

# **Kansas City Coalition for Roadway Safety Bylaws**

**Adopted June 12, 2024**

*Amended Feb 6, 2025*

## **Article I: Name**

This organization serves a nine-county region: Cass, Clay, Jackson, Johnson, Lafayette, Pettis, Platte, Ray, and Saline. Representing all counties this organization shall be known as the Kansas City Coalition for Roadway Safety and may also be referred to as KCMCRS.

## **Article II: Mission Statement**

The Kansas City Coalition for Roadway Safety is a community of advocates dedicated to making Missouri roadways safer by decreasing traffic fatalities and serious injuries within our 9 counties. We are focused on education, community outreach, enforcement, leadership, and partnerships that advance Missouri's strategic highway safety plan.

## **Article III: Goals**

### Goal # 1: EXPAND AND STRENGTHEN PARTNERSHIPS

Partnership is the driving force behind the success of highway safety efforts.

Representatives from law enforcement, education, engineering, emergency response, justice system, planning agencies, advocacy groups, businesses, government agencies and the public are needed to successfully implement the diverse set of strategies.

Building new partnerships while strengthening and expanding current ties, is essential to advance the Coalition's mission.

### Goal #2: USE RESOURCES EFFICIENTLY

Resources for supporting key strategies are limited. As a result, time and money must be carefully prioritized to maximize the effort in reducing roadway fatalities and serious injuries on the state and local roadway systems.

### Goal #3: COORDINATE MULTIDISCIPLINARY INITIATIVES

Coordination and frequent communication between the multidisciplinary partners is necessary to minimize duplication of effort, ensure the success of the implementation process, and help maintain focus on the mission, fatality reduction goal, and support the Show-Me Zero strategic highway safety plan for reducing fatalities and serious injuries on Missouri roadways.

#### Goal #4: TARGET KEY BEHAVIORS

All road users in the KC District will be represented by addressing these behaviors and populations: *Occupant Protection, Distracted Driving, Speed and Aggressive Driving, Impaired Driving, Teens, Older drivers, Pedestrians, and Other Non-Motorized Road Users*. Other target key behaviors as adopted by MoDOT shall be considered.

#### Goal #5: CHANGE TRAFFIC SAFETY CULTURE

An accelerated fatality and serious injury reduction goal requires strategies that create positive change in the roadway safety culture.

The Board will create strategic goals for the Kansas City Coalition for Roadway Safety to achieve each fiscal year. These strategic goals will be reviewed and discussed during Coalition and Board meetings frequently

### **Article IV: Board**

The Kansas City Coalition for Roadway Safety is governed by a Board, who provides leadership in helping achieve the Coalition's mission. Their dedication and guidance are instrumental to the success and growth of the Kansas City Coalition for Roadway Safety.

The Board is comprised of volunteers consisting of members from the community representing Missouri's safety plan enforcement, education, emergency services and engineering industries.

There shall be no more than eleven (11) total members on the Board, representing the KC Districts' 9 counties: Cass, Clay, Jackson, Johnson, Lafayette, Pettis, Platte, Ray, and Saline. There shall be no more than 2 representatives from any given county.

Serving in an advisory capacity there shall be representatives from MoDOT consisting of but not limited to the Fiscal Agent, the district Traffic Engineer and the 2 MoDOT Law Enforcement Liaisons. The advisory panel shall also include at least 1 member from Missouri State Highway Patrol.

Board members must attend 75% of the monthly Board meetings per calendar year and three quarterly Coalition meetings per calendar year. Teleconferencing and videoconferencing are acceptable means of attendance. Board members are expected to exercise their judgement during all KCMCRS decision making tasks, such as bylaw amendments, grants, and member applications, etcetera. Failure to attend at least 75% of the meetings and to provide leadership in an adequate manner may result in removal from the Board which shall be determined by MoDOT and the Board.

If a situation arises and a Board member cannot attend a Board meeting, the member may assign a Board designee from his/her organization to attend in his/her place with advance notification.

## **Article V: General Membership**

Membership in the Coalition is open to everyone within KC MoDOT's 9 county service area, MoDOT staff, and other safety partners. Membership participation must involve active participation in the coalition with a focus on developing community partnerships that advances and implements the Missouri Highway Safety Plan and our mission. To ensure a broad cross-section of local community representation, at a minimum, the following sectors of the region should be represented:

- Businesses
- Civic and volunteer groups
- Health and human service organizations
- Healthcare professionals
- Law enforcement agencies
- Media
- Other organizations or groups involved in reducing traffic crashes
- Parents
- Religious or fraternal organizations
- Schools
- State or local government agencies with an interest in the field of traffic safety
- Youth representatives & organizations
- First Responders, Fire, Paramedics
- Safety program partners

There is no limit to the number of individuals or organizations representing each sector.

There is no limit to how long an individual or organization can be a part of KCMCRS.

Before joining the Kansas City Coalition for Roadway Safety, prospective members shall review the Membership Information document and complete the Coalition Member Application, posted on the "KC SaveMoLives" webpage. The Coalition accepts member applications year-round.

The Board makes all decisions if membership shall be revoked or suspended. Membership in the Kansas City Coalition for Roadway Safety may be revoked or suspended if the Coalition Member or Board Member does not comply with the guidelines set forth listed in the bylaws and in the KCMCRS Membership Information document. The If a member shall need to be removed or suspended from the Coalition, the Board must vote to remove/suspend said member. Once this occurs, an electronic and physical letter will be sent to the Coalition member explaining the reasoning behind the decision to revoke/suspend their membership. If suspension is to occur, the Board will exercise their power and determine an appropriate time to review said membership and then determine the next steps moving forward.

Members must attend a minimum of 3 of the 4 Coalition meetings per fiscal year. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence, however physical attendance is encouraged.

## **Article VI: Code of Conduct**

KCMCRS members are responsible for knowing and adhering to the rules of conduct established by the Coalition and for acting in accordance with the Coalition's values. Coalition members shall not engage in conduct that is inconsistent with KCMCRS and/or MoDOT's values or behave in a manner that brings or could bring undue criticism toward MoDOT and/or KCMCRS or its members or operations.

The Board is responsible for determining if a membership should result in immediate dismissal, or other discipline administered according to the policy referenced herein. The KCMCRS Board is free to terminate a Coalition membership at-will, with or without cause, and at any time. The Board reserves the right to add to or subtract from the rules outlined in the bylaws and has the exclusive authority to review the circumstances surrounding each infraction on an individual basis.

If it is determined that a suspension is warranted pending further review or disposition of the charge(s), the member will no longer be able to participate in KCMCRS related functions for a period set forth by the Board.

A suspended member may be allowed to continue as a Coalition member after further review or after the disposition of the charge(s), unless the Board determines at any point during the review of the charge(s) and prior to the member's return that the member's return is not in the best interest of the Coalition.

Coalition members shall not misrepresent or omit information on the "Coalition Application" form or any other documents that may be utilized in the membership process, including, but not limited to educational attainments, work history, or professional credentials; or any other document submitted that the Board may utilize in making decisions regarding the member.

Members shall not knowingly make false accusations against other members or knowingly make false statements.

Requests for authorization to record KCMCRS meetings or training sessions (either in person or via audio/video call), must be submitted in writing to the Fiscal Agent. The Board will be notified, and a reply will be sent to the requestor. There must be a legally signed waiver (provided by MoDOT) before Media postings/photos/videos of anyone under the age of 18 can be used.

All requests for authorization to record must include the following:

- A. Business reason supporting the need to record and who will be recording.
- B. Identify if the recording will be audio or video/photograph or both.
- C. The name and title of the individual(s) being recorded.
- D. How the recording will be shared and with whom.
- E. Where the recording will be stored and who will be responsible for retention as required in the retention schedules.

## **Article VII: General Meetings**

Quarterly coalition meetings will be held in various locations that represent our membership and/or by virtual video platform. Additional meetings may be called by the Board and/or by MoDOT as necessary to conduct the business of the Coalition to accomplish necessary and assigned tasks.

Ad-hoc Committees of the Coalition will meet at a time and place determined by the Ad-hoc Committee Chair and committee members.

The Board shall meet every month via virtual video platform or in person.

Notice of all meetings will be provided to membership and the public at least two (2) weeks in advance.

## **Article VIII: Officers**

The Board of the Coalition will be comprised of a Chairperson, Vice Chairperson, and Members of the Board. A member may only serve in one office of the Board per term. Term of service is 2 years. Up to 2 consecutive terms may be served. A representative of the Missouri Department of Transportation shall serve as Fiscal Agent of the Board.

Board Members must attend a minimum of 3 of the quarterly Coalition meetings and 75% of the monthly Board meetings per calendar year. If any Board member has two consecutive non-communicated absences from Board meetings, the Board shall consider possible termination. Teleconferencing and videoconferencing are acceptable means of attendance and shall not count as an absence. Notifications of planned absences shall be made via email to the Chairperson, Vice Chairperson and/or Fiscal Agent.

### **The duties of each position are as follows:**

Chairperson: Serve as spokesperson for the Coalition when communicating with the media and other organizations; appoint ad-hoc committees; serve as an ex officio member of all ad-hoc committees; attend regional coordinator meetings as called by the statewide coalition; act as liaison with the statewide coalition; vote on prospective

Coalition members and grants as needed; attend quarterly Coalition and monthly Board meetings and other duties as may be necessary for the effective functioning of the Coalition.

Vice Chairperson: Serve as an assistant to the Chairperson; assume the duties of the Chairperson should that person be unable or unavailable; vote on prospective Coalition members and grants as needed; attend quarterly Coalition and monthly Board meetings and serve as chair of committees as may be assigned by the Chairperson.

Fiscal Agent: The fiscal agent shall be the Missouri Department of Transportation employee who is the Kansas City Coalition for Roadway Safety Regional Representative. This person provides fiscal guidance to the Board; ensures compliance with state and federal guidelines for expenditures of the regional coalition; collects and processes all invoices and bills for the Coalition; prepares and submits regional funding plans as required by the statewide Missouri Coalition for Roadway Safety; maintains and present budgets to membership at regularly scheduled meetings; and manages the annual grant system.

Board Member: Serve as a member of the Board; vote on prospective Coalition members and grants as needed and attend quarterly Coalition and monthly Board meetings.

Advisory Board Group: Shall not vote on board decisions apart from a needed tiebreaker and funding decisions. Advisory is defined as sharing opinions, perspectives, studying critical issues and developing recommendations as needed. The Advisory group will represent Missouri Department of Transportation and can present the Board's recommendations to the Commissioners and/or executive staff as needed; attend Coalition and Board meetings and other duties as may be necessary for the effective functioning of the Coalition.

## **Article IX: Election of Board**

Election of all board members (with the exception for Chairpersons and Fiscal Agents) shall take place at board meetings. Shall a situation arise where a board member's role is vacant and needs filled, the role may be filled at any time.

The office of Chairperson will be filled through succession from Vice Chairperson to Chairperson. Terms will begin the first day of the new fiscal year, July 1.

Vice Chairperson: To be elected annually for a term of 2 years. At the end of their term as Vice Chairperson, they will move to the office of Chairperson for a term of 2 years.

Vacancies due to resignation or other circumstances prior to the end of their term on the Board, apart from the Chairperson, shall be filled by a two-thirds (2/3) vote of the Board. Should the Chairperson's position become vacant, the Vice Chairperson shall assume that role for the remainder of the Chairperson's term.

## **Article X: Committees**

Nominating Committee: The Nominating Committee Chair and members of the committee shall be appointed by the Board. Members of the committee will serve a one-year term. The nominating committee shall consist of members from the coalition membership at large.

Responsibilities of the nominating committee are to submit names to the general membership for the offices of Vice Chair and Board Members (as needed). Committee

members are encouraged to assist with the recruiting of said person(s) to the KCMCRS Board. Nominations for Vice Chair will also be taken from the floor during the April meeting. Participation on the nominating committee does not preclude a member from being nominated for Vice Chair or Board Member.

Depending on the Board Member openings, (i.e., vacancies for several months), there may be instances where a Nominating Committee is not held during the fiscal year.

Ad-hoc Committees: Appointed by the Chairperson, with approval of the membership, to accomplish specific tasks or functions and will operate until that task is accomplished. Ad-hoc Committee Chairpersons do not hold a seat on the Committee.

Consideration for ad-hoc committees will be determined by the Board. Each committee should represent, but not limited to, the behaviors and populations stated in Missouri's Safety Plan: Occupant Protection, Distracted Driving, Speed and Aggressive Driving, Impaired Driving, Teens, Older Drivers, Pedestrians, and other non-motorized users. Other target key behaviors as adopted by MoDOT shall be considered. Each committee should consider having a designated Chair that will present during general members meetings as needed.

## **Article XI: Strategies**

The Coalition and its members will employ strategies identified in Missouri's Strategic Highway Safety Plan (SHSP) as having the greatest potential to save more lives and reduce serious injuries. Whenever possible, proven and research-based prevention strategies will be employed.

## **Article XII: Funding and Finances**

A major task of the Coalition will be to manage highway safety funding awarded to the regional Coalitions.

Because the Coalition exists as an unincorporated organization, a representative from the Missouri Department of Transportation will serve as the fiscal agent for the Coalition as described in Article V. The selection of this representative is at the discretion of the Missouri Department of Transportation's Kansas City District leadership and is subject to change without notice to or approval from the Coalition.

## **Article XIII: Amendments**

Any amendment to these by-laws may be adopted by a two-thirds (2/3) vote of the members present at any meeting, provided written notice of the proposed amendment and the date of such meeting shall have been given to the members at least two (2) weeks in advance. Electronic notice through email is acceptable.

## **Kansas City Coalition for Roadway Safety Standing Rules**

- I. Internal and External Communications
  - a. MoDOT's Kansas City District Communications Department shall coordinate and produce media including but not limited to press releases, update the internal (OneDrive) and external (SaveMoLives) website, and maintain social media sites for the Coalition.
  - b. Internal and External Communications  
MoDOT's Kansas City District Communications Department shall support, coordinate, and produce media including but not limited to press releases, update the internal (OneDrive) and external (SaveMoLives) website, and maintain social media sites for the Coalition. A Communication representative shall be present at the KCMCRS meetings and report as necessary during the meetings. If the Board determines that a Public Information and Education (P.I. & E) Committee is needed, a chairperson should be considered.
- II. Grants (Awarded July – June)
  - a. Kansas City Coalition for Roadway Safety's Board shall be involved with the annual KCMCRS grant process. The Board will be presented with applications and vote on all received grant applications.
    - i. Grant applications shall be presented to the board and a minimum of 2 (two) board members to be involved in reviews and will determine grants to be "fundable" or "non-fundable" and, at the board's discretion, can apply scoring to each application. (Board members cannot vote on or score their own applications.) If further exploration about an application needs to be had prior to decisions, the fiscal agent will serve as the liaison between said board member(s) and the applicant(s).
    - ii. The Fiscal Agent and KC District Traffic Engineer shall score the applications using the MARC Destination Safe web portal. Communications with applicants will be conducted by the fiscal agent.
    - iii. MARC Destination Safe will assemble a scoring committee of no more than 10 members who will score the applications and then present to MoDOT's MCRS staff (fiscal agent).
    - iv. The Fiscal Agent and KC District Traffic Engineer shall take into consideration the scores and other factors, and monetary allocations will be made to approved applicants. A report to the MCRS Board will follow.
    - v. The Fiscal Agent will communicate award decisions to each applicant by July (the start of the state's fiscal year).
    - vi. The Fiscal Agent will manage the legally binding "MoDOT Agreements" and will conduct the grant orientation meeting where board members and staff will be asked to participate.
  - b. MoDOT Fiscal agent manages the grant process throughout the year and will regularly report to the Board. Discretionary funds (10%, or greater of the gross amount) shall be allocated to KCMCRS from the annual funds received from Missouri Highway Safety Transportation.



- c. Expenditures over \$5,000 to be presented to the Board for majority approval either at a Board meeting or by electronic means. The Discretionary budget shall be presented to the Board of Directors. Discretionary funds can be allocated to organizations throughout the year with the completion of a grant application to be approved by the Board.

III. Project Prom/Graduation Scholarship Grant - Promoting Traffic Safety

With grant approval from the Board, the KCMCRS Fiscal Agent shall create a line item of funding in the fiscal year budget that is dedicated to assisting high schools in promoting roadway safety at their Project Prom/Graduation event. Guidelines for this grant state that high school must be in the Kansas City District to be eligible for funding. Funding shall be in the amount of \$200 - \$300 per school unless deemed otherwise by the Board. Photos proving that traffic safety was presented during Prom/Graduation events are required.

V. Promotional Items and Advertising

- a. A portion of the KCMCRS Discretionary fund shall be allocated to purchasing promotional items for community outreach as outlined in the budget (in accordance with the guidelines from the Highway Safety division). Any group requesting promotional items must include traffic safety for which promotional items are requested. All promotional items purchased with regional Coalition grant monies, regardless of use of logo or not, must be reviewed by Kansas City Coalition for Roadway Safety Regional Representative (MoDOT staff member). Board members or Coalition Member shall forward requests to the Kansas City Coalition Regional Representative for consideration.
- b. Advertising of any type shall be considered by the Board if over the amount of \$5,000.
- c. Logos may not be tampered with in any way and must be produced in the original color, font, design, proportion, etc. See MoDOT branding guides for further details.