



BYLAWS  
OF THE  
TRANSPORTATION SAFETY ADVANCEMENT GROUP

December 2017

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**Development History**

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## BYLAWS OF THE TRANSPORTATION SAFETY ADVANCEMENT GROUP

### **ARTICLE I Official Designation**

The official designation of this organization shall be Transportation Safety Advancement Group and may hereafter be referred to in this and other documents as TSAG.

### **ARTICLE II Authority**

The Transportation Safety Advancement Group is facilitated and administered by the Program Manager to provide input to the US Department of Transportation (US DOT) ITS Joint Program Office, Public Safety Program. The Transportation Safety Advancement Group provides guidance on issues related to joint transportation and public safety operations. TSAG operates through resources provided by the US Department of Transportation and serves its program mission in compliance with US DOT regulations, policies and specified contract provisions.

### **ARTICLE III TSAG Mission**

TSAG identifies and advances technologies to improve public safety response and efficacy in transportation systems and promotes transportation safety and efficiency in concert with the US DOT ITS Joint Program Office.

### **ARTICLE IV TSAG Vision**

Public and transportation safety that is fully integrated and enabled through the use of technology.

### **ARTICLE V Governance**

The TSAG shall be governed through an organizational structure that administers these Bylaws and shall conduct its business through formalized processes and procedures as prescribed herein and in compliance with policies, laws and regulations of the US DOT ITS Joint Program Office (JPO). TSAG business shall be administered through its Executive Committee, its officers, and its members, and, as appropriate, through US DOT ITS JPO, Program Manager and support staff.

### **Section 5.1 Officers**

The Transportation Safety Advancement Group shall elect its officers, comprised of a Chair, Vice Chair, and Outreach Officer, from among its members. Nominations and elections shall be conducted annually during the first general membership meeting of a calendar year with one officer position filled during the same meeting and the Chair being elected during the first year of a three-year cycle, the Vice Chair during the second year, and the Outreach Officer during the third. Officers shall serve three-year terms and may serve additional terms if duly elected to do so by the members. General functions and duties of the TSAG officers shall typically include:

#### **5.1.1 Chair**

The TSAG Chair shall perform the executive functions of TSAG, as detailed in these Bylaws and as determined appropriate by members and sponsors.

#### **5.1.2 Vice Chair**

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

#### **5.1.3 Outreach Officer**

The Outreach Officer shall oversee and support the outreach activities of TSAG as identified in the TSAG Strategic Plan.

### **Section 5.2 Executive Committee**

The TSAG Executive Committee shall be comprised of its Chair, Vice-Chair, and Outreach Officer; and, as ex-officio members, the US DOT ITS JPO representative, and the Program Manager. The Executive Committee may invite active members or ad-hoc TSAG Committee chairs to participate in Executive Committee proceedings as deemed necessary to advance the TSAG mission. The Executive Committee may also designate its immediate Past Chair to serve on the Executive Committee as an advisor or in any other function determined appropriate by the Chair.

The Executive Committee shall execute duties responsive and appropriate to the leadership of the TSAG, serving under the management of the Program Manager and the US DOT ITS JPO. At a minimum, the Executive Committee shall guide the development of a multi-year TSAG Strategic Plan and its annual Work Plans and shall engage in actively advancing Work Plan activities.

The Executive Committee shall also serve as the TSAG Membership Committee, and shall administer the membership-related provisions of these Bylaws, including Article VI, and of any special membership provisions adopted by members.

### **Section 5.3 Restrictions**

Neither the Executive Committee nor its members shall be employees of US DOT, nor shall they, as a group or as individuals engage in any public policy lobbying activity on behalf of TSAG. TSAG members, or interested parties serving on ad-hoc or project committees, who may, through the course of their business interests, contract with U.S. DOT, shall make such relationship known to the Executive Committee and, where TSAG actions may relate to any contractual interest, shall recuse themselves from voting on such action(s).

Neither TSAG nor its members shall endorse nor shall cause TSAG endorsement of products or of ITS or related technology applications, except that TSAG may, with the consent of its members and of the US DOT, endorse programs or projects of significance to the TSAG mission.

## ARTICLE VI Membership

TSAG membership shall be comprised of two members from each of the designated Transportation and Public Safety Interest Communities enumerated below and in **Appendix A**:

- Academic & Research
- Law Enforcement
- Emergency Medical Services
- Emergency Communications
- Fire & Rescue
- Transportation Operations
- Emergency Management
- Technology & Telematics

From these Interest Communities, candidate member Organizations (shown in Appendix A) or other national, non-governmental organizations may also be identified as prospective sponsors of TSAG members. Any TSAG member may recommend candidate organizations for consideration by the membership to be included as sponsors of prospective TSAG members. On invitation by the TSAG Program Manager on behalf of US DOT and TSAG, the respective Stakeholder Organization(s) shall nominate its representative to serve as a TSAG member under the terms of these Bylaws. In addition to the eight Interest Communities identified herein, the US DOT representative and the Program Manager shall serve as ex-officio members as described in Section 5.2.

### Section 6.1 Terms of Office

Members shall serve staggered, four-year terms, and may be re-appointed for additional four-year terms. Members shall serve at the pleasure of their sponsoring organization. Each of the two members that represent an Interest Community, as described in Article VI, shall be elected in four-year, staggered terms to provide continuity within his/her Interest Community.

The US DOT may, from time to time, recommend expansion or reconstitution of the TSAG membership as it deems appropriate to its mission.

### Section 6.2 Member Appointments

TSAG member appointments shall be made by the Executive Committee, on approval of the general membership, through the following prescribed procedure:

- Every two years the Program Manager will request nominations from the Stakeholder Organizations for potential TSAG members. These nominations would be for half the membership, one member from each Interest Community, to support the staggered four-year terms; or when
- The TSAG Executive Committee finds that a vacancy exists, or that representation from an additional Candidate Member Organization is desirable;
- The TSAG membership receives this finding and approves recruitment of a new member;
- The Executive Committee identifies and recommends the Candidate Member Organizations as a source for member nominations;
- Candidate Member Organization nominations are submitted to the Executive Committee who approves the nomination and refers the recommendation to the TSAG membership for ratification at the next regularly scheduled business meeting; and,

- The ratified TSAG members shall be referred to the Program Manager and to US DOT for incorporation into TSAG records and business processes.

### **Section 6.3 Member Roles & Responsibilities**

TSAG members, identified as national transportation and public safety leaders, are enlisted to actively advance the TSAG Mission through participation in supporting activities and programs. Member roles and responsibilities are intended to serve the Operating Principles detailed in Section XI and related activities as determined necessary by its members and by US DOT, for advancing the promotion of national transportation safety and security objectives.

#### **6.3.1 Meeting Attendance**

Except in special circumstances, members who accumulate two consecutive unexcused absences from scheduled meetings are deemed as having resigned from TSAG. Upon such finding, the Executive Committee may recommend to the membership that the vacancy be filled. An absence may be excused via written communication to the Chair in advance of the meeting with an explanation; the Chair retains the discretion to deem the absence excused.

#### **6.3.2 Liaison Activity**

Members shall routinely report TSAG activities, programs and projects to their sponsoring stakeholder organization and to affiliated interest community groups and organizations for the purpose of advancing the TSAG mission through information exchange and national outreach through established interest-group communications outlets;

#### **6.3.3 Advocacy**

Members should identify opportunities to promote the TSAG mission and to support TSAG outreach programs and projects;

#### **6.3.4 TSAG Ambassadors**

Members should participate on TSAG ad hoc committees, task forces, speakers' bureau, and related opportunities, especially as these relate to advancing TSAG Work Plan and Strategic Plan.

#### **6.3.5 Other Support Roles**

Members should take an active role in recommending or otherwise initiating public safety related programs and projects that actively promote national transportation and public safety priorities.

### **Section 6.4 US DOT Modal Agency Representatives**

The TSAG Organization shall include as non-voting advisors, specified US DOT modal agency representatives as identified in Appendix B, TSAG Organizational Structure. In addition to providing guidance on US DOT programs and projects, modal agency representatives may serve on project teams, ad-hoc committees or task forces as deemed appropriate by TSAG.

### **Section 6.5 Interested Parties**

At the discretion of the Executive Committee, Program Manager or US DOT, interested parties may be identified as non-voting members of TSAG, and may otherwise participate in the business of the organization or, at the discretion of the membership, may serve on study groups ad-hoc committees, task forces, or project teams, subject to applicable provisions of these bylaws.

### **Section 6.6 Alliances and Strategic Partners**

At the discretion of its membership, the TSAG may strike formal or informal alliances or strategic partnerships with stakeholder organizations or with other public or private organizations of like interest, for the purpose of serving its Mission and Operating Principles and for promoting public safety technologies across all transportation modes; for strengthening national transportation and public safety programs; for the purpose of resource leveraging; or, for other transportation and public safety technologies purposes that serve national goals and the public interest. Memorandums of Understanding (MOU) with public or private organizations of like interest may be pursued, except that these shall be executed only with the endorsement of Program Manager and US DOT.

The TSAG Program Manager shall interact with and otherwise represent TSAG at meetings and activities related to TSAG's mission as directed by US DOT and the TSAG Executive Committee for the purpose of advancing the TSAG mission through information sharing and through building working relationships on programs and projects of mutual public safety interest.

## **ARTICLE VII Administration**

Administration of the TSAG and administrative support of its general duties and functions shall be the specific responsibility of the Program Manager as specified in the contractual scope of work detailed between US DOT and the Program Manager.

### **Section 7.1 TSAG Operations & Management Support**

Through executed contractual agreements between the US DOT ITS JPO, the Program Manager shall provide technical, administrative and management support to the TSAG. Terms of such support shall be as described in a TSAG Scope of Work that conceptually and specifically includes support in areas of:

- Short and long term work plans, projects, products, and deliverables;
- Assigned TSAG projects and outreach activities;
- Maintenance of meeting and teleconference minutes and records;
- Maintenance of TSAG archives, history, website and membership rosters;
- Maintenance of TSAG administration, project and deliverable archives;
- Monthly, quarterly and other reports as may be desirable for TSAG and the US DOT;
- Support for TSAG through monitoring professional association meetings as assigned;
- Representation of TSAG in active ITE councils and programs; and,
- Support or representation of TSAG at meetings and conferences as assigned.

### **Section 7.2 General Planning & Administration**

The Program Manager shall engage, as necessary, TSAG members and officers in the general TSAG planning functions, including but not limited to:

#### **7.2.1 General Planning**

Guide the development, adoption and administration of TSAG short range and long range



plans. Guide the preparation, administration and review of an annual TSAG Work Plan and a companion multi-year TSAG Strategic Plan;

#### **7.2.2 General Administration**

Guide the administration activities of the TSAG, as detailed in these Bylaws and as determined appropriate by members and sponsors; and,

#### **7.2.3 General Outreach**

Pursue public and transportation safety outreach activities within its respective industries and interest groups, and recommend outreach activities and programs to the TSAG Executive Committee.

### **Section 7.3 Compensation**

TSAG members shall serve without compensation, except that travel expenses to official TSAG meetings and designated events may be provided through any active contract(s) between the Program Manager and US DOT. Any extraordinary expense expected to be incurred by TSAG as a body, or by individual members, shall be first reviewed by the Program Manager and / or US DOT for appropriateness and authorization.

### **Section 7.4 TSAG Operations Resources**

Financial resources for administering, operating and otherwise supporting the TSAG shall be allocated to the Program Manager by US DOT under the terms of assigned contract(s) and associated Scope of Work with the advice and consent of the Executive Committee. The Program Manager, through prescribed US DOT accounting procedures, shall be responsible for managing the day-to-day financial affairs of the TSAG.

## **ARTICLE VIII Meetings**

### **Section 8.1 In-Person Business Meetings**

The TSAG shall meet in person at least twice per year, and may meet up to four-times per year, as determined appropriate by the Executive Committee. All meetings shall be properly noticed by schedule and agenda to TSAG members and sponsors, and all proceedings shall be recorded and archived. A member quorum required for the purpose of conducting official TSAG business, shall consist of two-thirds (2/3) of active members for technical decisions, and a majority of active members for administrative decisions, and shall include in-person members and members participating electronically or via teleconference.

### **Section 8.2 Executive Committee Meetings**

The TSAG Executive Committee shall meet at least once per year, and may meet in person or by teleconference through an announced schedule of meetings set and adopted at the beginning of each calendar year. The number of meetings shall be determined at the discretion of the Executive Committee, in consultation with the Program Manager and as contracted with US DOT.

### **Section 8.3 Ad-Hoc Committee Meetings**

Ad-hoc committees, study groups, task forces or project teams may meet in person, electronically or by teleconference, except that in-person meetings that incur travel expense shall be pre- approved by the Program Manager and/or US DOT.

### **Section 8.4 Special Events, Conferences, Workshops**

TSAG members or designated representatives may from time to time be invited to participate in special

transportation and public safety events, conferences or workshops in the course of advancing the TSAG mission, and as official or designated representatives of TSAG. In such cases, ordinary travel expenses shall be pre-approved by the Program Manager and/or US DOT.

### **Section 8.5 Attendance**

TSAG members shall participate in scheduled meetings on a regular basis. As described in Article VI, members shall be deemed as having resigned from the TSAG following two consecutive, unexcused absences. In such cases, the Program Manager, in consultation with the TSAG Executive Committee, shall determine the intent of the sponsoring public-safety interest or sponsoring organization and shall formally seek a replacement appointment to the TSAG as prescribed in Section 6.3.

## **ARTICLE IX Budget and Staff Resources**

The TSAG Executive Committee shall review the budget and staff resources as provided by the Program Manager. The Executive Committee shall further provide advice and consent on the final version of the annual budget.

## **ARTICLE X Amendments**

Amendments to these Bylaws may be proposed by any member. Amendment proposals shall be drafted through the Executive Committee within 90 days and upon final recommendation, shall be adopted upon a 2/3 vote of the general membership as voiced through a formal ballot. Formal ballots may be distributed and cast electronically, by mail or in an in-person meeting.

## **ARTICLE XI TSAG Operating Principles**

Through its advice to US DOT ITS JPO, TSAG is dedicated to advancing public safety across transportation modes, across transportation services and functions, and across transportation and public safety agencies and jurisdictions. To these ends, TSAG has shaped a Strategic Plan through observance of its refined Operating Principles, including:

- **Public Safety Through Technology** – The advancement of proven and emerging technologies for traveler safety and for the safety of emergency services providers remains a TSAG priority as these and as broader Intelligent Transportation Systems are deployed along our nation’s multi-mode transportation networks.
- **Public Safety Through Strategic Partnerships** – Strategic partnerships and institutional frameworks that serve to advance transportation safety and mobility through technology are encouraged and will be promoted through TSAG support of relevant public policy, technology research, and competitive and open technology markets.
- **Public Safety Through Knowledge Transfer** – TSAG will advance traveler and emergency responder safety through forums that share knowledge, promote awareness and exchange experience - all employed to create an awareness of national public safety challenges and opportunities.

## References

- US Department of Transportation, Joint Program Office website, “ITS Public Safety Program”.
- US Department of Transportation, Joint Program Office website, “TSAG Membership Roster:
- US Department of Transportation, Joint Program Office website, “Transportation Safety Advancement Group, Strategic Plan” (undated).
- US Department of Transportation, Joint Program Office website, “A Vision for Public Safety”.
- ITS America Archives, Transportation Safety Advancement Group.

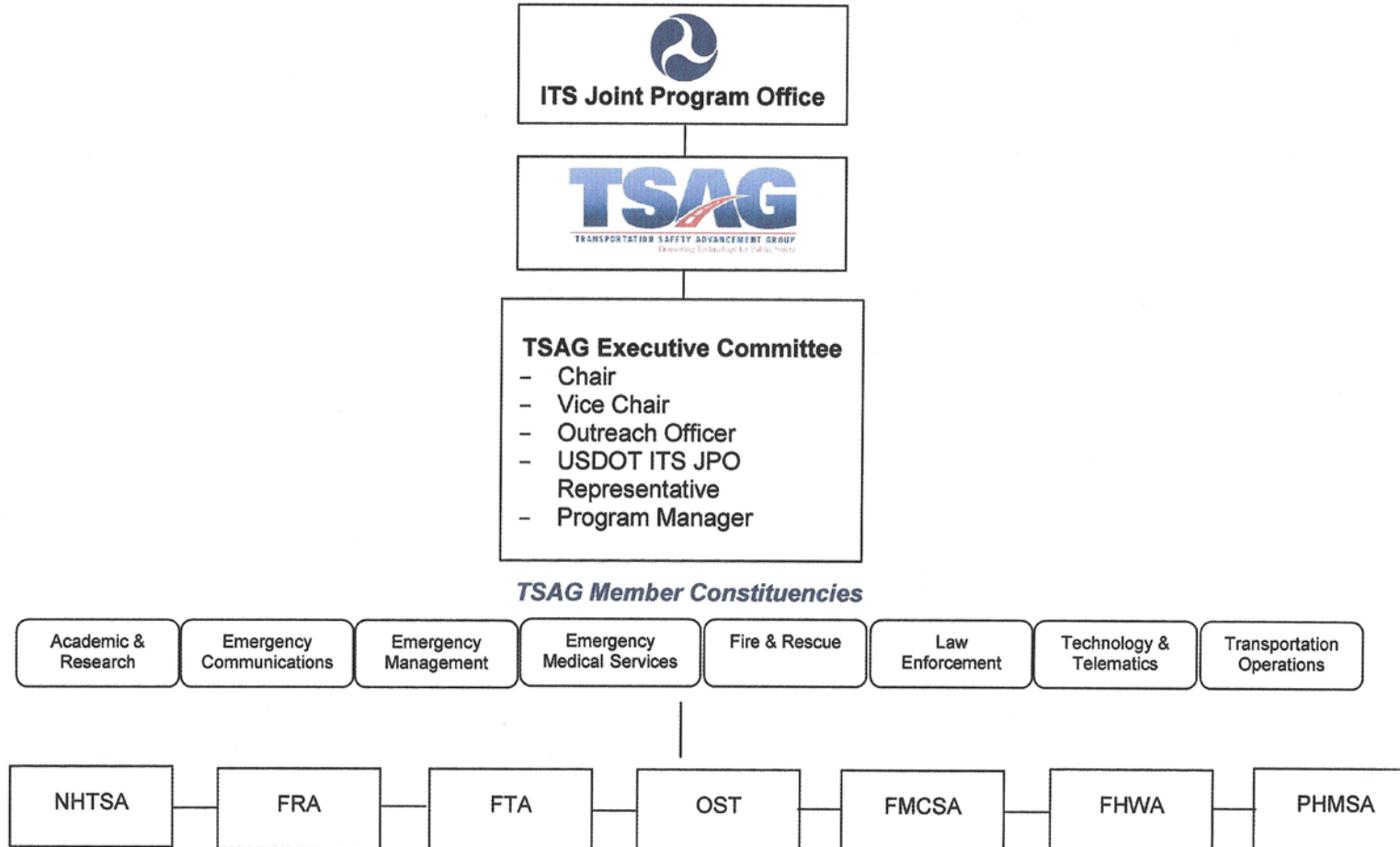
## Appendix A

### Member Interest Communities & Candidate Member Organizations December 2017

Interest Community	Candidate Member Organizations*
<b>Emergency Communications</b>	APCO NENA NPSTC NASNA
<b>Law Enforcement</b>	IACP NSA MCCA MCSA
<b>Emergency Medical Services</b>	NASEMSO NAEMSP NAEMT ACEP ACS/COT
<b>Fire &amp; Rescue</b>	IAFC IAFF NVFC
<b>Transportation Operations</b>	AASHTO GHSA AAA ATSIP
<b>Emergency Management</b>	NEMA IAEM (National Assoc of State National Guards) NASNG
<b>Technology &amp; Telematics</b>	NASCIO (Assoc. for Advancement of Automotive Medicine) AAAM ATA ITSA Public Technology Institute (PTI)
<b>Academic and Research</b>	Transportation Research Board (TRB) University Transportation Centers (UTC) Public and Private Universities

\*Other related national, non-governmental organizations representing each Interest Community may be included in solicitation of new members.

### TSAG Organizational Structure





## TSAG Publications

Any publication's Quality Assurance Statement included in their preface shall reference the US DOT, and shall reference the US DOT JPO.