

AASHTO Region I Research Advisory Committee Operating Guidelines

Adopted July 22, 1995
Revised May 12, 2005
Revised January 31, 2012
Revised November 1, 2018

GENERAL

The Operating Guidelines establishes policy for the conduct of affairs for the AASHTO Region I Research Advisory Committee (RAC I). 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 STRUCTURE

A. Membership

- 1) **Committee Membership** - Officially appointed research managers representing the AASHTO Region I states on RAC shall be granted membership. Region 1 states currently include the following Departments:

Connecticut	Maryland	New York
Delaware	Massachusetts	Pennsylvania
District of Columbia	New Hampshire	Rhode Island
Maine	New Jersey	Vermont

- 2) **Associate Membership** – The Chairperson and Vice Chairperson of the national RAC, the FHWA Division Office research and technology transfer liaison from each of the AASHTO Region I states, and appropriate research and technology transfer specialists from the Federal Highway Administration (FHWA) Office of Research Development and Technology, shall be granted associate membership.
- 3) **Affiliate Membership** – The following neighboring Canadian provinces shall be granted affiliate membership:

New Brunswick	Ontario
New Foundland & Labrador	Prince Edward Island
Nova Scotia	Quebec

A roster of current RAC membership is available on the R&I/RAC website at:
<https://research.transportation.org/rac-membership/>

B. Regional Officers

- 1) **Chair** – The Chair shall be elected by the Region I members and shall serve a two-year term beginning with the summer meeting held during odd-numbered years. The Chair shall preside over the functions of the Committee, represent the Committee before the National RAC and R&I, and have the authority to appoint Committee members to RAC Task Force groups and ad hoc groups.
- 2) **Vice Chair** - The Vice Chair shall be elected by the Region I members and shall serve a two-year term beginning with the summer meeting held during odd-numbered years. Upon completion of the term, the Vice Chair has the option of assuming the role of Chair for the subsequent two-year term. If the Vice Chair is unable to assume the role of Chair, an election by the Region I members will determine the next Chair and Vice Chair. The Vice Chair shall assist the Chair and preside over meetings in the Chair's absence. The Vice Chair shall assume the roles and responsibilities of the Chair if the Chair is unable to complete his/her term.
- 3) **Secretary** – The Secretary shall be appointed by the Chair with assistance from Region 1 members. The Secretary may be from Region 1 members or an Associate Member. The Secretary shall be responsible for reporting all business matters that are presented to the Committee, including preparing minutes of all meetings and conference calls for distribution to members.

II. OPERATING PROCEDURES

- A. Voting** - Each Member Department within AASHTO Region I shall have one vote when official votes are taken. For elections, representatives of 2/3 (eight) of the member states will need to vote. Elections for the Chair and Vice-Chair will be conducted via electronic mail (e-mail) every odd-numbered year. Elections to fill vacancies occurring midterm may be conducted as needed using e-mail.
- B. Meeting Frequency** - The Committee shall conduct its normal business during one annual meeting to be held in conjunction with the National RAC meeting. A second meeting may be held in conjunction with the RAC Winter Meeting convened during the Transportation Research Board (TRB) Annual Meeting each January. The Committee shall also hold monthly conference calls, scheduled by the Chair, to discuss regional business and to provide updates on RAC Task Force activities. The Committee shall be subject to the call of special meetings or conference calls as directed by the RAC I Chair for the review of special business matters.

- C. Meeting Agenda** – The Chair shall have the responsibility of preparing the agenda for each meeting and conference call. Agenda items can be proposed by Committee Members by submitting them via e-mail to the Chair. Items may require official action by the Committee or can be informational purposes. The Chair shall have the authority to supplement the meeting and conference call agendas with special presentations from Committee members, representatives of FHWA, TRB, or the academic community.
- D. Resolutions** - Members will be granted authority to promulgate resolutions for referral to the National RAC. Region I sponsored resolutions shall be approved by a majority of the Committee (seven member departments) prior to referral. These resolutions shall be offered during the annual meeting or by separate written submission.

III. COMMITTEE RESPONSIBILITIES

- A. Task Forces** – Task Forces are the principal working groups of RAC. Task Forces will address their assigned subject matter and continue unless dissolved by the National RAC Chair. Members shall serve on one or at most two RAC Task Forces as the RAC I representative. Members may also voluntarily serve as friends on other RAC Task Forces. Task Forces include the following areas:

- 1) Administration
- 2) Coordination and Collaboration
- 3) Program Management and Quality
- 4) Value of Research
- 5) Special Task Forces as needed

- B. Advisory Activities** - The Committee shall advise the National RAC in the following areas:

- 1) Specific policies, notices or advisories issued by the United States Department of Transportation;
- 2) Official matters taken under consideration by the National Research Council or the National Academies, parent organizations of TRB, which may address transportation research policy initiatives; and
- 3) 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.

C. National Initiatives – 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);
- 2) FHWA’s Every Day Counts (EDC) initiative;
- 3) USDOT’s University Transportation Centers program (UTC); and
- 4) AASHTO’s Innovation Initiative (AII)

D. Information Sharing – The following activities may be proposed by Committee Members for information sharing purposes during regional discussions at the National RAC meeting or during regional conference calls:

- 1) **Technical Presentations** – This includes presentations on unique research projects of regional or national importance.
- 2) **Research Management and Administration** – This includes presentations that enhance the management of research activities.

E. National RAC Meeting – Every four years a Committee member’s department shall be selected to host the National RAC meeting. All Committee Members in the region shall assist with setting the agenda for the meeting, coordinating sessions, and other arrangements as deemed necessary by the Chair.

F. Mentoring – When a new RAC member is appointed, the following steps will be taken:

- 1) The Chair contacts the new member and introduces the mentoring program. If the new member is interested in participating, the Chair will assign a mentor within one month by soliciting a volunteer during the regional conference call.
- 2) The mentor and new member will schedule a series of conference calls to cover the following topics from the RAC Mentoring Guidelines:
 - About R&I/RAC
 - Tools for RAC Members
 - RAC Meetings – Summer and Winter
 - RAC Task Forces
 - RAC Surveys
 - RAC Regions
 - Organizational Structure and Partnerships
 - Serving as an Advocate and Resource for Research and Implementation
 - Technology Transfer
 - Agency Research Program Items/Peer Exchanges
- 3) The mentor and new member should provide feedback on the mentoring program to the Regional Chair.