



Volunteer network of professionals working together to support, promote, and improve best practices in the application of traffic simulation and capacity analysis

CHARTER

ARTICLE I – PREAMBLE

Section 1.1 – *User Group* is defined as a volunteer network of professionals, working across geographic and organizational boundaries, who have organized to share information and enhance the practice of a common subject area.

Section 1.2 – *Simulation and Capacity Analysis (SimCap) User Group* is a subcommittee of the ITE Traffic Engineering Council (TENC). However, individual *SimCap User Groups* can be independent of local ITE sections and are free to operate and associate with organizations of their choosing.

Section 1.3 – We, Members of the *Simulation and Capacity Analysis Users Group Louisiana (SimCap Louisiana)*, do hereby establish this Charter in order that our Mission, Goals, and Objectives be realized to its fullest extent.

Section 1.4 – This Charter shall be effective beginning July 2018 and shall remain in effect, including any amendment, until rescinded by the *SimCap Louisiana* Coordinating Committee on behalf its Members.

ARTICLE II – AREA, MISSION, AND GOALS

Section 2.1 – The area designated as that of *SimCap Louisiana* shall be the state of Louisiana.

Section 2.2 – The Mission of *SimCap Louisiana* shall be to share information and experiences as to disseminate, promote, and develop guidance and best practices in the application of traffic simulation and capacity analysis tools, methods, and related practice areas.

Section 2.3 – The main Goals of *SimCap Louisiana* are to:

- (1) Provide a forum for the meaningful exchange of ideas, research, questions, and trends;
- (2) Serve as a resource for practitioners and organizations by sharing experiences and developing guidance and best practices; and
- (3) Advocate for consistency, reliability, and advances to the current state-of-the-practice.

Section 2.4 – The main Objectives of *SimCap Louisiana* are to:

- (1) Increase awareness of LADOTD initiatives, national activities and guidance, and the latest *SimCap* tools;
- (2) Increase communication of LADOTD updates and activities to stakeholders;
- (3) Provide a forum for sharing *SimCap* experiences (across organizations) and receiving feedback/answers to questions;
- (4) Provide educational opportunities to learn of more appropriate and efficient ways of conducting *SimCap* analysis; and
- (5) Become a mechanism to request education/training.



ARTICLE III – MEMBERSHIP

Section 3.1 – All persons with any level of interest or experience in traffic simulation, capacity analysis, and related practice areas can become Members of *SimCap Louisiana*.

Section 3.2 – Members shall have the right to attend meetings, vote on the election of the Coordinating Committee, vote on general decisions and activities, and otherwise participate and engage in *SimCap Louisiana*.

ARTICLE IV – DUES AND FEES

Section 4.1 – *SimCap Louisiana* shall not collect dues from its Members.

Section 4.2 – *SimCap Louisiana* shall not charge fees to its meetings or any other sponsored activities.

ARTICLE V – COORDINATING COMMITTEE

Section 5.1 – A Coordinating Committee shall manage the affairs of *SimCap Louisiana* in conformity with the provisions of this Charter and make decisions on behalf of its Members.

Section 5.2 – The Coordinating Committee shall consist of the: Chair, Co-Chair, and Secretary.

Section 5.3 – The responsibilities of the Coordinating Committee shall be as follows:

- (1) The Chair is responsible for overseeing all aspects of *SimCap Louisiana*, including: presiding, organizing, and running meetings and representing *SimCap Louisiana* to external organizations and partners.
- (2) The Co-Chair shall work with and support the Chair to manage *SimCap Louisiana* and oversee its operations.
- (3) The Secretary (which may comprise multiple Committee Positions) shall be responsible for keeping all records, including: meeting minutes, maintaining a membership list, and maintaining any forums, websites, or social media accounts. The Secretary will aid the Chair and Co-Chair in coordinating meetings, presenters, and planned professional events. The Secretary is also responsible for maintaining the Charter and updating the Charter when amendments are ratified.

Section 5.3 – The terms of Committee Members shall be for two calendar years with no term limits.

ARTICLE VI – ELECTIONS

Section 6.1 – The Coordinating Committee shall solicit a call for nominations two months prior to the term end.

Section 6.2 – A Member can be nominated for any Committee Position along as he/she has support from three other Members.

Section 6.3 – The Coordinating Committee shall hold an election (either electronically or in-person) one month prior to the term end.

Section 6.4 – The nominated Member with the most votes in each Committee Position will be elected to that Committee Position.

Section 6.5 – Should any Committee Position become vacant before the expiration of its term, the Coordinating Committee shall hold a special election to fill the vacancy.



Section 6.6 – Any Committee Member operating in violation of *SimCap Louisiana's* Mission, Goals, and Objectives or other provisions stated in this Charter may be removed from his/her Position by the following process:

- (1) A written request by at least one Committee Member.
- (2) One month for requested Committee Member to provide response.
- (3) A majority vote of Committee Members.
- (4) A majority vote of Members (either electronically or in-person).

ARTICLE VII – ACTIVITIES

Section 7.1 – At least four educational meetings shall be organized and held each year. Educational meetings shall include an invited speaker (internal or external) on a relevant *SimCap*-related topic and be webinar accessible.

Section 7.2 – Each professional meeting shall have a planned agenda (with planned objectives and schedule) and disseminated to Members in adequate time to prepare and attend the meeting.

Section 7.3 – At least two business meetings shall be held each year. These may coincide with the educational meetings.

Section 7.4 – An electronic forum shall be established to share experiences, provide feedback, and solicit help in the practice and application of *SimCap* analysis and tools.

Section 7.5 – A Member “expertise” list shall be created and maintained.

Section 7.6 – *SimCap Louisiana* shall participate in a joint-sponsored event at least once per year with a related, transportation-affiliated organization (e.g., ITE, WTS, Tran-SET, etc.).

ARTICLE VIII – AMENDMENTS AND REVISIONS

Section 8.1 – This Charter shall be reviewed every two years.

Section 8.2 – Any Member may submit suggested amendments or revisions to the Charter to the Coordinating Committee along as he/she has support from three other Members.

Section 8.3 – Any Committee Member may suggest amendments or revisions to the Charter at any time.

Section 8.4 – The Coordinating Committee shall review the suggested amendments or revisions and decide whether a vote shall be held to accept the amendments or revisions.

Section 8.5 – If the Coordinating Committee decides a vote should be held, the Coordinating Committee shall solicit votes from the Members (electronically or in-person).

Section 8.6 – The amendment or revision shall pass if it receives majority vote.