

Charter of the Committee on Bridges and Structures

December 5, 2017 (Amended April 10, 2018, to include technical corrections)

Name

The name of this committee shall be the American Association of State Highway and Transportation Officials (AASHTO) Committee on Bridges and Structures.

Purpose

The Committee on Bridges and Structures shall develop and keep current all major engineering standards, specifications and principles pertaining to the methods and procedures of bridge and structural design, fabrication, erection, construction, inspection, and maintenance, including geometric standards and aesthetics as appropriate for bridges, tunnels and ancillary structures; make recommendations for testing and investigating existing and new materials of construction, and determine areas of needed study and research in the area of bridge engineering; and develop and maintain such standards and procedures as are appropriate for rating and evaluating existing in service structures. It shall identify and report to the Transportation Policy Forum on any federal regulatory mandates of national concern.

To ensure consistency and the best thinking of the Association, the Committee shall work cooperatively, as appropriate, with other committees, the Federal Highway Administration, industry, and academia.

Membership

In accordance with the AASHTO Governing Documents, the Chief Executive Officer of each member department may appoint one voting representative and up to two additional non-voting representatives to the Committee on Bridges and Structures.

- Voting and Non-Voting members may serve as active members of technical committees.
- Associate Members, FHWA liaisons, and representatives from outside organizations cannot vote on any committee or technical committee ballot. Their participation in technical committee meetings is at the discretion of the meeting chair.

Committee Structure

Officers

The officers of the Committee on Bridges and Structures shall be a Chair and Vice-Chair. The Chair and Vice-Chair terms of office shall be for a minimum of two-calendar-years and terminates at the end of the first Committee on Bridges and Structures Annual Meeting after this two-year period, or two years from appointment if the Committee on Bridges and Structures does not meet annually. Committee chairs and vice-chairs may be appointed to succeed themselves for additional two-year terms.

- Chair
 - The Committee on Bridges and Structure’s Chair shall:
 - Be appointed by the AASHTO President in accordance with the AASHTO Governing Documents.
 - Be a member of one or more of the following groups: Board of Directors, Transportation Policy Forum, Council on Highways and Streets
 - Be a professional engineer with extensive experience in the field of structural engineering, specifically related to bridges and other transportation structures.
 - Attend the Committee’s Annual Meeting
 - Plan and run the Steering Committee meetings and conference calls, or appoint a designee to do so on his/her behalf. If the Chair delegates this responsibility, the Chair shall be an ex-officio member of the Steering Committee.
 - Plan and run the Committee meetings
 - Appoint chairs, vice-chairs, and members to the technical committees
 - Present reports to higher level councils and committees as necessary

- Vice-Chair
 - The Committee on Bridges and Structures Vice-Chair shall:
 - Be appointed by the AASHTO President in accordance with the AASHTO Governing Documents.
 - Be a professional engineer with extensive experience in the field of structural engineering, specifically related to bridges and other transportation structures.
 - Attend the Committee’s Annual Meeting.
 - Participate in the Steering Committee meetings and conference calls.
 - Run the Committee meetings in the absence of the Chair.
 - Perform the duties of the Chair when the Chair is unable to do so.

Steering Committee

The Chair of the Committee on Bridges and Structures shall appoint a Steering Committee.

- Membership in the Steering Committee consists of:
 - The Committee Chair and Vice-Chair
 - FHWA as an ex officio, non-voting member
 - The chair of each of the Technical Committees. Each Technical Committee chair shall serve on the Steering Committee for the length of their time as technical committee chair.

- The Steering Committee and its members shall:
 - Assist the Committee’s officers in managing and providing oversight of the Committee’s responsibilities.
 - Provide updates on the Committee’s activities and work plans as requested.
 - Exercise oversight to the LRFD Technical Service Program.
 - Meet during the Committee on Bridges and Structures Annual Meeting, and participate in regular conference calls as determined by the Committee Chair.

Subgroups

The Committee on Bridges and Structures has 20 technical committees.

- T-1 Bridge Security and Hazards
- T-2 Bearings and Expansion Devices
- T-3 Seismic Design
- T-4 Construction
- T-5 Loads and Load Distribution
- T-6 Fiber Reinforced Polymer Composites
- T-7 Guardrail and Bridge Rail
- T-8 Moveable Bridges
- T-9 Bridge Preservation
- T-10 Concrete Design
- T-11 Research
- T-12 Structural Supports for Signs, Luminaires, and Traffic Signals
- T-13 Culverts
- T-14 Structural Steel Design
- T-15 Substructures and Retaining Walls
- T-16 Timber Structures
- T-17 Metals Fabrication
- T-18 Bridge Management, Evaluation, and Rehabilitation
- T-19 Software and Technology
- T-20 Tunnels

Technical Committee Membership

- The Chair of the Committee on Bridges and Structures appoints the chair, vice-chair and members of each technical committee, with the exception of ex officio appointments. Membership will be established based on committee workload and a regional balance of committee members.
- Members of the technical committees must be members of the Committee on Bridges and Structures.
- All members of a technical committee are Voting Members on that technical committee, regardless of their voting status on the Committee on Bridges and Structures.
- Technical Committee members appointed from other AASHTO committees may vote on technical committee ballots. Associate Members, FHWA liaisons, and representatives from non-AASHTO organizations cannot vote on ballots.

The Committee may establish additional subcommittees, task forces, and communities of practice in accordance with the AASHTO Governing Documents.

Reporting

The Committee on Bridges and Structures will report to the Board of Directors, except that:

- All policy and multimodal matters will be reported to the Transportation Policy Forum and then to the Board of Directors, and
- Technical documents for which the committee does not have delegated final balloting authority from the Board of Directors will progress to the appropriate Council for balloting, as determined/routed by the Transportation Policy Forum (TPF) Steering Committee.

Meetings

Committee Meetings

- The Committee on Bridges and Structures is authorized to meet annually. All meetings are open to the public, however a meeting may be closed at the request of the Chair.
- The primary purpose of the Annual Meeting is to review proposed changes to the various publications and determine which changes should be submitted to the members for balloting. The meeting is also used for presentations on various technical issues of current interest to the members and to provide a forum to discuss significant topical issues.
- Every technical committee shall hold a meeting during the Committee on Bridges and Structures Annual Meeting. Technical committees may hold mid-year meetings as necessary and approved by the Steering Committee.
- At the technical committee meetings, technical presentations are made, research is reviewed, and changes to the AASHTO specifications and other publications are considered and referred to the Committee for ballot.
- The meeting locations are determined by the Steering Committee or individual technical committee and the host state will coordinate the meeting arrangements with the AASHTO Staff.
- In the event that the Committee Voting Member is unable to attend the Committee meeting, each Member Department may designate, by electronic notification or letter to the AASHTO committee staff liaison, prior to each committee meeting, the individual who shall serve as the Member Department's representative at the meeting. . That individual must be a Non-Voting Member of the Committee from that state. Votes cast through AASHTO's Electronic Ballot System must be cast by the Voting Member.
- Representation by a majority of all Member Departments, exclusive of the U.S. Department of Transportation, shall constitute a quorum to initiate and to transact general business.
- A majority vote of those members present, exclusive of the U.S. Department of Transportation, on matters of general business shall be considered binding on the Committee.
- For adoption of a draft policy or technical document, a two-thirds favorable vote of all Member Departments, exclusive of the U.S. Department of Transportation, is required for approval, prior to being considered by other Committees within AASHTO.
- Votes held by a technical committee are approved by a majority vote of the technical committee members casting votes.

Strategic Plan, Annual Achievements Document, and Annual Action Plan

The Committee shall establish a strategic plan and a work plan to help guide Committee activities. The strategic plan shall be consistent with the AASHTO goals and objectives as outlined in the Association's strategic plan. At a minimum, the Committee's strategic plan will be reviewed and updated as needed when AASHTO completes a new strategic plan.

The Committee will maintain, at a minimum, a one year work plan that describes the activities that will be implemented, the individual(s) or subgroups overseeing implementation, and a schedule for completion. The work plan shall be submitted to the Strategic Management Committee prior to the AASHTO Annual Meeting each year.

Annual accomplishment reports shall highlight the accomplishments of the Committee since the last AASHTO Annual Meeting, and shall be submitted to the Board of Directors and the Strategic Management Committee prior to the AASHTO Annual Meeting each year.

Ethics

All meetings of the Committee and its Steering Committee, subcommittee(s), task force(s), and technical committee(s) will be conducted in accordance with the AASHTO policies governing conflicts of interest.

Amendments

The Committee on Bridges and Structures charter may be amended by a two-thirds affirmative vote of the Committee membership and then a two-thirds affirmative vote by the Board of Directors.