

**TEXAS MOTORCYCLE SAFETY COALITION
(TMSC) BOARD
Meeting Minutes**

MEMORANDUM

TO: Attendees

FROM: Patricia Turner, TTI

SUBJECT: Notes from meeting held January 9, 2009.

Place: Meeting was held from 10 a.m. to 2 p.m. at the Texas Transportation Institute (TTI), Gibb Gilchrist Building, room 338, Texas A&M University, College Station, Texas.

Present: See attached list.

Summary: The following summarizes the results of the meeting.

The purpose of this meeting was to bring together Board members of the newly created Texas Motorcycle Safety Coalition and volunteer participants to finalize the TMSC Bylaws; discuss the upcoming Motorcycle Safety Forum; share information on how TTI is able to assist the Board; and share information on other motorcycle safety public information and education efforts underway in Texas (see Attachment A for agenda).

All 13 Board members and 3 volunteer participants were in attendance (see Attachment B for list of attendees).

Based on input from the December 4, 2008 meeting, bylaws were revised and presented to the group for a second review. Troy Walden, TMSC Chair, led the discussion while Patricia Turner noted comments and made changes to the document electronically as the meeting proceeded. It was agreed that TTI would distribute revised bylaws to Board members via e-mail for review and eventual adoption. The majority of the meeting was spent on review and discussion of the bylaws (see Attachment C for revised TMSB bylaws).

Patricia discussed the upcoming Texas Motorcycle Safety Forum. The Board agreed that TTI should continue with the forum planning and that it should be held in Austin on February 12, 2009. Board members were asked to submit their top three ideas for forum presentations to Patricia via email. These ideas would be

considered when scheduling speakers for the upcoming forum as well as for future forums.

Patricia briefly discussed the TTI statewide coordination of Motorcycle Safety Initiatives Grant funded by TxDOT. Board members were briefed on the project plan which included an overview of the services TTI may provide to TMSC and affiliated groups (see supplemental materials in Attachment D). Following this discussion, the topic focused on motorcycle safety PI&E efforts. Patricia summarized what has been accomplished over the past two years, which include educational videos on how to share the road with motorcycles and motorcycle and rider awareness; brochures; billboards; and promotional materials.

The floor was then opened for discussion and the next meeting date and time was discussed.

The meeting was adjourned at 2:30 pm.

Meeting: Next TMSC Board gathering will be at the Motorcycle Safety Forum on February 12, 2009 at the Moose Lodge in Austin, Texas. At that time the next meeting date will be determined.

Attachment A

TMSC Board Meeting Agenda

TMSC Board Meeting

January 9, 2009
10am-2pm
TTI Gibb Gilchrist Bldg
Room 388

Meeting called by:		Type of meeting:	
Facilitator:	Patricia Turner	Note taker:	Williams/Turner
Timekeeper:			
Attendees:	Brockie, Conboy Die, Kaufman, Kellett, Paxton, Prince, Rowell, Schexnyder, Stanford, Williams, Yeater, Brackett, Walden, Maxim, Saint, Turner		

Agenda Items

Topic	Presenter	Time allotted
✓ TMSC Bylaws	Walden	60 min
✓ Texas Motorcycle Safety Forum	Turner	30 min
✓ Statewide Coordination of Motorcycle Safety Initiatives Grant	Turner	10 min
✓ Texas Motorcycle Safety PI&E Efforts	Turner	10 min
✓ Open Discussion		
✓ Set Next Meeting		

Attachment B

TMSC Board Meeting Attendees

First	Last Name	Organization	E-Mail	Phone Number
*Ray	Brockie	Owner, Moto-Ed Awesome	RayB@moto-ed.com	(817) 239-6686
*Debbie	Conboy	Cycles TMRA2, TX	debbie@awesomecycles.com	(713) 775-7198
*David	Die	Defenders, ABATE Houston-G alveston Area	gump69@gt.rr.com	(409) 749-4995
*Jeff	Kaufman	Council	jeff.kaufman@h-gac.com	(832) 681-2533
*Michael	Kellett	Rider 1st VP -	mkellett@mac.com	(979) 774-0266
*Bill	Paxton	TMRA	billpaxton@yahoo.com	(927) 658-9348
*Bear	Prince	COC Motorcycle Rentals of	bearpprince@msn.com	(281) 808-2879
*Keith	Rowell	Houston	krovell@mancuso-hd.com	(281) 897-7121
*Jude	Schexnyder	TxDPS Steel Steed Rider	jude.schexnyder@txdps.state.tx.us	(512) 424-2134
*Jim	Stanford	Coach	txsred1@esc4.com	(281) 744-8284
*Troy	Walden	TTI	t-walden@ttimail.tamu.edu	(979) 412-2419
*Terri	Williams	TMRA2 Awesome	secretary@tmra2.org	(512) 971-1377
*David	Yeater	Cycles	dgyeater@awesomecycles.com	(713) 775-9980
Quinn	Brackett	TTI	q-brackett@ttimail.tamu.edu	
Troy	Walden	TTI	t-walden@ttimail.tamu.edu	
Patricia	Turner	TTI ESC	p-turner@ttimail.tamu.edu	(979) 587-0307
Eddie	Carmon	Region VI	ecarmon@esc6.net	(979) 324-3809
Romona	Maxim	TSDSEA	rmaxim@esc6.net	(936) 438 9073
Nina	Saint	TEA	Nina.Saint@tea.state.tx.us	(512) 463-9574

*Denotes Board Member

Attachment C
Texas Motorcycle Safety Coalition Bylaws

Texas Motorcycle Safety Coalition (TMSC) Bylaws

Mission Statement:

The overall goal of the TMSC is to reduce fatalities and injuries resulting from crashes involving motorcycles in Texas.

Texas Motorcycle Safety Coalition (TMSC) Bylaws

Article I General Provisions

Section 1.01 Intent.

These Bylaws are intended to provide for the orderly and effective conduct of the Texas Motorcycle Safety Coalition.

Section 1.02 Purpose.

The purpose of the Texas Motorcycle Safety Coalition (Coalition) is to coordinate motorcycle safety activities and research initiatives, provide for information exchange, and develop alliances for the purpose of expanding motorcycle safety statewide.

Section 1.03 Rules of Conduct.

The rules contained in Robert's Rules of Order, Revised, shall govern the conduct of the Coalition in all cases to which they are applicable and when not inconsistent with these Bylaws.

Section 1.04 Amendments.

New bylaws may be adopted or these Bylaws may be amended or suspended by the vote or written consent vote (proxy) of a majority of the members of the Coalition present at the annual Motorcycle Safety Forum (see Article 4).

Texas Motorcycle Safety Coalition (TMSC) Bylaws

**Article II
Mailing Address**

Section 2.01 Mailing Address.

The official mailing address of the Coalition shall be:

Texas Motorcycle Safety Coalition
Center for Transportation Safety
Texas Transportation Institute
The Texas A&M University System
3135 TAMU
College Station, TX 77845-3135

Article III
Members

Section 3.01 Composition of the Coalition.

The Coalition shall be composed of anyone who has affirmatively elected to join the Coalition and has been duly elected for inclusion by a majority vote of the current membership (those attending the TMSC meeting December 4, 2008 - see attached list of 32). A concentrated effort will be undertaken by the Coalition to recruit representatives from the following entities: medical community, law enforcement, traffic engineering, judicial community, insurance industry, rider groups, rider trainers, dealer organizations, independent riders, research and education, military, and others as interests develop. Each member of the Coalition shall have one vote.

Membership will continue until 30 days after verbal or written resignation is submitted to the Chair.

Section 3.02 Composition of the Coalition Board.

A. The Coalition Board, at a minimum, shall consist of the following Coalition members:

1. Chair
2. Vice-Chair
3. Secretary
4. Ten or more additional Coalition members who have been nominated and elected by majority vote of the Coalition members. Terms of service for Coalition Board members shall be at a minimum of one year. Officers of the Coalition Board will be referred to as Executive Board members.

B. Powers of the Coalition Board shall include:

1. Review and approval of requests from other organizations to co-sponsor meetings; and
2. Review and approval of recommendations from standing committees on subject matter interests.

Section 3.03 Officers of the Coalition Board.

A. A Chair, Vice Chair, and Secretary shall be elected by majority vote by all voting members in the Coalition.

B. Chair

1. There shall be a Chair of the Coalition, and shall be the same person elected by majority vote of the Coalition members.
2. The duties and powers of the Chair shall be:
 - (a) To supervise or otherwise be responsible for the day-to-day management of the Coalition and perform all duties of the Coalition and perform all duties incident to his/her office as required.
 - (b) Act as the agent of the Coalition, subject to direction of the Members;
 - (c) Perform any function required of him/her by the Members; and
 - (d) Delegate any and all of his/her powers and duties to the Vice-Chair with the approval of the Coalition Board.

C. Vice-Chair

1. There shall be a Vice-Chair of the Coalition, and shall be the same person elected by majority vote of the Coalition members.
2. The duties of the Vice-Chair shall be:
 - (a) To serve in the Chair's absence; and
 - (b) Shall have any or all powers specifically delegated to him/her by the Chair.

D. Secretary

1. The Coalition shall have a Secretary elected by majority vote of the Coalition members.
2. The duties of the Secretary shall be to:
 - (a) Keep the minutes of the meetings of the Members;
 - (b) Be responsible for giving notice of meetings and special meetings as directed by the Chair of the Coalition Board;
 - (c) Be custodian of the records of the Coalition; and
 - (d) Perform all duties incident to the office of Secretary.

E. Any person may serve in the capacity of more than one officer; however, in no case shall the office of the Chair and Secretary be held by the same person.

F. The Coalition may create other officers as necessary by majority vote of the current membership. Office candidates must be Coalition Board members in good standing and will be voted on every two years at the annual Motorcycle Safety Forum.

Section 3.04 Terms of Office.

The Chair and Vice-Chair shall serve in their respective offices for a term of two years, beginning upon the day after election at the annual meeting.

Article IV
Meetings of the Coalition

Section 4.01 Annual Coalition Meeting.

The Coalition shall meet annually at the Motorcycle Safety Forum.

Section 4.02 Coalition Board Meetings.

The Coalition Board should meet a minimum of twice a year, one of which will be at the annual Motorcycle Safety Forum or at the call of the Chair, at a place designated by the Chair upon reasonable notice. Any time a majority of the members of the Coalition formally petition the Chair for a meeting of the Coalition, the Chair shall call a meeting in accordance with this section. A conference call shall constitute a meeting of the Coalition Board, and this shall require a 48-hour notice.

Section 4.03 Quorum.

A presence in person of a majority of Coalition Board members shall constitute a quorum for the transaction of business. The majority of the Coalition Board members must be present.

Section 4.04 Voting.

When a quorum is present, the affirmative vote of the majority of the present and voting members of the Coalition shall be the act of the Coalition. Coalition members may designate in writing a representative/designee to vote on their behalf (Proxy). Such designations shall be filed with the Chair of the Coalition Board.

At all meetings, the representative/designee of each member shall be entitled to cast a single vote.

The affirmative vote of a majority of the Coalition members entitled to vote, or those represented by the appointed representative/designee at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon.

Voting by proxy is authorized at any Coalition meeting, and at meetings of the Coalition Board, Standing Committees, or other appointed committees and task forces, but a representative/designee may only confer a voting right upon another individual by executing a written proxy. When a proxy is conferred, the conferring representative shall notify the Chair of the Coalition Board for records of the Coalition. Such notification must be given prior to any official action taken by the proxy on behalf of the representative/designee. Notification of proxy must be given for each meeting at which the absent member intends to declare a proxy.

Section 4.05 Notice.

Written notice of each regular or specially called meeting, including agenda and supporting materials shall be delivered to the Secretary not less than fourteen days prior to the meeting.

Section 4.06 Coalition Communications.

Communications from the Coalition to other individuals, organizations, or the public, shall be signed by the Chair of the Coalition Board after each member of the Coalition Board has had five calendar days to review the communication.

If any member of the Coalition Board objects to the content of the communication, a conference call of the Coalition Board will be scheduled to bring consensus on the communication. If no reply is received from members of the Coalition Board, it is assumed the communication is accepted.

Section 4.07 Urgent Official Coalition Communications.

Should the Chair determine a need for urgent communication from the Coalition to other individuals, organizations, or the public, the communication must be approved in advance by a majority of members of the Coalition Board. After such communication is issued, all Coalition members shall receive copies of the correspondence as soon as possible, but no later than seven working days after the communication is delivered.

Section 4.08 Minutes.

The Chair shall ensure that minutes of the proceedings of every Coalition meeting are recorded and forwarded to all members of the Coalition not less than fourteen days prior to the next regularly scheduled meeting.

Article V Committees / Task Forces

Section 5.01 Committees/Task Forces.

The Coalition Board may create one or more committees or task forces, each consisting of three or more members to serve at the discretion of the Board. Such committees or task forces may be designated and appointed by a resolution adopted by a majority of the voting members present at the Coalition Board meeting at which a quorum is present. Otherwise, the Board shall appoint members to the committees and shall appoint a Committee Chair from among the committee members. No member shall concurrently serve as Chair of more than one committee. The Chair of the Coalition shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 5.02 The Standing Committees.

The Standing Committees of the Coalition are as follows:

1. Policy/Bylaws
2. Legislation
3. Safety Awareness/Education
4. Research
5. Resolution
6. Nominations

Section 5.03 Evaluation and Progress of Committees

Progress toward accomplishing the objectives of the Coalition Board should be assessed using both long and short term measures. Coalition committees should report progress to the Coalition Board as directed the Coalition Board. These reports should identify the specific objectives of the committee, the milestones and progress of the committees efforts, and the standing in relation to those milestones met or sought to be met.

Adopted this 14th day of January 2009.

Attachment D
Supplemental Meeting Notes

TMSC Board Supplemental Meeting Notes January 9, 2009

December 4th Meeting Outcomes

Name: Texas Motorcycle Safety Coalition
Goal: Reduce crashes and resulting fatalities and injuries involving motorcycles
Bylaws: Reviewed and suggested revisions
Board: Nominated Board / elected interim officers

TTI Support Services

- Facilitate formation of TMSC
- Coordinate / plan meetings (4 per year, 2 in Austin)
- Provide technical assistance / data analysis to group, as needed
- Summarize meeting minutes / identify action items for next meeting
- Assist TMSC with planning / conducting annual Forum
 - Expand participation, identify speakers, obtain feedback, summarize meeting
- Facilitate motorcycle safety self assessment
 - Review the State's efforts, note strengths & accomplishments, and identify where improvements can be made. The assessment will address issues related to program management; evaluation and research; motorcycle personal protective equipment; motorcycle operator licensing; motorcycle rider education and training; motorcycle operation under the influence of alcohol or other drugs; motorcycle and motorist awareness; and public information and education efforts.
 - Results will be used by the TMSC and TxDOT as a tool to identify gaps and build upon existing programs and projects to reduce motorcycle crashes and resulting deaths and injuries.
- Support Motorcycle Safety Website
 - provide support to TMSC by disseminating materials/information developed during this project to motorcycle community and general public.

2009 Motorcycle Safety Forum

- Date: Feb 12, 2009
- Location: Austin, TX
- Facility: Brown Distributing, Region 13 ESC, Delco Center
- How to structure forum? Presentations, breakout groups, etc.
- Board Meeting? Elect officers?
- New participants?