

ADTSEA HANDBOOK

for –

Officers
Members of the Board of Directors
Division Chairpersons
Committee Chairpersons
Annual Conference Host Committee



Updated 6/2020

American Driver and Traffic Safety Education Association
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A PROFESSION:

- is based on a body of specialized knowledge
- seeks competence in its membership
- serves the needs of its members
- has ethical standards
- influences public policy in its field
- has group solidarity

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INTRODUCTION

This publication is for use by ADTSEA’s elected Board of Directors and includes a section for planning and hosting an ADTSEA Annual Conference. This separate section could be distributed at conferences to give guidance to those who are interested in hosting an annual conference.

Most of the information in this document is based upon ADTSEA’s Constitution and Bylaws, however, it includes policies that have been put into place by previous Boards. It describes the duties of the President, President-Elect, and the Past-President. For instance, it identifies that the President-Elect is responsible for the Bishop Forum for the next annual conference, yet it is not stated in the Constitution.

The revision dates indicate this Handbook was first written in 1966. It is intended to be a “living” document that is updated as needed by future Board of Directors.

LEADERSHIP DUTIES

President

1. Knows and supports the Constitution and Bylaws.
2. Presides at all meetings of the Association, the Board of Directors, and the Executive Committee, including:
 - Annual conference general session
 - Annual business meeting during the conference
3. Appoints all standing and special committees provided for by the Constitution (subject to approval by the Executive Committee). Appointments can be made during the conference by conference call, e-mail, or other agreed upon method.
4. Organizes door monitors for the all meal functions during the conference.
5. Ensures conference speaker introduction information (bios) are given to all division chairs.
6. Supervises and promotes the proper functioning of all committees and divisions of the Association and serves as an ex-officio member of all committees.
7. Interprets, in cooperation with the Executive Committee and in keeping with Board of Directors action, the policies of the Association within the framework of the Constitution.

President-Elect

1. Assists the President in the performance of the duties of that office and assumes the duties of that office in the event of absence or disability of the President.
2. Knows and supports the Constitution and Bylaws.
3. Serves as director of the conference evaluation by developing the evaluation form and provides an analysis and report of the evaluations to the Executive Committee and the ADTSEA office.
4. Serves as the Assistant Conference Chairperson.
5. Visits with exhibitors during the Annual Conference.
6. Arranges the program for the Bishop Forum at the Annual Conference for the Executive Committee approval and presides over the Bishop Forum session.

Past President

1. Serves as a member of the Board of Directors for one year following completion of his/her term as President.
2. Serves as a member of the Executive Committee.

3. Serves the Board of Directors in an advisory capacity to provide assistance and continuity as needed.
4. Serves as chairperson of the Annual Conference program committee first year out of office.
5. Coordinates the work of division chairs during preparation for the Annual Conference.

Parliamentarian

A Parliamentarian may be appointed by the President at the time of other committee appointments. The Parliamentarian shall be a member of the Association and may assist the Board of Directors and the Executive Committee. The appointment by the president is for a term of one year. The same parliamentarian may be appointed by succeeding presidents.

1. When requested by the President, serves as the official Parliamentarian at meetings of the Annual Conference and at meetings of the Board of Directors.
2. Assists the ADTSEA President and the Constitution and By-laws Committee on procedural and organizational matters as requested.
3. Assists the Constitution and By-laws Committee in the drafting and editing of proposed amendments to the Constitution and By-laws, as requested.
4. Advises the Constitution and By-laws Committee on questions involving interpretation.
5. Assists in the determination of a quorum, administration of roll call votes, and polls of delegations.

Executive Committee

1. **Composition of the Executive Committee includes:**
 - a. Elected officers of the Association (Officers and the Board of Director)
 - b. Immediate Past President
 - c. Secretary-Treasurer
 - d. One Senior board member, not included among the above persons, to be elected by the Board of Directors at the Annual Conference of the Association. His/her term of service on this Committee shall be for one year and shall coincide with the term of office of the elected officers of the Association as defined in Article VI, Section 5 of the Constitution.

2. The Executive Committee shall:

- a. Attend all meetings of the Executive Committee, Board of Directors, and the annual conference.
- b. Know and support the Constitution and Bylaws.
- c. Interpret the objectives and policies of the Association to fellow ADTSEA members and to the public.
- d. Review the annual budget and make recommendations.
- e. Act on recommendations from the Board of Directors.
- f. Consult and advise the President on matters concerning the Association.
- g. Be alert to those rare instances where there may be difficulties that would be of concern to the Association and bring these matters to the attention of the President and CEO.
- h. Be prepared to use good judgment in recommending ADTSEA members with leadership qualities to elected office.
- i. Have the power to make contracts.
- j. Recommend Annual Conference fees for ratification by the Board of Directors.
- k. Recommend membership policies for ratification by the Board of Directors.
- l. Establish dues schedule.

Board of Directors

1. Composition of the Board of Directors includes:

- a. President, who shall serve as Chairperson;
- b. President-Elect;
- c. Immediate Past President;
- d. Secretary/Treasurer;
- e. Two Directors from each Region, not to exceed one (1) from any state unless no candidate is nominated from other eligible states in that Region. This provision to be determined by the state of residence of the elected members and the candidates;
- f. A maximum of three (3) Directors chosen from Corporate, Retired or Institutional members;
- g. NSSP Liaison.

2. The Board of Directors shall:

- a. Ratify the action of the Executive Committee to arrange through a contractual relationship for management services to provide day-to-day administration of the Association.
- b. Know and support the Constitution and Bylaws.
- c. Formulate and/or approve the policies recommended by the Executive Committee of the Association.
- d. Interpret provisions of the Constitution in cases of doubt.
- e. Approve an annual budget and give a report to the Association.
- f. Fill vacancies in office as outlined in the Constitution.
- g. Propose amendments to the Constitution and By-laws.
- h. Establish time and place for meetings.
- i. Approve honorary members.

- j. Ratify the Executive Committee’s recommendations on the annual conference fees.
 - k. Ratify the Executive Committee’s recommendation for contracts over \$5000.
 - l. Perform such other duties as may be necessary for the efficient functioning of the Association.
3. **Each member of the Board of Directors shall:**
- a. Attend all regular and special meetings of the Board of Directors and the Annual Conference.
 - b. Assist as door monitors during food functions during the Annual conference.
 - c. Interpret objectives and policies of the Association, to ADTSEA members and to the public.
 - d. Represent the region and states at all meetings of the Board of Directors of the ADTSEA.
 - e. Interpret work of the Association to the region and states the.
 - f. Identify the state presidents within their region, encourage them to solicit members for the Association and to disseminate information.
 - g. Encourage cooperation between state and regional associations and ADTSEA.
 - h. Encourage state driver and/or safety education associations to affiliate with ADTSEA.
 - i. Consult and advise the President on matters pertaining to ADTSEA.
 - j. Make recommendations to the various committees on matters they deem important for the good of the Association.
 - k. Forward suggestions for the conference to the conference chairperson for the Annual Conference.
4. **The Senior Director is the one whose most recent date of election precedes that of other Board Member from his/her region.**

The Senior Director of each Region:

- a. Serves as presiding officer within the Region during the regional meetings at the annual conference
- b. Assumes responsibility for administering Association affairs within the Region during the annual conference.
- c. Presides over the regional meeting during the conference, take minutes, conduct nominations for the Board of Directors and President-Elect from the Region and submits them to the Executive Director at the prescribed times.
- d. When possible attends regional meetings to acquaint members with the activities and policies of the Association and brings recommendations from these regional meetings to the attention of the Board of Directors, Executive or other appropriate Committee, Officers, and Staff.

STANDING COMMITTEE CHAIRPERSONS

- 1. Is familiar with the duties of the committee as outlined in this HANDBOOK.
- 2. Initiates the activities of the committee.

3. Maintains contact with the ADTSEA staff and President regarding committee activities. Forwards copies of all communication to the staff.
4. Contacts the immediate past chairperson of the committee (if possible) to obtain suggestions and determines what has transpired previously. Meets with the committee, as chairperson elect at the Annual Conference for in-service preparation to help in maintaining continuity of effort over the years.
5. Establishes a time schedule and determines deadlines for completion of each project with which the committee is tasked. (Preferably, communication is through E-mail with copies to the ADTSEA office and the President.)
6. Maintains a complete record of all communications and actions by the committee. This record should be passed on to the next chairperson along with any other pertinent information.
7. Consults with the committee members often to keep activities on-task and troubleshoot any problems.
8. Reports to the Board of Directors regarding committee work.
9. Submits, in writing, two copies of a report of committee activities to the ADTSEA staff by June 1 of each year. This report should include a listing of goals, activities, accomplishments, suggestions for future activities of the committee (or its discontinuance), and recommendations for action by the Board of Directors and/or the conference members.

This report will be forwarded to the Board of Directors prior to the Annual Conference and will be included in the Minutes of the Board of Directors Meetings held at the time of the Annual Conference.

Committee Members

1. Meets deadlines and submits timely reports to the chairperson.
2. Completes assignments as requested by the chairperson.
3. Consults and advises the chairperson on matters deemed important for the good of the Association.
4. Communicates regularly, willingly, and promptly with the chairperson.

Division Chairpersons

The eight divisions of the Association listed in the Constitution are:

- 1) Elementary
- 2) Secondary

- 3) Adult and Driver Improvement
- 4) Higher Education
- 5) Administration and Supervision
- 6) Research
- 7) Special Population Groups
- 8) Fleet Operations

Each Division Chairperson shall:

1. Maintain communication with division members.
2. Serve as a member of the Annual Conference Program Committee, reporting to the Conference Chairperson.
3. Identify potential and appropriate speakers for the division's session at the annual conferences.
4. Ensure the ADTSEA speaker policies are maintained and enforced.
5. When a speaker has been approved, obtain speaker bio and AV requirements and forwards information to the ADTSEA office by the deadline.
6. Maintain contact with speakers to ensure speakers' and ADTSEA's needs are met.
7. Keep the ADTSEA staff, Program Chairperson, and the President informed of major plans. Forward copies of all correspondence to ADTSEA staff.
8. Preside over division sessions at the Annual Conference.
9. Represent the division between Annual Conferences in a liaison capacity with the board of Directors and the ADTSEA staff.

(The division chairpersons are not members of the Board of Directors)

Division Members

1. Are appointed by the Division Chairperson at their discretion.
2. Cooperates with the chairperson in all possible ways.
3. Submits reports as requested and on time.
4. Consults and advises the chairperson on matters deemed important for the good of the Association.
5. Communicates regularly and promptly with chairperson to help with division matters.

ADTSEA STAFF

1. Performs (under supervision and approval of the Board of Directors) the duties herein outlined, and such other duties as may be delegated by the President and/or the Board of Directors.
2. Takes charge of the business affairs of the Association.
3. Receives and files a copy of all reports from officers and committees.
4. Keeps a record of all the proceedings of the meetings of the Executive Committee, Board of Directors, and of the Annual Conference.
5. Sends out notices of meetings of the Executive Committee, Board of Directors, and the Annual Conference.
6. Oversees the development and maintenance of the Association's publications.
7. Prepares the agenda for each ADTSEA meeting.
8. Keeps an accurate membership record of the Association.
9. Receives and deposits in a suitable depository, all funds, and pays out same as directed by the Executive Committee.
(See Article VIII, Section 1 of the Constitution.)
10. Keeps the financial records of the Association and prepares an Annual Financial Statement for approval by the Executive Committee.
11. Represented at all meetings of the Executive Committee, Board of Directors, and Annual Conference.
12. Responsible for the care and preservation of all the reports, property, and material of the Association.
13. Organizes and conducts the Annual Conference.
14. Organizes the nominating committee for the elective officers of the Association. Obtains the consent of the nominees to stand for election, to serve if elected, and to notify successful candidates of their election. Mails out ballots to the membership.
15. Responds to members' requests for information or services.

LEADERSHIP RESPONSIBILITIES

Executive Committee

1. Recommends policies for consideration and ratification by the Board of Directors.
2. Assists the President in matters where decisions will affect the policy and welfare of the Association.
3. Reviews and evaluates committee work and informs the Association of findings.
4. In the event of a vacancy in the office of President-Elect, the Executive Committee, with the approval of the Board of Directors, may conduct a special election or appoint an individual to carry out the duties of that office until the office can be filled at the annual election.
5. Reviews annually the provisions of the Constitution and recommends changes when necessary. Performs, subject to review by the Board of Directors and approval by the Association, such other duties as may be necessary for the efficient functioning and administration of the Association.
5. Appoints regional directors when regions do not nominate directors for the general election.
6. Recommends the annual dues for Association membership categories for Board of Directors' ratification.
7. Makes contracts, as necessary, for Board of Directors' ratification.

Board of Directors

In order to take official action at a scheduled, announced meeting, a quorum of the Board of Directors (1/2 the members of the Board, plus one person) must be present as well as at least one member of the ADTSEA staff.

The Board of Directors:

1. Formulates and/or approves the policies of the Association.
2. Interprets the provisions of the Constitution and By-laws in case of doubt relative to its provisions.
3. Approves an annual budget and renders a report to the Association at the Annual Business Meeting.
4. Fills vacancies in office until the next election, including any vacancy on the Executive Committee.

5. Reviews applications for state hosts for the annual conference and selects a state for the location and date of the annual conference.
6. Develops and/or approves policies for Division activities.
7. Performs such other duties as may be necessary for the efficient functioning of the Association.
8. Authorizes development and printing of publications that will promote and support driver and traffic safety education.

STANDING COMMITTEES

Constitution and By-laws Committee

1. Shall consist of not less than three members. Continuity of membership is essential for the successful functioning of this committee.
2. Studies Constitution and By-laws and renders advisory opinions interpretations, and clarifications when requested by the Board of Directors.
3. Studies the Constitution and By-laws and recommends revisions when advisable.
4. Receives suggestions for additions, deletions, and/or amendments, for review and study. Prepares for consideration by the Board of Directors those revisions which the committee believes advisable.
5. Obtains Board recommendation for suggested changes to the Constitution and By-laws and prepares changes reflecting Board recommendations.
6. Submits the format for submission of the proposed changes to be acted upon by the membership of the Association to the CEO for final preparation.

The final copy must reach the ADTSEA office on or before February 1 to allow the changes must be mailed to the membership for vote on March 1 of each year;.

Elections Committee

1. No members shall be candidate for any office or Board position.
2. The majority of members shall be from the ADTSEA office location in order to serve as the Ballot-Counting Committee.
3. Conducts regular and/or special elections of the Association in accordance with the By-laws.
4. Supervises the election of officers of the Association.

Nominations Procedures

President-Elect

1. The Executive Committee shall constitute a nominating committee for the elective officers of the Association. (The Executive Committee approves the ballot.)
2. Eligibility
 - a. Each candidate must have been an active member of the Association for a minimum of one full year immediately prior to the nomination.
 - b. Must be a member of the Board of Directors or have served on the Board of Directors.
 - c. Must come from a region that is eligible for an elective officer under Article VI, Section 3, of the Constitution.
3. Nominations are announced at the Annual Business Meeting.

Board of Directors

1. Nominations shall be by the voting members of their respective regions.
2. Names of candidates shall be announced by the Senior Board Member of each Region at the Annual Business Meeting.

Each candidate must be an active (dues paying) member of the Association.

Historian

1. Furnishes historical data of the Association dating from its organization meeting:
 - a. names of officers
 - b. convention dates
 - c. convention places
 - d. guest speakers
 - e. outstanding events
 - f. pictures
2. Maintains current history providing pertinent information to include:
 - a. convention pictures
 - b. award recipients
 - c. special programs
 - d. important changes in philosophy or procedures
3. Submits historical records to the ADTSEA office for repository.

Resolutions Committee

1. Proposes to the Annual Conference any resolutions deemed fitting and proper for the Association.
2. Acknowledges all persons and organizations who have contributed to the work and running of the Association during the year, particularly the Annual Conference, where this acknowledgement shall be made public.
3. Introduces to the Association's officers and members new resolution proposals of interest and benefit to the Association.

Special Committees

Special committees may be appointed by the President and should be given specific duties and responsibilities as well as a target date for completion of assignments.

In most instances, such special committees will serve for one year. The committee will be dissolved as soon as the task assigned is completed and the report is accepted by the Board of Directors.

1. Membership will vary from state to state depending on interest and activities of existing agencies.

Types of Committee Membership

The following education organizations may be found in most states. Invite representatives of each to serve on the state host committee:

1. State Department of Education
2. State Education Association

GUIDELINES FOR A STATE TO HOST AN ANNUAL CONFERENCE

Introduction

The Annual Conference of the American Driver and Traffic Safety Education Association offers professional traffic safety educators opportunities to gain new knowledge, participate in demonstrations of new methodology, and exchange ideas with others in the field. This, and other Association services, combine to give the professional person a top quality in-service education program which hopefully is reflected in more effective traffic safety education.

The purpose of these Guidelines is to assist interested host states in their planning for an ADTSEA Conference. These guidelines were developed and revised by previous state host committees in cooperation with the staff of the American Driver and Traffic Safety Education Association (ADTSEA). Careful planning and attention to detail will result in a successful conference.

Objectives of the State Host Committee

1. Assist the ADTSEA staff in the pre-conference planning activities at the selected conference site.
2. Stimulate interest and participation of state and local groups by highlighting the benefits to their own organizations.

3. Involve interested state and local agencies. This can include educational, youth, safety, business, industry, official, and other agencies directly or indirectly interested in traffic safety education.
4. Provide frequent lines of communication for the ADTSEA staff through local leaders who are acquainted with the local conditions, organizations, and available resources.
5. Provide state and local publicity and to compile information on important conference resources and facilities.
6. Make recommendations for the conference program.

Specific Functions

1. Identify at least two potential appropriate conference sites.
2. Identify and coordinate local resources.
3. Maintain contact with the ADTSEA staff.
4. Secure best possible state and local publicity.
5. Assist in securing, if requested, local talent for entertainment. Arrange for conference photography) to be used by TV and newspapers); this includes official conference pictures (stills) and individual pictures for delegates (NO financial commitment may be made in the name of ADTSEA; communicate with ADTSEA staff to assure there is a clear understanding).
6. Obtain and organize door prize for their distributions.
7. Obtain and organize audio-visuals and provide staff to ensure equipment is in the meeting room and operates.
8. Plan host state outing for conference participants.
9. Organize spouses' activities.

Duties of the ADTSEA officers and staff

1. Keep state host committee informed of progress, needs, and developments.
2. Meet with host committee prior to conference date to review the program and tentative plans (usually at time of site selection with a second visit possible prior to the conference).
3. Provide information which can be used for state and local publicity well in advance of the conference.
4. Provide fact sheets to be used by delegates to obtain clearance from schools to attend the conference.

Sample minutes of the host committee activities during previous conferences

1. ADTSEA staff joined with host committee representatives to survey several possible locations. The group visited the facilities and talked with hotel sales staff at each facility.
2. Lines of communication were established between the ADTSEA staff and state host committees. Operational procedures were developed.
3. After being informed of the tentative conference plans and basic needs, the host committee contacted state contacts to participate such as organizations with goals and objectives in traffic safety were contacted.

4. An early meeting (usually January) of a representative of the ADTEA staff and committee members may be held to review the tentative conference plans, basic needs, and available resources known to the host committee members.
5. The ADTSEA staff, Conference Chairperson and Host Committee exchange progress reports by conference call.
6. Arrange for spouse activities and host outing activity.
7. Provide maps of the community pinpointing location of hotel (the hotel frequently has these available) to be included in the conference announcement/registration mailings.
8. Identify recreational areas available for family groups.
9. Prepare information for families to include babysitting, post office, beauty parlors, primary shopping areas, tourist attractions, medical care, etc..
10. Arrange for parking permits if necessary, through local authorities (in addition to hotel which, typically, is free to guests).
11. Identify additional parking facilities
12. Identify camping facilities.
13. Contact the Convention Bureau and obtain information on the level of support they are able to give, but do not make any firm agreement. Relay information to the ADTSEA office.
14. Arrange for welcome message on hotel marquee
15. Arrange for brochures with state tourist bureau (to be distributed with mailings).
16. Provide assistance for the program or conference as requested by the Conference Chairperson.
17. Provide and organize for audiovisual equipment including lap top computers, data projectors, portable screens, overhead projectors, video players, and audio recorders/players.
18. Arrange for door prizes and their distribution during the conference.

Suggested Membership of the Host Committee

2. Representatives of agencies directly or indirectly interested in traffic safety education.
3. A cross-section of educators, safety specialists, highway users, industry, public officials, driver licensing, etc. Safety Section of the State Education Association
4. Driver Education Associations
5. State Administrators' Association
6. Secondary Principals' Association
7. State Student Safety Organization
8. Teacher Training Institution(s)
9. State Congress of Parents and Teachers

Non-school organizations that may provide valuable assistance include:

1. State Department of Highway or Public Safety
2. State Department of Transportation
3. State Insurance Association
4. Society Safety Engineers
5. State Safety Council
6. Representatives of interested business and industry groups (automobile club, insurance companies, petroleum companies, etc.)

All Host Committee members should suggest possible contributors within the State.

Budget – Conference Host Committee

Determine a budget for all anticipated Host Committee expenses. This should be done at the earliest possible date as this will dictate what the Host Committee will ultimately be able to accomplish.

Sample Future Host Committee Applications

PHASE I

Proposal Application for Hosting a Future ADTSEA Conference
(Sample Letter)

Date: _____

TO: The American Driver and Traffic Safety Education Association

FROM: _____
President

(complete address and telephone number of writer)

I have been empowered by the membership of the _____
_____ (state driver and safety education association) to
formally invite the American Driver and Traffic Safety Education Association to hold its
annual conference in the State of _____ in _____ (year).

We shall await word from you as to when our representatives may make a brief oral
presentation to the Board of Directors.

(Signed) _____
President

History of the Annual Conferences

The attendance is based upon registered delegates, it does not include spouses or non-member participants, or exhibitors.

	<u>Location</u>	<u>Year</u>	<u>Attendance</u>
1 st	<u>President</u> Philadelphia, Pennsylvania Robert Marshall, MO	1957	140
2 nd	Boulder, Colorado Robert Marshall, MO	1958	192
3 rd	East Lansing, Michigan Joseph Intorre, PA	1959	271
4 th	San Jose, California Lawton Smith, MI	1960	190
5 th	Miami Beach, Florida Joseph Nelson, OR	1961	182
6 th	Lawrence, Kansas Donald Healy, KS	1962	204
7 th	Charleston, West Virginia John Urlaub, CA	1963	214
8 th	Seattle, Washington H. Edward Williamson, FL	1964	197
9 th	Grossinger's, New York Lonnie Gilliland, OK	1965	277
10 th	Madison, Wisconsin Truman Smith, MN	1966	413
11 th	Springfield, Missouri Melvin Schroeder, CA	1967	434
12 th	Pocatello, Idaho Richard Ellis, NY	1968	473
13 th	Ypsilanti, Michigan James Aaron, IL	1969	531
14 th	Atlanta, Georgia Clifford Boyce, WA	1970	540
15 th	Springfield, Illinois Henry Vaughn, Ok	1971	352

16 th	Fort Worth, Texas Philip O’Leary, MI	1972	377
17 th	San Diego, California Cissie Gieda, MD	1973	343
18 th	Denver, Colorado J.B. Angelo Crowe, GA	1974	409
19 th	Warrensburg, Missouri Robert Ulrich, MO	1975	451
20 th	Miami, Florida Neal Rathjen, WI	1976	345
21 st	Milwaukee, Wisconsin Donn Maryott, NY	1977	515
22 nd	Seattle, Washington Allan Cafferty, ID	1978	533
23 rd	Charlotte, North Carolina Jay Smith, AZ	1979	446
24 th	Columbus, Ohio Donald Smith, MI	1980	296
25 th	Albuquerque, New Mexico Charles McDaniel, NC	1981	226
26 th	Baltimore, Maryland David Lawson, OR	1982	303
27 th	El Paso, Texas Russell Hutter, WI	1983	220
28 th	Chicago, Illinois Maurice Dennis, TX	1984	331
29 th	Norfolk, Virginia Owen Crabb, MD	1985	326
30 th	St. Paul, Minnesota Willis Valett, WI	1986	281
31 st	Spokane, Washington Gary Bloomfield, WA	1987	425
32 nd	Boston, Massachusetts Billy Johnson, VA	1988	412
33 rd	Las Vegas, Nevada Robert Freeman, MO	1989	448

34 th	Portland, Oregon Dennis Caughney, MN	1990	462
35 th	San Antonio, Texas John Harvey, WA	1991	301
36 th	Atlanta, Georgia Gene Wilkins, TX	1992	
37 th	Novi, Michigan John Palmer, MN	1993	
38 th	Burlington, Vermont Percy Benedict, OR	1994	284
39 th	Huntsville, Alabama Barbara Brody, VT	1995	193
40 th	Grand Junction, Colorado Bob Sundermeir, CO	1996	221
41 st	St. Cloud, Minnesota C.E. Welch, IL	1997	178
42 th	Springfield, Illinois Gerry Apple, WA	1998	161
43 rd	San Diego, California Jim Lewis, CA	1999	220
44 th	Billings, Montana Gary Guzouskas, NH	2000	209
45 th	Nashua, New Hampshire Marty Rossini, MN	2001	224
46 th	Overland Park, Kansas Patricia Houston, OR	2002	180
47 th	Charlotte, North Carolina Kal Kelliher, GA	2003	252
48 th	Portland, OR Randy Thiel, WI	2004	225
49 th	Honolulu, Hawaii Elizabeth Weaver Shepard, ID	2005	304
50 th	Kalamazoo, Michigan James Gibb, MO	2006	190
51 st	Burlington, Vermont Carol Hardin, VA	2007	209

52 nd	Fort Worth, Texas Gary Scott, KS	2008	202
53 rd	Charlotte, North Carolina Roger Voigt, IL	2009	177
54 th	St. Louis, Missouri Chuck Lehning, NC	2010	151
55 th	Honolulu, Hawaii Fred Nagao, HI	2011	235
56 th	Appleton, WI Kevin Kirby, WI	2012	169
57 th	Portland, ME Connie Sessoms, NC	2013	190
58 th	Wichita, KS Connie Sessoms, NC	2014	129
59 th	Raleigh, NC Cathy Broderick, VT	2015	166
60 th	Portland, OR Jan Meeker, HI	2016	344
61 st	Sacramento, CA Reggie Flythe, NC	2017	137
62 nd	Rosemont, IL Wendy Bills, UT	2018	249
63 rd	Burlington, VT Mark Lee, MN	2019	262