



# National Committee on Uniform Traffic Control Devices

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Approval Date: November 15, 2023, effective January 12, 2024, last revision March 24, 2026.

## NCUTCD Operating Procedures

NCUTCD Bylaws Section 8.2 state that, “The Executive Board is responsible for adopting Operating Procedures that are consistent with the Bylaws to guide in the administration of NCUTCD activities and actions.” Operating Procedures supplement and complement the Bylaws and are intended to provide additional information and clarifications beyond that presented in the Bylaws regarding NCUTCD processes and activities.

These Operating Procedures were approved by the NCUTCD Executive Board on the dates indicated for each Operating Procedure. These Operating Procedures may be revised and/or expanded by the Executive Board as needed.

Where an Operating Procedure refers to “Article” or “Section,” it is referring to an Article or Section in the NCUTCD Bylaws

### History of Revisions

- 3/5/2024: OP III-D, Table 1 revised as editorial correction to reflect changes in 2023 MUTCD.
- 1/2/2025: OP I-B, revised criteria for consultant to be considered a government representative.
- 1/2/2025: OP-D, clarification of qualifications for and recognition of Distinguished Member.
- 1/2/2025: OP III-E: editorial clarification of committee abbreviations.
- 1/2/2025: OP VI-F, editorial corrections of section citations.
- 5/21/2025: OP I-C, clarified process for Selection Committee.
- 5/21/2025: OP I-D, clarified process for Selection Committee.
- 5/21/2025: OP III-D, editorial correction of section references.
- 5/21/2025: OP VIII-C, added exceptions to OP revision process.
- 5/23/2025: OP III-E, editorial correction of section references.
- 9/8/2025: OP VII-C, increased contribution amounts for Fiscal Year 2027.
- 9/8/2025: OP VII-D, added new OP regarding meeting financial support.
- 3/24/2026: OP VII-E, added new OP regarding fiscal oversight.

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## **PART I: MEMBER CATEGORY OPERATING PROCEDURES**

### **OP I-A: NCUTCD MEMBER CATEGORIES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 4*

#### **Background and Purpose**

The NCUTCD has several different categories of members with each category having specific privileges and responsibilities. This part of the Operating Procedures defines those categories.

#### **Procedure**

The different member categories addressed in Part I are briefly listed below.

- **Member:** A Member is a voting delegate of the NCUTCD Council appointed by one of the NCUTCD sponsoring organizations. A Member is also a voting member of one of the technical committees.
- **Associate Member:** An Associate Member is an alternate to the voting delegate of the NCUTCD Council. The Associate Member is appointed by one of the NCUTCD sponsoring organizations. An Associate Member is also a voting member of one of the technical committees.
- **Technical Member:** A Technical Member is a voting member of one of the technical committees.
- **Honorary Member:** The highest honor bestowed on NCUTCD members. An Honorary Member is recognized for outstanding contributions to the NCUTCD in a leadership role over an extended period. Honorary Members are a non-voting member of Council. An Honorary Member may also be a Technical Member.
- **Distinguished Member:** A Distinguished Member is recognized for outstanding contributions to the NCUTCD over an extended period. A Distinguished Member may also be a Technical Member.

When the term “member” (with lower case m) is used in reference to an individual associated with the NCUTCD, it is referencing someone who may be classified in any of the member categories described in this part of the Operating Procedures.

## **OP I-B: GOVERNMENT REPRESENTATION**

*Date of Initial Adoption: June 29, 2006*

*Date of Most Recent Revision: January 2, 2025*

*Related Bylaws Content: Sections 6.6, 9.2, 11.2*

### **Background and Purpose**

The Bylaws require some NCUTCD units to have a minimum representation by individuals who have a government background and perspective (Sections 6.7, 9.2, and 11.2). This Operating Procedure provides criteria for determining which members qualify as government representatives.

### **Procedure**

A member who meets one of the following criteria may be classified as a government representative:

1. The individual is employed full-time by a federal, state, county or municipal government agency and has substantial responsibility in traffic operations and/or the application of traffic control devices.
2. The individual is employed full time by a toll facility or agency and has substantial responsibility in traffic operations and/or the application of traffic control devices.
3. The individual is employed by a university and has substantial responsibility to conduct research in traffic operations and/or the application of traffic control devices under contract to a federal, state, county or municipal government agency.
4. The individual was employed as described in paragraph 1, 2, or 3 for at least 20 years, and has left such employment, but continues to be primarily involved in traffic operations and/or the application of traffic control devices.
5. The individual: a) was employed as described in paragraph 1, 2, or 3 for at least 5 years; and b) is currently under contract to serve at least 75 percent time as the traffic engineer, and c) has substantial responsibility to manage traffic operations and/or the application of traffic control devices, for one or more government agencies functioning in lieu of or supplementing internal government employees and exercising similar duties and responsibilities.
6. The individual is a member of the Railroad and Light Rail Transit Highway Grade Crossing (RRLRT) Technical Committee and 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 RRLRT Technical Committee member may be designated as a government representative from each railroad company. 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.

## **OP I-C: HONORARY MEMBER**

*Date of Initial Adoption: January 18, 2006*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: Section 4.4*

### **Background and Purpose**

The Honorary Member category was created in 2001 as a means of recognizing current or past leaders who have made outstanding contributions to the NCUTCD in a leadership role over an extended period of time. The Honorary Member designation is the highest honor the NCUTCD may bestow upon a current or past member.

### **Procedure**

This Operating Procedure describes Honorary Member qualifications, nomination and approval process, limits on the number of Honorary Members, Honorary Member privileges, and transition to emeritus status for Honorary Members.

#### *Qualifications for Honorary Member*

An individual must meet the following qualifications to be eligible for nomination to become an Honorary Member:

- Served for at least 20 years as a Member, Associate Member, or Technical Member. At least 10 of the 20 years must include service as a Member or Associate Member of Council.
- Served for an extended time in one or more leadership roles (technical committee chair, vice-chair, Executive Board member, or NCUTCD officer).
- Has completed their service as a Member or Associate Member of Council. A candidate may be serving as a Technical Member at the time of nomination for Honorary Member.
- An individual need not be retired from his/her principal business or profession to become an Honorary Member.

#### *Nomination and Approval Process*

Each year, the NCUTCD Chair shall appoint an Honorary and Distinguished Member Selection Committee. The Honorary and Distinguished Member Selection Committee shall consist of no less than five individuals and no more than eight. At least three members of the Selection Committee shall be NCUTCD Members. The NCUTCD Chair is encouraged to appoint individuals to the Selection Committee who have been active in the NCUTCD for many years and thus have had the opportunity to observe the leadership contributions of potential candidates. The NCUTCD Chair is encouraged to appoint an Honorary Member(s) to the Selection Committee if they remain active in the NCUTCD.

The Selection Committee is charged with generating nominations and may invite nominations from the NCUTCD membership. All nominations must use the nomination form (available on the NCUTCD website) to provide information supporting the nomination. Nominations shall be sent to the Executive Secretary who shall forward the nomination to the Selection Committee Chair. The Selection Committee shall vote on each nomination, and nominees approved by at least three-fourths of the members of the Selection Committee shall be recommended to the Executive Board; however, no more than two individuals per calendar year shall be recommended for Honorary Member. The Executive Board shall discuss the recommended nominees in Executive Session. Honorary Member status shall 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.

#### *Limits on the Number of Honorary Members*

There shall be a maximum of eight active Honorary Members at any given time. An active Honorary Member is one who actively participates in NCUTCD activities.

#### *Honorary Member Privileges*

Those individuals who are designated by the Executive Board as Honorary Members shall be presented an appropriate certificate or plaque at an Annual or Midyear Meeting. Honorary Members shall be further recognized on their badge at NCUTCD meetings and their meeting registration fee shall be waived. Honorary Members shall be designated as non-voting members of the Council and may sit with the Council during meetings. Honorary Members may contribute to the Council discussion and debate, but may not make motions, second motions, or vote on motions while sitting on Council. An Honorary Member may serve as a Technical Member appointed by the Executive Board and may serve as an officer on a technical committee, joint task force, or multi-committee task force, and may serve as vice-chair or secretary of a joint committee.

#### *Emeritus Status for Honorary Members*

Emeritus status is bestowed on Honorary Members who are no longer active in NCUTCD activities. Emeritus Honorary Members enjoy all of the privileges of Honorary Members. Emeritus Honorary Members do not count toward the limit on the maximum number of active Honorary Members. Honorary Members may volunteer to transition to emeritus status. Honorary Members who miss more than four consecutive NCUTCD meetings may be graduated from active to emeritus status upon affirmative vote of a majority of the voting members of the Executive Board. Honorary Members who pass away are classified as emeritus Honorary Members.

## **OP I-D: DISTINGUISHED MEMBER**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: January 2, 2025*

*Related Bylaws Content: Section 4.4*

### **Background and Purpose**

Some members have made significant contributions to the NCUTCD over many years but have not served in a leadership role that allows them to be considered for Honorary Member status. The Distinguished Member category provides a means for recognizing these individuals.

### **Procedure**

This Operating Procedure describes Distinguished Member qualifications, the nomination and approval process, limits on the number of Distinguished Members, Distinguished Member privileges, and transition to emeritus status for Distinguished Members.

#### *Qualifications for Distinguished Member*

To be considered for Distinguished Member, an individual must meet either of the criteria listed below. An individual need not be retired from his/her principal business or profession to become a Distinguished Member.

- Served for at least 20 years as a Member, Associate Member, or Technical Member with some portion of that time in a leadership position. Service in a leadership role includes: Council Member or Associate Member, technical committee chair, vice-chair, or secretary, joint task force, multi-committee task force, or task force chair, or Executive Board member.
- Served for at least 30 years as a Member, Associate Member, or Technical Member with no leadership experience.

#### *Nomination and Approval Process*

Anyone may submit a nomination for Distinguished Member by completing the nomination form (available on the NCUTCD website) and submitting it to the Executive Secretary, who shall forward the nomination to the Selection Committee Chair.

The Honorary and Distinguished Member Selection Committee (see Operating Procedure I-C) shall be responsible for reviewing nominations for Distinguished Member. The Selection Committee shall vote on each nomination, and nominees approved by at least three-fourths of the members of the Selection Committee shall be recommended to the Executive Board; however, no more than two individuals per calendar year shall be recommended for Distinguished Member. The Executive Board shall discuss the recommended nominees in Executive Session. Distinguished Member status shall 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.

### *Limits on the Number of Distinguished Members*

There shall be a maximum of ten active Distinguished Members at any given time.

### *Distinguished Member Privileges*

Those individuals who are designated by the Executive Board as Distinguished Members shall be presented an appropriate certificate or plaque at an Annual or Midyear Meeting. Distinguished Members may also have this status displayed on their badge at NCUTCD meetings, unless superseded by a current leadership position. A Distinguished Member may serve as a Member, Associate Member, or Technical Member appointed by the Executive Board and may serve as an officer on a technical committee, joint task force, or multi-committee task force, and may serve as vice-chair or secretary of a joint committee.

### *Emeritus Status for Distinguished Members*

Emeritus status is bestowed on Distinguished Members who are no longer active in NCUTCD activities. Emeritus Distinguished Members enjoy all of the privileges of Distinguished Members. Emeritus Distinguished Members do not count toward the limit on the maximum number of active Distinguished Members. Distinguished Members may volunteer to transition to emeritus status. Distinguished Members who miss more than four consecutive NCUTCD meetings may be graduated from active to emeritus status upon affirmative vote of a majority of the voting members of the Executive Board. Distinguished Members who pass away are classified as emeritus Distinguished Members.

## **OP I-E: ADMISSION PROCESS FOR NEW TECHNICAL COMMITTEE MEMBERS**

*Date of Initial Adoption: January 18, 2006*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: Section 4.3*

### **Background and Purpose**

A significant portion of NCUTCD work occurs in the technical committees. 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.

### **Procedure**

Membership in technical committees is open to individuals who meet the membership criteria, apply for membership, and are approved through the process described in this Operating Procedure.

#### *Qualifications to Apply for Technical Member*

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 a technical committee may apply to become a Technical Member. Generally, an applicant should have a clear understanding of the NCUTCD, have attended at least one technical committee meeting at an Annual or Midyear 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.

#### *Application for Technical Member*

A person desiring to become a Technical Member shall submit the Technical Member application (available on the NCUTCD website) 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 application should also list prior NCUTCD meetings attended by the individual.

The Executive Secretary shall forward the application to the appropriate technical committee chair. If the application is approved by the technical committee chair, it shall be considered at the next meeting of the Executive Board. If approved by the Executive Board, the person shall immediately be a member of the technical committee and be eligible to vote.

#### *Expectations of Technical Members*

Technical Members shall meet the following expectations:

1. Attend the Annual and Midyear Meetings. At a minimum, a Technical Member should attend at least one Annual or Midyear Meeting per year.
2. Serve on and participate actively in technical committee activities and task forces.
3. Actively participate between NCUTCD meetings.

Individuals who miss three consecutive NCUTCD in-person meetings (Annual or Midyear) may have their status as a Technical Member terminated by the Executive Board upon the recommendation of the technical committee chair. Technical Members who consistently miss technical committee meetings may not be recommended for reappointment by the technical committee chair at the end of their term.

#### *Privileges of Technical Members*

A Technical Member serves as a voting member of one technical committee and is eligible to serve as technical committee chair, vice-chair, or secretary and may also serve as chair of a technical committee task force or multi-committee task force. An individual may not serve as a member of more than one technical committee at a time.

#### *Appointment of Members and Associate Members to Technical Committees*

Members and Associate Members are appointed to technical committees in the same manner as Technical Members. Although an appointment of a Member or Associate Member by a sponsoring organization to the NCUTCD Council takes effect immediately upon notification of the NCUTCD Chair and Executive Secretary, the appointment of this new Member or Associate Member to a technical committee (if they were not already a Technical Member) is subject to approval by the Executive Board at the regular Board meeting following the appointment. In the period between the Council appointment and the Executive Board meeting, the NCUTCD Chair may assign the Member or Associate Member to a technical committee on an interim basis, with the understanding that the appointment must be approved by the Executive Board.

## **OP I-F: TRANSFERRING MEMBERSHIP BETWEEN TECHNICAL COMMITTEES**

*Date of Initial Adoption: June 19, 2019*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: Section 4.3*

### **Background and Purpose**

A current member may wish to transfer from one technical committee to another technical committee. This Operating Procedure describes the process for transferring technical committee membership.

### **Procedure**

To transfer a member of a technical committee to a different technical committee, the technical committee chair in which the member is seated prior to the transfer contacts the technical committee chair 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 9.3. A transfer shall not affect or reset the count of missed meetings defined in Operating Procedure I-E.

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 Executive 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 calendar days in advance of the Executive Board meeting in which the request will be considered.

**OP I-G: NCUTCD MEMBER CODE OF CONDUCT**

*Date of Initial Adoption: Placeholder for possible future Operating Procedure*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: None*

This is a placeholder for an Operating Procedure that may be developed at a later time to establish expectations for member conduct related to NCUTCD activities during and outside of NCUTCD meetings.

## **PART II: SPONSORING ORGANIZATION OPERATING PROCEDURES**

### **OP II-A: APPLICATION TO BECOME SPONSORING ORGANIZATION**

*Date of Initial Adoption: January 7, 2004*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: Section 3.3*

#### **Background and Purpose**

The sponsoring organizations identified in the Bylaws (Article 3) are the principal supporters of the NCUTCD's activities.

#### **Procedure**

This Operating Procedure describes the process by which an organization can apply to become an NCUTCD sponsoring organization.

#### *Sponsoring Organization Qualifications and Eligibility*

An organization applying to become a sponsoring organization must meet all of the following criteria:

1. The organization must represent a broad geographical area of the country and not represent only regional or local geographic interests.
2. The organization must be able to demonstrate a significant interest in traffic control devices.
3. The organization must indicate how they can contribute to NCUTCD purposes.
4. The Member(s) and Associate Member(s) from the organization must be willing and qualified to serve on a technical committee.
5. The organization should show that there are individuals affiliated with the applicant organization who have attended NCUTCD Annual and Midyear Meetings for at least one year.

#### *Application Process*

An organization that meets the qualifications and eligibility criteria defined above may submit an application (available on the NCUTCD website) to become a sponsoring organization to the Executive Secretary. In addition to the application form, the organization shall indicate how they comply with the qualifications/eligibility criteria, the number of Council seats the applicant is requesting, and any other information the applicant wishes to include. An application may be submitted to the Executive Secretary at any time during the year (see deadline for distribution to the Executive Board).

### *Application Review and Approval Process*

Upon receipt of an application to become a sponsoring organization, the Executive Secretary shall distribute the application to the Executive Board at least 90 days in advance of the next Executive Board meeting. The Executive Board shall review and evaluate the application. As part of the review, the Executive Board may require one or more representatives of the applicant to appear at the Executive Board meeting during which the application is evaluated. The NCUTCD Chair, with the consent of the Executive Board, may establish a review working group of not less than three NCUTCD Council Members to review the applicant organization's qualifications and report back to the Executive Board on its findings. The review working group shall take the following into consideration:

1. What area of expertise and perspective does this applicant bring to the NCUTCD?
2. What is the MUTCD content in which the applicant organization has an interest?
3. Does this area of expertise and perspective currently exist in other sponsoring organizations?
4. Are there members of the applicant organization that are currently serving as NCUTCD Members Associate Members, or Technical Members?
5. What is the appropriate number of Council seats that should be given to this applicant?
6. What is the appropriate level of annual voluntary contribution?
7. What is the potential long-term interest of the applicant organization in the NCUTCD?
8. What is the past history of the organization's stability?

Upon completion of the review, the working group shall prepare proposed Bylaws changes and supporting information necessary to add the applicant as a sponsoring organization. The proposed Bylaws changes shall address the organization name, Group number (I, II, III, or IV), and number of Council Members and Associate Members.

The Executive Board may take any of the following actions regarding an application:

1. Approve the application to become a sponsoring organization by approving the proposed Bylaws changes in accordance with Article 22.
2. Revise the proposed Bylaws change prepared by the review working group. If approved, further action is required as described below.
3. Request additional information from the applicant. Further review may be necessary for the Executive Board to complete action on the application.
4. Reject the application to become a sponsoring organization.

If approved by the Executive Board, the Executive Secretary shall distribute the proposed Bylaws changes to NCUTCD Members, Associate Members, and current sponsoring organizations for review and comment as required in Article 22.

If the proposed Bylaws change is approved by Council, the applicant organization becomes an official sponsoring organization at the conclusion of the meeting at which the Bylaws change was adopted by the Council.

If the application is not approved by the Executive Board or Council, the applicant must wait at least two years before submitting a new application to the Executive Secretary for consideration by the Board. A proposed change to the Bylaws to add a sponsoring organization that is not approved by Council shall not be reconsidered by Council during that meeting or any subsequent meeting without restarting the application process.

## **OP II-B: TERMINATION OF A SPONSORING ORGANIZATION**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 3.4*

### **Background and Purpose**

For various reasons, it may be necessary to revise the Bylaws to remove an organization as a sponsoring organization. This Operating Procedure describes the reasons why an organization may be removed as a sponsoring organization and the process to be followed based on the reason for the action.

### **Procedure**

An NCUTCD sponsoring organization may be removed as a sponsoring organization for any of the reasons listed below. The removal procedures associated with each of these reasons are addressed in the remaining sections.

- A sponsoring organization withdraws from the NCUTCD.
- The sponsoring organization has ceased to exist.
- The sponsoring organization has not participated in NCUTCD activities for an extended period.

#### *Sponsoring Organization Withdraws Membership*

If a sponsoring organization withdraws as provided in Section 3.4, the Executive Secretary shall notify the Executive Board and the remaining sponsoring organizations. The Executive Secretary shall revise the Bylaws in accordance with Article 22.

#### *Sponsoring Organization No Longer Exists*

If a sponsoring organization is believed to no longer exist, the Executive Secretary shall make at least two attempts each by phone and email to contact a representative of the sponsoring organization. If such effort confirms that the sponsoring organization no longer exists or there are no responses to the inquiries, then the Executive Secretary shall prepare a proposed change to the Bylaws removing the sponsoring organization from the NCUTCD with the corresponding Bylaws changes. The proposed change to the Bylaws shall be processed in accordance with Article 22.

#### *Sponsoring Organization Not Participating*

If the representatives of a sponsoring organization fail to attend a Council meeting or otherwise participate in NCUTCD activities over an extended time, the following steps describe the process for removing a sponsoring organization for lack of participation.

1. The Executive Secretary and NCUTCD Chair shall jointly attempt to contact the sponsoring organization to notify the organization of a lack of participation and to determine if the sponsoring organization intends to participate in the future.
2. The Executive Secretary shall prepare a short report summarizing the status of the sponsoring organization, its response to the inquiry, and, if the sponsoring organization indicates that it does not intend to participate in the future, prepare a proposed Bylaws change to remove the sponsoring organization from the NCUTCD.
3. The Executive Board shall review the information prepared by the Executive Secretary and vote on the proposed Bylaws change to remove the organization as a sponsoring organization. The Executive Board may request the organization appear before the Executive Board prior to conducting a vote.
4. If approved by the Executive Board, the Executive Secretary shall prepare a proposal to change the Bylaws in accordance with Article 22.

**OP II-C: CODE OF CONDUCT FOR A SPONSORING ORGANIZATION**

*Date of Initial Adoption: Placeholder for possible future Operating Procedure*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: None*

This is a placeholder for an Operating Procedure that may be developed at a later time to establish expectations for sponsoring organization conduct relative to NCUTCD activity and positions.

## **PART III: ORGANIZATIONAL UNITS AND FUNCTIONS OPERATING PROCEDURES**

### **OP III-A: ORGANIZATIONAL UNITS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 3, 6, 8, 9, 10, 11*

#### **Background and Purpose**

The NCUTCD is organized into many different organizational units. This part of the Operating Procedures defines these units and the associated processes.

#### **Procedure**

The different organizational units addressed in Part III are briefly listed below. Each is addressed in detail in separate Operating Procedures.

- **Council:** The Council is the NCUTCD's governing body. The Council is comprised of representatives of the sponsoring organizations.
- **Executive Board:** The Executive Board makes the NCUTCD administrative decisions. The Executive Board is comprised of representatives of the sponsoring organizations Groups and the NCUTCD officers.
- **Sponsoring Organization:** A sponsoring organization provides support for NCUTCD activities and selects the individual(s) who represent the sponsoring organizations on Council. Sponsoring organizations are addressed in the Operating Procedures Part II.
- **Technical Committee:** A technical committee is responsible for developing proposed changes for the MUTCD. Each technical committee is responsible for specific portions of the MUTCD. Proposed changes are approved by the technical committee before sending to the sponsoring organizations and the Council. A technical committee is comprised of individuals selected for membership on that technical committee.
- **Joint Committee:** A joint committee is responsible for administrative activities and technical content impacting the technical committees. Proposed content is approved by the appropriate joint committee (and technical committee where appropriate) before sending to the sponsoring organizations and the Council. Joint committees are comprised of an equal number of members from each of the technical committees.
- **Joint Task Force:** A joint task force is responsible for developing proposed content for the MUTCD that involves all of the technical committees. Each joint task force is responsible for a specific topic. Proposed changes are approved by the joint task force before sending to the sponsoring organizations and the Council. Joint task forces are comprised of an equal number of members from each of the technical committees.
- **Multi-Committee Task Force:** Multi-committee task forces are responsible for developing proposed content for the MUTCD that involves two or more – but not all - of the technical committees. A multi-committee task force is responsible for a specific topic. Proposed changes are approved by the related technical committees before

sending to the sponsoring organizations and the Council. Multi-committee task forces are comprised of members from the related technical committees.

- **Task Force:** A task force is responsible for developing proposed content for the MUTCD for a single technical committee. Proposed changes are approved by that technical committee before sending to the sponsoring organizations and the Council. Task forces are comprised of members from that technical committee.

## **OP III-B: COUNCIL**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 6*

### **Background and Purpose**

The Council is the governing body of the NCUTCD. Article 6 defines the following aspects of the Council: powers and functions, composition, quorum, voting procedures, appointments, Council meetings, meeting agenda, and communications. This Operating Procedure addresses additional Council issues not covered in the Bylaws.

### **Procedure**

The procedures below describe processes related to the Council that are not addressed in the Bylaws.

#### *Meetings*

The Council shall meet during the Annual Meeting and may meet during the Midyear Meeting. Council may meet at other times as described in Section 6.7. The NCUTCD Chair shall define the start and end of a Council meeting. A single Council meeting may include several sessions that take place over multiple days.

#### *Meeting Format*

When held, Council meetings shall take place with 100 percent of voting members in-person or with 100 percent of voting members in a virtual environment. The preferred format for Council Meetings shall be an in-person meeting. The NCUTCD Chair, with approval of a majority of the Executive Board, may call for a virtual Council meeting when circumstances are such that the Chair determines that an in-person meeting is not feasible.

#### *Quorum, Meeting Agendas, and Meeting Summaries*

If a quorum (Section 6.4) of Council voting delegates is not present for a Council meeting, the Council may meet, but shall not vote on any proposals or take action to establish an NCUTCD position on any issue. Council meeting agendas shall be posted on the NCUTCD website at least 30 calendar days in advance of the start of a Council meeting. A summary of a Council meeting should be posted on the NCUTCD website within 90 days following the adjournment of the meeting. The meeting summary shall be presented to Council for approval at the next Council meeting and any changes noted on the version posted on the NCUTCD website. At a minimum the meeting summary should include: time and place of the meeting; a list of voting delegates present; summary of matters discussed and actions taken; copies of reports received, issued or approved; and copies of recommendations or positions approved by the Council.

### *Presiding Officer*

The NCUTCD Chair shall preside over all meetings of Council. If the Chair is not able to preside, the Vice-Chair shall preside. If neither the Chair nor Vice-Chair is available to preside over a Council meeting, the NCUTCD Chair shall name a Member of Council to preside over the Council meeting.

### *Parliamentary Procedure for Council Meetings*

The parliamentary procedure for Council meetings is specified in Operating Procedure VI-F and in Article 13.

### *Council Voting*

During an in-person Council meeting, the voting procedure shall follow the guidelines in the Operating Procedures Part VI.

As his/her discretion, the NCUTCD Chair may present items to Council for an email vote. Email votes may be appropriate when a deadline does not provide adequate time to address the matter in a Council meeting and/or when the item is not controversial. The procedure below should be followed when presenting a matter to Council for an email vote to establish the official NCUTCD position.

- A motion may originate with a technical committee, joint committee, joint task force, or the Executive Board. The originating unit chair sends the item to the NCUTCD Chair and Executive Secretary for the conduct of the email vote.
- The NCUTCD Chair shall prepare an email presenting the motion to approve the item being presented to Council. The email may contain more than one item.
- If time permits, the NCUTCD Chair may send an email to Members and Associate Members with the proposed motion language and solicit comments. The motion may be revised based on the comments received.
- Once the motion language is finalized, the Executive Secretary distributes the email to Members and Associate Members for a vote. Each Member replies to the email with a vote to approve, defer, or abstain. An Associate Member may vote on behalf of the Member if the Member is not available. The Executive Secretary shall provide at least five working days for voting unless the Executive Board approves a shorter response deadline.
- There shall be no discussion or debate on items presented for an email vote.
- If the total number of votes does not equal or exceed the quorum requirement for Council, no action on the issue shall be taken and the vote results shall not be reported.
- If a motion presented for vote by email is not approved, it is automatically deferred for reconsideration by Council at the next scheduled in-person or virtual Council meeting unless withdrawn by the chair who prepared the original motion.
- Only the Member(s), or Associate Member(s) in the Member(s) absence, may vote on a motion distributed by email. If both a Member and Associate Member from a single delegation vote on a motion, only the Member's vote shall be counted.

## **OP III-C: EXECUTIVE BOARD**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 8*

### **Background and Purpose**

The Executive Board is the NCUTCD administrative body. Article 8 defines the following aspect of the Executive Board: powers and functions, Operating Procedures, composition, term and vacancies, alternate representation, meetings, and leadership.

### **Procedure**

This Operating Procedure addresses additional Executive Board issues not covered in the Bylaws.

#### *Executive Board Composition*

As defined in Article 8, the voting members of the Board represent the sponsoring organizations plus NCUTCD Chair. The non-voting members are officers who do not directly represent the sponsoring organizations.

#### *Executive Board Meeting Format*

The Executive Board may meet in-person or may meet virtually. The NCUTCD Chair shall select the format for each Executive Board meeting. The meeting format may be modified based on a request from five or more voting members of the Executive Board.

#### *Director and Officer Insurance*

It is NCUTCD policy that the organization shall have a current policy of Directors and Officers insurance in force.

#### *Voting Criteria*

Except as specified below, all votes of the Executive Board shall require an affirmative vote of at least a majority of the voting membership of the Executive Board. The following votes require an affirmative vote of at least two-thirds of the voting membership of the Executive Board:

- Approval of a proposal to change the Bylaws (required in Article 22).
- Adoption of changes and/or additions to the Operating Procedures (Operating Procedure VIII-C).
- Modification of an NCUTCD Chair developed plan for an NCUTCD response to a *Federal Register* notice (Operating Procedure VI-C).
- Modification of an NCUTCD Chair developed plan for an exception to the normal adoption process (Operating Procedure VI-E).

Approval of an individual for Honorary or Distinguished Member status (Operating Procedures I-B and I-C) requires an affirmative vote of at least three-fourths of the voting membership of the Executive Board.

#### *Quorum, Meeting Agendas, and Meeting Summaries*

If a quorum of members is not present for an Executive Board meeting, the Executive Board may meet, but shall not conduct any votes. Agendas for Executive Board meetings shall be distributed to Executive Board members at least 20 calendar days in advance of a meeting. The draft summary of an Executive Board meeting shall be distributed to Executive Board members no more than 60 days after the Executive Board meeting being summarized and shall be voted on for approval at the next meeting.

#### *Executive Session*

The Chair may call the Executive Board into an executive session at any time during an Executive Board meeting. Only Executive Board members may be present during the executive session. The Executive Board Chair may invite individuals to participate in the executive session.

#### *Executive Board Committees*

The Executive Board may establish Board committees to address administrative activities of the Board. The Executive Board shall establish the charge for the Board committee and approve the members of the Board Committee. Executive Board committees shall include at least one member of the Executive Board. Executive Board committees shall report activities to the Executive Board.

## **OP III-D: TECHNICAL COMMITTEES**

*Date of Initial Adoption: January 18, 2006*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024, editorial revision March 5, 2024 (Table 1)*

*Related Bylaws Content: Article 9*

### **Background and Purpose**

Most of the detailed work of the NCUTCD is done by the technical committees (TC). Generally, proposed MUTCD changes and/or responses to changes proposed by FHWA or others originate in a technical committee(s). Proposals developed by the technical committees are reviewed by the sponsoring organizations and are then presented to the NCUTCD Council, which then votes on the proposal.

### **Procedure**

This Operating Procedure addresses aspects of technical committee operations that are not addressed in the Bylaws. As individual technical committees are specified in Article 9, the creation, removal, splitting, or combining of a technical committee(s) requires a change in the Bylaws.

#### *Creation of a Technical Committee*

The following describes the steps for creating a new technical committee:

1. Those supporting the creation of a new technical committee shall submit a proposal to the NCUTCD Chair. At a minimum, the proposal shall address the following:
  - a. The need for the proposed technical committee.
  - b. The proposed jurisdiction of the committee, which must be within the NCUTCD purposes and must not substantially conflict with the jurisdiction of any existing technical committee, without an agreement from the affected technical committee.
  - c. A list of current NCUTCD Technical Members who have indicated a willingness to serve as an officer for the proposed technical committee.
  - d. A list of current NCUTCD Technical Members who have indicated they will change their membership from their current technical committee to the proposed technical committee. Such a list need not be comprehensive, but should indicate a sufficient number of members to justify the new technical committee.
2. The NCUTCD Chair shall review the proposal. The Chair may ask for revisions of the proposal. Upon completion of the revisions, the Chair shall forward the proposal to the Executive Board.
3. The Executive Board shall review the proposal and may ask for revisions prior to voting on the proposal. If approved by the Executive Board, the process follows the requirements for a change in the Bylaws (as described in Article 22), including review and comment by sponsoring organizations and a vote by Council.

### *Removing, Combining, or Splitting Existing Technical Committees*

The following describes the steps for removing, combining, or splitting an existing technical committee(s):

1. If a technical committee is proposed for removal (elimination), that technical committee chair, or their designee, shall prepare a proposal describing the reasons for eliminating the technical committee from the NCUTCD.
2. If two technical committees are proposed to be combined or one technical committee is proposed to be split, the chair(s) of each technical committee, or their designees, shall prepare a proposal describing the reasons for combining or splitting the technical committee(s).
3. The technical committee(s) shall each vote on the proposal. If at least two-thirds of the current members of the affected technical committee(s) vote in favor of the proposal, the technical committee chair(s) shall forward the approved proposal to the NCUTCD Executive Board through the NCUTCD Chair.
4. The Executive Board shall vote on the proposal. If approved by the Executive Board, the process follows the requirements for a change in the Bylaws (as described in Article 22), including review and comment by sponsoring organizations and a vote by Council.

### *Modification of Technical Committee Jurisdiction*

If a technical committee wishes to increase or decrease the scope of its jurisdiction (described in Operating Procedure III-D), the technical committee shall prepare a proposed change to the Operating Procedure and a justification for the proposed change. If at least two-thirds of the current members of the technical committee vote in favor of the proposed Operating Procedure change, the technical committee chair shall forward the approved proposal to the NCUTCD Executive Board through the NCUTCD Chair. The Executive Board may ask other affected technical committees to approve the proposed change to the Operating Procedure prior to a vote by the Executive Board in accordance with Operating Procedure VIII-C.

### *Membership*

Operating Procedure I-E describes the process by which an individual becomes a member of a technical committee. The same Operating Procedure also describes the process by which Members and Associate Members are appointed to a technical committee. Membership in a technical committee does not prevent cooperation or affiliation with outside organizations or individuals, although technical committee members shall not represent such cooperation as an NCUTCD activity. Operating Procedure I-F describes the process by which an individual may transfer from one technical committee to a different technical committee.

Section 9.3 addresses the term and reappointment of technical committee members. Section 9.2 addresses requirements for government representation on a technical committee. Section 4.6 describes terminating technical committee membership. Reasons for terminating membership of (or not reappointing) a Technical Member include, but are not limited to:

- A demonstrated lack of interest in the business of the technical committee.
- Failure to contribute to the business of the technical committee.
- Failure to attend three consecutive Annual and Midyear meetings.
- Creating a disruptive atmosphere related to technical committee activities.

The termination of membership as a Member or Associate Member by a sponsoring organization does not automatically terminate a person's membership on a technical committee. The individual retains any technical membership previously approved by the Executive Board. In the case of a Member or Associate Member who demonstrates one or more characteristics that justify termination of technical committee membership, the Executive Board may recommend to the sponsoring organization the termination of membership (Section 4.6).

Each technical committee chair shall make recommendations to the NCUTCD Chair and the Executive Board on the reappointment of committee members prior to the end of each member's term. The member's attendance and participation should be considered in deciding on reappointment. Members and Associate Members may be reappointed to technical committees by the NCUTCD Chair, with the approval of the Executive Board. Technical Members may be reappointed to technical committees upon the approval of the Executive Board.

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.

#### *Leadership Appointments with Potential Change in NCUTCD Chair*

When there is the potential for a new NCUTCD Chair soon after the conduct of an Executive Board meeting, the Executive Board may vote to postpone the appointment or reappointment of technical committee chairs and vice-chairs for a new term. If the appointments are postponed, the current technical committee chairs and vice-chairs shall continue to serve in their positions until the Executive Board completes the appointment/reappointment process.

#### *Meetings, Quorum, Meeting Agendas, and Meeting Summaries*

Technical committees are expected to conduct at least one virtual meeting in the spring and one in the fall in addition to meetings held during the Annual and Midyear Meetings. If a quorum (Section 9.6) of members is not present for a technical committee meeting, the technical committee may meet, but shall not vote to determine the position of the committee on any proposed MUTCD changes or other action requiring a vote. An agenda shall be prepared for each technical committee meeting. The agenda shall be distributed to technical committee members at least 20 calendar days in advance of a technical committee meeting. Distribution may be by email or posting on the technical committee's web page. The summary of a technical committee meeting shall be distributed to the members of the technical committee no more than 60 days after the meeting. Meeting summaries may be distributed by email or by posting on the technical committee's web page. A technical committee shall approve the meeting summary at its next meeting.

### *Technical Committee Proposal Development and Approval*

A technical committee may develop proposals for any content in the MUTCD within their jurisdiction and send the proposals to the sponsoring organizations for review and comment in accordance with Article 14 and Operating Procedures Part VI. A technical committee chair may appoint task forces and/or multi-committee task forces to assist in developing proposed MUTCD changes. Section 9.6 defines the vote required for a proposal to be approved by the technical committee. Votes requiring a majority vote (such as amending motions) are based on an affirmative vote from a majority of voting members present. Only voting members of a technical committee shall vote on proposals. Alternate members or proxy votes shall not be permitted.

Upon approval by a technical committee, a proposal may be distributed to sponsoring organizations for review and comment in accordance with the Bylaws and Operating Procedures. Upon receiving comments from the sponsoring organizations and revising a proposal accordingly, the technical committee chair (or his/her designee) may present the proposal to Council.

### *Technical Committee Jurisdiction, Abbreviations, and Responsibility for MUTCD Content*

The jurisdictions and abbreviations of the technical committees are:

- The **Regulatory and Warning Signs Technical Committee** (RW) shall be responsible for the application, design, and operation related to regulatory and warning signs, except for signs related to temporary traffic control, railroad and light rail transit highway grade crossings, and bicycle facilities.
- The **Guide and Motorist Information Signs Technical Committee** (GMI) shall be responsible for the application, design, and operation related to guide and motorist information signs, except for signs related to temporary traffic control, railroad and light rail transit highway grade crossings, and bicycle facilities.
- The **Markings Technical Committee** (MKG) shall be responsible for the application, design, and operation related to pavement markings and other markings, except for markings related to temporary traffic control, railroad and light rail transit highway grade crossings, and bicycle facilities.
- The **Signals Technical Committee** (SIG) shall be responsible for the application, design, and operation related to all highway traffic signals and all types of beacons, except for flashing light signals related to highway-rail grade crossings or at highway-light rail transit grade crossings.
- The **Railroad and Light Rail Transit Highway Grade Crossing Technical Committee** (RR) shall be responsible for the application, design, and operation related to traffic controls for highways or pedestrian ways approaching grade crossings with railroads or light rail transit lines.
- The **Temporary Traffic Control Technical Committee** (TTC) shall be responsible for the application, design, and operation related to traffic control devices and related worker protection equipment required for temporary traffic control.
- The **Bicycle Technical Committee** (BIK) shall be responsible for the application, design, and operation related to traffic control practices for bicycle facilities, except for

practices related to temporary traffic control and railroad and light rail transit highway grade crossings.

Each technical committee shall be responsible for content in the 11<sup>th</sup> edition of the MUTCD (2023) as shown in Table 1.

**Table 1. Responsibility for 11<sup>th</sup> Edition MUTCD Content**

Committee/ Joint Task Force	Chapter Responsibility by MUTCD Part								
	1	2	3	4	5	6	7	8	9
Edit <sup>A</sup>	A-D								
RW		A-C, L, N					A-B, D		
GMI		D-K, M							
MKG			A-K				C		
SIG				A-U					
CAV <sup>B</sup>					A-B				
TTC						A-P			
RR								A-E	
BIK									A-F

Note:<sup>A</sup>Edit Committee addressed in Operating Procedure III-E.

<sup>B</sup>Connected/Automated Vehicle Joint Task Force addressed in Operating Procedure III-F.

NOTE: Content of Table 1 was revised on March 5, 2024 as an editorial revision to reflect the 11<sup>th</sup> Edition of the MUTCD.

## **OP III-E: JOINT COMMITTEES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: January 2, 2025*

*Related Bylaws Content: Article 10*

### **Background and Purpose**

Historically, the NCUTCD structure has always included the Research and Edit Committees. The Research Committee was originally defined as a technical committee and the Edit Committee was originally defined as an “other” committee. Neither of these categories is appropriate for these units. This Operating Procedure establishes the organizational unit of a joint committee.

### **Procedure**

A joint committee is a permanent committee defined in Article 10. Joint committees have the primary responsibility for coordinating activities between the technical committees. Each joint committee is comprised of members from each technical committee. Joint committees are able to develop proposed changes and send them to the sponsoring organizations in accordance with Article 14. The Bylaws establish two joint committees: Edit Committee and Research Committee.

#### *Edit Committee (EDT)*

The Edit Committee is comprised of two representatives from each technical committee plus the NCUTCD Vice-Chair, who serves as the Edit Committee Chair. The members of the Edit Committee shall be nominated by the chair of each technical committee to the NCUTCD Chair, who shall have final approval of the membership of the Edit Committee. The term of Edit Committee members ends with the adjournment of an Annual Meeting in even-numbered years. An Edit Committee representative may be reappointed by the technical committee chair. A vacancy in an Edit Committee representative is filled in the same manner as an original appointment. Voting privileges of Edit Committee members shall not be transferred to another individual (i.e., proxy votes are not allowed). The Edit Committee shall not have non-voting members.

The Edit Committee shall be responsible for activities defined in Section 10.3 and for Part 1 of the MUTCD as shown in Table 1 in Operating Procedure III-D.

#### *Research Committee (RES)*

The Research Committee shall be composed of two voting members from each technical committee plus the Research Chair, who serves as Research Committee Chair. The voting members of the Research Committee shall be nominated by the chair of each technical committee to the NCUTCD Chair, who shall have final approval of the voting membership of the Research Committee. The term of Research Committee voting members ends with the adjournment of an Annual Meeting in even-numbered years. A Research Committee voting

member may be reappointed by the technical committee chair. A vacancy in a Research Committee voting member is filled in the same manner as an original appointment. Voting privileges of a Research Committee voting members shall not be transferred to another individual (i.e., proxy votes are not allowed). The Research Committee Chair may appoint non-voting members to the Research Committee. There is no limit on the number of non-voting members of the Research Committee.

The Research Committee shall be responsible for activities defined in Section 10.4. The Research Committee should work with the technical committees to identify research needs and develop research problem statements for submission to various research sponsors such as the National Cooperative Highway Research Program, Traffic Control Devices Pooled Fund Study, state research programs, or other research resources.

#### *Quorum, Meeting Agendas, and Meeting Summaries*

If a quorum (Section 10.8) of voting members is not present for a joint committee meeting, the joint committee may meet, but shall not vote to determine the position of the committee on any proposed MUTCD changes or other action requiring a vote. An agenda shall be prepared for each joint committee meeting. The agenda shall be distributed to joint committee members at least 20 calendar days in advance of a joint committee meeting. Distribution may be by email or posting on the joint committee's web page. The summary of a joint committee meeting shall be distributed to the members of the joint committee no more than 60 days after the next of the joint committee. Meeting summaries may be distributed by email or by posting on the joint committee's web page. A joint committee shall approve the meeting summary at its next meeting.

## **OP III-F: JOINT TASK FORCES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 11*

### **Background and Purpose**

Although technical committees have well defined areas of jurisdiction, there are some topics that cross the jurisdiction of multiple technical committees. The need to coordinate MUTCD content on these topics led to the creation of joint task forces.

### **Procedure**

This Operating Procedure addresses the creation, composition, leadership, meetings, and proposal development associated with a joint task force. It also defines the current joint task forces.

#### *Joint Task Force Creation*

A joint task force is created by the Executive Board. In reviewing and evaluating a proposal to create a joint task force, the Executive Board shall consider whether the proposed joint task force meets the following requirements:

1. The purpose of the proposed joint task force addresses a traffic control device or other need that is expected to be ongoing for the foreseeable future.
2. The issues to be addressed by the proposed joint task force address content contained in multiple Parts of the MUTCD. A listing of applicable MUTCD content to be addressed by the proposed joint task force shall be provided to the Executive Board.
3. A proposed statement of areas of responsibility within the MUTCD that the joint task force may consider.
4. The issues to be addressed by the proposed joint task force require the input from all of the NCUTCD technical committees.
5. The number of members from each technical committee that will be the voting members of the joint task force. There shall be an equal number of voting members from each technical committee.

A proposal to create a joint task force may be submitted to the Executive Board by any Technical Member. Such a proposal shall indicate how the proposed joint task force meets the requirements. It should also indicate potential leadership of the joint task force and include a statement of support from multiple technical committee chairs.

#### *Joint Task Force Composition and Terms*

The voting membership of a joint task force shall be composed of an equal number of members from each technical committee (not to exceed three per technical committee) plus the joint task force chair as established in the proposal approved by the Executive Board. Each technical

committee chair may appoint an alternate member to a joint task force. The alternate member may serve as a voting member in the absence of one of the voting members from the same technical committee. The number of voting members from each technical committee on the current joint task forces is listed in the Current Joint Task Forces section of this Operating Procedure. Joint task force voting members shall be appointed by the respective chairs of the technical committees. The technical committee chair has the final authority in selecting that committee's voting members of the joint task force. A voting member of a joint task force shall be an NCUTCD Member, Associate Member, or Technical Member. The term of joint task force voting members ends with the adjournment of an Annual Meeting in even-numbered years. A joint task force voting member may be reappointed by the technical committee chair. A joint task force chair may appoint non-voting members to the joint task force. Voting privileges of a joint task force voting member shall not be transferred to another individual (i.e., proxy votes are not allowed).

#### *Joint Task Force Leadership*

A joint task force chair shall be appointed by the NCUTCD Chair. The joint task force chair may appoint a vice-chair and secretary from the voting members of the joint task force.

#### *Joint Task Force Proposal Development and Approval*

A joint task force may develop proposals for any content in the MUTCD within their area of responsibility and send the proposals to the sponsoring organizations for review and comment as described in the Bylaws and Operating Procedures. Section 11.4 defines the vote required for a proposal to be approved by the joint task force. Votes requiring a majority vote are based on an affirmative vote from a majority of voting members present. Joint task forces are encouraged to seek approval from applicable technical committees prior to sending a proposal to the sponsoring organizations. Only voting members of a joint task force shall vote on proposals. Alternate members or proxy votes shall not be permitted.

Upon approval by a joint task force, a proposal may be distributed to sponsoring organizations for review and comment in accordance with the Bylaws and Operating Procedures. Upon receiving comments from the sponsoring organizations and revising a proposal accordingly, and before presenting the proposal to Council, the joint task force shall acquire approval of the technical committee(s) responsible for the sections of the MUTCD affected by the proposal. Upon receiving approval from the applicable technical committees, the joint task force chair (or his/her designee) may present the proposal to Council.

#### *Meetings, Quorum, Meeting Agendas, and Meeting Summaries*

A joint task force may meet at the Annual and Midyear Meetings at a time established by the Executive Secretary to not conflict with the schedule for technical committee meetings. Other meetings of a joint task force may be scheduled by the joint task force chair or at the request of a majority of the voting members of the joint task force. Joint task forces are expected to conduct at least one virtual meeting in the spring and one in the fall in addition to meetings held during the Annual and Midyear Meetings. A quorum must be present for a joint task force to vote on a

proposal. If a quorum (Section 11.4) of members is not present for a joint task force meeting, the joint task force may meet, but shall not vote to determine the position of the joint task force on any proposed MUTCD changes or other action requiring a vote. An agenda shall be prepared for each joint task force meeting. The agenda shall be distributed to joint task force members at least 20 calendar days in advance of a joint task force meeting. Distribution may be by email or posting on the joint task force's web page. The summary of a joint task force meeting shall be distributed to the members of the joint task force no more than 60 days after the meeting of the joint task force. Meeting summaries may be distributed by email or by posting on the joint task force's web page. A joint task force shall approve the meeting summary at its next meeting.

#### *Current Joint Task Forces, Abbreviations, Content Responsibility, and Membership*

The following are the current NCUTCD joint task forces, abbreviation, their responsibility for MUTCD content, and the number of members from each technical committee:

- **Pedestrian Joint Task Force (PED):** The Pedestrian Joint Task Force shall be responsible for addressing traffic control devices affecting the movement of pedestrians on highways and streets. The Pedestrian Joint Task Force shall consist of three voting members from each technical committee plus the joint task force chair.
- **Roundabout Joint Task Force (RAB):** The Roundabout Joint Task Force shall be responsible for addressing traffic control devices used at or near roundabouts. The Roundabout Joint Task Force shall consist of two voting members from each technical committee plus the joint task force chair.
- **Connected and Automated Vehicles Joint Task Force (CAV):** The Connected and Automated Vehicles Joint Task Force shall be responsible for addressing traffic control devices that impact the operation of connected and automated vehicles. The Connected and Automated Vehicles Joint Task Force shall have three voting members from each technical committee plus the joint task force chair.
- **Rules-of-the-Road Joint Task Force (ROR):** Rules-of-the-Road Joint Task Force shall be responsible for maintaining the rules of the road that impact vehicle and pedestrian movement with specific respect to traffic control devices. The Rules-of-the-Road Joint Task Force shall have two voting members from each technical committee plus the joint task force chair.

## OP III-G: MULTI-COMMITTEE TASK FORCES

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 9.8*

### Background and Purpose

Section 9.7 provides technical committee chairs with the ability to create task forces consisting of members from multiple technical committees to prepare proposals for content that overlap the responsibilities of multiple technical committees. A task force created by two or more technical committee chairs and comprised of members from two or more technical committees is a multi-committee task force. This Operating Procedure formalizes the procedures for creating and operating a multi-committee task force.

### Procedure

A multi-committee task force differs from a joint task force as shown in Table 2. Specific aspects of multi-committee task forces are described in the following sections.

**Table 2. Differences in Joint Task Force and Multi-Committee Task Force**

<b>Feature</b>	<b>Joint Task Force</b>	<b>Multi-Committee Task Force</b>
Created by:	Executive Board.	Technical committee chairs.
Terminated by:	Executive Board.	Technical committee chairs.
Chair appointment:	NCUTCD Chair.	Technical committee chairs.
Voting membership:	Equal number of members from all technical committees, no more than three members from each technical committee.	Members from at least two technical committees, not all technical committees are represented, equal representation not required.
Non-voting membership:	No restrictions.	Determined by technical committee chairs.
Government representation:	At least one voting member from each technical committee must be a government representative.	No restrictions.
Content responsibility:	Defined by Executive Board.	Defined by technical committee chairs.
Proposals:	May be sent to sponsoring organizations for review and comment. Must be approved by affected technical committee before presenting to Council.	Must be approved by affected technical committees prior to distribution to sponsoring organizations for review and comment.

#### *Multi-Committee Task Force Creation and Termination*

A multi-committee task force is created by two or more technical committee chairs. A multi-committee task force does not require the approval of the Executive Board. A multi-committee

task force is terminated upon the agreement of the chairs of the technical committees represented on the multi-committee task force. The technical committee chairs shall notify the NCUTCD Executive Secretary and NCUTCD Chair of the creation or termination of each multi-committee task force and the members of the multi-committee task force.

#### *Multi-Committee Task Force Composition and Terms*

Members of a multi-committee task force are appointed by the chairs of the technical committees represented on the multi-committee task force. A member of a multi-committee task force shall be an NCUTCD Member, Associate Member, or Technical Member. Membership on a multi-committee task force is not required to represent all NCUTCD technical committees. A multi-committee task force is not required to have equal representation of the technical committees. Multi-committee task force members serve until the multi-committee task force is terminated or a member no longer has an official affiliation with the NCUTCD.

#### *Multi-Committee Task Force Leadership*

The multi-committee task force chair is selected by the chairs of the technical committees represented on the multi-committee task force. A multi-committee task force may have two co-chairs.

#### *Multi-Committee Task Force Meetings*

A multi-committee task force is expected to conduct the majority of its business at times other than the Annual or Midyear Meetings. Meetings of the multi-committee task force are called by the multi-committee task force chair (or co-chairs) within scheduling limits established by the affected technical committee chairs and the NCUTCD Executive Secretary. If approved by the affected technical committee chairs, a multi-committee task force may schedule meetings during the time when technical committees are meeting. The NCUTCD Executive Secretary may include meeting times for multi-committee task forces in the schedule for the Annual or Midyear Meetings. The Executive Secretary may limit the length of these meetings. A meeting of a multi-committee task force may be scheduled at the request of a majority of the members of the multi-committee task force.

#### *Multi-Committee Task Force Proposal Development and Approval*

Proposed changes developed by a multi-committee task force shall be submitted to the technical committees represented on the multi-committee task force for approval. All technical committees represented on the multi-committee task force shall approve a proposal before it can be submitted to the sponsoring organizations for review and comment.

#### *Multi-Committee Task Force Content Responsibility*

A multi-committee task force is created to address traffic control device issues of interest to more than one technical committee. The technical committee chair(s) responsible for creating a

multi-committee task force define the scope and content responsibility for that multi-committee task force.

## **OP III-H: TASK FORCES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 9.7*

### **Background and Purpose**

A task force is a subgroup of a single technical committee, joint committee, or joint task force. A significant portion of proposal development work is performed by task forces. This Operating Procedure formalizes the procedures for creating and operating a task force.

### **Procedure**

A task force functions entirely within the structure of a single technical committee, joint committee, or joint task force. As such, the technical committee, joint committee, or joint task force chair is responsible for the administrative aspects of a task force.

#### *Task Force Creation*

A task force is created by a technical committee, joint committee, or joint task force chair. A task force does not require the approval of the Executive Board. A task force is terminated by the technical committee, joint committee, or joint task force chair. The technical committee, joint committee, or joint task force chair shall notify the NCUTCD Executive Secretary of the creation or termination of each task force in the technical committee.

#### *Task Force Composition and Terms*

Members of a task force are appointed by the technical committee, joint committee, or joint task force chair. A task force member shall be a Member, Associate Member, or Technical Member of the technical committee, joint committee, or joint task force that the task force is affiliated with. Task force members serve until the task force is terminated or a member no longer has an official affiliation with the NCUTCD.

#### *Task Force Leadership*

The task force chair is appointed by the technical committee chair.

#### *Task Force Meetings*

A task force is expected to conduct the majority of its business during the technical committee meeting time at the Annual or Midyear Meetings or outside of the Annual or Midyear Meetings. Meetings of the task force are called by the task force chair within scheduling limits established by the technical committee chair and the NCUTCD Executive Secretary. The NCUTCD Executive Secretary may include meeting times for task forces in the schedule for the Annual or Midyear Meetings. The Executive Secretary may limit the number and length of these meetings

to accommodate scheduling restrictions. A meeting of a task force may be scheduled at the request of a majority of the members of the task force.

#### *Task Force Proposal Development and Approval*

Proposed changes developed by a task force shall be approved by the technical committee, joint committee, or joint task force before distribution to the sponsoring organizations for review and comment in accordance with Article 14.

#### *Task Force Content Responsibility*

The technical committee chair defines the content responsibility of a task force.

## **PART IV: OFFICERS AND ELECTIONS OPERATING PROCEDURES**

### **OP IV-A: NCUTCD OFFICER DUTIES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 7.1*

#### **Background and Purpose**

The NCUTCD officers play an important role in the administration of the organization. This Operating Procedure addresses the duties, election, and other aspects of the officer positions.

#### **Procedure**

Article 7 establishes four NCUTCD officers and provides general guidelines for electing the officers and filling officer vacancies. The sections below provide additional detail related to the officer positions.

#### *NCUTCD Officers and Duties*

The NCUTCD officers are defined in Article 7 and their basic duties are listed below. The primary purpose of listing these additional responsibilities and duties is to provide prospective officer candidates an understanding of the scope of duties and time commitment that will be required to serve as an officer.

- Chair:
  - ♦ Serves as the NCUTCD chief officer.
  - ♦ Chairs the Executive Board.
  - ♦ Supervises the actions of the Executive Secretary (Section 17.1).
  - ♦ Presides at meetings of the Council and Executive Board (Section 8.8)
  - ♦ Has responsibility for executing actions of the Executive Board with the support of the Executive Secretary.
  - ♦ Appoints the chair and vice-chair of each technical committee with the approval of the Executive Board (Section 9.6).
  - ♦ Appoints, with the approval of the Executive Board, each Member and each Associate Member to a technical committee (Section 4.2).
  - ♦ Coordinates activities between technical committees and establishes NCUTCD strategic priorities.
  - ♦ Serves as the only individual who has the authority to speak for the NCUTCD (Section 16.1).
  - ♦ Prepares the agenda for Council meetings (Section 6.8).
  - ♦ Transmits NCUTCD recommendations and position statements adopted by Council to federal officials. These communications shall be signed by the NCUTCD Chair. (Section 15.1).
  - ♦ Maintains a working relationship with FHWA's MUTCD Team Leader.
  - ♦ Fosters relationships with sponsoring organizations.

- ♦ Keeps the membership and sponsoring organizations informed of NCUTCD activities through timely communications.
- Vice-Chair
  - ♦ Serves as a non-voting member of the Executive Board (Section 8.4).
  - ♦ In the absence of the Chair, presides at meetings of the Council and Executive Board (Section 8.8).
  - ♦ Serves as Edit Committee Chair (Section 10.3).
  - ♦ Assists the NCUTCD Chair in fulfilling the executive duties.
  - ♦ Provides leadership for special projects and promotional programs as directed by the NCUTCD Chair.
- Research Chair
  - ♦ Serves as a non-voting member of the Executive Board (Section 9.2).
  - ♦ Serves as Research Committee Chair (Section 10.4).
  - ♦ Maintains liaison with research agencies and organizations and ascertains if the results of applicable research are being reported and made available to proper technical committees and research agencies.
- Treasurer
  - ♦ Serves as a non-voting member of the Executive Board (Section 9.2).
  - ♦ Serves as Budget Committee Chair.
  - ♦ Manages NCUTCD financial affairs and reports on financial affairs to the Executive Board.
  - ♦ Provides oversight of NCUTCD financial accounting by Executive Secretary.
  - ♦ Serves as a second signatory on investment accounts.

## **OP IV-B: NCUTCD OFFICER NOMINATION AND ELECTION**

*Date of Initial Adoption: January 18, 2006*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: Section 7.2, 7.3*

### **Background**

Section 7.3 establishes a Nominating Committee, which is responsible for preparing a slate of officers. This Operating Procedure provides additional details regarding the nomination and election of NCUTCD officers.

### **Procedure**

The following sections describe the procedures for nominating and electing NCUTCD officers and includes information on how candidates may share their qualifications, experience, and vision for an office.

#### *Officer Nominations*

The nomination process begins at the Executive Board meeting associated with the NCUTCD Midyear Meeting in odd-numbered years and concludes with the report of the Nominating Committee to Council at the Annual Meeting in even-numbered years. The process consists of the following actions:

- At the Midyear Meeting in odd-numbered years, the NCUTCD Chair, with approval of the Executive Board, appoints a Nominating Committee consisting of three to five Members of the Council and designates one of the Members to be Nominating Committee Chair.
- The Nominating Committee shall first determine if any of the incumbent officeholders wish to stand for re-election. Incumbent officeholders that wish to stand for re-election shall automatically be nominated.
- The Nominating Committee Chair shall send, through the Executive Secretary, a request to all Members and Associate Members soliciting nominees for the offices of Chair, Vice-Chair, Research Chair, and Treasurer. This notice shall be distributed by August 1 prior to the Annual Meeting in an even-numbered year. Nominations shall be due to the Nominating Committee Chair by September 1. The notice shall indicate whether any of the current officers are seeking reelection. The notice may provide additional information as determined by the Nomination Committee.
- Concurrent with the request to all Members and Associate Members soliciting nominees, the Nominating Committee Chair shall send, through the Executive Secretary, an announcement to all Honorary Members and Technical Members to inform them about the nomination process.
- The Nominating Committee shall review the received nominations for eligibility and confirm that nominated individuals are willing to serve in the office for which they have been nominated. In the event that an office attracts no nominees or individuals agreeing to serve, the Nominating Committee may identify and recruit one or more individuals to

be nominated by the Committee. The Nominating Committee shall then prepare a list of candidates for each office. All nominated individuals who meet the eligibility requirements and who are willing to serve shall be placed on the list of candidates.

- By October 1 prior to the start of the Annual Meeting in an even-numbered year, the Nominating Committee shall send to all Members, Associate Members, Technical Members, and Honorary Members an announcement of its candidates for each office.
- Additional nominees may be added only by petition provided that the petition is received by the Executive Secretary by November 1 prior to the Annual Meeting 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 shall forward all petitions to the Nominating Committee for evaluation of eligibility and the Nominating Committee shall notify the Executive Secretary accordingly. The Executive Secretary shall send an announcement to all Members, Associate Members, Technical Members, and Honorary Members of any nominees who qualify by petition.
- At the Annual Meeting when the election is held, the Nominating Committee completes its responsibilities by the Nominating Committee Chair providing a report to Council on their its activities and listing the candidates for each office.

#### *Candidate Statement of Qualifications, Experience, and Vision*

All qualified candidates, whether nominated through the Nomination Committee or by petition, may have the opportunity to prepare a document describing their qualifications, experience, and vision. Any such document that is submitted to the Executive Secretary shall be, at a minimum, distributed to Members and Associate Members by December 1.

#### *Officer Election*

Officer elections are held during the Annual Meeting in even-numbered years (Section 7.2). The following describe the election procedures to be followed at this meeting.

- The election shall be held during the first General Session if the meeting consists of two or more General Sessions.
- During the General Session, the Nominating Committee Chair shall identify the qualified candidates.
- The NCUTCD Chair then closes the nominations. Nominations from the floor shall not be made.
- Each nominee for a contested office shall be provided a defined length of time to address Council. The NCUTCD Chair shall determine the maximum length of time that each candidate may speak. Five minutes is the suggested limit, but this time may be increased or decreased based on other items on the agenda and the number of contested offices. The NCUTCD Chair may decide to allow comments from Council delegates regarding candidates and may establish time limits on the comments from Council delegates. The Vice-Chair shall preside over Council during the time that candidates for NCUTCD Chair are making their presentations.
- If there is only one nominee for each office, the election may be by voice vote and the NCUTCD Chair shall preside over the election.

- If there is more than one nominee for any office the election shall be by written ballot for all offices. The ballot shall be distributed to all voting Members at the Council meeting and time shall be allowed for each Member to complete the ballot. The NCUTCD Chair shall preside over the distribution, completion, and collection of the ballots.
- 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) as a voting member of the Council for that 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. There shall be no early voting, proxy voting, or voting by any other means.
- A Tellers Committee consisting of at least two members shall be appointed by the NCUTCD Chair. To the extent practicable, the Tellers Committee shall be Honorary Members. The Tellers Committee shall count the ballots and report the results and the vote count to the NCUTCD Council. Upon approval of a motion to destroy the ballots, the Tellers Committee shall destroy the ballots.
- The newly elected officers officially take office at the adjournment of the Annual Meeting during which the persons are elected.

## **PART V: MEETING OPERATING PROCEDURES**

### **OP V-A: MEETING NOTICE AND AGENDAS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 5*

#### **Background and Purpose**

The Operating Procedures for the Council, Executive Board, technical committees, joint committees, and joint task forces require those units to develop an agenda for their meetings.

#### **Procedure**

This and other Operating Procedures provide guidelines for the preparation, distribution, and revision of agendas for various NCUTCD organizational units.

##### *Meeting Notice*

Notice of the NCUTCD Annual and Midyear Meetings shall be posted on the NCUTCD website at least 30 days in advance of the start of the meeting. The notice shall indicate the meeting location, meeting dates and times, registration information, and an agenda. Notice for meetings other than the Annual and Midyear Meetings shall be provided by the chair of the individual unit to the members of that unit. For Council meetings other than the Annual or Midyear Meeting, at least 10 calendar days' notice of the meeting shall be provided.

##### *Agenda Distribution*

The requirements for agenda distribution for each organizational unit are specified in the Operating Procedures Part III for each NCUTCD unit.

##### *Agenda Revision*

The agenda for all NCUTCD organizational units may be revised by the applicable chair at any time before or during the meeting. Changes made before the start of the meeting shall be distributed to the unit in the same manner used for distribution of the original agenda.

## **OP V-B: MEETING ATTENDANCE**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 5.5*

### **Background and Purpose**

The Bylaws provide general participation guidelines and reference the Operating Procedures. This Operating Procedures establishes registration requirements and other meeting information.

### **Procedure**

This Operating Procedure establishes requirements regarding registration for and attendance at NCUTCD Annual and Midyear Meetings.

#### *Registration Requirements and Exceptions*

Registration requirements for NCUTCD Annual and Midyear Meetings are addressed in Section 5.5. Registration shall not be required for meetings of units other than the Council that are held at times other than the Annual and Midyear meetings.

Except as otherwise provided in the Bylaws and Operating Procedures, all of the Council, Executive Board, technical committees, joint committees, joint task forces, multi-committee task forces, or task forces at the Annual and Midyear Meetings are open to any individual who registers for the meeting. Selected individuals may be provided with complimentary registration on a case-by-case basis with approval of the NCUTCD Chair or Executive Board. Technical committee chairs have the discretion to limit attendance of non-members at their meetings. Individuals who are invited to present to an NCUTCD unit, and who do not participate in any part of an NCUTCD meeting beyond making the presentation, shall not be required to register for the meeting.

The decision to allow guests to attend NCUTCD unit meetings that are not conducted in concert with the Annual or Midyear Meetings, and that do not require a registration fee, is at the discretion of the unit meeting chair.

#### *Attendance Records*

Daily attendance records are required for the following NCUTCD units and shall be provided in the meeting summaries: Council, Executive Board, technical committees, joint committees, and joint task forces. The meeting summary is not required to indicate when an attendee arrived and/or departed a meeting on a particular day.

Attendance at an Annual or Midyear Meeting should be considered when evaluating the consistency in attendance for an NCUTCD member (see Section 4.6 (4) and Operating Procedure III-D for criteria regarding terminating membership status). Attendance at meetings other than

the Annual and Midyear Meetings may be considered when evaluating reappointment of Technical Members.

*Professional Development Hours*

Participation in NCUTCD meetings may count toward requirements for professional development hours in some states. The NCUTCD is not responsible for providing certificates of attendance nor for tracking professional development hours for any meeting attendee.

*Meeting Participation by Non-Members*

Registration (paid or complimentary) and attendance at a meeting does not guarantee non-member attendees the ability to speak to the meeting attendees. Non-member attendees must be recognized by the meeting chair before making comments or presenting to the unit. Non-member attendees may participate in the meeting discussion of any topic at the discretion of the meeting chair, but may not vote or make or second motions.

Inclusions of topics suggested by non-members on an agenda are at the discretion of the chair presiding at that meeting.

## **OP V-C: MEETING FORMATS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 5.4*

### **Background and Purpose**

Prior to 2020, all NCUTCD Annual and Midyear Meetings had been conducted in-person. The restrictions associated with COVID-19 necessitated that meetings held during the pandemic be conducted in a virtual environment. This Operating Procedure addresses the format to be utilized for various NCUTCD meetings.

### **Procedure**

The NCUTCD preference is for Annual and Midyear Meetings to be conducted in-person. The Executive Board may change the format of an Annual or Midyear Meeting to a virtual meeting. The NCUTCD prohibits the conduct of hybrid (combination of in-person and virtual participation) meetings as part of any NCUTCD meeting scheduled in conjunction with an Annual or Midyear Meeting.

NCUTCD units are expected to conduct virtual meetings between the Annual and Midyear Meetings.

## **OP V-D: DISPLAY OF PROPRIETARY PRODUCTS AT MEETINGS**

*Date of Initial Adoption: June 20, 2018*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: None*

### **Background and Purpose**

The NCUTCD strives to maintain independence and impartiality in developing recommendations related to traffic control devices. As such, it is important to avoid any perception that the NCUTCD favors any manufacturers, vendors, and other organizations that wish to promote products and/or services. This Operating Procedure establishes practices to limit the perception of NCUTCD favoritism.

### **Procedure**

Manufacturers, vendors, and other organizations are not allowed to display proprietary traffic control device products within the common areas 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.

## **PART VI: OPERATING PROCEDURES FOR COUNCIL ACTIONS**

### **OP VI-A: TYPES OF COUNCIL ACTIONS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 13, Section 14.1*

#### **Background and Purpose**

There are many different types of matters that may be put before the Council for a vote. The general procedure used for conducting votes is generally the same for all, but there can be some differences. The most common matters and the procedures used for each are addressed in individual Operating Procedures in this part.

#### **Procedure**

The following represent the most common types of Council voting matters:

- Proposed change to MUTCD content (Operating Procedure VI-B).
- Docket comments on Federal Register notices (Operating Procedure VI-C).
- Resolution (Operating Procedure VI-D).
- Exceptions to Normal Adoption Process (Operating Procedure VI-E).

Each of these is addressed in the indicated Operating Procedure.

This part of the Operating Procedures also includes a summary of the parliamentary procedures to be followed in taking any of these actions. The parliamentary procedures apply to Council meetings and to meetings of all other NCUTCD organizational units.

A proposal shall not be labeled as an NCUTCD recommendation or position unless approved by the Council in accordance with the Bylaws and Operating Procedures.

In developing a recommendation or position, the following principles shall be adhered to in generating an NCUTCD recommendation/position:

- A recommendation or position should be approved only after thorough consideration of the demonstrated need for a change, based on substantial documentation from research, scientific study, or operational experience giving due consideration to all aspects of implementing the proposed change.
- Technological advances and experimentation from time to time reveal the desirability for changes in the design, location, and operation of traffic control devices, and the knowledge thus derived should be considered for incorporation of the provision.

## **OP VI-B: PROPOSED CHANGES TO THE MUTCD**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 13, 14*

### **Background and Purpose**

The most common voting action conducted by the Council is to consider action on a proposed change(s) to the MUTCD. Once approved by Council, these actions represent an NCUTCD recommended change(s) to the MUTCD. This Operating Procedure describes the various actions that may occur when Council considers a proposed change(s) to the MUTCD.

The actions associated with a proposed change(s) to the MUTCD serve as a model for other Council actions as described in separate Operating Procedures.

### **Procedure**

As defined in Article 13, the NCUTCD has adopted Roberts Rules of Order for parliamentary procedure. The potential processes involved in approving a proposed change(s) to the MUTCD are addressed in the following sections, including modifications of Robert's Rules of Order.

#### *Develop Proposed Change(s)*

The concept of a proposed change(s) to the MUTCD may originate within or outside of the NCUTCD. A proposed change(s) to the MUTCD is initially approved by one or more technical committees, a joint committee, or a joint task force. The development work on a proposed change(s) may take place in a task force or multi-committee task force, but the associated technical committee(s) shall approve the proposed change(s) prior to further action.

Proposed change(s) shall use the template provided by the Executive Secretary. Proposed change(s) that do not comply with the template formatting requirements shall be returned to the technical committee, joint committee, or joint task force for corrections. Proposed change(s) approved by a technical committee, joint committee, or joint task force shall be submitted in the proper format to the Executive Secretary within 30 calendar days of the meeting in which it was approved.

#### *Review and Comment by Sponsoring Organizations*

Proposed change(s) shall be distributed to sponsoring organizations for review and comment in accordance with Section 14.3. The deadline for sponsoring organization comments on proposed change(s) should provide at least 60 days for review and comment. The NCUTCD Chair may establish a shorter period for sponsoring organization review and comment to address unique situations.

Each sponsoring organization is responsible for establishing its own process for reviewing and commenting on proposed change(s) to the MUTCD. Each sponsoring organization shall collect

comments from all of their reviewers and submit one combined set of comments to the NCUTCD (i.e., individual reviewers shall not submit comments directly to the NCUTCD unless they are the only reviewer for that sponsoring organization).

The deadline for receiving sponsoring organization review comments should be established to provide at least 45 calendar days for the technical committee, joint committee, or joint task force to consider the review comments prior to the next Annual or Midyear Meeting.

### *Consideration of Review Comments*

The technical committee, joint committee, or joint task force shall review and evaluate the sponsoring organization comments submitted by the sponsoring organizations. The technical committee, joint committee, or joint task force may take action to revise the proposed change(s) based on those comments. The process to revise the proposed change(s) may extend over multiple meetings.

### *Presentation of Proposed Change(s)*

After the review and evaluation of sponsoring organization comments, the technical committee, joint committee, or joint task force may elect to present the original or revised proposed change(s) to Council for consideration. As specified in Operating Procedure III-F, a joint task force shall obtain approval of the applicable technical committees before presenting a proposed change(s) to Council. The responsible unit chair may decide to defer presenting the proposed change(s) to Council to allow further work on a proposed change(s).

If presented to Council, the presentation is made by the technical committee chair, joint committee chair, or joint task force chair. The chair may designate a member of their unit to make the presentation. In general, the presenter will provide an overview of the proposed change(s) and highlight the major change(s) made to the version of the proposal sent to sponsoring organizations for review and comment.

The technical committee chair, joint committee chair, joint task force chair, or their designee determines whether to present the content in its entirety, section-by-section (for extensive content), or paragraph-by-paragraph. The Council presiding officer may direct the presenter to divide the content in a different manner.

### *Approval by Council*

Once the presentation is completed, an individual shall make a Motion for Adoption (Operating Procedure VI-F). The motion is typically made by the person making the presentation if they are a voting delegate. A technical committee chair that makes a presentation and is not a voting delegate may make a Motion for Adoption to approve a proposal from that technical committee. However, the technical committee chair shall not have the right to vote unless serving as a voting delegate. The Council presiding officer shall ask for a motion if the presenter is not able to make the motion. The motion begins the NCUTCD parliamentary process for approving an item placed before Council (Operating Procedure VI-F).

*Distribution of Recommended Change(s)*

If approved by Council, the technical committee chair, joint committee chair, or joint task force chair shall prepare the final version of the proposed change(s), labeling it as a recommended change(s) to the MUTCD. The approved version shall include any changes made by Council and shall be consistent with the NCUTCD template for approved change(s). The responsible chair shall submit the final version to the Executive Secretary within 30 days of the end of the Annual or Midyear Meeting in which it was approved.

Upon receipt of all recommended change(s) approved at an Annual or Midyear Meeting, the Executive Secretary shall submit the recommended change(s) to the FHWA for consideration. The Executive Secretary shall also post the recommended change(s) on the NCUTCD website along with a meeting summary of the meeting in which they were approved.

## **OP VI-C: COMMENTS ON FEDERAL REGISTER NOTICES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 13, 14*

### **Background and Purpose**

As the MUTCD is a federal regulation, it can be changed only through the federal rulemaking process. On occasion, the federal government may also conduct rulemaking on other issues of importance to the NCUTCD. This Operating Procedure identifies the process to be followed when the NCUTCD develops a response(s) to a *Federal Register* notice.

### **Procedure**

When the federal government publishes a notice in the *Federal Register* on a topic of interest to the NCUTCD, the NCUTCD Chair shall develop a plan for an NCUTCD response to the docket. The scope of the response plan will be dependent upon the size of the notice and the length of the docket comment period and the timing of the docket with respect to an Annual and/or Midyear meeting. The Chair then distributes the plan to the Executive Board, technical committee, joint committee, and joint task force chairs for comment. The Chair may revise the plan based on the comments received. The Executive Board or Council may modify the plan by a two-thirds vote. Modifications to the Chair's plan must be made at the start of the process. The Chair shall establish a deadline for Executive Board and/or Council modifications that provides reasonable time for revising the plan within the time frame established by the docket comment deadline.

The Council shall approve the docket comment(s) prior to submission to the docket. The Council may meet in-person or virtually (Operating Procedure III-B) to vote on proposed docket comment(s).

As a preferred approach, the process should be the same as that for approving a proposed change to the MUTCD (Operating Procedure VI-B) with the following exceptions:

- The NCUTCD may submit multiple docket comments on a *Federal Register* notice, such as separate docket comments on each Part of the MUTCD.
- The NCUTCD proposed change(s) to the MUTCD is replaced by a proposed NCUTCD comment(s) to the docket, in which the NCUTCD indicates its agreement and/or disagreement with the proposed rule or amendments in the *Federal Register* notice. The docket comment may include recommended changes to the content proposed in the notice.
- The proposed NCUTCD docket comment(s) is not sent to sponsoring organizations for review and comment unless the NCUTCD Chair determines that the length of the docket comment period is long enough to allow review and comments by sponsoring organizations.
- The NCUTCD Chair may conduct Council vote(s) on some or all of the proposed docket comment(s) by email (Operating Procedure III-B).

## **OP VI-D: RESOLUTIONS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 13, 14*

### **Background and Purpose**

The NCUTCD occasionally approves resolutions to establish a general position on an issue of importance, to recognize an individual or organization, or for other reasons. This Operating Procedure identifies the process to be followed when the NCUTCD considers approval of a resolution.

### **Procedure**

As a preferred approach, the process should be the same as that for approving a proposed change to the MUTCD (Operating Procedure VI-B) with the following exceptions:

- A proposed resolution may be developed by the Executive Board, a technical committee, a joint committee, or a joint task force. Once approved by one of these units, the proposed resolution is submitted to the NCUTCD Chair through the Executive Secretary for Council action.
- The proposed resolution is not required to be sent to sponsoring organizations for review and comment. The NCUTCD Chair may require that a proposed resolution be sent to sponsoring organizations for review and comment.
- Unless sent to sponsoring organizations for review and comment, the proposed resolution is presented to Council for consideration at the next scheduled Council meeting.
- If sent to sponsoring organizations for review and comment, the NCUTCD unit that developed the resolution shall review the comments and may choose to revise the resolution. The resolution (original or revised) is then presented to Council for consideration at the next scheduled Council meeting.
- An approved resolution shall be sent to appropriate recipient(s) and may be posted on the NCUTCD website.

## **OP VI-E: EXCEPTIONS TO NORMAL ADOPTION PROCESS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 13, 14*

### **Background and Purpose**

Some actions by the NCUTCD Council may not fall within Operating Procedures VI-B, VI-C, or VI-D. When a Council action is not a proposed change to the MUTCD, a comment on a *Federal Register* notice, or a resolution, this Operating Procedure addresses the process to be followed.

### **Procedure**

When a Council action is not related to a proposed change to the MUTCD, a *Federal Register* notice, or a resolution, the NCUTCD Chair shall develop a plan for the Council action. The scope of the plan will be dependent upon the issue and activity involved in the Council action. The Chair then distributes the plan to the Executive Board, technical committee, joint committee, and joint task force chairs for comment, if time allows. The Chair may revise the plan based on the comments received. The Executive Board or Council may modify the plan by a two-thirds vote.

## **OP VI-F: PARLIAMENTARY PROCEDURE FOR NCUTCD MEETINGS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Articles 13, 14*

### **Background and Purpose**

As defined in Article 13, the NCUTCD has adopted Roberts Rules of Order for parliamentary procedure. The Bylaws also provide the ability to modify or deviate from Robert's Rules of Order as established in the Bylaws and/or Operating Procedures.

### **Procedure**

This Operating Procedure provides a description of the most common parliamentary actions that may be used in an NCUTCD meeting. These actions apply to all levels of the NCUTCD organization and take precedence over similar procedures described in Roberts Rules of Order.

#### *Voting Options*

When conducting a vote on a motion before the body, voting delegates shall vote Yea or Aye (affirmative, vote in favor of the motion), Nay (negative, vote in opposition to the motion), or Abstain (offer no vote on the motion). The vote may be a voice vote for all options, a voice vote for one option and a show of hands for other options, a show of hands for all three options, or a vote by electronic means. The presiding officer determines whether an actual count of votes is reported to the body.

#### *Motion for Adoption*

After a voting delegate makes the Motion for Adoption, it must be seconded by a voting delegate. A voting delegate can second the motion without being recognized by the presiding officer. If the motion is not seconded immediately, the presiding officer may ask if there is a second. If there is no second, the motion dies.

If the motion is seconded, the presiding officer takes the following actions:

- The presiding officer restates the motion or asks if the voting delegates understand the motion.
- The presiding officer asks for discussion. The presiding officer, at his/her discretion, may recognize voting delegates that wish to offer comment. A person must be recognized by the presiding officer in order to make a statement regarding the motion. The presiding officer, at his/her discretion, may recognize non-voting individuals to offer comments. The presiding officer determines when to end the discussion.

During the discussion, any of the parliamentary actions listed below may be made by a voting delegate. Each is addressed in a separate section of this Operating Procedure.

- Amending motion.
- Friendly amendment.
- Tabling motion.
- Previous Question
- Motion to Reconsider

Upon completion of discussion, the presiding officer may restate the motion and then call for a vote. A Motion for Adoption requires an affirmative vote from at least two-thirds of the unit. Sections 6.5, 9.6, 10.8, 11.5 describe how the two-thirds requirement applies to different NCUTCD units.

### *Amending Motion*

An Amending Motion may be made to modify the Motion for Adoption currently before the body. Only a voting delegate may make an Amending Motion. An Amending Motion must be seconded by a voting delegate. If the motion is not seconded immediately, the presiding officer may ask if there is a second. If there is no second, the motion dies.

If the Amending Motion is seconded, the presiding officer takes the following actions:

- The presiding officer restates the amending motion or asks if the voting delegates understand the motion.
- The presiding officer asks for discussion. Discussion is limited to the Amending Motion. The presiding officer, at his/her discretion, may recognize voting delegates that wish to offer comment. A person must be recognized by the presiding officer in order to make a statement regarding the Amending Motion. The presiding officer, at his/her discretion, may recognize non-voting individuals to offer comments. The presiding officer determines when to end the discussion.
- Upon completion of discussion, the presiding officer calls for a vote. A majority vote is required for an Amending Motion to pass. Operating Procedures III-B, III-C, III-D, and III-F describe how the majority requirement applies to different NCUTCD units. If a majority votes in the affirmative, the Motion for Adoption is amended. If a majority does not support, the Amending Motion dies.

After completing Amending Motion action, the original Motion for Adoption (amended or not, depending upon prior action) is back on the floor for discussion and vote. The Motion for Adoption may be amended several times before being voted upon.

### *Friendly Amendment*

A Friendly Amendment is a time-saving process used by the NCUTCD to modify a Motion for Adoption or Amending Motion. A Friendly Amendment changes the language of the motion prior to a vote. A voting delegate may make a Friendly Amendment by asking the delegate who made the current motion on the floor if the delegate is willing to accept alternative language. If the delegate who made the original motion agrees to the Friendly Amendment, the presiding officer shall ask if the delegate who seconded the motion agrees to the Friendly Amendment. If

both voting delegates agree, the motion is modified without a vote. There is no discussion on a Friendly Amendment.

A Friendly Amendment is not consistent with Robert's Rules of Order. As such, a voting delegate who does not agree with the Friendly Amendment may rise and call a Point of Order. The intent of a Point of Order is to correct a breach in the rules. A voting delegate does not need to be recognized by the presiding officer to make a Point of Order. It is not debatable. If a Point of Order is called, the Friendly Amendment dies and an Amending Motion would be required to offer and discuss the alternative language. An Amending Motion may be made to revise the Amending Motion currently before the body.

#### *Lay on the Table Motion*

A "tabling motion," properly defined as a Lay on the Table Motion, may be made to suspend discussion and action on a motion currently before the body. If a voting delegate is recognized by the presiding officer for discussion and makes a Lay on the Table Motion before the body, all discussion immediately ends. In making the tabling motion, the individual indicates why they wish to table the motion. After the motion is made, it must be seconded (it may be seconded without being recognized by the presiding officer). If there is no second, the tabling motion dies. If there is a second, the presiding officer proceeds to a vote on the Lay on the Table Motion. There is no discussion on a tabling motion. A two-thirds vote is required to table the current motion before the body (the two-thirds vote requirement is a modification of Robert's Rules of Order). Operating Procedures III-B, III-C, III-D, and III-F describe how the majority requirement applies to different NCUTCD units.

#### *Take from the Table Motion*

A motion that has been tabled during a meeting may be brought back before the body during the same meeting with a Take from the Table Motion. A tabled motion may be removed from the table only during the meeting in which it was laid on the table. The motion must be made when there is no other motion before the body. The motion requires a second. There is no discussion on a Take from the Table Motion. A majority vote is required to remove the motion from the table. Operating Procedures III-B, III-C, III-D, and III-F describe how the majority requirement applies to different NCUTCD units. Once a Take from the Table motion is approved, the tabled item is presented to the body in the state at which it was tabled.

#### *Previous Question Motion*

A Previous Question Motion is a motion to end debate on a motion before the body. It is sometimes improperly referred to as "call the question" motion. A voting delegate that has been recognized by the presiding officer can make a Previous Question Motion to close debate. After the motion is made, it must be seconded (it may be seconded without being recognized by the presiding officer). If there is no second, discussion continues. If there is a second, the presiding officer proceeds to a vote on the motion to close debate. There is no discussion on a Previous Question Motion. A Previous Question Motion requires an affirmative vote from at least two-thirds of the unit. Sections 6.5, 9.6, 10.8, 11.5 describe how the two-thirds requirement applies

to different NCUTCD units. If the motion to close debate is approved, the presiding officer proceeds immediately to a vote on the motion currently before the body.

#### *Motion to Reconsider Motion*

A Motion to Reconsider may be made to reconsider the vote on a previous motion. A voting delegate can make a Motion to Reconsider only for those motions that were approved in the same meeting. Only a delegate who voted on the prevailing side of the previous motion can make the motion. This motion can be made, but not considered when other business is pending. After the motion is made, it must be seconded (it may be seconded without being recognized by the presiding officer) in order for the motion to be reconsidered. A Motion to Reconsider is debatable if the previous motion was debatable. If debatable, discussion on the Motion to Reconsider begins after the second. A majority vote is required to reconsider a previous motion. If approved, the original Motion for Adoption is placed before the assembly as if it had not been previously voted on.

#### *Motion to Suspend the Rules*

A Motion to Suspend the Rules may be made to set aside a specific rule of the assembly. It shall not be used to change the Bylaws, fundamental principles of parliamentary law, or rules that protect the absent members or basic rights of the individual. The motion requires a second. There is no discussion on a Motion to Suspend the Rules. It cannot be amended. A Motion to Suspend the Rules requires an affirmative vote from at least two-thirds of the unit to suspend a parliamentary order or order of business. Sections 6.5, 9.6, 10.8, 11.5 describe how the two-thirds requirement applies to different NCUTCD units. A Motion to Suspend the Rules requires an affirmative vote from a majority of the body to suspend a standing rule. A Motion to Suspend the Rules cannot be reconsidered.

#### *Roll Call and/or Quorum Check*

A roll call of voting delegates is conducted at the start of each session of a unit to confirm the presence of a quorum. Quorum requirements for NCUTCD units are in Sections 6.4, 8.8, 9.6, 10.8, and 11.5. A quorum check may be conducted to check the status of a quorum during a meeting. A quorum check may be called by any voting delegate and a second is not required. A quorum check is conducted in the same manner as a roll call.

## **PART VII: FINANCIAL OPERATING PROCEDURES**

### **OP VII-A: BUDGET COMMITTEE**

*Date of Initial Adoption: June 9, 2021*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: None*

#### **Background and Purpose**

This Operating Procedure provides information and guidelines for a committee of NCUTCD members to assist the NCUTCD Treasurer and Executive Secretary in managing the NCUTCD finances.

#### **Procedure**

At the Executive Board meeting in conjunction with the Annual Meeting, or within 30 days following the Annual Meeting, in even-numbered years, 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.

The purposes of the Budget Committee shall be to:

1. Review the NCUTCD draft 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 shall provide to the Budget Committee a draft total annual budget for the upcoming fiscal year. Prior to the Midyear Meeting, the Budget Committee shall review the draft total annual budget and prepare a report for the Executive Board. The Budget Committee Chair shall report to the Executive Board the results of their review of the draft total annual budget, any recommendations for changes, and/or comments on other budget-related items.

In advance of the Midyear Meeting, in addition to the draft total annual budget, the Executive Secretary should also 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 Executive 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 Executive Board.

Following the end of the fiscal year, the Budget Committee shall 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 shall meet to review the records and prepare a report. The Budget Committee Chair shall 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 or other budget-related matters.

## **OP VII-B: CASH RESERVES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: None*

### **Background and Purpose**

Many professional associations, some similar to the NCUTCD in organization and/or function, have a policy on cash reserves. Cash reserves are maintained so that an organization can survive unexpected fiscal challenges such as economic downturns and unanticipated expenditures. This Operating Procedure formally establishes such a policy.

### **Procedure**

The goal of the NCUTCD is to maintain cash reserves equal to one year's worth of operating expenses. For purposes of this policy, operating expenses shall mean all expenses in the annual budget, including, but not limited to, secretariat services and expenses of the Annual and Midyear Meetings. Because income and expenses fluctuate during the fiscal year, the level of cash reserves also fluctuates. For purposes of this policy, the goal is to have one year's worth of cash reserves at the end of the fiscal year.

**OP VII-C: SPONSORING ORGANIZATION VOLUNTARY CONTRIBUTIONS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: None*

**Background and Purpose**

Since its inception, the NCUTCD has encouraged its sponsoring organizations to make voluntary contributions to support NCUTCD activities. The voluntary contributions are not dues or fees. A contribution is not required for an organization to continue as a sponsoring organization.

**Procedure**

This Operating Procedure documents the amount of voluntary contribution associated with each of the sponsoring organizations. The suggested contribution amounts are listed in Table 3 and were selected by the Executive Board based on the following factors.

- The sponsoring organization’s level of interest in the MUTCD.
- The financial ability of the sponsoring organization to contribute.
- The sponsoring organization’s number of voting delegates on the NCUTCD Council.

**Table 3. Suggested Contributions for Sponsoring Organizations**

Group	Sponsor	Suggested Contribution		Group	Sponsor	Suggested Contribution	
		FY 2026	FY 2027			FY 2026	FY 2027
1	AASHTO	\$5,500	\$6,100	3	AAA	\$2,650	\$2,900
	ITE	\$5,500	\$6,100		HFR	\$0 <sup>B</sup>	\$0 <sup>B</sup>
	APWA	\$3,750	\$4,100		LAB	\$1,350	\$1,500
	NACE	\$3,750	\$4,100		NSC	\$1,350	\$1,500
	NACTO	\$3,750	\$4,100		AHUA	\$650	\$700
2	AAR	\$1,350	\$1,500	4	ARTBA	\$2,650	\$2,900
	APBP	\$1,350	\$1,500		ATSSA	\$2,650	\$2,900
	APTA	\$1,350	\$1,500				
	AREMA	\$1,350	\$1,500				
	ASCE	\$2,000	\$2,200				
	IACP	\$0 <sup>A</sup>	\$0 <sup>A</sup>				
	IBTTA	\$1,350	\$1,500				
	IMSA	\$2,000	\$2,200				
	ITSA	\$1,350	\$1,500				

Notes:

<sup>A</sup> IACP has language in its governing documents that prohibits IACP from making any financial contributions to another organization. Therefore, IACP has never made a voluntary contribution.

<sup>B</sup> HFR is an informal organization of individuals with human factors background who have an interest in the MUTCD. HFR has no budget and no sources of income.

## **OP VII-D: OTHER FINANCIAL SUPPORT**

*Date of Initial Adoption: September 8, 2025*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 19*

### **Background and Purpose**

Sponsoring Organization Voluntary Contributions (defined in Operating Procedure VII-C), along with net revenue from Annual and Midyear Meetings, assist the NCUTCD in meeting its financial obligations, including compliance with Operating Procedure VII-B regarding cash reserves. With increasing expenses, these revenue sources may not be sufficient to cover all expenses and/or comply with the cash reserve Operating Procedure. This Operating Procedure creates a program for other organizations and individuals to contribute to the financial operations of NCUTCD.

The term used for this type of financial contribution is “support”, so as not to be confused with the Sponsoring Organization Voluntary Contributions defined in Operating Procedure VII-C.

Support can be provided by an organization or an individual.

### **Annual and Midyear Meetings**

Some meeting activities incur significant expense for NCUTCD, including the provision of audio-visual and projection equipment in meeting rooms and food and beverages for breaks and meals. These expenses can be offset by contributions associated with each activity, or associated with the overall expenses for a particular meeting. To better associate financial support with these expenses, packages are offered defining the expected financial contribution for that package and the corresponding recognition given to the supporting organization or person. These packages are listed in Table 4.

Organizations or individuals interested in requesting a particular package must contact the Executive Secretary via e-mail ([secretary@ncutcd.org](mailto:secretary@ncutcd.org)). The deadlines for submitting a request are:

- October 1 for the Annual Meeting
- March 1 for the Midyear Meeting

In requesting a support package, the proposing organization or individual should indicate the desired package and their involvement in or connection to NCUTCD and/or practice in traffic control devices. The NCUTCD Chair and Executive Secretary will review the requests and notify submitters of acceptance, deferral, or rejection no later than 45 calendar days following the proposal submission deadline. The NCUTCD Chair, Executive Secretary, and Executive Board reserve the right to not accept proposals if in their determination the proposer's values, history, or actions do not align with the mission or interests of the NCUTCD, or if the proposal is intended to influence decision-making or votes by the NCUTCD Council or any subsidiary unit of NCUTCD.

Should an organization or individual select a package that has already received funding support and no other corresponding packages are available, the Executive Secretary will contact the organization or individual to notify them and suggest alternative support options.

**Table 4. Meeting Financial Support Packages for an NCUTCD Meeting**

<b>Package</b>	<b>Contribution</b>	<b>Recognition</b>
Technical Committee Audio-Visual Support (1 per NCUTCD meeting)	\$7,500	<ul style="list-style-type: none"> <li>Printed logo (up to 14×9 in) below each screen in technical committee rooms (up to 7 total)</li> <li>Verbal recognition by Technical Committee chair during each session</li> <li>Listing in meeting program</li> </ul>
General Session (2 per NCUTCD meeting)	\$5,000	<ul style="list-style-type: none"> <li>Printed logo (up to 6×6 in) on a poster adjacent to meeting registration</li> <li>Display of logo on screens before session, during breaks, and when screen is not used for NCUTCD business</li> <li>Verbal recognition by NCUTCD Chair during session</li> <li>Listing in meeting program</li> </ul>
Breakfast (1 per day – 2 total per NCUTCD meeting)	\$2,500	<ul style="list-style-type: none"> <li>Printed logo (up to 7×7 in) on a sign adjacent to the breakfast serving area (2 locations per breakfast)</li> <li>Printed logo (up to 4×4 in) on a poster adjacent to meeting registration</li> <li>Listing in meeting program</li> </ul>
Afternoon Break (1 per break – up to 2 per NCUTCD meeting)	\$2,500	<ul style="list-style-type: none"> <li>Printed logo (up to 7×7 in) on a sign adjacent to the break serving area (2 locations per break)</li> <li>Printed logo (up to 4×4 in) on a poster adjacent to meeting registration</li> <li>Listing in meeting program</li> </ul>
Support Level 1	\$1,000	<ul style="list-style-type: none"> <li>Printed logo (up to 4×4 in) on a poster adjacent to meeting registration</li> <li>Listing in meeting program</li> </ul>
Support Level 2	\$500	<ul style="list-style-type: none"> <li>Printed logo (up to 3×3 in) on a poster adjacent to meeting registration</li> <li>Listing in meeting program</li> </ul>

## **OP VII-E: FISCAL OVERSIGHT**

*Date of Initial Adoption: March 24, 2026*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Article 19*

### **Background and Purpose**

As compared to other nonprofit organizations, NCUTCD has a very lean administrative staff consisting solely of a contracted Executive Secretary overseen by the Chair and Executive Board. Historically, the Executive Secretary has been given full authority to manage NCUTCD's financial affairs, with status reporting to the Executive Board at each regularly-scheduled meeting and a review of all transactions and records by the Budget Committee following the close of each fiscal year.

In late 2025, as part of a Board-authorized review of the fiscal year accounts, a certified public accountant reviewed NCUTCD's fiscal administration and oversight process and suggested the addition of specific operating procedures to more closely align NCUTCD's fiscal administration with generally accepted accounting principles.

In all cases in this Operating Procedure, "report" and "written approval" can be by e-mail or electronic document.

### **Access to NCUTCD Accounts**

It is NCUTCD practice to limit access to financial accounts held by NCUTCD to the Executive Secretary and Treasurer. This includes the ability to deposit, withdraw, and transfer funds.

Given changes to the nature of fiscal transactions, NCUTCD no longer uses a hardcopy checkbook. If hardcopy checks are required to be issued, the Executive Secretary shall arrange with the relevant financial institution the issuance of checks as required. Should NCUTCD possess a hardcopy checkbook, it will be in the control and custody of the Executive Secretary.

NCUTCD may maintain one or more credit accounts with financial institutions. Cards issued on these accounts are typically issued to and held by the Executive Secretary. Approval of the Treasurer and Executive Board is required prior to adding additional users or cards on these accounts.

Upon the resignation, termination, or departure from NCUTCD of any person with access to financial accounts or credit cards, that person shall make arrangements to surrender or transfer authority to the person assuming the specific fiscal oversight position, including changes to account information, signature cards, and other required activities to complete the transfer.

### **Monthly Transaction Review**

On a monthly basis, the Executive Secretary will provide the Treasurer with a report on financial transactions made by NCUTCD. This report is typically created following the issuance of a

monthly statement by the financial institution. Reports on checking and credit accounts can be made separately or as a combined report. Each report will include the relevant monthly statement(s) from the financial institution along with a list of related transactions generated by the accounting system used by NCUTCD.

The Treasurer will review the monthly report(s). Within 15 calendar days of receiving the report, the Treasurer will either approve, disapprove, or request additional information.

### **Approval of New Vendors**

NCUTCD, its officers, and its administrative staff (including the Executive Secretary) shall not enter into any transaction with any vendor prior to the written approval of such vendor by the Treasurer.

Existing vendors included in the NCUTCD accounting system at the time of adoption of this Operating Procedure are considered as approved by the Treasurer.

Exceptions may be made in accordance with the Exceptions section in this Operating Procedure.

### **Approval of Bank Transfers and Renewals**

NCUTCD, its officers, and its administrative staff (including the Executive Secretary) shall not enter into any bank transfer transaction prior to the written approval of such transaction by the Treasurer.

Exceptions may be made in accordance with the Exceptions section in this Operating Procedure.

### **Approval of Reimbursements**

There may be times where an authorized person such as the Executive Secretary or Chair in the course of business on behalf of NCUTCD incurs expenses paid using personal funds such as cash or personal/business credit cards.

An authorized person may be reimbursed for NCUTCD-related expenses with the approval of the Treasurer. To obtain reimbursement, the authorized person shall submit a request listing all expenses for which reimbursement is requested, along with documentation justifying the expenditure(s) as appropriate.

These expenditures are excepted from the prior approval process, as the report to the Treasurer should provide sufficient detail and justification, and the Treasurer can decline to reimburse transactions that are determined to be inappropriate or unrelated to NCUTCD activities.

No reimbursement shall be made without written concurrence from the Treasurer.

## **Exceptions**

Monthly reports need not be made on accounts which experience only incoming funds due to interest accruals, such as savings accounts or certificates of deposit.

The Executive Secretary may make purchases from a new vendor without prior approval for authorized travel activities or for business meetings with NCUTCD leadership. Examples include but are not limited to obtaining food, fuel, lodging, or appropriate services.

Bank transfers may be executed without prior approval for routine fiscal administrative activities such as paying outstanding credit card balances on NCUTCD accounts. NCUTCD accepts ACH deposit transactions from other entities such as sponsor organizations and fiscal supporters.

## **PART VIII: OTHER OPERATING PROCEDURES**

### **OP VIII-A: ELECTRONIC COMMUNICATION PROTOCOLS**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: None*

#### **Background and Purpose**

During the first 20 years of the NCUTCD, communications were primarily by mail and telephone. In the current era, email serves as the primary form of direct communication between individuals and the NCUTCD website is the primary means of distributing information to members and non-members. This Operating Procedure describes how information is shared within the NCUTCD community and with non-members.

#### **Procedure**

Email and the NCUTCD website shall be the primary means of communicating information to sponsoring organizations, members, and the public. The guidelines below provide general procedures for communicating with different units.

##### *Communications with Active NCUTCD Units*

The primary means of communicating with units within the NCUTCD organization will typically be through the listserv set up for a specific unit. The units for which a listserv is established include technical committees, joint committees, joint task forces, Council Members and Associate Members, and the Executive Board. Listserv messages are distributed only to those individuals listed for a unit in the official NCUTCD database. The NCUTCD Chair and Executive Secretary receive listserv messages from all units that have listservs. The FHWA MUTCD team member that serves as the liaison for a unit shall be on the listserv for that unit.

The NCUTCD website may be used by NCUTCD units to share files and information. Such information shall be provided in a protected manner that requires login credentials. Unless approved by the NCUTCD Chair, files and other information used by NCUTCD units that have not been approved by Council shall not be posted on the NCUTCD website in a manner that is accessible without login credentials. Proposed changes and sponsor comments on those proposed changes are an exception and may be posted on the public portion of the NCUTCD website with approval of the NCUTCD Chair.

##### *Communications with Former NCUTCD Members and Guests*

When a member leaves an NCUTCD unit, the database shall drop their association with that unit and they shall no longer receive listserv messages from that unit. Former and retired members of an NCUTCD unit may ask the unit's chair to include them in committee communications. Each unit chair may establish communication procedures for their unit to address sharing communications with former/retired members and guests.

A list of former members and prior meeting attendees shall be maintained in an NCUTCD database. The NCUTCD Chair and/or Executive Secretary may email information regarding NCUTCD meetings and other information to these individuals as appropriate.

*Communications with Headquarters of Sponsoring Organizations*

Communications with the headquarters of sponsoring organizations shall be through the NCUTCD Chair and/or the Executive Secretary. The Member(s) and Associate Member(s) of a sponsoring organization may communicate with the headquarters of the sponsoring organization that they represent.

*Communications with the General Public*

Members of the general public may access information about the NCUTCD and its activities through the publicly accessible portions of the NCUTCD website. The NCUTCD and its individual units have no obligation to provide information about NCUTCD activities to the general public.

## **OP VIII-B: CANADIAN TRAFFIC OPERATIONS AND MANAGEMENT COMMITTEE TRAVEL POLICY**

*Date of Initial Adoption: January 8, 2020*

*Date of Most Recent Revision: November 15, 2023, effective January 12, 2024*

*Related Bylaws Content: None*

### **Background and Purpose**

To keep the NCUTCD up to date on traffic control device practices and research in Canada, one or more representatives of the NCUTCD have been attending the Transportation Association of Canada's (TAC) Traffic Operations and Management Committee (TOMC). TOMC is the NCUTCD's equivalent organization in Canada. Having representatives attend the TOMC meetings is beneficial as it allows NCUTCD to be aware of issues and new traffic control devices being promoted in Canada. It also helps to promote some consistency of traffic control devices between the US and Canada. The objective of this Operating Procedure is to outline the travel and reporting policy for members attending the TOMC on behalf of the NCUTCD.

### **Procedure**

The NCUTCD shall provide financial support for travel to the TOMC meetings in the following manner:

- The NCUTCD Executive Board will select up to two people to represent the NCUTCD at TOMC meetings in Canada.
- Each TOMC representative shall have a three-year term and be appointed by the NCUTCD Executive Board.
- For each open position as a TOMC representative, the NCUTCD Executive Board shall request applications. The submissions will be reviewed by the NCUTCD Executive Board and a TOMC representative will be selected for a three-year term.
- Each TOMC representative shall attend the TOMC meetings held each year.
- Each TOMC representative will receive a stipend of \$1,000 per meeting for travel costs to attend up to two in-person meetings per year. The NCUTCD will not be responsible for paying travel costs in excess of the \$1,000 per meeting limit.
- TOMC representatives will be required to report in person to the relevant NCUTCD technical committees.
- The NCUTCD will not pay for labor costs for the TOMC representatives to attend the TOMC meetings.
- Total annual budget required for the NCUTCD to cover travel for the two TOMC representatives is up to \$4,000, depending on the number of in-person meetings.
- All reimbursements will be in US Dollars.
- The stipend will be provided after the meeting.
- If a TOMC representative misses two TOMC meetings in a row, the Executive Board may select a new TOMC representative.
- The NCUTCD Executive Board may rescind the appointment of a TOMC representative.

## **OP VIII-C: REVISING OPERATING PROCEDURES**

*Date of Initial Adoption: November 15, 2023, effective January 12, 2024*

*Date of Most Recent Revision: Not applicable*

*Related Bylaws Content: Section 8.2*

### **Background and Purpose**

The NCUTCD Operating Procedures provide guidelines on conducting NCUTCD activities that are not addressed in the Bylaws or that supplement the Bylaws. This Operating Procedure defines the process for revising current Operating Procedures and adding new Operating Procedures.

### **Procedure**

The NCUTCD Operating Procedures are created and maintained by the Executive Board (Section 8.2). Any member of the Executive Board may propose a change to a current Operating Procedure or the addition of a new Operating Procedure. Revisions and/or additions to the Operating Procedures shall be distributed to the Executive Board no later than 30 calendar days in advance of the meeting during which they will be considered. Changes and/or additions to the Operating Procedures require an affirmative vote of at least two-thirds of the voting members of the Executive Board. After approval by the Executive Board, the new/revised Operating Procedure shall be posted on the NCUTCD website. Each Operating Procedure shall show the initial date of approval by the Executive Board and the date of the most recent revision.

### **Exceptions to Operating Procedures Revision Process**

The Executive Secretary may revise an Operating Procedure without following the above described procedure to make any of the changes listed below:

1. To change a reference in an Operating Procedure to a section in the Bylaws or a reference to another Operating Procedure.
2. To make an editorial correction.