**Northwest Missouri Coalition for Roadway Safety Bylaws**

**Adopted Jan. 11, 2017**

***Amended Aug. 8, 2023***

**Article I: Name**

This organization shall be known as the **Northwest Missouri Coalition for Roadway Safety**.

**Article II: Mission Statement**

The Northwest Missouri Coalition for Roadway Safety is a partnership of safety advocates who have banded together to attack the problem of traffic crashes and deaths to make Northwest Missouri’s roadways safer.

**Article III: Goals**

The Coalition has the following goals:

Goal # 1: EXPAND AND STRENGTHEN PARTNERSHIPS Partnership is the driving force behind the success of highway safety efforts. Representatives from law enforcement, education, engineering, emergency response, justice system, planning agencies, advocacy groups, businesses, government agencies and the public are needed to successfully implement the diverse set of strategies. Building new partnerships while strengthening and expanding current ties, is essential to advance the Coalition’s mission.

Goal #2: USE RESOURCES EFFICIENTLY Resources for supporting key strategies are limited. As a result, time and money must be carefully prioritized to maximize the effort in reducing roadway fatalities and serious injuries on the state and local roadway systems.

Goal #3: COORDINATE MULTIDISCIPLINARY INITIATIVES Coordination and frequent communication between the multidisciplinary partners are necessary to minimize duplication of effort, ensure the success of the implementation process, and help maintain focus on the mission, fatality reduction goal, and support Missouri’s Strategic Highway Safety Plan Missouri’s Strategic Highway Safety Plan for eliminating fatalities and serious injuries on Missouri roadways.

Goal #4: TARGET HIGH-RISK POPULATIONS Research results clearly show certain segments of the population are overrepresented in roadway crashes. Special road users such as teens, older drivers, pedestrians and other road users are of particular concern.

Goal #5: CHANGE TRAFFIC SAFETY CULTURE An accelerated fatality and serious injury reduction goal requires strategies that create positive change in the roadway safety culture.

**Article IV: Membership**

Membership in the Coalition is open to any person or organization in the twenty counties of Northwest Missouri (Andrew, Atchison, Buchanan, Caldwell, Carroll, Chariton, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Mercer, Nodaway, Putnam, Sullivan, Worth)that wishes to participate in developing and implementing strategies to reduce traffic crashes in the region. To ensure a broad cross-section of local community representation, at a minimum, the following sectors of the region should be represented:

* Youth representatives
* Parents
* Business community
* Media
* Schools
* Youth-serving organizations
* Law enforcement agencies
* Religious or fraternal organizations
* Civic and volunteer groups
* Healthcare professionals
* State or local government agencies with an interest in the field of traffic safety
* Health and Human Service Organizations
* Other organizations or groups involved in reducing traffic crashes

There is no limit to the number of individuals or organizations representing each sector.

**Article IV: Meetings**

Regular meetings of the Coalition will be held every other month at various locations in the region, and/or by virtual video platform. being conducted in accordance with Roberts Rules of Order. Additional meetings may be called by the Chairperson as may be necessary to conduct business of the Coalition or accomplish assigned tasks.

A quorum of the executive committee consists of 6/10 of the voting membership.

Subcommittees of the Coalition will meet at a time and place determined by each subcommittee’s chair and members.

The annual meeting of the Coalition will be held each year during the month of May.

Notice of all meetings will be provided to membership and the public at least two (2) weeks in advance.

Votes brought before the general membership of the Coalition shall pass with a simple majority of those members present.

**Article V: Officers**

The Executive Committee of the Coalition will be comprised of Chairperson, Vice Chairperson, Secretary, Immediate Past Chairperson and Subcommittee Chairpersons. A member may only serve in one office of the Executive Committee per term. A representative of the Missouri Department of Transportation shall serve as fiscal agent and be an ex officio member of the Executive Committee. The duties of each position are as follows:

Chairperson: Develop an agenda and preside over meetings of the Coalition; serve as spokesperson for the Coalition when communicating with the media and other organizations; appoint ad-hoc committees; serve as an ex officio member of all subcommittees and ad-hoc committees; attend regional coordinator meetings as called by the statewide coalition; act as liaison with the statewide coalition; and other duties as may be necessary for the effective functioning of the Coalition.

Vice Chairperson: Serve as an assistant to the Chairperson, assume the duties of the Chairperson should that person be unable or unavailable, and serve as chair of committees as may be assigned by the Chairperson. *The Vice Chairperson shall assume all administrative duties (except for those financial in nature) related to Missouri’s Strategic Highway Safety Plan for Safety Grant. This includes, but is not limited to convening and supplying the grant scoring committee with copies of the grant applications and correspondence with grant recipients, including award letters. Contracts are to be issued by the MoDOT Coordinator.*

Secretary: Take or provide secretarial help to maintain accurate minutes of Coalition meetings; prepare correspondence on behalf of the Coalition and maintain a membership roster for the Coalition.

Immediate Past Chairperson: Serve as an advisor to the Chairperson and Executive Committee.

Subcommittee Chairpersons: Serve as a member of the Executive Committee. Each subcommittee shall have two co-chairs as defined in Article VI.

Fiscal Agent: Ex officio member of the Executive Committee. Provide fiscal guidance to the Executive Committee. Ensure compliance with state and federal guidelines for expenditures of the regional coalition. Collect and process all invoices and bills for coalition. Prepare and submit regional funding plan as required by the statewide Missouri Coalition for Roadway Safety. Maintain and present budget to membership at regularly scheduled meetings.

**Article VI: Election of Executive Committee**

Election of all Executive Committee members, with the exception of the Chairperson and Immediate Past Chairperson shall take place at the annual Coalition meeting in May as defined in Article IV. The offices of Chairperson and Immediate Past Chairperson will be filled through succession from Vice Chairperson to Chairperson to Immediate Past Chairperson over the course of three consecutive one-year terms. Terms will begin one month after elections at the annual Coalition meeting in May.

Vice Chairperson: To be elected annually for a term of one year. At the end of their term as Vice Chairperson, they will move to the office of Chairperson for a term of one year, then to the office of Immediate Past Chairperson for a term of one year.

Secretary: To be elected annually for a term of one year.

Subcommittee Chairpersons: Subcommittees are defined in Article VII. Each subcommittee will have two chairpersons serving staggered two-year terms. One chairperson shall be elected in an odd-numbered year, and the other chairperson shall be elected in an even-numbered year.

If any Executive Committee member has two consecutive unexcused absences from regular meetings of the Coalition as defined in Article IV, they shall forfeit their office. The Executive Committee shall approve all absences. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence.

Vacancies due to resignation or other circumstance prior to the end of their term on the Executive Committee, with the exception of the Chairperson and Immediate Past Chairperson, shall be filled by a two-thirds (2/3) vote of the Executive Committee. Should the Chairperson’s position become vacant, the Vice Chairperson shall assume that role for the remainder of the Chairperson’s term.

**Article VII: Committees**

Subcommittees: Each member of the regional coalition shall serve on a minimum of one of the subcommittees. The members of each subcommittee shall elect two co-chairpersons for terms as described in Article VI. The subcommittees are defined as follows:

* Occupant Protection Subcommittee – cross-section of Coalition membership working to address unrestrained occupant injuries and fatalities.
* Distracted Driving Subcommittee – cross-section of Coalition membership working to address distracted driving behaviors.
* Speed and Aggressive Driving Subcommittee– cross-section of Coalition membership working to address speeding and other aggressive driving behaviors.
* Impaired Driving Subcommittee – cross-section of the Coalition membership working to address impaired driving including, but not limited to: alcohol use, drugs, prescription medications, and physical impairments such as drowsy driving, poor vision or reduced cognitive capabilities.

Nominating Committee: The Immediate Past Chairperson shall serve as chair of the nominating committee. The Vice Chair, Chairperson and Secretary shall not serve as a nominating committee member. Other members of the nominating committee shall be appointed by the Chairperson at the annual meeting in May to serve a one-year term. The nominating committee shall consist of five members from the coalition membership at large.

Responsibilities of the nominating committee are to submit names to the general membership for the offices of Vice Chair and Secretary. Nominations for Vice Chair and Secretary will also be taken from the floor during the annual meeting. Participation on the nominating committee does not preclude a member from being nominated for Vice Chair, Secretary or holding a subcommittee chair position.

Grant Committee: Shall consist of one representative from each of the three regional planning commissions (RPCs) and the metropolitan planning organization (MPO), senior chairperson of each subcommittee, chairperson, vice chairperson, secretary, and two members appointed at large by the chair. RPC and MPO representatives may serve dual roles on this committee. The grant committee shall serve per calendar year (January to December).

The grant committee is responsible for preparing the grant application process, preparing scoring guides, coordinating Transportation Advisory Committee grant review process, scoring grant applications and presenting the results to the general membership for approval.

Ad-hoc Committees: Appointed by the Chairperson, with approval of the membership, to accomplish specific tasks or functions and will operate until that task is accomplished. Ad-hoc Committee Chairpersons do not hold a seat on the Executive Committee.

**Article VIII: Strategies**

The Coalition and its members will employ strategies identiﬁed in Missouri’s Strategic Highway Safety Plan (SHSP) as having the greatest potential to save more lives and reduce serious injuries. This document is commonly referred to as The Missouri’s Strategic Highway Safety Plan plan. Whenever possible, proven and research-based prevention strategies will be employed.

**Article IX: Funding and Finances**

A major task of the Coalition will be to manage highway safety funding awarded to the regional Coalition.

Because the Coalition exists as an unincorporated organization, a representative from the Missouri Department of Transportation will serve as the fiscal agent for the Coalition as described in Article V. The selection of this representative is at the discretion of the Missouri Department of Transportation’s Northwest District leadership and is subject to change without notice to or approval from the Coalition.

**Article X: Amendments**

Any amendment to these by-laws may be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed amendment and the date of such meeting shall have been given to the members at least two (2) weeks in advance. Electronic notice through email is acceptable.

**Northwest Missouri Coalition for Roadway Safety Standing Rules**

1. Internal and External Communications – MoDOT’s Northwest District Communications Department shall coordinate and produce media including but not limited to press releases, update the SaveMoLives website.,. (adopted Jan. 11, 2017)
2. Donation Requests – (adopted July 10, 2018)
3. Donations such as giveaway and promotional items, etc. shall be considered based upon participation and program content. The requesting group shall include traffic safety as part of the program for which giveaways and/or promotional items are requested. Groups who have not participated in Coalition or traffic-safety programs during the immediate past twelve months may not be considered for donations.
4. Requests for donations for after-prom/after-graduation festivities from schools who have participated in traffic-safety programs during the school year will automatically be approved to receive a limited number of giveaway items to distribute at their discretion. These programs include, but are not limited to, , Think First! Speakers, docudramas, First Impact parent program, BUPD and TRACTION.
5. All other donation requests shall be voted upon by the Northwest Missouri Coalition for Roadway Safety Executive Committee and must receive a majority vote to receive approval for their donation. Any Executive Committee member or member-at-large shall forward any and all donation requests received to the Coalition Secretary for consideration.
6. Promotional Items – (adopted July 10, 2018)
7. All promotional items purchased with regional Coalition grant monies, regardless of use of logo or not, must be reviewed by MoDOT’s Northwest District’s Communication Department and the Northwest Missouri Coalition for Roadway Safety Executive Committee.
8. A majority vote of the Executive Committee is required for artwork and item approval.
9. All logos including, but not limited to, Missouri’s Strategic Highway Safety Plan , It Only Takes One, Buckle Up Phone Down, and the Missouri Coalition for Roadway Safety logos may not be tampered with in any way and must be produced in the original color, font, design, proportion, etc.
10. Executive Committee Absences – (adopted July 10, 2018)
11. As stated in Article VI of the Bylaws of the Northwest Missouri Coalition for Roadway Safety (revised May 2017):
    1. If any Executive Committee member has two consecutive unexcused absences from regular meetings of the Coalition as defined in Article IV, they shall forfeit their office. The Executive Committee shall approve all absences. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence.
12. Notifications of planned absences shall be made via email to the Chairperson, Vice Chairperson and/or Secretary.
13. Absences for illness and/or emergency shall be communicated to the Chairperson, Vice Chairperson and/or Secretary in writing as soon as possible, preferably prior to the day of the meeting.
14. Planned events for work, for which the Executive Committee must be in attendance, are considered excused absences so long as notice of the absence is provided in writing to the Chairperson, Vice Chairperson and/or Secretary prior to the day of the meeting.
15. Other absences shall be considered on a case-by-case basis. A written description of the cause of the absence shall be required via email to the Chairperson, Vice Chairperson and/or Secretary. The receiver shall communicate the absence and reason to the Executive Committee for vote. A majority vote is required to excuse the absence.

Article VI: Code of Conduct

1. NWMCRS members are responsible for knowing and adhering to the rules of conduct established by the Coalition and for acting in accordance with the Coalition’s mission and goals. Coalition members shall not engage in conduct that is inconsistent with NWMCRS values or behave in a manner that brings or could bring undue criticism toward the NWMCRS or its members or operations.
2. The Executive Committee is responsible for determining if a membership should result in immediate dismissal, or other discipline administered according to the policy referenced herein. The NWMCRS Executive Committee is free to terminate a Coalition membership at-will, with or without cause, and at any time. The Executive Committee reserves the right to add to or subtract from the rules outlined in the bylaws and has the exclusive authority to review the circumstances surrounding each infraction on an individual basis.
3. A Coalition member charged with a felony of any kind or a misdemeanor related to violent crimes, such as unlawful use of weapons, sexual crimes, or crimes against children must immediately (after a warrant is served unless the member provides documentation that circumstances would not permit them to do so) report it to the Executive Board and promptly provide a copy of charge(s) filed to the Chair and/or
4. Coalition Coordinator. The Chair and/or Coalition Coordinator will consult with the Executive Committee to determine whether membership termination or suspension pending further review of the charge(s) is warranted under the circumstances.
5. If it is determined that a suspension is warranted pending further review or disposition of the charge(s), the member will no longer be able to participate in NWMCRS related functions for a time period set forth by the Executive Committee.
6. A suspended member may be allowed to continue as a Coalition member after further review or after the disposition of the charge(s), unless the Executive Committee determines at any point during the review of the charge(s) and prior to the member’s return that the member’s return is not in the best interest of the Coalition.
7. A Coalition member convicted of a felony or misdemeanor charge involving the use of controlled substances and driving while intoxicated/impaired will be released from the Coalition and will not be eligible for membership with the Coalition for at least two years from the date of conviction, and only then if they show proof of completion of a state certified drug rehabilitation program.
8. A plea of nolo contendere (i.e., no contest), a guilty plea, or an admission to a felonious act(s) will be treated the same as a conviction.
9. Members shall not knowingly make false accusations against other members or knowingly make false statements.
10. Requests for authorization to record NWMCRS meetings or training sessions (either in person or via audio/video call), must be submitted in writing to the Chair, Vice Chair and Secretary.
11. All requests for authorization to record must include the following:
12. A. Business reason supporting the need to record and who will be recording:
13. B. Identify if the recording will be audio or video/photograph or both;
14. C. The name and title of the individual(s) being recorded;
15. D. How the recording will be shared and with whom; and
16. E. Where the recording will be stored and who will be responsible for retention as required in the retention schedules.