

Project Users Group Technical Advisory Group (TAG) Procedures

TAG Coordinator Selection

The TAG Coordinator will serve a two-year term with a maximum of two consecutive terms.

The TAG Coordinator will be elected by the TAG members and recommended to the Project Board of Directors for confirmation.

The TAG Coordinator need not be an official Project Users Representative nor a prior TAG member. However, if a non-official Project Users Representative or a non-prior TAG member gets elected, the official Project Users Representative or prior TAG member from that agency would have to relinquish their voting rights in the TAG.

The Assistant TAG Coordinator will serve a two-year term.

The Assistant TAG Coordinators will be elected by the TAG members and recommended to the Project Board of Directors for confirmation.

The Assistant TAG Coordinator need not be an official Project Users Representative nor a prior TAG member. However, if a non-official Project Users Representative or a non-prior TAG member gets elected, the official Project Users Representative or prior TAG member from that agency would have to relinquish their voting rights in the TAG.

The Assistant Coordinator will not automatically succeed the TAG Coordinator but will serve as the TAG Coordinator's assistant to carry out duties as may be assigned.

Specific duties of the TAG Coordinator are:

- Direct the TAG's development and annual review of a mission statement.
- Direct the TAG's development and annual review of long/short range goals.
- Direct the TAG's development and/or review of proposed ballot items falling in the area of the TAG's expertise.
- Direct the TAG's efforts to accomplish long and short range goals.
- Conduct TAG meetings prior to the Project User Conference.
- Report on the results of the TAG meeting prior to the Project User Conference.
- Annually reaffirm TAG members' commitment to continue to serve.
- Other duties as assigned by the Project User Group Chair.

Specific duties of the Assistant TAG Coordinator are:

- Assisting the TAG Coordinator with TAG meetings.
- Other duties as assigned by the TAG Coordinator.

A vacancy in the position of TAG Coordinator may be declared upon:

- The Coordinator notifies the Project User Group Chair
- Is assigned to a different work area in his/her agency
- Problems which prevent the Coordinator from performing duties
- Action by the Project User Group Board of Directors.

In the event of a vacancy in the TAG Coordinator position, the Assistant Coordinator will fill the position until the next TAG meeting when an election will occur for an Interim TAG Coordinator. The Interim TAG Coordinator will fill the position until the end of that term and will not be counted toward future consecutive terms.

In the event of a vacancy in the Assistant TAG Coordinator position, the position will be filled at the next TAG meeting. The Interim Assistant TAG Coordinator will fill the position until the end of that term.

In the event of a vacancy in the TAG Coordinator position and Assistant Coordinator positions, the Project User Group Chair will assign a Temporary TAG Coordinator. The Temporary TAG Coordinator shall be selected from the current members of the TAG and will fill the position until the next TAG meeting. The TAG under the direction of the Temporary Coordinator will hold elections for the Interim TAG Coordinator and Interim Assistant Coordinator at the next TAG meeting. They will fill the positions until the end of that term and will not be counted toward future consecutive terms.

TAG Membership Requirements

There shall be at least three members appointed by the Project User Group Chair to establish a new TAG.

Membership requirement for the TAG's is education, training, experience, or interest in the TAG's area of responsibility.

TAG members are not required to be a member user representative.

TAG membership will be appointment by the Project User Group Chair in consultation with the TAG Coordinator.

TAG membership applications will need to be signed by the Project User Group Chair, TAG Coordinator and the new member agency's PUG User Representative.

There will be no limitation on the number of terms that a member may serve, although each member will be asked annually by the TAG Coordinator if they wish to serve another year term.

A TAG member or proxy that misses two consecutive annual meetings, without explanation, will be considered inactive and may be replaced or removed by the TAG Coordinator or Project User Group Chair.

A member agency shall have no more than one representative on any individual TAG. However, several different agencies from a state (such as DOT, Attorney General, FHWA, OIG) may be represented on a TAG so long as no single agency has more than one representative.

A TAG may be disbanded upon recommendation by the Board of Directors and majority vote of the Project User Group at the annual Project conference

TAG Business Rules

TAG Quorum Rule

If an agency does not have representation at two consecutive regularly scheduled meetings, that agency will not be counted towards the needed quorum count for the next meeting.

NOTE: The PUG does not count as a regularly scheduled meeting -- it is an annual meeting.

1. The attendance policy does not affect being a TAG membership; it is only to help obtain a quorum so that decisions can be made by the TAG.
2. The TAG Coordinator or designee will send out an email to the TAG with the Voting Quorum – Attendance Policy that will be placed in effect for the next regularly scheduled TAG meeting.

TAGs can conduct business via electronic methods with the following consideration:

1. Quorum rules need to be followed for electronic methods the same as they are followed for meetings.
2. The next meeting needs ## people to make up a quorum. If that many people vote "Yes" or in the affirmative and are represented during the next meeting when a quorum is made, their votes will be reflected and the TMR will be automatically endorsed which replaces discussion being held via email.