

## **1. SCOPE**

1.1. The Road Safety Standing Committee reports to the Chief Engineers Council of the Transportation Association of Canada (TAC) and is concerned with promoting safety conscious, knowledge based road and street engineering and operations. The Standing Committee provides a national forum for professional networking to promulgate road safety related to guidelines and practices and in support of the activities of the other Standing Committees in TAC in the area of road safety.

## **2. GOALS**

2.1. The goals of the Road Safety Standing Committee are to:

- (a) support the Vision and Mission of the Chief Engineers' Council;
- (b) identify and prioritize the linkages of roadway factors with collision experience in the complex driver-vehicle-road inter-relationship;
- (c) act as an initiator, facilitator and coordinating body for the collection, creation and dissemination of road safety related guidelines and practices;
- (d) promote the integration of safety principles in all areas of road construction, operation and maintenance by coordinating the activities of the Road Safety Standing Committee with other TAC Standing Committees and Councils;
- (e) propose for publication manuals, guidelines, syntheses etc. of recommended roadway safety practices for use in Canada, and such revisions to these manuals, etc. as may be considered advisable;
- (f) encourage the implementation of the recommended manuals, guidelines, etc. by all road jurisdictions of Canada;
- (g) identify and recommend national road safety training programs to reinforce and promote the safety principles, methods and procedures developed by the Standing Committee.

## **3. MEMBERSHIP AND OFFICERS**

3.1. Membership on the Committee is open to all levels of government and the private sector. Requests to join the Committee are submitted to the TAC Secretariat and forwarded to the Committee Chair for approval by the Executive Subcommittee. The membership of the Committee, to the degree possible, is maintained to reflect all geographic areas of Canada and both public and private sector involvement from the road safety community.

3.2. Each member may designate a temporary alternate who is not another member of the Standing Committee. The Secretary shall be notified, in writing, of the designation, which shall cease at the close of the meeting for which it is instituted.

3.3. Members who do not attend 4 consecutive meetings will not be considered "active" members and will not be allowed to vote on issues arising from Committee business.

3.4. Officers of the Committee shall include: a Chair, Vice-Chair, Past Chair and Secretary.

#### **4. Standing and Special Subcommittees, and Liaison Officers**

4.1. The standing subcommittees shall consist of:

- (a) The Executive Subcommittee,
- (b) Such special subcommittees as may be established from time to time.

4.2. The Executive Subcommittee shall consist of the Officers of the Standing Committee, Liaison Officers, and the Vice-Chairs of Standing Subcommittees.

4.3. The Executive Subcommittee shall appoint Liaison Officers for no specific term.

4.4. The terms of reference, membership and tenure of Special Subcommittees shall be established by the Executive Subcommittee.

#### **5. DUTIES OF THE OFFICERS**

5.1. The duties of the Chair of the Standing Committee shall be to:

- (a) preside at meetings of the Committee and Executive Subcommittee,
- (b) represent the Committee before groups and organizations, as may be appropriate,
- (c) guide and direct the Committee in achieving its goals,
- (d) report bi-annually to the Transportation Association of Canada Chief Engineers' Council the actions taken by the Committee during the current year,
- (e) represent the Committee on the Transportation Association of Canada Chief Engineers Council.

5.2. The duties of the Vice-Chair of the Committee shall be to:

- (a) preside, in the absence of the Chair, at meetings of the Committee,
- (b) when requested by the Chair, represent him/her on other occasions and carry out his/her duties,
- (c) in cooperation with the Transportation Association of Canada Secretariat, coordinate the sessions or workshops sponsored by the Committee at the TAC Annual Conference, including review and selection of papers.

5.3. The duties of the Secretary shall be to:

- (a) in consultation with the Chair, prepare draft agendas for the meetings of the Committee;
- (b) attend and record minutes of the meetings of the Committee;
- (c) keep and maintain the minute books, including records of attendance by members of the Committee;
- (d) maintain a record of the status of all projects;
- (e) prepare the minutes of meetings.

## **6. DUTIES OF THE TAC SECRETARIAT**

- 6.1. The duties of the member of the TAC Secretariat appointed by the TAC Executive Director shall be to:
- (a) circulate all pre and post meeting material to the committee membership (agendas, minutes, reports, etc.),
  - (b) arrange for accommodation for meetings of the Committee and its subcommittees as required,
  - (c) arrange for publication and distribution of the Committee manuals, guidelines etc. and their amendments,
  - (d) in consultation with the Chair, respond to inquiries from members, the public, and others,
  - (e) maintain Committee project records as required.

## **7. DUTIES OF THE LIAISON OFFICERS**

- 7.1. The duties of the Geometric Design Liaison Officer shall be to:
- (a) identify and prioritize road safety issues related to geometric design elements;
  - (b) provide liaison with the activities of the Geometric Design Standing Committee in the area of road safety;
  - (c) recommend to the Standing Committee any research, evaluations or studies or other activities that are required to enhance road safety in the area of geometric design.
- 7.2. The duties of the Traffic Operations and Management Liaison Officer shall be to:
- (a) identify and prioritize road safety issues related to traffic operation practices;
  - (b) provide liaison with the activities of the Traffic Operations and Management Standing Committee in the area of road safety;
  - (c) recommend to the Standing Committee any research, evaluations or studies or other activities that are required to enhance road safety in the area of traffic operations.

## **8. MEETINGS**

- 8.1. The Committee meets twice per year, normally in conjunction with the TAC Annual Conference and the TAC Spring Meetings, and at a time not conflicting with the meetings of the Traffic Operations and Management Standing Committee or the Geometric Design Standing Committee, when possible.
- 8.2. The Committee may also hold such other meetings as may be called by the Chair.
- 8.3. Notices of all meetings and agendas shall be sent to all members not less than 30 days before the meetings.
- 8.4. All meetings of the Committee shall be open meetings unless, by majority vote of the members present, it is decided that the meeting, or part of it, shall be closed.

## **9. QUORUM**

- 9.1. A quorum of at least 10 members is required to hold meetings of the Standing Committee.
- 9.2. For purposes of voting, a simple majority of the active members shall constitute a quorum at meetings of the Standing Committee and in conducting letter ballots.

## **10. NOMINATIONS**

- 10.1. The Officers of the Committee shall select a Nominating Committee at least 90 days prior to the fall annual meeting of the Committee in years when elections are held.
- 10.2. The Nominating Committee shall consist of the Past Chair and at least three other members.
- 10.3. The duties of the Nominating Committee shall be to:
  - (a) prepare a slate of nominees for the elective offices of the Committee,
  - (b) ensure that the persons nominated will accept office and serve for the term specified.
- 10.4. Usually the Vice-Chair succeeds the Chair and the Secretary or one of the Liaison Officers succeeds the Vice-Chair, subject to 10.3 (b) above.

## **11. ELECTIONS AND TERMS OF OFFICE**

- 11.1. The elective offices of the Committee shall be:
  - (a) the Chair of the Committee,
  - (b) the Vice-Chair of the Committee,
  - (c) the Secretary of the Committee.
- 11.2. The term of all elective offices shall be two years and shall take effect 15 days following the conclusion of the TAC annual meeting at which the elections were held.
- 11.3. Election of office shall be decided by a simple majority of the members present.
- 11.4. Each member present, or his/her designated alternate, is entitled to one vote.

## **12. PUBLICATIONS**

- 12.1. The Standing Committee, with the approval of the Chief Engineers Council, may produce documents for publication through TAC, such as:
  - (a) **Guide** – core TAC documents, usually considered as the more important guides for use by practitioners at the national level, e.g. The Canadian Road Safety Audit Guide (TAC, 2002).
  - (b) **Handbook** – usually developed to clarify practices or procedures, which may not be fully explained in other core Guides, either because of varying jurisdictional policies or the complexity of the subject matter – e.g. a handbook on safety cost-benefit analysis (example only)

- (c) **Synthesis of Practice** – state of the art review of existing safety practices for particular design elements or traffic operations practices. The Syntheses may be used as practical guidance prior to official revisions to other TAC core documents – e.g. Best Practices for the Implementation of Shoulder and Centreline Rumble Strips (Synthesis of Practice No. 8, TAC, 2001).
- (d) **Research Reports** – investigations into safety issues of importance to the objectives of the Standing Committee, other TAC Standing Committees or the safety community at large. Research reports may also include, but not limited to, recommended new approaches to road safety analysis and evaluation – e.g. Safety Analysis of Roadway Geometry and Ancillary Features (1996).

12.2. The above categories should be used in the recommendation for publication to the Chief Engineers Council (i.e. as a Guide, Handbook, Synthesis etc.), which would reflect the relative significance assigned to the work undertaken by the Standing Committee.