

THE COMMITTEE ON ALCOHOL AND OTHER DRUGS
HIGHWAY TRAFFIC SAFETY DIVISION
NATIONAL SAFETY COUNCIL
OPERATING RULES

The following shall constitute the Operating Rules of the Committee on Alcohol and Other Drugs.

ARTICLE I

Organizational statement

Section 1: Statement of Purpose

- a. To advise and assist the National Safety Council in its ongoing efforts to control alcohol and other drug impairment.
- b. To facilitate the exchange of information within the forensic scientific community and other fields related to the study and control of alcohol and other drugs.

Section 2: Statement of Goal

To reduce alcohol and other drug related injuries and fatalities.

Section 3: Statement of Objectives

- a. To promote and sponsor continuous research relating to the incidence and effects of the use of alcohol and other drugs.
- b. To promote and sponsor continuous research designed to effectively reduce the incidence of operation of motor vehicles while under the influence of alcohol and other drugs.
- c. To promote and sponsor research into the effectiveness, accuracy and reliability of the various means and methods of determining impairment resulting from the use of alcohol and other drugs.
- d. To establish standards relating to the various approved methods and techniques of determining impairment due to the use of alcohol and other drugs.
- e. To establish minimum standards of qualifications and training of personnel using approved methods and techniques to determine impairment due to the use of alcohol and other drugs.
- f. To collect, collate and publicly disseminate available information and statistics relating to the foregoing subjects.

- g. To cooperate with educational institutions, professional research organizations and other agencies or groups in the conduct and sponsorship of any research or function of this Committee.
- h. To stay current on legislative and judicial developments in the field of alcohol and drug use, enforcement and testing, and participate in legislative and other proceedings when necessary to promote the purposes, goal and objectives of the Committee.

ARTICLE II

Committee Operating Rules

The Operating Rules of this Committee shall serve as the bylaws of this Committee.

ARTICLE III

Membership of the Committee

Section 1: Membership Eligibility and Categories

a. The membership of this Committee shall include, but not be limited to, physicians, chemists, toxicologists, pharmacologists, sociologists, attorneys, educators, law enforcement officials and other professionals involved in the study or control of drug and alcohol use.

b. The membership shall consist of four categories:

1. Voting Member,
2. Non-Voting Member,
3. Emeritus Member and
4. Affiliate Member-

Section 2: Appointment of Members

a. Appointment of members of this Committee shall be made upon nomination by two voting members of the Committee and approval of the Executive Board.

b. Application for Committee membership shall be made on a written form prescribed by the Executive Board. All applications for membership shall be referred to the Membership Subcommittee, which shall investigate the qualifications of the applicant, with particular emphasis on the applicant's expected contribution to the

activities of the Committee. The Membership Subcommittee may consult with the agency or organization of which the prospective member is employed or whose interests the member will represent on this Committee. The Membership Subcommittee shall report its findings for consideration by the Executive Board.

Section 3: Membership Qualifications

a. Voting Members shall be persons of outstanding qualifications in their particular professions, who have contributed at the national level to this Committee's fields of interest or who are engaged in work significant at the national level in such fields. Each Voting Member shall be either an organizational or individual dues-paying member of the National Safety Council. Only a Voting Member shall be eligible to hold office in this Committee or its Subcommittees, or be eligible to be a member of the Executive Board.

b. Non-Voting Members shall be persons who otherwise meet the qualifications for Voting Members set forth in Article III, Section 3a of these Operating Rules, but who are not organizational or individual dues-paying members of the National Safety Council.

c. Emeritus Members shall be those Voting Members or Non-Voting Members who have completed ten or more years of active and satisfactory Voting membership or Non-Voting membership or combination thereof, but who cannot maintain such membership because of retirement, illness or similar unavoidable circumstances. Emeritus Members may be designated by the Executive Board of this Committee.

d. Affiliate Members shall be those who are engaged in commercial or other business activities constructively and directly contributing to the advancement of chemical testing, alcohol or other drug research, or other activities and concerns of the Committee.

e. Voting Rights. Only a Voting Member or an Emeritus Member who would otherwise qualify as a Voting Member shall have the right to vote. Affiliate Members shall not have Voting Rights.

Section 4: Change in Membership Status

a. Any member who, by change of employment or other reason, no longer meets the requirements of Committee membership or who, while continuing to qualify for Committee membership, no longer meets the requirements of the member's current membership category, shall give notice to the Executive Board no later than the date of the first Committee meeting following the change of circumstances. The Executive Board, after investigation of the notice by the Membership Subcommittee, shall determine whether to grant either a change in the category of membership or termination of membership as may be appropriate.

Section 5: Representation of Membership Status

a. A member's representation of membership status including, but not limited to, curriculum vitae, biographies, testimony, speeches, presentations shall conform to the actual membership status conferred by the Committee. Non-Voting and Affiliate members shall not designate themselves as, or in any other manner create the impression that they are, Voting members of the Committee.

b. No member shall represent the member's Committee membership in connection with any product, advertisement or other enterprise of a commercial nature.

c. Committee membership does not constitute an official endorsement or affirmation of the qualifications or expertise of the member by the Committee. No member shall expressly represent or otherwise create the impression to the contrary.

d. No member shall make any statement on behalf of the Committee without prior approval of the Executive Board.

e. No member shall misrepresent any policy or position of the Committee or the National Safety Council.

Section 6: Designation of Proxies

a. Each Voting Member of this Committee may designate, in writing, another Voting Member of the Committee to act as a proxy at meetings of the Committee or meetings of a Subcommittee. A Voting Member intending to designate a proxy must notify the Secretary of the Committee prior to the meeting at which the proxy will appear.

b. Non-Voting and Affiliate Members may not designate a proxy for attendance at meetings.

Section 7: Review and Termination of Membership

a. The Executive Board shall periodically determine the number of members of this Committee to be appointed as individuals or to be appointed as representatives of official or non-official agencies and organizations.

b. The Executive Board shall periodically review the continuing activity of the membership of this Committee and may recommend termination of membership or changes in category of membership as may be necessary or may otherwise be required by these Operating Rules.

c. Membership shall be terminated if a member, other than an Emeritus Member, is absent from five consecutive meetings of this Committee, unless the Executive Board determines that the member has made other significant contributions to the Committee during the period of absence that warrant continued membership.

d. Membership may be terminated if a member engages in any activity that the Executive Board determines is in conflict with the purposes, goal or objectives of this

Committee.

e. Any member who alleges that another member has participated in activity that is contrary to the purposes, or not in the best interests, of the Committee may file a formal written complaint with the Executive Board, which shall review and investigate all written complaints received. Investigation of the complaint shall include notification to the member against whom the complaint has been made and shall provide the member with an opportunity to respond in writing to the Executive Board. If the Executive Board, upon concluding its investigation, determines that the complaint is meritorious, the matter shall be scheduled for formal vote at the next scheduled meeting of the Executive Board. The member who filed the complaint and the member against whom the complaint was made shall be given the opportunity to appear and speak before the Executive Board. Upon consideration of all relevant evidence presented the Executive Board shall determine whether or not the complaint is founded. If the Executive Board determines that the complaint is founded, the Executive Board may impose such sanctions it deems appropriate, including, but not limited to, a formal reprimand, suspension or termination of membership.

ARTICLE IV

Executive Board

Section 1: Membership

a. There shall be an Executive Board consisting of the following:

1. Chair,
2. Vice Chair,
3. Immediate Past Chair,
4. Secretary,
5. Fifteen elected Voting Members serving three year staggered terms in classes of five Voting members,
6. Five At-Large Voting Members serving one year terms appointed by the Chair of this Committee.

b. Each member of the Executive Board shall be a Voting Member of this Committee prior to appointment or election to the Executive Board.

c. Each member of the Executive Board may designate, in writing, another Member of the Executive Board as a proxy who may represent that member at meetings of the Executive Board and may vote on that member's behalf. An Executive Board member intending to designate a proxy must notify the Secretary of the

Committee prior to the Executive Board meeting at which the proxy will appear.

Section 2: Officers of the Committee

The Executive Board shall elect annually of a Chair and Vice Chair, neither of whom can serve more than four consecutive one year terms in that office, and a Secretary. The Chair, Vice Chair and Secretary of the Committee shall, during their terms of office, also serve as Chair, Vice Chair and Secretary, respectively, of the Executive Board. All officers shall be Voting Members of this Committee at the time of their election to office.

Section 3: Board Meetings

The Executive Board shall hold an annual meeting at a time and place to be designated by its Chair. It shall meet at other times at the call of its Chair or upon request of five of its members.

Section 4: Quorum and Voting

A quorum of the Executive Board shall consist of the majority of its members. Executive Board actions shall be taken by majority vote.

Section 5: Reports

The Executive Board shall prepare an annual report, copies of which shall be provided to each of its members and to each member of this Committee.

ARTICLE V

Nominating Subcommittee

Section 1: Selection of members

The Executive Board shall select at each annual meeting by ballot a Subcommittee Nominations consisting of the immediate past chair and four members of the Executive Board. The immediate past chair shall serve as the chair of the Subcommittee. If the immediate past chair is unable to serve as Chair of the Subcommittee the Chair of the Committee shall appoint a Chair of the Subcommittee.

Section 2: Nominations

At least thirty days prior to the next annual meeting of the Executive Board, the Subcommittee on Nominations shall submit to the Board nominations for the officers of this Committee and members of the Executive Board.

ARTICLE VI

Subcommittees

Section 1: File of Members' Interests

The Vice Chair of the Committee shall maintain and periodically revise a file of the professional interests and activities of members of the Committee to assist the Chair of the Committee in making appropriate appointments to permanent and temporary Subcommittees.

Section 2: Permanent Subcommittees

a. The Chair of this Committee may appoint Voting Members, Non-Voting Members or Emeritus Members of this Committee with appropriate professional interests and activities to one or more of the following seven permanent Subcommittees:

1. Subcommittee on Membership
2. Subcommittee on Action Programs
3. Subcommittee on Legal Factors
4. Subcommittee on Education and Training
5. Subcommittee on Social and Behavioral Factors
6. Subcommittee on Alcohol: Technology, Pharmacology and Toxicology
7. Subcommittee on Other Drugs: Technology, Pharmacology and Toxicology

b. The subjects assigned to the permanent Subcommittees include:

1. Membership
 - (a) New Membership
 - (b) Changes in Categories of Membership
 - (c) Termination of Membership
2. Action Programs
 - (a) Law Enforcement
 - (b) Public Information
 - (c) Sanctions
 - (d) Education
 - (e) Evaluation

3. Legal Factors

- (a) Legislation
- (b) Constitutional Issues
- (c) Litigation and Adjudication

4. Education and Training

- (a) Law Enforcement
- (b) Technicians
- (c) Prosecutors and Judges
- (d) Other Practitioners in the Field

5. Social and Behavioral Factors

- (a) Social Sciences
- (b) Behavioral Sciences

6. Alcohol: Technology, Pharmacology and Toxicology

- (a) Testing for alcohol in blood, breath, tissue and other fluids
- (b) Techniques for measurement of the presence of and impairment by alcohol
- (c) Evaluation of analytical methods
- (d) Review of the medical, toxicological and pharmacological literature

7. Other Drugs: Technology, Pharmacology and Toxicology

- (a) Testing for drugs other than alcohol in blood, urine, tissue and other fluids
- (b) Techniques for measurement of the presence of and impairment by drugs
- (c) Evaluation of analytical methods
- (d) Review of the medical, toxicological and pharmacological literature

c. The Chair of this Committee shall appoint annually a Chair for each permanent Subcommittee from among the Voting Members of this Committee.

d. Only permanent Subcommittee members who are Voting Members of the

Committee shall have authority to vote as members of the permanent Subcommittee.

f. Members of each permanent Subcommittee shall keep abreast of current developments in the subjects assigned to it, the Subcommittee. The Subcommittee chair or designee shall report at Committee meetings concerning such developments, make recommendations with respect to appropriate action by this Committee on subjects of the Subcommittee, and undertake specific projects assigned to the Subcommittee by the Chair of the Committee or by the Executive Board.

g. Additional permanent Subcommittees may be established by the Executive Board.

Section 3: Temporary Subcommittees

a. The Chair of this Committee may appoint Voting Members, Non-Voting Members or Emeritus Members of this Committee with appropriate professional interests and activities to temporary Subcommittees.

b. The Chair of this Committee shall appoint a Chair of each temporary Subcommittee. Each temporary Subcommittee Chair shall be a Voting Member of this Committee.

c. The Chair of this Committee, with the advice and approval of the Executive Board, may appoint to such temporary Subcommittees persons qualified in their respective fields who are not members of this Committee.

d. Only those temporary Subcommittee members who are voting members of the Committee shall have authority to vote as members of the temporary Subcommittee.

Section 4: Notice of Meetings of Subcommittees

a. The Committee or Subcommittee Chair shall provide notice of all meetings, to each Committee member.

b. Every Voting, Non-Voting and Emeritus member of the Committee may attend any Subcommittee meeting even though not a member of the Subcommittee. Affiliate members may attend Subcommittee meetings upon approval of the Executive Board.

ARTICLE VII

Meetings and Actions of the Committee

Section 1: Annual Meetings

The Committee shall meet annually. The time and place shall be determined by the

Executive Board. The meeting notice shall be published to the membership at least three months prior to the meeting.

Section 2: Additional Meetings

The Committee may convene additional meetings upon call of the Chair of the Committee with the approval of the Executive Board. Notice of any additional meetings shall be provided to each member of the Committee at least thirty days before the meeting date.

Section 3: Quorum

At any meeting of this Committee, a quorum of not less than fifteen Voting Members or their proxies physically present shall be required for the transaction of business.

Section 4: Voting

A majority affirmative vote of members eligible to vote pursuant to Article III, Section 3e, present and voting at any meeting at which a quorum is present, and comprising not less than 35 percent of the entire Voting Membership of the Committee shall constitute approval of any proposed action to be taken by this Committee. In the event a proposed action is approved by a majority vote of the Voting Members or their proxies present at a meeting, but such affirmative vote consists of less than 35 percent of the entire Committee voting membership, the proposed action shall be submitted to the entire voting membership of the Committee by letter ballot.

Section 5: Voting by Letter Ballot

Any authorized letter ballot shall be accompanied by an explanation and reasons for the ballot, including the text of the proposal to be voted upon and a statement of the arguments for and against such proposed action. Approval of any action by letter ballot shall require affirmative vote of a majority of members eligible to vote pursuant to Article III, Section 3e who have cast a ballot, provided that at least 40% of mailed ballots are returned. Actions may be proposed and voted upon by letter as outlined without prior consideration at a meeting.

ARTICLE VIII

Amendment of Operating Rules

These Operating Rules may be amended by a two-thirds vote of the full membership of the Executive Board, subject to the approval of the majority of the members eligible to vote, either at a meeting or by letter or ballot. A written notice of proposed amendments

to the Operating Rules shall be sent to all members eligible to vote at least thirty days prior to the taking of any formal vote on amendment.

ARTICLE IX

Governing Provisions

The provisions of the most recent edition of Robert's Rules of Order shall govern the conduct of the meetings of the Committee, Executive Board, Subcommittees, and other actions unless otherwise provided for by law, the bylaws of the Highway Safety Division or these rules.

Approved 2005