

American Traffic Safety Services Association  
Application for Membership on an ATSSA Standing Committee

Name *(please print or type)* \_\_\_\_\_ Title \_\_\_\_\_  
Company or Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

A vision/mission statement for each committee is attached to provide you with a brief overview of the direction each committee is taking. Please indicate below in numerical order your committee preferences, with your first choice designated as (1) and so on.

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

\_\_\_\_\_ Pavement Marking      \_\_\_\_\_ Sign      \_\_\_\_\_ Temporary Traffic Control  
\_\_\_\_\_ Safety & Public Awareness      \_\_\_\_\_ Guardrail

**You may also serve on one of these committees:**

\_\_\_\_\_ Manufacturers & Suppliers      \_\_\_\_\_ Government Relations      \_\_\_\_\_ Membership

**And you may serve on the  
\_\_\_\_\_ ITS Council**

Please describe your interest in and/or qualifications for serving on this committee

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:** Elaine Ottley [elaineo@atssa.com](mailto:elaineo@atssa.com)  
American Traffic Safety Services Association  
15 Riverside Parkway, Suite 100  
Fredericksburg, VA 22406  
(540) 368-1701 FAX (540) 368-1717

**PLEASE SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

ATSSA Use Only \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Sent to Committee Chair \_\_\_\_\_  
Meeting with Chair \_\_\_\_\_  
Action Taken \_\_\_\_\_

## ATSSA Standing Committees

### 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;
  - the appropriate balance of membership categories on the committee will be maintained.
- The member may be asked to visit a committee meeting to 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.
- In the event that committee membership is full, the chair may either (1) request that ATSSA maintain a waiting list until such time as a vacancy occurs or (2) develop, with the committee, a procedure for creating a vacancy on the committee.

### 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 and participate in *every* meeting unless they have a valid excuse approved by the committee chair.
- 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 committee member should inform the chair and the staff liaison in writing in advance of the meeting of the selection of an alternate or proxy.
- The committee chair shall have the right to remove from committee membership any member who fails to attend or participate regularly in committee meetings. If a member is absent from two of three consecutive meetings, the chair may remove the member from the committee. "Absent" includes excused and unexcused absences as well as use of proxies.

### Committee Structure

- Committees will be limited to a total of thirty ATSSA members.
- The chair will make every effort to maintain a membership division balance in proportion to the composition of the national membership.
- A committee membership is held by the individual, not by a company or agency, and individuals are limited to serving on only one technical committee at a time and one support committee at a time.
- If an individual leaves the employ of one member company or agency for the employ of another member company or agency, the individual is entitled to retain the committee membership provided that the new employer does not already have a representative on the committee.
- 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.
- The number of representatives from one company who can serve on a standing committee is 20% of the total committee membership.
- Any ATSSA member may serve on a task force established by a committee and need not be a member of that committee.