

Illinois Road and Transportation Builders Association Procedures for Standing Committees

(Updated 11/09)

Committee Structure

Committees shall be established by the IRTBA Board of Directors.

Committees of the Board

Committees of the Board shall consist of the Executive Committee, the Nominating Committee, and the Budget and Finance Committee. Participation on such committees shall be governed by the by-laws of the Association.

Internal, Industry and Technical Committees

Committees of the Association shall be classified as Internal, Industry and Technical and Cooperative committees. Only the Board can establish a committee. A list of committees shall be published in the Association Directory each year.

Committee Oversight

The Executive Committee of the Board, in addition to its defined duties, shall be responsible for overseeing the parliamentary activities of the Internal, Industry and Technical Committees. It shall ensure the levels of responsibility and authority are adhered to, and that the mission of each committee is established and does not overlap other activities of the organization.

Parliamentary Procedures

The latest edition of Robert's Rules of Order newly revised will be followed in conducting the business of any committee.

Multi-Committee Coordination

Committees are encouraged to work together in addressing and resolving issues. The coordination of these efforts shall be determined by the chairs of such committees.

Committee Member Responsibility

Eligibility

Representatives of IRTBA members in good standing are eligible to serve on committees. No individual shall be compensated for volunteer leadership on a committee.

Application Process

Each November IRTBA members will be polled as to their choices for the committee(s) on which they would like to serve. Committee chairs and members will be assigned by the incoming Chair of the Board of Directors based upon consideration of members' choices. Every effort will be made to assign positions requested. Except for the Committees of the Board, which shall be governed by the by-laws, one third of the committee shall be designated to members of the Planning & Design Division. That (those) position(s) shall be filled by an appointment by the Planning & Design Division Chair.

Except for the committees of the Board there shall be no limit to the number of members who serve on a committee unless otherwise determined by the chair. However, the Chair of the Board is advised to consider the ability to conduct a productive meeting in determining committee size.

Attendance and Participation Requirements

In order to remain a member of a committee, members are expected to attend and participate in *every* meeting. The committee chair shall have the right to remove from committee membership any member who is absent from at least 3 consecutive meetings. The chair may call for a quorum for any meeting. If a quorum is required, members shall receive proper and adequate notice of such prior to the meeting. If a member cannot attend a meeting for which a quorum is required he or she may select a designated proxy who will have full voting rights and privileges on behalf of the committee member. The proxy must be a member in good standing of the committee. The committee member shall inform the chair in advance of the meeting of the selected proxy.

Voting Privilege

Items coming before the committee shall be voted on by the members. Only committee members or approved alternates (proxy) may vote on matters brought before the committee.

Committee Leadership

Chair

The committee chair shall be a representative of a member in good standing of IRTBA. The chair will be appointed by the incoming Chair of the Board of Directors prior to publication of the Association Directory to serve a one-year term. The appointment must be ratified by the full Board of Directors at the previous December meeting. A chair may be reappointed to serve no more than four consecutive terms.

The chair shall preside at all committee meetings. In the event the chair cannot attend, the vice chair shall serve as chair.

The chair or vice chair when acting as chair will vote only when a tie-breaking vote is needed.

Task forces or subcommittees as needed may be appointed by and will be responsible to the chair and may meet any time.

The chair shall develop the meeting agendas and distribute them to the committee membership and staff liaison at least one week prior to any scheduled meeting. In the event of the calling of an unscheduled meeting, the chair shall make every effort to distribute an agenda in advance.

The chair shall review a draft of the meeting minutes as prepared by the secretary prior to distribution to the committee membership.

The chair of the IDOT / IRTBA Coordination Council shall be the IDOT Policy Committee Representative from the IRTBA. Membership on the Council shall consist of representatives on the IDOT-established committees and the chair of the IDOT District 1 / IRTBA Joint Forum Committee.

Vice Chair

Except for on the committees of the Board, each committee shall have a vice chair. The vice chair shall be selected by the committee at the first meeting of the year each year. The vice chair shall be a current member of the committee and shall serve a one year term. The vice chair can serve no more than four consecutive terms.

The vice chair shall serve as chair in the event the chair is absent from any meeting of the committee.

The vice chair may vote on any items coming before the committee except when he or she is acting as chair.

Secretary

The staff liaison to the committee shall serve as secretary.

The secretary shall be responsible for recording attendance and taking accurate notes of the proceedings at each meeting.

The secretary shall record the names of the persons present, as well as those making a motion, a second to a motion, an amendment, and the final vote count.

The secretary shall produce the minutes for review by the chair and distribution to each committee member within two weeks following the meeting. The minutes shall include a list of follow-up action items and notice of any action to be taken to the Board for approval. All minutes shall be distributed to the Board of Directors prior to their next meeting.

Staff Liaison

The staff liaison shall be appointed by the President.

The staff liaison shall have no voting rights.

The staff liaison shall follow up on all activities of the committee that impact staff's work plan, the Board's strategic plan, and action plans of the committee.