

# Mid America Association of State Transportation Officials, Subcommittee on Highway Transport

## General

The Committee on Highway Transport hereby adopts these Operating Guidelines. These guidelines are subject to review and revision when necessary to meet the needs of the Committee. The Chair, in consultation with the Vice-Chair, may make minor adjustments. Major changes must be approved by two-thirds of all member states or two-thirds of those in attendance at a semi-annual meeting where changes are discussed.

## Mission Statement

The Mid America Association of State Transportation Officials, Subcommittee on Highway Transport will be an advocate for over dimension/overweight transportation issues by partnering with industry to promote uniformity of laws and regulations to allow for the efficient movement of goods while providing uninterrupted traffic flow and a safe transportation system among member states.

## Goals

1. To provide representation for the central region of the nation in regard to highway transportation issues.
2. To provide a forum for discussion and share best practices as it deals with statutes, regulations and industry requests.
3. To promote ITS/CVO applications that result in efficient movement of goods and a safe transportation system.
4. To communicate the work and recommendations of this committee to state DOTs, the motor carrier industry and other organizations.

## Membership

Initial membership includes the states of Iowa, Illinois, Indiana, Kansas, Kentucky, Michigan, Minnesota, Missouri, Ohio and Wisconsin. Other states are encouraged to Participate and allow multiple representatives to participate in meetings, discussions, etc. However, only member states are allowed to vote and only one vote per state is allowed. Each state shall provide a point of contact (POC). Voting will be done in writing. When a vote is necessary, information will be provided prior to the voting period to allow states to review.

Each member of the committee is to provide the Chair or their designee updates to membership information upon appointments and when changes occur. Changes to membership information is to be distributed to all member states in a timely manner.

## **Organization, Duties and Responsibilities**

The Chair and Vice-Chair will be filled by election. Each position will serve a two-year term and is available for re-election at the end of their term. Election will be by the majority of members in attendance of the semi-annual meeting where the election takes place.

The Chair is responsible for leading the committee and representing the committee in other capacities such as transportation meetings, functions, etc. The Vice-Chair is responsible for conducting general business under the direction of the Chair. The Chair and Vice-Chair will share support responsibilities such as preparing meeting minutes, recording activities etc. or may fill a secretary position through the election process. The responsibility for each member state's POC shall include but is not limited to responding to requests of the committee, providing input, and casting votes. As participation is crucial to the success of the committee; the POC shall provide a designee if they cannot respond to a request or want to be represented in an election. Information requested from a state will be put into a matrix by the requesting state. The requesting state will forward the matrix to the rest of the group and Missouri will post it to the website.

## **Task Forces**

The Chair may assign task forces. Task forces are responsible for addressing specific topics. The term of a task force will generally be less than one year. The committee Chair will appoint task force chairs.

## **Meetings**

Meetings will be held twice yearly. The spring meeting will take place at the Specialized Carrier & Rigging Association's Specialized Transportation Symposium and will be the non-voting meeting. This meeting will be informal with no agenda. Each state should be prepared to give a state report. If a state does not attend the spring meeting, a written report shall be sent to the Chair or Vice-Chair prior to the meeting so they can present it to the group. The fall meeting location will be rotated around the MS Valley region. The host state for the fall meeting will be responsible for developing the agenda and events associated with the meeting. All members are encouraged to suggest agenda items and participate in the logistics as much as possible. Conference calls, emails discussions, etc. will be conducted as needed.

## **COMMERCIAL EXHIBITS AND SPONSORSHIP**

Commercial exhibits and sponsorship are encouraged at meetings provided there is no conflict of interest. The Chair will approve all exhibits and sponsorships for the spring meeting and the host state will approve all exhibits and sponsorships for the fall meeting.

## **Industry Involvement**

Industry and consultants are to be encouraged to attend and participate in meetings within

limits as established by the Chair, Vice Chair and member states.