

BALANCED MIX DESIGN IMPLEMENTATION WORKING GROUP GUIDELINES

The Balanced Mix Design Implementation Working Group (BMD IWG) Guidelines (the “**Guidelines**”) set forth the role and responsibility of members participating on the BMD IWG (the “**Working Group**”).

I. Authority and Statement of Purpose

As identified in the Working Group Charter, the purpose of the Working Group is to facilitate the exchange of knowledge, experience, and best practices among National Asphalt Pavement Association (NAPA) members, State Department of Transportations (DOTs), and Academia regarding the implementation of BMD. The group aims to address technical, operational, and managerial challenges associated with BMD, thereby accelerating its adoption in a comprehensive and thoughtful manner. The IWG will not direct the program of any public agency or other stakeholder but rather will provide data for programs to make informed decisions

II. Roles and Responsibilities

A. Manager

The Manager of the Working Group will be a member of the NAPA Staff. The Manager will coordinate meetings of the officers and members. The Manager will also coordinate committee meetings as deemed necessary. As the Working Group completes projects, the Manager will coordinate with the officers the best method of technology transfer. The Manager will also work with the Officers and FHWA to determine meeting dates, locations, and agendas.

B. Officers

The Working Group Chair, Vice Chair, and Secretary work to ensure Working Group members are engaged in activities and tactics that strategically align with its stated purpose. The Working Group will not have a Chair, Vice Chair and Secretary who both represent the same industry sector (NAPA member, DOT, Academia). Officer roles will have two-year terms. At the end of two years, the Secretary will become the Vice-Chair, Vice-Chair will become Chair. The Chair will serve in the role of Past Chair in an *ex officio* role. After serving as Past Chair, they may return to membership taking one of the positions of the appropriate sector.

The Working Group Chair will:

- Develop the agenda, action items, and dates for Working Group meetings.
- Ensure Conflict-of-Interest and Anti-Trust policies are understood and followed.
- Provide updates to the Working Group regarding strategic initiatives to be undertaken.
- Establish task forces as needed to provide focus on specific opportunities or initiatives.
- Recommend task force chairs to lead opportunities and initiatives.
- Conduct an annual evaluation of the Working Group’s performance.
- Periodically review and reassess the Working Group Charter and recommend any revisions to the Charter considered necessary and appropriate.
- Work to ensure information is provided to Working Group members in a timely, organized, and concise manner.

The Working Group Vice Chair will:

- Serve as Working Group lead in the event the Working Group Chair is unable to participate in an established meeting.
- Work with the Working Group Chair regarding the establishment of task forces and the recommendation of individuals to lead opportunities and initiatives.
- Support the Working Group Chair in the development of meeting agendas.

The Working Group Secretary will:

- Act to ensure an accurate record of the Working Group meeting by producing and reviewing Working Group meeting minutes.
- Distribute meeting materials, including agendas, read-ahead packets, previous meeting minutes, and other Working Group documents.

C. Working Group Members

Working Group members serve as the voice of their industry sector providing real-time issues and opportunities the industry faces along with suggestions on how the industry can continue to accelerate the adoption of BMD.

Working Group Members will:

- Represent the interests of and make decisions in the best interest of their respective sector of the asphalt pavement industry.
- Bring BMD issues, challenges, and opportunities to the Working Group and help determine the respective response/actions of the Working Group.
- Excuse themselves from voting on any issue in which they have a conflict of interest. Members with conflicts of interest may still engage in discussions after divulging they have a conflict.
- Attend and actively participate in Working Group meetings. The Working Group Chair may vacate membership of members who do not regularly attend meetings.
- Review minutes from the previous meeting and ensure they are an accurate reflection and if incorrect, clarify and correct the record.
- Encourage active participation in the Working Group through engagement in its activities.
- Shall actively sit on at least one Working Group Committee or Task Force

Working Group Friends will:

A “friend of Working Group” is someone who can attend meetings (when space is available) and participate in the same activities as Working Group members but does not have voting rights. In addition, friends who actively contribute to Working Group activities will be considered for membership as current Working Group members serve out their tenure. Friends of Working Group activities may include, but are not limited to:

- Exchange information about BMD
- Peer review documents and offer comments on Working Group projects
- Contribute to the Working Group publications.
- Assist in drafting research needs statements and problem statements for Working Group projects
- Actively participate in Working Group Committees or Task Forces

III. Working Group Member Selection and Tenure

The Working Group seeks a balanced and diverse representation asphalt industry (producers, material suppliers, and associations), agencies (DOTs, Counties, or Public

Works Departments), Academia, and equipment suppliers. The number of members and membership composition of the above sectors is defined in the BMD IWG Charter.

Membership Committee

- Comprised of one staff member from all of the following groups: NAPA, Federal Highway Administration, a Department of Transportation, and one member of Academia
- Assists the Working Group Chair, Vice Chair, and Secretary in appointing members to fill vacancies

Selection Criteria may include:

- Expertise in BMD, asphalt mixtures, and asphalt-related technical fields.
- Geographic diversity is desired across all sectors of Working Group membership.
- Companies/Organizations may have no more than one (1) representative on the Working Group at one time.

Tenure:

- Inaugural members of the Working Group will be assigned terms of three, four, or five years. Assignments will be made by the Chair, Vice-Chair, and Membership Committee
- Members shall serve a three-year term, or until earlier resignation.

IV. Attendance Policy and Quorum

A 50 percent quorum of Working Group members are required to approve actions in the meeting agenda. Working Group members are requested to attend each meeting. In the event a Working Group member regularly misses scheduled meetings during his or her term, the Working Group Chair may ask the member to step down.

V. Best Practices for Robust Discussion and Participation

Innovation, breakthroughs, and better service result when agenda items encourage active participation. To ensure the BMD IWG is providing a compelling value proposition, the Working Group agenda should be developed to encourage discussion and participation. Examples of participation include, but are not limited to:

- Reviewing the meeting agenda, and materials, and coming prepared with questions, suggestions, and recommendations.
- Providing input that aids in the discussion of strategic initiatives led by the Working Group.
- Treating everyone and their thoughts with respect.
- Providing suggestions and recommendations for new Working Group members.
- Volunteering to act as chair of task forces or in other roles that advance the Working Group and its work.

VI. Orientation Process for New Members

Working Group Member Orientation will include review of Working Group Materials, including:

- The Working Group Charter
- The Working Group Guidelines
- Anti-Trust Policy
- Previous meeting minutes

New members may request a meeting with the Working Group Chair, Vice Chair, and Secretary to discuss any questions resulting from their orientation review of the Working Group documents.

VII. Meetings

A. Scheduling

The Working Group will meet as deemed necessary at the discretion of the Working Group Chair, Vice Chair, and Manager.

B. Notice

On behalf of the Working Group Chair, the Secretary will provide a Notice of Meeting at least 45 days prior to the meeting date. This Notice of Meeting will include the meeting date, time, and location (e.g. in-person, videoconference, etc.).

C. Agenda

The agenda will be developed by the Working Group Chair with the assistance of the Vice Chair and Secretary.

D. Materials

All materials for Working Group discussion will be distributed a minimum of one (1) week prior to the meeting date.

E. Minutes

Minutes will be kept as a record of Working Group discussions, recommendations, and decisions. The Secretary will draft meeting minutes and provide to the Working Group Chair and Vice Chair for review to ensure accuracy. The minutes will be provided to Working Group members as part of the overall Working Group packet, reviewed, and approved at the following meeting.

F. Task Forces

Additional task forces shall conduct business meetings in accordance with the established Working Group Guidelines.

VIII. Related Policies

A. Anti-Trust Policy

At all meetings of the Working Group, including task group meetings, the National Asphalt Pavement Association's Anti-trust Policy must be followed. A copy of the detailed policy is available at

<https://www.asphaltpavement.org/about/governance/antitrust-policy>.

B. Conflict of Interest and Ethics

Working Group members may have a conflict of interest due to the business nature of their company, their own personal relationships, or other associations and organizations to which they belong. Participation in the Working Group provides access to the groups information and discussions. To ensure the safety of information, and encourage active participation and discussion of differing viewpoints, members must disclose if they have a conflict. The Working Group reserves the right to terminate the membership of a

member if there has been a breach of full disclosure by that member or if the Working Group Chair, Vice Chair, and Secretary find a conflict of interest to exist. Individuals who do not believe they can follow these expectations will vacate Working Group membership immediately.

C. Anti-harassment

The Working Group is committed to maintaining a safe, productive, diverse, inclusive, professional, collegial, and secure work environment in which all individuals are treated with respect and dignity. Discrimination, harassment, or inappropriate conduct is not tolerated by or against employees, members, volunteers, vendors, contractors, or any other individuals who participate with the Working Group. Any violations of this policy should be reported to the Working Group Leadership (Chair, Vice Chair, and/or Secretary).

IX. Diversity and Inclusion

The Working Group pledges to:

- Practice inclusion of all individuals. The Working Group recognizes continued growth, influence, and credibility occur when viewpoints from all are heard and taken into consideration,
- Pull in diverse backgrounds and perspectives to enrich group capabilities, and
- Point out opportunities to support equitable work environments and behaviors.

The Working Group is especially concerned with creating space for the difficult conversations and hearing the voices least heard.

X. Records

The National Asphalt Pavement Association will retain official records (for example, agendas, supporting documents, and minutes) for a period equal to at least three (3) years on the BMD Resource Guide, www.asphalt pavement.org/BMD.