THE INTERNATIONAL SOCIETY FOR TRENCHLESS TECHNOLOGY
Tel: +61 (0) 419918449 Email: info@istt.com Website: www.istt.com

BOD Approved Date: 16 July 2025

# 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. Affiliated Societies Committee
3. Technology and Education Committee
4. Outreach and Marketing Committee
5. Finance Committee
6. Governance Committee
7. Young Trenchless Professionals 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's policy is to allow committees to operate on their own volition within the procedures below:

## ▸ Committee Composition and Membership

1. **Committee Participation Eligibility**

   **<Standing Committees>**

   - 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.
   - 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.
   - 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.
   - The applicant must receive approval from the society to which the applicant belongs before applying. The society giving the approval must be in good standing.

**<Subcommittee>**

The Rules for the Subcommittee will mirror those of the Standing Committees, with the following additional qualifications:

- A subcommittee can be formed by the committee chair on an ad-hoc basis to achieve the specific goals and purposes of the standing committee.
- Subcommittee members are required to hold ISTT membership or obtain approval from affiliated societies.
- The committee chair will appoint the membership, and where required, appoint a vice chair, as well as, where required, obtain exemption from the BOD to appoint specialists or experts who are deemed necessary to assist on the subcommittee.
-

2. **Membership Term and Renewal**

   - The committee membership term is decided annually, with no limit on the number of terms a member may serve. Members shall continue to serve unless they choose to resign or are requested to resign by the committee chair or the ISTT Board of Directors, or their respective affiliated society.
   - All Committee membership is subject to approval by the ISTT Board of Directors.

3. **Committee Composition and Size**

   - 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.
   - Applications are limited to two members per committee per society and a single vote per affiliated society.

## ▶ Committee Leadership and Structure

4. **Leadership Roles**

**<Committee Chair>**

Committee chairs will be appointed by the ISTT Chair. To the degree practical, committee chairs should be current members of the Board of Directors.

The role of the chair is to provide leadership, direction, and strategy, ensure proper information and communication, and achieve the cohesion and involvement of all committee members.

Chairs are to prepare meeting agendas, schedule and send invitations to attend meetings, and open and chair the meetings.

At the beginning of each year, the chair is to develop a “Plan of Action” for the forthcoming year, defining the committee's goals, strategies, and timelines. This is to be presented to the Board of Directors by the end of January each year, for comment, suggestions, and approval.

The chair is to ensure that the committee is effective in implementing the committee’s “Plan of Action.” The chair may request the ISTT administrative staff (under the direction of the Executive Director) to assist in forwarding meeting invitations and to attend meetings, where it is considered beneficial to the committee.

A recording/transcript of the meeting is to be reviewed by the Chair and Vice-chair, and thereafter shared with Committee members, in the form of the meeting minutes.

Chairs are to scrutinize the recording/transcript and confirm acceptance of these as acceptable “Minutes of Meeting”.

The committee chair is to appoint a vice chair to enhance leadership continuity and operational efficiency.

**<Committee Vice Chair>**

Vice chairs are required to exhibit strong leadership qualities, a deep commitment to the committee's mission, and the ability to manage committee administration and responsibilities effectively.

The role of the vice chair is to support the chair in their duties and chair meetings on occasions when the chair is unable to attend the scheduled meeting.

Vice chairs are to forward meeting minutes, with the attendance register, to the chairs within a reasonable time period.

**<Ex-Officio>**

Ex-Officio members may attend committee meetings as observers only. They are not considered attendees for quorum purposes and do not have voting rights.

5. **Membership Application and Approval**

- Committee membership is by application submitted by the applicant.

- The ISTT Board of Directors affirms committee composition and membership.
- A committee chair may invite a new person to become a committee member at any time, provided the applicant is deemed necessary for the committee.
- In case an application is submitted after the deadline, it may be approved (or declined) by the committee chair. Should the committee chair approve the late application, then further ratification is required from the Board of Directors.

# Committee Operations

6. **Meetings and Procedures**

- Committees shall follow Robert's Rules of Order in the conduct of meetings.
- Attendance requirements and other operating procedures shall be developed by each committee.
-

7. **Member Contributions and Remuneration**

- 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.

- 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.