

CONSTITUTION, BYLAWS,
AND
STANDING RULES

OF THE

ARKANSAS TRANSPORTATION RESEARCH COMMITTEE

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

May 2009

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CONSTITUTION

Article I NAME. The name of this committee shall be TRANSPORTATION RESEARCH COMMITTEE, hereinafter referred to as the TRC; a cooperative organization representing the Arkansas State Highway and Transportation Department (AHTD), Federal Highway Administration (FHWA), and other institutions or agencies having common interest in the promotion of transportation research.

Article II OBJECTIVES. The TRC has been created under the authority of Highways and Transportation Department Administrative Order Number 62-5 of March 7, 1962, as amended by Administrative Order 77-3 of June 13, 1977, with the following objectives:

- A. To promote and encourage transportation research as a necessary function of the AHTD, as an essential element in the State's program of higher education, and as a vital measure in the improvement of transportation in Arkansas.
- B. To coordinate research into the problems of mass transit and reasonable solutions to these problems.
- C. To translate State Highway Commission Policy into specific transportation research projects.

D. To coordinate transportation research activities, develop comprehensive research programs, screen research project proposals, and review the results of the research projects.

E. To recommend action in regard to application of the findings of transportation research activities.

F. To promote the utilization of new technology wherever possible.

G. To disseminate pertinent information from transportation research.

H. To develop personnel and facilities adequate for a full and continuing program of transportation research.

Article III MEMBERSHIP. The TRC shall be composed of the following representatives of AHTD:

Chief Engineer

Assistant Chief Engineer - Planning

Assistant Chief Engineer - Design

Assistant Chief Engineer - Operations

State Construction Engineer

State Maintenance Engineer

Planning & Research Engineer

Roadway Design Engineer

Bridge Engineer

Materials Engineer

Division Head, Surveys Division

Division Head, Environmental Division

Division Head, Computer Services

Two AHTD District Engineers (appointed by the Director on a four year rotation in odd number years in accordance with the following rotation:

Districts 2& 6, Districts 3&7, Districts 4&9, Districts 5&8 and Districts 1&10)

FHWA Division Administrator (non-voting) (or designated representative)

Chairperson, Advisory Council for Transportation Research (non-voting)

Staff Research Engineer - TRC Secretary (non-voting)

The Director at his discretion may designate other members. An alternate shall be named for each member to serve in their stead at any meeting or in any other capacity relative to TRC activity.

The TRC shall be authorized to expand the organization on a non-voting membership basis, by appointment of associate members from the cooperating agencies by the Chairperson, with the consent of the affected agency. Associate membership shall be limited to specific research activities as specified by such appointment.

Article IV OFFICERS & ELECTIONS. The Officers of the TRC shall be a Chairperson and a Vice-Chairperson elected from the membership. The Vice-Chairperson will serve for a two-year term and upon completion of the initial term will automatically become Chairperson for the next two-year term. A new Vice-Chairperson will be elected on alternating

years. *District Engineers will not serve as either the Chairperson or the Vice-Chairperson.* The TRC Secretary shall be the Staff Research Engineer of the Planning & Research Division who will be a non-voting TRC member.

A. Election shall be by nomination and shall require only a simple majority or quorum of those voting to elect.

B. Election shall be held at the regular fall meeting in odd-numbered years, and the new Vice-Chairperson shall take office immediately upon election.

C. Should the office of Chairperson become vacant, the Vice-Chairperson shall immediately be Chairperson. Any other vacant office shall be filled by appointment by the Chairperson for the remainder of the two-year term at the next regular meeting of the TRC.

Article V MEETINGS & QUORUM. The TRC shall be limited to a necessary minimum of regular meetings, but the number of called meetings shall be contingent upon the proper pursuit of TRC objectives.

A. The TRC shall hold at least two regular meetings per year, and other meetings as deemed advisable by the Executive Board (pg. 10) or TRC Chairperson.

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- B. The time and place of any meeting will be determined by the Chairperson, who shall instruct the Secretary to notify members at least 30 days prior to the date selected.
 - C. The Chairperson may call special meetings for the purpose of acting upon specific TRC business which cannot be appropriately conducted at a regular meeting.
 - D. A majority of the members or their alternates shall constitute a quorum for all meetings.

Article VI AMENDMENT. The TRC Constitution may be amended according to the following procedure:

- A. Written copies of proposed amendments shall be submitted to the Secretary, who shall submit one copy to each member at least 15 days prior to the meeting at which the proposed amendment is presented for adoption.
- B. The adoption of the proposed amendment shall be determined by a two-thirds vote of those holding full membership.
- C. A duly executed Administrative Order by the Director of Highways and Transportation may effect immediate amendment to the Constitution.

BYLAWS

Article I MEMBERSHIP. The Committee shall include AHTD personnel representing the various Divisions and Districts; the Chairperson of the Advisory Council for Transportation Research (see Addendum); the FHWA; and others as necessary to the conduct of an efficient and effective research program.

A. Members. The Director of Highways and Transportation shall appoint members as set forth in Article III, paragraph one, of the Constitution, and a memorandum of each appointment will be accepted by the Secretary as accreditation to the TRC. Members shall have full authority to participate in TRC business, serve as officers, serve on subcommittees, and vote on all questions which may come before the TRC. Membership may be terminated by the withdrawal of accreditation, or by retirement or resignation from the organization represented.

B. Alternate Members. The AHTD staff assistant to each TRC member shall serve as an alternate to that member. If for any reason a member cannot perform their duties, the alternate shall function as his deputy. As regards the tenure of office, duties, and privileges of their position, all rules pertaining to members shall apply to alternate members except that alternate members shall not hold a TRC office.

C. Associate Members. The Chairperson of the TRC may appoint associate members to the TRC. The appointment shall specify the project or activity for which the appointment is made and completion of the specific project or activity shall terminate the associate membership. A resolution of membership for an associate member may be initiated by any member of the TRC under Special Order of Business. Associates shall be selected by reason of the special knowledge, training, experience, or skill they are able to bring, in an advisory capacity, to project problems or activities in the purview of the TRC's interest and objectives. Associates may be members of the Advisory Council for Transportation Research (see Addendum) and may participate in the discussion of any business before the TRC, but shall never initiate or introduce business nor vote upon any question. The Director of Highways and Transportation may also designate any highway employee as an associate by issuance of a memorandum to that effect.

Article II VOTING. Each member or alternate member in attendance shall have one vote (except as noted in Section III of the Research Manual) to be cast as they see appropriate. Written proxy voting shall be permitted upon presentation of the proxy to the Secretary in advance of the voting.

The Chairperson shall be entitled to vote when the vote is by ballot, and in all other cases where the vote would change the results. When there is a tie vote, the motion fails unless the Chairperson gives his vote for the affirmative.

Where the Chairperson gives his vote in the negative, he can defeat the measure.

Article III DUTIES OF THE OFFICERS.

A. It shall be the duty of the TRC Chairperson to preside at all regular or special TRC meetings.

B. The Chairperson may appoint a Chairperson pro tem to preside over the conduct of a specific item of business.

C. It shall be the duty of the Vice-Chairperson to preside in the absence of the Chairperson unless a Chairperson pro tem has been named.

D. Should the office of Chairperson become vacant; the Vice-Chairperson shall become Chairperson for the remainder of the two-year term.

E. It shall be the duty of the Secretary to keep minutes of each meeting and to perform administrative duties as TRC activities may require before, during, and after TRC meetings.

F. The duties of associates shall be confined to those necessary for the proper prosecution of the functions assigned to them.

Article IV MEETINGS - ORDER OF BUSINESS. Regular meetings shall be held as provided in Article V of the Constitution. The order of business shall include:

- Minutes of preceding meetings
- Announcements and reports by the Secretary
- Reports by Subcommittees
- Special order of business
- Regular order of business

The order of business may be altered at any regular meeting by a two-thirds vote upon a motion immediately after the reading and approval of the Minutes. Special meetings shall be held as provided in Article V of the constitution. No business other than that stipulated in the advance notice shall be considered.

Article V SUBCOMMITTEES. The Chairperson shall have the authority to appoint subcommittees within the following limits:

- A. The objectives of the subcommittee shall conform to Article II of the Constitution.
- B. Project subcommittees shall function to coordinate the TRC's interest in research projects. A project secretary may be appointed to perform administrative duties for the subcommittee if the subcommittee so desires. The subcommittee secretary will usually be the project coordinator appointed by the Staff Research Engineer.

C. The Chairperson of a project subcommittee shall be selected from the members or alternate members of the TRC.

D. The TRC officers shall be ex-officio, non-voting members of all subcommittees and the TRC Chairperson shall be notified of all subcommittee meetings.

Article VI EXECUTIVE BOARD. An Executive Board shall be composed of the Chairperson of the TRC, as Chairperson; the Planning and Research Engineer; the TRC Secretary, as secretary; and two members appointed by the Director of Highways and Transportation. The Executive Board may meet immediately prior to a regular TRC meeting or when called by the Chairperson or two or more members. The Executive Board shall have authority to act on matters which, in the judgment of the Board, must be acted upon before the next regular meeting of the TRC but may not act to delete items entered on the Agenda as Special Order of Business. The Executive Board shall make a full and accurate report of its discussion and action at the subsequent regular meeting.

Article VII PARLIAMENTARY AUTHORITY. All business meetings of the TRC and its subcommittees shall be governed by the rules contained in Robert's Rules of Order, revised, in all cases in which these rules are applicable and consistent with the Constitution and Bylaws of the TRC.

A. Standing Rules may be adopted to guide the TRC in the conduct of meetings and TRC business. The Standing Rules

may be suspended during a convened session by a majority vote of members present and voting. The Standing Rules may be amended by a two-thirds vote of members present and voting.

B. A Procedural Manual for Transportation Research Projects shall be prepared to guide researchers, project directors, and subcommittees in the administrative functions necessary for all research projects.

Article VIII AMENDMENT. The TRC Bylaws may be amended as provided in Article VI of the constitution except that two-thirds of those holding full membership must vote affirmative.

STANDING RULES FOR CONDUCT OF BUSINESS

Note: Provisions have been made in the Bylaws for adoption of Standing Rules as the TRC deems necessary, but none are proposed at this time. If there are rules which should be proposed, these should be submitted to the Secretary with a copy to the TRC Chairperson.

ADDENDUM TO THE BYLAWS

ADVISORY COUNCIL FOR TRANSPORTATION RESEARCH

PURPOSE: The purpose of the Advisory Council for Transportation Research shall be to assist the TRC by reviewing, consolidating, and recommending action to be taken by the TRC in regard to research problem statements. Advisory Council members will be asked to lend their technical expertise to the Transportation Research Program by serving on project subcommittees, providing periodic review of all research activities, and assisting the TRC and project subcommittee in the preparation of implementation packages as required.

MEMBERSHIP: By invitation of the Director, active or retired, representatives of educational institutions, private industry, and other transportation related agencies and associations, may be asked to serve on a voluntary basis as members of the Advisory Council. Proposed changes of representative, with the reason for such a change, shall be submitted to the TRC Secretary in writing. The Director may expand or restrict representation on the Advisory Council at any time that he feels such revisions would best serve the purposes of the Research Program.

In the event that a member of the Advisory Council is unable to attend a Council meeting, he may send an alternate from his agency, but should notify the TRC Secretary of such arrangement in advance of this meeting.

DUTIES OF OFFICERS: The Council shall elect from its members a Chairperson and a Vice-Chairperson. The Department's Staff Research

Engineer shall be the Council Secretary. Each of the elected officers shall serve a two-year term. The Chairperson shall be an ex-officio, non-voting member of the TRC. The Chairperson will attend meetings of the TRC and inform the TRC of the Council's recommendations and established priorities. The TRC shall consider the Council's recommendations when establishing final project priorities.

OPERATING PROCEDURES: The Advisory Council will be involved in all research projects from the initial submission of a research idea until approval of the final report. Major Council functions are outlined as follows:

1. Review all Research Needs Statements for relevancy and need at annual Advisory Council meeting,
2. Assist in the preparations of Requests for Proposals (RFPs),
3. Set priorities on research needs; the Chairperson shall report the priorities to the Transportation Research Committee for consideration,
4. Serve on Project Subcommittees,
5. Review benchmarks, progress, and draft final reports on individual basis as requested, and
6. Review implementation package if applicable.

VOTING: All members of the Council, except the Secretary, shall have voting privileges. Priorities for research projects shall be established by simple majority vote of the members present. The Chairperson and Vice-Chairperson shall be elected in a like manner.

PROJECT REVIEW: At any time that a member of the Advisory Council feels that the objectives of an active research project should be changed and the project redirected, the Council Secretary should be notified. The Secretary will then discuss the suggested changes with the project subcommittee to determine a proper course of action. Also, if at any time during the research project the Council determines that the project is not fulfilling the needs or aims of the Department, it may recommend to the TRC, by simple majority vote, the cancellation or temporary suspension of the project. The TRC will decide final disposition of such a recommendation.