



BYLAWS  
OF THE  
TRANSPORTATION SAFETY ADVANCEMENT  
GROUP

March 18, 2019

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## TRANSPORTATION SAFETY ADVANCEMENT GROUP BYLAWS

### Development History

Version	Date	Description	Author
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V2	April 13, 2007	Final Working Draft	ITS America (map)
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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 TSAG provides guidance on issues related to joint transportation and public safety operations. TSAG operates through resources provided by the US Department of Transportation (US DOT) and serves its program mission in compliance with US DOT regulations, policies and specified contract provisions. The TSAG is facilitated and administered by the Program Manager to provide input to the US DOT Intelligent Transportation System Joint Program Office (ITS JPO).

### ARTICLE III TSAG Mission

In concert with the US DOT ITS JPO, TSAG identifies and promotes transportation related technologies that improve the safety of responders and the public.

### ARTICLE IV TSAG Vision

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

### ARTICLE V TSAG Operating Principles

Through its technical inputs 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 and Responder Safety Through Technology** – The advancement of proven and emerging technologies for traveler and responder 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-modal transportation networks.
- **Public and Responder 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 and Responder Safety Through Knowledge Transfer** – TSAG will advance traveler and responder safety through forums that share knowledge, promote awareness and exchange experience - all employed to create an awareness of national public and responder safety challenges and opportunities.

## ARTICLE VI 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 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 6.1 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:

#### 6.1.1 Chair

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

#### 6.1.2 Vice Chair

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

#### 6.1.3 Outreach Officer

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

### Section 6.2 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 VII, and of any special membership provisions adopted by members.

### Section 6.3 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 US 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 VII Membership

TSAG membership shall be comprised of two members from each of the designated Transportation and Public Responder 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 6.2.

#### Section 7.1 Terms of Office

Members shall serve four-year terms, and may be re-appointed for an additional four-year term. Members shall serve at the pleasure of their sponsoring organization. Each of the two members that represent an Interest Community, as described in Article VII, shall be selected for four-year 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 7.2 Member Appointments

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

- Every four years, or in the event of a vacancy, the Program Manager will request nominations from the Stakeholder Organizations for potential TSAG members. These nominations would solicit one member from each Stakeholder Organization from the Interest Community to be considered for the four-year term(s);
- The Executive Committee identifies and recommends Candidate Member Organizations in addition to those listed in Appendix A as a source for member nominations; and

- Candidate Member Stakeholder 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.

### **Section 7.3 Member Roles & Responsibilities**

TSAG members, identified as national transportation and public responder 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 V and related activities as determined necessary by its members and by US DOT, for advancing the promotion of national transportation safety and security objectives.

#### **7.3.1 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 communication to the Chair in advance of the meeting with an explanation; the Chair retains the discretion to deem the absence excused.

#### **7.3.2 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.

#### **7.3.3 Advocacy**

Members should identify opportunities to promote the TSAG mission and to support TSAG outreach programs and projects. Members are expected to 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.

#### **7.3.4 Other Support Roles**

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

### **Section 7.4 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 7.5 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 7.6 Alliances and Strategic Partners**

At the discretion of its membership, the TSAG may develop 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 responder

safety technologies across all transportation modes; for strengthening national transportation and responder safety programs; for the purpose of resource leveraging; or, for other transportation and responder 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 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 responder safety interest.

## **ARTICLE VIII 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 8.1 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 8.2 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:

#### **8.2.1 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;

### **8.2.2 General Administration**

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

### **8.2.3 General Outreach**

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

## **Section 8.3 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 US DOT for appropriateness and authorization.

## **Section 8.4 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 IX Meetings**

### **Section 9.1 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 9.2 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 9.3 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 US DOT.

### **Section 9.4 Special Events, Conferences, Workshops**

TSAG members or designated representatives may from time to time be invited to participate in special transportation and responder 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 US DOT.

### **Section 9.5 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 formally seek a replacement appointment to the TSAG as prescribed in Section 7.3.

## **ARTICLE X 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 XI Amendments**

Amendments to these Bylaws may be proposed by any member. Amendment proposals shall be drafted through the Executive Committee within 60 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.

## Appendix A

### Member Interest Communities & Candidate Member Organizations February 2019

Interest Community	Candidate Member Organizations*
<b>Emergency Communications</b>	APCO - Association of Public-Safety Communications Officials-International NENA - National Emergency Number Association NPSTC - National Public Safety Telecommunications Council NASNA – National Association of State 911 Administrators
<b>Law Enforcement</b>	IACP - International Association of Chiefs of Police NSA - National Sheriffs' Association MCCA - Major Cities Chiefs Association MCSA - Major County Sheriffs of America
<b>Emergency Medical Services</b>	NASEMSO - National Association of State EMS Officials NAEMSP - National Association of EMS Physicians NAEMT - National Association of Emergency Medical Technicians ACEP - American College of Emergency Physicians ACS/COT - American College of Surgeons/Committee on Trauma NEMSMA - National EMS Management Association
<b>Fire &amp; Rescue</b>	IAFC - International Association of Fire Chiefs IAFF - International Association of Fire Fighters NVFC - National Volunteer Fire Council
<b>Transportation Operations</b>	AASHTO – American Association of State Highway Transportation Officials GHSA - Governors Highway Safety Association AAA - American Automobile Association ATSIP - Association of Transportation Safety Information Professionals NOCoe – National Operations Center of Excellence ITE – Institute of Transportation Engineers NACE – National Association of County Engineers APWA – American Public Works Association NACTO – National Association of City Transportation Officials
<b>Emergency Management</b>	NEMA - National Electrical Manufacturers Association IAEM - International Association of Emergency Managers AAAM (Assoc. for Advancement of Automotive Medicine)
<b>Technology &amp; Telematics</b>	NASCIO (National Association of State Chief Information Officials) ATA (American Trucking Associations) ITSA (Intelligent Transportation Society of America) PTI (Public Technology Institute) SAE International
<b>Academic and Research</b>	TRB (Transportation Research Board) UTC (University Transportation Centers) Public and Private Universities NPF (National Police Foundation)

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

APPENDIX B - BYLAWS OF THE TRANSPORTATION SAFETY ADVANCEMENT GROUP

**TSAG Organizational Structure**



**TSAG Member Constituencies**



**FHWA Modal Offices**

