

BYLAWS OF THE AASHTO TRANSPORTATION CURRICULUM COORDINATION COUNCIL

April 5, 2016

ARTICLE I. NAME AND MISSION

Section 1. Name

The name of the AASHTO (American Association of State Highway and Transportation Officials) Technical Service Program (TSP) for transportation technical workforce training shall be the Transportation Curriculum Coordination Council (TC3).

Section 2. Mission

Develop, maintain, and provide effective access for a quality training curriculum to enhance the competency of the nation's transportation technical workforce, with the focus on construction, maintenance, and materials.

Section 3. Vision

Be the resource that the transportation industry relies on for job-related competency training, focusing on the construction, maintenance, and materials technical workforce.

TC3 will achieve this vision by:

- Collaborating with our partners
- Developing quality, cost-effective training
- Engaging appropriate subject matter experts
- Avoiding redundancy by sharing training nationally
- Delivering training via an accessible platform

Section 4. Values

TC3's mission and vision support AASHTO's core values of being safety-focused, innovative and adaptable, collaborative, accountable, and service-oriented.

ARTICLE II. MEMBERSHIP AND VOTING

Section 1. Membership Type

Members of the TC3 shall be classed as members, associate members, or industry members (friends).

Section 2. Members

Members of the TC3 shall be full-time employees of the highway or transportation departments of the various States, the District of Columbia, and Puerto Rico; or employees of the Federal Highway Administration (FHWA); or members of one of four regional training groups (Northeast Transportation Training and Certification Program [NETTCP], Mid-Atlantic Quality Assurance Workshop [QAW], North Central Multi-Regional Training and Certification Program [M-TRAC], and Western Alliance for Quality Transportation Construction [WAQTC]). Members of TC3 are appointed by the Chief Executive Officer of the State department the member represents. FHWA members are appointed by the FHWA Administrator. Regional training group members are appointed by the regional training group they represent.

When any State is represented on the committee by more than one individual, one individual will be denoted the "Voting Member." This individual will command the agency's single vote regarding directional issues (such as ranking of TC3 courses to be developed) that are put forward for a full Council membership vote. Federal employees are considered ex-officio members and do not vote.

Section 3. Associate Members

Associate members shall be representatives of associate members of AASHTO. They shall be appointed by the associate member organization in accordance with its own regulations. Associate members are invited to fully participate in all deliberations of the committee. Voting privileges shall be designated by the Executive Board.

Section 4. Industry Members

Industry members (friends) may be appointed to technical committees. The input received from the industry members is valuable in developing technically accurate and current training. Industry members will have an opportunity to provide comment; however, they will not command a vote.

Section 5. Voting

All voting items will be decided by a simple majority of those eligible who are present at the meeting in which the vote takes place. Simple majority also applies to the Executive Board voting.

Section 6. Executive Board Voting Items

The Executive Board Chair will make an attempt to place all issues requiring a committee vote on the written meeting agenda. However, voting will not be limited to agenda items only. Any Executive Board member present may bring up an issue for discussion and voting. A quorum of 50 percent of the Executive Board members must be present for any vote or to present non-agenda items for a vote.

ARTICLE III. EXECUTIVE BOARD OFFICERS

Section 1. Officers

The officers of the committee shall be denoted as the Executive Board. This includes a chair, a vice-chair, four regional representatives (based on the Northeast Transportation Training and Certification Program [NETTCP], Mid-Atlantic Quality Assurance Workshop [QAW], North Central Multi-Regional Training and Certification Program [M-TRAC], and Western Alliance for Quality Transportation Construction [WAQTC]), three AASHTO Subcommittee representatives (Subcommittee on Materials, Subcommittee on Construction, and Subcommittee on Maintenance), one representative from each AASHTO region, one at-large member, one AASHTO liaison, and one FHWA liaison. The Board will evaluate their membership on an annual basis. Additional members (voting and non-voting) may be added by a majority vote of the Board.

Section 2. Appointments

In accordance with the regulations of the Association, the chair and the vice-chair are appointed by the Executive Committee of AASHTO for two-year terms; the secretary is appointed for an indefinite term by a vote of the Executive Board. The TC3 secretary is a new Executive Board member role to be added during 2016.

Section 3. Nominations and Election of Executive Board Representatives

The AASHTO committees, the four regional training groups, and the four AASHTO regions will assign a representative to the TC3 Executive Board. Each group is responsible for its own attrition planning.

Section 4. Executive Board Terms

Upon the departure of current board members, terms of regional, subcommittee, and at-large representatives shall be for one 3-year term, with the ability to serve at least one additional term, totally 6 years, unless the current board member is willing to continue and the board votes to extend his or her term to longer than 6 years in total. Upon completion of a term, the representative shall canvass his/her region/committee to determine nominations to be submitted to the Executive Board at the annual meeting. Elections, if needed, will be conducted at the annual meeting. When a vacancy occurs out of sequence for a representative, the chair of the committee may appoint a member to serve until the next meeting of the committee. At the next meeting, a new representative is elected to complete the unexpired term. The selection of candidates to fill the unexpired term shall be accomplished in the same manner as stated above for the normal election process.

Section 5. Absences

Committee members will strive to attend all meetings and conference calls. If a Board member is to be absent from a meeting, he/she will notify the Executive Board vice-chair and ask for an excused absence. In the event a board member is absent on a consistent basis, or does not request excused absences, the chair will notify the sponsoring agency and express concern about the absences. If absences continue, the chair reserves the option to declare the position vacant and request another nomination from the member organization.

ARTICLE IV. DUTIES

Section 1. Chair

The chair is the primary AASHTO executive spokesperson for the Technical Service Program. The chair provides overarching direction for the committee. The chair is also the main conduit and spokesperson for TC3 at Standing Committee on Highways and the Board of Directors.

Section 2. Vice-Chair

In the case of a vacancy in the office of the chair or in case of the indisposition of the chair, the vice-chair shall perform the duties of the chair until a new chair is appointed by the president of AASHTO. The vice-chair manages the day-to-day operations of this Technical Service Program. He/she manages member voting and committee direction as well as work plan development and implementation. The vice-chair proposes and schedules Board meetings. The vice-chair gathers nominations of the chairs of the technical committees, proposes meeting agendas, and assigns the responsibilities of taking meeting minutes. Upon the completion of meetings, the vice-chair ensures the minutes are compiled and posted or distributed for all members to view. The vice-chair assists in the Executive Board work including timely committee reporting and assists in the budgeting process and management.

Section 3. Secretary

The secretary is charged with keeping a "fair and true" record of all proceedings of the meetings of the TC3 and the Executive Board. He/she calls upon technical committee chairs to provide minutes of their meetings, and assembles them. In cooperation with the TC3 chair and the Executive Board members, the secretary will prepare the agenda for Executive Board meetings/conference calls. The secretary also assists in the preparation of the semiannual progress reports of TC3 activities for the Standing Committee on Highways.

Section 4. Board Members

Each regional, subcommittee, and at-large representative shall assist in the management of the TC3 by serving as a member of the Executive Board. Board members may be assigned committee chair or vice-chair responsibilities. Regional, subcommittee, and at-large representatives function as TC3 champions to their respective organizations and shall be responsible for calling to the Board's attention any special problems or needs that may exist in their respective organizations/subcommittees.

Section 5. FHWA Liaison

This liaison shall provide the connection between TC3 and FHWA and US DOT. He/she shall communicate the needs and direction of FHWA as it pertains to training and other items under the purview of TC3. This FHWA liaison shall also provide feedback and thoughts on TC3 direction and how to best work with projects at FHWA and NHI. This liaison will help to recruit other FHWA and USDOT resources to support the TC3.

Section 6. AASHTO Liaison

This liaison shall facilitate and support the operations of the Technical Service Program. He/she shall manage and oversee approved contracts and financial matters as well as provide resources (e.g., conference call line, webinar capabilities) to ensure the work items identified by the Executive Board and for the technical committees move forward.

Section 7. AASHTO Member Representatives

These representatives act as a “TC3 Champion” in their states/organizations. As champions, they raise awareness and encourage the use of TC3 resources, support the TC3 mission with counterparts within their states/organizations, assist with material content and review, communicate important TC3 updates within their states/organizations, and recruit subject matter experts to assist with course development.

Section 8. Technical Committee Chair

Each technical committee chair shall lead the activities of the respective committees in support of the TC3 mission; establish annual goals and lead the implementation of the annual work plans; schedule and conduct regular meetings; prepare meeting agendas; recruit and educate membership, technical panel participants, and reviewers; lead development for the committee's areas of responsibility; and report committee accomplishments to the Board at the Board meetings.

Section 9. Council and Technical Committee Member

Each member shall participate in the activities of the respective committees in support of the TC3 mission; attend and participate in regular meetings; provide feedback and assistance in the work items in the respective committees; provide technical expertise; and engage in development of new activities as directed by the committee chair. Each state may designate a TC3 champion as a voting council member. Further, each state is permitted up to 2 additional technical committee members who are not voting members.

ARTICLE V. MEETINGS

Section 1. General or Full Membership Meetings

General or full membership meetings of the TC3 will be as needed but not less than once per year. After consultation with the membership, the TC3 Board will decide the date, location, and format for the next meeting. While at least one “face-to-face” style meeting is desired, economic or environmental factors may cause a need for alternative meeting formats.

Section 2. Notice of Meetings

At least 60 days prior to the general or full membership meeting, public notification, via a meeting website, will be given to members and appropriate groups. This notification will include location, date, time, draft agenda, and registration cost. Finalized agendas for the meetings will be posted on the meeting website at least 7 working days prior to the meeting. In case of a special meeting, the purpose or purposes for which the meeting is called will be communicated by e-mail, preferably at least two weeks in advance of said meeting.

Section 3. Executive Board and Technical Committee Meetings

The Executive Board and the technical committees will set their own meeting schedules and formats, as determined by the respective membership. Meetings are to be held on a regular basis, such as bi-monthly or quarterly.

Section 4. Quorum

At least 50 percent of the Board members must be present to constitute a quorum for voting purposes.

Section 5. Proxies

Committee members who know they will be absent for a meeting where a vote has been set may provide their vote to the vice-chair by written proxy in the form of an e-mail in advance of the meeting.

Section 6. Conduct of Meetings

Meetings will be governed by *Robert's Rules of Order Newly Revised*, 11th Edition (2011)

ARTICLE VI. TECHNICAL COMMITTEES

Section 1. Committee Structure and Leadership

TC3 contains technical committees. These technical committees establish annual work goals and work plans for the approval of the Executive Board. The chairs of the committees will be appointed by the Executive Board for two-year terms. Descriptions of technical committees and their respective responsibilities can be found in Appendix A.

Section 2. Proposing Contract Work

Committees will develop recommendations and proposed budgets to the Board for work activities that may be necessary to meet the goals of the committee. At times, the Board may determine that it is necessary to assign these work activities to contracted support services.

ARTICLE VII. FINANCIAL INFORMATION

Section 1. Annual Budget

The Executive Board will review and approve the TC3 annual budget, which is proposed to the AASHTO Board of Directors at the Spring Meeting. The budget will be available for comment/review in early February and must be finished for AASHTO review by March 1.

Section 2. Funding

TC3 is currently funded through an AASHTO Technical Service Program (TSP). TSPs are voluntary contribution programs in which AASHTO members participate financially. Monies collected are for the execution of the TC3 mission. Once TC3 has launched the AASHTO LMS system, TC3 will also generate a revenue stream from online courses.

Section 3. Financial Reports

Financial status reports will be prepared quarterly by the vice-chair and the AASHTO liaison for review by the Executive Board. The reports shall include records of the prior fiscal year balance, current year collected revenues, anticipated contract commitments, and a tracking of actual expenditures. Collected revenues will include contributions from the participating states as well as revenues collected through TC3's LMS for paid courses. Expenditures will include an accounting of the budgets, invoiced expenditures, and remaining balances on all active contracts, as well as other expenses (i.e., AASHTO staff charges, other AASHTO contract activities, and TC3 travel reimbursement) that do not require a contract.

Section 4. Contracting

The Board will review committee recommendations regarding technical support needs that cannot be provided through the volunteer network. The Board will evaluate the budget and determine if outside contracting through a vendor is necessary to provide the support service work. The Board will vote on these contracting needs and then work through the AASHTO Liaison to execute and manage contracts through the AASHTO contracting processes and procedures.

APPENDIX A

TC3 TECHNICAL COMMITTEES AND RESPONSIBILITIES

The Curriculum Management Committee is tasked with increasing stakeholder participation in course development and sharing practices. The committee assigns new course development activities to appropriate TC3 technical panels, provides process and standards to review courses provided by state highway agencies (SHAs) or other organizations, correlates courses to core competencies and skill levels met, identifies needed courses, prioritizes according to resources, and oversees course development. It establishes practices and protocols for making new and existing TC3 training available to transportation departments for use in their qualification programs.

The Competency Matrix Committee is made up of five team leaders and technical working groups in the categories of construction, maintenance, materials, safety/work zones, and employee development. Its purpose is to maintain and revise the matrix as needed: circumscribe the universe of available transportation-related courses, match them to matrix competencies and skill levels, identify the gaps, and use gap analysis to pinpoint needs for new training. The committee is designing a methodology to evaluate courses according to their correlation to matrix competencies and skill levels, supported by the Curriculum Management Committee. It will continue to refine the existing curriculum matrices, and provide input on the potential need for expansion into additional technical areas.

The Communications and Marketing Committee boosts awareness of the TC3 through promotional materials, publishable editorial content, the TC3 website, presentations, and other print and electronic communications to expand the “footprint” of the TC3 among stakeholders and brand it as the resource of choice for highway construction, maintenance, and materials personnel training and qualification. The committee works with other committees to establish message points to broadcast the activities of TC3 and its available products. This committee will work to ensure that agencies understand the benefits that can be derived from participation in TC3.

The Performance Measurements Committee obtains data to measure TC3 business results, state response to the financial solicitation, participation by states and other organizations, course use rates, and how well products meet the needs of AASHTO members and learners. It is instituting a system of performance improvement measures to ensure that products support state training and certification programs, the level of design is sufficient for easy adaptation, and content is on target. The committee reports its metrics regularly to the Executive Board and other committees and works jointly with committees that will design and execute strategies for growth and improvement using the performance data. Eventually the measurements may expand to show the impact of courses on the national transportation infrastructure and to correlate cost savings to training.

The Technology Initiatives Committee works to establish requirements for a TC3 Learning Management System (LMS) and compatibility, mobile solutions, and training delivery methods. The committee investigates emerging technologies and the feasibility of integrating those technologies into existing applications and solutions. It works in concert with the Curriculum Management and Communications and Marketing committees to determine which technologies will be utilized to support the promotion and delivery of curriculum and the communications activities of the TC3.

The Partner Outreach Committee cultivates new and strengthens existing partnerships with national industry groups and organizations to increase resource contributions; curriculum marketability, standardization, credibility and expansion; and communication outreach and program performance feedback. The committee will accomplish these objectives through effective development and implementation of partner outreach strategies to provide access to more industry expertise and knowledge and resources.