paying for services. If approval is not received, then the member should submit receipts to the Unit Treasurer ASAP to seek committee approval. Once approval is received, CTA will process payment. Purchasing items without approval may not be reimbursed. Also, if members use their own funds to pay for something that violates CTA policy, Fed/State law, or Association rules the member may not be reimbursed.

The “Not to Exceed” method means to plan accordingly and estimate the amount needed, then round up accordingly so that if the pricing is above what was anticipated, the member will still be in compliance with the Unit approved amount. If less is spent, then there is no issue. It is difficult to estimate exactly what things may cost, so Units should use prudent judgement and estimate reasonably above what you think the cost may be.

Reimbursements for Direct Payments by members will usually be treated as priority payments and always paid on the next payment cycle. Members should not make direct payments to charity as there is additional documentation needed by the Association for record-keeping, and the member could be in jeopardy of not receiving a reimbursement if it is not a qualified charitable donation.

### **Monthly Unit Treasury reports (T Reports)**

T Reports will be published monthly by CTA, on the 15<sup>th</sup> of the following month. These reports will list revenue in the aggregate and expenses listed as CTA receives them. Included will be a separate list given with the summary that shows all the detail of the revenue. At the Unit’s request, this report can be provided to persons other than the treasurer.

## **Policy Committees, Conferences and Councils**

### **Policy Committees**

The purpose of these committees is to deliberate and provide recommendations on issues which affect our members. The Committees check out all the facts, determine the best course of action for our Association, make their recommendations to the Board of Directors/Executive Committee, and continue to exercise oversight until the task is completed.

### **Environmental Policy Committee**

Committee members analyze and recommend policies that promote market-based approaches to meeting state and federal environmental requirements. The committee examines local, regional, statewide, and federal regulations, laws, and proposed legislation to determine the impact on California Carriers from competitive and compliance perspectives. Committee members are expected to learn and be capable of evaluating the impact of these regulations on their own businesses.

### **Highway Policy Committee**

Committee members review the tax and fee structure of city, county, state, and federal government with respect to motor Carriers and truck operations. Committee members review size, weight and permitting regulations of all levels of government and consider the efficiency and productivity impacts on the trucking industry. Committee members also

examine government regulations that impact truck operations in matters other than safety and environment, such as truck routing, customs, trade agreements and requirements on cross-border operations. The Committee recommends policy positions in all these matters. Committee members are expected to learn and be capable of evaluating the impact of taxation, size, and weight, regulations and trade on the industry and their businesses.

### **Safety, Security and Human Resources Policy Committee**

Committee members examine and recommend positions on safety practice, regulations and proposed or pending legislation with respect to personnel, equipment, operations, and security matters. Committee members evaluate and recommend direction for Association safety programs, including the Fleet Safety Contest, the California Truck Driving Championships, the Driver of the Month/Year Program, and the Annual Motor Carrier Safety Symposium. The Committee examines human resource issues, such as wage and hour or OSHA standards, and recommends guidance and policy direction. Committee members are expected to learn and be capable of evaluating the impact of safety, security and personnel practices in the industry and their own business.

### **Kingpin Committee**

Committee members are kingpins who engage in presenting the industry to local, regional, and state elected officials. Kingpins will communicate and develop a relationship with the legislator who represents his/her place of business or personal domicile. They explain the issues and concerns of the trucking industry, attend events, and contact legislators when a call to action arises. Knowledgeable kingpins develop important outreach between the trucking industry and elected officials. Kingpins are the voice of trucking.

### **Conferences**

The Board of Directors may organize or oversee the organization of conferences. In determining whether to establish a new conference or in its review of existing conferences, the Board of Directors shall determine whether such conference would include at least 50 members of the Association, or such other number of members, as appropriate. Conferences delineate the various types of operations within the trucking industry.

### **Allied Conference**

The Allied Members Conference represents non-Carrier members of the California Trucking Association who partner with, volunteer, and support the activities of CTA's Units, Conferences, Staff, Councils and Committees through fundraising and sponsorship efforts which promote, strengthen, and grow the California Trucking Association.

## **Agricultural Conference**

The agricultural conference focuses on the issues agricultural members face in the trucking industry. The conference meets as needed to review, analyze, and provide recommendation on legislative and/or regulatory issues that impact the agricultural sector of the industry. Hours of service exemptions for agricultural Carriers, truck size/weight issues, and cargo securement standards are just a small sample of the issues that agricultural Carriers face.

## **Northern and Southern Intermodal Conference**

The intermodal segment of the trucking industry ensures that the imports and exports entering and leaving our state can move efficiently to our state's rail and port facilities. The Intermodal Carriers Conference is divided into two separate groups representing Northern and Southern California.

## **Councils**

The Board of Directors may organize or oversee the organization of councils. Councils are composed of members of the Association who express a special interest in varying aspects of the industry (i.e., safety, maintenance, technology, and transportation registration).

## **Northern and Southern Safety Council**

The Northern & Southern Safety Councils are dedicated to advancing safe policies, practices, and technology; and effective risk management and accident/injury prevention in the trucking industry. It exists to serve, promote, and create value for members and the industry through education, information dissemination, peer interaction, and incentive programs which inspire corporate and individual excellence and contribute to safer, more secure and profitable trucking operations and industry.

## **Conducting Meetings (Parliamentary Procedure)**

### **What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.



**Quorum: A quorum of 5 members must be present to conduct business.**

***Typical fixed order of business under Parliamentary Procedure:***

1. Calling of Meeting to order
2. Calling of Roll of committee and conference members
3. Reading of CTA's Mission and Guidelines
4. Approval of minutes from last meeting
5. New business
6. Unit business
  - a. Officer's reports
  - b. Committee reports
7. Announcements
8. Adjournment

**Expressing Yourself During a Meeting:**

Members may express themselves in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motion

**Four Basic Motions**

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled. They are voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motions.

### **Presenting a Motion**

1. **Obtain the Floor.** Wait until the last speaker has finished. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President." Wait until the Chairman recognizes you.
2. **Make Your Motion.** Speak in a clear and concise manner. State the motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..." Avoid personalities and stay on your subject.
3. Wait for someone to Second Your Motion
4. Another member will second your motion, or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. **The Chairman States Your Motion.** The Chairman will say, "It has been moved and seconded that we ..." thus placing your motion before the membership for consideration and action. The membership then either debates your motion or may move directly to a vote. Once your motion is presented to the membership by the Chairman, it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on the Motion.** The time for you to speak in favor of your motion is now, rather than at the time you present it. The mover is always allowed to speak first. All comments and debate must be directed to the Chair. Keep to the time limit for speaking that has been established. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. **Putting the Question to the Membership.** The Chairman asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken. On a motion to move, the previous question may be adopted.

### **Voting on a Motion**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations: by voice, roll call (each member says "yes" or "no"), consent, division (raise hands or stand) or by ballot.

## **Unit Events**

### **The Basics**

Each Unit is encouraged to plan unit events. All Unit members should be notified as soon as these events are scheduled. The event format should further the primary purposes of the Units: networking, education, and member recruitment and retention.

### **Planning Unit Events**

#### ***Creating the Content and Event Atmosphere***

When you invite members to attend an event, you are asking them to make a trade-off-forego family time, free time, or a coveted recreational activity. Therefore, the meeting must offer them something valuable that compensates them for a lost opportunity.

To ensure that Unit events are perceived as productive and valuable, pre-planning is essential. As discussed earlier, Units provide important educational and networking opportunities to their members. Therefore, when creating the meeting, allocate adequate time for learning and socializing.

### **At the Unit Event**

**Step 1:** Every Unit event should include adequate time for networking-both informal and formal. A pre-event meet and greet will begin 30 minutes before the official program begins.

- The Chair should be available, greet members and help them make connections.
- Refreshments always enhance the ambiance.
- Name tags that include names and affiliations promote interaction.
- “Ice breakers,” such as asking participants to respond to a question and writing the response on a sticker that attendees can attach to the lapel promote interactions. For example, “What is the most significant issue facing the trucking industry?”. The response listed on the sticker can encourage a dialogue between attendees who may not otherwise engage in conversation.
- Enlist the assistance of S/P Committee Members and other active/long time members to promote conversation and introduce members.

**Step 2:** Include an official welcome to new members. Prior to the meeting, speak with the members and let them know they will be introduced at the meeting.

**Step 3:** Identify an education topic that is compelling---there are several ways to pinpoint “hot topics.”

- Contact a small sample of members several weeks prior to the meeting to inquire about topics that they would like to recommend.
- Speak with CTA staff members who are well-informed about current and emerging issues in the industry to determine if they have recommendations for topics that would be relevant to the Unit.
- Once an appropriate topic has been identified, contact CTA staff once a speaker is confirmed.
- Determine how much time will be reserved for the topic and for the audience Q & A.
- Contact the speaker with details: date, time, location, length of the presentation and number of attendees.

### **Reinforcing Key Points**

- The Chair should arrive well before the event start time to greet members, engage them in conversation and introduce members to one another.
- Adhere to the timeframe...start and finish on time.
- Before the event is adjourned, request suggestions for the next meeting and keep track of the suggestions.

### **Duty of Care**

Much is expected of officers and the Governing Board of the California Trucking Association. The membership of the CTA relies on its officers and Board to act in its best interests, to be knowledgeable about and proactive on the issues facing the California motor Carrier industry, to study the questions before it and to base decisions on reliable information, to be good stewards of the resources of the Association, and to be honest and trustworthy in all actions. To assure the trust and ethical expectations of the members of the California Trucking Association, I affirm the following:

In all matters affecting the California Trucking Association, I will act in good faith and exercise my best efforts in the performance of my duties.

I will faithfully prepare for discussions and decisions that affect the Association by reading information sent to me by the Association officers and staff and by striving to be knowledgeable on issues of importance to the Association and its members.

I will be responsible for disseminating information I receive as a Director to all members.

I will make decisions based on factual data rather than unsubstantiated opinions.

I will make decisions based on what is in the best interest of all members of the Association, rather than any one group, individual, or special interest.

I will be honest in doing the work of the Association and in speaking on behalf of the Association and its leadership in order to foster trust among Association members and the public.

I will respect my fellow Directors and the members of the Association, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.

I will publicly support the majority decisions made by the Board of Directors.

I will refrain from any discussion of programs, fees, wages, etc., that might be construed as an infraction of anti-trust law or price-fixing.

I will support and encourage participation in all Association programs including Circle Club programs.

I will hold my own business to the highest standards of professionalism, quality, and integrity, because the way I conduct my individual business affairs can affect the public image of the California Trucking Association. We drive for a living. Safety is our priority.

\_\_\_\_\_ Initial

### **Duty of Obedience**

I will ensure compliance with laws and regulations affecting Associations.

I will ensure that provisions in the Association's governing documents (e.g., bylaws) are followed.

\_\_\_\_\_ Initial

### **Duty of Loyalty**

I will act in the best interests of the Association, its members, and the California motor Carrier industry.

\_\_\_\_\_ Initial

### **Confidentiality**

I will not disclose, beyond its intended scope, any information which is marked, designated, or treated as confidential by the Board, officers, or staff and which I receive as a Director of the California Trucking Association.

I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

\_\_\_\_\_ Initial

### **Conflict of Interest**

I acknowledge that information, programs, research, services, and methods of operation are developed by California Trucking Association for all members, and as a Director, I am obligated to pass on this information to my constituencies. Therefore, I will not expropriate for myself, my business, or another organization any information I receive as a result of my position as a Director of the California Trucking Association prior to disseminating this information to my constituents.

I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision-making on an issue before the Association while having business, professional, or personal interests that could bias my decisions. I further acknowledge the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict and if so, what the remedy will be.

\_\_\_\_\_ Initial

### **General Service Commitment**

I will commit to attend Unit, policy, and Board meetings and to contribute as much as I am able. To be eligible for re-election to the Board of Directors in the following year, each Director shall have attended at least one Executive Committee or Board meeting, and at least four other Board, Executive Committee, Unit or Conference meetings during the previous year. Each Director shall be a member in good standing.

Full Name (please print): \_\_\_\_\_

Company: \_\_\_\_\_

Signature of Director: \_\_\_\_\_

Date: \_\_\_\_\_