

North Carolina Child Passenger Safety Training Committee Bylaws

ARTICLE I: NAME AND PURPOSE

Section 1.1: Name

The name of the committee shall be North Carolina Child Passenger Safety Training Committee (NC CPSTC), herein referred to as "Committee".

Section 1.2: Purpose

The North Carolina Governor's Highway Safety Program (GHSP) and the NC Department of Insurance/OSFM (OSFM) have established the North Carolina Child Passenger Safety Training Committee (NC CPSTC) to develop and implement policies and procedures to be followed by agencies, programs, or individuals conducting Child Passenger Safety (CPS) training programs sponsored in whole or in part by the State of North Carolina. To ensure the quality of these classes and the proficiency of the instructors, the CPS Training committee will monitor classes for consistency of technical content and satisfactory achievement of curriculum guidelines. Furthermore, the NC CPSTC will maintain a database of all classes and students, provide an opportunity annually for CPS continuing education, and provide timely updates to instructors as needed.

ARTICLE II: MEMBERSHIP

The Committee shall be composed of three (3) permanent agency representatives, and up to eighteen (18) non-permanent representatives.

Section 2.1: Permanent Members

Permanent agencies represented shall be the North Carolina Governor's Highway Safety Program (GHSP); the North Carolina Department of Insurance, Office of State Fire Marshal (OSFM); and the University of North Carolina Highway Safety Research Center (HSRC). These representatives will serve on the Executive Board, will be appointed by their agencies and are not subject to the open application process. These representatives shall serve as non-voting members of the Committee.

Section 2.2: Non-permanent Members

Additional committee membership shall be composed of representatives from the following services, with membership not to exceed three (3) representatives from any one category: Law Enforcement, Fire Service, Emergency Medical Services, Public Health/Hospital, and Advocates. Within these five categories, the Committee strives to have representatives from the Western, Eastern, and Central areas of North Carolina, as

well as representation from local programs such as Safe Kids, Safe Communities, and NC Safe Kids Buckle up. Non-permanent members are selected through an open application process

Section 2.3: Appointed Members

Members representing special populations will be appointed as part of the membership selection process, and have equal voting rights as non-permanent members. Terms of service will be determined by their agencies.

Section 2.4: Qualifications for Membership

Non-permanent Committee members must be currently certified CPS Technicians or Technician Instructors. Certification requirement may be waived with approval of committee if deemed necessary.

Section 2.5: Length of Membership *(Section amended June 26, 2007)*

Membership on the Committee is for three (3) years. Terms of the membership are staggered so that the entire Committee is not replaced at one time, rotating no more than one third of the membership each year. If a member is unable to complete a term, an interim replacement may be nominated by the Membership Subcommittee to fulfill the unexpired term, subject to Committee approval.

If the member is unable to complete the term and is currently serving as an officer of the Executive Committee, the position shall be filled by Committee election at the first opportunity. Nominations to fill vacancy will be tendered at the time the vacancy occurs. Nominees must meet eligibility requirements as defined in Section 3.2. Voting will be conducted pursuant to Article VI.

Section 2.6: Term of Membership

Membership terms will run from October 1 through September 30 (to coincide with Federal fiscal year).

Section 2.7: Membership Selection

Committee membership is available to any interested individual who represents an eligible agency, as defined in Section 2.2, through an open application process. Positions open as of October 1 of the current calendar year will be posted in April at www.buckleupnc.org. All interested and eligible persons are invited to apply. Applicants may apply for more than one position, but must submit an application for each position. Applicants are selected to represent only one category.

Section 2.8: Membership Responsibilities

Committee members will be expected to:

1. Attend meetings according to the Attendance policy.
2. Work on subcommittees and other Committee activities between meetings, as necessary.
3. Serve as monitors for NHTSA CPS Technician Certification classes and NC Basic Awareness classes as able.
4. Serve as instructors for the NHTSA CPS Technician Certification Classes whenever possible.

ARTICLE III: ORGANIZATION

Section 3.1: Executive Board

The Executive Board shall consist of representatives of the permanent member agencies and the Committee Chair. Terms of service of the permanent members will be determined by their agencies. The Executive Board shall be responsible for securing and administering funding for classes, materials, conferences, committee reimbursements, and any other financial endeavors of the Committee. The Executive Board would not be responsible for procurement and administration of funds for independent classes.

The Executive Board shall have final authority over the content of NC produced curricula and materials, as well as the use and delivery of child passenger safety training curricula, materials, and classes sponsored by the State of NC, due to the nature of the federal and state funding systems.

Section 3.2: Executive Council

The Executive Council shall consist of Chair, Vice Chair, and Secretary. Terms of service shall be one year. Officers shall be nominated and elected during the Committee's meeting held in September, and will serve from October 1 until September 30. Nominees may be non-permanent or appointed members, but must have been in attendance for at least five Committee meetings. Executive Board members shall be ineligible to serve as an officer of the Executive Council.

Section 3.2a Chair

The Committee Chair shall be elected from eligible members and shall serve for one year. The Chair will be responsible for coordinating the meeting agenda with the Executive Board, preparing the meeting agenda, and facilitating Committee meetings.

Section 3.2b Vice Chair

The Committee Vice Chair shall be elected from eligible members and shall serve for one year. The Vice Chair may be nominated and elected to serve as Chair the following year. The Vice Chair shall take over the duties of Chair in the absence of the Chair.

Section 3.2c Secretary

The Secretary shall be elected from eligible members and shall serve for one year. The Secretary shall be responsible for drafting minutes taken from Committee meetings, posting minutes to membership, preparing documents for meetings as needed, notifying members of called meetings, and accepting and tallying proxy votes.

Section 3.3 Subcommittees

Committee members, both permanent and non-permanent, will serve on subcommittees for one year terms, or as needed to complete the tasks of the committee. Subcommittee selection will be based upon member's interest as much as possible. Committee members may have to serve on more than one subcommittee. A Chair for each subcommittee will be selected by the Committee membership, and will be responsible for scheduling and facilitating subcommittee meetings and for reporting monthly reports to the Training Committee. Non-member technicians and instructors may be asked to participate in subcommittee activities.

Section 3.3a Communications

Communications subcommittee shall be responsible for assisting HSRC/NC Child Passenger Safety Resource Center in providing timely communication to Technicians and/or Instructors concerning CPS activities that include but are not limited to: training schedules, policies, and procedures; product availability and recalls; continuing education opportunities; and any further information deemed necessary by the Executive Board and NC CPS Training Committee.

Section 3.3b Curriculum

Curriculum subcommittee shall be responsible for reviewing the NC Basic Awareness Curriculum, and providing suggested revisions as necessary; developing, adapting and updating additional curricula to address topics such as school bus, van and childcare transportation challenges as needed; monitoring changes in the National Child Passenger Safety Technician Training and Certification Programs.

Section 3.3.c Membership

Membership subcommittee shall be responsible for reviewing all applications and making recommendations of new candidates. The Membership subcommittee will review the applicants to ensure diversity (geographic, ethnic, professional, gender) and submit a proposed slate of new members to the full Committee for approval. The Membership subcommittee shall also be responsible for providing recommendations for membership to fill the unexpired term of a Committee member if necessary. Selection is subject to full Committee approval. A letter from the Committee, signed by the Chair, will be sent to all applicants confirming their approval for membership or expressing appreciation for their interest.

The Membership sub-committee will be composed of Committee members who are currently serving in the second year of their present term, and additional members as deemed necessary.

Section 3.3d Policies and Procedures

Policies and Procedures subcommittee shall be responsible for maintaining quality assurance for the training program. This subcommittee will be responsible for monitoring current policies, procedures and by-laws and making recommendations for changes as needed; reviewing class and instructor evaluations; notifying the Committee of potential problems concerning class administration, instructional content, and instructor conduct; reviewing applications for instructor candidates for the NC Basic Awareness and the National CPS Technician Certification Training Program; and providing information to the Committee for review concerning any mediation of conflicts and/or disciplinary action of technicians or instructors.

Section 3.3e Conference Committee

The Conference Committee shall be responsible for ongoing Conference promotion including development of a list of potential topics, which shall be reviewed, edited and approved by the Committee, securing of proposed speakers and vendors, and notifying the Committee of potential problems or issues which require Committee discussion and intervention. This Subcommittee will be primarily responsible for the work of conference development until the three months prior to the Annual Conference at which time all members of the Committee shall be members of this subcommittee.

Section 3.3f Ad Hoc

Ad Hoc Committees will be designated for special events or temporary assignments as needed.

ARTICLE IV: MEETINGS

Meetings will be held monthly, with additional meetings called as needed.

All meetings shall be conducted in an open, fair and friendly manner, referencing Robert's Rules of Order: Simplified Procedures.

ARTICLE V: ATTENDANCE

Members are expected to attend a minimum of 9 of the 11 monthly meetings of the Committee, and strongly urged to participate in additional called meetings. Excused absences will be granted for instructors actively teaching a class, illness, and at other times approved by the Committee Chairman with prior notification. Members not meeting attendance requirements may be subject to replacement on Committee.

Overnight lodging and mileage to Committee meetings and/or functions may be covered through reimbursement; however, travel expenses paid by member's agency are encouraged.

ARTICLE VI: VOTING

When a motion is presented before the Committee, a simple majority vote of the members in attendance is required for its passage. A sixty percent (60%) majority of the eligible voting Committee members must be present for the transaction of business. If there is not a majority of members present for the purposes of voting, the issue may be tabled until the next meeting. If a vote is required to conduct business in a timely manner, the vote may be taken via electronic communication to all members. Membership will be notified by the Secretary of the issue requiring a vote and given a timeline in which to respond. Majority requirements for vote must be met.

Committee members eligible to vote include all non-permanent and appointed members. Executive Board members representing permanent agencies will not be eligible to vote.

ARTICLE VII: AMENDMENTS

These by-laws may be amended, ratified, or repealed by a 2/3 vote of the eligible members at any Committee meeting, subsequent to quorum outlined in Article VI.

NC CPS Training Committee Adopted: December 6, 2005
NC CPS Training Committee Reviewed: January 24, 2006
NC CPS Training Committee Ratified: January 24, 2006
NC CPS Training Committee Amended: June 26, 2007
NC CPS Training Committee Amended: June 22, 2010
NC CPS Training Committee Amended: January 25, 2011

Signatures:

NC GHSP Representative: _____

NC DOI Representative: _____

HSRC Representative: _____

Chair: _____

Vice-Chair: _____

Secretary: _____