

POLICY AND PROCEDURES MANUAL

Transportation Research Board Committee ADA-30

Transportation Needs and Requirements of Small and Medium-Sized Communities

COMMITTEE SCOPE (AS DEFINED BY TRB)

factors relating to the planning, development, programming and implementation of multi-modal transportation facilities for small and "medium-sized" communities

MISSION STATEMENT

The Mission of TRB Committee ADA-30 is to disseminate information on the factors relating to the planning, development, programming and implementation of multi-modal transportation facilities for small and "medium-sized" communities.

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PART I: STRATEGIC PLAN

Strategic planning is "a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it."¹ TRB Committee ADA-30 scope is already defined by the TRB as to what it is and why it does it. The Committee formulated and approved a strategic plan in 2003. The strategic plan can help to shape these functions as well as shaping and guiding what the Committee does through an annual work plan. A summary of the Strategic Plan is included here and a copy of the entire strategic Plan is included in Appendix "B".

Goals and Responsibilities

1. To facilitate the wide dissemination of timely information on transportation planning and programming techniques, procedures, and policies to planning professionals and other interested parties working with small and medium-sized communities.
2. To encourage and support publication of research and multi-modal transportation planning applications addressing the needs and requirements of small and medium-sized communities through soliciting papers for conferences, review of proposed papers, and sponsoring sessions for paper presentations at TRB annual and mid-year meetings.
3. To sponsor and organize a national conference every two years, held in different regions of the U.S., with quality presentations on timely multi-modal transportation planning and programming issues relevant to small and medium-sized communities.
4. To provide a forum for discussion of State/Federal/Local transportation policy, planning, and programming issues important to small and medium-sized communities including concerns of the private sector.
5. To identify research needs and participate in NCHRP, TCRP, synthesis, and other research projects which address transportation planning and programming problems, issues, applications

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¹/ John R. Bryon, Robert C. Einsweiler, 1987

and techniques that are pertinent to small and medium-sized communities.

6. To facilitate communication and enhanced information sharing among those transportation professionals working in small and medium-sized communities.

7. To maintain committee membership which provides diverse and broad geographic representation from local, regional, state, and federal governments, consultants, and academia.

8. To maintain coordination and liaison with other TRB committees having similar areas of responsibility and concern for small and medium-sized communities to insure coordination and non-duplication of effort.

PART II: ADMINISTRATION

The activities of Committee ADA-30 is administered by a volunteer group composed of a Chairperson, a Secretary, several permanent and ad-hoc subcommittees, Members and Friends of the Committee.

Chairperson

The Chairperson of the Transportation Research Board appoints the Chairperson of the Committee for a term of three years (and can be appointed for an additional three year term). The duties of the chairperson are to: appoint the Secretary and other leaders of the Committee; to establish the program of the committee with the assistance of the members; to set the meeting times and agenda for the meetings, and to generally administer the work of the Committee through and with the assistance and participation of the Members and Friends of the Committee.

The Chairperson will moderate the meetings of the committee, make assignments of duties and projects to committee members and generally cause the goals of the Committee to be met.

Secretary

The Secretary will maintain records, mailing lists, the Committee roster and minutes of the Committee meetings; National Conference Subcommittee meetings, conference calls and will assist the Chairperson in the administration of the Committee activities. He/she maintains “Profiles “ of the members; send out minutes of the meeting and serves at the pleasure of the Chairperson.

Sub-committees

There will be sub-committees to undertake special projects as needed. These subcommittees will be established by appointment of the Chairperson and will include a subcommittee chair as well as Members and Friends. Subcommittees may include: Air Quality (ADA-30(2), Marketing, National Conference (ADA-30(1), Research, Strategic Plan, Technical Sessions or any other special topic, which is deemed by the Chairperson and Membership to warrant the assembly of a separate group of individuals. The Chair of a Sub-committee must be an ADA-30 Committee Member. The subcommittee chair will officiate the meetings of his/her subcommittee.

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Records, Minutes

The Chairperson will cause an agenda for each meeting to be prepared and sent to the Committee Members and Friends prior to the meeting. The Secretary will prepare minutes of each Committee meeting and will circulate these minutes to the members for their review and comment.

A separate document for National Conferences will be maintained as a part of the National Conference Manual. These records will contain samples of announcements, budgets, contracts, calendars, evaluation forms, mailing lists, and printed programs. The maintenance of the National Conference Manual will be the responsibility of the Technical and Logistics Co-chairpersons for the most recent National Conference.

Financial Assistance Program

The financial assistance program was established in January 2000 for Committee members to help defray the travel costs for committee meetings or the National Conference. A maximum of \$500.00 per member per year is available for travel cost reimbursement for airfare, hotel accommodations, meeting registration and airport transfers upon submittal of the reimbursement form. Appendix "C" contains the full policy on travel reimbursement.

Self Evaluations

The TRB Division "A" Council Triennial Self Evaluation (TSE) program was last conducted by the Committee in 2003. The program is designed to ensure that TRB standing committees are productive in areas of current interest and centers around each committee performing a critical evaluation of itself by means of this written report. Experienced colleagues that have made significant contributions as committee members, chairs, section chairs, and council members closely reviewed the TSE. Their collective experience represents an important source of knowledge about TRB committees and their technical subjects. Evaluations were based on ratings of "Good", "Fair", or "Poor". These ratings were assigned to each of the 13 areas included in the TSE by each reviewer. The process allows both the committee and the Council to identify areas of weakness and take steps to strengthen these areas in the future. In addition, the process provides the Section Chair with concise information on the relative health of committees within the section. Appendix "D" is the result of Committee ADA-30's most recent self-evaluation.

PART III: COMMITTEE MEMBERSHIP

TRB committee rosters are composed of transportation professionals from USDOT, State DOTs, Universities, small MPO's, Consultants, Corporations, and nominated Individual Affiliate members, all of which qualify for membership on TRB committees. Committee membership is usually limited to 25 persons plus two TRB members under the age of 30 years. All Committee members serve a maximum of two three year terms for a maximum of six consecutive years.

The Chairperson nominates committee members who are then approved by the TRB . Committee ADA-30 and other TRB committees also have "Friends of the Committee" who are invited to attend committee meetings and to participate in the discussion but have "no voice" in official committee actions. Individuals selected for committee membership usually have a record of participation in the activities of the committee as a "Friend" before they are selected to be a committee member. There is no limit on the number of Friends and they have no term limits. See Appendix "A" for a current list of Committee Members and Friends.

Requirements

A member of a TRB committee is a transportation professional, who by experience and skills, can contribute significantly to the goals of the Committee. He/she must hold some level of TRB membership. He/she must be able to attend committee meetings and participate in the activities of the committee and must be actively involved in some aspect of transportation planning, education, operations, and/or design - preferably for small or "medium-sized communities.

Geographic Distribution

It is desirable for the Committee to have broad geographic distribution and; therefore, efforts are made by the Chairperson to seek and appoint members that will achieve geographic balance between various regions of the United States.

Diversity

In today's transportation community there are almost as many females as males and an effort is made to provide some balance between female and male membership to provide equal representation.

Agency Representation

Another factor in the selection process is agency representation. An effort is made to obtain

members from a variety of backgrounds and employment sectors including USDOT, State DOT's regional planning agencies, small MPO's, Universities, Cities, Counties, Consultants, and Industry. An annual tabulation of agency representation, geographic distribution, and gender split is completed to aid in meeting the goal of a diverse membership. A sample tabulation is shown in Appendix "A"

Friends of the Committee

Friends are viewed as a resource for new members, so there is also a tabulation of geographic distribution and agency representation for "Friends of the Committee." An effort is made to achieve better geographic coverage by combining members and Friends; this may not be accomplished easily

PART IV: COMMITTEE MEETINGS

Several meetings are held annually and biannually. Annual meetings include the TRB Annual Meeting, typically the second week of January; the annual Summer Meeting and biannual meetings at the time and location of the National Conference. In addition, there are sub-committee meetings held typically in the location and time frame of the other meetings.

An important part of the Committee's work is the meetings. This is where ideas, research, experiences and written materials are shared, discussed and evaluated. Committee ADA-30, recognizing the importance of these meetings, keeps minutes, attendance, and other records of the meetings. This is the responsibility of the Secretary. An advance agenda is prepared by the Chairperson in order to assure that meetings are productive and efficient.

TRB Annual Meeting

The TRB Annual Meeting is held the second week in January in Washington, D. C. at a combination of three hotels - The Omni, the Hilton and the Marriott. This meeting is composed of general sessions, paper sessions, poster sessions, exhibits, council, committee meetings and sub-committee meetings.

The ADA-30 regular Committee Meeting and usually the National Conference Subcommittee meeting are held at this time. Other sub-committee meetings may be held at this meeting as the need arises, including presentation sessions, sponsored sessions and the National Conference Subcommittee. In addition to the full committee meeting a paper session may be scheduled. The best papers from the previous National Conference are usually presented at the January meeting following the Conference. Additional paper sessions may be scheduled at this meeting using papers solicited from individuals. Committee members serve as the moderator of the Committee sponsored paper sessions.

TRB Summer Meeting

The TRB Group "A" Committees hold an annual Summer Meeting at various locations throughout the U.S.A. The purpose of this meeting is to review the status of committee projects, to provide an opportunity to liaison with other Group committees, to hear reports from the TRB Staff and the USDOT Staff and to continue the work of the Committee. Another possible function of the

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Committee meeting is to review the plans for a Paper and or presentation session at the TRB Annual

Meeting.

Sub-committee Meetings

Subcommittee meetings are generally held at the TRB Annual meetings and at the TRB Summer Meetings. Subcommittee meetings can be held at anytime at the pleasure of the chairperson and the subcommittee members. Typically, the National Conference Subcommittee will hold meetings at both Annual and Summer TRB meetings due to the extensive planning efforts required for the national conference. Subcommittee meetings are chaired by the appointed chair and may have a designated secretary to take minutes. Some subcommittees operate on a continual basis such as Air Quality, National Conference and Marketing while others may act as an ad-hoc committee - serving on an interim basis.

PART V: NATIONAL CONFERENCE

Since 1978 Committee ADA-30 has organized and held the National Conference on Transportation Planning for Small and Medium-sized Communities. Conferences have been held in Sarasota (1978); Phoenix (1988); Burlington (1991); Duluth (1994); Greensboro (1996); Spokane (1998); Little Rock (2000); and in Cincinnati (2002). These national meetings provide a forum for research papers, professional practice, up-dates from USDOT and TRB and general information on transportation planning in small and medium-sized communities. A companion manual-the National conference Manual provides details on the organization and management of this biannual meeting.

Administration

A National Conference Subcommittee consisting, as a minimum, of the National Conference Subcommittee Chair; the Chairperson of the ADA-30 Committee; the Logistics Chairperson; the previous Logistics Chairperson, the Technical Sessions Chair and the current Logistics Chairperson manage the arrangements and the technical sessions of the Conference. Members and Friends of the ADA-30 Committee, local public officials, a state DOT and/ or local government staff members and other volunteers assist in the program as needed.

National Conference Subcommittee Chairperson

The ADA-30 Committee Chair appoints the National Conference Subcommittee Chairperson who serves in a continuing capacity as the subcommittee chair. He/she is responsible for planning and organizing the finances for the National Conference, review the budget for the conference, obtain a bank account for the conference, receive and deposit the grant monies and registration fees. He/she with the help of the subcommittee provides overall management of the National Conference programs.

Logistics And Technical Sessions Co-chairpersons

Two co-chairpersons are appointed by the ADA-30 Chairperson two years prior to the date of the conference and extends for a period of six months to one year after the conference. The co-chairs share in the day-to-day organization of the meeting and the technical sessions.

Logistics Chairperson. The responsibilities of the Logistics Chairperson is to: organize the

conference, manage the local arrangements, execute a contract with the conference hotel, manage the promotion for the meeting, estimate the income and expenditures for the meeting in cooperation with the National Conference Subcommittee chairperson, disburse payments for goods and services, provide a final accounting of the income and expenditures and to be generally responsible for the agenda and meetings of the Conference Subcommittee.

Technical Sessions Chairperson The Technical Sessions Chairperson is responsible for the technical program content and organization of the technical sessions. He/she will be responsible for issuing a "Call for Abstracts"; receiving the abstracts; organizing the abstracts by topic into a series of sessions; getting the abstracts to ADA-30 Committee Members for review; selecting the papers for presentation with the input of the committee members; notifying the selected speakers and providing a final outline of the selected papers in a session format - generally, three or four papers per session (see Appendix "E" on policies for addition details).

Moderators

The Technical Sessions Chairperson appoints the Moderators of the sessions. Typically, they will be ADA-30 Committee Members. The moderators are responsible for communication with his/her speakers; to send and receive executed Presenter/Author Agreements (see policies section and Appendix "E") with the speakers; to manage his/her session and to generally assure that the session goes smoothly.

Policies

Committee ADA-30 has approved a number of policies relating to the operation of the National Conference. These policies are summarized in Appendix "E". Some of the more significant policies are summarized here.

Financial Assistance Program

Committee ADA-30 will provide financial assistance up to \$500 annually for travel reimbursement for committee members to attend the annual or summer TRB meetings and the National Conference (See Appendix "C")

Conference Registration

All attendees will be required to register and pay registration fees. Committee members, session moderators and keynote speakers are not required to pay registration fees. (See Appendix "E")

Travel Expenses

The Conference Executive Committee may authorize payment of hotel and air travel cost for a keynote speaker. (See Appendix "E")

Honorariums

Honorariums will be paid to speakers who prepare an accepted abstract, paper and who personally present the paper at the National Conference. Moderators are responsible for obtaining an execute Presenter/Author Agreement from each of his/her speakers and for the communication with each of the speakers within his/her session. See Appendix "E" and "H" for details.

Site Selection

The criteria for site selection are detailed in Appendix "F".

Presenter/Author Agreements

Speaker contracts are required by the Committee to assure that the speaker provides an acceptable paper, appears at the Conference and presents his /her paper. The contract also provides for the transfer of copyrights to the Committee and to TRB for publication purposes.

Exhibitors, Sponsors, Vendors

The Committee will seek sponsorships, exhibitors and vendors to provide additional technical information and financial support for the National Conference. Facilities for the display of products and services by the exhibitors and vendors by the Committee will be limited to set-up space, tables and chairs in the Conference hotel. A fee of \$500.00 will be charged to each exhibitor and/or vendor. For this fee, the exhibitor/vendor will receive one conference registration and the space and facilities for the display of his/her product and/or service.

Conference Schedule

Planning for the National Conference should begin at least two years prior to the conference with a request for expressions of interest by a sponsoring DOT or regional planning agency. Financial commitments and local support are key factors in the site selection process (see Appendix "F"). Early in the process, hotel accommodations and paper abstracts are selected. Selection of speakers and papers are completed at least six months prior to the conference and final planning and local preparations completed in the six months leading up to the meeting. Appendix "G" is an example of the typical National Conference schedule. The National Conference Manual contains additional detail on the mileposts and schedule.

Technical Program

Papers for the National Conference are obtained by two methods: (1) a call for abstracts and (2) "word of mouth" invitations to associated professionals and leaders. The initial contact for potential speakers is the "Call for Abstracts" which is typically sent 18 months prior to the meeting. The abstracts are assembled and categorized by topic area by the Technical Program Chairperson and are sent to committee members for review, evaluation and recommendation for presentation. The selected papers are arranged by session. Typically, three papers per session are selected and two or three sessions operate concurrently. The conference will have 20 to 25 sessions over a three-day period with two or three plenary sessions and a keynote speaker.

The selection of the Keynote Speaker (if there is one) is by the National conference Steering Subcommittee based upon a recommendation from one of the Committee Members.

The Presenter/Author Agreements (see Appendix "H") require the paper author(s) to present their paper in person if an honorarium is paid. The contract gives the Committee the right to publish the

paper in the proceedings of the Conference. The responsibility of getting the speaker contract signed

and to the Logistics Chairperson rests with the Session Moderator. He/she is also responsible for speaker Bio's and maintaining communications with each presenter in his/her session.

Local Arrangements

Local arrangements are the responsibility of the Logistics Chairperson. These responsibilities include preparing a conference budget, hotel selection, hotel contracts, preparation of registration packets, audio-visual requirements, meals, tours and other local activities - either in the hotel or outside the hotel. The Logistics Chairperson is also responsible for providing input on local lodging, meals, and audio-visual costs for inclusion in the budget.

Finance

Responsibility for financial arrangements for the Conference is a shared responsibility of the Chairman of the Conference Subcommittee and the Logistics Chairperson. This involves approval of a budget for the meeting, seeking financial support from national and local sponsoring organizations, recommending a registration fee, and the general financial management of the meeting. This will include establishment of bank account for the Conference, receipt and disbursement of Conference funds, maintenance of records and closing "the books" on the Conference. The National Conference Manual provides more details on these procedures.

Publicity

Publicity for the National Conference generally begins with an announcement of the meeting 15 to 18 months prior to the date of the meeting and is accompanied by the preparation and printing of a conference "flyer". Copies of the "flyer" are provided to the Committee members and friends and are also sent to a mailing list of local, regional and state transportation agencies in the region and transportation professionals in national organizations. The Logistics Chairperson provides the mailing list, the announcement form, and the conference brochure. The National Conference Manual provides additional detail on the announcement, brochure and related publicity items.

Papers/Proceedings/Abstracts

The Committee has established standards and procedures for the format of abstracts and papers accepted for review and presentation at the National Conference. These are covered in detail in the National Conference Manual and the reader is referred to that document; therefore, only a brief review is included here. Abstracts of candidate papers to be presented are required and upon review of the abstract, the candidate papers are accepted or rejected. Those accepted are to be submitted in a camera-ready format and in an electronic format in either Microsoft Word or Word Perfect.

All accepted papers and invited papers are published in the Proceedings of the National Conference;

therefore, copy right agreements must be executed by each author giving permission to publish the paper. The agreement transfers the copy right to the Transportation Research Board and the Federal

Highway Administration. The author still has the right to the use of this paper in further professional work of his/her own. The compendium of papers will be in an electronic format and is the responsibility of the National Conference Steering Subcommittee for revisions and publication. (See Appendix "H" for a copy of the Presenter/author Agreement.

The schedule and deadline for the acceptance of abstracts and papers is covered in detail in the National Conference Manual. Briefly, abstracts are due one year prior to the date of the National Conference, draft papers are due three months prior to the Conference and final papers are due one month after the Conference. Honorariums will be paid to the speakers upon submission of the final revised paper and who meet all other requirements of the speaker contract.

The Committee conducts an evaluation of each session of the Conference as well as planning and keynote sessions. This evaluation is based upon audience ratings of the topics and the speaker. The evaluation form is included in Appendix "J." The Logistics Chairperson is responsible for the collection and tabulation of the evaluation forms. Based upon the evaluation of each paper, five or six papers are selected for presentation at the following Annual TRB meeting

PART VI: THE TRB ANNUAL MEETING

The ADA-30 regular Committee Meeting is held every January at the TRB Annual Meeting. The meeting is open to Members, Friends and guests and consists of reports from the TRB staff representative, FHWA representatives, research projects, and members on the status of various research and transportation practice. In addition, status reports on the National Conference, research statements and the Annual Meeting Paper Sessions may be made. One of the primary functions of the Committee meeting is to review the final plans for a Paper or Presentation Session. Every other year the Paper Session is composed of the best papers from the previous National Conference or as a result of the Call for Papers or solicited papers from Members, Friends and acquaintances of the Committee. Paper Sessions are about two hours in length (as specified by TRB) and will include three to four presenters and a moderator - usually a volunteer from the Committee membership. Independent research projects, which come to the attention of the Committee, may be presented as well.

A meeting of the National Conference Subcommittee is also held at the Annual Meeting. This is typically an all-day meeting. This meeting will include the "pre-planning" or the final planning for the next National Conference depending on the timing of the conference. At this meeting the selection of a conference site, the section of final papers, the organization of the conference sessions, hotel arrangements and budgets may be presented depending on the conference timing.

Paper or presentation sessions are generally organized by a member of the Committee and the presenters are by invitation only. Presenters may be members of the Committee, independent researchers or others who are known by their particular expertise or experience in a topic of interest to the Committee. Selection of these individuals is by a recommendation of a committee member.

Publication of papers from Paper Sessions and may be by TRB through their regular publications or by the Committee through the Proceedings of the National Conference.

PART VII: RESEARCH TOPICS AND PROPOSALS

A major function of Committee ADA-30 is to identify and pursue research needs that will assist small and medium size communities. Research needs are solicited from both committee members and friends of the committee. Research needs may be also identified at National Conferences that is sponsored by the committee every other year.

A typical research proposal format is included in Appendix "K". The Research Subcommittee reviews research proposals solicited annually by the ADA-30 Committee Chairperson. Research proposals are reviewed to ensure they do not duplicate research currently underway, or previously completed, prior to submittal for consideration by the implementing agencies. Research in unpublished reports by TRB (i.e. NCHRP status reports, and listings of published NCHRP synthesis reports) is also reviewed. Other review sources include the status of The Transit Research Program (TRP) studies, and the Transportation Research Information Service (TRIS). The research units at State DOT's are a potential source of assistance for the review by the Research Subcommittee.

If the proposed research survives the screening process, the proposal is finalized by the Research Subcommittee, reviewed, and approved by the full ADA-30 Committee. Research projects appropriate for the TRP program may be submitted by the Committee Chair directly to the TRP program. Projects appropriate for the NCHRP synthesis program may be submitted directly to the TRB. NCHRP research projects must be submitted through a State DOT. It is also desirable that NCHRP synthesis projects be submitted through a State DOT since the States, through the Research Committee of AASHTO have a final approval for all NCHRP research projects. It is important that research projects appropriate for the NCHRP program address problems that are important to State DOT's to assure a broader base of support for the proposed research.

Other potential avenues for accomplishing research include FHWA and State DOT sponsored research. FHWA sometimes has a small amount of money which can be spent on contract research. A portion of State Planning Funds (SPR) provided to State DOT's Must be spent on research-this is another source of research funding. In addition to research proposals, the Research Subcommittee may work with other Division Committees to jointly sponsor research on topics of mutual interest.

PART VIII: WEBSITE

The Committee provides information on the internet regarding committee activities and conferences. The website is hosted by Transportation Research Board along with other committee websites. The website includes a bulletin board to allow committee members to post items of interest to others on the committee and a bulletin board for conference planning where members of the National Conference Subcommittee may post and respond to items for coordination and planning of the next conference. Committee members are responsible for identifying information which should be posted on the website including conference proceedings, upcoming conferences, information briefs, and links to other internet sites of interest to those involved with transportation planning for small and medium-sized cities.

A member of the Committee will be appointed as the person responsible for maintaining the website. Information to be posted will be sent to the individual responsible for the website. The current ADA-30 member responsible for the website is A.T. Stoddard (ATStoddard@lscs.com) and the TRB website is <http://webboard.trb.org/ADA30>.

PART IX: PROJECT BRIEFS

The Committee has established a library of “Project Briefs” which are short descriptions of completed and implemented studies that represent the best in studies and projects for small and medium sized communities. The project briefs span the broad interest of the Committee including studies and projects on congestion management, downtown planning, corridor studies and promotion of alternative transportation modes. The goal of the project briefs is to provide easily accessed examples of planning projects that can be used by the professionals in applications to their respective communities. The source of the project briefs is from the experiences of the Committee Members. Appendix “L” contains project briefs submitted by the members.