



STATE OF WASHINGTON

## WASHINGTON TRAFFIC SAFETY COMMISSION

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# CHARTER

FOR THE

## EXECUTIVE BOARD

OF THE

### WASHINGTON IMPAIRED DRIVING ADVISORY COUNCIL

**THIS CHARTER** is effective upon a majority vote of the Executive Board.

**WHEREAS** the purpose of the Washington Traffic Safety Commission is to find solutions to the problems that have been created as a result of the tremendous increase of motor vehicles on our highways and the attendant traffic collision death and injury tolls; to plan and supervise programs for the prevention of collisions on streets and highways including but not limited to educational campaigns designed to reduce traffic crashes in cooperation with all official and unofficial organizations interested in traffic safety; to coordinate the activities at the state and local level in the development of statewide and local traffic safety programs; to promote uniform enforcement of traffic safety laws and establish standards for investigation and reporting of traffic collisions;

**WHEREAS** the Washington State Strategic Highway Safety Plan "Target Zero" seeks to eliminate all traffic death and disabling injuries by 2030, and reducing the incidence of impaired driving is a top priority;

**WHEREAS** the parties each share a stake in the detection, arrest, adjudication, probation, and treatment of impaired drivers and in undertaking initiatives to reduce the incidence of impaired driving;

**WHEREAS** the parties seek to make improvements statewide in programs and initiatives that seek to reduce the incidence of impaired driving; and

**WHEREAS** in support of such purposes the Washington Impaired Driving Advisory Council (WIDAC) was created in 2010 and currently meets quarterly with over ninety representatives from across partnerships within the public and private sector.

**NOW, THEREFORE**, in furtherance of the foregoing and mutual public benefit derived there from, it is agreed to form an Executive Board to assist the Washington Impaired Driving Advisory Council and the Washington Traffic Safety Commission as follows:

## **Section 1—Purpose and Overview**

### **I. Mission**

The Washington Impaired Driving Advisory Council (WIDAC) serves as an advisory body to the Washington Traffic Safety Commissioners. The Council seeks to enhance traffic safety initiatives by providing feedback and recommendations to the WTSC on program priorities, funding, strategic planning and implementation, and research designed to reduce the incidence of impaired driving in accordance with the State Strategic Highway Safety Plan "Target Zero."

The Executive Board provides leadership, management, and actions necessary to accomplish traffic safety goals.

### **II. Goals**

The parties to the WIDAC have agreed to cooperate in good faith:

- To provide an ongoing statewide forum for the reduction of impaired driving fatal and serious injury collisions and to support the coordination of multi-agency initiatives and programs.
- To provide strategic guidance on operational functions related to prevention, detection, and adjudication of impaired driving.
- To coordinate the setting of priorities for addressing strategies to reduce the incidence of impaired driving.
- To improve public awareness and education related to impaired driving issues.
- To develop proposals for the reduction of impaired driving.
- To advocate for strategies designed to reduce the incidence of impaired driving.
- To implement proposals related to impaired driving issues.

The Executive Board to the WIDAC agrees to further these goals:

- To provide leadership, management, and actions necessary to accomplish the goals.
- To lead by prioritizing traffic safety options and creating a path to accomplish them.
- To manage priority activities by ensuring that the actions necessary for success are pursued and timely completed.
- To act persistently to further traffic safety priorities.

## **Section 2—Operational Authority**

The Washington Impaired Driving Advisory Council and its Executive Board operate under the authority of the Washington Traffic Safety Commissioners. The Director of the Washington Traffic Safety Commission is the executive sponsor of the Washington Impaired Driving Advisory Council.

This Executive Committee meets the requirements for Impaired Driving Countermeasure grants under 23 U.S.C. 405(d) as directed by 23 CFR Part 1300.23(e)(1) for an impaired driving fatality state in the mid-range.

## **Section 3—Organizational Structure**

### **I. Executive Board**

The Executive Board of the Washington Impaired Driving Advisory Council provides policy oversight and program recommendations on strategies and projects to reduce the incidence of impaired driving. The Executive Board works to ensure strategic and program alignment with individual agency priorities, standards, and practices and reports these findings to the Washington Traffic Safety Commissioners.

#### Board Appointments

1. The Director of the Washington Traffic Safety Commission appoints the members of the WIDAC Executive Board.
2. The Executive Board may appoint Subcommittees and or any Special Liaison roles required by the Executive Board.
3. Appointments may be made by direct request to a member agency or to an individual, based on the skill set desired on the Executive Board.

### **II. Executive Board Advisors**

In addition to the representatives from the parties to the WIDAC, additional advisors may be appointed from organizations such as the Traffic Safety Target Zero Managers, Mothers Against Drunk Driving, the National Highway Traffic Safety Administration and/or representatives from alcohol/drug treatment providers, prosecutors' associations, defense bar associations, adult probation and parole, tribes, higher education and/or others as the Executive Board deems appropriate.

### **III. Executive Board Staff**

The Washington Traffic Safety Commission shall provide the necessary support to assist and coordinate the Executive Board in fulfilling its mission and goals. This support shall include the impaired driving program manager to serve as coordinator for managing the Federal impaired driving funds and to serve as liaison for impaired driving activities in Washington. Other council staff may include members of the Washington State Patrol, Impaired Driving

Section with statewide impaired driving coordination duties, such as the Drug Recognition Expert Coordinator, Traffic Safety Resource Prosecutors and others as needed.

## **Section 4—Duties and Responsibilities**

### **I. Executive Board**

The duties and responsibilities of the Executive Board include the following:

- Identify priority projects and recommend the assignment of resources to accomplish Washington’s traffic safety goals.
- Advocate for and implement best practices, including within individual agencies, offices, organizations, and companies.
- Provide timely responses to inquiries and requests from traffic safety partners.
- Review all materials provided to the Executive Board and be prepared to offer your subject matter expertise on the topics before the Executive Board.
- Consider proposed meeting agendas and provide any additional items that should be added to adequately address current and proposed priority issues.
- Commit to timely completion of tasks and goals.
- Think and act independently to explore new traffic safety opportunities.
- To provide policy oversight and program recommendations to the WIDAC in its role of reducing the incidence of impaired driving
- To provide guidance prioritizing proposed improvements to programs, training, and projects.
- To review and make recommendations on strategic, project or legislative recommendations provided to the Executive Board.
- To promote communication and coordination of impaired driving programs and projects among and within the WIDAC.
- To make recommendations to Washington Traffic Safety Commissioners on issues, policies, and programs requiring their approval.

### **II. Executive Board Advisors**

The duties and responsibilities of the Council Advisors may include the following:

- To confer with the Executive Board and provide perspective from their respective backgrounds to advise the Executive Board when considering policy oversight and program direction.
- As possible, to review and take action on strategic, project or legislative recommendations provided to the group.

- To promote communication and coordination of impaired driving programs and projects among their constituents and members.

### **III. Executive Board Staff**

The duties and responsibilities of the Executive Board Staff may include the following:

- To provide the necessary support to assist and coordinate the Executive Board.
- To serve as coordinator for managing the Federal impaired driving funds.
- To serve as a liaison for impaired driving activities in Washington.
- To coordinate statewide impaired driving programs.

## **Section 5—Membership**

### **I. Executive Board Members**

The Executive Board Advisors may be representatives from the following:

- Washington Traffic Safety Commission, Director
- WTSC Research and Data Division, Director
- State Toxicology Lab
- State and Local Law Enforcement
- Drug Impaired Driver Professional
- County or Municipal Prosecutor
- Department of Licensing
- Judicial Liaison, Current or Retired Judge
- Public Health Education Liaison
- Prevention Specialist
- Communications/Community Engagement
- Mothers Against Drunk Driving (MADD)
- Washington State Misdemeanant Corrections Association/Probation
- District Court Administrators
- Association of Alcoholism and Addiction Programs of Washington State
- A Survivor and/or Victims' Advocate
- Representatives from other organizations as the Executive Board deems necessary

### **II. Terms of Appointment**

Appointed members for the Executive Board serve at the pleasure of their respective organizations and the Chairperson. Executive Board Advisors shall serve as invited.

### **III. Resignation**

Executive Board members and advisors may resign at any time by delivering written notice to the Chairperson or by giving oral notice of resignation at any meeting. Upon resigning, the member may recommend a replacement to fill the resulting vacancy.

### **IV. Vacancies**

The Chairperson shall bring a vacancy to the attention of the agency or organization whose member has vacated his or her position. A replacement shall be named at the discretion of such appointing agency or organization.

### **V. Replacement of Appointed Members**

Any appointed member of the Executive Board who misses three consecutive meetings will have such absences called to the Member's attention by the Chairperson. The Chairperson may advise the appropriate agency about continuing absenteeism and request that an appropriate substitute replace the appointed member.

### **VI. Stakeholders**

The Council may appoint stakeholder representatives to the Executive Board as advisors.

## **Section 6—Chairperson**

### **I. Chairperson**

The Director of the Washington Traffic Safety Commission shall act as the permanent Chairperson of the Executive Board. In the case of the Chairperson's absence, the Chairperson may designate in advance of a meeting an Acting Chair to preside over the meeting. If the Chairperson is absent from a meeting without designating an Acting Chair, the members may delegate the powers of Chair to any member in attendance. In the case of a vacancy of the Chairperson, the Deputy Director of the Washington Traffic Safety Commission shall be the acting chair until the vacancy is filled. In addition:

- Guides the Board in accomplishing the mission and objectives detailed in the charter and in accordance with established Institute policies. Keeps the Board tasked and focused.
- Ensures all Board members are fully oriented on the Board objectives, deliverables, and roles/responsibilities at the Board's first meeting.
- Works toward building a sense of trust, productivity, and camaraderie within the Board.
- Ensures meeting agendas are distributed a week before scheduled meetings.
- May call special meetings of the full board to address specific topics or to address unusual or emergent situations.
- Conducts meetings of the Board and directs the communication of Board matters.

- Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the Board.

## **Section 7—Executive Board Staff**

### **I. Executive Board Staff**

Empowered to make decisions to support accomplishing the mission and objectives of the Board.

- Works in coordination with the Board Chair to efficiently discharge the responsibilities of the Board.
- Coordinates administrative duties.
- Works in coordination with the Board Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
  - Meeting dates and locations should be determined as far in advance as possible.
  - Agendas should be developed to include the meeting date, venue and meeting room on all agendas.
- Handouts should be distributed to the team in advance of the meeting.
- Works in coordination with the Board Chair to capture notes that reflect consensus agreements and follow-up actions.
- Works in coordination with the Board Chair to ensure all reports, proposals, and supporting documentation are developed in a professional and timely manner.
- Ensures meetings are established and maintained, and Board documents are appropriately archived.
- Coordinates and distributes any approved external communications.

## **Section 8—Meetings**

### **I. Regular Meetings**

Regular meetings of the Executive Board shall be held at least semi-annually at a time and place designated by the Chairperson.

### **II. Special Meetings**

Special meetings of the Executive Board may be held at the call of the Chairperson.

### **III. Quorum**

A quorum for the transaction of business shall constitute 50 percent of voting members. The members present at an Executive Board meeting at which a quorum is not present may proceed only with informational and procedural portions of the meeting.

#### **IV. Voting**

Only the Chairperson and Executive Board Members have a vote. Advisory members and staff do not have a vote. The action of the majority of the members present at a meeting at which there is a quorum shall be the act of the Executive Board. Executive Board Members shall have authority to submit an electronic vote, proxy vote or a letter to the Chairperson with their vote.

#### **V. Attendance by Communications Equipment**

Meeting attendance may be by means of video conference or phone conference call or any other method that allows all people participating to speak and to hear all participants. Participation by such means shall constitute presence in person at a meeting.

#### **VI. Meeting Notices**

Advanced notice of all regular and special meetings shall be provided by e-mail and shall provide at least one-week advanced notice to members.

#### **VII. Meeting Minutes**

Minutes shall be made and shall be distributed to Executive Board members promptly for their review and possible correction.

#### **VIII. Expenses**

The WTSC will provide funding for Executive Board members' and advisors' travel expenses through eligible grants when necessary for such a member or advisor to participate in meetings. WTSC will provide funding to cover allowable meeting costs, if necessary. State travel policies (SAAM Chapter 10) will apply.

### **Section 9—Subcommittees**

#### **I. Ad Hoc or Standing Subcommittees**

The Executive Board may establish such ad hoc or standing committees as deemed appropriate and may designate such committee's chairperson and membership.

#### **II. Subcommittee Authority**

The Executive Board may delegate project planning, coordination, and implementation authority to ad hoc or standing subcommittee, as deemed appropriate.

#### **III. Procedures**

Ad hoc or standing subcommittees shall follow procedures as outlined in this charter.

### **Section 10—Amendments**

#### **I. By Executive Board**

The Executive Board shall have the power to make, alter, and amend this Charter by majority vote.

## **II. Repeal by Executive Board**

The Executive Board shall have power to make, alter, amend, and repeal this Charter upon majority vote.

### **Section 11—Good Faith**

The Executive Board members agree to conduct all activities and perform all obligations in good faith and to work cooperatively with one another to accomplish the mission of enhancing traffic safety.

## **Enacted by Vote of Executive Board**

*Shelley Baldwin* this 13 day of June, 2023  
Shelley Baldwin  
Director, Washington Traffic Safety Commission

### **Applicable Governing Documents:**

1. [State Strategic Highway Safety Plan: Target Zero](#)
2. [WIDAC Impaired Driving Strategic Plan](#)
3. [Travel and Expense Policy \(SAAM Chapter 10\)](#)