

MAY 2017 CHARTER WISCONSIN FREIGHT ADVISORY COMMITTEE

MISSION

The mission of the Wisconsin Freight Advisory Committee (Committee) is to provide a broad-based forum consisting of representatives from the freight and logistics sectors, key state economic sectors, and the public sector to review critical freight issues; to provide input and advice to the Wisconsin Department of Transportation (WisDOT) on priorities and policies that impact freight mobility; to advocate the importance of a sound freight transportation system to Wisconsin's economy; and to expand Wisconsin's role in national and world freight movements.

PURPOSE AND GOALS

Provide input and advice on policies, processes and projects that facilitate and enhance:

- Reliability, safety, and efficiency of state, national and international freight movements
- Project decision-making and delivery processes for freight and economic efforts
- Connectivity between the various modes of freight transportation
- Connectivity between state and local transportation systems
- Connectivity between private and public sectors

ROLES AND RESPONSIBILITIES

The role of the Committee is advisory in nature and is assigned no governmental powers.

The responsibilities of the Committee are to:

- Assist WisDOT in the development of, and subsequent updating of, the state's Freight Plan and other relevant state plans as appropriate.
- Provide feedback and advice to the Secretary's Office and WisDOT Freight Policy Administrators Group on freight transportation policies and processes including but not specifically limited to:
 - Identifying obstacles, challenges, and opportunities in Wisconsin for more efficient freight movement in the state, national, and worldwide economy.
 - Identifying opportunities within the freight industry to improve freight movement to, from, through and within Wisconsin.
 - Identifying potential governmental initiatives that could enable Wisconsin firms to move goods more efficiently.
 - Facilitating education among freight stakeholders and the state.
 - Providing feedback and advice on governmental planning and project initiatives that impact the multimodal freight network.

REPORTING STRUCTURE

The Committee is sponsored by the Secretary of the Wisconsin Department of Transportation (Secretary). By delegation, the Committee will be chaired by the Administrator of the Division of Transportation Investment Management (DTIM).

MEETINGS

Regularly scheduled Committee meetings will be held a minimum of two times per calendar year. The Secretary or Committee may hold additional meetings as appropriate. Agenda items for meetings can be submitted to the Secretary for consideration.

MEMBERSHIP

The overall goal of the membership is to create a Committee that can provide a fair balance of perspectives for all regions of Wisconsin, all freight modes, and all major economic sectors.

The Committee will consist of a representative cross-section of public and private sector freight stakeholders, including representatives of transportation facilities, shippers, carriers, warehousing, freight-related associations, economic development organizations, and representatives from state and local governments, regional planning commissions (RPCs), and metropolitan planning organizations (MPOs).

To the extent possible, membership will be drawn from umbrella organizations for freight constituencies as opposed to individual firms. This is designed with the intent that umbrella organizations can consistently and impartially interact with their entire membership and thus provide a direct opportunity for wider audience interactions with the Committee.

WisDOT membership will be the seated members of the WisDOT Freight Policy Administrators Group with ex officio status. Representatives from other state of Wisconsin departments/agencies will also hold ex officio status. Other ex officio representatives will include federal operational and regulatory agencies.

Total membership numbers shall be determined by the Secretary and DTIM Administrator, and may be revised.

APPOINTMENT

Membership to the Committee is by appointment of the Secretary. Any individual can submit a request for Committee membership through WisDOT's DTIM Administrator or by nomination of any current Committee member. The Secretary reserves the right to add or remove members of the Committee in order to maintain or enhance the functioning of the Committee.

TERMS OF MEMBERSHIP

Terms shall be two years in length. The Secretary reserves the right to renew or extend the term of any existing Committee member. Appointments to the Committee are dependent on the individual maintaining their position within their organization at time of appointment.

VOTING

Each member shall have one vote. Attendance in person is strongly encouraged, but considerations can be made for voting and participation from remote locations. A vote by a majority of the quorum is required for all formal Committee actions, where a quorum is defined as a simple majority of the current list of Committee membership.

As referenced earlier, the Committee is advisory in nature. Voting is simply a procedural tool provided to the Committee to assist in moving discussions to conclusions. Voting on an item by the Committee does not constitute or create any requirement that WisDOT take action on an item. Minority opinions will be recorded as part of the Committee meeting minutes.

SUBCOMMITTEES

Subcommittees may be formed from time-to-time to conduct Committee business and to help inform the body at-large on specific areas of concern. Subcommittee membership will be determined by nominations from Committee membership and determined by majority vote of the Committee. The Secretary reserves the right to appoint Committee members to subcommittees.

Subcommittee members will have one vote on subcommittee actions and where simple majority of a quorum of subcommittee will decide action. Quorum is defined as a majority of subcommittee membership available for a vote.

AMENDING THE COMMITTEE CHARTER

The Secretary retains the right to change this Charter. The Committee can submit requests to the Secretary to amend this Charter. The Secretary will consult with the Committee prior to making any changes to the Charter.

WISDOT SUPPORT STAFF FOR THE COMMITTEE

WisDOT will provide staff to organize meeting locations, provide agendas, record minutes and support other matters relative to the general administrative support of the Committee.