

OPERATING PROCEDURE NO. 10

ISTT STANDING COMMITTEES

Article XI, Section 1 of the ISTT Bylaws allows for the establishment of standing committees of the board: *A Standing Committee is a committee established by the Board of Directors to conduct activities that are continuous or ongoing. Standing Committees have no sunset provisions. The operating authority of these committees is broadly established by the Board of Directors.*

As of the publication date of this Operating Procedure, ISTT maintains [seven standing committees \(Click to see the purposes and members\)](#):

1. International No-Dig Committee
2. Membership Committee
3. Support Fund Committee
4. Technology and Education Committee
5. Outreach and Marketing Committee
6. Finance Committee
7. Governance Committee

Committees comprise ISTT members who volunteer their technical and professional expertise in support of the Society's vision and mission to advance the practice of trenchless technology. ISTT policy is to allow committees to operate on their own volition within the procedures below:

1. All committees will make efforts to ensure diversity and inclusion are considered in determining committee member composition. These considerations shall include gender, race, national and regional representations.
2. Upon formation or renewed composition, committees shall conduct and record a discussion on conflicts of interest and biases. Committees shall strive to achieve a balance of biases.
3. This position is completely voluntary and no remuneration is payable to members. Where certain professional services are required, and a committee member is able to provide such service, payment arrangements can be made where approved by the Board of Directors.
4. Committee participation is limited to ISTT members in good standing, unless an exception is granted. Committees may invite guest participants in situations

where specific expertise not resident on the committee is warranted. Such guests will not have voting privileges.

5. Committee membership term will be three years. Term expiration date will be 31 December. Members may serve two consecutive terms (6 years) unless an exception is granted by the ISTT Chair.
6. Committee terms shall be approved and periodically reviewed by the ISTT Board of Directors.
7. Committee chairs will be appointed by the ISTT Chair. To the degree practical, committee chairs should be current members of the Board of Directors.
8. Committee membership is by application submitted by the applicant.
9. The ISTT Board of Directors affirms committee composition and membership.
10. Applications are limited to two members per committee per society and a single vote per affiliated society.
11. There is no limit to the size of committees, but these need to be of a manageable size and will be determined by the committee chair.
12. Attendance requirements and other individual committee operating procedures shall be developed and implemented by each committee.
13. Committees shall follow Roberts Rules of Order in the conduct of meetings.
14. Committee members should participate actively in the committee's work. Not being able to contribute to the committee for an extended period may lead to the discontinuation of committee membership, where determined by the Board of Directors.