

# AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

## Track and Noise/Vibration Technical Forum

### CHARTER

~~Adopted~~ ~~Drafted June~~ ~~October 121~~, 2018~~9~~

---

#### ARTICLE I-NAME AND MISSION

##### Section 1 – Name

The Technical Forum shall be known as the APTA Track and Noise/Vibration Technical Forum, hereinafter “the Technical Forum.”

##### Section 2 – Mission

The mission of the Technical Forum is to represent rail industry members in the technical review of track, system noise and vibration issues and concerns, to collect, evaluate and publish current practices and to recommend research and best practice guidelines.

#### ARTICLE II-APPROACH

The Forum shall focus on engineering, construction and maintenance issues associated with transit track and noise/vibration and shall carry out its mission in the following ways:

- Develop a bi-annual work program
- Analyze issues
- Discuss problems and solutions
- Keep abreast of new developments and state of the art approaches in design, construction and maintenance
- Participate in APTA’s rail transit conferences, organizing workshops, presenting papers
- Initiate special projects to deal with single issues
- Work with other APTA committees/forums to ensure coordination
- Plan and convene Forum activities to carry out the work program
- Communicate activities and resource information to the transit industry
- Work with other professional societies (AREMA, ASCE, etc.) to address issues

#### ARTICLE III-SUBCOMMITTEES

##### Section 1

The Chair may provide for such Subcommittees as he or she deems necessary to serve at his or her pleasure and to have such powers and perform such functions as may be assigned to

them. Vacancies on any Subcommittee, except as herein otherwise provided shall be filled by the chair.

## **ARTICLE IV- MEMBERSHIP**

### **Section 1 – Eligibility**

It is intended to have a broad spectrum of experience in the Technical Forum with members from both the private and public sectors including transit agencies, contractors, consultants, suppliers and other local, state, and federal agencies. The Technical Forum members shall be active participants with a strong interest in contributing to the mission of the Track and Noise/Vibration Technical Forum.

Membership in the Technical Forum shall be open to any authorized representative of an APTA member in good standing who is actively engaged or employed in the public or private sectors and in the business of planning, designing, engineering constructing, maintaining, administering, providing goods or services, or managing transit projects/programs. Application to become a member of the Technical Forum can be done at any of the Technical Forum's in-person meetings or by contacting the APTA staff Advisor.

## **ARTICLE V - OFFICERS**

### **Section 1**

The officers of the Technical Forum shall be as follows:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Chair Emeritus

### **Section 2 – Duties and Responsibilities of Officers**

- a. Chair

The Chair shall have general supervision of the affairs of the Technical Forum and shall preside at all meetings of the Technical Forum. He or she shall be accountable to APTA for the conduct of the affairs of the Technical Forum and shall be the liaison to the Chair of the Rail Transit Committee.

- b. Vice Chair

The Vice Chair shall support the Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

- c. Secretary

The Secretary shall be responsible for compiling the Technical Forum minutes, drafting correspondence, providing updated information to the APTA Staff Advisor relative to the membership roster, meeting/trip attendance, preparing an Annual Report to APTA, and other duties as required.

d. Chair Emeritus

The Chair Emeritus shall act as liaison with APTA regarding technical forum activities and conference planning.

### **Section 3 – Special Eligibility Requirement for Officers**

All Officers and Program Leaders of the Technical Forum shall exhibit an active interest and participation in the Technical Forum's meetings, activities and programs and shall support APTA's goals and objectives. The Officers shall have experience in the transportation/rail transit industry and shall exhibit dedication, interest and leadership qualities.

### **Section 4 – Term of Office**

The term of office shall be two (2) years. While there is no limit to number of terms that can be served consecutively, elections shall be completed no more than two weeks prior to the beginning of each new term and shall be conducted in accordance with Article VI.

Terms shall concurrently expire and commence at the APTA portion on the Friday of the fall business meeting.

### **Section 5 – Program Leaders**

The Technical Forum Officers shall designate Program Leaders (e.g. Track Construction, Track Maintenance, Noise, Vibration), to carry out specific elements of the Technical Forum's work program. They shall plan, organize, lead, and direct issues specific efforts. These efforts shall result in presentations at technical forum meetings and/or Rail Transit Conferences/Workshops.

## **ARTICLE VI – ELECTION OF OFFICERS, NOMINATING COMMITTEE AND VACANCIES**

### **Section 1 – Election of Officers**

Elections shall be held in the year of term expiration.

The APTA Staff Advisor shall make an electronic call for nominations no later than one month and one week prior to the fall meeting. This period shall last no less than two weeks. During this time, any member in good standing of the technical forum may nominate another member for any of the three leadership positions. Nominations shall be sent to the APTA Staff Advisor. Once the APTA Staff Advisor has verified the acceptance of the nomination, the APTA Staff Advisor shall notify the technical forum membership of a call to second the nomination. The second of the nomination shall be sent to the APTA Staff Advisor

electronically. Once a second has been received, the APTA Staff advisor will notify the technical forum membership of the second. Any unseconded nomination will not appear on the electronic ballot.

After the conclusion of the nominating period, the APTA Staff Advisor shall administer an electronic ballot for all positions. This time period shall last no less than three weeks. The person receiving the highest number of votes for each office shall be declared elected to the office. Write-in votes are permitted. When a tie occurs, the current chair shall select the winner. When a tie occurs in which the current chair is part of the tie, the current secretary shall determine the winner.

The winners of the election shall be announced no later than one week prior to the fall meeting.

The Staff Advisor shall submit to the Technical Forum Chair a written report and outcome of the election no later than December 1. The Chair shall report to the Rail Transit Committee at their annual meeting in January.

## **Section 2 – Vacancies - Officers**

In the event the Technical Forum Chair cannot complete his or her term, the Vice Chair shall fill the office until the next term.

The Secretary shall fill a vacancy in the office of Vice Chair until the next term. A vacancy in the office of Secretary shall be filled by appointment by the Chair. Such appointee shall not be automatically nominated to the position of Vice Chair at the next election of Officers.

An Officer who changes employment has until the next business meeting or ninety (90) days, whichever comes second, to notify the APTA Staff Advisor of their eligibility to continue to hold the position. Failure to do so will result in the commencement of the appropriate vacancy protocols being enacted.

## **ARTICLE VII – FORUM MEETINGS AND VOTING**

### **Section 1 - Meetings**

The Technical Forum shall schedule two meetings each year. Additional meetings shall be held as deemed necessary by the Officers or upon written petition from five (5) members. Notice of meetings shall be sent in writing to all members at least 30 days in advance, which notice shall include the text of any Charter amendments to be voted on at the meeting.

In addition, the Technical Forum shall have as an objective a minimum of one (1) field tour of an interesting rail transit project annually.

### **Section 2 – Conduct of Meetings**

“Robert’s Rules of Order” as revised shall govern the conduct of meetings.

### **Section 3 – Minutes**

Minutes and attendance shall be taken by the Secretary, or designee, at each meeting and shall be submitted to the Chair not later than three (3) weeks after the meeting, field trip, activity, etc. The Chair shall forward to the Staff Advisor, who will distribute to all members.

### **Section 4 – Voting and Quorum**

At the Technical Forum meetings, 50 percent plus one (1) of the members in good standing and present shall constitute a quorum in all cases except those where changes to the charter are being considered.

Eligibility for voting at a meeting shall be restricted to the Technical Forum members in good standing. Non-members are not eligible to vote.

Except as otherwise provided herein, a majority of votes cast of those present shall prevail. Proxy votes are not permitted.

Elections using electronic ballots as noted in Article VI shall automatically count as quorum.

### **Section 4 – Attendance Policy**

It is the intent of the Technical Forum to have active participation of members which means attendance at the Technical Forum meetings and field trips, responding to special requests and assignments, participating in workshops, presenting papers, moderating, etc.

The Technical Forum shall keep a log of meeting notice responses and attendance record of all membership participation and the Secretary shall prepare a summary report to the Technical Forum Chair no later than November 1 of each year.

## **ARTICLE VIII – COMMUNICATIONS AND RECORDS**

### **Section 1 – Maintenance of the Technical Forum Records**

The Technical Forum Secretary shall provide the APTA Staff Advisor such updated information relative to members, affiliation, addresses, telephone, and fax numbers as may be needed to keep the roster current. The Staff Advisor shall provide to the Secretary an updated roster such that the Secretary can submit such roster with his or her annual report to the chair prior to November 1 of each year.

## **Section 2 – Communications**

The Chair or Vice Chair shall submit to the APTA Staff Advisor all correspondence required to be sent to members.

## **ARTICLE IX – AMENDMENTS TO THE CHARTER**

### **Section 1**

Proposed amendments to the Technical Forum's Charter shall be made in writing to the Chair who shall convene an Officers' meeting to review and discuss them. If determined advisable by a majority of the Officers, or alternatively, if the proposed amendment has been submitted as a petition by at least ten (10) members of the Technical Forum, the proposed amendment shall be put to a vote of the full membership at a regular or called meeting or by e-mail ballot. Approval shall be by two-thirds majority of the full membership. APTA's General Counsel shall review the proposed amendments prior to voting.

## **ARTICLE X – CONFLICTS WITH APTA CHARTER OR FEDERAL OR D.C. LAW**

In event of a conflict between the Charter of the Technical Forum and either the APTA Bylaws or the laws of the District of Columbia pertaining to non-profit corporations, the APTA Bylaws and the laws of the District of Columbia shall prevail.

Draft