

Operating Procedures for the Standing Committee on Highways



September 2005



American Association of State Highway and Transportation Officials

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American Association of State Highway and Transportation Officials

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Foreword

These Operating Procedures provide the leaders and members of the AASHTO Standing Committee on Highways (SCOH) with guidance to properly, consistently, and efficiently conduct SCOH’s business.

Operating Procedure Amendments

Amendment Procedures

The Standing Committee on Highways continually adapts as it works to meet its purpose and charge. As a result, amendments to SCOH’s operating procedures are expected. Any member of SCOH may propose amendments to the operating procedures. Amendments are approved by a two-thirds vote of SCOH members. Upon approval of an amendment, the AASHTO liaison will update the operating procedures and notify SCOH members of the update. SCOH members may obtain the most current operating procedures from the SCOH website (<http://highways.transportation.org>).

Historical Record of Amendments

Exhibit 1 documents amendments to the SCOH operating procedures noting the date and providing a brief summary of each amendment.

Exhibit 1. Historical Record of Amendments

Date	Description
Sep 17, 2005	SCOH Approval of Operating

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1 Purpose, Organization, Officers, and Membership

This chapter introduces the Standing Committee on Highways (SCOH) and provides the committee's charge, organizational chart, and duties of its officers, members, and liaisons.

1.1 Mission and Charge

The Standing Committee on Highways' mission is:

To be the leader for achieving and sustaining world-class highway systems, optimizing the safe movement of people and goods, enhancing the environment, and sustaining national security.

The charge of the Standing Committee on Highways, either as a unit or through its committees, is to:

- Develop all major engineering standards, guides, and policies for the highway program
- Investigate, study, and report on all engineering activities and developments, including all phases of the following:
 - Road and bridge design
 - Construction
 - Maintenance
 - Traffic requirements
 - Roadside development
 - Aesthetics
 - Tests and investigations of materials
 - Protection of the environment
- Make recommendations regarding needed research
- Promote and encourage technology transfer by member states and related research agencies
- Provide a full range of highway engineering publications
- Identify and receive reports from its committees as to federal regulatory mandates of national concern and provide reports thereon

1.2 Organizational Structure

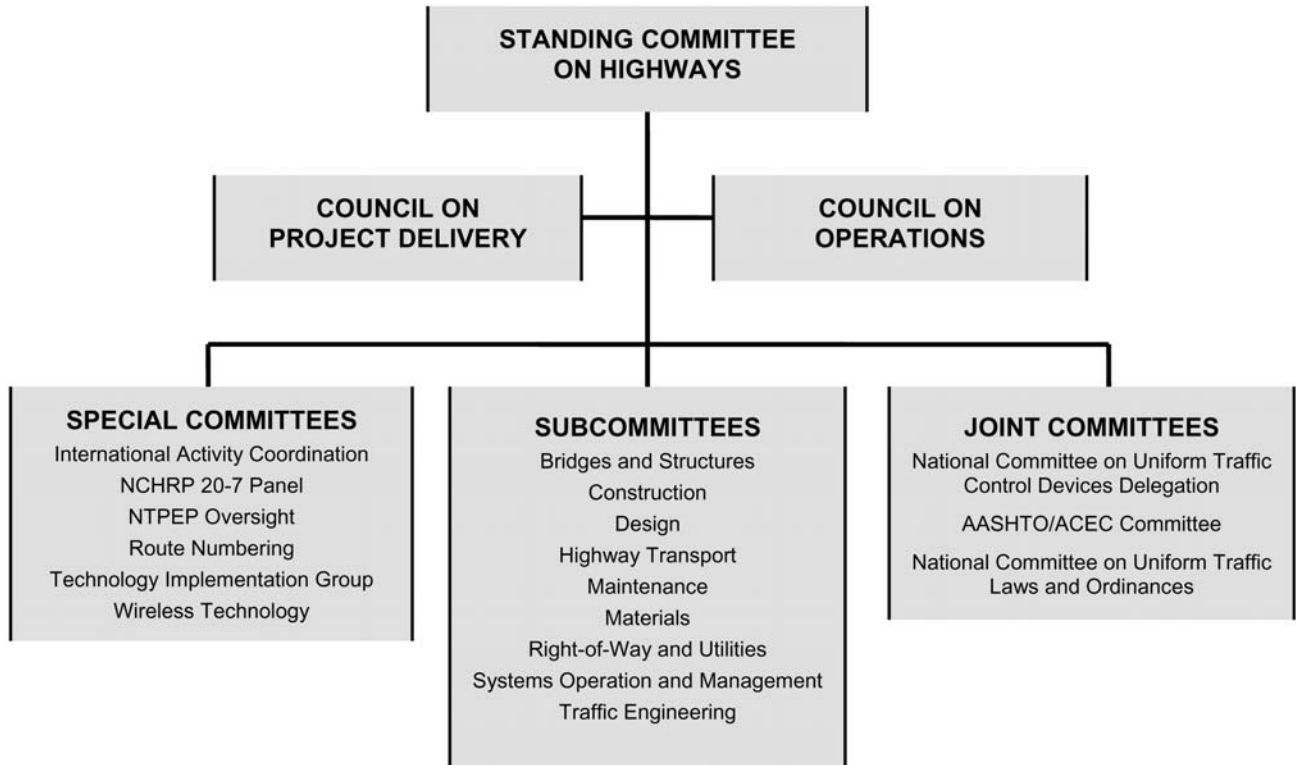
Most of SCOH's committees operate under the guidance and coordination of one of two councils—the Council on Project Delivery and the Council on Operations. See Exhibit 2, which is a high-level view of the SCOH organization. A handful of SCOH's committees are independent of the councils. (Note that the general reference in this document to SCOH "committees" embraces the entire range of SCOH subunits, including councils, subcommittees, special committees, joint committees, technical committees, and task forces.)

1.3 Officers

The Standing Committee on Highways has the offices of chair, vice chair, and secretary. The AASHTO President appoints the chair and vice chair of SCOH with the concurrence of AASHTO's Executive Committee. The secretary is appointed by the Executive Director of the Federal Highway Administration (FHWA). The AASHTO President considers input for officers from the membership of SCOH. The term of office, qualifications for holding office, and duties of each SCOH officer are explained below.

- **Chair.** The chair of SCOH is typically the chief executive officer of his or her member department. The chair of SCOH serves a two-year term. The chair's term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A chair may be reappointed for up to three consecutive two-year terms. A chair of SCOH also may be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms. The duties of the chair include the following:
 - Review and update SCOH Strategic Plan periodically
 - Attend SCOH's scheduled meetings
 - Be familiar with bylaws and rules of SCOH and AASHTO
 - Call SCOH meetings to order
 - Announce in sequence business that comes before SCOH

Exhibit 2. Standing Committee on Highways Organizational Chart



- Recognize members who are entitled to the floor
- State and put to vote all questions that come before SCOH as motions or that otherwise arise in the course of proceedings
- Announce the result of votes
- Rule motions out of order, as applicable
- Decide questions of order, subject to appeal, or submit questions to SCOH membership for decision
- Respond to inquiries relating to procedure or factual information
- Declare the meeting adjourned
- Present report on SCOH activities to the AASHTO Board of Directors at the Spring and Annual Meetings

- **Vice chair.** The vice chair of SCOH serves a two-year term. The vice chair's term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A vice chair may be reappointed to serve up to three consecutive two-year terms. The vice chair may

be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms. The vice chair should be an experienced member of SCOH. In the absence of the chair, the vice chair serves as chair. The vice chair's responsibilities also include chairing the technical meeting on the first day of each SCOH meeting.

- The secretary of SCOH serves a three-year term and may be reappointed to subsequent terms an unlimited number of times. The secretary of SCOH is a staff member of the Federal Highway Administration. The secretary keeps meeting minutes and sends out the notice or "call" of meeting to the membership.

1.4 Membership

Each AASHTO member department is entitled to membership on SCOH. The chief executive officer of each member department designates his or her representative member (one member per member

department). The designated member should be the member department's chief engineering officer.

The AASHTO Associate Member Committee, consisting of representatives from various bridge, port, and toll commissions, federal agencies, and foreign countries, may appoint one non-voting, associate member to SCOH and to each of its committees. In addition, individual associate members may apply for non-voting, associate membership subject to the availability of associate member seats.

A member of SCOH has the right to full participation in the standing committee's meetings, including the right to make motions, to speak in debate, and to vote (please see Chapter 3 for further information on member activities). Members of SCOH attend two SCOH meetings each year, which take place at the AASHTO Annual Meeting and the AASHTO Spring Meeting. Members of SCOH also attend meetings of the committees of which they are members. If a member is going to be absent from a meeting, the member notifies the AASHTO liaison at least 5 business days in advance of the scheduled meeting. If applicable, the member also notifies the AASHTO liaison of a proposed substitute. Failure to attend three consecutive SCOH meetings either in person or by an approved substitute may be construed as an indication of inability or unwillingness to participate in SCOH's work and may become the basis for replacement on the committee.

If a member wishes to resign from SCOH, the member notifies his or her department's chief executive officer and the AASHTO liaison. The liaison works with the member department's chief executive officer to appoint a replacement representative.

1.5 AASHTO Liaison

The AASHTO Executive Director appoints a liaison from AASHTO's staff to assist SCOH. The liaison's duties include the following:

- Assist with coordination between SCOH, its committees, and other standing committees
- Have technical knowledge of the nature of the work of SCOH and its committees

- Assist in the development of research problem statements for submission to the National Cooperative Highway Research Program (NCHRP)
- Conduct balloting
- Keep the official membership roster
- Oversee the SCOH web site, including maintenance and updates
- Maintain the SCOH operating procedures, including any amendments
- Keep on file all SCOH reports
- Make minutes and records available to members upon request
- Notify officers and members of their appointment
- Furnish officers, members, and committees with documents required for performance of duties
- Send members a notice of each meeting
- Conduct SCOH's general correspondence
- Obtain from members any business they wish to put before SCOH a minimum of 30 days prior to a scheduled meeting (e.g., committee reports, new business, etc.) and provide the proposed business matters to the chair for consideration
- Prepare, prior to each meeting, a meeting agenda, showing in appropriate order all matters known in advance
- Provide each SCOH member with meeting materials, including the agenda, any committee materials, and other documentation, at least two weeks prior to the meeting

2 Committees that Report to SCOH

Committees that report directly to SCOH may include the following entities:

- Councils
- Subcommittees
- Special Committees
- Joint Committees
- Technical Committees
- Task Forces

Existing committees that report to SCOH are listed below. Details on each committee, including their charge statements, technical committees, and task forces, are provided in Appendix A.

Councils

- Council on Project Delivery
- Council on Operations

Subcommittees

- Subcommittee on Bridges and Structures
- Subcommittee on Construction
- Subcommittee on Design
- Subcommittee on Highway Transport
- Subcommittee on Maintenance
- Subcommittee on Materials
- Subcommittee on Right-of-Way and Utilities
- Subcommittee on Systems Operation and Management
- Subcommittee on Traffic Engineering

Special Committees

- Special Committee on International Activity Coordination
- Special Committee on U.S. Route Numbering
- Special Committee on Wireless Technology
- Technology Implementation Group
- National Transportation Product Evaluation Program (NTPEP) Oversight Committee

Joint Committees

- Joint AASHTO – American Council of Engineering Companies (ACEC) Committee

Technical Committees. Technical committees report to SCOH subcommittees and are listed in Appendix A under the appropriate committee.

Task Forces. Task forces that report to SCOH or one of its committees are listed in Appendix A under the appropriate parent committee's description.

The role of each type of committee and basic information on officers, members, and liaisons is provided below.

2.1 Councils

Currently, two councils—the Council on Project Delivery and the Council on Operations—coordinate activities among SCOH's subcommittees. A two-thirds vote of SCOH and approval by the Board

of Directors are required to establish or discontinue a council.

The majority of SCOH's committees operate under the guidance and coordination of one of the councils. A few committees operate independently of a council. All new committees that report to SCOH may be assigned to one of SCOH's two councils as determined by the SCOH Chair and approved by consent of the SCOH membership.

The councils provide guidance and direction to SCOH's committees on technical issues, work plans, and key policy area identification. The councils also coordinate and facilitate communication across SCOH to both leverage the work of the various committees and ensure that work is not duplicated or conflicting. When a council identifies a potential conflict, duplication, or other issue, the council makes a recommendation to SCOH for final resolution.

Chair. The chair of each council is recommended by the chair of SCOH and appointed by the AASHTO President. The chair of each council reports to the chair of SCOH.

Vice chair. Each council's chair may appoint a council member to serve as vice chair of the council. The vice chair should be an experienced member of SCOH. In the absence of the chair, the vice chair serves as chair.

The chair and the vice chair of each council serve two-year terms. The term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A chair and/or vice chair may be reappointed for up to three consecutive two-year terms. Each may also be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms.

AASHTO Liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term. The liaison constructs the council's meeting agenda and records meeting reports.

Members. The chair of each subcommittee that reports to SCOH is a member of the appropriate council. In addition, the chairs of other committees that have been assigned to a Council by the Chair of SCOH are also members. Each committee chair may designate the vice chair or another designee to attend council meetings as necessary.

2.2 Subcommittees

Subcommittees are primary subdivisions of SCOH charged with a specific field or topic within the standing committee's purview. A two-thirds vote of SCOH and the Board of Directors is required to establish or discontinue a subcommittee. Any changes to a subcommittee's charge statement also require a two-thirds vote of SCOH and the Board of Directors.

Subcommittees of SCOH, within the framework of the engineering standards and policies developed by SCOH and formalized by AASHTO, develop technical guides, manuals, specifications, and other publications appropriate for their activities and needs. All SCOH subcommittees report to the chair of SCOH.

Chair. The President of AASHTO appoints subcommittee chairs with consideration of recommendations made by AASHTO staff and the Chair of SCOH. Subcommittee chairs are members of SCOH or the Board of Directors.

Vice chair. The President of AASHTO appoints the vice chair with consideration of the recommendation of the subcommittee's chair. The vice chair should be an experienced member of SCOH or of the subcommittee.

Subcommittee chairs and vice chairs serve two-year terms. The term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A subcommittee chair and/or vice chair may be reappointed for up to three consecutive two-year terms. Each may also be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms.

Secretary. The secretary is a staff member of the Federal Highway Administration. The secretary of a

SCOH subcommittee serves a three-year term and may be reappointed to subsequent terms an unlimited number of times.

AASHTO Liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term.

Members. Each member department is entitled to membership on SCOH's subcommittees. Members are appointed by the member department's chief executive officer or his/her designee. Each member department may appoint up to three members to a subcommittee, but only one member is designated as the official "voting" member.

2.3 Special Committees

SCOH, with the approval of the Board of Directors, may establish special committees for assignments of a special nature. Special committees are established under a standing committee unless there is a compelling reason to the contrary. All SCOH special committees report to the chair of SCOH. A two-thirds vote of SCOH and the Board of Directors is required to establish or discontinue a special committee. Any changes to the charge of a special committee also require a two-thirds vote of SCOH and the Board of Directors.

Chair. The President of AASHTO appoints special committee chairs with consideration of recommendations made by AASHTO staff and the Chair of SCOH. Special committee chairs should be SCOH members.

Vice chair. The President of AASHTO appoints special committee vice chairs with consideration of the recommendations of AASHTO staff and the special committee's chair. The vice chair should be an experienced member of SCOH or of the special committee.

Special committee chairs and vice chairs serve two-year terms. The term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A special committee chair and/or vice chair may be reappointed for up to three consecutive two-year terms. Each may also be reappointed

for additional two-year terms if a year or more has elapsed since completing previous consecutive terms.

AASHTO liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term.

Secretary. The Chair of SCOH and the Chair of the special committee, with input from the AASHTO liaison, will determine whether to request that the Federal Highway Administration appoint a secretary. Alternatively, the AASHTO liaison or the vice chair may serve as the secretary. The secretary serves a three-year term and may be reappointed to subsequent terms an unlimited number of times.

Members. The Chair of SCOH appoints special committee members, with the concurrence of the AASHTO President and with consideration of input from the special committee chair and the AASHTO liaison. Membership on special committees may be based on desired regional representation, expertise, and/or committee affiliation. Membership structure is determined when the special committee is established.

2.4 Joint Committees

SCOH, with the approval of the Board of Directors, may establish joint committees to discuss or examine issues or topics of mutual concern to the constituting organizations. Every joint committee operates within and under such charge and guidelines as established for it by SCOH. A two-thirds vote of SCOH and the Board of Directors is required to establish or discontinue a joint committee. Any changes to the charge of a joint committee also require a two-thirds vote of SCOH and the Board of Directors.

Chair. The President of AASHTO appoints the chair with consideration of recommendations made by AASHTO staff and the Chair of SCOH. If desired by the AASHTO President, joint committees may have co-chairs from the constituting organizations. For joint committees reporting directly to SCOH, the chair(s) from AASHTO should be a member of SCOH or the Board of Directors.

Vice chair. The President of AASHTO appoints the vice chair with consideration of recommendations made by the AASHTO staff and the joint committee chair. If the joint committee has co-chairs, a vice chair is not needed. The chair should be an experienced member of SCOH or of the joint committee. Joint committee chairs and vice chairs serve two-year terms. The term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A joint committee chair and/or vice chair may be reappointed for up to three consecutive two-year terms. Each may also be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms.

AASHTO liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term.

Secretary. The Chair of SCOH and the chair(s) of the joint committee, with input from the AASHTO staff, will determine whether to request that the Federal Highway Administration appoint a secretary. The secretary serves a three-year term and may be reappointed to subsequent terms an unlimited number of times. Alternatively, at the joint committee chair's discretion, the AASHTO liaison may serve as secretary (or, in conjunction with a staff member from the other constituting organization, as co-secretary).

Members. The Chair of SCOH selects joint committee members with input from the joint committee chair and the AASHTO liaison. Membership of joint committees should be based on desired regional representation, expertise, and/or committee affiliation. Membership structure is decided when the joint committee is established.

2.5 Technical Committees

Technical committees are groups constituted by a parent committee, such as a subcommittee or special committee, to cover a specific technical subject area. SCOH and its subcommittees create technical committees as necessary to discharge assigned duties. Technical committees are established under and report to SCOH or one of its committees. A

two-thirds vote of SCOH or one of its committees establishes a technical committee. A two-thirds vote of the parent committee is required to discontinue a technical committee. All technical committees report to the chair of the parent committee under which they are established.

Chair. The chair of the parent committee under which the technical committee is established appoints the chair of the technical committee with consideration of recommendations made by parent committee members and the AASHTO liaison. Technical committee chairs are selected from the members of the parent committee.

Vice chair. The chair of the technical committee may appoint a vice chair with consideration of the recommendations made by the technical committee members and the AASHTO liaison.

Technical committee chairs and vice chairs serve two-year terms. The term expires at the end of the first AASHTO Annual Meeting after two calendar years have elapsed. A technical committee chair and/or vice chair may be reappointed for up to three consecutive two-year terms. Each may also be reappointed for additional two-year terms if a year or more has elapsed since completing previous consecutive terms.

AASHTO liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term.

Secretary. The chair of the parent committee and the technical committee chair, with input from the AASHTO liaison, determine whether to request that the Federal Highway Administration appoint a secretary. The secretary serves a three-year term and may be reappointed to subsequent terms an unlimited number of times. Alternatively, at the technical committee chair's discretion, the AASHTO liaison or a technical committee member may serve as secretary.

Members. The membership structure of a technical committee is defined when the committee is established. Membership is based on the specific activity of the technical committee and, in some instances,

may be limited in size. Technical committee members may include parent committee members and/or outside experts. The parent committee, the technical committee chair, and the AASHTO liaison work together to select technical committee members.

2.6 Task Forces

Task forces are ad-hoc groups constituted temporarily by a parent committee for a specific task or activity. SCOH and its committees create task forces as necessary to discharge assigned duties. A two-thirds vote of SCOH or one of its committees may establish a task force. All task forces report to the chair of the parent committee under which they are established. Upon establishment of a task force, a sunset date is determined. On the sunset date or before, the chair of the parent committee, with the parent committee's consent, may discontinue a task force. If the task force has not completed its assignment, the parent committee's chair may extend the sunset date with the parent committee's consent.

Chair. The chair of the parent committee under which the task force is established appoints the chair of the task force with consideration of recommendations made by parent committee members and AASHTO staff. The task force chair is selected from the members of the parent committee and serves until the task force is discontinued.

Vice chair. The chair of the task force may appoint a vice chair with consideration of the recommendations made by the AASHTO liaison. The task force vice chair is selected from the members of the parent committee or the members of the task force and serves until the task force is discontinued.

AASHTO liaison. The liaison is an AASHTO staff member appointed by the AASHTO Executive Director for an indefinite term.

Secretary. The parent committee chair and the task force chair, with input from the AASHTO liaison, determine whether to request that the Federal Highway Administration appoint a secretary. The secretary serves a three-year term and may be reappointed to subsequent terms an unlimited number of times. Alternatively, at the task force chair's discre-

tion, the AASHTO liaison or a task force member may serve as secretary.

Members. The membership structure of a task force is defined when the task force is established. Membership is based on the specific activity of the task force and, in some instances, may be limited in size. Task force members may include parent committee members and/or outside experts. The parent committee, the task force chair, and the AASHTO liaison work together to select task force members.

2.7 Operating Procedures for SCOH's Committees

Subcommittees, special committees, and joint committees that report to SCOH should develop operating procedures. The information below provides guidance to these committees on operating procedure contents. Following approval by a two-thirds vote of the committee's members, the chair of SCOH is provided the proposed operating procedures for consideration and approval by a two-thirds vote of SCOH. Amendments to the operating procedures also are subject to approval by a two-thirds vote of the committee's members and submission to SCOH for consideration and approval.

Each committee should include the following information in its operating procedures:

- Charge statement—role and duties of the committee
- Organization chart—showing officers and any groups that report to the committee
- Officers—process for officer appointment and information on officer term and duties
- Members—process for selection, member criteria (such as expertise or holding a certain position in their member department), and member duties
- Liaison—role and duties of the AASHTO liaison
- Sunsetting provision—procedures for sunsetting the committee
- Web site—development and maintenance guidelines such as contents, updating schedule, approvals, access, and location
- Communication—procedures for communicating with other committees and SCOH

- Meetings – purpose, frequency, scheduling, agenda/material preparation and distribution, minutes, and conduct drawing on Roberts' Rules of Order
- Voting and balloting – procedures for voting, drawing on *Roberts' Rules of Order* and the policies established by SCOH's Operating Procedures and AASHTO's Governing Documents

3 Committee Activities, Meetings, and Balloting

This chapter describes the coordination and review of committee activities, procedures for conducting SCOH meetings, and procedures for balloting.

3.1 Committee Activities

The committees that report to SCOH largely do the standing committee's extensive technical work. The following describes how SCOH and its two councils review and coordinate committee activities. This section also describes how the Board of Directors reviews overall SCOH activities.

3.1.1 Committee Activity Reports

The officers and members of SCOH rely upon committee activity reports to guide decision-making. Each committee that reports directly to SCOH submits an activity report to the AASHTO liaison no later than thirty (30) days prior to the AASHTO Annual Meeting. The AASHTO liaison provides all committee activity reports to SCOH members at least two weeks prior to the meeting. SCOH members review the activity reports and raise to the attention of the SCOH chair and liaison any questions or issues with committee activities at the meeting.

The activity reports include a status report on the committees' ongoing projects. At a minimum, the following information is provided in each activity report:

- Committee name
- Names of the committee's officers

- Summary of activities and accomplishments to date
- Names of other committees involved or with an interest in each activity
- Dates and locations of future committee meetings

3.1.2 Committee Work Plans

Each committee that reports directly to SCOH submits a work plan to the AASHTO liaison no later than thirty (30) days prior to the AASHTO Spring Meeting. The AASHTO liaison provides all committee work plans to SCOH members and to members of the two SCOH Councils at least two weeks prior to the Spring Meeting.

The work plans include planned activities of each committee for the coming year. The following information is provided in each work plan:

- Committee name
- Names of the committee's officers
- Review of the committee's charge statement
- Summary of planned activities and proposed publications, including schedules for completion
- Names of other committees with potential interest in each activity
- Goals for the next 1–5 years
- Dates and locations of future committee meetings

3.1.3 Council Coordination of Subcommittee Activities

Communication across committees serves to avoid duplication of work and to leverage existing or ongoing work of fellow committees. The two councils of SCOH coordinate and facilitate this communication.

The council reviews the subcommittee work plans to ensure that the efforts are appropriate. The council also identifies any potential overlaps or conflicts with existing or current activities of other SCOH committees or other AASHTO standing committees. If any potential for overlap or conflict exists, the council notifies the chair of the committee propos-

ing the effort. The two groups may then choose to work together or to revise their respective scopes to leverage each other's work. At the AASHTO Spring Meeting, the councils report to SCOH on the subcommittee work plans and recommend approval as appropriate. Once approved, the subcommittees may initiate work.

3.1.4 SCOH Report to the Board of Directors

At the Board of Director's meeting held during the AASHTO Annual and Spring Meetings, SCOH is expected to report on its activities and indicate plans for the coming year, including the printing of any publications.

3.2 Preparation for SCOH Meetings

The Standing Committee on Highways meets twice each year—at the AASHTO Annual Meeting and the AASHTO Spring Meeting. The two councils of SCOH also meet during these same two meetings. The dates and locations of SCOH meetings are subject to approval of the Executive Committee.

To introduce business at a SCOH meeting, information should be provided to the SCOH chair, via the liaison, for consideration a minimum of thirty (30) days prior to the scheduled meeting. Upon approval of the SCOH chair, the liaison will include the information on the agenda. Alternatively, if necessary, business may be introduced during the 'new business' portion of the meeting. The liaison will provide each SCOH member with meeting materials, including the full agenda and any committee materials and documentation, at least two weeks prior to the SCOH meeting.

3.3 Meetings of SCOH Committees

SCOH committees typically meet once per year to conduct business and share information. The dates and locations of these meetings are coordinated with the AASHTO liaison and are subject to the approval of the AASHTO Executive Director. Additional guidelines for committee meetings are as follows:

When avoidable, meetings should not be scheduled over state, federal, or religious holidays.

Where practical and feasible, meetings should be scheduled at least two years in advance.

Committees should schedule their meetings to avoid other technical committee, subcommittee, and standing committee meetings.

Technical committee and task force meetings should be combined with the meetings of their parent committees as appropriate to reduce the number of additional meetings that are held.

Technologies such as teleconferencing, video conferencing, e-mail, etc., should be considered to reduce travel for conducting business between meetings. Member states should consider investing funds to obtain the equipment needed to utilize these technologies.

Committees should strive to reduce meeting duration and to centralize meeting locations to reduce costs.

Joint meetings of multiple committees are encouraged on topics of mutual interest to facilitate the exchange of information among broader constituencies.

3.4 Conducting the SCOH Business Meeting

Basic procedures for conducting SCOH meetings are provided below. In situations where these procedures are lacking or are questioned, the parliamentary procedure provided in Roberts' Rules of Order may be used for guidance.

3.4.1 Quorum

A quorum is the minimum number of SCOH members who must be present at a SCOH meeting for business to be officially transacted. This requirement protects against unrepresentative action in the name of SCOH by a small number of members. A quorum for a SCOH meeting is two-thirds of the full membership, or 35 members. The minimum essential officers for a meeting are a presiding officer, who conducts the meeting and sees that the rules are observed, and a secretary, who makes a written record of what is done (the minutes).

3.4.2 Presiding Officer Protocols

The presiding officer maintains order and enforces the rules of operation enabling SCOH to conduct business in a fair, expedient, and impartial manner. The following meeting protocols are recommended to the presiding officer:

- Follow the agenda.
- Be familiar with the procedural rules, customs of SCOH, and parliamentary authority.
- Keep meeting moving by explaining procedure and communicating the order of business.
- Clarify confusing motions (e.g., help members rephrase motions or require long motions be submitted in writing, as necessary).
- Assign the floor by recognizing members by name and state affiliation.
- Be impartial when calling on members who wish to speak, alternating sides of debate if possible.
- Remain calm and objective.
- Restate motions before taking a vote and announce vote results.
- Suspend irrelevant discussion (i.e., restate the question and, if necessary, request members to confine remarks to the pending question).
- Use general consent when possible (e.g., when business is routine or the group is in agreement). If there is a single objection, the matter must be put to a vote.

3.4.3 Motions

Business is brought before SCOH by the motion of a member. A motion is a formal proposal by a member that SCOH take a certain action. Commonly used motions and related procedures are provided in this section. Additional detail on motions is provided in Appendix B. In situations where these procedures are lacking or are questioned, the parliamentary procedure provided in Roberts' Rules of Order may be used for guidance.

There are two types of motions:

- **Main Motion.** A main motion brings business before SCOH and can be made only when no other motion is pending. For example, "I move that a park be constructed."

- **Secondary Motion.** A secondary motion may be made while the main motion is on the floor and before it has been decided. For example, “I move that the motion to construct a park be referred to a special committee to be appointed by the President.”

A main motion that is not followed by secondary motions is handled as follows:

1. **A member makes a motion.** To make a motion, a member obtains the floor when no other question is pending and when business of the kind represented by the motion is in order.
2. **Another member seconds the motion.** A second member agrees the motion should come before SCOH (the member does not necessarily favor the motion). It is not necessary to obtain the floor to second the motion. If no member seconds the motion, the chair makes sure all have heard it before proceeding to other business.
3. **Chair states the motion.** After restating the motion and indicating that it is open for debate, the chair turns to the member who made the motion to see if that member wishes to speak

first in debate. Alternatively, the chair may determine the motion is not in order. In this case, the chair may suggest an alternative motion that is in order and carries out the desired intent, or the chair may simply state the motion is out of order and a reason.

4. **Members debate the motion.** Members who wish to speak in debate obtain the floor. Debate is confined to the merits of the pending motion.
5. **Chair puts the motion to a vote.** When the debate appears to have closed, the chair asks if anyone has anything further and if no one obtains the floor, the chair puts the motion to a vote. If a clarification of the motion’s wording is needed, a point of order may be made prior to any voting. The vote is taken with the affirmative vote called first. The chair always calls for the negative vote.
6. **Chair announces the result of the vote.** The chair announces the result of the vote. A majority vote adopts most motions with a few exceptions that require a two-thirds vote. Motions that require a two-thirds approval are provided below.

Figure 3. Amend

“Amend” changes a motion’s wording to make it more clear, complete, or acceptable before being put to a vote. Adoption of the amendment does not adopt the motion. An amendment may be amended, but the amendment to the amendment cannot be amended. Specific types of amendments include the following:

- *Substitute amendment.* Substitutes a new motion for the main motion. The substitution must relate to the pending motion and not introduce new business. First, the main motion is stated and is allowed to be amended, then the substitute motion is stated and amendments are allowed, and last the vote is taken on whether the substitute motion will be substituted for the main motion.
- *Friendly amendment.* Changes the wording to enhance and strengthen the main motion. Typically adopted by general consent.
- *Hostile amendment.* Gives a very different meaning to a motion and may defeat the main motion’s intent. For example a motion to commend the president may be amended by striking “commend” and inserting “censure.” The amendment does not introduce new business because both commend and censure refer to the opinion the group has of the president.

In many instances, secondary motions are made while the main motion is pending. All secondary motions must relate to the main motion that is pending on the floor. No new business may be introduced until the main motion is decided. When secondary motions are introduced, the steps above are modified to incorporate the additional motions. Secondary motions are divided into the following three classes:

- **Subsidiary motions.** Subsidiary motions are frequently used motions that relate directly to the main motion pending on the floor. They may change the words, send it to committee, delay it, etc. They are designed to expedite business by disposing of the pending main motion other than by adopting or rejecting it. For example, “I move that the question of constructing a park be postponed until the next meeting as the hour is late.”

Figure 3 provides detail on the commonly used motion “amend.” Detail on other motions may be found in Appendix B or Roberts’ Rules of Order.

Subsidiary motions have rank among themselves. A motion of higher rank takes precedence over a motion of lower rank. Figure 4 depicts the rank of commonly used motions.

- **Privileged motions.** Privileged motions are motions of an emergency nature such as to recess or adjourn. They do not relate to the motion on the floor, but to the welfare of the group. They are of high rank and must be handled before any other pending business. For example, “I move that we recess for lunch.” This motion takes precedence over the main motion to construct a park.
- **Incidental motions.** Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced they must be decided before business may resume. For example, “I move that the vote be by ballot.”

3.5 Voting at a Meeting

In any decision made in a SCOH meeting, the opinion of each member (or approved substitute) present has equal weight as expressed by a vote. In order to conduct a vote, there must be a quorum of members present (two-thirds or 35 members) at the meeting.

3.5.1 Nonvoting Members

When the chair is selected from outside the membership of SCOH and the chair’s member department already has an existing SCOH member, the chair is a nonvoting member of SCOH. This procedure prevents a member department from having two votes. When the secretary of SCOH is an FHWA staff member (that is, not from a member department), the secretary is a nonvoting member of SCOH. Nonvoting members of SCOH may speak in debate and make motions, but do not have a vote.

3.5.2 Unanimous Consent

In cases where there seems to be no opposition (such as in routine business or on questions of little importance), time may be saved by using the procedure of unanimous (or general) consent. Unanimous consent may be used either to adopt a motion without the steps of stating the question and putting it to vote or it may be used to take action without the formality of a motion. The chair simply asks if there is an objection to the action and if no one states an objection, declares the action is decided upon. If there are several items like this, they may be provided to the members in advance of the meeting as a “consent agenda” and voted on simultaneously at the meeting.

3.5.3 Two-thirds versus Majority Vote

Unless listed below, or otherwise specifically stated in these operating procedures, a majority vote of SCOH members (or approved substitutes) is required to pass motions, questions, and actions of SCOH. A two-thirds vote of SCOH members is required for the following questions and any others specifically noted elsewhere in these operating procedures:

- Approve technical engineering policy, standard, guide, or similar documents (Note: since all member departments are entitled to a seat on SCOH, when SCOH proposes adoption of such documents, final official voting on behalf of AASHTO is delegated to SCOH. SCOH's approval is subject to the right of any three members of the Board of Directors to request that the Board conduct the final official voting)
- Amend or rescind operating procedures or by-laws
- Adopt policy or technical resolutions
- Pass policy or technical motions

3.5.4 Verifying an Inconclusive Vote

A vote may be inconclusive either because the voting is close or because a significant number of members have failed to vote. In such cases, the vote may be retaken using a show of hands. The chair or any SCOH member may call for the verification (in this instance, it is not necessary for the member to obtain the floor).

3.6 Voting by Written Ballot

Ballot voting may be conducted either in a SCOH meeting or separate from a SCOH meeting. The AASHTO liaison provides all members of SCOH with a ballot. Each member department has one vote. The following questions are required to be decided by ballot vote:

- Approval of voluntary policies
- Approval of technical publications
- Approval of any documents that will receive the AASHTO seal
- Any vote on which a full vote of the membership is desired

When a vote is required to be taken by ballot, this requirement cannot be suspended, even by a unanimous vote. A ballot vote also may be ordered by a majority vote of SCOH for any question. Ballot voting is often conducted for the following types of questions:

- Any vote on which secrecy of members' votes is desired

- Any vote on which voting and related material review is anticipated to be time consuming (ballot is conducted outside the SCOH meeting)

When a ballot vote is conducted outside a SCOH meeting, the AASHTO liaison, in consultation with the chair of SCOH, determines the appropriate time frame for completion of a ballot vote. Voters are typically given at least one week and often up to thirty (30) days to complete and return the ballot.

4 Publications

This chapter provides procedures for developing and updating SCOH publications including document standards, reviews, and approvals.

4.1 Publication Development

Since all member departments are entitled to membership on SCOH, final official balloting of technical documents is delegated to SCOH. SCOH's approval, however, is subject to the right of any three members of the Board of Directors to request that the Board conduct the final official balloting.

Upon the availability of new AASHTO publications, gratis copies are made available to the following entities:

- Member departments (ten copies each)
- Associate members (one copy each)
- Accredited civil engineering colleges in the U.S. (one copy each)
- Foreign transportation institutions and other appropriate organizations (via exchange agreement, as determined by the AASHTO Executive Director)

The following types of publications may be developed by SCOH:

Note: Publication descriptions have been deferred until completion of NCHRP Project 20-7(195), *Titles of AASHTO Publications*.

4.2 Publication Updates

The Standing Committee on Highways and its committees review publications for which they are

**Figure 4. Commonly Used Motions Arranged from Lowest to Highest Rank
(See Appendix B for additional information on motions.)**

To do this...	Motion	You say this...
Main Motion		
Introduce business	Main	I move that ...
Subsidiary Motions		
Change wording of motion	Amend	I move to amend the motion by ... (adding, striking out, substituting)
Send to committee	Commit	I move that the motion be referred to ...
Postpone action	Postpone definitely	I move that the motion be postponed to ...
Limit debate	Limit debate	I move that debate be limited to (one) speech of (two) minutes for each member.
End debate	Previous question	I move the previous question.

responsible at least every five years. The AASHTO liaison schedules publication reviews to avoid an excessive number of publications being due for review in a given year. The review results in recommendations for each publication to do one of the following:

- Retain “as is”
- Revise/update (must include an update schedule)
- Drop/archive
- Reassign to a different committee of SCOH as appropriate due to changes in committee responsibilities

The AASHTO liaison notifies the SCOH chair and all relevant committee chairs as to which publications are due for review in that year. The AASHTO liaison, in consultation with the chair of SCOH, determines the appropriate timeframe and deadlines for publication reviews. Each committee (with publications up for review) reviews the appropriate publications and makes a recommendation to SCOH as to which action to take (i.e., retain, revise, drop, reassign) on each publication. After a recommenda-

tion is made, the AASHTO liaison coordinates appropriate follow-up such as revision schedules or selection of reassignment committee.

5 Awards and Certificates

The Standing Committee on Highways, with the prior approval of the AASHTO Executive Director, may establish and present appropriate awards and certificates within the standing committee. All awards and certificates are recorded in the SCOH minutes. Currently, SCOH presents the following awards:

AASHTO President’s Transportation Award

The AASHTO President’s Transportation Awards are presented each year at the AASHTO Annual Meeting to individuals or teams who meet the criteria for the awards. Each award is titled “AASHTO President’s Transportation Award for (subject area).” Each standing committee, including SCOH, recommends to the Executive Committee subject areas wherein they would like to make awards. The standing committee develops criteria for their awards, which are reviewed and approved by the Executive

Committee to maintain a standard of excellence across the Association.

Nominations may be made by the chief executive officer of a member department or by the chair of the standing committee based on the nominees having performed exemplary service during the year furthering the transportation activities of his/her member department which has or potentially could have a salutary impact on transportation nationwide, or on a regional basis, and such additional criteria as shall be established by the Executive Committee. The Executive Committee approves uniform nomination forms for the awards, and all nominations shall be reviewed and approved by the chief executive officer of the person's member department. The award committee is comprised of the AASHTO President and the presidents of the four regional associations.

Certificates for Continuing Education Units

If continuing education units (CEUs) or professional development hours (PDHs) are desired for a meeting of SCOH or one of its committees, the committee chair should do the following:

- Determine which segment(s) of the committee meeting or its activities meets the standards set by the National Council of Examiners for Engineering and Surveying (http://www.ncees.org/introduction/about_ncees/cpc_guidelines.pdf) as CEUs/PDHs.
- If the CEU/PDH offering is to be advertised on the agenda, submit a request to AASHTO for verification prior to the meeting. Include the draft agenda and an estimate of CEUs or PDHs to be claimed.
- After the qualifying meeting or activity, send to AASHTO a list of the participant names, the number of CEUs/PDHs granted to each, and the mailing address for each recipient.

AASHTO staff will issue a signed certificate to each qualifying participant declaring the number of CEUs and the activity for which it was earned. AASHTO will also maintain these records for at least one year

and report this activity at the SCOH business meetings.

Other Awards and Certificates

SCOH and its committees may give out other awards as noted in their operating procedures. Certificates may also be given to the membership of SCOH and its committees to recognize both outstanding service and years of service to the committee.

6 SCOH's Web Site

The SCOH web site serves as the primary informational resource for SCOH members and other interested parties. The SCOH web site is located at <http://highways.transportation.org/>.

6.1 Web Site Content

The content of the SCOH web site includes the following:

- Overview of SCOH
- SCOH membership directory
- Current SCOH operating procedures
- SCOH meeting materials
- Ballots and results
- Other information as determined by the chair of SCOH in cooperation with the AASHTO liaison

6.2 Web Site Maintenance and Updates

The AASHTO liaison, in consultation with the SCOH chair, determines appropriate SCOH web site content. The input of SCOH members on web site content may be requested. The AASHTO liaison coordinates the implementation of any web site content changes.

6.3 Web Site Access

The SCOH web site is located at <http://highways.transportation.org/> and is accessible from the AASHTO home page. A "members only" section of the SCOH web site may be accessed via a user name and password as assigned by the AASHTO liaison.

6.4 Web Sites for Committees that Report to SCOH

It is recommended that committees that report to SCOH develop and maintain their own web sites. The content of the web site should be similar in nature to that described above for the SCOH web site, but specific to the committee. Each committee's web site will be accessible via a link from the SCOH web site.

APPENDIX A

Committees that Report to SCOH

Each council, subcommittee, special committee, joint committee, technical committee, and task force that currently reports to SCOH is described in this appendix.

Councils

Two councils—the Council on Project Delivery and the Council on Operations—coordinate activities among SCOH’s committees. The majority of SCOH’s committees fall under the umbrella of one of the councils, although a few committees operate independently of a council.

- **Council on Project Delivery.** The Council on Project Delivery coordinates the activities of the following groups:

- Bridges and Structures Subcommittee
- Construction Subcommittee
- Design Subcommittee
- Materials Subcommittee
- Right-of-Way and Utilities Subcommittee
- Context Sensitive Design Task Force

Each group oversees various task forces and technical committees, which therefore also fall under the scope of the Council on Project Delivery.

- **Council on Operations.** The Council on Operations coordinates the activities of the following subcommittees:

- Highway Transport Subcommittee
- Maintenance Subcommittee
- Systems Operation and Management Subcommittee
- Traffic Engineering Subcommittee

Each subcommittee oversees various task forces and technical committees, which, therefore, also fall under the scope of the Council on Operations.

Subcommittees

Each subcommittee of SCOH is described below. Each member department is entitled to membership on each subcommittee. To ensure consistency and

the best thinking of the Association, each subcommittee works cooperatively, as appropriate, with other SCOH subcommittees and standing committees.

- **Bridges and Structures Subcommittee.** The Bridges and Structures Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates of national concern;
- Develop and keep current all major engineering standards, specifications, and principles pertaining to the methods and procedures of bridge and structural design, fabrication, erection, and maintenance, including geometric standards and aesthetics as appropriate for such structures;
- Make recommendations for testing and investigating existing and new materials of construction;
- Determine areas of needed study and research in the area of bridge engineering; and
- Develop and maintain such standards and procedures as are appropriate for rating and evaluating existing bridges in service.

The Bridges and Structures Subcommittee oversees the following technical committees:

- Bearings and Expansion Devices Technical Committee
- Bridge Management, Evaluation, and Rehabilitation Technical Committee
- Computers Technical Committee
- Construction Technical Committee
- Concrete Design Technical Committee
- Corrosion Technical Committee
- Culverts Technical Committee
- Fiber Reinforced Polymer Composites Technical Committee
- Guardrail and Bridge Rail Technical Committee
- Loads and Load Distribution Technical Committee
- Moveable Bridges Technical Committee
- Research Technical Committee
- Security Technical Committee
- Seismic Design Technical Committee

- Structural Steel Design Technical Committee
- Structural Supports for Signs, Luminaries, and Traffic Signals Technical Committee
- Substructures and Retaining Walls Technical Committee
- Timber Structures Technical Committee
- Tunnels Technical Committee
- Welding Technical Committee

- **Construction Subcommittee.** The Construction Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates of national concern;
- Prepare, publish, and keep current guide specifications for construction and a manual of construction practices and methods;
- Coordinate the practices of member departments regarding construction procedures and operate a forum for the exchange of information regarding such procedures; and
- Effect liaison with other subcommittees in a concerted effort to:
 - Reduce construction cost,
 - Promote quality in construction,
 - Provide coordinated plans and specifications,
 - Mitigate traffic impacts,
 - Advocate environmental sensitivity in construction,
 - Promote safety for both the construction workers and the traveling public,
 - Encourage economical electronically supported business practices for construction related programs, and
 - Promote the best practices for administering construction contracts with all stakeholders.

The Subcommittee on Construction oversees the following entities:

- Environment and Human Resources Technical Section
- Computers in Construction Technical Section
- Contract Administration Technical Section
- Research Steering Committee
- Roadway and Structures Technical Section

- **Design Subcommittee.** The Design Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates of national concern;
- Investigate available data and pursue studies to develop and keep current appropriate publications pertaining to principles, methods, and procedures of transportation facility design, including but not limited to geometric, aesthetic elements, and pavements;
- Investigate, develop, and keep current recommended practices for the design of facilities to integrate appropriate safety features;
- Recommend and promote design practices that will protect and enhance the quality of the environment;
- Provide a forum for the exchange of practices and experience in the field of transportation facility design; and
- Give due consideration to the effect of all design features on economic and energy resources.

The Design Subcommittee oversees the following technical committees and joint technical committees:

- Cost Estimating Joint Technical Committee
- Design-Build Joint Technical Committee
- Environmental Design Technical Committee
- Geometric Design Technical Committee
- Highway Lighting Technical Committee
- Hydrology and Hydraulics Technical Committee
- Nonmotorized Transportation Joint Technical Committee
- Pavements Joint Technical Committee
- Preconstruction Engineering Management Technical Committee
- Public Transportation Facilities Design Technical Committee
- Roadside Safety Technical Committee
- Value Engineering Joint Technical Committee

- **Highway Transport Subcommittee.** The Highway Transport Subcommittee is concerned with the interrelationship between commercial vehicle operations and the highway systems of

the United States. The Highway Transport Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates or issues of national concern;
- Evaluate the degree to which the needs of interstate commerce are met by the highway systems in their current state of improvement under existing laws, policies, and practices;
- Make recommendations that contribute to improving the efficiency of highway systems to handle commercial vehicles with due regard to public safety and the conservation and cost of the highway plant;
- Maintain liaison with:
 - ❖ Agencies within the U.S. Department of Transportation involved with safety, size and weight issues, intelligent transportation systems, and other related aspects of commercial vehicles;
 - ❖ The commercial vehicle industry and its representative associations regarding vehicle design and standards and practices associated with commercial motor vehicle operations;
 - ❖ The Department of Defense concerning military equipment needs; and
 - ❖ Other external organizations, as necessary, to achieve the mission of the subcommittee.
- Promote uniformity of size and weight laws and administrative enforcement procedures among the states;
- Maintain the AASHTO Guide for Maximum Dimensions and Weights of Motor Vehicles and for the Operation of Nondivisible Load Oversize and Overweight Vehicles; and
- Review, monitor, and participate in studies and proposals related to the commercial use of public highways.

The Highway Transport Subcommittee oversees the following groups:

- Commercial Vehicle Operations and Technology
- Oversize and Overweight Permits
- Truck Size and Weight

• **Maintenance Subcommittee.** The Maintenance Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates of national concern; and
- Prepare, publish, and keep current the following:
 - ❖ General maintenance specifications for contract or force account work involving the preservation of all classes of highways under the jurisdiction of member departments;
 - ❖ A comprehensive manual of recommended maintenance methods and practices;
 - ❖ A manual of instructions for inspectors of maintenance work;
 - ❖ Information on new and improved maintenance equipment and practices; and
 - ❖ Data on new types of equipment that will further mechanize and reduce the costs of maintenance operations and encourage maintenance performance records and reports that will:
 - ◆ Identify design features that should be corrected as disclosed through maintenance problems and operation,
 - ◆ Promote efficient and effective maintenance through improved management practices,
 - ◆ Protect and enhance the quality of the environment, and
 - ◆ Develop instructional recommendations for inclusion in a manual relating to roadside development and the preservation of the roadside.

The Maintenance Subcommittee oversees the following entities:

- Bridges Task Force
- Contract Maintenance Focus Group
- Customer Satisfaction Focus Group
- Equipment Focus Group
- Management Systems Focus Group
- Pavements Task Force
- Research Focus Group
- Roadside and Environment Task Force
- Snow and Ice Task Force

- Traffic Services and Safety Task Force
- Winter Maintenance Policy Coordination Committee (including the Snow and Ice Cooperative Program)
- Workforce Development Focus Group

• **Materials Subcommittee.** The Materials Subcommittee shall:

- Identify and report to SCOH on any federal regulatory mandates of national concern;
- Prepare, publish, and keep current:
 - ❖ Specifications for materials used in the construction and maintenance of all transportation facilities including highways, bridges, and structures,
 - ❖ Specifications for standard methods of sampling and testing such materials and other items incident to construction, maintenance, and operation of such facilities, and
 - ❖ Information on the performance of special products evaluated by member departments
- Act for the Association in monitoring and administering the operation of the AASHTO Materials Reference Laboratory (AMRL) conducted by the National Institute of Standards and Technology;
- Provide necessary liaison with the National Institute of Standards and Technology and the American Society for Testing and Materials; and
- Provide a forum for the exchange of information and, where appropriate, promote the use of new materials and develop and recommend methods of tests for such materials.

The Materials Subcommittee oversees the following Divisions and Technical Committees:

- Bituminous Materials and Mixtures Division
 - ❖ Bituminous Materials and Mixtures Technical Committee
 - ❖ Asphalts Technical Committee
 - ❖ Asphalt-Aggregate Mixtures Technical Committee
 - ❖ Proportioning of Asphalt-Aggregate Mixtures Technical Committee

- General Manufactured Materials Division
 - ❖ Rigid Pipe Technical Committee
 - ❖ Flexible and Metallic Pipe Technical Committee
 - ❖ Coatings, Paints, Preservatives, Bonding Agents, and Traffic Markings Technical Committee
 - ❖ Safety Devices Technical Committee (Guardrail, fencing, impact attenuators, safety barriers, illumination, electronics, signs, and signals)
 - ❖ Joint Materials, Wood, Bridge Bearings, Geosynthetics and Insulation Board Technical Committee
 - ❖ Structural Components Technical Committee
 - ❖ Concrete Reinforcement Technical Committee
 - ❖ Castings and Non-Ferrous Metals Technical Committee
- Geotechnical Division
 - ❖ Soil and Unbound Recycled Materials Test Methods Technical Committee
 - ❖ Subsurface Exploration, Soil Instrumentation, Soil Stabilization, and Field Testing of Soils Aggregate Materials Technical Committee
- Hydraulic Cements, Concrete, and Concrete Related Materials Division
 - ❖ Hydraulic Cements and Pozzolanic Materials Technical Committee
 - ❖ Concrete Materials and Fresh Concrete Properties Technical Committee
 - ❖ Hardened Concrete Properties Technical Committee
- Pavement Serviceability, Environmental Quality, and Quality Assurance Division
 - ❖ Pavement Measurement Technologies Technical Committee
 - ❖ Environmental Quality Measurements Technical Committee
 - ❖ Quality Assurance, Data Evaluation, and Acceptance Plans Technical Committee

- **Right-of-Way and Utilities Subcommittee.** The Right-of-Way and Utilities Subcommittee shall:

- Review the laws and regulations of the Federal Government, member states, and territories pertaining to public acquisition and management of real property for transportation related purposes;
- Review issues related to the placement of utilities on highway rights-of-way;
- Provide a forum for the exchange of experiences, innovations, and best practices;
- Recommend such laws, rules, regulations, and procedures so as to improve the quality and efficiency of right of way and utilities operating practices;
- Establish, as appropriate, liaison relationships with offices of the Federal Highway Administration and such other entities having a role and responsibility in the area of right of way and utilities;
- Work cooperatively with other AASHTO committees and subcommittees; and
- Report to SCOH on its actions, publications, recommendations, and resolutions promoting the general purpose of the Association.

The Right-of-Way and Utilities Subcommittee oversees the following technical councils:

- Utility Coordination/Relocation/Subsurface Engineering Technical Council
- Utility Accommodation Technical Council
- Utility Safety Technical Council
- Right of Way Appraisal & Appraisal Review Technical Council
- Right of Way Relocation Technical Council
- Right of Way Acquisition Technical Council
- Right of Way Property Management Technical Council
- Right of Way/Eminent Domain Coordination Management Technical Council
- Right of Way Program Management Technical Council
- Right of Way and Utilities Scoping and Mapping Technical Council

- **Systems Operation and Management Subcommittee.** As a crosscutting subcommittee, this subcommittee maintains close liaisons with other committees and liaison members from other committees are encouraged.

The System Operations and Management Subcommittee shall:

- Develop policy proposals on system operations, emphasizing the deployment of ITS and other new technologies;
- Respond to federal-aid policy, regulations, and legislation;
- Increase support for transportation systems management and operations among other SCOH subcommittees;
- Develop needed research proposals and share best practices;
- Identify and assess human resource needs related to operations;
- Promote appropriate training and education;
- Examine institutional issues and implications;
- Recommend appropriate public policy related to operations and system management and advanced technology systems development and deployment; and
- Prepare and recommend technical and procedural guidelines and standards.

The Systems Operation and Management Subcommittee oversees the following task forces and working groups:

- Intelligent Transportation System Standards Development, and Deployment Task Force
- Incident/Emergency Management Task Force
- Performance Measurement Task Force
- Technology Initiatives for Operations Task Force
- Work Zone Management Task Force

- **Traffic Engineering Subcommittee.** The Traffic Engineering Subcommittee shall:
 - Identify and report to SCOH on any federal regulatory mandates of national concern;
 - Assess the effectiveness of traffic control practices and devices in terms of public safety, convenience, and cost;

- Investigate and report on advancements in methods and equipment that reduce costs, lower energy consumption, improve motorist guidance, and lessen accident experience; and
- Develop recommended improvements in standards and guidelines contained in the *Manual on Uniform Traffic Control Devices* (MUTCD).

The Traffic Engineering Subcommittee oversees the following technical committees and working groups:

- National Committee on Uniform Traffic Control Devices Delegation
- Safety and Security Technical Team
- Signing and Marking Technical Team
- Work Zone Technical Team
- Traffic Design, Regulation, and Management Technical Team
- Traffic Signals and Roadway Lighting Technical Team

Special Committees

Each of SCOH's special committees is described below.

- **International Activity Coordination Special Committee.** The President of AASHTO designates a chair, vice-chair, and secretary for the special committee. The chairs of SCOH and each of its subcommittees may designate up to two members each to serve on the special committee. The chairs of other standing committees also may designate up to two members each to serve on the special committee. The International Activity Coordination Special Committee shall:

- Maintain an overview of ongoing and planned international activities involving AASHTO and its member departments;
- Advise the panel for National Cooperative Highway Research Program (NCHRP) Project 20-36 and any other Transportation Research Board panels or committees concerned with international matters on the views of the - -

Association and its committees regarding their international activities;

- Advise and, where appropriate, cooperate with the Federal Highway Administration and other U.S. Department of Transportation agencies on international program activities;
- Guide the transfer of international technology and information to the member departments and the committees of the Association;
- Facilitate the cooperation and involvement of other organizations in those international activities supported by the special committee, in keeping with the strategic plan and governing documents of the Association;
- Advise on persons to represent AASHTO on the committees of the World Road Association and other international organizations; and
- Advise the Executive Director on implementation of AASHTO Resolution AR-6-85 and, in general, on the international activities of the Association.

- **U.S. Route Numbering Special Committee.**

SCOH is delegated the authority to take appropriate action on behalf of AASHTO on matters submitted to it by the U.S. Route Numbering Special Committee, and shall report such actions to the Board of Directors. Members of the special committee are appointed by the AASHTO President and consist of one person from a member department in each AASHTO region. One of these members will be designated by the AASHTO President to serve as Chair. The term of office of all members is four years and reappointment is possible at the discretion of the Executive Committee. A non-voting secretary is appointed from AASHTO's staff. The U.S. Route Numbering Special Committee shall:

- Recommend to SCOH actions to take regarding proposed revisions, additions, or deletions on the U.S. Numbered and Interstate Systems;
- Make recommendations on the development and adoption of uniform map symbols and on the development and use of official route markers;

- Advise SCOH on matters of policy dealing with the operation of the U.S. Numbered and Interstate Systems; and
- Implement the U.S. Bicycle Route Numbering System.

• **Wireless Technology Special Committee.** The membership of the special committee shall comprise a chair, vice chair, secretary, three members from each Region of AASHTO, chosen for their knowledge of the radio communication needs of member departments, and one person appointed by the Federal Highway Administration, who serves ex officio at the pleasure of that Administration. The term of the three members from each region is three years, which will be staggered to provide continuity on the special committee. Members of the special committee, as designated by the President, represent the Association on the Land Mobile Communications Council and other organizations related to radio communications in which the Association may participate. The Wireless Technology Special Committee shall:

- Monitor developments with regard to radio communications;
- Work to secure and protect sufficient frequency assignments to meet the radio frequency and frequency management needs of the member departments;
- Cooperate with others having common interests with member departments in securing and protecting frequencies;
- Propose to SCOH such policy statements as it believes the Association should consider and adopt; and
- Under the general supervision of the Executive Director, represent the interests of the Association and its member departments in proceedings before Federal agencies on radio frequency matters.

• **National Cooperative Highway Research Program (NCHRP) 20-7 Project Panel.** The Standing Committee on Highways is responsible for administering NCHRP Project 20-7 on behalf of AASHTO. This program is aimed at providing rapid solutions to small or modest

research problems having general applicability to the member departments. While any AASHTO member department may make project proposals, a decision to proceed is made via majority vote of SCOH.

• **Technology Implementation Group.** The purpose of the Technology Implementation Group is to identify and champion the deployment and implementation of a select few ready-to-use technologies, products, or processes that are likely to yield significant economic or qualitative benefits to the transportation community. Membership on this committee consists of: two SCOH members from each of the four AASHTO Regions; one member from the Research Advisory Committee; and one member from the National Association of County Engineers. All members are appointed by the Chair of SCOH.

The strategic goals of the Technology Implementation Group include the following:

- Identify and solicit “ready-to-implement” transportation technologies;
- Select “high payoff” technologies to focus on;
- Provide top-management leadership support for implementation;
- Identify focus technology champions;
- Formulate approaches for rapid development;
- Create partnerships; and
- Communicate.

• **National Transportation Products Evaluation Program (NTPEP) Oversight Committee.** The primary mission of the NTPEP program is to reduce duplication of effort by member departments and participating industry, for purposes of product prequalification. The program focuses physical testing resources and expert knowledge to better understand and utilize proprietary, engineered products. Membership on this committee is open to all AASHTO member departments.

The key objective of NTPEP is to provide quality and responsive engineering for the testing and evaluation of products, materials, and devices that are commonly used by member depart-

ments. The critical objectives of NTPEP include the following:

- To develop and conduct rigorous laboratory and field evaluations on a wide array of proprietary, engineered products;
- To enable transportation decision makers to be informed consumers in multiple product areas, including developments in fields other than their own expertise;
- To provide NTPEP stakeholders with a platform for open dialogue where there is a spirit of cooperative partnership;
- To foster responsible and balanced debate on controversial issues affecting the transportation market to best serve the public interest;
- To improve the Nation's transportation system by elevating the quality of available products, encouraging product innovation, and heightening awareness of their availability;
- To forecast important issues and trends facing NTPEP stakeholders, as they may affect transportation resources available to conduct evaluation under NTPEP;
- To achieve the highest level of implementation of program results, by providing reports that are timely, credible, and easy to assimilate into business processes;
- To proactively communicate between the NTPEP Oversight Committee, peer AASHTO committees, and external professional organizations that have interest in NTPEP;
- To recognize that all NTPEP Stakeholders have a public responsibility to marshal their resources to achieve the goals of these critical objectives; and
- To make a personal commitment to invest time and energy in achieving these critical objectives.

The NTPEP Oversight Committee administers the following project panels:

- Bridge Deck Sealers Project Panel
- Concrete Curing Compounds Project Panel
- Flexible Delineator and Work Zone Channelizers (Drums) Project Panel
- Geotextiles & Geosynthetics Project Panel

- High Density Polyethylene (HDPE) Thermoplastic Pipe Project Panel
- Joint Sealers for Concrete Pavements Project Panel
- Liquid Concrete Admixtures Project Panel
- Pavement Marking Material Project Panel
- Portable Changeable Message Signs and Flashing Arrow Panels Project Panel
- Raised Pavement Markers and Adhesives and Snow-Plowable Raised Pavement Markers Project Panel
- Rapid-Set Concrete Patch Materials Project Panel
- Reinforcing Steel (Rebar) Project Panel
- Rolled Erosion Control Products Project Panel
- Sign Sheeting Material Project Panel
- Structural Steel Coating Systems Project Panel

Joint Committees

The following joint committee reports directly to SCOH:

- Joint AASHTO-American Council of Engineering Companies (ACEC) Committee. This joint committee provides quality and responsive engineering and consulting services to the Nation's transportation system, and improves the quality and responsiveness of the transportation programs and services provided by AASHTO and its member departments.

AASHTO representation on the joint committee consists of a co-chair and two members from each AASHTO Region as appointed by the President, with four of the regional representatives being nominated by the Chair of SCOH and four being nominated by the Chair of the Standing Committee on Planning, a co-secretary from AASHTO's staff as designated by the Executive Director, and one representative each designated by the Federal Highway Administration and the Federal Transit Administration. The co-chairs and co-secretaries determine the agenda for the joint committee. The Joint AASHTO-ACEC Committee reports to SCOH and the Standing Committee on Planning.

Technical Committees. All existing technical committees report to a SCOH committee and are listed above under their respective parent committee.

Task Forces

The Standing Committee on Highways includes task forces created to discharge the duties of the standing committee or its committees. Each task force that reports to a council or other SCOH committee is listed above under its respective parent committee. The following task force reports directly to SCOH.

- Privatization and Commercial Use of Right-of-Way Task Force

APPENDIX B

Making and Considering Motions

The procedures for making and considering motions are provided below. This information is in addition to that provided in Section 3.4.3, "Motions." These procedures are drawn from Roberts' *Rules of Order, Newly Revised 10th Edition*. Where the following procedures are lacking or are questioned, Roberts' *Rules of Order* may be used for guidance.

Main Motion

A main motion brings business before the assembly and may be made only when no other motion is pending. Main motions introduce a substantive question as a new subject and are the basic device by which a matter is presented for possible action.

Secondary Motions

A secondary motion may be made while the main motion is on the floor and before it has been decided. Secondary motions are divided into the following three classes:

- Subsidiary motions
- Privileged motions
- Incidental motions

Subsidiary Motions. Subsidiary motions treat or dispose of a motion. Each subsidiary motion listed below takes precedence over the main motion and any or all of the motions listed before it. The following summarizes the procedures related to each subsidiary motion.

- Postpone indefinitely
 - To drop the main motion without a direct vote
 - Must be seconded
 - Is debatable
 - Is not amendable
 - Requires majority vote
- Amend
 - To modify the wording—and within certain limits the meaning—of a pending motion

- May be applied to itself resulting in an amendment to and amendment or secondary amendment. A secondary amendment, however, cannot be amended
 - Must be seconded
 - Is debatable when the motion to which it is applied is debatable
 - Requires a majority vote, even in cases where the motion being amended requires a two-thirds vote
- Commit or refer
 - To send a pending questions to a relatively small group of selected persons—a subunit or other group—so that the question may be carefully put into better condition for SCOH to consider; or
 - To permit SCOH to consider the motion with the greater freedom of debate that is allowed in the subunits (no limit on the number of times a member may speak)
 - Must be seconded
 - Is debatable
 - Is amendable (as to the subunit to which the motion is referred). A motion to reconsider informally is not amendable
 - Requires a majority vote
 - Postpone
 - The motion by which action on a pending motion may be put off, within limits, to a definite day, meeting, or hour, or until after a certain event
 - Must be seconded
 - Is debatable
 - Is amendable
 - Requires a majority vote
 - Limit or extend limits of debate
 - May limit debate by 1) reducing the number or length of speeches permitted, or 2) requiring that at a certain hour or after debate for a specified length of time, debate shall be closed. May extend debate by allowing more and/or longer speeches than under regular rules
 - Must be seconded
 - Is not debatable
 - Is amendable

- Requires a two-thirds vote
- Previous question
 - Immediately closes debate and the making of subsidiary motions except the motion to Lay on the Table
 - Must be seconded
 - Is not debatable
 - Is not amendable
 - Requires a two-thirds vote
- Lay on the table
 - To interrupt the pending business so as to permit doing something else immediately. There is no set time for taking the matter up again, but its consideration may be resumed at the will of a majority. Out of order if the intent is to kill or avoid dealing with a measure
 - Must be seconded
 - Is not debatable; though chair may ask for the maker to state the reason for the motion
 - Is not amendable
 - Requires a majority vote

Privileged Motions

Privileged motions deal with matters of immediate and overriding importance, which, without debate, interrupt the consideration of anything else. The privileged motions take precedence over motions of any other class. Each of the succeeding privileged motions, listed below, takes precedence over any or all of the motions listed before it. The following summarizes the procedures related to each privileged motion.

- Call for orders of the day
 - To demand to take up the proper business in order
 - Does not require a second
 - Is not debatable
 - Is not amendable
 - The orders of the day may be set aside by a two-thirds vote
- Raise a question of privilege
 - Permits a request or main motion relating to the rights and privileges of SCOH or any of its members to be brought up for possible

immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

- Does not require a second
 - Is not debatable
 - Is not amendable
 - The chair determines if the request is in fact a question of privilege and, if so, whether it is urgent enough to interrupt the pending business
 - Recess
 - A short intermission in the proceedings, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted
 - Must be seconded
 - Is not debatable
 - Is amendable as to the length of recess; any such amendment is not debatable
 - Requires a majority vote
 - Adjourn
 - To close the meeting
 - Must be seconded
 - Is not debatable
 - Is not amendable
 - Requires a majority vote
 - Fix the time to which to adjourn
 - To set the time and sometimes the place for another meeting to continue the business of the session, with no effect on when the present meeting will adjourn
 - Must be seconded
 - Is not debatable
 - Is amendable as to the date, hour, or place; such amendments are not debatable
 - Requires a majority vote
- ### Incidental Motions
- Incidental motions relate to the pending business or to business otherwise at hand. Incidental motions deal with questions of procedure arising out of: 1) commonly, another pending motion; but also 2) sometimes, another motion or item of business a) that is desired to introduce, b) that has been made

but has not yet been stated by the chair, or c) that has just been pending. With only a few exceptions, incidental motions are related to the main question in such a way that they must be decided immediately, before business may proceed. Most are not debatable. The following summarizes the procedures related to incidental motions.

- Point of order
 - When a member thinks that the rules of the assembly are being violated, the member may make a “point of order,” calling upon the chair for a ruling and an enforcement of the regular rules
 - Does not require a second
 - Is not debatable, but with the chair’s consent a member may explain his point and other members may be heard by way of explanation
 - Is not amendable
 - Is normally ruled upon by the chair. No vote is taken unless the chair is in doubt or his ruling is appealed. If a vote is taken, the rules governing debate are the same as for an Appeal
- Appeal
 - Presiding officer has the authority to make rulings on questions of parliamentary law, but any two members have the right to appeal the presiding officer’s decision on such a question
 - Must be seconded
 - Is debatable, unless it related to indecorum or a transgression of the rules of speaking, priority of business, or is made while the immediately pending question is not debatable
 - Is not amendable
 - A majority or a tie vote sustains the decision of the chair, if the presiding officer is a member, the presiding officer may vote
- Suspend the rules
 - When SCOH wishes to do something that it cannot do without violating one or more of its regular rules, it may adopt a motion to suspend the rules. Rules contained in the bylaws of AASHTO cannot be suspended.
 - Must be seconded
- Is not debatable
- Is not amendable
- Usually requires a two-thirds vote
- Objection to the consideration of the question
 - Enables SCOH to avoid a particular original main motion altogether when it believes it would be strongly undesirable for the motion even to come before SCOH
 - Does not require a second
 - Is not debatable
 - Is not amendable
 - A two-thirds vote against consideration is required to sustain the objection
- Division of a question
 - When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts may be separated to be considered and voted upon as if they were distinct questions
 - Must be seconded
 - Is not debatable
 - Is amendable
 - Requires a majority vote
- Consideration by paragraph or seriatim
 - A report or long motion consisting of a series of resolutions, paragraphs, articles, or sections that are not totally separate questions may be considered by opening the different parts to debate and amendment separately without a division of the question
 - Must be seconded
 - Is not debatable
 - Is amendable
 - Requires a majority vote
- Division of the assembly
 - Whenever a member doubts the result of a voice vote or a vote by show of hands, the member may call for a division of the assembly, requiring the vote be taken again by rising
 - Does not require a second
 - Is not debatable
 - Is not amendable

- Does not require a vote, a single member may demand a division
- Motions relating to methods of voting and the polls
 - To obtain a vote on a question in some form other than by voice or rising (such as ballot, roll call, counted standing vote) or to close or reopen the polls,
 - Must be seconded
 - Are not debatable
 - Are amendable
 - Requires a majority vote, except a motion to close the polls which requires a two-thirds vote
- Motions relating to nominations
 - While an election is pending, to determine the method of making nominations (when it is not prescribed in the bylaws or rules of order) or to close or reopen nominations
 - Must be seconded
 - Are not debatable
 - Are amendable
 - Require a majority vote, except a motion to close nominations, which requires a two-thirds vote
- Request to be excused from a duty
 - SCOH may require that members attend a certain number of meetings, prepare talks or papers, serve on subunits, or accept an office. A member may request to be relieved from duty.
 - Does not require a second
 - Is debatable
 - Is amendable
 - Requires a majority vote, but is frequently settled by unanimous consent
- Requests and inquiries
 - To obtain information or to do or have something done that requires permission from SCOH. Members may make the following types of inquiry or request:
 - ❖ Parliamentary inquiry (responded to by the chair)
 - ❖ Point of information (responded to by the chair)
 - ❖ Request for permission (or leave) to withdraw or modify a motion (responded to by the assembly)
 - ❖ Request to read papers (responded to by the assembly)
 - ❖ Request for any other privilege (responded to by the assembly)
 - Parliamentary inquiry and point of information do not require a second. The other requests do not require a second, except when moved formally by the maker of the request.
 - All are not debatable
 - All are not amendable
 - No vote is taken on parliamentary inquiry and point of information. The other requests require a majority vote in order to be granted and are frequently settled by unanimous consent



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