Proposals to AASHTO Standards

Process for a member agency seeking WAQTC support for AASHTO Standards proposals

Minor revisions proposals to AASHTO Standards

1. Draft proposed revision
2. Distribute to the QAC at least three weeks before the winter meeting
3. Respond to comments
4. Present revisions during the QAC Winter meeting

Extensive revisions

1. Determine if other member agencies are interested in contributing to the drafting of the revision.
2. Gather input from other members that use the standard.
3. Solicit QAC and Executive Board support
4. Draft a proposal with assistance from the QAC and coordinator
5. Distribute to QAC before the winter meeting
6. Respond to comments
7. Present proposal during the QAC Winter meeting
8. QAC provides feedback, final revisions and support, meeting time permitting
    a. Meeting priorities are:
        i. Standards that impact WAQTC TTQP training materials
        ii. Standards assigned by the Executive Board
        iii. Standards with the greatest number of impacted member agencies

New Standard

1. Determine if other member agencies are interested in contributing to the drafting of the new standard.
2. Gather input from interested member agencies
    a. May include obtaining existing agency standards
3. Interested member agencies draft a proposal

4. Distribute to QAC before the winter meeting
5. Respond to comments
6. Present proposal during the QAC Winter meeting
7. QAC provides feedback, final revisions and support, meeting time permitting
    a. Meeting priorities are:
        i. Standards that impact WAQTC TTQP training materials
        ii. Standards assigned by the Executive Board
        iii. Standards with the greatest number of impacted member agencies

All QAC approved AASHTO proposals

1. Distribute to the Executive Board before the Spring meeting
2. Respond to comments
3. Present proposal during the Executive Board Spring meeting

Proposals approved by the Executive Board

1. The Executive Board assigns a champion
    a. Preferably, the champion is the member of the board who is also a member of the AASHTO Technical Subcommittee (TS) or the member of the board representing the proposing agency.
    b. If the initially selected champion is not willing to present the revision, the Executive Board will assign an alternate champion.
2. The Coordinator writes a letter, template attached, outlining the purpose of the proposed revisions
3. The Executive Board member from the WAQTC agency who is not a voting member or not on the TS discusses the revisions with the TS voting members from WAQTC agencies.
    a. The Executive Board member discusses any issues or recommendations with the board to determine further action, if any.
4. The Champion presents the proposal and letter to the TS Chair
5. The Champion follows the proposal through the balloting procedure and reports to the QAC and the Executive Board

Date:

To: AASHTO TS Chair Name
AASHTO COMP Technical Subcommittee Xx Chair
Title
email

From: Champion Name
WAQTC Executive Board Member
Title
email

Chair,

Attached are WAQTC's proposed revisions to *#, title*.

Explanation of revisions if appropriate.

WAQTC would like to recommend the following revisions:

- Bulleted list of revisions by Section #

A WAQTC member will be happy to present these proposed revisions to your Technical Subcommittee members during a webinar, or during the COMP Midyear or Annual meetings.

Thank you,

Champion initials/DAB/dab