

TRB TECHNICAL ACTIVITIES LEADERSHIP GUIDE 2015
TABLE OF CONTENTS

Purpose of this Guide	3
What’s New in 2015?	3
Combined Calendar.....	4
I. THE TRANSPORTATION RESEARCH BOARD	7
Mission & Organization	7
Divisions of TRB.....	7
II. TECHNICAL ACTIVITIES DIVISION	9
Standing Committees, Task Forces, and Subcommittees.....	9
Groups and Sections.....	9
Technical Activities Council.....	12
TRB Annual Meeting	12
Conferences, Workshops, and Webinars.....	12
Publications	12
Awards.....	13
State Partnership Visits	13
III. GROUPS	14
Purpose	14
Group Chairs	14
Group Calendar	16
Group Executive Board Members.....	17
Group Executive Board Meetings	17
Group Strategic Reviews.....	18
Group Codes.....	18
IV. SECTIONS.....	19
Purpose	19
Section Chairs.....	19
Section Calendar.....	21
Section Executive Board Members	21
Section Executive Board Meetings	21
Section Strategic Reviews.....	22
Section Codes.....	22
V. COMMITTEES	24
Scope	24
Functions	24
Limitations on Providing Advice, Recommendations, or Advocacy; and Official Communications ..	25
Formation	25
Committee Chairs.....	26
Committee Calendar.....	27
Other Officers.....	28
Committee Members	29
Committee Meetings	30
Committee Triennial Strategic Plans (TSPs).....	30
Subcommittees and Joint Subcommittees	30
Communications Portfolios for Committees.....	31

Committee Codes	31
Committee Dissolution.....	31
VI. TASK FORCES	33
Scope	33
Formation	33
Task Force Chairs.....	33
Task Force Members.....	34
Meetings	34
Expenses.....	34
Task Force Codes	34
Resources.....	35
Resource 1. TRB Research Program Key Dates	35
Resource 2: Technical Activities Council.....	38
Resource 3. Awards.....	41
Resource 4. Addressing Critical and Cross-Cutting Issues.....	46
Resource 5. Recognition of Individuals and Committees	48
Resource 6. Committee Meetings and Conference Calls.....	53
Resource 7: Fostering and Nurturing Research Agendas for TRB Standing Committees.....	57
Resource 8. Limitations on Providing Advice, Recommendations, or Advocacy; and Official Communications.....	59
Resource 9: Formation of New Committee.....	61
Resource 10: Committee Chair Appointments and Reappointments.....	62
Resource 11. TRB Paper Peer Review Process.....	64
Resource 12. Questionnaires/Surveys	66
Resource 13: Committee Communications Portfolio.....	67
Resource 14: Committee Members – Categories and Appointments.....	70
Resource 15. Committee Triennial Strategic Plans.....	80
Resource 16: Guidelines for Enhancing Participation by International and Young Members	85
Resource 17. Principles for Working With Volunteers.....	86
Resource 18: Discussions of Papers to be Published in the Transportation Research Record	89
Resource 19: Circulars	92
Resource 20: TRB Annual Meeting – Program Development.....	93
Resource 21. Conferences, Webinars, and Virtual Conferences.....	100
Resource 22. MyTRB and Other Tools for Committee Chairs.....	106



TECHNICAL ACTIVITIES DIVISION LEADERSHIP GUIDE 2015

Purpose of this Guide

This guide provides TRB Technical Activities Division (Division A) Group Executive Board members, Section Executive Board members, committee and task force chairs, and staff with information and procedures to be followed in carrying out the Division's activities. Full information on Technical Activities Division units and staff can be found at <http://www.trb.org/AboutTRB/TechnicalActivitiesDivision.aspx>. A webpage that contains resources for Chairs of TRB standing committees, task forces, Sections and Groups can be found at <http://www.trb.org/AboutTRB/BeingaChair.aspx>. Questions or discussions on any aspect of this Guide can be posted on the TRB eGroup Committee Leadership Community at <http://egroups.trb.org>.

What's New in 2015?

Updates from the 2014 version of this guide include the following:

- Specific instructions for using MyTRB to manage committees have been added to [Resource 22](#)
- [Resource 2](#) now contains the new TAC Strategic Plan adopted in January 2015, and a link to the new TRB Strategic Plan adopted in June 2014
- Webinar proposals submitted by November 1 will be considered for presentation in the first half of the following year. Proposals submitted by March 1 will be considered for presentation during the second half of that year. See [Resource 21](#) for more information on proposing webinars.
- In addition to the information in [Resource 20](#) on the TRB Annual Meeting, committee Chairs should refer to the [Annual Meeting Resource Pages](#) for specific instructions

Combined Calendar

A calendar of key dates for Chairs of Groups, Sections, and committees is shown below. Additional information is included in the following chapters. (Note – The following dates are approximate and may vary slightly from year to year or by Group. Check with TRB staff if you have questions.)

DATE	ACTION	Group Chairs	Section Chairs	Committee Chairs
January	TRB Annual Meeting: Workshops, sessions and meetings of Group and Section Executive Boards, committees, task forces, subcommittees, Technical Activities Council, and TRB Executive Committee	✓	✓	✓
	Committees discuss rotation of committee membership (if committee is in a rotation year)			✓
	Update/review listing of critical and/or cross-cutting issues in Section and a plan for addressing them (research needs statements, sessions at the next annual meeting, circulars, specialty conferences, etc.)	✓		
	Committee chair submit final recommendations on papers to be published in TRR by January 31			✓
	If committee is rotating this year, committee chair submit proposed rotation roster to TRB staff and Section or Group Chair by January 31			✓
February 1	Submit nominations for paper awards from previous year's papers to TRB staff			✓
March 1	Committee Chair submit final Committee Triennial Strategic Plan (TSP) to Group leadership for those committees assigned this for the current year			✓
	Submit Section's critical issues to TRB staff for website posting		✓	
	Submit Section Executive Board recommendations for paper awards to Group Executive Board (may vary by Group)		✓	
	Webinar submissions due for consideration for presentation during the second half of the year	✓	✓	✓
April	If committee wishes a Call for Papers to be posted on TRB website, submit to TRB staff by early May			✓
May	Submit new or updated nominations for Thomas B. Deen Distinguished Lectureship	✓		
	Groups submit proposal for at least one cross-cutting (cross-Group) issue session for TRB annual meeting	✓		

DATE	ACTION	Group Chairs	Section Chairs	Committee Chairs
	TRB paper submission/review website opens for use by staff and committee chairs			✓
June	Proposals for Annual Meeting workshops due to TRB staff by June 15. Include workshop title, day/date preference, length (half day/full day, morning or afternoon, hotel preference, paragraph description, and attendance estimate)			✓
	Technical Activities Council and TRB Executive Committee meetings	✓		
	Group review each committee TSP ; prepare written feedback and send to committee	✓		
	List of proposed Annual Meeting conference sessions due to TRB staff. Include session type, topic, and the sponsoring committee(s) or Groups.	✓	✓	✓
Summer	Mid-year Group/Section Executive Boards, and committee meetings (as needed)	✓	✓	✓
July 1	Submit Group Nominations for Emeritus Members and for paper awards to TRB staff	✓		
August 1	All formal papers are submitted by authors to TRB by August 1			
August 15	Committee chair appoints and notifies three or more reviewers for each paper via the TRB paper submission/review website			✓
August 31	Review committee Triennial Strategic Plans (TSPs) reports and summary reports and discuss with Section and committee chairs	✓		
September 15	Prepare summary report of TSPs in Group	✓		
	Group and Section Chairs submit recommendations for TAC Blue Ribbon Committee Awards	✓	✓	
October 1	All committee recommendations for papers to be presented, speakers to be invited, and sessions to be conducted at the TRB Annual Meeting are due for review and approval by TRB staff. Any remaining workshop details also due. Recommendations not received by October 1 will not be programmed at the Annual Meeting.	✓	✓	✓
October 15	Following review of committee recommendations by TRB staff, committee Chair notifies authors of paper status and provides reviewers' comments. The notification is generated automatically on the TRB paper submission/review website.			✓
November 1	TRB staff notifies authors whose papers have been accepted for Annual Meeting presentation.			

DATE	ACTION	Group Chairs	Section Chairs	Committee Chairs
November 1	Webinar submissions due for consideration for presentation during the first half of the following year	✓	✓	✓
November 15	Paper authors submit any required revisions to papers via the TRB paper submission/review website, and a summary of how the reviewers' comments were addressed to the committee chair. Committee chair begins the paper re-review process for these papers			✓
December 1	Submit to TRB staff any requests for special room set-ups and special AVs for meetings to be held in conjunction with TRB Annual Meeting.	✓	✓	✓
December 15	For committees whose Triennial Strategic Plans are due the following year, committee Chair provide draft TSP to committee members, Group leadership (the Section Chair, or Group sub-committee if no Sections), and TRB staff for review and comment.			✓

I. THE TRANSPORTATION RESEARCH BOARD

Mission & Organization

The mission of the Transportation Research Board is to provide leadership in transportation innovation and progress through research and information exchange, conducted within a setting that is objective, interdisciplinary, and multimodal.

Established in 1920, TRB is one of six major divisions of the National Research Council--a private, nonprofit institution that is the principal operating agency of the National Academies in providing services to the government, the public, and the scientific and engineering communities. The National Research Council is jointly administered by the National Academy of Sciences, the National Academy of Engineering, and the Institute of Medicine. The Transportation Research Board's varied activities annually draw on more than 8,000 engineers, scientists, and other transportation researchers and practitioners from the public and private sectors and academia, all of whom contribute their expertise in the public interest. The program is supported by state transportation departments, federal agencies, including the component administrations of the U.S. Department of Transportation, and other organizations and individuals interested in the development of transportation.

Divisions of TRB

The success of TRB is largely dependent on the capabilities and voluntary efforts of its members who are involved in committees, Sections, Groups, and other organizational units of TRB. TRB is organized into five divisions:

- Technical Activities
- Cooperative Research Programs
- Strategic Highway Research Program (SHRP2)
- Studies and Information Services
- Administration and Finance

The general functions of each division are described briefly in the following sections. TRB activities are considerably interrelated, with each activity drawing upon the capabilities of TRB's divisions and varied programs. More detailed information on each of the TRB Divisions can be found at www.TRB.org.

Technical Activities Division

Technical Activities Division activities may be classified as follows:

- Committee and task force activities
- Annual Meeting, webinars, conferences, and workshops
- Field visit program
- Legal studies
- Response to inquiries in cooperation with library and information services; and
- Publications

Subsequent sections of this Guide describe the Technical Activities Division organizational structure, committee and task force activities, the Annual Meeting, and other meetings.

Cooperative Research Programs Division D

This Division administers research programs cooperatively sponsored by others, including the following:

- National Cooperative Highway Research Program (NCHRP)
- Transit Cooperative Research Program (TCRP)
- Airport Cooperative Research Program (ACRP)
- National Cooperative Freight Research Program (NCFRP)
- Hazardous Materials Cooperative Research Program (HMCRP)
- National Cooperative Rail Research Program (NCRRP)

More information on each of these programs, including due dates for submittal of research problem statements, can be found in [Resource 1](#).

Studies and Information Services Division

This Division conducts policy studies, manages the Transportation Research Information Database (TRID), produces syntheses of current practices in highway, transit, airport and commercial truck and bus operations; and manages Innovations Deserving Exploratory Analysis (IDEA) programs in rail, truck, highway and transit operations.

Policy Studies: This Division carries out studies that aid in the development of transportation policy. The TRB Subcommittee for Planning and Policy Review (SPPR) guides the selection of topics to be examined, oversees the selection and conduct of the committees performing these studies, and participates in the review of policy-related reports. Topics for studies include some that emanate from discussions by the TRB Executive Committee or the SPPR, some requested by federal agencies or other organizations, and some mandated by Congressional directives.

Transportation Research Information Database (TRID): TRB produces and maintains TRID, the world's largest and most comprehensive online bibliographic database of published and ongoing transportation research. Currently, TRID contains more than 1 million records on the various modes and disciplines in transportation, including planning, management, economics, design and construction, materials, environmental issues, safety and human factors, and operations. Each year, about 30,000 new references from technical journals, conference proceedings, technical reports, and monographs are added to the database. Related online databases include Research in Progress (RIP), and the Research Needs Statements (RNS) database.

Administration and Finance Division

This Division is responsible for the administrative activities of TRB related to personnel, budget, accounting, distribution and sales of publications, and individual and organizational affiliation records and fees.

II. TECHNICAL ACTIVITIES DIVISION

The remainder of this Guide describes procedures within the TRB Technical Activities Division.

The TRB Technical Activities Division provides a forum for transportation professionals to identify research needs and to share information on research and issues of interest. The Division's staff of specialists in each mode and discipline work with a network of volunteers to carry out activities on behalf of TRB sponsors and the transportation community, including the TRB Annual Meeting, conferences and workshops, publications, visits to each state, and responses to inquiries. This network includes members and friends of over 200 standing committees, supplemented by designated TRB representatives in each state Department of Transportation, over 150 universities, and 35 transit agencies.

The Technical Activities Strategic Plan, adopted in 2008, is contained in [Resource 2](#).

Standing Committees, Task Forces, and Subcommittees

Standing committees, task forces, and subcommittees representing some 5,000 volunteer members are housed within the Transportation Research Board's Technical Activities Division.

TRB's more than 200 *standing committees* identify research needs; stimulate needed research; provide input on research priorities and procedures; facilitate the adoption of appropriate research findings into practice; and provide a mechanism for mutual exchange of information on social, economic, and technological developments within transportation over a long-term period.

A smaller number of *task forces* address either a specific, well-defined problem or a task that encompasses the scope of more than one standing committee, Section, or Group. Because they are established to carry out a task, a task force has a limited life span, usually three years or less.

Standing committees and task forces may sponsor sessions, conferences and workshops, webinars, carry out peer review of papers to identify those worthy of presentation at TRB's Annual Meeting and subsequent publication in the Transportation Research Record, and sponsor publications representing both the output of these meetings and that of their own selected projects.

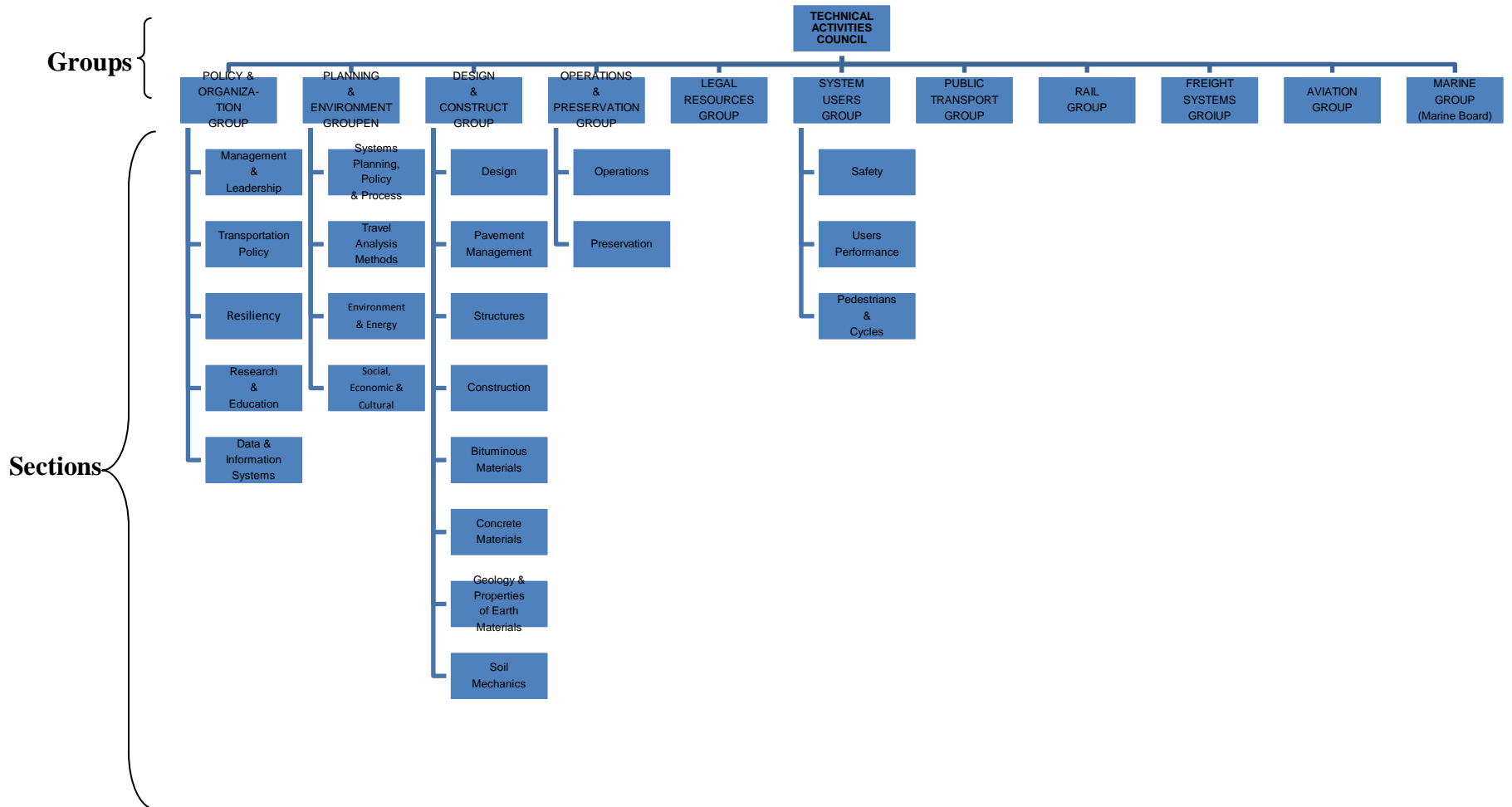
Subcommittees are less formal in nature than standing committees or task forces. A subcommittee may be formed by a standing committee to address one or more specific aspects of a committee's work. A *joint subcommittee* may be formed by multiple committees to address one or more areas of common interest among the committees.

Groups and Sections

The more than 200 standing committees of TRB's Technical Activities Division are organized into eleven Groups. Groups with large numbers of committees are divided into Sections comprised of committees addressing related subject areas. The primary role of Groups and Sections is to foster and facilitate communication and coordination among committees.

Six of the Groups consisting of some 150 committees address various functional components of transportation, with a major focus on highways. Each of the remaining five Groups concentrates

primarily on a specific mode, i.e., public transportation, rail, marine, aviation, and freight systems. The combined functional and modal structure creates the synergy among the Groups that enables TRB standing committees to address the wide variety of specific and cross-cutting transportation research issues.



Technical Activities Council

The Technical Activities Council (TAC) provides leadership, facilitation, and coordination for the TRB standing committees of TRB volunteers. The mission of the Technical Activities Council (TAC) is to help identify critical transportation issues, foster research initiatives, and facilitate the exchange of knowledge and information developed through individual and collaborative efforts. More information on TAC can be found in [Resource 2](#).

TRB Annual Meeting

The Transportation Research Board's Annual Meeting attracts more than 11,000 transportation administrators, engineers, practitioners, researchers, consultants, educators, industry personnel, and journalists. Participants view this meeting as one of the largest neutral forums-and one of the greatest mechanisms worldwide-for the exchange of transportation information and research findings.

The Annual Meeting includes approximately 750 sessions and workshops, offering more than 4,000 papers and presentations. In addition to these formal sessions, TRB committees and task forces also hold more than 400 meetings that are open to Annual Meeting attendees. Affiliated organizations also use the TRB Annual Meeting to conduct over 150 additional meetings. TRB Annual Meetings are held each January in Washington, D.C. More than 2,500 papers are included in a Compendium of Papers for the meeting. Many of the papers presented are subsequently formally published in the peer-reviewed Transportation Research Record series.

Conferences, Workshops, and Webinars

Specialty conferences and workshops conducted by the Technical Activities Division provide useful forums for addressing, in a timely fashion, the complex and highly specialized transportation problems confronting the field. Each year, TRB conducts more than 100 workshops, sponsors approximately 25 conferences, and co-sponsors approximately 25 others. In addition, TRB conducts more than 75 webinars annually, attracting more than 25,000 participants. Many webinars offer continuing education credits.

Some of these events identify research needs in a particular area, while others provide the opportunity to discuss and to share information on new policies, practices, and procedures. Some are highly technical with participants who are specialists within the state DOTs, and others are policy oriented with top level administrators participating. Funding for conferences, workshops, and webinars comes from registration fees, TRB core support funds, and/or separate contracts from sponsors.

Publications

Publications generated by the TRB Technical Activities Division include:

- Transportation Research Record: Members of TRB Technical Activities Division standing committees peer review more than 5,000 papers annually and accept approximately 20-25 percent of these for publication in 45 volumes in the Transportation Research Record: Journal of the Transportation Research Board series.
- Compendium of Papers presented at the TRB Annual Meeting

- Proceedings from TRB conferences, circulars containing research needs statements and state-of-the-practice summaries, workshop summaries, and other committee-generated information are also published each year

Awards

The Technical Activities Division sponsors the awards listed below. More information on each of these awards can be found in [Resource 3](#).

- Paper Awards:
 - Charley V. Wootan Award (Policy & Organization Group)
 - Pyke Johnson Award (Planning & Environment Group)
 - K. B. Woods Award (Design & Construction Group)
 - D. Grant Mickle Award (Operations & Maintenance Group)
 - John C. Vance Award (Legal Resources Group)
 - Patricia V. Waller Award (System Users Group)
 - William Millar Award (Public Transportation Group)
 - Fred Burggraf Award (all Groups)
- Thomas B. Deen Distinguished Lectureship
- Young Members Council Achievement Award
- TAC Blue Ribbon Committees Awards

State Partnership Visits

As part of the Transportation Research Board's support for our core activities, each year TRB Technical Activities Staff visit state transportation agencies. In addition, visits are also made to many universities having transportation activities, and to rail, aviation, transit, safety, marine, port, and industry organizations.

The principal objectives of the TRB state visit program are to:

- Identify problems/issues of importance to the department and other organizations visited
- Provide any assistance/information that TRB currently has that can help the organization in addressing these problems/issues
- Identify problems/issues that TRB needs to address in the future in order to be in a position to continue to provide assistance to transportation organizations
- Identify other existing and potential activities that TRB should consider continuing or undertaking in order to provide the best service to our sponsors and other customers

During their visits, the TRB staff members also discuss TRB activities; identify candidates to serve on the TRB committees, task forces, and panels; and urge researchers to report on their work through papers for the TRB Annual Meeting and specialty conferences. An annual summary of the issues identified during each year's visits is provided to state transportation departments and is published in TRB's bimonthly magazine, *TR News*.

III. GROUPS

The approximately 200 standing committees of TRB's Technical Activities Division are organized into 11 Groups. Six of the Groups consist of committees addressing various transportation functional components, with a major focus on highways. Five Groups contain committees focusing primarily on a specific mode – public transportation, rail, marine, aviation, and freight systems. The number of committees in each Group varies. Groups with large numbers of committees are divided into Sections comprised of committees addressing related subject areas.

The role of Groups and Sections is to foster and facilitate communication and coordination among committees. The following is intended to serve as a guide for chairs and TRB staff in carrying out Group and Section activities. Flexibility is provided in the use of this guide to meet the unique characteristics and needs of various Groups and Sections, while maintaining consistency across committees. The roles of Groups and Sections documented here are intended to clarify and improve processes and relationships, not to create a hierarchical structure.

Purpose

Committees with common interests are assembled into Groups. The primary purpose of Groups is to provide forums for committees with common interests to collectively:

1. Maintain a comprehensive plan of research needs, encourage the conduct of needed research, identify emerging issues for future research, and share information on research and issues of research. This information is critical for a number of reasons – it provides the basis for research projects funded by a variety of sponsors, it communicates the research priorities to other Groups, and it provides a focus for conferences, workshops, annual meeting sessions, and other activities;
2. Facilitate the coordination among Group units in identifying gaps and in addressing cross-cutting, new, emerging, and critical issues;
3. Keep the transportation community they serve up-to-date on activities and products generated by their committees; and
4. Carry out the necessary management and administrative matters of committees under their purview, which may include:
 - Making periodic reviews of the Group organization, including scopes of committees, and recommending any changes that may be desirable, including sun-setting of units no longer performing useful and necessary work;
 - Establishing task forces with well-defined assignments to be completed in specified time periods.
 - Recommending papers for awards;
 - Administering peer review of papers not specifically within the scope of any one committee in the Group;
 - Recommending committee members for Emeritus status; and
 - Acting as the liaison for the committees to the Technical Activities Council.

Group Chairs

Appointment

The Executive Director, with the approval of the Chair of the TRB Subcommittee on NRC Oversight (SNO) and on behalf of the Chair of the TRB Executive Committee, appoints Group

chairs for a 3-year period. Interim appointments are for periods designated by the Executive Director. The tenure in office is normally limited to one 3-year appointment.

Program Responsibilities of Group Chairs

Group chairs have both program and administrative responsibilities. (In Groups without Sections, the Group chair also assumes the role of Section chair and the associated responsibilities wherever appropriate.) Responsibilities may vary somewhat but generally include:

1. Identifying critical transportation issues within their Groups on an annual basis and ensuring that Sections and committees address them in their strategic plans (These critical issues should represent a forward looking synthesis of research themes cutting across committee scope boundaries at a higher level than individual research needs. See [Resource 4.](#));
2. Ensuring that Sections (if any within the Group) maintain current records of research needs, are promoting the conduct of needed research, and are identifying emerging topics for future research;
3. Assisting Section and committee chairs in setting research priorities and identifying and securing funding for priority research projects;
4. Coordinating and facilitating the identification of critical issues by their Sections or committees on an annual basis and ensuring Sections or committees address them in their strategic plans;
5. Coordinating and facilitating the identification of gaps and ensuring the necessary action is taken to correct the situation;
6. Initiating and chairing planning committees for events on emerging topics;
7. Identifying activities that involve other Groups and consulting and cooperating with other Group chairs to proactively seek opportunities to work across modes and topic areas on critical issues and other matters of mutual interest, including proposing at least one cross-cutting (cross-Group) session at each TRB annual meeting (see [Resource 4.](#));
8. Establishing ad hoc working teams as needed when the scope falls wholly within the scope of the Group; and
9. Nominating individuals for the [Thomas Deen Distinguished Lectureship](#) based on input from Section and Committee Chairs and providing to the Technical Activities Council for consideration.

Administrative Responsibilities of Group Chairs

1. Conducting Group Executive Board meetings;
2. Consulting with Section chairs within the Group concerning Section activities;
3. Attending as many of the Group's Section or committee meetings as possible;
4. Representing the Group as a member of the Technical Activities Council;
5. Attending TRB Executive Committee meetings (January and June) during the second year of Group chair's three-year term;
6. Recommending to the TRB Executive Director:
 - The appointment of committee and Section chairs for the Group;
 - The appointment of chairs and members of task forces established by the Group to address matters falling wholly within the scope of the Group;
 - Outstanding papers to receive awards;
 - Committee members for Emeritus status;
 - Means and methods to improve the effectiveness of TRB in accomplishing its mission; and
 - Improvements in the Group's organization, including changes in name or scope and the formation of additional committees or the discharge of existing committees.
7. Following up on requests from the TRB Executive Director;

8. Consulting and cooperating with other Group chairs on matters of mutual interest;
9. Consulting and cooperating with other Group chairs on the need for and candidates for liaison members on other Groups, Sections, and committees;
10. Recognizing committees and individuals who have made outstanding contributions (see [Resource 5](#) and [Resource 3](#))

Group Calendar

DATE	ACTION
January	TRB Annual Meeting: Workshops, sessions and meetings of Group and Section Executive Boards, committees, task forces, subcommittees, Technical Activities Council (and TRB Executive Committee meeting for Group Chairs in 2 nd year of term), and Executive Committee
	Update/review listing of critical and/or cross-cutting issues in Section and a plan for addressing them (research needs statements, sessions at the next annual meeting, circulars, specialty conferences, etc.)
March 1	Webinar submissions due for consideration for presentation during the second half of the year
May 1	Submit nominee for Thomas B. Deen Distinguished Lectureship
May 15	Submit proposal for one or more cross-cutting (cross-Group) issue sessions for the TRB Annual Meeting
June	Technical Activities Council meeting (and TRB Executive Committee meeting for Group Chairs in 2 nd year of term)
Summer	Mid-year Group/Section Executive Boards, and committee meetings (as needed)
July 1	Process for submitting Emeritus membership nominations needs to be completed and submitted to TRB by this date
	Submit Group recommendations for paper awards
August 31	Review committee Triennial Strategic Plans (TSPs) reports and summary reports and discuss with Section and committee chairs
September 15	Submit nominations for TAC Blue Ribbon Committee Awards
October 1	All committee recommendations for papers to be presented, speakers to be invited, and sessions to be conducted at the Annual Meeting are due for review and approval by TRB staff. Any remaining workshop details also due. Recommendations not received by October 1 will not be programmed at the Annual Meeting.
November 1	Webinar submissions due for consideration for presentation during the first half of the following year
December 1	Submit to TRB staff any requests for special room set-ups and special AVs for meetings to be held in conjunction with TRB Annual Meeting.

Group Executive Board Members

The Group Executive Boards consist of a Chair, the Chair of each Section within those Groups that are organized into Sections, and additional members at large, as may be required to carry out the Group Executive Boards' responsibilities for coordination and overall guidance of Group activities. Groups without Sections may also choose to appoint a Group Vice Chair to assist the Group Chair.

Appointment

Each Executive Board member is appointed for a 3-year term beginning on April 15. Members are appointed by the TRB Executive Director on behalf of the Chair of the Executive Committee, after consultation with the Group chair and staff. The appointments of approximately one-third of the members of each Executive Board expire each year. At least a 25 percent turnover is required each year. It is common for an Executive Board member to continue association with a TRB committee during or after service on the Executive Board.

Duties

The duties of members of Group Executive Boards are to:

1. Attend meetings of the Group Executive Board,
2. Review papers at the request of the Group Chair that the Chair feels may be worthy of awards or that have been recommended for award,
3. Stimulate the conduct of needed research,
4. Serve on special subcommittees as requested by the Chair,
5. Advise the Group Chair when requested,
6. Make suggestions leading to more effective operation of TRB, and
7. Conduct necessary correspondence relating to Group business.

Group Secretary

The Group secretary is a designated member of the TRB staff. The secretary's duties include:

1. Preparing the agenda and minutes of Group Executive Board meetings,
2. Working closely with the Group Executive Board to communicate policies to other TRB staff for implementation, and
3. Helping to coordinate activities such as committee strategic plans and review of papers nominated for awards.

Group Executive Board Meetings

Also see [Resource 6](#). Committee Meetings and Conference Calls

When Held

The Group Executive Board normally meets at the time of the TRB Annual Meeting and holds a midyear meeting. It may meet face-to-face or via conference call at such other times as the Chair may find advisable. The Chair must obtain approval for Group Executive Board meetings from TRB.

Quorum and Rules of Order

Two-thirds of the members shall constitute a quorum for the adoption of motions concerning Group Executive Board activities and decisions. If a quorum is not present, those present should operate as a subcommittee, and such motions shall be put as a mail or email ballot to the Group Executive Board. Favorable action by two-thirds of the Group Executive Board shall be required

for approval of any such ballot. Meetings normally are executive sessions. Visitors may be permitted to attend, with the permission of the Chair, but may not propose motions or vote.

Minutes

Minutes should be prepared to record the actions of the meeting. The minutes should be approved by the Group Chair and distributed to all Group Executive Board members, the Group Chair, and TRB staff.

Expenses of Those Attending

It is TRB's policy to help defray transportation and subsistence expenses of Group Chairs for the TRB Annual Meeting and other necessary meetings when funds are not obtainable elsewhere and to the extent that funds are available in the annual budget of TRB. These expenses are reimbursed in accordance with U.S. federal per diem rates. Miscellaneous expenses (mailings, phone calls, copying) in doing Group business are ordinarily not covered by TRB. Chairs may request reimbursement for one Group Executive Board meeting between April 15 and the following April 14 - either the midyear meeting or the Annual Meeting. Group Chairs may also request reimbursement to attend the summer meeting of the Technical Activities Council.

In addition, TRB will provide travel assistance (up to one trip per year) to Vice Chairs of Groups that have appointed someone to this position.

In all instances, written approval of TRB must be obtained before reimbursable expenses are incurred.

Group Strategic Reviews

Periodically, a Group review will be accomplished by members of the Group, as well as participants from other organizations. The objective of these reviews is to make an overall assessment of the Group makeup and activities in relation to the current needs of the transportation community in the Group's area of interest.

Group Codes

Alpha-numeric codes are assigned to Groups, Sections, committees and task forces to facilitate identification, searching and sorting. References to any of these units in correspondence, presentations, or meeting notices should rely on the full name and not on the code.

The code assigned to a Group consists of the Technical Activities Division identifying symbol (A), followed by the Group letter and three zero's (e.g., **A****B**000, **A****D**000, **A****F**000, etc.).

IV. SECTIONS

The role of Groups and Sections is to foster and facilitate communication and coordination among committees. The following is intended to serve as a guide for Chairs and TRB staff in carrying out Group and Section activities. Flexibility is provided in the use of this guide to meet the unique characteristics and needs of various Groups and Sections, while maintaining consistency across committees. The roles of Groups and Sections documented here are intended to clarify and improve processes and relationships, not to create a hierarchical structure.

Purpose

The primary purpose of Sections is to provide forums to:

1. Maintain a comprehensive plan of research needs, promote the conduct of needed research, identify emerging topics for future research, and stimulate the presentation of research reports within the scope of the Section. This information is critical for a number of reasons – it provides the basis for research projects that may be funded by a variety of sponsors, it communicates the research priorities to other Sections and committees, and it provides a focus for conferences, workshops, annual meeting sessions, and other activities;
2. Review activities of the committees to see if critical issues are being addressed and if strategic plans are being met;
3. Identify gaps not being addressed by the committees and critical and cross-cutting topics of concern to more than one committee, within the boundaries of the Section or other Sections, and provide the liaison and synergy to ensure that the gaps and critical and cross-cutting issues are addressed (see [Resource 4](#)); and
4. Carry out the necessary management and administrative matters of committees under their purview, which may include:
 - Making periodic performance reviews of the committees within the Section, including scopes of committees, and recommend any changes that may be desirable, including sun-setting of committees no longer performing useful and necessary work;
 - Administering peer review of papers not specifically within the scope of any one committee in the Section; and
 - Acting as the liaison for the committees to the Group Executive Board.

Section Chairs

Appointment

The TRB Executive Director, with the approval of the SNO Chair and appropriate Group Chair and on behalf of the Chair of the TRB Executive Committee, appoints Section Chairs for a 3-year period. Interim appointments are for the period designated by the TRB Executive Director. The maximum tenure in office is two consecutive 3-year appointments.

Program Responsibilities of Section Chairs

1. Identifying critical transportation issues within their Sections on an annual basis and ensuring that committees address them in their strategic plans (These critical issues should represent a forward looking synthesis of research themes cutting across committee scope boundaries at a higher level than individual committee research needs. See [Resource 4](#));
2. Providing input and reporting on committee actions related to critical transportation issues identified by the TRB Executive Committee, Technical Activities Council, and Group Executive Board (See [Resource 4](#));

3. Ensuring that committees maintain current records of research needs and are promoting the conduct of needed research;
4. Assisting committees in focusing research needs and in identifying and securing funding for priority projects;
5. Identifying gaps not being addressed by committees in the Section and taking the necessary action to correct the situation;
6. Identifying cross-cutting topics and facilitating the opportunities for joint sponsorship of annual meeting sessions, workshops, publications, etc;
7. Initiating and chairing planning committees for events on emerging topics;
8. Consulting and cooperating with other Section Chairs to proactively seek opportunities to address critical and cross-cutting topics and matters of mutual interest (see [Resource 4](#)); and
9. Establishing ad hoc working teams as needed when the scope is wholly within the scope of the Section.

Administrative Responsibilities of Section Chairs

1. Monitoring committees within the Section and taking any appropriate actions to assure their short-term and long-term health and vitality
2. Conducting Section meetings and arranging for the preparation of minutes, attending committee meetings in the Section and attending Group Executive Board meetings, acting as liaison between the committees and the Group Executive Board;
3. Participating with staff and outgoing committee Chairs in selecting incoming Chairs and in orientating them;
4. Ensuring that committees carry out their membership rotations by the required date and have a diverse and balanced representation;
5. Ensuring that committees develop [Triennial Strategic Plans \(TSPs\)](#) as required.(including providing assistance and guidance in developing strategic plans, reviewing and approving the TSPs, and following up with actions/guidance if needed);
6. Assisting committee Chairs whenever necessary in decisions regarding the presentation or publication of papers and in the development of conference sessions;
7. Ensuring recommendations are made by committee Chairs on papers to be published that are sponsored by the committees in the Section (may vary by Group);
8. Recommending to Group Chair:
 - The establishment of subcommittees within committees;
 - The establishment of task forces within the Section to address matters that are wholly within the scope of the Section;
 - The Section's selection of outstanding papers for award consideration;
 - The Section's committee members for Emeritus status;
 - Means and methods to improve the effectiveness of TRB in accomplishing its mission;
 - Improvements in Section and committee organization, including changes in name or scope and the formation of additional committees or the discharge of existing committees that are no longer needed; and
 - Potential candidates to act as liaisons among other Sections/Groups.
9. Approving and forwarding to the Technical Activities Director, for approval and distribution, questionnaires prepared by committees of the Section
10. Recognizing committees and individuals who have made outstanding contributions (see [Resource 5](#) and [Resource 3](#))

Section Calendar

DATE	ACTION
January	TRB Annual Meeting: Workshops, sessions and meetings of Group and Section Executive Boards, committees, task forces, subcommittees, Technical Activities Council, and TRB Executive Committee
	Develop/update a listing of critical and/or cross-cutting issues in Section and a plan for addressing them (research needs statements, sessions at the next annual meeting, circulars, specialty conferences, etc.)
	If committee is rotating this year, committee chair submit proposed rotation roster to TRB staff and Section or Group Chair by January 31
March 1	Submit Section's critical issues to TRB staff for website posting
March 1	Webinar submissions due for consideration for presentation during the second half of the year
April	Receive, review and approve final draft TSPs from committee chairs. Submit to TRB staff for forwarding to Group Executive Board.
Summer	Mid-year Group/Section Executive Boards, and committee meetings (as needed)
June 1	Submit recommendations for paper awards and Emeritus membership (may vary by Group)
September 15	Nominate committee(s) for TAC Blue Ribbon Committee Awards
October 1	All recommendations for papers to be presented, speakers to be invited, and sessions to be conducted at the Annual Meeting are due for review and approval by TRB staff. Any remaining workshop details also due. Recommendations not received by October 1 will not be programmed at the Annual Meeting.
November 1	Webinar submissions due for consideration for presentation during the first half of the following year
November	Request committee chairs to provide input to updating the Section's list of critical and cross-cutting transportation issues

Section Executive Board Members

Membership typically consists of the Section Chair, the Chair of each committee within the Section, and additional members at large, as may be required to carry out the Section Executive Board's responsibilities for coordination and overall guidance of Section activities.

Appointments are ex officio and shall coincide with the term of appointment as Section or committee Chair. Duties shall be specified by the Section Chair.

Section Executive Board Meetings

Also see [Resource 6](#). Tips for Committee Meetings and Conference Calls

When Held

Section Executive Boards should meet at the annual meeting and at other times the Chair finds advisable. Meetings may be face-to-face or via conference call. The Chair must obtain approval for Section Executive Board meetings through TRB staff .

Quorum and Rules of Order

Two-thirds of the members shall constitute a quorum for the adoption of motions concerning scope of committees, work programs, committee reports, and other motions that express the will of the Section Executive Board. If a quorum is not present, those present should operate as a subcommittee, and such motions shall be put as a mail or email ballot to the Section Executive Board members. Favorable action by two-thirds of the members shall be required for approval of any ballot. Meetings are executive sessions. Visitors may be permitted to attend with the permission of the Chair. Section Executive Board members who are unable to attend a meeting may designate proxies who shall have all the rights and privileges of the members. The Section Chair may require proxy designations in writing.

Minutes

Minutes should be prepared to record the actions of the meeting. The minutes should be approved by the Section chair and distributed to all Section Executive Board members, the Group Chair, and TRB staff.

Expenses of Those Attending

It is the policy of TRB to help defray transportation and subsistence expenses of Chairs of Sections for the TRB annual meeting when they cannot obtain funds elsewhere and to the extent funds are available in the annual budget of TRB. These expenses are reimbursed in accordance with federal per diem rates. Miscellaneous expenses (mailings, phone calls, copying) in doing Section business are ordinarily not covered. Chairs may request reimbursement for one Section Executive Board meeting between April 15 and the following April 14 - either the midyear meeting or the Annual Meeting¹.

In all instances, written approval of TRB must be obtained before reimbursable expenses are incurred.

Section Strategic Reviews

Periodically, a Section review will be accomplished by members of the Section and Group Executive Boards, as well as participants from other organizations. The objective of these reviews is to make an overall assessment of the Section makeup and activities in relation to the current needs of the transportation community in the Section's area of interest. In the case of Groups without Sections, the review would be at the Group level.

Section Codes

Alpha-numeric codes are assigned to Groups, Sections, committees and task forces to facilitate identification, searching and sorting. References to any of these units in correspondence, presentations, or meeting notices should rely on the full name, and not on the code.

¹ Reimbursement is limited to one trip per Section per year. In cases where a Section has co-Chairs, only one may request reimbursement for a trip in the April to April timeframe.

The code assigned to a Section consists of the Technical Activities Division identifying symbol (A), followed by the Group letter, the Section letter and two zero's (e.g., ABCC00, ABE00, ADA00, etc.).

V. COMMITTEES

Scope

TRB standing committees serve as communities of transportation professionals who have knowledge and interest in the areas included in the committee's scope. Each committee operates within a scope approved by the Executive Director of TRB. Changes in the name or scope of a committee can be recommended by the committee to the Section chair for action by the Group Executive Board. No change is effective until approved by the TRB Executive Director.

Functions

The functions of committees are to:

1. Keep the members of the transportation community apprised of research through:
 - a) Sponsorship of paper and conference sessions at TRB Annual Meetings (see [Resource 20](#)),
 - b) Special committee-sponsored conferences, webinars and workshops ([Resource 21](#)),
 - c) Sponsorship of webpages and/or online forums
 - d) Informal networking,
 - e) Responses to requests for information, and
 - f) Referrals to other experts.
2. Stimulate research by:
 - a) Fostering and nurturing a research agenda that 1) identifies research needs within the committee's scope of coverage, 2) increases the probability that research addressing these needs will be conducted, and 3) disseminates information on relevant ongoing and completed research in a timely and effective manner. The Committee Research Coordinator (CRC) is the point person in the fostering and nurturing of the committee's research agenda. ([Resource 7](#))
 - b) Developing and publishing research needs statements (see <http://www.trb.org/ResearchFunding/Public/ResearchFunding.aspx>), entering these into the TRB Research Needs Statements database (<http://rns.trb.org/>), and keeping them up to date. **Existing statements must be reconfirmed at least once every three years or they will be deleted from the database.**
 - c) Submitting research problem statements (through TRB) to the Cooperative Research Programs (see [Resource 1](#) for schedule) and other research organizations as appropriate (see "[Funding Sources for Transportation Research](#)", and
 - d) Defining and publishing critical issues and research needs.
3. Synthesize research and develop state-of-the-art reports through:
 - a) Sponsorship of special webinars, workshops and conferences,
 - b) Compiling special bibliographies,
 - c) Publishing compendiums of special papers, and
 - d) Periodically recommending topics for inclusion in the Cooperative Research Programs Synthesis series (see [Resource 1](#) for schedule).

4. Recommend papers for consideration for TRB-sponsored [awards](#).
5. Cosponsor special activities and provide liaison with other TRB committees and with other transportation-oriented agencies in the United States and in other countries.
6. Conduct periodic strategic planning, including self-evaluations of scope and activities.
7. Upon request, serve or nominate others to serve as members of project panels and committees in the other Divisions of TRB.
8. Encourage diverse participation, including students, young professionals, women, minorities, and professionals from countries outside of the U.S.

Following are some of the tools available to carry out these functions. A more complete listing of tools is available in [Resource 22](#).

1. Publications (newsletters, circulars (see [Resource 19](#)), directories, papers, *TR News* articles and/or special issues),
2. Communications (e-mail, online forums, electronic mailing lists, teleconferencing, committee web pages),
3. Workshops, conferences, webinars, meetings,
4. TRB's web-based research needs statements database (<http://rns.trb.org/>),
5. Suggesting a webinar <http://www.trb.org/ElectronicSessions/SuggestAFutureWebinar.aspx>
6. Organizational (subcommittees, friends), and
7. Questionnaires/surveys, TRIS searches.

Limitations on Providing Advice, Recommendations, or Advocacy; and Official Communications

The generation of advice or recommendations to individuals or organizations outside of the National Research Council (NRC) is NOT included in the functions prescribed by TRB for its standing committees. It is outside the scope of a TRB standing committee to advocate positions on public policy issues, other than recommendations of topics or areas for research. Any reporting of consensus views of committee members or of participants in committee-sponsored events, or of individuals in their role as Chair or as members of the committee, falls outside the role of standing committees.

Official TRB correspondence to organizations or individuals outside TRB must normally be restricted to the TRB Executive Director acting on authority from the Executive Committee. This is especially true with *sensitive correspondence*.

More information is available in [Resource 8](#).

Formation

Proposals for new committees may be developed by the TRB Executive Committee, the TRB Executive Director, the Group Executive Board, the Section Executive Board, other committees, or staff. Proposals should be submitted to the responsible TRB staff, who forwards the proposal for evaluation to the Section and Group Chairs and the Group's designated committee for reviewing new proposals. If approved by the Group Executive Board, the proposal must also be approved by the TRB Executive Director and the Technical Activities Council. Proposals should not be more than five pages in length, not including endorsements, and should address each of the criteria for new committees contained in [Resource 9](#).

Committee Chairs

Committee Chair Appointments and Reappointments

The term of a committee Chair is three years. Chairs may serve up to two three-year terms. The process and criteria for new appointments and reappointments of committee Chairs are contained in [Resource 10](#).

Program Responsibilities of Committee Chairs

1. Help develop, maintain, and implement the committee's triennial strategic plan ([TSP – see section later in this chapter](#))
2. Identify critical transportation issues within the committee on an annual basis and ensure that the committee addresses them in their activities and strategic plans. (See [Resource 4](#));
3. Provide input and reporting on committee actions related to critical transportation issues identified by the TRB Executive Committee, Technical Activities Council, and Group Executive Board (See [Resource 4](#));
4. Ensure that committee maintains current records of research needs, keeps its research needs statements up to date and entered on TRB's on-line research needs statements database, and promoting the conduct of needed research;
5. Identify gaps not being addressed by the committee and take the necessary action to correct the situation;
6. Identify cross-cutting topics and facilitating the opportunities for joint sponsorship of TRB Annual Meeting sessions, workshops, publications, etc;
7. Consult and cooperate with other committee chairs to proactively seek opportunities to address cross-cutting topics and matters of mutual interest (see [Resource 4](#))

Administrative Responsibilities of Committee Chairs

1. Plan, lead, and direct committee work. Early each year, the committee's TSP should be reviewed and objectives for the year should be established consistent with the committee's strategic planning efforts.
2. Manage and lead the Members and volunteers of the committee (see [Resource 17](#) for principles for working with volunteers)
3. Conduct meetings of the committee.
4. Provide for the review of papers and other documents. (see [Resource 11](#))
5. Make recommendations to the Section Chair, Group Chair, and/or TRB staff as appropriate concerning:
 - a) Acceptance or rejection or other disposition of papers proposed for presentation or publication by TRB
 - b) Suggestions for paper awards (see Chapter 1 section on [Awards](#)).
 - c) Membership of the committee, including the release of inactive members.
 - d) Member Emeritus nominations.
 - e) Disposition of recommendations of the committee.
 - f) Improvements in committee organization, including changes in name or scope and formation of additional committees or deletion and combination of committees.
6. Notify authors of papers of the results of the committee's review, give final notice to authors of papers that cannot be recommended by the committee for presentation or publication, and recommend to TRB staff the disposition of papers recommended for presentation or publication.
7. Organize committee sponsored sessions for the TRB Annual Meeting ([Resource 20](#))

8. Form [subcommittees](#) as necessary and keep TRB staff informed of subcommittee appointments and scopes.
9. Maintain the list of “Friends of the Committee”
10. When appropriate, prepare questionnaires/surveys and forward them through TRB staff to the Technical Activities Division Director for approval before distribution (see [Resource 12](#)).
11. Arrange for the preparation of minutes of committee meetings and their distribution after approving them.
12. Assure that the provisions contained in the committee [communications](#) portfolio later in this chapter are satisfied.
13. Nominate reviewers of articles for TRNews if requested by TRB staff.
14. Recognize individuals who have made outstanding contributions (see [Resource 5](#))

Committee Calendar

(Note: The following dates are approximate and may vary slightly from year to year or by Group. Check with TRB staff if you have questions.)

DATE	ACTION
January	TRB Annual Meeting: Workshops, sessions and meetings of Section/Group Executive Boards, committees, task forces, subcommittees, Technical Activities Council, and Executive Committee
	Committees discuss rotation of committee membership (if committee is in a rotation year)
	Committees review research needs statements in RNS Database (http://rns.trb.org/) and discuss the deletion, modification or addition of new statements. (Ad hoc committee task forces may be considered in completing this task.)
	Recommendations by committee Chair on papers to be published in TRR due January 31
	If committee membership is being rotated this year, committee Chair submits proposed rotation roster to TRB staff and Section or Group Chair by January 31.
February 1	Submit nominations for paper awards from previous year’s papers to TRB staff
March 1	Committee Triennial Strategic Plan (TSP) due to the Section or Group Chair (if there is not a section) for those committees assigned this for the current year
March 1	Webinar submissions due for consideration for presentation during the second half of the year
May	If committee wishes a Call for Papers to be posted on TRB website, submit to TRB staff via the TRB website by early May
June 1	Proposals for Annual Meeting workshops due. Include workshop title, day/date preference, length (half day/full day, morning or afternoon, hotel preference, paragraph description, and attendance estimate)
Summer	List of proposed Annual Meeting conference sessions due to TRB staff via AMP/PRESS. Include session type, topic, and the sponsoring committee(s) or Groups.
	Mid-year Group/Section Executive Board, and committee meetings (as needed)

August 15	Committee Chair (or designated paper review coordinator) appoints and notifies three or more reviewers for each paper via the TRB paper submission/review website
September 15	Reviewers complete paper reviews via the TRB paper submission/review website
October 1	All committee recommendations for papers to be presented, speakers to be invited, and sessions to be conducted at the Annual Meeting are due for review and approval by TRB staff. Any remaining workshop details also due. Recommendations not received by October 1 will not be programmed at the Annual Meeting.
October 15	Following review of committee recommendations by TRB staff, Committee Chair notifies authors of paper status and provides reviewers' comments. The notification is generated automatically on the TRB paper submission/review website.
	Submit information for non-traditional stakeholder that committee wishes to invite to participate in committee activities at upcoming TRB Annual Meeting
November 1	Webinar submissions due for consideration for presentation during the first half of the following year
November 15	Paper authors submit any required revisions to papers via the TRB paper submission/review website, and a summary of how the reviewers' comments were addressed to the committee Chair. Committee Chair begins the paper re-review process for these papers
December 1	If, in the opinion of the committee Chair, a revised paper is not acceptable, the committee Chair will notify TRB staff.
	Committee Chair submits to TRB staff any requests for special room set-ups and special AVs for committee meetings to be held in conjunction with TRB Annual Meeting.
December 15	For committees whose Triennial Strategic Plans are due the following year, committee Chair provide draft TSP to committee members, Group leadership (the Section Chair, or Group sub-committee if no Sections), and TRB staff for review and comment.

Other Officers

The committee Chair may select any members of the committee to serve in the following capacities:

- Vice Chair: Assists the Chair in carrying out committee activities, as assigned by the Chair. (It should be made clear that appointment as a Vice Chair does not guarantee that the individual will be appointed as the next Chair.)
- Secretary: Takes meeting minutes and keeps committee records
- Committee Communications Coordinator: Manages the committee's communication portfolio (see [Resource 13](#))
- Committee Research Coordinator: Manages the committee's research portfolio (see [Resource 7](#))

TRB staff shall be notified immediately of all such selections, so that official invitations may be extended and records can be updates.

The committee Chair may also designate any member of the committee as a subcommittee Chair or as Chair pro tem or secretary pro tem.

Committee Members

The TRB Executive Director, on behalf of the Chair of the TRB Executive Committee, appoints the committee members for a 3-year period. Reappointments are limited by the National Academies' requirements for substantial rotation of membership.

- The National Academies requires a substantial turnover in the membership of committees and other appointed elements. TRB is committed to a one-third turnover in the membership of each committee every third year.
- Committees are normally limited to 25 members, including the Chair. There are three categories of members who are not counted against the 25-member limit: 1) Younger Members, 2) International Members, and 3) Emeritus Members. In addition, up to two additional members employed by state DOTs may be appointed without it counting against the 25 member limit. These are further explained in [Resource 14](#).
- Desire for participation will frequently exceed this numerical limitation. Many TRB committee Chairs take advantage of this popularity by designating individuals as "Friends of the Committee."

Additional details on appointments and categories of committee members are contained in [Resource 14](#).

Duties of Committee Members

TRB standing committee members play a vital role in facilitating the exchange of transportation research information and results.

The duties of committee members are to:

1. Assist in the review, summarization, and evaluation of available research findings on specific problems;
2. Assist in the preparation of committee reports;
3. Prepare problem statements of needed research;
4. Make recommendations to the committee Chair concerning needed research within the committee's scope and in other areas;
5. Advise the committee Chair and TRB staff of appropriate research that comes to their attention;
6. Assist in the preparation of reports and/or bibliographies on current practices;
7. Review papers and other documents referred to them;
8. Offer their own papers for presentation and publication by TRB and encourage others to do likewise;
9. Assist in planning and developing committee-sponsored sessions at the annual meeting, conferences, workshops, and webinars;
10. Participate in committee meetings through in-person attendance or by conference call when unable to travel to the meeting;
11. Respond to correspondence from the committee and keep committee officers and TRB staff advised of their current contact information;
12. Serve on task forces of the Group or Section at the request of the Group or Section Executive Board; and
13. Perform other functions as requested by the committee Chair.

The TRB website contains an overview set of [Guidelines for Committee Members](#).

It is important to keep in mind that TRB standing committees and their members are **not** authorized to speak on behalf of TRB or to provide advice to government agencies or other organizations. Members must therefore exercise caution to avoid creating the impression that the committee or any of its members represents TRB, a TRB committee, or can commit TRB to a course of action.

Termination of Membership on Committees

Any member who cannot actively participate in the activities of a committee because of a change in employment, conflicts with personal responsibilities, or any other reason is encouraged to submit a resignation to the committee Chair. The Chair should forward all resignations to TRB staff with a recommendation for disposition. Inactive members who do not resign may be permitted to complete the term of appointment or may be removed for cause.

There may be instances in which it is desirable for committee Chairs to initiate action to terminate the membership of a member who has been inactive for a period of time, who has not attended committee meetings or conference calls, who fails to perform committee member duties when requested by the committee chair, and/or who has repeatedly failed to respond to communications. The Chair should document the circumstances and forward them to TRB staff with a recommendation for disposition.

Committee Meetings

It is customary for committees to meet during the TRB Annual Meeting at a time and place agreed on by the Chair and TRB staff. Midyear and other meetings or conference calls of committees are encouraged when they can facilitate the committee's purposes and goals.

Other information and tips for conducting committee meetings and conference calls can be found in [Resource 6](#).

Committee Triennial Strategic Plans (TSPs)

Each committee critically re-evaluates itself with a written report completed every three years. Each Group has its own method for selecting committees to complete the TSP process - approximately one-third of the committees are involved each year. (Note – if the TSP is to be done near the end of the committee Chair's term of appointment, the next Chair (if known) should be involved in the TSP process.)

The benefit of this process is that the committee Chair and members can identify areas where they may be weak and take steps to strengthen these areas in the future. In addition, the process provides the Group and/or Section Chair with concise information on the relative health and relevancy of committees within the Group/Section. More information on preparing committee TSPs can be found in [Resource 15](#).

Subcommittees and Joint Subcommittees

Subcommittees are less formal in nature than standing committees or task forces. A subcommittee may be formed by a standing committee to address one or more specific aspects of a committee's work. A

joint subcommittee may be formed by multiple committees to address one or more areas of common interest among the committees. Joint subcommittees can be useful in addressing areas that cut across multiple committees, Sections, and Groups.

Subcommittees necessary for the conduct of committee work may be formed by the committee Chair, who appoints subcommittee Chairs and members. Members are selected on the basis of their expert knowledge and ability to contribute to the completion of the assigned task. Members need not be members of the parent committee, but Chairs must be. Special care is required to ensure that all subcommittee members understand their relationship to TRB and to the parent committee. Activities of subcommittees (e.g., sessions, workshops, reports) must be sponsored by the parent committee(s).

The formation of a joint subcommittee and its members must be approved by the Chairs of each of the parent committees, Sections, and Groups. One committee shall be designated as the lead parent committee for administration of the joint subcommittee.

Subcommittee appointments are for the period necessary to complete the assignment. All subcommittees should be discharged when they have completed their assignments. Rosters of subcommittees will not be listed in the TRB directory.

Communications Portfolios for Committees

Delivering effective communications is one of the most important tools a committee has for developing and achieving its objectives. Each committee should therefore have a robust communications portfolio. The TRB online directory includes a web page for each committee that contains the title, scope, and membership roster of the committee. In addition, each committee should employ a combination of tools in its communications portfolio that is best suited to its audience. These tools may include websites, email announcements, newsletters, discussion areas, social networking, conference calls, and/or others. Committees may designate one member to be the Committee's Communications Coordinator. [Resource 13](#) contains additional guidelines for committee communications, the roles of the Committee Communication Coordinator, and requirements for committee sponsored websites and online forums.

Committee Codes

Alpha-numeric codes are assigned to Groups, Sections, committees and task forces to facilitate identification, searching and sorting. References to any of these units in correspondence, presentations, or meeting notices should rely on the full name, and not on the code.

The code assigned to a committee consists of the Technical Activities Division identifying symbol (A), followed by the Group letter, the Section letter and a two-digit committee number (e.g., ABC10, ABC20, ADA25, etc.).

Subcommittees will be numbered with a number in parentheses directly following the committee code [e.g., ABC10(1)].

Committee Dissolution

Standing committees are expected to continue meeting the [criteria for committee formation](#) (see above) over the long term. If a committee is failing to meet one or more of these criteria, or if the committee is failing to satisfactorily perform the required functions of a committee, corrective action needs to be

taken. Options include appointing new leaders and/or members, revising the committee scope, or dissolving the committee.

Proposals for dissolving a committee must be submitted in writing, and should document the following:

- Committee formation criteria that are no longer being met by the committee, and/or committee performance deficiencies
- Reasons why new leadership, new members, and/or a revised scope are not adequate solutions
- If the topic area covered by the committee continues to be important to TRB, a proposal for how this area will continue to be addressed. Options may include merging with another committee, appointing a subcommittee or joint subcommittee reporting to one or more existing committees, or other options as appropriate.

The proposal to dissolve a committee must be approved by the appropriate Section Executive Board (if applicable), the Group Executive Board, the Technical Activities Council, and the TRB Executive Director.

VI. TASK FORCES

Scope

A task force addresses either a specific, well-defined problem or a task that encompasses the scope of more than one unit of the Group or, in some instances, also encompasses the scope of units of other Groups.

Formation

A task force may be proposed by the TRB Executive Committee, the TRB Executive Director, a Group Executive Board, a Section Executive Board, a committee, or TRB staff. Task forces proposals must be approved by the Section Executive Board(s) (if applicable), the Group Executive Board, the Technical Activities Council, and the TRB Executive Director. Proposals should not be more than five pages in length, not including endorsements.

Proposals will be evaluated using the following criteria:

- Clarity of scope and task: A specific and concise description is needed, clearly defining the scope and task of the proposed task force. Exceedingly broad statements should be avoided. The proposal should provide evidence that the scope and task have been well planned.
- Evidence of need, demand, and potential accomplishment: Requests should be accompanied by tangible indications of the need and demand for the new task and evidence that the task will provide significant advances in research and/or practice.
- Evidence of uniqueness: The proposal should demonstrate that the new task is not duplicative or competitive with the activity of another TRB committee or task force. Scope statements from related committees and task forces should be included in the proposal, along with specific information on how the task of the new committee would not unduly overlap the activities of existing committees or task forces. The endorsement of Chairs of related standing committees, task forces, and Section Chairs should also be included.
- Clear indication of planned activities: Specific activities that the task force intends to employ to accomplish its task should be described. Activities might include sponsorship of sessions at the annual meeting, specialized workshops, webinars, publication of TRB [circulars](#), or development of research problem statements.

Task Force Chairs

The TRB Executive Director, with the approval of the SNO Chair and appropriate Group Chair and on behalf of the Chair of the TRB Executive Committee, appoints the task force Chair for the life of the task force.

The duties of the Chair are to:

1. Plan, lead, and direct the work of the task force;
2. Conduct meetings of the task force; and
3. Submit an interim or final report to the Group Executive Board.

Task Force Members

The TRB Executive Director, on behalf of the Chair of the TRB Executive Committee, appoints task force members for the term of the task force. There is no restriction on the source of members. Members of a task force are selected on the basis of their interest in and ability to contribute to the study of the subject or to the solution of the problem under consideration.

When recommending the appointment of task force members, a Chair should ensure that all appropriate disciplines are represented. To the extent that qualified people are available, reasonable balance in the employment or professional connections of members should also be sought. A task force Chair should be alert to developments in related fields that might make additional appointments desirable.

Meetings

Tips for conducting meetings and conference calls can be found in [Resource 6](#).

It is customary for task forces to meet during the TRB annual meeting at a time and place agreed on by the Chair, TRB, and TRB staff and at other times as required. Minutes should be prepared to record the actions of task force meetings. The minutes should be approved by the Chair and distributed to all task force members, the Group Chair, the appropriate Section Chair, and TRB staff.

Expenses

It is the policy of TRB to help defray transportation and subsistence expenses of Chairs of task forces for the TRB annual meeting when they cannot obtain funds elsewhere and to the extent funds are available in the TRB annual budget. . These expenses are reimbursed in accordance with federal per diem rates. The Executive Director will communicate with task force Chairs before each annual meeting regarding the nature and extent of reimbursement available for that meeting. Miscellaneous expenses (mailings, phone calls, copying) in doing task force business are ordinarily not covered. Chairs² may request reimbursement for one task force meeting between April 15 and the following April 14 - either the midyear meeting or the Annual Meeting. Funds are not available to cover the expenses of task force members.

In all instances, written approval of TRB must be obtained before reimbursable expenses are incurred.

Task Force Codes

Alpha-numeric codes are assigned to Groups, Sections, committees and task forces to facilitate identification, searching and sorting. References to any of these units in correspondence, presentations, or meeting notices should rely on the full name, and not on the code.

The code assigned to a task force consists of the Technical Activities Division identifying symbol (A), followed by the Group letter, the Section letter and a two-digit task force number followed by the letter "T" (e.g., ABC40T, ABJ95T, etc.)

² Reimbursement is limited to one trip per task force per year. In cases where a task force has co-Chairs, only one may request reimbursement for a trip in the April to April timeframe.