



# **AREMA Technical Committee Regulations and Procedures**

American Railway Engineering and Maintenance-of-Way Association

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# AREMA TECHNICAL COMMITTEE REGULATIONS AND PROCEDURES

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# AREMA TECHNICAL COMMITTEE REGULATIONS AND PROCEDURES

## 1.0 GENERAL

**1.1 Introduction** - The American Railway Engineering and Maintenance-of-Way Association (AREMA or the Association) is, for the advancement of the industry it serves, an affiliation of individuals having expertise in the design, construction, and maintenance of railway infrastructure. These Regulations and Procedures are prepared with the intent of assuring that individual members of the technical committees of the Association have an equal opportunity to contribute to, and learn from, the business conducted at committee meetings.

**1.2 Purpose** - The purpose of these AREMA Technical Committee Regulations and Procedures (Regulations) is to provide rules and operating procedures that guide and facilitate the operations of AREMA's technical committees (committees). These Regulations guide the development of material for AREMA's Manual for Railway Engineering (MRE), Communications & Signals Manual (C&S Manual), Portfolio of Trackwork Plans (Portfolio) and other AREMA publications; preparation of reports for information; and continuing education activities in accordance with a systematic consensus process. Regulations concerning the duties, responsibilities, staffing, and operation of committees are provided, as well as criteria for ensuring a balance of interests within the committee's membership. These Regulations also stipulate voting procedures and provide requirements for consideration of negative votes.

**1.3 Authority** - These Regulations are authorized by Section 6.6 of the Bylaws of the Association and have been approved by the Functional Group Board of Directors. AREMA Bylaws Article 6.0 – Duties of Functional Group Officers and Directors and Article 7.0 – Nomination and Election of Functional Group Board of Directors, Functional Group Officers and Directors provide additional guidance.

**1.4 Administration** - Within the Association, committee operations are administered by the Functional Group Board of Directors. The Functional Group Board of Directors is chaired by AREMA's Senior Vice President and includes six Functional Groups: Communications, Signals & Information Technology; Engineering Services; Maintenance-of-Way; Passenger & Transit; Structures; and Track. Each Functional Group has a Vice President and two (2) Directors. Every technical committee is assigned to one of the six Functional Groups. The Functional Groups support, monitor and give direction to their respective committees and establish the number of committees and the scope of committee assignments, subject to the approval of the Functional Group Board of Directors.

**1.5 Committee Duties and Responsibility** - The duty and responsibility of the committees is to achieve the mission of the Association as assigned by the Functional Group Board of Directors. The committees will accomplish this by the investigation, development, and research of railway-related technical planning, design, construction, and maintenance areas resulting in the development, maintenance, and publication of the Manual for Railway Engineering, the Communications & Signals Manual and the Portfolio of Trackwork Plans. Committee duties and responsibilities also include the orderly dissemination of information on technical, construction and maintenance issues and continuing education of the Association's membership and other railway interested parties.

The committee members will accomplish this by the formulation of their insights and findings from professional experience.

Peer review is embodied in the review and comment phases of the formulation of recommended practices: The material is reviewed prior to balloting or dissemination by a group of committee members who have volunteered their services. Care must be taken to coordinate the draft recommendations with other committee(s) or subcommittee(s) to avoid conflicting or duplicated recommended practices, and to obtain access to individuals with renowned expertise in the practice.

**1.6 Support** - Committee members are employees or retirees of, or have ties to, organizations participating in the freight and passenger railway industry. The success of the committees, and the benefits and product of their deliberations, depend on the donation of time, expense, materials and service resources by these members and organizations. Without such support, members cannot successfully participate in the committee process.



## **2.0 MAINTENANCE OF REGULATIONS AND SUPPLEMENTAL OPERATING PROCEDURES**

**2.1 Maintenance of Regulations** - The Functional Group Board of Directors is responsible for the content of these Regulations, and shall make such additions, deletions, or revisions to the content, from time to time, as deemed necessary. The actions of the Functional Group Board of Directors, with respect to these Regulations, are subject to the overall authority of the Association's Board of Governors.

**2.2 Supplemental Operating Procedures** – Individual Functional Groups and committees may have specific needs due to membership demographics, committee objectives and historical committee operating procedures. Functional Groups and committees are permitted to develop Supplemental Operating Procedures to address these needs.

**If developed, the Functional Group and Committee Supplemental Operating Procedures shall be consistent with these Regulations and the Association's Constitution and Bylaws. Supplemental Operating Procedures shall also not impact the operations of the Association especially with respect to online Communities requirements and publication schedules.**

**2.2.1 Committee Supplemental Operating Procedures** - Each committee may develop and adopt by ballot of the committee, Committee Supplemental Operating Procedures governing its operation. These Committee Supplemental Operating Procedures, if developed, will be approved by the appropriate Functional Group and the Functional Group Board of Directors.

**2.2.2 Functional Group Supplemental Operating Procedures** - Each Functional Group may also develop Supplemental Operating Procedures governing the operations of the Functional Group. These Functional Group Supplemental Operating Procedures, if developed, shall be approved by the Functional Group Board of Directors.

**2.2.3 Existing Committee Bylaws and Guidelines** - Prior to 2023, technical committees may have prepared committee bylaws and/or guidelines to guide their operations. To mitigate any disruptions to committee activities, the committees may continue to operate under these committee bylaws and guidelines. It is recommended that these documents be converted to Committee Supplemental Operating Procedures. The current bylaws and guidelines are grandfathered, will remain in effect until the conversion takes place and new documents are reviewed and voted (For Supplemental Operating Procedures Information, see Section 2.2.). The online Committee tools will be tailored to match the current AREMA Technical Committee Regulations and Procedures. Any tracking/committee needs that fall outside of the AREMA Technical Committee Regulations and Procedures are the responsibility of the Committee(s).

**2.3 Committee Supplemental Operating Procedures Outline** - The Committee Supplemental Operating Procedures may cover the following subjects and such others as approved by the Functional Group Board of Directors.

**2.3.1 Statement of Scope** - The purpose of the committee and its scope of responsibilities.

**2.3.2 Qualifications, Requirements and Procedures** - Qualifications for committee membership, procedures for acceptance of committee members, requirements for continuation of committee membership, and procedures for termination of committee membership.

**2.3.3 Nomination Guidelines** - Procedure for nomination and election of officers of the committee.

**2.3.4 Duties** - Duties and responsibilities of the elected committee officers.

**2.3.5 Rules** - Rules for the conduct of committee business and meetings, rules pertaining to proxies, and the requirements for a quorum.

**2.3.6 Subcommittee Setup** - Procedures for the operation of subcommittees shall include a method of establishing the subcommittee, the subcommittee's scope, the appointment of officers and their tenure of office, termination of membership, and for submitting reports or minutes.

**2.3.7 Manual Revision** - Reference the appropriate sections of these Regulations concerning procedures for actions on recommended practices.

**2.3.8 Amending Committee Supplemental Operating Procedures** - Procedures for amending the Committee Supplemental Operating Procedures.

### **3.0 COORDINATION**

**3.1 Board Liaison** - Liaison for the committees with the Functional Group Board of Directors shall be through the Functional Group to which they are assigned and their respective Functional Group Vice President and Directors.

**3.2 Functional Group Contact Person** - Each committee will be assigned a Functional Group contact person (Vice President or Director) who will serve as the liaison between the committee and the Functional Group and the Functional Group Board of Directors and will act to provide guidance in all matters that may come before the committee. Each Committee Chair will be notified advising the name of the Functional Group contact person who will be directly assigned to work with their committee. The Functional Group contact person's contact information (address, phone numbers and email address) will be furnished to the Committee Chair.

The Committee Chair will advise the assigned Functional Group contact person and AREMA Headquarters of meeting schedules, locations, and agendas no less than 60 days in advance of each scheduled meeting. The Functional Group contact person shall attend each scheduled full committee meeting. It will be the Functional Group Vice President's responsibility to provide a substitute Functional Group representative in case the assigned Functional Group contact person cannot attend a committee meeting. The Committee Chair should be advised of such a substitution.

The Functional Group contact person or representative attending the committee meeting should bring to the committee AREMA and Functional Group Board of Directors current events, results of actions by the Functional Group Board of Directors, problems being faced in the industry, issues relating to committee work and other matters as the Functional Group contact person or representative may deem applicable. The Functional Group contact person or representative should also discuss Functional Group activities. The Functional Group contact person or representative should ask for and receive specific or general comments on Association matters that the committee members may have and the Functional Group contact person or representative should carry these back to the Functional Group and the Functional Group Board of Directors.

### **3.3 Meeting with the Committee's Respective Functional Group**

**3.3.1 Purpose** - The Functional Groups are accountable for the timely completion of assignments, and for the general conduct of the business of the committees.

**3.3.2 Meetings** - Two meetings between the Functional Groups and their respective Committee Chairs shall be scheduled per Association year. The two meetings shall be held in conjunction with the Committee Chairs and Functional Group Board of Directors meetings usually held in June and November of each year. The Executive Director/CEO and members of the Functional Group Board of Directors may be invited as deemed necessary. Committee Chairs may delegate the Committee Vice Chairs as an alternate.

**3.3.3 Petitions to the Functional Groups** - Any group of five (5) members of a committee may, by written and signed letter, make a petition to a Functional Group requesting a private hearing on a specific matter or set of circumstances. The written petition shall be addressed to the Functional Group Vice President in care of the Executive Director/CEO and shall show on its cover "Confidential Petition".

**3.3.3.1 Responsibility** - The Executive Director/CEO shall manage the petition with due diligence, assuring that the Vice President and all Directors of the Functional Group receives a copy of the writing.

**3.3.3.2 Response** - The Executive Director/CEO, at the direction of the Functional Group, shall conduct such investigations, prepare such reports and propose an alternative resolution(s) as may be appropriate. At the conclusion of these work efforts, the Functional Group shall prepare a response to the writers of the petition.

**3.3.3.3 Time Frame** - The investigation and response effort shall not exceed forty-five (45) days from the date of receipt without explanation to the writers.

**3.3.3.4 Response to Frivolous Petitions** - Writers of frivolous petitions will be required to explain their position to the Functional Group Board of Directors, and, if the Functional Group

Board of Directors elects, the writers may be expelled from the Association.

### **3.4 Committee Reports**

**3.4.1 Responsibility** - The Committee Chair shall prepare a committee report on committee activities for the Executive Director/CEO (or their appointee) and the committee's Functional Group prior to each Functional Group Board of Directors' meeting by submitting it to the Functional Group Vice President prior to the specified deadline.

**3.4.2 Format** - The committee report shall include the following items, recorded on the report template provided:

- Membership count, major membership changes and leadership changes to be approved
- Current leadership and term dates
- Ballots for approval
- Assignment requests for approval
- Ballots in process
- Next meeting and date
- Seminars
- Activities
- Current assignments and updates
- Issues
- Chapter health (if applicable)

**3.4.3 Distribution** - Copy of the committee report should be distributed to committee members.

## **4.0 COMMITTEE MEMBERSHIP AND PARTICIPATION**

**4.1 Committee Membership** - Committee membership is one of the most important contributions a member can make to the Association. Acceptance to membership on a committee should be considered an honor. Members have an obligation to contribute, to the best of their ability, to the successful accomplishment of the goals of the committee.

Committees are strongly encouraged to have a diverse membership representing railroads, consultants, suppliers, agencies and academics who are engaged in the technical focus of the committee. The development of recommended practices and other committee business will benefit from having input from all elements of the railroad engineering community. Committee members shall be aware of any potential conflicts of interest when participating in committee business and shall abstain from voting if one exists.

**4.2 Committee Membership Application** - Members who desire appointment to a committee should make application on the prescribed Committee Application. The Committee Application is located on the member's home page on the AREMA website.

**4.2.1 Application Review** - Applications for committee membership will be reviewed by the Executive Director/CEO (or their appointee), and the applicable Committee Chair. Committee membership must be reviewed and acted upon by majority vote of a group consisting of the Committee Chair and two other committee officers, one of whom could be a past Committee Chair.

When approved or rejected, the applicant will be notified by the Executive Director/CEO (or their appointee) and, if rejected, the reason therefore.

**4.2.2 Applicant Appeal** - An applicant for committee membership, whose application for membership is rejected or, in the opinion of the applicant, is misclassified, shall have the right of appeal to the Committee Chair or Functional Group to which the committee is assigned. This appeal will be done by a email to the Committee Chair or Functional Group Vice President stating all facts and decisions challenged. A copy of the appeal shall also be sent to the Executive Director/CEO. The appeal shall be decided by the Functional Group and if not resolved at that level, referred to the Functional Group Board of Directors after receipt of the appeal.

**4.3 Service on Committees** - A member of the Association is limited to membership on no more than two committees. Exceptions from this limitation can occur only by approval of the Functional Group managing the committee for which application for membership is made. Application by a member for membership on a third or subsequent committee shall be accompanied by a statement detailing the reason for the request and a recommendation from the Committee Chair of the committee for which membership is being requested.

**4.4 Committee Membership Termination Procedure** - A member of a committee is committed to active participation in committee affairs when applying for and receiving committee membership. When a member fails in this commitment it is the duty of the committee officers, with the approval of the committee's Functional Group, to remove that member from the rolls of the committee.

A committee membership participation review will occur at least once a year. Committee Officers must review rosters to determine involvement through attendance, classification, voting and general participation. The committee will submit to their respective Functional Group and the Executive Director/CEO (or their appointee) no later than April 1st of each year a list identifying those committee members who are voluntarily leaving the service of the committee and those who have not participated in committee activities. The Committee Chair will at the same time notify by email each of the members who has completed service thanking them for their service. The Committee Chair will also at the same time notify each of the members of the committee who has not participated of the potential for removal from the committee. If the member has objection to this action, notice must be given to the Committee Chair and the Executive Director/CEO (or their appointee) within thirty (30) days requesting to remain on the committee and indicating a commitment to actively participate in future committee work. The committee's respective Functional Group will review the list of members recommended for removal from committee membership and the requests for reconsideration and will advise the Committee Chair and the members involved of its decision. The decision of the Functional Group will be final in matters relating to membership.

**4.5 Committee Membership Rosters** - Committees shall maintain rosters of all committee members. Roster formats may be determined by each committee but should include member's name, membership classification, and contact information. Other information such as subcommittee assignment and participation may also be included.

**Committee rosters are the property of AREMA and are for the purpose of committee management. The rosters shall not be used by committee members or other AREMA members for private business purposes. All requests to use AREMA membership or committee membership rosters for other than AREMA related purposes shall be submitted to, and approved by, AREMA Headquarters and the appropriate Committee Chair.**

**4.6 Committee Membership Classifications** - Membership classification shall be the same as specified in the Association's Bylaws: Full Member, Associate Member, Life Member, Student Member and Honorary Member.

**4.6.1 Full Member** - Full Members of the Association and the committee will have full rights in the committee to include holding office, voting and in general assist in overall planning and management of the committee.

**4.6.2 Life Member** - Full Members or Associate Members who have been a member in good standing of AREMA or one of its predecessor organizations for thirty (30) continuous years and has reached the age of 60 may serve on committees and subcommittees and, if formerly a Full Member, may hold the position of Committee Officer. Life Members maintain the same voting rights as when a Full Member or Associate Member.

**4.6.3 Associate Member** - An individual not qualifying as a Full Member of the Association whose experience and interest may provide valuable support to the Association. Associate Members may participate in subcommittee membership and preparation of reports, general discussions in meeting sessions and other functions of the committee except voting.

**4.6.4 Student Member** - A Student Member of the Association and the committee may participate in subcommittee membership and preparation of reports, general discussions in meeting sessions and other functions of the committee except voting.

**4.6.5 Honorary Member** - Honorary Members are to be persons of acknowledged eminence in railway engineering, railway maintenance-of-way or railway management. Honorary Members maintain the same voting rights as when a Full Member or Associate Member.

**4.7 Committee Size and Limitations** - It is recommended that the total membership of any committee be limited to not more than 150. Membership will include Full Members, Life Members, Honorary Members, Associate Members, and Student Members. The committee may stipulate in its Supplemental Operating Procedures, subject to approval of the Functional Group Board of Directors, a variance from this recommended limitation.

**4.7.1 Company Limitations** - There will be no limitation of membership on a committee by a railway company. Non-railway companies, agencies or other organizations are permitted up to five members on any one committee for committees consisting of less than fifty (50) members. For committees with fifty or more members, individual non-railway companies, agencies and other organizations may have representation of ten percent (10%) of the total committee membership with a maximum of twelve (12) representatives. No committee member need resign due to a change in affiliation by that member with any railway, consultant, supplier, agency or other organizations due to employer change, retirement or company merger.

**4.7.2 Change in Status** - Each committee member shall inform the Committee Chair and AREMA Headquarters of any employment or organizational interest status change as this may affect one's membership classification and voting privileges.

**4.7.3 Guests** - Non-AREMA members may, upon invitation, attend informational portions of committee meetings; however, such non-members may not be present during the business or voting portions of committee meetings.

**4.8 Committee Member Participation** - The responsibility of a member to participate in committee activities is acknowledged when applying for membership. This participation is to be performed in one or all of the following:

**4.8.1 Voting on Ballots** - All members who are eligible must vote on ballots. Their vote can be to approve, approve with comments, disapprove, or abstain. If the member's vote is a disapproval or an abstention, they must submit with their ballot an explanation with substantive facts detailing the reasons for the vote pursuant to Section 4.8, Negative Votes or Section 4.11, Abstaining from Vote of these Regulations. For the purposes of calculating a quorum, Members Emeritus, Life Members and Honorary Members who do not respond to a ballot shall not be counted.

**4.8.2 Communications** - All members must answer communications (emails, texts, etc.) from the committee or subcommittee. The member shall promptly comply with the request of the communication if capable and knowledgeable of the subject. If not, the member should answer, simply stating the reason for non-participation in the request.

**4.8.3 Attendance** - All committee members shall make every effort to attend committee meetings. These meetings are very important to the continued effective functioning of the committee. Each member's employer should be committed to supporting the member's active participation, including attendance at committee meetings. When members cannot attend a committee meeting, they should reply to the meeting notice so indicating.

**4.8.4 Subcommittees** - Subcommittee work is the foundation of the committee. All members of the committee should participate in subcommittee work. Participation is educational as well as instrumental in producing the end product of the committee. Active participation as a subcommittee member is the duty of every committee member.

## **5.0 COMMITTEE LEADERSHIP STRUCTURE**

Employees of federal, state/provincial or other jurisdiction public agencies which are responsible for the development, promulgation and/or enforcement of rules or regulations directly or indirectly affecting the rail/transit industry are ineligible to serve as Committee Chair or Committee Vice Chair of any AREMA technical committee.

## 5.1 Committee Chair -

**5.1.1 Qualifications** - A Committee Chair must hold the classification of Full Member or Life Member with former Full Member status in the Association and have been active in the committee for a period of three years. However, there may be special circumstances when a committee that does not publish Manuals of Recommended Practices may request an Associate Member to be in this role in which case this individual would not be eligible for the position of Functional Group Board of Directors Vice President or Director.

**5.1.2 Duties** - The Committee Chair is responsible for conducting the business of the committee, including holding meetings, preparing an annual report on its members, and assigning subcommittee chairs and work assignments.

**5.1.3 Term** - The term of the Committee Chair will be three years and start at the beginning of the Association year (i.e., close of the annual conference). Recommendation for appointment of the Committee Chair is made by committee majority vote and must be submitted to the Functional Group Board of Directors for approval.

## 5.2 Committee Vice Chair -

**5.2.1 Qualifications** - The Committee Vice Chair must hold the classification of Full Member or Life Members with former Full Member status in the Association and have been active in the committee for a period of three years. However, there may be special circumstances when a committee that does not publish Manuals of Recommended Practices may request an Associate Member to be in this role in which case this individual would not be eligible for the position of Vice President or Director on the Functional Group Board of Directors.

**5.2.2 Duties** - The Committee Vice Chair will assume the duties of the Committee Chair when designated or in the Committee Chair's absence.

**5.2.3 Term** - The term of the Committee Vice Chair will be three years and start at the beginning of the Association year. Recommendation for appointment of the Committee Vice Chair is made by committee majority vote and must be submitted to the Functional Group Board of Directors for approval.

## 5.3 Committee Secretary -

**5.3.1 Qualifications** - The Secretary must hold the classification of Full Member, Life Member or Associate Member in the Association and have been active in the Association for a period of two years.

**5.3.2 Duties** - The Secretary is responsible for recording the committee's meetings, votes, assignments, and resolutions. A committee membership list will be maintained by the Secretary.

**5.3.3 Term** - The term of the Secretary will be three years and start at the beginning of the Association year. Recommendation for appointment of the Secretary is made by committee majority vote. Approval by the Functional Group Board of Directors is not required for the Secretary position.

**5.4 Additional Committee Officers** - Each committee may have additional officers as provided for in their Committee Supplemental Operating Procedures.

**5.5 Election of Officers** - The Committee Chair, Committee Vice Chair, and Committee Secretary or other officers as created by the approved Committee Supplemental Operating Procedures shall be elected by Full Members and Life Members with former Full Member status of the Association who are members of the committee.

## 5.6 Term Completion

**5.6.1 Committee Chair** - In the event the Committee Chair is unable to complete their term of office, the committee's respective Functional Group shall appoint a replacement to complete the term, with consideration of a recommendation from the committee.

**5.6.2 Committee Vice Chair and Committee Secretary** - In the event the Committee Vice Chair and/or Committee Secretary are unable to complete their term of office, the Committee Chair shall appoint a replacement to complete the term, based upon the committee's recommendation.

**5.6.3 Retirement** - In the event a committee officer (i.e., Committee Chair, Committee Vice Chair or Committee Secretary) retires from active service before their term of office is completed, that officer shall be allowed to complete their term. The committee will inform their respective Functional Group and the Executive Director/CEO (or their appointee).

**5.6.4 Change of Employment** - In the event a committee officer changes employment (i.e., railroad versus non-railroad service) before their term of office is completed, that officer shall be allowed to complete their term of office. The committee officer will inform the committee's respective Functional Group and the Executive Director/CEO (or their appointee) of the employment change.

## **6.0 SUBCOMMITTEES**

**6.1 General** - Subcommittee membership and Subcommittee Chairs shall be appointed by the Committee Chair and shall serve for a specific purpose and designated period. Any member of the committee may serve on a subcommittee. Subcommittee Chairs should be Full Members or Life Members with former Full Member status. Exceptions shall be approved by the committee's appropriate Functional Group. Standing subcommittees and Subcommittees A and B shall have the duties as listed below or as the committee determines in the Committee Supplemental Operating Procedures.

**6.2 Standing Subcommittees** - The Committee Chair shall be responsible for establishing standing subcommittees and appointing their Chairs to handle the committee's continuing business. As required, the standing Subcommittee Chairs will provide a report to the Committee Chair.

**6.3 Subcommittee A - Recommendations for Further Investigation and Research** - This is a standing subcommittee with the responsibility of making recommendations for further committee investigation and research.

**6.4 Subcommittee B - Revision of Manual** - This is a standing subcommittee with the responsibility of assuring the Manual for Railway Engineering, Communications & Signals Manual and Portfolio of Trackwork Plans or other printed material that is maintained by the committee is current. It should be chaired by a past Committee Chair and include two railroad interest members and two non-railroad interest members.

Subcommittee B shall continuously review the Manual for Railway Engineering, Communications & Signals Manual, Portfolio of Trackwork Plans or other printed material for which the committee has responsibility, making assignment recommendations for material updates to the Committee Chair. The Committee Chair shall, if the recommendation is approved, assign the recommendations to either a standing subcommittee or an Ad Hoc Subcommittee for further action. Further, Subcommittee B is to receive the final work on an assignment, review it for content with respect to the assignment, and upon majority vote of Subcommittee B, present the materials to the whole committee as approved for further committee action. In the event a majority vote of Subcommittee B is not achieved, Subcommittee B shall return the work to the standing or Ad Hoc Subcommittee with specific recommendations for review.

**6.4.1 Recommended Manual Revision** - Upon approval of the work by the subcommittee that completed the assignment and Subcommittee B, the subcommittee that completed the assignment shall present a brief to the whole committee at a scheduled meeting and move that it be presented to the Functional Group Board of Directors as a Recommended Manual Revision. Upon a second of the motion, discussion will be invited; and following discussion, the Committee Chair shall call the question, take a vote of those entitled to do so, and record the results. If the question passes, Subcommittee B shall prepare, distribute, and receive responses to a Ballot. At such time as Subcommittee B Chair closes the balloting, Subcommittee B shall report the results, including resolution of negative votes as contained in Section 4 of these Regulations. If the Ballot passes, the Committee Chair shall forward the materials to their Functional Group Vice President for placement on the agenda for action by the Functional Group Board of Directors at their next meeting. If the question fails, the work will be returned to the standing committee or Ad-Hoc Subcommittee for additional work in accordance with the discussion received on the Ballot responses.

**6.5 Subcommittee Assignments** - Requests for investigation, study and research of a defined problem or subject within a committee's scope or responsibility may be made by:

- Subcommittee A
- Subcommittee request
- A vote of the committee
- Functional Group Board of Directors
- Functional Groups
- Executive Director/CEO

The Chair shall assign the request to a standing subcommittee or create an Ad-Hoc Subcommittee by the next committee meeting. The standing subcommittee or Ad-Hoc Subcommittee shall prepare information for a Functional Group Board of Directors Request for Assignment. This information shall include:

- Specific definition of scope of the investigation or study
- Outline of procedures for obtaining and analyzing data, including but not limited to:
  - Questionnaires
  - Published Data
  - Committee Expertise
  - Research
- Describe specific objective of study
- Proposed schedule

Standing subcommittee assignments, other than Subcommittees A & B, shall be designated by a C, an assignment number, and year assigned.

Ad-Hoc Subcommittee assignments shall be designated by a D, an assignment number, and year assigned.

Assignments for investigation, study and research of a defined problem or subject may result in the creation of a recommended practice, changes to a recommended practice or other information to be published. Recommended practices or changes to recommended practices shall be reviewed, balloted and approved in accordance with these committee regulations and procedures.

When the committee considers the assigned work of a subcommittee final, the subcommittee that completed the assignment, unless a standing subcommittee, shall be disbanded.

**6.5.1 Request for Approval** - The Chair may request approval for the investigation or study from the Executive Director/CEO and/or Functional Group Board of Directors at any time during the year. The Executive Director/CEO shall transmit approval or disapproval of the request within 30 days of the request being made. Upon approval, the standing subcommittee or Ad-Hoc Subcommittee shall continue work.

**6.5.2 Direction** - The Functional Group Board of Directors or a Functional Group via the Executive Director/CEO, or the Executive Director/CEO shall provide, when requesting an Ad-Hoc Subcommittee be created, the rationale, specific scope, deliverables, and time frame to the Committee Chair

**6.5.3 Requests by External Parties** - Requests for investigation, study and research of a topic by outside parties, organizations or agencies (for example: NTSB, AASHTO, ASCE, APTA, TTCI and others), shall be forwarded to the Functional Group Board of Directors for consideration of approval of the assignment, and appointment to the appropriate committee.

**6.5.4 Special Assignments** - The Committee Chair shall make specific assignments, set schedules for completion, and define the review process when necessary.

**6.5.5 Time Critical Assignments** - The Functional Group Board of Directors, the Board of Governors Executive Committee via the Executive Director/CEO, the Functional Groups, or the Executive Director/CEO may request that the Committee Chair create an Ad-Hoc Subcommittee to investigate,



evaluate and make recommendations on specific time-critical issues in the most expedited manner feasible. The Committee Chair may also determine that an Ad-Hoc Subcommittee is needed to provide a timely response to inquiries.

**6.5.6 Ad-Hoc Subcommittee Response** - The Committee Chair of the committee assigned an urgent issues assignment shall promptly assemble an Ad-Hoc Subcommittee from the committee membership for the purpose of reviewing the request and directions; and shall within 15 days advise the Executive Director/CEO of the feasibility of successfully completing the task. Upon receiving the response of the Committee Chair, the Executive Director/CEO shall confer with the committee's respective Functional Group, determining a course of action if the feasibility of task completion does not conform with the original request.

## **7.0 AD-HOC SUBCOMMITTEES**

**7.1 General** – Ad-Hoc Subcommittees shall be created to provide timely response to inquiries not provided by the normal subcommittee process.

**7.2 Ad-Hoc Subcommittee Members** - The Committee Chair shall appoint the members of the special Ad Hoc Subcommittee.

**7.3 Ad-Hoc Subcommittee Procedures** - The Ad-Hoc Subcommittee shall discuss the inquiry, rationale, scope, deliverables, and time frame. Further clarification may be requested from the inquiring party. The Ad-Hoc Subcommittee may either proceed to answer the request or decide not to study the issue.

If the Ad-Hoc Subcommittee declines to study the issue, the Ad-Hoc Subcommittee shall respond to the Executive Director/CEO with their decision and the reasons for the decision. The task may be re-considered by the Functional Group Board of Directors or the Functional Group and sent back to the Ad-Hoc Subcommittee with further instructions.

The Ad-Hoc Subcommittee shall, after conferring with the Committee Chair, be empowered to make a response on behalf of the committee. The response, due to its nature, may also be reviewed by the Executive Director/CEO and/or the committee's Functional Group if the response changes or creates a recommended practice(s). The Functional Group Board of Directors may approve the response as a temporary recommended practice until such time as the full committee process can occur.

Committee Chairs shall keep a written record of inquiries and responses, providing a copy to the Executive Director/CEO (or their appointee) and the Functional Group Board of Directors.

Committee Chairs shall not issue a written response, which addresses items not contained in the Manuals, or changes the context or content of the Manuals unless approved as contained herein.

Except for responses changing or creating recommended practice, as provided for above, an Ad- Hoc Subcommittee shall conduct its affairs in accordance with the procedures for subcommittees.

## **8.0 VOTING PROCEDURES**

**8.1 Members** - A Full Member, Life Member with former Full Member status, or an Honorary Member with former Full Member status, who has previously been a Full Member, of a committee and/or subcommittee is eligible to vote on ballots, voice votes and motions on all matters of the committee.

**8.2 Associate Members** - Associate Members are not eligible to vote on committee matters. Comments from an Associate Member shall be considered.

**8.3 Student Members** - Student Members are not eligible to vote on committee matters.

**8.4 Conflict of Interest Statement** - A member who has a conflict of interest with the matter being voted shall mark their ballot "abstain" indicating the reason therefore.

**8.5 Issuance of Ballot** - All ballots, including electronic ballots posted on a committee's online community, shall be referred to as "Ballots". Manual material to be submitted for approval by the committee will be prepared by the subcommittee requesting the addition, change or deletion to the Manual for Railway Engineering, Communications & Signals Manual or Portfolio of Trackwork Plans. Material will be discussed and approved by the committee by voice vote at one of its scheduled meetings

prior to issuance of ballots. Votes will be recorded as affirmative or negative.

**8.5.1 Ballot Form** - Ballots shall be prepared for final vote by the entire committee by Subcommittee B or as determined in the Committee Supplemental Operating Procedures. Ballots shall be posted on the committee's online community on the Association's website. Committee members shall be notified that a ballot has been posted for voting, the voting period, and the voting closing date. A copy of the ballot notification shall be sent to the committee's respective Functional Group Vice President and the Executive Director/CEO (or their appointee). Voted ballots shall be handled in accordance with Ballot Voting Requirements.

**8.6 Ballot Voting Requirements** - An affirmative vote of at least two thirds of the combined affirmative and negative votes cast by voting committee members is required with not less than 50% of the voting committee members voting. For purposes of calculating a quorum, Members Emeritus, Life Members and Honorary Members who do not respond shall not be counted.

**8.7 Statements Accompanying Votes** - All comments, including those from ballots with an affirmative vote, accompanying online ballots, shall be considered and appropriate response(s) made to the commentators.

**8.8 Negative Votes** - Negative votes must be accompanied by a comment of explanation on all online ballots. Any negative vote that is not accompanied by a written statement shall be recorded as abstaining and need not be considered further.

#### **8.9 Handling of Negative Votes**

**8.9.1 Withdrawal** - A negative vote may be withdrawn by the negative voter by amending their online vote prior to the ballot deadline or by notifying the Committee Chair after the ballot deadline.

**8.9.2 Committee Response** - Negative votes received on ballots up to the vote closing date shall be considered and acted upon at a meeting of the full committee. (For motions for handling negative ballots, see Section 8.10.)

**8.9.3 Notification** - The negative voter shall be notified of the time and place where the negative votes will be considered. It is recommended that the written comments accompanying the negative votes be sent to the full committee prior to committee action on those negative votes. Negative votes will be handled at the next full meeting of the committee.

#### **8.10 Motions for Handling Negative Votes**

**8.10.1 General** - All motions for handling negative votes shall include an explanation for the reasons for the action.

**8.10.2 Non-Related Motion** - A motion or voice vote to find a negative vote not related to the item being balloted requires an affirmative vote of at least two thirds of the voting committee members present at the meeting. Negative votes found to be non-related shall be recorded as abstaining.

**8.10.3 Non-Persuasive Motion** - A motion or voice vote to find a negative vote non-persuasive at a meeting, requires an affirmative vote of at least two thirds of the voting committee members present at the meeting. If this action fails, the portion of the material in the ballot receiving a negative vote is withdrawn from the ballot and the remaining portion of the ballot is approved.

**8.10.4 Persuasive Motion** - An item is withdrawn from ballot if the subcommittee taking action does not offer a motion to declare the negative vote non-persuasive or not related.

**8.10.5 Documentation of Action on Negatives** - Actions on all negative votes including the vote record and accompanying subcommittee reasons shall be recorded in the committee meeting/subcommittee meeting minutes. Those members who voted negative and who are not in attendance shall be notified of these actions.

**8.11 Abstaining from Vote** - Full Members abstaining from votes shall indicate reason for abstaining such as "conflict of interest" or "not familiar with subject." Their comments on the subject, however, are encouraged and will be considered.

**8.12 Votes and Results Recorded** - Once votes and results are recorded, a summary and copy of the approved ballot shall be sent to AREMA Headquarters as well as the Functional Group Vice President. In

the event there are negative votes which have to be resolved, the results will still be sent to AREMA Headquarters and the Functional Group Vice President with notation that there were negative votes which will be resolved at the committee's next meeting. If there are no negative votes, the results and final ballot sent to AREMA Headquarters and the Functional Group Vice President and will have included the complete Manual addition, revision, or deletion in a format such that the Functional Group Board of Directors can readily see where the manual addition, revision or deletion fits into the existing manual. The Committee will include the approved ballot number on the Committee Report for the Functional Group Board of Directors report for approval at the next Functional Group Board of Directors' Meeting.

If there are negative votes, the resolution results will be sent to Headquarters after they have been resolved indicating how the negative votes were satisfactorily resolved. The final approved ballot shall be sent to AREMA Headquarters.

**8.13 Retention of Ballots** - All ballots and correspondence on resolution of negative votes shall be retained by Subcommittee B or as provided for in the approved Committee Supplemental Operating Procedures for at least 18 months.

**8.14 Functional Group Board of Directors Approval** - The final ballot is sent to Headquarters by the Functional Group Vice President to be placed on the Agenda for the next Functional Group Board of Directors' meeting. The full text of the ballot is not provided in the Agenda materials. The Board has had the opportunity to review the Ballots as Headquarters sends the Board a PDF of all ballots, for early review, prior to the meeting. The Board votes with consideration being given to the recommendation of the Functional Group Vice President.

**8.15 Interested Party Review for Ballots Pertaining to Manual and Portfolio Materials** – Ballots pertaining to material in the Manuals and Portfolio only will be available for review on the AREMA website ([www.arema.org](http://www.arema.org)) for interested party review. Only the text of Board approved recommended practices is posted on the AREMA website for a period of review and comment (normally thirty (30) days).

**Volunteers' names, committee comments and committee procedures will not be posted. A notice will be added to the PDF document of ballots stating that the material has been approved by the Functional Group Board of Directors and details describing the interested party review process and the finalization of the material.**

**8.15.1 Review of Interested Party Review Comments** - Any comments (Interested Party, Board, Committee) received by Headquarters are forwarded to the respective Committee for review and, if necessary, reballoted. If changes are made, balloted and approved by the Committee, the ballots will be resubmitted to Headquarters for review and approval of the Functional Group Board of Directors and posted for Interested Party Review once again. Substantial comments may result in the material being held back for a future publication.

**8.16 Final Ballot Approval** – The ballots are considered officially approved after the Board vote and Interested Party Review, and then placed in the publication process for the next Manual edition.

## **9.0 COMMITTEE AND SUBCOMMITTEE MEETINGS**

**9.1 Notice of Meetings** - Meeting information, including dates, location, agenda, field trip details and other pertinent information, should be furnished to the Executive Director/CEO (or their appointee) and the committee's Functional Group Vice President 60 days in advance of the meeting in order to avoid conflicting dates with other Association events. It is especially important to notify AREMA Headquarters of meeting space requirements for committee and subcommittee meetings held in conjunction with the annual conference in order to ensure adequate meeting space.

**9.2 Subcommittee Meetings** - Subcommittee meetings are often held in conjunction with the full committee meeting. Special Meetings or conference calls may be held at any time, with appropriate, adequate notice from the Subcommittee Chair. The Committee Chair, Committee Vice Chair and Committee Secretary shall receive all subcommittee meeting notices and agendas.

**9.3 Robert's Rules of Order** - The current edition of Robert's Rules of Order shall govern the committee and subcommittee meetings in all cases except where these rules are in conflict with these Regulations or Committee Supplemental Operating Procedures.

**9.4 Meeting Minutes** - Minutes of all committee meetings shall be taken and provided to all committee members. Minutes of all subcommittee meetings shall be provided to each subcommittee member. Committee minutes shall also be furnished to the Executive Director/CEO (or their appointee) and the committee's Functional Group Vice President and Directors. Minutes of committee meetings which include field trip information shall include a short report on the field trip with brief details regarding the purpose and benefits. Minutes will be submitted within 60 days of the meeting.

**9.5 Presentations at Committee Meetings** - Committees shall use the following guidance with respect to the proper handling of presentations to the committees. The Committee Chair shall review all materials prior to their presentation to the committee. The Committee Chair should engage the participation of the Committee Vice Chair and other Committee Officers with the review of materials to help ensure impartiality when reviewing content. Carefully consider whether or not to allow presentations solely in the light of the value to the railway industry and the furtherance of AREMA's mission. Presentations should minimize non-technical and commercial aspects within the presentation to the greatest extent possible. Logos, commercial statements, and brand references should be removed from presentations to the greatest extent possible. Generic names should be used in lieu of brand names (i.e. say automobile, not Chevrolet or Ford). The Committee Chair shall be prepared to stop a presentation if it appears to have commercial overtones. Presentations that are commercial in nature or clearly "sales pitches" are not appropriate for presentation at Association meetings and events.

## **10.0 MANUALS OF RECOMMENDED PRACTICES**

**10.1 Definition and Scope** - The Association's manuals of recommended practices include the Manual for Railway Engineering, the Communications & Signals Manual, and the Portfolio of Trackwork Plans. Collectively they are referred to as the Manuals. Material adopted by the Association for publication in the Manuals shall be considered recommended practices but shall not be binding on the Association's members. Recommended practices, as defined in the Manuals, are materials, devices, designs, plans, specifications, principles or practices recommended to the railway industry, either exactly as presented or with such modifications as may be necessary or desirable to meet the needs of the railway industry, but in either event with a view to promoting safety, efficiency and economy in the location, design, construction, operation, maintenance, or safety of the railway industry. It is not intended to imply that other practices may not be equally acceptable.

While recommended practices are not mandatory, it is appropriate at times to use mandatory language in recommended practices. There can be sections of a recommended practice that must be complied with once a decision is made to follow the recommended practice. For these sections, mandatory language (e.g., shall, must) shall be used. In all other cases mandatory terms shall not be used. Appropriate non-compulsive terms include should, can and may. Frequently, it is appropriate to qualify statements of preference or desirability with phrases such as if practicable, where practicable, and where warranted.

Avoid the use of the word "approved" in all Manual material in the context that AREMA puts an official stamp of approval on anything. Likewise, avoid the use of the word "essential" in Manual material.

Avoid the use of the word "standard" when referring to any AREMA Manual recommendations.

Recommended practices balloted and approved by committees will be offered for adoption in the next available publication of each Manual. Manual recommendations from the committees will then be submitted for approval by the Functional Group Board of Directors. The Manual recommendations (recommended practices) will be posted on the AREMA website for 30 days for comments from interested parties and will include instructions for comment submittal. Manual recommendations shall be adopted upon their publication in the next available publication after the conclusion of the comment procedure.

When entirely new material is offered for inclusion in the Manual, the committee sponsoring it should state specifically in its report the exact location the material is to be placed in the Manual.

Manual material recommended for approval for deletion shall be presented by title and section/part number only.

Plans, specifications, or other documents of other organizations recommended for adoption by AREMA

shall be presented by title and serial designation only, e.g., current ASTM specifications, Designation D 17.

**10.2 Manual Format** - The Manual format shall be in accordance with the Manual for Railway Engineering and Communications & Signals Manual style guides as approved by the Functional Group Board of Directors.

**10.3 Manual Revisions** - It is the responsibility of each committee to continuously review the material in its respective Manual. Any request for review of a practice should be honored promptly. While it is vitally important that Manual material be kept current, good judgment must be exercised in recommending revisions to be assured that the revised data justifies the reissuance of the material. All Manuals shall be reviewed no less frequently than every seven (7) years. Chapters or parts that have been reviewed with no changes must be clearly identified on the cover page and each subsequent page as “Reaffirmed” with the year in which it was reaffirmed using the following format “(original year) R(reaffirmed year)”. For example, 2013 R(2020) shows a part from 2013 that was reaffirmed in 2020.

Manual material shall be submitted to the appropriate Functional Group Vice President who will forward it to the Executive Director/CEO (or their appointee) for review and approval by the Functional Group Board of Directors. The Publications Committee shall review again all approved material before final publication in the Manuals.

**10.4 Publication Schedules** - The Communications & Signals Manual is published and available for purchase in January of each year and the Manual for Railway Engineering is published and available for purchase in April of each year. The Portfolio of Trackwork Plans is published and available for purchase by June on an as needed basis. The following schedules have been developed to guide the development and approval of materials for publication.

**The following schedules are based upon Functional Group Board of Directors meeting in June and November and the annual conference scheduled for Mid/late August or early September. These dates are subject to change. Headquarters will inform all Committees in January of each year of the confirmed Board of Directors meetings and the annual conference dates and any potential impacts to the following schedules.**

**Table 10.1: Communications & Signals Manual Publication Schedule**

Target Date	Description
February 1	Headquarters sends reminder to committees to work on ballots at Spring committee meetings.
March	Headquarters sends meeting notice to committees for the June Functional Group Board of Directors’ meeting. Reminder for CS&IT Committees to submit ballot materials by May 1 intended for approval by the Functional Group Board of Directors at the June meeting and/or Publications Committee review.
May 1	Deadline for submission of ballots requiring Board approval and/or Publication Committee review.
May	Vice Presidents Reports due to Headquarters 30 days prior to June Functional Group Board of Directors’ meeting.
June	Publications Committee meets to review proposed changes to the C&S Manual.
Early June	Functional Group Board of Directors’ meeting. Ballots for proposed Manual changes on agenda for approval.
June/July	Approved Ballots posted to AREMA website for 30-day public review.
July - November	Ballot material approved by the Functional Group Board of Directors and the Publications Committee are edited and prepared for publication by AREMA Headquarters.

December	E-publications site testing
January	On-demand e-publication C&S Manuals are available for purchase.

**Table 10.2: Manual for Railway Engineering Publication Schedule**

Target Date	Description
August 1	Headquarters sends reminder to committees to work on ballots at Fall committee meetings.
September	Headquarters sends meeting notice to committees for the November Functional Group Board of Directors meeting. Reminder for Committees to submit ballot materials by October 1 intended for approval by the Functional Group Board of Directors at the November meeting.
October 1	Deadline for submission of ballots requiring Functional Group Board of Directors approval and/or Publication Committee review.
October	Vice Presidents Reports due to Headquarters 30 days prior to November Functional Group Board of Directors' meeting.
Early November	Functional Group Board of Directors meeting. Ballots for proposed Manual changes on agenda for approval.
November / December	Approved Ballots posted to AREMA website for 30-day public review.
January	Publications Committee meets to review and approve material for inclusion in the Manual for Railway Engineering.
January - February	Ballot material approved by the Functional Group Board of Directors and the Publications Committee are edited and prepared for publication by AREMA Headquarters.
March	E-publications site testing
April	On-demand e-publication MRE Manuals are available for purchase.

## 10.5 Inquiries and Special Responses

**10.5.1 Questions Concerning Manual Material** - Committee Chairs shall receive all inquiries concerning technical information developed by the committee or information contained in the Manuals. Inquiries may be received from:

- The committee's respective Functional Group.
- Functional Group Board of Directors.
- Executive Director/CEO (or their appointee) upon an inquiry from an AREMA member or non-member.
- Direct contact by a member or non-member.

**10.5.2 Response to Inquiries** - Only Committee Chairs, or the Committee Chair's designee, shall respond on behalf of the committee to inquiries as follows:

- Respond to the inquirer and let the Recommended Practice speak for itself by referencing the appropriate portions of the Manual.
- Make it clear that the response is not an official response by the committee or the Association.
- Request the inquirer to provide in writing the reasons for the inquiry or why the Manuals do not

address the concerns. This written request for clarification can be considered by members of the committee or the appropriate subcommittee at the next meeting if a faster response is not requested.

- The Functional Group Board of Directors via the Executive Director/CEO, the Functional Group or the Executive Director/CEO may request the Committee Chair to create an Ad Hoc Subcommittee to provide special response to inquiries.
- The Committee Chair may determine that an Ad Hoc Subcommittee is needed to provide a timely response to an inquiry.

**10.5.3 Disclaimer** - A Disclaimer is provided and should be included in any discussions with members/supporters. Include this response when replying to any requests for clarifications or interpretation of AREMA Manual materials or presentation materials, such as seminar or webinars. The disclaimer has also been posted in the Committee Officers Online Community.

**Disclaimer:**

Any explanation offered by an AREMA technical leader (leader) concerning AREMA recommended practices or presentation material is intended solely for informational purposes and is not intended to replace or be a substitute for professional advice. While AREMA technical leaders make every effort to present accurate and reliable information, AREMA does not endorse, or guarantee the accuracy of such information, and it is not the opinion of AREMA unless expressly stated otherwise. AREMA, the leader and the leader's employer disclaim all liability for damages of any kind arising out of use, reference to, or reliance on the provided information.

## **11.0 COMMITTEE FUNDING**

**11.1 Expenses** - Expenses for committee activities will not be paid by the Association unless the expenditures are previously authorized by the Board of Governors on recommendation of the Functional Group Board of Directors and the Committee Chairs and are within amounts specifically included in the annual Association budget as approved by the Board of Governors.

**11.2 Generation of Funds** - The Committees may raise funds from their members through contributions for the sole purpose of defraying the costs of operating a meeting. These funds may be used for costs such as meeting room rental, audio/visual rental, document reproduction and like business expenses which benefit the whole committee. A subcommittee may not raise funds; however, it may request funds from the Committee Chair, and the Committee Chair may approve an expenditure if it is to the benefit of the whole Committee meeting.

Funds may be solicited by the Committee Chair or as stipulated by the approved Committee Supplemental Operating Procedures. The Committee Chair may make a request for funds at any time during a meeting based on the estimate of the amount needed, or immediately prior to the close of a meeting based on actual expenses incurred. These requests for funds will be limited to those present at the meeting in question. Receipts shall be provided for the funds received. Solicitation shall be controlled to prohibit excessive fund balances, and a strict accounting of funds received and expended, to include any balance, shall be included as an attachment to the Minutes of the Meeting. The Executive Director/CEO (or their appointee) may review the receipts, expenditures and balances, directing the committee to make corrections as deemed necessary.

**11.3 Requests for Funding** - Committees may request, in writing, funds from the Executive Director/CEO (or their appointee) for committee activities. These activities may include meeting rooms, field trip expenses, or other expenses, as necessary. The request shall contain a description of the expense, the need for the expense, why contributions are unsuited for this expense and how the expense is related to the work of the committee.

## **12.0 RESEARCH**

**12.1 Determination of Need** - The Committee shall decide on the need for conducting research or study by agencies outside the committee. This decision may be based on recommendation by the subcommittee from its assignment work plan after determining no other resource for developing the information needed exists.

**12.2 Request Format** - The research request shall contain the following information:

- Description
- Need
- Justification
- Time frame
- Benefits
- Recommendation on who to perform the research, if possible.

**12.3 Approval Process** - The Committee shall send the request to the Executive Director/CEO (or their appointee) for approval by the Executive Director/CEO and the committee's Functional Group. The Functional Group shall submit the request to the Functional Group Board of Directors for final approval and assignment of the research project.

**12.4 Participants** - Research resources include but are not limited to:

- Suppliers
- Association of American Railroads
- Universities
- Independent Laboratories
- Railway Research and Development Departments
- Government Agencies

**12.5 Priority** - The Committee Chair in conjunction with the committee's Functional Group and Functional Group Board of Directors shall prioritize the research requests annually and shall review the list of research requests to determine appropriateness and current need.

**12.6 Development of Priorities** - The Committee Chair, upon request, shall assist in developing research needs and priorities and participate as needed. The Committee Chair shall report on such activities in writing to the Executive Director/CEO (or their appointee), the committee's Functional Group and the committee.

### **13.0 PRESENTATIONS AT THE ANNUAL CONFERENCE**

**13.1 Participation** - AREMA members, non-members and committees are encouraged to develop presentations and papers to be presented at the Annual Conference each year.

**13.2 The Purpose** - This is a means to disseminate pertinent and timely information regarding new or improved techniques applicable to design, construction, maintenance, or operation of railways.

**13.3 Presentation Submissions** - Presentation requests shall be made through the Association's online Call for Papers in the Fall each year for the upcoming Annual Conference. Details and submittal deadline and schedule dates can be found on the AREMA website. The website includes presentation resources including:

- Presenter/Author Guidelines
- Sample Abstract
- Sample Biographical Sketch
- Sample Conference Paper

**13.4 Request Approval** - The Conference Program Committee shall review all submittals. All submitters shall be notified of the Program Committee's decisions.

### **14.0 INTELLECTUAL PROPERTY AND COPYRIGHTS**

**14.1 Intellectual Property** - All AREMA material (including publications, recordings & educational material) is protected by US and International copyright laws. File share platforms are available for



Committee use that ensure that AREMA's Intellectual Property is stored and hosted at AREMA Headquarters.

**14.1.1 File Share System Purpose** - The AREMA- designated file share system is to be the repository for all AREMA Committee files. The use of this system protects the Intellectual Property of AREMA Committee work. This is the primary method for all file storing/sharing to avoid any Committee work getting lost due to office computer problems, job changes, officer changes or other issues that might arise.

**14.1.2 Structure of System** - Each Committee has "standing folders" and more folders can be added at the Committee's discretion within the system. Committees are not allowed to use a shared system outside of AREMA Headquarters (such as Google Docs) as that is not secure. Any documents the Committee is developing must be stored and hosted at AREMA Headquarters. Most of the material stored in this system should be considered "archived", not something that is currently being worked on.

**14.1.3 Online Community Library Purpose** - The Online Community Library provides a file share system that can be used to house "current" materials that the Committee is reviewing or editing. The information stored is considered AREMA's Intellectual Property and should be used as a repository for all "current" AREMA Committee files. The use of this system protects the Intellectual Property of AREMA Committee Work. This is the secondary method for all file storing/sharing to avoid any Committee work getting lost due to office computer problems, job changes, officer changes or other issues that might arise.

**14.2 Copyright and Duties to Protect Intellectual Property** - AREMA material is an asset of AREMA. Members or supporters purchasing or producing (such as through Committee work) AREMA materials do not carry with them any rights or permission to reproduce, copy, store electronically or further distribute the materials in any way. Everyone that uses or purchases AREMA material should adhere to the Copyright Notice – "Copyright © The American Railway Engineering and Maintenance-of-Way Association (AREMA). ALL RIGHTS RESERVED." Unauthorized use or reproduction of AREMA materials by any means and in any form, including photocopying, scanning, or electronic applications is strictly prohibited. Correspondence regarding copyright permissions should be directed to [info@arema.org](mailto:info@arema.org).

If Members become aware of a copyright violation, AREMA would appreciate it if the violation would be reported to AREMA Headquarters so that appropriate action can be taken to ensure that all interests are protected.

**15.0 SURVEYS** Committees, Subcommittees or Ad Hoc Subcommittees may conduct internal committee surveys or surveys of railways, suppliers, consultants, contractors, etc., to garner information needed to complete investigations, studies, or research. Internal Committee Survey format shall be approved by Subcommittee. External Committee Survey format shall be approved by the full committee, Executive Director/CEO and committee's respective Functional Group.

**16.0 COMMITTEE MEMBER EMERITUS RECOGNITION** The Committee or Subcommittee Chair may recognize Committee members who have performed outstanding service by letter or award of merit, or election as a Committee Member Emeritus.

**16.1 Eligibility** - A committee member must be in good standing in the Association as a Full Member, Honorary Member, Associate, Student Member, or Life Member to be eligible to receive this recognition. The member must have:

- Served on the committee for at least 10 years.
- Rendered outstanding service to the committee over a period of years.

**16.2 Process** - Recognition as a Committee Member Emeritus shall occur after the following process:

- Five committee members propose in writing that the individual be recognized as a Committee Member Emeritus.
- Two-thirds of the entire committee votes affirmative to approve the recognition on a ballot.

- Recognition and affirmation by the Board of Directors Functional Group.
- Additional requirements shall be specified in the Committee Bylaws.

**16.3 Form of Recognition** - The form of recognition shall be a certificate, signed by the Committee Chair, Functional Group Vice President, and AREMA President. The recipient may be recognized during the Annual Conference. The member will continue to be listed in the Committee Roster and retain committee membership.

## **17.0 REFERENCE DOCUMENTS**

**17.1 Reference Documents** - In addition to these Regulations, AREMA has prepared other documents designed to assist and provide guidance to the technical committees. Many of these resources can be found on the website or by contacting AREMA Headquarters. These documents include:

- AREMA Bylaws
- AREMA Strategic Plan
- AREMA Process for Developing Recommended Practices
- AREMA Antitrust Compliance Policy
- AREMA Technical Committee Ballot Numbering Guidelines
- Education Programs Policies & Procedures
- Seminar Operating Procedures
- Presenting an AREMA Webinar
- Education Planning Guide
- Education Review Committee Review Process
- How to Vote on a Ballot

**17.2 Committee Officers Online Community** - Additional guidance and information is located within the Committee Officers Online Community within the following folders:

- AREMA Style Guides
- Committee Handbooks
- Committee Meeting Planning
- Committee Removal Letter Examples
- Educational Foundation Information
- Individual Committee Supplemental Operating Procedures
- Ballots
- Membership
- Online Community Instructions
- Policies and Guidelines
- Seminars/Webinars and Continuing Education
- Past Committee Meeting Notes
- Past Board Meeting Summaries