

Welcome

Welcome to the Washington State Motorcycle Safety Education Advisory Board. This board's primary function is to assist the director of the Department of Licensing in developing a Motorcycle Safety Program. The Motorcycle Safety Education Advisory Board was created by [RCW 46.20.520](#).

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 will help ensure our government remains accessible and accountable to its citizens.

Your responsibilities are outlined briefly below. See the associated sections for more detail.

- Attend board meetings; prepare as needed and actively participate
- Participate in board committees for specific projects
- Responsibly represent the board to the profession and public

The appendix at the end of this manual contains material you need to perform your duties on the board such as:

- RCW 46.20.520
- Ethics law overview
- Board roster
- Staff list
- Board meeting schedule
- Travel reimbursement information
- Open government training materials
- RCW 43.03.050 and 43.03.060 relating to travel reimbursement

Board member responsibilities

The duties of the Washington Motorcycle Safety Education Advisory Board are established in RCW 46.20.520

Board structure

The Motorcycle Safety Advisory Board has 5 members, all appointed by the Director of Licensing. Board members serve a 2 year term.

- 3 active motorcycle riders or members of nonprofit motorcycle organizations which actively support and promote motorcycle safety education
- 1 currently employed Washington State patrol motorcycle officer with at least five years' experience and at least one year cumulative experience as a motorcycle officer
- 1 public member who does not need to be an expert on motorcycling or motorcycle education but should bring the general public perspective

Strategic Plan

The Washington State Motorcycle Safety Advisory Board (WSMSAB) shall complete a Strategic Plan that aligns with our "New Strategic Framework". This will include the vision, mission, foundation, and goals of the WSMSAB. 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 Board Charter and will be reviewed and updated on an annual basis.

Ethics

Board members are subject to the provisions of the Ethics in Public Service Act (RCW 42.20.520) 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, chapter 42.52 RCW, 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:

- If the gift, gratuity, or favor could reasonably be expected to influence the performance or nonperformance of official duties

- If the gift, gratuity, or favor could be considered as part of a reward for action or inaction.

Board Meetings

- The Board meets quarterly
- Meeting dates, times, and locations are decided by the board and administrative staff at the last meeting of the year and posted on the board's website.
- Board members are required to attend at least five meetings during their term of appointment.
- Board meetings are open to the public.
- Any time 3 or more board members are present, the board should not discuss board business unless in a board meeting.

Board 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

Committee Reporting to the DOL and Public

Committees serve the purpose of establishing recommendations for the DOL around specific topics. Reporting these recommendations will be a two part process.

Committee reports will be submitted in writing approximately 4 weeks before the next board meeting. The report is submitted to the board, the DOL and the public via the website.

At the next board meeting the board opens the report for comment and if no changes are necessary the board moves to 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 submitted again at a later date once the changes have been made.

Once finalized, the completed committee report will be emailed to the DOL. The DOL will post the final recommendations on the DOL website to comply with open government requirements.

Board Chair Responsibilities

The Board Chair has several responsibilities to the board, the DOL and the general public.

The board chair is responsible for running all public meetings, insuring that each topic is covered, and insuring that there is proper time for public comment.

The board chair oversees all committees to insure that tasks are completed on time.

Election of Board Chair

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 3 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 at a later date as long as they never serve as chair for more than two consecutive years.

Electing the board chair position-

At the final meeting of the incumbent board chair the new board chair will be elected. If the position is uncontested the member who has applied will be elected the board chair effective at the end of the current meeting session. The members of the board will elect the chair.

Board Pay

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

Travel and Reimbursements

Travel

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.

Reimbursements

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 1/24th 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. We will not reimburse you for time spent doing activities unrelated to the board meeting.

- Hotel and meal receipts are not required.
- You will not be reimbursed for meals that are provided at the 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 (Subsection [10.30.20](#)) do not apply for board members attending board meetings.

Travel Reimbursement Rates:

<http://www.ofm.wa.gov/resources/travel/colormap.pdf>

To Receive a Reimbursement

After participating in a board activity (board members) to receive a reimbursement, you must submit to motorcycle@dol.wa.gov the following information:

- 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 (see attached).

Open Government

The board, like all government, is responsible for providing accessible and transparent processes to the public.

The board is governed by public meeting rules. The rules are generalized below. Please see the presentation in the Appendix on RCW 42.30 for details.

- All board meetings must be open to the public
- The board must notify the public of its meetings
- 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
- Any time 3 or more board members are present there is a quorum.

Appendix

Open Public Meetings Law: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30>

Ethics:

http://www.governor.wa.gov/boards/application/documents/ethics_in_government.pdf

http://www.governor.wa.gov/boards/application/documents/ethics_law_overview.pdf

*RCW 46.20.520

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) 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.

The board shall consist of five members appointed by the director of licensing. Three members of the board, one of whom shall be appointed chairperson, shall be active motorcycle riders or members of nonprofit motorcycle organizations which actively support and promote motorcycle safety education. 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. The term of appointment shall be two years. 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 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.

[1998 c 245 § 89; 1987 c 454 § 3; 1982 c 77 § 5.]