

# Charter of the Council on Active Transportation

Amended May 23, 2019

## Name

The name of this Council shall be the American Association of State Highway and Transportation Officials (AASHTO) Council on Active Transportation.

## Purpose

The Council on Active Transportation shall address issues related to bicycling, walking, using portable personal and assistive mobility devices, and other active transportation modes. The Council shall provide input on related policy issues and cross-cutting/multimodal issues to the Transportation Policy Forum. The Council shall provide direction and assignments to the committees related to active transportation, and review and approve applicable technical documents on behalf of the association. The Council shall promote and encourage technology and knowledge transfer by member states, and shall make recommendations regarding needed research. The Council shall review and provide input on proposed federal policies of national concern, and identify key policy areas for review and discussion by the Transportation Policy Forum.

## Membership

Member Departments may nominate one voting representative and up to two additional non-voting representatives to the Council on Active Transportation.

## Committee Structure

### Officers

The officers of the Council on Active Transportation shall be a chair and vice chair. The chair and vice chair terms of office shall be for a two-calendar-year period, which terminates at the end of the first Council annual meeting after their term has lapsed, or two years from the appointment if the Council does not meet annually. Council chairs and vice chairs may be appointed to succeed themselves for additional two-year terms.

- Chair
  - The Council on Active Transportation chair shall be a member of the Board of Directors.
- Vice Chair
  - The Council vice chair shall serve as the chair of the Council steering committee.

### Steering Committee

The Steering Committee shall consist of the Chair and Vice Chair of the Council, 10 Council members, and the chairs of any subgroups. Steering Committee members are appointed based on their expertise and overall experience in active transportation matters. Steering Committee

members may represent one or more of the following disciplines: planning, environment, bicycle and pedestrian transportation, various engineering disciplines, policy, and safety.

Each Steering Committee member shall be appointed by a two-thirds vote of the Steering Committee for a three (3) year term. To the extent practicable, the terms will be staggered so that approximately one-third of the positions are filled each year. Steering Committee members shall be eligible for appointment to successive terms.

The Steering Committee shall:

- Promote the Vision, Mission and Goals of the Association and the Council
- Manage general Council business
- Address strategic and emerging issues within the Council scope
- Promote the involvement of all Member Departments in the Council and its subgroups
- Oversee and provide direction to any subcommittees
- Oversee the development and implementation of the Council's research needs
- Oversee the planning and implementation of the Council's annual meeting
- Fill vacancies on the steering committee
- Communicate and coordinate with other appropriate AASHTO groups, technical services programs and outside stakeholders

### **Subcommittees**

The Council on Active Transportation may create the following subgroups, as appropriate:

- A subcommittee may be established by the chair of the Council, with approval from the Strategic Management Committee. A subcommittee is a permanent subdivision charged with a specific field or topic within the Council's purview.
- A task force may be established by the Council chair as a temporary, "ad hoc" group to address a specific short-term, priority task or activity. The Council chair shall advise the Strategic Management Committee of the establishment of any task force.
- A community of practice may be established by the Council chair to address a specific discipline or topic. Communities of practice may consist of participants from one or multiple committees, and may include other appropriate stakeholders. The Council chair shall advise the Strategic Management Committee of the establishment of any community of practice.

Subgroup chairs shall be members of the parent committee to which they report.

### **Reporting**

The Council on Active Transportation will report to the Board of Directors, except that all policy and multimodal matters will be reported to the Transportation Policy Forum and

then to the Board of Directors. The Council shall review and provide input on any matters referred by the Transportation Policy Forum.

The Council on Active Transportation will review appropriate technical documents, as determined by the Transportation Policy Forum Steering Committee. If the subject matter of a technical standard or document falls under the purview of more than one Council, the TPF 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**

The Council on Active Transportation shall hold an 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 committee 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 Council on Active Transportation 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.

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