

# **Wisconsin Child Passenger Safety Advisory Board Operating Guidelines**

## **Wisconsin Child Passenger Safety Program:**

The Wisconsin Child Passenger Safety (CPS) Program is a contract with the WisDOT that is led by Children's Hospital of Wisconsin. This program works to provide education and resources for Child Passenger Safety related topics throughout the state of Wisconsin.

### **Purpose**

The Wisconsin Child Passenger Safety (CPS) Advisory Board is a network of child passenger safety technicians and advocates representing a variety of organizations throughout Wisconsin. The Advisory Board meets quarterly to review, plan and implement countermeasures that promote the safe transport of children, and prevent child motor vehicle injuries and deaths.

### **Mission and Statement**

To provide direction and guidance to the Wisconsin Child Passenger Safety Program and serve as liaison between CPS advocates, technicians, instructors, and the Wisconsin Child Passenger Safety Program.

### **Vision**

A state, free of motor vehicle deaths and injuries in children.

### **Function**

To provide direction and guidance to the Wisconsin Child Passenger Safety Program by planning, reviewing and approving projects that:

- Educate parents and caregivers by creating an awareness and understanding of child passenger safety best practices.
- Encourage local, state, and federal agencies to strengthen child restraint and safety laws.
- Provide continuing education, networking and mentoring for certified child passenger safety technicians.
- Provide direction in planning the Wisconsin Governor's Conference on Highway Safety

### **Areas of Focus**

1. Policy development for law enforcement and healthcare
2. Education and outreach
3. Training
4. Legislation

### **Membership**

Membership shall be made up of, but not limited to, state and local representatives from public health/injury prevention, law enforcement, fire and emergency services, healthcare, business, and diversity and safety advocates. The Board shall be comprised of Chair, Vice Chair, and Secretary. The WI CPS Advisory Board should consist of no less than ten (10) representatives. The WI CPS Program Coordinator will hold the permanent position of Board Chair and is responsible for overseeing every aspect of the Board and its activities.

### **Membership Expansion**

The Board may identify and recommend additional membership organizations and/or constituencies to participate on the Board in an effort to ensure the inclusiveness and diversity of the Board. The Board must vote on additional organizations and/or constituencies selected to participate on the Board.

### **Committees**

The Board shall, from time to time, designate committees as the need for such committees arises, and shall appoint members to each committee.

### **Member Service Terms**

All terms shall consist of a minimum of two years. The positions of Vice Chair and Secretary shall be chosen by the general membership through an election every two years. No member shall hold more than one elected office at one time. They shall be elected at the annual meeting (in (month)) with election on even numbered years. Nominations for office shall be announced prior to the annual meeting.

### **Member Responsibilities**

1. The Chair shall:
  - a) Preside at the quarterly meetings
  - b) Serve as the official representative of the WI CPS Advisory Board
2. The Vice Chair Shall:
  - a) Assist the Chair in all of his/her duties
  - b) Fill the vacancy of chair should the office become vacant during the year
  - c) Preside over meetings in the Chair's absence
3. The Secretary shall:
  - a) Be responsible for retaining all records of the WI CPS Advisory Board
  - b) Record and keep minutes of any meeting, which minutes along with other records will be made available to any member upon reasonable request

- c) Perform the duties assigned by the Chair or Vice Chair

### **Meetings**

Meetings shall be held four times a year. Notice of all meetings will be mailed electronically via email.

### **Meeting Participation**

Board members are expected to attend three of the four meetings, either in person or via phone/webinar, etc. Should absence become an issue, the Board may request notification to be sent to that member and the representative organization referring to the member's non-attendance and notifying the member that removal from the Board may result from non-attendance at the next meeting. Three consecutive missed meetings will result in removal from the Board; special circumstances or exceptions may be made through the Board Chair on a case by case basis.

### **Code of Conduct**

The Child Passenger Safety Board members will be advocates for all CPS Technicians and Instructors within the state. Members will abstain from behavior that will unjustly cause harm to the reputation of the CPS Board, its members and the profession.

### **Review of Advisory Board Guidelines**

The guidelines will be reviewed bi-annually by the Board. Any board member may request an amendment to the guidelines.