



## Bylaws of the Michigan Transportation Asset Management Council

As Last Amended by TAMC on February 5, 2020.

1. Goal Statement: The Transportation Asset Management Council will develop and support excellence in managing Michigan's transportation assets by:
  - a. Advising the legislature, the State Transportation Commission, the Michigan Infrastructure Council, transportation committees, and others.
  - b. Promoting asset management principles.
  - c. Providing tools and practices for road agencies.
  - d. Collaborate and coordinate with Water Asset Management Council and other asset owners.
  
2. Membership, Chairperson, and Committees:
  - a. Membership: The Transportation Asset Management Council shall consist of ten (10) voting members appointed by the State Transportation Commission. The council shall include two (2) members from the County Road Association of Michigan, two (2) members from the Michigan Municipal League, two (2) members from the state planning and development regions, one (1) member from the Michigan Townships Association, one (1) member from the Michigan Association of Counties, and two (2) members from the Michigan Department of Transportation. Nonvoting members shall include one (1) person from the agency or office selected as the location for central data storage.
  - b. Chairperson and Vice-chairperson: The Chairperson shall be selected from among the voting members of the Transportation Asset Management Council.
    1. Eligibility: All voting members of the Transportation Asset Management Council are eligible to be Chairperson or Vice-chairperson of the Transportation Asset Management Council.
    2. Term of Office: The Chairperson and Vice-chairperson's Terms of Office shall be three (3) years. Officers may be reelected to additional terms by the Transportation Asset Management Council; terms may be consecutive.
    3. Election of Officers: Elections for Chairperson and Vice-chairperson of the Transportation Asset Management Council shall be held during the September meeting in the last year of the three (3) year term or as needed to fill a vacant officer position. Election shall be by a majority vote of the attending voting Transportation Asset Management Council members during a regular Transportation Asset Management Council meeting where a quorum is present.
    4. Responsibility and Dismissal: It is the responsibility of the Chairperson to chair monthly meetings, publicly represent the Transportation Asset Management Council and speak on its behalf. It is the responsibility of the Vice-chairperson to perform these duties in the absence of the Chairperson. If the Chairperson or Vice-chairperson fails to meet this responsibility, the voting membership of Transportation Asset Management Council may dismiss the Chairperson or Vice-chairperson by majority vote.
  - c. Committees: At a minimum, each voting member shall serve on one (1) Transportation Asset Management Council Committee. The Chairperson shall select Transportation Asset

Management Council members for each committee at the beginning of the Chairperson's term of office. Member assignments may be reviewed and changed by the Chairperson as necessary during the Chairperson's term of office. Each committee of the Transportation Asset Management Council shall have a Chairperson and a Vice-chairperson selected by majority vote of the voting membership of each Committee. Each committee Chairperson and Vice-chairperson shall serve a three (3) year term. In the absence of the committee Chairperson, the committee Vice-chairperson shall manage the committee meetings. Any committee may include for support, technical, or other reasons; non-Transportation Asset Management Council members as non-voting advisory participants in the committees. The Transportation Asset Management Council has three permanent committees as follows:

1. Administrative, Communications and Education: Committee comprised of three (3) to five (5) Transportation Asset Management Council members that advises the Transportation Asset Management Council on matters pertaining to training, communications, education and budget.
  2. Data Committee: Committee comprised of three (3) to five (5) Transportation Asset Management Council members that advises the Transportation Asset Management Council on matters pertaining to data collection, quality, and analysis.
  3. Bridge Committee: Committee comprised of three (3) to five (5) Transportation Asset Management Council members that advises the Transportation Asset Management Council on matters pertaining to application of asset management principles to bridges and the creation of guidance materials and training program.
  - d. Michigan Infrastructure Council and Water Asset Management Council: The Chairperson shall represent the Transportation Asset Management Council at regular meetings of the Michigan Infrastructure Council. In the absence of the Chairperson, the Vice-chairperson shall attend Michigan Infrastructure Council meetings. The Transportation Asset Management Council Chairperson and Vice-chairperson shall also represent the Transportation Asset Management Council on any standing coordination committees of the Michigan Infrastructure Council and Water Asset Management Council.
  - e. Other committees: The Chairperson may establish other 'ad hoc' committees as necessary for the operation of the Transportation Asset Management Council. Such committees shall operate until the Transportation Asset Management Council or Chairperson disbands them.
3. Meetings: Transportation Asset Management Council and committee meeting schedules are established at the September Transportation Asset Management Council Meeting for the following calendar year. The established schedules shall be made available to the public.
  4. Quorum: per Michigan's Open Meetings Act, the term "Meeting" means "the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision of a public policy." A quorum as it pertains to the Transportation Asset Management Council shall be defined as a majority of voting members present for a meeting during which official business is discussed and acted upon.
  5. Membership Appointment and Term: it is the responsibility of each member organization to seek out qualified individuals for nomination to the Transportation Asset Management Council. Once the nomination is received, it must be acted upon by the State Transportation Commission. The positions for the Michigan Department of Transportation shall be permanent. The position of the central data storage agency shall be nonvoting and shall be for as long as the agency continues to serve as the data storage repository. At the end of the initial appointment, all terms shall be for

three (3) years.

6. Advisory Panel: The Transportation Asset Management Council may appoint a technical advisory panel whose members shall be representatives from the transportation construction associations and related transportation road interests. The Transportation Asset Management Council shall select members to the technical advisory panel from names submitted by the transportation construction associations and related transportation road interests. The technical advisory panel members shall be appointed for three (3) years. The Transportation Asset Management Council shall determine the research issues and assign projects to the technical advisory panel to assist in the development of statewide policies. The technical advisory panel's recommendations shall be advisory only and not binding on the Transportation Asset Management Council.
7. Staffing: The Michigan Department of Transportation shall provide qualified administrative staff and the state planning and development regions shall provide qualified technical assistance to the Transportation Asset Management Council.
  - a. Michigan Department of Transportation assigns a full-time Coordinator primarily responsible for the management and coordination of the Transportation Asset Management Council's activities including development of the three (3) year work program, budget, and annual report as required by law; provide project management of activities needed to carry out the Transportation Asset Management Council's work program; manage the on-going development and maintenance of the Transportation Asset Management Council's website and performance measure dashboards. Additional Michigan Department of Transportation staff provides administrative support to the Transportation Asset Management Council as necessary.
  - b. In addition to Michigan Department of Transportation staff, the Transportation Asset Management Council annually contracts with Michigan's Regional and Metropolitan Planning Organizations to provide technical assistance related to the promotion of asset management principles and data collection within each regional boundary.
8. Amendments: A two-thirds majority of Transportation Asset Management Council voting members is required to amend the Transportation Asset Management Council's bylaws. Proposed amendments in final form must be distributed to the members at the Transportation Asset Management Council meeting prior to having it on the Transportation Asset Management Council agenda as an action item.