



*A Guide for AAMVA's
Law Enforcement
Standing Committee*

January 2014

A Guide for AAMVA's Law Enforcement Standing Committee

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About AAMVA

The American Association of Motor Vehicle Administrators (AAMVA) is a tax-exempt, nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association serves as an information clearinghouse in these areas and acts as the international spokesman for these interests.

Founded in 1933, AAMVA represents the state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws. AAMVA's programs encourage uniformity and reciprocity among the states and provinces. The association also serves as a liaison with other levels of government and the private sector. Its development and research activities provide guidelines for more effective public service. AAMVA's membership includes associations, organizations and businesses that share an interest in the association's goals. AAMVA has four regions incorporated under its umbrella.

AAMVA Regional Composition

A description of each Region, their membership and committee structure follows.

Region I

Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, Newfoundland, New Hampshire, New Jersey, New York, Nova Scotia, Ontario, Pennsylvania, Prince Edward Island, Quebec, Rhode Island and Vermont

Region II

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, Puerto Rico and the Virgin Islands

Region III

Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin

Region IV

Alaska, Alberta, American Samoa, Arizona, British Columbia, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Marianas Islands, Northwest Territories, Nunavut, Oregon, Saskatchewan, Utah, Washington, Wyoming and the Yukon Territory

Regional Directors

AAMVA's Regional Directors serve as liaisons between regional volunteers, the Regional Board, and AAMVA headquarters.

Regions I and II

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General Information

The key to any association's viability is the involvement of its members. One of AAMVA's strengths is its standing committee structure and volunteer program.

Standing committee participation involves direct responsibility for thoughtful consideration to matters relating to AAMVA's policies, procedures, programs and general welfare. AAMVA's standing committee structure was modified in 2012, but it continues to reflect the three core business functions of the membership – Driver, Law Enforcement and Vehicle.

The three committees meet both independently and in joint session. When necessary, Working Groups are formed to focus on specific issues within a discipline (discipline areas defined below).

The Law Enforcement Standing Committee is comprised of nine (9) law enforcement volunteers, two from each Region plus one Royal Canadian Mounted Police representative; as well as one volunteer subject matter expert from each of the following discipline areas:

- Driver Licensing & Control
- Fraud
- ID Management
- Information Technology
- Legal Services
- Motor Carrier Services
- Public Affairs and Consumer Education
- Vehicle Registration & Title

Mission and Goals

Law Enforcement Standing Committee – MISSION

To inspire collaboration between law enforcement and driver/motor vehicle administrators to improve highway and public safety.

Law Enforcement Standing Committee – GOALS

1. Increase law enforcement participation in AAMVA conferences, working groups, and other initiatives.
2. Provide and promote uniformity and consistency through the development of policies, standards, and best practices.
3. Promote the exchange of challenges and successes, implementation of technologies, sharing of information, and other contemporary law enforcement issues.

Law Enforcement Standing Committee – Selection, Roles and Responsibilities

Volunteer Applications

Committee volunteers are solicited throughout the year by AAMVA. A jurisdiction representative can submit an application for a committee position anytime during the year by completing the form located on the AAMVA website. The form must be approved by the volunteer's supervisor or chief administrator. If no vacancies are available, AAMVA will hold the application for future appointments to committees or working groups as needed.

Committee Appointments and Terms of Service

The incoming AAMVA Chair of the Board has the responsibility to make appointments to the standing committees. Discipline terms will be for **two years** and no member may serve more than two (2) 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 representatives the same year.

Committee Chairs

The Law Enforcement Standing Committee Chair and Vice Chair are elected annually by the members of the committee. The Chair and Vice Chair positions can only be occupied by members from the law enforcement discipline.

The term of office for each is one year and a member may not serve more than two (2) consecutive terms. The election of the Chair and Vice Chair should occur as soon as practical after the annual appointment of the standing committee members by the AAMVA Incoming Chair of the Board.

Committee Chair Responsibilities

- Preside over Law Enforcement Standing Committee meetings
- Assist staff liaison in development of standing committee meeting agendas
- 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
- Serve on the steering committee
- Assign tasks to standing committee members
- Work with the staff liaison to ensure that all communications and web site information is maintained in a timely manner
- Regular dialog with other standing committee chairs
- Other duties as required

Committee Vice-Chair Responsibilities

- Serve on the steering committee
- Serve in place of the Chair when the Chair is unable to participate
- Assist in the development of standing committee meeting agendas
- Assume all duties of the Chair if the current Chair is no longer qualified to serve as the Chair because of termination of employment, resignation from the committee, or other similar circumstances
- Other duties as assigned by the Chair

Committee Member Responsibilities

- Actively participate in scheduled meetings of the committee and working group
- 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 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

Removing Members

A member may be removed for cause by a vote of two-thirds (2/3) of the members. For purposes of this policy, "for cause" includes, but is not limited to:

- The failure to attend two (2) consecutive meetings or conference calls or,
- The failure to attend three (3) or more meetings or conference calls during any 18 month period, or
- The failure of the member jurisdiction to maintain membership in good standing.

Replacing Chairs or Vice Chairs Mid-Term (Unplanned Vacancies)

The Chair, in conjunction with the committee staff liaison, will make all 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 will elect the replacement volunteer leader in the same manner as described under "Committee Chairs and Vice Chairs".

Replacing Volunteers Mid-Term (Unplanned Vacancies)

The Chair, in conjunction with the committee staff liaison, will:

- Develop a list of potential replacement candidates from the affected discipline, taking into consideration volunteer applications received, regional representation and appropriate skill sets.
- Share a list of candidates with the other members for input.
- Make a selection and contact the appropriate administrator (if authorization was not received on the volunteer application) through the AAMVA Director, Member and Conference Services.

Upon approval, the AAMVA Director, Member and Conference Services will contact the selected person with a formal letter of appointment 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 (2) consecutive two-year terms.

Committee Working Groups

Working Group Charters

Prior to the creation of any working group, a draft charter must be prepared. The draft charter must follow the template described in the AAMVA International Standing Committee Guide.

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 it to the Vice-President, Member Services and Public Affairs Division for review and approval. Once approved by the Vice-President, the proposed charter or proposed charter changes will be submitted to the Steering Committee for review and final approval.

Naming of Volunteers to Working Groups

- The 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 and appropriate skill sets. The staff liaison will review the volunteer forms submitted to AAMVA for potential candidates.
- If desired, the Chair may share the list with the other members for input.
- The Chair will make selections from the list and contact the affected administrators through the AAMVA Director, Member and Conference Services if the administrator has not already signed the volunteer form.
- Upon approval by the administrator, the AAMVA staff liaison will contact the selected members, followed up by a letter signed by the Chair.

Approval Process for Best Practices and Model Laws

- The Working Group will prepare a draft of the model law or best practice.
- The Working Group will present the “draft” best practice or model law to the standing committee that sponsored the charter for review and approval.
- The members of the other two (2) standing committees, all appropriate disciplines and all jurisdiction chief administrators will receive the draft and notice of the vetting period.
- All comments and suggestions collected through the vetting process will be compiled and presented to the Working Group.
- 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.
- The Working Group will return a final draft of the best practice or model law to the Committee.
- The Committee will determine if the changes are substantial enough to require an additional vetting period. If not, the Committee Chair will submit the best practice or model law to the AAMVA Board of Directors with a report outlining the vetting process, contacts made, and comments received, indicating how each comment was dealt with.
- The Board will then vote on approval or rejection of the best practice or model law.
- If approved, the best practice or model law will be published. Announcement of the publication will be included on the AAMVA Web site and in *The Week in Review*.
- If rejected, the Board will publish an explanation for the rejection.

Committee Contact Information

If you have any questions, please contact the Law Enforcement Standing Committee staff liaison, Brian Ursino, (703) 350-5103 or bursino@aamva.org

To view a current roster of Law Enforcement Standing Committee members, go to <http://www.aamva.org/Enforcement-Standing-Committee/>