



American Association of
Motor Vehicle Administrators

**safe drivers
safe vehicles
secure identities
saving lives!**

AAMVA Standing Committee Manual

September 2016

AAMVA Standing Committee Manual

The key to any association's viability is the involvement of its members. AAMVA's members are engaged in program and policy development through three standing committees (Driver, Law Enforcement and Vehicle) that report to the AAMVA Board of Directors. Each committee is structured to best meet the needs and address the issues of the program area and has members from nine AAMVA discipline areas.

This manual serves as a guidance document to outline the structure, operations, and responsibility of the committees.

Committee Structure

AAMVA has three standing committees: Driver, Law Enforcement and Vehicle.

The committee rosters consist of jurisdiction subject matter experts in:

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

Driver Committee – 16 representatives

- 8 Driver Licensing Representatives (two from each of the four regions)
- Fraud
- ID Management
- Information Technology
- Law Enforcement
- Legal Services
- Motor Carrier Services
- Public Affairs & Consumer Education
- Vehicle Registration & Title

Law Enforcement Committee – 17 representatives

- 8 Law Enforcement Representatives (two from each of the four regions)
- Driver Licensing
- Fraud
- ID Management
- Information Technology
- Legal Services

- Motor Carrier Services
- Public Affairs & Consumer Education
- Vehicle Registration & Title
- Royal Canadian Mounted Police Representative

Vehicle Committee – 16 representatives

- 8 Vehicle Representatives (two from each of the four regions)
- Driver Licensing
- Fraud
- ID Management
- Information Technology
- Law Enforcement
- Legal Services
- Motor Carrier Services
- Public Affairs & Consumer Education

Each committee also has two Board Advisors appointed by the Chair of the Board.

Standing Committee Appointments

Jurisdiction members can apply for membership on a committee by completing the application on the AAMVA website. The application must contain all requested information and be signed by the applicant's supervisor or the agency chief administrator. Applications are vetted by AAMVA staff using criteria that includes experience, regional representation, diversity; and recommendations are made to the AAMVA Chair of the Board for appointment. All costs related to serving on a committee, such as travel and lodging for meetings, are paid for by AAMVA.

Terms of Service

The committee term of service is **two years** with the option to renew one time for a second two year term. No member may serve more than two consecutive terms on the same committee. After a member completes their term of service, they may submit a new application to return to the committees.

Vacancies

If a member cannot complete their term of service, the vacancy will be open to AAMVA jurisdiction members for application and will follow the regular appointment process. An individual who fills an unplanned vacancy for less than half of the total term will retain their eligibility to be appointed to no more than two consecutive two-year terms.

Removing Members

A standing committee member who does not fulfill their responsibilities may be removed by a vote of the members of the Steering Committee.

Committee Member Responsibilities

The responsibilities of each committee member include, but are not limited to:

- Actively attend and participate in all scheduled meetings of the committee:
 - Combined Committee Meetings (Fall)
 - Workshop & Law Institute (Spring)
 - Any scheduled conference calls
- Contribute perspective and input from colleagues across their field or region to help shape the Committee's priorities.
- Review and edit resource materials such as best practices, white papers, and other deliverables created by working groups sponsored by the committee.
- Share the committee's efforts with discipline area contacts and jurisdiction members in their home region or jurisdiction.
- Recruit representatives for committee activities/projects as requested
- Review AAMVA public policy statements to ensure they remain relevant to the Association's mission and objectives
- Act as an advocate of policies and best practices
- Assist in the development of the workshop agenda
- Identify and assist in the prioritization of AAMVA work efforts
- Serve on a committee's working group when applicable
- Other tasks as requested by the Committee Chair or Vice Chair

Committee Chairs, Vice Chairs, Board Advisors

Committee Chairs and Vice Chairs are elected annually by the members of the respective committee. The term of office for a committee Chair and Vice Chair is one year. A member may not serve more than two consecutive terms as Chair or Vice Chair. The Chair and Vice Chair must be from the discipline of the standing committee, e.g., the Driver Committee Chair must be from the driver discipline. Board advisors are appointed annually by the Chair of the Board.

Committee Chair Responsibilities

- Actively attend and participate in all scheduled meetings of the committee:
 - Combined Committee Meetings (Fall)
 - Workshop & Law Institute (Spring)
 - Any scheduled conference calls
- Preside over committee meetings
- Work with staff to develop meeting agendas and facilitate rich discussion
- Oversee the development and approve the committee-sponsored charters
- Serve on the Steering Committee
- Act as a liaison between the Standing Committee and the Steering Committee
- Assign tasks to Standing Committee members
- Approve and sign proposed policy statements to be sent to the Board

- Serve as the primary committee spokesperson at AAMVA and public events
- Appoint members of committee's working groups
- Welcome and work with staff to orient new members of the Standing Committee
- Other duties as required

Committee Vice-Chair Responsibilities

- Actively attend and participate in all scheduled meetings of the committee:
 - Combined Committee Meetings (Fall)
 - Workshop & Law Institute (Spring)
 - Any scheduled conference calls
- Serve on the Steering Committee
- Assist in the development of agenda for committee meetings
- Serve in place of the Chair when the Chair is unable to participate
- Assume the role of the committee chair if the current chair is no longer qualified to serve as the chair because of resignation from the committee or other similar circumstances
- Serve as a committee spokesperson at AAMVA and public events
- Assist the Chair in welcoming new members and work with staff to orient new members of the Standing Committee
- Other duties as required

Board Advisor Responsibilities

- Actively attend and participate in all scheduled meetings of the committee:
 - Combined Committee Meetings (Fall)
 - Workshop & Law Institute (Spring)
 - Any scheduled conference calls
- Liaison between their assigned Standing Committee and the AAMVA Board of Directors: provide updates to the Board of Directors at each Board meeting and additional updates as requested; regularly update the committee on Board activities and initiatives
- Bring committee recommendations, requests, and questions to the Board of Directors as needed; and identify instances where Committee and Working Group deliverables require policy direction from the Board of Directors
- Provide guidance and counsel to the Standing Committee to ensure the Standing Committee's efforts, the committee's working groups efforts, and the work products of each are in support of AAMVA's strategic framework and the Board's direction
- Serve as an advocate of the standing committee's activities

Steering Committee

The Steering Committee provides strategic direction to the standing committees and acts to ensure that their work supports AAMVA's strategic framework and is in keeping with the Board of Directors' direction for the Association. Members of the Steering Committee are:

- AAMVA International Chair of the Board (or designee)
- Standing Committee Chairs
- Standing Committee Vice-Chairs
- Board of Directors Advisors to each of the standing committees
- AAMVA CEO and staff who support the Standing Committees (ex-officio)

Committee Working Groups

A Working Group is typically an ad hoc group appointed to engage jurisdiction members in developing specific deliverables or services that expand member resources or understanding of a particular issue or practice. Examples of deliverables may include best practices, white papers, and training programs. Each working group has a specific charter which outlines the purpose of the Working Group and the deliverable(s). Working Groups are intended to exist for the life of creating and delivering the specific deliverable, after which time the Working Group should be sunset.

Working Group Charters

Prior to the creation of a working group, a draft charter and/or charter principles must be prepared by the sponsoring committee and submitted for internal review by AAMVA CEO and summarized for the Board. The working group charter details the purpose, membership, expectations, and anticipated deliverable. The draft charter is to be reviewed and edited as needed by the Working Group at their initial meeting and submitted to the parent committee for final approval. For Working Groups funded by a federal grant the Statement of Work (or comparable grant document) in the grant shall suffice as the Charter. See Addendum B for charter template.

Working Group Appointments

Jurisdiction volunteers can apply for membership on a working group by completing an application on AAMVA's website. The application must contain all requested information and be signed by the applicant's supervisor or chief administrator. Applications are vetted by AAMVA staff following the same procedure for committee selections and recommendations are made to the Chair and the Board Advisors of the sponsoring committee for appointment. Membership terms are for the duration of the Working Group unless otherwise specified. All costs related to serving on a Working Group, such as travel and lodging for meetings, are paid for by AAMVA.

Working Group Member Responsibilities

The responsibilities of each working group member include, but are not limited to:

- Actively attend and participate in all scheduled in-person and virtual meetings of the working group.
- Contribute perspective and input from colleagues across their field or region to help shape the working group's priorities.
- Contribute to the creation, review, and editing of resource materials such as best practices, white papers, and other deliverables of the working group.
- Share the working group's efforts with discipline area contacts and jurisdiction members in their home region or jurisdiction.
- Act as an advocate of policies and best practices
- Other tasks as requested by the working group Chair or Vice Chair

Working Group Chairs, Vice Chairs, and Board Advisors

When a new Working Group is created, AAMVA staff coordinates a kick-off teleconference where a Chair and Vice Chair are elected by the members of the respective group. The Chair and Vice Chair serve in that role for the duration of the group's existence. On occasion, due to the strategic nature of a specific effort, the Chair of the International Board may choose to appoint a Board Advisor to a Working Group. The advisors serve in that role as long as the Working Group exists and that individual remains a member of the International Board of Directors. If the advisor leaves the Board for any reason, the Chair of the Board will appoint a current Board member as a replacement.

Working Group Chair Responsibilities

- Actively attend and participate in all scheduled in-person and virtual meetings of the Working Group
- Preside over Working Group meetings
- Work with staff to develop meeting agendas and facilitate rich discussion
- Act as a liaison between the Working Group and the parent Standing Committee (or additional liaison when there is a dedicated committee member liaison on the Working Group)
- Assign tasks to Working Group members
- Serve as the primary Working Group spokesperson
- Other duties as required

Working Group Vice-Chair Responsibilities

- Serve in place of the Chair when the Chair is unable to participate
- Assist in the development of agenda for meetings
- Assume the role of the Working Group Chair if the current chair is no longer qualified to serve as the chair because of resignation from the Working Group or other similar circumstances

- Serve as a Working Group spokesperson
- Other duties as required

Board Advisor Responsibilities

- Actively attend and participate in all scheduled in-person and virtual meetings of the Working Group
- Liaison between the Working Group and the AAMVA Board of Directors: provide updates to the Board of Directors at each Board meeting and additional updates as requested; regularly update the Working Group on Board activities and initiatives
- Bring Working Group recommendations, requests, and questions to the Board of Directors as needed; and identify instances where the Working Group deliverables require policy direction from the Board of Directors
- Provide guidance and counsel to the Working Group to ensure their efforts and the work products of each are in support of AAMVA's strategic framework and the Board's direction
- Serve as an advocate of the Working Group activities

Industry Advisors

Working groups are encouraged to seek input from associate members of AAMVA. This can be accomplished by the appointment of "technical advisors" to the groups or by holding an "industry day" where qualified participants are invited to discuss the subjects at hand with the Working Group. All costs related to serving on a Working Group, such as travel and lodging for meetings, are the responsibility of the technical advisor and will not be paid for by AAMVA.

It is up to each Working Group to determine if and when to collaborate with associate members/industry advisors. On those occasions, the need for technical advisors will be advertised through the AAMVA "The Week in Review" newsletter. Volunteers can apply to be a technical advisor to a working group by completing an application on AAMVA's website. The application must contain all requested information and be signed by the applicant's supervisor or chief executive officer. The applications will be vetted and Technical Advisors will be appointed by the Working Group Chair.

Completion of Working Group Deliverables

When a Working Group has completed an assigned task, or a charter has been otherwise terminated, the Working Group Chair will submit any deliverable for review and approval as specified:

Approval Process for Deliverables that may include Standards, Best Practices, White Papers, and Model Laws

- The Working Group prepares a final draft of the deliverable for internal AAMVA review.
- Upon President & CEO approval, the draft deliverable will be presented to the sponsoring standing committee for review and approval.
- After approval by the committee, the deliverable will be provided to the AAMVA Board of Directors for final review and approval.
- Upon final approval by the Board of Directors, the deliverable will be published and announced to AAMVA members through the appropriate distribution channels.

Addendum A

Standing Committee Mission Statements

Driver Standing Committee Mission Statement

The **Driver Standing Committee** will work across all disciplines to assist member jurisdictions and the other Standing Committees by improving and promoting safety, security and service within driver programs through education, leadership, communication and the development of uniform practices.

Goals:

- Develop and implement uniform practices and standards that will assist jurisdictions with the implementation of driver programs.
- Identify opportunities to develop and implement education and training programs that will help our member jurisdictions professional development efforts.
- Communicate clearly and concisely committee activities to the jurisdictional members, associate members and other stakeholders.
- Provide leadership that facilitates, promotes and communicates driver program best practices and products.
- Encourage and maintain participation by jurisdictions and form partnerships for the exchange of ideas and information on driver issues.
- Consider all disciplines in committee activities and ensure active participation in projects by the appropriate disciplines.
- Advocate for programs that create fair, uniform and effective treatment of the driving public across jurisdictional lines.

Law Enforcement Standing Committee Mission Statement

The **Law Enforcement Standing Committee** inspires collaboration between Law Enforcement and Driver/Motor Vehicle Administrators to improve highway and public safety.

Goals:

- Increase law enforcement participation in AAMVA conferences, working groups, and other initiatives.
- Provide and promote uniformity and consistency through the development of standards, model programs and best practices.
- Promote the exchange of challenges and successes in implementing technologies, sharing information, and with other contemporary law enforcement issues.

Vehicle Standing Committee Mission Statement

The **Vehicle Standing Committee** will identify, develop, and champion vehicle safety and consumer protection initiatives, and promote reasonable and uniform best practices and laws throughout member jurisdictions.

Goals:

- Promote synergy among all disciplines
- Enhance vehicle safety
- Enhance customer service and improve efficiencies through the use of best practices and emerging technologies
- Reduce fraud
- Improve communication
- Recommend, develop, and promote training
- Promote uniformity

Addendum B

Charter Template



(name of the working group here) **Working Group Charter**

I. NAME

The name of the working group is the *name of the working group*, hereafter called the *Working Group*.

II. PURPOSE AND ANTICIPATED DELIVERABLES

The *Working Group* is expected to *(describe the reason(s) for forming the working group, the funding source, the anticipated period of performance, outcomes, and/or deliverables)*

III. BACKGROUND

(Provide a brief description regarding the issue(s) to be resolved, including pertinent efforts previously undertaken within the AAMVA community)

IV. MEMBERSHIP

The *Working Group* will include members appointed by the Chair of the sponsoring Standing Committee, representing the following disciplines:

- * *List the proposed membership of the Working Group.*
- * *Titles, jurisdictions, regions, organizations, subject matter expertise, programmatic experience, etc. Individual names should not be used.*
- * *Indicate potential input by associate members of AAMVA either through appointment of “technical advisors,” or holding an “industry day”.*

The *Working Group* will be comprised of a chair, to be elected by the Working Group members.

V. MEETING PROCEDURES

The *Working Group* will meet as needed by conference call or in-person. A majority vote of the members present shall constitute an official action on the *Working Group*. Any governance process or procedures not specifically outlined in the AAMVA Committee Manual are subject to the AAMVA Bylaws.

VII. CHARTER AMENDMENTS

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