

December 2024

National Standards Committee Charter

Overview

The NACTO National Standards Committee is a unique working group within the NACTO community that directly influences national transportation design standards, integrating city-proven best practices. The Committee advocates for the creation of national standards and guidelines that proactively support or normalize Complete Streets, with pedestrian, bike, and transit priority treatments. Its members work to remove institutional roadblocks that limit member agencies' ability to implement street design appropriate to the urban context.

All NACTO members are eligible to participate in the National Standards Committee.

Purpose

- Serve as a technical advisory group to review and propose changes or updates to the Manual of Uniform Traffic Control Devices. The National Standards Committee will:
 - Identify and elect NACTO's delegation to the National Committee on Uniform Traffic Control Devices
 - Perform technical review and comment on the state supplements and amendments to the MUTCD
 - Provide peer support for cities with MUTCD-related issues and questions
 - Elevate specific language to the FHWA directly
- On behalf of NACTO, provide technical insights and recommendations for national design guidance and related documents that are developed by partner organizations, such as the Institute of Transportation Engineers and the American Association of State Highway and Transportation Officials.
 - Represent NACTO on task forces, committees, and other specific and time-bound convenings
 - Review draft documents and provide comments
- Advance city-proven best practices through targeted education and engagement activities that increase overall understanding of designs and strategies for multimodal travel in urban environments.

- Engage and elevate the specific professional expertise of city transportation engineering, design, and planning through Committee recruitment, meetings, and conferences.

Committee Structure

Membership

The National Standards Committee is composed of design practitioners from every NACTO member agency. Each Full Member may assign up to three (3) voting representatives. Affiliate, Transit Agency, and International Members will assign one (1) voting representative. Additional non-voting representatives from all Members are invited to attend meetings.

Meetings

The Committee will meet virtually every month for up to 90 minutes to discuss topics, review action items, assign subcommittee work, and develop recommendations. The Committee will also meet annually at the Designing Cities Conference.

Committee members will receive meeting materials from NACTO staff.

Leadership

A Chair and a Vice Chair shall lead the Committee. The Chair also leads the NACTO delegation to the National Committee on Uniform Traffic Control Devices. Both the Chair and the Vice Chair are expected to collaborate closely with NACTO staff in developing agendas and facilitating Committee meetings; identifying opportunities and strategies for NACTO in developing relationships with other organizations; recruiting new members of the National Committee; and ensuring the Committee's annual work plan is accomplished.

The Chair and Vice Chair shall represent a NACTO Full Member and may not represent the same Member.

The full National Standards Committee shall select the Chair and Vice Chair. Each Member agency shall be afforded two (2) votes. The candidate with the most votes shall be the Chair. The candidate with the next highest vote count shall be the Vice Chair. Members may allocate both votes to the same person.

The Chair and Vice Chair will serve for terms of two (2) calendar years and may serve for up to three (3) consecutive terms. They are subject to recall upon request by NACTO staff in coordination with the NACTO Executive Director and NACTO Board.

Decision-Making

Full Members shall have three (3) votes on all Committee decisions. Affiliate, Transit Agency, and International Members shall have one (1) vote each.

The goal of the National Standards Committee (and subcommittees) is to reach a consensus on advancing design and engineering standards recommendations. However, when the committee consensus cannot be reached, the following decision-making framework will be used:

- If an item has passed a subcommittee and is recommended for the full Committee, but a consensus from the full committee cannot be reached, a simple majority vote will be taken.
- If an item is proposed by the Committee and has not gone through a subcommittee, a vote will be taken. The Chair shall decide when a vote must be taken. A simple majority, where at least half of all Full Member votes are in favor of an item, shall prevail.

In the event that a voting Member's representative is unable to attend a vote, they may designate an alternate for the vote or submit their vote via email to the NACTO staff liaison.

Annual Work Plan

NACTO staff will collaborate with the Chair and Vice Chair to develop an annual work plan for the National Standards Committee. The plan shall be consistent with NACTO goals and objectives. It will identify and describe the year's activities, the individuals or subcommittees responsible for those activities, and a timeline for completion.

Subcommittees

To implement the work of the National Standards Committee, various subcommittees will need to be established to discuss and refine topics and make recommendations to the Committee.

Subcommittees shall be created on an as-needed basis and identified in the Committee's annual work plan.

Subcommittees will have a clear purpose, need, and direction on tasks. Their work will be timebound. Each subcommittee must have participation from at least three (3) NACTO member agencies, including at least one (1) Full member.

Subcommittees shall have one (1) chair, responsible for coordinating the subcommittee's work and reporting back to the Committee and to NACTO staff. Subcommittee chairs shall be chosen by consensus by members of the subcommittee. If consensus is not reached, a vote will be taken; the candidate with a simple majority of votes will be chair. Subcommittee chairs are

subject to recall upon request by NACTO staff NACTO staff in coordination with the NACTO Executive Director and NACTO Board.

Subcommittee chairs are responsible for developing agendas and facilitating subcommittee meetings, providing reports to the National Standards Committee, and otherwise motivating the subcommittee to successfully complete tasks outlined in the annual work plan. NACTO staff will create meeting spaces, distribute agendas and materials, and otherwise provide administrative support to the subcommittee.

Subcommittees shall make recommendations to the National Standards Committee for final adoption, striving to make recommendations based on consensus. However, when the committee consensus cannot be reached, a vote shall be taken. Full Members shall have three (3) votes. Affiliate, Transit Agency, and International Members shall have one (1) vote each. A recommendation passes with a simple majority.

Subcommittees will provide written updates on their work ahead of each National Standards Committee meeting.

Code of conduct

All Committee meetings, including those of its subcommittees, shall follow NACTO's Event Code of Conduct, which can be viewed at nacto.org/event-code-of-conduct.