



ACEC-INDOT Bridge Inspection Committee

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COMMITTEE MISSION STATEMENT

The Committee was formed by the Indiana Department of Transportation (INDOT) and the Indiana Section of the American Council of Engineering Companies (ACEC) to address specific topics pertaining to bridge and culvert inspections. The Committee is to report their findings to INDOT and ACEC.

The committee will be responsible for, but not limited to the following:

- a) Assist INDOT in researching and implementing better bridge and culvert inspection methods and techniques.
- b) Aid in developing or modifying specifications and standards for the Bridge Inspection Manual, as well as LPA Bridge Inspection program and procedures.
- c) Develop topics and programs for INDOT's annual Bridge Inspection Workshop, other Bridge Inspection Conferences, as well as Road School.
- d) Aid in developing and provide guidance for training of bridge inspections programs which includes, but is not limited to, online and other CEU opportunities.

MEMBERSHIP

Voting Committee Membership

Voting Committee members are volunteers who offer their services to INDOT, ACEC and the overall bridge inspection community. All group members except for FHWA representatives must be employees of ACEC companies in good standing, or employees of INDOT. Members except for FHWA representatives shall be licensed professional engineers in the State of Indiana with a minimum of five years of bridge inspection experience and be currently active in bridge inspection.

The Voting Committee members which is limited to 15 voting members is comprised of volunteers from the following groups:

- INDOT (Up to six members)
- Bridge Inspection Consultants (Up to eight members, only one from the same company)
- Federal Highway Administration (One member)

The members representing INDOT are appointed by the INDOT Director of Bridge Management. The remaining members are appointed by the industry they represent and approved by the Chair, Vice-chair and the INDOT Director of Bridge Management.

Voting Membership Expectations

Members are required to participate actively in the group's work by contributing information, completing assignments related to active agenda items, document review, replying to correspondence, and regularly attending meetings. The committee meets four to six times per year.

Members can be deemed inactive if they fail to participate in two group meetings in a year period. Members, who are unable to fully participate in a group's activities, and thus have been deemed inactive, may be asked to resign from the committee. Members may send a proxy from their organization to the meeting up to two times per year.

Officers Chair

The chair of the committee is appointed by the INDOT Director of Bridge Management and must be the INDOT State Program Manager (SPM) who is normally the INDOT Bridge Inspection Manager. The chair holds position as long as he or she is in the SPM position. A new chair will be appointed by next meeting if the current chair is no longer the SPM. The chair is responsible for:

- meeting the committee's goals and objectives.
- appointing the committee's members, overseeing elections of vice chair and secretary.
- appointing task groups as necessary.
- scheduling meetings and preparing agendas (with support of vice chair).
- ensuring complete and updated INDOT web postings (with support of INDOT staff).
- coordinating with the INDOT Director of Bridge Management.
- maintaining group productivity.
- creating a positive volunteer experience.
- coordinating with ACEC.

Vice Chair

Voting members vote and appoint a vice chair which must be an ACEC consultant representative (with the exception of task groups) with a term limit of two years. The vice chair may be reappointed for additional two-year terms. The vice chair serves in the capacity of the chair if the chair is absent from a meeting or otherwise unable to fulfill

his/her duties. It is the chair's responsibility to assign the duties of the vice chair. For example, a vice chair should assist with preparing other work as requested by the chair.

Secretary

Voting members vote and appoint a secretary with a term limit of one year. The secretary may be reappointed for additional one year terms. The secretary should record the attendance and minutes of each meeting as well as assist with preparing other work as requested by the chair.

Non-Voting Committee Membership

The Committee may also be comprised of members from the following groups:

- IACHES Member (Up to three members)
- INDOT BIAS Member (One member)
- INDOT Load Rating Engineer (One member)
- INDOT Bridge Asset (One member)
- Academics (One member)
- Indiana LTAP (One member)

The non-voting members representing INDOT are appointed by the INDOT Director of Bridge Management. The members representing the Academic are appointed by the Chair and Vice-Chair with approval from the INDOT Director of Bridge Management. The remaining members are appointed by the industry they represent and approved by the Chair, Vice-chair and INDOT Director of Bridge Management.

Non-Voting Membership Expectations

Non-Voting Members are required to participate actively in the group's work by contributing information, completing assignments related to active agenda items, document review, replying to correspondence, and regularly attending meetings. However, they are not expected to attend all meetings, as well as the entire meeting. Their participation is based only on their relevant contribution and functional area.

Invited Guests

The chair may invite any person to join the group as an invited guest. This category of membership shall not be listed on any roster. The chair determines the access limits to correspondence and work for this category of member. The chair may terminate the invited guest's status at any time.

Task Groups

Task groups are informal groups created by the committee to accomplish a specific task. The chair appoints a chair of the task group, who is a voting member of the committee. A task group should have a clearly defined purpose for its existence and work on only that one task. This task may or may not be a part of a bigger project. A task group normally only serves until its assigned task has been completed. A task group must report its activities back to the committee chair on a periodic basis.

ADMINISTRATION

Joining the Committee

To join the committee:

- Fill out the Committee Member Application form and email it to the committee chair.
- The chair will verify information (such as ACEC membership and PE status).
- The chair, vice chair and the INDOT Director of Bridge Management will either approve or disapprove and provide the reason for disapproval to the applicant.
- The chair will notify the applicant of the status and file the application.
- If approved, the chair will make the adjustments to the roster and send the new member an appointment letter.
- If denied and the applicant is eligible for membership, he or she may be placed on a waiting list until a member position opens.

Resignation, Termination, or Change in Membership

Any group member may resign by giving written notice to the chair and/or the INDOT Director of Bridge Management. The chair may change the membership status or terminate a group member based on the following:

- The member has failed to meet attendance and/or participation requirements and has been designated as inactive.
- There is a change in the member's employment.
- The member's company is no longer a member of ACEC.
- There is a conflict of interest.

In the event that a bridge inspection consultant member has missed two group activities without an acceptable reason, the chair should communicate with the member that a third offense will classify him or her as inactive and may result in a change of membership or termination. A record of such communication must be retained by the committee chair. The chair is encouraged to communicate with the member in question prior to making

such a change. Industry representative terms shall be determined by the industry representative unless determined otherwise by the chair.

DOCUMENTS

Rosters

The committee shall maintain a roster of its members and the chair shall post the roster on INDOT's website. Task groups have no official roster requirements; however, the chair is encouraged to keep track of task group membership.

Agendas

The chair should prepare an agenda and distribute to the committee members in advance of any official meeting. The agenda is to be developed by the chair in conjunction with the vice chair and INDOT Director of Bridge Management and does not require official approval. Agendas may be revised at any time.

Minutes

Draft meeting minutes should be completed within 30 days of the meeting. Minutes should be reviewed by the committee and approved by the chair before being posted. Committee members will be given two weeks to review the minutes. Minutes are to be posted on INDOT's website.

Minutes provide a brief summary of a meeting. At a minimum, all minutes shall include:

- the name of the group.
- the date, time, and place of meeting.
- the names of members in attendance/absent with prior notification/absent without notification.
- names of guests in attendance.
- a brief summary of main discussions.
- a description of any actions taken.
- a summary record of any discussions and/or suggestions from the group.
- a brief summary of action items, including who, what, and due dates.
- the ending time of the meeting.