American Association of Motor Vehicle Administrator, Inc.
Electronic Titling (E-Titling) Working Group Charter

I. NAME
The name of the working group shall be the Electronic Titling Working Group, hereafter called the Working Group.

II. PURPOSE AND ANTICIPATED DELIVERABLES
The Working Group shall:

- Develop a work plan with detailed deliverables and timeframes, and develop a detailed budget plan for FY12 and FY13 anticipated expenditures;

- Identify current and future electronic titling programs being developed or implemented by AAMVA jurisdictions;

- Develop a Proof of Concept for the e-titling of new vehicles from the manufacturer to the dealers to the state, how to accomplish the Proof of Concept and identify issues and solutions.

- Develop a set of best practices or procedures related to e-titling to minimize impact on other states and vehicle related stakeholders.

- Work with affected industries, including lenders, auto dealers, and auto auctions to assess potential impacts when a jurisdiction implements electronic titling programs; and

- Deliver best practices and recommendations for implementing a uniform approach to implementing an electronic titling program.

III. BACKGROUND
- The Working Group was formed in 2010 to develop best practices that would assist jurisdictions with the development of uniform procedures and approaches for an electronic titling program. Electronic title programs are being implemented in Virginia, Texas, and Wisconsin, and South Dakota has passed enabling legislation. It is anticipated that most jurisdictions will consider electronic titling as they continue to look for ways to reduce cost and enhance efficiency. To date, states have developed their own unique approach to implementation without standards or best practices
available for guidance to follow. The Working Group will serve as the member sounding board/advisory group for the e-title proof of concept that will evaluate the processes for a true electronic title process. Stakeholders, barriers and/or solutions will need to be determined prior to implementing an e-title program.

IV. MEMBERSHIP

The Working Group shall be comprised of a Chair appointed by the Chair of the Vehicle Standing Committee. The Working Group will initially include members from Arizona, California, Florida, Iowa, Maryland, Vermont, Pennsylvania, South Carolina, Virginia, Texas, Wisconsin and South Dakota. The membership of the Working Group can be expanded by the Chair of the Vehicle Committee but will not exceed twelve (12) member representatives from affected industries may be invited to participate in meetings and conference calls, but will not be members of the working group.

Each Working Group member term shall be for two complete fiscal years – a complete fiscal year is from October 1 through to September 30. Members may serve additional terms without reappointment until replaced by the Chair of the Vehicle Standing Committee.

If a Working Group member withdraws from their working group position before the end of his or her term, the Vehicle Committee Chair may appoint a replacement. In the event of a mid-year appointment to a position on the Working Group, for purposes of determining the term outlined in this charter, the remainder of the calendar year is not counted as part of the member’s term.

Catherine Curtis, Director of Vehicle Programs, will serve as the staff liaison to the Working Group.

V. MEETING PROCEDURES

The Working Group will meet at least once every two months or at the call of the working group chair, either by teleconference 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 of the Working Group.

VI. MEMBER RESPONSIBILITIES
All Working Group members are expected to actively participate in the Working Group’s activities and meetings on a regular basis.

A member who is unable to participate on a regular basis may be required by the Chair of the Vehicle Committee to resign from the Working Group.

Members are to represent the interests of the AAMVA Vehicle Community.

VII. BUDGET ESTIMATE
The total estimated cost to complete this project is $36,000, and is further estimated to be $36,000 during fiscal year 2012. This estimate includes 2 face-to-face meetings, conference calls, and miscellaneous costs.

VIII. CHARTER AMENDMENTS
All proposed amendments to the Charter shall 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.

IX. WORKING GROUP TERMINATION
The Working Group will be dissolved by September 30, 2013 unless tasked with additional responsibilities by the AAMVA Chair of the Board or extended by the AAMVA Steering Committee.
Charter Request Submitted by:

Debra Hillmer
Name

South Dakota Division of Motor Vehicles
Jurisdiction

605-773-5747  debra.hillmer@state.sd.us
Telephone and e-Mail

Approved and Forwarded to Chair of the Vehicle Steering Committee by:

Catherine Curtis, Director, Vehicle Programs
Name/Position

Committee VEHICLE

Charter approved by: Janet Dolan
Chair of the Vehicle Standing Committee

Jurisdiction: Pennsylvania