Charter of the Committee on Knowledge Management
Adopted – May 9, 2018

Name
The name of this committee shall be the American Association of State Highway and Transportation Officials (AASHTO) Committee on Knowledge Management.

Purpose
The Committee on Knowledge Management shall provide a forum for collaboration among Member Departments for the exchange of information, industry standard practices, experiences, and emerging approaches and concepts related to knowledge management. This includes development of policy, principles, strategies, and guidance used by agencies to plan, create, identify, collect, organize, preserve, disseminate, share, generate, and apply critical Member Departments’ tacit and explicit knowledge. The committee will focus on facilitating and promoting strategies and practices necessary for a Member Department to retain, manage, share, and develop relevant knowledge between employees, consultants, contractors and other partners to support the Member Departments’ mission, strategic planning and goals, work, innovations, and evolution. The Committee shall also promote the development and implementation of knowledge management within Member Departments. The Committee shall identify and report matters of national interest to the Agency Administration Managing Committee.

Membership
Membership on this Committee shall consist of the top knowledge management official(s) of each Member Department or representatives of related disciplines such as learning and development, workforce planning, information management, strategic planning, or organizational development. Provisions governing committee membership include:

- Member Departments may nominate one voting representative and up to two additional non-voting representatives to the Committee on Knowledge Management.
- The Chair/Vice Chair of TRAC/RIDES shall serve as a non-voting member
- Associate membership is open to representatives from U.S. Department of Transportation Administrations.
- The Committee shall work cooperatively with other AASHTO committees. To facilitate this, other committees may designate a liaison to participate on the Committee.
- Associate members and committee liaisons are non-voting members of the Committee on Knowledge Management for purposes of official Committee business. Associate
members and committee liaisons may vote on matters in subcommittees of the Committee on Knowledge Management of which they are members.

Committee Structure

Officers
The officers of the Committee on Knowledge Management shall be a chair and vice chair(s). The chair and vice chair terms of office shall be for a two-calendar-year period, which terminates at the end of the first Committee on Knowledge Management annual meeting after their term has lapsed, or two years from appointment if the Committee on Knowledge Management does not meet annually. Committee chairs and vice chairs may be appointed to succeed themselves for additional two-year terms. The following are specific requirements for each Committee officer position:

- Chair
  - The Committee on Knowledge Management chair shall be a member of the AASHTO Board of Directors.
  - The Committee on Knowledge Management Chair or Vice Chair shall be a member of the Agency Administration Committee.
  - The primary roles and responsibilities of the chair shall include the following:
    - Convene and preside at meetings of the Committee on Knowledge Management; provide guidance and ensure the objectives of the Committee are conducted in alignment with AASHTO Governing Documents.
    - Serve as a member of the Agency Administration Managing Committee and provide updates on activities and products of the Committee on Knowledge Management.
    - Establish subcommittees, with approval from the AASHTO Strategic Management Committee and support of the Agency Administration Managing Committee.
    - Establish Task Forces and Communities of Practice.
    - Provide the Committee on Knowledge Management with updates regarding activities and task requests of AASHTO and the Agency Administration Managing Committee.

- Vice Chair
  - The Committee on Knowledge Management vice chair shall have knowledge and experience in knowledge management.
The Committee on Knowledge Management vice chair shall serve as the chair of the Committee steering committee in the absence of the chair.

The Committee on Knowledge Management vice chair shall serve as a delegate on the Agency Administration Managing Committee should the Chair not be available.

The primary roles and responsibilities of the vice chair shall include the following:

- The Vice Chair assumes duties of the Chair in the event that the Chair is unable to carry out such responsibilities until such time the AASHTO president appoints a new Chair.

**Steering Committee**

The Steering Committee shall include the Chair, Vice Chair, and Chair of each subcommittee as well as a representative from each of the AASHTO regions. Subcommittee Chairs may delegate the role to other subcommittee members. Other provisions:

- AASHTO region representatives shall be selected by the AASHTO region and may be nominated or elected.
- When possible, Steering Committee member terms will be staggered to ensure continuity of Committee objectives. Terms of office shall be for a two-calendar-year period, which terminates at the end of the first Committee on Knowledge Management annual meeting after their term has lapsed, or two years from appointment if the Committee on Knowledge Management does not meet annually. Members may be appointed to succeed themselves for additional two-year terms.

The role of the Steering Committee shall include the following:

- General management of committee business;
- Addressing strategic and emerging issues within the committee scope;
- Selection of the committee’s annual meeting site;
- Filling vacancies on the steering committee;
- Review and make recommendations on the establishment of subcommittees, task forces, and communities of practice; and
- Communicating and coordinating with other appropriate AASHTO groups and outside stakeholders.
Subcommittees

Subgroups may be established as follows:

- A subcommittee may be established by the chair of a committee, with approval from the Strategic Management Committee. A subcommittee is a permanent subdivision charged with a specific field or topic within that committee’s purview.
- A task force may be established by a committee chair as a temporary, “ad hoc” group to address a specific short-term, priority task or activity. The committee chair shall advise the Strategic Management Committee of the establishment of any task force.
- A community of practice may be established by a committee chair to address a specific discipline or topic. Communities of practice may consist of participants from one or multiple committees, and may include other appropriate stakeholders. The committee chair shall advise the Strategic Management Committee of the establishment of any community of practice.

Reporting

The Committee on Knowledge Management will report to the Agency Administration Managing Committee on all matters.

The TRAC and RIDES Technical Service Program will report to the Committee on Knowledge Management.

Meetings

Committee Meetings

- Annual face to face meeting during the spring
- Quarterly remote meetings

In the event that the voting committee member is unable to serve, each Member Department may designate, by electronic notification or letter to the AASHTO committee staff liaison, prior to each committee meeting, the individual who shall serve as the Member Department’s voting representative on the committee.

Representation by a majority of all Member Departments, exclusive of the U.S. Department of Transportation, shall constitute a quorum to initiate and to transact general business. A majority vote of those members present, exclusive of the U.S. Department of Transportation, on matters of general business shall be considered binding on the committee. For adoption of a draft policy or technical document, a two-thirds favorable vote of all Member Departments, exclusive of the U.S. Department of Transportation, is required for approval, prior to being considered by other appropriate groups within AASHTO.
Strategic Plan, Annual Achievements Document, and Annual Work Plan

The committee shall establish a strategic plan and a work plan to help guide committee activities. The strategic plan shall be consistent with the AASHTO goals and objectives as outlined in the Association’s strategic plan. At a minimum, the committee’s strategic plan will be reviewed and updated as needed when AASHTO completes a new strategic plan.

The committee will maintain, at a minimum, a one year work plan that describes the activities that will be implemented, the individual(s) or subgroups overseeing implementation, and a schedule for completion. The work plan shall be submitted to the Strategic Management Committee prior to the AASHTO annual meeting each year.

Annual accomplishment reports shall highlight the accomplishments of the committee since the last AASHTO annual meeting, and shall be submitted to the Board of Directors and the Strategic Management Committee prior to the AASHTO annual meeting each year.

Ethics

All meetings of the committee and its steering committee, subcommittee(s), task force(s), and technical committee(s) will be conducted in accordance with the AASHTO policies governing conflicts of interest.

Amendments

The charter of the Committee on Knowledge Management Committee may be amended by a two-thirds affirmative vote of the committee membership and then a two-thirds affirmative vote by the Board of Directors.