2017 AASHTO SOM MEETING

Sheraton Grand Phoenix Downtown :: Phoenix, Arizona :: August 6th–August 10th
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EVENT/ITEM/TIERED
Parliamentary Procedures 101 for SOM
Roberts’ Rules of Order 11th Edition

The procedures for making and considering motions are provided below. These procedures are drawn from Roberts’s Rules of Order, Newly Revised 11th Edition. Where the following procedures are lacking or are questioned, Robert’s Rules of Order may be used for guidance.

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It can be adapted to fit the needs of any organization (denoted in their by-laws).

Typically there is a fixed order of business. SOM follows a similar order with slight adjustment to some items/terminology (italicized in parenthesis) for the type of business conducted:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting (Approval of Technical Section Minutes)
4. Officer’s reports (items 4-6 are typically grouped under Old Business as Task Force Reports)
5. Committee reports
6. Special orders - important business previously designated for consideration at this meeting
7. Unfinished business (Old Business)
8. New business
9. Announcements (Open Discussion)
10. Adjournment

Basics (for voting members):
- Members must be recognized by the chair before speaking
- All remarks are directed through the chair
- No member may speak twice to the same question until all others have had the opportunity to speak
- Members may not question the character or motives of other members. Remarks must be courteous in language and deportment.
- Members have a right at all times to know what question is before the assembly and what an affirmative and negative vote means

Definitions
Unless specified otherwise in the by-laws…
Quorum: * more than half of the active membership
Majority: more than half of those voting
2/3 Majority: 2/3 or more of those voting
Motion: A proposal by a member to take a particular action

The Chair
- Rules on all procedural issues, except when appealed to the assembly
- May not make motions nor debate questions, except speaks first and last in an appeal. (the chair may ask for a motion and second in the absence of any action from the assembly)
- May vote only to make or break a tie vote

Main Motions
A main motion brings business before the assembly and may be made only when no other motion is pending. Main motions introduce a substantive question as a new subject and are the basic device by which a matter is presented for possible action. While formal protocol is to stand when making a motion it is not mandated for SOM; it is at the discretion of the person making the motion to stand should they wish.

Examples of a main motion:
- Meeting Minutes
- Ballot Items
- Establishment of a quorum
- Consent Agenda
- Resolution
- Reports requiring approval

How to make a motion
- Member recognized by the chair, obtains the floor
- Member states the motion
- Another seconds the motion
- Prior to the Chair stating the motion, members may suggest modification of the motion. The mover may then modify or even withdraw the motion without consent of the seconder; if mover modifies then the seconder may withdraw the second.
- Chair restates the motion for the assembly
- Motion is debated. Silence means consent!
- Vote is taken
- Chair announces result of vote

There are a number of other types of motions (subsidiary, privileged, and incidental), definitions, and formalities, however for the nature and conduct of the SOM meeting the information provided above covers the primary activity. Should you seek additional information on this please refer to Robert’s Rules of Order, Newly Revised 11th Edition. The program manager may also provide the parliamentary procedures followed by SCOH.

(* Per SOM ops guide, the voting members present at a duly called technical section meeting represent a quorum)
Sunday August 6th

2:00 p.m.–7:00 p.m.—Encanto Foyer
Registration

8:00 a.m.–10:00 a.m.—Valley of the Sun B
AASHTO re:source ATG (closed)

10:00 a.m.–3:00 p.m.—Valley of the Sun B
Executive Council Meeting (closed)

3:30 p.m.–5:00 p.m.—Valley of the Sun B
Tech Section Chairs Meeting with EC

5:30 p.m.–7:00 p.m.—Encanto Foyer
Welcome Reception

Monday August 7th

7:00 a.m.–8:00 a.m.—Encanto A
Breakfast—All Delegates

7:00 a.m.–8:00 a.m.—Deer Valley
SOM Refresher Breakfast—this is an opportunity for new members to learn about SOM and a refresher for returning members. Open to all. Mandatory attendance for new members. Technical Section Chairs/Vice Chairs encouraged to attend.

Plenary Session I—Encanto B

8:00 a.m.–8:20 a.m.
Call to Order & Roll Call
Moe Jamshidi, Chairman, Subcommittee on Materials; Jack Springer, FHWA Secretary

8:20 a.m.–8:50 a.m.
Arizona Welcome
Dallas Hammit, Deputy Director, Arizona DOT

8:50 a.m.–9:05 a.m.
Chairman’s Report
Moe Jamshidi, Chairman, Subcommittee on Materials

9:05 a.m.–9:20 a.m.
Executive Council Report & Mid-Year TS Webinar Updates
Jack Springer, FHWA

9:20 a.m.–9:40 a.m.
AASHTO Update
King Gee, Director of Engineering and Technical Services AASHTO

9:40 a.m.–9:50 a.m.
JTCoP Update
Curt Turgeon, Minnesota DOT

9:50 a.m.–10:05 a.m.
AASHTOWare Update
Devin Townsend, Nebraska DOR

10:05 a.m.–10:15 a.m.—Encanto Foyer
Break

Technical Working Sessions

10:15 a.m.–11:15 a.m.—Deer Valley
Technical Section 3b. Fresh Concrete 1 PDH
Chairman Mick Syslo, Nebraska DOR
Vice Chair Wally Heyen, Nebraska DOR

10:15 a.m.–11:15 a.m.—Paradise Valley
Technical Section 5c. Quality Assurance and Environmental 1 PDH
Chairman Curt Turgeon, Minnesota DOT
Vice Chair Sejal Barot, Maryland SHA

11:30 a.m.–12:30 p.m.—Deer Valley
Technical Section 4f. Metals 1 PDH
Chairman Merrill Zwanka, South Carolina DOT
Vice Chair Steven Ingram, Alabama DOT

11:30 a.m.–12:30 p.m.—Paradise Valley
Technical Section 5a. Pavement Measurement 1 PDH
Chairman Greg Stellmach, Oregon DOT
Vice Chair Scott George, Alabama DOT

12:30 p.m.–1:30 p.m.—Encanto A
Networking Luncheon All Delegates

Technical Working Sessions

1:45 p.m.–4:00 p.m.—Deer Valley
Technical Section 4a. Concrete Drainage Structures 2.25 PDH
Chairman Bob Horwhat, Pennsylvania DOT
Vice Chair Darin Tedford, Nevada DOT

Breaks with refreshments will be held from 10:00 a.m.–10:15 a.m. and 3:00 p.m.–3:15 p.m. in the Encanto Foyer
Tuesday August 8th

7:00 a.m.–8:00 a.m. —Encanto A
Breakfast All Delegates

7:10 a.m.–7:50 a.m. —Deer Valley
AASHTO Technical Services (NTPEP, APEL, TC3, A.I.I.)—Panel

■ Plenary Session II —Encanto B

8:00 a.m.–8:05 a.m.
Call to Order
Moe Jamshidi, Chairman, SOM

8:05 a.m.–8:30 a.m.
MASS DOT Central Lab Project
John Grieco, Massachusetts DOT

8:35 a.m.–9:00 a.m.
Radio-Frequency Identification (RFID)—Tags used in Construction
Tim Ruelke, Florida DOT and Chris Peoples, North Carolina DOT

9:05 a.m.–9:30 a.m.
SHRP2: R06C. Nondestructive Evaluation of Bituminous Compaction Uniformity Using Rolling Density Meter
Curt Turgeon, Minnesota DOT; and Lev Khazanovich, University of Pittsburgh

9:35 a.m.–10:00 a.m.
Update of TxDOT’s Quality Assurance Program for CDA/Design-Build Projects
Brett Haggerty, Texas DOT; and Jeff Seiders, Raba Kistner Infrastructure, Inc.

10:00 a.m.–10:15 a.m. —Encanto Foyer
Break

■ Technical Working Sessions

10:15 a.m.– Noon —Deer Valley
Technical Section 1b. Geotechnical Exploration, Instrumentation, Stabilization, and Field Testing
Chairman James Williams, Mississippi DOT
Vice Chair Lyndi Blackburn, Alabama DOT

10:15 a.m.– Noon —Paradise Valley
Technical Section 4d. Safety Devices
Chairman Ron Stanevich, West Virginia DOT
Vice Chair Brian Egan, Tennessee DOT

Noon–1:00 p.m. —Encanto A
Networking Luncheon All Delegates

1:00 p.m.–3:00 p.m. —Paradise Valley
Technical Section 3b. Asbestos Agreements
Chairman Scott Simon, Pennsylvania DOT
Vice Chair Chris Peoples, North Carolina DOT

1:00 p.m.–3:00 p.m. —Encanto Foyer
Break

3:00 p.m.–3:15 p.m. —Encanto Foyer
Break

3:15 p.m.–5:00 p.m. —Deer Valley
Technical Section 3c. Hardened Concrete
Chairman John Staton, Michigan DOT
Vice Chair Brett Trautman, Missouri DOT

3:15 p.m.–5:00 p.m. —Paradise Valley
Technical Section 4e. Joints, Bearings, and Geosynthetics
Chairman Tim Ramirez, Pennsylvania DOT
Vice Chair Michael Benson, Arkansas DOT

Noon–1:00 p.m. —Encanto A
Networking Luncheon All Delegates

1:00 p.m.–3:00 p.m. —Paradise Valley
Technical Section 2c. Asphalt-Aggregate Mixtures
Chairman Allen Myers, Kentucky TC
Vice Chair Rick Bradbury, Maine DOT

3:00 p.m.–3:15 p.m. —Encanto Foyer
Break

Wednesday August 9th

■ Technical Working Sessions

7:00 a.m.–8:00 a.m. —Encanto A
Breakfast All Delegates

8:00 a.m.–10:00 a.m. —Deer Valley
Technical Section 1c. Aggregates
Chairman Scott Seiter, Oklahoma DOT
Vice Chair Lisa Zigmund, Ohio DOT

8:00 a.m.–10:00 a.m. —Paradise Valley
Technical Section 5b. Bridge and Pavement Preservation
Chairman Derek Nener-Plante, Maine DOT
Vice Chair Mark Felag, Rhode Island DOT

10:00 a.m.–10:15 p.m. —Encanto Foyer
Break

10:15 a.m.– Noon —Paradise Valley
Technical Section 3c. Hardened Concrete
Chairman Brian Egan, Tennessee DOT
Vice Chair Andy Babish, Virginia DOT

noon–1:00 p.m. —Encanto A
Networking Luncheon All Delegates

1:00 p.m.–3:00 p.m. —Paradise Valley
Technical Section 2e. Asbestos Agreements
Chairman Allen Myers, Kentucky TC
Vice Chair Rick Bradbury, Maine DOT

3:00 p.m.–3:15 p.m. —Encanto Foyer
Break
Thursday August 10th

Technical Working Sessions

7:00 a.m.–8:00 a.m. — Encanto A
Breakfast

8:00 a.m.–10:00 a.m. — Deer Valley
Technical Section 1a. Soil and Unbound Recycled Materials 2 PDH
Chairman Andy Babish, Virginia DOT
Vice Chair Bill Schiebel, Colorado DOT

8:00 a.m.–10:00 a.m. — Paradise Valley
Technical Section 2a. Emulsified Asphalts 2 PDH
Chairman Brian Pfeifer, Illinois DOT
Vice Chair Allen Myers, Kentucky TC

10:00 a.m.–10:15 a.m. — Encanto Foyer
Break

10:15 a.m.–Noon — Paradise Valley
Technical Section 2b. Liquid Asphalts 1.75 PDH
Chairman Lyndi Blackburn, Alabama DOT
Vice Chair Barry Paye, Wisconsin DOT

Noon–1:00 p.m. — Paradise Valley
Networking Luncheon All Delegates

1:00 p.m.–4:00 p.m. — Paradise Valley
AASHTO Updates; Research Roundtable and Close-Out
Open to AASHTO Members ONLY

Executive Council Updates
Discussion of research proposals and submitted discussion topics
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The primary goals of NTPEP are to provide cost-effective evaluations for the state DOTs by eliminating duplication of testing and auditing by the states and duplication of effort by the manufacturers that provide products for evaluation.

Technical Committees that are responsible for developing the work plans and overseeing the evaluations and audits are divided into the three categories: Traffic Safety, Construction and Maintenance.

For more information contact Katheryn Malusky at kmalusky@aashto.org.

The NTPEP DataMine can be accessed at http://data.ntpep.org.

The primary goal of APEL is to speed up the delivery of new, innovative, and proprietary transportation engineering products and materials for use by the State DOTs. The program serves as an easily accessible tool for states and manufacturers, to employ. This is accomplished by maximizing resources through the sharing of information relative to new products and product evaluations.

Information in APEL is broken down into three categories: AASHTO Evaluated Products, DOT Evaluated Products, and State Certified Products. All information housed in APEL is fully searchable.

For more information contact Evan Rothblatt at erothblatt@aashto.org.

The APEL can be accessed at http://apel.transportation.org.

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or contact: Pam Hutton at 309.263.1212 or phutton@aashto.org
and Kate Kurgan at 202-624-3635 or kkurgan@aashto.org
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Cordially invites you, your associate employees and their spouses to join us for

An AASHTO Networking Dinner with event partners ACPA.

Monday, August 7, 2017
Time: 5:30 p.m. - 8:30 p.m.
Restaurant: Rustler’s Rooste - 8383 S. 48th St., Phoenix, AZ
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