

# **AASHTO RAC REGION 2 BY-LAWS**

## **AASHTO REGION 2 RESEARCH ADVISORY COMMITTEE**

**Adopted June 26, 1991**  
**Revision #1, September 16, 1993**  
**Revision #2, August 4, 1999**  
**Revision #3, June 2017**

### **PREAMBLE**

The American Association of State Highway and Transportation Officials (hereinafter referred to as AASHTO) has established the Standing Committee on Research (hereinafter referred to as SCOR) to provide guidance and direction for transportation research, development and technology transfer programs of national interest. Within the framework of SCOR, AASHTO has also authorized the creation of the Research Advisory Committee (hereinafter referred to as RAC) to support the overall mission of SCOR. AASHTO has further authorized the creation of regional Research Advisory Committees in accordance with its regional administrative organizations to support both SCOR and RAC. SCOR's overall mission shall encompass monitoring all transportation research programs in the United States and evaluating these programs relative to known research needs. SCOR will be involved in all phases of contract research activity supported by AASHTO and conducted by the Transportation Research Board (hereinafter referred to as TRB). All transportation research matters considered by AASHTO shall be referred to SCOR.

### **MISSION**

In support of both SCOR and RAC activities, the mission of the AASHTO Region 2 RAC will encompass the following:

1. To provide a face-to-face forum for Region 2 states to discuss research issues of mutual interest, to identify topics that may be amenable to pooled funding, to share research results, and to create broad-based support for TRB programs, including the National Cooperative Highway Research Program (hereinafter referred to as NCHRP).
2. To promote effective technology transfer and exchange of research results for state, federal, and other transportation research programs.
3. To serve as a forum for discussing research issues with representatives from AASHTO, the Federal Highway Administration (hereinafter referred to as FHWA), NCHRP, universities, and other research agencies.
4. To serve and represent Region 2 on active RAC task force and committee activities and to report to the region on those task force activities.

## **I. ORGANIZATIONAL POLICIES**

### **A. TITLE**

**Article 1** - The Title of the Body governed by these Policies and Procedures shall be the AASHTO Region 2 Research Advisory Committee (hereinafter referred to as the Committee).

### **B. MEMBERSHIP**

**Article 1** - Committee membership shall be granted to the state transportation and highway research managers representing the AASHTO Region 2 member agencies. These member agencies include the states of West Virginia, Virginia, Kentucky, North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, Mississippi, Arkansas, and Louisiana, and the commonwealth of Puerto Rico.

**Article 2** - Associate Committee membership shall be granted to FHWA Division Office Research, Development, and Technology Transfer (RD&T) Program Managers in the AASHTO Region 2 states.

### **C. CHAIR**

**Article 1** - The Chair will be elected by the committee members from the AASHTO Region 2 states and will serve for a period of two years. Each state shall have one vote in the election.

**Article 2** - The Chair shall preside over the functions of the assembled Committee.

**Article 3** - The Chair shall represent the Committee before SCOR and RAC.

**Article 4** - The Chair shall establish Subcommittees from among the Committee's membership.

**Article 5** - The Chair shall appoint Subcommittee Chairs whose terms shall coincide with his/her own.

**Article 6** - The Chair shall assign matters of official Committee business to the appropriate Subcommittees for review and recommendations.

**Article 7**—The Chair shall participate in the monthly RAC Leadership conference calls, and will report to the Committee any matters of importance from the call.

### **D. VICE CHAIR**

**Article 1** - The Vice Chair will be elected by the official representatives of the AASHTO Region 2 states and will serve for a period of two years.

**Article 2** - The Vice Chair shall conduct duties of the Chair in his/her absence in meetings and/or teleconferences.

**Article 3**—In the event that the Chair cannot serve out his/her term, the Vice Chair will assume the Chair duties for the remainder of the term.

**Article 4** - The Vice Chair has the option to assume the duties of Chair at the end of his/her term as Vice Chair.

**Article 5**—The Vice Chair shall also participate in the monthly RAC Leadership conference call and assist the Chair in advising the Committee on matters of importance discussed in the call.

#### **E. SECRETARY**

**Article 1** – The Chair, with the Committee’s assistance, will choose the Secretary. If more than one person wishes to be Secretary, the Secretary will be elected by the committee members of the AASHTO RAC Region 2 states, with each State having one vote. The Secretary will serve for a period of two years.

**Article 2**—The Secretary will be responsible for taking and distributing meeting minutes for in-person meetings and teleconferences.

**Article 3** – The Secretary will be responsible for maintaining the Region 2 email distribution list, administered by TRB.

#### **II. ADVISORY/NATIONAL ACTIVITIES AND POLICIES**

**Article 1** -. The Committee shall assist and advise RAC in the following policy areas and regarding the organizations listed below:

1. **United States Department of Transportation (USDOT)**--Specific policies, notices, or advisories issued by USDOT, including the following agencies:
  - a. FHWA;
  - b. Office of the Assistant Secretary for Research and Technology (OST-R, formerly Research and Innovative Technology Administration, RITA).
2. **TRB**--Transportation research issues addressed by the National Research Council or the National Academies, parent organizations of TRB.
3. **AASHTO**--Policies pertaining to transportation research and development matters as prescribed by the
  - a. AASHTO RAC Chair or RAC Leadership Board
  - b. AASHTO SCOR
  - c. Formal association with and membership in the Southeastern Association of State Highway and Transportation Officials (SASHTO).

**Article 2** - The Committee will closely monitor and coordinate as needed on national research programs/initiatives, including but not limited to the following:

1. TRB’s Cooperative Research Programs, in particular the National Cooperative Highway Research Program (NCHRP), to include:
  - a. Submission of problem statements
  - b. Distribution of ballots and coordination with directors/CEOs for annual voting

- c. Facilitation of panel nominations
2. FHWA's Every Day Counts (EDC) initiative;
3. Transportation Pooled Fund (TPF) studies;
4. State Transportation Innovation Councils (STICs);
5. OST-R's University Transportation Centers program (UTC); and
6. AASHTO Innovation Initiative (All, formerly TIG).

### **III. OPERATING PROCEDURES**

#### **A. VOTING RIGHTS**

**Article 1** - Each state transportation department within AASHTO Region 2 shall have one vote on the official business matters presented to the Committee.

**Article 2** - Voting rights of the Committee members may be exercised by written proxy.

**Article 3** - FHWA associate members shall not be granted voting rights on official business matters.

**Article 4** - All matters of official business shall be resolved by majority vote, provided two thirds of the states are present.

#### **B. MEETING FREQUENCY**

**Article 1** - The Committee shall conduct its normal business during two in-person meetings per year, once at the TRB Annual Meeting in January, and once at the RAC Summer Meeting in July.

**Article 2**--Quarterly teleconferences will held throughout the year.

**Article 3**--If the upcoming RAC Summer Meeting is to be held in Region 2, there will be monthly teleconferences consisting of the meeting planning subcommittee and host state members.

**Article 4** - When the RAC Summer Meeting is scheduled to be held in Region 2, the determination of the meeting site and date shall be made by the Chair. The meeting date will be subject to approval by RAC leadership.

**Article 5** - The Committee shall be subject to the call of special sessions as directed by SCOR for the review of special business matters.

#### **C. MEETING AGENDA**

**Article 1** - The Chair shall have the responsibility for preparing the agenda for the RAC Region 2 meetings as discussed in Section B—Meeting Frequency. The agendas will normally be comprised of items of national and/or regional importance, such as TRB, AASHTO, FHWA, or other updates.

**Article 2** - The Chair shall from time to time supplement the meeting and conference call agendas with special presentations from Committee members, representatives of FHWA, TRB, or the academic community.

**Article 3** - The 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.

**Article 4** - The Chair shall delegate administrative tasks relative to the annual meeting agendas to the Secretary.

## **F. RAC TASK FORCES**

**Article 1**—Committee members are encouraged to serve as Members and/or Friends of RAC Task Forces.

**Article 2**—Members/Friends of Task Forces will participate in Task Force conference calls and in-person meetings at the RAC Summer Meeting and will report Task Force activities to Region 2.

## **G. MENTORING OF NEW REGION 2 MEMBERS**

**Article 1**—When a person becomes an official member of RAC and Region 2, the Chair will call or email the new member, welcoming him/her to RAC and Region 2. If the new member does not have a mentor, the Chair will assign one to him/her. Assignments will be agreed to by all involved parties.

**Article 2**—The mentor will advise the new member on matters including but not limited to: research program management, national research efforts (FHWA RD&T, TRB, NCHRP, AASHTO, etc.), technology transfer, task force participation, peer exchanges, etc. The RAC Mentoring Guidelines, the Research Program and Project Management (RPPM) website, and the RAC website will aid this process.

### **REVISION NOTES:**

1. Revision #1 changed "SCOR shall be responsible for" to "SCOR will be involved in."
2. Revision #1 added entire section "In support of both SCOR... Universities and other research agencies."
3. Revision #1 changed the Title from "Chairmanship" to "Chairperson" and all references to "Chairman" were changed to "Chairperson."
4. Revision #3—Text was added regarding the Secretary position. Also, the officer terms were changed from three years to two years. Meeting frequency was adjusted from once a year to twice a year, along with quarterly teleconferences. Task force and mentoring language was added. The advisory section was streamlined and updated. "Chairperson" was changed to "Chair."