

**ASSOCIATION OF CONSULTING ENGINEERING COMPANIES – SASKATCHEWAN  
TRANSPORTATION EXECUTIVE COMMITTEE (TEC)  
Terms of Reference**

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1. Name

Association of Consulting Engineering Companies – Saskatchewan Transportation Executive Committee; hereafter referenced by the acronym ACEC-SK TEC, or TEC

2. Purpose

To strengthen our relationship with the Saskatchewan Ministry of Highways and Infrastructure (SMHI) and other transportation-related stakeholders. The TEC will represent the larger group of Transportation Committee firms in discussions with SMHI on items related to any ongoing changes to policy or operational issues affecting the two groups. The TEC will also convey the outcome of any discussions back to the larger Transportation Committee.

3. Structure and Organization

- TEC will be comprised of 5 individuals – including Past Chair, Chair and 3 members-at-large
- Those eligible to be part of TEC will be from ACEC-SK member firms working in the provincial transportation sector
- TEC members will serve a two-year term, with an option to renew for a second consecutive term. The Chair and Past Chair terms will each be two-year terms
- To make use of the knowledge base in our member firms, past Executive members are eligible to rejoin the TEC after an absence of one year

4. Establishing the TEC

**Terms of Office**

- The inaugural TEC will retain the current Transportation Committee Chair for a one-year term, who will then continue in the capacity of Past Chair for an additional two-year term
- The remaining 4 positions will be for two-year terms with the exception of the Chair's/Past Chair's tenure on TEC
- The successor to the inaugural Chair, as spokesperson for the TEC, will be appointed by members of the TEC

**Elections**

- An inaugural election will be held to fully populate all 4 positions on the TEC. This will be the only election to populate all the positions on this committee (see Sustaining the TEC below). The inaugural election process will be as follows:

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- A call for volunteers to be on TEC will be made to member firms indicating they wish represent ACEC-SK at the executive level to work with SMHI and other stakeholders
- All candidates letting their name stand to be a member of TEC must provide a current CV by a stipulated deadline
- All submitted CVs will be circulated for consideration to the current ACEC-SK larger Transportation Committee
- Voting will be held by electronic ballot. Each firm registered on the larger ACEC-SK Transportation Committee list will be allowed one vote for each available position, either by the firm's prime Transportation contact or designate
- In the event an elected TEC member is unable to fulfill the two-year term, a representative will be appointed from the current larger ACEC-SK Transportation Committee by the TEC

### Sustaining the TEC

- After the current Chair's term expires, the Chair will automatically move to the Past Chair position
- The Chair, as spokesperson for the TEC, will be appointed by members of the TEC
- Vacancies shall be filled through an electronic election
- An expression of interest will be circulated to the membership
- Parties interested in letting their names stand must submit a current CV
- Voting will be held by electronic ballot. Each firm registered on the larger ACEC-SK Transportation Committee list will be allowed one vote for each available position, either by the firm's prime Transportation contact or designate.

### 4. Chair's Role

- Lead the TEC Coordinate action items and keep a running list of identified issues for the committee members to consider
- Act as the voice of the consulting engineering industry with SMHI
- In the event of a tie vote regarding how to address an issue, the Chair shall act as the tie-breaking vote

### 5. Volunteer Commitment

- 4 (quarterly) Joint SMHI – ACEC-SK Meetings annually , and other internal meetings as required
- 4 ACEC-SK larger Transportation Committee Meetings annually (to be held approximately one week prior to each Joint meeting with SMHI)

### 6. Authority

The TEC exists under the authority of the ACEC-SK Board. The operating structure and mandate of the TEC shall be reviewed annually.

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## 7. Reporting

- The TEC shall update the larger Transportation Committee about recent and future SMHI activities.
- The TEC shall represent the positions of the ACEC-SK larger Transportation Committee to SMHI
- The Transportation Committee Liaison to the Board (a Board member), working together with the Transportation Committee Chair, shall create written updates to be provided regularly to the Board regarding activity impacting the Transportation sector of the industry