

National Child Passenger Safety Board Bylaws and Operating Procedures

Article 1 – Name and Principal Office

Section 1.01 Name

The name of this board is the National Child Passenger Safety Board, hereinafter referred to as “The Board.”

Section 1.02 Principal Office

The principal office of the Board is the National Safety Council, 1025 Connecticut Avenue, NW, Suite 1200, Washington DC 20036-5405.

Article II – Mission and Statement of Intent

Section 2.01 Mission

The mission of the Board is to maintain the quality and integrity of the National Child Passenger Safety Program (NCPSP). This program is used to train and certify child passenger safety (CPS) technicians and instructors.

Section 2.02 Statement of Intent

The Board works collaboratively with the National Highway Traffic Safety Administration (NHTSA), who has the ultimate authority over the curriculum, and with the Certifying Body, who has ultimate authority over the certification and re-certification processes. The Board channels insight from their representative organizations to NHTSA and the Certifying Body. It is the intent of both NHTSA and the certifying body to make every effort to solicit the input of the Board and to inform the Board of changes in curriculum, policy and procedure prior to public announcement, however, neither NHTSA nor the certifying body are obligated to do so.

Article III – Membership

Section 3.01 Membership

Members of the Board are representatives from national, state and local agencies such as public health/injury prevention organizations, law enforcement, the insurance industry, the medical and pediatric communities, child safety seat and automobile manufacturers, safety research organizations and safety advocates. At least eight members shall be certified technicians or instructors with current certification. Of the eight certified individuals, a minimum of four must be instructors. The Board should consist of no less than seventeen (17) and no greater than twenty-one (21) representatives.

Section 3.01A Permanent Voting Members

Permanent voting member organizations shall appoint one individual to serve as their representative on the Board. Voting member organizations include:

- American Academy of Pediatrics
- American Automobile Association
- Governor’s Highway Safety Association
- National SAFE KIDS Campaign

Section 3.01B Permanent Non-voting Members

Permanent non-voting member organizations shall appoint one individual to serve as their representative on the Board. Non-voting member organizations include:

- NHTSA (Headquarters)
- NHTSA (Regional Office)
- National Safety Council
- Certifying Body

Section 3.01C Rotating Voting Member

Rotating voting member positions are selected by a majority vote of the Board, following review of the applications and recommendation by the Membership Committee. The positions shall include representatives from the following constituencies:

- Injury Prevention – three (3) positions:
 - Injury Prevention – one (1) position
 - Injury Prevention/Emergency Services – one (1) position
 - Injury Prevention/Public Health – (1) position
- Diverse and Underserved Populations – two (2) positions
- Child Passenger Safety Advocates – two (2) positions
- At-Large – two (2) positions
- Motor Vehicle Manufacturers – one (1) position
- Child Restraint Manufacturers – one (1) position
- National Nursing Organization – one (1) position
- National Law Enforcement Organization – one (1) position

Section 3.02 Membership Expansion

The Membership Committee may identify and recommend additional membership organizations and/or constituencies to participate on the Board in an effort to insure the inclusiveness and diversity of the Board. The Board must vote on additional organizations/constituencies selected to participate on the Board.

Section 3.03 Member Service Terms

Commencing January 1, 2007, all terms shall consist of three years. Guests and/or members whose terms have expired may be invited to participate in additional sub-committee and/or Board meetings.

Section 3.04 Voting Power and Privileges

Each voting Board member shall have the same voting power and privileges. At Board meetings, the member must be in attendance physically to vote. A member may also vote via Teleconference if he or she has been involved in the entire discussion on the issue. In special circumstances, the Board Secretary may accept e-mail and fax votes when a vote is needed prior to a regularly scheduled meeting and all Board members have received the pertinent information on which to base their vote.

Article IV – Board Responsibilities

Section 4.01A Member Responsibilities

The Board shall assume responsibilities to fulfill the mission including, but not limited to, recommendations for:

- Monitoring and updating NCPSP curriculum
- The review process for CPS technician/technician instructor certification and re-certification
- The review process of the NCPSP appeals

- Developing NCPSP policy and procedures
- Maintaining the quality of the NCPSP
- Evaluating the NCPSP
- Facilitating information sharing/clearinghouse

Section 4.01B Guest Participation

It is the responsibility of the Committee Leader and/or Board Chairperson to:

- Inform any guest of the guest's expectations in being invited to participate.
- Inform any guest of a discussion that may present a potential fiduciary conflict of interest for the participant and to provide an opportunity for the participant to excuse oneself from the discussion. Both the potential conflict as well as the individual's decision whether or not to participate shall be reflected in the meeting minutes.

Section 4.02 Meetings

Meetings shall be held at the offices of the National Safety Council or any other location approved by the Board. The Board will meet as needed. Special meetings may be called at the request of the Chairperson or at least one-fourth (1/4) of the Board Members. Notice of all meetings will be mailed electronically or via USPS to all members of the Board.

Section 4.03 Quorum

A majority of Board Members present physically constitutes a quorum to conduct the business of the Board. A member may also be present via Teleconference if he or she has been involved in the entire discussion on the issue.

Section 4.04 Meeting Participation

Board members are expected to attend every meeting. Should absence become an issue, the Board may request a letter to be sent to that member and the representative organization referring to the member's non-attendance and notifying the member that removal from the Board may result from non-attendance at the next meeting.

Section 4.05 Product Endorsement

Board members will not use their position on the Board for product endorsement.

Article V – Officers, Committee Leaders, Terms and Responsibilities

Section 5.01 Officers

The Officers of the Board shall be the Chairperson, Vice-Chairperson, and the Secretary to the Board.

Section 5.02 Chairperson

The voting members of the Board will elect a Chairperson. The primary role of the Chairperson is to act as spokesperson and to facilitate Board meetings. A Board Member shall not be eligible for Chairperson until he/she has served on the Board for at least one year.

Section 5.03 Vice-Chairperson

The voting members of the Board will elect a Vice-Chairperson. The primary role of the Vice-Chairperson is to coordinate committee and task force activity and to serve on the Chairperson's behalf in the absence of the Chairperson. A Board Member shall not be eligible for Vice-Chairperson until he/she has served on the Board for at least one year.

Section 5.04 Secretariat

The Board member representing the National Safety Council (NSC) will serve as the Secretariat to the Board. The Secretariat shall take and distribute minutes, record meetings, organize meetings, assist the committees, and otherwise attend to the business of the Board. Minutes shall be distributed electronically or via USPS to all Board members within thirty (30) days following the meeting. The Secretariat will also serve as the administrator of the Board's website.

Section 5.05 Committee Leaders

Committee Leaders for the Standing Committees defined in Article VI shall be elected by a majority vote of the Board. Committee Leaders shall have the following responsibilities:

- To hold committee meetings at the direction of the Board.
- To submit committee meeting minutes to the Vice-Chairperson and Secretariat using the established format within thirty (30) days of the meeting.
- To encourage member participation and work with the Board Chairperson in managing participation issues.

Section 5.06 Officer Service Terms

Officers shall be elected to one (1) term of two (2) years. A Board Member shall not be eligible for Chairperson or Vice-Chairperson until he/she has served on the Board for at least one (1) year. The Chairperson and/or Vice-Chairperson terms will be extended by one (1) year if the Chairperson and/or Vice-Chairperson is elected in the beginning of the third year of their Board term.

Section 5.07 Officer Nominations

Candidates eligible for the positions of Chairperson and Vice-Chairperson will be identified by the Secretariat of the Board by the last meeting of the calendar year. It is the eligible candidate's responsibility to confirm placement on the ballot with the Secretariat in writing two (2) weeks prior to the next meeting. The Secretariat will distribute the ballot to the Board, with the agenda, prior to the first meeting of the year.

Section 5.08 Officer Elections

The election and installation of new officers shall take place at the first meeting of the year following the outgoing officers' term of office. The outgoing Chairperson sets the agenda for the first meeting of the new term and serves as Chairperson on Day 1. The new Chairperson serves beginning on Day 2 until the end of the term. Election shall be by majority vote of the Board and shall be conducted by secret ballot, with the votes tallied and announced by the Secretariat.

Section 5.09 Unplanned Vacancies

Section 5.09A Board Vacancies

In the event of an unplanned vacancy of a rotating Board Member, a replacement will be selected from the current list of applicants. Applicants will be informed of their potential to be considered to fill unplanned vacancies when they are informed of the status of their application. Vacancies occurring within six (6) months of the expiration of the member's term will be filled in the next call for applications. In the event that there are no applicants for the position of the vacated constituency group, the Board will defer to the Membership Committee for a recommendation.

Section 5.09B Officer Vacancies

In the event of an unplanned vacancy in the position of Chairperson, the Vice-Chairperson will automatically fill the position for the remainder of the term of the original Chairperson. If the Vice-Chairperson either fills an unplanned vacancy of the Chairperson or resigns, the Board will

elect a new Vice-Chairperson in accordance with Sections 5.03, 5.06 and 5.07 for the remainder of the term of the original Vice-Chairperson.

Section 5.10 Rules of Order

The spirit of parliamentary practice comprised in Robert's Revised Rules of Order shall guide proceedings of the Board meetings, except where the rules are specifically in conflict with Board operating procedures.

Article VI - Committees

Section 6.01 General

The Chairperson, with the approval of the Board, shall appoint all committees on a standing or an ad hoc basis. All committees shall set objectives consistent with the goals and mission of the Board. Written minutes of all committee meetings shall be kept on file in the NSC Office. Committees report to the Board.

Section 6.02 Standing Committees

The standing committees shall be:

- Executive
- Certification/Re-Certification
- Curriculum
- Membership
- Communications
- Quality Assurance

Ad hoc committees and special committees needed to address the initiatives of the Board may be formed/dissolved as deemed necessary by the Board.

Section 6.03 Executive Committee

The members of the Executive Committee include the Board Chairperson, Board Vice-Chairperson, all committee Chairpersons, NHTSA representative and Certifying Body representative. The Executive Committee is responsible for approving the Board meeting attendance of guests and former Board members, whose terms have expired. The committee also reviews the content of the Tech Update and works directly with the Quality Assurance Chairperson to address quality-related issues that are identified.

Section 6.04 Certification/Re-Certification Committee:

The Certification/Re-certification Committee works with the Certifying Body to develop the processes used in certifying/re-certifying Technicians and Technician Instructors. They will also work with the Certifying Body to develop processes for handling any appeals relating to certification/re-certification. The Certifying Body will consult with this committee, when necessary, to develop policy for specific events related to certification/re-certification. The Chairperson of the committee, a member of the Board, is appointed by the Board and the members drawn, with approval, from the Board.

Section 6.05 Curriculum Committee

The Curriculum Committee organizes the content and structure of the National Child Passenger Safety Training Course Instructor's Guide and Participant's Manual. The Chairperson of the committee, a member of the Board, is appointed by the Board and the members drawn, with approval, from the Board. Curriculum subcommittees may be appointed on an ad hoc basis and may include membership from outside the Board.

Section 6.06 Membership Committee

Chaired by the Vice-Chairperson, the Membership Committee maintains the quality and integrity of the membership application process, including but not limited to the application itself. The Membership Committee will vote on the slated ballot presented by the Selection Sub-Committee (see section 6.06a). The committee may identify and recommend additional membership organizations and/or constituencies to participate on the Board in an effort to insure the inclusiveness and diversity of the Board. Any recommendations must be voted on by the full Board in accordance with Section 3.02.

Section 6.06A Selection Sub-Committee

The Membership Chairperson selects up to five (5) Membership Committee members to serve on this subcommittee whose primary purpose is making annual recommendations to the Board regarding vacancies and suggested representative organizations and individuals. The selection subcommittee will present their recommendations as a slated ballot to the Membership Committee for their vote who will then present the slated ballot to the full Board for vote. Members shall be representative of the broad organizational and advocacy makeup of the Board.

Section 6.07 Communications Committee

Chaired by the Secretary to the Board, the Communications Committee will make recommendations to the Board regarding membership communication, technician and instructor communications, and facilitate the implementation of communications and public relations desired by the Board.

Section 6.08 Quality Assurance Committee

The Quality Assurance Committee is responsible for reviewing the policies and procedures of the NSCPSTP and certification/re-certification program, as well as the bylaws and operating procedures of the Board. The committee identifies gaps within these articles and makes recommendations for resolution. The committee helps to maintain the quality and consistency of the entire program and all actions of the Board. The Quality Assurance Committee shall include a representative from each of the other standing committees, as well as a representative of NHTSA and the Certifying Body.

Article VII Amendments**Section 7.01 Amending Bylaws and Operating Procedures**

The bylaws and operating procedures of the Board may be amended at any regular meeting of the Board or special meeting of the Board by a vote of two-thirds (2/3) of the Board.

Section 7.02 Review of Bylaws

The bylaws will be reviewed biannually by the Quality Assurance Committee. Any Board member may request a bylaws amendment.