

CONSTITUTION OF THE INTERNATIONAL STEERING COMMITTEE FOR TRANSPORT SURVEY CONFERENCES (ISCTSC)

Purpose:

To organize periodic international conferences dealing with research subjects relevant to the conduct of transport surveys that support planning, policy, modeling, monitoring, and related issues for urban, rural, regional, intercity, and international person, vehicle, and commodity movements.

Organization:

The committee shall consist of a minimum of 15 and a maximum of 25 members. The committee may be supplemented by the chair and up to two at-large members of the Local Organizing Committee (LOC) (q.v.) for the preparatory and publication periods of each conference. In addition, there shall be a secretary/treasurer to the committee, who shall be a non-voting, *ex officio* member of the committee.

The committee shall be chaired (co-chaired) by no more than two members of the standing committee, who shall be the chair (co-chairs) of the current conference. Election of and eligibility for the position of chair is dealt with subsequently.

The committee chair(s) shall designate not fewer than 6 and not more than 10 members of the International Steering Committee (ISC) as a sub-committee of Control Group Members. The Control Group Members shall be authorized to act for the entire committee in the matter of all aspects of the organization of a conference, with the exception of those matters identified herein as requiring a vote of the entire ISC. A majority vote of the Control Group Members shall be construed as being equivalent to a majority vote of the entire (ISC). The committee chair(s) shall be automatically included in the Control Group Members, but are not included in the count of the membership of the Control Group.

Representation:

The following shall be the **minimum** representation from the major areas of the world:

North America	5 members
South and Central America	1 member
Europe	5 members
Asia-Pacific	1 member
Africa	1 member

Of the additional up to 12 members who may serve on the committee, not more than 40 percent shall be from any one of the above-specified regions of the world.

Election to the ISC:

Any two members of the committee may nominate an individual to serve on the committee. Once an individual is nominated and has accepted nomination, the committee chair(s) shall determine if such individual is eligible based on the representation and size of the ISC, as specified herein. In the event that such nominated individual is found to be eligible, the chair(s) shall hold an election among the existing committee members. All committee members shall vote in the election and any nominated

individual receiving an affirmative vote of a majority of the current ISC members who cast votes shall be duly elected to serve on the committee.

Elections may be held by e-mail, fax, mail, or such other means as the chair(s) shall determine. If requested by at least three members of the committee, the balloting may be conducted as a secret ballot.

Service on the ISC:

The normal period of service on the ISC shall be for the period required to organize and complete publication from two successive conferences, or a maximum of eight years, whichever shall be the lesser. When a committee member has completed a term of service, he or she may be nominated for a further term of service, if at least two members of the committee nominate the member for a further term. ISC members may not nominate themselves. No limit is specified to the number of consecutive periods of service that a member may provide to the ISC. Members who are nominated for a further period of service, upon acceptance of the nomination and determination by the chair(s) of eligibility, shall be elected by the same process as specified under "Election to the ISC."

Election of the Chair(s) of the ISC:

At the time that it is decided to hold a conference, the committee shall elect a chair or co-chairs. The secretary/treasurer of the ISC shall collect nominations from the committee members for the post of chair for the ensuing conference. An individual must be nominated by a minimum of two members of the existing ISC and must be willing to accept the position of chair. A candidate for the position of chair does not have to be a current member of the ISC. A member may not nominate him- or herself. To be a candidate for the position of chair or co-chair of the committee, the individual must not be a member of the LOC. The secretary/treasurer is not eligible to be nominated as the chair.

In the event that only one person is nominated and willing to serve as chair of the ISC, the committee shall be so informed and nominations shall be reopened. If no further nominations are forthcoming, then this individual shall be elected to chair the ISC by acclamation.

In the event that no more than two persons are nominated and willing to serve as chair, it shall be determined if the two individuals are willing to serve as co-chairs. In such event, and if no further nominations are forthcoming, the two individuals shall be elected as co-chairs by acclamation. If the two nominees are unwilling to serve as co-chairs, a secret ballot shall be held as described in the following paragraph.

In the event that three or more individuals are nominated and willing to serve as chair, a secret ballot shall be held to elect a chair or co-chairs. The secret ballot shall be organized by the secretary/treasurer of the ISC. To be elected, an individual must receive more votes than any other individual, and must receive more than 50 percent of the committee votes. Votes must be received from at least two-thirds of the current members for a valid election to take place. In the event that no individual receives a majority vote, the nominee receiving the fewest votes shall be eliminated and a second ballot shall be held. This process shall continue until there is a winner of the election.

A nomination may be made of two individuals to serve as co-chairs, and this shall be treated identically to a nomination of a single individual. The nomination is valid only if the two individuals agree to serve if elected, neither individual is nominated separately as sole chair, and at least two members of the standing committee have nominated the individuals as co-chairs. The two candidates for co-chair must meet all other eligibility requirements that are established for serving as a chair. Voting on these two individuals shall proceed as though the nomination were for a single individual.

Appointment of the Secretary/Treasurer:

The secretary/treasurer shall be appointed based on a similar nomination and voting procedure as for membership on the ISC. The person appointed as secretary/treasurer shall serve as a non-voting, *ex officio* member of the ISC for a maximum term of five years, which may be renewed no more than twice, by majority vote of the committee and based on the willingness of the incumbent to serve a further term.

Responsibilities of the Secretary/Treasurer:

The secretary/treasurer shall be responsible for preparing agendas for meetings of the ISC, in consultation with the chair(s) of the ISC, keeping minutes of meetings, handling elections of the chairs as specified herein, maintaining the bank account of the ISCTSC, handling deposits and disbursements from this account as described elsewhere in this Constitution, and will also provide to the chair(s) updates on the financial status of the account throughout the lead up to a conference, as requested by the chair(s). The secretary/treasurer shall also advise the chair(s) on eligibility of nominated candidates for service on the ISC, and shall review and determine eligibility of nominees for chair of the ISC.

Responsibilities of the ISC:

The ISC shall be responsible for the following activities in the organization and implementation of a Transport Survey Conference:

1. Selection of a site for the conference
2. Appointment of a LOC Chair
3. Approval of a LOC membership
4. Creation of mailing lists for conference publicity, selection of participants, etc.
5. Publicity about the conference, including mailing of brochures, establishment and maintenance of a web site, etc.
6. All technical matters concerning the conference, such as conference format, commissioning of papers, selection of chairs for sessions and workshops, reviewing of abstracts and papers, etc.
7. Mailing of pre-conference materials such as papers, CD-ROMs, etc.
8. Selection of a publisher for the conference proceedings
9. Maintenance of a master bank account for the conference
10. Decisions on provision of financial assistance to conference participants
11. All other matters not specifically assigned to the LOC

Notwithstanding the above, the ISC may delegate any specific responsibility to the LOC by majority vote of the ISC.

Decision on the site for a conference and of the Chair for the LOC shall require a majority vote of the entire ISC. All other matters pertaining to the organization of a particular conference may be voted on by the Control Group Members only, although all members of the ISC shall be informed of all matters requiring decisions.

Meetings:

In addition to meetings that may be called from time to time for the organization of a conference, the ISC shall meet once per year. This meeting will be organized in conjunction with a major transportation professional meeting, such as the Transportation Research Board Annual Meeting. At this meeting, which may also be used to handle matters of the organization of a conference, any matters

requiring formal vote of the ISC shall be placed on the agenda, and the Secretary/Treasurer of the ISC shall report on the financial affairs of the ISC.

Local Organizing Committee:

Once a site has been chosen for a conference and a Chair appointed for the LOC, the Chair of the LOC shall select a slate of members for the LOC. The number of members of the LOC shall be at the discretion of the LOC Chair, but should be not less than 5 people including the chair. As noted previously, the LOC Chair shall become an *ex officio* voting member of the ISC for the duration of the organization and publication of a specific conference. The LOC Chair may also nominate up to two additional members of the LOC to serve as voting members on the ISC.

The LOC shall remain in existence until all matters of the organization of the conference for which it was appointed are completed, usually by the publication of the Conference Proceedings. At that time, the LOC shall be disbanded and any members of the LOC who have served on the ISC, by virtue of their service on the LOC, shall end their term of service on that body. Any members of the LOC may, however, be nominated to the ISC through the normal nomination process after their period of service on the LOC has ended.

The LOC shall be responsible for all matters of organization of the site of the conference, including securing conference space, equipment such as projectors, computer equipment, etc., accommodations for conference participants, local tours and activities, any relevant local transportation for participants to the conference site, etc. The LOC shall also be responsible for processing and keeping account of all conference registrations, although the financial aspects of registration shall be handled jointly by the ISC and the LOC. The LOC shall also be responsible for providing on-site registration at the conference, and manning a conference desk to handle all matters pertaining to logistics of the conference.

Any other aspects of the organization of the conference that the ISC shall delegate to the LOC shall also be handled by the LOC.

The LOC shall be responsible, however, for any risks associated with the conference, including any financial losses that may result from the conference. It shall be the explicit aim of the ISC, however, to ensure that the LOC shall not incur any unreasonable risk in organizing a conference and shall also underwrite losses up to the amount of the reserves held by the ISC.

Financial Responsibilities:

The ISC shall operate as a non-profit entity, and its members shall not receive payment from any surpluses that shall accrue to the ISC. Any surpluses that accrue from the organization of a specific conference, or from publication of the conference proceedings shall be held in reserve and used to support the next conference to be held, or other activities agreed by a two-thirds majority of the ISC members (e.g., specialist workshops). In the event that the ISC should vote to disband and hold no further conferences, any funds remaining in the accounts of the ISC shall be donated to an appropriate professional organization, as agreed by a majority of the ISC at that time.

The secretary/treasurer of the ISC shall be authorized to open and maintain a bank account for the deposit of sponsorship monies, participant registration fees, and any other funds accruing to the ISC, and shall disburse from this account any amounts required to pay for the organization of the conference. Lump sums may be disbursed to the LOC, to be used to pay for specific services for the conference in the local currency. The ISC chair(s) and the secretary/treasurer shall have signature rights on the account. However, disbursements of funds for approved purposes, as outlined in this paragraph,

shall require one signature only. The account shall be opened in the name of the organization and its abbreviation as ISCTSC.

The financial year shall run from 1 January each year.

At the close of the fiscal year, the secretary/treasurer shall perform an audit of the ISC's books and financial accounts. On the basis of this audit, the secretary/treasurer shall make an annual financial statement available to each member of the ISC, including all income and expenses of the ISC.

Alterations to the Constitution:

Any proposed alterations to the constitution of the ISC shall be submitted in writing to the secretary/treasurer of the committee with the signatures of at least three members of the ISC. Such alterations may be submitted at any time and must be circulated to all members of the ISC at least four weeks before a vote is called on the constitutional alteration. Members may vote in writing, by e-mail, fax, or in person, by registering their vote with the secretary/treasurer of the committee. The chairs will also vote on all such matters.

Proposed alterations to the Constitution or the dissolution of the ISC shall become operative when approved by at least two-thirds of the members of the ISC. Any member failing to cast a vote on a constitutional alteration or dissolution within the time set for balloting shall be counted as an abstention.