

Canadian Institute of Transportation Engineers

Technical Liaison Committee

Terms of Reference

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1. Purpose of the Technical Liaison Committee Terms of Reference

This document outlines the background and purpose of the Canadian Institute of Transportation Engineers (CITE) Technical Liaison Committee (TLC). The TLC is to be the coordinating body between the Canadian District Executive Committee (hereinafter referred to as the “CITE Executive”) and the District Board (hereinafter referred to as the “Board of Directors”), ITE International and its Councils, and other technical organizations, for project development, technical information dissemination and other technical initiatives of the Institute.

These terms of reference supersede the October 2017 Terms of Reference and should be read with and incorporated into the current CITE Executive Guidelines.

2. Background of the Technical Liaison Committee

The TLC was originally formed in early 2006 to address communications, technical projects, and to support initiatives. Comprised of a small group of CITE members who have a keen interest in transportation engineering, planning and policy development, these members have the opportunity to contribute to a variety of technical projects that have a direct impact on the future of transportation both in Canada and internationally.

Since the TLC is a coordinating body tasked with ensuring that volunteers have the tools and support required, it generally does not directly involve itself with the working elements of active projects. However, the TLC does set project priorities, maintains communications, and ensures schedule compliance.

3. Mandate

The TLC mandate is to ensure that CITE members have the opportunity to participate in technical projects through:

- ITE Coordinating Council participation;
- Coordination of CITE appointees on ITE Council executive committees;
- Coordination of CITE appointees on Transportation Association of Canada committees;

- Dissemination of technical projects and initiatives through ITE and other organizations; and
- Oversight of Canadian District technical initiatives.

4. Reporting Structure

The TLC reports to the CITE Board through the Executive Committee. The CITE Vice President will liaise between the TLC and the CITE Executive. The Vice President will ensure the timely conveyance of communications, materials, and requests/requirements between both groups.

5. TLC Membership

A maximum of four members will comprise the core of the TLC with the Vice President of the Executive Committee as liaison. Two of the members will be designated to focus on coordination with TAC activities and the other two will be designated to focus on coordination with ITE International and its Council activities.

The CITE President and Canadian District Director will be ex-officio members of the TLC to coordinate CITE involvement in TAC and ITE International.

TLC members will nominate the TLC Chair and Vice-Chair for a two-year renewable term. The Vice-Chair is encouraged to move into the Chair position once the Chair has completed their term. It is also encouraged that the outgoing Chair remain as a resource for the TLC Committee for up to one year, although not as an official member.

Committee members will serve a maximum term of six years on the TLC. This term can be extended if the member is entering into, or is in the Chair or Vice-Chair position at the end of their sixth year, until they complete their term in the Chair position.

With approval from the CITE Executive, the TLC will issue a call for volunteers when additional members are required. Preference will be given to TAC appointees and appointees to ITE Council executive committees. The new member(s) will be recommended by the TLC, and appointed by the CITE Board.

A member of “excite” (CITE Committee for emerging members) may be appointed as a liaison to the TLC to provide a link between the two Committees.

Nomination and appointment of TLC members and positions will occur in conjunction with the CITE annual conference.

TLC members must remain CITE members in good standing throughout the period of their appointment.

6. Meetings and Attendance

Two in-person and up to six teleconference meetings are typically held annually by the TLC. The in-person meetings are held at the CITE Annual Conference prior to the CITE Board Meeting, and in conjunction with the CITE Executive fall meeting in the host conference city.

The TLC Chair or Vice-Chair will attend the ITE Coordinating Council meeting. The Coordinating Council meets at least twice each year, with in-person meetings scheduled as part of the ITE Annual Meeting and the Transportation Research Board Annual Meeting. The remaining meeting(s) are typically held via webinar and teleconference as determined by the Council Chair.

The TLC shall appoint one member and one alternate to attend the Transportation Association of Canada Spring and Fall Technical meetings.

If more than two successive meetings are missed without explanation, a member may be removed from the TLC.

Travel expenses and costs related to the attendance of in-person meetings are funded through the TLC's Administration budget and in accordance with the CITE Travel Policy. ITE also provides travel assistance each year for travel and accommodations related to the Canadian District Representative attending the in-person meetings of the Coordinating Council. CITE provides travel assistance for TAC appointees to travel to the spring and fall meetings.

7. Duties and Responsibilities

Duties and responsibilities of the TLC are as follows:

- 1) Identify and prioritize Canadian technical needs and issues through communication with the CITE membership.

- 2) Oversee the delivery of quality technical initiatives and products to the Canadian transportation community. Administer and direct Canadian technical activities and projects, and facilitate CITE member participation in technical projects.
- 3) Coordinate CITE appointees on the ITE Councils, Committees of the Institute, and Transportation Association of Canada committees.
- 4) Develop, negotiate approval for, and manage the TLC budget as approved by the CITE Executive and Board of Directors.
- 5) Communicate regularly with the membership by:
 - a. Providing current content for TLC articles in Transportation Talk;
 - b. Participate in the CITE Annual Conference to highlight activities of the committee;
 - c. Maintaining the TLC web pages on the CITE website, reviewing and updating a minimum of two times per year; and
 - d. Communicating through other means/media as needs arise.

The Canadian District Administrator will take a lead role in supporting the TLC's communications needs.

- 6) Increase the awareness and availability of ITE technical initiatives for the Canadian transportation community.
- 7) Promote CITE technical products to ITE International members.
- 8) Manage and promote the Stan Teply Outstanding Technical Achievement Award.
- 9) Provide a written report to the CITE Executive and Board of Directors once per year coincident with the CITE Board Meeting.

8. Management of Projects

Project Managers (PMs) will be chosen from the CITE membership for the administration and delivery of projects on behalf of the TLC. PMs will be chosen by appointment or selection through a call for volunteers. A TLC member will be assigned as the project liaison to provide regular communication between the TLC and the Project Steering Committee.

9. Meeting Management, Agendas and Reporting

The format of meetings will be discussed with TLC members in advance of the upcoming meetings.

- The Chair or Vice-Chair will develop meeting agendas and coordinate associated materials.
- Materials will be sent out for review in advance of meetings.
- Completion and circulation of meeting minutes will be rotated through the TLC members.
- TLC meeting notices, agendas and minutes will be made available to the CITE Vice-President and stored in the data storage area assigned by the CITE Administrator.
- The Chair or Vice-Chair will present on the activities of the TLC to the CITE Executive and Board of Directors at the spring and fall in-person meetings.

10. Decision Making

Development of consensus is the goal of the TLC members for all decision-making activities. In the absence of achieving consensus, a majority vote of all TLC core members will complete the decision-making process. In the event of a tie vote, the CITE Vice President will break the tie.

11. Terms of Reference Review

The Terms of Reference for the TLC will be reviewed every four years, or as required. Any changes or updates to the document will need to be approved by the CITE Executive and Board of Directors.