



TRANSPORTATION GROUP NZ OPERATING PROCEDURES

Updated April 2023

SECTION 1. NAME AND DOMAIN OF ACTIVITY

- 1.1. The Transportation Group New Zealand ("the Group") is a Technical Interest Group of Engineering New Zealand.
- 1.2. The purpose of the Group is to advance the technical knowledge, planning and management of land-based transportation facilities, networks and systems for the movement of people and goods.
- 1.3. Membership of the Group is open to those with a membership of Engineering New Zealand and other individuals or organisations with a professional interest in or who are directly involved in transportation matters.
- 1.4. The Group includes Sub-Groups focussed on transportation modelling (MUGS), traffic signals (SNUG), and traffic generation and parking (TDB) – see Section 10.
- 1.5. The Group's activities shall be managed by a National Committee and co-ordinated at a local level by Branches.
- 1.6. These Operating Procedures are subject to the Engineering New Zealand Rules (the Rules). In the case of any conflict between these Operating Procedures and the Rules, the Rules will prevail.

SECTION 2. OBJECTIVES

- 2.1. The Group shall seek to advance the purpose of the Group by means including but not limited to:
 - a. developing and sharing national and international advances in transportation knowledge, standards, and technical expertise so as to assist in the professional development of members;
 - b. contributing to the development and recognition of good practice, facilitating the planning and creation of better transportation networks and management practices, in order to increase the productivity, sustainability, usefulness and safety of existing and new transport systems;
 - c. supporting Group members in their career development, through conferences, education, training, workshops, research and publications;
 - d. providing opportunities for the sharing of ideas and creating a national network for members; and
 - e. providing an industry voice to enable input into transport issues affecting New Zealand.

SECTION 3. MEMBERSHIP

- 3.1. Any person may become a Group member by paying the annual subscription fee and completing the required membership form for approval by the National Committee.
- 3.2. Members need not hold a recognised engineering qualification but the Group recognises ongoing connections to Engineering New Zealand and alignment with the Engineering New Zealand [Code of Ethical Conduct](#).
- 3.3. Completion of the membership form shall be considered as acceptance of the Operating Procedures of the Group.
- 3.4. An organisation which completes the required membership form and pays the annual subscription fee may become a Group member, represented by one or more persons who shall be treated as if they are individual members except with regard to voting rights.
- 3.5. Only members of the Group shall be entitled to vote on matters affecting the Group. Organisations who are members may nominate one representative to vote on the organisation's behalf.
- 3.6. Any member of the Group who has not paid the annual subscription fee within a period of time prescribed by the National Committee may be removed from membership of the Group at the discretion of the National Committee.
- 3.7. Any member having held a contiguous or non-contiguous period of membership of the Group of not less than 25 years, and not working more than 20 hours per week on average, may apply for Retired membership of the Group. Any member granted Retired membership shall be required to pay 50% of the annual Group subscription fees.

SECTION 4. LIFE MEMBERS

- 4.1. The Transportation Group honours those who have made an outstanding contribution to the Group and the industry, with Life Membership. Life membership can also be granted posthumously to members who have made significant contribution to the Group.
- 4.2. Life Members receive:
 - a. the honour of the title and its presentation, usually at the annual conference;
 - b. travel, accommodation and free registration at the conference at which the Life Membership is awarded, typically for the nominee and their partner;
 - c. free membership for life; and
 - d. annual free registration at one Group conference or workshop (Transportation Group conference, MUGs conference, or any other single subgroup workshop or event that would otherwise incur a fee).
- 4.3. No more than 3 Life Members will be honoured in any one calendar year (except at the discretion of the National Committee).
- 4.4. Life members are nominated by a current Group member and seconded (endorsed) by two other members representing at least one other branch or subgroup different from the nominator). The call for nominations shall be open for a period not exceeding 12 weeks prior to the Annual General Meeting, and shall be closed six weeks before the Annual General Meeting.
- 4.5. The criteria for Life Membership include (a) Outstanding Contribution to the Group. Nominators are to articulate their assessment of what makes the

nominee's contribution 'Outstanding'; and (b) at least 30 years of transportation or related industry experience

- 4.6. Nominations are to be submitted in writing using the format specified in the call for nominations. The nomination shall include a concise (e.g. less than 400 words) summary suitable for use at the recognition event.
- 4.7. The nominations shall be added to the agenda for a regular meeting of the National Committee after nominations have closed and before the AGM to consider the applications received and agree by majority consensus and with a minimum quorum of seven National Committee members present, whether to accept any number of the nominees and to award Life Membership.

SECTION 5. CHAIRPERSON AND NATIONAL COMMITTEE

- 5.1. The affairs of the Group shall be managed by a National Committee, which shall contain no less than seven members, consisting of:
 - a. The Chairperson, who shall serve for two years from the Annual General Meeting, or vote at which they are elected, and be succeeded by the Vice-Chairperson
 - b. The Vice Chairperson
 - c. Each Branch Chairperson
 - d. The immediate Past Chairperson who is willing and able to serve ex officio for a term of two years; and
 - e. Any co-opted members undertaking National Committee roles.
- 5.2. Only individual persons and not organisations may be elected to the National Committee or as Vice-Chairperson.
- 5.3. The term of tenure of the positions of National Committee members is two years from the Annual General Meeting, or vote at which they are elected, to the second Annual General Meeting after their election or until an election prior to this is called by the National Committee.
- 5.4. The National Committee may choose to designate titles for positions within the National Committee to associate them with particular roles.
- 5.5. Members of the Group may be co-opted onto the National Committee by a two-thirds majority vote of the members of the National Committee.
- 5.6. The National Committee may form sub-committees to perform particular roles, and co-opt members to those sub-committees, provided that all decisions of a sub-committee are subject to ratification by the National Committee.
- 5.7. Decisions of the National Committee are made by majority vote of those present (including those present via teleconference, videoconference or similar methods), provided a quorum is present (see Operating Procedure 8.5), there being no casting vote.
- 5.8. The National Committee may fill a committee role vacancy not filled at an election or due to the position holder being unavailable, and each member appointed to fill such vacancy shall hold office until the next Annual General Meeting.

SECTION 6. ANNUAL MEETING AND RECEIPT OF ANNUAL REPORT

- 6.1. The Annual General Meeting of the Group may be conducted in person, via electronic or other means and shall be held at the annual Group conference, or if this is not possible then at a time set by the National Committee.

- 6.2. The Chairperson shall present an annual report on activities to the Annual General Meeting, and this will be distributed to all Group members at least one week prior.
- 6.3. The annual report shall cover activities of the Group and the use of funds by the Group.

SECTION 7. ELECTION OF OFFICERS

- 7.1. The Chairperson shall fulfil the role for two years and shall be succeeded by the Vice Chairperson, who shall be elected at the Annual General Meeting, or failing that by postal or electronic ballot of all members as soon as possible thereafter.
- 7.2. Nominations shall be open for a period not exceeding eight weeks prior to the Annual General Meeting, and shall be closed three weeks before the Annual General Meeting.
- 7.3. Nominations are to be submitted in writing using the format specified in the call for nominations and shall include the consent in writing of the member nominated to be valid.
- 7.4. Each candidate for nomination shall be invited to submit with the nomination paper information relevant to consideration of the candidacy.
- 7.5. Candidates are to have served at least one term on a Branch Committee.
- 7.6. The names of members nominated for Vice Chairperson shall be made available to each member of the Group not less than two weeks before the Annual General Meeting.

SECTION 8. INCOME AND EXPENDITURE

- 8.1. The National Committee shall determine membership subscriptions, which shall be sufficient to cover the normal operating expenses of the Group, and shall recommend those membership subscriptions to the Engineering New Zealand Board.
- 8.2. Subscription income shall be expended only in furtherance of the objectives of the Group and in accordance with procedures specified by the Operating Procedures.
- 8.3. The Group may charge fees for specific activities for which the costs cannot be met from subscription income, provided that the fees charged and the spending of them is in accordance with the Operating Procedures, provided that the fees charged and the spending of them is in accordance with procedures specified by the Engineering New Zealand Board.
- 8.4. The Chairperson of the National Committee shall, within three months of the end of each financial year, prepare and circulate to members a report on the use of funds by the Group and include this within the annual report presented at the AGM.

SECTION 9. MEETINGS

- 9.1. Meetings of the National Committee and meetings of the Group shall be held as required.
- 9.2. Special General Meetings of the Group may be called by the National Committee on its own initiative, or at the written request of ten members.
- 9.3. Notice of an Annual General Meeting or a Special General Meeting, and the nature of the business to be transacted, shall be circulated to each member by post or via electronic means to the address provided by the member, to be received not less than two weeks before such meeting.

- 9.4. The Chairperson of the National Committee, when present (including via teleconference, videoconference or similar methods), shall preside at each Group meeting and in his or her absence, the Vice-Chairperson shall preside. If the Chairperson or Vice-Chairperson is absent or otherwise unable to attend to matters pertaining to the Group, then the members of the National Committee present shall appoint an interim Chairperson from among their members for the period of time required to attend to business matters.
- 9.5. A quorum for the National Committee shall be not less than two thirds of the total Committee including the Chairperson or elected Vice-Chairperson.
- 9.6. For a Special General Meeting, the quorum shall be not less than ten members.
- 9.7. There shall be no quorum for the Annual General Meeting of the Group.
- 9.8. Each member of the Group present at any general meeting has the right to exercise one vote on any motion before such meeting, and each National Committee member has the right to exercise one vote at National Committee meetings. Voting shall be by the voices, except that any member present may require a show of hands and any ten percent of members present may require a secret ballot.
- 9.9. Remote voting can be arranged for Annual General Meeting and Special General Meeting matters that are of significant importance to the members, such as changes to the Operating Procedures. Members will be informed of the procedures for remote voting at least two weeks before each meeting.

SECTION 10. BRANCHES

- 10.1. The National Committee may create Branches as subsidiary bodies to co-ordinate Group activities at a local level, and shall decide the geographic boundaries that define each Branch, and the branch name for each Branch so created.
- 10.2. The affairs of the Branch shall be managed by a Chairperson and committee elected by members of that Branch.
- 10.3. The process for election of branch committees shall be defined by the members of that branch, subject to the approval of the National Committee.
- 10.4. The Chairperson of each Branch shall prepare a report on their activities to the Annual General Meeting of the Group

SECTION 11. SUB-GROUPS

- 11.1. The National Committee may form Sub-groups which contribute to the development of specific knowledge for the Group, including but not limited to Sub-groups focussed on transportation modelling (Modelling User Group - MUGS), traffic signals (Signal Network User Group - SNUG), and traffic generation and parking (Trips Database Bureau - TDB).
- 11.2. All members of the Sub-group shall be required to be members of the Group.
- 11.3. The affairs of the Sub-group shall be managed by a Chairperson elected by members of that Sub-group.
- 11.4. The process for election of Sub-group committees shall be defined by the members of that Sub-group, subject to the approval of the National Committee.
- 11.5. Except with the approval of the National Committee, Sub-groups are not permitted to charge annual subscription fees.
- 11.6. The Chairperson of each Sub-group shall prepare a report on their activities for the Annual General Meeting of the Group.

SECTION 12. ALTERATION OF OPERATING PROCEDURES

- 12.1. An alteration to the Operating Procedures of the Group may be recommended by a two thirds majority vote of both the members present, and the member votes obtained remotely, at either an Annual General Meeting or a Special General Meeting of the Group and that alteration shall become effective at the conclusion of that meeting.
- 12.2. No alteration, rescission or substitution which would alter the charitable nature of the Group shall be permitted.

SECTION 13. DISSOLUTION OF THE GROUP

- 13.1. The Engineering New Zealand Board may dissolve the Group provided that at least one of the following criteria is satisfied:
 - a. the members of the Group request the dissolution, as determined by a 75% majority of those present at a Special General Meeting called for the purpose of discussing a motion for dissolution; and/or
 - b. the Board is of the view that the Group is non-viable as evidenced by poor financial performance, lack of activity, or failure to form a National Committee for an extended period of time.
- 13.2. In expending any unspent Group funds, in so far as is reasonably possible, the National Committee must follow any direction previously given by the Group for the use of the funds. No member of the Group shall in any way benefit from such distribution of the unspent Group funds, which shall be distributed for charitable purposes within New Zealand.

SECTION 14. HANDLING OF COMPLAINTS

- 14.1. If a complaint is received about the engineering competence or ethical conduct of a Group member, and that member is also a member of Engineering New Zealand or a Chartered Professional Engineer, the complaint will be referred to Engineering New Zealand in accordance with the Engineering New Zealand Rules and Disciplinary Regulations and/or the Chartered Professional Engineers of New Zealand Act and Rules 2002.
- 14.2. If a complaint is received about a member of the Group who is not a member of Engineering New Zealand or Chartered Professional Engineer, or a complaint is received that is outside the jurisdiction of Engineering New Zealand's complaints and disciplinary processes, the complaint will be assessed by the Chairperson (or if there is a conflict then their nominee from the National Committee) and two Group members with relevant experience to determine the most appropriate next steps.
- 14.3. The National Committee will respond to any complaints in accordance with the principles of natural justice, which include giving the member complained about an opportunity to respond to the complaint.
- 14.4. The National Committee may revoke membership of any member who it determines to have significantly breached the Operating Procedures or brought the Group into disrepute through inappropriate behaviour, or behaviour that is contrary to the Engineering New Zealand Code of Ethical Conduct.