

RAC REGION IV
Policies and Procedures
of the
AASHTO Region 4 Research Advisory Committee

Adopted September 1992

Revised January 2002

Revised May 2012

PREAMBLE

The American Association of State Highway and Transportation Officials (herein after referred to as AASHTO) has established the Standing Committee on Research (herein after referred to as SCOR) to formulate and advise AASHTO on transportation research, development and technology transfer programs of national interest. Within the framework of SCOR, AASHTO has also authorized the creation of the National Research Advisory Committee (herein after referred to as National RAC) to support the overall mission of SCOR. AASHTO has further authorized the creation of Research Advisory Committees in accordance with its regional administrative organizations to support both SCOR and the National RAC. SCOR's overall mission shall encompass maintaining a watch over all transportation research programs in the United States and evaluating these programs relative to known research activities supported by AASHTO and conducted by the Transportation Research Board and other research organizations. All transportation research matters considered by AASHTO shall be referred to SCOR. The National and regional RAC's will support SCOR in accomplishing its mission.

I. ORGANIZATIONAL POLICIES

A. Title

The Title of the Body governed by these Policies and Procedures shall be the AASHTO Region 4 Research Advisory Committee (herein after referred to as the Committee).

B. Objectives

The Objectives of the Committee shall be:

1. To advise SCOR on future programs, emerging research needs and issues, and current activities and policies from a consensus of the Committee's perspective.
2. To facilitate the exchange of technical information among AASHTO Region 4 states, the Transportation Research Board (herein referred to as TRB), the Federal Highway Administration (herein after referred to as FHWA), and other regional RAC's.

3. To provide research related assistance and liaison to the Western Association of State Highway and Transportation Officials (herein after referred to as WASHTO) committees.
4. To promote and coordinate regional research studies, including pooled-fund studies.
5. To educate new and existing personnel in the best techniques for management of research programs.
6. To act as a voice concerning national and federal transportation research programs, and other issues.
7. To insure all modes of transportation are recognized and considered during any of the Committee's deliberations.
8. To develop and foster relationships with the FHWA, other modal administrations within USDOT, University Transportation Centers, and the private sector, and encourage sharing of transportation research information and resources.
9. To develop and foster relationships among AASHTO Region 4 states, local jurisdictions, and FHWA Division and Resource Centers, and encourage sharing of transportation research information and resources.
10. To develop and foster relationships among the AASHTO Region 4 states, and bordering Canadian provinces and Mexican states, and encourage sharing of transportation research information and resources.
11. To solicit and encourage Committee members and Associate Committee members to participate in the task forces in accordance with National RAC Operating Guidelines.

C. Membership

Committee membership shall be granted to the state highway and transportation research managers or other transportation officials representing the AASHTO Region 4 states. Membership is granted by request of the CEO's representing these states, which shall include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming.

Associate Committee membership shall be granted to a representative from each of the FHWA Division Offices and Resource Centers associated with the AASHTO Region 4 states.

Associate Committee membership shall be granted to one TRB Representative.

Associate Committee membership shall be granted to a representative from each Canadian province (Yukon, British Columbia, Alberta, Saskatchewan, Manitoba) and Mexican state (Baja California, Sonora, Chihuahua, Coahuila, Nuevo Leon, Tamaulipas), bordering AASHTO Region 4 states.

D. Chairperson

The Chairperson shall be that person immediately concluding two years of service as Vice-Chairperson, and shall serve a two-year term as Chairperson. The Chairperson shall arrange for a committee vote on Vice-Chairperson by December 31st of every odd year. The term for both Chairperson and Vice-Chairperson will begin July 1 of every even year.

The Chairperson shall preside over the functions of the assembled Committee.

The Chairperson shall represent the Committee before SCOR and shall serve on the Executive Committee of the National RAC.

The Chairperson shall have the authority to establish Subcommittees from amongst the Committee membership.

The Chairperson shall have the authority to appoint Subcommittee Chairpersons from amongst the Committee membership.

The Chairperson shall have the authority to assign matters of official Committee business to the appropriate Subcommittees for review and preparation of resolutions.

E. Vice-Chairperson

The Vice-Chairperson shall be elected based on a majority vote by the Committee members by December 31st of every odd year and shall serve a two-year term beginning July 1 of every even year.

The Vice-Chairperson shall act in the stead of the Chairperson whenever the Chairperson is unable to perform the duties outlined under Section I.D above.

The Vice-Chairperson shall succeed the Chairperson after two years or in the event that the Chairperson cannot complete his/her term, and a new Vice-Chairperson shall be selected by a majority vote of the Committee membership by December 31st of every odd year.

In the event that the Vice-Chairperson cannot complete his/her term, a committee vote will be conducted to appoint a new Vice-Chairperson as soon as possible.

F. Secretary

A Secretary shall be selected from the RAC Membership and appointed by the Chairperson. The Secretary shall serve a two-year term concurrent with the appointing Chairperson's time of service.

The Secretary shall be responsible to the Chairperson and the Vice-Chairperson for duly reporting all business matters that are presented to the assembled Committee.

The Secretary shall be responsible for preparing minutes of all meetings for distribution to members.

The Secretary shall be responsible as directed by the Chairperson for the dissemination of required Committee correspondence.

II. ADVISORY POLICIES

A. AASHTO Policies

The Committee shall have the responsibility to review policies pertaining to transportation research and development matters as prescribed by SCOR, which are of benefit to the research and development programs of the AASHTO member state departments of transportation (DOTs).

The Committee shall have the responsibility to recommend specific transportation research and development policies that will be of special or unique benefit to the member state DOTs, provided such policies are consistent with the policies of the National RAC and SCOR.

The Committee shall have the responsibility to advise and collaborate with other AASHTO regional research committees on matters pertaining to transportation research and development policy when such action is deemed to be in the best interest of the National RAC and SCOR.

B. United States Department of Transportation Policies

The Committee shall advise SCOR on specific policies, notices, or advisories issued by the FHWA, which relate to SCOR policies or to research and development policies and activities of the AASHTO member DOTs.

The Committee shall advise SCOR on specific policies, notices, or advisories issued by the United States Department of Transportation Office of the Secretary of Transportation. These issuances will relate non-highway modal research program activities to policies or to research and development policies and activities of the AASHTO member state DOTs.

C. National Academies/Transportation Research Board Policies

The Committee shall advise SCOR and the National RAC on any official matters taken under consideration by the National Research Council or the National Academies, parent organizations of the Transportation Research Board, which may address transportation research policy initiatives.

The Committee shall advise SCOR and the National RAC on any official matters taken under consideration by the Transportation Research Board's Conduct of Research Committee which may address policy initiatives pertaining to any Federal, state or nonprofit agency transportation research program.

The Committee shall advise SCOR and the National RAC on other research and development policy issues referred to by the TRB Group Councils, Sections, Committees, Subcommittees, or Task Forces.

III. OPERATING PROCEDURES

A. Voting Rights

Each DOT within AASHTO RAC Region 4 shall have one vote on the official business matters presented to the Committee.

Voting rights of the Committee may be exercised by written proxy.

Associate members shall not be granted voting rights on official business matters.

All matters of official business shall be resolved by a majority vote of full committee membership.

B. Meeting Frequency

The Committee shall conduct its normal business during the annual summer National RAC meeting and during the Annual TRB Meeting in January.

National RAC meetings are held biannually with the annual summer National RAC meeting location approved by the National RAC. Once every four years, RAC Region 4 will host the summer National RAC meeting. Committee members will discuss and vote which member state will host the event. The site and date selected will be recommended to the National RAC by the Chairperson.

The Committee shall be subject to the call of special conference calls and/or webinar meetings as directed by the National RAC, SCOR or the Chairperson for the review of special business matters.

C. Meeting Agenda

The Chairperson shall have the responsibility for preparing the agenda for the biannual meetings. The agenda will normally be comprised by referral from Committee members, the Subcommittees, the National RAC and SCOR.

The Chairperson shall have the authority to supplement the biannual meeting agendas. For example, Committee members, representatives of the Federal Highway Administration, representatives from the Transportation Research Board, or representatives from the academic community may be offered an opportunity to make special presentations.

The biannual meeting agendas shall not be provided as a forum for representatives from private industry or from other private business groups for the purpose of promoting special research and development interests.

The Chairperson shall work with the Vice-Chairperson, host state Committee member, and Secretary regarding administrative tasks relative to the biannual meeting agendas.

D. Resolutions

Subcommittees will be granted authority to promulgate resolutions for Committee review and for referral to the Committee, National RAC, and SCOR through the National RAC.

Committee members shall have the authority to draft resolutions for presentation to appropriate Subcommittees. These draft resolutions shall be offered during the biannual meetings or by separate written submission.

1) Revision #1 removed references to the WASHTO Subcommittee on Research.

- 2) Revision #1 formalized relationships with FHWA, other USDOT modal administrations, local governments, private industry, Canada, and Mexico.
- 3) Revision #1 granted associate membership to FHWA, Canadian Provinces and Mexican States.
- 4) Revision #2 changed the title word "Bylaws" to "Policies and Procedures". All numbered bullets "Article #" were deleted.
- 5) Revision #2 changed the words "vigil of" in the Preamble to the words "watch over"
- 6) Revision #2 changed lower case outline bullets to Arabic numerals.
- 7) Revision #2 inserted words of clarification and corrected various syntax errors.
- 8) Revision #2 added bullet I.D.11.
- 9) Revision #2 corrected various syntax errors.
- 10) Revision #2 added the state of Nebraska to the list of RAC Region 4 states.
- 11) Revision #2 added the lists of Canadian provinces and Mexican states which border the RAC Region 4 states.
- 12) Revision #2 changed the Vice-Chairperson election and term-served dates and odd-even year references to allow the Chairperson a full year to oversee the preparation for when RAC Region 4 will host the National RAC summer meeting.
- 13) Revision #2 changed the selection and appointment of Secretary to be filled by a RAC member.
- 14) Revision #2 changed the meeting frequency to biannual and clarifies interim meetings via teleconferences and/or webinars.
- 15) Revision #2 clarifies the process of selecting the host state once every four years.