

Charter of the Committee on Maintenance

December 2017 (Amended April 10, 2018, to include technical corrections)

Name

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

Purpose

The Maintenance Committee develops, maintains, and disseminates appropriate information through guidelines, manuals, specifications, and other resources, to address the maintenance, preservation, and operation of all classes of highways and categories of assets that are under the jurisdiction of the member departments. This information covers areas such as bridges, equipment, pavements, roadways, roadsides, maintenance operations, and winter maintenance. The committee shall also promote improved management practices related to maintenance, preservation and operation; protect and enhance the quality of the environment; and foster collaboration and cooperative efforts with other AASHTO communities to accomplish these goals.

Membership

The Chief Executive Officer of each of the 52 Member Departments (the 50 States, District of Columbia, and Puerto Rico) may appoint one voting representative and up to two additional non-voting representatives to the Committee on Maintenance.

Associate Membership on the Maintenance Committee is available in accordance with the AASHTO Governing Documents.

Committee Structure

Officers

The officers of the Maintenance Committee shall be a chair and two vice chairs. The chair and vice chairs' terms of office shall be for a two-year period and terminate at the end of the first Maintenance Committee annual meeting after this two year period, or two years from appointment if the Maintenance Committee does not meet annually. Committee chairs and vice chairs may be appointed to succeed themselves for additional two-year terms.

- **Maintenance Committee Chair:** The Chair shall be appointed by the AASHTO President and serve a renewable two-year term. The Chair shall provide overall direction for the Committee and represent the interests of the Committee to the Council on Highway and Streets and with other groups and organizations necessary to advance the mission, goals, and objectives of the Committee including the following activities:

- The Chair, or a designee, shall serve as chair of the Steering Committee. If the Chair delegates this responsibility, the Chair shall be an ex-officio member of the Steering Committee. The Steering Committee shall be named the Maintenance Committee Leadership Group.
- The chair shall work with the AASHTO liaison to ensure that all committee business, including relative ballot items and meeting agendas, are communicated to the member departments and associate members.
- **Maintenance Committee Vice Chairs:** Each of the vice chairs shall be appointed by the AASHTO President to serve a renewable two-year term. The Vice Chairs shall provide for the operation of the Committee including the following activities:
 - Lead the Planning Committee for the Annual Meeting
 - Provide oversight of the Technical Working Groups
 - Represent the Committee with other groups and organizations necessary to advance the mission, goals, and objectives of the Committee.
 - Chair the Committee in the absence of the Chair.
 - Perform the duties of the Chair when the Chair is unable to do so.

Maintenance Committee Leadership Group (Steering Committee)

The Leadership Group for the AASHTO Maintenance Committee consists of:

- The Chair
- Two Vice-Chairs
- Research Coordinator
- Technical Working Group Chairs
- Technical Working Group Vice-chairs
- FHWA Liaison (ex-officio, non-voting)

In addition, NCHRP and TRB shall have liaisons to the Steering committee.

Role of the Maintenance Committee Leadership Group:

- General management of committee business
- Addressing strategic and emerging issues within the committee scope
- Selection of the committee's annual meeting site
- Filling vacancies on the Leadership Group
- Communicating and coordinating with other appropriate AASHTO groups and outside stakeholders
- Oversight of and coordination with the following AASHTO technical service programs:
 - Transportation System Preservation (TSP2)
 - Equipment Management (EMTSP)
 - Winter Maintenance (SICOP)

Subgroups

The Maintenance Committee will achieve its goals through five Technical Working Groups (TWGs). The Maintenance Committee Chair shall appoint a Chair to each of the TWGs to advance that specific technical program. A TWG Chair shall be a member of the parent committee to which they report. All member departments may appoint members to the technical working groups.

Each TWG Chair shall appoint, subject to the approval of the Maintenance Committee Chair, two Vice Chairs. The Vice Chairs shall be members of the Maintenance Committee. The TWG Vice Chairs shall assist the TWG Chair with the advancement of their respective technical programs.

A TWG shall be established for each of the following technical areas:

- Pavement – Promotes the preservation and maintenance of pavements.
- Bridge – Promotes the preservation and maintenance of bridges.
- Roadway/Roadside – Focuses on highway maintenance issues including traffic services, vegetation, safety appurtenances, signs, striping, drainage, and lighting.
- Equipment – Addresses equipment issues and champions the principles and practices of effective equipment management.
- Maintenance Operations – Focuses on highway maintenance operations issues including work zone safety, snow and ice control, and emergency response.

The Committee may establish additional subcommittees, task forces, and communities of practice in accordance with the AASHTO Governing Documents.

Reporting

The Maintenance Committee 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, and
- Technical documents for which the committee does not have delegated final balloting authority from the Board of Directors will progress to the appropriate Council for balloting, as determined/routed by the Transportation Policy Forum (TPF) Steering Committee.

Meetings

Committee Meetings

The Committee shall, at a minimum, hold an annual meeting. The annual meeting shall be open to the public and follow an agenda. Minutes of the meeting will be kept and posted electronically. Teleconferences and other electronic methods of conducting business shall be used at the discretion of the Committee Chair throughout the year to conduct the business of 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.

In the event that the voting committee member is unable to attend a Committee meeting, a 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 at the meeting.

Technical Working Group Meetings

TWG Chairs shall utilize teleconferences, webinars, and other electronic methods of conducting business throughout the year to meet the objectives of the TWG and communicate with interested parties the findings of the TWGs.

Strategic Plan, Annual Accomplishments Report, and Annual Action Plan

The committee shall establish a strategic plan and an action 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 action plan that describes the activities that will be implemented, the individual(s) or subgroups overseeing implementation, and a schedule for completion. The action 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 subgroups will be conducted in accordance with the AASHTO policies governing conflicts of interest.

Amendments

The Maintenance Committee 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.

