

# WMSEAB charter

The primary function of the Washington State Motorcycle Safety Education Advisory Board (WMSEAB) is to assist the director of the Department of Licensing (DOL) in developing and managing the state motorcycle safety program.

The WMSEAB was created by [RCW 46.20.520](#) in 1982.

- 2) (a) ... The board shall monitor this program following implementation and report to the director of licensing as necessary with recommendations including, but not limited to, administration, application, and substance of the motorcycle operator training and education program.

As a board member, you are responsible not only to the motorcycle education community but also to the motorcycling community of the State of Washington as a whole. You help ensure our government remains accessible and accountable to its citizens.

Your responsibilities are, in brief, to:

- Attend board meetings, prepared to actively participate.
- Participate in board committees for specific projects.
- Responsibly represent the board to the profession and public.

The board shall receive no compensation for services but shall be reimbursed for travel expenses while engaged in business of the board.

The board, like all government, is responsible for providing accessible and transparent processes to the public. Thus the board is governed by public meeting rules ([RCW 42.30](#)). The rules are summarized below. Please see Appendix A.1 on for additional details.

- All board meetings must be open to the public.
- The board must notify the public of its meetings.
- **A quorum consists of 51% of the board members.**
- Any time a majority of the board is present and board business is discussed, it is considered a meeting.
- Email conversations can be considered meetings if they involve a majority of board members.
- Meeting minutes are available to the public.

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**Draft for discussion:** 26 February 2024

## 1. Board structure

The WMSEAB has seven members appointed by the Washington State Director of Licensing. Board members serve two-year, staggered terms.

From [RCW 46.20.520](#):

2) (d) All members must be specially endorsed to drive either a two- wheeled or a three-wheeled motorcycle or have been specially endorsed by the director to drive such motorcycles.

(e) To the extent practicable, the director should strive to appoint members who reflect diversity in race, ethnicity, and gender, and who reside in different areas of the state, with at least two members who reside east of the crest of the Cascade mountain range.

The composition of the seven positions follows:

- Three active motorcycle riders or members of nonprofit motorcycle organizations which actively support and promote motorcycle safety education.
- Two members shall represent motorcycle safety instructors.
- One member shall be a currently employed Washington state patrol motorcycle officer (employed a minimum of five years with at least one-year cumulative experience as a motorcycle officer).
- One member should represent the general public perspective.

## 2. Board member responsibilities

The duties of the MSEAB are established in [RCW 46.20.520](#) as amended:

- (3) The priorities of the program shall be in the following order of priority:
- a) Public awareness of motorcycle safety.
  - b) Motorcycle safety education programs conducted by public and private entities.
  - c) Classroom and on-cycle training.
  - d) Improved motorcycle operator testing.

### 3. Board meetings

The WMSEAB Board meets quarterly. Meetings are open to the public and announced on the [WMSEAB website](#).

Meeting dates, times, and locations are decided by the board and administrative staff.

- The active board sets the first meeting of the fiscal year (July 1 – June 30).
- During the first quarter meeting, after new or renewed appointments, the board establishes dates and details for the following three meetings.
- Meetings are broadcast (via a tool such as Microsoft Teams).

Board members are required to attend at least five of eight meetings during their term of appointment.

A board quorum is four members. Therefore, should four or more board members convene, they should not discuss board business unless in a publicly advertised board meeting.

### 4. Board chair

The board chair has several responsibilities to the board, the DO, and the general public.

- The board chair is responsible for running all public meetings, ensuring that each topic is covered and that there is proper time for public comment.
- The board chair oversees all committees to ensure that tasks are completed on time.

The board chair position shall be voted on every year as the prior position becomes vacant or as necessary should a board chair position become vacant.

To qualify for the position the board member must have sat on the board for at least three months prior to election and attended at least one board meeting in person.

The board chair position is a one-year term with a **maximum of two consecutive years of service**. The board member may run for board chair again as long as they do not serve as chair for more than two consecutive years.

## **Election of Board Chair**

At the final meeting of the incumbent board chair, board members will elect a new chair. A quorum is required.

If the position is uncontested the member who was nominated will be elected effective at the end of the current meeting session.

## **5. Committees**

The board chair may create committees of board members for specific projects. These committees may also include volunteers from the public.

Examples of these projects may include:

- Outreach recommendations
- Policy or procedure recommendations development

Committees make recommendations for the DOL for specific topics. Reporting these recommendations is a two-part process.

1. Committee reports should be submitted to DOL staff approximately four weeks before the following board meeting. The report is then shared with the board via email and the public via the website.
2. At the following board meeting, the board chair will call on the committee chair to summarize the report and accept full board feedback.
  - If no changes are recommended, the board should adopt the report as a recommendation.
  - If only minor changes are needed, the board may make those changes while in the board meeting and choose to adopt the report as a recommendation at that time.
  - Should the report need significant changes the report will be withdrawn and resubmitted again at a later date.

Once finalized, the board chair and committee chair will email the final report to the DOL. The DOL will post the final recommendations on the WMSEAB website to comply with open government requirements.

## 5. Strategic plan

The WMSEAB shall complete a strategic plan that includes the vision, mission, foundation, and goals of the WSMESAB.

The goals will be specific, measurable, and aligned with the “[Target Zero](#)” plan to reduce fatality and serious injury motorcycle collisions in the State of Washington.

Additionally, the strategic plan will include a dashboard to be reviewed quarterly to track the progress of each goal. The strategic plan shall be maintained in a document separate from the WMSEAB charter and will be reviewed **and updated on a regular basis.**

## 6. Current department staff (July 17, 2023)

Robert Willis

Motorcycle Safety Program Manager

[robert.willis@dol.wa.gov](mailto:robert.willis@dol.wa.gov) | [dol.wa.gov](http://dol.wa.gov)

Pronouns: He, him, his

## **A1. Open government training materials**

Add PowerPoint slides from orientation session.

## **A2. Overview of ethics law**

Board members are subject to the provisions of the Ethics in Public Service Act ([RCW 42.52](#)) and may not use their position for private benefit or gain.

### **Overview**

The State's ethics law is founded on the principle that a public position, whether filled through election, appointment, or by hiring may not be used for personal gain or benefit. The standards established under the state's ethics law are based on the idea that state officers should not:

- Have financial or other interests or engage in business or professional activities that conflict with the performance of their official duties.
- Use their state positions to secure special privileges or exceptions for themselves or any other person.
- Receive compensation from a source other than the State of Washington for the performance of their official board duties.
- Receive a gift if it could be reasonably expected to influence or reward the performance of their official duties.

### **Conflicts of Interest**

While some conflicts are clear, others are more complex. Conflicts of interest involve the concepts of benefit and bias. When evaluating a potential conflict of interest ask yourself:

- Will your interests benefit as a result?
- Would a reasonable person conclude that a private or personal interest impairs your independent and impartial judgment in the exercise of your official duties?

### **Examples of conflicts**

- Having or acquiring a beneficial or financial interest in a contract, sale, lease, purchase or grant that is under your authority or supervision as a state officer.
- Accepting compensation, a gratuity or reward from someone else who has a beneficial interest in a contract, sale, lease purchase or grant under your authority or supervision.
- Acting in a state matter or transaction involving an entity or person in which you have a beneficial interest, or an entity in which you serve as an officer, agent, employee or member.
- Sharing in compensation or assisting others in transactions involving the state, when you had responsibility for these transactions as a state officer.



## **Use of State Resources**

The state's ethics law protects and limits the use of state resources -- including equipment, office and conference space, vehicles, supplies, postage, and personnel -- for the conduct of official state business. State resources may never be used to support an outside business. The following standards govern specific state resources:

**Phones.** Local telephone calls to conduct reasonable personal business (medical and dental appointments, child care arrangements, transportation, etc.) are permitted. Long distance calls must be placed using a personal calling card. Cell phones are limited to business use.

**Email.** Occasional personal email messages are permitted provided they do not relate to a prohibited use, such as an outside business or political campaigns.

**Internet.** Internet use, other than to transmit email messages related to official duties, is restricted to official duties, is restricted to official business purposes only. Agencies may adopt policies that allow de minimis use of the Internet approved by the Executive Ethics Board.

**Receipt of Gifts, Gratuities, and Favors.** There are two circumstances under which gifts, gratuities, and favors may not be accepted:

1. If the gift, gratuity, or favor could reasonably be expected to influence the performance or nonperformance of official duties or
2. If the gift, gratuity, or favor could be considered as part of a reward for action or inaction.

## **A3. Program web presence**

[WMSEAB website.](#)

## A5. Travel reimbursement

Method of travel is determined based on what is most economical for the state.

Typically, in-state travel is all done by the board member's privately owned vehicle. Any other form of travel must be pre-approved by the Department of Licensing's Motorcycle Safety Program.

Mileage reimbursement is paid up to the government limit (state rate). No receipts are needed. <http://www.ofm.wa.gov/policy/10.90a.pdf>

- If air travel is more economical, the Motorcycle Safety Program Administrative Assistant will arrange the travel utilizing the state travel contract and the airfare will be paid by the agency. No reimbursement will be made to any board member for airfare that is arranged and paid for by the board member.
- If a rental car is required for board travel, the Motorcycle Safety Program Administrative Assistant will arrange the reservation utilizing the state rental car contract and the cost will be paid by the agency. Receipts are required to be submitted.
- Parking fees are eligible expenses that may be reimbursed to the board member. Receipts are required for reimbursement.

Hotel and per diem travel expenses for members of the Motorcycle Safety Advisory Board are reimbursed according to section 10.70.20.b, option 1 of the Washington State Administrative and Accounting Manual (SAAM).

- For allowable meal and lodging expenses, members are reimbursed at an hourly rate equal to 1/24<sup>th</sup> of the allowable per diem rate in effect at the time of travel for the specific area or locality. Reimbursement is then determined based on time spent in going to a meeting, attendance at a meeting, and returning from the meeting.
- Hotel and meal receipts are not required.
- You will not be reimbursed for meals that are provided at the meeting.
- We will not reimburse you for time spent doing activities unrelated to the board meeting.

## **Example**

For a meeting held in Yakima County

Hourly rate = \$5.38 per hour

Calculation: Lodging rate (\$83) + Meal rate (\$46) =  
\$129.00 per day / 24 hours = \$5.38 per hour

For a meeting held in King County

Hourly rate = \$9.29 per hour

Calculation: Lodging rate (152) + Meal rate (\$71) =  
\$223.00 per day / 24 hours = \$9.29 per hour

Exceptions to the Maximum Allowable Lodging Amounts do not apply for board members attending board meetings.

## **To receive reimbursement**

After participating in a board activity, board members may receive a reimbursement by submitting the following information to [motorcycle@dol.wa.gov](mailto:motorcycle@dol.wa.gov):

- Your round trip mileage to and from the meeting (to and from your home or work site only). Do not include any mileage for travel unrelated to attending the board meeting.
- The number of hours spent in travel status and participating in the board meeting. Do not include time spent for activities unrelated to the board meeting such as visiting friends or shopping. If an overnight stay is required or justified, you will include that time as part of your time spent in travel status.
- Cost and receipts for any additional travel expenses related to the board meeting (such as parking).

All board members will be paid their travel reimbursement through the state's vendor payment system.

To be set-up in the system, new members must complete the Statewide Vendor Registration Form.

## A6. Roberts Rules of Order, Simplified

- Everyone has the right to participate in discussion, if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion in new business (e.g., “I move that we add a coffee break to this meeting”).

- After being recognized by the chairman of the board, any member may introduce a motion so long as no other motion is on the table.
- A motion requires a second to be considered.
- If there is no second, the matter is not considered.
- Each motion must be passed, defeated, tabled, referred to committee, or postponed.

A board member may interrupt a speaker for the following reasons:

- Appeal: disagree with a chair ruling
- Object: disagree with a call for unanimous consent
- Parliamentary inquiry: to get information about business or rules
- Point of order: if you see a breach of the rules
- Question of privilege: if you cannot hear or there is a safety concern

Quick Reference					
	Requires Second	Open for Discussion	Can be Amended	Vote Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Close Discussion	√			2/3rds	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Postpone	√	√	√	Majority	√
Refer to Committee	√	√	√	Majority	√
Table	√			Majority	
Adjourn	√			Majority	
Recess	√		√	Majority	

## How to conduct business

Action	Process
Bring up a new idea for discussion	After recognition by the chair, present your motion. A second is required for discussion (also known as consideration).
Make minor changes to the wording of a motion	After recognition by the chair, move to amend by <ul style="list-style-type: none"> <li>• adding words,</li> <li>• striking words or</li> <li>• striking and inserting words.</li> </ul>
Make more than minor word changes to a motion	Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions. Eventually the body will vote on the motion they prefer.
Ask for study of the idea under discussion	Move to refer to a committee. Try to be specific as to the charge to the committee.
Request time to personally study a motion	Move to postpone to a definite time or date.
End discussion on a motion	Move to close the debate (calling the question). Discussion ends; the chair calls for a vote on closing debate. Requires a two-thirds vote.
Ask for unanimous consent	The chair repeats the request. Hearing no objection, the motion passes.
Postpone a motion until a later time	Move to table a motion. <ul style="list-style-type: none"> <li>• Majority required to table the motion</li> <li>• Two-thirds required to kill the motion</li> </ul>
You want to take a short break.	Move to recess for a set period of time.
You want to end the meeting.	Move to adjourn

Modified from Cornell University Faculty Assembly handout, n.d.

Feb. 26, 2024.

[https://assembly.cornell.edu/sites/default/files/roberts\\_rules\\_simplified.pdf](https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf)

## **A7. [RCW 43.03.050](#) (complete text)**

### **Training and education program—Advisory board.**

(1) The director of licensing shall use moneys designated for the motorcycle safety education account of the highway safety fund to implement by July 1, 1983, a voluntary motorcycle operator training and education program. The director may contract with public and private entities to implement this program.

(2)(a) There is created a motorcycle safety education advisory board to assist the director of licensing in the development of a motorcycle operator training education program. The board shall monitor this program following implementation and report to the director of licensing as necessary with recommendations including, but not limited to, administration, application, and substance of the motorcycle operator training and education program.

(b) The board shall consist of seven members appointed by the director of licensing. Three members of the board shall be active motorcycle riders or members of nonprofit motorcycle organizations which actively support and promote motorcycle safety education. Two members shall represent motorcycle safety instructors. One member shall be a currently employed Washington state patrol motorcycle officer with at least five years experience and at least one year cumulative experience as a motorcycle officer. One member shall be a member of the public.

(c) The term of appointment shall be two years and shall extend until their successors are appointed. The terms of appointment shall be staggered so that either one or two members are appointed in every even-numbered year.

(d) All members must be specially endorsed to drive either a two-wheeled or a three-wheeled motorcycle or have been specially endorsed by the director to drive such motorcycles.

(e) To the extent practicable, the director should strive to appoint members who reflect diversity in race, ethnicity, and gender, and who reside in different areas of the state, with at least two members who reside east of the crest of the Cascade mountain range.

(f) The board shall meet at the call of the director, but not less than two times annually and not less than five times during its term of appointment, and shall receive no compensation for services but shall be reimbursed for travel expenses while engaged in business of the board in accordance with RCW [43.03.050](#) and [43.03.060](#) as now existing or hereafter amended.

(3) The seven members of the board shall select a chair from the members who represent the active motorcycle riders, members of nonprofit motorcycle organizations, or motorcycle safety instructors.

(4) The priorities of the program shall be in the following order of priority:

(a) Public awareness of motorcycle safety.

(b) Motorcycle safety education programs conducted by public and private entities.

(c) Classroom and on-cycle training.

(d) Improved motorcycle operator testing.

[ [2023 c 137 § 1](#); [1998 c 245 § 89](#); [1987 c 454 § 3](#); [1982 c 77 § 5](#).]