Charter of the Committee on Transportation System Security and Resilience
Adopted December 1, 2018 (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 Transportation System Security and Resilience (TSSR).

Purpose
The Committee on Transportation System Security and Resilience shall cover preparation for and response to both natural and human-made threats, shocks and stressors to the transportation system. The Committee will coordinate national efforts, identify best practices, and fill research gaps to promote resilient and secure transportation systems across the country. The Committee will provide a forum for members to advance state-of-the-practice and awareness of transportation infrastructure security and resilience through training, technical assistance, and the exchange of information and best practices. The Committee will work to shape and implement national policy affecting transportation infrastructure protection and resilience and track emerging federal policies on these topics. The Committee will also rely on the cross-disciplinary membership of the Committee—which highlights the interdependencies of emergency management, planning, design, environment, maintenance, and operations in the resilience cycle—to oversee the development of technical expertise and tools for state DOTs to perform risk-based identification of potential impacts, plan for system adaptation needs, and prepare for response and recovery of impacted transportation systems.

Membership
The Chief Executive Officer of each member department may appoint one voting representative and up to two additional non-voting representatives to the Transportation System Security and Resilience Committee. The membership should represent the diverse disciplines among AASHTO Committees involved in the full cycle of emergency response and resilience planning and implementation, including, at a minimum, emergency management, planning, design, environment, maintenance, construction, and operations expertise. The Committee Chair may appoint liaisons from TSSR to work with other AASHTO committees that are implementing strategies or actions that can help advance the purpose and goals of TSSR.

Structure
Officers
The officers of the Transportation System Security and Resilience Committee shall be a chair and vice chair. The chair and vice chair terms of office shall be for two years, which terminates at the end of the first Transportation System Security and Resilience Committee annual meeting after this two-year period, or two years from appointment if the Committee does not meet annually. Committee chairs and vice chairs may be appointed to succeed themselves for additional two-year terms.

The Chair of the Committee shall be appointed by the Association President. The Chair or his/her designee shall serve as the chair of the Council’s steering committee. If the Chair delegates this
responsibility, the Chair shall be an ex-officio member of the Steering Committee. The Chair shall be a CEO or senior executive from a member department. In addition to routine duties of setting time, place, and leading Committee meetings, the primary responsibilities of the Chair are to serve as the point of contact for two-way communication between the Committee and other AASHTO groups including the Transportation Policy Forum, Strategic Management Committee and Board of Directors; to articulate and promote the Committee’s integrated approach to transportation system security and resilience; and to fulfill other responsibilities as assigned by the Strategic Management Committee or Board or Directors.

The Vice Chair of the Committee shall be appointed by the Association President. The primary roles and responsibilities of the Vice Chair include the following: assisting the Chair in leading and providing direction to the Committee and its subgroups; participating in Steering Committee meetings and conference calls; and performing the duties of the Chair when the Chair is unable to do so.

**Steering Committee**

The Steering Committee shall consist of the Chair and Vice Chair of the Transportation System Security and Resilience Committee, and six voting Committee members. These Committee members will be appointed by the Chair in consultation with the Vice-Chair. The membership of the Steering Committee should reflect the diverse interests and disciplines needed to implement an integrated approach to transportation system security, resilience and emergency management. To the extent possible, the chair and vice-chair should also consider regional diversity when appointing members.

For establishing the initial Steering Committee, three members shall be appointed for a two-year term and three members shall be appointed for a three-year term so the membership appointment cycle has staggered terms. Other than this initial appointment cycle, all members shall be appointed for three-year terms and Steering Committee members shall be eligible for appointment to successive terms.

The Steering Committee shall:

- Promote the Vision, Mission and Goals of the Association and the Committee, including the integrated approach to emergency management and transportation system security and resilience.
- Manage general Committee business.
- Address strategic and emerging issues within the committee scope.
- Promote the involvement of all Member Departments in the Committee and its subgroups.
- Oversee and provide direction to the subcommittees.
- Oversee the development and implementation of Committee research needs.
- Oversee the planning and implementation of the Committee’s annual meeting.
- Recommend candidates to fill vacancies on the Steering Committee.
- Communicate and coordinate with other appropriate AASHTO groups, technical services programs and outside stakeholders.

**Subgroups**

The Steering Committee may recommend the formation of subgroups to support the work of the committee in accordance with the AASHTO Governing Documents.
In recommending the formation of a new subgroup, the Steering Committee shall provide a recommended purpose, general scope of responsibilities, and recommended membership. In general, subgroups should reflect the integrated approach to emergency management and transportation system security and resilience. However, subgroups may be formed that represent one component of the integrated approach.

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

**Reporting**
The Transportation System Security and Resilience 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**
The Transportation System Security and Resilience Committee shall hold an annual meeting. In the event that the voting committee member is unable to attend the 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.

Representation by a majority of all Member Departments, exclusive of the U.S. Department of Transportation, shall constitute a quorum to initiate and 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 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 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 Transportation System Security and Resilience 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.