

BYLAWS

OF THE

**NATIONAL TRAFFIC INCIDENT MANAGEMENT COALITION
(NTIMC)**

June 2010

ARTICLE I

Organization Name

The name of the organization shall be the **NATIONAL TRAFFIC INCIDENT MANAGEMENT COALITION (NTIMC)**, and may be referred to hereafter in the Bylaws as the Coalition.

ARTICLE II

Purpose

Section 1. The purpose of this organization is to bring together the transportation, public safety, towing and recovery, technology, academic and research, and motorist communities and other incident-affected and responding agencies to lead a national effort to improve traffic incident management policies, practices, and programs.

Section 2. The Coalition's *vision* is to lead and support a national network of traffic incident management programs that are consistently implemented.

Section 3. The Coalition's *mission* is to link public safety and transportation communities to define, standardize, and advance the state of traffic incident management practice.

Section 4. The Coalition has established four *goals*:

- Goal #1 – Promote and support the successful development and conduct of local, regional, and statewide traffic incident management programs through peer networking, mentoring, and knowledge exchange among public safety and transportation professionals.
- Goal #2 – Provide leadership in the development of multidisciplinary best practices, guides, standards, and performance measures in support of sound traffic incident management activities.
- Goal #3 – Develop and recommend appropriate research problem statements for referral to one or more of the Coalition partners to take advantage of multiple research avenues.
- Goal #4 – Develop a delivery mechanism for NTIMC products, including the NUG, across the Nation.

ARTICLE III

Organization Structure

Section 1. The following figure depicts the structure of Coalition, as well as links to its member organizations. Subsequent sections describe the Leadership Team, Task Forces, and day-to-day operations.

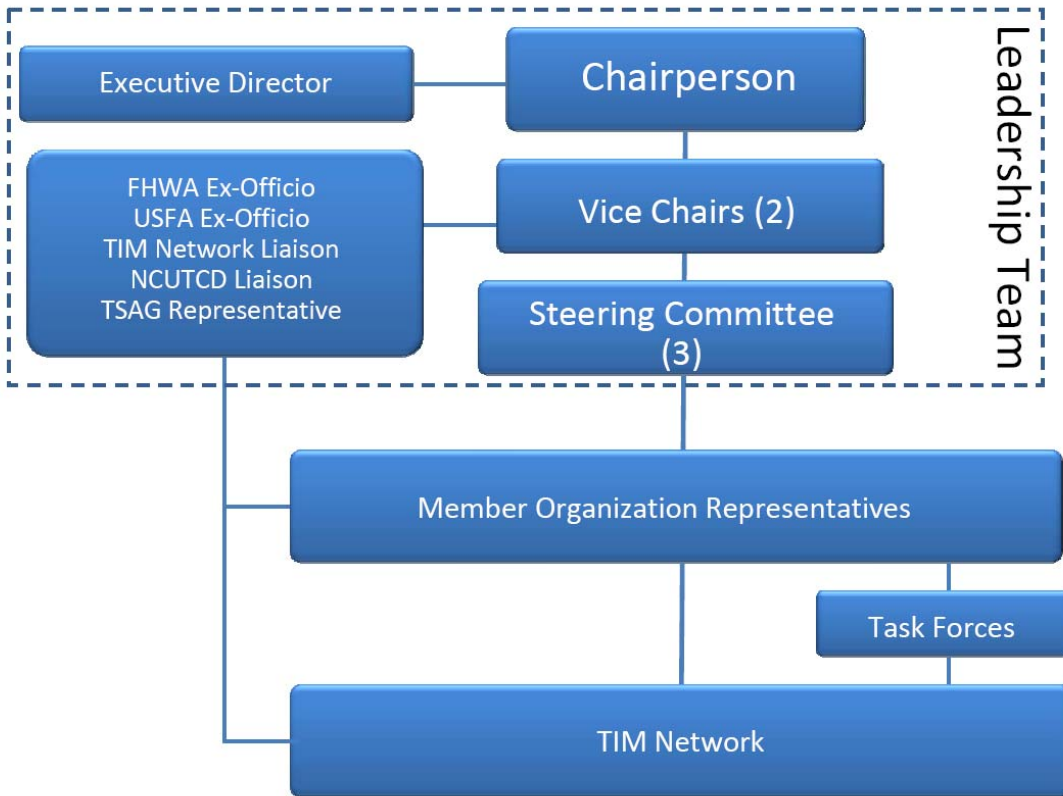


Figure 1: NTIMC Organizational Chart

Section 2. Leadership Team. The Leadership Team shall be made up of six individuals: a Chairperson and five vice chairs. Each of the five major disciplines represented on the Coalition (law enforcement, fire and rescue, towing, emergency medical services, and transportation) will be represented within a vice chair role. Vice chairs will serve as task force leads as identified and designated by the Coalition and Chair. Vice chairs will provide status updates and be accountable to accomplish task force goals, as established by the Coalition.

Section 2a. The Chairperson shall have executive supervision over the activities of the leadership team, Coalition, and Task Forces within the scope provided by the Bylaws. The Chairperson shall have approval authority on Coalition documents, information, products, and/or activities and may make recommendations on Coalition advocacy or policy statements.¹ The Chairperson, or an appointed alternate, shall preside at all meetings.

Section 2b. A designated Vice-Chairperson shall become Acting Chairperson in the Chairperson’s absence, as described in Article III, Section 2a. The Vice-Chairperson shall lead the Membership Task Force.

¹ Advocacy or policy statements distributed in the name of the Coalition will require a vote of Coalition members.

Section 2c. The Vice-Chairs shall work with the Chairperson on matters of strategic direction and program development. When appropriate, the Vice-Chairs shall review and recommend for approval to the Chairperson proposed Coalition documents, information, products, and/or activities. The Vice-Chairs may also make recommendations on proposed advocacy or policy statements.²

Section 2d. The term of each Leadership Team member will be two years from the date of election. Elections will commence with the spring 2005 meeting of the full Coalition.

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Section 2e. Leadership Team members will be nominated by the Coalition. Leadership Team members will be selected by a vote of two-thirds majority of Coalition members.

Section 2f. There shall be no limits to the number of terms (consecutive or non-consecutive) that a Coalition member may serve in any of the Leadership Team positions.

Section 2g. Upon a vacancy in any one of the Leadership Team positions, election of an individual to that position will occur at the next full Coalition meeting. Replacements will serve the remainder of that position's current term.

Section 2g(1). For the position of Chairperson, a designated Vice-Chairperson will serve as Acting Chairperson until a replacement is elected.

Section 2g(2). For the positions of Vice-Chairpersons, the Chairperson may appoint a member of the Coalition to serve in an acting capacity until a replacement is elected.

Section 3. Task Forces. Activities of the Coalition will be primarily conducted through ad hoc Task Forces. These Task Forces will be formed for specific purposes by the Chairperson based on need. Participation in a Task Force is voluntary.

Section 3a. Each Task Force will establish a Task Force Lead, who will be responsible for coordinating Task Force activities with the Coalition staff support and for reporting back to the full Coalition.

Section 3b. Task Forces will conduct their activities primarily between full Coalition meetings. Task Forces will report on their activities at each full Coalition meeting.

Section 3c. Task Forces will be disbanded by the Chairperson when their purpose has been fulfilled.

² Advocacy or policy statements distributed in the name of the Coalition will require a vote of Coalition members.

Section 4. Day-to-Day Operations. As facilitator for the Coalition, the American Association of State Highway and Transportation Officials (AASHTO) is responsible for contract, administrative, operations and advisory support to execute Coalition activities.

ARTICLE IV

Membership

Section 1. The Coalition is an assembly of national organizations. Membership will be considered by invitation or through application for proposed membership submitted by potential members. A Membership Committee led by the Vice Chair, consisting of Coalition volunteers, will consider new and current members to provide recommendation to the full Coalition.

Section 2. The Coalition shall limit the number of participating organizations to 50. Acceptance of membership shall be based on the current size of the Coalition and relevance of the activities of the petitioning organization.

Section 3. The Coalition shall consider for membership any organization demonstrating a dedicated commitment to the vision, mission, and goals of the Coalition. Organizations that are associated or represented by a current Coalition member will not be considered for membership. The Membership Committee shall maintain an application process and criteria for membership to the Coalition. The Membership Committee will review current member activities and participation to recommend potential action by the full Coalition.

Section 4. As the facilitator for the Coalition, AASHTO will be responsible for inviting new member organizations to participate under the direction of the Coalition and its Leadership Team.

Section 5. Current Member Organizations (organizations that provide a representative to participate in the Coalition) include the following:

- American Automobile Association
- American Association of Motor Vehicle Administrators
- American Association of State Highway and Transportation Officials
- American Public Transit Association
- American Traffic Safety Services Association
- American Transportation Research Institute
- Association of Public-Safety Communications Officials International
- Cumberland Valley Volunteer Firemen's Association
- Federal Highway Administration
- I-95 Corridor Coalition
- Institute of Transportation Engineers
- International Association of Chiefs of Police
- International Association of Coroners and Medical Examiners
- International Association of Fire Chiefs

- International Association of Fire Fighters
- International Fire Service Training Association
- International Municipal Signal Association
- ITS America
- National Association of State EMS Officials
- National Association of Emergency Medical Technicians
- National Emergency Number Association
- National Fire Protection Association
- National Volunteer Fire Council
- Towing and Recovery Association of America
- Transportation Research Board
- U.S. Fire Administration

ARTICLE V

Voting

Section 1. All issues needing a vote of the Coalition as defined in the Bylaws will require a two-thirds majority vote by Coalition representatives. Election of members to Leadership Team positions and endorsement of advocacy/policy statements by the Coalition shall require a two-thirds majority vote of member organizations present at full coalition meetings.

Section 1a. Endorsement of advocacy and policy statements by the Coalition will be subject to the policy approval processes of each member organization. No action of the Coalition shall supercede those of member organizations.

Section 2. The Chairperson, at his/her discretion, may request the Coalition vote on issues other than those defined in the Bylaws. These are also subject to a two-thirds vote of Coalition member organizations.

Section 3. Voting will take place in person at full Coalition meetings.

Section 4. Each Coalition member organization will receive one vote. If more than one individual from a member organization is present, that organization must identify their voting representative. Voting members are able to designate a representative to vote on their behalf or submit a proxy vote in absentia.

ARTICLE VI

Schedule of Meetings

Section 1. The Coalition will meet in person at least twice per year. In general, meetings will be scheduled to coordinate with the U.S. DOT Public Safety Advisory Group.

Section 2. The Leadership Team may meet three to four times per year, at the discretion of the Chairperson. These meetings may be in person or by teleconference.

Section 3. Coalition and Leadership Team meetings will be scheduled by the Chairperson.

Section 4. Ad hoc Task Forces may meet frequently in person or by teleconference between full Coalition meetings. The schedule of meetings for a Task Force will be at the discretion of the Coalition Chairperson and/or the Task Force Lead.

ARTICLE VII

Responsibility of Members

Section 1. There shall not be any dues required of Member Organizations. Member organizations are not provided financial reimbursement for services provided as member organizations to the Coalition.

Section 2. Member organizations are expected to attend and actively participate in all full coalition meetings. A pattern of repeated absences from Coalition meetings will be reported to the Membership Committee who will make a recommendation to the full Coalition on the continued status of the Member organization.

Section 3. Coalition members are expected to volunteer and participate in ad hoc task forces assembled to accomplish specific tasks.

ARTICLE VIII

Amendments to the Bylaws

Section 1. The Leadership Team will consider and recommend to the Coalition proposed changes to the Bylaws.

Section 2. Changes to the Bylaws shall be accepted by two-thirds majority vote of Coalition member voting.

Section 3. Member organizations will be notified of a pending vote regarding changes to the Bylaws 30 days in advance.

Section 4. Member organizations can vote in person, via a designated representative, or by submitting a written proxy.

ARTICLE IX

Rules of Order

Section 1. The presiding officer shall preserve order at all meetings. To manage meetings of the Coalition, the presiding officer shall be guided by rules set forth in *Robert's Rules of Order*.