

Committee Charter Procedure Manual

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Introduction

The Committee Charter Procedure Manual is an appendix to [Departmental Order 2-4: Committee Establishment & Function](#).

This manual provides guidance on the development and issuance of the Illinois Department of Transportation's committee charters. Committee charters are important because they:

- provide framework for committee activities.
- communicate the responsibilities and authorities of each committee, which helps minimize duplication of efforts.
- give members the authority to act on behalf of the areas they represent.

Any questions as to the application or interpretation of the standards summarized herein or suggestions for improvement should be referred to the Bureau of Business Services (BoBS) at DOT.Policy@illinois.gov.

Document Control and Revision History

This manual is reviewed for adequacy during use; updated, approved, and published by the Bureau of Business Services as necessary.

Official archive versions of this manual are available to examine by contacting the Bureau of Business Services' Document Services Unit at DOT.Policy@illinois.gov.

This manual is intended to be used electronically as it includes an extensive collection of hyperlinks within and to resources external to the document. Portable Document Format (PDF) has been selected as the primary distribution format, and the official version of the manual is available on the [Policy Center](#) site in InsideIDOT.

The information contained in this manual is current as of the date of issuance. Employees are responsible for ensuring use of the most current version of any document. All current policy documents are available on the [Policy Center](#) site in InsideIDOT.

<u>Date</u>	<u>Description</u>	<u>Approval</u>
12/21/18	New manual	Diana Baranzelli

References

According to [Departmental Order 2-4: Committee Establishment and Function](#), a Committee Charter is “a document setting forth the aims and principles of a united group of persons; a written agreement that defines the committee, establishes its purpose, clarifies the authority, and provides the committee/task force direction for its activities and how to do their collective work”.

- A. Development.** The development of a Committee Charter is managed by the authoring office(s) and the Office of Finance & Administration, Bureau of Business Services.
- B. Accessibility.** The Bureau of Business Services verifies compliance with the Accessibility Standards for Users with Disabilities outlined in the [Document Management Standards Manual](#) prior to issuance.
- C. Issuance.** The issuance of a Committee Charter is managed by the Office of Finance & Administration, Bureau of Business Services. Committee Charters are located on the [Policy Center](#) site on InsideIDOT.
- D. Document Control**
 - 1. **Committee Charters are approved for adequacy prior to issuance.** Approval authority is delineated in [Departmental Order 01-01: Policy Administration Program](#). This requirement emphasizes the need for periodic review and update to ensure currency and applicability, and that all further changes are documented and controlled.
 - 2. **Committee Charters are updated as necessary and re-approved.** Committee Charters are routinely reviewed, updated as necessary, and re-approved. Each charter is assigned a Scheduled Review Date.
 - 3. **Changes and the current revision status of Committee Charters are identified.** The date and/or version number is included on every page of the document. Drafts circulated for internal review are clearly marked as such.
 - 4. **Relevant versions of applicable policy documents are available at points of use.** Current versions of [Committee Charters](#) are made available to employees on the [Policy Center](#) site on InsideIDOT and on the department’s internet site (when the charter affects external stakeholders) by the Bureau of Business Services.
 - a. **Single Source of Truth.** To avoid confusion and to ensure users have access to the most current version of any Committee Charter, posting or publishing additional copies of charters on the intranet or internet is prohibited. All links on various sites, pages and within documents shall point to the manual on either the [Policy Center](#) site on InsideIDOT or the department’s internet site at <http://www.idot.illinois.gov/home/resources/resources>.
 - b. **E-mail.** Committee Charters should not be e-mailed to recipients as attachments. E-mails should include a hyperlink to the charter at its master location on either the [Policy Center](#) site on InsideIDOT or the department’s internet site at <http://www.idot.illinois.gov/home/resources/resources>.
 - 5. **Committee Charters are legible and readily identifiable.** Charters are uniquely identified by the combination of the title and effective date.
 - 6. **The department prevents the unintended use of obsolete charters and applies identification if they are retained for reference purposes.** The cancellation of a charter shall

require the documentation of the reason for the cancellation and notification of affected stakeholders. Superseded and cancelled copies of charters retained for reference shall be clearly marked as such.

E. Charter Format. The [IDOT 2002: Committee Charter Template](#) is available to assist authors.

1. Text Arrangement and Spacing

- a. **Paragraph Spacing** is set at 0 pt Before and 11 pt After.
- b. **Splitting Units of Text.** Do not unnecessarily split paragraphs or subparagraphs on the last line of a page or end a paragraph on the first line of a new page. Make sure there are at least two lines of text at the bottom of the first page and two lines of a split paragraph or subparagraph at the top of the second page.
- c. **Outline Numbering.** Apply the following outline numbering format:
 - 1.
 - A.
 - B.
 - 1)
 - 2)
 - a.
 - b.
 - F.**
 - G.**
 - C.
- 2.

2. Heading. At a minimum, the heading shall consist of the following elements:

- a. **Logo.** All Committee Charters shall display the Illinois Department of Transportation logo.
- b. **Title.** The title should be eight words or less.
- c. **Effective Date.** The date a Committee Charter or its revision becomes effective.
- d. **Scheduled Review.** The date by which a Committee Charter is required to be reviewed for continuing adequacy.
- e. **Approved by.** Employee(s) with final approval authority (approval documents are retained in the Bureau of Business Services).
- f. **Version.** The first draft of a policy will be Version 0.1. Subsequent drafts will have an increase of “0.1” in the version number, e.g., 0.2, 0.3, 0.4, ...0.9, 0.10, 0.11. The first final version of a document will be Version 1.0. Subsequent final documents will have an increase of “1.0” in the version number (1.0, 2.0, etc.).

3. Body. At a minimum, the body of the Charter will be composed of the following elements:

- a. **Policy.** A single sentence containing the title of the committee. The statement begins with “The title of this committee shall be. . .”
- b. **Purpose.** This paragraph provides the reason for creation of the committee.

- c. **Membership.** This section provides a list of both internal and external members of the committee. When possible, a hyperlink to a page listing current membership is included instead of individual committee member names as committee membership is subject to frequent change. If a hyperlink is not available, position titles are preferred over individual names.
- d. **Authority, Objectives & Activities.** This section outlines the authority of the committee, the objectives of the committee which should align with the department's Vision Plan, the committee meeting frequency, a designated meeting recorder and other relevant committee activities not encompassed in the previously listed items.
- e. **Accountability.** This section outlines who the committee is responsible for reporting their findings to, how often and in what form.
- 4. **Charter Maintenance.** This section outlines the Bureau or Office responsible for the maintenance of the charter. This section may also designate a contact or chair for the charter.
- 5. **Revision History.** In lieu of retaining a complete development file, a list of changes is required within each version. A simple revision history also serves to inform employees and satisfy legal and audit purposes.
- 6. **Closing Notice.** The closing notice informs the user of the existence of an accompanying manual, supersession information, or some other important point. The closing notice of a Charter details supersession/retirement and attachment notices (if applicable).
 - a. **Supersession.** This identifier is used when a scope change warrants a new version to be published.
 - b. **Cancellation.** This identifier will be used when a Committee is disbanded.
 - c. **Appendix Reference.** This identifier will be used when there is an appendix to the Charter.
- F. **Records Management.** Committee Charters are retained permanently by the Bureau of Business Services per records retention schedule [12-27 Item 1: Policy Files](#).