

# **Charter of the Committee on Traffic Engineering**

December 1, 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) Committee on Traffic Engineering.

## **Purpose**

The Committee on Traffic Engineering (CTE) shall investigate, assess, report on, and develop recommendations on all aspects of traffic engineering, including:

- the effectiveness of new and existing traffic control practices and devices in terms of context, cost, and public safety;
- advancements and innovations in methods and equipment that reduce costs, lower energy consumption, improve motorist guidance, and reduce crashes; and
- the standards and guidelines contained in the Manual on Uniform Traffic Control Devices (MUTCD) and other technical documents.

The committee shall be responsive to both internal and external stakeholders to advance the practice of traffic engineering through research, experimentation, and implementation to balance the safety and mobility needs of all users efficiently, equitably, and in a context sensitive manner.

As part of the committee's charge, eight delegates and eight alternates selected from the Member Departments for their experience and knowledge of traffic control devices shall participate as AASHTO's representatives on the National Committee on Uniform Traffic Control Devices.

## **Membership**

The CTE is primarily composed of the State Traffic Engineers from the fifty-two AASHTO 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 Committee on Traffic Engineering.

The membership of the CTE shall also include an ex-officio, non-voting member from USDOT. Membership may also include associate members, as approved by the CTE Chair.

## **Structure**

### **Officers**

The officers of the CTE shall be a chair and vice chair. The chair and vice chair terms of office shall be for a two-year period and terminate at the end of the first CTE annual meeting after

this two-year period, or two years from appointment if the CTE does not meet annually. Committee chairs and vice chairs may be appointed to succeed themselves for additional two-year terms.

- Chair

- The Chair of the Committee shall be appointed by the Association President.
- The CTE chair shall be a member of a Council, the Transportation Policy Forum, or the Board of Directors.
- The chair shall be responsible for oversight of all committee operations including coordination of the agendas for the annual and mid-year meetings; leading the business meeting; calling for reports from the task force working groups; and balloting of committee items.
- The chair shall serve as a member of the National Committee on Uniform Traffic Control Devices (NCUTCD) Executive Board.
- The chair shall attend the NCUTCD winter and summer meetings and serve as the chair of the AASHTO CTE delegation.
- The chair shall serve as the chair of the steering committee, or designate a chair. If the Chair delegates this responsibility, the Chair shall be an ex-officio member of the Steering Committee.
- The chair shall work with the vice-chair and steering committee to ensure that CTE has 8 delegates and 8 alternatives to serve as AASHTO CTE delegates to the NCUTCD. A minimum of 8 delegates are required to maintain voting participation in NCUTCD sponsor items.
- The chair shall work with the AASHTO liaison to ensure that all committee business, including relative ballot items and meeting agendas, are communicated to the member departments and associate members.
- The chair shall assist the AASHTO liaison with addressing all official AASHTO business pertaining to the committee.

- Vice Chair

- The Vice Chair of the Committee shall be appointed by the Association President, shall be a member of the committee, and shall be a current member of the steering committee.
- The vice chair shall assume the duties of the committee chair in the absence of the chair.
- The vice chair shall ensure that all Control City requests are reviewed, evaluated and presented to the committee
- The vice chair shall work with the AASHTO liaison to ensure that all meeting minutes, presentations, and committee business materials are posted on the committee website.
- The vice chair shall ensure that all Task Force Working Groups remain actively

engaged in addressing the stated mission of the group.

### **Steering Committee**

- The steering committee shall strive to maintain regional balance with representation from the four AASHTO Regions and will consist of 6 to 10 members, the vice chair, and the committee chair.
- Regional representatives to the Steering Committee shall be appointed by the Committee chair.
- Membership on the steering committee is voluntary and appointed members serve a two-year term from the date of appointment. Steering committee members may be appointed to succeed themselves for additional two-year terms.
- The committee chair or designated appointee will serve as the chair of steering committee. If the Chair delegates this responsibility, the Chair shall be an ex-officio member of the Steering Committee.

### **Role of the Steering Committee**

- General management of committee business
- Addressing strategic and emerging issues within the committee scope
- Selection of the committee's annual meeting site
- Communicating and coordinating with other appropriate AASHTO groups and outside stakeholders

### **Subcommittees**

The CTE has 5 subcommittees:

- The MUTCD subcommittee is responsible for assessing the general MUTCD format and comparing individual State MUTCD's.
- The CV/AV subcommittee is responsible for assessing CV/AV impacts to traffic control devices.
- The PROWAG subcommittee is responsible for assessing impacts to but not limited to signal design requirements, temporary pedestrian accommodations in work zones, and marking of ADA accessible parking spaces.
- The Non-Motorized Transportation subcommittee is responsible for advancing the state of practice in bicycle and pedestrian planning, design, and operations.
- The Roadway Lighting Subcommittee is responsible for advancing the current practices in roadway lighting.

### **Subcommittee Membership**

- The Chair of the Committee on Traffic Engineering makes appointments to the subcommittees.
- Chairs of the subcommittees shall be appointed by the Committee chair and must be

members of the CTE. Members of the subcommittees are not required to be members of the CTE, although overlap in membership is encouraged.

- Appointed members of a subcommittee are Voting Members on that subcommittee, regardless of their membership and voting status on the CTE. However, if a subcommittee has more than one member from a state DOT, only one of those members may be a voting member.
- Members appointed from other AASHTO committees may vote on subcommittee ballots. Associate Members, FHWA liaisons, and other non-AASHTO members cannot vote on ballots.

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

### **Reporting**

The CTE 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**

#### **Committee Meetings**

The CTE will meet annually in person, and have a mid-year meeting. The mid-year meeting could be an in person meeting or a conference call. The mid-year meeting should be driven by agenda items submitted by the membership and have time dedicated to the outline for the next in-person Annual meeting.

In the event that the voting committee member is unable to attend a meeting, each 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 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 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 CTE 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.