Coordinating Councils in New Technical Activities Structure

December 18, 2019

With TAC’s concurrence, TRB’s Technical Activities Division may establish Coordinating Councils to coordinate across the volunteer structure to promote integrated approaches to address complex, multimodal, and multidisciplinary issues faced by a type of jurisdictional entity, geographic area, or major demographic group. To be considered for coordinating council status, the jurisdictional/geographic/demographic “base” must face issues addressed by committees across all or most of the TAD Groups. The structure, role, and processes for coordinating councils are as follows:

Structure, Number, Scope

- The purpose of a Coordinating Council, and of individual membership on a Coordinating Council, is to coordinate activities related to the Council’s scope across the Technical Activities committee structure.
- No more than 5 Coordinating Councils may exist at the same time. The purposes of this constraint are to emphasize the importance of coordinating councils by not allowing them to proliferate and to incentivize prioritization of resources.
- A Coordinating Council is established for a 5-year term. TRB/TAC will review the Coordinating Council at that time to determine if it should continue in existence. Sunsetting a Coordinating Council will not necessarily indicate poor performance but may be the result of other priorities calling for establishment of a new Coordinating Council. Nevertheless, there is no limit to the number of times TRB/TAC may choose to renew a Coordinating Council’s term.
- Each Coordinating Council will have a scope defining its “base” and listing a minimum set of Groups, Section, and/or Committees that will have a member on the Coordinating Council. Additional Groups, Sections, and Councils may be added at any time at the discretion of the Coordinating Council leadership; TRB staff should be informed of these additions.
- While Coordinating Councils are approved by and report to TAC, they will be assigned to various Groups or Sections for administrative and staffing purposes.
- For each TAD-wide Coordinating Council, parallel coordinating councils may be established within individual groups if desired by the individual group. The Chair of a group coordinating council will be a member of one of the committees within the group and may also be a member of the parallel TAD-wide Coordinating Council.

Appointment, Term, Membership

- The chair of a Coordinating Council must be appointed by TRB. The chair (one person if there are co-chairs) will fall under the same travel reimbursement policy as committee chairs and receive the same training.
- Members of the Coordinating Council will be current members of Committees or of Group or Section Executive Boards, as laid out in the Coordinating Council’s scope. There is no limit to the number of such members.
• A Coordinating Council may have liaisons from appropriate organizations, such as TRB sponsors. There is no limit to the number of liaisons but they should be few in comparison to the Council members.
• A Coordinating Council may have any number of Friends.
• The Coordinating Council may have informal “officers” such as a vice chair or secretary if needed to facilitate the Council’s work; these positions will not be appointed or officially recognized by TRB.

Annual Meeting

• A Coordinating Council may be granted one lectern session or poster session at the TRB Annual Meeting at TAC’s discretion; however, it is preferable that a Coordinating Council co-sponsor sessions with committees to promote attention by committees to the issues of interest to the Coordinating Council.
• If a Coordinating Council wishes to conduct a meeting during the TRB Annual Meeting, a meeting slot will be provided for it.

Strategic Planning, Reporting, Collaboration with TAD Leadership

• Coordinating Councils will be judged by outcomes achieve across the TAD structure in advancing solutions related to the council’s issues. Coordinating Councils are not expected to create new processes, structures, or activities.
• Each Coordinating Council should have a brief (one-page) strategic plan to guide its 5-year term. The strategic plan should be sent to TAC for concurrence. The plan may be updated by the Council as needed during its term.
• Each Coordinating Council should provide a brief written report to TAC once a year (timing to be determined) describing the outcomes it has achieved.
• From time to time a Coordinating Council chair may be asked to attend a TAC meeting or a Group and Section chair meeting or workshop.