ITS AMERICA STANDING ADVISORY COMMITTEES GOVERNANCE - 2021

PROPOSED STANDING ADVISORY COMMITTEES

- Smart Infrastructure
- Automated Vehicles
- V2X
- Sustainability and Resiliency
- Emerging Technologies
- Mobility on Demand/MAs

PURPOSE

Each Standing advisory committee shall support ITSA's policy and programmatic and strategic objectives related to advancing intelligent transportation for a safer, greener, smarter transportation future. The scope of each Standing advisory committee will include policy development, advocacy, legislative and regulatory analysis, programmatic areas of focus, identification of potential research, creation of annual workshops, roundtables, and educational initiatives.

STRUCTURE

The Standing advisory committees will each be approved by the ITS America Board each year as part of the Board's annual review of strategic priorities. The ITS America Chair will recommend, and the ITS Board will approve committee chairs and vice chairs each year. The ITS America Chair, in consultation with the ITS America Vice Chair and ITS America CEO, will approve the full slate of voting members of each Standing advisory committee, who will direct the overall work of that committee.

Leadership

Standing advisory committees will each have a chair and vice chair, to represent the balance of public sector and private sector members. The terms for chair and vice chair will be one-year, with the expectation that the vice chair will ascend to chair and fill two consecutive one-year terms to ensure continuity in the work of the committee. The intent is to have an equitable representation of public sector and private sectors committee chairs – for example, with 6 standing advisory committees, the goal will be to have 3 public sector chairs and 3 private sector chairs.

Membership

Standing advisory committees will consist of up to 35 voting member seats that reflects the diversity of membership and maintains an equitable balance between public and private sectors. Each voting seat will be an

organizational seat. The chair and vice chair will have the flexibility to expand the number of voting seats if further representation from the membership or subject matter expertise is needed, subject to the approval of the ITS America Chair. Each committee will have a minimum of 12 members in order to be stood up.

All ITS America members are invited to participate in Standing advisory committee discussions and activities; however, voting is limited to the voting seats.

All members of the committee shall be appointed by the ITS America Chair.

In addition, non-voting members maybe identified from relevant federal agencies and other associations or partner groups.

Voting

In any proceeding in which voting by members is called for, each member organization in good standing shall be entitled to cast 1 vote. While we strive to reach consensus where possible, final decision is by majority vote. No Committee member may vote by proxy, however electronic voting is permitted. All policy positions approved by a standing advisory committee will be presented to the Board for review and approval.

Terms

Standing advisory committee members will serve for terms of two years, with staggered terms to ensure continuity of the committee's work. (NOTE: for 2021, committee member terms will be split between 2-year and 3-year terms in order to achieve continuity in the committee membership. Going forward, each member will be appointed for a two-year term. At the expiration of their term, a member may submit their interest in being re-nominated to the committee.

Working Groups

The chair and vice chair may designate working groups to support the strategic objectives of the committee. Initially, standing advisory committees will be set up with an active Programmatic Working Group whose focus will include thought leadership, research, networking, best practice development, and education. Other working groups (e.g. Policy Development, Legislative Task Force, Stakeholder Engagement, Advocacy, Technical Working Group, etc.) may be created on an ad hoc basis as needed.

The working groups may solicit member engagement beyond the membership of the committee's voting members as needed.

Meetings

Each standing advisory committee will meet at least quarterly, with at least two of those meetings in-person, barring significant unforeseen circumstances. One of the in-person meetings will coincide with the ITS America Annual Meeting. Working groups will meet more frequently by video or conference call to advance the work of the committee. The chair and vice chair of the committee may convene full committee meetings as needed, in

addition to the quarterly meetings.   Each committee will report out the work of the committee to the board at their quarterly meetings.

Voting members of each committee are expected to be active participants in the committee. At the request of the chair and vice chair, the ITS America Chair can remove a member from a voting seat for continual lack of attendance.

PROCESS FOR SEATING COMMITTEES

ITS America will send out a notice to members in December and January asking members to serve on standing advisory committees and to rank their top choice of committees. Members will indicate their interest on a google form.

Committee slates will be approved by the ITS America Chair by the end of January.

If a member does not receive their committee assignment of choice, staff will create a wait list. In the event of a vacancy, the wait list will be consulted. If no wait list exists, ITS America will put a call out to members asking for volunteers to serve.

MANAGEMENT

ITS America staff will be designated to staff the Standing advisory committee while the Chair and Vice Chair direct the work of the committees.