RAC REGION 4
Policies and Procedures
of the
AASHTO Region 4 Research Advisory Committee
Adopted September 1992
Revised February 2020

PREAMBLE

The American Association of State Highway and Transportation Officials (herein after referred to as AASHTO) has established the Special Committee on Research and Innovation (R&I) to formulate and advise AASHTO on transportation research, development and technology transfer programs of national interest. Within the framework of R&I, AASHTO has also authorized the creation of the National Research Advisory Committee (National RAC) to support the overall mission of R&I. AASHTO has further authorized the creation of Research Advisory Committees in accordance with its regional administrative organizations to support both R&I and the National RAC. R&I’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 (TRB) and other research organizations. All transportation research matters considered by AASHTO shall be referred to R&I. The National and regional RACs will support R&I 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 (Committee).

B. Objectives

The Objectives of the Committee shall be:

1. Serve as a forum for Member Departments to collaborate on the development of research problem statements for consideration by R&I and incorporation into the National Cooperative Highway Research Program (NCHRP).
2. Participate in rating NCHRP problem statements each year and provide the results to R&I for its annual selection procedure.
3. Serve as a forum for Member Departments to collaborate on ongoing and planned state-controlled research being sponsored by Member Departments.
4. Provide advice and recommendations on transportation research matters to R&I.
5. Serve as a resource to Member Department research managers regarding the conduct of research and technology transfer activities.
6. Be an advocate for transportation research by promoting the value of research, the implementation of research results, the transfer of new technologies, and the benefits of peer exchanges.

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 CEOs representing these states: 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 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. Chair

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

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

The Chair shall represent the Committee before R&I and shall serve on the Executive Committee of the National RAC.

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

The Chair shall have the authority to appoint Subcommittee Chairs from amongst the Committee membership.

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

If the Chair cannot complete his/her term, the Vice-Chair will serve the remainder of the Chair’s term and then serve a full two-year term as Chair.

E. Vice-Chair

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

The Vice-Chair shall succeed the Chair after two years or if the Chair cannot complete his/her term.

The Vice-Chair shall be selected by a majority vote of the Committee membership by December 31st of every odd year.

If the Vice-Chair cannot complete his/her term or steps up to serve as Chair mid-term, a committee vote will be conducted to appoint a new Vice-Chair as soon as possible.

F. Secretary

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

The Secretary shall be responsible to the Chair and the Vice-Chair 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 Chair for the dissemination of required Committee correspondence.

If both the Chair and the Vice-Chair cannot complete their terms the Secretary will coordinate a vote to appoint a new Chair and Vice-Chair as soon as possible.

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 R&I, 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 R&I.

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 R&I.
B. United States Department of Transportation Policies

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

The Committee shall advise R&I on specific policies, notices, or advisories issued by the United States Department of Transportation Office of the Secretary of Transportation.

C. National Academies/Transportation Research Board Policies

The Committee shall advise R&I and the National RAC on any official matters taken under consideration by the TRB'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 R&I and the National RAC on other research and development policy issues referred to by the TRB Group Councils, Sections, Committees, or Subcommittees.

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.

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.

The National RAC is responsible for setting the frequency for National RAC meetings. 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 Chair.

The Committee shall be subject to the call of special conference calls or webinar meetings as directed by the National RAC, R&I, or the Chair for the review of special business matters.

The Committee may hold regular conference calls for conducting Committee business. These calls may be monthly, every other month or at any frequency agreed to by committee vote.
C. Meeting Agenda

The Chair shall have the responsibility for preparing the agenda for the semiannual meetings. The agenda will normally be comprised by referral from Committee members, the Subcommittees, the National RAC and R&I.

The Chair shall have the authority to supplement the semiannual meeting agenda. For example, Committee members, representatives of the FHWA, representatives from TRB, or representatives from the academic community may be offered an opportunity to make special presentations.

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

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

D. Meeting Guests

Meetings will be open to guests who may contribute to the work of the committee. When necessary invitations to participate will be extended to representatives from FHWA Division Offices and Resource Centers associated with the AASHTO Region 4 states, TRB Representatives, Other RAC regions, and other transportation experts.

E. Resolutions

Subcommittees will be granted authority to promulgate resolutions for Committee review and for referral to the Committee, National RAC, and R&I 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 semiannual meetings or by separate written submission.