

Charter of the Special Committee on Freight

November 28, 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) Special Committee on Freight.

Purpose

The Special Committee on Freight shall develop policies related to legislation, regulation, and other policy matters related to the safe and reliable movement of goods for consideration by the Transportation Policy Forum and shall provide technical expertise and training for members and other freight-related agencies. The Special Committee will take a forward-looking view of freight issues and shall disseminate information and encourage research necessary to achieve identified policy goals. The Special Committee shall operate as a forum to exchange information regarding freight transportation issues of national concern. Of special concern will be the relationship between the movement of goods and the natural and built environments, social equity, public health, and the economy; the role of the private and public sector; the interconnectivity and resiliency of freight and passenger transportation modes and systems; and interface requirements between airports, highways, ports, railroads, transit systems, and waterways important for freight movement. The Committee shall address issues that cross boundaries between Councils and other issues identified by or referred to the Special Committee and in general promote the full consideration of multimodal concerns in the whole of AASHTO policy deliberations. As appropriate, it shall advise the various modal policy councils of the important multimodal freight concerns that should be considered in the formulation of modal policies.

Membership

The Special Committee will consist of full representation from all 52 member departments. The Chief Executive Officer of each member department may appoint one voting representative and up to two additional non-voting representatives to the Special Committee on Freight.

Structure

Officers

The officers of the Special Committee on Freight shall be a Chair and Vice Chair. The Chair and Vice Chair terms of office shall be for a two-year period, which terminates at the end of the first Special Committee on Freight annual meeting after this two year period, or two years from appointment if the Committee does not meet annually. The Committee Chair and Vice Chair may be appointed to succeed themselves for additional two-year terms.

Chair – The Special Committee on Freight Chair will be a member of the Board of Directors and shall be appointed by the Association President. The Chair will ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out. The Chair or his/her designee shall serve as the Chair of the Steering Committee. If the Chair delegates this responsibility, the Chair shall be an ex-officio member of the Steering Committee.

Vice Chair – The Special Committee on Freight Vice Chair shall be appointed by the Association President and will perform the duties of the Chair when the Chair is unable to do so. The Vice Chair should have a strong background in freight transportation and play a significant role in the freight program within his or her agency.

The Chair, at his or her discretion, may appoint a Committee Secretary. The Secretary shall work with the Chair and AASHTO staff to ensure the efficient operation of the Committee.

Steering Committee

A Steering Committee will be established. The role of the Steering Committee will be to:

- Ensure the general management of Committee business;
- Address strategic and emerging issues within the Committee scope;
- Determine when and where the Committee will meet, including AASHTO meetings and/or an annual meeting site; and
- Work collaboratively with the Association staff to undertake Committee activities in a way that helps achieve the goals of the Association Strategic Plan and that fosters Committee collaboration with the Association forum, councils, and committees.

The Steering Committee will consist of ten members as follows:

- Chair
- Vice-Chair
- Four committee member regional representatives, one from each of the four AASHTO regions
- Four committee member modal representatives, one each with background and/or program responsibilities related to the four major freight modes – trucking, freight rail, waterborne freight/ports, and air cargo.

The Steering Committee members will be appointed by the Chair in consultation with the Vice Chair. Steering Committee members will serve a two-year term. Members may be appointed by the Chair to succeed themselves for one additional term. The additional term may last one, two, or three years in order to ensure continuity of Steering Committee membership.

Subgroups

There are currently no subgroups of the Special Committee on Freight. The committee may establish subcommittees, task forces, and communities of practice in accordance with the AASHTO Governing Documents.

Reporting

The Special Committee on Freight shall report to the Transportation Policy Forum on all matters. The committee shall review and provide input on any matters referred by the Transportation Policy Forum.

The committee will also review appropriate technical documents, as determined by the Board of Directors or the Transportation Policy Forum (TPF) Steering Committee.

Meetings

The Special Committee will hold one annual in-person meeting. The date and location of the in-person meeting will be determined by the Steering Committee.

The Committee will hold quarterly teleconference meetings, unless an alternative schedule is specified by the Steering Committee.

In the event that a voting committee member is unable to attend a meeting, his or her department may designate, by electronic notification or letter to the AASHTO staff liaison, prior to each committee meeting, the individual who will serve as the member department's representative at that meeting.

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 Accomplishments Report, and Annual Action Plan

The committee will 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 accomplishments 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 Special Committee on Freight 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.