

# American Association of Motor Vehicle Administrators

## Automated Vehicles Subcommittee Charter

### I. NAME

The Autonomous Vehicles Best Practices Working Group shall become the Automated Vehicles Subcommittee, here after called the “*Subcommittee.*”

### II. PURPOSE

The purpose of the *Subcommittee* is to work with AAMVA jurisdictions, law enforcement, federal agencies and other stakeholders to gather, organize and share information with the AAMVA community related to the development, design, testing, use and regulation of automated vehicles and other emerging vehicle technology. Based on the group’s research, a guide to assist member jurisdiction in regulating autonomous vehicles and testing the drivers who operate them, will be developed and maintained.

### III. BACKGROUND

New technology has been developed and continues to evolve that allows vehicles to be operated with less human interaction than is required today. Several jurisdictions have encouraged the development and testing of vehicles equipped with Automated Driving Systems (ADS) by enacting legislation that expressly permits their operation under certain conditions. The AAMVA community needs to be aware of the capabilities of the technology as it emerges, use this information to develop short and long range plans within their vehicle, driver and law enforcement agencies.

### IV. MEMBERSHIP

- a. The Subcommittee will have a Chair and Vice Chair.
- b. The Subcommittee will be made up of 25 members in the highway safety community from the following areas:
  - Jurisdictional Members – 18 (to include Driver, Vehicle, Law Enforcement, Legal and IT experts).
  - Canadian Representatives – 2 members
  - AAMVA –3 staff members
  - NHTSA – 1 staff member
  - FMCSA – 1 staff member
- c. A consultant will be included as needed provided funding is available.
- d. 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. 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*.

## V. MEMBER RESPONSIBILITIES

Members of the *Subcommittee* will:

- a. Research and gain an understanding of ADS-equipped vehicles and other emerging vehicle technology, the impact they will have on the AAMVA membership, and define the potential regulatory concerns the technology will create. The Subcommittee shall establish a single point for collected information, and share information with the AAMVA community.
- b. Divide into subgroups (Vehicles, Drivers and Law Enforcement) to develop best practices for their respective disciplines.
- c. Provide the draft guidance to AAMVA leadership and to the Driver, Vehicle, and Law Enforcement Committees for review and comment. Provide final drafts to the International Board for approval.
- d. Address issues on an on-going, as needed basis and provide periodic reports on its progress to the Vehicle Standing Committee and provide quarterly progress updates to the Autonomous Vehicle Information Sharing Group.
- e. Work under the direction of Vehicle Standing Committee and coordinate activities with NHTSA Contracting Officer Representative.
- f. Actively participate in conference calls and meetings.
- g. Respond in a timely manner to requests for information.
- h. Provide and support ongoing communications between the Subcommittee and the broader AAMVA community.
- i. Provide technical assistance to jurisdictions, upon their request, and as funding is available.
- j. 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](#).

**VI. MEETING PROCEDURES**

The Subcommittee will meet at the call of the Subcommittee Chair, either by conference call or in person when necessary. It is anticipated the Subcommittee will meet in person at least twice per year and hold ad hoc conference calls to address issues that require immediate attention.

Coordination of each Subcommittee meeting shall be the responsibility of the AAMVA project manager assigned to the, Subcommittee who shall provide notice to members prior to each meeting and maintain meeting notes.

The following principles shall be followed:

- 1) All meetings will start and end on time.
- 2) All meetings will have a published agenda.
- 3) Agendas and discussion materials (where applicable) will be distributed well in advance of calls.
- 4) Topics for a given meeting will be limited to ensure adequate time for discussion.
- 5) 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*.

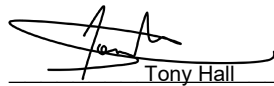
**VII. CHARTER AMENDMENTS**

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.

Approved by the Vehicle Standing Committee Chair

  
Tony Hall

Signature

January 16, 2020

Date