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NATIONAL  
**Child Passenger  
Safety** BOARD

an **nsc** managed program



# Bylaws

(Revised May 2024)

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*[cpsboard.org](https://cpsboard.org)*

# National Child Passenger Safety Board Bylaws

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## Article I – Name and Principal Office

### Section 1.01 Name

The name of this board is the National Child Passenger Safety Board, hereinafter referred to as “the Board.”

### Section 1.02 Principal Office

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

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

## Article II – Mission and Statement of Intent

### Section 2.01 Mission

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

### Section 2.02 Statement of Intent

The Board works with the National Highway Traffic Safety Administration (NHTSA) and the National Child Passenger Safety (CPS) Technician Certification Training 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 Child Passenger Safety Technician Certification Training curriculum.

## Article III – Membership

### Section 3.01 Membership

The Board consists of no fewer than nine (9) and no more than seventeen (17) Members.

At least eight (8) Members, including the Child Passenger Safety Advocate, the Child Passenger Safety Advocate: Underserved Populations and the Community Engagement field representatives must be currently certified CPS Technicians or Instructors. A minimum of four (4) Members must be currently certified as CPS Instructors.

There are three types of Members: permanent non-voting, permanent voting and rotating voting.

### Section 3.01a Permanent Non-Voting Members

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

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Permanent non-voting member organizations include:

- NHTSA Headquarters
- NHTSA Regions
- National Safety Council: Secretariat
- Safe Kids Worldwide: National CPS Certification Program

Permanent non-voting member organizations must confirm their representative every three (3) years.

## **Section 3.01b Permanent Voting Members**

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

Permanent voting member organizations include:

- American Academy of Pediatrics
- Governors Highway Safety Association
- National Safety Council: Curriculum
- Safe Kids Worldwide: Safe Kids Coalitions

Permanent voting member organizations must confirm their representative every three (3) years.

## **Section 3.01c Rotating Voting Members**

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

### **Section 3.01c1 Rotating Voting Members: Subject Matter Experts**

The subject matter expert positions include:

- Vehicle Manufacturer Representative
- Child Restraint Manufacturer Representative

Subject matter experts are selected by a majority vote of the Board following review of the applications, vetting and interviewing of top candidates and recommendation by the Membership Committee.

Subject matter experts are not limited to a number of service terms as defined in Section 3.01c3.

### **Section 3.01c2 Rotating Voting Members: Field Representatives**

The field representative positions include:

- Child Passenger Safety Advocate
- Child Passenger Safety Advocate: Underserved Populations
- Community Engagement
- Injury Prevention/Healthcare
- Public Health/Research
- Public Safety: Fire/Emergency Medical Services
- Public Safety: Law Enforcement

Field representative positions are selected by a majority vote of the Board following review of the applications, vetting and interviewing of top candidates and recommendation by the Membership Committee.

Field representatives are limited to one (1) full term as defined in Section 3.01c3 in any field representative position and are not eligible to serve in an additional field representative position at any point in the future.

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## **Section 3.01c3 Rotating Voting Member Service Term**

All rotating voting Member service terms are three (3) years. Unless filling an unplanned vacancy on the Board, new rotating voting Members begin their service term at the first May full Board meeting following the installation of new officers. Their term expires at the fourth May full Board meeting. Members who are appointed to fill an unplanned vacancy of a rotating voting Member will serve for the remainder of the original service term, unless the position is filled by a new call for applications in accordance with Section 3.01c.

## **Section 3.01c4 Rotating Voting Member Vacancy**

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 or permanent basis by a majority vote of the Board.

## **Section 3.02 Member Resignation**

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

## **Section 3.03 Member Removal**

A Member may be removed from the Board for failure to uphold Board responsibilities as outlined in Article IV by a majority vote of the Board at any regular or special meeting.

## **Section 3.04 Membership Expansion**

The Membership 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. The Board must approve by majority vote any additional organizations/constituencies selected to participate on the Board.

## **Section 3.05 Voting Power and Privileges**

Each voting Member has equal voting power and privileges on Board matters.

## **Section 3.06 Compensation**

Members do not receive compensation for serving on the Board.

## **Article IV – Member Responsibilities**

### **Section 4.01 Member Responsibilities**

Members support activities to fulfill the Board's mission.

### **Section 4.02 Meeting Participation**

Members are expected to attend and participate fully in all full Board, assigned committee and assigned ad hoc committee meetings.

### **Section 4.03 Confidentiality**

Each Member must sign the *NCPSB Confidentiality Agreement* on an annual basis.

### **Section 4.04 Conflict of Interest Disclosure**

Each Member must sign the *NCPSB Conflict of Interest Disclosure Agreement* on annual basis.

### **Section 4.05 Product Endorsement**

Members must not use their position on the Board for implicit or explicit product endorsement.

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## Article V – Meetings

### Section 5.01 Meetings

The Board meets in person biannually at the offices of the National Safety Council or any other location approved by the Executive Committee.

Additionally, the Board meets virtually four (4) additional times per year in a format where all Members can hear one another simultaneously.

### Section 5.02 Notice of Meetings

Notice of all meetings is emailed to all Members at least one (1) month prior to each meeting.

### Section 5.03 Special Meetings

Special meetings may be called at the request of the Chair 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.

Members are given at least seven (7) days written notice of special meetings unless circumstances present an issue that must be addressed more quickly than seven (7) days.

### Section 5.04 Meeting Format

All Board 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 by a majority vote of the Board.

### Section 5.05 Quorum

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

### Section 5.06 Parliamentary Procedure

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 Board operating procedures.

### Section 5.07 Voting

All issues to be voted on are decided by a majority vote of all voting Members, unless otherwise noted in the *Bylaws*.

### Section 5.08 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 a communications platform that supports 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, Members' participation. A vote conducted through the designated communication platform shall 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.

### Section 5.09 Meeting Minutes

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



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## **Article VI – Officers**

### **Section 6.01 Officers**

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

### **Section 6.01a Chair**

The primary role of the Chair is to act as spokesperson for the Board and to facilitate Board meetings.

### **Section 6.01b Vice-Chair**

The primary role of the Vice-Chair is to lead the Membership Committee.

The Vice-Chair serves on the Chair's behalf in their absence.

### **Section 6.01c Vice-Chair Elect**

The Vice-Chair Elect serves on the Vice-Chair's behalf in their absence.

### **Section 6.02 Officer Terms**

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

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

### **Section 6.03 Vice-Chair Elect Eligibility**

Any Member, with the exception of Permanent Non-Voting Members as identified in Section 3.01a and current Officers as identified in Section 6.01, is eligible to serve as Vice-Chair Elect if they have been on the Board for at least one (1) full year as of the May Board meeting of the voting year and have at least one (1) year remaining in their service term.

### **Section 6.04 Vice-Chair Elect Election**

The Vice-Chair Elect election is held annually at the May Board meeting.

### **Section 6.05 Officer Resignation**

An Officer may resign at any time by giving written notice of such intent to the Executive Committee. The Officer's service term will revert to the original service term.

### **Section 6.06 Officer Removal**

An Officer may be removed due to failure to uphold officer responsibilities as outlined in Article VI by a majority vote of the Board at any regular or special meeting. The Officer's service term will revert to the original service term or, at the Board's discretion, the Officer also may be removed from the Board by a majority vote.

### **Section 6.07 Officer Vacancies**

In the event of an unplanned vacancy in the position of Chair, the Vice-Chair automatically fills the position for the remainder of the term of the original Chair in addition to serving their subsequent term as Chair.

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If the event of a vacancy in the position of Vice-Chair, the Vice-Chair Elect automatically fills the position for the remainder of the term of the original Vice-Chair in addition to serving their subsequent term as Vice-Chair.

In the event of a vacancy in the position of the Vice-Chair Elect, the Executive Committee fulfills the Vice-Chair Elect responsibilities until the Board elects a new Vice-Chair Elect at the next meeting of the full Board.

## Article VII – Committees

### Section 7.01 Committee Responsibilities

Committees support activities to fulfill the Board’s mission.

### Section 7.02 Standing Committees

The standing committees are as follows:

- Executive Committee
- Community Engagement Committee
- Curriculum/Certification Committee
- Data Committee
- Membership Committee

### Section 7.02a Executive Committee

The members of the Executive Committee include the Chair, Vice-Chair, Vice-Chair Elect, Secretariat, NHTSA Headquarters representative and the National CPS Certification Program representative. The 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.

### Section 7.02b Community Engagement Committee

The Community Engagement Committee works to build CPS community support for the Board through engagement in Board activities and amplification of Board messaging and resources.

Additionally, the Community Engagement Committee manages the National Child Passenger Safety Awards Program, the monthly CPS Coordinators Forum and the Always a Board Member initiative.

### Section 7.02c Curriculum/Certification Committee

The Curriculum/Certification (CC) Committee organizes the content and structure of the *Child Passenger Safety Technician Certification Training* curriculum, including the Instructor Guide, Technician Guide, PowerPoint presentation and supporting documents.

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

Additionally, the CC Committee works with the National CPS Certification Program to provide feedback and guidance on the policies and procedures related to certifying/recertifying Technicians, Technician 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.

The CC Committee also manages the monthly NCPSB Webinar Series.

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### **Section 7.02d 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. Data Committee members serve as subject matter experts for the National Digital Car Seat Check Form (NDCF) Program.

### **Section 7.02e Membership Committee**

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. Any recommendations must be voted on by the full Board in accordance with Section 3.04.

### **Section 7.03 Ad Hoc Committees**

Ad hoc 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.

### **Section 7.04 Committee Chairs**

Committee Chairs for the standing committees as defined in Section 7.02 are elected by a majority vote of that committee during the May Board meeting. The current Committee Chair may continue in that role, pending committee approval.

### **Section 7.04a Committee Chair Responsibilities**

Committee Chairs are responsible for leading committee activities that support the mission of the Board.

### **Section 7.05 Committee Membership**

All Members are required to serve on the Curriculum/Certification Committee and one additional committee. Each May, Members confirm with the Secretariat on which committees they will serve for that year.

### **Section 7.06 Committee Voting Power and Privileges**

Each committee member has equal voting power and privileges on committee matters.

### **Section 7.07 Committee Meetings**

Committees meet at least six (6) times per year virtually in a format where all Members can hear one another simultaneously.

### **Section 7.08 Notice of Committee Meetings**

Notice of all committee meetings are emailed to all Members at least one (1) month prior to each meeting.

### **Section 7.09 Committee Meeting Format**

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.

### **Section 7.10 Quorum**

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

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## **Section 7.11 Committee Voting**

All committee issues to be voted on are decided by majority vote of all committee Members, regardless of the type of Member.

## **Section 7.12 Committee Meeting Minutes**

Recordings of all committee meetings, serving as committee meeting minutes, are kept on file by the Secretariat.

## **Article VIII – Amendments**

### **Section 8.01 Amending *Bylaws***

The *Bylaws* 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 all voting Members of the Board.

Any Member may request a *Bylaws* amendment at any time by written request to the Executive Committee.

### **Section 8.02 Review of *Bylaws***

The *Bylaws* are reviewed biennially by the Executive Committee.

## **Article IX - Special Circumstances**

### **Section 9.01 Interim Action**

In the event a bylaw cannot be met, the Executive Committee will propose a course of action for review and approval by a vote of two-thirds (2/3) of all voting Members of the Board.