

Minnesota Child Passenger Safety Advisory Board Bylaws and Operating Procedures

Name

The name of this board is the Minnesota Child Passenger Safety Advisory Board, hereinafter referred to as the "Board."

Principal Office

The principal office of the Board is the Minnesota Office of Traffic Safety, 445 Minnesota Street; St. Paul, MN 55101.

Mission and Statement

The mission of the Minnesota Child Passenger Safety (CPS) Advisory Board is to provide guidance to the Minnesota Department of Public Safety/Office of Traffic Safety regarding the safe transportation of children and to act as a liaison between CPS Practitioners, technicians, instructors and the Minnesota Office of Traffic Safety.

Membership

Members of the Board are representatives from state and local agencies such as public health/injury prevention organizations, law enforcement, the medical communities, and safety advocates. Members shall be currently certified technicians or instructors. The Board should consist of no less than ten (10) and no greater than fifteen (15) representatives. The Minnesota State Program Coordinator is responsible for overseeing every aspect of the Board and its activities. The Minnesota State Program Coordinator will hold the permanent position of Board Chairperson and will be referred to as such hereinafter.

Membership Expansion

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

Member Service Terms

All terms shall consist of a minimum of 2 years, with the exception of permanent State funded positions. Guests and/or members may be invited to participate in additional sub-committee and/or Board meetings. All guests must be approved by the Board Chairperson.

Voting Power and Privileges

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

Member Responsibilities

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

- Maintaining and administering the curriculum for the Practitioner Certification and the Children and Restraint Systems (CARS) training.
- Develop or recommend revisions to printed materials in an effort to provide accurate, updated, and quality educational materials and products for (CPS) professionals and the public.
- Collaborate in planning the annual CPS educational track of the TZD Conference.
- Participate in child passenger safety research projects as available.
- Facilitate continuing education opportunities in CPS.
- Act as a resource and guiding voice in collaboration with the Minnesota Department of Public Safety/Office of Traffic Safety in regards to child passenger safety legislative initiatives.

Guest Participation

It is the responsibility of the Board Chairperson to:

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

Meetings

Meetings shall be held four times a year at various locations throughout the state. Special meetings may be called at the request of the Board Chairperson. Notice of all meetings will be mailed electronically via email or via USPS to all members of the Board.

Quorum

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

Meeting Participation

Board members are expected to attend every meeting. Should absence become an issue, the Board may request a letter to be sent to that member and the representative organization referring to the member's non-attendance and notifying the member that removal from the Board may result from non-attendance at the next meeting. Three consecutive missed meetings will result in removal from the Board; special circumstances or exceptions may be made through the Board Chairperson on a case by case basis.

Product Endorsement

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

Committee Leaders

Committee Leaders shall have the following responsibilities:

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

Board Vacancies

In the event of an unplanned vacancy of a Board Member, a replacement will be selected. Applicants will be informed of the status of their application. In the event that there are no applicants for the position of the vacated constituency group, the Board will defer to the Board Chairperson for a recommendation.

Rules of Order

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

Amending Bylaws and Operating Procedures

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

Review of Bylaws

The bylaws will be reviewed annually by the Board. Any Board member may request a bylaws amendment.