

AAMVA

International Standing Committee

Policies and Procedures Manual

March 2008

** ENFORCEMENT **
** DRIVER * VEHICLE **

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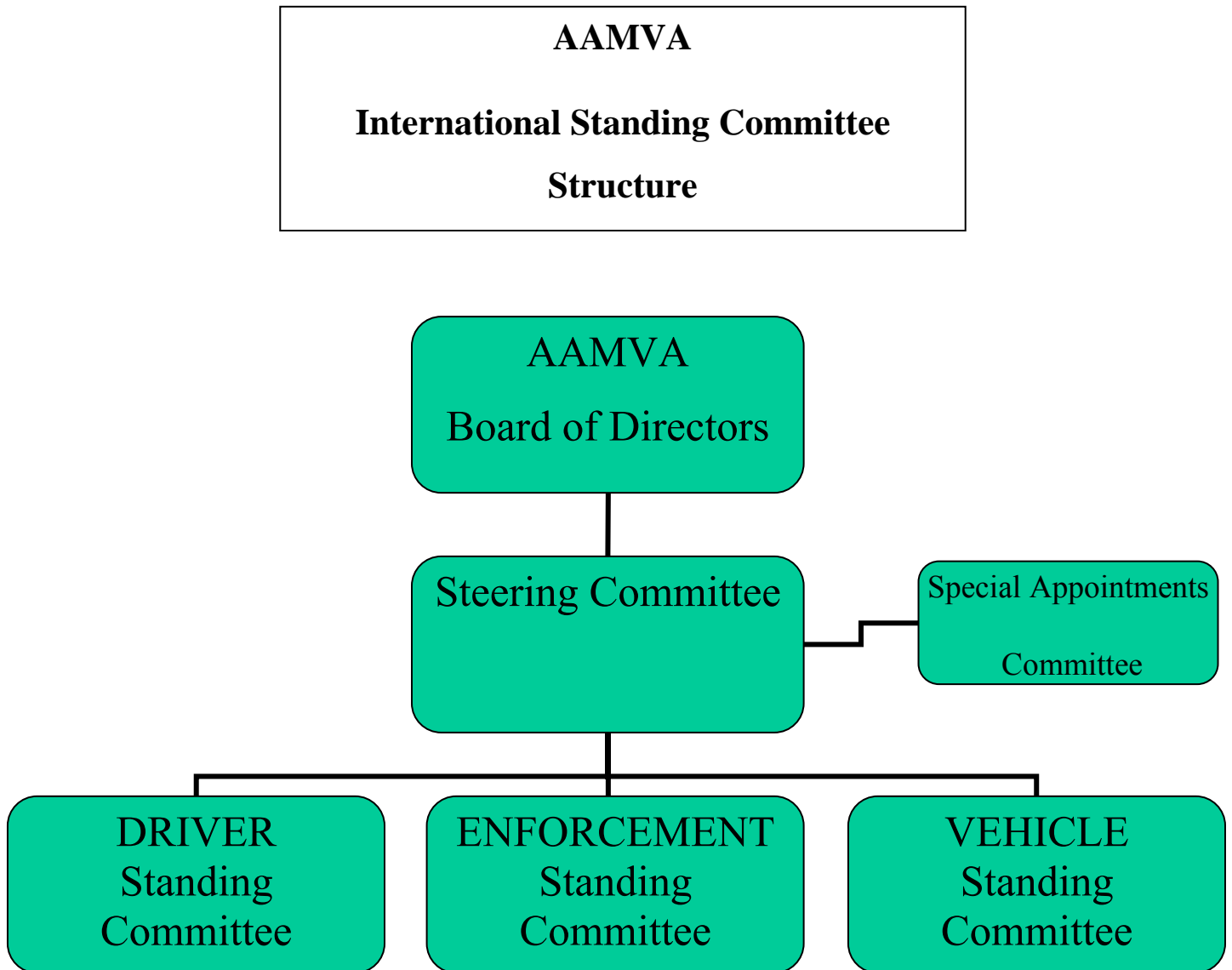
AAMVA

International Standing Committee Structure

(i) BACKGROUND

In September 2003 the AAMVA Board of Directors approved a project to review its standing committee structure. The intent of the project was to determine if there were alternative committee structures that could more appropriately serve the AAMVA membership. Over the next two years a working group, comprised of several AAMVA Board members, several jurisdictional members, several AAMVA staff members, and representatives from the AAMVA associate membership, conducted a study of the current structure and several alternatives. A final report of the committee's activities was presented to the Board of Directors in August 2005 and the Board approved a new International Standing Committee structure. The approved structure and subsequently adopted procedures are detailed in this document.

(ii) INTERNATIONAL STANDING COMMITTEE STRUCTURE



(iii) STEERING COMMITTEE (SC)

The approved standing committee structure required the creation of a Steering Committee, responsible to the AAMVA Board of Directors. Members of the Steering Committee are:

- ▶ The three Standing Committee chairs
- ▶ The three Standing Committee vice-chairs
- ▶ The AAMVA Chair of the Board (or designee)
- ▶ The AAMVA President and CEO (or designee)
- ▶ The AAMVA Senior Vice-President of Programs (or designee)

The AAMVA President and CEO shall designate a Steering Committee staff liaison. The AAMVA Board liaisons and the AAMVA staff liaison assigned to each Standing Committee shall also serve as ex-officio members of the Steering Committee.

The Steering Committee shall be responsible for:

- Reviewing project requests submitted by the Standing Committees for approval and funding.
- Communicating important decisions to the AAMVA Board of Directors and membership.
- Requesting / reviewing / approving / rejecting charters.
- Seeking direction from the AAMVA Board of Directors as needed.
- Ensuring volunteers are assigned to fulfill special needs and/or staff permanent working groups (e.g. legal reviews, the Law Institute, awards programs, etc.)

(iv) SPECIAL APPOINTMENTS COMMITTEE (SAC)

The Steering Committee will convene a Special Appointments Committee (SAC) not later than March 1st each year, and as otherwise needed.

Purpose: The SAC is responsible for annually filling vacancies on the three International Standing Committees.

Members of the SAC consist of:

- Three International Standing Committee Board Liaisons
- Four Regional Presidents
- Four AAMVA Regional Vice Presidents
- AAMVA President & CEO
- Senior Vice President, Programs Department

The SAC shall provide a list of nominees to the standing committees to the Vice-Chair of the AAMVA Board of Directors on or before August 1st each year. The SAC shall take into consideration regional and international balance on the standing committees to ensure, as much as possible, an equitable representation of the AAMVA membership.

(v) AAMVA BOARD OF DIRECTORS

Board Advisors:

The Chair of the AAMVA Board of Directors will appoint Board Advisors to each of the International Standing Committees.

Discipline Liaisons

The AAMVA President and CEO (or designee) shall appoint an AAMVA staff liaison to each AAMVA discipline. The liaison will be responsible for coordination of activities related to their assigned discipline members, including dissemination of pertinent information, conference calls, meeting minutes, etc.

(vi) International DRIVER Standing Committee

Mission Statement:

The **International DRIVER Committee** will work across all disciplines to assist member jurisdictions and the other Standing Committees by improving and promoting safety, security and service within driver programs through education, leadership, communication and the development of uniform practices.

Goals:

- Develop and implement uniform practices and standards that will assist jurisdictions with the implementation of driver programs.
- Identify opportunities to develop and implement education and training programs that will help our member jurisdictions professional development efforts.
- Communicate clearly and concisely committee activities to the jurisdictional members, associate members and other stakeholders.
- Provide leadership that facilitates, promotes and communicates driver program best practices and products.
- Encourage and maintain participation by jurisdictions and form partnerships for the exchange of ideas and information on driver issues.
- Consider all disciplines in committee activities and ensure active participation in projects by the appropriate disciplines.
- Advocate for programs that create fair, uniform and effective treatment of the driving public across jurisdictional lines.

(vii) International ENFORCEMENT Standing Committee

Mission Statement:

The **International ENFORCEMENT Committee** considers, develops, and encourages best enforcement practices regarding the promotion and improvement of safety, uniformity, security and service within the enforcement and motor vehicle administration communities.

Goals:

- Represent the interests of enforcement and motor vehicle administrators to enhance highway safety and homeland and national security.
- Promote uniformity, consistency and simplicity in the enforcement and administration of motor vehicle laws and regulations.
- Encourage technological advancement and the use of such devices and techniques for the improvement of enforcement services and highway safety.
- Encourage and promote the continuing education of enforcement and motor vehicle administrators.
- Encourage and promote AAMVA best practices, recommendations, policies and resolutions to all highway safety and applicable entities.
- Become the recognized leader for motor vehicle safety enforcement and security issues.

(viii) International VEHICLE Standing Committee

Mission Statement:

The **International VEHICLE Committee** will identify, develop, and champion vehicle safety and consumer protection initiatives, and promote reasonable and uniform best practices and laws throughout member jurisdictions.

Goals:

- Promote synergy among all disciplines
- Enhance vehicle safety
- Enhance customer service and improve efficiencies through the use of best practices and emerging technologies
- Reduce fraud
- Improve communication
- Recommend, develop, and promote training
- Promote uniformity

(i) AAMVA Standing Committee Liaison Position Description

SUMMARY

As part of their job duties, staff may be asked to assist with AAMVA standing committee activities. The roles and responsibilities described below relate to the Standing Committee Liaisons (SCLs). This list is by no means comprehensive. It is intended to be a general guide of roles and responsibilities expected for staff assigned to the role of Standing Committee Liaison.

ESSENTIAL FUNCTIONS

- Manage all activities under their assigned standing committee, such as working groups, tasks forces, workshops and other committee activities. SCLs should have knowledge of budgetary impacts, staffing requirements, timelines and deliverables related to these activities.
- Prepare standing committee activities reports for the AAMVA board, senior management and staff as required.
- Communicate to Committee Chair salient issues within the various discipline areas that are of importance to the AAMVA membership.
- Work with Committee Chair to ensure permanent working groups and task forces (e.g. awards programs, special workshops, etc.) are scheduled and staffed.
- Monitor issues related to the three Standing Committees for discipline/committee “overlap” and work with other SCLs to streamline work plans and eliminate redundancies.
- Other duties as required.

PERFORMANCE FACTORS, KNOWLEDGE, SKILLS AND ABILITIES

- Ability to see “big picture” as it relates to committee activities, including role of committee activities to strategic planning, AAMVA policies, board and member needs, etc.
- Accessibility to AAMVA leadership, stakeholders and federal partners to communicate issues related to committee activities.
- Frequent travel may be required to meetings, workshops, etc.
- Good organizational, facilitation and management skills.

- General knowledge of issues, terminology, key stakeholders, etc. related to activities within standing committee.

SUPERVISORY RESPONSIBILITIES

As assigned.

EDUCATION

As deemed appropriate for position for which they were hired. Additional training may be necessary and will be at the discretion of their immediate supervisor.

(ii) AAMVA Discipline Liaison Position Description

SUMMARY

As part of their job duties, staff may be asked to assist with AAMVA Standing Committee activities. The roles and responsibilities described below relate to the “Discipline Liaisons.” This list is by no means comprehensive. It is intended to be a general guide of roles and responsibilities expected for staff assigned to the role of Discipline Liaison (DL). Additional responsibilities may be assigned by their immediate supervisor or may arise as a result of the individual DL’s work with member volunteers within their assigned discipline area.

ESSENTIAL FUNCTIONS

- Promote and maintain communication links between the association and its member volunteers within the assigned discipline area (e.g. Legal Services, PACE, CSD, etc.). The Discipline Liaison (DL) may use Yahoo groups, conference calls, emails, etc. or other communication tools as deemed appropriate for this purpose.
- Ensure contact information for all volunteers within assigned discipline area is up-to-date in the association’s volunteer database / membership system and inform Standing Committee Liaisons (SCLs) of any important changes.
- Keep track of salient issues within discipline area of importance to the AAMVA membership and communicate them to the SCLs.
- Provide input / make recommendations to the SCLs regarding the possible formation of task forces and working groups for said issues.
- Keep member volunteers within assigned discipline area informed of any volunteer opportunities (e.g. participation on working groups, task forces, Standing Committee positions, leadership, etc.)
- Keep SCLs informed of any activities, staffing needs, scheduling requirements, etc. related to permanent working groups and task forces within assigned discipline area (e.g. awards programs, special workshops, etc.)
- Communicate important issues related to Standing Committee activities and working groups and task forces to member volunteers.
- Keep other Discipline Liaisons informed of important activities to ensure any discipline/committee “overlap” is accounted for.

- Other duties as assigned.

PERFORMANCE FACTORS, KNOWLEDGE, SKILLS AND ABILITIES

- Strong written and verbal communication skills
- Good organizational and facilitation skills
- Ability to work well with people
- Accessibility to AAMVA Standing Committee Liaisons and senior management staff as needed to communicate salient issues
- Knowledge of AAMVA membership database
- Incumbent should also have the ability to discern when internal staff resources are sufficient to meet a request for their assigned discipline area.
- General knowledge of issues, terminology, key stakeholders, etc. related to assigned discipline area

SUPERVISORY RESPONSIBILITIES

N/A

EDUCATION

As deemed appropriate for position for which they were hired. Additional training may be necessary and will be at the discretion of their immediate supervisor.

(iii) AAMVA Project Manager Position Description

SUMMARY

As part of their job duties, staff may be asked to assist with AAMVA Standing Committee activities. The roles and responsibilities described below relate to Project Managers. This list is by no means comprehensive. It is intended to be a general guide of roles and responsibilities expected for staff assigned to the role of Project Manager.

ESSENTIAL FUNCTIONS

The Project Manager will be responsible for managing task forces and/or working groups that are formed under one or more of the AAMVA Standing Committees. The Project Manager will be responsible for coordinating all phases of the project, including:

- Facilitating work between AAMVA staff, members and consultants.
- Developing project plans, timelines and deliverables.
- Tracking expenses and staffing needs related to the project.
- Developing, supervising and/or consulting with Committee Staff Liaisons on all phases of the project.
- Preparing status reports and recommendations on working group/task force activities.
- Communicating said activities to Committee Staff Liaisons and Discipline Liaisons as appropriate.
- Other duties as required.

PERFORMANCE FACTORS, KNOWLEDGE, SKILLS AND ABILITIES

- Subject matter expertise in area of responsibility.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, coordinate and evaluate the work of AAMVA staff and members assigned to project.
- Ability to prepare and deliver clear, concise and timely project status reports.
- Ability to design and implement procedures to gather needed data and provide indicators of project effectiveness.
- Ability to simultaneously manage multiple priorities.

SUPERVISORY RESPONSIBILITIES

As assigned. Project Manager may be required to oversee work of AAMVA staff, members and consultants to meet project objectives.

EDUCATION

As deemed appropriate for position for which they were hired. Additional training may be necessary and will require approval from immediate supervisor.

(i) COMMITTEE CHAIR

- Schedule and preside at committee meetings
- Develop agendas for committee meetings
- Oversee the charter process and submission to the Steering Committee
- Report back to the Standing Committee on actions of the Steering Committee
- Report back to the Steering Committee on the actions of the Standing Committee
- Fill unplanned vacancies on the Standing Committee
- Fill vacancies on the working groups
- Serve on the Steering Committee
- Serve on the Special Appointments Committee (SAC)
- Assign tasks to Standing Committee members
- Work with staff liaison to ensure that all communications and web site information is maintained in a timely manner
- Maintains regular dialog with other Standing Committee Chairs
- Other duties as required

(ii) COMMITTEE VICE-CHAIR

- Serves on the Steering Committee
- Serves in place of the Chair when the Chair is unable to participate
- Assist in the development of Standing Committee meeting agendas
- Assist the Chair in the process of filling committee vacancies
- Other duties as assigned

(iii) COMMITTEE MEMBERS

- Actively participate in scheduled meetings of the committee and working group / task force(s)
- Contribute to preparation of meeting agendas and serve as a presenter as needed
- Share the committee's efforts with all discipline area contacts as well as administrators in their home region or jurisdiction and encourage participation
- Recruit representatives for committee activities/projects
- Review policies to ensure they are relevant to the Association's mission and objectives
- Serve as a member or chair of subcommittees, task forces or working groups
- Follow-up with jurisdictions on surveys and other correspondence requiring feedback
- Enhance communication by submitting articles to AAMVA's publications; contacting jurisdictions for input on new ideas and committee priorities; participating in regularly scheduled conference calls; and coordinating meetings with other jurisdictions
- Prepare to become a candidate for committee Chair/Vice Chair

(i) Election of Committee Chairs and Vice Chairs

Committee Chairs and Vice Chairs are elected annually by the members of the respective Standing Committees. The term of office for a committee chair or vice-chair is one year, and a member may not serve more two consecutive terms. The election of Standing Committee Chairs and Vice-Chairs should occur as soon as practical after the annual appointment of the standing committee member by the AAMVA Chair of the Board. The election may take place at a face to face meeting or in any other method approved by a majority of the standing committee members. Members may hold office only when they are motor vehicle or enforcement administrators from a Member Jurisdiction in good standing. (See section C – Standing Committee Members’ Roles and Responsibilities in this manual for a description of each position).

(ii) Standing Committee Member Term Appointments

PREFACE

During the first year of the new structure, the discipline terms (e.g. PACE, CSD, VRT, etc.) were organized so that half of the positions were limited to a one-year term and the remaining the positions were for two-year terms. This was to ensure that not all members of the new Standing Committee structure rotated off the committees at the same time.

Discipline terms will be for **two years** and no member may serve more than two consecutive terms. The term-limited positions will take into account the cumulative impact to the three Standing Committees to ensure no one discipline has term-limited all of their representatives the first year.

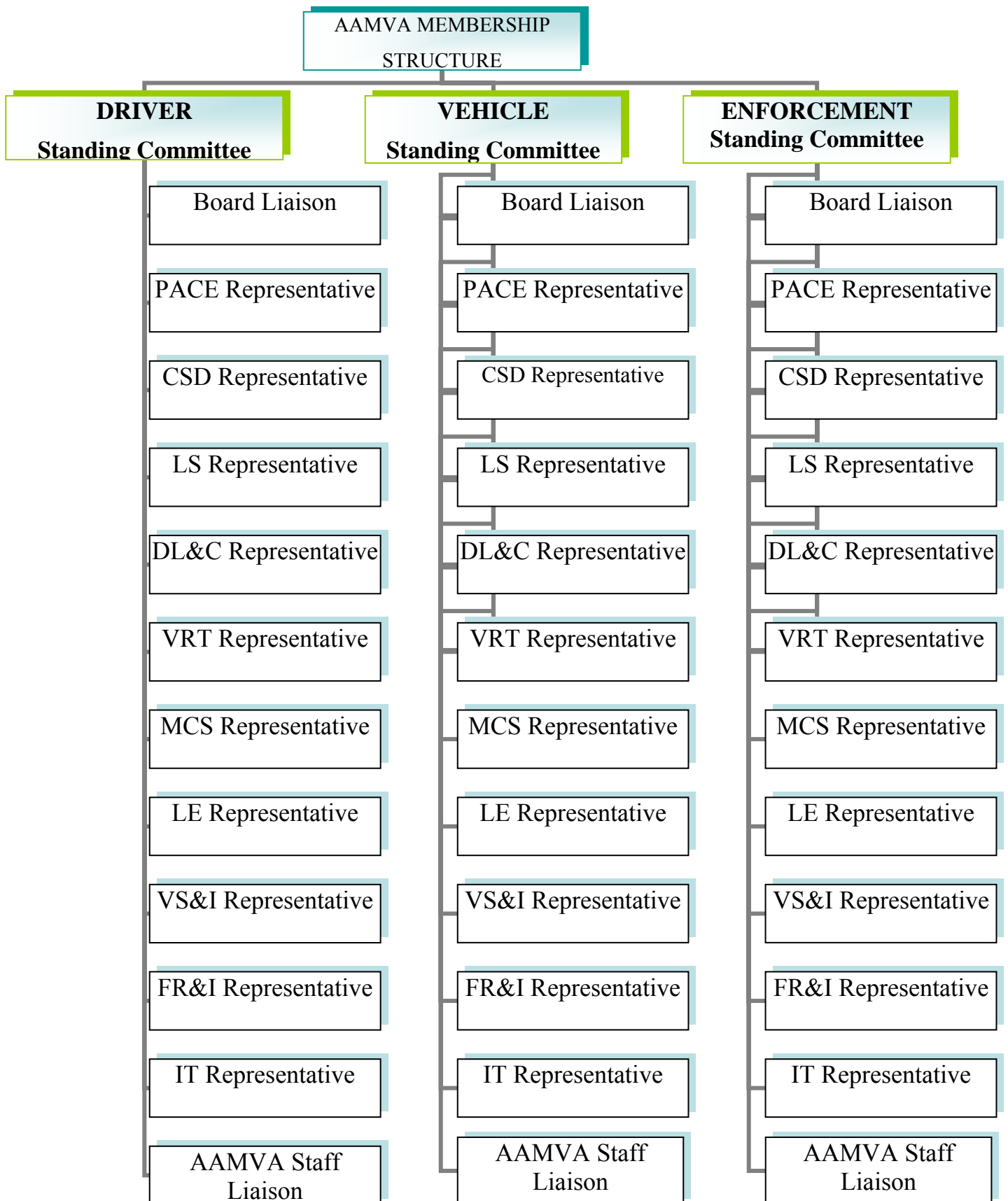
(iii) REPRESENTATION

Each Standing Committee will be comprised of one representative from each of the 10 discipline areas (PACE, CSD, LS, etc. -- as depicted on Page 3); a Board Liaison (a.k.a. Board Advisor); and a Committee Staff Liaison (appointed by the AAMVA President & CEO or their designee). Although workload and responsibilities vary among the committees, AAMVA appreciates that committee members are volunteers with limited schedules and resources who are sacrificing their personal time to further AAMVA's mission. These volunteers are knowledge experts in their particular areas and are valuable resources on which AAMVA heavily relies. On the other hand, committees are also valuable to AAMVA as a training vehicle for future leaders and an opportunity to obtain input from as many perspectives as possible to ensure committee actions reflect the consensus of the membership at large.

(iv) Definition of Committee Representatives

| Term | Definition |
|--------------------------------|--|
| PACE | Public affairs and consumer education |
| CSD | Customer Service Delivery |
| LS | Legal Services |
| DL&C | Driver License and Control |
| VRT | Vehicle, Registration and Titling |
| MCS | Motor Carrier Services |
| LE | Law Enforcement |
| VS&I | Vehicle Safety and Inspection |
| FR& I | Financial Responsibility and Insurance |
| IT | Information Technology |
| DRIVER Standing Committee | The DRIVER Standing Committee is a permanent committee that provides a forum for consideration of driver licensing, identification and education issues of importance to the Association and its members. Its primary functions are to develop, communicate and coordinate the implementation of uniform policies, procedures, guidelines and standards that assist jurisdictions with their driver licensing and control activities. |
| VEHICLE Standing Committee | <p>The VEHICLE Standing Committee exists to promote the adoption by member jurisdictions of reasonable and uniform policies, procedures, regulations, and/or laws pertaining to the titling, registration, and identification of motor vehicles and other related programs.</p> <p>The VEHICLE Standing Committee also promotes highway safety and clean air through vehicle inspection and to promote uniform programs for compliance with accepted minimum standards for motor vehicle safety equipment and emissions equipment.</p> |
| ENFORCEMENT Standing Committee | The ENFORCEMENT Standing Committee is a permanent committee that deals with issues surrounding law enforcement and the promotion of traffic/highway safety. The ENFORCEMENT Committee exists to promote highway safety and security within the motor vehicle administration community. |
| Special Appointment Committee | Committee that identifies and appoints Standing Committee members. |

(v) AAMVA MEMBERSHIP STRUCTURE



Committee Member Removal Policy

Removal:

- A standing committee member may be removed for cause by a vote of two-thirds of the members of the Steering Committee. For purposes of this policy, "for cause" includes, but is not limited to:
 - The failure to attend two consecutive meetings or conference calls of the Standing Committee or,
 - The failure to attend three or more meetings or conference calls of the Standing Committee during any 18 month period.
- Members of the Standing Committees may hold position/membership only when they are from a Member Jurisdiction in good standing.

(i) REPLACING CHAIRS OR VICE CHAIRS MID-TERM (UNPLANNED VACANCIES)

The intent of this procedure is to make the process of replacing a volunteer leader mid-term, as democratic as possible.

The Standing Committee Chair, in conjunction with the committee staff liaison, will make all standing committee members aware of the vacancy and request volunteers from the committee to fill the vacancy. Once a candidate or candidates have expressed their interest, the members of the standing committee will elect the replacement volunteer leader in the same manner as described in Section D.

(ii) REPLACING VOLUNTEERS AT TERM END (PLANNED VACANCIES)

The intent of this procedure is to make the process of replacing a volunteer as democratic as possible.

- The Steering Committee will convene a Special Appointments Sub-Committee (SAC) not later than March 1st of each year, and otherwise as needed. (See SAC description on Page 4)
- Steering Committee Liaison assures that netForum® is updated regularly (at least annually) to provide the Special Appointments Committee an accurate data base from which to draw volunteers;
- Prior to soliciting for a new member, the Steering Committee Liaison ensures that the various skill sets / expertise needed to serve in a specific role have been determined;
- The Steering Committee Liaison posts the vacancy – initially through the designated “skills set population” noted within netForum®, and other appropriate AAMVA communications, i.e., The Week in Review (TWIR), AAMVA website, Yahoo groups, etc.;
- Applications accepted by the Special Appointments Committee for a vacant position should include prior approval by the Jurisdiction Agency head of the applicant (or his/her designee) to assure awareness and willingness of responsibilities and expertise to serve if selected;
- The AAMVA Chair of the Board will name the replacement and clarify the term of expiration of the vacancy being filled.

(iii) REPLACING VOLUNTEERS MID-TERM (UNPLANNED VACANCIES)

The intent of this procedure is to make the process of replacing a volunteer, mid-term, as democratic as possible.

- The Standing Committee Chair, in conjunction with the committee staff liaison, will develop a list of potential replacement candidates from the affected discipline, taking into consideration regional representation and appropriate skill sets;
- The Chair will share a short list of candidates with the other Committee members for input;
- The Chair will make a selection from the list and input from the Committee members and contact the affected administrator through the appropriate RVP;
- Upon approval by the affected administrator, AAMVA staff will contact the selected person notifying him / her of their selection to be followed up by a formal appointment letter signed by the AAMVA Chair of the Board.
- An individual who fills any unplanned vacancy for less than half of the total term will retain their eligibility to be appointed to no more than two consecutive two-year terms.

(iv) NAMING OF VOLUNTEERS TO VARIOUS WORKING GROUPS AND TASK FORCES

- The Standing Committee Chair will name the working group chair, Vice-Chair and the AAMVA staff project manager.
- The working group Chair may or may not be a member of the Standing Committee.
- The Standing Committee Chair, in conjunction with the committee Staff Liaison, will develop a list of potential candidates from the affected discipline(s), taking into consideration regional representation.
- If desired, the Standing Committee Chair may share the list with the other Committee members for input.
- The Standing Committee Chair will make selection from the list and contact the affected administrators through the Regional Vice Presidents.
- Upon approval by the affected administrator, the AAMVA staff will contact the selected person(s), followed up by a letter signed by the Standing Committee Chair.

(v) ADDING OR DELETING DISCIPLINES

INITIATION OF REQUEST

Any AAMVA jurisdictional member or AAMVA staff member may initiate a request to add or delete a discipline within the AAMVA Standing Committee structure.

REQUEST FORM

Any qualified person (defined as a representative of a member agency or organization or AAMVA staff) wishing to propose the addition or deletion of a discipline may do so by completing a Discipline Change Request Form. *(This form will need to be developed but it is suggested this form should be similar to the current “issues” form that AAMVA uses.)*

The request will include an explanation of the change being requested, the reason(s) for the request, and any fiscal implications. The request will identify the need for the proposed change, and include letters of support or other documentation showing support from other AAMVA members.

SUBMISSION OF REQUEST

After the Discipline Change Request Form is completed, it must be submitted to the AAMVA Steering Committee for consideration. *(Directions for whom specifically to submit the form to are included on the form.)*

STEERING COMMITTEE RESPONSIBILITY

The Steering Committee will review the request at their next regularly scheduled meeting. The Steering Committee may return the form to the requestor and ask for additional supporting information. When the Steering Committee has sufficient information, it will forward the request to the AAMVA Board of Directors for consideration, with or without recommendation.

(vi) AAMVA BOARD OF DIRECTORS RESPONSIBILITY

The AAMVA Board will review the request at their next regularly scheduled meeting. The Board may approve the request, deny the request, return the request to the Steering Committee for additional information, or table the request for consideration at a later meeting.

NOTIFICATION OF CHANGE

The AAMVA Board will communicate its decision to the Steering Committee through the President & CEO's office. The Steering Committee will then notify the Committee Chair and Vice-Chair of the sponsoring Committee (DRIVER/ENFORCEMENT/VEHICLE) as well as the staff liaison for the appropriate Committee as to the action of the Board and/or Steering Committee. The Chair of the sponsoring committee will communicate to the person or jurisdiction submitting the original proposal of the action of the Board. If the Board elects to add or eliminate a discipline, such action will be communicated through traditional AAMVA methods, including but not exclusively: TWIR, website, Regional updates, YAHOO groups and other appropriate means.

EFFECTIVE DATE OF CHANGE

Unless otherwise directed by the Board, all approved requests will become effective at the beginning of the next fiscal year.

(vii) Working Group Charters Creation and Approval Process

CHARTER REQUIRED

Prior to the creation of any working group, a draft charter must be prepared. The draft charter must include information regarding the proposed project, including the purpose and expected deliverables, pertinent background information, proposed membership, meeting procedures, an estimate of costs to be incurred by the working group, and the anticipated completion date. (A working group charter template can be found on Page 38, and is also available electronically by contacting an AAMVA staff liaison)

APPROVAL PROCESS

The Committee Chair, Vice-Chair, and staff liaison will develop a proposed charter for the working group, or proposed changes to an existing charter, and submit to the Senior Vice-President, Programs Division for review and approval. Once approved by the Senior Vice-President, the proposed charter or proposed charter changes will be submitted to the Steering Committee for review and final approval.

American Association of Motor Vehicle Administrators, Inc.

(insert the name of the proposed working group here) Working Group Charter Request (Template)

I. NAME

The name of the working group shall be the *name of the working group*, hereafter called the *Working Group*.

II. PURPOSE AND ANTICIPATED DELIVERABLES

The *Working Group* shall *(describe the reason(s) for forming the working group and the anticipated outcomes and/or deliverables)*

III. BACKGROUND

(Provide a brief description regarding the issue(s) to be resolved, including pertinent efforts previously undertaken within the AAMVA community)

IV. MEMBERSHIP

The *Working Group* will be comprised of a chair, appointed by the Chair of the Standing Committee having jurisdiction over the *Working Group*. In addition, the *Working Group* will include members selected by the Chair of the Standing Committee having jurisdiction and representing the following AAMVA disciplines:

- *List the proposed membership of the Working Group.*
- *Individual names should not be used, but rather titles, jurisdictions, regions, organizations, etc.*

The membership of the *Working Group* will not exceed xx members.

V. MEETING PROCEDURES

The *Working Group* will meet at the call of the working group chair, either by conference call or in person when necessary. Costs associated with conference calls and/or travel will be charged against the budget approved by the AAMVA Steering Committee for the *Working Group*.

Coordination of each *Working Group* meeting shall be the responsibility of the AAMVA staff liaison assigned to the working group, who shall provide notice to members prior to each meeting and maintain and publish minutes of each meeting.

The presence of two-thirds of the members, either in person or by teleconference, shall constitute a quorum. A majority vote of the members present shall constitute an official action on the *Working Group*.

VI. BUDGET ESTIMATE

The total estimated cost to complete this project is \$ _____.00, and is further estimated to be \$ _____.00 during fiscal year 20xx and \$ _____.00 during fiscal year 20xx. This estimate includes face-to-face meetings, _____conference calls, and \$ _____.00 in miscellaneous costs. (*provide a detailed breakdown of the proposed budget as an addendum to this Working Group Charter request.*)

VII. CHARTER AMENDMENTS

Any member of the *Working Group* may propose an amendment to this charter. All proposed amendments will be circulated to all *Working Group* members by the AAMVA staff liaison, and if approved by a majority of the *Working Group*, forwarded to the Steering Committee for final approval.

VIII. WORKING GROUP TERMINATION

The *Working Group* will be dissolved not later than September 30, 20xx unless tasked with additional responsibilities or otherwise extended by the AAMVA Steering Committee.

Charter Request Submitted by:

Name

Jurisdiction

Phone: e-Mail:

Approved and Forwarded to Steering Committee by:

Name Position

Committee (circle one): **DRIVER** **ENFORCEMENT** **VEHICLE**

Date

American Association of Motor Vehicle Administrator, Inc.

NLETS Working Group Charter

II. NAME

The name of the working group shall be the NLETS Working Group, hereafter called the *Working Group*.

II. PURPOSE and AUTHORITY

The *Working Group* shall serve as a forum within the AAMVA MCS community for consideration of matters relating to jurisdiction processes for providing credentials data access to law enforcement and expanding the use of the National Law Enforcement Telecommunications System (NLETS) for access to all necessary commercial vehicle registration and credentials data.

III. BACKGROUND

For some time jurisdictions have been working on developing and implementing processes to provide the most timely and accurate credentials data to the roadside officer. While there are some good processes being utilized today there is a lack of uniformity and consistency across the country, especially when it comes to providing such data to non-commercial law enforcement agencies. At the AAMVA 2006 Fall Workshop there was a session on this particular subject that generated a lot of discussion and provided proof that the subject needs to be explore further and provide recommendations and/or best practices to ensure that the most accurate data is made available to law enforcement so that proper decisions can be made and actions taken.

Most all law enforcement agencies currently use the NLETS network to obtain data such as driver records, vehicle records, criminal history, homeland security alerts and much other necessary data. Many jurisdictions currently allow or provide access to commercial vehicle (IRP and Intra-state) registration data and other commercial vehicle credentials data through NLETS. Since NLETS connects every state and federal agency together for information exchange primarily law enforcement agencies, this may very well provide the solution to a long standing issue.

V. EXPECTED OUTCOMES/DELIVERABLES

The *Working Group* will work with the AAMVA and IRP membership, to explore current NLETS usage by jurisdictions, which jurisdictions allow access of commercial vehicle credentials data and how best to provide the most timely and accurate data available. Gather information on NLETS, conduct information gathering to identify current jurisdictional processes, identify credentials that should be included, identify best practices for access to data and ensure that whatever best practices &/or processes support other important ITS programs and initiatives.

VI. MEMBERSHIP

The *Working Group* will be comprised of one jurisdictional representative from each AAMVA Region, appointed by the Enforcement Committee Chair, and the AAMVA MCS Director. Additional, the work group will have a representative from the Law Enforcement Discipline, the Information Technology Discipline and IRP, Inc. Board. The Enforcement Committee Chair shall designate a chair of the working group from the appointed membership.

VII. MEETING PROCEDURES

The *Working Group* will meet at the call of the working group chair, either by conference call or in person when necessary. Costs associated with conference calls and/or travel will be charged against the budget approved by the AAMVA Steering Committee for the *Working Group*.

Coordination of each NLETS working group meeting shall be the responsibility of the AAMVA MCS Program Director, who shall provide notice to members prior to each meeting and maintain and publish minutes of each meeting.

The presence of two-thirds of the members, either in person or by teleconference, shall constitute a quorum. A majority vote of the members present shall constitute an official action on the *Working Group*.

VIII. WORKING GROUP TERMINATION

The *Working Group* will be dissolved not later than September 30, 2008 unless tasked with additional responsibilities or otherwise extended by the AAMVA Steering Committee.

MCS / ENFORCEMENT Committee NLETS Working Group Cost Estimates

Estimates include travel cost for working group members and staff.

Working Group Membership

- ♦ AAMVA Region I
- ♦ AAMVA Region II
- ♦ AAMVA Region III
- ♦ AAMVA Region IV
- ♦ Law Enforcement
- ♦ Information Technology
- ♦ IRP Board
- ♦ AAMVA MCS Staff
- ♦ IRP Staff
- ♦ AAMVA IT Staff
- ♦ FMCSA Rep.
- ♦ NLETS Rep.
- ♦ IFTA Rep.

2 day meeting with fly-in the day before and fly-out the day after as needed by working group members.

FY 2007 Cost Estimate

| <u>Item</u> | <u>Cost Each</u> | <u>No.</u> | <u>Total</u> |
|------------------|------------------|------------|--------------|
| Conference Calls | | | \$1,000.00 |

FY 2008 Cost Estimate

| <u>Item</u> | <u>Cost Each</u> | <u>No.</u> | <u>Total</u> |
|-------------|------------------|-------------|--------------|
| Airfare | \$450.00 | 9 | \$4,050.00 |
| Hotel | \$189.00 | 3 nights ea | \$5,103.00 |

| | | | | |
|---------------------------------|-----------------|----------------|---|--------------------|
| Meals | \$62.00 | 4 days | 9 | \$2,232.00 |
| Meeting Space | \$500.00 | | 1 | \$500.00 |
| Misc. | \$100.00 | | 9 | \$900.00 |
| Continental Breakfast | \$200.00 | 2 days | | \$400.00 |
| Lunch | \$250.00 | 2 days | | \$500.00 |
| Breaks | \$125.00 | 2 per day | | \$500.00 |
| <u>Meeting Materials</u> | <u>\$300.00</u> | | | <u>\$300.00</u> |
| Total Est. Cost | | | | \$14,485.00 |
| Propose 2 face to face meetings | | | | \$28,970.00 |
| Conference Calls | | | | \$800.00 |
| <u>Misc. Travel Cost</u> | <u>5 trips</u> | <u>1100 ea</u> | | <u>\$5,500.00</u> |
| Total FY 2008 Est. Cost | | | | \$35,270.00 |

(viii) Completion of a Project

When a Working Group has completed all assigned tasks, or a charter has been otherwise terminated, the Working Group Chair will submit a final report, using the Final Report of Work Group Activities Form (*to be developed*).

The completed Final Report of Work Group Activities Form will be submitted to the Administrative Standing Committee Chair for review and submission to the Steering Committee Chair for review and submission to the Steering Committee.

(ix) Approval Process for Best Practices and Model Laws *

The process for creating and subsequently approving either a model law or best practices guide will adhere to the following:

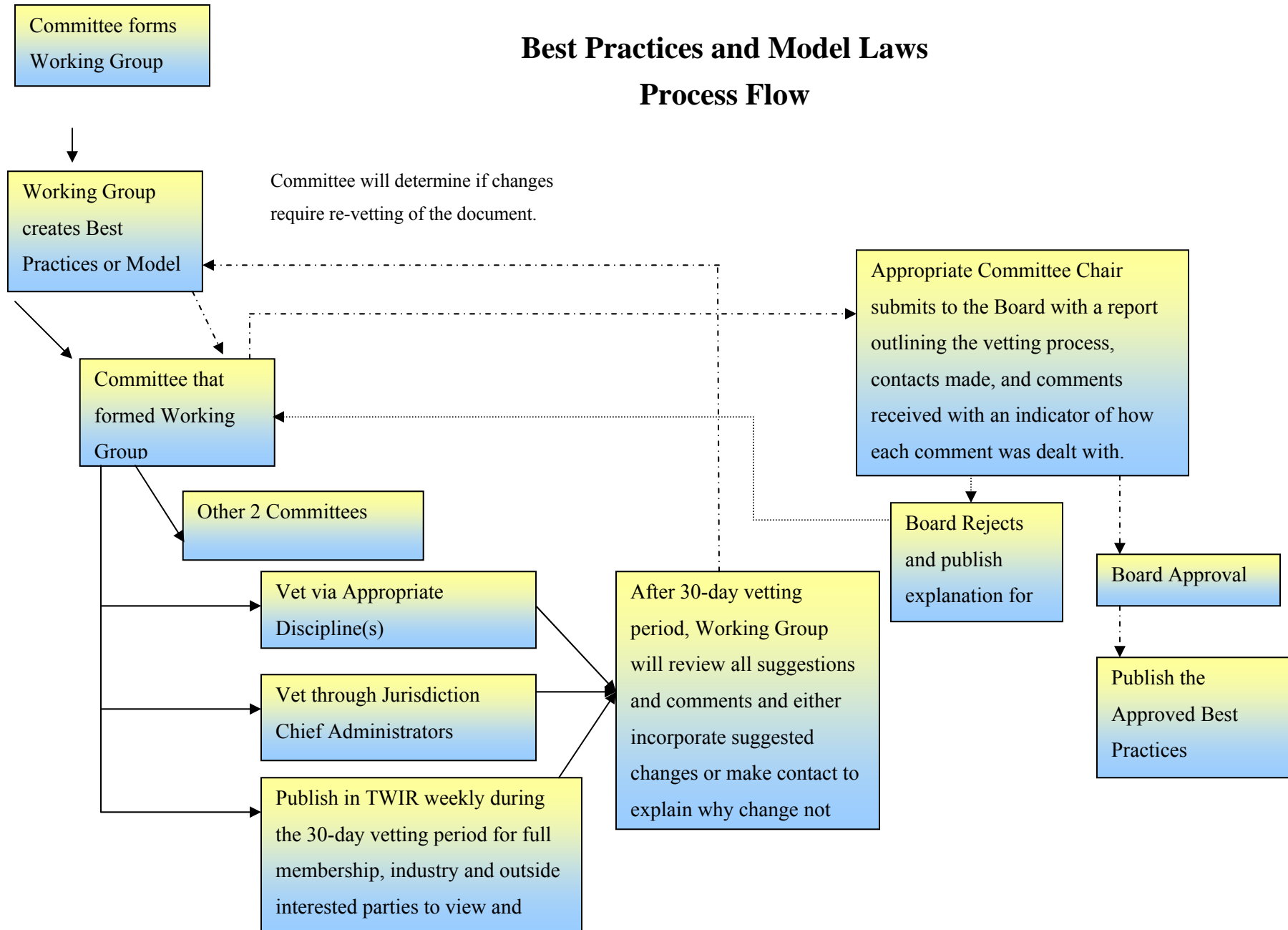
1. One of the three Standing Committees (DRIVER, ENFORCEMENT or VEHICLE) will charter a Working Group whose end product (deliverable) shall be a model law or best practices guide.
2. Following a full and adequate deliberation, and gathering of sufficient facts and background, the Working Group will “draft a best practice or model law.
3. The Working Group will present the “draft” best practice or model law to one of the three Standing Committees for review and approval.
4. Upon approval by the Standing Committee, the best practice or model law will be vetted throughout the AAMVA membership for a 30-day period. The members of the other two Standing Committees, all of the appropriate disciplines (LE, CSD, Pace, VRT, DL, FR, IT, LS, VSI, MCS) and all jurisdiction chief administrators will receive notice of the vetting period. At the same time, weekly notice of the vetting will be published in The Week in Review (TWIR) and website for full membership, industry and outside interested parties to view and comment.
5. All comments and suggestions collected through the vetting process will be compiled and presented back to the Working Group.
6. The Working Group will respond to the comments and either incorporate suggested changes or make contact with the individual(s) who made suggestion(s) to explain why the change(s) were not included in the final document.
7. The Working Group will return a final draft of the Best Practice or Model Law to the Standing Committee.
8. The Standing Committee will determine if the changes are substantial enough to require an additional vetting period. If not, the Standing Committee Chair will submit the best practice or model law to the AAMVA Board with a report outlining the vetting process, contacts made, and comments received, indicating how each comment was dealt with.
9. The Board will then vote on approval or rejection of the Best Practice or Model Law.

10. If approved, the best practice or model law will be published. Announcement of the publication will be included on the AAMVA website and in The Week in Review.

11. If rejected, the Board will publish an explanation for the rejection.

** see attached process flow chart for diagram of how the process works.*

Best Practices and Model Laws Process Flow



Template for Best Practices

Under Development

(x) Communication Procedures

The following procedures were discussed and recommend by the joint committees to be considered when holding combined meetings of the International Standing Committees. This section is not meant to be a required procedure, but a guideline to assure that the entire AAMVA community is involved and informed.

BETWEEN THE THREE COMMITTEES

1. When hosting combined International Standing Committee meetings have at least one joint meeting with all three committees at the same time in the same place while also providing for adequate break out times for each of the separate committees.
2. Assure that all three chair / vice-chairs meet regularly, using both conference calls and face-to-face meetings
3. Committee Liaisons should:
 - participate in all chair/vice-chair conversations
 - participate in all Standing Committee meetings
 - assemble meeting minutes and assure dissemination to committee members (on web)
 - working with the committee chairs, circulate the meeting agenda to all appropriate individuals
4. Share progress status reports between the three committees
5. Make use of standard communication tools to include, but not limited to:
 - Web site
 - e-mail
 - netForum®
 - internet chat

WITHIN THE INDIVIDUAL COMMITTEE

1. Provide for scheduled conference calls for EACH Standing Committee
2. Recommend quarterly reports (at a minimum).
3. Using standard communication tools:
 - Web site
 - e-mail
 - internet chat
 - netForum®
 - newsletter / updates

BETWEEN DISCIPLINES (*not only the three Discipline representatives on the Standing Committees, but also assure communication to all those involved in the volunteer discipline data base.*)

1. Using standard communication tools:

- Web site
- e-mail
- internet chat
- netForum®
- newsletter / updates

2. Workshops

WITHIN DISCIPLINES

1. Using standard communication tools:
 - Web site
 - e-mail
 - internet chat
 - netForum®
 - newsletter / updates
2. Consider providing educational and information sharing workshops
3. Assure communication between the Discipline liaison / committee liaisons
 - Assure the involvement of each of the Regional Vice-President, Operations

COMMUNICATING FROM A DISCIPLINE OUTWARD TO THE AAMVA COMMUNITY

1. Work to assure the AAMVA general membership is aware of the activities of each of the AAMVA disciplines.
2. Assure, for example that a PACE volunteer can always contact any of the PACE disciplines as well as the AAMVA PACE Staff liaison
3. Communicate to the all AAMVA volunteers in general through
 - MOVE magazine
 - TWIR
 - Regional Meetings
 - netForum®

**ASSOCIATE MEMBERSHIP: ASSURE COMMUNICATIONS IN BOTH DIRECTIONS
TO THE FOLLOWING GROUPS:**

1. Industry

- Associate member newsletter (Member/ Conference Services)
- Education / communication at the AIC / Regionals
- Education on availability of information on the website
- Opportunity to submit their names in netForum®

COMMUNICATIONS TO / FROM WORKING GROUPS AND STANDING COMMITTEE

1. Provide status reports in response to the requirements of the “Charter”.
2. Provide Final Report of Work Group Activities.

GLOSSARY OF TERMS

| Term | Definition |
|----------------------|--|
| Ad Hoc Committee | A committee that is formed to consider, investigate, or take action on a particular issue without consideration of unrelated issues or broader applications. |
| AIC Conference | AAMVA's Annual International Conference (AIC), held once per year, usually in the home state of the current AAMVA Chair of the Board, at the end of his or her term. In addition to providing programs of interest to AAMVA members and the motor vehicle community, the AIC includes the swearing in of the new AAMVA chair and other Executive Committee/Board members. |
| Associate Member | Members who represent organizations or companies that have an interest in issues of concern to the AAMVA community, or provide products/services to the AAMVA community. These are not primary (jurisdiction) members. Associate members have a dues structure and benefits schedule that are different from primary (jurisdiction) members. Associate members have voice, but no vote in association business affairs. |
| Best Practice | A recommended method of business or policy practice that is based upon input from the AAMVA membership. |
| Board of Directors | Direction and leadership for AAMVA begins at the highest level of the organization, the AAMVA Board of Directors. The decisions of the Board of Directors are executed by the AAMVA President and CEO and the AAMVA staff. The Board is currently (9'07) comprised of 20 jurisdictional members, representing each of the four Regions. |
| Chair | Presiding officer of a board, committee, subcommittee or working group. |
| Charter | A charter is a document specifying the purpose of an organization or institution. Charters are required to create internal or committee working groups or organizational task forces, prior to committing association funds. |
| CSD Awards | The annual Customer Service Delivery Awards, consisting of the Customer Service Excellence Award and Star Search Award. |
| Discipline | There are ten 10 discipline program areas that fall administratively under each one of the three International Standing Committees. The disciplines are: Customer Service and Delivery (CSD), Driver License and Control (DL&C), Financial Responsibility and Insurance (FR&I), Information Technology (IT), Law Enforcement (LE), Legal Services (LS), Motor Carrier Services (MCS), Public Affairs and Communication (PACE), Vehicle Registration and Titling (VR&T), and Vehicle Safety and Inspection (VS&I). Disciplines are populated by volunteers from member jurisdictions through the AAMVA member database. |
| Discipline Volunteer | An individual who has a vested interest in a particular discipline and takes an active role in sharing information and contributing to discussions and planning activities. |

| Term | Definition |
|-------------------------------------|---|
| Driver License Agreement | A reciprocal program of cooperation to promote highway safety, to provide for the fair and impartial treatment of drivers operating within their respective borders, and to implement minimum identification and security standards for driver licenses and identification cards. A full description of the DLA can be found at this link: http://www.aamva.org/documents/evt_presentations/2004lawinstitute/aug2/evtdlaagreementjuly2004_cgelines.pdf?ct=all&qu=Driver%20license%20agreement&st=r&action=search |
| DRIVER Standing Committee | The DRIVER Standing Committee is a permanent committee that provides a forum for consideration of driver licensing, identification and education issues of importance to the Association and its members. Its primary functions are to develop, communicate and coordinate the implementation of uniform policies, procedures, guidelines and standards that assist jurisdictions with their driver licensing and control activities. |
| ENFORCEMENT Standing Committee | The ENFORCEMENT Standing Committee is a permanent committee that deals with issues surrounding law enforcement and the promotion of traffic/highway safety. The ENFORCEMENT Committee exists to promote highway safety and security within the motor vehicle administration community. |
| International Committee | All committees under the umbrella of the AAMVA International Board of Directors. |
| Jurisdiction | Jurisdiction is the demographic label used to identify AAMVA's voting members. The AAMVA jurisdictions include all 50 states, American Samoa, District of Columbia, Guam, Puerto Rico, the Virgin Islands, and the provinces and territories of Canada. |
| Law Institute | AAMVA's annual Motor Vehicle & Traffic Law Institute is open to anyone with an interest in legal issues affecting the administration and enforcement of motor vehicle laws. |
| PACE Awards | Annual award program that recognizes public relations, public affairs and consumer education excellence among the motor vehicle, law enforcement and traffic safety agencies across North America. This award program takes into consideration creativity, cost effectiveness and the ability to reach consumers with a well crafted, measured and executed message. |
| Permanent Task Group / Subcommittee | A permanent sub-group which is focused on a specific issue of concern that is of continuing interest to the AAMVA community (e.g. AAMVA's annual Law Institute). |
| Regional Conference | There are four annual conferences that take place in each of the four AAMVA regions. The complete list of all jurisdictions contained in each region can be found at the following link: http://www.aamva.org/about/abtRegions.asp |
| Resolutions | A resolution is a formal decision of the organization which has been adopted by the AAMVA Board of Directors, with approval of the membership-at-large. |

| Term | Definition |
|-----------------------|--|
| Staff Liaison | An AAMVA staff member assigned to one of the three International Standing Committees, disciplines, working groups, task forces or other committees, who is responsible for coordinating administrative and budgetary efforts of the specific group. |
| Staff Project Manager | The AAMVA staff person(s) assigned to a working group or task force. The Project Manager is a subject matter expert who provides critical project and logistical support on behalf of the association to help the working group carry out its objectives and meet project plans and deliverables. |
| Standard | <p>A standard is a documented agreement containing technical specifications or other precise criteria to be used consistently as rules, guidelines, or definitions of characteristics, to ensure that materials, products, processes and services are fit for their purpose.</p> <p>In the United States, any organization wanting to have their document or documents defined as a national standard must first seek accreditation from the American National Standards Institute. Only ANSI is authorized to approve such standards.</p> <p>Current and developing AAMVA standards can be found at the following link: http://www.aamva.org/standards/mnu_stdCurrentAndDeveloping.asp</p> |
| Standing Committee | A permanent committee which is concerned with a defined subject or set of issues. The committee shall fall under the administrative responsibility of one of the three permanent International Standing Committees. |
| Steering Committee | <p>The oversight group for the Combined International Standing Committees. The Steering Committee is responsible for:</p> <ul style="list-style-type: none"> ▪ Reviewing project requests submitted by the International Standing Committees for approval and funding. ▪ Communicating important decisions to the AAMVA Board of Directors and membership. ▪ Requesting / reviewing / approving / rejecting charters. ▪ Seeking direction from the AAMVA Board of Directors as needed. ▪ Ensuring volunteers are assigned to fulfill special needs and/or staff permanent working groups (e.g. legal reviews, the Law Institute, awards programs, etc.) <p><i>(see Steering Committee description on page 3 of this document)</i></p> |
| Subcommittee | A sub-unit of a committee or working group established for the purpose of dividing the committee's workload. Recommendations of a subcommittee must be approved by the full committee. |

| Term | Definition |
|----------------------------|--|
| VEHICLE Standing Committee | <p>The VEHICLE Standing Committee exists to promote the adoption by member jurisdictions of reasonable and uniform policies, procedures, regulations, and/or laws pertaining to the titling, registration, and identification of motor vehicles and other related programs.</p> <p>The VEHICLE Standing Committee also promotes highway safety and clean air through vehicle inspection and to promote uniform programs for compliance with accepted minimum standards for motor vehicle safety equipment and emissions equipment.</p> |
| Vice-Chair | The vice-chair is the board/committee member elected to serve just below the chairperson in rank and to attend to the responsibilities of the chairperson in his or her absence. |
| Volunteer Database | The list of committee active or potential volunteers that can be drawn upon to identify individuals who can serve on working groups or fill other committee assignments. |
| Working Group | A working group is a cooperative team of AAMVA members and staff who collaborate on a particular project. These groups are not designated as permanent, but exist only for the life of a specific project or task. |
| Workshop | Seminars (meetings) on specific issues/topics. |