



# CRRC Pavement Steering Committee

## Committee Policy

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### 1.0 – Overview

The CRRC Pavement Steering Committee (Committee) is an official CRRC committee that reports to the CRRC Board of Directors (Board). The Committee will dissolve once the Board has approved the Committee's proposed plan for a pavement rating program.

### 2.0 – Scope

The Committee is responsible for the following:

1. Contribute to the overarching design of a rating program for pavement materials (e.g., testing and exposure protocols; labeling);
2. Develop a financial model (e.g., funding sources, revenue, expenses);
3. Provide regular updates to the CRRC Board of Directors (Board); and
4. Based on the three points above, develop a program plan (including design, funding scheme, and implementation timeline) for Board approval.

### 3.0 – Composition

The Committee will be composed of no more than 20 voting members. Committee members may be CRRC members or non-members. Committee members will represent industry and general interest (see Balance section below).

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### **3.1 – Balance**

The Committee shall strive to have balanced representation from *Industry* and *General Interest*. The Industry category includes product manufacturers, industry-related trade associations, and suppliers of products. The General Interest (non-Industry) category includes entities that research, test, specify, inspect, install, incentivize or regulate pavements or other materials, or any other non-industry interest. The overall balance of the Committee should strive to be 60% Industry and 40% General Interest, with the major industry sectors represented.

### **3.2 – Chair**

The Committee Chair will preside over and facilitate calls and meetings. The Chair or their designee shall read the CRRC Antitrust Statement and other applicable policies at the beginning of each call and meeting.

The Chair shall be nominated by the Committee and subject to review and approval by the Board of Directors. If the Chair can no longer serve in this role, the Committee will be asked to nominate a new Chair to be appointed by the Board of Directors.

The Committee shall nominate and appoint a Vice Chair. If the Chair cannot attend a call or meeting, the Vice Chair shall preside over the call or meeting.

### **4.0 – Meetings**

Meetings are open to any interested party. Non-Committee members may speak or present at the discretion of the Chair. Non-Committee members are not entitled to a vote.

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#### **4.1 – Quorum**

A majority (51%) of the Committee present at a meeting or conference call shall constitute a quorum.

For decisions made outside of a Committee meeting or conference call, a majority (51%) of the members on the Committee must return a ballot or vote electronically by the specified deadline to constitute a quorum.

#### **4.2 – Voting**

The act of a majority (51%) of the members present at a meeting at which a quorum is present shall be the act of the Committee.

Only one representative from a company (including the parent company or any subsidiaries) is entitled to a voting seat on the Committee. Membership on the Committee entitles the representative to one vote on Committee matters, including recommendations to the Board.

A majority (51%) of the members on the Committee must vote affirmatively for a decision to be made outside of a Committee meeting or conference. Quorum must also be met (see Quorum section above).

#### **5.0 – Copyright and Intellectual Property**

Any published materials generated by the Committee shall be considered copyrighted by the CRRC, and therefore, property of the CRRC.

#### **6.0 – Dissolution**

The Board may dissolve the Committee at any time.

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