

BALANCED MIX DESIGN IMPLEMENTATION WORKING GROUP

CHARTER

The Balanced Mix Design Implementation Working Group (BMD IWG) Charter (this “**Charter**”) sets forth the purpose and membership requirements of the BMD IWG (the “**Working Group**”) and establishes its authority and responsibilities.

Statement of Purpose

The purpose of the BMD IWG 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 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.

Membership

The members of the Working Group will initially be appointed through an application process selected by the Chair, Vice-Chair, Secretary, and Membership Committee. The Membership Committee will be comprised of one staff member from the following groups: NAPA, Federal Highway Administration (FHWA), a Department of Transportation, an asphalt industry representative and one member of Academia. These last three members will be the Working Group Leadership. After the inaugural membership, members shall be appointed by the Chair, Vice-Chair, Secretary, and Membership Committee based on previous Working Group participation and will serve for three (3) years or until earlier resignation. Inaugural members of the Working Group will be assigned terms of three, four or five years assigned by the Chair, Vice-Chair, and Membership Committee. The Chair may remove any member from the Working Group at any time with or without cause. Vacancies occurring on the Working Group shall be filled by the Working Group Chair, Vice-Chair, and Membership Committee.

The Working Group shall consist of no more than nineteen (19) members not including Working Group leadership. The nineteen Working Group members will have six members of the asphalt industry (producers, material suppliers, and associations), six members from agencies (DOTs, Counties, or Public Works Departments), five members from Academia, and two testing equipment suppliers. Members representing different geographical regions of the United States will be selected. The Chair, Vice-Chair, and Secretary will not count against the membership count. FHWA will choose a liaison to participate in the IWG with no voting privileges. NAPA staff will support the IWG but not have voting privileges.

Meetings

The Working Group shall meet as deemed necessary. All Working Group members will be notified no less than 45 days prior to the meeting date. Minutes of all Working Group meetings shall be taken and shall be approved at subsequent meetings. A quorum (50% attendance) will be required for all voting. All members of the Working Group including the Chair, Vice-Chair, and Secretary have voting privileges.

Performance Evaluation

The Working Group Chair and Vice-Chair shall conduct an annual evaluation of the Working Group’s performance. The Working Group shall review and reassess this Charter periodically and make any improvements to this Charter that it considers necessary or appropriate. The

Charter will be approved by NAPA's Vice President for Engineering, Research and Technology and the Working Group Chair.

Approved by (NAPA Lead):

Approved by (Working Group Chair):

Signature

Name: _____

Date: _____

Signature

Name: _____

Date: _____

Amended and restated by (name) on (date)