



## Materials & Construction Committee Charter

This charter sets forth the purpose and membership requirements of the Materials & Construction Committee (the “**Committee**”) of the Asphalt Pavement Association of Indiana (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Board of Directors (the “**Board**”).

### **Purpose**

The Committee will partner with the Indiana Department of Transportation (INDOT) and other agencies to improve specifications, explore innovations, and improve processes regarding materials and construction topics. Topics may be delegated to the Committee from the Vision Group.

The goals and responsibility of the Committee include:

- Meet with INDOT Division of Materials & Tests and INDOT Department of Construction to provide input on and propose potential specification and policy changes and to vet draft specification language amendments and memos.
- Provide feedback to INDOT and other agencies on the QC/QA process regarding testing and verification of asphalt mixtures.
- Serve as a source of communication between the HMA industry and INDOT Central Office regarding consistent application of INDOT policies, procedures, and specifications among the separate INDOT districts.
- Explore innovation in the asphalt industry and proactively bring ideas to INDOT and other agencies regarding material testing, construction techniques, jobsite and plant safety, and performance testing.
- Assist INDOT with data collection, data evaluation, and round robin HMA sampling as requested.
- Advance sustainability initiatives for the betterment of the industry.
- Propose research ideas to be considered for potential INDOT or Joint Transportation Research Program (JTRP) projects.

### **Membership**

The Board shall appoint a Chair and Vice Chair of the Committee, and each will serve a term of two years. Terms of the Chair and Vice Chair may be repeated at the discretion of the Board.

The members of the Committee shall be appointed by the Association staff liaison. Any person that is an employee of a Producer Contractor Member is eligible to be a member of the Committee. The Committee shall strive to have a minimum of eight members with a maximum of thirteen members. Members shall not roll off the Committee unless by request. The Chair, Vice Chair, and Association staff liaison may remove any member from the Committee at any time with or without cause.

## **Meetings**

The Committee will meet quarterly and more often as needed. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. Twenty-five percent (25%) of the Committee members shall constitute a quorum. The Committee may form subcommittees and/or task forces as needed.

## **Roles & Responsibilities**

Committee members are expected to actively support the initiatives and goals of the Committee by:

- Attending 75% of Committee meetings.
- Representing the mission of the Association and goals of the asphalt industry over individual company priorities.
- Staying well-informed of national initiatives, emerging technologies, and innovation in asphalt.

The Committee will review its charter annually and recommend any proposed changes to the Board for review.

### **APAI Staff Liaison**

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