

Transportation Steering Committee Service & Election Guidelines

General

Following approval by the ACEC WI Board of Directors, this document outlines the guidelines for operation of Transportation Steering Committee. These guidelines provide further direction to the committee, above those stated under the ACEC WI Committee Guidelines Policy.

Purpose

Organizes activities in accordance with the ACEC WI Strategic Plan: 1) Maintains ongoing working relationship with WisDOT Central Office Consultant Services Director, communicates regularly with WisDOT Regions, participates in partnering activities with the agency and coordinates the quarterly meetings; 2) Implements policies and rules agreed upon by WisDOT/Transportation Leadership Committee, identifies topics for the TLC to work through with WisDOT, monitors WisDOT programs and other issues affecting consulting engineers, and is the clearinghouse for issue resolution; and 3) Tracks activities and serves as the liaison to specific work/user groups, takes action between regular committee meetings and represents the whole committee in various meetings, and maintain liaisons with allied organizations in accordance with the ACEC WI Committee Guidelines Policy.

Committee Membership

Membership on the Transportation Committee shall be made available to all member firms. One representative from the firm shall serve on the committee as the designated committee member; additional representatives may serve on subcommittees, work groups, and attend meetings as alternate representatives.

In accordance with the ACEC WI Confidentiality, Conflict of Interest, and Compliance Policy, if a potential or actual conflict of interest arises between a committee member and ACEC WI, the volunteer is to promptly disclose the conflict and, if requested, recuse him/herself from discussion or withdraw from the committee. A statement affirming no committee member has a conflict of interest with topics included on the meeting agenda shall be read at the beginning of each committee meeting.

Governing Board

A governing body of eight designated committee members will be considered the Transportation Steering Committee. The Transportation Steering Committee is a subset of the Transportation Committee and shall be elected by the full committee. As a goal, members of the Transportation Steering Committee shall represent, to the extent possible, small, medium and large size firms, based on the number of firm employees nationwide. Committee members must demonstrate a minimum of three years of active participation within ACEC WI to be eligible for nomination.

Elected members of the Transportation Steering Committee shall serve a term of two years. The election will take place prior to ACEC WI's July 1 fiscal year, during the spring ACEC WisDOT Transportation Committee Meeting. Once elected, that person becomes the firm's designated committee member.

The chairperson will serve on the Transportation Steering Committee for the necessary amount of time to fulfill the obligations outlined in the ACEC WI Committee Guidelines Policy. The vice

chair will be appointed for a two-year term. The vice chair appointment will run concurrently with the chairperson's appointment. The previous chairperson shall serve a one-year term following service as chairperson.

Transportation Steering Committee Responsibilities

Transportation Steering Committee members are expected to fully participate in the duties and responsibilities of both committees. This includes at least four Transportation Steering Committee meetings, four quarterly Transportation Committee meetings, meetings with WisDOT administrative staff, various work group assignments and other meetings as scheduled from time to time; teleconference and email discussions; and other items as assigned by the ACEC WI Board of Directors, Transportation Steering Committee and/or President/Executive Director. If a Transportation Steering Committee member cannot fulfill these obligations, the committee chairperson may ask the member to resign from the subcommittee.

Nomination Process

Only one person from a firm may be nominated for the Transportation Steering Committee. Nomination petitions may be obtained from ACEC WI Headquarters. Nomination petitions must be signed by the candidate and endorsed by three additional member firms, signed by each firm's committee designee. Member firms may not endorse more than one candidate for that election cycle. Endorsements may include a signature on the petition or written/electronic documentation accompanying the petition.

The annual nomination deadline is in late March. The date shall be established in the yearly election timeline document.

Voting

ACEC WI staff shall prepare ballots and the eligible nomination petitions shall be mailed to ACEC WI member firms' designated committee members in early April. Each member firm has one vote. Ballots are due prior to the Transportation Committee's spring quarterly meeting

The Transportation Committee Chair and ACEC WI President, or appointed alternates, shall tabulate the returns and report the results at the spring quarterly meeting.

The deadlines for ballot mailing and ballot return shall be established annually in the election timeline document.

Vacancy

In the case of the resignation of a Transportation Steering Committee member, the Transportation Steering Committee shall fill vacancies for the un-expired term.

Changes to Guidelines

These Transportation Committee Guidelines may be amended by a majority vote of the entire committee and approved by the ACEC WI Board of Directors.

Revised November 2, 2010, replacing policy initially adopted November 2002 by the ACEC WisDOT Liaison Committee. Originally approved by the ACEC WI Board of Directors December 18, 2002, revision accepted December 8, 2010.

Proposed Revision from August 24, 2012, edit made to purpose and change to vice chair term, revision accepted by committee September 6, 2012.

Revised September 13, 2012, proposing a vice chair 2-year term beginning July 2012 pending approval by the ACEC WI Board of Directors September 20, 2012.

Board approved changes September 20, 2012.

Revised January 7, 2016 to update committee names and remove specific date references. Dates to be updated in the annual timeline document moving forward to avoid annual changes to the Election Guidelines.

**Transportation Steering Committee
as of January 30, 2018**

July 2017 – June 2018	July 2018 – June 2019	July 2019 – June 2020
Chairperson Stephanie Christensen EMCS Inc. 2 nd of 2-year appointment	Chairperson Joe Bunker Strand Associates 1 st of 2-year appointment	Chairperson Joe Bunker Strand Associates 2 nd of 2-year appointment
Vice Chair Joe Bunker Strand Associates 2 nd of 2-year appointment	Vice Chair Eric Sorensen, Ayres Associates 1 st of 2-year appointment	Vice Chair Eric Sorensen, Ayres Associates 2 nd of 2-year appointment
[vacant]	Past Chairperson Stephanie Christensen, EMCS Inc.	[vacant]
Joe Bunker, Strand Associates 2-year term 2 nd of 2-year term	Ben Wilkinson, MSA 2-year term ⇒ ⇒	Ben Wilkinson, MSA 2 nd of 2-year term
Mike Bakalars, KL Engineering Appointed Member 2 nd of 2-year term	Scott Hasburgh, Mead & Hunt 2-year term ⇒ ⇒	Scott Hasburgh, Mead & Hunt 2 nd of 2-year term
Michael Kowal, Becher- Hoppe 2 nd of 2-year term	Michael Kowal, Becher-Hoppe 2-year term ⇒ ⇒	Michael Kowal, Becher-Hoppe 2 nd of 2-year term
Mary Beth Pettit, GRAEF 1 st of 2-year term	Mary Beth Pettit, GRAEF 2 nd of 2-year term	TBD
Eric Sorensen, Ayres Associates 1 st of 2-year term	Eric Sorensen, Ayres Associates 2 nd of 2-year term	TBD
Dan Durig, Baxter & Woodman 1 st of 2-year term	Ellery Schaffer, Jewell Associates Engineers <i>(Completing term vacated by Dan Durig)</i> 2 nd of 2-year term	TBD
Ex-officio – Board Liaison Kim Lobdell, KL Engineering	Ex-officio – Board Liaison Jill Treadway, JT Engineering	Ex-officio – Board Liaison TBD

The ACEC WI Board Liaison and President/Executive Director will serve as ex-officio members of the Steering Committee.

[shade = open seat]