

**STATE OF NEVADA**

**TRAFFIC RECORDS**

**COORDINATING COMMITTEE**



**CHARTER**

Revised May 22, 2018

For Information Contact the Nevada Department of Public Safety  
Office of Traffic Safety (775) 684-7470

**STATE OF NEVADA  
TRAFFIC RECORDS COORDINATING COMMITTEE**

**PART I - CHARTER**

*Whereas various state and local governmental agencies have recognized the need to work together to integrate Highway Safety Information Systems to enhance decision making and save lives and injuries on Nevada's highways;*

*And whereas various state and local governmental agencies have agreed to collaborate in the development and implementation of a Highway Safety Information System improvement program to provide more timely, accurate, complete, uniform, integrated and accessible data to the traffic safety community;*

*And whereas various state and local governmental agencies have agreed to collaborate in the development and implementation of a Highway Safety Information System strategic plan that insures that all components of state traffic safety are coordinated;*

*Therefore the following Charter is created to establish a Traffic Records Coordinating Committee (TRCC) as agreed upon by the participating agencies:*

**Goal**

*To provide leadership and coordinate resources to improve the timeliness, accuracy, completeness, uniformity, integration and accessibility of traffic records data.*

**Objective:**

*To improve the use of traffic records to identify priorities for national, state, and local highway and traffic safety programs to eliminate fatal and serious injury crashes.*

**Traffic Records Committee Structure:**

*The Traffic Records Committee is established at two levels. The Executive Level; hereafter referred to as the Nevada Executive Committee on Traffic Safety (NECTS), and the Technical Level; hereafter referred to as the Traffic Records Coordinating Committee (TRCC). The authority, duties, and responsibilities of the TRCC are listed herein.*

## COMMITTEE

### *Traffic Records Coordinating Committee Authority:*

- *The TRCC's primary authority is to complete projects for the integration and enhancement of the Highway Safety Information Systems in Nevada.*
  - *Each member of the TRCC shall serve at the discretion of their respective agency.*
  - *Members shall receive no compensation, other than that received in the performance of their assigned duties.*
  - *The TRCC shall elect a chair and vice-chair.*
  - *The chair shall serve for a period of two years, with election in even number years. In the event the position is vacant, election will occur during the next TRCC meeting.*
  - *The vice-chair shall serve for a period of two years and will be elected in odd number years. In the event the position is vacant, election will occur during the next TRCC meeting.*
- *Elections shall be held annually at the regular TRCC meeting scheduled prior to and closest to the month of June, with the office holder chosen by a majority vote of the TRCC member agencies present at the meeting, and the office assumed on July 1.*
- *The chair shall be responsible for calling meetings of the committee, notifying members, preparing and posting meeting agendas, and maintaining meeting records.*
- *The chair shall speak for and on behalf of committee and committee members on all inquiries presented to the committee and committee members on matters relating to committee business.*
- *The chair shall disseminate information on Highway Safety Information Systems to all members of the committee.*
- *The Department of Public Safety – Office of Traffic Safety Traffic Records Program Manager shall provide staff support to the chair and to the TRCC and serve as TRCC coordinator, unless this effort is designated to a consultant.*

***Traffic Records Coordinating Committee Purpose:***

*The Traffic Records Coordinating Committee shall:*

- *Provide technical direction for the development and implantation of Highway Safety Information System improvements as reflected in the TRCC Strategic Plan.*
- *Develop consensus among agencies for system direction and priorities.*
- *Form technical standing and ad-hoc sub-committees as appropriate to complete various tasks and provide guidance.*
- *Recommend training programs for system users and technical managers.*

***Traffic Records Coordinating Committee Duties and Responsibilities:***

*The duties of the Traffic Records Coordinating Committee includes but is not limited to:*

- *Providing coordination and support to projects within the Highway Safety Information System as stated in the TRCC Strategic Plan.*
- *Providing coordination, administrative and technical guidance on the development of integrated systems.*
- *Facilitating communications and cooperation between and among the member organizations and agencies represented on the committee.*
- *Recommending formats and upgrades to reporting forms and procedures used to gather, maintain, and disseminate traffic records information.*
- *Reviewing and analyzing laws and legislation on traffic records for consistency and conformity with modern technology.*
- *Fostering the development of new technology for reporting, processing, storing and using data at both the local and state level.*
- *Reviewing and recommending technical linkage of data.*

## **PART II – BY-LAWS**

### ***Organizational Structure:***

#### ***Leadership***

- *The TRCC chair or vice-chair shall preside over TRCC votes. The TRCC Coordinator shall be responsible for drafting official notes of the TRCC meetings.*

#### ***Acting Chair***

- *In the absence or vacancy of a chair or vice-chair, the chair or vice-chair may designate in advance an acting chair to preside at the meeting.*

#### ***Sub-committees or work groups***

- *The TRCC may establish sub-committees or work groups as deemed appropriate. These sub-committees and work groups must adhere to the provisions outlined in this document.*

#### ***Membership***

- *The TRCC will have a multidisciplinary membership that includes owners, operators, collectors and users of traffic records and public health and injury control data systems, highway safety, highway infrastructure, law enforcement, adjudication officials, public health, emergency medical service, injury control, driver licensing, and motor carrier agencies and organizations. A vendor or contractor providing services to a TRCC member agency is disqualified from being a member of the TRCC. A TRCC member agency receiving a grant from the Office of Traffic Safety, Department of Transportation or other public entity does not qualify as a “vendor” for purposes of membership.*
- *The TRCC coordinator will maintain a roster of current members of the TRCC, including date of last attendance.*

#### ***Voting Members***

- *Any agency represented on the NECTS is eligible to have one responsible representative designated by their agency as a voting member of the TRCC. Ex-officio members of the NECTS will also be ex-officio members of the TRCC and as such non-voting members.*

#### ***Additional Members***

- *Additional member agencies of the TRCC will require the nomination by an existing member and a majority vote of the approval from the current members. New member agencies will be eligible to have one responsible representative designated by their agency as a voting member of the TRCC.*

### ***Member Removal***

- *A voting member may be removed from the TRCC by a 2/3 majority vote upon failing to attend three successive scheduled meetings. Formal notification will be sent to the agency that such action has been taken.*

### ***Resignation***

- *A member may resign at any time by delivering written notice to the TRCC or by giving oral notice of resignation at any meeting.*

### ***Appointment***

- *In the event a member representative of an NECTS agency resigns or is removed, the appointing agency may designate a replacement.*
- *In the event a member representative of a non-NECTS agency resigns or is removed, the appointing agency may designate a replacement.*

### ***Meetings***

#### ***Meeting Attendance***

- *Meeting attendance may be in person or by means of conference call or any other communication equipment that allows participants in the meeting to speak to and hear all other participants.*

#### ***Meeting Notices***

- *Advance notice of all regular or special meetings of the TRCC shall be provided by the TRCC Records Coordinator by mail, facsimile or E-mail. Meeting notices may also be posted on the TRCC website, if applicable.*

#### ***Meeting notes***

- *Notes shall be taken at all TRCC meetings. The TRCC Coordinator shall distribute meeting notes by E-mail for review and approval by voting members. Meeting notes shall not record the debates, but shall mainly record what is “done” by the TRCC. Where issues are decided by voting, the meeting notes shall report a list of those voting in the minority or abstentions.*

### ***Voting***

- *A simple majority of the members present shall constitute a quorum.*
- *Each agency present at a TRCC meeting shall have one vote.*

### ***Proxy***

- *A voting member is present and may cast a vote by and through an authorized same-agency proxy present at the time the vote is taken.*

### ***Telephone and Electronic Voting***

- *Telephone and E-mail voting, unless otherwise specified by the chair is allowed.*

### ***Change of By-Laws***

#### ***Scope***

- *Any of the TRCC By-Laws may be changed by the membership.*

#### ***Procedures***

- *Changes, additions or deletions to the By-Laws must be presented in writing to all current TRCC members a minimum of seven (7) days before voting is scheduled.*
- *Changes, additions or deletions to the By-Laws must be approved by two-thirds (2/3) of the voting members present.*

**SIGNED AND ACCEPTED**

*I hereby agree to abide by these By-Laws, approved by the Nevada Traffic Records Coordinating Committee membership. I agree, in good faith, to perform all obligations and to work cooperatively with other members to accomplish the goals and objectives set forth in this document.*

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