

National Committee on Uniform Traffic Control Devices

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Approved: June 9, 2021

NCUTCD Operating Procedures

The attached Rules of Procedure were approved on an individual basis by the NCUTCD Executive Board on the dates indicated. These rules, guidelines, definitions, and procedures are intended to define the specific procedures for items which are referred to in the bylaws. The following are included:

Forms associated with some of the Operating Procedures are provided in the Appendices

OP#1: Definition of Government Member	2
OP#2: Guidelines for Designation of Honorary Member	3
OP#3: Procedures for the Admission of New Sponsoring Organizations	5
OP#4: Operating Procedure for Technical Committees	8
OP#5: Procedures for the Admission of New Technical Members	12
OP#6: Procedure for Nomination and Election of NCUTCD Officers	14
OP#7: Procedure for NCUTCD Responding to Proposed Changes to the MUTCD or Other Standards	16
OP#8: Procedure for Submitting Statements to Council, Executive Board, Technical Committees and Working Groups	20
OP#9: Definition of and Guidelines for Edit Committee	21
OP#10: Definition of and Guidelines for Financial Oversight Committee	22
OP#11: Procedure for Approval of Amending and Tabling Motions	23
OP#12: Display of Proprietary Products at NCUTCD Meetings	24
OP#13: Transfer of Members Between Technical Committees	25
OP#14: Budget Committee Guidelines	26

OP#1: DEFINITION OF GOVERNMENT MEMBER

Approved by NCUTCD Executive Board June 29, 2006

Amended by the Executive Board January 8, 2014

Reference: Bylaws Section 10.2

Section 10.2 of the Bylaws states that “government” Technical Committee members shall be as defined by the Executive Board. This Operating Procedure provides a definition of “government” member for that purpose.

In addition, Section 6.3 of the Bylaws states that, for Group 1, “at least seventy percent (70 %) of the total number of Members and Associate Members from each Sponsoring Organization shall, at the time of appointment, be government members as defined by the Executive Board.” This Operating Procedure provides an interpretation of this requirement.

A Government Member is someone who meets one of the following criteria:

1. The individual is employed full time by a state, county or municipal government agency and has substantial responsibility in highway traffic operations or the application of traffic control devices.
2. The individual was employed as described in paragraph 1 for at least 20 years, and has left such employment, but continues to be primarily involved in highway traffic operations or the application of traffic control devices.
3. The individual: a) was employed as described in paragraph 1 for at least 5 years; and b) is currently under contract to serve at least 50 percent time as the traffic engineer, or otherwise have substantial responsibility to manage highway traffic operations or the application of traffic control devices, for one or more government agencies.
4. The individual is employed by a public university and has substantial responsibility to conduct research in highway traffic operations or the application of traffic control devices under contract to a federal, state, county or municipal government agency.
5. The individual is employed full time by a federal government agency and has substantial responsibility in highway traffic operations or the application of traffic control devices.
6. The individual is employed full time by a Railroad that is subject to the jurisdiction of the Surface Transportation Board as defined by 45 USC § 151. Only one technical committee member may be designated as a Government Member from each Railroad company and membership is limited to the RR/LRT Technical Committee. The designated individual must have substantial responsibility in the application of traffic control devices at grade crossings for the Railroad company as determined by the RRLRT Technical Committee Chair.

It is the interpretation of the Executive Board that the requirement for a majority of members being federal, state, county or municipal government officials directly responsible for highway traffic operations does not apply to the Research Technical Committee.

OP#2: GUIDELINES FOR DESIGNATION OF HONORARY MEMBER

Approved by NCUTCD Executive Board January 18, 2006

Amended by the Executive Board January 8, 2014

Reference: Bylaws Section 4.5

Bylaws

At the June 20, 2001 meeting, the NCUTCD Council approved the following change in the Bylaws instituting the new membership category of “Honorary Member.” The Council approved the Bylaws amendment the next day. At the January 8, 2014 meeting, the Executive Board approved a change to the Operating Procedures instituting the category of Emeritus Honorary Member.

4.5 Honorary Members. Individuals who have contributed to the National Committee in an outstanding manner may be designated as “Honorary Members” by the Executive Board. Generally, this membership designation is given to individuals who have served in a leadership role as Members, Associate Members, or Technical Members over a period of at least twenty (20) years. The Executive Board may set qualifications for, the benefits accorded to, and the process for designating Honorary Members. Honorary Members serve as nonvoting members of the Council and may contribute to the discussion and debate, but may not make or second motions. Honorary Members no longer participating in the National Committee activities may be placed in “Emeritus” status recognizing their years of service.

Purpose

The purpose of the designation as “Honorary Member” is to recognize those individuals who have made outstanding contributions to the NCUTCD in a leadership role over an extended period of time and to maintain that recognition for the Emeritus Honorary Members.

Recognition

Those individuals who are designated by the Executive Board, as “Honorary Members” will be presented an appropriate framed certificate or plaque at a general session of the NCUTCD. “Honorary Members” will be further recognized with a badge ribbon at NCUTCD meetings and their meeting registration fee will be waived. “Honorary Members” will be designated as “non-voting” members of the Council and will be invited to sit with the Council during meetings.

Number of Honorary Members Appointed.

Not more than two individuals will be designated Honorary Members per year and there may be a total of no more than eight active Honorary Members at any given time. Honorary Members who are no longer able to participate in NCUTCD may be designated Emeritus Honorary Members to continue recognition of the Member in an inactive status without impacting the number of Honorary Members.

Requirements

The following qualifications will be considered by the Executive Board in considering candidates for the designation of “Honorary Member.”

- Generally, a candidate for Honorary Member shall have served at least 20 years as a Member, Associate Member or Technical Member of NCUTCD. This length of service shall be verified by review of historical records and membership lists.
- Each candidate should have served in a leadership role with the NCUTCD (technical committee chair, vice-chair, task force chair, board member, officer, etc.) and would be considered only after having completed that leadership position.
- A candidate would be considered only after they have completed their service as Member or Associate Member. A candidate, however, may still be serving as a Technical Member.
- It is not necessary that a candidate be retired from his/her principal business or profession.

Procedures for Nomination

Each year, if the number of current active Honorary Members is fewer than the “cap” of eight, (not including the Emeritus Honorary Members) the NCUTCD Chair shall appoint an Honorary Member Selection Committee. This committee will generally be comprised of individuals who have been active in the Committee for many, years and thus have had the opportunity to observe the leadership contributions of potential candidates. The Selection Committee will generate nominations and also invite nominations from the NCUTCD membership. All nominations must use the nomination form to provide information supporting the nomination. If one or more nominations are made, the Selection Committee may recommend to the Executive Board, from those nominations, no more than two individuals for Honorary Membership. The Executive Board will discuss the recommended nominees in Executive Session. Honorary Membership will be extended to an individual if approved by at least three-fourths of the voting members of the Executive Board. All nominations shall be treated confidentially at all times in the selection process. The “cap” of eight active Honorary Members (not including Emeritus Honorary Members) may never be exceeded.

OP#3: PROCEDURES FOR THE ADMISSION OF NEW SPONSORING ORGANIZATIONS

Approved by NCUTCD Executive Board January 7, 2004

Revised By Executive Board June 20, 2007 (updated June 17, 2020)

Reference: Bylaws Section 3.3, 3.4 and 3.5

Background

The purpose of the NCUTCD is to assist in the development of standards, guides and warrants for traffic control devices and practices used to regulate, warn and guide traffic on streets and highways. The education of the road user, the advancement of public safety and the stimulation research regarding traffic control are also elements of the NCUTCD.

The principal supporters of the NCUTCD's activities are its Sponsoring Organizations. Nearly all of the Sponsoring Organizations are associations or similar groups with a significant interest in traffic control.

Assigning Sponsoring Organizations to Groups

Sponsoring Organizations are assigned to one of four Groups as defined in Section 3.2 and Section 6.3 requires that "A minimum of fifty percent (50%) of the Members and fifty percent (50%) of the Associate Members shall be appointed by Group I Sponsoring Organizations." The number of Members and Associate Members appointed by each Sponsoring Organization is defined in Section 6.3. As of June 2020 the number of Members/Associate Members in each group is:

Group I = 25 (61%)
Group II = 9
Group III = 4
Group IV = 3
TOTAL = 41

The addition of seven more members outside Group I would result in Group I being 50% of total membership.

Group Designations

Group I

Is comprised of organizations that generally represent state, county and municipal highway officials having the legal responsibility of administering public highway programs.

Group II

Is comprised of organizations that represent national organizations with a membership that includes officials directly associated with traffic operations and regulations.

Group III

Is comprised of organizations that represent the general public and/or private highway users groups.

Group IV

Is comprised of organizations that represent industry-oriented associations whose members manufacturer, install and distribute traffic control devices. This group also includes organizations that represent industry highway users groups.

Requesting Sponsoring Organization Status

Any organization that can demonstrate it meets the eligibility requirements of a Sponsoring Organization must request sponsorship status in writing to the NCUTCD Executive Secretary and complete a Sponsoring Organization application form. The requesting organization must be willing to appear before the Executive Board, if requested.

The Executive Board shall review and evaluate each request and application and, if the Executive Board makes a recommendation to admit the new organization, forward its recommendation to the Council and Sponsoring Organizations. Following the required thirty days notice of a proposed amendment to the Bylaws, the Council shall then vote to admit or not admit the organization as a Sponsoring Organization.

Criteria for Admission of New Sponsoring Organizations

The Executive Board, in its deliberations, shall consider those areas or items it deems appropriate and shall report to the Council on the requesting organization's ability to meet the following criteria:

1. The organization must be able to demonstrate a significant interest in traffic control devices.
2. The organization must be able to make apparent that they can contribute to the objectives of the NCUTCD.
3. The organization must represent a broad geographical area of the country and not have just local geographic interests.
4. The organization must be willing and qualified to serve on one or more technical committees.

The Chair, with the consent of the Executive Board, may establish a review task force of not less than three NCUTCD Council Members to review the sponsoring organization's qualifications and report back to the Executive Board on its findings. The review task force shall take the following into consideration:

1. What area of expertise and perspective does this prospective sponsor bring to the NCUTCD?
2. Does this area of expertise and perspective currently exist in other sponsors?
3. Does the prospective sponsor currently have members on any of the technical committees?
4. The following factors should be considered regarding size and age of the prospective sponsor:
 - a. The potential long term interest in the NCUTCD.
 - b. The past history of the organizations stability.
 - c. The part of the MUTCD they have an interest in.

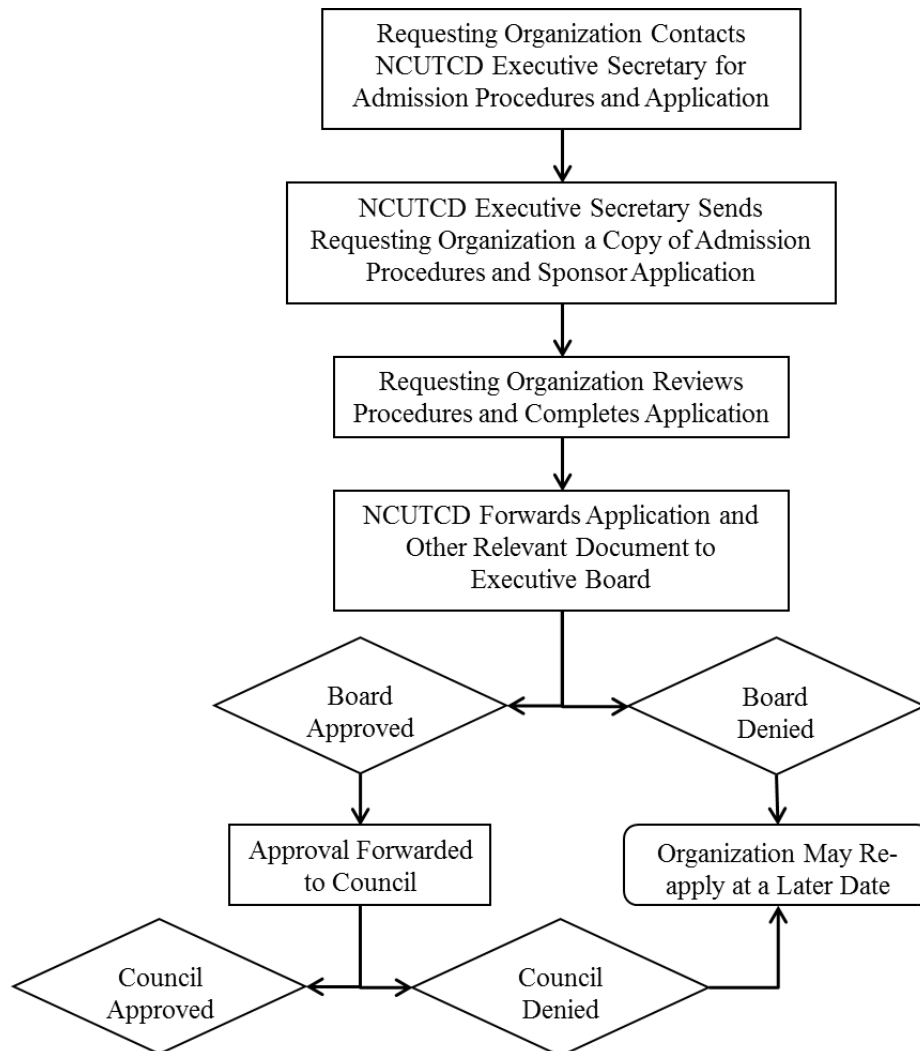
The Executive Board, during its deliberation on the admission of new Sponsoring Organizations, must bear in mind what impact the admission will have on the composition of the NCUTCD.

Termination or Suspension of Sponsorship

A Sponsoring Organization may withdraw from the NCUTCD at anytime by submitting a letter to the Executive Board.

Failure by the Sponsoring Organization to appoint members to the Council demonstrates a lack of interest in the NCUTCD and may constitute grounds for the termination of the organization’s sponsorship by the Executive Board.

Failure by a Sponsoring Organization to be represented by a full voting delegation at two consecutive Council meetings or at two of any three consecutive Council meetings may constitute grounds for termination.



Flowchart OP#3-1. Process for Admission of New Sponsoring Organization

OP#4: OPERATING PROCEDURE FOR TECHNICAL COMMITTEES

Approved by NCUTCD Executive Board January 18, 2006

Reference: Bylaws Article 10

Background:

Most of the detail work of the NCUTCD is done by the eight Technical Committees. Generally, recommendations for changes to the Manual on Uniform Traffic Control Devices and/or responses to changes proposed by FHWA or others originate in one of more of the Technical Committees. Recommendations developed by the Technical Committees are reviewed by the Sponsoring Organizations and are then presented to the NCUTCD Council. The Council must accept the recommendations, with or without additional changes, before they can become official recommendations of NCUTCD.

Article 10 of the NCUTCD Bylaws defines the composition, membership, jurisdiction, meetings and officers of the Technical Committees as well as how Technical Committees are created or combined. Article 10.1 stipulates that "Each Technical Committee shall follow the Operating Procedures as approved by the Executive Board." The following Operating Procedures for the operation of Technical Committees have been approved by the Executive Board:

Membership:

General Membership: Members of each Technical Committee must meet the requirements of the Bylaws. This limitation does not prevent cooperation or affiliation with outside groups or individuals. The Technical Committee Chair may seek advice and assistance for special or continuing assignments that will substantially benefit the work of the Technical Committee.

Each Member and Associate Member is appointed by the NCUTCD Chair to a Technical Committee and becomes a voting member of the assigned committee immediately after appointment. (see Bylaws Section 10.2)

Application to serve as a Technical Member must be approved by the Executive Board and, once approved, the Technical Member becomes a voting member of the assigned Technical Committee at the next meeting of that Technical Committee. Technical Members then enjoy all the privileges of membership except the right to vote in the Council and hold the position of NCUTCD officer or serve as a member of the Executive Board (see Bylaws Section 4.3).

Terms

The term of a Member, Associate Member, or Technical Member of a Technical Committee ends with the adjournment of the Annual Meeting in an even numbered year. (see bylaws Section 10.3). However, the term of a newly appointed Technical Committee member ends at the end of the Annual Meeting in an even numbered year following the meeting at which the appointment was made. Thereafter, the term ends at the end of the Annual Meeting in each even number year and he/she must be reappointed or dropped from the committee.

Each Technical Committee Chair shall keep a record of the appointment/reappointment dates of each committee member and make recommendations to the Chair of the National Committee and the Executive Board on the reappointment of committee members at the completion of each member's term. The member's attendance and participation shall be considered in deciding on reappointment. In cases where a member is not being considered for reappointment to a Technical Committee, that member should be notified prior to the Annual Meeting in the even numbered year.

Termination of Membership

The membership of a Member or Associate Member may be terminated at any time by the Sponsoring Organization. Such termination shall be given by written notice to the Executive Secretary. The termination of membership as a Member or Associate Member does not automatically terminate a person's membership on a Technical Committee; the individual may become a Technical Member. A Member or Associate Member may resign at any time by submitting written notice to the sponsoring organization and/or the Executive Secretary. The membership of a Technical Member may be terminated by the Executive Board at any time (see bylaws Section 4.7).

If a member exhibits a lack of interest in the technical committee business by a consistent failure to attend meetings or participate in committee assignments his membership may be terminated by recommendation of the Technical Committee Chair. In the case of a Technical Member, failure to attend three consecutive meetings is normally cause for the Executive Board to terminate the membership. In the case of a Member or Associate Member the Executive Board may recommend to the Sponsoring Organization the termination of membership (see Bylaws Section 4.7).

Committee Officers

Each Technical Committee shall have a Chair and Vice-Chair appointed by the NCUTCD Chair and approved by the Executive Board. The Technical Committee Secretary shall be appointed by the Technical Committee Chair.

The term of the Technical Committee Chair and Vice-Chair ends with the adjournment of the Annual Meeting in even numbered years at which time the NCUTCD Chair shall newly appoint or reappoint all Technical Committee Chairs and Vice Chairs.

Meetings

Technical Committees shall meet at the Annual and Midyear Meetings of the NCUTCD and may meet at other times at the call of the Chair or at the request of 50% of the committee members (see Bylaws Section 10.4).

A quorum is the majority of the members of the committee, not the majority of the members attending a particular meeting. If a quorum of members is present, a vote by two-thirds (2/3) of the members present determines the position of the Technical Committee with respect to motions

that are made and seconded. If a quorum of members is not present, the Technical Committee may still meet, but may not vote to determine the position of the committee and the committee will therefore have no recommendation to forward to the Council regarding proposed changes to the MUTCD.

Agendas and Minutes

Agendas for Technical Committee meetings shall be prepared by the Technical Committee Chair and transmitted to the Technical Committee members at least twenty (20) days in advance of the meeting (see Bylaws Section 10.5). This may be done by email or by posting on the NCUTCD website and notifying the committee members.

The minutes of Technical Committee meetings held during or since the most recent Annual or Midyear Meeting shall be distributed to the committee members at least sixty (60) days in advance of the next Annual or Midyear meeting. This may also be done by email or posting on the webpage.

Sponsor Review and Comment

Any recommendations approved by a Technical Committee which need to be sent to the Sponsoring Organizations for comment, shall be transmitted to the Executive Secretary at least 100 days prior to the next Annual or Midyear meeting. Such recommendations will then be transmitted to Sponsoring Organizations so that the Sponsoring Organizations will have at least 45 days to review and return their comments. The Sponsoring Organizations comments will then be transmitted to the appropriate Technical Committee(s) at least 20 days in advance of the next Annual or Midyear Meeting.

Composition:

The number of Members, plus Associate Members on a Technical Committee shall never be fewer than five (5). The majority of members (including Members, Associate Members and Technical Members) on a Technical Committee shall be "Government Members" as defined in the Operating Procedure (see Bylaws Section 10.2). An application by a non-government individual for membership on a Technical Committee may not be accepted if the addition of that individual would result in the committee having less than a majority of "Government" members. If, due to the resignation of one or more current "Government" members from a committee, that committee falls below the required majority of "Government" members, it will not be necessary to drop non-government member(s), but every effort must be made to recruit new "Government" members until the committee again reaches the required majority of "Government" members.

Working Groups or Task Forces

The Technical Committee chair may appoint working groups or task forces as needed to carry out particular functions (see Bylaws Section 10.6). Such groups may include members from other committees (joint task force) and even individuals who are not NCUTCD members if it is deemed beneficial to the committee. The Technical Committee chair shall promptly notify the

NCUTCD Chair and the Executive Secretary of the formation of any such groups, the purpose for which they are formed and the anticipated period of time that they will be needed. Technical Committees may also contact and solicit information from organizations or associations which are not sponsors of NCUTCD.

OP#5: PROCEDURES FOR THE ADMISSION OF NEW TECHNICAL MEMBERS

Approved by NCUTCD Executive Board January 18, 2006

Amended by the Executive Board June 17, 2020

Reference: Bylaws Section 4.3 and 4.6

Background

The purpose of the National Committee on Uniform Traffic Control Devices (NCUTCD) is to assist in the development of standards, guides and warrants for traffic control devices. The NCUTCD's primary work is to develop and recommend proposed changes to the Manual on Uniform Traffic Control Devices (MUTCD).

Membership in the NCUTCD consists of Members, Associate Members and Technical Members. Members and Associate Members are appointed by the Sponsoring Organizations and are eligible to serve as voting members of the Council, to hold various NCUTCD offices and to serve as voting members of individual Technical committees.

The bulk of the work of the NCUTCD takes place in eight Technical Committees:

1. Signs, Regulatory and Warning
2. Signs, Guide and Motorist Information
3. Markings
4. Signals
5. Railroad and Light Rail Transit, Highway Grade Crossings
6. Temporary Traffic Control
7. Bicycle
8. Research

Technical Members are individuals who have a particular interest and/or expertise in the work of one or more of the Technical Committees and who are willing and able to contribute to the work of that Technical Committee. They serve as voting members of a Technical Committee and are eligible to serve as Technical Committee Chair, Vice Chair and Secretary and as chair of a Task Force or Working Group. They are not eligible to serve as members of more than one Technical Committee at one time (except that a member of one of the first seven technical committees may also serve as a member of the Research Committee).

What is Expected of Technical Members

A Technical Member is expected to serve actively on a Technical Committee as described below.

1. Attend the meetings of the NCUTCD. The Committee holds two three-day meetings each year normally beginning on Wednesday and concluding on Friday. The Annual Meeting is usually held in the Washington, DC area in January on the Wednesday to Friday at the end of the week of the Transportation Research Board (TRB) Annual Meeting. The location of the Midyear Meeting rotates around the United States and is

held in conjunction with the AASHTO Traffic Engineering Subcommittee meeting. This is usually in June. At a minimum, a Technical Member should attend at least one meeting per year.

2. Serve on and participate actively in Technical Committee Task Forces.
3. Actively correspond by mail, phone, fax or e-mail between NCUTCD meetings.

Admission of New Technical Members

A person who has an interest in the work of the NCUTCD and who has the expertise and experience to contribute to the work of one or more of the Technical Committees may apply to become a Technical Member. Generally, an applicant should have a clear understanding of the NCUTCD, have attended at least one meeting and have discussed with one or more Technical Committee Chair(s) how he or she can contribute to the work of the Technical Committee. He or she should be willing and able to attend the Annual and Midyear Meetings and have the support to his or her employer for such participation.

A person desiring to become a Technical Member shall submit an application to the NCUTCD Executive Secretary indicating his/her preference for assignment to a Technical Committee (1st choice, 2nd choice, etc.) as well as his/her qualifications to contribute to the work of the committee(s).

The Executive Secretary will then determine if the committee(s) applied for has openings for additional members and forward the application to the appropriate Technical Committee chair. If the application is approved by the Technical Committee Chair, it will be considered at the next meeting of the Executive Board. If approved by the Executive Board, the person will then be a member of the Technical Committee and be eligible to vote at the next meeting of the Technical Committee.

Terms

The term of a member of a Technical Committee ends with the adjournment of the Annual Meeting in an even numbered year. (see bylaws Section 10.3). However, the term of a newly appointed Technical Committee member ends at the end of the annual meeting in an even numbered year following the meeting at which the appointment was made.

Termination of Technical Membership

A consistent failure to attend meetings and to participate in Technical Committee activities shall be considered a demonstration of lack of interest. Generally, when a Technical Member is absent from three consecutive meetings or consistently refuses to participate in Technical Committee business, the Executive Board may, with the recommendation of the Technical Committee Chair, terminate his/her membership.

OP#6: PROCEDURE FOR NOMINATION AND ELECTION OF NCUTCD OFFICERS

Approved by NCUTCD Executive Board January 18, 2006

Reference: Bylaws Section 7.2 and 7.3

Introduction

Section 7.2 of the NCUTCD Bylaws provides for the appointment of a Nominating Committee by the Executive Board in odd numbered years. The Nominating Committee is to consist of three to five Members of the Council and shall “be responsible for solicitation of the Members and Associate Members for nominations for officers of the National Committee and shall be responsible for all elections held by the Council.” The Bylaws further state that “The form of ballot(s) and election procedures shall be in accordance with the Operating Procedures.” The following is the procedure for such election and the official ballot form:

Nomination and Election Procedure

1. At the Midyear Meeting in odd numbered years, the Executive Board shall appoint a Nominating Committee of three to five members and designate one of the members to be committee chair.
2. The Chairman of the Nominating Committee shall send a request to all Members and Associate Members soliciting nominees for the offices of Chair, Vice-Chair for Programs, Vice-Chair for Research and Treasurer. This notice will contain a description of the duties of each of the officers, an explanation of the nominating procedure and a list of the Members who are eligible for election to these offices. The notice will also explain that the person submitting the nomination must check and verify that the person being nominated is qualified and willing to serve if elected. The notice will be sent by the Chairman of the Nominating Committee via email, to Members and Associate Members at least 120 days prior to the following Annual Meeting of the NCUTCD Council at which the elections will be held, with instructions that the nominations must be submitted in writing (may be by email) to the Nominating Committee Chairman within 30 days.
3. Upon receipt of all nominations, the Nominating Committee will develop a list of official nominations for each office from among the members
4. At least 60 days prior to the election at the next Annual Council meeting, the Nominating Committee will send to all Members and Associate Members an announcement of its recommended nominees for each office. In addition, the Nominating Committee will make their recommendation available as a handout at the Council Meeting.
5. Additional nominees may be added by petition provided that the petition is received by the Executive Secretary at least 35 days prior to the election and is signed by a minimum of five voting Members, no more than two of which may be from one Sponsoring Organization. The Executive Secretary will determine if the nominated person(s) is eligible for election and, if so, will forward the nomination(s) to the Nominating Committee prior to the election. The Executive Secretary will send an announcement to all Members and Associate Members of any nominees who qualify by petition.

6. The election will be held at the next Annual Meeting of the NCUTCD Council. If there is only one nominee for each office, the election may be by voice vote. If there is more than one nominee for any office the election shall be by written ballot. Such ballot will be distributed to all voting Members at the Council meeting and time will be allowed for each Member to complete the ballot.
7. A Tellers Committee consisting of at least two Honorary Members will be appointed by the National Committee Chair. The Tellers Committee will count the ballots and report the results to the Chair of the Nominating Committee, who will announce the results to the Council. Upon approval of a motion to destroy the ballots, the Tellers Committee will destroy the ballots.
8. Each Member of the Council shall have one vote. In the event that a Member is absent at the time of voting, an Associate Member appointed by the Member's Sponsoring Organization and designated as an alternate may vote in the Member's place. If neither the Member(s) nor Associate Member(s) are present for the Council meeting, the Sponsoring Organization may appoint a Technical Member(s) to represent them as a voting member of the Council for that one meeting. That person may vote in the place of the Member. In no instance shall the Member and his/her alternate both vote in the same election. No other voting by proxy or otherwise will be counted.
9. The newly elected officers officially take office at the adjournment of the Annual Meeting during which the persons are elected.

OP#7: PROCEDURE FOR NCUTCD RESPONDING TO PROPOSED CHANGES TO THE MUTCD OR OTHER STANDARDS

Approved by NCUTCD Executive Board January 18, 2006

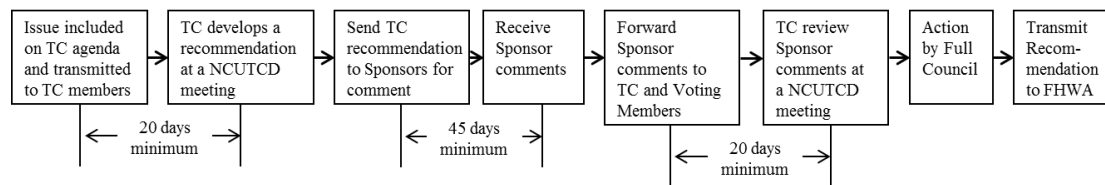
Reference: Bylaws Section 6.6

Section 6.6 of the NCUTCD Bylaws defines principles and procedures to be followed by NCUTCD in generating recommendations on proposed changes or revisions in standards relating to the MUTCD or other accepted national standards. Generally, this procedure involves:

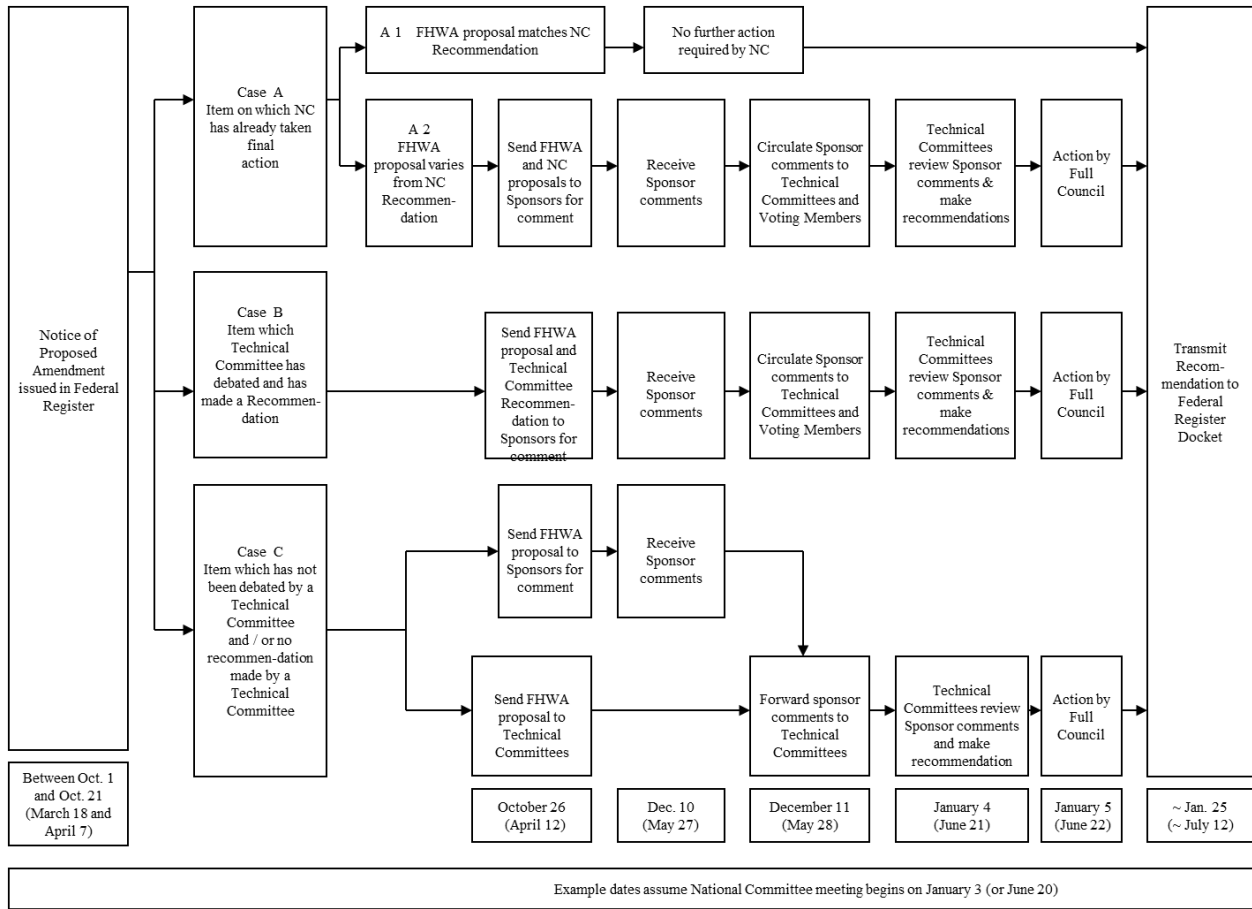
- Consideration of proposed changes by NCUTCD Technical Committee(s)
- Development of specific recommendations by Technical Committee(s).
- Review of these proposals by the Sponsoring Organizations and submission of comments by the Sponsoring Organizations.
- Review of the Sponsoring Organizations comments by the Technical Committee(s) and development of final recommendations.
- Presentation of the Technical Committee(s) final recommendations to the NCUTCD Council and a vote by the Council to approve the final NCUTCD recommendations.
- Transmitting of the NCUTCD official recommendations to the Federal Docket, FHWA or other appropriate government agency.

Occasionally, when FHWA solicits input on possible changes to the MUTCD via notices published in the Federal Register, the due date for comment may not allow for the complete review procedure as outlined above. For instance, the publication date and comment due date may not allow time for Sponsoring Organization review and comment. In these instances, Section 6.6 (6) of the Bylaws describes possible abbreviated procedures. The attached flow charts have been developed to show the procedure to be followed when various time periods are available.

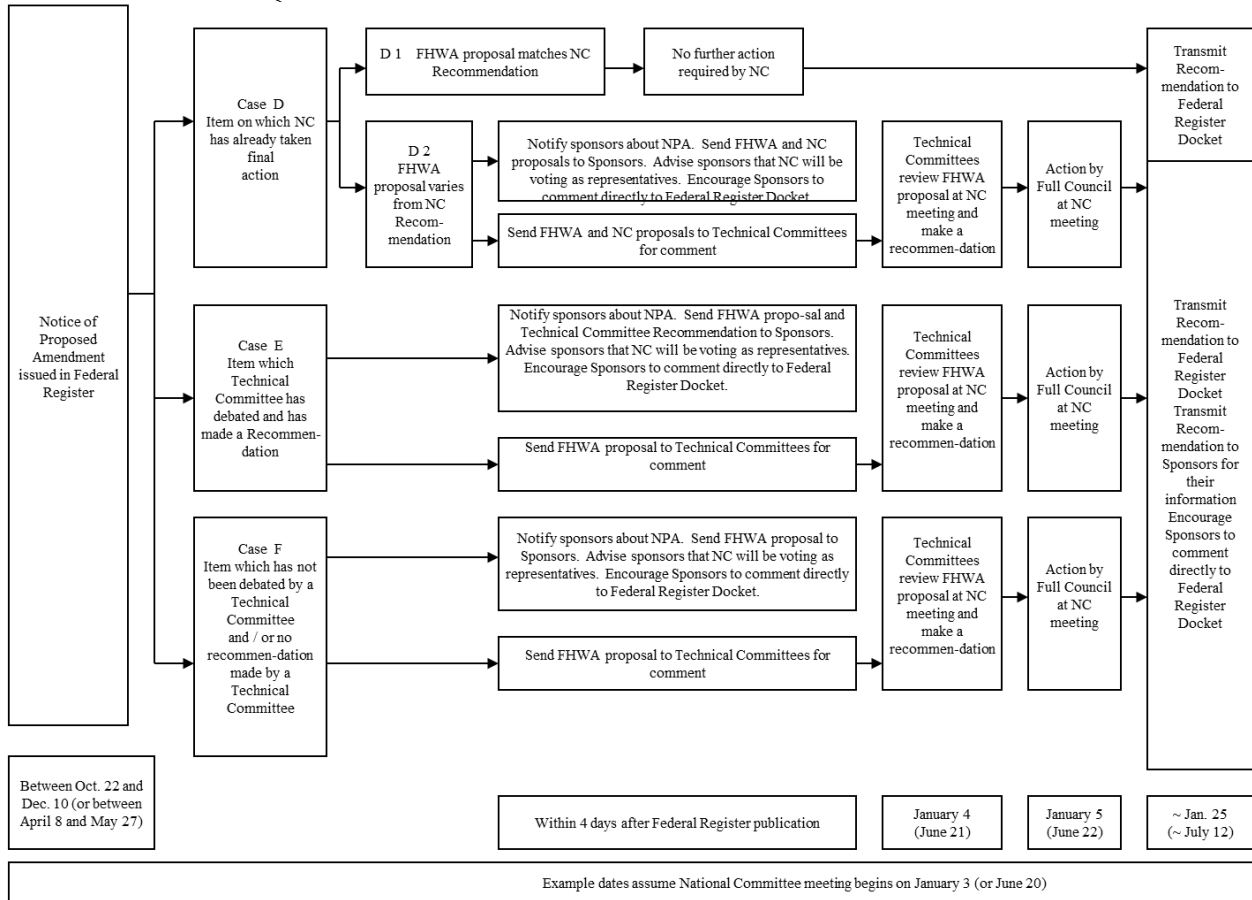
Flowchart 1: PROCESSING OF TECHNICAL COMMITTEE (TC) RECOMMENDATIONS – NORMAL PROCESS



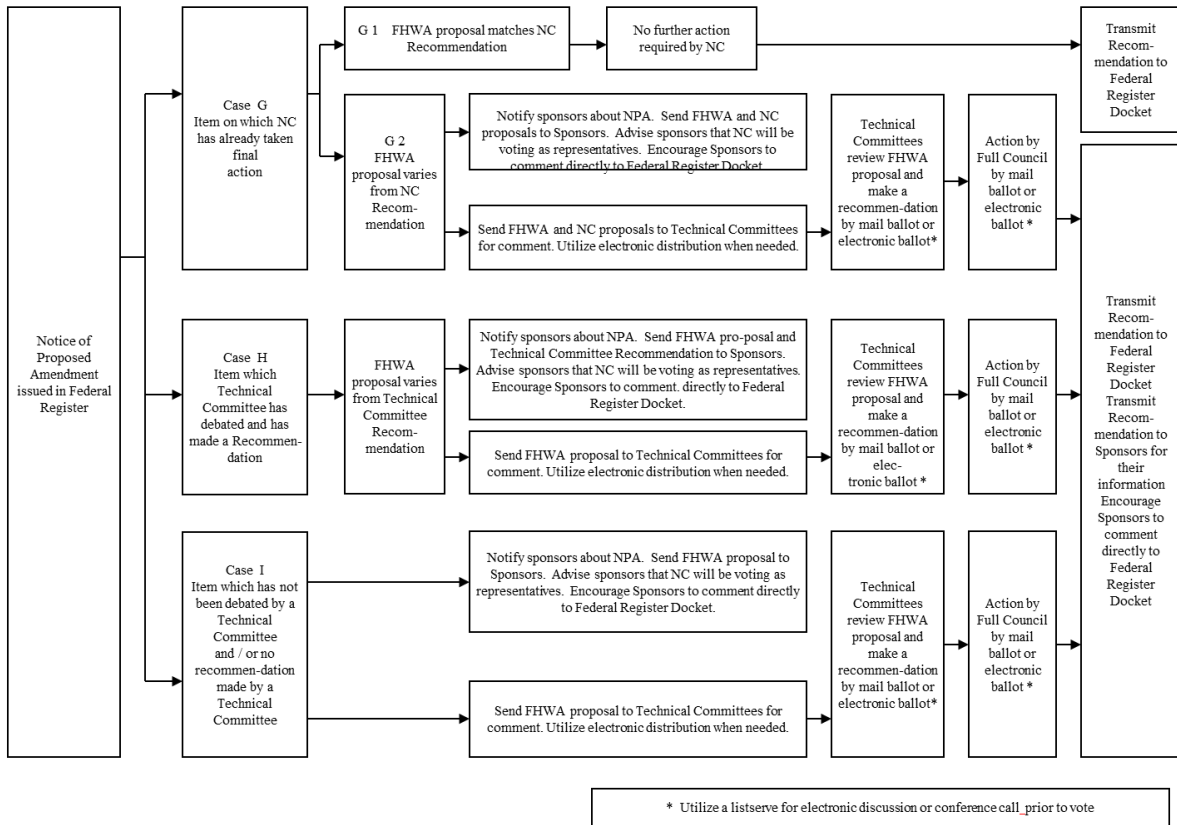
Flowchart 2: DEVELOPMENT OF RESPONSES TO FEDERAL REGISTER NPAs - NPA PUBLISHED 74 TO 95 DAYS PRIOR TO NC MEETING AND COMMENTS DUE TO DOCKET SUBSEQUENT TO NC MEETING



Flowchart 3: BACKUP PROCESS FOR DEVELOPMENT OF RESPONSES TO FEDERAL REGISTER NPAs - NPA PUBLISHED LESS THAN 74 DAYS PRIOR TO AN NC MEETING BUT AT LEAST 24 DAYS BEFORE AN NC MEETING AND COMMENTS DUE TO DOCKET SUBSEQUENT TO NC MEETING



Flowchart 4: BACKUP PROCESS FOR DEVELOPMENT OF RESPONSES TO FEDERAL REGISTER NPAs - NPA PUBLISHED:
 A) LESS THAN 24 DAYS PRIOR TO AN NC MEETING OR AFTER AN NC MEETING; AND B) COMMENTS DUE TO DOCKET
 PRIOR TO A SUBSEQUENT NC MEETING



OP#8: PROCEDURE FOR SUBMITTING STATEMENTS TO COUNCIL, EXECUTIVE BOARD, TECHNICAL COMMITTEES AND WORKING GROUPS

Approved by NCUTCD Executive Board January 18, 2006

Reference: Bylaws Section 6.6(6)

Introduction

Section 5.6 of the NCUTCD Bylaws states that “Any person shall be permitted to attend meetings; appear before the Council; and to submit statements to the Council, the Executive Board, Technical Committees, or other Working Groups in accordance with the procedures established by the Bylaws, and Operating Procedures.” The following procedures have been approved by the Executive Board for such attendance and submission of statements:

Attendance at Meetings

All regularly scheduled meetings of the NCUTCD Executive Board, Council, Technical Committees and Subcommittees, Task Forces or Working Groups shall be open to any person(s) who has an interest in the business of such committee or group as space permits, except that the NCUTCD Chair or Technical Committee Chair may call the meeting into “Executive Session” at which time only members of that committee or group will be allowed to attend. As time permits and at the discretion of the chair, such non-member attendees may participate in the discussion, but may not make or second motions.

Submission of Statements

If a non-member wishes to submit a written statement to the Executive Board, Council or Technical Committee, such statement should be submitted to the Chair at least twenty (20) days in advance of the meeting. Written statements may also be submitted following a meeting, in which case the statement will be discussed at the next meeting of the Executive Board, Council or Technical Committee.

OP#9: DEFINITION OF AND GUIDELINES FOR EDIT COMMITTEE

Approved by NCUTCD Executive Board January 18, 2006

Reference: Bylaws Section N/A

An Edit Committee shall be appointed by the NCUTCD Chair for the purpose of reviewing the MUTCD to assure that the wording is consistent in formatting and style and carrying out other tasks as may be assigned to it by the National Committee Chair or the Executive Board. The Edit Committee will work closely with the Technical Committees and will review Technical Committee recommendations for all parts of the MUTCD with regard to formatting and style. The Edit Committee shall also have primary jurisdiction for reviewing and making recommendations regarding Part 1 of the MUTCD.

The Edit Committee shall include a representative designated by the Chair of each Technical Committee. The Edit Committee may call upon outside experts, who are not NCUTCD members as deemed necessary.

The NCUTCD Vice-Chair for Programs shall serve as Chair of the Edit Committee and he or she may appoint a vice chair and secretary to perform such duties as prescribed. The Edit Committee may meet and the annual and midyear meeting of the NCUTCD and/or at other times as deemed necessary.

OP#10: DEFINITION OF AND GUIDELINES FOR FINANCIAL OVERSIGHT COMMITTEE

Approved by NCUTCD Executive Board January 18, 2006

Reference: Bylaws Section N/A

Each year, at least 60 days in advance of the Annual Meeting, the NCUTCD Chair shall appoint a Financial Oversight Committee consisting of three (3) Members with one Member appointed as Chair. The purpose of the Financial Oversight Committee will be to review the financial records of the NCUTCD to assure that the bank statements, annual financial reports and other records accurately reflect the financial standing of the NCUTCD.

In advance of the Annual Meeting the Executive Secretary and the Treasurer will provide to the Financial Oversight Committee all appropriate records including, but not limited to, the end-of-year bank checking account statement, most recent statements of CD's or other savings instruments, the end-of-year financial statement and any other records requested.

At the Annual Meeting, prior to the meeting of the Executive Board, the Financial Oversight Committee will meet with the Treasurer and Executive Secretary to review the records and prepare a report for the Executive Board. The Chair of the Financial Oversight Committee will then report to the Executive Board on the financial condition of NCUTCD with any recommendations for changes in recordkeeping.

OP#11: PROCEDURE FOR APPROVAL OF AMENDING AND TABLING MOTIONS

Approved by NCUTCD Executive Board January 8, 2014

Reference: Bylaws Section N/A

Article 6.6 (4) of the Bylaws states, “An affirmative vote of two-thirds (2/3) of the Members of the Council determines the policy of the National Committee with respect to a motion made and seconded.” Article 13 of the Bylaws states, “On questions of parliamentary procedure not covered in the Bylaws or the Operating Procedures, Robert’s Rules of Order (latest edition) shall prevail.” Robert’s Rules of Order provides that a Motion to Amend and a Motion to Lay on the Table requires a majority vote. In order to clarify the procedure for all matters coming before the Council, the Operating Procedure for approval of an Amending Motion and a Tabling Motion shall be that an affirmative vote of a majority of the Members of the Council shall be required.

OP#12: DISPLAY OF PROPRIETARY PRODUCTS AT NCUTCD MEETINGS

Approved by NCUTCD Executive Board June 20, 2018

Reference: Bylaws Section N/A

Manufacturers, vendors, and other organizations are not allowed to display proprietary traffic control device products within the common areas of the hotel of an NCUTCD meeting, with exceptions being at the discretion of the NCUTCD Chair. Demonstrations of such products are allowed to a technical committee if such demonstration is considered necessary by the technical committee chair as it relates to MUTCD content being developed or considered by the technical committee.

OP#13: TRANSFER OF MEMBERS BETWEEN TECHNICAL COMMITTEES

Approved by NCUTCD Executive Board June 19, 2019

Background

Members of the National Committee (Technical Members, Associate Members, or Members) may have a broad range of expertise in traffic control devices spanning several different areas. Also, a member may see changes in professional assignments during the course of their career. For these and other reasons, there may be reasons for a member to transfer from one Technical Committee to a different one. There may also be situations where a Technical Committee Chair sees that it is in the best interest of that Technical Committee or the National Committee to transfer a member to a different Technical Committee.

Process

To transfer a member of a technical committee to a different technical committee, the chair of the technical committee in which the member is seated prior to the transfer contacts the chair of the technical committee to which the member wishes to be transferred. This can be initiated by either the technical committee chair or by the member. If both technical committee chairs concur with the transfer, they jointly contact the NCUTCD Chair and Executive Secretary as soon as practical after the agreement so that membership and committee records can be promptly updated. Approval of the Executive Board is not required for a change in technical committee membership if both chairs impacted by the change concur with the change.

Except under exceptional circumstances approved by the Executive Board, a transfer shall not occur during an Annual or Midyear Meeting. If an agreement of this type is made during an Annual or Midyear Meeting, it shall take effect no earlier than the close of the meeting.

A transfer shall not affect the length of term of a member as defined by Section 10.3 in the Bylaws. A transfer shall not affect or reset the count of missed meetings defined in Section 4.7 of the Bylaws.

If one or both of the technical committee chairs impacted by the requested change do not concur with the transfer, the individual may submit a request to the Executive Secretary asking for Board approval of a change in technical committee membership. The request should explain the basis for the request and lack of chair(s) concurrence. The request must be submitted at least 30 days in advance of the Board meeting in which the request will be considered.

OP#14: BUDGET COMMITTEE GUIDELINES

Approved by NCUTCD Executive Board June 9, 2021

Reference: Bylaws Section N/A

Each year, at the Board meeting in conjunction with the Annual Meeting or within 90 calendar days following the Annual Meeting, the NCUTCD Chair shall appoint a Budget Committee. The committee has six (6) members, with the Treasurer appointed as Chair, two voting Board members, the Executive Secretary, and two non-Board members who are Members, Associate Members, or Technical Members. At least half of the members of the Budget Committee shall have previously served on the Budget Committee (or the Financial Oversight Committee which existed prior to the formation of the Budget Committee). The term of the Budget Committee shall end at the conclusion of the following Annual Meeting.

The purposes of the Budget Committee will be to:

1. Review the NCUTCD budgets prepared by the Executive Secretary:
 - a. Total annual budget
 - b. Annual meeting budget
 - c. Midyear meeting budget
2. Review the financial records of the NCUTCD to assure that the bank statements, annual financial reports and other records accurately reflect the financial standing of the NCUTCD.

In advance of the Midyear Meeting, the Executive Secretary will provide to the Budget Committee a draft total annual budget for the upcoming fiscal year. Prior to the Midyear Meeting, the Budget Committee will review the draft total annual budget and prepare a report for the Executive Board. The Chair of the Budget Committee will report to the Executive Board the results of their review of the draft total annual budget and any recommendations for changes.

In addition to the draft total annual budget, the Executive Secretary should provide the Budget Committee a draft midyear meeting budget for the upcoming year. This will enable the Budget Committee to review the draft midyear meeting budget and provide any comments prior to review and approval of the midyear meeting budget by the Board. Similarly, in advance of the annual meeting, the Executive Secretary should provide the Budget Committee a draft annual meeting budget for the following year. This will enable the Budget Committee to review the draft annual meeting budget and provide any comments prior to review and approval of the annual meeting budget by the Board.

Following the end of the fiscal year, the Budget Committee will review all appropriate records for the fiscal year including, but not limited to, the end-of-year bank checking account statements, most recent statements of CDs or other savings instruments, the end-of-year financial statement, and any other records requested. The Budget Committee will meet to review the records and prepare a report. The Chair of the Budget Committee will present this report to the Executive Board at the Annual Meeting on the financial condition of NCUTCD with any recommendations for changes in record keeping.