



# ***NATIONAL CONFERENCE OF STATE TRANSPORTATION SPECIALISTS***

## **POLICY MANUAL**

### **Background**

The National Conference of State Transportation Specialists (NCSTS) began in 1959 with its first annual conference held in Louisville, Kentucky. It was initially formed as a coalition of States with a common interest in transportation regulation. Since its inception, NCSTS has grown to be a nationally recognized State organization. NCSTS is affiliated with the National Association of Regulatory Utility Commissioners (NARUC). The Executive Committee of NCSTS comprises the Transportation Committee of the NARUC.

In June 2000 the Alliance for Uniform Hazmat Transportation Procedures (the Alliance) became an affiliate of NCSTS. The Alliance began in January 1992 as the working group provided by Section 22 of the Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA). It is the governing body for States currently participating in its voluntary program to develop and enforce uniform registration procedures for transporters of hazardous materials by commercial vehicles.

Under the Unified Carrier Registration Act of 2005, Public Law 109-59, five members of the 15-member Unified Carrier Registration Plan Board of Directors (UCR Board) are designated to be from the membership of NCSTS. The Federal Motor Carrier Safety Administration of the United States Department of Transportation has recognized that the NCSTS has the responsibility under that law for recommending appointment of these five members. The UCR Board is responsible for the development, implementation, and administration of the Unified Carrier Registration Agreement.

### **Mission**

NCSTS is an organization of State agencies and partners involved in transportation safety, insurance and consumer protection, that promotes uniform, effective and fair laws in the public interest by providing representation and a forum for communication and education.

## **Conferences/Meetings**

NCSTS holds its annual conference in the summer of each year with conference dates and location determined by the Executive Committee. The format for annual meetings is to be educational and informative, and to offer a unique opportunity for participants to interact with colleagues from other states through the sharing of experiences, problems and solutions.

Various activities, events and agenda items are scheduled by the Executive Committee for its annual conference and meetings. The Executive Committee develops the program for the annual conference and meetings and addresses urgent NCSTS matters.

The President establishes various working committees as needed. These committees may meet several times during the year at the discretion of the committee chairperson and may be held in person, by teleconferencing or by videoconferencing.

A mid-winter meeting is held each year on a date and at a location specified by the President. The mid-winter meeting is comprised of committee meetings, if necessary, and a meeting of the Executive Committee that will hear committee reports, develop the program for the annual conference, discuss issues pertinent to the conference, and address such other matters as may be appropriate.

A person on the Executive Committee may be presumed to have no intention of being renominated if he or she has not attended a meeting in the past two (2) years.

The membership of the Executive Committee shall reflect not more than one (1) representative from each State. Provided, however, that a member of the Executive Committee may duplicate the State of an active past President of the NCSTS.

Meetings of the NCSTS and its committees are open meetings unless otherwise announced as a closed meeting.

Roberts Rules shall be used for conducting meetings.

## **Duties and Responsibilities of Officers**

### **President**

The duties and responsibilities of the President shall be:

- Appoints members from the membership of the NCSTS to fill vacancies for any office for the remainder of the unexpired term;
- Appoints members from the membership of the NCSTS to fill vacancies within the Executive Committee for the remainder of the unexpired term;
- Establishes committees as needed, with the approval of the Executive Committee;
- Appoints the Chair of each committee;
- On behalf of the Executive Committee, submits UCR Board nominations to the Secretary of the United States Department of Transportation;
- Receives resolutions forty-five days prior to the annual conference;
- Sets the dates, location and agenda of the mid-winter meeting;
- Presides at all NCSTS meetings;
- Establishes the agenda for the annual conference and all meetings;
- Signs all contracts and approves any encumbrances during the term of office;
- Approves bills for payment by the Treasurer;
- Selects/approves menus for the annual conference and meetings;
- Determines location and menu for the President's Reception; and
- Does not vote, except to break a tie.

### **Vice President**

The duties and responsibilities of the Vice President shall be:

- Presides over NCSTS meetings in the absence of the President;
- Assists the President in carrying out the responsibilities and goals of the NCSTS;

- Ensures a “President’s” gift is obtained for presentation to the President at the close of the annual business meeting;
- Ensures speaker gifts have been obtained for presentation during the annual conference; and
- Coordinates the registration desk at the annual conference and all meetings.

### **Treasurer**

The duties and responsibilities of the Treasurer shall be:

- Establishes checking and saving accounts for monies received for the annual conference and meetings;
- Pays bills owed by the NCSTS after approval by the Executive Committee or President;
- Receives registration forms and makes deposits of registration fees and other monies received on behalf of the NCSTS;
- Prepares and reports to the Executive Committee and the membership all income, expenses and current balance of all monies of the NCSTS at the mid-winter meeting and annual conference or as otherwise directed by the President;
- Retains copies of all financial documents including copies of all contracts signed by the President;
- As soon as possible after the expiration of his or her term of office and once all annual conference bills are paid, the outgoing Treasurer transfers to the incoming Treasurer
  - the funds that represent the financial assets of the NCSTS, and
  - the NCSTS financial records and receipt book;
- Provides detailed copies of all receipts of the annual conference to the Site Selection Committee chairman for historical tracking of annual conference costs;
- Oversees the financial transactions at the registration desk during the annual conference and meetings;
- Provides an attendance list to the attendees by the end of the 2nd full day of the annual conference;

- Calls all meetings to order in the absence of the President and Vice President; and
- Prepares and submits calendar year-end statements and tax returns for IRS reporting, after Presidential approval.

### **Secretary**

The duties and responsibilities of the Secretary shall be:

- Calls roll of the States at the annual conference;
- Records minutes of each Executive Committee meeting and NCSTS business meeting; provides minutes at the next meeting for approval;
- Retains copies of all NCSTS records including minutes, policies, resolutions, financial reports, other reports to the Executive Committee, the Constitution, the Policy Manual, and other important Documents of NCSTS.
- As soon as possible after expiration of his or her term of office, the outgoing Secretary forwards the records to the incoming Secretary and to the chairperson of the Library and Education Committee;
- Provides a copy of the Policy Manual and Constitution to new members;
- Prepares, directs and distributes annual conference and meeting invitations and registrations forms to NCSTS members, industry representatives, and other interested parties;
- Retains a list of all officers, Executive Committee members and general members of the NCSTS; and
- Calls all meetings to order in the absence of the President, Vice President and Treasurer.

### **Duties and Responsibilities of Executive Committee**

The duties and responsibilities of the Executive Committee member shall be:

- Attends, at a minimum of twice a year, meetings of the Executive Committee, which may be held in conjunction with other NCSTS meetings;
- Notifies the President in advance of the meeting if member cannot attend;
- Assists in the planning of and obtains speakers for the agenda for the annual conference;

- Approves establishment of committees and payment of bills of the NCSTS;
- With prior approval of the President, invites a guest(s) to attend any Executive Committee meeting to assist the committee in any matters of the NCSTS or to speak at the annual conference;
- Assists the officers of the NCSTS in carrying out the mission of the NCSTS; and
- Submits resignations in writing to the President.

One-third of the members of the Executive Committee constitutes a quorum.

The Executive Committee shall nominate persons, as required, to the Secretary of the United States Department of Transportation for membership on the UCR Board. Persons nominated shall be NCSTS members representing the State agency responsible for overseeing the administration of the Unified Carrier Registration Agreement in their respective States.

### **Committees**

The chairperson of a committee may appoint a person to serve on the committee and vote on committee business.

### **Industry Representation**

Industry representatives are encouraged to attend and participate in NCSTS activities and are eligible to serve on committees. The chairperson of the Industry Advisory Committee may attend meetings of the Executive Committee in an advisory capacity.

### **Registration Fees for Meetings and Conferences**

Registration fees for meetings and conferences shall be established by the Executive Committee. A retired member shall be offered a reduced registration fee (covering the cost of food and drinks only).

A “retired member” means (1) any person who has retired from or left the employment of the entity on behalf of which he or she attended and participated in NCSTS and who subsequently attends without representing any government or business interest, or (2) any person so designated at the discretion of the Executive Committee.

Registration fees for meetings and conferences may be waived for member(s) of The International Association of Transportation Regulators. In return, the International Association of

Transportation Regulators shall waive fees for NCSTS members to attend IATR meetings and conferences.

### **Annual Meeting Sites and Past Presidents**

March 3-5, 1959, Louisville, KY, E. T. Hamil, FL, President

April 19-20, 1960, St. Louis, MO, Maurice Buttram, AR, President

April 25-27, 1961, Dallas, TX, Maurice Buttram, AR, President

March 6-8, 1962, Chicago, IL, Maurice Buttram, AR, President

May 20-22, 1963, Denver, CO, Bart Burns, WA, President

May 19-21, 1964, New York, NY, Polk Gordon, VA, President

April 21-23, 1965, New Orleans, LA, Barclay Potts, NY, President

April 20-22, 1966, Kansas City, MO, Barclay Potts, NY, President

May 2-4, 1967, Detroit, MI, Bill Fernald, ME, President

May 7-9, 1968, Seattle, WA, Ed Pooser, FL, President

July 22-24, 1969, Miami Beach, FL, Ray McKinley, KS, President

May 25-27, 1970, Hot Springs, AR, James Singleton, OR, President

May 24-27, 1971, Charleston, SC, George Fox, MO, President

June 5-8, 1972, San Francisco, CA, Merle Forest, PA, President

May 21-24, 1973, Scottsdale, AZ, Rose Sandoval, AZ, President

1974, Biloxi, MS, Walter Wendland, TX, President

May 5-8, 1975, San Antonio, TX, Pat Turner, MI, President

June 7-10, 1976, Hershey, PA, Bill Brumfield, WI, President

June 6-9, 1977, Durango, CO, Herb Farmer, CA, President

June 5-8, 1978, Williamsburg, VA, Lloyd Espinosa, CO, President

June 11-14, 1979, Seattle, WA, Bob Jones, AL, President

June 9-12, 1980, Fairfield Bay, AR Andy Rymer, TN, President

June 8-11, 1981, Jackson Hole, WY, Al Duclos, WA, President  
June 7-10, 1982, Louisville, KY, John Corbett, AR, President  
June 6-9, 1983, Reno, NV, Al Lowenstein, PA, President  
June 11-14, 1984, Baltimore, MD, Bill Pemberton, TN, President  
June 23-27, 1985, Chicago, IL, Bill Johnson, WY, President  
June 9-12, 1986, Santa Fe, NM, Bob Jacobson, WA, President  
June 22-25, 1987, Savannah, GA, Billy Elmore, VA, President  
June 19-23, 1988, St. Louis, MO, Ralph Knull, CO, President  
June 18-22, 1989, San Diego, CA, Lucia Ramey, GA, President  
June 17-21, 1990, Newport, RI, Bill Maloney, RI, President  
June 16-20, 1991, Southfield, MI, Norm Meyers, OR, President  
June 14-18, 1992, Portland, OR, Jimmy Ammons, MS, President  
June 6-10, 1993, Virginia Beach, VA, Bill Fulcher, VA, President  
June 12-16, 1994, Nashville, TN, Steve Walker, MO, President  
June 18-22, 1995, Whitefish, MT, Barry Ernst, PA, President  
June 16-20, 1996, Fort Myers, FL, Elizabeth Parker, MN, President  
June 15-18, 1997, Asheville, NC, Tonya Clark, ID, President  
June 22-24, 1998, San Antonio, TX, John Schmidt, NE, President  
June 20-23, 1999, Kansas City, MO, Richard Page, MD, President  
June 19-21, 2000, Saratoga, NY, Ira Baldwin, WV, President  
June 17-20, 2001, Santa Fe, NM, Fred Agler, OH, President  
June 16-19, 2002, Portland, ME, William Debord, KY, President  
June 22-25, 2003, Bellevue, WA, Barbara Hague, MO, President  
June 13-16, 2004, Denver, CO, Avelino Gutierrez, NM, President  
June 13-16, 2005, Boston, MA, Lynne Jones, OK, President



June 11-14, 2006, Birmingham, AL, Ronald Hicks, AL, President  
June 10-13, 2007, Indianapolis, IN, Sandy Bowling, IN, President  
June 8-11, 2008, Louisville, KY, Terry Willert, CO, President  
June 14-17, 2009, Hershey, PA, Robert Morris, WV, President  
June 6-9, 2010, Park City, UT, Bill Leonard, NY, President  
June 12-15, 2011, Park City, UT, Mark Breiner, NE, President  
June 10-13, 2012, Lombard, IL, Dave Lazarides, IL, President  
June 9 – 12, 2013, Atlanta, GA, Dave Loucks, PA, President  
June 8 – 11, 2014, Seattle, WA, Eugene Eckhardt, WA, President  
June 7 – 10, 2015, Chattanooga, TN, Scott Morris, AL, President  
June 5 – 9, 2016, Providence, RI, Tina Thurman, MO, President  
June 4 – 7, 2017, Santa Fe, NM, Mike Hoeme, KS, President

*June 2014 – Constitution amended to include reciprocity of annual conference fee waiver for International Association of Transportation Regulators.*