

WCHA Bylaws

January 15, 2018

ARTICLE I – ASSOCIATION BYLAWS

Section 1 – Authority: The Board of Directors may adopt Bylaws to implement the powers delegated to the Board pursuant to Article XI, Section 1 of the Constitution.

Section 2 – Bylaw Amendments: The Bylaws may be amended at any regular meeting of the Board of Directors at which a quorum is present upon a majority vote of the Directors present and voting.

Section 3 – Biennial Organization Meeting: The Bylaws shall be reviewed from time to time as deemed necessary by the Board of Directors, but at least once every two (2) years, at the biennial organization meeting pursuant to Article XI, Section 4.B of the Constitution.

ARTICLE II – EXECUTIVE COMMITTEE

Section 1 – Authority: The Executive Committee shall exercise all the powers of the Board of Directors as may be lawfully delegated, in writing in the Bylaws, by the Board when the Board is not in session pursuant to Article XI, Section 2 of the Constitution.

Section 2 – Powers: The Executive Committee shall represent the Association and Board of Directors when the Board of Directors are not in session, subject to the limitations set forth in Article III, Section 2.

The Executive Director shall serve under the direction of the Executive Committee. The Executive Committee shall be responsible for negotiating contracts with the Executive Director and other Association staff. The Executive Committee shall be responsible for staff oversight and performance reviews.

The Executive Committee shall propose the annual budget for the Association.

Section 3 – Responsibilities: The Executive Committees shall report on its activities representing the Association at each Board of Directors meeting.

The Executive Committee shall develop Association policies, positions and platforms in cooperation with the Executive Director, Membership, Committees and Board of Directors.

Section 4- Quorum/ Distance Voting- The Executive Committee shall meet at the call of the President at a location specified by the President. In order to maximize participation, the President may employ teleconferencing or videoconferencing to allow members to

participate in a meeting. Members using such equipment to participate in a meeting shall be counted as part of the quorum and shall be allowed to make motions and vote on motions before the Committee.

ARTICLE III– BOARD OF DIRECTORS

Section 1 – Authority: The Board of Directors may adopt Bylaws to implement the powers delegated to the Board pursuant to Article XI, Section 1 of the Constitution.

Section 2 – Approval: The approval of all official Association positions, policies and platforms is vested in the Board of Directors.

The annual Association budget shall be approved by the Board of Directors at its annual meeting set forth for such purpose. Budgeted expenditures set within the budget shall not be exceeded without Board of Directors approval. The President may act to exceed budget limitations due to an emergency situation, but must report action to the Board of Directors at its next regular meeting.

Contracts developed by the Executive Committee for the Executive Director position and other Association staff must be approved by the Board of Directors. Any or all contracts negotiated by the Executive Committee shall require approval by the Board of Directors if said contract is not contained within the annual Association budget

ARTICLE IV – EXECUTIVE DIRECTOR

The Executive Director serves as the chief executive officer of the Association. The Executive Director is a contract position that is responsible for achieving the mission and goals of the Association and providing administrative services for the Association. The Executive Director serves the full membership and represents the Association with the public, government agencies and transportation stakeholders, while serving under the direction of the Executive Committee.

ARTICLE V – COMMITTEES

Section 1 – Authority: The Board of Directors may create committees as deemed necessary or useful to the conduct of Association business in accordance with Bylaws adopted by the Board pursuant to Article XI, Section 1 of the Constitution.

Section 2 – Authority: The President, subject to the approval of the Executive Committee, may create steering committees as deemed necessary or useful to the conduct of Association business in accordance with Bylaws adopted by the Board pursuant to Article XII, Section 1 of the Constitution.

ARTICLE VI – DISTRICT COMMITTEES

Section 1 – Authority: The Districts are encouraged by the Board of Directors to create district committees in accordance with Bylaws adopted by the Board pursuant to Article XII, Section 2 of the Constitution.

Section 2 – Membership: All Individual Members within a particular district, as defined in Article IV, Section 2 of the Constitution, shall be members of a district committee. The District Committee shall elect its own officers. The committee shall meet on call of the chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. The agenda and minutes for all committee meetings shall be forwarded to the Association Secretary.

ARTICLE VII – STANDING COMMITTEES

Section 1 – Authority: The Board of Directors may create standing committees in accordance with Bylaws adopted by the Board pursuant to Article XII, Section 2 of the Constitution.

Section 2 – General: Each standing committee of the Association shall operate under Bylaws created for that purpose and may create operating guidelines subject to the approval of the Executive Committee. The agenda and minutes for all standing committee meetings shall be forwarded to the Executive Director of the Association. All minutes for each standing committee shall be forwarded to the Executive Director no more than 10 days following the meeting.

The standing committees shall operate pursuant to the following Articles:

- VIII. Machinery Management
- IX. Bridge
- X. Legislative
- XI. Financial Review
- XII. Conference Coordinating
- XIII. Utility
- XIV. Level of Service (LOS)
- XV. Safety & Training
- XVI. Technical Advisory Committee
- XVII. CHAPPS (County Highway Association of Past Presidents)
- XVIII. Superintendents' and Foremen's Leadership Development Group
- XIX. ACME (Assistant Commissioners, Managers & Engineers)
- XX. Work Zone Safety Committee

Section 3 – Committee Membership: All standing committees of the board as identified in article V shall allow for alternates to attend and vote in place of the appointed committee member. Wherever a commissioner is identified as the official member of the committee, the alternate shall be a commissioner from the same district and selected by the appointed member or the district. The chairman of the committee shall be notified of an alternate participation prior to the meeting.

Section 4 – Non-Commissioner Committee Membership – The WCHA believes that standing committees should, primarily, be made up of commissioners where such a requirement is stated in the By-Laws governing the operation of a specific committee. On those committees requiring commissioner status as a prerequisite for membership, a non-commissioner appointment from a District shall be considered by the Board of Directors. Such consideration will be based on the special skills or technical knowledge the individual might impart to the committee's work. A Board of Director approved non-commissioner representative shall be subject to the same terms of office as a commissioner representative. The Legislative Committee shall only have commissioner members and non-commissioner members will not be considered.

Section 5 – Elections – Unless otherwise specified within the Bylaws, all Committee Members elected by their Districts shall serve a maximum of two- 4 year terms. The term shall take effect immediately upon their election. In the event a District wishes to extend a Committee member beyond two terms, the District can request a waiver from the WCHA President and Board of Directors. The President will recommend to the Board of Directors whether an allowance for an extended term is warranted. The Board of Directors will vote to either approve or deny the District's request.

Section 6 – Chair – Unless otherwise specified within the Bylaws, the Committee Members of a given Committee shall select an individual from their membership to serve as Chair, which will be subject to the confirmation of the President. The Committee Members may select a Recording Secretary and Vice Chair.

Section 7 – Committee Membership Roster – The Commissioner Board of Director Representative from each District shall submit to the Executive Committee on January 1st of each year a list of all District representatives serving on all WCHA standing committees. The list shall include the name of the individual, the individual's county, and the year the individual was first elected to serve on the committee. The Commissioner Board of Director Representative from each District shall also be responsible to notify the Executive Committee, immediately, whenever a committee vacancy occurs or a new representative has been selected to serve during a given year.

Section 8- Quorum/ Distance Voting- Committees shall meet at the call of the Chair at a location specified by the Chair. In order to maximize participation, the Chair may employ teleconferencing or videoconferencing to allow members to participate in a meeting. Members using such equipment to participate in a meeting shall be counted as part of the quorum and shall be allowed to make motions and vote on motions before the Committee.

ARTICLE VIII – MACHINERY MANAGEMENT COMMITTEE

Section 1 – Committee Membership: This standing committee of the Association shall be comprised of sixteen (16) members. One (1) highway commissioner and an appropriate staff member shall be elected to serve on the committee by the Individual Members within a particular district. Each District shall be allowed one vote within the Committee. For voting purposes, the Commissioner or his/her designee shall represent the District. The committee shall meet on call of the Chair. A majority of voting members shall constitute a

quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or volunteer members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall continuously study county highway department machinery management policy and related matters including machinery rates. Terms of state payments for county labor, equipment, materials and other costs required for maintenance of state highways.

- A. This committee shall represent the county highway departments in negotiating with the Department of Transportation to set the rates and terms of state payments for county equipment, labor and materials used in performing maintenance on state highways and to develop an annual “machinery agreement”. This agreement shall be approved by the Board of Directors before August 1st, prior to the effective year.
- B. This committee shall be recommended by the Executive Committee to serve on the Department of Transportation’s Machinery Management Committee established under Maintenance Manual, POLICY 3.21. The state’s committee shall be advisory to the State Maintenance Engineer for Highways on machinery management subjects and issues.
- C. In representing county highway departments, members of this committee are expected to work for the best interests of the counties in general, as may be recommended to them by Executive Committee and/or the Board of Directors.
- D. The committee shall report to the Board of Directors (a) for advice on areas and subjects for study and (b) to obtain approval for any policy change.

ARTICLE IX – BRIDGE COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of eight (8) members. One (1) highway commissioner shall be elected to serve on the committee by the Individual Members within a particular district.. The committee shall meet on call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or volunteer members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall continuously study bridge inspection, maintenance, and repair policy and all other related matters.

- A. This committee shall review federal and state policy and procedures regarding maintenance, construction and inspection of bridges in the state.
- B. This committee shall also address any issue or subject related to bridges in Wisconsin, including Section 84.17, Wisconsin Statutes, (“Bridge Inspection and Inventory”), and Trans 211, Wisconsin Administrative Code, created to interpret and implement s.84.17(3), States., and to provide standards for the continuing inspection of bridges in the state.
- C. This committee shall assist County Highway Commissioners in becoming fully aware of all bridges within his county and state and federal policies. Committee members shall report back to each district regarding bridge laws and regulations.
- D. This committee shall be recommended by the Executive Committee to serve on the Department of Transportation’s Bridge Committee established under Maintenance Manual, POLICY 3.23. The state’s committee shall be advisory to the State Maintenance Engineer for Highways on the formulation of policy and procedures for the continuing inspection of bridges in the state and also may address any issue or subject related to bridges in Wisconsin.
- E. In representing county highway departments, members of this committee are expected to work for the best interests of the counties in general, as may be recommended to them by Executive Committee and/or the Board of Directors.
- F. The committee shall report to the Board of Directors (a) for advice on areas and subjects for study and (b) to obtain approval for any policy change.

ARTICLE X – LEGISLATIVE COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of nine (9) members. The Secretary of the Association shall serve as Chair. One (1) highway commissioner shall be elected to serve on the committee by the individual members within a particular district. The committee shall meet on call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may select a Vice Chair from its membership. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or volunteers of the Association, including County Board members. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall continuously review and recommend actions to be taken by the Board of Directors, Association members and WCA on proposed federal and state laws, rules, policy and special issues affecting county

highway departments. This committee shall also review and recommend actions to be taken on all resolutions for adoption by this Association.

- A. The Committee shall make recommendations to the Board of Directors and WCA on what course of action should be taken on any legislation dealing with county highway departments.
- B. WCA shall provide the committee with copies of all proposed legislation affecting Association members and WCA analyses and position papers when available.
- C. The Committee shall review all proposed federal and state laws, codes and rules, policies and manual documents; then analyze the pros and cons of each issue; make recommendation to the Executive Committee, Board of Directors and WCA so that an Association policy position can be approved and member county highway departments can participate in the policy approval process with a unified position.
- D. The committee shall cooperatively work with the risk management staff of the county owned mutual insurance corporation to review lawsuits and questions of legality as they pertain to county highway departments.
- E. The committee shall address common problems of county highway departments with the shared use of highway right of way issues. The committee shall formulate model solutions as appropriate so that all members may benefit from the resultant Association policy position.
- F. The committee shall address common problems and alternatives of county highway departments with personnel and union issues. The committee shall formulate model solutions as appropriate so that all members may benefit from the resultant Association policy position.
- G. The committee shall address common contractual problems and alternatives of county highway departments with private enterprise issues. The committee shall formulate model solutions as appropriate so that all members may benefit from the resultant Association policy position.
- H. The committee shall be willing to attend all meetings pertaining to any of the above subjects as requested by the Board of Directors or the Executive Committee.
- I. In representing county highway departments, members of this committee are expected to work for the best interests of the counties in general, as may be recommended to them by the Executive Committee, the Board of Directors and WCA.
- J. The committee shall report to the Board of Directors (a) for advice on areas and subjects for study and (b) to obtain approval for any policy recommendation and/or change.
- K. The committee shall receive all resolutions proposed by members of the

Association at least four (4) weeks prior to the date set for the regular meetings established under Article VI of the Constitution.

- L. The committee shall hold resolutions received after the time limit set above until the following annual meeting unless the Board of Directors approves action at an earlier date.
- M. The committee shall review all resolutions submitted and prepare recommendations for (1) amendments to improve clarity or correct errors within the resolution; and (b) adoption or rejection of the resolution.
- N. The Chair shall coordinate receipt of resolutions and distribution to committee members, the Executive Committee and WCA.
- O. The Committee shall assist in monitoring pending and new legislation that may affect Counties by utilizing written media as well as internet media.
- P. The committee shall work with the WCA liaison on issues relating to the Association.

ARTICLE XI FINANCIAL REVIEW COMMITTEE

Section 1 – Membership: This standing committee of the Association shall consist of up to seven (7) members; (a) the Board of Director Chair, who will act as Chair of the Financial Review Committee; (b) a committee member on the Board of Directors chosen by the Board of Directors; the Association Treasurer and (d) up to four (4) at-large members recommended by the Districts and approved by the Board of Directors. The four at large members shall be selected on the basis of their experience with financial management and accounting procedures and can be Commissioners, Committee Members or Technical Members such as highway department fiscal managers, accountants, office managers or comptrollers. The committee shall meet on call of the ~~Board~~ Chair or the Treasurer-

Section 2 – Appointments: All members appointed by the Board of Directors shall serve four (4) year terms. The Board of Directors shall make the appointments at their meeting held during the summer highway conference. No appointed member can serve more than two terms.

Section 3 – Purpose and Scope:

- A. The committee shall review the Treasurer’s financial records quarterly or as proscribed by the Board of Directors, but no less than biannually.
- B. The committee shall make a written report to the Board of Directors on the results of its Financial Review for each review period.
- C. The committee shall develop recommendations, where necessary, concerning Association Financial Policy, Internal Financial Controls and, Financial Recordkeeping.
- D. In the event the committee believes an independent review, outside of the

committee, is warranted, the committee shall be responsible for obtaining a provider for such services for consideration and approval by the Board of Directors.

The committee shall review the general written income and expense statement for the preceding year ending December 31 to be published and made available at the annual winter conferences

ARTICLE XII – CONFERENCE COORDINATING COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of twelve (12) members. One (1) highway commissioner shall be elected to serve on the committee by the Individual Members within a particular district. In addition, the Executive Committee shall appoint two Committee members of the Executive Committee and two Associate Members to the Committee, recommended by the Associate Membership for consideration.. The committee shall meet on call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or volunteer members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Appointed Members: The appointed members shall be appointed by the Executive Committee every two (2) years at their first meeting after the winter meeting of the Association in even years. Associate Member representatives shall serve a maximum of four years. Whenever a vacancy has occurred or a term has expired for an Associate Member serving on the Conference Coordinating Committee a meeting of Associate Members shall be convened at the first conference following the vacancy. The purpose of such meeting shall be selection of an Associate Member to be recommended to the Executive Committee for consideration.

Section 3 – Purpose and Scope: This committee shall coordinate and be responsible for planning the Association’s annual winter and summer conference(s) as authorized under Article VI of the Constitution.

- A. The committee shall provide assistance in establishing the agenda and obtaining speakers.
- B. In representing county highway departments, members of this committee are expected to work for the best interests of the counties in general, as may be recommended to them by the Executive Committee and/or the Board of Directors.
- C. The committee shall report to the Board of Directors (a) for advice on areas and subjects for study; (b) to obtain approval for any policy change with respect to conferences; and (c) to approve the conference agenda and format.
- D. The committee shall work with the designated Events Coordinator to develop, promote, and facilitate Association conferences.
- E. The committee shall work with the designated Events Coordinator to maximize conference participation and revenue.

- F. The committee shall work with the designated Events Coordinator to develop draft rules, guidelines and policies for conferences and conference participants to be recommended to the Executive Committee and Board of Directors for approval.
- G. The committee shall approve all donations and sponsorships provided to the conferences.

ARTICLE XIII – UTILITY COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of eight (8) members. One commissioner shall be elected to serve on the committee by the Individual Members within each district. The committee shall meet on the call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or other members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall continuously study ongoing issues and concerns regarding utilities and county trunk highway right-of-way.

- A. This committee shall review all applicable federal, state and local policies or procedures regarding utility accommodation.
- B. The committee will work with the utility companies to develop recommended model policies and procedures regarding utility accommodation.
- C. This committee shall continue to monitor and assist in resolution if issues, conflicts or concerns regarding utility installation on county trunk highway right-of-way.

ARTICLE XIV – LEVEL OF SERVICE COMMITTEE (LOS)

Section 1 – Membership: This standing committee of the Association shall be comprised of eight (8) members. One commissioner shall be elected to serve on the committee by the Individual Members within each district. The committee shall meet on the call of the chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or other members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall continuously monitor the Level of Service (LOS) Model and the application of Routine Maintenance Funding (RMA) to the LOS model.

- A. This committee shall review the Level of Service Model to ensure that it meets the objectives set by the Department of Transportation. The committee shall suggest changes to the LOS model that reflect the actual activities that are performed by the Counties under the RMA, ensuring that funding is distributed equitably between the Counties utilizing the LOS model.
- B. The committee shall prioritize maintenance activities as directed by the Department of Transportation’s policy to ensure the best use of the RMA funding across the LOS model.
- C. The committee shall work with the Department of Transportation to ensure the preservation of County resources needed to provide State Highway maintenance activities.
- D. Members of this committee shall work for the best interests of the counties in general, as may be recommended to them by the Executive Committee and/or the Board of Directors.
- E. The committee shall report to the Board of Directors (a) for advice on areas and subjects for study and (b) to obtain approval of any policy change and (c) any changes to the LOS model and funding levels applied to the model.

ARTICLE XV – SAFETY & TRAINING COMMITTEE

Section 1 – Membership: standing committee of the Association shall be comprised of eight (8) members. One commissioner shall be elected to serve on the committee by the Individual Members within each district. The Superintendents’ and Foremen’s Leadership Development Group shall appoint two representatives to serve on the Safety & Training Committee. These appointees shall have voting rights on the Committee. The committee shall meet on the call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or other members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall develop accessible resources related to safety and training items necessary for efficient and safe county highway operations.

- A. The committee will seek to provide Association members with easy access to the most up-to-date and timely resources available.
- B. The committee will strive to provide a database of answers to “Frequently Asked Questions”.
- C. This committee shall study and recommend to the Association various

items, which will ensure both safe operations and safety to the traveling public.

- D. This committee shall continually monitor all county highway department concerns and address training and safety related concerns on a regular basis.
- E. This committee shall study and determine all necessary training requirements for county highway departments.
- F. This committee shall prepare an outline and advisory method, by which county highway departments can obtain the necessary training required.

ARTICLE XVI – TECHNICAL ADVISORY COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of eight (8) members. One commissioner, or an appropriate designated county highway department staff member, shall be elected to serve on the committee by the Individual Members of each district. The committee shall meet on the call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees or other members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope: This committee shall provide the Association and its various committees and sub-committees with technical advice and recommendations as they pertain to Association issues.

- A. This committee shall review federal and state policy, procedures and manuals regarding planning, design, construction, construction inspection, real estate, environmental and other related items pertaining to the Associations interest.
- B. This committee shall review all proposed federal and state laws, codes and rules, policies and manual documents; then analyze the pros and cons of each issue; make recommendations and provide technical advice to the appropriate committees, subcommittees, Executive Committee and/or Board of Directors.
- C. The committee shall address common engineering problems and technical problems of county highway departments, provide alternative solutions and make recommendations for improvements.
- D. This committee shall work with WisDOT stakeholders of the various chapters of the Facilities Development Manual (FDM) as chapters are being revised and changed, representing the interests of the Association.
- E. In representing county highway departments, members of this committee are expected to work for the best interest of the counties in general, as may be recommended to them by other committees, the Executive Committee or by the Board of Directors.

- F. The committee shall work with a WisDOT liaison/s on issues relating to the Association.

ARTICLE XVII – COUNTY HIGHWAY ASSOCIATION OF PAST PRESIDENTS

Section 1 – Membership: This standing committee of the Association shall be comprised of anyone who served in the capacity of President of the Wisconsin County Highway Association (WCHA). The committee shall elect its own officers. The committee shall meet on the call of the chair. A committee meeting shall be defined as having no less than three (3) voting members in attendance. The committee may appoint sub-committees of other members of the Association. Non-voting membership is open to those individuals who have served in the capacity of Chair of the Wisconsin County Highway Association (WCHA). The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Elections: Committee Chair shall be a WCHA Past President currently serving as a highway commissioner. Membership is not term limited.

Section 3 – Purpose and Scope: This committee shall provide input to the WCHA Board of Directors and to the WCHA Executive Committee on current and continuing WCHA issues.

- A. This committee shall direct the WCHA Scholarship Program; monitor, select, notify and award scholarships.
- B. This committee shall prepare and direct special events of the WCHA including the WCHA 100th Anniversary Celebration for the summer of 2011.
- C. This committee shall consider and provide advice to the Board of Directors and to the Executive Committee on issues that are directed to them by either the Board or Executive Committee.
- D. This committee shall meet at the winter and summer Wisconsin County Highway Association meetings. Conference registration for both voting and non-voting committee members shall be complimentary for those members that are not currently serving in the capacity as highway commissioner; no longer serve on a county highway committee or are no longer eligible through their current employment for registration reimbursement.
- E. This committee shall develop an annual budget which includes monies for committee meetings; the WCHA 100th Anniversary Celebration and WCHA Scholarships.

ARTICLE XVIII – WCHA SUPERINTENDENT’S AND FOREMEN’S LEADERSHIP DEVELOPMENT GROUP

Section 1 – Membership: The Superintendents’ and Foremen’s Leadership Development Group (LDG) shall be comprised of eight (8) members selected by their peers in each district of the state. Each County in a district shall have one vote for their

representative to the LDG. The Patrol Superintendent, or designated alternate, shall make the vote from said County. A member must be a Management level non-union employee employed by a WCHA member county. The LDG shall elect its own officers from its membership to serve one year terms as Past-Chair, Chair, and Vice-Chair subject to the confirmation of the WCHA President. The LDG shall meet on the call of the Chair. A majority of the group shall constitute a quorum at each meeting. The LDG may appoint subcommittees made up of members that would qualify for membership in the LDG.

The LDG shall appoint two members to serve as representatives on the WCHA Board of Directors. One representative shall have voting rights on the Board on any matter pertaining to Article XVIII of the By-Laws. The second representative will be a non-voting member.

The LDG shall appoint two members to serve on the WCHA Safety and Training Committee. The LDG representatives will be voting members of the Committee.

The Leadership Group may appoint two Vendor representatives to to serve as members of the Group. The representatives must be Associate Members in good standing of the WCHA. The Vendor representatives will be non-voting members.

The WCHA President shall appoint one member of the Board of Directors and an alternate to serve as a non-voting member of the LDG.

Section 2 – Elections: Members elected by their Districts shall serve for a period of four (4) years and may serve two (2) consecutive terms. The members having served the extent of their 4 year term shall be replaced each year by the district elections held at least one month before the regular Superintendents’ and Foremen’s Road School and the term shall take effect immediately upon election.

Section 3 – Purpose and Scope: The Leadership Development Group’s purpose is to provide Superintendents, Foremen and other management staff an opportunity for personal and professional development that will result in an improvement in the operation and management of County Highway Departments.

- A. The LDG shall serve as a conduit for the exchange of information between the WCHA and the Superintendents, Foremen, Engineers and other Managers employed by County Highway Departments.
- B. The LDG shall be responsible for promoting, developing and delivery of training and educational programs for County Highway Department management staff, in concert and cooperation with the WCHA’s Safety and Training Committee and Board of Directors.
- C. The LDG shall be responsible for promoting, developing and delivery of training and educational programs of County Highway Department non-management employees in concert and cooperation with the WCHA’s Safety and Training Committee and Board of Directors.
- D. The LDG shall provide one member to serve as a limited voting member and one non-voting member on the WCHA’s Board of Directors.

- E. The LDG shall provide two members to serve as voting members on the WCHA’s Safety and Training Committee.
- F. A WCHA Board of Director’s member or alternate shall be designated as a representative on the LDG and will attend their meetings.
- G. The LDG shall be responsible for the development and oversight of an annual WCHA Superintendents’ and Foremen’s Road School under the direction and oversight of the WCHA Board of Directors including the following:
 - 1. Develop a format and schedule.
 - 2. Acquisition of speakers and trainers.
 - 3. Development of agenda and topics.
 - 4. Selection and approval of host county and host facilities.
 - 5. Implementation of WCHA rules and policies governing such activities.
 - 6. Development of a recommended budget and fee structure for WCHA Board of Director’s review and approval.
 - 7. The Leadership Group shall provide regular reports on Road School development to the WCHA Board of Directors for their review and approval.
- H. The WCHA Leadership Group shall provide regular activity reports to the WCHA Board of Directors for their review.

ARTICLE XIX – Assistant Commissioners, Managers, & Engineers Committee (ACME)

Section 1 – Membership: This “standing” committee of the Association shall be comprised of anyone serving as Assistant Highway Commissioner, Operations Manager, or County/Highway Engineer. The committee shall elect a Chair and Secretary from its membership to serve. The committee shall meet on the call of the chair. The committee shall be defined as having no less than eight (8) voting members in attendance. The committee may appoint subcommittees to study specific subjects. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Subject to WCHA Board of Directors confirmation, the committee may appoint Vendor representatives to its membership, if the Vendor is an Associate Member in good standing of the WCHA and is a contracted provider for a WCHA member county. The Vendor representatives will be non-voting members.

Section 2 – Elections: The committee shall elect its Secretary and Chair to serve for a period of two (2) years and may serve two (2) consecutive terms. The committee chair shall be from a WCHA member county serving as assistant highway commissioner, operations manager, or county/highway engineer.

Section 3 – Purpose and Scope: The ACME committee’s purpose it to provide assistant highway commissioners, operations managers, and county/highway engineers an opportunity to share and obtain professional information and guidance that improves operations, management, and engineering of County Highways.

- A. This committee will seek to prepare its members for future leadership roles within WCHA and associated highway agencies.
- B. This committee shall advance engineering, management and related items aimed at improving county highway facilities, operations and functions.
- C. This committee shall identify and promote timely and affordable training related to professional development and management of county transportation systems.
- D. This committee will work with other committees and sub-committees to address engineering problems of county highway departments, provide alternative solutions, and make recommendations for improvements.
- E. This committee will work to improve relations and the spirit of cooperation among county/highway engineers and operations managers and related agencies.
- F. This committee shall work with the Conference Coordinating Committee and designated coordinator to develop, promote, and facilitate Leadership Development training and programs for the WCHA.
- G. This committee shall work with the Conference Coordinating Committee and designated coordinator to develop, promote, and facilitate NACE conference when held in Wisconsin.

ARTICLE XX – WORK ZONE SAFETY COMMITTEE

Section 1 – Membership: This standing committee of the Association shall be comprised of eight (8) members. One (1) highway commissioner shall be elected to serve on the committee by the Individual Members within a particular district. The committee shall meet on call of the Chair. A majority of the committee shall constitute a quorum at each meeting. The committee may appoint subcommittees to study specific subjects. Subcommittee members may be committee members or volunteer members of the Association. The agenda and minutes for all committee meetings shall be forwarded to the Executive Director who shall retain permanent record of such documents.

Section 2 – Purpose and Scope:

This Work Group exists for the purpose of supporting and developing concepts and strategies related to highway work zone safety along with increasing work zone awareness and practices on a statewide basis. The primary goal is to improve work zone safety and general highway safety for county highway employees and others who work in and around our State, County, and Local roads. These improvements will also lead to increased safety for the traveling public.

The Work Group shall research, develop, and formulate resources and proposed practices with the goal of increasing worker safety in highway works zones. The group will develop public outreach campaigns and other educational tools to educate the public on work zones and highway worker safety. The Committee will also study and analyze county highway department activities, compile statistics and reports, gather and research resources and policies pertaining to work zone safety, and the safety of county employees while working on State, County and local highways.

The scope of these activities will be broad, impacting and working with all areas of work zone

safety and highway safety. WCHA, Wisconsin DOT, WTBA members, local and statewide media, equipment vendors, safety professionals and other stakeholders will ultimately be involved and participate. The Work Group shall consist of at least one member from each WCHA region.

The Work Group shall review and formulate legislative activities related to work zone and highway safety to include federal and state laws, codes and rules and shall make recommendations of a course of action when needed.

This Work Group will develop a strategic plan and report regularly to the WCHA Board on the progress of action items. The Work Group shall make policy and other recommendations to the Board of Directors for their consideration and potential actions to improve work zone and highway safety.

ARTICLE XX – EFFECTIVE DATE

The amended bylaws shall take effect the day following their adoption and shall act to supersede and repeal the current Bylaws of the Wisconsin County Highway Association in effect at that time.

These amended Bylaws were adopted by the Board of Directors on January 15, 2018 at the regularly scheduled meeting of the WCHA Board of Directors.