

# **TOMSC GOVERNING RULES – August 2011**

## **1. ORGANIZATION NAME**

The name of the organization shall be the Traffic Operations and Management Standing Committee.

The Traffic Operations and Management Standing Committee shall be sponsored by the Transportation Association of Canada and the Institute of Transportation Engineers - District 7 (Canada). It shall be a national standing committee of the Chief Engineers' Council of the Transportation Association of Canada.

## **2. GOALS AND RESPONSIBILITIES**

2.1 The goals of the Standing Committee are to:

- a) develop standards for traffic control devices and practices for use in Canada,
- b) propose for publication manuals, reports, guidelines and diagrams of recommended traffic control devices and practices for use in Canada and such revisions to these manuals, etc. as may be considered advisable,
- c) encourage the implementation of the recommended standards for traffic control devices and practices in all provinces and territories of Canada,
- d) develop educational and public information material respecting new and existing traffic control devices, and their correct application and use.

2.2 The responsibilities of Standing Committee are to:

- a) organize, stimulate and coordinate research for the improvement of traffic control devices and practices in Canada,
- b) report to the Chief Engineers' Council of the Transportation Association of Canada, on a regular basis, as to the degree of compliance with the manuals of recommended standards,
- c) conduct workshops, distribute educational and public information materials and carryout such other activities as may be desirable to disseminate information relating to recommended traffic control practices,
- d) prepare and submit an annual budget request, with details of special funding requirements, to the Chief Engineers' Council for consideration at the time that council's budget is being prepared.

## **3. MEMBERSHIP**

3.1 The membership of the Traffic Operations and Management Standing Committee shall consist of:

- a. one member appointed by the minister of transportation (or similar body) for each province and territory that is a member of the Transportation Association of Canada and has appointed a member to TOMSC (number varies with number of actual appointees).
- b. one member appointed by the Minister of Transport of the Government of Canada (1 member),

- c. one member appointed by each of 19 municipalities. Each of the provinces and territories shall be entitled to at least one municipal membership. Membership will be for a period of three years and renewal will depend on active participation and demand for membership by other municipalities (19 members),
- d. five members appointed by the Transportation Association of Canada (5 members),
- e. five members appointed by the District 7 (Canada), Institute of Transportation Engineers (5 members),
- f. one member appointed by the Ontario Traffic Conference (1 member),
- g. one member appointed by the Association Québécoise du Transport et des Routes (1 member),
- h. one member appointed by the International Municipal Signal Association (1 member),
- i. ),
- j. one member appointed by the Intelligent Transportation Systems Society of Canada (1 member),
- k. one member appointed by TransLink
- l. one member appointed by the Société de transport de Montréal
- m. six members appointed by the Chair of the Standing Committee (6 members),
- n. the immediate Past Chair, if not otherwise a member (1 member).

3.2 Each member may designate a temporary alternate who is not another member of the Standing Committee. The Secretary shall be notified, in writing, of this designation, which shall cease at the close of the meeting for which it is instituted.

3.3 A membership position shall be considered vacant when the appointed member, or a designated alternate, fails to attend three consecutive meetings of the Standing Committee. A membership position shall also be considered vacant when the appointing body fails to replace a member who resigns from the Standing Committee.

3.4 When a vacancy exists amongst the municipal members, the TAC Secretariat, in consultation with the Chair, shall invite another major urban or rural municipality in Canada to appoint a member.

3.5 When a vacancy exists amongst the members representing the above noted organizations the TAC Secretariat shall invite the appropriate organization to appoint a new representative.

#### **4. STANDING AND SPECIAL SUBCOMMITTEES**

4.1 The standing and special subcommittees shall consist of:

- a) Executive Subcommittee,
- b) Development and Devices Subcommittee,
- c) Applications and Practices Subcommittee,
- d) Editing and Publication Subcommittee,
- e) Rules of the Road Subcommittee,
- f) Emerging Technologies Subcommittee,
- g) Such special subcommittees as may be established from time to time.

4.2 The Executive Subcommittee shall consist of:

- a) the Chair of the Standing Committee,

- b) the Vice-Chair of the Standing Committee,
- c) the immediate Past-Chair of the Standing Committee,
- d) the Vice-Chair responsible for the Development and Devices Subcommittee,
- e) the Vice-Chair responsible for the Applications and Practices Subcommittee,
- f) the Vice-Chair responsible for the Editing and Publication Subcommittee,
- g) the Vice-Chair responsible for the Rules of the Road Subcommittee,
- h) the Vice-Chair responsible for the Emerging Technologies Subcommittee,
- h) the Secretary of the Standing Committee.

4.3 The Development and Devices Subcommittee shall consist of:

- a) the Vice-Chair,
- b) all members of the Standing Committee.

4.4 The Applications and Practices Subcommittee shall consist of:

- a) the Vice-Chair,
- b) all members of the Standing Committee.

4.5 The Editing and Publication Subcommittee shall consist of:

- a) the Vice-Chair,
- b) members appointed by the Vice-Chair for no specified term.

4.6 The Rules of the Road Subcommittee shall consist of:

- a) the Vice-Chair,
- b) members appointed by the Vice-Chair for no specified term.

4.7 The Emerging Technologies Subcommittee shall consist of:

- a) the Vice-Chair
- b) the members appointed by the Vice-Chair for no specified term

4.8 The terms of reference, membership and tenure of Special Subcommittees shall be established by the Executive Subcommittee.

## **5. DUTIES OF THE TRAFFIC OPERATIONS AND MANAGEMENT STANDING COMMITTEE**

5.1 The duties of the Traffic Operations and Management Standing Committee shall be to:

- a) make recommendations to the Chief Engineers' Council to ensure that the standards in the manuals are kept consonant with current engineering,
- b) practice, consider and report to the Chief Engineers' Council all comments and criticisms on the technical and editorial content of the manuals,
- c) originate, coordinate and establish priorities for research into those aspects of traffic control that require action to arrive at the most effective devices, methods and procedures,
- d) develop and adopt "project procedure guidelines" consistent with requirements for development of traffic control devices and procedures,
- e) act as a referral agency for the Chief Engineers' Council and for unsolicited proposals for investigation of new devices, ideas and methods,
- f) review current methods, procedures, practices, standards and research on traffic control from other countries and evaluate these in terms of Canadian conditions,
- g) prepare for presentation to the Chief Engineers' Council recommended revisions to the manuals and report on any referrals,
- h) develop guidelines, processes and recommended practices for the management of traffic and the application of traffic control strategies, and
- i) submit a written report to the Chief Engineers' Council in advance of each of its meetings, or as required, on the proceedings of the Standing Committee since its last report and make an interim verbal report on any recent Standing Committee meetings not covered in the written report.

## **6. DUTIES OF THE STANDING AND SPECIAL SUBCOMMITTEES**

6.1 The duties of the Executive Subcommittee shall be to:

- a) execute the decisions of the Standing Committee,
- b) set the date, time and place for the meetings of the Standing Committee,
- c) select the 20 municipalities to be represented on the Standing Committee and establish a list of municipalities to fill any vacancies which may occur.

6.2 The duties of the Development and Devices Subcommittee shall be to:

- a) carryout research, evaluations and studies necessary to develop signs, signals, markings and other traffic control devices,
- b) review current methods, procedures, practices, standards and research on traffic control devices in Canada and other countries and evaluate these in terms of current Canadian conditions,
- c) prepare recommendations for new traffic control devices and/or revisions to devices currently in the manuals, together with warrants, guidelines or other advice relating to use of the devices,
- d) prepare educational and public information materials for use in introducing new traffic control devices or changes in traffic control systems,

e) carryout such other studies or projects relating to design, development or use of traffic control devices as may be referred by the Standing Committee,

f) submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.3 The duties of the Applications and Practices Subcommittee shall be to:

a) carryout research, examinations and studies necessary to evaluate, understand and report on traffic control and operational problems, shortcomings, safety concerns and inefficiencies,

b) develop guidelines or warrants for the application of traffic controls to specific and general traffic situations,

c) examine opportunities and recommend strategies for the implementation of traffic control standards uniformly throughout Canada,

d) review current methods, procedures, practices, standards and research on traffic control in Canada and other countries and evaluate these in terms of current Canadian conditions,

e) review and report on any matters relating to transportation system design, construction and maintenance that may have relevance to traffic control practices,

f) prepare educational and public information materials for use in support of traffic control changes, safe road use-practice and legal requirements,

g) support the organization of workshops, seminars and meetings aimed at disseminating information relating to recommended traffic management practices,

h) carryout such other studies or projects relating to traffic control and management practices as may be referred by the Standing Committee,

i) submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.4 The duties of the Editing and Publication Subcommittee shall be to:

a) edit and prepare for publication all revisions to the manuals forwarded to it by the Standing Committee,

b) ensure that the material in the manuals is clearly and concisely presented,

c) ensure that conflicts between the various manuals or sections or manuals are avoided,

d) ensure the revisions to the manuals are consistent with existing standards in the manuals and identify any inconsistencies,

e) ensure that appropriate drawings are published in the "Traffic Sign Pattern Manual",

f) submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.5 The duties of the Rules of the Road Subcommittee shall be to:

- a) review and recommend to the Standing Committee, for Transportation Association of Canada approval, amendments to the publication "Model Rules of the Road" any matters relating to the traffic rules that the road user must know and observe while using highways in Canada,
- b) act as a referral agency for the Standing Committee and for proposals from the Transportation Association of Canada or the Canadian Council of Motor Transport Administrators received by the Secretary about rules of the road,
- c) review and evaluate rules of the road and engineering practices to ensure compatibility,
- d) submit a written report to the Standing Committee in advance of each meeting of the Standing Committee on the proceedings of the Subcommittee since the last report and make an interim verbal report on any recent meetings not covered in the aforementioned written report.

6.6 The duties of the Emerging Technologies Subcommittee shall be to:

- a) Monitor and provide information about new and emerging technologies for the TOMSC members.
- b) Identify projects related to emerging technologies that could be undertaken by TOMSC.
- c) Review requests from commercial suppliers of new traffic control technologies to determine if they should be dealt with through TOMSC, an outside agency, or not at all.
- d) Interact with other committees of TAC or outside agencies involved with emerging technologies as required.

## **7. DUTIES OF THE EXECUTIVE MEMBERS**

7.1 The duties of the Chair of the Standing Committee shall be to:

- a) preside at meetings of the Standing Committee and Executive Subcommittee,
- b) call at least one meeting a year of the Executive Subcommittee,
- c) be an ex-officio member of all of the Standing Committee's standing and special subcommittees,
- d) represent the Standing Committee before groups and organizations, as may be appropriate,
- e) guide and direct the Standing Committee in achieving its goals,
- f) in the event of a vacancy in the Executive Subcommittee appoint a member to fill the vacancy until the next election,
- g) provide liaison between the Standing Committee and the United States National Committee on Uniform Traffic Control,
- h) report bi-annually to the Transportation Association of Canada Chief Engineers' Council the actions taken by the Standing Committee on Uniform Traffic Control during the current year.

7.2 The duties of the Vice-Chair of the Standing Committee shall be to:

- a) preside, in the absence of the Chair, at meetings of the Standing Committee and the Executive Subcommittee,
- b) when requested by the Chair, represent him on other occasions and carryout his duties,
- c) in cooperation with the Transportation Association of Canada Secretariat, co-ordinate the sessions or workshops sponsored by the Standing Committee at the TAC Annual Conference, including review and selection of papers.

7.3 The duties of the Secretary shall be to:

- a) in consultation with the Chair prepare draft agendas, for the meetings of the Standing Committee and the Executive Subcommittee,
- b) attend and record minutes of the meetings of the Standing Committee and the Executive Subcommittee,
- c) attend and record the minutes of ad hoc, standing or special subcommittees when requested to do so by the chairman,
- d) keep and maintain the minute books, including records of attendance by members, of the Standing Committee and Executive Subcommittee,
- e) maintain a record of the status of all projects,
- f) prepare the minutes of meetings,
- g) advise the Chair on matters relating to rules of order.

7.4 The duties of the member of the TAC Secretariat appointed by the TAC Executive Director shall be to:

- a) circulate all pre and post meeting material to the committee membership (agendas, minutes, reports etc.),
- b) arrange for accommodation for meetings of the TOMSC and its subcommittees as required,
- c) arrange for publication and distribution of the TOMSC manuals and their amendments,
- d) invite the appropriate organization to appoint a member to the TOMSC, when a vacancy occurs,
- e) in consultation with the chair, respond to inquiries from the members, the public and others, and
- f) maintain TOMSC project records as required.

## **8. MEETINGS**

8.1 All meetings shall be conducted under the provisions of Robert's Rules of Order.

8.2 The meetings of the Standing Committee shall be as follows:

- a) a meeting, to be held in conjunction with a meeting of the Chief Engineers' Council,

b) a meeting to be held in conjunction with the annual meeting of the Transportation Association of Canada,

c) such other meetings of the Standing Committee or the standing and special subcommittees as may be called by the Chair.

8.3 Notices of all meetings and agendas shall be sent to all members not less than 30 days before the meetings.

8.4 The meetings of the Executive Subcommittee shall be as specified in Section 7.1b) of the Governing Rules. Additional meetings shall be at the call of the Chair.

8.5 The meetings of the Development and Devices Subcommittee and the Applications and Practices Subcommittee shall be held at the time of each meeting of the Standing Committee.

8.6 The meetings of the Editing and Publication Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.

8.7 The meetings of the Rules of the Road Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.

8.8 The meetings of the Emerging Technologies Subcommittee shall be at the call of the Vice-Chair, who shall be responsible for providing appropriate notice. There shall be at least one meeting each year.

8.9 All meetings of the Standing Committee and all standing and special subcommittees shall be open meetings unless, by majority vote of the members present, it is decided that the meeting, or part of it, shall be closed.

## **9. QUORUM**

9.1 At the annual meeting of the Standing Committee and in conducting letter ballots a simple majority of the members shall constitute a quorum.

9.2 At meetings of the Executive Subcommittee and standing and special subcommittees a simple majority of the members shall constitute a quorum.

## **10. NOMINATIONS**

10.1 The Executive Committee shall select a Nominating Committee at least 90 days prior to the fall annual meeting of the Standing Committee on years when elections are held.

10.2 The Nominating Committee shall consist of a chair and four other members representing the five territorial regions of Canada.

10.3 The duties of the Nominating Committee shall be to:

a) prepare a slate of nominees for the elective offices of the Standing Committee, and

b) ensure that the persons nominated will accept office and serve for the term specified.

## **11. ELECTIONS AND TERMS OF OFFICE**

11.1 The elective offices of the Standing Committee shall be:

- a) the Chair of the Standing Committee
- b) the Vice-Chair of the Standing Committee,
- c) the Vice-Chair responsible for the Development and Devices Subcommittee,
- d) the Vice-Chair responsible for the Applications and Practices Subcommittee,
- e) the Vice-Chair responsible for the Editing and Publication Subcommittee,
- f) the Vice-Chair responsible for the Rules of the Road Subcommittee,
- g) the Vice-Chair responsible for the Emerging Technologies Subcommittee,
- h) the Secretary of the Standing Committee.

11.2 The term of all elective offices shall be two years and shall take effect 15 days following the conclusion of the meeting at which the elections are held.

11.3 Election of office shall be decided by a simple majority of the members present.

11.4 In elections to the elective offices of the Standing Committee each member present, or his designated alternate, is entitled to one vote.

## **12. AMENDMENTS TO THE GOVERNING RULES**

12.1 Amendments to the Governing Rules may be proposed by any member, in writing to the Secretary, not less than 45 days prior to an annual meeting.

12.2 Proposed amendments shall be circulated to the members not less than 20 days prior to the annual meeting of the Standing Committee at which they are to be considered.

12.3 The Governing Rules shall be amended by two-thirds majority vote of the members and alternate members present.

12.4 Amendments approved by the Standing Committee shall take effect upon ratification by the Chief Engineers' Council.

## **13. REVISIONS TO THE MANUALS**

13.1 Proposals for revisions to the manuals shall be:

- a) received in writing by the Secretary,
- b) accompanied by information or data indicating that the proposal meets proven need or is superior to, yet compatible with, the methods or standards which form the present standard,
- c) accompanied by a recommendation on how the proposed device, standard or practice should be introduced and publicized,
- d) brought by the Secretary to the attention of the Standing Committee.

13.2 Proposals for revisions to the manuals which are the result of studies carried out by the Standing Committee shall be:

- a) submitted in writing to the Secretary of the Chief Engineers' Council,
- b) accompanied by a recommendation which shall include revised text for the manual and revised plans, drawings or sketches. In the case of signs it shall be supported by full-scale signs in colour (a reasonable facsimile may be substituted in the case of large guide signs) together with an appropriate exhibit for inclusion in the Traffic Sign Pattern Manual,
- c) accompanied by draft or other educational and public information program material to be used in introducing the device, standard or practice.

13.3 Recommendations for revisions submitted to the Chief Engineers' Council shall require:

- a) approval of a two-thirds majority of the members present at a meeting of the Standing Committee, or
- b) approval of a two-thirds majority of the ballots returned, and approval of a simple majority of the total membership of the Standing Committee if approval is sought by letter ballot (ballots not returned within 30 days of distribution shall not be counted).

#### **14. PUBLICATION**

14.1 Upon adoption of a revision by the Chief Engineers' Council and other approving authorities the Standing Committee shall direct:

- a) the Editing and Publication Subcommittee to review the revisions and prepare final text and drawings for the manuals,
- b) The Editing and Publication Subcommittee to work with the TAC Secretariat in determining the importance of the revision and time required to publish.