



Application for Membership on an ATSSA Standing Committee or Council

Thank you for your interest in serving on an American Traffic Safety Services Association (ATSSA) Standing Committee or Council. Please fill out the form below and submit it to ATSSA for consideration.

Applicant Name _____
 Title _____
 Company/Agency _____
 Mailing Address _____
 City _____ State/Province _____ Zip _____
 Phone _____ Alternate Phone _____
 Email _____

Please indicate below in numerical order your committee preferences, with your first choice designated as (1) and so on. ATSSA will provide you with a copy of the work plan for each selection that you indicate. **If you would prefer to serve as a Friend of the Committee or Council, please check here:**

You may serve on one of the technical committees shown below:

_____ Pavement Marking _____ Sign _____ Temporary Traffic Control
 _____ Safety & Public Awareness _____ Guardrail

You may also serve on one of these support committees:

_____ Government Relations _____ Member Engagement

And you may serve on one of the following councils:

_____ High Friction Surface Treatment Council _____ Innovation Council

1. Why do you want to serve on your first committee of choice?

2. How will you contribute to this committee?

Signature of Applicant _____ Date _____

American Traffic Safety Services Association
 Attn: Volunteer Services
 15 Riverside Parkway, Suite 100
 Fredericksburg, VA 22406-1077
 Phone: 540-368-1701 • volunteerservices@atssa.com





About ATSSA Standing Committees and Councils

Application Process

- ATSSA members in good standing are eligible to serve on the committee of their choice.
- A member may submit an application for committee membership at any time.
- The member must describe on the application his/her interest in and/or qualifications for serving on the committee.
- Once the application is received by ATSSA, a determination will be made that:
 - There is a vacancy on the committee; and the appropriate balance of membership categories on the committee will be maintained
- The member may be asked to visit a committee meeting and meet with the Chair about a committee appointment.
- Upon completion of the meeting, the member will be notified regarding the status of his/her application.
- New committee members must be appointed to the committee 30 days prior to a scheduled meeting to be eligible to vote at that meeting.

Committee Member Responsibility

- There shall normally be at least two committee meetings per year. In order to remain a member of the committee, members are expected to attend each committee meeting.
- If a member has two unexcused absences in a row, he/she will be deemed to have resigned from the committee.
- An excused absence is defined as an absence that is reported to and approved by the Chair in advance of the meeting.
- A member of a committee may not have more than two excused absences in a three-year period.
- Committee members are expected to actively participate in and contribute to the full committee. Participation includes engagement in committee discussions, volunteering for task force assignments or otherwise contributing to the work of the committee. Failure to participate in the committee can result in removal from the committee.

Proxy

- If a member cannot attend a meeting, he or she may select a designated alternate (proxy) who will have full voting rights and privileges on behalf of the committee member. The proxy must be a member of ATSSA. Proxies may only be designated in the event of an excused absence. A proxy may only be used one time in a three-year period.
- The committee member shall inform the Chair in writing in advance of the meeting of the selection of an alternate proxy.

Committee Structure

- Committee size will be not more than 30 and not less than 10 ATSSA members.
- The Chair will make every effort to maintain a balance in proportion to the composition of the national membership.
- The number of representatives from one company who can serve on a standing committee is 10% of the total committee membership.
- A committee membership is held by the individual, not by a company or agency.
- If an individual leaves the employ of one member company for the employ of another member company, the individual is entitled to retain the committee membership.
- If an individual leaves the employ of a member company and no longer qualifies as a member, or otherwise wishes to resign from committee membership, it shall be the Chair's responsibility to fill the vacancy.
- Each committee may have one or more committee member liaisons representing the diverse activities of the Association. Each liaison will be considered a voting member of the committee.
- Any committee member who enters into a contractual agreement with ATSSA which relates directly to the work of the committee(s) on which the member serves, will agree to serve on the committee in a non-voting capacity so long as the contractual agreement remains in effect and the member continues to serve on the committee.

Friend of the Committee and Wait List

- Both wait list members and Friends may receive committee materials, notifications and communications and have access to the committee website.
- Both Friends and wait list applicants must be ATSSA members.
- ATSSA staff shall annually confirm the continued interest of those on the wait list via electronic communications. A non-response will result in the deletion of a name from the wait list.
- Friends are encouraged to participate in committee business including committee meetings, subcommittees, and task force teams.
- Friends will be notified of committee meetings, receive committee correspondence and will appear on committee rosters under a "Friend" designation.
- A Friend may make motions, but does not have voting privileges.
- Friends may not serve as Chairs of task force teams or subcommittees.
- A Friend is encouraged to attend committee meetings, but attendance is not required.
- A Friend receives priority status on committee wait lists.