

DBE Advisory Board Charter

- I. The Committee shall be called the “DBE Advisory Board”. It is authorized by the Oklahoma Department of Transportation (ODOT) and the Oklahoma Federal Highway Administration (FHWA) local division.
- II. **Purpose, Scope of Work and Benefit:**
The DBE Advisory Board is created as a committee for the purpose of working with ODOT and FHWA. The DBE Advisory Board shall limit its activities to:
- Facilitate communication and relationships between DBE firms, ODOT, Primes and FHWA;
 - Identify areas of training to enhance DBE firm capabilities;
 - Facilitate opportunities for DBE firms;
 - Make the program stronger to increase overall DBE utilization goals; and
 - Advise the department on suggested changes to the DBE program, policies, specifications and special provisions.
- III. **Membership:**
The DBE Advisory Board shall consist of not less than 7 and no more than 13 voting representatives from the following areas:
- Minimum of one certified DBE firm representing the Construction side;
 - Minimum of one certified DBE firm representing the Preconstruction side;
 - ODOT’s DBE Supportive Services Coordinator;
 - One member of the Association of General Contractors (AOGC); and
 - One member of the American Council of Engineering Companies (ACEC).
- The DBE Advisory’s Board shall consist of the following Supportive Role Members:*
- ODOT’s Director
 - ODOT’s Deputy Director
 - ODOT’s Office Engineer Division Manager
 - ODOT’s Civil Rights Division Manager
 - ODOT’s Civil Rights Assistant Division Manager
 - FHWA Division Administrator
 - FHWA Program Support & Technical Services (PSTS) Team Leader
 - FHWA Civil Rights Specialist
- IV. **Organization:**
The DBE Advisory Board will run on the calendar year from January 1 to December 31.
- V. **Procedural Rules:**
Meetings: The Advisory Board will meet at least four times per year. A copy of the agenda will be emailed to members at least seven days before a meeting. Meetings shall be held at the ODOT Commission Room. Current certified DBE firms that are not members are allowed to attend meetings to observe.
Quorum: Over 50 percent of DBE voting members shall be present. Individuals that serve two positions are only authorized one vote. Absentee voting will not be allowed.
Minutes: Minutes of each meeting will be kept. An electronic copy will be emailed to the board within two weeks after a meeting.
Agenda Items: Recommendations will be submitted to the Civil Rights Division Manager and/or designee at least two weeks prior to the meeting. The Agenda will include the ODOT Director’s report and FHWA Division Administrator’s report.
Membership Terms:
- Members will serve for 2 years.
 - Members may serve consecutive terms.
 - Membership is voluntary.
 - Membership appointments will be confirmed by the ODOT Director.
 - Increases and/or decreases of Board Members shall be determined by majority vote.
 - Representatives from the AOGC and ACEC do not have to be certified DBE firms.
 - DBE firms representing the Construction and Preconstruction side can also serve as the representative from the AOGC and/or ACEC member.
 - DBE Firms must remain in good standing with their certification paperwork and be currently certified with ODOT.
 - Members who are absent from three meetings will have resigned their two year term.
- VI. **Ethics Statement:**
Members of the Board pledge to:
- Participate in an open and honest dialogue.
 - Obey the laws of the state of Oklahoma and the United States of America.
 - Live and work according to the highest standards of professional conduct.
 - Place service before profit, honor and standing of the profession before personal advantage, and public welfare above all other consideration.
 - Place the values and benefits of the Committee’s efforts ahead of personal, private, or parochial interest.