



US Scrap Tire Workgroup Charter

June 1, 2023 / Version 3

Mission Statement

“A collaboration of state and federal agencies, industry, academia, trade associations, and other interested parties who work cooperatively to address critical scrap tire issues. This workgroup is the primary information sharing and communication tool in regards to scrap tires in the country.”

Goals

- A. Share resources, ideas, and information among workgroup members to expand knowledge and education on scrap tire issues.
- B. Support scrap tire stockpile reduction for the safety of the general public and the environment.
- C. Determine how to quantify the economic benefits of the use of scrap tires over other comparable materials.
- D. Support ability of federal, state, and local governmental agencies to enforce scrap tire laws and regulations.
- E. Support of current and emerging market sectors for scrap tire products.
- F. Encourage cooperation among all federal, state, and industry stakeholders to solve scrap tire issues.
- G. Offer alternatives and suggestions to encourage careful review of new scrap tire product technologies.
- H. Maintain high level of recycling or beneficial use of annual scrap tire generation.

Structure

The US Scrap Tire Workgroup (USSTW) is a voluntary organization. The USSTW is comprised of a four-tier structure-

- A. USSTW Chairperson – Provides overall leadership to the USSTW committees and workgroup members.
- B. Goals Committee – Provide guidance and feedback to other committees and workgroup members and serve as governing body for the USSTW. Developing and coordinating a mission or plan of action for the USSTW.

- C. Workgroup Committees- Workgroup members led by a committee Chairperson working on specific scrap tire topics and priorities. Current workgroup committees include:
 - i. Rubber Modified Asphalt;
 - ii. Tire-Derived Fuel and Export;
 - iii. Ground Rubber;
 - iv. Civil Engineering; and
 - v. Enforcement.
- D. Workgroup Members – State and federal agencies, industry, academia, trade associations and other interested parties working together on scrap tire issues.
- E. All terms started on January 1, 2019, the first full year of the original charter.

Roles and Responsibilities

A. USSTW Chairperson

- 1. Provide leadership and direction to the committees and workgroup members of the USSTW.
- 2. Work directly with Goals Committee and individual workgroup committee chairpersons on priorities and potential projects and deliverables.
- 3. Serve as the liaison between the USSTW and outside parties (Environmental Protection Agency, scrap tire industry, etc.).
- 4. Maintain the USSTW archives.
- 5. Administrator and maintain the USSTW website on a monthly basis.
- 6. Maintain and update the USSTW committee member list.
- 7. Assist in recruitment of new workgroup members.
- 8. Work with workgroup members on organizing scrap tire conferences, meetings, and trainings and addressing issues brought forward by USSTW members and committees.
- 9. Conduct at least one (1) annual USSTW meeting, either by conference call or in person.

B. Goals Committee

Provide leadership, strategic planning, and direction to the USSTW.

- 1. Work directly with USSTW Chairperson to determine short term and long term goals for the USSTW.
- 2. Assist with the recruitment of new workgroup members.
- 3. Work with individual workgroup committees on priorities, potential projects and deliverables and addressing issues brought forward by USSTW members.
- 4. Meetings will be held at least quarterly, either by conference call or in person.
- 5. Meeting minutes shall be completed and posted on the USSTW website.
- 6. If votes are necessary, a simple majority ruling shall apply based on those present on the conference call or meeting.

C. Workgroup Committees

Workgroup members led by a committee Chairperson working on specific scrap tire topics and priorities.

1. Discuss, research, and work on projects for specific scrap tire topics.
2. Share findings with entire USSWT through email and the website.
3. Meetings will be held at least three (3) times per year, either by conference call or in person.
4. If votes are necessary, a simple majority shall decide based on those attending the conference call or meeting.

D. Workgroup Members

1. Actively participate in committee and workgroup activities.
2. Share knowledge and information with the USSTW on scrap tire topics.
3. Use email and the website to share relevant news, research or ask questions as needed.

Terms / Vacancies

A. USSTW Chairperson

1. Serve up to ten (10) years either consecutively or in total.
2. Person shall be a state governmental representative.
3. Person must have experience working with scrap tires either as a regulator or previously in private industry.
4. To elect a new USSTW Chairperson-
 - a. Names of interested individual(s) shall be submitted to a member of the Goals Committee, or a Goals Committee member can submit a name to the full Goals Committee to consider.
 - b. The Goals Committee will determine if the person meets the requirements.
 - c. The Goals Committee will notify the individual if they meet the requirements prior to moving forward with a vote to elect.
 - d. If only one (1) individual applies or is submitted by a Goals Committee member, then the Goals Committee can move forward to vote to elect the person as USSTW Chairperson. Must have majority of Goals Committee members vote yes to elect a new USSTW Chairperson.
 - e. If more than one (1) individual applies, then a full vote by the workgroup members will take place. The person who receives the majority of votes submitted by the predetermined deadline will be elected the USSTW Chairperson. Process will be managed by the Goals Committee and shall be completed within sixty (60) days of the vacancy opening.
5. An individual can be removed with cause as USSTW Chairperson for the following reasons:

- a. Loss of state governmental employment (retirement, separation of service, moving into private industry, etc.); or
- b. Non or absent participant (more than three consecutive unexcused absences from meetings/conference calls, non-responsive to request for services).
6. Any workgroup member can submit to the Goals Committee a recommendation to replace the USSTW Chairperson.
7. Goals Committee can only remove the USSTW Chairperson by three-fourths (3/4) majority vote.
8. The Goals Committee will conduct search for new USSTW Chairperson, if necessary.
9. The Goals Committee Chairperson will be the acting USSTW Chairperson until the vacancy is filled.
10. The replacement USSTW Chairperson's new term shall start immediately upon selection.
11. The former USSTW Committee Chairperson can remain a member of the USSTW.

B. Goals Committee

Structure of the Goals Committee shall consist of:

1. The Goals Committee Chairperson:
 - a. Shall be appointed by the USSTW Chairperson.
 - b. Must be a member of the Goals Committee a minimum of one (1) year before that person can be appointed Goals Committee Chairperson.
 - c. Serve up to ten (10) years either consecutively or in total.
 - d. Once term-limited, can remain member of Goals Committee.
 - e. Person shall be a state governmental representative.
 - f. Must have experience working with scrap tires either as a regulator or previously in private industry.
 - g. An individual can be removed for cause as Goals Committee Chairperson for the following reasons:
 - i. Loss of governmental employment (retirement, separation of service, moving to private industry, etc.); or
 - ii. Non or absent participant (more than three consecutive unexcused absences from meetings/conference calls, non-responsive to request for services).
 - h. Any Goals Committee member can submit to the entire Goals Committee a recommendation to replace the Goals Committee Chairperson.
 - i. USSTW Chairperson can remove the Goals Committee Chairperson, with cause, at any time.
 - j. The Goals Committee and USSTW Chairperson will conduct search for new Goals Committee Chairperson.
 - k. The replacement Goals Committee Chairperson's term shall start immediately upon selection.

- l. The USSTW Chairperson shall act as the interim Goals Committee Chairperson until a replacement is elected.
 - m. The former Goals Committee Chairperson can remain member of USSTW.
2. Goals Committee members:
- a. Limited to eleven (11) members, including the Goals Committee Chairperson.
 - b. Can be part of either government or private industry. The majority of the Goals Committee members must be state governmental representatives.
 - c. Serve up to fifteen (15) years, either consecutively or in total.
 - d. Term limited Goals Committee members can remain part of the USSTW and be members of other workgroup committees.
 - e. New Goals Committee members must be elected through majority vote by Goals Committee members.
 - f. Member must be part of the USSTW for a minimum of one (1) year prior to joining the Goals Committee.
 - g. A member can be removed for cause on the Goals Committee for the following reasons:
 - i. Voluntary separation (retirement, moved to new position or industry outside of scrap tires); or
 - ii. Non or absent participant (more than three (3) consecutive unexcused absences from meetings/conference calls, non-responsive to request for services).
 - h. A Goals Committee member must be removed through a majority vote by Goals Committee members
 - i. New Goals Committee member's term would start immediately upon selection.
 - j. Removed Goals Committee member can remain as member of USSTW.

C. Workgroup Committees

Creation of workgroup committees shall be the responsibility of the USSTW Chairperson and the Goals Committee. Workgroup committees can be created, ended, or changed at any time based on USSTW priorities or market changes. Structure of each workgroup committee shall consist of:

1. The Workgroup Committee Chairperson:
 - a. Shall be appointed by the USSTW Chairperson.
 - b. Must be a member of that workgroup committee a minimum of one (1) year before that person can be appointed Workgroup Committee Chairperson, unless a newly formed workgroup committee, then the USSTW Chairperson can select the USSTW Chairperson from members of the new workgroup committee.
 - c. Person shall be a state governmental representative, unless a state governmental representative does not volunteer or is not eligible, then a non-state governmental representative may lead the workgroup committee.

- d. Must have experience working with scrap tires either as a regulator or in private industry.
 - e. A Workgroup Committee Chairperson can be removed for cause for the following reasons:
 - i. Loss of employment (retirement, separation of service, etc.); or
 - ii. Non or absent participant (more than three (3) consecutive unexcused absences from meetings/conference calls, non-responsive to request for services).
 - f. Any workgroup committee member can submit to the USSTW Chairperson a recommendation to replace the Workgroup Committee Chairperson.
 - g. USSTW Chairperson can remove a Workgroup Committee Chairperson, with cause, at any time.
 - h. The Goals Committee and USSTW Chairperson will conduct a search for a new Workgroup Committee Chairperson.
 - i. The replacement Workgroup Committee Chairperson's term shall start immediately upon selection.
 - j. The USSTW Chairperson shall act as the interim Workgroup Committee Chairperson until a replacement is elected.
 - k. Removed Workgroup Committee Chairperson can remain as member of USSTW.
2. Workgroup Committee members:
- a. Limited to fifteen (15) members, including the Workgroup Committee Chairperson, unless given approval to exceed the limit by the USSTW Chairperson.
 - b. Can be part of either government or private industry.
 - c. Workgroup committee members can participate on other workgroup committees.
 - d. Workgroup Committee Chairperson can elect a new member of a committee to fill a vacant spot, with notification to the USSTW Chairperson and the Goals Committee.
 - e. A workgroup committee member can lose their position on a workgroup committee for the following reasons:
 - i. Voluntary separation (retired, moved to new position or industry outside of scrap tires); or
 - ii. Non or absent participant (more than three (3) consecutive unexcused absences from meetings/conference calls, non-responsive to request for services).
 - f. The Workgroup Committee Chairperson can remove a workgroup committee member, with cause, at any time with approval from the USSTW Chairperson.
 - g. New workgroup committee member would start immediately upon selection.
 - h. Removed workgroup committee member can remain as part of the USSTW.

D. Workgroup Members

Members can be government, academia, industry, consultants, and other interested parties. There are no term limits, and members can withdraw from the workgroup at any time.

Membership in the USSTW involves:

1. Participating in conference calls and attending meetings.
2. Though not required, workgroup members are strongly encouraged to be part of the workgroup committees.
3. May use email to ask questions or provide relevant updates or news about scrap tires to the USSTW.
4. Assist in recruiting others to join the USSTW.
5. Any workgroup member wishing to withdraw from the USSTW should provide written notice (email) to the USSTW Chairperson.
6. The USSTW Chairperson can remove a workgroup member if that person has retired or is unable to be reached (e.g. email no longer works, etc.)
7. Any workgroup member who needs to update contact information should provide changes via email to the USSTW Chairperson.

Amendments

This document may be amended at any time as necessary by consensus of the Goals Committee and USSTW Chairperson. Any changes should be communicated to the entire USSTW via email and the website. This is not a legal document, only guidelines for the management of the USSTW.