

CPS TEAM COLORADO

Advisory Council By-Laws

Revised 2012



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ARTICLE I: NAME AND PURPOSE

Section 1.1: Name

The name of this committee shall be CPS Team Colorado Advisory Council (CPSTCAC), herein referred to as “Advisory Council”.

Section 1.2: Purpose

The Colorado State Patrol (CSP) has established the CPS Team Colorado Advisory Council 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 Colorado, to ensure the quality of the program and the proficiency of the instructors, fit stations, and training. The CPS Advisory Council will monitor for consistency of CPS Team Colorado program and of technical content and satisfactory achievement of CPS Team Colorado and the National Highway Traffic Safety Administration (NHTSA) curriculum guidelines.

Section 1.3: Mission

The mission of the Advisory Council is to assist the Colorado Child Passenger Safety Program to provide an environment in Colorado where every child is properly secured in an approved and appropriate restraint system while riding in a motor vehicle. The Advisory Council will advise the Colorado State Patrol in establishing, maintaining and enhancing public education, technical training, advocacy and providing necessary resources. Additionally, the Advisory Council serves to maintain the quality and integrity of the Colorado Child Passenger Safety Program to the highest possible degree. This program is used to train and certify and/or verify child passenger safety (CPS) technicians, instructors and advocates, as applicable.

Section 1.4: Role

The Advisory Council works collaboratively with the Colorado Child Passenger Safety Program, known as CPS Team Colorado, who has the ultimate authority over the State of Colorado Child Passenger Safety Program. The Advisory Council channels insight from their representatives to the Colorado Child Passenger Safety Program Coordinating Agency, the Colorado State Patrol. CPS Team Colorado is administered by the Colorado State Patrol and funded by the U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA) and the Colorado Department of Transportation (CDOT).

Section 1.5: Revolving Position Roles

Revolving Position Membership shall include representatives of the designated Districts within the State of Colorado. Their role on the Advisory Council is that of acting as a liaison between the District they represent and the Advisory Council.

ARTICLE II: MEMBERSHIP

The Advisory Council shall be comprised of two (2) permanent members, a minimum of eleven (11) non-permanent members, and members appointed by the Advisory Council.

Section 2.1: Permanent Members

Permanent agencies represented shall be the Colorado State Patrol (CSP) and the Colorado Department of Transportation (CDOT). The representatives from these agencies will constitute the Executive Board of the Advisory Council, and will be appointed by their agencies. Permanent members are not subject to the open application process. Terms of service of the permanent members will be determined by their agencies.

Section 2.2: Non-permanent Members

Additional Advisory Council membership shall be composed of representatives from the following services, with membership not to exceed six (6) representatives from any one category: Law Enforcement, Fire Service, Emergency Medical Services, Public Health/Hospital, and Advocates. Within these five categories, the Advisory Council strives to have representatives from the Western, Eastern, Southern, Northern and Central areas of Colorado to serve in eleven (11) districts, as well as representation from local programs such as Safe Kids. Non-permanent members are selected through an open application process. ([See Appendix A](#))

Section 2.2a: Qualifications for Membership

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

[Section 2.2b: Length of Membership](#)

Membership on the Advisory Council is for three (3) years. Terms of the membership are staggered so that the entire Advisory Council 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 to fulfill the unexpired term, subject to Advisory Council approval.

[Section 2.2c: Term of Membership](#)

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

[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: Membership Selection](#)

Advisory Council 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. All interested and eligible persons are invited to apply. Applicants are selected to represent only one district.

Section 2.5: Membership Responsibilities

Advisory Council members will be expected to:

1. Attend meetings according to the attendance policy. ([See Article V](#))
2. Work on committees and/or committee activities between meetings, as necessary.
3. Evaluate the effectiveness of existing CPS programs/initiatives.
4. Assist in the improvement of existing CPS programs.
5. Identify areas in need of CPS resources within the State of Colorado.
6. Assist in the implementation of CPS programs/initiatives in needy areas.
7. Facilitate information sharing throughout Colorado.
8. Ensure and promote quality assurance within the State's outreach materials.
9. Represent CPS Team Colorado with the highest degree of professionalism.

ARTICLE III: ORGANIZATION

Section 3.1: Executive Board

The Executive Board shall consist of representatives of the permanent member agencies and the Advisory Council Chair. The Executive Board shall be responsible for securing and administering funding for classes, materials, conferences, committee reimbursements, and any other financial endeavors of the Advisory Council.

The Executive Board shall have final authority over the content of Colorado produced materials, as well as the use and delivery of child passenger safety training curricula and classes sponsored by the State of Colorado, 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 Secretariat. Terms of service shall be permanent for Chair, and Vice Chair. Secretariat will serve for one year after being nominated and elected during the first Advisory Council meeting after October 1.

Section 3.2a: Chair

The Advisory Council Chair shall be CPS Team Colorado State Coordinator. The Chair will be responsible for coordinating the Advisory Council meetings and preparing the meeting agenda. The Chairperson will also facilitate Advisory Council meetings. The Chairperson shall be the sole spokesperson for the Advisory Council unless delegated to another Council Member. The Chairperson shall have ultimate authority to appoint and remove permanent, non-permanent, or appointed members of the Advisory Council.

Section 3.2b: Vice Chair

The Advisory Council Vice Chair shall be CPS Team Colorado Training Coordinator. The primary role of the Vice Chairperson is to coordinate task force and/or working group activity and to co-facilitate Advisory Council meetings. The Vice Chairperson shall also serve on the Chairperson's behalf in the absence of the Chairperson. The Vice Chair shall take over the duties of Chair in the absence of the Chairperson.

Section 3.2c: Secretariat

The Secretariat shall be elected from Advisory Council members and shall serve for one year. The Secretariat shall be responsible for drafting minutes taken from Advisory Council meetings, posting the minutes to the membership, and accepting and tallying proxy votes.

Section 3.3: Committees

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

Section 3.3.a: Membership Committee

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

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

Section 3.3b: Conference Committee

The Conference Committee shall be responsible for ongoing conference promotion to include:

- Development of a list of potential topics, which shall be reviewed, edited and approved by the Advisory Council.
- Securing of proposed speakers and vendors.
- Notifying the Advisory Council of potential problems or issues which require Advisory Council discussion and intervention.

This committee 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 Advisory Council shall be members of this committee. Committee is to have a minimum of three (3) members and a maximum of five (5).

Section 3.3c: Ad Hoc Committees

At the discretion of the Advisory Council, Committees may be formed to address current needs.

ARTICLE IV: MEETINGS

Meetings will be held biannually during a federal fiscal year, with additional meetings held electronically as needed. The Chair will ensure that all meetings be announced to the membership at least 30 days in advance of the scheduled meeting.

All meetings shall be conducted in an open, fair and friendly manner, referencing Robert's Rules of Order: Simplified Procedures. ([See Appendix B](#))

Section 4.1: Invited Guests

Guests and/or former members may be invited to participate in additional meetings at the discretion of the Executive Board.

Section 4.1a: Observing Guests

Guests may observe the proceedings of the meeting but may not participate in discussion during the meeting or, breakout sessions. Observing guests shall be seated outside of the discussion table. Guests must identify themselves to the Secretariat prior to the meeting being called to order.

Section 4.1b: Speaking Guests

Guests wishing to speak at the Advisory Council Meeting must request to be added to the meeting agenda. The request must be made in writing to the Advisory Council Chair no later than 30 calendar days prior to the meeting date. Speaking guests may be limited to a maximum number and/or limited to an allotted time-frame based on the Advisory Council agenda.

ARTICLE V: ATTENDANCE

Members are expected to attend more than 50% of the Advisory Council meetings, both physical and/or electronic. Members will be expected to contribute to group discussions and come to meetings prepared and on-time. Excused absences will be granted for instructors actively teaching a class, illness, and at other times approved by the Advisory Council Chair with prior notification. Members not meeting attendance requirements may be subject to replacement on Advisory Council.

Overnight lodging and mileage to Advisory Council meetings and/or functions may be covered through reimbursement, by CPS Team Colorado.

ARTICLE VI: VOTING

When a motion is presented before the Advisory Council, a simple majority vote of the members in attendance is required for its passage. A sixty percent (60%) majority of the eligible voting Advisory Council 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 Chair of the issue requiring a vote and given a timeline in which to respond. Majority requirements for vote must be met.

Advisory Council members eligible to vote include all permanent, non-permanent and appointed members.

Section 6.1: Permanent Voting Seats

Permanent voting member organizations shall appoint one individual to serve as their representative on the Advisory Council for each of the following positions. Permanent Seats are non-rotating. Permanent Voting members include:

- The Colorado Child Passenger Safety Program Statewide Coordinator
- The Colorado Child Passenger Safety Program Training Coordinator
- The Colorado Department of Public Health and Environment
- The Children's Hospital Colorado
- Ad Hoc

Section 6.2: Rotating Seats

Beginning with the 2012 rotating member positions, selections shall be made by a majority vote of the Advisory Council, following review of the applications and recommendations made to the Advisory Council by the Membership Committee. The positions shall include representatives from each of the 11 designated districts of the State of Colorado.

ARTICLE VII: AMENDMENTS

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

CPS Team Colorado Advisory Council, Adopted: April 2, 2012

CPS Team Colorado AC Reviewed: April 2, 2012

CPS Team Colorado AC Ratified: July 25, 2012

Signatures

Chair:

Vice-Chair:

Secretariat:

CPSTCAC Representatives:

Appendix A: Membership Application

If not completed at www.carseatscolorado.com, the form should be completed and e-mailed to the CPS Team Colorado State Coordinator.

Name

Job Title

Organization/Agency

Work Address

Work Phone

Email

Home Address

Home Phone

Are you a certified CPS Instructor or Technician? Yes or No

If Yes, what is your technician/instructor #?

Which position are you applying for? District 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

1. Briefly describe your sponsoring organization's purpose and its involvement with child passenger safety.
2. Briefly describe your role within (or affiliation with) the organization.
3. Please discuss why you would like to become a member of the CPS Team Colorado Advisory Council.
4. Give three examples of how your skills, knowledge and/or expertise will assist the Advisory Council in carrying out its purpose.
5. Briefly explain how you will utilize your network to seek feedback from and give information to the community you represent nationwide (i.e. emergency services, diversity, nursing).

Please provide two professional references:

1. Name/address/phone/email
2. Name/address/phone/email

I understand that Council membership is voluntary, there is no compensation, and CPS Team Colorado has limited travel expenses. I have read and will comply with all CPS Team Colorado Advisory Council By-Laws should I be selected as a member of the council. Yes/No

I understand that my application will not be complete until I email a copy of my resume to the CPS Team Colorado State Coordinator. Yes/No

Your application and resume will be reviewed by the Membership Committee and you will be advised of its status.

Appendix B: Roberts Rules of Order: Simplified

Main ideas:

- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- The [members] discuss only one thing at a time.

How to do things:

1. You want to bring up a new idea before the group.

After recognition by the [president], present your motion. A second is required for the motion to go to the floor for debate, or consideration.

2. You want a motion just introduced by another person to be killed.

Without recognition from the [president] simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.

3. You want to change some of the wording in a motion under debate.

After recognition by the [president], move to amend by:

1. adding words,
2. striking words or
3. striking and inserting words.

4. You like the idea of a motion under debate, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

5. You want more study and/or investigation given to the idea under debate.

Move to refer to a committee. Try to be specific as to the charge to the committee.

6. You want more time personally to study the proposal under debate.

Move to postpone to a definite time or date.

7. You are tired of the current debate.

Move to limit debate to a set period of time or to a set number of speakers.

Requires a 2/3 vote.

8. You have heard enough debate.

Move to close the debate. Requires a 2/3 vote. Or move to previous question.

This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.

9. You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.

10. You want to take a short break.

Move to recess for a set period of time.

11. You want to end the meeting.

Move to adjourn.

12. You are unsure that the [president] has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a standing vote will be taken.

13. You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The [president] will ask you to state your question and will attempt to clarify the situation.

14. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

15. You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, as 2/3 vote is required.

You may INTERRUPT a speaker for these reasons only:

- to get information about business - **point of information**
- to get information about rules - **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- if you see a breach of the rules - **point of order**
- if you disagree with the [president]'s ruling - **appeal**

You may influence WHAT the [members] discuss:

- if you would like to discuss something - **motion**
- if you would like to change a motion under discussion - **amend**

You may influence HOW and WHEN the [members] discuss a motion:

- if you want to limit debate on something - **limit debate**
- if you want a committee to evaluate the topic and report back - **commit**
- if you want to discuss the topic at another time - **postpone or lay it on the table**
- if you think people are ready to vote - **previous question**

Parliamentary Procedure Motions Chart

Adjourn	S			M	
Recess	S		A	M	
Table	S			M	
Close Debate	S			2/3	R
Limit Debate	S		A	2/3	R
Postpone To Later Time	S	D	A	M	R
Refer To Committee	S	D	A	M	R
Amend Amendment	S	D		M	R
Postpone Indefinitely	S	D	A	M	R
Main Motion	S	D	A	M	R

S = Must Be Seconded, D = Debatable, A = Amendable, M = Requires A Simple Majority Vote, 2/3 = Requires A 2/3 Vote, R = May Be Reconsidered Or Rescinded

Adapted from Case Western Reserve Graduate Student Senate; changes in []
<http://www.cwru.edu/orgs/gradsenate/rules/handbook.html>

Obtained From: <http://westcumb.ca/Constitution/Simplified%20Roberts%20Rules%20of%20Order.pdf>

Appendix C: CPS Team Colorado District Map

CPS Team - Colorado Advisory Council
District Map

