

# **National Child Passenger Safety Board Bylaws**

## **Article I – 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 National Safety Council (NSC) is responsible for the implementation and management of the Board. The principal office of the Board is National Safety Council, 1121 Spring Lake Drive, Itasca, Illinois 60143.

## **Article II – Mission and Statement of Intent**

### **Section 2.01 Mission**

The Board oversees and maintains the technical quality, standardization and relevance of the curriculum which is part of the National Child Passenger Safety Technician Certification Training Program throughout the United States.

### **Section 2.02 Statement of Intent**

The Board works with the National Highway Traffic Safety Administration (NHTSA), who has the responsibility to assure the technical accuracy of the curriculum, and with the Safe Kids Worldwide (SKW) Certification Program, who has the responsibility, authority and liability for the certification and recertification processes. The Board provides input and perspectives from their representative organizations and field, and to their representative constituencies, on ways to ensure the ongoing significance of the National Child Passenger Safety Technician Certification Training Program in keeping children safe.

## **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 Board Members including the Child Passenger Safety Advocate and At-Large positions shall be child passenger safety 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-two (22) representatives.

#### **Section 3.01A Permanent Voting Members**

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

- AAA
- American Academy of Pediatrics (AAP)
- Governor’s Highway Safety Association (GHSA)
- Safe Kids Worldwide (SKW)

#### **Section 3.01B Permanent Non-Voting Members**

Permanent non-voting member organizations shall appoint an individual(s) to serve as their representative(s) on the Board. Permanent non-voting member organizations include:

- National Highway Traffic Safety Administration (NHTSA) Headquarters – one (1) position
- National Highway Traffic Safety Administration (NHTSA) Regional Offices – one (1) position
- National Safety Council (NSC) – two (2) positions

- Secretariat - one (1) position
  - NSC Representative – one (1) position
- Safe Kids Worldwide (SKW) Certification Program

### **Section 3.01C Rotating Voting Members**

Rotating voting member positions are selected by a majority vote of the Board, except for the Motor Vehicle and Child Restraint Manufacturers positions, 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/Healthcare – one (1) position
  - Injury Prevention/Public Health – one (1) position
- Diverse and Underserved Populations – two (2) positions
- Child Passenger Safety Advocates – two (2) positions
- At-Large – two (2) positions
- Public Safety – two (2) positions
  - Law Enforcement – one (1) position
  - Fire/EMS – one (1) position

Additional rotating voting members are as follows:

- The Motor Vehicle Manufacturers will have one (1) voting member position appointed by the Alliance of Automobile Manufacturers (AAM) and the Association of Global Automakers (Global Automakers).
- The Child Restraint Manufacturers will have one (1) voting member position appointed by the Juvenile Product Manufacturer's Association (JPMA).

### **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 ensure the inclusiveness and diversity of the Board. The Board must vote on additional organizations/constituencies selected to participate on the Board.

### **Section 3.03 Rotating Voting Member Service Term**

All rotating voting member service terms shall be three years. Unless filling an unplanned vacancy on the Board, new rotating voting Board Members will begin their term of service at the first January full Board meeting following the installation of new officers. Their term will expire at the fourth January full Board meeting. Board Members who are appointed to fill an unplanned vacancy of a rotating voting Board Member will serve for the remainder of the original service term, unless the position is filled by a new call for applications in accordance with Section 3.04.

### **Section 3.04 Rotating Voting Member Vacancy**

In the event of an unplanned vacancy of a rotating voting 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 Board Member's term will be filled in the next call for applications. If there are no applicants for the position of the vacated constituency group, the Board will defer to the Membership Committee for a recommendation.

### **Section 3.05 Voting Power and Privileges**

Each voting Board Member shall have the same voting power and privileges. It is the responsibility of all voting Board Members to actively vote.

## **Article IV – Board Responsibilities**

### **Section 4.01A Member Responsibilities**

Board Members are expected to attend and participate fully in every meeting.

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

- Monitoring, updating and maintaining the quality of the National Child Passenger Safety Technician Certification Training Program curriculum.
- Advising on the process for technician/technician instructor certification and recertification.
- Developing resources for child passenger safety (CPS) professionals.
- Identifying and providing outreach to at-risk populations.
- Facilitating information sharing/serving as a clearinghouse.

### **Section 4.01B Guest Participation**

Guests may be invited to participate in additional sub-committee and Board meetings. All guests must be approved in accordance with Section 6.04.

It is the responsibility of the Committee Chairperson 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**

The Board will meet in person biannually. Meetings shall be held at the offices of NSC or any other location approved by the Executive Committee.

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 to all Board Members.

### **Section 4.03 Quorum**

Participation, in-person or remotely, of a majority of Board Members constitutes a quorum to conduct the business of the Board.

### **Section 4.04 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.

### **Section 4.05 Product Endorsement**

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

## **Article V – Officers, Responsibilities and Terms**

### **Section 5.01 Officers**

The Officers of the Board shall be the Chairperson, Vice-Chairperson and Immediate Past Chairperson.

### **Section 5.02 Chairperson**

The primary role of the Chairperson is to act as spokesperson and to facilitate Board meetings.

### **Section 5.03 Vice-Chairperson**

The primary role of the Vice-Chairperson is to lead the Membership Committee. As needed, the Vice-Chairperson will coordinate committee and task force activity. The Vice-Chairperson will serve on the Chairperson's behalf in the absence of the Chairperson.

### **Section 5.04 Immediate Past Chairperson**

The primary role of the Immediate Past Chairperson is to serve in an advisory capacity to the incoming Chairperson.

### **Section 5.05 Officer Service Terms**

Officers shall be elected to one (1) term of three (3) years. During the first year, the elected officer serves as Vice-Chairperson. During the second year, the elected officer serves as Chairperson. During the third year, the elected officer serves as Immediate Past Chairperson. The elected officer's original Board term extends for three years from when they take office as Vice-Chairperson.

### **Section 5.06 Officer Nominations**

A Board Member shall be eligible to serve as Vice-Chairperson if they have been on the Board as of the January Board meeting of the voting year. Board Members eligible for the position of Vice-Chairperson will be identified by the Secretariat of the Board by May 31st. In order to be eligible for Chairperson, the officer must first serve as Vice-Chairperson. Permanent, non-voting Board Members and current officers are not eligible to run for the position of Vice-Chairperson. Board Members who are interested in the nomination must submit a letter of interest to the Secretariat by June 30th. The Secretariat will send letters of intent to the full Board by July 10<sup>th</sup>.

### **Section 5.07 Officer Elections**

At the July meeting, each candidate will be asked to address the Board and explain why they should be selected as Vice-Chairperson the following year. On the second day of the July Board meeting, the Secretariat will distribute the Officer Ballot to the Board. The vote will be conducted by anonymous paper ballot, submitted to the Secretariat by the close of business on the second day of the meeting. Every Board Member who can vote must vote. Board Members not present at the meeting may submit an electronic ballot to the Secretariat by the close of business on the second day of the meeting. Ballots will be counted by the Executive Committee. Election shall be by majority vote of the Board. The results of the election will be announced on the morning of the third day of the July Board meeting. In case of a tie, a runoff election will be held on the third day of the July Board meeting with a new poll.

### **Section 5.08 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 5.06 and 5.07 for the remainder of the term of the original Vice-Chairperson. In the absence of a Vice-Chairperson, the Immediate Past-Chairperson will assume the Vice-Chairperson responsibilities until a new Vice Chairperson is elected in accordance with Sections 5.06 and 5.07 for the remainder of the term of the original Vice-Chairperson.

## **Article VI - Committees**

### **Section 6.01 General**

Committees report to the Board. 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 by the NSC.

### **Section 6.02 Committee Membership**

All Board Members are required to serve on the Curriculum Committee and two additional committees. Each January, Board Members will confirm with the Secretariat on which committees they will serve for that calendar year.

### **Section 6.03 Standing Committees**

The standing committees shall be:

- Executive
- Certification/Recertification
- Curriculum
- Membership
- Communications
- Quality Assurance
- Diversity

### **Section 6.04 Ad Hoc and Special Committees**

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

### **Section 6.05 Executive Committee**

The members of the Executive Committee include the Board Chairperson, Vice-Chairperson, Immediate Past Chairperson, Secretariat, NHTSA Headquarters representative, and SKW Certification Program representative. The Executive Committee responsibilities include, but are not limited to, planning meeting agendas, approval of guests, and other executive decision-making as needs are identified to support the quality, operations and policies of the Board.

### **Section 6.06 Certification/Recertification Committee:**

The Certification/Recertification Committee works with the SKW Certification Program to provide feedback and guidance on the policies and procedures related to certifying/recertifying technicians and instructors, instructor candidacy and technician proxy. The committee will also work with the SKW Certification Program in handling any appeals relating to certification/recertification. The SKW Certification Program will consult with this committee, when necessary, to develop policy for specific events, including an annual awards recognition program, related to certification/recertification.

### **Section 6.07 Curriculum Committee**

The Curriculum Committee organizes the content and structure of the Certification Program, including the Instructor and Technician Guides. Curriculum subcommittees may be appointed on an ad hoc basis and may include membership from outside the Board.

### **Section 6.08 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 and present new member candidates to the full Board for vote. 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 6.09 Communications Committee**

Chaired by the Secretariat, 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. This committee must be chaired by the Secretariat but may be co-chaired by another Board Member.

### **Section 6.10 Quality Assurance Committee**

The Quality Assurance Committee is responsible for reviewing the bylaws and operating procedures of the Board. The committee identifies gaps within these documents and makes recommendations. The committee also assesses the needs of CPS professionals and develops resources to maintain the quality of the Certification Program. The committee helps to maintain the quality and consistency of the entire program. The Quality Assurance Committee shall include at a minimum a representative from NHTSA and the SKW Certification Program.

### **Section 6.11 Diversity Committee**

The Diversity Committee provides assistance and continuous support of the development of plans, strategies and initiatives to encourage increased emphasis on diversity issues in the field of child passenger safety. The committee assesses existing needs and develops opportunities to include diversity issues through the promotion of innovative and effective best practices and resources in child passenger safety.

### **Section 6.12 Committee Chairpersons**

Committee Chairpersons for the standing committees as defined in Section 6.02 shall be elected by a majority vote of that committee during the January Board meeting. The current Committee Chairperson may continue in that role, pending committee vote.

Committee Chairpersons shall have the following responsibilities:

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

## **Article VII - Amendments**

### **Section 7.01 Amending Bylaws**

The bylaws 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. Any Board Member may request a bylaws amendment at any time.

### **Section 7.02 Review of Bylaws**

The bylaws will be reviewed biennially by the Quality Assurance Committee.

## **Article VIII - Special Circumstances**

### **Section 8.01 Interim Action**

In the event a bylaw cannot be met, the Executive Committee will propose a course of action for review and vote by the full Board.