Bylaws
(Revised May 2020)
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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 principal office of the Board is the National Safety Council, 1121 Spring Lake Drive, Itasca, Illinois 60143.

The National Safety Council is responsible for the implementation and management of the Board.

Article II – Mission and Statement of Intent

Section 2.01 Mission
The mission of the Board is to save lives and prevent injuries by promoting child passenger safety through education, mentorship, engagement and innovation.

Section 2.02 Statement of Intent
The Board works with the National Highway Traffic Safety Administration (NHTSA) and the National Child Passenger Safety (CPS) Technician Certification Training Program (hereafter referred to as “the National CPS Certification Program”) as follows:

- NHTSA is responsible for assuring the technical accuracy of the curriculum used to teach Child Passenger Safety Technicians and Instructors.
- The National CPS Certification Program, a program of Safe Kids Worldwide, administers all aspects of CPS certification and maintains a directory of nationally certified CPS Technicians and Instructors.
- The Board maintains the National Child Passenger Safety Technician Certification Training curriculum.

Article III – Membership

Section 3.01 Membership
The Board consists of no less than nine (9) and no greater than seventeen (17) Members.

At least eight (8) Members including the Child Passenger Safety Advocate and the Child Passenger Safety Advocate: At-Risk/Underserved Populations must be CPS Technicians or Instructors with current certification of whom a minimum of four (4) must be CPS Instructors.

There are three types of Members: permanent non-voting, permanent voting and rotating voting Members.
Section 3.01a Permanent Non-Voting Members
Permanent non-voting member organizations appoint a representative to serve on the Board.

Permanent non-voting member organizations include:
- NHTSA Headquarters
- NHTSA Regions
- National Safety Council: Secretariat
- Safe Kids Worldwide: National CPS Certification Program

Permanent non-voting Members must be reaffirmed by their respective member organization every three (3) years.

Section 3.01b Permanent Voting Members
Permanent voting member organizations appoint a representative to serve on the Board.

Permanent voting member organizations include:
- American Academy of Pediatrics
- Governors Highway Safety Association
- National Safety Council: Digital Content and Technology
- Safe Kids Worldwide: Safe Kids Coalitions

Permanent voting Members must be reaffirmed by their respective member organization every three (3) years.

Section 3.01c Rotating Voting Members
There are two types of rotating voting Members: subject matter experts and field representatives.

Section 3.01c1 Rotating Voting Members: Subject Matter Experts
The subject matter expert positions include:
- Vehicle Manufacturer Representative
- Child Restraint Manufacturer Representative

Subject matter experts are selected by a majority vote of the Board following review of the applications and recommendation by the Membership Committee.

Subject matter experts are not limited to a number of service terms as defined in Section 3.01c3.

Section 3.01c2 Rotating Voting Members: Field Representatives
The field representative positions include:
- Child Passenger Safety Advocate
- Child Passenger Safety Advocate: At-Risk/Underserved Populations
- Injury Prevention/Healthcare
- Public Health/Research
- Public Safety: Fire/Emergency Medical Services
- Public Safety: Law Enforcement

Field representative positions are selected by a majority vote of the Board following review of the applications and recommendation by the Membership Committee.
Field representatives are limited to one (1) full term as defined in Section 3.01c3 in any field representative position and are not eligible to serve in an additional field representative position at any point in the future.

Section 3.01c3 Rotating Voting Member Service Term
All rotating voting Member service terms are three (3) years. Unless filling an unplanned vacancy on the Board, new rotating voting Members begin their term of service at the first May full Board meeting following the installation of new officers. Their term expires at the fourth May full Board meeting. Members who are appointed to fill an unplanned vacancy of a rotating voting 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 3.01c.

Section 3.01c4 Rotating Voting Member Vacancy
In the event of an unplanned vacancy of a rotating voting Member, the position will remain open until the next membership cycle or the Board, at its discretion, may fill the position on an interim basis.

Section 3.02 Member Resignation
A Member may resign at any time by giving written notice of such intent to the Executive Committee.

Section 3.03 Member Removal
A Member may be removed from the Board for abrogation of Board responsibilities as outlined in Article IV by majority vote of the Board at any regular or special meeting.

Section 3.04 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 approve by majority vote any additional organizations/constituencies selected to participate on the Board.

Section 3.05 Voting Power and Privileges
Each voting Member has the same voting power and privileges.

Section 3.06 Compensation
Members do not receive compensation for serving on the Board.

Article IV – Member Responsibilities

Section 4.01 Member Responsibilities
Members support activities to fulfill the Board mission.

Section 4.02 Meeting Participation
Members are expected to attend and participate fully in every meeting.

Section 4.03 Confidentiality
Each Member must sign the NCPSB Confidentiality Agreement on an annual basis.

Section 4.04 Conflict of Interest Disclosure
Each Member must sign the NCPSB Conflict of Interest Disclosure Agreement on annual basis.
Section 4.05 Product Endorsement
Members must not use their position on the Board for product endorsement.

Article V – Meetings

Section 5.01 Meetings
The Board meets in-person biannually at the offices of the National Safety Council or any other location approved by the Executive Committee.

Additionally, the Board meets four (4) additional times per year virtually in a format where all Members can hear one another simultaneously.

Section 5.02 Notice of Meetings
Notice of all meetings is mailed electronically to all Members at least one (1) month prior to the meeting.

Section 5.03 Special Meetings
Special meetings may be called at the request of the Chairperson or at least one-fourth (1/4) of the Members by written request submitted to the Executive Committee.

Special meetings are held virtually in a format where all Members can hear one another simultaneously.

Members are given at least seven (7) days written notice of special meetings unless circumstances present an issue that must be addressed more quickly than seven (7) days.

Section 5.04 Executive Session
All Board meetings are held in executive session. All discussions at meetings are confidential and must not be disclosed to others until such information has been deemed public record.

Section 5.05 Quorum
Participation, in-person or virtually, of a majority of all voting Members constitutes a quorum to conduct the business of the Board.

Section 5.06 Rules of Order
The spirit of parliamentary practice comprised in Robert’s Revised Rules of Order guide proceedings of the Board meetings, except where the rules are specifically in conflict with Board operating procedures.

Section 5.07 Meeting Minutes
Written or recorded minutes of all Board meetings are kept on file by the Secretariat.

Article VI – Officers

Section 6.01 Officers
The Officers of the Board are the Chairperson and Vice-Chairperson.

Section 6.01a Chairperson
The primary role of the Chairperson is to act as spokesperson for the Board and to facilitate Board meetings.
Section 6.01b Vice-Chairperson
The primary role of the Vice-Chairperson is to lead the Membership Committee.

The Vice-Chairperson serves on the Chairperson’s behalf in the absence of the Chairperson.

Section 6.02 Officer Eligibility
Any Member, with the exception of permanent non-voting Members as identified in Section 3.01a and current Officers as identified in Section 6.01, is eligible to serve as Vice-Chairperson if he/she has been on the Board for at least one full year as of the May Board meeting of the voting year and has at least one year remaining in their service term.

Section 6.03 Officer Elections
Officer elections are held annually at the May Board meeting.

Section 6.04 Officer Terms
Officers are elected to one (1) term of two (2) years. During the first year, the elected Officer serves as Vice-Chairperson. During the second year, the elected Officer serves as Chairperson.

The elected Officer’s original Board term extends for up to two (2) years from when he/she takes office as Vice-Chairperson at the May full Board meeting following their election, allowing for time to fulfill the Officer term.

Section 6.05 Officer Resignation
An Officer may resign at any time by giving written notice of such intent to the Executive Committee.

Section 6.06 Officer Removal
An Officer may be removed due to abrogation of responsibilities as outlined in Article VI by a majority vote of the Board at any regular or special meeting.

Section 6.07 Officer Vacancies
In the event of an unplanned vacancy in the position of Chairperson, the Vice-Chairperson automatically fills the position for the remainder of the term of the original Chairperson in addition to serving their subsequent term as Chairperson.

If the event of a vacancy in the position of Vice-Chairperson, the Vice-Chairperson Elect automatically fills the position for the remainder of the term of the original Vice-Chairperson in addition to serving their subsequent term as Vice-Chairperson.

In the event of a vacancy in the position of the Vice-Chairperson Elect, the Executive Committee covers the Vice-Chairperson responsibilities until the Board elects a new Vice-Chairperson Elect at the next meeting of the full Board.
Article VII – Committees

Section 7.01 Committee Responsibilities
Committees support activities to fulfill the Board mission.

Section 7.02 Standing Committees
The standing committees are as follows:
- Executive Committee
- Certification/Recertification Committee
- Communications & Engagement Committee
- Curriculum Committee
- Data Committee
- Membership Committee

Section 7.02a Executive Committee
The members of the Executive Committee include the Chairperson, Vice-Chairperson, Vice-Chairperson Elect, Secretariat, NHTSA Headquarters representative, and the National CPS Certification Program representative. The Executive Committee responsibilities include, but are not limited to executive decision-making as needs are identified to support the quality, operations and policies of the Board, planning meeting agendas and approval of meeting guests.

Section 7.02b Certification/Recertification Committee
The Certification/Recertification Committee works with the National CPS Certification Program to provide feedback and guidance on the policies and procedures related to certifying/recertifying Technicians, Technician Instructors, Instructor Candidates and Technician Proxies. The committee also works with the National CPS Certification Program in handling any appeals relating to certification/recertification. The National CPS Certification Program consults with this committee, when necessary, to develop policy for specific events related to certification/recertification.

Section 7.02c Communications & Engagement Committee
The Communications & Engagement Committee makes recommendations regarding Technician and Instructor communications and facilitates the implementation of communications and public relations desired by the Board. Additionally, the Communications & Engagement Committee manages the National Child Passenger Safety Awards Program.

Section 7.02d Curriculum Committee

Curriculum subcommittees may be appointed on an ad hoc basis and may include membership from outside the Board.

Section 7.02e Data Committee
The Data Committee collects and analyzes data within Child Passenger Safety and explores means to translate findings into tangible work that impacts both the direction of Board committees as well as informs grassroots CPS programs. Data Committee members serve as subject matter experts for the National Digital Car Seat Check Form (NDCF) Program.
Section 7.02f 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 votes on the slated ballot and presents 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 ensure the inclusiveness and diversity of the Board. Any recommendations must be voted on by the full Board in accordance with Section 3.04.

Section 7.03 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 and determined by a majority vote of the Board.

Section 7.04 Committee Chairpersons
Committee Chairpersons for the standing committees as defined in Section 7.02 are elected by a majority vote of that committee during the May Board meeting. The current Committee Chairperson may continue in that role, pending committee approval.

Section 7.04a Committee Chairperson Responsibilities
Committee Chairpersons are responsible for leading committee activities that support the mission of the Board.

Section 7.05 Committee Membership
All Members are required to serve on the Curriculum Committee and two additional committees. Each May, Members confirm with the Secretariat on which committees they will serve for that year.

Section 7.06 Committee Voting Power and Privileges
Each Member has equal voting power and privileges on committee matters.

Section 7.07 Committee Meetings
Committees meet at least six (6) times per year virtually in a format where all Members can hear one another simultaneously.

Section 7.08 Notice of Committee Meetings
Notice of all committee meetings are mailed electronically to all Members.

Section 7.09 Executive Session
All committee meetings are held in executive session. All discussions at meetings are confidential and must not be disclosed to others until such information has been deemed public record.

Section 7.10 Quorum
Participation of a majority of all committee Members constitutes a quorum to conduct the business of the committee.

Section 7.11 Committee Meeting Minutes
Written or recorded minutes of all committee meetings are kept on file by the Secretariat.
Article VIII – Amendments

Section 8.01 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 all voting Members of the Board.

Any Member may request a bylaws amendment at any time by written request to the Executive Committee.

Section 8.02 Review of Bylaws
The bylaws are reviewed biennially by the Executive Committee.

Article IX - Special Circumstances

Section 9.01 Interim Action
In the event a bylaw cannot be met, the Executive Committee will propose a course of action for review and vote by all voting Members of the Board.