



# American Public Transportation Association Universal Transit Farecard Standards Task Force Bylaws

September 1, 2005

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*Approved: Task Force Executive Committee*  
*Approved: Policy Committee*  
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This is an official APTA document controlling the management and conduct of the Universal Transit Farecard Standards Task Force.

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## **1. Preamble**

APTA intends to facilitate the process for the transit industry to develop revenue management standards, recommended practices and guidelines, as appropriate, through a broad-based consensus process. Membership in APTA will not be required for an organization to participate in the development process for revenue management standards, recommended practices and guidelines. APTA intends that the focus of the effort will be on those issues given in the Mission Statement and Guiding Principles.

Where possible, APTA intends to use Professional Engineering Societies with American National Standards Institute (ANSI) certification such as the Institute of Electrical and Electronic Engineers (IEEE) and American Society of Mechanical Engineers (ASME). If using a professional engineering society to develop a standard is not possible, APTA will use a process that encourages broad industry participation. That process is described in these Bylaws.

When APTA must develop a standard or recommended practice outside the ANSI process, APTA will make the process as open as possible. APTA will post draft documents on the APTA website for a 30-day period for public comment. The committees drafting the documents will attempt to respond to and to resolve all reasonable public comments prior to bringing the documents to a final approval vote.

## **2. Task Force Name**

The Task Force shall be known as the Universal Transit Farecard Standards (UTFS) Task Force. In carrying out its mission, the Task Force shall promote its activities as those of the American Public Transportation Association Universal Transit Farecard Standards Task Force.

## **3. Mission**

The mission of the Task Force is to develop a series of documents that provides industry guidance for the creation of an open architecture payment environment that promotes greater access and convenience to the public transportation network and enables integration of independent payment systems. To accomplish this mission, the Task Force membership shall be broadly representative of the transit industry specifically including transit system operators, the Federal Transit Administration (FTA), manufacturers, engineering and consulting firms, transit labor organizations and others with an interest in the revenue management aspects of the transit industry.

## **4. Guiding Principles**

To be an effective force, broadly representative of the transit industry, which will through a consensus process create a range of documents supportive of the following guiding principles?

- Promote economies of scale for agencies and enable more competitive procurements
- Provide a platform to support agency independence and vendor neutrality
- Strive for an open architecture environment for hardware and software utilizing commercially available products
- Foster development for a multi-modal and multi-application environment
- Provide information for informed decisions and development of partnership strategies.

## **5. Objectives**

The Task Force shall have the following initial objectives:

- Recruit and maintain membership broadly representative of the transit industry;
- Develop industry standards, recommended practices and guidelines through a consensus process;
- Identify areas of transit system design and/or operation where standards or recommended practice have a high potential to lead to security improvements;
- Identify existing standards and standards development activities applicable to the mission of the Task Force;
- Develop and maintain industry standards, recommended practices and guidelines that have a high potential to lead to security improvements;
- Provide guidance to the federal government on transit industry revenue management research needs; and
- Provide a forum for transit industry professionals to share experience and best practices.

## **6. Scope**

The scope of the UTFS program in meeting the above Mission Statement, Guiding Principles and Objectives shall be as contained in the document, "APTA Universal Transit Farecard Standard (UTFS) Work Scope Specification," herein incorporated by reference.

## **7. Funding**

The development and maintenance of transit system standards, recommended practices and guidelines will be funded through a combination of special annual assessments to transit systems approved by the APTA Executive Committee, federal grants and other sources (including, but not limited to, direct or "in kind" contributions from APTA business members) as may be approved by the APTA Executive Committee.

APTA shall develop an annual budget for the Task Force. The Policy Committee shall approve the budget.

## **8. Approach**

Revenue management standards, recommended practices and guidelines shall be developed through an industry consensus process by a task force that is broadly representative of all the major revenue management industry interest groups and stake holders. Figure 1 is an organizational diagram depicting the relationships to be established to develop, to approve and to implement revenue management standards, recommended practices and guidelines

The broad policies to be followed by the Task Force shall be set by the Policy Committee. APTA shall ensure that the policies set by the Policy Committee are followed. The officers of the Revenue Management Committee shall assist APTA staff in the implementation of policies set by the Policy Committee. The Task Force shall organize itself into committees based on the priorities set by the stakeholders group and Revenue Management Committee officers and approved by the Policy Committee. Task Force committees shall develop individual work plans and schedules. Task Force committees may divide into sub-committees or working groups of subject matter experts to develop initial drafts of individual standards or recommended practices. The procedures set out in these bylaws shall be followed to develop, approve and implement individual documents.

## Universal Transit Farecard Standards Organization

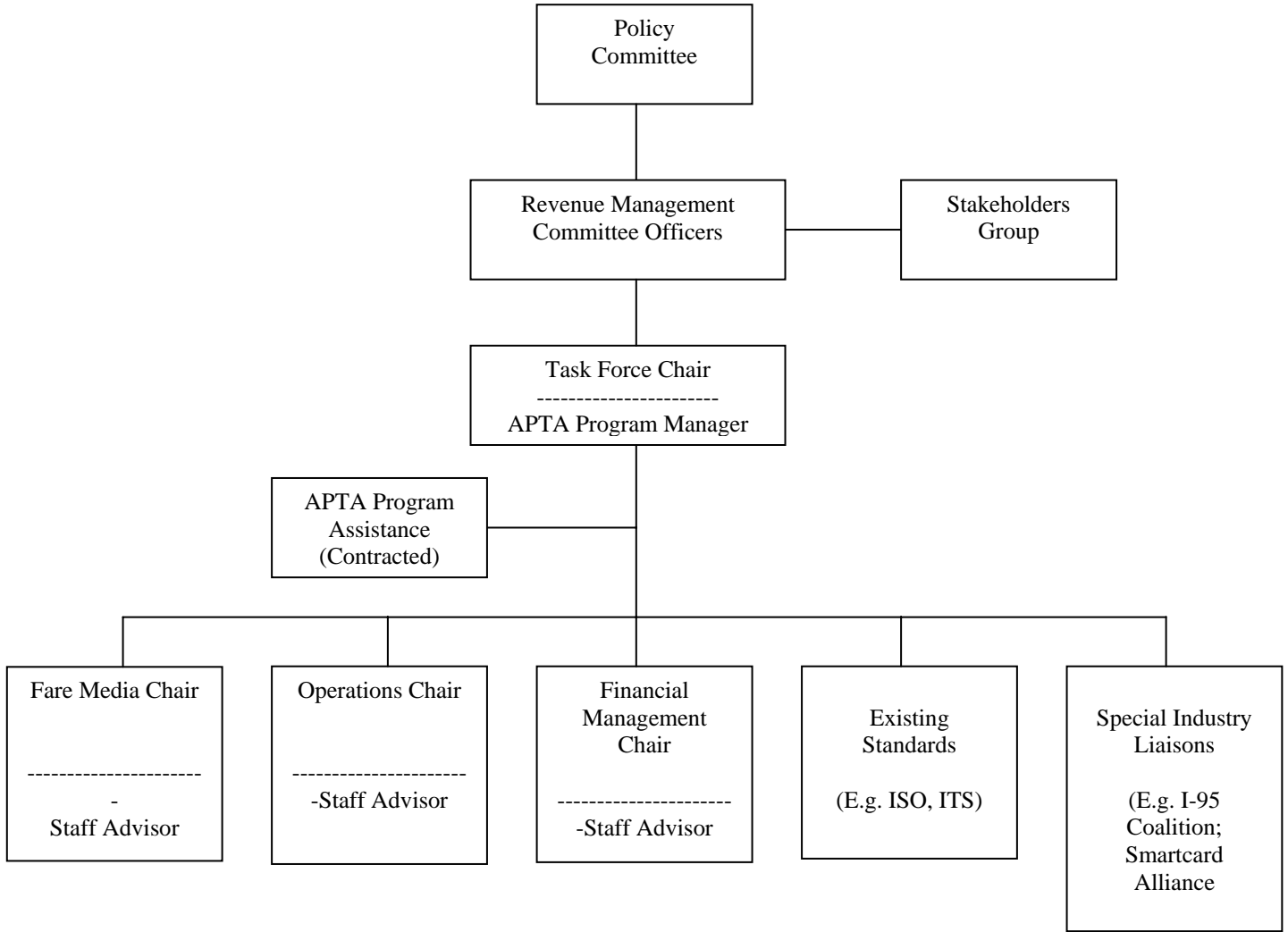


Figure 1

## 9. Policy Committee

Policy Committee membership consists of the general managers (or designee) of each operating or planned transit system that has paid the special APTA assessment, commercial organizations that provide financial support equal to that of an operational transit system and a representative of the Federal Transit Administration. Policy Committee members shall be APTA members.

### 9.1 Policy Committee Functions

The Policy Committee shall perform the following functions:

- set the broad Policy to be followed by the Task Force;
- approve the bylaws;
- approve the Task Force annual budget;
- approve major changes to the budget (if required);
- approve Task Force priorities;
- appoint the Task Force Chairman and Vice-Chairman;
- appoint a Policy Committee representative to the Task Force; and
- authorize implementation of documents approved by the Task Force.

### 9.2 Policy Committee Voting

Each transit system—either operational or in the planning stage--that has paid the initial (\$20,000) or current annual APTA revenue management standards assessment shall have one vote on the Policy Committee. The Federal Transit Administration shall have one vote on the Policy Committee. Commercial organizations that provide financial support to the effort at the same level as operational revenue management systems shall have one vote on the Policy Committee. The initial assessment or level of support shall be paid in the first year of membership. The current annual assessment or level of support shall be paid in subsequent years. Membership of commercial organizations shall not comprise more than 40% of the total membership of the Policy Committee.

Formal Policy committee votes may take place via face-to-face meeting, conference call, mailed ballot or a combination of these methods. For a vote to be valid, APTA must receive ballots from at least 75% of the voting members of the Policy Committee. An abstaining ballot received by APTA counts towards this 75% quorum requirement. For the Policy Committee to approve an issue or document brought up for a vote, 75% of the non-abstaining ballots received by APTA must be in the affirmative.

## 10. Stakeholders Group

Membership of the Stakeholders Group shall consist of senior experts from revenue management suppliers, consultants, operating systems and other industry stakeholders. Membership in the Stakeholders Groups shall be by appointment by the APTA Revenue Management Committee. The Stakeholders Group shall respond to requests from the Policy Committee and/or the Revenue Management Committee officers for recommendations on task force policy and priorities, including consultation on appointments as discussed in section 9.0.

## **11. APTA Program Manager**

APTA shall appoint a program manager to provide leadership for APTA staff and support contractors to the Task Force. The program manager shall:

- work closely with Task Force officers to determine resource needs;
- develop statements of work for Task Force contracted support;
- coordinate APTA staff and, with the Task Force Chair, contracted support for the Task Force;
- present research needs identified by the Task Force to the Federal Government;
- develop annual Task Force budgets and business plans;
- exercise quality control over Task Force work products;
- assist the Task Force Chair in conducting Task Force meetings;
- schedule and organize Task Force Executive Committee meetings to address issues that arise;
- ensure adequate communication with Task Force members on Task Force business;
- coordinate the efforts of the Task Force with other, related, standards development efforts;
- ensure broad representation of the industry on the Task Force;
- ensure that the Task Force follows the procedures set forth in the bylaws; and
- ensure accurate and timely publication and distribution of documents approved by the Task Force and authorized by the Policy Committee.

## **12. Task Force Membership**

The Task Force shall seek membership that is broadly representative of all the major interest groups in the revenue management aspects of the transit industry. APTA will specifically seek members from:

- transit operators;\*
- revenue management system suppliers;\*
- revenue management major component suppliers;\*
- revenue management financial institutions or service providers active in the transit industry;\*
- transit labor organizations;
- government organizations with an interest in revenue management; and
- public interest groups with a stake in the revenue management aspects of the transit industry.

\*shall be APTA members

Transit operators who are Policy Committee members as described in Section 8 shall also be Task Force Members. Smaller transit operators who wish to participate at the Task Force level but cannot afford Policy Committee membership may request to the Policy Committee permission to participate only at the Task Force level. Suppliers or financial institutions that contribute as described in Section 16 shall be Task Force members. Other entities as listed above shall become Task Force members upon application.

APTA does not intend to limit Task Force membership except as necessary to enforce limits on the percentage of corporate entities as given in 20.1. However, each Task Force member will be expected to bear the cost of Task Force participation.

## **13. Task Force Officers**

The Task Force Officers shall consist of a Task Force Chair and Vice-Chair, the Chairs of each of the Task Force Committees formed to address the established Task Force priorities, Special Industry Liaisons, and the officers of the Revenue Management Committee ex officio.

The Task Force Chair and Vice-Chair shall be appointed by the Policy committee upon recommendation by the officers of the Revenue Management Committee. The Chairs of the Task Force committees and Special Industry Liaisons shall be appointed by the Task Force Chair upon recommendation by the officers of the Revenue Management Committee. Task Force Officers serve for a term of two years and may be reappointed to additional terms.

The Task Force Chair shall, with the assistance of the APTA staff:

- appoint Task Force Committee Chairs;
- organize, set the agenda and schedule Task Force meetings;
- chair and ensure productive Task Force meetings;
- ensure that accurate minutes of Task Force meetings are recorded;
- provide guidance to the APTA program manager;
- resolve issues raised during the Task Force work process; and
- work with the Policy committee representative to report progress.

The Task Force Vice-Chair shall, with the assistance of the APTA staff:

- ensure the Task Force follows Policy committee policy;
- ensure the Task Force adheres to the bylaws;
- ensure that each committee has a viable work plan and schedule; and
- in the Chair's absence, assume the responsibilities of the chair.

The Task Force Committee Chairs shall, with the assistance of committee staff advisors:

- ensure that the committee develops a work plan and schedule;
- organize, set the agenda and schedule committee meetings;
- appoint sub-committees or working groups to address individual work plan items;
- chair and ensure productive committee meetings;
- ensure accurate minutes of committee meetings are recorded;
- identify resources or research needed to execute the work plan;
- ensure that the committee follows the document development and approval procedures given in the bylaws; and
- seek and maintain broad based industry representation on the committee.

The Special Industry Liaisons shall serve as the designated interface persons to specified organizations with shared interest in revenue management standards and/or related technical, financial or business considerations. They shall function as communication and coordination links with their designated organizations to facilitate a coordinated approach to areas of shared interest, synergy in related activities, and, to the extent possible, an absence of duplication of effort or conflicting activities.

Task Force Committee Chairs may, at their individual discretion, appoint or cause to be elected a Committee vice Chair, whose role at the committee level shall be analogous to the Task Force vice Chair.

## **14. Task Force Executive Committee**

The Task Force Executive Committee shall consist of the Task Force officers, the APTA program manager and the staff advisor to each committee. The executive committee will meet, usually via conference call, as needed to resolve issues raised as the Task Force conducts its business or to discuss proposed changes to Task Force bylaws or work plans.

## **15. Task Force Organization**

The Task Force shall organize itself into individual committees, one committee to address each priority category approved by the Policy Committee. Some committees may organize themselves to produce standards, recommended practices and guidelines independently. Other committees may organize themselves to provide greater emphasis, industry representation and resources to existing standards development being conducted by other standards development organizations.

Each committee shall develop a work plan and schedule. Each committee may organize into sub-committees or working groups to execute logical portions of the work plan. Sub-committees or working groups shall develop initial drafts of proposed standards, recommended practices or guidelines for full committee review and approval.

## **16. Task Force Meetings**

The Task Force Chair shall schedule Task Force meetings as necessary to conduct Task Force business. Initially APTA expects Task Force meetings to be held quarterly. APTA will attempt to hold the meetings at various locations throughout the country in an attempt to spread the travel burden as fairly as possible. APTA will also attempt to get Task Force members with adequate meeting facilities to host meetings. This will help reduce meeting costs and give the host an opportunity to expose Task Force members to the host's operations or products.

The committee chairs shall schedule committee meetings as necessary to execute the committee's work plans. Again, every attempt will be made to fairly spread the travel burden. To minimize travel costs, APTA expects to schedule two-day quarterly Task Force meetings with the first day being individual committee meetings and the second day being a full Task Force meeting. APTA expects that committees will also meet at least once between each quarterly meeting. To minimize travel costs and time constraints, committees will be encouraged to utilize alternatives to face-to-face meetings (e.g. conference calls, video conferencing, Internet virtual meetings, etc.) wherever feasible, consistent with efficient transaction of committee business.

Electronic balloting may be used in lieu of a meeting where deemed appropriate.

## **17. Task Force Voting**

### **17.1 Eligibility:**

- Public interest groups with stake in the revenue management industry are invited and strongly encouraged to participate in the document development and review process at the technical level, but they will not be voting members of the Task Force.
- If they so desire, each government agency with an interest in the revenue management aspects of the transit industry may vote at the Task Force level.

- Each operating or planned transit system that paid the special assessment (including smaller transit operators as described in Section 11.) is entitled to one vote at the Task Force level.
- Each national transit labor organization participating on the Task Force is entitled to one vote.
- Each corporate entity that is either a member of the Policy Committee or contributes as specified below to help defray the cost of developing the standards shall be entitled to one vote at the Task Force level. An initial contribution of \$10,000 shall be paid in the first year of membership. An annual contribution of \$1,000 shall be paid in subsequent years. Corporate entities shall not comprise more than 40% of the voting members of the Task Force. Corporate entities that elect not to contribute to defray cost are invited and strongly encouraged to participate in the document development and review process, but they will not be voting members of the Task Force. Separate companies under the same corporate umbrella shall be considered single corporate entities for the purpose of Task Force voting.

### **17.2 Participation Requirement:**

If an organization is not represented at two consecutive Task Force meetings, that organization shall lose its vote until that organization participates in two consecutive meetings. APTA will compile and keep current an accurate list of voting member organizations. Each voting organization will designate a single individual to vote for the organization.

### **17.3 Voting Process:**

- A quorum of sixty (60%) of the total Task Force voting members must participate for a valid vote to take place.
- While the Task Force will strive for unanimity (meaning documents that all voting members can support), as a practical matter unanimity is extremely difficult to achieve among a large group of industry stakeholders with diverse and at times even conflicting interests.
- As a result, approval of a document shall require a super majority of 75% of the voting members that cast ballots (do not abstain) to vote in the affirmative for the Task Force to approve a standard, recommended practice or guideline.

## **18. Communication on Task Force Business**

To minimize cost and maximize productivity, APTA will attempt to take advantage of electronic forms of communication of Task Force business with Task Force members. Task Force members will be strongly encouraged to have both Internet access and an e-mail service capable of receiving large documents as an attachment to an e-mail message. APTA will also encourage Task Force members to develop Task Force Work Products using Microsoft or Microsoft-compatible software and to have the ability to down load and print lengthy Microsoft Word and Adobe Acrobat documents.

## **19. Policy on Standards vs. Recommended Practices vs. Guidelines**

The decision to develop a document as a standard, recommended practice or guideline can be quite controversial. Unnecessary standards can increase costs and severely limit a revenue management system's operating flexibility. However, making truly critical matters voluntary leads to lack of credibility and confidence in the revenue management industry. Because of the importance and potential impact of these decisions, the Task Force shall make a recommendation to the Policy committee as to whether each document will be implemented as a standard, a recommended practice or a guideline.

When a committee decides to recommend that a document be a standard, the committee needs to take care to write the document so that what needs to be done is clearly specified. To the maximum extent possible, flexibility on how to do it is to be left with individual revenue management systems.

## **20. Committee Staff Support**

APTA shall provide staff support to assist the Chair of each committee with administrative functions such as arranging committee meetings, taking and distributing committee meeting minutes, keeping an accurate committee membership and communication list, and distributing committee work products for review. The staff support shall also provide technical expertise to help the committee develop and implement its work plan. Staff support may be provided by APTA staff members or by contracted support.

Committee members, not the committee staff advisor, will be expected to draft the initial versions of each document developed by the committee. Once committee members have developed a workable draft, the staff advisor will provide quality and change control for refinements and revisions to the document.

## **21. Document Development and Approval Process**

The procedures and process given below are summarized for convenience in Table 1, "Standards Development Process", Table 2, "Standards Development Process Quick Sheet", and Figure 2, "Document Comment & Approval Process". Table 2 is an abbreviated, condensed version of Table 1, while Figure 2 illustrates the process in pictorial form.

### **21.1 Committee Membership and Procedures**

- Corporate entities need not be a member of APTA to vote or to participate at the committee level and below.
- In addition to the procedures listed below, Committees, Subcommittees and Working Groups may, at their option, promulgate additional processes and criteria for such matters as, for example:
  - limitations on percentage voting membership by specific interest groups
  - submission of material for consideration
  - eligibility to vote on matters before the group based upon attendance criteria.The group shall approve such processes and criteria by formal vote.

### **21.2 Committee Review Process:**

- In the event of identification of a so-called "overlap" situation involving two or more

committees, the procedure given in Appendix A, "Procedure for Identifying and Resolving "Overlap" Activities" shall be followed

- The initial working draft of a document shall be developed by the committee, or by a sub-committee or working group appointed by a Task Force Committee Chair.
- After the sub-committee or working group agrees that the document is ready for Committee review, the Committee staff advisor shall distribute (electronic distribution is strongly preferred) the working draft to all Committee members and allow them a reasonable time (30 days is suggested) to respond with written comments.
- After responding to the comments made by committee members, the committee will vote to submit the document to the Task Force membership for comments.
- A simple majority of the committee is required to approve the document for comments by the entire Task Force. After the committee approves the document, the committee staff advisor will transmit an electronic version of the document to the APTA program manager for distribution to the Task Force membership.

### **21.3 Task Force Committee Review Process:**

- The APTA program manager shall transmit the document to the entire Task Force membership (electronic transmission is strongly preferred) allowing 30 working days for Task Force members to comment on the document.
- Task Force members should submit their comments in writing. Exact wording desired should be supplied as well as the reasons for the requested change.
- Within five (5) working days of the close of the comment period, the APTA program manager shall transmit all the written comments to the committee staff advisor.
- The committee staff advisor shall schedule a committee meeting to resolve all the written comments received. The committee shall make decisions on how to change the document.
- The committee must respond to every comment and shall keep a written summary of how each comment is resolved. The committee staff advisor shall transmit the revised document and the comment response summary to the APTA program manager. The APTA program manager shall transmit the revised document and the response summary to all Task Force members a minimum of 20 working days prior to a vote on the document.

### **Table 1 - Standards Development Process**

#### **STEP 1 - FIRST DRAFT PRESENTED**

First draft of document is presented to subcommittee/working group (WG) in person at meeting or via email.

*Responsibility - Author(s)*

#### **STEP 2 – SUBCOMMITTEE/WORKING GROUP DEVELOPMENT**

##### **2a - Document Development**

Document is reviewed and developed with author(s) at committee/subcommittee/working group meetings or by teleconference

*Responsibility – Subcommittee/WG Members*

##### **2b - Document Revision**

Comments are resolved at committee/subcommittee/working group meetings or via email.

*Responsibility - Author(s)*

##### **2c - Document Formatting**

Revised draft is fully formatted using APTA template.

*Responsibility – Author/Subcommittee Chair/Advisor/APTA*

#### **STEP 3 – SUBCOMMITTEE/WG VOTE/APPROVAL**

Subcommittee/WG votes on the document at committee/subcommittee/working group meeting or via email. With the vote of a simple majority, the document is approved to move onto the next step.

*Responsibility – Subcommittee/WG Members*

#### **STEP 4 - COMMITTEE REVIEW**

##### **4a - Submit to Committee for Review**

Subcommittee/WG-approved document is posted on Group web site (if utilized) or emailed to full committee for review.

*Responsibility – Advisor*

##### **4b - Committee Comments**

Comments are submitted within 30 days from original posting date on Group web site via Group web site posting, email, fax, or mail (as the committee prefers).

*Responsibility – Committee Members*

**4c - Comment Response & Document Revision**

Committee comments are resolved and comment response matrix is completed at committee/subcommittee/working group meetings or via email or teleconference.

*Responsibility – Subcommittee/WG Members*

**4d - Submit to Committee for Vote**

**Submit revised document and comment response matrix to committee to review before vote.**

*Responsibility - Author(s)/Subcommittee/WG Chair/ Advisor*

**STEP 5 - COMMITTEE VOTE/APPROVAL**

Full committee votes on the document via Group web site, e-mail, or at a committee meeting. With the vote of a simple majority, the revised document is approved to move onto the next step.

*Responsibility - Committee Members*

**STEP 6 – Points of Contact (POC) REVIEW**

**6a - Post for POC Review**

Committee-approved document posted on APTA website.

*Responsibility – Advisor*

**6b - Email for POC Review**

Committee-approved document is emailed to POC's for review.

*Responsibility - Advisor*

**6c - POC Comments**

Comments are submitted to Phelps/Hankins at <railstandards@apta.com> or by fax or mail within 30 days from posting date on APTA website.

*Responsibility – POC Members*

**6d - POC Comments Forwarded**

POC comments are forwarded to the committee/subcommittee/working group/author, via Group web site posting or e-mail to advisor.

*Responsibility - Advisor*

**6e - Comment Response & Document Revision**

POC comments are resolved and comment response matrix is completed by the subcommittee/WG at committee/subcommittee/working group meetings or via email or teleconference. (10 days)

*Responsibility - Subcommittee Members*

**6f - Comment Response & Revised Document Posted for review (optional)**

Revised document and comment responses are posted on Group web site

*Responsibility – Author(s)/Subcommittee/WG Chair/Advisor*

**6g - Submit to Task Force for Vote**

Revised document and comment response matrix are posted on the APTA website and emailed with a ballot to the Task Force to review before vote. (20 days)

*Responsibility - Advisor*

**STEP 7 - TASK FORCE VOTE/APPROVAL**

**7a - Absentee ballots**

Task Force members not attending the Task Force meeting submit absentee ballots to Phelps/Hankins 10 days before Task Force meeting via fax, email or mail.

*Responsibility - Task Force Members / Advisor*

**7b - Vote**

Task Force members vote at Task Force meeting or by absentee ballot. 60% of the Task Force must vote to make a quorum.

With a 75% majority vote, the POC-reviewed document is approved to move onto the next step.

*Responsibility - Task Force Members / Advisor*

**STEP 8 - POLICY COMMITTEE REVIEW**

Task Force-approved document is sent to the Policy Committee (CEO's).

*Responsibility – Advisor*

**STEP 9 - POLICY COMMITTEE VOTE/APPROVAL**

Policy Committee members vote at a Policy Committee Meeting or by mail.

75% of the Policy Committee must vote to make a quorum.

With a 75% majority vote, the Task Force-approved document is approved for implementation.

If the document is not approved the document goes back to the subcommittee for revisions.

*Responsibility - Policy Committee Members*

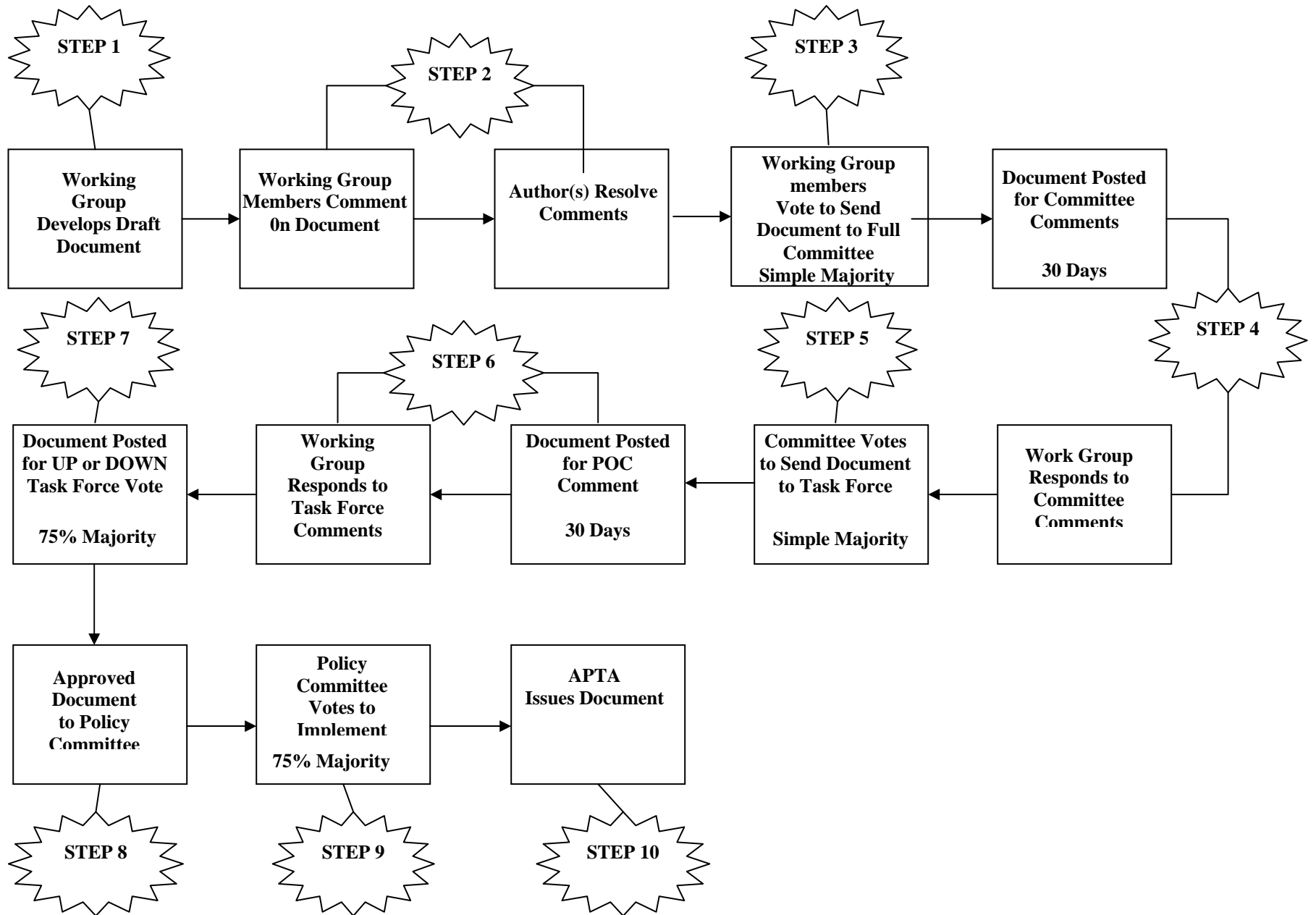
**STEP 10 - APTA ISSUES DOCUMENT**

*Responsibility - Advisor*

**Table 2 - Standards Development Process Quick Sheet**

<b>STEP</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
<b>1</b>	<b>FIRST DRAFT PRESENTED</b>	Author(s)
<b>2</b>	<b>SUBCOMMITTEE/WORKING GROUP (WG) DEVELOPMENT</b>	
<b>2a</b>	<b>Document Development</b>	Subcommittee/WG Members
<b>2b</b>	<b>Document Revision</b>	Author(s)
<b>2c</b>	<b>Document Formatting</b>	Author(s)/Chair/Advisor/APTA
<b>3</b>	<b>SUBCOMMITTEE/WG VOTE/APPROVAL</b>	Subcommittee/WG Members
<b>4</b>	<b>COMMITTEE REVIEW</b>	
<b>4a</b>	<b>Submit to Committee for Review</b>	Advisor
<b>4b</b>	<b>Committee Comments</b>	Committee Members
<b>4c</b>	<b>Comment Response &amp; Document Revision</b>	Subcommittee/WG Members
<b>4d</b>	<b>Submit to Committee for Vote</b>	Author(s)/ subcommittee/WG chair/ advisor
<b>5</b>	<b>COMMITTEE VOTE/APPROVAL</b>	Committee Members
<b>6</b>	<b>Point of Contact (POC) REVIEW</b>	
<b>6a</b>	<b>Post for POC Review</b>	Advisor
<b>6b</b>	<b>Email for POC Review</b>	Advisor
<b>6c</b>	<b>POC Comments</b>	POC Members
<b>6d</b>	<b>POC Comments Forwarded</b>	Advisor
<b>6e</b>	<b>Comment Response &amp; Document Revision</b>	Subcommittee/WG Members
<b>6f</b>	<b>Comment Response &amp; Revised Document Posted for Review</b>	Author(s)/Subcommittee/WG Chair/Advisor
<b>6g</b>	<b>Submit to Task Force for Vote</b>	Advisor
<b>7</b>	<b>TASK FORCE VOTE/APPROVAL</b>	
<b>7a</b>	<b>Absentee ballots</b>	Task Force Members not attending Task Force Meeting / Advisor
<b>7b</b>	<b>Task Force Vote</b>	Task Force Members / Advisor
<b>8</b>	<b>POLICY COMMITTEE REVIEW</b>	Peacock/Phelps/Hankins
<b>9</b>	<b>POLICY COMMITTEE VOTE/APPROVAL</b>	Policy Committee Members / Advisor
<b>10</b>	<b>APTA ISSUES DOCUMENT</b>	Responsibility - Advisor

**Figure 2 - Document Comment & Approval Process**



## **21.4 Final Approval/Task Force Voting:**

- The sponsoring committee will present the document to the Task Force voting members for approval. Dissenting presentations are allowed, but only by Task Force members who previously submitted written comments.
- Where voting is at a Task Force meeting debate prior to the vote will be limited to issues raised in written comments received by the committee. New issues will not be allowed to enter the debate. Every attempt will be made to limit on-the-spot revisions to the document during the debate process. The voting members should have the document that they are being asked to approve in front of them.
- Electronic balloting may be used where deemed appropriate in lieu of voting at a meeting.

## **21.5 Documents Not Requiring Formal Task Force Voting:**

Certain documents of a less prescriptive nature than standards, recommended practices or guidelines, including but not limited to “white papers”, discussions of issues, results of research efforts, etc. may upon recommendation of the Committee Chair and approval of the Task Force Executive Committee be issued as informal Task Force documents. Such informal Task Force documents need not undergo formal Task Force voting or Policy Committee approval.

## **22. Document Format**

All documents developed by the Task Force shall follow the formatting guidance given in the latest version of the IEEE Style Manual.

## **23. Document Implementation**

The Task Force Committee that develops a document shall make a recommendation for how that document should be implemented. Many standards, recommended practices and guidelines require a phase-in period for implementation. The Policy Committee shall have the final approval regarding how and when all documents approved by the Task Force are implemented.

## **24. Changes or Corrections to Previously Approved Documents**

Any Task Force member or user of previously approved documents may request a change or correction to a previously approved document. The exact wording of the proposed change or correction and a clear statement of the reasons for proposed change or correction should be sent to:

American Public Transportation Association  
Program Manager, Universal Transit Farecard Standards  
1666 K Street, N.W.  
Washington, DC, 20006-1215

The program manager will convene a meeting of the Task Force Executive Committee to consider the request for change or correction. If the Executive Committee determines that the change corrects an obvious error, the executive committee may simply instruct the program manager to make the correction and reissue a corrected document.

If the Executive Committee determines that the proposed change has merit, but could change the intent or application of the document, the Executive Committee shall refer the proposed change to the Task Force Committee that developed the document for consideration. The Committee may act on the change in any

manner from denying the proposed change to proposing a revised document to the full Task Force for a re-vote.

If the Executive Committee determines that the proposed change has no merit, the Executive Committee may deny the change and instruct the Program Manager to inform the party that submitted the change that the proposed change has been rejected.

## **25. Changes to the Task Force Bylaws**

Any Task Force member may propose changes to the Task Force bylaws. The exact wording of the proposed change and a clear statement of the reasons for proposed change should be sent to:

American Public Transportation Association  
Program Manager, Universal Transit Farecard Standards  
1666 K Street, N.W.  
Washington, DC, 20006-1215

If the proposed change is received 60 days prior to the next scheduled Task Force meeting, APTA will distribute the proposed change and justification to all Task Force members for their review in preparation for debate and vote at the next Task Force meeting. If the change is received less than 60 days prior to the next scheduled Task Force meeting, APTA will delay action on the proposed change until the meeting after the next scheduled meeting.

A proposed change shall be adopted by an affirmative vote of 75% of the voting members present and casting ballots (not abstaining).

## **26. Parliamentary Procedure**

All proceedings at all levels of the UTFS program shall be governed by Robert's Rules of Order (latest revision).

NOTE – Especially at the Subcommittee/Working Group level, but applicable at all levels, Chairs are reminded that Robert's Rules allow certain informalities in the interest of efficiency where consensus is easily reached.

## **27. Anti-Trust Policy**

Federal antitrust laws prohibit contracts, combinations and conspiracies in restraint of trade. Sanctions for violating the antitrust laws include civil damages (including treble damages) and criminal fines and imprisonment. The Policy of the American Public Transportation Association and the Task Force is to strictly adhere to the antitrust laws.

In accordance with the above, the Task Force will develop objective revenue management standards, recommended practices and guidelines for the legitimate non-competitive purpose of promoting and supporting safe and efficient passenger rail service.

## **28. Intellectual Property Rights**

The inclusion of intellectual property rights (IPR) in the form of patents, copyrights or trademarks shall be in accordance with the APTA UTFS IPR Policy and Procedures.

## **29. Conflicts with APTA Bylaws or Federal or D.C. Law**

In the case of a conflict between these Bylaws and the APTA Bylaws or between these Bylaws and Federal or District of Columbia law, the APTA Bylaws or Federal or District of Columbia law shall prevail.

## **30. References**

The following documents are incorporated herein by reference:

1. "APTA Bylaws" - <http://www.apta.com/aptainfo/bylaws.htm>
2. "Robert's Rules of Order (latest edition)" <http://www.constitution.org/rror/rror--00.htm>
3. "APTA UTFS IPR Policy and Procedures"

## **31. Bibliography**

The following documents, while not mandatory, contain useful information that may assist and guide chairs and members of committees, subcommittees and working groups.

1. "IEEE Standards and 'Robert's Rules of Order'" - <ftp://stdsbbs.ieee.org/training/roberts.ppt>
2. "ANSI Essential Requirements: Due Process Requirements for American National Standards" - [http://public.ansi.org/ansionline/Documents/Standards Activities/American National Standards/Procedures, Guides, and Forms/ER2003.doc](http://public.ansi.org/ansionline/Documents/Standards%20Activities/American%20National%20Standards/Procedures,%20Guides,%20and%20Forms/ER2003.doc)
3. "ANSI Procedures for the Development and Coordination of American National Standards" - [http://public.ansi.org/ansionline/Documents/Standards Activities/American National Standards/Procedures, Guides, and Forms/anspro2002r.doc](http://public.ansi.org/ansionline/Documents/Standards%20Activities/American%20National%20Standards/Procedures,%20Guides,%20and%20Forms/anspro2002r.doc)

## **ANNEX A (Normative) Procedure for Identifying and Resolving “Overlap” Activities**

### Introduction

It is to be expected that from time to time Committees will identify a needed activity, be it an investigation or a work product, which then or later is recognized to be a so-called “overlap” activity or issue. In this context, an “overlap” activity is one that, while first identified by one committee, also pertains to or affects one or more other committees within the UTFS project. This white paper deals with procedures for handling such overlap activities.

### Identification of Overlap Activities

It appears to be irrelevant by whom and when an activity is identified as an “overlap activity”. In most instances, the committee that first proposes the activity, through its chair, will also be the one to identify it as an overlap activity, but in some instances others may, for example the Task Force Chair or another committee.

### Assignment of Lead Responsibility

Upon identification of an activity as an “overlap activity”, the Chair of the UTFS Task Force will determine the committee that appears to have the larger interest in the activity. He will also, if not already done, inform the other affected committee(s) Chair(s) of the activity and the identification of the lead committee. It should typically be feasible to carry out this notification process within ten working days.

### Execution of the Overlap Activity

It shall be the joint responsibility of both/all affected committees, under the leadership of the assigned lead committee and with the oversight of the Task Force Chair, to resolve any work overlap. The lead committee will coordinate and may, if appropriate, actually carry out the activity. Resolution of the work overlap may require the creation of a task group (e.g., joint subcommittee, joint working group, etc.) with members from both/all affected committees. .

### Formal Processing of Work Product from Overlap Activities

The lead committee shall process the work product through the normal draft, review and committee ballot phases in the manner prescribed in the UTFS Bylaws, with the additional requirement that it be reviewed, commented on and undergo committee ballot by the other affected committee(s) as well, prior to being reviewed at the Task Force level.