



Department of Licensing Washington State Motorcycle Safety Education Advisory Board

Charter

Purpose

The Motorcycle Safety Education Advisory Board (MSEAB) is established to assist the Director of Licensing in the development, implementation, and monitoring of the state motorcycle operator training and education program. The focus of the board will be to provide feedback to the director and program staff on matters related to motorcycle safety training and education. Priorities of the Board include:

- Public awareness of motorcycle safety.
- Motorcycle safety education programs conducted by public and private entities.
- Classroom and on-cycle training.
- Improved motorcycle operator testing.

Composition

The MSEAB shall consist of seven endorsed riders who reflect the diversity of our state appointed by the Director of the Department of Licensing. Members will include three active motorcycle riders or members of non-profit motorcycle organizations promoting motorcycle safety education, one current Washington State Patrol motorcycle officer with at least five years of experience and at least one-year cumulative experience as a motorcycle officer, one member of the public, and two members who represent motorcycle safety instructors. All members serve two-year terms, with the possibility of reappointment.

The MSEAB elects a Chair in even numbered years. The Chair, who serves for two years, meets with MSP staff monthly to develop meeting agendas; review previous meetings; oversee all meetings of the board; create action plans and assign work items to board members; participate in vacant position interviews; and perform other Board leadership duties as required.

The MSEAB elects a Vice-Chair in odd numbered years. The Vice-Chair will assume the responsibilities of Chair in their absence; mentor new members; participate in strategic planning; oversee committees and subcommittees; and lead special projects as needed.

Failure to attend two Board meetings in succession without legitimate explanation and prior approval by the Chair constitutes grounds for removal from the Board.

Roles and Responsibilities of the MSEAB:

- Monitor the effectiveness of the motorcycle operator training and education program and report recommend improvements to Director of Licensing on a biannual basis.
- Develop and deliver an agenda for each public meeting no less than 30 days prior to the meeting date.
- Report to the Department on the activities and recommendations of the Board as necessary and as requested.
- Deliver feedback to the Department, on request, on matters related to motorcycle safety education.

Roles and Responsibilities of Department of Licensing:

- Provide Board support to MSEAB, including appointment of members and setting up public meetings using agenda provided by Board Chair.
- Provide briefings at Board meetings on the status of proposed changes to motorcycle safety training programs, plans for annual public education campaigns, and relevant program and budget updates.
- Hear feedback from the Board on matters related to motorcycle safety education, including program components, effectiveness, and potential legislation.
- Receive and consider advice, feedback, and recommendations (deliverables) from the MSEAB.
- Hold final decision-making authority on all aspects of the motorcycle safety education program and related policies.
- During the course of the annual legislative session, provide timely information to Board members on legislation that may impact motorcycle safety education and accept and consider any timely feedback received from members.
- Amend Charter as necessary in consultation with Board.