



NATIONAL
**CHILD PASSENGER
SAFETY** BOARD



Operations Manual

www.cpsboard.org

National Child Passenger Safety Board Operations Manual



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National Child Passenger Safety Board Operations Manual



Purpose

This manual defines the requirements and procedures for the effective operation and management of the National Child Passenger Safety Board, hereinafter referred to as “the Board”, to maximize consistency between Board transitions.

If at any time the Operations Manual conflicts with the Board Bylaws, the Bylaws take precedence over the Operations Manual.

Mission

The mission of the National Child Passenger Safety Board is to oversee and maintain the technical quality, standardization and relevance of the curriculum which is part of the National Child Passenger Safety Certification Training Program throughout the United States.

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 fields, and to their representative constituencies, on ways to ensure the ongoing significance of the National Child Passenger Safety Technician Certification Training Program, hereafter referred to as “the Certification Program,” in keeping children safe.

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.

Strategic Plan

The Board utilizes a strategic plan to guide its priorities and activities. Developed in March 2010, the plan is reviewed annually. Each strategic objective is assigned to a Board committee. Committee chairpersons review objectives and update timelines as needed at committee meetings. Refer to Appendix A.

Position Statements

The Board supports policies to improve child passenger safety through sharing public position statements. These position statements from stakeholder organizations serve the following purposes:

- Support the Certification Program.

- Support and encourage best practices for the safe transportation of all children.
- Support and champion the importance of certified Child Passenger Safety Technicians in assisting parents and caregivers to transport children safely.

Expectations of Board Members

Meeting Participation

Board members are expected to attend and participate fully in every Board meeting. Members should respect each other's diverse opinions and experiences. Each member should be given every opportunity to be heard and should allow others to speak opposing opinions or alternative viewpoints. In turn, each Board member should feel free to express their opinions.

Confidentiality

The Board meets in Executive Session which means discussions at meetings are confidential and cannot be disclosed to others until such information has been deemed public record. All Board members will sign a confidentiality agreement on an annual basis. Refer to Appendix B.

Official Public Board Communications

The Board Secretariat facilitates all official public Board communications. Communication includes news releases, general correspondence, as well as responses to questions generated through social media and the Board website.

Individual Board members cannot speak for the entire Board without prior consent from the Executive Committee. Failure to comply with the above will result in immediate Board action up to and including removal from the Board.

Requests for presentations by Board members who are going to represent the Board to the public must be submitted to the Board Secretariat. The Secretariat will email this request to Executive Committee members for approval. However, presentations that have been previously approved by the Executive Committee and made available to Board members to help promote the Board may be presented without advance notice. Following the presentation, the Board member should provide details of the presentation and audience to the Secretariat.

Conflict of Interest Policy

Each Board member, upon joining the Board, will review the Conflict of Interest Policy and sign the Conflict of Interest Disclosure Form. Refer to Appendix C.

Board Meetings

Meeting Dates & Times

The Board holds six meetings per year on odd numbered months including two in-person meetings and four conference call meetings. In-person meetings shall be held at the offices of National Safety Council and any other location approved by the Executive Committee; the in-person meetings usually are three days in length and scheduled the second or third week of January and July. Conference calls are scheduled by the Executive Committee at the January meeting of each year. If Board conference calls conflict with national events, e.g. national conferences and/or National Child Passenger Safety Week, the meeting typically will be scheduled the following week.

Special Meetings

Special meetings may be called at the request of the Board Chairperson or at least one-fourth (1/4) of the Board members. Notice of all meetings will be sent electronically to all members of the Board.

Quorum

A majority of Board members present, in person or when the Board meets via conference call, constitutes a quorum to conduct the business of the Board. During in-person meetings, a member may also participate via teleconference and be considered “present” for the purposes of establishing a quorum. He/she may also participate in votes if he or she has been involved in the discussion on the issue being put to a vote.

Board Votes

All Board members shall have one vote with the exception of the non-voting members representing NHTSA Headquarters, NHTSA Regional Offices, NSC Secretariat, NSC Representative, and SKW Certification Program. Non-Voting members will be active participants in all committee activities, including voting on issues pertaining to committee work.

Meeting Agenda

The meeting agenda is approved by the Executive Committee. Any Board member may add items to the written meeting agenda by emailing this request to the Board Chairperson or Secretariat at least one week prior to the scheduled meeting.

Guest Participation

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

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 the Board’s operating procedures.

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Meeting Participation

Members are not to join meetings while operating a motor vehicle regardless if they are using a hand-held or hands-free cell phone. If any member is participating in a meeting in this matter, the call will be ended immediately.

Meeting Minutes

Meeting minutes are submitted to the Board before each meeting and posted to the Board's public website once approved.

Board Meeting Travel

The Board Secretariat coordinates meeting logistics, such as meeting space and hotel room block, for in-person Board meetings. At least twelve weeks prior to in-person Board meetings, the Secretariat will email Board members this information in order for Board members to make timely travel arrangements.

Supported Board Positions

As Board membership is voluntary, there is no compensation and members' organizations are responsible for their own travel expenses.

Limited travel reimbursement is available for the Child Passenger Safety Advocate if the individual member is not supported by a sponsoring organization. The Board member will be reimbursed travel expenses not to exceed \$600.00 per in-person Board meeting. The Board member will be required to submit all travel receipts to the Board Secretariat within 30 days of meeting travel completion. Government per diem rates will apply for requested reimbursements.

Special Situations

The Board recognizes that special situations may create a temporary hardship. Any member may email or call the Secretariat to request travel assistance. These requests may be granted with National Safety Council approval based upon availability of funds.

Board Leadership

Officers of Board

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

The Vice-Chairperson is elected by the Board's voting membership. The Vice-Chairperson is a three-year leadership commitment. He/she serves as Vice-Chairperson for one year. In the beginning of the second year of the term, this person becomes the Chairperson for one year. Beginning in the third year, this person moves into the role of Immediate Past Chairperson. The three-year term of service extends the elected officer's term of service.

Officer Duties

Chairperson

The Chairperson acts as spokesperson for the Board and facilitates Board meetings.

Vice-Chairperson

The Vice-Chairperson leads the Membership Committee. As needed, the Vice-Chairperson coordinates committee and task force activity. He/she serves on the Chairperson's behalf in the absence of the Chairperson.

Immediate Past Chairperson

The Immediate Past Chairperson serves in a mentoring capacity to the incoming Chairperson.

Vice-Chairperson Nominations and Election

- All Board members as of the January meeting of the voting year are eligible to be placed on the ballot for Vice-Chairperson election, except for the permanent non-voting members and current officers. The Secretariat will provide a list of all eligible Board members by May 31st.
- By June 30th, Board members will notify the Secretariat of their interest in being placed on the ballot. Notification includes a formal statement of interest listing their qualifications to serve in a leadership position on the Board.
- The Secretariat will distribute the candidates' statements of interest to the full Board by July 10th.
- At the in-person July meeting, each candidate will address the Board and explain why they should be selected as Vice-Chairperson for the following year.
- On the second day of the July in-person 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. 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 in-person meeting.
- In case of a tie, a runoff election will be held on the third day of the in-person meeting with a new poll.

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 the absence of a Vice-Chairperson, the Immediate Past Chairperson will assume the Vice-Chairperson responsibilities until a new Vice-Chairperson is elected.

Committees

The Board has the following standing committees.

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

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.

Executive Committee

The Executive Committee includes the Board Chairperson, Board Vice-Chairperson, Immediate Past Chairperson, Secretariat, NHTSA Headquarters Representative and SKW Certification Program Representative.

- Meets by conference call approximately two weeks before regularly scheduled Board meetings to plan the meeting agenda.
- Approves the Board meeting attendance of guests and former Board members whose terms have expired.
- Reviews new Board member orientation materials.
- Approves requests from Board members to speak on behalf of the Board.
- Works with Quality Assurance Committee to address quality-related issues that are identified.

Certification/Recertification Committee

- Develops activities and programs to promote certification and recertification (e.g., continuing education units and the annual awards recognition program).
- Serves as a resource to the Certification Program to provide feedback and guidance on the policies and procedures related to certifying/ recertifying Technicians, Technician Instructors, Instructor Candidates and Technician Proxies.
- Works with the Certification Program to process any appeals relating to certification/recertification.

Communications Committee

- Chaired by the Secretariat but may be co-chaired by another Board Member.
- Makes recommendations to the full Board regarding communications to Technicians, Instructors and public.
- Facilitates implementation of all communications and public relations on behalf of the Board.
- Oversees the Board website and social media accounts and activities.

Curriculum Committee

- Organizes and updates the content and structure of the National Child Passenger Safety Technician Certification Training Program.
- Updates and maintains the Child Passenger Safety Renewal Testing Course.
- Ensures buy-in for curriculum changes including the creation of ad hoc curriculum subcommittees with membership from outside the Board.

Diversity Committee

- Provides assistance and continuous support of the development of plans, strategies and initiatives to encourage increased emphasis on diversity issues, cultural, economic, racial, and special health care needs, in the field of child passenger safety.
- 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.

Membership Committee

- Chaired by the Vice-Chairperson.
- Includes the NHTSA Regional Offices Representative.
- Maintains the quality and integrity of the Board membership process including, but not limited to reviewing application forms, developing scoring criteria, scoring applications and conducting candidate reference checks and candidate interviews.
- Recommends prospective applicants for vote of the full Board.
- Identifies and recommends additional organizations to participate on the Board in an effort to ensure inclusiveness and diversity.

Quality Assurance Committee

- Includes a representative from NHTSA and SKW Certification Program.
- Reviews the Bylaws and Operations Manual of the Board to identify gaps within these documents and makes recommendations.
- Assesses the needs of CPS professionals and develops resources to maintain the quality of the curriculum and certification training program.
- Works with the Secretariat to maintain online curriculum resources.
- Oversees and promotes the Instructor Development Course.

- Works to maintain the quality and consistency of the entire program.

Expectations of Committee Chairpersons and Members

Unless stated in the Bylaws, committee chairpersons are selected annually by a majority vote of the committee at the January in-person meeting. Committee chairpersons have the following responsibilities.

- Conduct committee meetings.
- Record and submit committee meeting notes to the Secretariat within thirty (30) days of the meeting.
- Encourage member participation and work with the Board Chairperson in addressing participation issues.
- Update strategic plan objectives assigned to their committee by the Board.

Committee members have the following responsibilities.

- 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.
- Be active and engaged participants.
- Complete assigned committee tasks in a timely manner.
- Attend committee meetings as scheduled.

Major Tasks and Activities

National Child Passenger Safety Technician Certification Training Program

The Board provides technical and subject matter expertise to NHTSA in the development and maintenance of the National Child Passenger Safety Technician Certification Program. Board members may be asked to write, review and/or revise curriculum content. In addition, Board members may be asked to provide feedback and/or solicit feedback from other CPS Technicians, CPS Instructors and allied professionals. A typical curriculum product cycle includes one to two technical updates of course content and one major revision of the course every five years.

Child Passenger Safety Technician and Instructor of Year Award Program

This annual recognition program was established in 2011 to recognize the achievements of one certified CPS Technician and one certified CPS Instructor. The award ceremony is conducted at a pre-session workshop at the Lifesavers Conference.

The Certification/Recertification Committee leads and coordinates this activity. It is assisted by the Communications committee and Board Secretariat to communicate key dates to CPS professionals and to publicize award winners and by the full Board to review and score nominations and to select awardees. The process is as follows:

- Review and update the Nomination and Application process (July-August)
 - Update announcements, nomination and application documents
 - CPS Express article announcing the awards program (September CPS Express)
- Call for Nominations (September – November)
 - Implement Board communications
 - Implement Board email process
 - Update CPS Board website
- Nominations Close (November)
- Awardee Selection Process (December and January)
 - All Board members review and score applications
 - Compile scoring results to select winners
 - Finalize selection of winners at the January In-Person Committee Meeting
 - Notify Award Winners
- Coordinate Award Ceremony and Communications (February-March)
 - Write Press Releases and Board Communications
 - Design and order Lifesavers Signage
 - Order CPS Winners Plaques
- Award Ceremony – Lifesavers Conference (Spring – Typically March or April)
 - Implement Communications Plan
 - Conduct Award Ceremony

Board Membership Appointment and Application Processes

There are three types of member positions on the Board: Permanent Appointed, Term-Limited Appointed and Open Application positions.

Permanent Appointed Positions

Board members representing the AAA, American Academy of Pediatrics, Governor’s Highway Safety Association, Safe Kids Worldwide, National Safety Council, Safe Kids Worldwide Certification Program, NHTSA Headquarters and NHTSA Regional Offices are appointed to the Board by their respective organizations.

To change their appointed representative to the Board, the organization must submit written notification to the Board Secretariat.

Term-Limited Appointed Positions

The Motor Vehicle Manufacturers will have one 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 voting member position appointed by the Juvenile Product Manufacturer’s Association (JPMA).

Both positions serve three-year terms. Upon expiration of a term, a representative may be re-appointed for an additional three-year term by their respective industry associations.

The appointment process for these positions is as follows:

- The Secretariat will notify the appointing organization that their appointed representative's term will expire and request the name of their proposed nomination for the Board.
- The notification will be done at the same time as the Call for Applications are posted on the Board website with a date for response from their appointing organization.
- The appointing organization notifies the Board of their proposed nomination for Board membership by response date.

Open Applications

The Board open application members represent: Advocacy, At-Large, Diverse and Underserved Populations, Injury Prevention, Injury Prevention/Healthcare, Injury Prevention/Public Health, Public Safety/Law Enforcement, and Public Safety/Fire and EMS.

Applicants complete an application for membership. The Membership Committee reviews applications, selects candidates to interview, recommends a slate of new members for Board approval as follows:

- Review Board Application Documents (January - March)
 - The Membership Committee, chaired by the Board Vice-Chairperson, will confirm which positions will be open the following calendar year.
 - The Membership Committee will review and update the application documents as needed.
 - The Membership Committee will review and update processes and scoring criteria as needed.
- Invitation to Apply for CPS Board (April – mid-June)
 - The Membership Committee will post an announcement in late spring that lists positions that will be open for the following calendar year. At that time, the Board issues an "Invitation to Apply for Board Membership" for the open positions. (first week of April)
 - An application form with complete instructions for applying is posted on www.cpsboard.org. Applicants are encouraged to apply for more than one position, if appropriate; however, applicants can only be selected to represent one category.
 - Applicants will submit completed applications as per the application instructions.
 - The Membership Committee will close applications. (second week of June)

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- Application Review Process (mid-June and July)
 - The Membership Committee members will review all applications independently and rank and select the top candidate(s) for each category using the following criteria:
 - Completed application is submitted on time.
 - Applicants meet criteria for the category they wish to represent.
 - Application is ranked against other applications in the same category (not across category comparisons).
 - If the Board does not receive qualified applications or applicants who meet all criteria for certain categories, then the Board may re-open the application process for the category or categories, select an appropriate candidate from the applications that are received, invite the outgoing Board member to serve another term or leave the position open.

- Candidate Selection Process (July - September)
 - The Membership Committee meets or uses teleconferencing to review applications and come to consensus on the top candidates during the in-person July meeting.
 - The Membership Committee conducts telephone and/or video conference interviews of the top candidates for each open category.
 - The Membership Committee makes a recommendation of final candidates per open position. The approval process continues as follows:
 - Submission of the slate to NHTSA Regional Offices Representative to appropriate NHTSA Regional Office for review.
 - Submission of the slate to the Executive Committee for review.
 - Submission of the slate to entire Board prior to the September Board conference call for review.
 - The Membership Committee recommends the slate to the full Board during the September Board conference call.
 - The full Board discusses and approves the slate during the September Board conference call.

- Notification to Applicants (October)
 - Following final Board approval, the Membership Committee Chair notifies the applicants of their selection.
 - The Membership Committee will notify all applicants not selected for the Board of the status of their Board application.

Full Board Orientation Conference Call

The Membership Committee organizes and invites all current and incoming Board members to participate in a Board orientation teleconference in December. The purpose of the call is to introduce new members to the Board and to start their orientation to their positions on the Board prior to their first in-person meeting, the following January.

Board Communication Channels

Several communication channels are used to share information about the activities and decisions of the Board, with Child Passenger Safety professionals.

Board Website

The Board website is <http://www.cpsboard.org>. The National Safety Council hosts, updates and maintains the Board's website.

Social Media

Facebook

The Board has a Facebook page <https://www.facebook.com/cpsboard>. Board members are encouraged to "like" the Board Facebook page and comment on Board posts.

Twitter

The Board has a Twitter account www.twitter.com/ncpsb. Board members are encouraged "follow" its Twitter account.

Posting Responsibilities

The Executive Committee and the Communication Committee members as appropriate may administer the Facebook page and Twitter account. Administration includes writing posts to share Board information and posting of items that may interest the key audience of CPS Technicians and Instructors, uploading Board photographs and responding to user-generated comments.

Board members are responsible for providing 5 social media posts two times annually for a total of 10 social media posts. The Communications Committee will coordinate a calendar and send reminders to Board members when their contribution time is approaching. Suggested items of interest include CPS announcements from your organization, community or state, photographs of training courses or seat checkup events, etc.

Instructor Emails

As needed, the Board sends timely-topic emails to CPS Instructors. Topics include up-to-date resources, technical issues, teaching tips, policy and procedure reminders, etc. Board members are encouraged to submit topics and write content.

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CPS Express

The CPS Express is a bimonthly newsletter (6 times per year) of the SKW Certification Program. Although not an official Board publication, Board members are encouraged to write and submit featured articles.

Additional Resources

Board Website

The Board website is <http://www.cpsboard.org>. On the Learn About the Board tab, the following Board materials are housed:

- Bylaws
- Operations Manual
- Board Contact List
- Board Committee List
- Past and Present Board Members List
- Meeting Minutes

Board File Transfer Protocol (FTP) Site

The Board has a private FTP site, hosted by the National Safety Council: <https://nscftp.nsc.org/login>. All board members are granted access to this site, which is used for the transfer of documents between board members.

APPENDIX A: Strategic Plan

- Position the Board as a leader in child passenger safety.
 - Increase national recognition of the Board through a marketing plan. (Communications)
 - Expand and strengthen national partnerships. (Membership)
- Support Child Passenger Safety Network and SKW Certification Program.
 - Update CPS Technician and Instructor skills. (Certification/Recertification)
 - Increase retention of CPS Technicians. (Certification/Recertification)
 - Maintain high-quality, up-to-date CPS certification curricula. (Curriculum)
 - Develop better resources for CPS network of CPS Technicians, Instructors and CPS coordinators. (Quality Assurance)
 - Keep CPS Technicians and Instructors motivated and engaged. (Certification/Recertification)
- Reach at-risk communities better.
 - Identify areas where CPS Technicians are needed. (Diversity)
 - Promote safe transportation of children with special healthcare needs. (Diversity)
 - Assist in providing resources that can be used with diverse populations. (Diversity)



APPENDIX B: Confidentiality Agreement

As the National Child Passenger Safety Board (NCPSB) operates under parliamentary procedures of Roberts Rules of Order, be it known that NCPSB meetings are held as an Executive session (closed to the public). Therefore, everything said at NCPSB meetings is confidential. Board members must respect this and may not divulge information from any meetings or NCPSB communications until such information has been deemed public record. Individual Board members cannot speak for the entire Board without prior consent from the Executive Committee. Failure to comply with the above will result in immediate Board action.

Name Printed _____

Signed _____ Date _____

APPENDIX C: Conflict of Interest Disclosure Form

A conflict of interest is defined as an actual or perceived interest by staff or National Child Passenger Safety Board (NCPSB) member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Board officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the NCPSB mission. At all times, officers and board members are prohibited from using their NCPSB title or the organization's name or property, for private profit or benefit.

- A. The officers and members of the organization should neither solicit nor accept personal gratuities, favors, or anything of monetary value from contractors/vendors.
- B. No officer, or member of the NCPSB shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The officer or member;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. Disclosure: Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. Board Action: When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.
- E. Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Policy adopted by NCPS Board effective March 9, 2010.

- I acknowledge that I have read and understand the above policy.
- I have no conflicts to disclose.
- I have a potential conflict. Please see attachment listing any conflicts.

Signed: _____ Date: _____