

**Institute of Navigation
DC Section Meeting Summary
Thursday, April 2, 2015
6:30 p.m. to 7:45 p.m.
Location: Vie de France
Capital Gallery
600 Maryland Ave., SW
Washington, DC 20024**

Prepared by Doug Taggart – Section Chair pro tem

Background: The DC Section of the Institute of Navigation has been declared inactive. This was a meeting focused on restarting the Section’s activity. Invitations to attend the meeting were distributed in advance by e-mail to 173 active ION members in the DC, Maryland, and Virginia area. The attendance sheet is included as attachment 1.

Meeting Purpose: To discuss a draft Charter, officer positions, and set a date for the next meeting.

Discussion Summary: Doug Taggart reviewed/summarized the results of the eight-question “Member Survey” made available to the 173 ION members in March. Twenty-eight members responded to the survey. The results are summarized here:

Question 1. Eight responded that they have participated in DC Section meetings before; 20 have not.

Question 2. The ranking of the six items to “attract you to a DC Section meeting” were all pretty closely ranked (there was no outlier). With that said, the leading answer was “Accessible to Public Transit,” followed by a “Social Hour with food/drink,” an equal ranking of an “evening meeting” and a “workweek luncheon meeting,” followed by a “specific agenda” and a “guest speaker.”

Question 3. Frequency of Meetings – 60% supported a Quarterly Meeting.

Question 4. Regarding the “reasonable cover charge for a meeting” – 72% selected up to \$25 as being reasonable.

Question 5. Volunteering for the ION DC Section – a 50/50 split (with four skipping the question).

Question 6. Regarding the focus of the meetings – the results were a little more distributed than Question 2. From highest to lowest were:

- (1) Program Outreach
- (2) Social Opportunities
- (3) Student Outreach
- (4) Professional Development
- (5) Current Events
- (6) Educational Opportunities

Question 7. A question dedicated to providing any comments/suggestions – Predominate answer/theme conveyed by those that responded (7 of 28 did) – keeping members aware of relevant ION (PNT) issues involving policy, regulatory, legislative, etc., was desired as part of a Section meeting.

Question 8. Regarding interest in being a judge for the “DHS Ideation Prize” – two names were forwarded to DHS for consideration.

Section Charter: Copies of attachments 2 and 3 were provided. Attachment 2 is the “template” for drafting Section Bylaws provided by the ION’s National Office (by Ken Esthus). The ION’s National Office is making a push to get all Sections to adopt Bylaws using this format. Attachment 3 is a copy of

DC Section Bylaws (circa 2010) as provided by Chuck Schue. These Bylaws provide a historical perspective on how the Section was structured prior to being declared inactive.

Action Item - Doug Taggart took an action to integrate into the ION's template (attachment 2) aspects of the previous Bylaws and make them available as a Word document so that members could review and comment. The ION's website link for the DC Section will be used to post this information. The link is: <http://www.ion.org/membership/section-dc.cfm>

Officer Positions

Officer Nomination and Voting: A discussion took place on the minimum officer positions required to "restart" the Section. IAW the Bylaws Template, the minimum is the Chair, Secretary, and Treasurer. It was noted that the Bylaws from circa 2010 had a total of 10 positions, e.g., Chair, Vice-Chair, Secretary, Treasurer, programs Chair, Special Activities Chair, Publicity Chair, Corporate/State Liaison Chair, membership Chair, and Student Liaison Chair. General consensus was for Doug Taggart (Chair pro tem) to take steps to assign a Nomination Committee and then proceed in filling the minimum number of positions necessary to restart the Section. Doug Taggart offered that Ron Beard had suggested that he would be willing to take on the role of Secretary. Doug Taggart indicated that he was willing to be nominated for the Chair position.

It was suggested that e-mail (hold virtual meeting/voting similar to the steps conducted by the ION in electing officers) be used to finalize this activity prior to the next meeting.

Bylaws Adoption: To finalize the Bylaws, it was suggested that e-mail be used as a way to exchange ideas/inputs and then approve them via a virtual meeting (similar to the Officer elections).

Next Meeting: At the meeting it was announced that the next meeting will be held at the US Naval Observatory (USNO) sometime during the week of July 20, 2015.

Post-Meeting Update: The next meeting will occur on the evening of **July 23, 2015** (a Thursday), on the grounds of the **US Naval Observatory**. Details are being arranged by Doug Taggart in coordination with Ed Powers (USNO sponsor). To incorporate appetizers and beverages into the event, the ION will be approached regarding use of an annual \$800 stipend provided to each Section.

The meeting adjourned at 1945.

Attached:

- 1) Attendance Sheet
- 2) Section Bylaws (ION Template File)
- 3) Section Bylaws (circa 2010)
- 4) Draft Section Bylaws (dtd 040815)

See Activity for the DC Section of the ION at

<http://www.ion.org/membership/section-dc.cfm>

Sign-in Sheet

DC Section Meeting Attendees

2 April 2015 (1730-1930)

Location: Vie de France
 Capital Gallery
 600 Maryland Ave., SW
 Washington, DC 20024
 202-554-7870
 James Lemieux, GM

	Name	Organization	Phone	E-mail
1	Doug Taggart	Overlook	703-972-4371	dtaggart@overlooksys.com
2	Mitch Narmj	FAA	202 267-9571	mitchell.narmj@faa.gov
3	David Winfield	ION	301-926-7287	dwinfield@acm.org
4	Trevor Landen	TAG	202 412 293	trevor.landen@tag.com
5	Kenn Kesthus	ION	202 211 703-240-2123	Kesthus@ion.org
6	P. Shome	FAA	267-8428	pradipta.shome@faa.gov
7	T. McGovern	LEIDOS	703-874-0211	tjmgps@msn.com
8	Bradley Farnsworth	ENSLO	440-223-4138	bradley.farnsworth@gmail.com
9	Chuca Schue	WSANAU	703 623 5212	cschue@wsanau.com
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Section Bylaws

BYLAWS
of the
[SECTION NAME]
[REGION]
THE INSTITUTE OF NAVIGATION
[DATE]

INTRODUCTION

In accordance with these Bylaws, the [SECTION NAME] of the Institute of Navigation is authorized, established, and organized as a scientific society whose goals are to advance the art and science of positioning, navigation and timing (PNT) and provide local networking opportunities.

As with all ION programs, the responsibility of oversight of the arrangements lies with the ION Council. The ION's Bylaws is the predominant organizing document.

ARTICLE I Membership

All members of the Institute of Navigation (ION) in good standing residing within the boundaries of the [SECTION NAME] shall be members of the Section. Boundaries of the Section shall include the area to be covered by the following regional definition: [LIST AREA COVERED BY SECTION]

ARTICLE II Dues

No dues separate from those provided for in the Bylaws of the ION shall be levied on members of the Section. Corporate donations in support of section activities and section programs are permissible. Sections may charge fees to members to participate in specific Section sponsored meetings/activities.

ARTICLE III Officers

Section 1. Chair. The Chair shall be the chief executive officer of the Section. The Chair shall preside at all meetings of the Section at which the Chair is present. The Chair shall appoint and be a member, ex-officio or otherwise, of all committees of the Section, including any branches that may be organized, subject to guidance of the ION Regional Vice-President, who shall keep informed of activities and conditions within the Section. The Chair shall serve as a member of the ION Council and shall support the Regional Vice-President in reporting to the Council on Section activities on a biannual basis. The Chair shall be responsible also for any other Section

duties not assigned or delegated to others. The Chair shall make such reports to the members of the Section as the Chair deems desirable or as required by the membership, being responsive to their wishes and receiving counsel as appropriate from other Section officers.

Section 2. *Secretary.* The Secretary shall be the chief administrative officer of the Section. The Secretary shall keep an accurate list of members, coordinating with the ION National Office. The Secretary shall send out notices of meetings, and other information as requested by the Chair. The Secretary shall send a copy of annual meeting schedules to the Regional Vice-President as required by Article X of the ION Bylaws. In the absence, incapacity, or by delegation of the Chair, the Secretary shall perform the duties and exercise the authority of the Chair. The Secretary shall carry out such additional duties as prescribed by the Chair.

Section 3. *Treasurer.* The Treasurer is the chief financial officer of the Section. The Treasurer shall receive, safeguard, and expend Section funds as directed by the Chair, and keep an accurate record of Section finances. The Treasurer shall carry out such additional duties as prescribed by the Chair.

Section 4. *Other Officers.* Other officers may be appointed by the Chair as deemed necessary. Examples would include: Vice Chair; Programs Chair, responsible for organizing meetings of the Section; Publicity Chair, responsible for publicizing the goals activities of the Section and coordinating fund-raising activities; Nominating Chair, responsible for nomination and election of Section officers; and Outreach Chair, responsible for organizing outreach activities.

ARTICLE IV

Nomination, Election, and Removal of Officers

Section 1. *Nomination and Election.* The method of election shall be defined by the Section's Officers by majority vote. The method of election shall meet the following requirements:

- A Nominating Committee shall be appointed by the Chair.
- Officers shall be elected biennially.
- The Nominating Committee shall have sole authority to manage the election process.
- The decisions of the Nominating Committee are final unless overruled by a two-thirds vote of the Section Officers.
- Nominations may be submitted in advance to a member of the Nominating Committee or from the floor of the Nominating Committee meeting.
- Nominations must be seconded by a person attending a Nominating Committee meeting.
- Nominations shall be finalized 15 days prior to the election at a Nominating Committee meeting.
- No nominee shall be considered unless the nominee has stated the nominee's willingness to serve if elected.
- The results of all elections shall be reported to the ION's Regional Vice-President, with copy to the National Office of the ION, within 15 days of the elections.

In the event that the Section has been inactive, or a new section is forming, the ION Regional Vice-President may declare all offices vacant and appoint a temporary Chair to serve until the next meeting at which time the officers shall be elected to fill out the unexpired term.

Section 2. *Term of Office.* The term for officers voted into office shall be two years. An officer shall serve until a successor takes office, the officer is removed from office, the office is declared vacant as prescribed in Section 1, the officer moves from the Section or succeeds to another office, the officer resigns from the office, or the office is abolished. To resign an officer must send a letter of resignation to the Section Chair or to the Regional Vice President of the ION.

Section 3. *Removal of Officer.* Any officer may be removed from office by a two-thirds affirmative vote of Section members attending any regular meeting or special meeting requested by petition of voting members of the Section. At any meeting at which removal of an officer is considered, reasonable opportunity shall be given, before a vote, to any person wishing to either support the proposition or to defend the person under consideration. An officer may be removed from office by declaring the office vacant as prescribed in Sections 1 and 2.

Section 4. *Filling Vacancies.* If a vacancy occurs in the office of Chair, the Regional Vice-President shall appoint a temporary Chair to serve until election of a Chair at the next meeting of the Section. If a vacancy occurs in any other office, the Chair shall appoint someone to serve temporarily, if needed, until election of a successor at the next meeting of the Section.

ARTICLE V Meetings

Meetings shall be held as determined by the Chair and in accordance with provisions of Article X of the Bylaws of the ION. A quorum for transaction of business shall be three officers.

Sections shall meet a minimum of three times per year to be considered active. Section meetings shall include technical presentations, socials or section sponsored outreach programs.

ARTICLE VI Finances

Section 1. *Financial Integrity.* The Treasurer shall safeguard the financial integrity of the Section. Reports of the financial condition shall be made to the Regional Vice-President and Section officers, and to Section members as requested.

Section 2. *Sources of Funds.* The Section shall be largely self-supporting. However, financial assistance may be requested from the National Office in such manner and not to exceed such amounts as prescribed by the Council.

Section 3. *Management of Funds.* The Section shall be given authority to open a local bank account in the Section's name. Copies of the Section's monthly bank statements shall be provided annually to the ION National Office. The National Office shall have the authority to

close local section bank accounts if they have been inactive for six months. Funds in inactive Section accounts shall revert to the ION National Office.

**ARTICLE VII
Amendments to Bylaws**

Section 1. Proposal. Amendments consistent with the Bylaws of ION may be proposed in writing by the Section Chair or in a petition signed by all the officers of the Section. Each proposed amendment shall be accompanied by background information indicating the reason for the change and the purpose to be accomplished by it.

Section 2. Review. The ION National Office shall review and approve proposed amendments prior to distribution to, or voting by, members of the Section.

Section 3. Approval. An amendment must be approved by 1) a vote three-fourth majority vote of Section officers at which a quorum is present; and 2) the ION President.

**ARTICLE VIII
Dissolution**

The Section Chair shall advise the ION National Office of the Section’s intent to dissolve. The ION Council may also formally dissolve a Section becomes inactive.

Upon dissolution of the Section, any assets remaining shall be conveyed to the ION's national office for addition to the general funds of the ION.

ACCEPTANCE:

Enacted this _____ day of _____ in the year _____

Section Chair: _____

ION Regional Vice President: _____

**BYLAWS
of the
WASHINGTON D.C. SECTION
EASTERN REGION
THE INSTITUTE OF NAVIGATION**

INTRODUCTION

In accordance with these Bylaws, the Washington D.C. Section of the Institute of Navigation (hereinafter referenced as “the Section”) is authorized, established, and organized as a scientific society whose goals are to advance the art and science of navigation.

The objectives of the Section are to encourage the creation and dissemination of knowledge on technical and current issues relating to all forms of navigation and to further education and communication. The Section will provide a regional forum where concepts and ideas related to navigation can have the benefit of open and informed discussion.

In order to increase the Section's knowledge base and to form communication networks, new members with technical interests in navigation and related fields will be recruited from government, industry, and academia.

**ARTICLE I
Membership**

All members of the Institute of Navigation (ION) in good standing residing within the boundaries of the Section, defined as areas lying within postal zip codes 20000-20999 and 22000-22399, shall be members of the Section, except that if dues are levied as authorized by Article II, only those members within the boundaries of the Section who elect to pay the Section dues shall be members of the Section. Other ION members within Washington, DC, Maryland, and Virginia but with mailing addresses outside the above zip codes may be members of the Section by providing their names to the Section Secretary and stating they are not members of any other ION Section.

**ARTICLE II
Dues**

No dues separate from those provided for in the Bylaws of the ION shall be levied on members of the Section unless voted by a two-thirds affirmative vote of the Section members attending any regular meeting or special meeting of the Section.

ARTICLE III

Officers

Section 1. *Chair.* The Chair shall be the chief executive officer of the Section. He/she shall preside at all meetings of the Section at which he/she is present. He/she shall form, be a member, and appoint committee Chairs, of all committees of the Section, including any branches that may be organized, subject to guidance of the ION Eastern Regional Vice-President, whom he/she shall keep informed of activities and conditions within the Section. He/she shall serve as a member of the ION Council and shall support the Eastern Regional Vice-President in reporting to the Council on the Section activities. The Chair shall be responsible also for any other duties of the Section not assigned or delegated to others. He/she shall make such reports to the members of the Section as he/she deems desirable or as required by the membership, being responsive to their wishes and receiving counsel as appropriate from other officers of the Section.

Section 2. *Vice-Chair.* The Vice-Chair shall assist the Chair as directed. In the absence, incapacity, or by delegation of the Chair, he/she shall perform the duties and exercise the authority of the Chair.

Section 3. *Secretary.* The Secretary shall be the chief administrative officer of the Section. He/she shall keep an accurate list of members, coordinating with the ION national office. He/she shall send out notices of meetings, and other information as requested by the Chair. He/she shall send a copy of annual meeting schedules to the Eastern Regional Vice-President as required by Article X, Section 8, of the Bylaws of the ION. He/she shall carry out such additional duties as prescribed by the Chair.

Section 4. *Treasurer.* The Treasurer is the chief financial officer of the Section. He/she shall receive, safeguard, and expend the Section funds as directed by the Chair, and keep an accurate record of the Section finances. He/she shall carry out such additional duties as prescribed by the Chair.

Section 5. *Programs Chair.* The Programs Chair shall be responsible for organizing meetings and other activities of the Section.

Section 6. *Special Activities Chair.* The Special Activities Chair shall assist the Programs Chair by organizing special activities for the Section.

Section 7. *Publicity Chair.* The Publicity Chair shall be responsible for publicizing the goals and activities of the Section. The purpose of the publicity shall be to enhance participation in and support of the Section activities by the Section members and potential members.

Section 8. *Corporate/State Liaison Chair.* The Corporate/State Liaison Chair shall be responsible for liaison with other organizations, including corporations, and governmental

organizations. The purpose of the liaison shall be to enhance participation in and support of the Section activities by such organizations.

Section 9. *Membership Chair.* The Membership Chair shall be responsible for promoting membership in the Section and in the ION by individuals and corporations likely to support the goals and benefit from the activities of the Section and ION.

Section 10. *Student Liaison Chair.* The Student Liaison Chair shall be responsible for liaison with students and faculty at secondary schools, colleges, and universities within the Section region. Goals shall include transfer of knowledge to and from students and promotion of participation by students in the Section and ION activities.

Section 11. *Appointed or Elected Chairs.* Upon appointment or election, as stipulated in Bylaws procedure, a new committee's Chair will be considered an Officer of the Section for the duration of the committee's existence. The appointed or elected Chair's duties will be defined at the time of appointment or election.

ARTICLE IV

Nomination, Election, and Removal of Officers

Section 1. *Nomination and Election.* The Chair, Vice Chair, Secretary, and Treasurer shall be elected annually at the last annual meeting of the the Section (normally in May or June). Nominations shall be made at least 60 days in advance of the election meeting by a Nominating Committee appointed by the Chair, if that officer so elects; but such nominations shall not preclude nominations from the floor at the time of election of officers. No nominee shall be considered unless he/she has stated his/her willingness to serve if elected. In the event that the Section is not functioning, the Eastern Regional Vice-President may declare all offices vacant and appoint a temporary Chair to serve until the next meeting, at which time the officers shall be elected to fill out the unexpired term. The results of all elections shall be reported to the Eastern Regional Vice-President, with copy to the National Office of the ION, within 15 days of the elections.

Only previous or current elected or appointed officers may run for the Section Chair position. If none of the persons eligible wishes to run for the Section Chair position then candidacy for the Section Chair office is open to the membership. Upon formation of the Section the restriction on eligibility of candidates for the Section Chair position is waived.

Section 2. *Term of Office.* An officer shall serve until his/her successor takes office, he/she is removed from office, his/her office is declared vacant as prescribed in Article IV Section 1, he/she moves from the Section or succeeds to another office, he/she resigns from the office, or his/her office is abolished. An officer may resign by sending a letter of resignation to the Section Chair or to the Eastern Regional Vice President of the ION.

Section 3. *Removal of Officer.* Any officer may be removed from office by a two-thirds affirmative vote of the Section members attending any regular meeting or special meeting requested by petition of eight voting members of the Section. At any meeting at which removal of an officer is considered, reasonable opportunity shall be given, before a vote, to any person wishing to either support the proposition or to defend the person under consideration. An officer may also be removed from office by declaring the office vacant as prescribed in Sections 1 and 2.

Section 4. *Filling Vacancies.* If a vacancy occurs in the office of Chair, the Vice Chair will assume all duties of the Chair and the Eastern Regional Vice-President shall appoint a temporary Vice-Chair to serve until election of a Chair at the next meeting of the Section. If a vacancy occurs in any other office, the Chair shall appoint someone to serve temporarily, if needed, until election of a successor at the next meeting of the Section.

ARTICLE V Committee Membership

All committee members shall be appointed by the committee chair and serve as directed by him/her.

ARTICLE VI Branches

A portion of the members of the Section may be organized as a Branch if authorized by vote of the Section at one of its meetings. The Section Chair, subject to approval of the Section shall determine the organization, program, and relationship of the Branch to the Section. The Chair of the Branch shall report directly to and be supervised by the Section Chair.

ARTICLE VII Meeting

Meetings shall be held as determined by the Chair and in accordance with provisions of Article X of the Bylaws of the ION. A quorum for transaction of business shall be ten (10) members or the average number of the members that have attended the last four (4) regular meetings of the Section, whichever is smaller.

ARTICLE VIII Publications

Publications shall meet the requirements of Article XI of the Bylaws of the ION.

ARTICLE IX

Finances

Section 1. *Financial Integrity.* The Chair shall safeguard the financial integrity of the Section. Reports of the financial condition shall be made to the Eastern Regional Vice-President and the Section officers, and to the Section members as requested.

Section 2. *Sources of Funds.* The Section shall be largely self-supporting. However, financial assistance may be requested from the National Office in such manner and not to exceed such amounts as prescribed by the Council.

ARTICLE X

Amendments to Bylaws

Section 1. *Proposal.* Amendments not inconsistent with the Bylaws of the Region or the ION may be proposed in writing by the Section Chair or in a petition signed by at least five voting members of the Section. Each proposed amendment shall be accompanied by background information indicating the reason for the change and the purpose to be accomplished by it.

Section 2. *Review.* The General Counsel of the ION before submission for vote shall review proposed amendments. The Section Chair shall be responsible for submission of the proposed changes to the Counsel within 30 days of the Section Chair's receipt of an amendment proposal consistent with Article X Section 1.

Section 3. *Approval.* An amendment shall be approved by a three-fourths majority of the votes cast by the voting members of the Section in a mail ballot or at a meeting of the Section.

Section 4. *Notice of Proposed Amendment.* Prior notice of a proposed amendment shall be sent to the voting membership to provide an opportunity for expression of opinions pro and con. All such comments received within fifteen days of the date of mailing shall be submitted with the ballot or at the meeting at which a vote is taken. If approval is to be determined at a meeting, opportunity for verbal comment shall be given before a vote is taken.

Section 5. *Effective Date.* Ballots, where used, shall carry a statement of the time limit for their return, which shall be not less than fifteen days nor more than thirty days after mailing of the ballots. An amendment shall take effect immediately upon receipt of the required number of affirmative votes unless provided otherwise in the amendment. Notice of all amendments adopted shall be sent to the Eastern Regional Vice-President, with a copy to the National Office of the ION within fifteen days.

ARTICLE XI
Dissolution

Upon dissolution of the Section, any assets remaining shall be conveyed to the ION's national office for addition to the general funds of the ION.