



**TIME Task Force, Inc.**

**ARTICLE I. NAME**

**ARTICLE II. LOCATION**

**ARTICLE III. PURPOSE**

**ARTICLE IV. MEMBERSHIP**

**ARTICLE V. MEETINGS OF THE MEMBERSHIP**

Section 1. Annual Meeting

Section 2. Quarterly Meetings

Section 3. Notice of Meeting

**ARTICLE VI. BOARD OF DIRECTORS**

Section 1. Consist

Section 2. Function

Section 3. Terms

Section 4. Meetings

Section 5. Notice

Section 6. Quorum

Section 7. Manner of Acting

Section 8. Vacancies

Section 9. Removal, Resignation, Termination and Absences

Section 10. Positions

**ARTICLE VII. COMMITTEES**

**ARTICLE VIII. AMENDMENTS**

**ARTICLE IX. ORGANIZATION DISSOLUTION**

**History of Revisions:**

Adopted November 8, 2006

Amended Version 01: December 2, 2008

Amended Version 02: January 23, 2009

Amended Version 03: December 9, 2009

Amended Version 04: February 1, 2019

Amended Version 05: March 19, 2019

Re-Adopted Version 05: April 7, 2021

Amended Version 06: October 5, 2022

Re-Adopted Version 06: October 5, 2022

Amended Version 07: March 28, 2023

## **Article I -Name**

The name of the organization shall be “TIME Task Force, Inc.”

## **Article II – Location**

The principal address of the TIME Task Force, Inc is the Georgia Department of Transportation Highway Emergency Response Operators Headquarters at 515 Plasters Avenue, Atlanta, Georgia, 30324.

## **Article III - Purpose**

TIME is a coalition of concerned incident responders from transportation agencies, fire, rescue, police, towing, emergency medical services, emergency management agencies, and other interested groups. TIME is dedicated to improving inter-agency coordination and cooperation, creating opportunities for multi-agency training, disseminating successful traffic incident management practices, and serving as a forum for participants to develop common operational strategies and a better understanding of other agencies’ roles and responsibilities.

TIME shall be administered and operated exclusively to receive, administer, and expend funds for educational purposes; specifically to educate, promote and enhance public safety and community welfare by fostering research, development, and implementation of plans and programs to reduce motor vehicle deaths and injuries, improve mobility, and to promote, encourage, and advance a system of safer, more economical, energy efficient, and environmentally sound highways and other surface transportation through research, development and implementation of advanced technology.

## **Article IV – Membership**

Non-Voting membership is open to persons and organizations that have endorsed the TIME Open Roads Policy showing their interest in developing and sustaining a traffic incident management program for Georgia roadways that will facilitate the safest and fastest traffic incident clearance for emergency responders and the motoring public.

## **Article V – Meetings of the Membership**

### Section 1. Annual Conference

At the discretion of the Board of Directors, an Annual Conference of the membership may be held each, or every other year for the purpose of announcing the Board of Directors and for the interest of enhancing traffic incident management statewide.

### Section 2. Quarterly Meeting

Quarterly Meetings shall be determined by the Co-Chairpersons.

### Section 3. Notice of Meeting

Written notice stating place, day, and hours of any meeting shall be delivered either personally, by mail, or other electronic media to each member. Electronic media shall include but not be limited to email, facsimile, website, etc.

## **Article VI – Board of Directors**

### Section 1. Consist

The Board of Directors make up the voting membership and shall consist of two Chairpersons, the seven (7) Officers (Director of Law Enforcement, Fire, Towing and Recovery, Emergency Medical Services, Transportation, Planning and Member-At-Large); five (5) Committee Chairs (Communications, Operations, Programs, Grants and Training); and five (5) permanent agency positions (Governor’s Office of Highway Safety, Georgia Emergency Management Agency, Georgia Department of Transportation (GDOT) Transportation Management Center, GDOT Coordinated Highway Assistance and Maintenance (CHAMP), GDOT Maintenance); and, two (2) permanent non-voting positions held by Federal Highway Administration (FHWA), an ex-officio non-voting member, and the GDOT HERO/TIM Support Services Contractor.

## Section 2. Function

The affairs of TIME shall be managed, supervised, and controlled by the Board of Directors.

## Section 3. Terms

The TIME Task Force, Inc. Co-Chairpersons positions will be permanent positions throughout the lifetime of the organization. These positions shall be held, respectively, by the Georgia Department of Transportation Incident Management Coordinator and an appointed command staff level Trooper of the Georgia Department of Public Safety.

The seven (7) Officers (Director of Law Enforcement, Fire, Towing and Recovery, Emergency Medical Services, Transportation, Planning and Member-At-Large) shall be nominated by the Board and voted/elected by the Board for a two-year calendar term (January to December). Officer positions can be held for two consecutive two-year terms. Reinstatement after the maximum term served is allowed into the same Officer position after one (1) term (two years) of absence from that specific position.

The five (5) Committee Chairs (Communications, Operations, Programs, and Training) shall be nominated by the TIME Task Force, Inc members and voted/elected by the Board for a two-year term. Committee positions can be held for two consecutive two-year terms. Reinstatement after the maximum term served is allowed into the same Committee position after one (1) term (two years) of absence from that specific position.

The five (5) Agency Positions (Governor's Office of Highway Safety, Georgia Emergency Management Agency, Georgia Department of Transportation (GDOT) Transportation Management Center, GDOT Coordinated Highway Assistance and Maintenance (CHAMP), GDOT Maintenance) will be permanent positions throughout the lifetime of the organization. These positions will be held by government employees appointed to represent each government agency.

The ex-officio FHWA member will be a permanent position throughout the lifetime of the organization. This position shall be held by the FHWA Georgia Division Administrator or designee.

The non-voting Support Services Contractor will be held by the Contractor providing HERO / TIM Support Services to GDOT.

## Section 4. Meetings

The Board of Directors shall meet twelve times a year with special meetings called as necessary. Special Meetings may be requested by the Board of Directors members. Members of the board of directors or of any committees designated by the board of directors may participate in a meeting of the board by means of conference telephone or similar communications technology whereby all persons participating in the meeting can communicate with each other. Participation in a meeting in this manner shall constitute presence in person at the meeting.

## Section 5. Notice

Notice of special meetings of the Board of Directors shall be called at any time by either Co-Chairperson.

## Section 6. Quorum

Most of the Board of Directors members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the Board of Directors is present at said meeting, a majority of the Board of Directors present may adjourn the meeting.

## Section 7. Manner of Acting & Voting

The act of most of the Board of Directors members present at a meeting at which a quorum is present shall be the act of the Board of Directors. The voting process is as-is; however, in the event of a tie, the permanent Board positions will vote.

## Section 8. Vacancies

Any vacancy occurring in the Board of Directors by reason of resignation, removal, or otherwise and any newly created Board of Directors position shall be filled by the Board of Directors. A Board of Directors member elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office.

## Section 9. Removal, Resignation, Termination and Absences

Resignation from the Board must be in writing and received by the Co-chairpersons. A Board member shall be dropped for excess absences from the Board if the member has three absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining Board of Directors.

## Section 10. Positions

### Co-Chairpersons

The Co-Chairpersons shall be the chief executive officers of the TIME Task Force and shall chair all general meetings of the TIME Task Force membership and the Board of Directors. The Co-Chairpersons shall have the power to appoint committee chairs subject to the approval of the Board of Directors. The Co-Chairpersons shall have equal authority and voting rights and in the event of the absence of one Chairperson, the Co-Chairperson shall have all the powers and be subject to all restrictions of the other. Either Co-Chairpersons may sign, with the Support Staff, deeds, mortgages, bonds, contracts, or other such documents with which the Board of Directors has authorized to be executed, except in such cases where the by-laws or statute has expressly delegated the authority to sign to some other officer of the TIME Task Force, Inc. The Co-Chairpersons will have signature authority to disperse funds up to \$1,000 without Board approval.

### Agency Positions

The agency positions will include a representative from each of the five Agencies (Governor's Office of Highway Safety, Georgia Emergency Management Agency, Georgia Department of Transportation (GDOT) Transportation Management Center, GDOT Coordinated Highway Assistance and Maintenance (CHAMP), GDOT Maintenance). The agency positions will have the authority and the responsibility to direct and manage all affairs of TIME Task Force, Inc as part of the Board of Directors. Other agency positions may be created by either of the Co-Chairpersons with approval by the Board of Directors.

### Officers

The Officer positions will include a representative from each of the seven (7) disciplines (Law Enforcement, Fire, Towing and Recovery, EMS, Transportation, Planning) and one Member-At-Large representative from any Georgia agency supporting traffic incident management. The Officers will have the authority and the responsibility to direct and manage all affairs of TIME Task Force, Inc as part of the Board of Directors. Other Officers may be created by either of the Co-Chairpersons with approval by the Board of Directors.

### Committees

The Committee Chairs include, but are not limited to, the Communications, Operations, Programs, Grants and Training. Other committees may be created by the Chairman with approval by the Board of Directors. The purpose of each committee is defined below.

**Communications:** This committee shall coordinate timely and open communication both internally between transportation and public safety agencies as well as with the public and media. The committee chairperson shall be ultimately responsible for assigning and completing all tasks in conjunction with the Communications committee.

**Operations:** This committee shall focus on improving traffic incident response and clearance procedures and overcoming institutional and jurisdictional barriers that reduce the efficiency of traffic incident management. Primary tasks within this committee shall include After Incident Reviews (AIR) and Traffic Incident Management (TIM) Teams. The committee chairperson shall be ultimately responsible for assigning and completing all tasks in conjunction with the Operations committee.

**Programs:** This committee shall focus on planning and facilitating membership activities and events. Committee responsibilities include planning quarterly membership meetings and annual conference. The committee chairperson shall be ultimately responsible for assigning and completing all tasks in conjunction with the Programs committee.

**Training:** This committee shall focus on approving, developing, and offering traffic incident management training courses and tracking certification of TIME and TRIP members. Committee responsibilities include training acceptance and approval of all TIME-offered training courses by the Training Standards Board.

The committee chairperson shall be ultimately responsible for assigning and completing all tasks in conjunction with the Training committee.

Grants: This committee shall focus on the annual call to gather TIME Task Force Grant Applications. Work with the Grants Committee members to evaluate applications and determine the Grant awards recipients.

Support Staff

Support Staff positions for the Board of Directors shall be the responsibility of the GDOT HERO/TIM Support Services Contractor. Support Staff positions shall not be limited in terms or years, may be changed at any time by GDOT. The Support Staff positions shall include the following functions:

- Guardian of corporate records is responsible for keeping the minutes of all the meetings of the members and the Board of Directors; for keeping a current register of the post office addresses and electronic media addresses of each member of the TIME Task Force, Inc; for all official correspondence and notices of the chapter in accordance with the provisions of these by-laws; and other such duties as may be assigned by the Co-Chairpersons or by the Board of Directors.
- Custodian of all funds, securities, and contracts of the TIME Task Force, Inc including receiving and giving receipts for money due and payable to the TIME Task Force, Inc; depositing all such monies in the name of the TIME Task Force, Inc as approved by the Board of Directors; preparing financial reports and an annual report as of the end of each year; and such other duties as may be assigned by the Co-Chairpersons or by the Board of Directors. Signature authority to disperse funds up to \$1,000 without Board approval.
- Advisor to the TIME Task Force, Inc Co-Chairpersons on matters of parliamentary procedure, on matters of bylaws and standard rules of order.

**Article VIII–Amendments**

These bylaws may be altered, amended, or repealed at any time by a majority vote of the Board of Directors. New bylaws may be proposed by the Board of Directors or upon recommendation from a TIME member to a Board Member and adopted by a majority vote of the Board of Directors.

**Article IX–Organization Dissolution**

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

---

These bylaws, as amended Oct 5, 2022, were voted on and adopted by majority vote of the TIME Task Force Board of Directors, October 5, 2022.

Co-Chair Jason Josey Secretary, CFO \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

Co-Chair Capt. Ritchie Howard CEO \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)