

Charter of the Council on Water Transportation

September 25, 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) Council on Water Transportation.

Purpose

The Council on Water Transportation shall develop policies for water transportation programs (ports, waterways, and associated facilities and services) for consideration by the Transportation Policy Forum (TPF), and shall provide technical expertise and management training for State water-related agencies. The Council shall address all policy, regulatory, safety and enforcement issues impacting the nation's Coastal, Inland and Great Lakes waterways' ability to move goods efficiently on the national freight transportation network. The Council shall encourage the development of the research necessary to reach identified priority goals. The Council shall operate as a forum to exchange information and identify water freight transportation issues of national concern.

Membership

The Council will consist of full representation from all 52 member departments. The CEO of each member department may appoint one voting representative and up to two additional non-voting representatives to the Council.

Structure

Officers

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

Chair

- The Council chair shall be a member of the Board of Directors and shall be appointed by the Association President.
- 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.
- The Chair will ensure that the Council functions properly, that there is full participation during meetings, that all relevant matters are discussed, and that effective decisions are made and carried out.

Vice Chair

- The Vice-Chair of the Council shall be appointed by the Association President.
- The vice chair will perform the duties of the Chair when the Chair is unable to do so.

- The vice chair should have a strong background in water transportation and play a significant role in a water or freight program within their agency

Steering Committee

A Steering Committee will be established to:

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

The Steering Committee will consist of ten members as follows:

- Chair
- Vice-Chair
- Two representatives from each AASHTO region

Steering Committee members will serve a two-year term. The Steering Committee members will be appointed by the Chair in consultation with the Vice Chair. Members may be appointed by the Chair to succeed themselves for one additional two-year term.

Subgroups

The Council on Water Transportation will have 7 subcommittees:

- Research - Responsible for reviewing, recommending and promoting national research projects that relate to water transportation.
- Policy - Responsible for reviewing, recommending and promoting national-level policies that relate to water transportation.
- Rulemaking and Technical Services - Responsible for reviewing, recommending and overseeing all national rulemaking and technical services that relate to water transportation.
- Inland Rivers - Responsible for reviewing, recommending and promoting national-level policies that relate to inland rivers.
- Navigation Channels - Responsible for reviewing, recommending and promoting national-level policies that relate to navigation channels.
- Ports - Responsible for reviewing, recommending and promoting national-level policies that relate to ports.
- Users - Responsible for reviewing, recommending and promoting national-level policies that relate to users of water transportation.

Subcommittee chairs shall appointed by the Council Chair and shall be members of the Council to which they report. All Council members may participate in the subcommittees or appoint representatives from their department to serve on the subcommittees.

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

Reporting

The Council on Water Transportation 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. The council shall review and provide input on any matters referred by the TPF.

The Council will review and ballot appropriate technical documents as assigned by the Board of Directors or the Transportation Policy Forum Steering Committee.

Meetings

The Water Transportation Council will meet twice a year in-person, in the Winter and Summer/Fall.

- *Annual Meeting*—The steering committee will determine the date and location of an annual meeting of the Council to take place generally after the AASHTO Spring meeting and prior to the AASHTO Annual meeting. The steering committee will determine how it will meet in terms of co-location or jointly with other relevant AASHTO committees or other groups.
- *AASHTO Washington Briefing, Spring Meeting and Annual Meeting*—The steering committee will determine whether or not the Council and/or its subcommittees will meet during the three primary AASHTO meetings.
- *Conference Calls and Webinars*—The Council, steering committee, and subcommittees will hold regularly scheduled conference calls and webinars in order to conduct the business of the committee. A schedule of dates, times, and locations will be made available to members.

In the event that the voting Council member is unable to attend a meeting, a Member Department may designate, by electronic notification or letter to the AASHTO staff liaison, prior to each Council meeting, the individual who shall 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 Council. 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 Council shall establish a strategic plan and an action plan to help guide Council 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 Council's strategic plan will be reviewed and updated as needed when AASHTO completes a new strategic plan.

The Council 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 Council 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 Council and its subgroups will be conducted in accordance with the AASHTO policies governing conflicts of interest.

Amendments

The Council on Water Transportation charter may be amended by a two-thirds affirmative vote of the Council membership and then a two-thirds affirmative vote by the Board of Directors.