



Board Policies

There are currently 32 Board policies

Most policies provide guidance to the various divisions and offices of the Department.

Other policies deal directly with Board governance and its operations.



Board Policies

Propose to review all of the Board Policies.

- **Staff members who have policies that affect their respective operations will review each policy and make recommendations.**
- **Will bring those recommendations back to the Committee that oversees that particular aspect of the Department's operations.**
- **Will recommend changes if needed, may recommend combining or moving existing policies, or may recommend keep in the current policy.**
- **Plan is to have all of the policies reviewed by the end of the calendar year.**



Board Policies

Board Governance Policies

- 2A-2- Minutes
 - reviewed 3/23/2009
- 2A-6- Bylaws
 - reviewed 8/16/2012
- 2A-7- Meetings and compensation
 - Reviewed 3/23/2009
- 2A-8- Ethics resolution
 - Reviewed 3/23/2009



Board Governance

- 2A-2- Minutes
 - Minutes taken and included in Official Minute Book.
 - Speakers requesting to speak in front of the Board must make request 10 days before meeting.
 - 10-Day Rule.
 - Board must approve any proposed legislation.
 - 2/3 vote to waive procedure.

When reviewed in March 2009 this policy combined several other Board policies (2A-2; 2A-3; 2A-4; 2A-5)



Board Governance

- 2A-6- By-laws
 - Outlines election process and term limits for Chairman, Vice Chairman, and Secretary.
 - *Robert's Rules of Order* adopted.
 - 2/3 vote of membership to amend rules or policies.
 - Establishment and appointment of committees.
 - Internal censure process.

Review of this policy in 2009 established standing committees and detailed the censure process. The 2012 change incorporated a one year maximum term for the Chairman.



Board Governance

- 2A-7- Meetings and Compensation
 - Meetings on the third Thursday of the month and Special Meetings called by Commissioner or Chairman.
 - Board Member compensation and reimbursement for meetings is outlined according to the governing statute.
 - Per diem and reimbursement for studying transportation needs also outlined.

Review of this policy in 2009 resulted in minor changes.



Board Governance

- 2A-8- Ethics Resolution
 - Policy for the Department to follow when it is necessary to acquire property from a Board Member or a Board Member's immediate family.
 - Two appraisals, then reviewed by a third appraiser.
 - Eminent domain process must be utilized.
 - Commissioner and Deputy Commissioner must not be involved in negotiations.
 - Board Members recuse themselves from project involving direct benefit to the board member or family member.

2009 review of this policy resulted in only minor edits.



Board Policies

Additional Board Policies provide direction to the various divisions and offices of the Department.

2C- Special Staff

2D- Planning and Programming

2E- Preconstruction

2F- Construction

2G- Operations

2H- Administration

2I- General

2J- Policy Statements



Special Staff

- **2C- Special Staff***
 - 2C-1- Local Assistance Road Program
 - 2C-2- County and City Contract Policy
 - 2C-3- Disadvantage Business Enterprises

* Program Delivery/Consultant Services/Contractors Committee and Equal Access



Planning and Programming

- **2D- Planning and Programming***
 - 2D-4 Priorities for applications of Funds
 - 2D-6 Airport System Plan
 - 2D-7 Public Transportation
 - 2D-8 Railroad Transportation
 - 2D-9 Waterways Policy
 - 2D-12 Transportation Needs of the Elderly and Handicapped
 - 2D-13 Long Range State Transportation Plan
 - 2D-14 Standards for Airports
 - 2D-16 Airport Project Priority
 - 2D-17 Transportation Enhancement Program
 - 2D-18 Georgia Rural Transportation Program

*Statewide Transportation/ Strategic Planning Committee and Intermodal Committee



Preconstruction and Construction

- **2E- Preconstruction***
 - 2E-2 Traffic Noise Control
 - 2E-3 Outdoor advertising
- **2F- Construction***
 - 2F-1 Approval of Contracts to be Let
 - 2F-4 Prequalification of Contractors
 - 2F-5 Standard Specifications
 - 2F-7 Contractor Escrow Accounts
 - 2F-12 Prequalification of Prospective Bidders

*Program Delivery/Consultant Services/Contractors Committee



Operations and Administration

- **2G- Operations***
 - 2-G-12 Restriction of Truck Movement in Atlanta
- **2H- Administration***
 - 2H-1 Adjusting Projects and Contracts to Final Cost
 - 2H-2 Employee Safety
 - 2H-3 Use of State Equipment and Supplies
- **2I- General***
 - 2I-2 Agency review under Georgia Administrative Procedures Act
 - 2I-3 Standards for internal controls
- **2J- Policy Statements***
 - 2J-1 Energy efficiency

*Administrative Committee



Questions?