

ASCE-INDOT Structure Committee

Committee Mission Statement

The Committee was formed by the Indiana Department of Transportation (INDOT) and the Indiana Section of the American Society of Civil Engineers (ASCE) to address specific topics pertaining to the design and construction of bridges and retaining walls. The Committee is to report their findings to INDOT and ASCE.

The committee will be responsible for, but not limited to the following:

- a) Assist INDOT in researching and implementing new materials and technologies.
- b) Aid in developing or modifying specifications and standards for review and approval by the INDOT Standards Committee.
- c) Develop topics and programs for INDOT's annual Bridge Conference
- d) Assist in the maintenance and upkeep of the structures chapters of the Indiana Design Manual..

Committee Membership

Committee members are volunteers who offer their services to INDOT, ASCE and the overall design community. All group members except for industry and academic representatives must be ASCE members in good standing, or employees of INDOT. Members except for industry and academic representatives shall be licensed professional engineers in the State of Indiana with a minimum of ten years of experience and be currently active in design. INDOT and the Committee Chair may make exceptions to these requirements.

The Committee is comprised of volunteers from the following groups:

- INDOT (Up to six members)
- Design Consultants (Up to eight members, only one from the same company)
- Federal Highway Administration (One Member)

The Committee may also be comprised of members from the following groups:

- Construction Industry (One Member)
- Precast Prestressed Concrete Industry (One Member)
- Structural Steel Industry (One Member)
- Academics (One Member)

The members representing INDOT are appointed by the INDOT Director of Bridges. The members representing the Design Consultants are appointed by the Chair and Vice-Chair with approval from the INDOT Director of Bridges. The remaining members are appointed by the industry they represent and approved by the Chair, Vice-chair and INDOT Director of Bridges.

Membership Expectations

Members are required to participate actively in the group's work by contributing information, completing assignments related to active agenda items, document review, replying to correspondence, and regularly attending meetings. The committee meets four to six times per year.

Members can be deemed inactive if they fail to participate in two group meetings in a year period. Members, who are unable to fully participate in a group's activities, and thus have been deemed inactive, may be asked to resign from the committee.

The chair may invite any person to join the group as an invited member. This category of membership shall not be listed on any roster. The chair determines the access limits to correspondence and work for this category of member. The chair may terminate the invited member's status at any time.

Officers

Chair

The chair of the committee is appointed by INDOT Director of Bridges and approved by ASCE. The chair is typically appointed for a two-year term and may be reappointed for an additional two-year term. The chair is responsible for:

- meeting the committee's goals and objectives;
- appointing the committee's members, including a vice chair;
- appointing task groups as necessary;
- scheduling meetings and preparing agendas (with support of vice chair);
- ensuring complete and updated INDOT Web postings (with support of INDOT staff);
- coordinating with INDOT Director of Bridges;

- maintaining group productivity
- creating a positive volunteer experience;
- coordinating with ASCE, and
- attending or appointing a representative to attend the INDOT Standards Committee meetings.

Vice Chair

Each chair appoints a vice chair (with the exception of task groups) with term limits being the same as that of the chair. The vice chair serves in the capacity of the chair if the chair is absent from a meeting or otherwise unable to fulfill his/her duties. It is the intent that the vice chair will succeed the chair subject to approval by INDOT Director of Bridges and approved by ASCE. It is the chair's responsibility to assign the duties of the vice chair. For example, a vice chair should record the attendance and minutes of each meeting as well as assist with preparing other work as requested by the chair

Task Groups

Task groups are informal groups created by the committee to accomplish a specific task. The chair appoints a chair of the task group, who is a qualified member of the committee. A task group should have a clearly defined purpose for its existence and work only on that one task. This task may or may not be a part of a bigger project. A task group normally only serves until its assigned task has been completed. A task group must report its activities back to the committee chair on a periodic basis.

ADMINISTRATION

Joining the Committee

To join the committee:

- Fill out the Committee Member Application form and email it to the committee chair.
- The chair will verify information (such as ASCE membership and PE status)
- The chair, vice chair and INDOT Director of Bridges will either approve or disapprove and provide the reason for disapproval to the applicant.
- The chair will notify the applicant of the status and file the application.
- If approved, the chair will make the adjustments to the roster and send the new member an appointment letter.
- If denied and the applicant is eligible for membership, he or she may be placed on a waiting list until a member position opens.

Resignation, Termination, or Change in Membership

Any group member may resign by giving written notice to the chair and/or INDOT Director of Bridges. The chair may change the membership status or terminate a group member based on the following:

- The member has failed to meet attendance and/or participation requirements and has been designated as inactive.
- There is a change in the member's employment.
- The member is no longer a member of ASCE.
- There is a conflict of interest.

In the event that a design consultant member has missed two group activities without an acceptable reason, the chair should communicate with the member that a third offense will classify him or her as inactive and may result in a change of membership or termination. A record of such communication must be retained by the committee chair. The chair is encouraged to communicate with the member in question prior to making such a change. A design consultant member who is in good standing shall be limited to a term of six years unless the member's term is extended by the chair. Industry representative terms shall be determined by the industry representative unless determined otherwise by the chair.

DOCUMENTS

Rosters

The committee shall maintain a roster of its members and post on INDOT's website. Task groups have no official roster requirements; however, the chair is encouraged to keep track of task group membership.

Agendas

The chair should prepare and post an agenda on INDOT's website at least 14 days in advance of any official meeting. The agenda is to be developed by the chair in conjunction with his or her vice chair and INDOT Director of Bridges, and does not require official approval. Agendas may be revised at any time.

Minutes

Minutes provide a brief summary of a meeting. At a minimum, all minutes shall include:

- the name of the group;
- the date and place of meeting;

- the names of members in attendance/absent with prior notification/absent without notification;
- names of guests in attendance.
- a brief summary of main discussions;
- a description of any actions taken;
- a summary record of any discussions and/or suggestions from the group;
- a brief summary of action items, including who, what, and due dates; and
- the ending time of the meeting.

Minutes should be completed within 30 days of the meeting. Minutes should be reviewed by the chair before being posted. Minutes are to be posted on INDOT's website.