



BY LAWS
Of The
National Rural ITS Steering Committee

February 5, 2020

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BYLAWS OF THE NATIONAL RURAL ITS STEERING COMMITTEE

ARTICLE I - Official Designation

The official designation of this organization shall be the National Rural Intelligent Transportation Systems Steering Committee and may hereafter be referred to in this and other documents as NRITS Steering Committee.

ARTICLE II - Authority

The NRITS Steering Committee provides guidance on issues related to transportation technology applications to small communities and rural areas. The NRITS Steering Committee mission is advanced by operating through resources provided by the US Department of Transportation (US DOT) and in compliance with US DOT regulations, policies and specified contract provisions. The NRITS Steering Committee is facilitated and administered by the Program Manager to provide input to the US DOT Intelligent Transportation System Joint Program Office (ITS JPO).

ARTICLE III - NRITS Steering Committee Mission

In concert with the US DOT ITS JPO, NRITS Steering Committee's mission is to assist the rural transportation community in addressing transportation-related issues affecting non-urbanized areas to improve opportunities for travelers to make complete trips.

ARTICLE IV - NRITS Steering Committee Vision

Traveler's complete trips are integrated and enabled through the use of ITS and transportation technology in rural areas, small communities and underserved populations.

ARTICLE V - NRITS Steering Committee Goals and Objectives

Through input to US DOT ITS JPO, the NRITS Steering Committee is dedicated to assisting the rural transportation community in addressing transportation-related issues affecting non-urbanized areas to improve opportunities for travelers to make complete trips. To these ends, the NRITS Steering Committee has shaped a Strategic Plan with the following goals and supporting objectives:

- **Goal 1** – Establish Rural ITS Strategic Plan incorporating Annual Work Plan and Outreach Plan.
- **Goal 2** – Prepare content for Case Studies in rural ITS for distribution to stakeholders.
- **Goal 3** – Prepare content for webinars and workshops on key topics of interest in rural ITS to target stakeholder audiences.
- **Goal 4** – Identify session topics and speakers encouraging attendance leading to successful NRITS conference each year.
- **Goal 5** – Advocate for the implementation of rural programs that leverage ITS technologies.

ARTICLE VI - Governance

The NRITS Steering Committee will be governed through an organizational structure that administers these Bylaws and conducts business through the processes and procedures described herein and in compliance with applicable policies, laws and regulations of the US DOT ITS JPO. NRITS Steering Committee business will be administered through the Committee, its officers, and, as appropriate, through US DOT ITS JPO, Program Manager, and associated support staff.

Section 6.1 Officers

The NRITS Steering Committee shall elect officers, comprised of a Chair and Vice Chair from among its members. Nominations and elections shall be conducted annually during the first general membership meeting of a calendar year. Officers shall serve a one-year term and may serve up to two additional terms if elected by the Committee members. General functions and duties of the NRITS officers typically include:

6.1.1 Chair

The NRITS Steering Committee Chair shall perform the executive functions of NRITS Steering Committee, as detailed in these Bylaws and as determined appropriate by members and sponsors.

6.1.2 Vice Chair

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

Section 6.2 Executive Committee

The NRITS Steering Committee's Executive Committee shall be comprised of its Chair and Vice-Chair; and, as ex-officio members, the US DOT ITS JPO representative, and the Program Manager. The Executive Committee may invite active members or ad-hoc NRITS Steering Committee subcommittee chairs to participate in Executive Committee proceedings as appropriate to advance the at NRITS Steering Committee mission.

The Executive Committee shall execute duties responsive and appropriate to the leadership of the NRITS Steering Committee, serving under the management of the Program Manager and the US DOT ITS JPO. At a minimum, the Executive Committee shall guide the development of a multi-year NRITS Strategic Plan and annual Work Plan, and shall engage in actively advancing Work Plan activities.

The Executive Committee shall also serve as the NRITS Membership Committee, and shall support USDOT ITS JPO in membership-related provisions of these Bylaws, including Article VII, and of any special membership provisions established by USDOT ITS JPO.

Section 6.3 Restrictions

NRITS Steering Committee members shall not be employees of US DOT, nor shall they, as a group or as individuals engage in any public policy lobbying activity on behalf of rural ITS topics. NRITS Steering Committee members, or interested parties serving on ad-hoc or project committees, who may, through the course of their business interests, contract with US DOT, shall disclose such relationship(s) to the Executive Committee and, where The Committee's actions may relate to any contractual interest, shall recuse themselves from voting on such action(s).

NRITS Steering Committee members shall not endorse nor shall cause the Committee's endorsement of products, ITS devices, or related technology applications, except that that the NRITS Steering Committee may, with the consent of its members and of the US DOT, endorse programs or projects of significance to the rural ITS mission.

ARTICLE VII - Membership

NRITS Steering Committee shall be comprised of one member from each of the designated Rural Transportation and Technology Interest Communities shown below and in Table 1:

- Academic & Research
- Emergency Response/Management/Communications
- Freight
- Planning Organizations / Transit
- Transportation System Management & Operations
- ITS Technology & Telematics
- Design/Development/Integration
- Governing Agencies

NRITS Steering Committee members shall represent a cross section of entities, including state government, rural planning organizations, local government, tribal government, universities, consulting, and industry.

From these Interest Communities, candidate member Organizations (shown in Appendix A) or other national, non-governmental organizations may also be identified as prospective sponsors of NRITS Steering Committee members. Any Committee member may recommend candidate organizations for consideration by the membership to be included as member sponsors. On invitation by the Program Manager on behalf of US DOT and the Committee, the respective Stakeholder Organization(s) shall nominate a representative to serve as a member under the terms of these Bylaws. In addition to the Interest Communities identified herein, the US DOT representative and the Program Manager shall serve as ex-officio members as described in Section 6.2.

Section 7.1 Terms of Office

Members shall serve one-year terms, and may be re-appointed for up to three additional one-year term, for a maximum of three years. Members shall serve at the pleasure of their sponsoring organization.

The US DOT may, from time to time, recommend expansion or reconstitution of the NRITS Steering Committee membership as it deems appropriate to its mission.

Section 7.2 Member Appointments

NRITS Steering Committee appointments shall be made by USDOT ITS JPO in consultation with the Committee.

Section 7.3 Member Roles & Responsibilities

NRITS Steering Committee members, are enlisted to actively advance the rural ITS Mission through participation in supporting activities and programs stated in the Strategic Plan and annual Work Plan.

7.3.1 Meeting Attendance

Members are expected to attend all scheduled NRITS Steering Committee meetings, either in person or by phone. (Members are limited to attending no more than 50 percent of in-person meetings by phone per year.) Members who miss two or more scheduled meetings in any calendar year are deemed as having resigned from the Committee. Upon such finding, the member will be notified and the open position will be included in the next member appointment process.

7.3.2 Liaison Activity

Members are expected to represent their sponsoring stakeholder organization and affiliated interest community organizations. In order to effectively fulfill this responsibility, members must remain active in their employment and their organizations. Members shall routinely report NRITS Steering Committee activities, programs and projects to their sponsoring stakeholder organization and to affiliated interest community groups

and organizations for the purpose of advancing the rural ITS mission through information exchange and national outreach through established interest-group communications outlets. Members who are no longer active members in their sponsoring stakeholder organization or who retire from their employment will be considered to have resigned from NRITS Steering Committee and the open position will be included in the next member appointment process.

7.3.3 Technical Activity

Members are expected to participate in and support the development of technical products. This includes participating on technical committees, reviewing draft products, and participating in webinars or other activities associated with the delivery of technical products.

Members are expected to participate in the abstract review and session building process for the annual National Rural ITS Conference. The conference is supported through the work of the Program Manager.

7.3.4 Advocacy

Members should identify opportunities to promote the rural ITS mission and to support rural ITS outreach programs and projects, engage communities of interest, and return feedback from activities to the Committee. Members are expected to participate on NRITS Steering Committee ad hoc committees, task forces, speakers' bureau, promotion of webinars, and related opportunities, especially as these relate to advancing rural ITS Work Plan, Strategic Plan, and Outreach Plan; and being champions for rural ITS.

7.3.5 Other Support Roles

Members should take an active role in recommending or otherwise initiating public responder safety related programs and projects that actively promote national transportation and public responder safety priorities.

Section 7.4 Interested Parties

At the discretion of the Executive Committee, Program Manager or US DOT, interested parties may be identified as non-voting members of NRITS Steering Committee, and may otherwise participate in the business of the organization or, at the discretion of the membership, may serve on study groups ad-hoc committees, task forces, or project teams, subject to applicable provisions of these bylaws.

Section 7.5 Alliances and Strategic Partners

At the discretion of its membership, the NRITS Steering Committee may develop formal or informal alliances or strategic partnerships with stakeholder organizations or with other public or private organizations of like interest, for the purpose of serving the Mission, Goals and Objectives and for promoting ITS technologies to rural and small communities that serve national goals and the public interest. Memorandums of Understanding (MOU) with public or private organizations of like interest may be pursued, except that these shall be executed only with the endorsement of US DOT.

The Program Manager shall interact with and otherwise represent rural ITS at meetings and activities related to the rural ITS mission as directed by US DOT and the NRITS Steering Committee Executive Committee for the purpose of advancing the rural ITS mission through information sharing and through building working relationships on programs and projects of mutual interest.

ARTICLE VIII - Administration

Administration of the NRITS Steering Committee and administrative support of its general duties and functions shall be the specific responsibility of the Program Manager as specified in the contractual scope of work detailed between US DOT and the Program Manager.

Section 8.1 National Rural ITS Operations & Management Support

Through executed contractual agreements between the US DOT ITS JPO, the Program Manager shall provide technical, administrative and management support to the NRITS Steering Committee in areas of:

- Short- and long-term work plans, projects, products, and deliverables;
- Assigned rural ITS projects and outreach activities;
- Maintenance of meeting and teleconference minutes and records;
- Maintenance of rural ITS archives, history, website and membership rosters;
- Maintenance of rural ITS administration, project and deliverable archives;
- Monthly, quarterly and other reports as may be desirable for the NRITS Steering Committee and the US DOT;
- Support for NRITS Steering Committee through monitoring professional association meetings as assigned;
- Representation of NRITS Steering Committee in active ITE councils and programs; and,
- Support or representation of the National Rural ITS Steering Committee at meetings and conferences as assigned.

Section 8.2 General Planning & Administration

The Program Manager shall engage, as necessary, NRITS Steering Committee in the general rural ITS planning functions, including but not limited to:

8.2.1 General Planning

Guide the development, adoption, administration, and review of the National Rural ITS annual Work Plan and a companion multi-year Strategic Plan;

8.2.2 General Administration

Guide the administration activities of the NRITS Steering Committee, as detailed in these Bylaws and as determined appropriate by members and sponsors; and,

8.2.3 General Outreach

Pursue rural ITS outreach activities within its respective industries and interest groups, as directed in the Work Plan, and recommend outreach activities and programs to the NRITS Steering Committee. Provide tools, as agreed upon in collaboration with US DOT, and guidance to NRITS Steering Committee members to lead effective outreach activities in their region consistent with Committee goals. Document member outreach activities.

Section 8.3 Compensation

NRITS Steering Committee shall serve without compensation, except that travel expenses to official NRITS Steering Committee meetings and designated events may be provided through any active contract(s) between the Program Manager and US DOT. Any extraordinary expense expected to be incurred by NRITS Steering Committee as a body, or by individual members, shall be first reviewed by the Program Manager and US DOT for appropriateness and authorization.

Section 8.4 Operations Resources

Financial resources for administering, operating and otherwise supporting the NRITS Steering Committee shall be allocated to the Program Manager by US DOT under the terms of assigned contract(s) and associated Scope of Work with the advice of the Executive Committee. The Program Manager, through prescribed US DOT accounting procedures, shall be responsible for managing the day-to-day financial affairs of the NRITS Steering Committee.

ARTICLE IX - Meetings

Section 9.1 In-Person Business Meetings

The NRITS Steering Committee shall meet in person at least twice per year, and may meet up to four-times per year, as determined appropriate by the Executive Committee. All meetings shall be properly noticed by schedule and agenda to the NRITS Steering Committee members and all proceedings shall be documented and archived. A member quorum required for the purpose of conducting official NRITS Steering Committee business, shall consist of two-thirds (2/3) of active members for technical decisions, and a majority of active members for administrative decisions, and shall include in-person members and members participating electronically or via teleconference.

Section 9.2 Executive Committee Meetings

The NRITS Steering Committee's Executive Committee shall meet at least once per year, and may meet in person or by teleconference through an announced schedule of meetings set and adopted at the beginning of each calendar year. The number of meetings shall be determined at the discretion of the Executive Committee, in consultation with the Program Manager and as contracted with US DOT.

Section 9.3 Ad-Hoc Committee Meetings

Ad-hoc committees, study groups, task forces or project teams may meet in person, electronically or by teleconference, except that in-person meetings that incur travel expense shall be pre-approved by the Program Manager and US DOT.

Section 9.4 Special Events, Conferences, Workshops

NRITS Steering Committee members or designated representatives may from time to time be invited to participate in various events, conferences or workshops in the course of advancing the rural ITS mission, and as official or designated representatives of the NRITS Steering Committee. In such cases, ordinary travel expenses shall be pre-approved by the Program Manager and US DOT.

ARTICLE X - Amendments

Amendments to these Bylaws may be proposed by any member. USDOT ITS JPO and the Program Manager will draft changes and accept input from NRITS Steering Committee members before finalizing Bylaw amendments.

Table 1 - Member Interest Communities and Candidate Member Organizations

February 2020

Interest Community	Candidate Member Organizations*
<i>ITS Technology & Telematics</i>	NASCIO (National Association of State Chief Information Officials) ITSA (Intelligent Transportation Society of America) PTI (Public Technology Institute) SAE International NEMA - National Electrical Manufacturers Association
<i>Freight</i>	ATA (American Trucking Associations) ATRI (American Transportation Research Institute) TRB Freight Committees
<i>Planning Organizations / Transit</i>	APA – American Planning Association NARC – National Association of Regional Councils AMPO – Association of Metropolitan Planning Organizations APTA – American Public Transit Association ACT – Association for Commuter Transportation NADO – National Association of Development Organizations
<i>Emergency Response / Management / Communications</i>	APCO - Association of Public-Safety Communications Officials-International IACP - International Association of Chiefs of Police NASEMSO - National Association of State EMS Officials IAEM - International Association of Emergency Managers IAFC - International Association of Fire Chiefs
<i>Transportation System Management and Operations</i>	AASHTO – American Association of State Highway Transportation Officials AAA - American Automobile Association NOCoE – National Operations Center of Excellence ITE – Institute of Transportation Engineers NACE – National Association of County Engineers APWA – American Public Works Association NACTO – National Association of City Transportation Officials
<i>Design / Development / Integration</i>	ASCE – American Society of Civil Engineers
<i>Academic and Research</i>	TRB (Transportation Research Board) UTC (University Transportation Centers) Public and Private Universities NPF (National Police Foundation)

*Other related national, non-profit, non-governmental organizations representing each Interest Community may be included in solicitation of new members.