



Texas Motorcycle Safety Coalition Charter

September 7, 2020

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Preamble

Approximately 14% of all traffic crash-related fatalities and suspected serious injuries in Texas are motorcyclists, which is significantly higher than what would be expected given the relatively low percentage of riders on our roadways. Motorcyclist fatalities and suspected serious injuries do not discriminate; they kill and injure our friends, brothers, sisters, husbands, wives, sons, and daughters. They kill and injure our co-workers, our supervisors, and our subordinates. They kill and injure machinists, bank tellers, business owners, and doctors alike. As such, motorcyclist fatalities and suspected serious injuries impact every socioeconomic aspect of our lives whether realized or not. It is critical to note that these fatalities and serious injuries are preventable. In light of this, the Texas Motorcycle Safety Coalition (TMSC) was established with the sole goal of improving the safety of riders in Texas through a focus on both riders and motorist behaviors and knowledge.

The purpose of the TMSC Charter is to define the TMSC and outline the TMSC administrative and operating procedures.

Article One: Name

This organization shall be known as the Texas Motorcycle Safety Coalition (TMSC). The fiscal year for the organization shall be from October 1 to September 30 of each year.

Article Two: Mission

To reduce rider fatalities and serious injuries resulting from crashes involving motorcycles in Texas.

Article Three: Who We Are

The TMSC was initiated in 2008 as a mechanism by which key multidisciplinary motorcycle safety stakeholders could meet to discuss and then conduct activities to address motorcycle rider safety issues. The TMSC now represents more than 400 members from a diverse range of backgrounds, organizations, and positions who are focused on eliminating rider fatalities and suspected serious injuries. The TMSC is inclusive...riders and non-riders from all ethnicities, socio-economic backgrounds, genders, and professions wishing to improve rider safety are welcome to contribute. The TMSC should include, but not be limited to the following:

- Independent riders
- Rider coaches/trainers
- Rider groups/clubs
- Motorcycle dealers and trade organizations
- Law enforcement
- Medical/EMS community
- Transportation engineering
- Roadway engineering

- Judges/prosecutors
- Insurance industry
- Rider education/training
- Transportation researchers
- Advocacy groups
- Transportation safety professionals

The TMSC is currently supported by a grant from the Texas Department of Transportation as part of a highway safety grant from the National Highway Traffic Safety Administration. It is also supported by the Texas A&M Transportation Institute’s Center for Transportation Safety (TTI-CTS).

Article Four: Purpose of the TMSC

The central purpose of the TMSC is to identify and conduct activities to achieve the TMSC mission. To achieve this purpose, the TMSC uses data-driven techniques to lead or participate in the following activities:

- Advise TxDOT and their subgrantees/contractors on ways to raise motorist awareness to improve motorcyclist safety.
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- Advise TxDOT of needed motorcycle safety activities and research initiatives.
- Identify, develop, and support motorcycle safety education and outreach initiatives (e.g., best practices, innovative solutions, recommendations to TxDOT).
- Support and enhance information exchange between stakeholders.
- Develop alliances for the purposes of expanding motorcycle safety statewide.
- To hold regular meetings.
- Create sustainability for the TMSC.
- To support the development and conduct of the annual Texas Statewide Motorcycle Safety Forum.
- To support the development and dissemination of the Texas Statewide Motorcycle Safety Action Plan.

Given that the TMSC is supported by TxDOT and TTI funding, all TMSC activities must focus on improving rider safety through education and outreach without political advocacy.

Article Five: Facilitators and Administrators

Co-Facilitators: There shall be two Co-Facilitators with one representing TxDOT and one representing the grant recipient Administration. The Co-Facilitators shall serve for the duration of the TxDOT grant (historically one year, October through September, renewable upon TxDOT review and approval). The Co-Facilitators shall manage all grant related activities, serve as liaisons to TxDOT and other state agencies, and provide feedback and guidance to the TMSC to maintain a scope of activities that are consistent with funding requirements.

Co-Facilitator Appointments: The TxDOT Co-Facilitator shall be appointed by TxDOT but will likely be the TxDOT Motorcycle Program Manager. The grant recipient Co-Facilitator shall be appointed by the grant recipient organization or, in the absence of this appointment, be the Principal Investigator assigned to the grant.

Administrator: The duties of the Administrator shall serve for the duration of the TxDOT grant. The Administrator is responsible for coordinating the TMSC meetings, recording and distributing meeting notes and materials to Members and Task Force Members, supporting subcommittees (e.g., providing phone/webex support, taking minutes, etc), and assisting the Co-Facilitators and other duties assigned by the Co-Facilitators.

Administrator Appointment: The Co-Facilitators shall jointly appoint an Administrator who may or may not be a TMSC Member (i.e., member of the grant recipient organization). If the Administrator is from the TMSC they shall be a TMSC Task Force Member.

Vacancies: Should the Co-Facilitator representing TxDOT resign prior to the expiration date of their term, TxDOT shall appoint a new Co-Facilitator to serve in their place. Should the Co-Facilitator representing the grant recipient resign prior to the expiration of their term, the grant recipient shall work with TxDOT to appoint a Co-Facilitator to serve through the duration of the fiscal year. Should the Administrator resign prior to the expiration date of their term, the Co-Facilitators shall appoint a new Administrator.

Article Six: TMSC Membership

Members: Members of the TMSC shall be comprised of individuals who possess a demonstrated interest in eliminating rider fatalities and suspected serious injuries. Members shall be comprised of a diverse cross-section of riders, agencies, organizations, clubs, and groups from public and private sectors. Members are those individuals who can support the TMSC, Co-Facilitators, and Task Force Members, typically by providing their broad-based expertise and knowledge as needed. Members will be provided with regular information and updates regarding TMSC activities and initiatives, typically through quarterly TMSC meetings, and are encouraged to provide input to the TMSC at TMSC Coalition meetings. Their membership is marked by their inclusion on the Member list.

Enrollment as a Member is continuous. Members can disenroll at their discretion by notifying the Administrator via email. On the recommendation of the Co-Facilitators or as recommended by the TMSC Members, the TMSC Members may suspend or terminate a Member for just cause. Suspension or termination requires an affirmative vote of more than 50% of the Members present at a regularly conducted meeting. The Co-Facilitators can terminate the Chair or Members in extreme cases (e.g., unethical conduct, misconduct, etc).

Chair: The TMSC Chair will shall serve as the organizational leader of the TMSC. They will work with the Administrator to identify meeting agendas, meeting day and times, and logistics needed for the operation of the TMSC. In addition, they will facilitate each TMSC Coalition meeting. Members wishing to serve as the TMSC chair shall submit a nomination form to the Co-Facilitators at the meeting prior to

the expiration of the current Chair's term. The Co-Facilitators will then lead a vote of the membership at the next Coalition meeting. The candidate with the majority of votes will then begin their tenure as Chair.

The TMSC Chair will serve a single term of two (2) fiscal years with the option to serve one additional term of two (2) fiscal years. The additional term shall be voted on and approved by majority vote by the TMSC Members at the TMSC meeting just prior to the Chair's term expiration.

Resignation or Termination: Any Chair has the right to resign their position. Any resignation should be provided to the Administrator via email. The Co-Facilitators can terminate the TMSC Chair or Members in extreme cases for just cause (e.g., unethical conduct, misconduct, etc).

Article Seven: TMSC Meetings

Quarterly Meetings: The TMSC shall meet quarterly at a time and location specified the Administrator with input from the TMSC.

Notice: Notice of each TMSC meeting shall be provided at least 1.5 months in advance by email from the Administrator to the Chair, Task Force Members, and Members.

Location: Meetings shall be held at a location chosen by the Co-Facilitators and Task Force Members with due consideration given to the convenience of all potential attendees. This may include in-person, conference call, or internet conference calls as possible examples.

Minutes: The Administrator shall record, maintain, post, and distribute meeting minutes, including a record of Members present. The Administrator shall post and distribute meeting materials within two weeks of each meeting.

Planning: The TMSC and Task Force Members will serve as a resource and provide logistical support for meeting location, preparation, notice, and minutes.

Attendance/Inactivity: TF Members are expected to attend the quarterly meetings. In the event a TF Member is unable to attend a meeting, a substitute may be sent in their place; however, the TF Member will be considered absent from the meeting. TF Members who are absent from three consecutive meetings, regardless of fiscal year, shall be considered inactive and can have their TF membership revoked by the Co-Facilitators.

After each missed meeting, the Administrator shall notify absent TF Members about the attendance policy. The Administrator shall re-notify TF Members who missed the previous meeting about the attendance policy.

Meeting Structure: The quarterly TMSC meetings shall be an opportunity for TMSC Members to achieve the mission and purpose of the TMSC. This will include information exchange between TMSC Members, the conduct of activities by the TF Members. The meetings should include regular updates from the TF members to the TMSC Members.

Parliamentary Authority: The rules contained in Robert’s Rules of Order, current edition, shall govern the TMSC meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article Eight: TMSC Task Force and Task Force Membership

Within the TMSC there will exist a TMSC Task Force (TF) that consists of a collection of TMSC Members who proactively work on motorcyclist safety activities on behalf of the TMSC Members. The TF shall consist of a TF Chair and TF Members.

Task Force Members: TMSC Members wishing to become TF Members may submit a nomination form or make a request to the TF Chair or Administrator via email or in-person. They must be a TMSC Member, in good standing, for at least one full year prior to nomination. All nominations shall be reviewed by the TF Members and appointed as needed to fill expertise gaps and to work proactively on motorcyclist safety activities. The TF Chair may appoint additional members on an as-needed basis. The Co-Facilitators shall appoint an initial group of Task Force Members.

Task Force Chair: The Chair shall serve as the organizational leader of the TF. The chair shall:

- Schedule and preside at meetings of the TF.
- Nominate TF Members.
- Perform such duties as the TMSC requests.
- Interface with the Co-Facilitators and the TMSC Chair to provide guidance to the TMSC Members and TF Members.
- Attend and “report out” to the TMSC Members at Coalition meetings.

TF Members wishing to serve as the TF Chair will submit a nomination form to the Administrator via email or in-person. They must be a TF Member, in good standing, for at least one full year prior to nomination. All nominations will be reviewed by the TF Members and appointed as TF Chair through a majority vote. The Co-Facilitators shall appoint an initial TF Chair until the annual Texas Statewide Motorcycle Safety Forum where the TF Members will appoint a TF Chair.

TF Chair and Member Terms: The TF Chair will serve a single term of two (2) fiscal years with the option to serve one additional term of two (2) fiscal years. The additional term shall be voted on and approved by the TF Members at the TMSC meeting just prior to the TF Chair’s term expiration. Each TF Member will serve a term of one (1) fiscal year (October 1 – September 30) with the option to serve again. There is no limit to the number of terms that a TF Member can serve. Each TF Member shall sign and adhere to a letter of commitment at the start of each new fiscal year.

Resignation or Termination: Any TF Chair or TF Member has the right to resign their position. Any resignation should be provided to the Administrator or TF Chair who will share the information with the TF Members. By affirmative vote of at least 50% of TF Members present at a regularly conducted meeting, a TF Chair or TF Member can be suspended or terminated for just cause. The Co-Facilitators

can terminate the TF Chair or TF Members in extreme cases for just cause (e.g., unethical conduct, misconduct, etc).

Article Nine: Task Force Working Groups

As needed, the TMSC TF Chair can appoint working groups to help achieve the mission and purpose of the TMSC TF. Working groups are a loose grouping of TF Members that work together to address a specific motorcyclist safety topic. The TF Chair can create or disband working groups based on the needs of the TF and the TMSC. TF Members are eligible to serve on any working group and are eligible to serve on more than one working group. Working group meetings can be held via webinar, phone, or in-person and can be conducted in the interim between quarterly TMSC meetings. Each working group shall independently establish the frequency of meetings with the expectation that each working group will meet at a minimum of once each fiscal year but more likely once between quarterly Coalition meetings.

At a minimum, it is recommended that the following working groups be organized within the TF to accomplish the TMSC mission and its purpose, but it is recognized that the formulation of working groups will depend on several factors including the availability of TF Members. The following working groups are recommended.

- Texas Statewide Motorcycle Safety Forum Working Group – This working group will be responsible for planning and organizing the Annual Texas Statewide Motorcycle Safety Forum. Including identifying a date, time, location, speakers, activities, etc.
- Legislation Working Group – This working group will be responsible for tracking relevant motorcycle safety legislation before, during, and after session, tracking relevant legislation before and after enactment, informing the TF Members and TMSC Members of their status, and indicating a framework that TF Members or Members can use to inform legislation. This working group can be supported by the grant recipient’s legislative liaison, as needed.
- Motorcycle Strategic Action Plan Working Group – TxDOT requires that a Motorcycle Strategic Action Plan (MSAP) be developed for Texas every five years. The MSAP identifies those strategies and actions that should be conducted by motorcycle safety stakeholders to achieve the mission and purpose of the TMSC. The MSAP working group should work in conjunction with the grant recipient Co-Facilitator, Administrator, and Administration to develop and produce the MSAP.

The Co-Facilitators encourage that additional working groups be formed to address priority areas identified previously within the:

- TxDOT Texas MSAP
- NHTSA Motorcycle Safety Program Technical Assessment for the State of Texas
- NHTSA National Agenda for Motorcycle Safety
- NHTSA Prioritized Recommendations of the National Agenda for Motorcycle Safety.

These additional working groups could address motorcycle safety topics or activities and could include:

- Reducing Alcohol Involved Riding
- Increasing Rider Training and Licensure
- Safety – Identify safety actions being undertaken by independent riders, groups, and club and to provide regular updates to TMSC that can be used by others.
- Marketing – Determines who the TMSC would like to market to and identifies channels, content, etc.
- Education – Review subrecipient education and outreach materials and identify what messages resonate with riders.