Foreword

This guide provides a concise description of AASHTO and the Subcommittee on Materials (SOM). It provides the policies and current operating procedures of the SOM.

Changes to the operating procedures must be reviewed and approved by the SOM Executive Committee and balloted by the full SOM with concurrence by two-thirds of the voting members for changes to be incorporated in this guide.
1.0 American Association of State Highway and Transportation Officials

1.1 Organization

Founded in 1914, AASHTO is a legally incorporated, nonprofit, nonpartisan association representing the member highway and transportation departments in the 50 States, the District of Columbia, and Puerto Rico; its purpose is to foster the development, operation, and maintenance of an integrated national transportation system.

Membership in AASHTO is on an agency basis and only government agencies can be voting members. The U.S. Department of Transportation (U.S. DOT) is an ex-officio member of AASHTO. A number of public highway and transportation agencies in other nations belong to AASHTO as associate members as well as several sub-State transportation agencies and Federal agencies other than the U.S. DOT.

1.2 Purpose

AASHTO’s work can be divided into four general activity areas: Technical Services, Policy Development, Technical Publications, and Engineering Liaison.

1.2.1 Technical Services

Technical Services programs at AASHTO provide support for member agencies to develop and maintain standards and guidelines for the design, construction, maintenance, and operation of transportation facilities. Additional AASHTO technical services programs provide support for development of computer software, maintenance/development cooperatives, and the National Transportation Product Evaluation Program (NTPEP), for each of which States pool their resources. AASHTO also sponsors the AASHTO Materials Reference Laboratory (AMRL), the AASHTO Accreditation Program (AAP), and the National Cooperative Highway Research Program (NCHRP).

1.2.2 Policy Development

AASHTO provides support for member departments to jointly consider transportation issues of national concern. Policy recommendations are developed through this process and balloted through the Chief Administrative Officers of all AASHTO member departments. Recommendations that are carried forward must be approved by at least a two-thirds majority.

1.2.3 Technical Publications

AASHTO develops, collects, publishes, and distributes information and data of value to members and others dealing with transportation matters. It has become a basic source of information for others on State transportation activities, and is relied upon by the States for information about the transportation activities of Congress and Federal agencies.
Surveys on topics such as State involvement in public transportation, State rail and water transportation activities, and State salary and fringe benefit schedules are published by AASHTO.

Information developed by the Association is also disseminated through personal presentations, participation in conferences, and, when requested by Congress, through Congressional testimony.

1.2.4 Engineering Liaison

AASHTO’s liaison activities are an important link between the State departments of highways and transportation and the Federal government. AASHTO is frequently called upon by Congress to conduct surveys, provide data, and testify on matters relating to transportation legislation. It functions to facilitate the exchange of information between the U.S. DOT and the States, and as a forum for the discussion of current issues and concerns.

2.0 AASHTO Committee Organization

2.1 Board of Directors

The Board of Directors is the governing and policy-making body of the Association. Membership is limited to the chief administrative officer or his or her designee from each member department.

The Board of Directors adopts official positions on legislative proposals, develops official policy statements, establishes membership dues, establishes standing and special committees and subcommittees, and decides all other policy matters relating to the operation or activities of the Association, including the adoption of voluntary standards. A two-thirds favorable vote of all member departments is required for the adoption of any official policy and for the adoption of any AASHTO voluntary standard.

2.2 Executive Committee

The Board’s Executive Committee is composed of 11 voting members: the President, Vice-President, Secretary-Treasurer, and two persons chosen by each of the four AASHTO regions; and two ex officio, nonvoting members: the Executive Director and the Immediate Past President (so long as that person occupies the same position or a higher position in the member department).

The Executive Committee approves the AASHTO work plan and the yearly budget, employs the Executive Director, acts upon appointments made by the President, and, in general, supervises the business affairs of AASHTO.
2.3 Standing Committee on Highways

2.3.1 Purpose and Scope

The Committee develops all major engineering standards, guides, and policies for the highway program, and, either as a unit or through its subcommittees, investigates, studies and reports on all engineering activities and developments, including all phases of road and bridge design, construction, maintenance, traffic requirements, roadside development, aesthetics, tests and investigations of materials, protection of the environment; makes recommendations regarding needed research, and promotes and encourages technology transfer by member States and related research agencies; and is responsible for providing the full range of highway engineering publications for the Association. It identifies and receives reports from its subcommittees and task forces as to Federal regulatory mandates of national concern, and provides reports thereon.

The subcommittees, within the framework of the engineering standards and policies developed by the Standing Committee on Highways and formalized by the Association, develop such technical details, guides, manuals, specifications, and other publications appropriate for their individual activities and needs. All subcommittees subordinate to the Standing Committee on Highways report to the chair of that Committee.

Membership on the Standing Committee on Highways is limited to the chief highway engineering officers of member departments.

The Standing Committee is responsible for administering NCHRP Project 20-7 (called “Research for the Standing Committee on Highways”) on behalf of AASHTO. This program is aimed at providing rapid solutions to small or modest research problems having general applicability to the States. While project proposals may be made by any AASHTO member department, a decision to proceed is by majority vote of this Committee.

2.4 Subcommittee on Materials

2.4.1 Purpose and Scope

The Subcommittee on Materials (SOM) prepares, publishes, and keeps current: (1) specifications for materials used in the construction and maintenance of all transportation facilities including highways, bridges, and structures; (2) specifications for standard methods of sampling and testing such materials and other items incidental to construction, maintenance, and operation of such facilities.

It also acts for AASHTO in monitoring and administering the operation of the AASHTO Materials Reference Laboratory (AMRL), the laboratory evaluation program; provides necessary liaison with the National Institute of Standards and Technology and with ASTM International (ASTM, formerly the American Society of Testing and Materials); and provides a forum for the exchange of information, and, where appropriate, promotes the use of new materials and develops and
recommends methods of tests for such materials. It identifies and reports to the Standing Committee on Highways on any Federal regulatory mandates of national concern. Each member department is entitled to membership on the SOM.

To ensure consistency, the Subcommittee works cooperatively, as appropriate, with other technical subcommittees.

The work of the SOM is governed by its Regulations, which are included as Appendix A, and supplementing AASHTO Governing Documents. The SOM’s regulations were last revised in November 2013.

2.4.2 SOM Committee Organization

The SOM is one of nine standing subcommittees of the Standing Committee on Highways (SCOH). The SOM is composed of the Executive Council, the AASHTO Materials Reference Laboratory (AMRL) Administrative Task Group (ATG), and Technical Sections which may be divided into task groups to carry out the work of the SOM. These organizations are described in the following sections.

The officers of the subcommittee are named and their duties described in Article 2 of the SOM Regulations (Appendix A).

2.4.2.1 Executive Council

The Executive Council is responsible for the operation and technical direction of the SOM. It establishes or abolishes technical sections, assigns responsibility for standards development, insures the maintenance of standards, and oversees the operations of the SOM to insure that the work of the SOM is carried out. The makeup of the Executive Council is set forth in Article 4, Section 2 of the SOM Regulations.

2.4.2.2 AMRL Administrative Task Group

The AMRL Administration Task Group (ATG) (Article 4, Section 5, SOM Regulations) maintains general supervision of the AMRL program and the AASHTO Accreditation Program (AAP), provides guidance and direction to the AMRL manager on all matters involving these AASHTO-supported programs, and functions as a technical section for preparing and revising standards under its jurisdiction. The chair of the AMRL ATG is appointed by the chair of the SOM for an indefinite term. The AMRL ATG consists of the chair and the four regional vice-chairs and the secretary of the SOM. The AASHTO Executive Director, the chair and first vice-chair of the SOM, and the AMRL manager (secretary) are ex officio members of the ATG.
2.4.2.3 Program Planning Group

Each year the SOM is called upon to lead or assist in preparing a portion of the technical program for AASHTO’s Annual Meeting. The subjects or themes of sessions in the technical program are established by AASHTO, and planning responsibility is delegated to the standing committees and their subcommittees. The chair of the SOM’s Program Planning Group is usually the SOM regional vice-chair of the region in which the annual meeting is held. The chair works with the AASHTO staff and representatives of other subcommittees and committees to plan the session programs, and he/she or the SOM chair may call upon others to serve on the Program Planning Group and to help with arrangements as necessary.

2.4.2.4 Technical Sections

Technical sections are established to write and maintain standards in specific areas within the scope of the SOM. The technical sections are responsible for initiating standards for the balloting process.

The technical section chair may organize the technical section into task groups to work on a particular standard or group of standards or assign responsibility for maintenance of a standard to individual technical section members. The Technical Sections are grouped into five Divisions: (1) Geotechnical; (2) Asphalt Materials and Mixtures; (3) Hydraulic Cements, Concrete, and Concrete-Related Materials; (4) General Manufactured Materials; and (5) Pavement Serviceability, Environmental Quality and Quality Assurance.

A list of the Technical Sections and their scopes is provided in Appendix B.

2.4.3 Ex officio members

When the SOM’s Regulations indicate a representative’s participation on a council, technical section, or other group is ex officio, that representative is entitled to all rights of members of the group, including voting.

3.0 Membership—Article 1 of the SOM Regulations (Appendix A) describes the membership requirements.

3.1 Technical Sections and Councils

The chair of the SOM appoints the chair and members of each technical section (Article 4, Section 3, SOM Regulations), although authority to appoint technical section members is routinely delegated to the secretary of the SOM. New members of
technical sections are recruited by the technical section chair or accepted as
volunteers to serve on specific technical sections. Official rosters of technical sections
are maintained by the secretary. A technical section vice-chair is recruited by the
technical section chair and endorsed by the SOM chair. Because membership on the
technical section is in the name of the member department (Article 4, Section 3, SOM
Regulations), when a representative leaves the SOM the technical section roster
continues to show a slot for the State with no representative’s name. When a new
representative for the member State is identified, he/she may choose to continue on
that technical section's roster or withdraw in order to serve on other technical sections
for which he/she feels better suited. The member department is then dropped from the
original technical section’s roster.

Representatives of affiliate organizational members may serve as chairs, vice-chairs,
and voting members of technical sections; U.S. Department of Transportation
representatives may serve as voting members of technical sections and/or vice-
chairs, but not as chairs. States, affiliates, and the U.S.DOT may have multiple
representatives on individual technical sections, but each organization may cast only
one vote on a technical section ballot; all representatives are encouraged, however, to
provide comments on balloted items.

Because the SOM consists of some 23 sections and councils and has only about 60
active representatives, each representative should serve on at least three or four
technical sections or councils. Further, each representative should serve as chair or
vice-chair of a technical section or council. Preferably an individual representative will
serve as either a chair or vice-chair of only one technical section or council.

Should a vacancy in a technical section chair position occur, the policy of the SOM is
to first offer that position to the vice-chair. The SOM first vice-chair serves as the
subcommittee’s personnel officer and recruits chairs and technical section members
as appropriate.

There is no limit on the number of members on a technical section or council except
as specified in the SOM Regulations for the Executive Council and AMRL ATG.

3.2 Associate Member Departments

Representatives of associate member departments may serve as technical section
chairs and vice-chairs. They are encouraged to vote and provide comments on
technical section ballots and provide comments on all Subcommittee ballots. While
they may serve as voting members of the Technical Sections they are not considered
voting members of the Subcommittee.

3.3 Duties of Members

Because the SOM is a working committee, members are expected to participate in the
subcommittee’s work of developing and maintaining standard specifications for
transportation materials. Members are expected to attend the SOM’s annual meeting
which is held the first week in August. Each member should serve on at least three
technical sections and as a chair or vice-chair for one technical section.
4.0 Subcommittee Operations—“The Regulations to Govern the Work of the Highway Subcommittee on Materials, AASHTO, Supplementing the Regulations of the Association Relating to Subcommittee Activities” provide the basis for the operations of the SOM.

4.1 Subcommittee Officers and Executive Council

Article 2 of the SOM Regulations establishes the elected officers of the subcommittee as the chair, first vice-chair, four regional vice-chairs, and secretary. The Executive Council is established by Article 4 of the SOM Regulations and consists of all of the above plus the chair of the AMRL ATG.

4.1.1 Selection, Election, and Terms of Office

In accordance with AASHTO’s regulations, the chair and first vice-chair are appointed by the Executive Committee of AASHTO for 2-year terms commencing and ending at the AASHTO’s annual meeting. The secretary is appointed for an indefinite term by the President of AASHTO.

Regional vice-chairs are elected at the SOM annual meeting and serve one 4-year term. One regional vice-chair is to be elected each year starting with Region 1 in 2015, Region 2 in 2012, Region 3 in 2014, and Region 4 in 2013. A list of the agencies in each of the four regions is included as Appendix C.

Nominations for regional vice-chairs are made by the Executive Council upon advice of the retiring vice-chair of the region under consideration. Nominations may also be made from the floor. The regional vice-chairs are elected by a majority vote of the SOM membership assembled at the annual meeting. A regional vice-chair shall be selected from the membership of each region defined in the constitution of AASHTO. The retiring vice-chair shall canvass his/her region to determine the region’s nomination for vice-chair; that nomination is then submitted to the Executive Council at the annual meeting at which the new vice-chair must be elected. When a vacancy occurs in the office of the regional vice-chair or secretary, the chair of the SOM may appoint a member to serve until the next meeting of the subcommittee; at that time a member shall be elected to complete the unexpired term, or in case of the secretary, until his/her replacement is appointed by the President of AASHTO. The selection of candidates to fill the unexpired term shall be accomplished in the same manner as stated above for the normal election process, except appointed vice-chairs may succeed themselves.

4.1.2 Duties

Article 2 of the SOM Regulations (Appendix A) outlines the duties of the officers.

Chair—The chair will lead the committee and conduct the meetings of the subcommittee and will serve as chair of the Executive Council and chair its meetings. The chair is an ex officio member of all technical sections and of the
AMRL ATG and appoints all chairs and members. He/she performs all other duties normally required by the position.

First Vice-Chair—In case of a vacancy in the office of chair or the absence of the chair, the first vice-chair shall serve as chair of the SOM and the Executive Council. In addition, the first vice-chair serves as personnel officer for the SOM, recruiting technical section chairs and vice-chairs and redistributing technical section members to meet changing workloads.

Regional Vice-Chairs—The four regional vice-chairs assist in the management of the SOM by serving as members of the Executive Council and of the AMRL Administrative Task Group. Regional vice-chairs are responsible for calling attention to any problems or needs that may exist in their respective regions. The appropriate regional vice-chair serves as chair of the Program Planning Group to prepare part or all of materials-related technical sessions to be held during AASHTO’s Annual Meeting when the Annual Meeting is hosted by one of the States in his/her region. He/she may select anyone to assist as deemed appropriate. Preliminary agendas for the SOM’s portions of the Annual Meeting program should be developed in cooperation with the AASHTO staff for consideration by the Executive Council at the SOM annual meeting.

Secretary—The secretary is charged with keeping a “fair and true” record of all proceedings of the meetings of the SOM and the Executive Council. He/she calls upon technical section and council chairs to provide minutes of their meetings, assembles them, and extracts items for the annual SOM ballot. The secretary also prepares the schedule for the council and technical section meetings. In cooperation with the SOM chair and Executive Council members, the Secretary will prepare the agenda for the Executive Council and for the opening plenary session of the annual meeting of the SOM. The secretary also assists in the preparation and editing of the AASHTO Materials Standards published annually by AASHTO and prepares semiannual progress reports of SOM activities for the Standing Committee on Highways. An annual timeline for actions by the SOM secretary is attached as Appendix D.

4.2 Council and Technical Section Chairs

4.2.1 Appointment and Duration of Appointment

Chairs of the technical sections and the AMRL Council are appointed by the SOM chair. The duration of each appointment is indefinite. Technical section vice-chairs are recruited and nominated by the technical section chairs, with help from the first vice-chair if needed, and are appointed by the SOM chair. Their terms are also indefinite. The technical section vice-chairs usually serve as note takers or secretaries at technical section meetings and chair the meetings in the event of the chair’s absence. The vice-chair is the leading candidate to assume the technical section chair should the chair depart the SOM.

4.2.2 Duties
Technical section chairs may organize their subcommittees as necessary for the efficient work of their sections. They must maintain records of activities, conduct technical section balloting, submit minutes of each meeting on the progress of the work, and provide items for SOM ballot to adopt or modify standards. Appendix E includes a timeline and description of the various tasks for the technical section chair.

4.3 Meetings

4.3.1 Scheduling and Agendas

4.3.1.1 Dates

The SOM typically meets the first week in August each year, although the date may vary because of hotel booking problems or conflicts with meetings of other subcommittees. For planning purposes, the first week in August is defined as that week in which August 1 falls on or before Tuesday of the week, i.e., if August 1 falls on Sunday, Monday, or Tuesday, the first week in August is defined as the week containing the August 1 date and the meeting would start on the Sunday of that week. If August 1 falls on Wednesday, Thursday, Friday, or Saturday, the first week in August is defined as starting on the following Sunday and the meeting would start that day.

4.3.1.2 Selection of Meeting Location

Meeting sites are selected by the Executive Council no later than two years prior to the dates scheduled for an annual SOM meeting. The location is rotated among the various AASHTO Regions in the following order: 1, 2, 4, and 3. For example, the 2011 meeting was in Region 1 (Burlington, Vermont), the 2012 meeting was in Region 2 (Biloxi, Mississippi), the 2013 meeting was in Region 4 (Stateline, Nevada), and the 2014 meeting is in Region 3 (Minnesota). The regional vice-chair solicits a volunteer State to host the annual meeting and brings the nomination to the Executive Council. Once a State selection has been approved by the Executive Council, the secretary should request a letter from the State’s chief engineer to AASHTO agreeing to host the meeting. AASHTO will coordinate with the selected state for meeting arrangements.

4.3.1.3 Subcommittee

Plenary sessions are generally conducted the morning of the first two days for the purpose of airing any issues of interest, providing a forum for representatives to address all materials engineers with briefings on new technology and other subjects. A roundtable discussion of items held later in the week will allow discussion of regional topics, research proposals, and Subcommittee Resolutions. On the last day of the meeting, the subcommittee reconvenes to consider action items on requests and
ongoing work of technical sections. Other meeting requirements are presented in Article 3 of the SOM Regulations (Appendix A).

4.3.1.4 Executive Council

The Executive Council meets the day before the annual meeting commences (Sunday). An agenda should be prepared by the secretary and submitted to the Executive Council 30 days prior to the meeting. At the start of the meeting, revisions to the agenda are considered and the agenda accepted by the Executive Council for implementation. Brief meetings may be held during the week at the request of the SOM chair.

4.3.1.5 Technical Sections

About March 1 the secretary will contact chairs and ask for time requirements for their session during the annual meeting, the anticipated number of attendees, and identification of other technical sections that they wish to avoid scheduling conflicts with because their members belong to more than one technical section. About May 15 the secretary prepares a schedule for the subcommittee and technical section meetings. Agendas for the technical section meetings are prepared and distributed by technical section chairs to their members and posted online by AASHTO.

4.3.1.6 Roundtable Discussions

Roundtable discussions are opportunities for members to share experiences on a variety of current materials-related technical subjects. About June 1, the regional vice-chairs gather questions for the roundtable by a canvass of the States in their respective regions. The chair and regional vice-chairs then lead discussions on selected questions during the roundtable session at the annual meeting.

4.3.2 Conduct of Meetings

4.3.2.1 Subcommittee

In accordance with Article 3 of the SOM Regulations, the subcommittee must hold at least one working meeting each year 4 weeks or more prior to the annual Association meeting and located and scheduled as in Section 4.3.1. Twenty members constitute a quorum for an SOM meeting. Robert’s Rules of Order should be followed in conducting the business of the meeting. Agendas for the main subcommittee meeting and Executive Council are prepared and distributed by the secretary.

The secretary or another designated person should take notes during the meeting as a basis for writing final minutes of the meeting. A list of attendees should be included in the minutes.

4.3.2.2 Technical Sections and Councils

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The members present at a duly called meeting of a technical section or Council constitute a quorum. Robert’s Rules of Order should be followed in conducting the business of the meeting. Agendas should be prepared and distributed by the appropriate chair prior to the meeting. The chair or vice-chair or another designated person should take notes during the meeting as a basis for writing final minutes of the meeting. A list of attendees and disposition of negative votes should be included in the minutes. Minutes should be sent to the secretary as soon as possible after each meeting but before September 15 so that the annual SOM ballot can be prepared and returned and the manuscript prepared for the annual printing of the AASHTO Materials Standards. Please reference the document titled “Instruction and Guidance for Technical Section Chairs on Minutes and Ballot Preparation” for more guidance on minutes and ballot preparation.

### 4.4 Industry Participation

#### 4.4.1 General Policy

In order to comply with Section VII of the AASHTO Board of Directors’ Policy Manual and to take advantage of the expertise which the SOM’s industry partners bring to the standards development process and to discussions of materials problems, all meetings of the SOM are open to industry representatives and other non-members, except as noted in Section 4.4.3.1.

Industry members may serve as non-voting members on Technical Sections. These representatives must be recommended to the Executive Council by the Technical Section Chair and approved by the SOM Chair.

When multiple companies or associations request membership on a technical section; the Technical Section Chair may direct the industry members to designate a representative that will provide one voice for specific industry concerns and issues to the technical section during the annual meeting.

Since the purpose of the Industry membership is to provide appropriate technical input for specification and test method development; membership is limited to those companies whose products are directly affected by standards developed by the technical section.

#### 4.4.2 Attendance at Meetings

The dates and location of the annual meeting are announced in the *AASHTO Journal*, on the AASHTO’s meeting web page, and the Subcommittee on Materials web page. After such announcements, industry representatives and other non-members may request any meeting information not available on-line from the host State or AASHTO.
At the annual meeting, all attendees will be required to pay a registration fee and abide by the SOM’s rules of order; they are invited to participate in all meeting activities, including receptions, meals, field trips, and project site visits.

4.4.3 Restrictions

4.4.3.1 Meetings

All of the working meetings of the subcommittee are open except meetings of the Executive Council and the AMRL Advisory Task Group, the Roundtable discussion, and the closing business meeting at the annual meeting. In addition, the SOM chair may close any part of any meeting at which sensitive issues are being discussed, and a technical section chair may close his/her technical section meeting for the same reason.

4.4.3.2 Other Participation at Annual Meeting

Sponsorship dollars and in-kind contributions for SOM meetings, if any, are to be obtained in a manner that conforms to Section 4 of the AASHTO Bylaws, Board of Directors Operating Policy. These contributions shall only be used to directly offset the cost of the opening SOM reception; the actual SOM annual meeting, including the meals served as part of the SOM meeting; the morning and afternoon breaks associated with the SOM meeting; any Technical Tours; the SOM dinner; and all related activities that are published in the meeting’s official agenda.

Hospitality suites are not desired and industry associations and companies are discouraged from sponsoring such activities.

The annual meeting can be sponsored in two ways: (1) tiered sponsorships and (2) event sponsorships.

(1) Approval for tiered sponsorships shall be made by AASHTO and the Host State. Contribution levels and manners of recognition of sponsors will be determined by AASHTO in conjunction with the Executive Council and Host State.

(2) Approval for event sponsorships shall be made by AASHTO and the Host State. Event sponsorships are used to offset costs for the sponsored event. An entity sponsoring a specific event that wishes to contribute an amount larger than the cost of the event will have their contribution that exceeds the cost of the sponsored event recognized at the appropriate tiered sponsorship level. Sponsor recognition (displays, placards, etc.) at an event will be approved by AASHTO, the Host State, and the Executive Council.

4.5 Liaison Policy

To maintain communication with and be aware of the activities of other AASHTO committees and or organizations, members of the SOM are appointed to serve as
official liaisons. Appointments are made by the SOM chair and duration of the appointment is indefinite. The SOM liaisons are expected to maintain an awareness of the activities of their assigned group and report annually to the Executive Council on those activities of concern to the SOM. The first vice-chair contacts liaison representatives each year and determines if there is any activity to be reported on to be included in the agenda for the Executive Council or for the full SOM. Liaison representatives are listed under the SOM “Technical Section Roster.” Each Technical Section will identify a volunteer to be the Research Technical Section liaison for the Technical Section. In addition, the Chairs of TS 5a and TS 5b are de facto liaisons to the Joint Technical Committee on Pavements and the Recycled Materials Task Force, respectively.

4.6 Communications

Minutes of the annual meeting and the annual SOM ballot are usually distributed to all members by November 1 of each year.

Technical section chairs develop and transmit correspondence necessary to conduct their business. Technical section business can and should be conducted via e-mail and other electronic correspondence. Technical section agendas and meeting schedules of all technical section meetings will be posted on the Materials Website so that attendees may download relevant information prior to the annual meeting and for all web meetings and conference calls that are held. If the technical section chair elects to hold a closed meeting the agenda and items for discussion are not required to be posted.

4.7 SOM Research Task Force and Research Needs

The SOM Research Task Force (RTF) will consist of one Research Liaison from each Technical Section (TS) group (TS 1, TS 2, TS 3, TS 4, and TS 5) along with the Vice-Chairs of each of the four Regions and the Vice-Chair and Secretary of the SOM. The Executive Committee will select the five Technical Section Research Liaisons. The Research Task Force will provide information and tools to the Technical Section Research Liaisons with the assistance of TRB and the TRB CRCC (Committee Research Coordinators Council).

Members are encouraged to submit materials-related research needs for SOM endorsement for inclusion in NCHRP and other research programs. Research needs statements should be submitted to the appropriate technical section chair prior to, or at, the annual meeting for technical section endorsement. Following the meeting, the SOM secretary forwards endorsed statements to the Standing Committee on Research (SCOR) or the Standing Committee on Highways as appropriate. The Research Task Force will assist in identifying priorities of submitted research.

Time should be designated for the RTF to meet at the end of the Thursday sessions to coordinate efforts of all TS meetings. A report should be provided during the Friday morning rap up session.

4.8 Resolutions
The SOM may adopt resolutions to request actions from the Standing Committee on Highways, the AASHTO Board, or other subcommittees, or to establish general policies for the SOM. Proposed resolutions should be submitted to the Executive Council in writing prior to, or at, the annual meeting. A resolution must be approved, by letter or voice ballot, by two-thirds of the voting members. The secretary shall record approved resolutions in the minutes and forward each to the appropriate recipient.

4.9 Awards – Awards may be given to individuals who have distinguished themselves through their dedicated work, contributions and/or exemplary service to the technical section(s) and the SOM. Nominations for individuals shall be submitted to the Executive Committee for review and decision and may not be made for personnel from the same DOT or organization. Individuals who have received an award may not be considered for other awards in the same year nor receive an award in consecutive years.

4.9.1 Service Award
This award is given to a member who has been a Technical Section chair for at least four years of service upon retirement or as directed by the Executive Committee.

4.9.2 Achievement Award
This award is given to a Technical Section, a Task Force, or an individual who has given exemplary service during the year; furthering the work of the SOM with national impact.

In any given year there can be no recipient, one recipient, or more than one recipient (maximum of 3) depending on the nominations received and voting.

Nominations should include the name of the group or person along with a brief description of why they should be given the award. The nominations will be voted on by the Executive Committee. Award group/recipient will receive a plaque at the SOM Annual Meeting.

4.9.3 Subcommittee/Technical Section Award of Appreciation
This award is given by the SOM or a Technical Section to a task force or individual who has performed exemplary service to the SOM.

In any given year there can be no recipient, one recipient, or more than one recipient (maximum of 3) depending on the nominations received and voting.

Task forces or individuals can be either nominated or chosen by the Executive Committee or Technical Section. Awards will be at the discretion of the Executive Committee (for the Subcommittee Award of Appreciation) or the Technical Section (for the Technical Section Award of Appreciation). Award recipients will receive a framed certificate at the SOM Annual Meeting.

5.0 Standards
5.1 General

The principal purpose of the SOM is to prepare, publish, and keep current standard specifications and test methods for materials used in the construction, maintenance, and operation of all transportation facilities. Article 5 of SOM Regulations delineates rules for adopting and publishing standards.

The first meeting of Testing Engineers is believed to have been held in Washington, D.C., February 23–27, 1920, during which time six subjects were considered:

No. 1. Standard methods for conducting tests of highway materials
No. 2. Test limits to be used in specifications for materials
No. 3. Standard methods of sampling
No. 4. Standard methods of field testing
No. 5. Standard commercial sizes for all types of road materials
No. 6. Specifications for aggregates for various classes of concrete

The first AASHTO specification was developed in January 1921. A series of test methods adopted by AASHTO at its annual meeting in December of 1922 were published as U.S. Department of Agriculture Bulletin No. 1216, “Tentative Standard Methods of Sampling and Testing Highway Materials.” The first edition of the book of standards now called AASHTO Materials was published by AASHTO in 1931 and was titled Tentative Standard Specifications for Highway Materials and Methods of Sampling and Testing. Recent editions of AASHTO Materials have contained some 400 specifications, practices, and test methods.

Standards are developed by technical sections, councils, or task groups within the SOM. Rules for adopting and publishing standards are given in Article 5 of the SOM Regulations (Appendix A). AASHTO standards are prepared in accordance with the requirements of ASTM’s Form and Style for ASTM Standards, otherwise known as the “Blue Book.” (The Blue Book is available online at www.astm.org/COMMIT/Blue_Book.pdf.) Review and balloting processes for standards are described in the remaining paragraphs of this section of the Guide for SOM.

5.2 Handling

5.2.1 Existing Standards

In accordance with Article 5, Section 3 of the SOM Regulations, standards that have been published for four years without technical revision must be reviewed and reconfirmed, in a technical section ballot or by a two-thirds majority, or must be revised or discontinued through a subcommittee annual ballot, in time for publication in the fifth year. The SOM secretary will alert technical section chairs of standards that require reconfirmation. It is the responsibility of the technical section chair to see that appropriate action is taken. Reconfirmation ballots are best conducted in October or November, after the technical section chair has established which standards have reached the four-year limit and which are not being included on the general subcommittee ballot for revision. The results of reconfirmation ballots should be reported to the secretary as soon as the ballot is
completed, and should also be reported in the minutes of the next meeting of the technical section.

5.2.2 Designation

In general, standards are identified with the alphanumeric designation T \( \text{xxx} \), M \( \text{xxx} \), or R \( \text{xxx} \), with T for test methods, M for specifications, and R for recommended practices, followed by an Arabic number \( \text{xxx} \). The year the standard was adopted or most recently revised follows, e.g., standards issued or revised in 2007 should bear the 07 as M \( \text{xxx-07} \), T \( \text{xxx-07} \), and R \( \text{xxx-07} \). Although the main SOM ballot is usually conducted in November and December, revisions or adoptions of new standards are not official until the ballot is confirmed by SCOH and the standards are published, well after January 1 of the following year. Therefore, a standard adopted or revised by the SOM in the fall of 2007 would show -08 as the year portion of its designation number. For standards reconfirmed by the procedures outlined in the previous paragraph, the year of the reconfirmation should appear at the end in parentheses, e.g., the identification numbers should appear as M \( \text{xxx-03 (2007)} \), T \( \text{xxx-03 (2007)} \), or R \( \text{xxx-03 (2007)} \). The year of the reconfirmation is the actual year of the reconfirmation ballot by the technical section.

5.2.2.1 Editorial Changes

When a technical section chair makes editorial changes in a standard, no ballot is required and the year designation for the standard is not changed.

5.2.3 Solely Owned Standards

These standards were developed by AASHTO, and they do not have technically equivalent counterparts or they differ significantly from other published standards on the same subject. This category also includes standards that may have been developed and/or maintained at one time by another organization but that have been discontinued by that organization.

5.2.4 Joint Standards

5.2.4.1 Definitions

Joint Standards are those standards which are derived from historically common or jointly contributed intellectual property, which may have been revised by one or more Party over time. Each Party owns and has copyrighted its version of the Joint Standards. Typically the second Party to an AASHTO Joint Standard is ASTM, International (ASTM). Industry partners that have developed standard testing methods may also agree to non-exclusive copyright with AASHTO; thereby retaining the rights to their intellectual property while recognizing the need for the AASHTO community to have easy access to and partial control regarding a test
method or materials standard that is widely accepted and used by the AASHTO membership.

5.2.4.2 Agreement between AASHTO and ASTM Versions

To the extent feasible, Joint Standards which have a technical equivalent with another organization should be reviewed for maintaining this equivalence when revisions are published. Technical Section Chairs or stewards can sign up on the ASTM website and they will be sent automatic notification when changes occur with their standards.

5.2.4.3 Maintaining Agreement

The technical section should review all changes in standards that have AASHTO equivalents. It is the duty of the technical section chair to initiate the review.

Changes in AASHTO Standards to maintain equivalency with joint standards requires a ballot of the technical section and subcommittee. Changes in these AASHTO Standards should be acted upon by the responsible technical section as soon as possible after being notified of revision to the technical equivalent.

A technical section chair may initiate action to revise a joint standard regardless of equivalency with the technical equivalent published by another concern if deemed appropriate by the technical section members.

5.2.5 Provisional Standards

In 1993, the SOM amended its regulations to adopt the use of “Provisional Standards” and to eliminate “Interim Standards.” Provisional Standards are now used regularly by the SOM to provide early distribution of materials specifications and test methods resulting from research. Technical sections should propose adoption of new AASHTO standards under provisional status only when a standard is expected to be subject to considerable and rapid change which might result from implementation of ongoing research efforts. Technical sections are encouraged to propose full standard status or discontinued status of provisional standards prior to the maximum time limits specified in the SOM regulations, when conditions warrant such action.

In accordance with Article 5, Section 2, of the SOM Regulations, the life of a Provisional Standard can be extended beyond the initial two years by votes in the technical section or the full subcommittee. At the end of two years and four years after initial approval, the technical section can extend the life of the standard by two years, by a two-thirds affirmative (of those voting) voice or ballot vote. At the end of six and seven years after initial approval, the subcommittee can extend the life of the standard by one year, by a two-thirds affirmative (of those voting) ballot vote. At any time during the life of a Provisional Standard, the subcommittee may vote to convert it to a full standard. If such a conversion is not
approved before the end of eight years after initial approval, the Provisional Standard is discontinued.

In general, Provisional Standards are identified with the alphanumeric designation TP xx, MP xx, or PP xx, with T for test methods, M for specifications and P for Recommended Practices, followed by the letter P for Provisional and an Arabic number xx. The year the Provisional Standard was adopted and first published, or last revised, follows, e.g., Provisional Standards issued or last revised in 2007 should bear the 07 as MP xx-07, TP xx-07, and PP xx-07. For Provisional Standards extended for additional years, the year the extension is approved should appear at the end in parentheses, e.g., MP xx-05 (2007), TP xx-03 (2007), or PP XX-01 (2007). The year the Provisional Standard was adopted and first published is reported in a footnote of the standard.

5.3 Standards Review

5.3.1 Editorial Review

The editorial function exists at all levels in the SOM but is primarily the responsibility of the technical section that has jurisdiction over the standard. Editorial review is intended to improve the clarity of the text or address obvious errors or omission of information. The *Form and Style for ASTM Standards* (Blue Book) is the preferred style manual for AASHTO standards. Editorial revisions are generally sent to the SOM secretary along with the technical section minutes after the SOM annual meeting.

5.3.2 Guidelines

5.3.2.1 Precision and Bias

Precision statements describe the maximum differences to be expected between individual results of a method when the test is properly performed on essentially identical material (repeatability and reproducibility). Precision statements, in other words, tell how closely results should agree with each other. Bias statements describe how far off overall tests could be expected to be from the true value.

It is desired that all test methods contain precision and bias statements; however, the lack of a precision and bias statement for a test standard is not justification for not adopting it. Development of precision and bias statements is expensive, difficult, and sometimes virtually impossible. The SOM is currently attempting to add or improve precision statements for a number of standards through studies supported by the NCHRP. Priorities for development are established by AMRL, Technical Section 5c, and the chairs of individual technical sections. Guidance for conducting round-robin testing programs to develop precision is in ASTM C 802, C 670, E 17 and E 691.

5.3.2.2 Use of Units
It is the policy that all standards use the SI System of units as the preferred units, with American Standard (English) units in parentheses, unless the standard has already been converted to SI units only; in the latter case American Standard units are not to be included. IEEE/ASTM SI 10 is the guiding document for this conversion.

Dual standards, e.g., M 291M and M 291 (where the two standards are printed separately), and combined standards, e.g., M 275M/M 275, are to be used where appropriate. Hard conversion is to be used to the maximum extent possible.

5.4 Balloting of Standards

5.4.1 General

Proposed standards or revisions to standards are considered to have been adopted by the SOM upon an affirmative ballot of two-thirds of the members of the subcommittee (35). Ideally SOM ballot items are developed before the SOM annual meeting and have received a 2/3-affirmative (of ballots returned) technical section ballot before being offered for subcommittee ballot. However, a technical section may advance an item for subcommittee ballot by a two-thirds affirmative vote at its annual meeting. If a two-thirds affirmative vote is not or cannot be obtained at the annual meeting, the technical section can recommend the item for a concurrent technical section and subcommittee ballot. Concurrent ballot items must be clearly identified because, if an item does not receive a two-thirds affirmative vote from the technical section, the concurrent subcommittee ballot becomes null and void.

5.4.2 Technical Section Ballot

A technical section ballot may be developed by the technical section chair or as a result of a motion passed at a technical section meeting. Technical section ballots are prepared, distributed, and tabulated by the technical section chair or a designated member. Technical section members are given at least four weeks to complete and return ballots to the chair; this may be reduced to three weeks if the ballot is conducted by e-mail. Results of technical section ballots should be included in the minutes of the technical section submitted after the annual SOM meeting.

5.4.3 Subcommittee Ballot

All subcommittee ballots are conducted by the secretary. Items for the annual SOM ballot are submitted along with the technical section minutes from the annual meeting. The ballot is then developed and distributed with all the subcommittee, council, and technical section minutes which document and support the ballot items to all SOM members. Each member department has one vote even though the ballot is distributed to several members in each State. Members are given four to six weeks to complete and return the ballot to the secretary; this allows changes to the standards to reach published form in June or July of the year following the annual meeting, i.e., changes balloted as a result
of the current year’s SOM meeting are to be published in the following year’s edition of AASHTO Materials which will be available in July of that following year.

5.4.4 Negatives on Subcommittee Ballots

The reasons for all negative votes on subcommittee ballots are forwarded to the appropriate technical section chairs for consideration, as noted in Article 5, Sections 6 and 7 of the SOM Regulations. If a ballot item has otherwise been approved on the ballot, the technical section chair may allow the adoption or revision of the standard to go forward. The negative votes must be considered by the technical sections at their earliest opportunity, usually at the next SOM meeting.

If the reasons given for a negative vote point out inconsistencies or errors in a proposed action, or previously unforeseen problems may arise from implementation of the proposed action, the technical section chair may:

(1) Have the SOM secretary make editorial corrections to properly reflect the intentions of the technical section (with the concurrence of the SOM chair);

(2) Have the SOM secretary issue a special concurrent ballot of the subcommittee and the technical section to clarify or correct the originally proposed action (with the concurrence of the SOM chair); or

(3) Withhold publication of the new or revised standard until the subcommittee and technical section meet again and consider the negative vote.

5.4.5 Ballots on Provisional Standards

Initial adoption and revisions of Provisional Standards require sequential or concurrent ballot approval by the Technical Section and the Subcommittee. Ballots are conducted by the secretary or his/her designated representative. Adoption of a new provisional standard or revision of an existing provisional standard requires an affirmative ballot of two-thirds of the members of the technical section and two-thirds of the members of the subcommittee. Each member department has one vote even though the ballot may be distributed to several members in each State. A minimum of four weeks shall be allowed for canvassing the ballot.

6.0 Publication of Standards

6.1 Full Standards

AASHTO Materials is published in multiple volumes annually. The annual subcommittee ballot and supporting documents (technical section minutes) and editorial corrections provided by technical sections are used by the technical section chairs and the AASHTO publications staff to prepare the manuscript for AASHTO Materials. Consequently, technical section chairs should clearly
indicate in their minutes the proposed changes to standards appearing on the annual subcommittee ballot to insure that they are documented correctly. Changes to the Standards are made through the AASHTO SOM Materials Library.

6.2 Provisional Standards

Provisional standards are published in AASHTO Materials or are distributed in a special publication, as appropriate, by AASHTO headquarters.
APPENDIX A

Regulations to Govern the Work of
the Highway Subcommittee on Materials, AASHTO,
Supplementing the Regulations of the Association
Relating to Subcommittee Activities

First Adopted by the Subcommittee
November 12, 1938

Effective Date of this Revision
February ??, 2014

Article 1

MEMBERS

Section 1. Members of the Highway Subcommittee on Materials shall be classed as members, affiliate members, or
industry members (friends).

Section 2. Members of the Subcommittee on Materials shall be full-time employees of the highway or transportation
departments of the various States, the District of Columbia, and Puerto Rico, or employees of the U.S. Department of
Transportation. State members of the subcommittee are appointed by the Chief Executive Officer of the State
department the member represents. U.S. Department of Transportation members are appointed by the Secretary of
Transportation.

When any State or the U.S. Department of Transportation is represented on the subcommittee by more than one
individual, the various members representing that agency shall jointly command but a single vote which shall be cast
without splitting.

Section 3. Affiliate members shall be representatives of associate organizational members of AASHTO. They shall be
appointed by the associate member organization in accordance with its own regulations. Associate members are
invited to fully participate in all deliberations of the subcommittee. Voting privileges shall be designated by the Policy
Committee of AASHTO.

Section 4. Industry members may be appointed to a technical section. The input received from the industry members
is valuable in developing technically accurate and current test methods and materials standards. Industry members
will have an opportunity to provide comment on all ballots of the technical section; however they will not command a
vote.

Article 2

OFFICERS AND THEIR DUTIES

Section 1. The officers of the subcommittee shall be a chair, a first vice chair, four regional vice chairs, and a
secretary.

In accordance with the regulations of the Association, the chair and the first vice chair are appointed by the Executive
Committee of AASHTO for two-year terms and the secretary for an indefinite term by the president of the Association.

Nominations for regional vice chairs shall be made by the Executive Council upon advice of the retiring vice chair of
the region under consideration. Nominations may also be made from the floor. The regional vice chairs shall be
elected by a majority vote of the subcommittee membership assembled at the annual meeting. Each regional vice
chair shall be selected from the membership of each of the regions as defined in the constitution of AASHTO. Terms
of regional vice chairs shall be for one 4-year term. One vice chair shall be elected each year starting with Region 1 in
2015, Region 2 in 2012, Region 3 in 2014, and Region 4 in 2013. The retiring vice chair shall canvass his/her region
to determine the region’s nomination for vice chair to be submitted to the Executive Council at the annual meeting at
which the new vice chair must be elected. When a vacancy occurs in the office of regional vice chairs or secretary,
the chair of the subcommittee may appoint a member to serve until the next meeting of the subcommittee at which
time a member shall be elected to complete the unexpired term, or in case of secretary, until a replacement is appointed by the President of AASHTO. The selection of candidates to fill the unexpired term shall be accomplished in the same manner as stated above for the normal election process, except appointed vice chairs may succeed themselves.

Section 2. Chair. The chair shall conduct the meetings of the subcommittee and shall be chair of the Executive Council. He/she shall perform all other duties normally required by the position.

Section 3. Vice Chair. In the case of a vacancy in the office of the chair or in case of the indisposition of the chair, the first vice chair shall perform the duties of the chair until a new chair is appointed by the President of AASHTO.

Each regional vice chair and the first vice chair shall assist in the management of the Subcommittee on Materials by serving as a member of the Executive Council. Regional vice chairs shall be responsible for calling to the subcommittee’s attention any special problems or needs that may exist in their respective regions. When a need exists he/she may call, with approval of the chair, special meetings of the subcommittee members in his/her region for the purpose of discussing methods of tests and specifications with special reference to their application in the section of the country represented by the region.

Section 4. Secretary. In addition to the duties normally performed by a committee secretary, the Secretary of the Subcommittee on Materials shall (1) prepare the schedule and agenda of council, group, and section meetings for the annual meeting of the subcommittee, and (2) prepare and assist in editing of the AASHTO Materials Standards published by AASHTO.

Article 3

MEETINGS

Section 1. The subcommittee shall hold at least one working meeting each year at such time and place as may be designated by the chair. Twenty members of the subcommittee shall constitute a quorum.

Section 2. The time and place of meetings of the subcommittee are subject to the approval of the Executive Director of AASHTO. The working meeting of the subcommittee should be scheduled to precede the annual meeting of the Association by 4 weeks or more.

Section 3. It shall be the policy of the subcommittee to meet in different geographical locations each year. Desirable locations and time will normally be recommended to the chair by the Executive Council.

Section 4. Meetings of the subcommittee during the annual meeting of the Association shall be held as scheduled by the Executive Director of the Association. Normally meetings held at this time will be in the nature of information meetings or technical sessions. However, action on standards may be taken during meetings of the subcommittee at the annual meeting of the Association, provided the members have been notified at least 4 weeks in advance of the meeting that such action is planned and that a quorum is present.

Section 5. Invitations to the working meetings of the subcommittee will normally be extended to members of the subcommittee, to other appropriate employees of the member departments of AASHTO, and to appropriate representatives of other State or Federal governmental agencies and the Transportation Research Board. In accordance with AASHTO policy, the working meetings are also open, except as noted in Section 6 below, to industry representatives and other individuals. The chair of the subcommittee or of any technical section may invite particular industry representatives to attend working meetings for the purposes of providing special information or making specific requests for action by the Subcommittee on Materials.

Section 6. All working meetings of the subcommittee shall be open except: (1) meetings of the Executive Council; (2) meetings of the AMRL Administrative Task Group (ATG); (3) roundtable discussions; and (4) the closing plenary session at the subcommittee’s annual meeting. The chair of the subcommittee may also close any part of any meeting at which sensitive issues are being discussed, and the chair of any technical section may close any part of his/her technical section meeting at which sensitive issues are being discussed.

Section 7. All registered delegates are invited to meetings of the Subcommittee on Materials held during the annual meeting of the Association except where an “Executive Session” may be requested.
Article 4
COUNCIL, GROUPS, AND SECTIONS

Section 1. The work of the Subcommittee on Materials shall be carried on by an Executive Council, AMRL ATG, technical sections, and the Program Planning Group.

Section 2. The Executive Council shall consist of the chair of the subcommittee, the first vice chair, the four regional vice chairs, the secretary, and the chair of the AMRL ATG. It shall establish all needed technical sections and the scope and responsibilities of each and shall perform such advisory and executive functions as may be necessary. It shall meet at the time of the annual (working) meeting of the subcommittee and at such other times as may be necessary at the call of the chair.

Section 3. The chair of the subcommittee shall appoint the chair and members of the technical sections, the duties of which are outlined in Section 4. Membership on the technical section shall be in the name of the member department of the Association. When a member department removes a representative from the subcommittee, because, e.g., of retirement or job change, the department's membership on a technical section is retained until the representative's successor accepts or declines membership on the technical section. Until the successor accepts or declines membership, the member department may vote on technical section ballots, but a non-returned ballot will not be considered as a negative vote. Representatives of affiliate organizational members may serve as chairs and voting members of technical sections; U.S. Department of Transportation representatives may serve as voting members of technical sections and/or vice-chairs, but not as chairs. Member departments, affiliate organizations, and U.S. Department of Transportation administrations may have more than one representative on a technical section, but each agency shall have only one vote, regardless of the number of representatives.

Section 4. Technical Sections. It shall be the duty of such sections as may be created by the Executive Council (see Section 2) to make recommendations concerning AASHTO standards, to initiate and carry forward studies of special problems assigned to them, and to report on the progress of their activities at each working meeting of the subcommittee. The members present at a duly called meeting of the technical section shall constitute a quorum.

Section 5. AMRL ATG. The AMRL ATG shall maintain general supervision over the AASHTO Materials Reference Laboratory (AMRL) program and the AASHTO Accreditation Program (AAP) and provide counsel, guidance and direction to the AMRL Manager on all matters involving these AASHTO-supported programs.

The chair of the AMRL ATG shall be designated by the Chair of the SOM, and shall be an ex-officio member of the Executive Council of the subcommittee. Membership of the AMRL ATG shall be composed of the chair of the AMRL ATG, and the four regional vice-chairs and the secretary of the SOM. The AASHTO Executive Director, the chair and first vice-chair of the SOM, and the AMRL manager (secretary) are ex officio members of the ATG. The AMRL Manager shall be the secretary and ex-officio member. Additional members may also be designated as desired by the Executive Council.

The AMRL ATG shall meet at least once a year at the time of the annual meeting of the SOM to carry out the following functions:

a. Receive a report from the AMRL Manager on the laboratory’s activities during the past year.

b. Function as a technical section for preparing or revising standards under its jurisdiction as assigned by the Executive Council.

c. Conduct reviews of AMRL and AAP programs.

d. Make budgetary and staffing recommendations on the AMRL and AAP programs for inclusion in the AASHTO annual budget process. The overall Association budget, including these programs, is subject to approval by the AASHTO Executive Committee.

e. Consider other matters brought to its attention.
Section 6. Program Planning Group. The Program Planning Group shall be a special group to prepare programs for the subcommittee session (or sessions) to be held during the annual meeting of the Association. The chair of the Program Planning Group shall be designated by the subcommittee chair. Normally the vice chair of the region in which the annual AASHTO meeting is held will be designated as chair of the Program Planning Group. He/she shall select other members of the group to assist as desired. The chair and secretary of the subcommittee shall be ex-officio members of the Program Planning Group. The secretary shall serve as the secretary of the Program Planning Group and shall be responsible for advising the Executive Director of the Association concerning the plans for the meetings and the visual aids required.

Article 5

RULES GOVERNING ADOPTION AND PUBLICATION OF STANDARDS RECOMMENDATIONS

Section 1. Standards. The term “standards” as used in these regulations shall apply collectively to specifications, methods of test, and recommended practices that have been adopted by the Subcommittee on Materials and approved by an affirmative vote of at least two-thirds of the member departments of the Association. Such standards are in effect when published in the Standard Specifications for Transportation Materials and Methods of Sampling and Testing, hereinafter referred to as “AASHTO Materials.”

Section 2. Provisional Standards. The term “Provisional Standard” shall apply to those standards which have been adopted by the subcommittee on a temporary basis, for up to eight years, and subject to the following conditions:

At any time during the eight-year period, the subcommittee can ballot to convert a Provisional Standard into a full standard (see Section 1). A Provisional Standard is initially approved for two years by vote of the full subcommittee. At the end of two years and four years after initial approval, the technical section responsible for the Provisional Standard can extend its life by a voice vote or ballot for an additional two years. At the end of six years and seven years after initial approval, the subcommittee can extend the Provisional Standard’s life by ballot for an additional one year. If a Provisional Standard fails any extension vote, it is discontinued. At the end of eight years, the subcommittee can ballot a Provisional Standard for adoption as a full standard or the Provisional Standard is discontinued.

Revisions of a Provisional Standard shall require sequential or concurrent ballot approval by the technical section and the subcommittee. New or revised provisional standards shall be considered to have been adopted by the subcommittee upon an affirmative ballot of two-thirds of the members of the technical section and two-thirds of the members of the subcommittee. A minimum of four weeks shall be allowed for canvassing the ballot.

Section 3. Initiating Actions on Standards. Technical sections shall initiate action for preparing or revising standards for materials under their jurisdiction as assigned by the Executive Council. They may prepare or revise such standards on their own initiative or in response to specific requests from the Executive Council. If a standard has not been revised during any four consecutive publication years, the technical section responsible for the standard will reconfirm the standard by ballot in time for publication in the fifth year. A two-thirds majority of the technical section membership must reconfirm.

To the extent possible, copies of all proposed new standards as well as all proposed revisions of existing standards should be distributed to all members of the appropriate technical section at least two weeks prior to the meeting of the subcommittee at which they are to be considered. However, proposed new standards or proposed revisions of existing standards which have not been previously circulated may be considered at any regular meeting of the subcommittee.

Section 4. Rules for Balloting Standards. Technical section recommendations, made at the annual meeting as a result of technical section action at that meeting, to submit new standards or revisions of standards to subcommittee ballot shall be accepted unless there is objection from the floor when the recommendation is presented. An affirmative ballot of the technical section amounting to at least two-thirds of the technical section membership is required, except as noted above, prior to submission of a proposed standard or revision of a standard to the subcommittee. When an affirmative vote of at least two-thirds of the technical section membership is not available, such action shall be subject to the subsequent receipt of such favorable vote by ballot of the technical section (Under these circumstances, technical section and subcommittee ballots may be concurrent). A minimum of three weeks
shall be allowed for canvassing technical section ballots distributed by electronic mail; otherwise a minimum of four weeks shall be allowed.

Proposed standards, or proposed revisions of standards, may be amended on the floor of the subcommittee by a majority vote of those present. If approved by a majority vote of those present, the proposed new standard or revision as amended at the meeting shall be sent to ballot of the subcommittee. All proposed standards and revisions of existing standards not distributed to all members of the subcommittee prior to the meeting shall be so distributed with the subcommittee ballot (See Section 5 for exceptions to this rule).

Section 5. Adopting Standards. Except under the conditions outlined in Section 7, new or revised standards shall be considered to have been adopted by the subcommittee upon an affirmative ballot of two-thirds of the members of the subcommittee. A minimum of four weeks shall be allowed for canvassing the ballot.

Should the adoption of a new standard or the revision of an existing standard be found desirable between scheduled meetings of the subcommittee, a technical section chair may initiate such action by calling a meeting of the technical section or having a ballot of the technical section. If a ballot favorable to the proposed action is obtained from two-thirds of the members of the technical section, the action shall be referred to the secretary of the subcommittee who shall prepare a ballot to the subcommittee concerning the matter. Should two-thirds of the members of the subcommittee approve the action, the new or revised standard shall be published at the earliest opportunity.

Prior to publication in AASHTO Materials, any new standard or revision of an existing standard shall be affirmed by the Standing Committee on Highways following the procedures in Section 8.

Section 6. Voting. On subcommittee ballots, State members of the subcommittee are eligible to vote. On technical section letter and voice ballots, State, affiliate organization, and U.S. Department of Transportation members of the technical section are eligible to vote. When any State, affiliate organization, or U.S. Department of Transportation member agency is represented on the subcommittee or a technical section by more than one individual, the various members representing that agency shall jointly command but a single vote which shall be cast without splitting.

All members shall cast either an affirmative or negative vote on all technical section and subcommittee ballots. Reasons for negative votes shall be given in writing.

The reasons for all negative votes on subcommittee ballots shall be referred to the appropriate technical section chairs by the secretary of the subcommittee. Such negative votes shall then be considered by each technical section at its earliest opportunity and the results of such consideration shall be reported to the full subcommittee. Inasmuch as the adoption of a standard or revision of a standard is not held up pending resolution of negative votes, except under the conditions described in Section 7, no action is required by the subcommittee when the reason for a negative vote is reported as "non-persuasive."

Subcommittee and technical section ballots require affirmative votes by two-thirds of the official voters. Ballots not returned therefore effectively act as negative votes when ballots are tallied; no action is required by the subcommittee or technical section to find such votes non-persuasive.

Section 7. Editorial Revisions. When the reasons given for negative votes on any action point out inconsistencies or errors in a proposed action, or when unforeseen problems arise with respect to implementation of any action receiving a favorable vote, the secretary, with the concurrence of the subcommittee chair and of the technical section chair, may make editorial revisions to properly reflect the intentions of the technical section. When the inconsistency or error cannot be determined to be editorial, the secretary shall take either of the courses of action described below:

(a) With the approval of the subcommittee chair and technical section chair, issue a special ballot of the subcommittee to clarify or correct such actions so as to permit publication of the correct action in the ensuing issue of AASHTO Materials. A two-thirds affirmative ballot of the technical section as well as two-thirds vote of the full subcommittee will be required for adoption.

(b) Withhold publication of such new standards or revision of standards until such time that the subcommittee again meets and considers such negative votes. The technical section shall then recommend to the subcommittee appropriate action on standards that have been held up.

Where change in the standard is considered desirable, any needed action shall be proposed as a revision of the standard and the procedures outlined in Sections 3 through 6 apply.
Section 8. Publishing. Any new standard or revision of a standard receiving favorable vote of the subcommittee shall be published as soon as possible as a Provisional Standard or a Full Standard. Prior to publication in a regular edition of "AASHTO Materials," any new standard or revision approved by the Subcommittee on Materials must receive an affirmative vote of two-thirds or more of the members of the Standing Committee on Highways. The Standing Committee on Highways has the authority to accept new standards or revisions unless three or more members of AASHTO's Board of Directors object and request that the documents be referred to the Board for final action. Ballots for approval by the Standing Committee on Highways shall be conducted by the Executive Director of the Association; at the same time, the Executive Director shall send the Board of Directors a "Notification of Official Ballot."

Section 9. Numbering. When published, standards will be identified as follows:

The identifying numbers for Full Standards will be assigned in numerical sequence for each major classification of standards. The number will be prefixed by M (Material) for each specification, by T (Test) for each test method, and by R (Recommended) for each recommended practice. The identifying numbers for Provisional Standards will likewise be assigned in numerical sequence for each major classification, and will be prefixed by MP for each specification, TP for each test method, and PP for each recommended practice. When it is deemed appropriate by the subcommittee for the AASHTO Materials Standards to contain both hard English and hard Metric specifications, they shall carry the same identifying number and shall be printed in either dual (separate) or combined form. The hard Metric version shall also carry the capital letter "M" immediately following the identifying number.

The year of adoption or latest revision of a Full or Provisional Standard will then be given by the last two digits of the date of adoption or latest revision which shall follow a dash after the identifying number. When a Full or Provisional Standard is reconfirmed, the four-digit year of publication shall be shown in parentheses immediately following the year of adoption or latest revision. The year of adoption to be shown as a part of the standard designation shall be the year the standard or revision of the standard is first published. The year of initial adoption of a Provisional Standard shall be reported as a footnote on the standard.

Section 10. Effective Date. Unless otherwise specified, the effective date of all Full Standards and Provisional Standards shall be the first day of the month following publication and distribution of the published standards to the member departments.

Section 11. Quorum. A simple majority of the member departments represented at a meeting of a technical section or the subcommittee, when a quorum has been declared to be present at a duly called meeting, shall be sufficient to approve any action not otherwise covered by these regulations. A simple majority of the members of the subcommittee shall be sufficient to approve any action which is not otherwise covered by these regulations and which has been submitted on a technical section or subcommittee ballot.

Article 6

JOINT STANDARDS EQUIVALENCE

Section 1. Each standard in AASHTO Materials is either a standard with exclusive copyright through AASHTO or a joint copyright or non-exclusive copyright. The definitions of the categories are as follows:

Exclusive Copyright—These standards were developed by AASHTO, and they do not have technically equivalent counterparts or they differ significantly from other published standards on the same subject. This category also includes standards that may have been developed and/or maintained at one time by another organization but that have been discontinued by that organization.

Joint Standards or Standards with a Non-Exclusive Copyright—These standards were developed and are being maintained by more than one organization. The versions of these standards are identical or have limited technical differences. Neither organization claims sole ownership rights.

Section 2. To the extent feasible, AASHTO Standards designated as a Joint Standard or a Standard with a Non-Exclusive Copyright will be technically equivalent to the latest version of the corresponding Standards.

Section 3. All changes in standards that have AASHTO equivalents shall be reviewed by the technical section at its first opportunity following adoption of the change. The Secretary shall inform the technical section chair of changes as soon as possible after their publication. It is the duty of the technical section chair to initiate this review.
Section 4. When it is necessary to change a jointly owned standard to maintain technical equivalency a ballot of the technical section and subcommittee is required. Changes in Methods of Tests or Recommended Practices shall be acted upon by the responsible technical sections within the first year after notification by the subcommittee secretary of the adoption of a revision by the secondary publishing company.

Section 5. A technical section may at any time initiate action to revise methods of test or specifications regardless of equivalency with other published standards. The Technical Section chair will notify the appropriate party of any action by the Association that introduces technical differences in standards under the technical section’s jurisdiction and previously listed as being equivalent.

Article 7

RESOLUTIONS

Any member of the Subcommittee on Materials may propose resolutions for actions by the subcommittee or by other arms of the Association, for adoption of policies for the subcommittee, or for other appropriate actions. Resolutions shall be submitted to the Executive Council and placed on the agenda of the subcommittee for ballot. A two-thirds majority of the subcommittee (those voting) must approve the resolution on a voice or ballot.

Article 8

AMENDMENTS

Amendments to these regulations may be proposed by any member, and, if adopted at any regular meeting of the subcommittee by two-thirds of those present, shall be sent out to ballot and shall become effective upon the approval by ballot of two-thirds of the subcommittee.
APPENDIX B

Scopes for Technical Sections

Technical Sections

1a Soil and Unbound Recycled Materials Test Methods

Scope: It shall be the responsibility of Technical Section 1a to develop soils laboratory test methods for determining soil and unbound recycled materials characteristics such as particle size, plasticity, density, strength, and consolidation; and test methods and associated standards for soil corrosivity.

1b Subsurface Exploration, Soil Instrumentation, Soil Stabilization, and Field Testing of Soils

Scope: It shall be the responsibility of Technical Section 1b to develop field test methods and practices for categories such as subsurface exploration, soil instrumentation, soil stabilization, and density.

1c Aggregate Materials

Scope: It shall be the responsibility of Technical Section 1c to develop specifications and test methods for aggregates for use as base courses or as components in concrete or hot mix asphalt.

2a Emulsified Asphalts

Scope: It shall be the responsibility of Technical Section 2a to develop specifications and test methods for the use of emulsified asphalt and road tar for construction of transportation facilities.

2b Asphalts

Scope: It shall be the responsibility of Technical Section 2b to develop standards for asphalt and modified asphalts for use in paving and miscellaneous applications.

2c Asphalt-Aggregate Mixtures

Scope: It shall be the responsibility of Technical Section 2c to develop standards, other than for proportioning, for asphalt-aggregate mixtures for hot mix asphalt paving and patching.

2d Proportioning of Asphalt-Aggregate Mixtures

Scope: It shall be the responsibility of Technical Section 2d to develop standards and procedures for determining the proportioning of asphalt-aggregate mixtures.

-30-
3a **Hydraulic Cement and Lime**

Scope: It shall be the responsibility of Technical Section 3a to develop standards for hydraulic cement, lime, and other hydraulic materials that are to be used as binders for application in concrete.

3b **Concrete Materials and Fresh Concrete Properties**

Scope: It shall be the responsibility of Technical Section 3b to develop standards for admixtures, curing materials, and additives, including pozzolans, used in concrete; and standards for concrete properties prior to hardening.

3c **Hardened Concrete Properties**

Scope: It shall be the responsibility of Technical Section 3c to develop standards for determining and evaluating properties of hardened concrete.

4a **Rigid Pipe**

Scope: It shall be the responsibility of Technical Section 4a to develop standards for concrete, clay, and brick pipe and drainage structures used in transportation facilities.

4b **Flexible and Metallic Pipe**

Scope: It shall be the responsibility of Technical Section 4b to develop standards for metallic and flexible, e.g., polyvinyl chloride and polyethylene, pipe and drainage structures used in for transportation facilities.

4c **Coatings, Paints, Preservatives, Bonding Agents, and Traffic Markings**

Scope: It shall be the responsibility of Technical Section 4c to develop standards for paints or coatings for corrosion protection, preservatives, bonding agents, traffic marking materials, and deicing chemicals used for transportation facilities.

4d **Safety Devices**

Scope: It shall be the responsibility of Technical Section 4d to develop or promote the development of standards for guardrail; impact attenuators; safety barriers; fencing; and components for illuminating, signing and signals for transportation facilities.

4e **Joint Materials, Wood, Bridge Bearings, Geosynthetics, and Insulation Board**

Scope: It shall be the responsibility of Technical Section 4e to develop or promote the development of standards for preformed and pourable joint and crack sealers, wood, bridge bearings, geosynthetics, and insulation board used in transportation facilities.

4f/4g **Structural Components & Concrete Reinforcement**

Scope: It shall be the responsibility of Technical Section 4f/4g to develop or promote the development of standards for steel and composites used in structures and for fasteners for...
structural steel and composites as well as for polymeric composite reinforcement (internal and external rods, sheets, and grids), reinforcement steel, prestressing strand, dowel bars, wire rope, and wire fabric for concrete reinforcement used in transportation facilities.

4h **Castings and Nonferrous Metals**

Scope: It shall be the responsibility of Technical Section 4h to develop or promote development of standards for castings, nonferrous metals, and metal coatings of iron and steel used in transportation facilities.

5a **Pavement Measurement Technologies**

Scope: It shall be the responsibility of Technical Section 5a to develop or promote the development of standards to measure pavement/bridge deck friction, pavement profile, and the structural adequacy of pavements.

5b **Environmental Quality Measurements**

Scope: It shall be the responsibility of Technical Section 5b to develop or promote the adoption of standards to measure the effects of the construction, operation, and maintenance of transportation facilities on environmental quality.

5c **Quality Assurance, Data Evaluation and Acceptance Plans**

Scope: It shall be the responsibility of Technical Section 5c to develop or promote the development of standards for control and acceptance of materials used in the construction of highway facilities, to serve as the focal point for metrification of SOM standards, and to assist the other technical sections of SOM in addressing statistical issues.
### Region I

### Region II
Alabama  Arkansas  Florida  Georgia  Kentucky  Louisiana  Mississippi  North Carolina  South Carolina  Tennessee  Virginia  West Virginia

### Region III
Illinois  Indiana  Iowa  Kansas  Michigan  Minnesota  Missouri  Ohio  Wisconsin

### Region IV
Alaska  Arizona  California  Colorado  Hawaii  Idaho  Montana  Nebraska  Nevada  New Mexico  North Dakota  Oklahoma  Oregon  South Dakota  Texas  Utah  Washington  Wyoming
## APPENDIX D

### Action Timeline for SOM Secretary

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
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<tbody>
<tr>
<td>January 1</td>
<td>Short letter alerting membership to time and place of SOM annual meeting.</td>
</tr>
<tr>
<td>February 1</td>
<td>Reminder to Regional Vice-Chair who is in charge of Materials Session for Annual AASHTO Meeting. Tentative program needs to be established by August Subcommittee Meeting.</td>
</tr>
<tr>
<td>March 1</td>
<td>Official Notification of next SOM meeting.</td>
</tr>
<tr>
<td>March 1</td>
<td>Request technical sections to give time requirements for next meeting.</td>
</tr>
<tr>
<td>March 1</td>
<td>Send updated mailing list to host State Materials Engineer.</td>
</tr>
<tr>
<td>April 30</td>
<td>Meeting information (registration forms, hotel info, and preliminary agenda) posted on AASHTO Website.</td>
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<tr>
<td>April 30</td>
<td>Send out alerts that meeting information is available at AASHTO Website.</td>
</tr>
<tr>
<td>May 15</td>
<td>Forward AMRL comments to technical section chairs.</td>
</tr>
<tr>
<td>June 1</td>
<td>Tentative agendas (Executive Council and full subcommittee) to Executive Council for comment.</td>
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<tr>
<td>June 25</td>
<td>Send SOM Chair copy of agenda for Executive Council Meeting for approval.</td>
</tr>
<tr>
<td>July 5</td>
<td>Send approved Executive Council agenda to Executive Council members.</td>
</tr>
<tr>
<td>July 5</td>
<td>Send final meeting information; technical section assignments to membership; any revised or new specifications; latest Subcommittee roster.</td>
</tr>
<tr>
<td>November 1</td>
<td>Send minutes and ballot of annual SOM meeting to membership.</td>
</tr>
<tr>
<td>January 1</td>
<td>Send results of ballot to membership and comments to technical section chairs.</td>
</tr>
<tr>
<td>Spring &amp; Fall</td>
<td>Agenda Items for Standing Committee on Highways (SCOH). Progress Report (2 pages) of SOM activities.</td>
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APPENDIX E

Technical Section (TS) Management Outline

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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<tbody>
<tr>
<td>January–April</td>
<td>• Monitor task force activity&lt;br&gt;• Prepare, circulate, tally Technical Section ballots&lt;br&gt;• Handle correspondence&lt;br&gt;• Evaluate ASTM changes&lt;br&gt;• Evaluate AMRL input&lt;br&gt;• Maintain mailing lists, files, stationery supply&lt;br&gt;• Involve, guide and/or train home organization support staff&lt;br&gt;• Other required activity</td>
</tr>
<tr>
<td>February–March</td>
<td>• Hold mid-year Technical Section webinar&lt;br&gt;• Advise secretary on Technical Section meeting time requirements&lt;br&gt;• Submit Technical Section-related Roundtable items, if any, to regional vice-chair</td>
</tr>
<tr>
<td>April</td>
<td>• Complete on-line review of final versions of standards prior to printing</td>
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<tr>
<td>May</td>
<td>• Request Technical Section agenda input from members</td>
</tr>
<tr>
<td>June</td>
<td>• Check membership roster (from SOM secretary)&lt;br&gt;• Check list of assigned standards (from secretary)&lt;br&gt;• Check/update mailing lists&lt;br&gt;• Request reports from task forces</td>
</tr>
<tr>
<td>July</td>
<td>• Prepare agenda and attachments, distribute to members (consult the document titled “Instruction and Guidance for Technical Section Chairs on Minutes and Ballot Preparation” for assistance)&lt;br&gt;• Check for latest ASTM actions&lt;br&gt;• Review Bylaws (if required)&lt;br&gt;• Prepare for meeting&lt;br&gt;  o Check task force reports&lt;br&gt;  o Check other input&lt;br&gt;  o Extra copies of agendas&lt;br&gt;  o Prepare sign-up sheets&lt;br&gt;  o Other meeting related items&lt;br&gt;  o Summarize non-balloted actions on Category C standards&lt;br&gt;  o Summarize reconfirmation actions during past year&lt;br&gt;  o Brief vice-chair</td>
</tr>
<tr>
<td>August (Annual Meeting)</td>
<td>-35-</td>
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</tbody>
</table>
• Conduct Technical Section meeting
• Attend AMRL ATG meeting
• Obtain, review minutes from Technical Section vice-chair
• Line up new members as required
• Coordinate with members as required
• Coordinate with other Technical Sections as required
• Coordinate with SOM secretary and chair as required
• Prepare and give plenary session report

**September**

• Submit to secretary (by deadline)
  o Minutes of August meeting
  o Summary of SOM ballot items
  o Text/copy for ballot items
  o Membership-related changes

**October**

• Review standards (for publication)
• Review all standards for reconfirmation (every four years, for publication in the fifth year)
  o Ballot technical section

**December**

• Organize and charge new task forces
• Other meeting follow-up
• Action on SOM Ballot as required
• Plan for mid-year Technical Section webinar