

Tactical Wheeled Vehicle Division Charter

ESTABLISHMENT

The Tactical Wheeled Vehicle Section of the Tank-Automotive Division was established in the 1950's by the American Ordnance Association (AOA), the predecessor of the American Defense Preparedness Association (ADPA) and the National Security Industrial Association (NSIA). The Tactical Wheeled Vehicle Section charter was amended on May 1, 1998, and revised on July 1, 2003. The Tactical Wheeled Vehicle section of the Division has grown to the point where it is appropriate for it to become a separate Division. Therefore, this revised charter dated October 27, 2005 establishes the Tactical Wheeled Vehicle Section as the Tactical Wheeled Vehicle Division of NDIA.

DIVISION OBJECTIVES

The primary objective of the Tactical Wheeled Vehicle Division of NDIA is to enhance the security of the United States by promoting communications and interaction between defense industry, government and military in the area of automotive activities.

The specific charter of the Tactical Wheeled Vehicle Division is to conduct conferences in technology areas directly related to automotive research, design, development, test and production. Such conferences are intended to present advanced technology and provide for an exchange of information and an interchange of views between defense industry, government and military representatives. The effective cooperation between these three groups is vital to our defense effort in the tactical wheeled vehicle area. Each group brings unique inputs to such conferences. No one group can function at maximum effectiveness without the other two.

Specific Objectives:

- To serve as an effective communications vehicle for the exchange of views and information between government and industry on matters of common concern.
- To foster mutual understanding and effective working relationships between government and industry in order to achieve a sound body of government policy and procedures which will serve both the security objectives of the United States as well as the commercial interests of its industry.
- To provide government with industry advice on government policies, practices and procedures and industry's needs and problems within the Division's purview.

MISSION RESPONSIBILITY

To promote national exchanges between the Defense Department, government agencies and industry, of information relating to the design, development, acquisition and support of vehicles and vehicle systems employed in land and amphibious military operations.

ORGANIZATION

The Tactical Wheeled Vehicle Division shall consist of an Executive Board, Ad Hoc Task Groups and members at large. It will be headed by a Chair and a Vice Chair elected by the members. A supporting Director shall be assigned from the NDIA staff by the Vice President, Operations, of NDIA.

Executive Board

The Executive Board shall consist of the Chair and Vice Chair, Session Chairs and Immediate Past Chair of the Tactical Wheeled Vehicle Division, plus other members as appointed by the Chair. Total membership will be approximately 20.

Only corporate, individual, honorary, and/or life members may be appointed to the Tactical Wheeled Vehicle Division Executive Board.

Persons who are not regular corporate members or individual members of the Association may be invited by the Chair to serve with the Division on specific projects or in other capacities when it is considered that their special knowledge and talents can be of significant value to the work of the group.

Representatives of the U.S. Government may be invited to serve as members to the Board and to participate in meetings as appropriate.

The functions of the Executive Board shall be to:

- Determine the objectives, policies, and major courses of action of the Tactical Wheeled Vehicle Division.
- Approve, direct and coordinate all phases of the Division's work, arranging for supporting work by other NDIA committees on matters within their jurisdiction and expertise.
- Establish Ad Hoc Task Groups to carry out the Division's work program, where the requirement cannot effectively be met through existing membership.
- Periodically survey the Division's organization and work program, consider new opportunities, and recommend to NDIA executives such actions as are deemed appropriate to improve the effectiveness of the Division's work.
- Maintain proper liaison with appropriate officials in government agencies concerned.
- Coordinate Division activity with that of other industry groups concerned with tactical wheeled vehicle issues and programs.
- Appoint an interim Chair or Vice Chair to complete an unexpired term if this should occur.

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The Division Chair serves as an NDIA member, with Government and industry representatives, on the Industrial Committee of the Tank and Automotive Producers (ICTAP) to review and discuss policies and procedures in Tactical Wheeled Vehicle areas. This Committee has the charter to examine industry and government initiatives over the life cycle of tank automotive equipment from concept through obsolescence/disposal.

Sections and Ad Hoc Task Groups

Sections and ad-hoc Task Groups may be formed as follows:

- Sections are established by the Division Executive Board, with the approval of the Vice President, Operations, of NDIA, to exercise jurisdiction over pertinent matters of a continuing or recurring nature. Sections will be maintained until dissolved by the Executive Board with the approval of the Vice President. Section Chairs are appointed by the Chair of the Tactical Wheeled Vehicle Division. Representatives of corporate members and individual members of NDIA may be appointed by Section Chairs to serve on the Section's Steering Committees.
- Task Groups are established by the Executive Board to handle special matters of temporary nature. These Task Groups are dissolved by the Executive Board upon accomplishment of the mission for which they were established. The chairs are appointed by the Chair of the Executive Board. Given the temporary and specialized nature of the work, nonmembers of NDIA may be appointed to serve in Task Groups.

Sections and Task Groups will be responsible for:

- Analyzing and developing methods of approach to problems within the scope of Tactical Wheeled Vehicle Division activities. Problems for study may be submitted by any member of the Tactical Wheeled Vehicle Division or by appropriate government agencies. Any problems undertaken by the Task Group on its own initiative or requested by a government agency must be approved by the Chair of the Tactical Wheeled Vehicle Division.
- Drafting replies to requests for assistance from governmental establishments which are included in the scope of the Association's activities. Drafts shall be coordinated with the Chair of the Tactical Wheeled Vehicle Division and the Executive Board for approval, with information copies provided to other interested committees or groups and appropriate NDIA Directors.
- Preparing final reports when approved by the Chair of the Tactical Wheeled Vehicle Division Executive Board. These reports will be signed by the Task Group Chair. Those which involve policy or criticism and purport to represent an NDIA position shall be forwarded for the approval of the Vice President of Operations, of NDIA and transmitted through him to the requesting establishment. A copy of each report will be kept on file at NDIA Headquarters.

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- Preparing status reports. When requested, status reports shall be available at scheduled meetings of the Tactical Wheeled Vehicle Division or meetings of the Executive Board.
- Preparing detailed minutes of meetings. Copies of minutes shall be prepared by the Task Groups and distributed to members of the Task Group to the Chair of the Tactical Wheeled Vehicle Division and to members of the Executive Board when appropriate.
- Preparing a suggested program of major meetings for the Chair of the Tactical Wheeled Vehicle Division and the Executive Board.

Other Duties of the Chair

The Chair of the Tactical Wheeled Vehicle Division and Executive Board and the Chairs of Sections and Task Groups shall, as appropriate:

- Approve or modify meeting agendas.
- Schedule and conduct meetings.
- Designate a member of the Division to record and report minutes of meetings.
- Safeguard the interests of the NDIA by carrying out the policies, aims and purposes as laid down in the Charter of the Tactical Wheeled Vehicle Division and the By-Laws of NDIA.

Meetings

The Tactical Wheeled Vehicle Division Executive Board will normally meet four times a year to review the state of the Division, plan the annual conference and discuss any matters of general interest to the Division. These meeting will be held-at the call of the Chair and on notice to all Executive Board members.

The Tactical Wheeled Vehicle Division Director (NDIA Staff)

The Tactical Wheeled Vehicle Director shall be provided by the Association from its staff. The Director shall provide administrative services and advise and assist the Division as needed. The Director shall attend meetings when appropriate.

The Director shall be responsible for assuring that Division reports prepared for government agencies are in compliance with NDIA policy to include the paragraph therein entitled "Prohibited Practices".

NOMINATIONS & ELECTIONS

Nominating Committee

At least two weeks before an Executive Board meeting where annual election of officers is scheduled, the Chair of the Tactical Wheeled Vehicle Division shall appoint a Chair

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and members of a Nominating Committee to recommend candidates for the offices of Chair and Vice Chair of the Tactical Wheeled Vehicle Division. The NDIA Staff Director shall serve in an advisory capacity without voting privileges.

Election Procedure

The Chair and Vice Chair of the Tactical Wheeled Vehicle Division shall be elected at the meeting of the Executive Board where the nominating Committee presents its recommendations. Election will be by a majority vote of the voting members of the Tactical Wheeled Vehicle Division Executive Board. Additional nominations from the floor shall be permitted. Proxy or absentee voting by authorized voting members shall be permitted when requested in writing. New officers will take office immediately following the meeting at which they are elected.

Terms of Office

The term of office of elected officers of the Tactical Wheeled Vehicle Division shall be for two years. In the absence, incapacity, or resignation of the Chair, the Vice Chair shall discharge the duties of that office. The Chair's term may be extended for an additional two years with the approval of the Executive Board and Vice President, Operations, of NDIA. In the event the Chair's term is extended, the Vice Chair's term will be automatically extended a like period, unless he or she otherwise declines.

GENERAL

Prohibited Practices

All activities or discussions are prohibited which:

- Promote a particular company's products or services or involve pricing.
- Allocate or limit markets, customers or production.
- Involve blacklist or boycott or any other actions in restraint of competition or in conflict with the anti-trust or related laws.
- Violate NDIA policy.

Communications with Congress

All communications with Members of Congress or with Congressional Committees or their staffs shall be conducted in conformity with rules and guidelines promulgated by the President of NDIA and will be coordinated with the Association's Legislative Affairs Section.

Procedure for Change

Recommendations for change to this document will normally originate in the Tactical Wheeled Vehicle Division's Executive Board. They may also be submitted by individual members of the Tactical Wheeled Vehicle Division in writing to the Tactical Wheeled Vehicle Division Chair. Upon approval by the Tactical Wheeled Vehicle Division's

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Executive Board, recommended changes to the document will be submitted to the Vice President, Operations, of NDIA for approval.

APPROVAL

This charter shall be effective upon the date of signature of the approving officers.

Approved: _____ Date: _____
Tactical Wheeled Vehicle Division Chair

Approved: _____ Date: _____
NDIA Vice President, Operations