

VTTI's Road to Inclusion, Diversity, and Equity (RIDE)

Committee Charter

Updated: July 7, 2022

PURPOSE

Virginia Tech Transportation Institute's (VTTI's) Road to Inclusion, Diversity, and Equity (RIDE) is intended to create and foster a safe, equitable, and inclusive work environment for all personnel at VTTI. RIDE will: 1) open channels of communication with senior leadership; 2) educate VTTI employees on the importance and means of achieving diversity, equity, and inclusion; and 3) strategically execute realistic goals developed based on the needs of students, staff, and faculty.

RESPONSIBILITIES

1. The committee will have the following responsibilities, which may evolve over time:
 - create educational opportunities for students, staff, and faculty;
 - act as a liaison between senior leadership and students, staff, and faculty;
 - provide resources to support HR in DEI initiatives where possible;
 - conduct assessments of VTTI students, faculty, and staff to track the effectiveness of the committee in order to show measurable change;
 - work with VTTI leadership to develop goals; and
 - ensure underrepresented populations are part of the membership (e.g., ethnic groups, disabled).
2. The committee has the following broad responsibility: to be a model for other institutes and departments at Virginia Tech by increasing diversity, improving equity, and fostering inclusion in all aspects of the work environment at VTTI.

MEMBERSHIP

1. Member Type and Attributes: Each of the nine VTTI units (i.e., two service units, five divisions, two centers) will have a volunteer as their representative. Individuals can self-nominate when the call for committee members (voting) and supporters (non-voting) opens. Based on the self-nominations, candidates for each unit will be submitted to the unit director for approval according to the following:
 - One employee from each unit representing faculty, staff, or wage positions.
 - One student from each unit (if available).
 - For the representatives above, we encourage volunteers to self-identify attributes that will help us voice needs for diversity and inclusion (e.g., age, color, disability, gender, gender identity, gender expression, national origin, English non-main language, race, religion, disability, sexual orientation, and veteran status). If characteristics for a self-nominated volunteer are not represented in current RIDE membership, an additional representative from a unit could be considered.
 - Committee Support members may be considered from divisions to satisfy the above statement.

The Committee Chair, Vice Chair, and Secretary will make the final selection of the committee members and committee supporters to represent each unit.

2. RIDE's leadership: 13 members will be identified by their role and act as voting members. These members will be elected by the committee members and serve no less than 1 year, except for the Vice Chair, who will serve for two

terms and become the Chair Elect.

- Committee Chair
 - The Chair shall be the chief executive officer of the committee. The chair shall preside over meetings of the committee. The chair reside over any issues that arise in the committee and approve all expenditures. The chair will also appoint, with the advice and consent of the leadership committee members not otherwise specified in these bylaws. The chair will maintain and increase knowledge in DEI best practices through reputable courses, conferences, or certification programs.
- Committee Vice-Chair
 - The Vice chair shall act as an understudy to the chair and become acquainted with the business and operations of the committee. The Vice chair shall assume the duties of the chair during the chair's temporary absence, or in the event that the chair is not able to perform his or her duties, as determined by a two-thirds vote of the leadership committee. The vice chair will also maintain and increase knowledge in DEI best practices through reputable courses, conferences, or certification programs.
 - *Chair or Vice will not be held by human resource position to avoid conflict of interest.
- Committee Secretary
 - The Secretary shall keep a true and faithful record of all business meetings committee meetings. The Secretary shall be the custodian of all records and correspondence of the committee and shall maintain the membership list and other mailing lists pertinent to committee business. The secretary will assist in scheduling RIDE meetings.
- Committee Student Liaison
 - The student liaison shall be responsible for maintaining and mentoring the student leader and student subcommittee. Reports to the leadership committee about issues and concerns with students will be collected by the student liaison.
- Committee Unit Representative (9)
 - Committee unit representatives shall take part in voting, will support and assist with the committee's decisions and assist, and relay information to each of their units.

3. Respect for all member

All committee members will be respectful of other committee members' points of view. We will foster a safe and supportive environment for growth within the committee. The committee will honor the Virginia Tech Principles of Community.

- **We affirm** the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.
- **We affirm** the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.
- **We affirm** the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.
- **We reject** all forms of prejudice and discrimination, including those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

- **We pledge** our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve).

4. Guidelines for membership

- Committee Members (voting)
 - Members in good standing, who have attended regular meetings or otherwise actively supported the committee's mission, may request or be requested to serve additional terms.
 - Members shall participate in courses, learning materials, and guest speaker opportunities provided by RIDE.
 - Members must be willing to present materials approved by RIDE to their unit, routinely present their unit's interests to RIDE, and promote RIDE initiatives.
 - Members must commit to a 1-year term and be willing to maintain position until the spot is filled.
 - Division/Center directors will be considered for membership however will need to be approved acting committee with final approval by chair or vice chair
 - *Note Division/Center directors may be asked to donate salary if selected
 - RIDE Committee will focus on maintaining diversity in employee classification
- Committee Supporters (non-voting)
 - Supporters will endorse the rules of the committee and attend at least half of the scheduled meetings.
 - Supporters may participate in courses, learning materials, and guest speaker opportunities provided by RIDE.
 - Supporters must be ready to step into the role of a committee member if called upon to replace a committee member who cannot attend.

iv. Supporters do not have term limits.

- Students serve a 1-year term, if not in a leadership role.
- The committee shall consist of no less than 13 people and no more than 21 people (including members and committee partners/supporters).

MINUTES

The Committee Secretary will post minutes to the RIDE website within 10 business days of the meeting date.

ELECTION PROCESS

Elections will be held for the Committee Vice Chair, Secretary, and Student Liaison positions upon completions of their terms. The Committee Chair will be replaced by the Vice Chair. Special elections will be held for vacancies in the leadership positions. All committee members will vote, and the tallies will be counted in a timely fashion by the Committee Secretary. In the event that a committee member is not able to be present during a vote, that member could select an active committee supporter as a proxy. The committee will select the 9 representatives from each unit through self-nominations. All members of leadership positions must make recommendations of at least two individuals they have identified as strong candidates for their position. Each potential candidate will need to fill out the Join RIDE survey.

ATTENDANCE

All committee members are expected to contribute fully. Committee members are required to attend monthly meetings and engage in decision-making. Failure to contribute and engage regularly may warrant replacement on the committee.

REPLACEMENT OR DISMISSAL

Members will be replaced or dismissed from the RIDE committee for the following:

- Missing 50% of the meetings without legitimate justification.
- Not being respectful to other committee members.
- Not participating, engaging, or contributing to meetings or RIDE activities.
- Not contributing to their role on the committee.

The decision to replace or dismiss a member of the committee will be reviewed by the committee members. If the committee members come to a majority vote to replace or dismiss another member then said member will be replaced swiftly.

MEETINGS

Each year, the Chair will develop a regular schedule for meetings. At a minimum, the committee will meet at least once per month. The schedule will be distributed to committee members and maintained on the RIDE committee website.

COMMITTEE CHARTER DOCUMENTS UPDATES

- At the beginning of each calendar year, the committee will address any updates to the committee charter.
- Any updates to the committee charter document must be approved by the majority of the committee members.