**CPS Advisory Board**

**By-Laws**

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**BY-LAWS**

**NYS Child Passenger Safety Advisory Board**

**Article I – History and Purpose**

**Section 1.** The New York State Child Passenger Safety (CPS) Advisory Board was created in January 2004 as a result of the CPS Task Force meetings held statewide in 2003. The CPS Advisory Board advises the Governor’s Traffic Safety Committee (GTSC) on child passenger safety issues and promotes a higher level of skill, knowledge, and participation of technician and instructors to improve child passenger safety in all regions of New York State.

The Board is dedicated to the safety of our youngest highway users. The Board provides advice and guidance to the NYS CPS Coordinator of the GTSC. The Board’s primary focus is on educational issues concerning the safe use and installation of child passenger restraint systems in motor vehicles, as well as the continuum of safety- injury prevention as it directly applies to the safe transportation of children.

**Article II – Membership**

**Section 1.** **Membership:** Membership of the Board shall be residents of New York and involved with child passenger safety programs. The number of board members will vary based on agency and child safety advocacy participation. The Board will consist of:

1. The NYS Child Passenger Safety State Coordinator. The State Coordinator shall serve as a voting member of the executive committee and ex-officio (non-voting advisor) member of all committees.
2. Regional representatives are selected based on the 14 geographic safety regions and must live or work within the confines of the region that they represent when applying. See Section 2 for GTSC app when necessary. Regional representative must be a current certified technician or instructor. Each regional representative has responsibility to help improve communication, provide assistance and program direction, and address regional problems and issues. In the event no current certified technician or instructor as applied: 1. Expired technician or instructor 2. GTSC will seek qualified candidate to fill position. Regional representatives are asked to notify the CPS State Coordinator in advance if they will be absent from a scheduled board meeting and if they intend to send a proxy to represent their region.

All proxies must be approved by the CPS State Coordinator. The approved proxy may exercise the same powers as the elected or appointed regional representative. State Agency Representatives, i.e., GTSC, Department of Health, New York State Police. State Agency Representatives are asked to notify the CPS State Coordinator in advance if they will be absent from scheduled meetings.

1. Statewide child safety advocacy group representatives, i.e., Safe Kids, Statewide Child Safety Advocacy Group Representatives are asked to notify the CPS State Coordinator in advance if they will be absent from scheduled board meetings.
2. Special interest representatives, i.e., special needs, school bus, transportation, LE, EMS, medical professionals, legislative, or any group deemed necessary by the State Coordinator. Special interest representatives and diversity representatives are asked to notify the CPS State Coordinator in advance if they will be absent from scheduled board meetings.

**Section 2.** **Appointment of Members:** (Article V, Section 3) Applicants for Board membership must apply to the NYS CPS State Coordinator with a brief resume and letter of recommendation. The CPS coordinator will review all applicants’ resumes and recommendations to the Nominating committee. The GTSC Executive Director has final approval of all candidates. State agency representatives are selected by the agency. Statewide child safety advocacy groups are selected by the child safety group’s leadership.

At the last meeting of the year, any outgoing board member shall introduce the incoming member and help the incoming member become familiar with the Board.

**Section 3.** **Terms of Members:** Regional representatives serve a three-calendar year term. If there are no candidates for a vacant regional representative position, the regional representative may be asked to fill an additional term. Any vacant regional representative position may be filled at the discretion of the State CPS Coordinator and/or GTSC.

State agency member terms are at the discretion of their agency.

Statewide child safety advocacy group members are appointed at the discretion of their group’s leadership and the CPS State coordinator and/or GTSC.

**Section 4.** **Voting:** Each regional representative shall be entitled to cast one vote. Each voting member can either vote in person, or by approved proxy or by electronic means, conference call, or live video teleconference.

**Section 5.** **Quorum:** Any new agenda items will be tabled until at least 2/3 or 66% of voting members are present.

**Article III - Board**

**Section 1.** **Composition:** The CPS Advisory Board shall consist of 14 regional representatives, representation of state agencies, as well as other special interests/ advocacy groups regarding child passenger safety unless deemed necessary for changed by the State Coordinator and GTSC. The board shall be responsible for the management of its affairs and the direction of its work in support of the New York State Child Passenger Safety program under the direction of the CPS State Coordinator of the GTSC.

**Section 2.** **Board Meetings:** The CPS Advisory Board shall have four (4) scheduled meetings during each calendar year. CPS State Coordinator shall determine the date, location and time of the meetings for the next calendar year. Board members may participate in a scheduled board meeting via phone or other electronic means or they may use and approved proxy to represent their region. A quorum is required at any scheduled board meeting (Article II, Section 5)

**Section 3.** **Special Board Meetings:** Special board meetings shall be called by the CPS State Coordinator or the GTSC Executive Director. A quorum shall be required at any special board meeting.

**Section 4.** **Election:** The chair, sergeant at arms and secretary shall be elected by following the nominating committee procedures (Article VI, Section 7).

**Section 5.** **Seating of Regional Representative:** All newly elected board shall commence official duty as of January 1 and serve a term of three (3) years.

**Section 6.** **Resignation:** A board member may resign his or her term by delivering a written resignation to the GTSC Executive Director and the CPS State Coordinator. Such resignation shall be effective upon receipt (unless specified to be effective at some other time).

**Article IV – Officers**

**Section 1.** **Officers:** The officers of the Advisory Board shall be a chair, sergeant at arms and secretary. Additional officer positions can be created as needed and must be approved by the GTSC Executive Director and the CPS State Coordinator of Governor’s Traffic Safety Committee.

**Section 2.** **Term of Office:** The chair, sergeant at arms and secretary shall each hold office for the term of one calendar year. An officer can reapply but shall not serve more than 4 consecutive terms in that position. Each officer can be elected for additional terms. If there are no candidates, the officer may be asked to stay in their position for another term. If the officer refuses the GTSC CPS State Coordinator will fill the position by appointing a replacement to fill the office. All members are encouraged to apply for an executive board position during their term.

**Section 3.** **Resignation of an Officer:** A board officer may resign his or her duty by delivery a written resignation to the CPS State Coordinator. Such resignation shall be effective upon receipt (unless specified to be effective at some other time).

**Section 4.** **Chair:** The chair of the advisory board shall preside at all meetings of the board. The chair shall perform all such duties as necessary to facilitate purpose of the advisory board, including appointment of committees and committee chairpersons. The chair is an exfacto non-voting member of all committees and may not cast a vote except in tie breaking situations.

**Section 5.** **Sergeant at Arms:** The sergeant at arms shall preserve order for each board meeting. The sergeant at arms shall act in the absence of the chair to preside over the meeting to continue the work of the advisory board. In case of both the chair and the sergeant at arms being unable to perform the duties of the office, the CPS Coordinator will assume the responsibilities of presiding over the meeting.

**Section 6.** **Secretary:** The secretary shall record and maintain records of the organization, including minutes and attendance of the meetings of the board in a book or series of books kept for the purpose. The secretary shall be responsible to keep and update historical archives as necessary and after approval submit approved minutes to CPS State Coordinator. If the secretary is absent from any meeting of the board, a temporary secretary will be chosen by the chair at the meeting who will exercise the duties of the secretary at the meeting.

**Article V – Committees**

**Section 1.** **Appointment and Authority:** Committees may be established by the chair or by recommendation of the board or the CPS State Coordinator. The chair, with the CPS State Coordinator’s approval, may delegate duties and responsibilities to any such committee. The committees shall conduct their affairs in the same manner as is provided in the by-laws of the CPS board. Committees shall report of their activities to the board at each scheduled meeting. Committees shall remain active at the discretion of CPS State coordinator.

**Section 2.** **Executive Committee:** The executive committee shall be comprised of the NYS CPS State Coordinator, the chair, the sergeant at arms, and the secretary.

**Section 3.** **Nominating Committee:** A nominating committee shall be appointed for the purposes of reviewing an annual slate of officers, board members, and regional representatives with the GTSC Executive Director and/ or the CPS State Coordinator. The nominating committee is charged to convene, add statement, and complete these duties to fill expired officer and member terms or in the event of sudden vacancies (Article V, Section 5)

**Section 4.** **Communications and Outreach Committee:** The Communications and Outreach Committee seeks to identify effective communication venues and implement strategies to effectively disseminate current and reliable information, resources, and training opportunities to certified child passenger safety technicians and instructors. In addition, the committee will work with GTSC, CPS advisory board, and local partners to develop and coordinate statewide campaigns targeting the general public and/ or high-risk groups to promote appropriate child restraint use.

**Section 5.** **Education Committee:** The Education Committee may review current CEU material that is available to make sure that it is current and up to date. The committee also develops new CEU material for technicians and instructors within New York, upon approval of Safe Kids. This includes hand out material and power point presentations for CEU classes and renewal classes. This committee will develop strategies to maintain current and solicit new technicians.

**Section 6.** **Legislative Committee:** The Legislative Committee reviews federal, state, and local bills that can strengthen child passenger safety laws and will advocate for passage of selected legislation with approval of the entire board. The committee can also follow implementation and effects of legislation that is passed, including increasing awareness of child passenger safety legislation.

**Section 7.** **Structure Committee:** The Structure Committee adds, deletes, or makes changes to the Advisory Board by-laws when necessary. All such changes are then voted upon by Board members for approval. If a change is approved by the board, it is then sent to the GTSC for review and approval. The NYS CPS State Coordinator and/ or the Executive Committee may also propose by-law changes. By laws should be reviewed no less than every three (3) years by the Instructor Committee.

**Section 8.** **Ad-Hoc:** The board may add or designate Ad-Hoc Committee/ projects as needed.

**Article VI – Procedures**

**Section 1. Meetings:** Article II, Section 5.

**Section 2. Special Board Meetings:** Article II, Section 3

**Section 3.** **Parliamentary Authority:** The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure, when such rules are not consistent with the by-laws of the CPS advisory board.

**Section 4.** **Action by Electronic Means:** Unless otherwise provided by law, members of the board or any committee designated thereby may participate in a scheduled CPS board committee meeting by means of a conference telephone or similar communications equipment and video.

**Section 5.** **Compensation:** Members shall be reimbursed for mileage. The GTSC granted member traveling more than 50 miles are entitled to A. hotel stay night before meeting and B. 2 meals only, unless pre-approval for additional meals has been received by the CPS State Coordinator or GTSC.

**Section 6.** **Vacancy of Board Member:** Vacancies on the board shall be filled, as soon as possible. The new regional representative filling a vacancy will have full voting rights for the remainder of the unexpired term.

**Section 7.** **Selection of Officer:** The Nominating Committee shall canvas board members for open positions on executive committee. All members desiring to occupy a CPS advisory board office on the executive committee shall submit a letter of interest to the GTSC CPS State Coordinator. The letter will then be reviewed by the nominating committee. (Article V, Section 3)

Members of Executive Committee shall not serve on Nominating Committee for selecting of officers. A slate of officers will be presented to the CPS advisory board at the fourth meeting of the year. The nominating committee will present all submitted applications for each open position to the entire board. All voting members cast vote on paper ballot for candidate for each position. If no candidate is submitted for an open position the GTSC Executive Director will fill the position.

All ballots will be counted by the nominating committee unless a member of the nominating committee is on the ballot. Ballots will be counted, and results communicated immediately.

**Section 8.** **Suspension or Removal of Board Member/ Officer:** An officer may be suspended or removed with detailed just cause presented in writing to the GTSC Executive Director or the CPS State Coordinator. The officer in question will be asked to attend a meeting with the GTSC Executive Director and the CPS State Coordinator. The officer will be presented with the accusations and provided an opportunity to respond. The Executive Director and CPS State Coordinator will make a determination after the meeting to maintain or remove the member from the board.

**Section 9.** **Officer Vacancy:** Any vacancy on the Executive Committee shall be filled as soon as practical. The CPS State Coordinator shall appoint a member to fill the vacancy for the rest of the unexpired term. If there is a vacancy in the chair, the CPS State Coordinator will temporarily assume the powers of the chair and appoint a new chair to fill the rest of the unexpired term.

**Article VII – Amendments**

**Section 1.** **Amendments:** These by-laws may be amended or altered from this approval date forward by a two-third (2/3 or 66%) vote of the regional representatives on the board. Any proposed amendments must be submitted in writing to the members at least one (1) week prior to said meeting.

**Article VIII – Dissolution**

**Section 1.** **Dissolution**: The dissolution of the CPS advisory board will by the decision of the GTSC Executive Director and the CPS State Coordinator. Upon dissolution all records and CPS Advisory Board materials will be turned over to the GTSC CPS State Coordinator and all outstanding compensation to board members will be paid in full by a GTSC grantee.