



## International Forum for Heavy Vehicle Transport & Technology

### CONSTITUTION

Version 2025

#### Version history

First drafted in 1992  
Various amendments in 2004  
By-law 12.8 added in 2007  
Board size increased in 2010  
Various amendments in 2018  
Name change in 2019  
Logo change in 2022  
Various amendments in 2025

### PREAMBLE

Two *International Symposia on Heavy Vehicle Weights and Dimensions* were held by the Roads and Transport Association of Canada in Kelowna, British Columbia, in 1986 and 1989. A third symposium was held in Cambridge, UK, in 1992. The *International Forum for Road Transport Technology* was then formed to continue to hold regular symposia around the world, and to facilitate information exchange between researchers, policy makers, regulators, road agencies and the transport industry. The scope of the symposia has expanded over time, and they are now each called an *International Symposium on Heavy Vehicle Transport & Technology*. In 2019, the name of the Forum was brought into line with the name of the symposium. The name of the Forum is *International Forum for Heavy Vehicle Transport & Technology*, abbreviated with *HVTT Forum*. The name for the symposium is the *International Symposium on Heavy Vehicle Transport & Technology*.

### STATUTES

#### 1. Name and legal address

- 1.1 The name of the organization is International Forum for Heavy Vehicle Transport & Technology, which may be abbreviated to HVTT Forum.
- 1.2 The legal address of the HVTT Forum is that of the permanent residence of its Secretary.

## **2. Purpose**

2.1 To provide a forum for discussion of contemporary issues related to the safety, productivity and future operations of heavy vehicles, such as:

- (i) High productivity vehicles
- (ii) Pavement and bridge infrastructure
- (iii) Vehicle-to-infrastructure interaction
- (iv) Economics, operations and multimodality
- (v) Compliance and enforcement technologies
- (vi) Dynamics, suspension and tyre technologies
- (vii) Alternative fuels, energy sources and associated technologies
- (viii) Data and information technologies
- (ix) Automation and connectivity
- (x) Logistics and supply chains
- (xi) Policy formation and regulations.

2.2 To facilitate information exchange and dissemination.

## **3. Activities**

3.1 To arrange an International Symposium (Symposium) at a default interval of approximately two years.

3.2 To plan activities between each Symposium consistent with the Purpose of the HVTT Forum.

3.3 As appropriate:

- (i) To organise working groups and ad hoc meetings
- (ii) To run an electronic information exchange network
- (iii) To publish a regular newsletter
- (iv) To maintain a social media presence
- (v) To cooperate with other organisations that have interests in common
- (vi) To identify areas worthy of research
- (vii) To promote technology transfer.

## **4. Board of Trustees (Board)**

4.1 The Board determines the policy of the HVTT Forum and guides its direction and operation.

## **5. Board Composition**

5.1 The Board consists of not more than 30 elected Board Members. The elected Board Members may co-opt additional Board Members.

5.2 Up to 10 Board Members are assigned as Office Holders on the Board.

## **6. Role of Board Members**

### **6.1 Board Members are responsible for:**

- (i) Writing and presenting scientific papers at HVTT Forum symposia.
- (ii) Peer reviewing abstracts and papers prepared for HVTT Forum symposia.
- (iii) Attending and supporting HVTT Forum symposia.
- (iv) Making decisions pertaining to the HVTT Forum.
- (v) Generally promoting the HVTT Forum.

## **7. Role of Office Holders**

### **7.1 The duties of the President include:**

- (i) To represent the interests of the HVTT Forum in public.
- (ii) To convene and chair Board Meetings.
- (iii) To direct the major activities of the HVTT Forum, including symposia, information exchange, and the newsletter.
- (iv) To direct the overall development of the HVTT Forum.
- (v) To enter into legal agreements or contracts with third parties to satisfy the objects of the constitution.

### **7.2 The duties of the Vice Presidents include assisting the President to fulfill his or her function, as required, on a regional basis.**

### **7.3 The duties of the Secretary include:**

- (i) To keep a list of members.
- (ii) To act as a permanent center for the HVTT Forum.
- (iii) To administer the business and conduct correspondence for the HVTT Forum as directed by the Board.
- (iv) To bring all matters of the HVTT Forum to the attention of the Board for proper action.
- (v) To circulate to Board members an agenda prior to each meeting.
- (vi) To operate the election and voting procedures.
- (vii) To keep and publish, as appropriate, the minutes and transactions of the Board.

### **7.4 The Treasurer manages the financial affairs of the HVTT Forum as directed by the Board.**

### **7.5 The Information Officer is responsible for all technical databases and information exchange activities of the HVTT Forum, publishing and circulating newsletters, publishing content on social media and for ensuring that such activities comply with the data protection requirements.**

## **8. Board decision making**

### **8.1 The Board has the right to resolve all questions concerning the HVTT Forum. A simple majority of the members in attendance is required to resolve all general matters.**

### **8.2 Amendments to the Statutes, which requires a 2/3 majority at a General Meeting of the HVTT Forum. In case of a deadlock the President has a deciding vote.**

- 8.3 Decisions of the Board are valid provided the meeting is attended by not less than half of its members, including proxies, and that a majority of the members present are elected members of the Board.
- 8.4 Issues may from time to time be resolved by electronic ballot of the Board. Requests for electronic ballot may be made to the Secretary by the President seconded by any Vice President or by any group of not less than 1/3 of the Board members. The Secretary shall distribute ballot requests to all Board members within one month of receipt and shall conduct ballots within a time period of not less than 6 weeks from receipt of a request. Electronic ballots require that a simple majority of the members of the Board cast a vote, and shall be decided by a simple majority of votes cast.
- 8.5 Extraordinary meetings of the Board may be called at the request of not less than 1/3 of its members. These meetings must be convened within 6 months of the request.
- 8.6 Notwithstanding the provisions of clause 9.8, the Secretary shall hold office until 3 months after the end of a Symposium, in parallel with the Secretary-elect for the new Board.
- 8.7 If the President is absent or unable for any reason to fulfill his or her functions, he or she shall nominate a Vice President to deputize.
- 8.8 The Board may set up working groups and may appoint experts to present reports on special matters.
- 8.9 The Board shall identify highly regarded individuals in the field of road transportation and related disciplines and to designate such persons as an Honorary Member of the HVTT Forum.

## **9. Election of Board Members**

- 9.1 Board Members and Office Holders shall be elected at a General Assembly of Board Members of HVTT Forum.
- 9.2 The General Assembly shall be held at each Symposium.
- 9.3 The Secretary shall prepare the agenda for all meetings of the Board and inform all Board Members of this agenda not less than 1 month before the date fixed for the General Assembly.
- 9.4 Nominations for Board Members must be proposed to the Secretary not less than 24 hours before the General Assembly. Individual Members, Board Members and Office Holders can be nominated for the succeeding Board.
- 9.5 Elections shall be by ballot. Individuals who are not present at the Symposium may designate a Board Member to cast a proxy vote, by a written statement to the Secretary. One Board Member may carry only one proxy.
- 9.6 Co-opted Board Members cease to be members of the Board at the time of the election of the elected Board Members, but may be co-opted again by the new Board.
- 9.7 Board Members of the newly formed Board shall elect the following Officer Holders immediately after their election at the General Assembly:

- (i) President
- (ii) Vice Presidents representing the following regions:
  - Europe
  - North America
  - Central and South America
  - Africa
  - Asia
  - Pacific
- (iii) Secretary
- (iv) Treasurer
- (v) Information Officer.

9.8 The term of Board membership shall start immediately after the General Assembly at each Symposium, and finish at the next General Assembly).

9.9 Board members may be re-elected time and time again, but the President may only be elected for two consecutive terms (a term is bounded by the date of one General Assembly to the next General Assembly held at each Symposium). In case of an early retirement from the Board, a Board member may be replaced by a co-opted substitute member through a decision of the Board even if there are already 5 co-opted members. The new member may be in office until the next General Assembly.

9.10 The Board shall meet at each Symposium after the General Assembly. Any member of the Board who cannot attend a meeting may designate a substitute by a written statement to the Secretary within 24 hours of the meeting.

## **10. Preparing for Board elections**

10.1 The President shall identify any Board Members who seek to retire from the Board at the next Symposium within a period of no less than six months prior to the date of that Symposium.

10.2 The identification of one or more Board Member positions that will become vacant at the next Symposium shall require the following steps to be taken:

- (i) Consider the skills, capabilities and influence sought from one or more Board members of the succeeding Board.
- (ii) Promote the availability of Board Member positions using appropriate communication channels such as the HVTT Forum website, newsletters and social media.
- (iii) Identify Individual Members who may be interested in becoming a Board Member and who possess the skills, capabilities and influence identified at (i).

## **11. Symposia**

11.1 Symposia shall be held approximately every two years.

11.2 The lead person(s) and institution responsible for organizing the Symposium will be determined by the Board, and shall inform the Board of progress with the organization of the Symposium.

- 11.3 The chairperson of this committee will represent the organizing institution. The chairperson shall form a Local Organizing Committee.
- 11.4 To the extent that funds permit, the HVTT Forum may defray the expense of invited speakers attending symposia and contribute to other expenses of the symposia as seen fit by the Board.

## **12. Finances**

- 12.1 The financial resources of the HVTT Forum derive from sources such as dividends paid by the organisers of the Symposia and membership fees.
- 12.2 The Board will agree to the dividend structure for each Symposium.
- 12.3 The Board is responsible for administering the finances of the HVTT Forum. It has the right to set up bank accounts on behalf of the HVTT Forum.
- 12.4 The financial year shall be the calendar year.
- 12.5 The Treasurer shall prepare a general two-year budget and submit it to the members of the Board not less than one month before the date fixed for the meeting. Approval of the budget shall be a required agenda item at each meeting of the Board. The Treasurer shall submit financial reports to Members prior to the General Assembly.
- 12.6 Members of the HVTT Forum, its Board and its Officers will not be personally responsible for the finances of the HVTT Forum.
- 12.6 No Board Member may derive any private pecuniary gain from the HVTT Forum. Subject to prior written approval being obtained from the President and the Treasurer, Board Members may be reimbursed for expenditure incurred and may be paid reasonable remuneration for services rendered.
- 12.7 Before the General Meeting of the HVTT Forum the accounts of the HVTT Forum shall be published by the Treasurer and made available to the Members.
- 12.8 Expenditure authorities are as follows:
- (i) The President can authorize expenditure of up to USD\$1,000 at the President's discretion.
  - (ii) Expenditure of up to USD\$5,000 requires the support of at least four Officers of the Board, of which two must be the President and the Treasurer.
  - (iii) Expenditure of larger amounts requires the majority approval of the full Board.

## **13. Legal agreements and contracts**

- 13.1 Legal agreements and contracts may need to be entered into from-time-to-time for the HVTT Forum to fulfill the objects of the constitution.
- 13.2 The President may enter into legal agreements and contracts on behalf of the HVTT Forum after:

- (i) Due consideration is given to all possible legal and financial implications of a legal agreement or contract.
- (ii) Consultation with Officers is undertaken on the implications, supported by a written brief.
- (iii) Support is obtained from at least four Officers of the Board is obtained.

#### **14. General provisions**

- 14.1 The Board may, subject to the general provisions of the Statutes, adopt any By-Law it deems necessary to achieve the aims and govern the activity of the HVTT Forum. Such a By-Law shall be established or amended on a simple majority of votes cast by the Board, either by direct ballot or by electronic ballot. Such By-Laws and amendments must not affect the prohibition against private pecuniary gain as detailed in clause 12.6 or the provisions for the HVTT Forum's assets to be distributed in the event of its dissolution as provided for in clause 14.2.
- 14.2 The procedure for the dissolution of the HVTT Forum is the same as for amendments to the Statutes. In the event of the dissolution of the HVTT Forum any surplus funds and other properties will be transferred to a suitable non-profit organization as agreed by the Board.