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Purpose of Member Handbook
The Member Handbook provides guidance on the effective management and activities of the National Child Passenger Safety Board, hereinafter referred to as “the Board”, to maximize consistency between Board transitions.

If at any time the Member Handbook conflicts with the Board Bylaws, the Bylaws take precedence over the Member Handbook.

Principal Office
The principal office of the Board is the National Safety Council, 1121 Spring Lake Drive, Itasca, Illinois 60143.

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

Statement of Intent
The Board works with the National Highway Traffic Safety Administration (NHTSA) and the National Child Passenger Safety (CPS) Certification 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.

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

Vision
The vision of the Board is to keep children and their families safe in and around vehicles.

Core Values
The core values of the Board are:

- Leadership
- Service
- Professionalism
- Inclusivity

Refer to Appendix A for further explanation of the core values.
Strategic Plan
The Board utilizes a strategic plan to guide its priorities and activities.

Originally developed in March 2010, the plan is reviewed annually at the May Board meeting.

Currently, the Board is revising the strategic plan to align with the Board’s updated mission (2019). The Board’s goals support the four (4) pillars of the Board’s mission: education, mentorship, engagement and innovation.

Refer to Appendix B for the DRAFT strategic plan.

Board Membership
Members of the Board are representatives from national, state and local agencies such as injury prevention organizations, public health, healthcare, fire and emergency medical services, law enforcement, child restraint and vehicle manufacturers, safety research organizations and safety advocates.

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 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.

Refer to Appendix C for a list of current Members.

There are three types of Member positions on the Board: Permanent Non-Voting, Permanent Voting and Rotating Voting positions.

Permanent Non-Voting Positions
Permanent non-voting member organizations appoint a representative to serve on the Board.

Permanent non-voting member organizations include:

- NHTSA Headquarters
- NHTSA Regions
  The NHTSA Regions representative, appointed by NHTSA Headquarters, provides a state/regions perspective regarding issues faced and how to better disseminate information to reach people in the field.
- National Safety Council: Secretariat
  The Secretariat, appointed by NSC, provides on-going daily support of the Board activities.
- Safe Kids Worldwide: National CPS Certification Program
  The National CPS Certification Program representative, appointed by Safe Kids Worldwide, provides national perspective regarding certification-related issues and support for CPS Instructors, Technicians, and potential Technicians.
Term Limits – Permanent Non-Voting Positions
There is no limit to the number of years that a representative may serve in a permanent non-voting position.

Reaffirmation – Permanent Non-Voting Positions
Permanent non-voting Members must be reaffirmed by their respective member organization every three (3) years based on the schedule in Table 1. Refer to Appendix D for the National Child Passenger Safety Board Permanent Member Reaffirmation Form.

Table 1: Reaffirmation Schedule – Permanent Non-Voting Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHTSA Headquarters</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NHTSA Regions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSC: Secretariat</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SKW: Nat’l CPS Cert Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

If the permanent non-voting member organization opts to change their respective representative, the new representative’s term begins after the installation of the new Officers at the May Board meeting.

Reaffirmation Process – Permanent Non-Voting Positions
The Secretariat sends the permanent non-voting member organization a request to reaffirm their respective representative based on the schedule listed in Table 1 at the same time as the “Invitation to Apply for Board Membership” is posted on the Board’s website.

The permanent non-voting member organization is asked to reaffirm or request to change their respective representative by written notification to the Secretariat by the response date provided in the initial correspondence from the Secretariat.

Reappointment – Permanent Non-Voting Positions
Permanent non-voting member organizations may change their representative at any point in time outside of the reaffirmation process by submitting a written notification to the Secretariat.

The representative’s service begins immediately, following the three (3) year reaffirmation cycle as indicated in Table 1.

Vacancy – Permanent Non-Voting Position
In the event of an unplanned vacancy of a permanent non-voting position, the permanent non-voting member organization is asked to submit a representative for the respective position by written notification to the Secretariat within one month of the vacancy.

The representative’s service begins immediately, following the three (3) year reaffirmation cycle as indicated in Table 1.

If the member organization is unable to name a permanent representative within one month of the vacancy, the member organization may name an interim representative until a permanent representative
can be named. The Executive Committee will approve the interim representative as a standing guest of all full Board meetings and relevant committee meetings by full Board cycles of meetings (2 months).

**Permanent Voting Positions**
Permanent voting member organizations appoint a representative to serve on the Board.

Permanent voting member organizations include:

- **American Academy of Pediatrics (AAP)**
  The AAP representative, a national appointment, must be actively involved with the AAP and possess expertise in special transportation needs.

- **Governors Highway Safety Association (GHSA)**
  The GHSA representative represents GHSA to promote Board activities to within the GHSA network.

- **National Safety Council: Digital Content and Technology**
  The Digital Content and Technology representative leads efforts to support the Board’s website and social media channels.

- **Safe Kids Worldwide: Safe Kids Coalitions**
  The Safe Kids Coalitions representative provides expertise in the field and access to the Safe Kids coalition network.

**Term Limits – Permanent Voting Positions**
There is no limit to the number of years that a representative may serve in a permanent voting position.

**Reaffirmation – Permanent Voting Positions**
Permanent voting Members must be reaffirmed by their respective member organization every three (3) years based on the schedule in Table 2. Refer to Appendix D for the *National Child Passenger Safety Board Permanent Member Reaffirmation Form*.

<table>
<thead>
<tr>
<th>Position</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAP</td>
<td>X</td>
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<td>X</td>
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<td>X</td>
<td></td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>GHSA</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NSC: Digital Content and Technology</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SKW: SK Coalitions</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
</tr>
</tbody>
</table>

If the permanent voting member organization opts to change their respective representative, the new representative’s term begins after the installation of the new Officers at the May Board meeting.

**Reaffirmation Process – Permanent Voting Positions**
The Secretariat sends the permanent voting member organization a request to reaffirm their respective representative based on the schedule listed in *Table 2* at the same time as the “Invitation to Apply for Board Membership” is posted on the Board’s website.
The permanent voting member organization is asked to reaffirm or request to change their respective
representative by written notification to the Secretariat by the response date provided in the initial
correspondence from the Secretariat.

**Reappointment – Permanent Voting Positions**
Permanent voting member organizations may change their representative at any point in time outside of
the reaffirmation process by submitting a written notification to the Secretariat.

The representative’s service begins immediately, following the three (3) year reaffirmation cycle as indicated in *Table 2*.

**Vacancy – Permanent Voting Position**
In the event of an unplanned vacancy of a permanent voting position, the permanent voting member
organization is asked to submit a representative for the respective position by written notification to the
Secretariat within one month of the vacancy.

The representative’s service begins immediately, following the three (3) year reaffirmation cycle as indicated in *Table 2*.

If the member organization is unable to name a permanent representative within one month of the
vacancy, the member organization may name an interim representative until a permanent representative
can be named. The Executive Committee will approve the interim representative as a standing guest of
all full Board meetings and relevant committee meetings by full Board cycles of meetings (2 months).

**Rotating Voting Positions**

There are two types of rotating voting positions: subject matter experts and field representatives.

**Rotating Voting Positions: Subject Matter Experts**
The subject matter expert positions include:

- **Child Restraint Manufacturer Representative**
  - The Child Restraint Manufacturer Representative must be employed by a child restraint
    manufacturer selling products in the United States (U.S.) that meet U.S. regulations and
    standards.
  - The Child Restraint Manufacturer is required to have a background in one or more of the
    following areas: safety, regulatory affairs, engineering, or research and development.
  - Ideally, the Child Restraint Manufacturer Representative has knowledge in multiple sub-
    categories of child restraints including different types of car seats and booster seats.
  - The Child Restraint Manufacturer Representative should possess a global view of child
    passenger safety with knowledge of technical issues and technical developments of child
    restraints.
  - Current certification as a CPS Technician or Instructor is preferred.

- **Vehicle Manufacturer Representative**
  - The Vehicle Manufacturer Representative must be employed by a vehicle manufacturer
    selling products in the United States (U.S.) that meet U.S. regulations and standards.
  - The Vehicle Manufacturer Representative is required to have a background in one or
    more of the following areas: safety, regulatory affairs, engineering, or research and
development.
The Vehicle Manufacturer Representative should possess a global view of child passenger safety with knowledge of technical issues and technical developments in vehicles and their impact on using car seats and booster seats.

Current certification as a CPS Technician or Instructor is preferred.

**Rotating Voting Positions: Field Representatives**

The field representative positions include:

- **Child Passenger Safety Advocate**
  The CPS Advocate field representative represents constituencies that are not otherwise represented on the Board.

- **Child Passenger Safety Advocate: At-Risk/Underserved Populations**
  The CPS Advocate: At Risk/Underserved Populations field representative represents an organization that works with diverse groups – ethnically, socio-economically, and/or at-risk populations.

- **Injury Prevention/Healthcare**
  The Injury Prevention/Healthcare field representative represents expertise in healthcare settings, inpatient or out-patient, and may include expertise in CPS programming and hospital discharge policies. This position is inclusive to family practice and healthcare professionals (e.g. physicians, nurses, rehabilitation, child life, social work, community education, health educators).

- **Public Health/Research**
  The Public Health/Research field representative represents a public health or research organization that provides programming in the community or non-healthcare setting (e.g. CDC, IIHS, UMTRI, and CHOP).

- **Public Safety: Fire/Emergency Medical Services**
  The Public Safety: Fire/Emergency Medical Services (EMS) field representative must be actively working in the fire/EMS field and engaged in current events and issues as related to CPS.

- **Public Safety: Law Enforcement**
  The Public Safety: Law Enforcement field representative must be actively working in the law enforcement field and engaged in current events and issued as related to CPS.

**Service Term – Rotating Voting Positions**

Rotating voting Member service terms are three (3) years.

Rotating voting Members begin their service term at the first May Board meeting following the installation of new Officers. Their service term expires at the fourth May Board meeting.

Rotating voting Members who are appointed to fill an unplanned vacancy of a rotating voting position serve for the remainder of the original service term, unless the position is filled by a new call for applications.

If a rotating voting Member is elected as Vice-Chairperson, the service term extends for up to two (2) years from when they take office as Vice-Chairperson at the May Board meeting following their election, allowing for time to fulfill the Officer terms.
Term Limits – Rotating Voting Positions
Subject Matter Experts
Subject matter experts are not subject to term limits.

When considering applications for a subject matter expert position, preference will be given to applications from individuals and/or manufacturers who have not served on the Board in the past.

Field Representatives
Field representatives are limited to one (1) full term in any field representative position and are not eligible to serve in an additional field representative position at any point in the future.

Selection Process – Rotating Voting Positions
Rotating voting Members are selected by a majority vote of the Board following review of applications, vetting and interviewing of top candidates and recommendation by the Membership Committee.

If the Board does not receive qualified applications or applicants who meet all criteria for a certain rotating voting position, then the Board may reopen the application process for the respective position or leave the position open until the next membership cycle.

Refer to Appendix E for the complete rotating voting position selection process.

Vacancy - Rotating Voting Position
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.

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

Member Removal
A Member may be removed from the Board for abrogation of Board responsibilities by majority vote of the Board at any regular or special meeting.

Membership Configuration
At any point in time, the Membership Committee may recommend changes to membership organizations and/or rotating voting positions in an effort to ensure the inclusiveness and diversity of the Board.

The Board must approve by majority vote any changes to the membership configuration of the Board recommended by the Membership Committee.

Any changes in membership configuration approved by the Board must then be submitted to the NHTSA Headquarters representative for review and approval.

Voting Power and Privileges
All Members have one (1) vote with the exception of the permanent, non-voting members.

Voting Tiebreaker
In the event of a tie, the NHTSA Headquarters representative casts the deciding vote.
Expectations of Board Members

Member Responsibilities
Members support activities to fulfill the Board mission including, but not limited to:

- Monitoring, updating and maintaining the quality of the National Child Passenger Safety Technician Certification Training curriculum.
- Providing feedback on the process for Technician and Instructor certification/recertification.
- Developing and supporting resources for CPS professionals.
- Identifying and providing outreach to at-risk populations.
- Serving as a point of contact and voice for the constituency they are representing on the Board.
- Facilitating information sharing.
- Selecting CPS Technician, Instructor and Team of the Year Award recipients.

Child Passenger Safety Technician Code of Conduct
Members are expected to exemplify the Child Passenger Safety Technician Code of Conduct.

Public Contact Information
Members are expected to provide at least one means of communication (e-mail and/or phone number) to be shared with the general public.

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

Each Member should feel free to express their opinions and will be given every opportunity to be heard. In turn, each Member must allow other Members to speak opposing opinions or alternative viewpoints. Members must respect each other’s diverse opinions and viewpoints.

Voting Members are expected to participate actively in all votes conducted by the Board.

Confidentiality
All Board meetings are held in executive session.

Members must keep all matters dealt with the Board confidential until such information is deemed public record.

Each Member must review and sign the *NCPSB Confidentiality Agreement* on an annual basis at the May Board meeting.

Refer to Appendix F for the *NCPSB Confidentiality Agreement*.

Failure to Comply: Confidentiality
Failure to comply with the *NCPSB Confidentiality Agreement* will result in immediate action including notice to change practices up to removal from the Board.

If warranted, a special meeting will be called to address the failure to comply. Refer to Board Meeting section for additional information on special meetings.
Conflict of Interest Disclosure
Each Member must review and sign the NCPSB Conflict of Interest Disclosure Agreement on an annual basis at the May Board meeting. At that time, the Member must disclose whether or not they have a potential conflict of interest. If a (potential) conflict of interest exists, the Member must submit an explanation with the NCPSB Conflict of Interest Disclosure Agreement.

If at any time during the service term a potential conflict of interest arises for the Member, the Member must resubmit the NCPSB Conflict of Interest Disclosure Agreement as well as supporting documentation to the Secretariat within two (2) weeks of identification of the potential conflict of interest.

In the case of a (potential) conflict of interest, the Member must not participate in any Board discussion relevant to the matter or participate in any Board vote relevant to the matter.

When there is doubt as to whether a conflict of interest exists, the matter is determined by majority vote of the Board, excluding the Member with the potential conflict of interest.

Refer to Appendix G for the NCPSB Conflict of Interest Disclosure Agreement.

Record of Conflict of Interest Disclosure
In the case of a (potential) conflict of interest, the meeting minutes of the Board will reflect the disclosure as well as the fact that the Member did not participate in any Board discussion or vote on the disclosed matter.

Failure to Comply: Conflict of Interest Disclosure
Failure to comply with the NCPSB Conflict of Interest Disclosure Agreement will result in immediate action including notice to change practices up to removal from the Board.

If warranted, a special meeting will be called to address the failure to comply. Refer to Board Meeting section for additional information on special meetings.

Product Endorsement
Members must not use their position on the Board for product endorsement.

Failure to Comply: Product Endorsement
Any Member deemed to using their position on the Board for product endorsement will be subject to immediate action up to removal from the Board.

If warranted, a special meeting will be called to address the failure to comply. Refer to Board Meeting section for additional information on special meetings.

Public Speaking
Members must understand that when speaking publically on behalf of the Board that they speak for all Members and their affiliated organizations. As such, speaking publically on behalf of the Board is taken very seriously.

Public Speaking Approval
Members must not speak for the Board without prior consent.
Members must submit a request to speak publically as a Member of the Board to the Executive Committee no less than two weeks before the Executive Committee meeting prior to the speaking engagement. This request must include any presentation materials including PowerPoint slides and planned remarks.

Presentations that have been previously approved by the Executive Committee and made available to Members to help promote the Board may be presented without advance notice.

**Approved Acknowledgment of Board Participation**
Members must share the following in each situation:

**When Representing the Board**
“I am presenting today as a Member of the National Child Passenger Safety Board.”

**When Not Representing the Board**
“I am a Member of the National Child Passenger Safety Board but I am not speaking on behalf of the Board today.”

**Public Speaking Reporting**
Following a presentation representing the Board, the Member must report details of the presentation and audience to the Secretariat within one (1) month.

**Failure to Comply: Public Speaking Approval**
Failure to seek and receive prior approval to speak publically as a Member of the Board will result in immediate action including notice to change practices up to removal from the Board.

If warranted, a special meeting will be called to address the failure to comply. Refer to Board Meeting section for additional information on special meetings.

**Compensation**
As Board membership is voluntary, there is no monetary compensation for serving on the Board.

**Full Board Meetings**

**Meetings**
The Board meets in-person biannually during the first full week of May and November at the offices of the National Safety Council or any other location approved by the Executive Committee. The in-person meetings typically are an afternoon meeting on Day 1 – allowing for morning travel to NSC; a full day meeting on Day 2, and a morning meeting on Day 3 – allowing for afternoon travel home.

Additionally, the Board meets four (4) additional times per year virtually in a format where all Members can hear one another simultaneously for ninety (90) minutes. Virtual meetings are scheduled by the Executive Committee by the end of the calendar year prior to the meeting year taking into consideration the timing of national events, e.g. federal holidays, national conferences and National Child Passenger Safety Week.

Refer to [Appendix H](#) for the current year meeting schedule.
Notice of Meetings
Notice of all Board meetings are mailed electronically by the Secretariat to all Members at least one (1) month prior to the meeting.

Special Meetings
Special meetings to address an issue that cannot wait until the next scheduled Board meeting 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.

Notice of Special Meetings
Notice of a special meetings is mailed electronically by the Secretariat to all Members at least seven (7) days prior to the special meeting unless circumstances present an issue that must be addressed more quickly than seven (7) days.

Executive Session
Allowing for more open discussion, all Board meetings are held in executive session. All discussions at meetings as well as meeting agendas, supporting documents, minutes and recordings are confidential and must not be disclosed to others until such information has been deemed public record by majority vote of the Board.

Refer to Appendix F for the NCPSB Confidentiality Agreement.

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

During in-person meetings, a voting Member may also participate virtually and be considered “present” for the purposes of establishing a quorum. They may also participate in votes if they have been involved in the discussion on the issue being put to a vote.

Meeting Agendas
Board meeting agendas are compiled and approved by the Executive Committee.

Any Member may request an agenda item be included by submitting a written request to the Chairperson at least two (2) weeks prior to the scheduled meeting.

The meeting agenda and supporting materials are emailed by the Chairperson to the Board at least one (1) week prior to the Board meeting.

Guest Participation
Guests may be invited to participate in Board meetings. All guests must be approved by the Executive Committee.
It is the responsibility of the Chairperson to:

- Inform any approved guest of the meeting expectations including confidentiality and have the guest complete and submit a *NCPSB Confidentiality Agreement* to the Secretariat prior to the start of the meeting.
- Inform any approved guest of their responsibility to disclose any potential conflict of interest and have the guest complete and submit a *NCPSB Conflict of Interest Disclosure Agreement* to the Secretariat prior to the start of the meeting.

**Standing Approval**
Members of leadership of NHTSA, NSC and Safe Kids Worldwide have standing approval to attend all Board meetings as guests.

Advance notice of attendance by any member of leadership of NHTSA, NSC and Safe Kids Worldwide is requested to be provided to the Executive Committee at least one (1) week prior to the meeting.

Any member of leadership of NHTSA, NSC and Safe Kids Worldwide who attends a full Board meeting must review and sign the *NCPSB Confidentiality Agreement* prior to attending the first Board meeting and then again on an annual basis at the May Board meeting.

Additionally, any member of leadership of NHTSA, NSC and Safe Kids Worldwide who attends a full Board Meeting must review and sign the *NCPSB Conflict of Interest Disclosure Agreement* prior to attending the first Board meeting and then again on an annual basis at the May Board meeting. If at any time during the year a potential conflict of interest arises for the member of leadership of NHTSA, NSC or Safe Kids Worldwide, the member of leadership must resubmit the *NCPSB Conflict of Interest Disclosure Agreement* prior to the attending the next full Board meeting.

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

**Parliamentary Procedure**
Motions for the Board to take action or a stand on an issue are made using the following format:

- Motion: A Member makes a motion proposing action by the Board.
- Second: Another Member seconds the motion.
- Restate Motion: The Chairperson restates the motion.
- Discussion: Members discuss the motion.
- Vote: The Chairperson restates the motion, then asks for affirmative votes, negative votes and abstentions.
  - Any Member may call for an exact count of a vote.
  - If the Board is in obvious agreement, the Chairperson may save time by stating, “If there is no objection, we will adopt the motion to…” Wait for any objections. Then say, “Hearing no objections, (state the motion) is adopted.”
- Announce the Vote: The Chairperson announces the result of the vote and instructions.
Virtual Meeting Guidelines

When deemed necessary by the Executive Committee or as otherwise provided in the Bylaws, meetings of the Board may be conducted virtually through use of internet meeting services that support voting and visible displays identifying those participating, identifying those seeking recognition to speak and showing (or permitting the retrieval of) the text of pending motions.

These virtual meetings of the Board are subject to all rules adopted by the Board, which may include any reasonable limitations on, and requirements for, Board Members’ participation. A vote conducted through the designated internet meeting service will be deemed a vote, fulfilling any requirement in the Bylaws or rules that a vote be conducted. All aspects of the meeting, spoken or written, will be recorded.

The Secretariat will serve as host for the internet meeting services. If the Secretariat is unable to host the meeting, the Secretariat is responsible for designating an alternate host.

The Secretariat will mail electronically to all Members the URL/web address and codes necessary to connect to the internet meeting service, and, as an alternative and backup to the audio connection included within the internet service, the phone number and access code(s) the Member needs to participate by telephone.

The Secretariat will schedule internet meeting service availability to begin at least ten minutes before the start of each meeting.

The presence of a quorum will be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum will be determined by the online list of participating Members, unless any Member requests a quorum count by audible roll call. Such a request may be made following any vote for which the announced totals add to less than a quorum.

Each Member is responsible for their own audio and Internet connections; no action will be invalidated on the grounds that the loss of, or poor quality of, a Member’s individual connection prevented participation in the meeting.

The Chair, Secretariat or meeting leader may cause or direct the disconnection or muting of a Member’s connection if it is causing undue interference with the meeting. The decision to do so, which is subject to an unbeatable appeal that can be made by any Member, will be announced during the meeting.

Virtual Meeting Participation While Operating a Motor Vehicle

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 it is deemed that any Member is participating in a meeting in this manner, the meeting will be ended immediately for all participants.

Meeting Minutes

Written or recorded meeting minutes of all Board meetings are kept on file by the Secretariat.

The Secretariat provides a draft of the public meeting minutes within one (1) month after the Board meeting for Board review. The Board votes to approve the public meeting minutes at the following Board meeting. Approved public meeting minutes are posted to the Board website.
In-Person Board Meeting Travel
The Secretariat coordinates meeting logistics, such as meeting space and hotel room block, for all in-person Board meetings. At least twelve (12) weeks prior to in-person Board meetings, the Secretariat emails Members this information in order for Members to make timely travel arrangements.

Arrival and Departure Times
Due to the limited number of in-person Board meetings annually, Members should plan travel to allow attendance for the Board meeting in its entirety.

Late arrivals or early departures to the in-person Board meeting are discouraged as they are disruptive to the business of the Board.

Airport
Chicago O’Hare is the airport in closest proximity to NSC.

Ground Transportation
Rideshare and taxi service is readily available from/to Chicago O’Hare.

The Secretariat arranges ground transportation between the meeting site and hotel each day.

Lodging
The Secretariat coordinates a hotel room block for each in-person Board meeting.

Travel Reimbursement
As Board membership is voluntary, the Board typically does not reimburse Members for travel-related expenses incurred in order to attend in-person meetings.

Limited travel reimbursement is available if the Member is not supported by a sponsoring organization.

The Member must work with the Secretariat in advance of each in-person Board meeting for guidance on available funding and funding limits.

If travel reimbursement is approved by the Secretariat, the Member must submit itemized travel receipts to the Secretariat within one (1) month of the in-person meeting travel completion. Reimbursement is based on itemized receipts not to exceed Government per diem rates, unless approved in advance.

Special Situations
The Board recognizes that special situations may create a temporary hardship. Any Member may request travel assistance for an in-person Board meeting by contacting the Secretariat. Such requests may be granted with NSC-approval based upon availability of funds.

The Member must work with the Secretariat in advance of each in-person Board meeting for guidance on available funding and funding limits.

If travel reimbursement is approved by the Secretariat, the Member must submit itemized travel receipts to the Secretariat within one (1) month of the in-person meeting travel completion. Reimbursement is based on itemized receipts not to exceed Government per diem rates, unless approved in advance.
Board Leadership

Officers of the Board
The Officers of the Board are the Chairperson, Vice-Chairperson and Vice-Chairperson Elect.

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

Vice-Chairperson
The Vice-Chairperson leads the Membership Committee.

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

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

Officer Terms
Officers serve for three (3) years. During the first year, the elected Officer serves as Vice-Chairperson Elect. During the second year, the elected Officer serves as the Vice-Chairperson. During the third year, the elected Officer serves as Chairperson.

The elected Officer’s Board service terms extends for up to two (2) additional years from when they take office as Vice-Chairperson Elect at the May Board meeting following their election, allowing for time to fulfill the Officer terms.

Vice-Chairperson Elect Eligibility
Any Member, with the exception of permanent non-voting Members and current Officers is eligible to serve as Vice-Chairperson Elect if they have been on the Board for at least one full year as of the May Board meeting of the voting year and have at least one year remaining in their service term.

Vice-Chairperson Elect Election
The Vice-Chairperson Elect election is held annually at the May Board meeting. Election is determined by majority vote of the Board.

Refer to Appendix I for the Vice-Chairperson Elect election process.

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

Officer Removal
An Officer may be removed due to abrogation of responsibilities by a majority vote of the Board at any regular or special meeting.
Officer Vacancies

Chairperson
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.

Vice-Chairperson
In 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.

Vice-Chairperson Elect
In the event of a vacancy in the position of the Vice-Chairperson Elect, the Executive Committee fulfills the Vice-Chairperson responsibilities until the Board elects a new Vice-Chairperson Elect at the next meeting of the full Board. In this circumstance only, any Member, with the exception of permanent non-voting Members and current Officers is eligible to serve as Vice-Chairperson if they have been on the Board for at least one full year and their position has not been filled for the upcoming service term.

Committees

Committee Responsibilities
Committees support activities to fulfill the Board mission.

Standing Committees
The Board has the following standing committees:

- Executive Committee
- Certification/Recertification Committee
- Communications & Engagement Committee
- Curriculum Committee
- Data Committee
- Membership Committee

Executive Committee
The Executive Committee includes the Chairperson, Vice-Chairperson, Vice-Chairperson Elect, Secretariat, NHTSA Headquarters representative and National CPS Certification Program representative.

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.

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, 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.

**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.

**Curriculum Committee**
All Members serve on the Curriculum Committee.


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

The NSC Program Manager for Transportation Safety Curriculum is a standing guest of the Curriculum Committee.

**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. Additionally, the Data Committee works with the National Digital Car Seat Check Form (NDCF) Program serving as subject matter experts.

The members of the NDCF Program Team are standing guests of the Data Committee.

**Membership Committee**
The Membership Committee is chaired by the Vice-Chairperson and includes the NHTSA Regions representative.

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.

**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.

**Committee Chairpersons Selection**
Unless stated otherwise in the Bylaws, committee chairpersons are selected annually by a majority vote of the committee at the May Board meeting.
Committee Chairperson Responsibilities
Committee chairpersons have the following responsibilities:

- Lead committee activities that support the mission of the Board.
- Mail electronic notice of committee meetings at least one (1) month prior to the meeting.
- Develop committee meeting agendas.
- Hold committee meetings at least six (6) times annually.
- Encourage Member participation on the committee.
- Submit committee meeting notes to the Secretariat within one (1) month of the meeting if the meeting is not recorded.
- Work with the Board Chairperson in addressing participation issues.

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

Committee Member Responsibilities
Committee members have the following expectations:

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

Committee Member Voting Power and Privileges
Each committee member, including representatives serving in permanent non-voting positions, has equal voting power and privileges. It is the responsibility of all Members to actively vote on committee matters.

Committee Meetings
Committees meet at least six (6) times per year virtually in a format where all Members can hear one another simultaneously. Typically, committee meetings occur every two (2) months.

Committee meetings are scheduled by each committee by the end of the calendar year prior to the meeting year taking into consideration the timing of national events, e.g. federal holidays, national conferences and National Child Passenger Safety Week.

Refer to Appendix H for the current year committee meetings schedule.

Notice of Committee Meetings
Notice of all committee meetings are mailed electronically to all Members at least one (1) month prior to the meeting by the Committee Chairperson or the Secretariat.

Hosting of Virtual Committee Meetings
The Secretariat will serve as host for all virtual committee meetings. If the Secretariat is unable to host the committee meeting, the Secretariat is responsible for designating an alternate host.
Committee Meeting Cancellation
Committee meetings may be cancelled if it is determined by the Committee Chairperson that there is not enough business to warrant holding the committee meeting.

In the event that a committee meeting is cancelled, the Committee Chairperson will notify the committee at least one (1) week prior to the meeting date.

In lieu of the committee meeting, the committee chairperson must provide the email update to all committee Members by the time of the originally scheduled committee meeting.

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.

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

Committee Meeting Agendas
Committee meeting agendas are compiled by the Committee Chairperson.

The meeting agenda and supporting materials are emailed by the Committee Chairperson to the Committee at least one (1) week prior to the committee meeting.

Guest Participation
Guests may be invited to participate in committee meetings but do not have voting privileges. All guests of committee meetings must be approved by the Executive Committee or the respective Committee Chairperson.

It is the responsibility of the Committee Chairperson to:

- Inform any approved guest of the meeting expectations including confidentiality and have the guest complete and submit a NCPSB Confidentiality Agreement to the Secretariat prior to the start of the meeting.
- Inform any approved guest of their responsibility to disclose any potential conflict of interest and have the guest complete and submit a NCPSB Conflict of Interest Disclosure Agreement to the Secretariat prior to the start of the meeting.

Standing Approval
Guests may have standing approval to attend committee meetings for a designated Board committee, which also applies to committee meetings held during full Board meetings.

Guests with standing approval for committee meetings must review and sign the NCPSB Confidentiality Agreement prior to attending the first committee meeting and then again on an annual basis at the May Board meeting.

Guests with standing approval for committee meetings must review and sign the NCPSB Conflict of Interest Disclosure Agreement prior to attending the first committee meeting and then again on an annual
basis at the May Board meeting. If at any time during the year a potential conflict of interest arises for the
guest with standing approval for committee meetings, the guest must resubmit the NCPSB Conflict of
Interest Disclosure Agreement prior to attending the next committee meeting.

Virtual Committee Meeting Participation While Operating a Motor Vehicle
Members are not to join committee meetings while operating a motor vehicle regardless if they are using
a hand-held or hands-free cell phone.

If it is deemed that any Member is participating in a committee meeting in this manner, the committee
meeting will be ended immediately for all participants.

Committee Meeting Minutes
Written or recorded minutes of all committee meetings are kept on file by the Secretariat.

Board Activities
Refer to Appendix J for a timeline of Board activities.

The primary activities of the Board are as follows:

National Child Passenger Safety Technician Certification Training Curriculum
The Board provides technical and subject matter expertise to NHTSA in the development and
maintenance of the National Child Passenger Safety Technician Certification Training curriculum.
Members may be asked to write, review and/or revise curriculum content. In addition, Members may be
asked to provide feedback and/or solicit feedback from other CPS Technicians, Instructors and allied
professionals. A typical curriculum product cycle includes one to two (1 to 2) technical updates of course
content and one (1) major revision of the curriculum every five (5) years.

Child Passenger Safety Technician, Instructor and Team of Year Award Program
This annual recognition program was established in 2011 to recognize the achievements of one (1)
certified CPS Technician and one (1) certified CPS Instructor. In 2019, the CPS Team of the Year award
was added. The award ceremony is conducted annually at a pre-session workshop at the Lifesavers
Conference.

Refer to Appendix K for the CPS Technician, Instructor and Team of the Year Award Program Process.

Current and Past Board Members are not eligible to receive the CPS Technician or CPS Instructor of the
Year Award. The CPS Team of the Year may not include current Board Members.

In addition current Board Members are not eligible to submit nominations for any award as Board
Members may have access to the scoring rubrics which may give an actual or perceived unfair
advantage.

National Digital Car Seat Check Form
To capture data electronically at car seat check events, the National Safety Council has led an effort to
develop a standardized National Digital Car Seat Check Form (NDCF) in partnership with Tennessee
Tech University iCube, Westat and participating CPS Technicians, with support from NHTSA and AAA
Northern California, Nevada & Utah.
Nationally certified CPS Technicians and Instructors can input data directly into this digital form and then use the information collected to monitor trends and highlight issues encountered in the field.

**CPS Coordinators Forum**
Child Passenger Safety (CPS) Coordinators’ responsibilities may vary by state and territory but ultimately, they may face similar challenges in delivering comprehensive Child Passenger Safety programs and services.

Through virtual and in-person forums, Members of the Board provide CPS Coordinators with the opportunity to learn from one another through sharing success found through state/territory-level CPS programs and services.

**Position Statements**
The Board supports policies to improve child passenger safety through sharing public position statements. These position statements serve the following purposes:

- 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.

Position statements are approved by a majority vote of the Board.

Refer to [Appendix L](#) for current Board position statements.

**Board Communication**
Several communication channels are used to share information about the activities and decisions of the Board.

**Weekly Board Email**
The Chairperson sends a weekly email to all Members with announcements and updates on activities of the Board.

In an effort to limit the number of emails generated by participation on the Board, all Members are encouraged to send information for Board distribution to the Chairperson for inclusion in the weekly email rather than in a separate email.

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

**Instructor Emails**
As warranted, the Board sends timely-topic emails to CPS Instructors. Topics include up-to-date resources, technical issues, teaching tips, policy and procedure reminders, etc. Members are encouraged to submit topics and write content.
Board Website
The Board website is [cpsboard.org](https://cpsboard.org).

A new Board website was launched in January 2020. The website includes information for CPS Technicians and Instructors, CPS State Training Coordinators, Members and the general public.

**Administrative Responsibilities**
NSC hosts, updates and maintains the Board’s website. The Digital Content & Technology representative assists the Secretariat in developing and coordinating content and updates to the Board website.

**Social Media**
Members are encouraged to support Board social media posts representing themselves and not their membership on the Board.

Currently the Board maintains social media accounts on Facebook and Twitter. The Board may opt in the future to create accounts on new social media channels and/or discontinue use of current social media accounts.

**Facebook**
The Board Facebook page is [https://www.facebook.com/cpsboard](https://www.facebook.com/cpsboard).

Members are encouraged to “like” the Board Facebook page, share Board posts, and comment on the Board posts as appropriate.

**Twitter**
The Board’s Twitter account is [www.twitter.com/ncpsb](https://twitter.com/ncpsb).

Members are encouraged to “follow” the Twitter account.

**Administrative Responsibilities**
The Digital Content & Technology representative coordinates content and updates for the Board website and social media channels. Additional members of the Executive Committee and the Communications & Engagement Committee may serve as administrators of the social media channels.

**Social Media Content Creation Responsibilities**
Members are responsible for providing five (5) to seven (7) social media posts two (2) to three (3) times annually. The Digital Content & Technology representative coordinates a calendar and send reminders to Members when their contribution time is approaching.

Refer to [Appendix M](#) for social media content creation guidelines.

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

**Public Comment**
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 in keeping children safe. To ensure constituents have input on select proposals, policies, etc., the Board may allow a public comment period on said proposals, policies, etc. as decided by Members.

In the event public comment is sought, the Board will publically post notice using the following format as a template:

The purpose of the National Child Passenger Safety Board is to ensure the ongoing significance of the National Child Passenger Safety Technician Certification Training curriculum in keeping children safe and ensuring constituents have a voice on various topics. The Board is seeking comment from CPS Technicians and Instructors on (proposed policy, procedure, etc.) The comment period is open from 00/00/0000 until 5:00 p.m. EST 00/00/0000. Thank you for your consideration and input.

Additional Resources

Board Website
The following Board materials are available in the Board Membership section of the Board website: cpsboard.org/board-membership/mission/

- Bylaws
- Committees
- Member Contact List
- Member Handbook
- Board Contact List
- Past and Present Board Members List
- Public 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 Members are granted access to this site, which is used for the transfer of documents between Members. The Secretariat shares login information with new Members.
Appendix A: Core Values

The National Child Passenger Safety Board has identified four (4) core values to guide to work of the Board. The following are explanations of how the Board interprets each core value.

Leadership
- Creating vision
- Thinking prospectively
- Serving to benefit others in the direction of improving child passenger safety
- Guiding with kindness
- Setting a good example
- Teambuilding
- Consensus-building
- Providing technical expertise
- Mentoring
- Serving as role models

Service
- Sharing our time, talent and treasures
- Community involvement
- Volunteerism
- Collaboration
- Serving as a resource for the field
- Providing good customer service for the families and Technicians and Instructors we serve

Professionalism
- Being responsive
- Acting with empathy
- Respectful
- Demonstrating integrity
- Accountability
- Active listener
- Code of conduct
- Various policies and procedures

Inclusivity
- All encompassing, following code of conduct, welcoming diverse communities
- Hearing everyone’s voice
- Doing your best to accommodate people
- Meeting the needs of a diverse population
- All populations, any passenger in a vehicle
- Open-minded
- Without discrimination/ non-discriminatory
Appendix B: Strategic Plan (DRAFT)

*Currently, the Board is revising the strategic plan to align with the Board’s updated mission (2019).

The Board’s goals support the four (4) pillars of the Board’s mission: education, mentorship, engagement and innovation. Below is the beginning development of objectives to support the goals.

**Goal 1: Education**

- Oversee and maintain the technical quality, standardization and relevance of the curriculum which is part of the National Child Passenger Safety (CPS) Technician Certification Training throughout the United States.
- Support current CPS Technicians through certification and recertification with continuing education units (CEUs).
- Support current CPS Technicians through certification and recertification with community education (CE) opportunities.
- Provide CPS Instructor development opportunities.
- Promote and support NHTSA CPS-related national standardized trainings.
  - School Bus
  - Safe Travel for All Children: Transporting Children with Special Healthcare Needs
  - Operation Kids: Basic Child Passenger Safety Awareness (OP Kids)
  - Instructor Development
- Promote and support CPS-related policies and best practices as vetted and approved by the Board (ex. American Academy of Pediatrics [AAP] and Emergency Nurses Association [ENA]).
- Audiences
  - CPS Technicians
  - Professionals (non-CPS Technicians)
  - Caregivers
  - Workplace
  - Community
  - Emergency Medical Services/Fire
  - Law Enforcement
  - Hospital settings
- **cpsboard.org** Resource Center
- Social Media/Communications
- Providing pertinent information in an efficient manner
- Providing technically correct information
- Providing evidence-based information and recommendations
- Providing culturally and linguistically sensitive and appropriate material
- Communication with parents, caregivers, public at-large, fellow Technicians
- Venues of education: in-person, 1:1, online
- Different kinds of learning: hands-on, e-learning, classroom settings
- Focus on adult learning strategies
Goal 2: Mentorship

- Audiences
  - CPS Technicians
  - CPS Instructors
  - Lead Instructors
  - Instructor Candidates
  - Technician Proxys
  - New Members (Board Buddies)
  - State Coordinators

- What are your struggles?
- What do you need?
- How can we help you?
- Avenues for communication
  - Support states during curriculum rollout
  - National Digital Car Seat Check Form (NDCF)
  - Listserv/social media private group
  - Webinars/Regional virtual meetings

Goal 3: Engagement

- Getting involved, finding ways to interact
  - actively asking for input
- Relationship building with stakeholders
- Supporting stakeholder alignment with vision
- Committees – Structure? Membership?
- Activities
  - Social Media
  - Facebook Live
  - Members as expert interviews (30 sec) – increases reach
  - Partner Groups
  - Develop infographics
  - Outreach for awards
  - CPS Express
  - Outreach/conferences
    - Lifesavers Conference
    - KIDZ IN MOTION National Child Passenger Safety Conference
    - Explore other opportunities (state/regional conferences, AAP, GHSA, etc.)
    - Pre-Board meeting workshops for local CPS Technicians
  - Website – CEUs/CE and general information
  - Curriculum – create and support
  - Awards
  - Membership (recruitment?)
  - Developing position statements to engage stakeholders, beyond CPS Technicians
  - Influencers
  - Recertification
  - Education for public transportation, taxis, buses, ride share and similar programs
Goal 4: Innovation

- National Digital Car Seat Check Form (NDCF)
- Different types of certification
- Educator
- Awareness
- Online learning modules
- Remote trainings
- Facebook Live classes
- Continuing Education Units (CEUs)
- Remote Seat Checks – standardized
- Opportunity to partner with manufacturers
- Virtual Reality
- Open Facebook Live segment during Board meetings for people to ask questions
- Webinar engagement from state, regional and local conferences
- CPS and autonomous vehicles
- Creativity/ Not being satisfied with the status quo
- Technologies
- Responsiveness to current technologies and emerging trends
- Open-minded
- Forward thinking
- Evolution
- Outside the box
- Improving deployment models
- Responsiveness to new scenarios in the field – Audio Visual (example)
- Looking for improvements and better ways to accomplish our mission and vision
- Promoting new product updates – innovation in products (load leg, sensors, etc.)
- Being proactive and adaptive
- Promoting increased utilization of / new ways to promote existing tools/technologies (tether)
- Identifying gaps
Appendix C: 2020-2021 NCPSB Members

Permanent Non-Voting Members

NHTSA Headquarters – Laura Dunn  
Reaffirmation: 2021  Instructor

NHTSA Regions – Judy Hammond  
Reaffirmation: 2022  Advocate

National Safety Council: Secretariat – Tammy Franks  
Reaffirmation: 2023  Instructor

Safe Kids Worldwide:  
Interim National CPS Certification Program – Stephanie Heitsch  
Reaffirmation: 2022  Instructor

Permanent Voting Members

American Academy of Pediatrics – Marilyn Bull  
Reaffirmation: 2023  Technician

Governors Highway Safety Association – Bob Stevens  
Reaffirmation: 2021  Advocate

National Safety Council:  
Digital Content and Technology – Ron Kremer  
Reaffirmation: 2022  Technician

Reaffirmation: 2023  Technician

Rotating Voting Members: Subject Matter Experts

Child Restraint Manufacturer Rep. – Drew Kitchens  
Term Ends: May 2023  Technician

Vehicle Manufacturer Representative – Jennifer Pelky  
Term Ends: May 2023  Technician

2020-2021 Vice-Chairperson Elect

Rotating Voting Members: Field Representatives

CPS Advocate* – Mike Chappell  
Term Ends: May 2021  Instructor

*CPS Advocate position is being phased out and will not be filled at the end of the service term.

CPS Advocate – Denise Donaldson  
Term Ends: May 2023  Instructor

CPS Advocate:
At Risk/Underserved Populations – Kellie O’Riordan  
Term Ends: May 2023  Instructor

Injury Prevention/Healthcare – Jim Savage  
Term Ends: May 2023  Instructor

Public Health/Research – Mandi Seethaler  
Term Ends: May 2022  Instructor

2020-2021 Vice-Chairperson

Public Safety: Fire/EMS – Randy Chhabra  
Term Ends: May 2021  Instructor

Public Safety: Law Enforcement – Lonny Haschel  
Term Ends: May 2021  Instructor

2020-2021 Chairperson
Appendix D: National Child Passenger Safety Board Permanent Member Reaffirmation Form

Thank you to <Insert Member Organization> for your support of the National Child Passenger Safety Board (NCPSB) and its mission is to save lives and prevent injuries by promoting child passenger safety through education, mentorship, engagement and innovation.

Although there is no limit to the number of years that a Permanent NCPSB Member may serve in their respective Board position, we ask that member organizations reaffirm their NCPSB representative every three (3) years.

Currently, <Insert Member Organization> is represented by:

Name: ____________________________________________

NCPSB Position: __________________________________

Current Term: ____________________________________

Upcoming Term: __________________________________

By signing below:

☐ YES: I reaffirm and support <Insert Permanent NCPSB Member's Name> to continue to represent <Insert Member Organization> on the National Child Passenger Safety Board as the <Insert NCPSB Position> from May <Insert Start Year> to May <Insert End Year>.

☐ NO: I would like to change the NCPSB representative for <Insert Member Organization> to:

Name: ____________________________________________

Email: ____________________________________________

Phone Number: ____________________________________

Start Date: _________________________________________

☐ Permanent Appointment    ☐ Interim Appointment

(For more information on the NCPSB, visit cpsboard.org.)

Signed __________________________________________ Date __________________________

Name Printed _____________________________________

Please return completed form to the NCPSB Secretariat by <Insert Return Date>. 
Appendix E: Rotating Voting Position Selection Process

The Membership Committee recommends a slate of rotating voting positions for Board approval as follows:

Application Process Preparation (March - May)
- Review and update application process.
- Review and update application documents.
- Review and update scoring criteria.
- Review and update promotional materials.

Application Period (May - July)
- Confirm open rotating voting positions.
- Open applications on cpsboard.org. (Last week of May)
- Promote open positions and application process on Board communication channels.
- Close applications on cpsboard.org. (Last week of July)

Application Scoring and Ranking (August)
- Distribute applications to committee members.
- Review and score applications using scoring criteria.
- Rank applicants against other applicants for the same rotating voting position.

Candidate Selection (September - November)
- Select top applicants for interviews.
- Finalize interview questions.
- Conduct reference checks.
- Notify candidates selected for interviews.
- Conduct candidate interviews.
- Approve candidate slate.
- Vet proposed candidate slate with NHTSA Regions representative.

Rotating Voting Member Selection (January - March)
- Present candidate slate to full Board for approval.
- Notify candidates selected for rotating voting positions.
- Notify all other applicants of the completion of the selection process.
- Conduct orientation with incoming and current Members.
Appendix F: NCPSB Confidentiality Agreement

Allowing for more open discussion, the National Child Passenger Safety Board holds all Board and committee meetings in executive session.

Members and guests must keep confidential all information pertaining to matters dealt with by the Board until such information has been deemed public record. This includes Board meeting agendas, supporting documents, minutes, and meeting recordings in addition to any discussion during and in conjunction with Board meetings.

Acknowledgement of NCPSB Confidentiality Agreement

By signing below, I acknowledge that I have reviewed and understand the National Child Passenger Safety Board Confidentiality Agreement.

Signed ________________________________________________________ Date  _________________
Name Printed ________________________________________________________________________

☐ NCPSB Member
☐ NCPSB Guest – Standing Approval
☐ NCPSB Guest – Meeting Name: ______________________________________________________
  Meeting Date: ____________________________________________________________
Appendix G: NCPSB Conflict of Interest Disclosure Agreement

Members and guests of the National Child Passenger Safety Board are obligated to always act in the best interest of the Board. This obligation requires that any Member, in the performance of Board duties, or guest seeks only the furtherance of the Board’s mission. At all times, Members are prohibited from using their Board title or the Board’s name for private profit or benefit.

Members and guests must neither solicit nor accept personal gratuities, favors, or anything of monetary value from contractors/vendors.

Members and guests must not participate in the selection, award, or administration of a purchase or contract with a vendor where, to their knowledge, any of the following has a financial interest in that purchase or contract:

- The Member or guest;
- Any member of their immediate family including a life partner;
- An organization in which the Member, guest or any member of their immediate family is an officer, director or employee;
- A person or organization with whom a Member, guest or any member of their immediate family is negotiating or has an arrangement concerning prospective employment.

Members and guests must disclose any possible conflict of interest. A conflict of interest is defined as an actual or perceived interest by a National Child Passenger Safety Board Member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Acknowledgement of NCPSB Conflict of Interest Disclosure Agreement
By signing below: (Check all that apply.)

☐ I acknowledge that I have reviewed and understand the NCPSB Conflict of Interest Disclosure Agreement.

☐ I acknowledge that I have no conflicts to disclose.

☐ I acknowledge that I have a potential conflict(s). Please see the attachment for explanation of the potential conflict(s).

Signed __________________________________________ Date __________________

Name Printed ____________________________________________________________________

☐ NCPSB Member

☐ NCPSB Guest – Standing Approval

☐ NCPSB Guest – Meeting Name: _____________________________________________

Meeting Date: ________________________________
Appendix H: 2021 Meeting Schedule

2021 NCPSB Meeting Dates
Meeting Time: 11:00 AM EDT, 10 CDT, 9 MDT, 8 PDT, 7 ADT
Full Board - 1.5 hrs/Committees - 1.0 hr
*Except for May/Nov Full Board and Nov Membership Committee meetings

January

February

March

April

May

June

July

August

September

October

November

December

Full Board**
Executive Committee
Curriculum Committee**
Certification/Recertification Committee
Communications & Engagement Committee
Data Committee
Membership Committee

National Child Passenger Safety Week
Lifesavers Conference
PrevCon (odd numbered years)
KIDZ IN MOTION Conference

*Full Board participation is required.
Appendix I: Vice-Chairperson Elect Election Process

The Vice-Chairperson Elect is selected through the following process:

- **Notification of Eligibility (March)**
  - The Secretariat provides a list to the Board of all Members eligible to run for Vice-Chairperson Elect by March 1st.

- **Notification of Intent (March - April)**
  - Interested Members submit a formal statement of intent listing their qualifications to serve in an Officer position by April 1st.
  - The Secretariat distributes the candidates’ statements of intents to the Board by April 10th.

- **Elections (May Board Meeting)**
  - Each candidate addresses the Board and explains why they would like to serve in an Officer position. (Day 2)
  - The Secretariat distributes a ballot to all voting Members. (Day 2)
  - Completed ballots are submitted to the Secretariat. Members not present at the meeting may submit an electronic ballot to the Secretariat. All ballots are due to the Secretariat by COB on Day 2.
  - Ballots are counted by the Executive Committee.
  - The election results are announced by the Chairperson. (Day 3)
  - In case of a tie, a run-off election is held with a new ballot. (Day 3)
Appendix J: Board Activities Timeline

January

- Virtual Full Board Meeting
  - Present Membership slate for review and approval. (Membership Committee)
- Notify candidates selected for open Member positions. (Membership Committee)
- Begin review and updates to CPS Awards nomination process, documents, scoring criteria and promotional material. (Communications & Engagement Committee)

February

- New Member Orientation (Membership Committee)

March

- March 1: Provide a list to the Board of all Members eligible to run for Vice-Chairperson. (Secretariat)
- Virtual Full Board Meeting
  - Provide updated CPS Awards nomination process, documents, scoring criteria and promotional material to full Board. (Communications & Engagement Committee)
- Lifesavers Conference: (or April)
  - Hold ceremony to recognize current year CPS Award winners.
  - Open upcoming year CPS Award nominations. (Communications & Engagement Committee)
  - Hold State CPS Training Coordinator In-Person Meeting.
- Review and update Membership application process, documents, scoring criteria and promotional material. (Membership Committee)

April

- April 1: Vice-Chairperson Elect Candidate Statement of Intent Due to Secretariat
- April 10: Vice Chairperson Elect Candidate Statement(s) of Intent Distributed to Board (Secretariat)

May

- In-Person Full Board Meeting
  - Executive Officer Transition
  - Member Transition
  - Vice-Chairperson Elect Election
  - Committee Selection and Chairperson Confirmation
  - Provide updated Membership application process, documents, scoring criteria and promotional material for Board approval and review. (Membership Committee)
  - Strategic Plan Review
- Last Week of May: Open Membership applications. (Membership Committee)
- Last Week of May: Reaffirm Permanent Board Members based on schedules in Table 1 and Table 2. (Secretariat)
June

July
- Virtual Full Board Meeting
- Last Week of July: Close Membership applications. (Membership Committee)

August
- Score Membership applications. (Membership Committee)
- KIDZ IN MOTION National Child Passenger Safety Conference
  - Hold State CPS Training Coordinator In-Person Meeting.
- Last Week of August: Close upcoming year CPS Award nominations. (Communications & Engagement Committee)

September
- Virtual Full Board Meeting
- Distribute CPS Awards nominations to full Board for scoring. (Communications & Engagement Committee)

October
- Score CPS Award nominations. (Board)

November
- In-Person Full Board Meeting
  - Committee Meeting Schedule Confirmation
  - Present CPS Award recipient slate for review and approval. (Communications & Engagement Committee)
- Notify CPS Award recipients. (Communications & Engagement Committee)
- Conduct Membership candidate interviews. (Membership Committee)

December
- Review and update Member Handbook. (Executive Committee)

On-Going
- Committee activities (Board)
- Post to Board social media channels (Board)

Biennial
- Bylaws Review (Executive Committee in even numbered years)
Appendix K: CPS Technician, Instructor and Team of the Year Award Program Process

The Communications & Engagement Committee leads and coordinates the CPS Technician, Instructor and Team of the Year Award Program. The process is as follows:

**Nomination Process Preparation (January - March)**
- Review and update nomination process.
- Review and update nomination documents.
- Review and update scoring criteria.
- Review and update promotional materials.

**Application Period (March/April - August)**
- Open nomination applications on cpsboard.org during the Lifesavers Conference after the current year CPS Award ceremony.
- Promote CPS Awards Program and nomination process on Board communication channels.
- Close nomination applications on cpsboard.org.

**Recipient Selection (September - November)**
- Remove identifiers from nominations.
- Distribute nominations to Members.
- Review and scoring of nominations using scoring criteria by all Members.
- Compile scoring results.
- Vet CPS Award recipient slate with NHTSA Regions representative.
- Present CPS Award recipient slate for full Board approval.

**Recipient Recognition (November - March/April)**
- Notify CPS Award recipients.
- Stress that information is confidential until public announcement.
- Invite to attend the Lifesavers Conference.
- Draft Board communications recognizing CPS Award recipients.
- Order signage recognizing CPS Award recipients and nominees.
- Order plaques for CPS Award recipients.
- Prepare presentation for CPS Award ceremony.
- Conduct CPS Award ceremony, typically in conjunction with a Lifesavers pre-conference workshop.
- Announce CPS Award recipients on Board communication channels.
- Issue media releases for CPS Award recipients.
Appendix L: Board Position Statements

Ride-Sharing

Traveling with young children presents many challenges. The popularity of ride-share services such as Uber and Lyft, has created a new dilemma for caregivers. These convenient and economical modes of transportation are widely used, but may not provide a safe transportation option for young children unless they are appropriately restrained.

Laws regarding how children must be restrained when traveling in ride share vehicles can be confusing. In most states, taxis are exempt from child passenger safety laws, meaning it is legal to travel with a young child unrestrained. Some states also exempt ride-share vehicles, some do not, and in many it is unclear whether or not the state’s child passenger safety law applies to ride-share vehicles.

Taxi or ride-share vehicles are no less likely to be involved in a motor vehicle crash. They are passenger vehicles and face the same risk as any other vehicle on the road.

The National Child Passenger Safety Board strongly recommends appropriately restraining children every time they ride in any vehicle, regardless of the status of the state law. Parents and caregivers are encouraged to plan ahead when travelling with their young children to ensure that there will always be an appropriate car seat or booster seat available.

Adopted: August 2019

Revised: May 2020
Appendix M: Social Media Content Creation Guidelines

Audience
For whom are we writing?

The answer is CPS Technicians and Instructors as well as parents, caregivers and others interested in CPS.

Goals
What are we trying to accomplish in our posts?

The answer is we are trying to provide valuable information, including safety tips, point to training and educational materials and have some fun, too. We want to be “broadly specific” to engage users in as many ways as possible. The more people we reach, the better chance there is we can prevent an injury or save a life.

What to Post

- Content that is timely and relevant (e.g. kids and hot cars incidents and prevention training; CPS awards presentations, holiday safety greetings, etc.)
- Content that is useful and/or educational (e.g. How CPS Technicians can earn CEU credits; school bus safety trainings; When should your child transition to a booster seat? How do you use tethers?)
- Content about activities (e.g. national conferences and rollout of a new CPS teaching curriculum)
- Content this is fun and/or engaging (Trivia Tuesday with a trivia question; #TBT with historic photos or stories; share your top teaching points; Time check – how long have you been a CPSTI or CPST? Etc.)
- Content that is live-streamed from events such as Lifesavers (e.g. CPS awards, curriculum update, National Digital Car Seat Check Form explanation, etc.)
- Please link only to reputable organizations (government agencies or hospitals, etc.; look for URLs that end in .org, not .com)
- NOTE: Users are free to share photos from their own events as a way to engage on our social channels

What Not to Post

- Product or manufacturer endorsements
- Announcements of local car seat check events (too many)

When it’s Your Turn

- Members are responsible for providing five (5) to seven (7) social media posts two (2) to three (3) times annually following a rotating year-long calendar.
- Posts are published on Facebook and Twitter after they have been vetted by a designated Board representative.
- For consistency it terminology, refer to the glossary of terms from the National Child Passenger Safety Technician Certification Training Program. [cpsboard.org/wp-content/uploads/2019/12/Mod-1-Glossary.pdf]
• Please include an image, graphic element or video for each post. Of course, all images should be appropriate for the post and are vetted just like the content in posts.
  o MP4 files (original videos) perform best on Facebook (because of FB’s algorithm system and competition with YouTube), but YouTube videos are acceptable.
  o NHTSA maintains a library of approved CPS images. https://nhtsaimages.zenfolio.com/f119551032
  o Free stock images of all kinds are available in a number of places online. Here, Google can be your friend. If needed, search for places to find free images online.

On the Back End
• Posts are scheduled to reach users during peak viewing times – early in the morning, over the lunch hour and early in the evening.
• Tools are used to target audiences on Facebook based on location, age-range and interests (safety, car seat, police officer, firefighter, pediatrics, etc.).
• Tags are used sparingly (NHTSA, National Safety Council and National CPS Certification).
• Hashtags are used as deemed necessary (#KeepEachOtherSafe, #TechsRule, #HeatstrokeKills).
• Posts are monitored and Members will respond to comments on an as-needed basis.
• Periodically, users are invited to follow the NCPSB Facebook page (this helps grow our audience).
Revision History

October 2020
- Updated Board Activities – Child Passenger Safety Technician, Instructor and Team of Year Award Program to include that the CPS Team of the Year may not include current Board Members and that current Board Members are not eligible to submit nominations for any award.
- Added Virtual Meeting Guidelines.
- Updated Appendix C: 2020-2021 NCPSB Members.
- Added 2021 Meeting Schedule to Appendix H.

November 2020
- Added the option of naming an interim representative to fill a vacancy in a permanent non-voting position.
- Added the option of naming an interim representative to fill a vacancy in a permanent voting position.
- Updated Member Responsibilities including adding the requirement of posting public contact information.
- Added that the Secretariat serves as the host for both virtual full Board meetings and virtual Committee meetings. Indicated if the Secretariat is unable to host the meeting, then it is the responsibility of the Secretariat to designate an alternate host.
- Added that guests of Committee meetings must be approved by either the Executive Committee or the Committee Chairperson. Additionally, indicated that it is the responsibility of the Committee Chairperson to have the guest sign and submit a NCPSB Confidentiality Agreement and NCPSB Conflict of Interest Disclosure Agreement prior to the start of the meeting.
- Added that guests of the full Board meetings and/or committee meetings must sign the NCPSB Confidentiality Agreement prior to attending the first meeting and then again on an annual basis at the May Board meeting.
- Added that guests of the full Board meetings and/or committee meetings must sign the NCPSB Conflict of Interest Disclosure Agreement prior to attending the first meeting and then again on an annual basis at the May Board meeting. If a potential conflict of interest arises for the guest, the NCPSB Conflict of Interest Disclosure Agreement must be resubmitted prior to attending the next committee meeting.
- Added permanent appointment and interim appointment check boxes to Appendix D: National Child Passenger Safety Board Permanent Member Reaffirmation Form.

January 2021
- Updated Board Leadership section to include the Vice-Chairperson Elect as an Officer of the Board.
- Updated Appendix I: Vice-Chairperson Elect Election Process to reflect changes made to Board Leadership section.
- Updated Appendix H: 2021 Meeting Schedule removing 2020 Meeting Schedule and replacing with 2021 Meeting Schedule.