

# NORTHWEST PAVEMENT MANAGEMENT ASSOCIATION CHARTER

(As amended by official action on October 10, 2000)

## **I. Definition**

The Northwest Pavement Management Association (hereafter the Association) is a non-profit association of professional and technical agencies and persons, both public and private, with interests and responsibilities in the systematic preservation and restoration of public road and street pavements.

## **II. Purpose**

The purposes of the Association are:

1. To foster mutual and beneficial relationships between and among members and with other allied agencies, institutions, organizations, and business firms.
2. To improve the ability of members to effectively and efficiently manage their pavement preservation and restoration programs.
3. To promote pavement management technology transfer, research, and education.
4. To provide a common forum for the open exchange of ideas related to the development, enhancement, implementation, maintenance and operation of effective pavement systems.

## **III. Goals**

In order to achieve the stated purposes of the Association, the following goals are hereby adopted:

1. To encourage the continued development and improvement of pavement management techniques and application. These include, but are not limited to, determination and evaluation of pavement distresses, structural condition determinations, rehabilitation methodologies, project level and network level analyses and the application of microcomputer technology.
2. To promote harmonization in the application of pavement management technology such that there is comparability and common definition in pavement condition and evaluation.

#### **IV. Membership**

1. Full membership in the Association with full voting rights shall be open to any public agency within the states of Washington, Oregon, and Idaho that are responsible for managing pavements.
2. Associate (non-voting) membership in the Association shall be open to any public agency that does not qualify for full membership.
3. Affiliate (non-voting) membership shall be open to those not defined as a Full or Associate Member.

#### **V. Organization and Structure**

1. The Association shall be organized into Chapters and ad hoc Technical Committees as needed. Members shall be involved in Chapter and Technical Committees at their own discretion and interest. Chapters shall be formed in areas of similar geographic location as determined by the Executive Board. Chapter meetings may be held in different locations within the Chapter area to provide convenient access to members. Technical Committees may be formed at the request of any member and after approval by the Executive Board.
2. The Association shall be guided by an Executive Board consisting of the Association Chairperson, Vice Chairperson, Secretary/Treasurer, and at least one (1) but not more than three (3) representatives from each state elected by Association members from the respective state. The Secretary/Treasurer shall maintain the membership records and manage the Association funds.

The Chairperson, Secretary/Treasurer, and state representatives to the Executive Board shall be elected annually at the annual pavement management conference by vote of the membership. The Chapter Chairpersons shall be elected annually by each Chapter. Technical Committees shall elect a Chairperson to arrange meetings and report to the Executive Board. These positions will have no term limits. No member shall hold more than one Executive Board position at a given time.

Annually, following election of the Chairperson, Secretary/Treasurer, and state representatives, the Executive Board shall elect from the board members a Vice-Chair, to act as Chair pro tem. At a minimum the Executive Board shall meet at each spring conference and the annual conference.

Representatives of city and county associations, state transportation departments, and T2 Centers shall be advisory to the Executive Board.

3. There shall be two meetings of the Association consisting of one annual conference in the fall and one meeting in the spring of each year. The annual conference and spring

conference will be held in a location determined by the Executive Board. Conferences shall be organized by the Executive Board and volunteers from the membership. The Chapters and Technical Committees shall meet at their own discretion with advance notification to the Chair of the Association.

4. The Association shall operate under the following organizational rules:
  - a. Each full member agency shall have one vote in the Association and the Chapter they participate in.
  - b. Any proposed amendments to this Charter must be presented by a member at the spring or annual conference. Notice of these proposed actions shall be sent to all members at least thirty (30) days prior to the meeting at which the amendment is to be floored. This Charter may be amended, altered, superseded or repealed by vote of a majority of the full member agencies provided that the notice includes a clear statement that action on the proposed change to the Charter is one of the purposes of the meeting. Voting on the above actions may be done by mail by those full member agencies that are not in attendance. Mail votes must be received by the Secretary/Treasurer at least three (3) days before the date of the meeting.
  - c. For all other actions, a simple majority of all voting member agencies in attendance shall be sufficient to pass any duly made and seconded motion. No minimum number of member agencies will be necessary to constitute a quorum. Representatives of member agencies must be present to vote. Voting by proxy shall not be permitted.
  - d. Formation or dissolution of a Chapter or Technical Committee shall be approved by the Executive Board.