

**GOVERNING RULES
NORTHEAST BRIDGE MAINTENANCE WORKING GROUP**

ARTICLE I: TITLE

The name of the organization shall be "The Northeast Bridge Maintenance Working Group" (hereinafter referred to as the Group.)

ARTICLE II: PURPOSE

The purpose of the Northeast Bridge Maintenance Working Group shall be to provide a forum that will facilitate the exchange of regionally important information between member states and relates to new technologies, engineering standards and specifications, management practices, unique rehabilitation techniques and training relative to the field of bridge maintenance.

ARTICLE III: MISSION STATEMENT:

The Northeast Bridge Maintenance Group shall promote the sharing of knowledge, consistency of engineering standards, cost efficiency and cooperation between all members as it pertains to the maintenance of the structural assets of each member state.

GUIDING PRINCIPALS:

To meet its mission the Group is committed to the following principles:

Any and all participation by interested governmental agencies is welcome and strictly voluntary.

The group will recognize all points of view.

The group will strive to provide high quality information/training at an economically affordable cost

The group will encourage effective communication and training throughout all levels of the work force.

Emphasis will be placed on recognition of the benefits and efficiencies that may be realized thru the cooperative efforts of all members.

Encourage the active participation of all members of the group.

ARTICLE IV: MEMBERSHIP:

Membership in the Northeast Bridge Maintenance Working Group is open to any governmental bridge maintenance agency located in the states of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey and Pennsylvania. While conducting business of the Group, each Member state, agency or province can cast one vote regardless of the number of representatives present. Vendors, consultants, contractors and academia who provide services related to bridge maintenance may become non-voting members of the Group by joining as an Associate Member. Associate members will be assessed a yearly dues that will be set by the Group at the annual meeting. Additional membership may be extended to other states, agencies and provinces by a majority vote of the voting membership present at any Annual Meeting.

ARTICLE V: OFFICERS:

Section 1. The Group shall elect a Chair, Vice Chair, Treasurer and a Secretary at the annual meeting. These officers shall be employed within the public sector and be actively working or have responsibilities associated within a state highway bridge maintenance organization.

Section 2. The terms of the officers shall be two years. No member shall serve as an officer for more than two consecutive terms (4 years). The term shall commence upon election results announced at the annual meeting.

Section 3. The Chair shall call and preside at all meetings, appoint all committee members and only vote in the event of a tie.

The Vice Chair will assume all duties of the chair in his/her absence. The Vice Chair shall also serve as the assistant Treasurer and will have the authority to assume all duties associated with the Treasurer in his/her absence.

The Treasurer shall be responsible for all financial transactions and records of the Group. The treasurer shall report the financial status of the organization to the Group at all meetings.

The Secretary is responsible for keeping a record of the proceedings at all meeting.

ARTICLE VI: MEETINGS:

There shall be two meetings of the group that occur in the months of February and September. The February meeting shall be the annual meeting where all group business will be transacted. Also provided will be informational / educational sessions that are targeted for administrators / engineers. Hosting of the Annual meeting shall rotate thru out the member states to provide equal opportunity for attendance of the members. The host state shall work with the Organizing Committee on developing the meetings agenda.

The September meetings shall consist primarily of on site visits to recently completed bridge maintenance projects that the host states feel involve unique / innovative designs or rehabilitation techniques. This meeting will be appropriate for attendance by most employees involved in the bridge maintenance field.

Meetings shall whenever possible, take place at the host state's facilities to minimize the expense of renting conference rooms.

Additional meetings may be called by the Chair or at the written request of at least 4 member states. Any special meetings shall provide sufficient warning to give members time to make travel arrangements.

ARTICLE VII: COMMITTEES:

1. The Chair shall be empowered to appoint any committees he/she shall deem to be necessary.
2. There shall be an Organizing Committee whom shall be responsible for setting the agenda for the Annual Meeting and securing speakers, demonstrations or presentations for said meeting. This committee shall consist of 5 members appointed by the Chair.
3. There shall be an Information Sharing Committee whose duties shall consist of the accumulation and disbursement of information pertaining to recent bridge maintenance work that may be of regional interest. This committee shall consist of 5 members and will also serve as a clearinghouse for any member who may have a specific question pertaining to a bridge maintenance activity. Members will be able to make inquiries of this committee who will then initiate contact with appropriate personnel.

ARTICLE VIII: Dues and Fees:

There shall be no dues for governmental organizations. The group may establish Associate dues thru a favorable 2/3 vote of the members present at the Annual Meeting. Fees for the Annual Meeting will reflect actual expenses required to conduct the annual meeting and every attempt will be made to keep the fee as low as possible to encourage attendance of the largest possible number of states. Any alteration of this policy shall require a 2/3 majority at the Annual Meeting.

ARTICLE IX: DONATIONS:

The group may accept grants of money, in kind goods or services and gifts from any public or private source provided there is no conflict of interest, violation of state law or the appearance of undue influence of the Group or any member.

ARTICLE X: AFFILIATIONS:

The group is authorized to contact and establish relationships with other organizations or groups whose missions and activities are consistent with and supportive of the Group.

ARTICLE XI: AMENDMENTS:

Rules, policies and by laws may be amended at the Annual Meeting with approval of a 2/3 vote of the Group as long as a quorum of 6 member states are present.

ARTICLE XII: Dissolution:

Should the Group wish to dissolve or discontinue its affiliation the Group shall make payment of all liabilities prior to disposing of any assets. Assets remaining will be dispersed equally to all members state organization. Should this not be feasible a donation to an organization that is promoting the education of employees involved in the field of bridge or highway maintenance shall be made.