



## National Motor Vehicle Title Information System (NMVTIS) State Program Subcommittee Charter

### I. **NAME**

The name of the subcommittee is the *NMVTIS State Program Subcommittee*, hereafter called the *Subcommittee*. The *Subcommittee* works under the auspices of, and reports to the AAMVA Vehicle Standing Committee.

### II. **PURPOSE AND ANTICIPATED DELIVERABLES**

The purpose of the *Subcommittee* is to work within the AAMVA standing committee structure to propose resolutions for issues related to NMVTIS state business rules. The *Subcommittee* is anticipated to meet in-person twice a year and as needed by teleconference to address, make recommendations, and resolve vehicle, title, registration, and brand issues as they pertain to NMVTIS. The *Subcommittee* will engage in efforts involving technology changes that may impact the NMVTIS program.

When NMVTIS issues that impact the state program are identified, these shall be forwarded to the staff liaison for consideration by the *Subcommittee* on a case-by-case basis for review and resolution. When these issues may affect policies and practices addressed by the Vehicle Standing Committee, the *Subcommittee* shall bring the issues along with any recommendation (as appropriate) to the Vehicle Standing Committee for consideration.

### III. **BACKGROUND**

NMVTIS has been operational since July 1999. Developing and operating NMVTIS requires AAMVA to coordinate activities of the states, AAMVA, data consolidators, approved data providers and the U.S. Department of Justice (DOJ). The former Vehicle Registration and Title (VRT) Committee, oversaw uniform policies, procedures, and regulations as they pertained to registration, title, and vehicle identification, and established the *NMVTIS Business Rules Working Group (NMVTIS BRWG)*. The *NMVTIS BRWG* was established to oversee the ongoing state program related business and policy issues, along with the development of best practices that relate to NMVTIS and its operation. Due to the ongoing business and technical issues that arose there is a need for a long-term Subcommittee versus a Working Group with a specific charge. As a result, the *NMVTIS State Program Subcommittee* permanently replaces the *NMVTIS BRWG*.

### IV. **MEMBERSHIP**

The *Subcommittee* will include 14 members appointed by the Chair of the Vehicle Standing Committee, representing all four regions and all NMVTIS participation methods (fully integrated online, partially integrated online, batch/state web interface, fully batch, providing data only) including the following disciplines:

- *NMVTIS business subject matter experts*

- *Information Technology (IT) subject matter experts of NMVTIS state systems*
- *Additional input may be gained from reaching out to NMVTIS stakeholders, including DOJ.*
  - *The Subcommittee has the discretion to invite such stakeholders to participate both in-person and by teleconference*

Each *Subcommittee* member term shall be for one three year term (based on AAMVA's fiscal year of October 1 to September 30). Members whose term has expired are allowed to re-apply for additional terms with no limit on the number of terms eligible to serve. If a *Subcommittee* member withdraws from their *Subcommittee* position before the end of their term, the vacant position will be filled by the AAMVA process to appoint *Subcommittee* members. A member who is unable to participate on a regular basis may be required to resign from the *Subcommittee*.

Because all jurisdictions have not implemented NMVTIS, it is essential the *Subcommittee* Chair and Vice Chair represent a current participating NMVTIS jurisdiction.

The responsibilities of the *Subcommittee* Chair, Vice Chair, and members are equivalent to the responsibilities for a *Working Group* outlined in the [Standing Committee Manual](#).

#### **V. MEETING PROCEDURES**

The *Subcommittee* will meet as needed by conference call or in-person. 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 *Subcommittee*.

#### **VII. CHARTER AMENDMENTS**

Any member of the *Subcommittee* may propose an amendment to this charter. All proposed amendments will be circulated to all *Subcommittee* members and, if approved by a majority of the *Subcommittee*, forwarded to the Vehicle Standing Committee for final approval.

#### **VIII. COMMITTEE TERMINATION.**

The *Subcommittee* is a permanent Subcommittee, established by the Vehicle Standing Committee. The Vehicle Standing Committee, by a majority vote of its members, may dissolve the *Subcommittee* at any time.