



## CalAPA Standing Committees

*The California Asphalt Pavement Association (CalAPA), originally founded in 1953, is a non-profit trade association that represents the asphalt pavement industry in California. The association is governed by a Board of Directors comprised of representatives from all asphalt producer members, refiners, and one paving contractor member representing all paving contractors in Northern California and one paving contractor member representing all paving contractor members in Southern California. The Bylaws of the association state that all authority over the association rests with the Board of Directors. However, the bylaws further state that "The Board of Directors may ... designate one or more committees to serve at the pleasure of the Board." These committees, task forces and other working groups may be created to advise the board and perform other functions as directed by the full Board of Directors. The following are the standing committees that have been established by the Board of Directors. The committee members and leadership must be approved by the full Board of Directors, and committees report activities and make recommendations to the board as deemed necessary at every regular meeting of the Board of Directors.*

### **Executive Committee**

This 9-member Executive Committee is comprised of the association's officers (Chairman, Vice Chairman, Treasurer, Secretary and Immediate Past Chairman), as well as four other at-large members. The committee generally includes asphalt producer and refiner members who also serve on the Board of Directors, and historically has been comprised of members located in different parts of the state. The committee meets as needed to review board meeting agendas, discuss issues that may become board action items, and to discuss the process of recruiting, hiring and evaluating the Executive Director as well as other potential members of the Executive Committee and association leadership positions. Generally, the Chairman calls for a meeting of the Executive Committee, and generally they are conducted via teleconference.

### **Technical Advisory Committee**

The CalAPA Technical Advisory Committee was established by the Board of Directors to provide technical expertise and analysis of specific issues and make recommendations to the Board of Directors regarding policy, association positions and other matters. Committee participation is voluntary and is open to all CalAPA members. The leadership of the committee, which currently consists of two co-chairs, is nominated by the committee and approved by the Board of Directors. The committee makes a report to the Board of Directors at each board meeting.

### **Environmental Committee**

The CalAPA Environmental Committee is made up of subject-matter experts in the area of environmental regulations and compliance. Participation in the committee is voluntary and open to all CalAPA members. The leadership of the committee, which currently consists of two co-chairs, is nominated by the committee and approved by the Board of Directors. The

committee reviews the state of environmental regulation and compliance, and makes recommendations to the Board of Directors as staff as to appropriate industry responses. The committee helps CalAPA staff prepare educational information to help CalAPA members understand and comply with regulations. The committee also provides input to the association's annual environment-themed issue of an official association publication, "California Asphalt" magazine. The committee generally meets every other month in person and via phone-web conference.

### **Legislative Committee**

The CalAPA Legislative Committee works closely with the Executive Director, who directs the activities of the association's contract lobbyist, to monitor activities in the state Legislature in Sacramento that may impact the asphalt pavement industry in California. The committee reviews Legislation, either proposed or introduced, and provides recommendations to the Board of Directors if the committee deems it is appropriate for the association to be engaged on a bill and/or take an official position. The committee also provides guidance and support for the association's annual "Fly-in" to Sacramento, where CalAPA members meet with elected officials to discuss issues important to the industry, and also to provide guidance to attendees to the federal "Fly-in" to the U.S. Capitol in Washington, D.C. The chairman of the Legislative Committee is generally nominated by the committee members and is approved by the Board of Directors. The Legislative Committee makes a regular report to the CalAPA Board of Directors at each quarterly board meeting. The Legislative Committee meets periodically as deemed necessary, either in person or via web-phone.

### **Political Action Committee (PAC)**

CalAPA maintains a Political Action Committee fund of contributions by CalAPA members. The committee ensures that the PAC fund complies with all state laws with regard to collecting, reporting and disbursing the funds in the form of campaign donations to candidates for state office. Members of the Political Action Committee are drawn from CalAPA member companies that donate to the PAC. The committee chair is generally nominated by PAC members and must be approved by the Board of Directors. The committee makes recommendations to the Board of Directors as to what candidates should be supported by the PAC fund. The committee also makes regular reports to the Board of Directors.

### **Audit Committee**

CalAPA maintains an Audit Committee to oversee the finances of the association. The committee works with the Executive Director, the Treasurer and other members as deemed necessary to ensure that the association's financial systems of accounting and reporting are legal, proper and meet generally accepted standards of professionalism and integrity in the accounting profession.

**Southern California Contractors' Committee**

This committee was formed to help advance the interests of the association's paving contractor member community and also to organize and oversee social events that may be of interest to paving contractors and others. The committee works closely with CalAPA staff and volunteers to plan and execute events that have the prior approval of the Board of Directors.

**Other Committees**

The CalAPA Board of Directors may establish, as it deems necessary, other committees to assist the association in the conduct of its business and in keeping with the association's bylaws, including event planning committees, task forces and other group efforts.

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