

INTERNATIONAL REGISTRATION PLAN, INC.

CLEARINGHOUSE COMMITTEE

Charter

Adopted May 2008

I. NAME

The name of this committee shall be the Clearinghouse Committee.

II. PURPOSE AND AUTHORITY

The IRP, Inc. Board of Directors (board) delegates to the Clearinghouse Committee the authority to provide policy recommendations and proposed amendments on issues related to the IRP, Inc. Clearinghouse system.

III. BACKGROUND

The board created this committee as a standing committee in May 2000. The need for the creation of the committee resulted from requested enhancements, reviews, and cost evaluations to the Clearinghouse system. The board determined that the committee would reduce the time needed by the full board and/or the membership to address the issue(s). In essence, the committee functions as a special advisory committee by providing expertise in addressing the issue(s) of enhancements or changes.

III. MEMBERSHIP

The committee shall have 9 members, as follows:

1. A chair. The chair shall not represent an AAMVA region.
2. A vice chair, elected by the committee members. The vice chair shall succeed to the position of chair. The vice chair shall not represent an AAMVA region.
3. One member to represent each of the four AAMVA regions.
4. One member to represent the Canadian provinces.
5. An immediate past chair, who serves as an advisor to the committee in a non-voting capacity.
6. A board liaison, appointed by the board chair, who shall serve in a non-voting capacity.

Each committee member must be an active participant of the IRP Clearinghouse system.

The board chair appoints committee members. The committee shall submit to the board chair recommendations for appointments of new committee members. The board chair shall appoint committee members based on committee recommendations and in consultation with the vacancy's regional Board member.

IV. COMMITTEE TERM LIMITS

1. Each committee member term shall be for two years, with one consecutive two-year term permissible.

2. Committee members may serve no more than two complete consecutive terms; however, they shall continue to serve on the committee until the board chair appoints a replacement.
3. All committee member terms shall be from January 1 through December 31.
4. The chair and vice chair terms shall be for two years each.
5. The board liaison shall serve for a term coinciding with his/her term on the board.
6. A committee member is eligible for reappointment to the committee after a two-year absence.
7. The board chair shall have the authority to extend term limits on an as-needed basis.

V. SUBCOMMITTEES

The committee may establish subcommittees to conduct specific work for the committee. Such subcommittees shall report to the committee for any action.

VI. COMMITTEE RESPONSIBILITIES

All committee members are expected to actively participate in the committee's activities and meetings on a regular basis. The committee chair may ask members unable to participate on a regular basis to resign from the committee.

VII. COMMITTEE MEETINGS

The committee shall meet via conference call as needed.

VII. QUORUM

The presence of two-thirds of committee members, either in person or by conference telephone call, will constitute a quorum for a committee meeting. A majority vote of the committee members present shall constitute an official action of the committee.

VIII. VACANCIES

If a committee member withdraws from the committee before the end of his/her term, the board chair shall appoint a replacement, who shall serve for the remainder of the withdrawing member's term, after which he/she shall be eligible to serve a full term, with one consecutive two-year term permissible.

Should the chair or vice chair withdraw from the committee at any time during his/her term, the successor shall serve the remainder of the withdrawing member's term, after which he/she shall be eligible to serve a full term as chair or vice chair.

IX. CHARTER AMENDMENT

The committee may recommend to the board amendments to this charter. The next board meeting agenda will include the proposed amendments.