

**AASHTO REGION III
RESEARCH ADVISORY COMMITTEE**

OPERATING GUIDELINES

Adopted September 19, 1991
Revised September 10, 2003
Revised July 22, 2009
Revised September 10, 2013
Revised November 21, 2016

GENERAL

The Operating Guidelines establish policy for the conduct of affairs for the AASHTO Region III Research Advisory Committee (RAC III). They are supplemental to and are intended to be fully consistent with the AASHTO Articles of Incorporation, Bylaws and Operating Policy and the AASHTO Research Advisory Committee (RAC) Operating Guidelines. In the case of conflict the AASHTO and AASHTO RAC provisions shall prevail.

I. ORGANIZATIONAL POLICIES

A. MEMBERSHIP AND VOTING

Article 1--Each AASHTO Member Department Chief Executive Officer (CEO) may designate up to three persons to serve on RAC, although only one vote per Member Department may be cast on voting matters.

Article 2--Election for the Vice-Chair will be conducted at the RAC III breakout meeting at the National RAC meeting every even year. The Vice-Chair shall succeed the Chair after two years or in the event that the Chair cannot complete his/her term. Election to fill a midterm Vice-Chair vacancy and/or any voting matters may be conducted as needed using written or electronic communications. All voting matters are subject to a quorum of two-thirds (six) of the member states participating, with matters decided by a majority of those voting.

B. CHAIR

Article 1—On January 1 of every odd year the currently serving Vice-Chair shall succeed the Chair, and shall serve a two-year term.

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

Article 3--The Chair shall represent the Committee before the National RAC.

Article 4--The Chair shall have the authority to establish Subcommittees from the Committee's membership.

Article 5--The Chair shall have the authority to appoint Subcommittee Chairs whose terms shall coincide with those defined in Article 1.

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

Article 7--The Chair shall have the authority to recommend regional representative Task Force appointments to the RAC Leadership Board. Formal appointments to Task Forces are made by the National RAC Chair.

D. VICE-CHAIR

Article 1--A Vice-Chair shall be appointed based on vote of the Committee members at the National RAC meeting as described in Section I.A.2 above, and shall serve a two-year term beginning January 1 of every odd year. The Vice-Chair shall succeed the Chair after two years, or in the event that the Chair cannot complete his/her term.

Article 2 – The Vice Chair shall assist the Chair and preside over meetings in the Chair's absence.

Article 3 – The Vice Chair shall assume the roles and responsibilities of the Chair if the Chair is unable to complete his/her term.

E. SECRETARY

Article 1--The Secretary shall be appointed by the Chair.

Article 2—The Secretary shall be responsible to the Chair for duly reporting all business matters that are presented to the assembled Committee.

Article 3--The Secretary shall be responsible for preparing the minutes of all meetings and conference calls for distribution to members.

Article 4--The Secretary shall be responsible for maintaining the official files of the Committee and appropriate subcommittee reports.

Article 5--The Secretary shall be responsible as directed by the Chair for the dissemination of required Committee correspondence.

F. TASK FORCES

Article 1—Committee members shall serve on one or at most two RAC Task Forces as the RAC III representative. Members may also voluntarily serve as friends on other RAC Task Forces.

Article 2—Committee members may be asked to report to the regional bi-monthly conference calls.

II. ADVISORY POLICIES

Article 1--The Committee shall review policies pertaining to transportation research and development matters as prescribed by the RAC Chair or RAC Leadership Board. Such policies shall be construed to be of benefit to the research and development programs of the AASHTO member state departments.

Article 2--The Committee shall recommend specific transportation research and development policies which will be of special or unique benefit to the member state departments which comprise AASHTO Region III, provided such policies are consistent with the policies of the National RAC and SCOR. This policy shall provide for formal association with the AASHTO Mid America Association of State Transportation Officials (MAASTO).

Article 3--The Committee shall advise and collaborate with other AASHTO regional RAC committees and RAC Task Forces on matters pertaining to transportation research and development and technology transfer (RD&T) policy.

Article 4--The Committee shall advise the National RAC on specific policies, notices or advisories issued by the United States Department of Transportation.

Article 5--The Committee shall advise 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.

III. OPERATING PROCEDURES

A. MEETING FREQUENCY

Article 1--The Committee shall conduct its normal business during one annual meeting to be held in conjunction with the National RAC meeting. A second annual meeting may be held in conjunction with the SCOR/RAC meeting convened during the TRB Annual Meeting each January. In addition, bi-monthly conference calls will be held at a schedule set by the Chair.

Article 2--A Committee member's department shall be selected to host the National RAC meeting every four years at a location within the region. Other Committee

members will assist with meeting arrangements as part of Subcommittee assignments made by the Chair.

Article 3--The Committee shall be subject to the call of special meetings or conference calls as directed by the RAC III Chair for the review of special business matters.

B. MEETING AGENDA

Article 1--The Chair shall have the responsibility for preparing the agenda for the annual meeting(s) and the bi-monthly conference calls. The agenda will normally be comprised of referrals from the members or RAC leadership.

Article 2--The Chair shall have the authority to supplement the annual meeting and bimonthly conference call agendas with special presentations from Committee members, representatives of the Federal Highway Administration, representatives from the Transportation Research Board or representatives from the academic community.

Article 3--The meeting/conference call 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 have the authority to delegate administrative tasks relative to the annual meeting/conference call agendas to the Vice-Chair or other members.

C. RESOLUTIONS

Article 1—Members and Subcommittees will be granted authority to promulgate resolutions for referral to the National RAC. Committee sponsored resolutions shall be approved by a majority of the Committee prior to referral. These resolutions shall be offered during the annual meeting or by separate written submission.