

# WASHTO Bylaws 2020

## SECTION 1

### Standing and Special Committees

There shall be a Committee on Civil Rights, a Committee on Construction/Materials, a Committee on Highway Transport, a Committee on Maintenance, and a Committee on Transportation Systems Management & Operations together with such subcommittees and task forces as from time to time may be deemed necessary to support the Committees in their work. Membership on Committees for the purpose of voting is limited to one representative for each department member, as designated by the Chief Executive Officer of the department.

The President, with the concurrence of the Board of Directors, may appoint special committees for assignments of a special character such as particular phases of transportation research, special cooperative projects with other organizations and administrative issues relating to the WASHTO organization.

The Chair of the Committees may create such subcommittees or task forces as necessary to discharge their assigned duties. Reports of subcommittees or task forces shall be made to the parent Committee.

Unless otherwise directed by the Chair of the parent Committee, task forces will terminate and disband with resolution of task force issue.

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## SECTION 2

### Committee Assignments

**COMMITTEE ON CIVIL RIGHTS.** The mission of the WASHTO Civil Rights Committee is to provide WASHTO civil rights professionals with a central location for regional collaboration, reporting, and accessing key resources. The Committee shall be the liaison for Member Departments to review issues of access, justice, equity, and fairness that are interwoven in the fabric of every WASHTO member state. Whether it is in the hiring of its employees, the utilization of contractors, the make-up of the labor force, or the active dissemination of and equal access to information and resources the effective implementation of these civil rights programs continues to play a critical role in defining each member state's success.

**COMMITTEE ON CONSTRUCTION/MATERIALS.** The mission of the WASHTO Construction/ Materials Committee either as a unit or through its committee or task forces, shall report, investigate and recommend policies and procedures for general transportation engineering, materials engineering and construction operations which include contract administration, material recommendations, new equipment reporting, construction techniques and procedures, specification writing and to disseminate this information to Member

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Departments; as new and improved technologies and equipment are brought forth in the future, this committee would serve as a testing ground for verification and recommendations to Member Departments.

**COMMITTEE ON HIGHWAY TRANSPORT.** The Committee on Highway Transport shall identify and explore major motor carrier industry-related transportation issues within the WASHTO region and across the international boundaries contiguous to the WASHTO region, to define actions and solutions, improve coordination and communication, and to recommend policies, position statements and standards to the WASHTO Board of Directors.

**COMMITTEE ON MAINTENANCE.** The mission of the WASHTO Committee on Maintenance is to provide a forum to share ideas, review state of the art maintenance practices, discuss current issues, and develop and analyze policy recommendations to facilitate the improvement of the maintenance programs of the WASHTO member organizations.

**COMMITTEE ON TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS.** The mission of the WASHTO Committee on Transportation Systems Management and Operations (TSMO) is to provide a forum to share ideas, review state of the art practices, discuss current issues, and develop and analyze policy recommendations to facilitate the improvement of the TSMO programs of the WASHTO member organizations. The Committee may also provide a forum for interstate TSMO collaboration.

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### SECTION 3

#### **WASHTO Memorializing Workers Killed in the Line of Duty**

The Western Association of State Highway and Transportation Officials wish to pay tribute to those dedicated and valuable employees of member states that are killed while working on and around transportation facilities. WASHTO will donate \$2,000 per employee (unless otherwise modified by the Board of Directors) to the member states as a contribution to honor the employees killed in the line of duty. The donation maybe presented to the employee's family, a designated charity, or used by the Transportation Agency in establishing and maintaining a memorial to their employees killed in the line of duty. Notification of these workers killed in the line of duty and the donation request needs to be submitted to the Treasurer for processing. The Treasurer will notify the Secretary so these employee's names can be included in a tribute to these workers at the Annual Meeting.

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## **SECTION 4**

### **WASHTO Quality Improvement Program**

The Western Association of State Highway and Transportation Officials wishes to support Quality Improvement Programs in each member state. Each member state with an eligible quality program will be provided up to \$3,000 per fiscal year (unless otherwise modified by the Board of Directors) to support an existing quality program or to start a quality program based on the Malcolm Baldrige Award criteria or other acceptable process as determined by the state Chief Executive Officer. To establish eligibility, the state Chief Executive Officer shall submit a letter to the Treasurer of WASHTO detailing that the state has completed a quality improvement program. This letter should include as a minimum, which fiscal year the request is for, the amount requested, and a summary of the planned expenditure. The summary of expenditure can detail specific individuals or can be directed towards non-financial awards to recognize team excellence. The Treasurer will be responsible for preparing the Quality Award check(s) and Certificate(s). Each state receiving these funds shall report to the WASHTO Board of Directors at its Spring Board of Directors meeting, sharing successful elements of its programs.

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## **SECTION 5**

### **WASHTO Scholarship Fund**

The Western Association of State Highway Transportation Officials wishes to support students entering a transportation related field. WASHTO will offer each of its member states the opportunity to award a deserving college student a scholarship not to exceed \$2,000 in each fiscal year for which the WASHTO Treasury shows a net positive balance exceeding one hundred thousand dollars. The WASHTO Board of Directors will review the scholarship fund program on an annual basis.

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## **SECTION 6**

### **WASHTO TRAC & RIDES PROGRAM**

The Western Association of State Highway Transportation Officials wishes to promote the development of transportation professionals by investing in young, bright students with interests in science, technology, engineering, and math. WASHTO will support the AASHTO TRAC & RIDES program by providing an annual fund of \$5,000 to be shared by WASHTO member states to set up or support a TRAC & RIDES program in each fiscal year for which the WASHTO Treasury shows a net positive balance exceeding one hundred thousand dollars.

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Funding is to be awarded to requesting WASHTO states in any combination of awards up to a maximum of \$2,500 per request. Awards must be matched with an equal amount of funding by the requesting state. The WASHTO Board of Directors will review the TRAC & RIDES program on an annual basis.

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### **SECTION 7**

#### **Supplemental Meeting Funding**

The Western Association of State Highway and Transportation Officials wishes to encourage member states attendance at various AASHTO and WASHTO meetings. To help facilitate this attendance, the Board of Directors has approved supplemental funding reimbursement for each member state in the amount of \$7,500 per state per fiscal year for attendance to any WASHTO or AASHTO meeting. To access this funding, the individual WASHTO Director shall request this funding in writing from the Treasurer. This funding will be reviewed each year by the Board of Directors at their Spring Meeting to determine if funding is available to continue.

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### **SECTION 8**

#### **Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Association may adopt.

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### **SECTION 9**

#### **Amendments**

These Bylaws may be amended or suspended by a majority vote of the member departments at any of the official WASHTO meetings.

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### **SECTION 10**

#### **Resolutions**

A resolution is a formal expression of opinion, will, intent, or determination of a policy by the organization. Any member of committee of WASHTO may present a resolution to the Resolutions Committee for consideration. The Resolutions Committee shall review and prepare all resolutions for submittal to the Board of Directors for consideration and vote. The Resolutions Committee shall distribute all resolutions to each member of the Board of Directors no less than 48 hours prior to any action on such resolutions. The Board of Directors at any regularly scheduled meeting may consider resolutions. Upon approval of the Board of Directors, copies of the resolution shall be sent to each member state, associate members, and the Executive Director of AASHTO. At times, the Board of Directors may wish that AASHTO formally consider adopting the WASHTO resolution. In order for AASHTO to act on the resolution, a letter from WASHTO addressed to the Executive Director of AASHTO must be prepared. This letter will provide the history of the resolution and the reasons WASHTO is requesting adoption by AASHTO.

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### **SECTION 11**

#### **Recognition of Outgoing Officers**

The Western Association of State Highway and Transportation Officials authorize the purchase of a nominal gift to recognize the service of the outgoing officers.

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### **SECTION 12**

#### **Dr. L. I. Hewes Award**

The Dr. L. I. Hewes Award was originally created in 1951 to honor Dr. Laurence Isley Hewes. Dr. Hewes was one of the principal WASHTO organizers. His superlative contributions in every phase of highway engineering gave great impetus to western highway development.

The award consists of \$1,000 and an appropriate plaque. WASHTO state organizations nominate potential recipients, and members of the WASHTO Board of Directors volunteer to select the winner. The award recognizes the recipient's outstanding contribution to the highway development program, and must go to an individual actively engaged in highway development with a WASHTO state organization. In the interest of recognizing and stimulating contributions made by those advancing in the ranks of highway organizations, chief administrators and chief

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engineers and their principal staff assistants, and any individuals nearing retirement, will not be considered for the award. Other criteria consideration include developed efficiencies in business practices for program/project delivery in all phases of transportation development and operations, built partnerships within an agency, within a state, region or nationally, or provided enhancements and benefits to employees of the member Departments.

The award is presented during the WASHTO Annual Meeting. The winner is invited to attend the banquet where he or she will be given the award, with all expenses reimbursed. The winner may bring a spouse or guest, for whom WASHTO will reimburse up to \$750 in expenses. The committee has no obligation to make the award if it finds no nominees worthy.

**WASHTO President Responsibilities:**

- Request nominations from the WASHTO Board of Directors.
- Make the request in January and set the deadline for late March or early April.
- Nomination form should include return-to address (WASHTO President's address), recommending organization and official, name of nominee, address and phone number of nominee, and the WASHTO member organization in which the nominee works.
- When nominations are in, choose five to seven Board of Directors members to serve on the Hewes Award selection committee, also selecting one as lead. (Choose from states that did NOT have a nominee.)
- Bind all nominations into one book (see previous year's nominee book). Send the book, with cover letter to the selection committee.
  - Selection committee Lead will contact other members to coordinate discussion of nominations and to make selection.
- After all the votes are in, call the CEO of the winner's agency with the results. The selection is technically CONFIDENTIAL, but winner and guest are invited to Annual Meeting to receive award. WASHTO pays all traveling expenses for the recipient and up to \$750 for the guest's traveling expenses.

WASHTO Secretary will be responsible for plaque which will include:

“WASHTO LOGO”  
Dr. L. I. Hewes Award  
20xx

PRESENTED TO

Name

State Department of Transportation

TO RECOGNIZE THE OUTSTANDING CONTRIBUTION TO THE TRANSPORTATION  
PROGRAM IN THE WEST

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## **SECTION 13**

### **WASHTO Emerging Leaders Program**

The WASHTO Emerging Leaders Program is designed to increase the leadership skills of high-performing employees who aspire to senior positions in transportation agencies.

The program has five goals:

1. To improve leadership skills and knowledge
2. To provide training for future leaders
3. To build team-building skills
4. To provide networking opportunities with people in other WASHTO states
5. To provide mentors to help the emerging leaders grow and succeed in their careers

Each WASHTO member state may nominate two people to participate in the two-year Emerging Leaders Program. Travel for the Emerging Leaders Program consists of two WASHTO Annual Conferences and two events that occur outside of the WASHTO Annual Conference.

WASHTO will cover the \$2,800 cost of each participant who attends the two events that occur outside of the WASHTO Annual Conference for the 2018 to 2020 Emerging Leaders Program, a total of \$100,800 for 36 participants from 18 states. This includes the cost of lodging, daytime meals, transportation to and from airport, incidentals, training materials, and activities.

The WASHTO member state will cover the cost of airfare or mileage for the two events that occur outside the WASHTO Annual Conference, and the travel and registration fees for two WASHTO Conferences that occur during the Emerging Leaders Program.

## **SECTION 14**

### **Annual Meeting Seed Money**

Annually, one of the WASHTO member states will host the WASHTO Annual Meeting (Meeting). In order to facilitate the Meeting, WASHTO will need to enter into contracts with vendors who supply goods and services for the meeting. As it is in the best interest of WASHTO to delegate its authority to enter into contracts to the host member state, a resolution will be made to the WASHTO Board of Directors prior to beginning planning of the WASHTO Annual Meeting. \$30,000 seed money will be directed to the host member state from the WASHTO Treasurer for the contract of services, which includes, but is not limited to, marketing, trade shows, beverage and food accommodations, event management services, establishing an event bank account, and procurement of materials and services for onsite and offsite Annual Meeting-related activities. Within one year from the conclusion of the Meeting, the seed money and any surplus revenue from the Meeting will be returned to the WASHTO Treasurer.

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**SECTION 15**

**WASHTO Website**

The Western Association of State Highway and Transportation Officials authorizes the WASHTO Treasurer to maintain the WASHTO website. This includes annual payment for use of the domain name, <http://www.washto.org>, as well as costs associated with hosting the content for the different pages.

**SECTION 16**

**WASHTO CEO Retreat**

The Western Association of State Highway and Transportation Officials wishes to encourage member states attendance at an annual CEO retreat to plan for upcoming WASHTO events and priorities. To help facilitate this attendance, the Board of Directors has approved funding reimbursement for each member state for actual expenses for the retreat. To access this funding, the individual WASHTO Director shall request this funding in writing from the Treasurer and provide actual expenses for requested reimbursement. This funding will be reviewed each year by the Board of Directors at their Spring Meeting to determine if funding is available to continue.