

PROCEDURES FOR THE
MOTOR CARRIER ADVISORY BOARD

ARTICLE I-ROLE OF BOARD

Section 1-Purpose

The Motor Carrier Advisory Board (MCAB) was established to facilitate a continuing discussion among the trucking industry, consumers, other interest groups, state government of issues, problems, and solutions important to Michigan freight transportation. The MCAB is also recognized by the National Governor's Association as Michigan's truck transportation advisory body.

Section 2-Recommendations

Board recommendations to the Michigan State Police (MSP) shall be advisory in nature and shall not be binding upon the MSP. Board recommendations or statements of position directed to other state government agencies or entities shall clearly indicate if such recommendations or positions are not endorsed by the MSP. The MSP shall be advised of any such communications.

Section 3-Restrictions

The board shall not discuss the performance of individual MSP employees or cases pending before the MSP.

Section 4-Committees

The board chairperson may designate such subcommittees as may be deemed desirable to study specific subjects and report their findings or recommendations to the entire board. Subcommittees, with the approval of the board, may include persons who are not board members.

Section 6-Expenses

Board members shall serve without compensation. Neither the State of Michigan nor any agency thereof shall be responsible for any expenses incurred by reason of board membership or participation in activities of the board.

ARTICLE II-CHAIRPERSON

The Manager of the Regulatory and Credentials Section within the Commercial Vehicle Enforcement Division shall serve as the chairperson of the MCAB and presides at all board meetings. In the event the director is unable to attend a meeting, the chairperson of the MSP shall designate an acting chairperson.

ARTICLE III-MEMBERSHIP

Section 1-Members

The board shall consist of 15 members. Membership of the board shall be by appointment of the MSP.

Section 2-Term of Membership

The term of appointment for members of the board shall be one calendar year. Appointments shall be made in December of each year by the MSP for the succeeding calendar year.

Section 3-Resignation

A board member may resign at any time by giving notice to the chairperson of the MSP.

Section 4-Vacancies

Any vacancy occurring shall be filled by the appointment of a successor by the MSP.

Section 5-Ex Officio Members

Representatives of appropriate agencies may be appointed as non-voting ex officio members of the board by the MSP.

ARTICLE IV-MEETINGS

Section 1-Regular Meetings

Bi-monthly meetings of members shall normally be held on the third Thursday of every other month for the purpose of transacting such business as may properly come before the MCAB. Due to extraordinary circumstances, the date for a given meeting may be changed by approval of the majority of the board.

Section 2-Special Meetings

Special meetings of the board may be called at any time by the chairperson of the board with adequate notice to all board members.

Section 3-Place of Meeting

Meetings of the board shall be held at the offices of the MSP, unless otherwise noticed.

Section 4-Notice of Meeting

Written notification of each of the board's bi-monthly meetings, including time and place, shall be emailed to each board member, not less than ten days before the meeting.

Section 5-Agendas

An agenda shall be published for each meeting. Members desiring to place items on the agenda shall forward same to the chairperson at least 15 days prior to that meeting.

The agenda and pertinent study materials shall be forwarded to all board members with the meeting notice. Additional items may be added to the agenda at the meeting by request of any board member.

Updated 01/02/2020

Section 6-Minutes

The minutes of each meeting of the board shall be prepared by the chairperson of the MCAB and shall be emailed with the notice for the following meeting.

Section 7-Quorum

At all meetings of the board, the presence of eight members at the commencement of such meetings shall be necessary for the transaction of any business.

Section 8-Voting

Any board action to be taken by a vote of the members shall be authorized by a majority of votes cast at the meeting of members. Proxy votes shall not be exercised, except through designated alternates, as provided by Article V, Section 2. The board chairperson shall not have a vote.

ARTICLE V-ATTENDANCE

Section 1-Notice of inability to attend meeting

Members not able to attend a meeting shall advise the chairperson of the board prior to that meeting if possible.

Section 2-Designation of Alternates

A member may designate a person to attend the meeting as his/her alternate. A person already serving as a member of the board shall not be designated as the alternate of another board member, and a person shall not be designated to serve as the alternate of more than one board member at a particular board meeting. Notification of the designation of an alternate shall be submitted by a member, by email to the board chairperson at any time but at least three days prior to an alternate serving at a board meeting. Such notifications shall include the name, address, and telephone number of the alternate.

Section 3-Prolonged non-participation

If a board member fails to attend three consecutive regular meetings of the board and does not designate a person to serve as his/her alternate, the board may request the removal of the inactive member. Such a request shall be directed to the chairperson of the MSP.

ARTICLE VI-AMENDMENT OF PROCEDURES

These procedures may be amended only upon approval of the MSP.