



ORIL Board Standard Operating Procedures

Date adopted: 8/14/2019

Purpose: This document will serve as the guide for the operation of the Ohio's Research Initiative for Locals (ORIL) Board.

Operating Guidelines:

1. *Leadership Role(s)*

- a. The Board will have a Chairperson.
- b. The Chairperson will be appointed through a vote from the membership of the Board on an annual basis at its December, or closest, meeting.
- c. The Chairperson will coordinate the following:
 - i. Meeting Schedule - Annually based on the research cycle, establish quarterly meeting dates and communicate to ODOT's ORIL program liaisons for publication.
 - ii. Meeting Agendas - Create the agenda for each quarterly meeting prior to the meeting date and provide to ODOT's ORIL program liaisons for publication.
 - iii. Facilitate Board Meetings - Run ORIL Board meetings pursuant to Robert's Rules of Order and following the Board's standard operating procedures for voting requirements.
 - iv. Request replacement Board members through ODOT's liaisons, as needed.
 - v. Upon completion of term as Chair - Be available to the Board as "Past Chair" on an as-needed, informal basis for up to one year. If no longer a member of the Board at this point, the Past Chair could simply be available by phone or email to discuss matters of general guidance or program continuity.
- d. In the event the Chairperson is not able to be present at a meeting, it is the Chairperson's responsibility to select a designee prior to the meeting and to brief the designee on fulfilling the Chairperson responsibilities for the planned meeting. The designee must be a current member of the ORIL Board.

2. *Board Meetings*

- a. The Board will meet a minimum of four times per year.
- b. All Board meetings will be scheduled no later than December 31st of each year for the following year.

- c. Meetings will normally be held at a location which is centrally located for the majority of the Board members.
- d. Meetings will be facilitated by the Chairperson.
- e. An agenda for each meeting will be distributed by the Chairperson, along with draft minutes from the previous meeting, no later than a week prior to the scheduled meeting. These shall be emailed to the Board members with a copy posted to the ORIL website.
- f. Board meetings will generally be closed to the public.
- g. Voting:
 - i. Voting will generally be completed through a consensus of the Board members present at the meeting.
 - ii. Quorum is to be defined as a majority of the members present at a Board meeting.
 - iii. In the event of a consensus not being reached, or a divisive issue, the Chairperson will, at the Chairperson's discretion, facilitate a roll-call vote to make the final determination on how the Board will proceed. The roll-call vote will include those present at the meeting where the issue was raised.
 - iv. The Chairperson will cast the tie-breaking vote in the event of a deadlock.
 - v. The Board may, at its discretion, opt to utilize online voting at any time.

3. Strategic Research Focus Areas

- a. The Board will establish Strategic Research Focus Areas to guide the selection of research projects for funding through ORIL.
- b. The Strategic Research Focus Areas will be widely published and disseminated through the ORIL website and other venues available to the Board membership.
- c. The areas selected will be based on the current, overarching research needs being experienced by Ohio's local roadway agencies, as determined by the ORIL Board members.
- d. The Strategic Research Focus Areas will be reviewed on an annual basis, with any updates to be finalized by the final meeting each calendar year.

4. Research Project Solicitation

- a. The Board will formally solicit research ideas from Ohio's local roadway agencies once a year in accordance with the approved ORIL annual calendar.
- b. The Board will formally issue Requests for Proposals (RFPs) to the research community and select proposals for funding on an annual basis in accordance with the approved ORIL annual calendar.

- c. The Board may conduct focus groups on an annual basis throughout the state to promote the ORIL program and solicit research project ideas.

5. Technical Advisory Committee

- a. The Board will establish a technical advisory committee (TAC) for each project in order to complete the following tasks:
 - i. Development of RFPs for assigned projects.
 - ii. Tracking and administration of assigned projects, including but not limited to:
 - 1. Initial meeting with researcher.
 - 2. Monitoring of research progress, including periodic, in-person research review sessions.
 - 3. Issuance of a final research report, including an in-person research results presentation.
 - 4. Marketing of the research findings, especially the practice-ready findings in the form of job-aids, etc.
- b. The TAC membership will generally be comprised, at a minimum, as follows:
 - i. Submitter of the original research idea.
 - ii. ORIL Board member.
 - iii. One ODOT staff member from the designated technical discipline (not necessarily a Board member).

6. Standard Operating Procedures (SOPs) Updates

- a. The Board's SOPs may be updated as needed and determined by the Board.
- b. Proposed changes to the SOPs can only be made by Board members.
- c. A member proposing changes to the SOPs must provide the proposed changes, in writing, to the other Board members a minimum of one week prior to the meeting where the changes will be taken into consideration for adoption.
- d. Voting on changes will follow the guidelines as set forth within this SOP.

The Standard Operating Procedures as outline above were set to a vote at the ORIL meeting on August 14, 2019 and passed.

Signed: 
ORIL Board Chairperson

Dated: 8/14/19

