



Texas Impaired Driving Task Force  
est. 2012

## **Task Force Charter**

### **PREAMBLE**

Impaired driving remains a significant traffic safety and public health challenge in Texas and across the country. Crashes caused by impaired driving have a devastating impact on the lives and families who have been directly affected. In addition, impaired driving crashes cost the State billions of dollars in associated medical costs and work production loss.

Crashes caused by impaired driving are preventable. It is upon the preventable nature of impaired driving crashes that the Texas Impaired Driving Task Force (TIDTF) was established with the mission of eliminating impaired driving in Texas.

### **ARTICLE ONE: MISSION**

The mission of the TIDTF is to eliminate injury and death caused by impaired driving in Texas.

### **ARTICLE TWO: WHO WE ARE**

What began in 2005 as a loosely structured meeting with representatives primarily from enforcement, training, and the Texas Department of Transportation (TxDOT), the TIDTF has evolved into a multifaceted representation of individuals and organizations focused on the elimination of impaired driving in Texas.

The TIDTF is comprised of individuals with expertise in their individual fields who create strategies to eliminate driving while intoxicated (DWI) injuries and deaths. Through discussion between members, the TIDTF is able to identify effective strategies to achieve its mission. Members also share available resources, information, and data to reduce duplicated efforts and improve overall efficiency. The TIDTF also fosters lasting relationships between impaired driving prevention, enforcement, adjudication, and treatment stakeholders and promotes partnerships in different fields with the cohesive goal of eliminating impaired driving.

The TIDTF identifies best practices, innovative solutions, and provides recommendations to TxDOT, allied professionals/program partners, state and local government agencies, organizations, and the general public.

### **ARTICLE THREE: OFFICERS**

The TIDTF is supported financially and administratively by a highway safety grant funded by TxDOT.

3.1 CO-CHAIRMEN: There shall be two co-chairmen – one representing TxDOT and one representing the grant recipient Administration. The co-chairmen shall serve for the duration of the TxDOT grant (historically, one fiscal year: October – September).

3.2 ADMINISTRATOR: The duties of the Administrator shall serve for the duration of the TxDOT grant. The Administrator is responsible for coordinating TIDTF meetings and the Texas Statewide Impaired Driving Forum, distributing meeting notes and materials to members, and generally assisting the co-chairmen.

3.3 ADMINISTRATION: The Administration generally supports the Administrator. The Administration may be present at TIDTF meetings but are not considered members of the TIDTF.

3.4 VACANCIES: Should the co-chairman representing TxDOT resign prior to the expiration of his or her term, TxDOT shall appoint a co-chairman to serve in his/her place. Should the co-chairman representing the grant recipient Administration resign prior to the expiration of his or her term, the grant recipient Administration shall work with TxDOT to appoint a co-chairman to serve through the duration of the fiscal year.

### **ARTICLE FOUR: MEMBERSHIP**

4.1 MEMBERS: The TIDTF shall be comprised of agencies, offices, and organizations from public and private sectors of state leadership, each of whom possesses a demonstrated interest in the elimination of impaired driving.

The Co-Chairmen may appoint additional members on an as-needed basis. Members may submit nominations to the Administrator via e-mail. Nominations that fill a gap in membership background expertise will be considered, and if appropriate, pursued.

4.2 TERM: Each member will serve a term of one fiscal year (October 1 – September 30) with the option to serve again. There is no limit to the number of terms a member can serve; however, each member shall sign a letter of commitment at the start of each new fiscal year.

4.3 RESIGNATION: Any member shall have the right to resign his or her position on the TIDTF. Any resignation should be provided to the Administrator via e-mail. The Administrator may request that another designee be appointed to replace the departing member.

## **ARTICLE FIVE: MEETINGS**

- 5.1 REGULAR MEETINGS: The TIDTF shall meet semi-annually at a time and location specified by the Administrator.
- 5.2 NOTICE: Notice of each TIDTF meeting shall be given at least 6 months in advance by e-mail.
- 5.3 LOCATION: Meetings shall be held at a location place chosen by the Co-Chairmen with due consideration given to the convenience of all members and staff suitable for the occasions.
- 5.4 MINUTES: The Administration shall take and maintain meeting minutes, including a record of the members present. The Administrator shall distribute meeting materials within two weeks of each meeting.
- 5.5 PLANNING: The Administration will serve as a resource and provide logistical support for meeting location, preparations, notice, and minutes.
- 5.6 ATTENDANCE/INACTIVITY: Member organizations may have multiple representatives serving on the TIDTF. Members are expected to attend the semi-annual meetings in their entirety in person. In the event a member is unable to attend a meeting in person, a “substitute” may be sent in his/her place; however, the member will be considered absent from the meeting.

The Co-Chairmen reserve the right to remove inactive members from the TIDTF. Members who are absent from two consecutive meetings regardless of the fiscal year shall be considered inactive and can have their membership removed.

After every missed meeting, the Administrator shall notify absent members about the attendance policy. During every meeting registration period, the Administrator shall re-notify members who missed the previous meeting about the attendance policy. The Administrator shall notify “inactive” members regarding membership removal after the second consecutive missed meeting.

## **ARTICLE SIX: SUBCOMMITTEES**

- 6.1 SUBCOMMITTEES: The following subcommittees should be organized, chaired, and populated as necessary to accomplish the goals of the TIDTF:

- Awards Selection
- Education
- Legislation
- Website

Members are eligible to serve on any subcommittee. Subcommittee meetings shall be held primarily via webinar and conducted between the semi-annual TIDTF meetings.

Subcommittee Chairs shall work with the Administrator to keep the larger TIDTF apprised of events. Each subcommittee shall independently establish the frequency of meetings with the expectation that each subcommittee will meet at a minimum of once a fiscal year (October – September).

- 6.2 SPECIAL SUBCOMMITTEES AND/OR OTHER SUBCOMMITTEES: The Co-Chairmen shall appoint or disband special and/or other subcommittees as necessary for the efficient operation of the TIDTF.

#### **ARTICLE SEVEN: TEXAS IMPAIRED DRIVING PLAN**

One of the primary tasks of the TIDTF is to prepare and maintain the Texas Impaired Driving Plan. The Plan has evolved from a simplified internal assessment into a detailed document that provides both strategic and operational direction for the State and TxDOT specifically in terms of eliminating the impaired driving problem on Texas roadways. To apply for additional federal funding, Texas must submit a statewide impaired driving plan developed and approved by a statewide impaired driving task force each fiscal year.

##### 7.1 APPROVAL PROCESS:

- The Administrator shall distribute or make available the most recent Texas Impaired Driving Plan to members before the end of December.
- Members shall review the Plan and provide comments and feedback for improvement.
- The Administrator shall update the Plan based on received comments and feedback. The Administrator shall disseminate an updated version of the Plan to members for final review.
- Upon final review and concurrence with the updated Plan, members shall submit approval of the Plan to the Administrator.
- The Administrator shall submit the final Plan (including member approval) to the Co-Chairmen by June 15 (unless otherwise discussed) for TxDOT submission to the National Highway Traffic Safety Administration.