American Segmental Bridge Institute
REV: July 7, 2025

ASBI Committee Operating Procedures

These procedures are intended to be followed to provide a consistent level of communication for committees in conducting the business of the Institute and achieving the goals of the Strategic Plan. These procedures are guidelines and can be adapted to the needs of each Primary Committee (PC), by the committee chair except as noted.

Committee Organization

The ASBI Primary Committees are: *Design*, *Construction*, *Operations & Maintenance*, and *Engagement and Outreach*. Within these committees are subcommittees for on-going activities and work groups that are created to address occasional projects such as document updates.

Committee Membership and Participation

- Each member of a committee, subcommittee, or work group MUST be an ASBI organizational or professional member in good standing. No exceptions.
- Committee members shall be appointed by the Chair.
- Members can serve as voting members on no more than three primary committees. This limitation does not include the PTI/ASBI Joint Committees.
- Subcommittee membership is independent of Primary Committee membership and does not count towards the limitation of membership in no more than three primary committees.
- Committee participation is paramount to the success of the Institute. Committee members that attend less than half of all meetings of their committee over a two-year period will be dropped from the Committee roster. The Chair may exercise their discretion on enforcement of this attendance requirement to accommodate extenuating circumstances.
- To encourage participation by transportation agency officials, travel expenses for attending ASBI committee meetings will be reimbursed on a case-by-case basis. All other committee members are responsible for the costs of their meeting attendance and participation.
- Per the ASBI Bylaws, "Each member of a committee other than the Executive Committee (EC) shall continue indefinitely or until his or her successor is appointed, unless the committee shall be terminated, or unless he or she shall cease to qualify as a member thereof."
- No single ASBI organizational member shall have more than 3 representatives on an individual committee or subcommittee.
- There are no limitations on the composition of Friends of the committees.

Committee Structure

- Per the ASBI Bylaws, each PC will have a Chair nominated by the President and approved by the EC.
- Each PC will have a designated EC liaison to provide a conduit for communication with the EC.
- The Chair of each PC and subcommittee will select from their membership a Vice Chair to assist the Chair and fill in for the Chair as needed.
- The term for Chair shall be three years. Terms can be renewed at the discretion of the Executive Director, ED.
- A recommended Best Practice for each committee is to include succession planning in their 3-Year Work Plan. This should be include identifying new committee members and leadership.
- Each PC will have the option for a Secretary position to record attendance and take notes for each meeting as well as assist with preparing agendas, and other work as requested by the Chair. There is

no term limit for the position of secretary. Appointment is at the sole discretion of the chair. Hence, there may be a different secretary assigned at each meeting.

- Each PC is responsible for the composition of their committee and will maintain a roster of committee, subcommittee and work group members. This roster will be provided to the ED annually or when changes occur.
- Each committee should be composed of a broad representation of ASBI members to the greatest extent possible to include; transportation agency officials, designers, contractors and material suppliers. Judgment shall be used by the chair on a maximum and minimum committee size.
- Within a PC there may be established sub-committees or working groups as approved by the EC
- Each PC will develop a Purpose Statement and a three-year Work Plan. Subcommittees will also develop Purpose Statements and contribute to the three-year work plan of their PC.

Meetings

- The committee chair will conduct at least two meetings per year including one in-person meeting in conjunction with the Annual Convention. Web meetings for other committee meetings shall be used to the greatest extent possible. Hybrid meetings composed of both in-person and web participants will be available to transportation agency officials only on and on an as-needed basis. All others are expected to participate in-person.
- All meetings shall be regarded as public meetings unless there is a compelling reason provided by the Chair for a closed meeting.
- An agenda is to be prepared and distributed prior to each meeting with expected outcomes provided. An attendance register of committee members and guests shall be created for each meeting. Summary of discussions are to be taken at the meeting to provide institutional memory of recommendations, actions and decisions. The meeting summary should be distributed to all meeting attendees and amended as needed.

Subcommittees and Work Groups shall adhere to the same operating guidelines.

WORK PLANS

Each PC will develop three-year work plans and submit to the ED for approval in order to manage ASBI resources. Activities in work plans are to be consistent with the goals and objectives of the ASBI Strategic Plan including those tasks directly assigned to the committee by the EC. The ASBI EC gives final approval of Work Plans including schedule and budget. Throughout the year, progress on deliverables and resource expenditures are reviewed by the ASBI ED and reported to the EC.

RESPONSIBILITIES

1. Executive Committee
    a. Provides approval of PC work plans and resource allocations
    b. Provides an EC member to act as the PC liaison.
    c. Ensures good communication between PCs to minimize overlap of effort.
    d. Provide overall leadership and oversight on the PC activities to ensure the successful implementation of the ASBI Strategic Plan.

2. Executive Director
    a. Collects PC status updates information (quarterly) and communicates to the EC

   b. Manages the resources approved for implementation of PC work plans.

3. Primary Committee (PC) Chair and Vice-Chair
   a. Develops PC work plan and monitors progress.
   b. Provides quarterly status reports or notes from past meetings.
   c. Arranges and leads meetings
   d. Ensures attendance is taken as part of meeting minutes.
   e. Act as spokesperson for the PC in partnership with the ED.
   f. Recommends needed research related to the PC
   g. Identifies potential committee members and recruits as appropriate
   h. PC is encouraged to maintain a list of Friends of the Committee as non-voting interested parties.

4. Member of the PC
   a. Attends PC meetings and work/task team meetings as directed by Chair
   b. Assist with the work plan development and status reporting
   c. Participate in the execution of the work plan
   d. Identifies potential committee members and recruits as appropriate

5. Members of the Subcommittees or Work Groups
   a. Assist with the work plan development and status reporting
   b. Fully engage and participate in the PC activities including meetings to greatest extent possible.
   c. Maintain a working knowledge of issues being discussed. Review and approve documents generated by the PC, sub-committee, or work/task team.