

# **Traffic Safety Culture (TSC) Pooled Fund Study TPF-5(547)**

## **Charter and Operating Procedures**

**Sept. 29, 2025**

### **Contents**

1. Introduction and Background .....	1
2. Purpose of this Document .....	2
3. Composition of TSC.....	2
4. Policies and Procedures .....	3
5. Projects .....	5
6. In-Person Meetings and Peer Exchanges .....	6
7. Program Administration .....	7
8. Administrative Coordination.....	7
9. Travel Expenses.....	8

### **1. Introduction and Background**

The research program is called the Traffic Safety Culture Transportation Pooled Fund(TSC-TPF) and is intended to encourage coordination among contributing members and provide resources and management of collaborative studies and initiatives. The TSC-TPF intends to address high priority research topics that focus on impacting traffic safety culture.

Establishing partnerships around traffic safety culture (TSC) provides a broad range of perspective and expertise. This pooled fund study seeks to foster growth in TSC knowledge, skills, and abilities amongst transportation professionals, academic, and other partners to produce superior research and influence difficult culture transformations.

TSC-TPF's purpose is to pool financial, professional, and academic resources to coordinate research and develop improved methods of addressing common problems impacted by the culture around traffic safety. The program is intended to supplement ongoing state, federal, and university research activities and other national programs such as the National Cooperative Highway Research (NCHRP) Program. It is also intended to reduce duplication of research and provide means for better communication of ongoing research activities in state research programs. The cooperative and collaborative objectives of TSC are to

develop synergy and provide for a more efficient use of resources than a series of independent initiatives.

The Montana Department of Transportation (MDT) is the lead state of this pooled fund study. All current contributing partners are listed on the Federal Highway Administration (FHWA) Transportation Pooled Fund [study web page](#). The latest information on research projects, events and other activities will become available on the TSC website, [Traffic Safety Culture | Montana Department of Transportation \(MDT\)](#).

## **2. Purpose of this Document**

In order to guide deliberations of consortium participants, agreement is required on the management structure and operating rules. This charter and operating procedures provide a basis for this requirement.

This document formalizes administrative functions, financial responsibilities, reporting requirements, the conduct of business, and the development of organizational procedures to implement the program. It further defines roles and responsibilities for member organizations to carry out the goals and mission of TSC-TPF.

## **3. Composition of TSC-TPF**

### **3.1. Membership**

TSC-TPF membership is defined by participation in the pooled fund study through the FHWA-administered pooled fund program. A state DOT must make a minimum annual commitment to TSC of \$15,000 (USD) to maintain TSC-TPF membership. In-kind commitments are not accepted for membership in TSC-TPF.

Other organizations can contribute and will find instructions on the [FHWA Transportation Pooled Fund](#) website on how to do so.

Membership will also include the TPF study's FHWA Technical Liaison as an advisory, non-voting member.

The membership will meet a minimum of once per year.

#### **3.1.1. Technical Advisory Committee**

Each contributing member (at \$15,000 or greater per year) will designate one individual to serve as a voting member of the Technical Advisory Committee and represent that agency's interests.

Organizations may make annual contributions in excess of \$15,000 to support the research goals and activities of the TSC-TPF. Organizations that do so may also designate additional nonvoting Technical Advisory Committee members. The suggested minimum annual contribution is \$10,000 per year per additional nonvoting Technical Advisory Committee member.

### **3.1.2. Executive Officers**

The Technical Advisory Committee (TAC) will elect executive officers at each annual meeting. The two positions to be filled are a chairperson and a vice-chair. Newly elected executive officers will assume their respective positions immediately following the conclusion or closing of the annual meeting. The former chair will remain active to maintain continuity in past years' activities and decisions.

Nominations from the Technical Advisory Committee will be made before the election of officers. Best practices for nomination and voting are:

- Nominations made electronically to the project manager in advance of the election.
- Vice-chair has an automatic nomination for chair.
- Project manager will ensure that the nominee is available and willing to assume the responsibilities of the role.
- Project manager will announce the slate of candidates.
- Election is best completed at the annual meeting.

Officers need greater than 50% of the vote or a revote will be required.

The chairperson will be responsible for approving meeting agendas throughout the year. The vice-chair will support the chairperson and fill in if the chairperson is not present at a meeting. When a new partner joins, the chairperson will help them get familiar with the TSC-TPF, its work products, and projects. Additionally, the chairperson will highlight the importance of TSC work and national participation as needed.

If the chairperson can no longer fill the roll, the vice chair will become chair for the rest of chair's term. Nomination for vice chair and election will be held as soon as possible.

### **3.1.3. Subcommittees and Working Groups**

With direction from the TAC, the TSC-TPF chair may empanel subcommittees and working groups as needed to review and advise on matters related to meeting planning, research, and other TSC-TPF activities.

### **3.1.4. Membership Benefits and Responsibilities**

The membership identifies TSC-TPF priorities and goals, oversees the work program, presides over related matters of policy, establishes operating rules, and conducts business with a quorum of members.

TSC-TPF provides funding for travel for all Technical Advisory Committee members, both voting and nonvoting, to attend in-person meetings and peer exchanges.

Technical Advisory Committee membership responsibilities include the following:

- Execute federal transfer of funds
- Maintain the consortium charter and operating procedures
- Generate research problem statements
- Develop annual work program
- Review and approve budget

- Approve vendor contracts
- Review project progress reports and activity milestones
- Provide guidance to tech transfer and outreach activities
- Provide guidance to an implementation work plan
- Participate in Technical Advisory Committee meetings, both virtual and in-person
- Vote on TSC-TPF matters involving special activities, ad hoc funding requests, and operating procedures

#### **3.1.5. Other Participants**

The Technical Advisory Committee may invite other participants to attend TSC-TPF in-person meetings and peer exchanges or to participate in teleconferences. These participants will not be allowed to vote on TSC-TPF business but may attend the meetings or teleconferences and receive documents. Examples of these other participants include potential new member agencies, additional member state representatives, and other invited guests. Travel reimbursement rules for other participants are noted in Travel Expenses.

## **4. Policies and Procedures**

The Technical Advisory Committee will adopt such program policies and procedures as deemed appropriate.

### **4.1. Funding**

Project funds will be utilized to develop and implement strategic directions and action plans of TSC-TPF, as defined and approved by the Technical Advisory Committee. The initial minimum member commitment will be \$15,000 per year for the duration of the 5-year study.

Tasks to be supported by these project funds will include, but are not limited to, the following:

- Plan and conduct meetings to establish research priorities, share research findings, exchange information, and define the direction of the organization. TSC-TPF funds may be used to pay for travel expenses for voting and nonvoting Technical Advisory Committee members to attend in-person meetings.
- Discuss and screen potential research projects and seek partners from the public, academic, and private sectors to collaborate on these projects and utilize available resources to ensure research is not duplicative.
- Conduct or manage the conduct of research studies.
- Communicate and disseminate research results and innovations using communication products such as development and maintenance of websites or other appropriate means.
- Put research results into practice through technology transfer events and tools.
- Communicate impacts of the organization's activities to national leaders in transportation and within contributing organizations.
- Cover administrative costs of the consortium.

## **4.2. Appointments**

The Technical Advisory Committee is responsible for creating and terminating various committees or other organizational units as required to facilitate program requirements.

## **4.3. Review Products and Recommend Alternatives**

Committees will be responsible for establishing a degree of expertise in their given areas of research. This expertise will facilitate in-depth analyses and detailed presentations before the Technical Advisory Committee.

Committees will review products of their respective consultant teams and make recommendations to the Technical Advisory Committee.

## **4.4. Product Acceptance**

The Technical Advisory Committee is responsible for acceptance of deliverables and products from contractors.

## **4.5. Voting Procedures**

Each financially contributing member is a Technical Advisory Committee representative. Each organization will have voting privileges on TSC-TPF matters involving activity selection, ad hoc funding, and/or operating procedures. Each member agency may have no more than one voting representative. Formal votes are not necessary on all issues.

The Technical Advisory Committee may establish an accepted consensus through meeting discussions, phone calls, e-mail exchanges and other electronic means.

For project selection and other matters requiring a more formal approach, votes may be cast by voice, a show of hands, or a written proxy. Any voting member may request a roll call vote if desired. To ensure that the diversity of the member agencies is being represented, consensus decisions require majority agreement (strictly greater than 50 percent) of at least two-thirds of the members. Without a quorum of two-thirds of the members, members who are absent from the meeting will be polled. Decisions will be delayed until all members have had sufficient opportunity to respond.

As an exception to the guidelines above, the initial adoption of these operating procedures will require approval by two thirds of the Technical Advisory Committee with no dissenting votes from any Technical Advisory Committee members.

Future revisions to these operating procedures will require a majority vote of a two-thirds quorum of Technical Advisory Committee members.

## **5. Projects**

TSC-TPF research efforts may include quick-turnaround research. This includes — but is not limited to — syntheses, preliminary investigations, training, and technology transfer activities. In general, TSC-TPF projects and activities are considered on an annual basis, with the possibility of interim projects as deemed necessary. This supports development of an annual work plan with a consistent schedule. However, if a member identifies a project or activity that offers significant immediate benefits or takes

advantage of short-term opportunities, the member may suggest it to the group for early consideration. The group can then choose to accept such a project for fast-tracked initiation, reject it, or delay a decision until the start of the normal work plan development process.

### **5.1. Selection Process**

Research problem statements and project outlines are submitted by members or committees to the lead state 45 days in advance of Technical Advisory Committee voting. TSC-TPF will develop a standard submission form for use by TSC members. The lead state will distribute completed problem statements and/or outlines to the Technical Advisory Committee to determine activities for the coming fiscal year. TSC-TPF will convene a meeting, if necessary, to discuss and select projects. Telephone or e-mail polling is also an option. These projects and activities form the initial basis of the annual work plan. Projects still under consideration are elaborated into more detailed scope of services. Based on these detailed scope of services, the Technical Advisory Committee selects those projects that, based on funding and other considerations, are undertaken by TSC-TPF. Following project selection, scope of services and project deliverables are refined based on previous discussions and are prepared for a final vote and with two-thirds Technical Advisory Committee approval.

### **5.2. Procurement of Contracts**

Since TSC-TPF's legal authority to solicit proposals and award contracts lies with the lead state, the lead state's procurement process will be used for soliciting and awarding contracts and for assuring compliance. MDT's Research Program prefers contracting with public institutions, especially Montana State University (MSU) and its research centers, due to their low overhead rates and quick award process. The MDT Research Program also has term contracts with pre-approved contractors. Issuing a Request for Proposal (RFP) is the Research Program's last resort because it tends to be more time-consuming and costly.

The Technical Advisory Committee may create technical committees to generate RFPs/RFQs to assure their consistency with the work program and budget. Committees will be involved in evaluating proposals and recommending the selection of contractors.

### **5.3. Additional Pooled Fund Projects**

The Technical Advisory Committee may recommend alternate funding opportunities for projects where additional pooled funded projects are initiated separate from the TSC-TPF budget. Individual member states will be responsible for performing lead state activities as appropriate in these non-TSC-TPF projects. However, the Technical Advisory Committee may approve support activities, which may include distributing results and marketing implementation benefits.

## **6. In-Person Meetings**

TSC-TPF will hold at least one in-person meeting annually to conduct TSC-TPF business and planning activities for the upcoming year.

### **6.1. Host State Selection**

At the annual in-person meeting, states that are willing to host the next year's annual meeting will propose their location.

If more than one state is interested in hosting the in-person TSC meeting, all interested states will be considered and selected by the majority of consortium members.

## **6.2. Theme Selection**

In-person meetings might consider themes relevant to the contributing members. The identification and selection of two or three themes is conducive to sharing best practices, challenges, finding readily usable tips to take home, and developing research and annual needs.

A business theme should be considered as one portion of the meeting, and the remainder of the consortium meeting could focus on additional identified themes.

The host state may be given priority on selecting one meeting themes.

## **7. Program Administration**

The lead state will provide the program administration for TSC.-TPF The lead state will coordinate activities of the TSC-TPF and may utilize a consultant as management support to assist during the pooled fund study duration.

### **7.1. Contract Administration**

The lead state is responsible for distributing RFPs/RFQs, preparing contract documents, and performing other functions related to contracts administration and management. The lead state will assure that contracts, schedules, work plans, and project descriptions are followed. The lead state will be responsible for quality control and evaluation, recommendations regarding preparation of contract documents, change order requests, and authorization of progress payments.

Lead state responsibilities will include the following, subject to available funds:

- Review Financial Commitment forms from each individual state for each specific year
- Organize, coordinate, and manage TSC-TPF membership and committee meetings
- Initiate overall contracts and scope of services for this project
- Review and process invoices
- Report project progress and budget expenditures to the membership

### **7.2. Budget and Work Program**

The lead state will periodically update the Technical Advisory Committee on the TSC-TPF budget and work program contracts.

## **8. Management Support**

The TSC-TPF lead state needs management support to administer the pooled fund study effectively, including supporting the efforts of the lead state and Technical Advisory Committee, and the activities conducted through the pooled fund study actions and activities. The management support specific tasks and required deliverables are defined in a contract with the lead state.

## **9. Travel Expenses**

### **9.1. Technical Advisory Committee Members**

Travel expenses for all Technical Advisory Committee members (both voting and nonvoting) related to participation in TSC-TPF activities will be paid out of the pooled fund project's funds unless stated otherwise for the individual project. Such expenses include airfare, mileage, meals and lodging.

The majority of travel expenses will relate to TSC-TPF Technical Advisory Committee meeting participation. However, at the Technical Advisory Committee's discretion, travel expenses associated with attending related meetings or activities will also be reimbursed. The lead state and management support contractor are responsible for coordinating events that minimize travel costs.

When appropriate and possible, the management support contract will allow for the Administrative Coordinator to directly plan, coordinate, and pay for Technical Advisory Committee member expenses at the time they are incurred on behalf of the Technical Advisory Committee member and then submit an invoice for reimbursement to the lead state. When this is not possible, Technical Advisory Committee members must submit a request for reimbursement to the lead state, following their guidelines for reimbursement. The Administrative Coordinator will reimburse the Technical Advisory Committee member and invoice the lead state for the expenses after travel and the meeting concludes.

#### **9.1.1. FHWA Representatives**

Group meal expenses incurred by FHWA representatives while participating in a TSC-TPF event, such as a group lunch, dinner, or break, will be covered by TSC-TPF. Travel, lodging and other meal expenses will not be covered.

### **9.2. Other Participants**

#### **9.2.1. Additional Member State Representatives**

Group meal expenses incurred by additional TSC-TPF state representatives (i.e., beyond the voting and nonvoting Technical Advisory Committee members) while participating in a TSC-TPF event, such as a group lunch, dinner, or break, will be covered by TSC-TPF. Travel, lodging and other meal expenses will not be covered. All attendance and reimbursement must be approved by the Technical Advisory Committee prior to the event.

#### **9.2.2. Invited Guests**

Travel expenses for all invited guests related to participation in TSC-TPF activities, such as peer exchange guest agencies and subject matter experts, will be paid out of the pooled fund project's funds. Such expenses include airfare, mileage, meals and lodging. All guest attendance and reimbursement must be approved by the Technical Advisory Committee prior to the event.

### **9.3. Administrative Coordinator**

Travel expenses for the pooled fund Administrative Coordinator to the annual Technical Advisory Committee meeting and peer exchange will be reimbursed by the pooled fund. Any individuals or meetings in excess will require Technical Advisory Committee approval.