

1. Purpose

This Charter delineates the mission, objectives, organization, procedures, and functions of the Alaska Traffic and Criminal Software (TraCS) Steering Committee (hereafter referred to as Steering Committee) which consists of key officials from state and local agencies including but not limited to: the Alaska Court System; the Anchorage Police Department; the Department of Administration / Division of Motor Vehicles; the Department of Public Safety Statewide Services and the Alaska State Troopers; the Department of Transportation and Public Facilities / Division of Measurement Standards and Commercial Vehicle Enforcement, Highway Safety Office, and Transportation Data Services; the Department of Health and Social Services Division of Public Health; the Alaska Railroad Police Department; and the Soldotna Police Department.

2. Mission

The mission of the Steering Committee is to provide leadership oversight to TraCS projects in Alaska by providing a forum for state and local government agencies to address challenges, promote information sharing and cooperation, and make recommendations to State leadership on TraCS matters.

3. Objectives

Objectives of the Steering Committee are to:

- 3.1. Oversee implementation of TraCS projects;
- 3.2. Be accountable for TraCS projects;
- 3.3. Facilitate participating agencies in meeting specific member agency requirements;
- 3.4. Discuss topics relevant to TraCS implementation activities;
- 3.5. Represent the business interests of the respective member agencies;
- 3.6. Review and approve plans for TraCS expansion in Alaska to ensure that member agency business requirements will be met;

4. Organization and Procedures

4.1. Membership

- 4.1.1. Voting agency membership in the Steering Committee shall include only those agencies nominated by at least two voting members and elected by a majority of the voting membership;
- 4.1.2. Advisory membership shall include any individual nominated by at least 2 voting members.

4.2. Member agencies shall designate in writing one voting representative and one alternate, who shall act on behalf of said agency's representative when the agency representative cannot attend. All members must sign the TraCS Charter indicating a beginning service date.

- 4.2.1. Each voting member shall have one vote.
- 4.2.2. A quorum shall consist of a majority of the voting members.

4.3. Chair and Vice Chair

- 4.3.1. The Chair shall be a Steering Committee member nominated and approved by the Steering Committee.
- 4.3.2. The Chair shall serve a one calendar year term and may be reappointed to serve additional terms at the discretion of the Steering Committee.
- 4.3.3. The Vice Chair shall be nominated and elected by the voting membership.
- 4.3.4. Duties and responsibilities of the Chair (or Vice Chair) include:
 - 4.3.4.1. The Vice Chair shall serve as Chair in the absence of the Chair.
 - 4.3.4.2. Appoint a recording secretary who shall be responsible for drafting official minutes of Steering Committee meetings.
 - 4.3.4.3. Prepare an agenda; arrange a time, place, and facilities for the Steering Committee meetings.
 - 4.3.4.4. Preside over Steering Committee meetings.

4.4. Subcommittees

- 4.4.1. Subcommittees may be established as ad-hoc working groups and terminated by consensus of Steering Committee membership or by direction of the Chair.
- 4.4.2. Subcommittee Chairs shall be elected by a simple majority of the voting membership present at a scheduled meeting or may be appointed by the Chair.
- 4.4.3. Subcommittee Chairs shall report to the Steering Committee membership.

4.5. Charter Revisions

Charter revisions shall require a simple majority of Steering Committee members present at a meeting called by the Chair or the Vice Chair and where an agenda has been provided to the Steering Committee members.

4.6. Procedural Issues

- 4.6.1. Steering Committee meetings will be held either monthly or every other month. Additional meetings may be called at the discretion of the Chair or Vice Chair.
- 4.6.2. Steering Committee meetings are open to the public.
- 4.6.3. Steering Committee members shall excuse themselves from participation on issues that are, or could represent, a conflict of interest.
- 4.6.4. Agenda items and questions arising during the meetings may be debated, either formally using motions or informally, before final action is taken on them, unless by a two-thirds vote the Committee decides to dispose of the question without debate. Every motion should be seconded to prevent time being consumed in considering a question that only one person favors.
- 4.6.5. A majority vote is sufficient for the adoption of any motion, except as stated in 4.6.4.
- 4.6.6. Meeting minutes shall be kept and shall not report the debates, but shall mainly record what is "done" by the Steering Committee. Where issues are decided by voting, the meeting minutes shall report a list of the names of those voting on each side. The meeting minutes shall be read prior to the opening of each meeting by the voting members, and, after correction, should be approved.

5. Steering Committee Responsibilities

- 5.1 Represent agencies committed to the success of TraCS projects in the State of Alaska.
- 5.2 Own the leadership accountability for TraCS projects, including approving and/or signing off on project plans, requirements documents, change orders, and other items central to the success of the projects.
- 5.3 Ensure that the project approach and schedule is appropriate to meet business objectives.
- 5.4 Ensure that the necessary resources are made available to TraCS projects.
- 5.5 Ensure that appropriate progress is being made on TraCS projects to meet goals and objectives.
- 5.6 Address issues and problems that are escalated from the lead agency/contractor team.
- 5.7 Make decisions that cannot be made by the lead agency/contractor team, such as allocating resources and prioritizing TraCS project activities against other agency projects and activities.
- 5.8 Escalate project issues to the Executive Oversight Committee when necessary.
- 5.9 Communicate project status and decisions to appropriate audiences.
- 5.10 Ensure that TraCS projects have the proper visibility within Alaska and nationally.

Attachment 1: Agency Agreement and Member Appointment

For

(Name of Agency)

I have read the Charter of the Alaska Traffic and Criminal Software (TraCS) Steering Committee and appoint the person named below to represent this agency as a voting member of the Alaska TraCS Steering Committee.

Appointing Authority Signature

Date

Name/Title: _____

Phone: _____

Email: _____

I have read the Charter of the Alaska TraCS Steering Committee and agree to serve as a voting member of the Alaska TraCS Steering Committee.

Member Signature

Date

Name/Title: _____

Phone: _____

Email: _____

Attachment 2: Agency Agreement and Proxy Member Appointment

For

(Name of Agency)

I have read the Charter of the Alaska Traffic and Criminal Software (TraCS) Steering Committee and appoint the person named below to represent this agency as a proxy voting member of the Alaska TraCS Steering Committee when the regular voting member is unavailable to participate.

Appointing Authority Signature

Date

Name/Title: _____

Phone: _____

Email: _____

I have read the Charter of the Alaska TraCS Steering Committee and agree to serve as a proxy voting member of the Alaska TraCS Steering Committee, when the regular voting member is unavailable to participate.

Proxy Member Signature

Date

Name/Title: _____

Phone: _____

Email: _____