

# **CHARTER OF THE AASHTO TRANSPORTATION POLICY FORUM**

*Adopted September 26, 2017*

## **Name**

The name of this body shall be the American Association of State Highway and Transportation Officials (AASHTO) Transportation Policy Forum.

## **Purpose**

The primary responsibility of the Transportation Policy Forum is to discuss and recommend policies related to legislation, regulation, and other policy matters to the Board, including the Association's recommended positions on reauthorization of key transportation legislation and on ongoing topical issues of interest to state DOTs. These policies may include multimodal, multi-disciplinary, and emerging issues that have originated from the Councils and Committees or have been assigned to the Policy Forum by the Board of Directors or its Strategic Management Committee.

## **Membership**

The Transportation Policy Forum consists of representatives of all 52 member departments plus the chairs from each of the Modal Councils and the Special AASHTO Committee on Freight. Member Departments may nominate one voting representative and up to two additional non-voting representatives, not including the chairs of the Modal Councils and the Special committee on Freight. As each state shall have only one voting member, the Council and Special Committee chairs serve as non-voting, ex-officio members. Members shall be senior-level state DOT representatives who oversee policy issues and address one or more transportation modes.

## **Committee Structure**

### Officers

The officers of the Transportation Policy Forum shall be the chair and the vice chair. The chair of the Forum shall be the AASHTO Vice-President during his or her term of office as AASHTO Vice-President. The Forum vice chair term of office shall be for a two-calendar-year period, which terminates at the end of the first Transportation Policy Forum meeting at the AASHTO Annual Meeting after their term has lapsed. The Forum vice chair may be appointed to additional two-year terms. The Transportation Policy Forum vice chair shall serve as the chair of the Transportation Policy Forum Steering Committee.

### Steering Committee

- The Steering Committee shall be composed of the Transportation Policy Forum chair, vice chair, chairs of the Modal Councils and the Special Committee on Freight, and one representative from each of the four AASHTO regions.
- Each Steering Committee member shall be a voting member for Steering Committee business.
- Steering Committee members shall be appointed by the AASHTO President.
- Each regional representative shall serve a renewable two-year term.

**CHARTER OF THE AASHTO TRANSPORTATION POLICY FORUM**  
*Adopted September 26, 2017*

The Steering Committee shall oversee the following:

- General management of committee business
- Addressing strategic and emerging issues within the committee scope
- Communicating and coordinating with other appropriate AASHTO groups and outside stakeholders

Subcommittees

Subgroups may be established as follows:

- A subcommittee may be established by the chair of a committee, with approval from the Strategic Management Committee. A subcommittee is a permanent subdivision charged with a specific field or topic within that committee's purview.
- A task force may be established by a committee chair as a temporary, *ad hoc* group to address a specific short-term, priority task or activity. The committee chair shall advise the Strategic Management Committee of the establishment of any task force.

**Reporting**

- The Transportation Policy Forum will report to the Board of Directors.
- The Councils and the Special Committee on Freight will participate in and advise the Transportation Policy Forum.
- Policies
  - The Transportation Policy Forum shall review and consider all policies developed by the Councils, the Special Committee on Freight and the Committees, (other than the Agency Administration Managing Committee and the committees reporting to the Agency Administration Managing committee) prior to progressing the policies to the Board of Directors for consideration.
  - The Transportation Policy Forum shall review and provide input on any policies or matters referred by the Board of Directors.
  - The Transportation Policy Forum may seek input on proposed policies from one or more Councils.
- Technical standards
  - Technical standards and other technical documents developed and balloted by appropriate Committees will progress to the appropriate Council for balloting, as determined/routed by the Transportation Policy Forum Steering Committee. The Transportation Policy Forum will not approve or ballot these documents. If the subject matter of a technical standard or document falls under the purview of more than one Council, the Transportation Policy Forum Steering Committee will decide whether the standard should be concurrently balloted by more than one Council, or if one Council will ballot the standard as the primary oversight group with advice and input from the other Council(s). If issues regarding a technical document cannot be resolved between the Councils, such issues will be resolved by the TPF, or ultimately by the Board.

## **Meetings**

### Committee Meetings

The Transportation Policy Forum convenes three times per year at the AASHTO Washington Briefing, AASHTO Spring Meeting, and AASHTO Annual Meeting.

In the event that the voting committee member is unable to serve, each Member Department may designate, by electronic notification or letter to the AASHTO committee staff liaison, prior to each committee meeting, the individual who shall serve as the Member Department's representative on the committee.

Representation by a majority of all Member Departments, exclusive of the U.S. Department of Transportation, shall constitute a quorum to initiate and to transact general business. A majority vote of those members present, exclusive of the U.S. Department of Transportation, on matters of general business shall be considered binding on the committee. For adoption of a draft policy or technical document, a two-thirds favorable vote of all Member Departments, exclusive of the U.S. Department of Transportation, is required for approval, prior to being considered by other appropriate groups within AASHTO.

### **Strategic Plan, Annual Achievements Document, and Annual Work Plan**

The Transportation Policy Forum shall establish a strategic plan and a work plan to help guide committee activities. The strategic plan shall be consistent with the AASHTO goals and objectives as outlined in the Association's strategic plan. At a minimum, the committee's strategic plan will be reviewed and updated as needed when AASHTO completes a new strategic plan.

The committee will maintain, at a minimum, a one-year work plan that describes the activities that will be implemented, the individual(s) or subgroups overseeing implementation, and a schedule for completion. The work plan shall be submitted to the Strategic Management Committee prior to the AASHTO annual meeting each year.

Annual accomplishment reports shall highlight the accomplishments of the committee since the last AASHTO annual meeting, and shall be submitted to the Board of Directors and the Strategic Management Committee prior to the AASHTO annual meeting each year.

## **Ethics**

All meetings of the committee and its steering committee, subcommittee(s), task force(s), and technical committee(s) will be conducted in accordance with the AASHTO policies governing conflicts of interest.

## **Amendments**

The Transportation Policy Forum charter may be amended by a two-thirds affirmative vote of the committee membership and then a two-thirds affirmative vote by the Board of Directors.