



## Roundabout Committee Organization Plan

### **COMMITTEE PURPOSE:**

Plan was last updated on: March 30, 2022

To provide educational resources on roundabout projects and research at the state and national levels, promote networking amongst transportation professionals involved in roundabouts, and coordinate with the Institute of Transportation (ITE) Roundabout Committee and the Transportation Research Board (TRB) Committee on Roundabouts.

### **OBJECTIVES AND STRUCTURE:**

Current Chairpersons approved by the Board President in: September 2020

- The **TexITE Roundabout Committee** (TRC) involves a minimum three chairpersons for the following objectives: (1) Roundabout Committee Chairperson – conduct meetings and prepare reports, (2) Activities Chairperson – coordinate with subcommittees and their functions, and (3) Data Resources Chairperson – manage website and data resources.
- The three committee chairperson positions are nominated by the TexITE Board President to serve two-year terms. The Roundabout Chairperson will request nominations from committee members (prior to the TexITE Fall Conference on even-numbered years) and forward nominations to the Board President for approval. Chairperson nominees must be TexITE district members; in order to be selected for one of the three chairperson positions. The Roundabout Chairperson will approve selections to the other committee positions, whom can be district or non-district members.

### **ROUNDABOUT COMMITTEE CHAIRPERSON:**

- Primary responsibilities are to preside over the TexITE Roundabout Committee and be responsible for planning and conducting at most four meetings per year. The **Roundabout Committee Chairperson** will attend the TexITE District Board meetings and provide committee reports to the TexITE Board. The committee meetings will discuss current roundabout activities throughout the state and provide presentations on Texas and national roundabout activities. The Roundabout Chairperson will prepare meeting agendas and minutes and provide to committee members. The committee's quarterly meetings can consist of a meeting at each TexITE District biannual conference and two meetings conducted through online conference calls.

**Roundabout Committee Chairperson** → **Jason Vaughn (City of Sugar Land)**

- The Roundabout Chairperson will also select a **Liaison Co-Chairperson**, whom will coordinate with the ITE and TRB Roundabout Committees. The Liaison Co-Chairperson will be required to attend their committee meetings in person. The co-chairperson will collect notes and updates from the national committees and share these updates with members at the Roundabout Committee meetings. The co-chairperson will also correspond TRC business and requests with the ITE and TRB Roundabout Committees.

**Liaison Co-Chairperson** → **Wade Odell (TxDOT)**

### **ACTIVITIES CHAIRPERSON:**

- Primary responsibilities are to manage the TRC subcommittees and coordinate member requests with subcommittee tasks. The Roundabout Chairperson will approve subcommittees and their tasks. The **Activities Chairperson** will select the TRC members to serve on subcommittees (typically about 3-4 members) and set schedules for subcommittee activities. The Activities Chairperson will provide the subcommittee reports at the Roundabout Committee meetings.

**Activities Chairperson** → **Jay Von Ahsen (Kimley-Horn & Associates)**

### ○ **Roundabout Award Subcommittee**

The purpose of this subcommittee is to manage the Norman Hogue Roundabout Project of the Year Award documents and conduct the selection process for the annual project submittals. This subcommittee will organize in mid-December each year and coordinate with the TexITE Awards Committee to start the award submittal announcement by early

February. After the May 15<sup>th</sup> deadline, the award subcommittee will review the roundabout project submittals and provide their selected project to the Awards Committee.

**Subcommittee Members** → [Amanda Austin \(TxDOT\)](#), [Jennifer Butcher \(Pacheco Koch\)](#), and [Federico Mendoza \(Conzor\)](#)

○ **Roundabout Education Subcommittee**

The purpose of this subcommittee is to develop and manage roundabout educational material that can be shared with TxDOT, Texas DPS, and driver education resources throughout the state. This material can include roundabout document updates in TxDOT manuals and the Texas Drivers Handbook.

**Subcommittee Members** → [Wade Odell \(TxDOT\)](#), [Chris Debailon \(Fort Bend County\)](#), and [Robert Caskey \(City of Frisco\)](#)

**DATA RESOURCES CHAIRPERSON:**

- Primary responsibilities are to coordinate with the data resource officers for maintaining the Roundabout Committee's website, Facebook page, and other information sources. The **Data Resource Chairperson** will provide updates from the officers at the TRC meetings. The chairperson will also maintain the committee membership listing that includes transportation engineers and planners interested in Texas roundabouts. This membership listing will be provided to the Roundabout Chairperson for maintaining the email listserv of the committee members.

**Data Resources Chairperson** → [Minh Le \(TTI\)](#)

- The Data Resources Chairperson will coordinate with the **Website Managers**, whom work with John Denholm of Lee Engineering to further develop the TexasRoundabouts.com website (that John owns and has made available for the group's use). The website managers will maintain and update the content management system for posting materials to the website. The Data Resources Chairperson will also coordinate with Dunaway Associates to maintain the roundabout locations on the Texas Roundabout Mapper application.

**Website Manager** → [Abram Van Elswyk \(TxDOT\)](#)

- The Data Resources Chair will also coordinate with the **Facebook Manager** for providing updates to the Roundabout Committee's social media sites. The Facebook Manager will manage the TRC Facebook page and coordinate with committee members for page updates.

**Facebook Manager** → [Abraham Villalabos \(BGE\)](#)

**COMMITTEE RESOURCES:**

- **Texas Roundabouts website** → [www.texasroundabouts.com](http://www.texasroundabouts.com)

This website provides information and resources for the TexITE Roundabout Committee and its members. This information includes public education sites, agency policies and standards, and peer resource contacts. The Texas Roundabouts website also links to the Roundabout Mapper app maintained by Dunaway Associates.

- **TexITE Roundabout Committee Facebook page** → [www.facebook.com/TexITERoundaboutCommittee](https://www.facebook.com/TexITERoundaboutCommittee)

This social media site provides the current activities and events for the TexITE Roundabout Committee. The Facebook page provides the upcoming meeting information, and allows members to showcase their roundabout projects at this social media page.

- **Norman Hogue – Roundabout Project of the Year Award**

This TexITE-sponsored award is provided in honor of Norman Hogue; whom was a strong advocate for roundabouts in Texas and passed away in October 2018. Norman organized roundabout sessions for TexITE conferences and was a founding member of the TexITE Roundabout Committee. This award is presented annually through a call for roundabout project submittals from public agencies within Texas.