

State of Maine

Commission on Autonomous Vehicles - Bylaws

Section 1. Purpose

The Commission on Autonomous Vehicles, (hereinafter, "the Commission") was established by resolve of the Maine Legislature (H.P. 1204) in April 2018, *"...to coordinate efforts among state agencies and knowledgeable stakeholders to inform the development of a process to allow an autonomous vehicle tester to demonstrate and deploy for testing purposes an automated driving system on a public way."* The Commission is officially convened as of August 1, 2018, (90 days after adjournment of the second regular session of the 128th Maine Legislature.)

Section 2. Membership

Members of the commission shall be appointed by the Commissioner of Transportation as outlined in H.P. 1204. The law establishes the Commissioner of Transportation or the commissioner's designee as chair of the Commission, and directs that certain other state agency heads or their designees be represented, along with representatives from other interested parties and specialized fields. In addition to the Maine Department of Transportation (MaineDOT), agencies specifically named in H.P. 1204 include the Bureau of Motor Vehicles, the Bureau of State Police, the Office of Information Technology, the Bureau of Highway Safety, the Bureau of Insurance, the Office of Aging and Disability Services, and the Maine Turnpike Authority. Membership shall also include a member with expertise in autonomous vehicle technologies, one who represents non-profit transit provider, and one who represents the motor-carrier industry. The chair may make other appointments to the Commission, as necessary. Each cabinet-level department, as well as each member representing a non-state agency interest, shall be entitled to one vote. Voting members of the Commission shall include one each from MaineDOT, the Department of the Secretary of State, the Department of Public Safety, the Department of Administrative and Financial Services (OIT), the Department of Professional and Financial Regulation (Bureau of Insurance), the Department of Health and Human Services (Aging and Disability Services), the Maine Turnpike Authority, the autonomous vehicle industry, the transit provider community, the motor-carrier industry, and any other Commission member(s) appointed by the chair. Membership terms for state-agency members on the commission shall be at the discretion of the appointing authority in each agency. Membership terms for non-state agency members of the commission shall be three years, except for 2018 appointments, which may also be for one or two years, as determined by the chair.

Section 3. Meetings

The Commission shall meet on a regular basis at the call of the chair, or at the call of at least three (3) voting members. All meetings of the Commission are open to the public. Notice of all meetings will be posted on the MaineDOT website. Up to three voting members may attend the meetings by teleconference or videoconference, provided a main location is accessible to the public. The Commission shall hold meetings in an accessible location.

Section 4. Quorum and Voting

A majority of the voting membership constitutes a quorum for the conduct of official business. Provided a quorum is reached during a meeting, the entire meeting's actions shall be considered valid; however, a minimum of four (4) affirmative votes must be cast on any motion for it to carry. A majority of votes cast by voting members present will determine whether a measure carries or fails. If less than a quorum is present at a meeting, the Commission may discuss and deliberate, with the discussion recorded in meeting minutes. For voting purposes, designated voting members may name standing alternates, or may delegate their votes to another member of their organization, providing the chair is notified prior to the meeting. Other staff members from the above-named agencies are welcome at the meetings, but may not vote unless their vote is delegated by the voting member.

Section 5. Duties of Chair

It is the duty of the chair to lead the Commission's work, including but not limited to the following

- Advise the Commissioner of Transportation on Commission appointments and legal requirements
- Keep members informed of pertinent concerns within the Commission's purview
- Prepare for, call and conduct meetings
- Appoint Commission members to subcommittees and working groups, as needed
- Develop and deliver Commission reports to the Governor, Secretary of State and Legislature, as required
- Keep the Commissioner of Transportation and other appropriate parties apprised of Commission positions, as taken
- Oversee the work of a clerk

Section 6. Duties of the Clerk

The chair shall appoint a clerk to record the proceedings and actions of the Commission. It is the duty of the clerk to support the Commission's work, including but not limited to the following

- Keep minutes of Commission's proceedings, including copies of documents discussed
- Post Committee documents on the MaineDOT website
- Prepare the Commission's Annual Report and other documents, as directed by the chair

Section 7. Amendments

These bylaws may be amended by majority vote at any duly called meeting at which such action is published with the meeting agenda. Proposals initiated during a meeting without prior notice may be adopted at the following meeting.