

Executive Leadership Team Charter

The purpose, membership, role and responsibilities of the Executive Leadership Team are as follows:

Article 1: Executive Leadership Team

Section 1: Name

The name of this committee shall be the Executive Leadership Team (ELT).

Section 2: Origin

The Executive Leadership Team, as identified in Montana's 2015 Comprehensive Highway Safety Plan (CHSP), is the guiding authority on implementing highway safety strategies statewide to reduce fatalities and serious injury crashes. The CHSP was approved by the Federal Highway Administration (FHWA) on June 26, 2015.

Section 3: Purpose

The purpose of the Executive Leadership Team is to provide direction on the implementation of Montana's Comprehensive Highway Safety Plan. The role of the Executive Leadership Team members is as follows:

- 1) Provide leadership and collaboration addressing statewide highway safety needs.
- 2) Prioritize and institutionalize Vision Zero across agencies.
- 3) Commit resources to implement statewide highway safety initiatives.

Section 4: Membership

The Executive Leadership Team shall consist of the following officials who shall be voting members unless designated as non-voting:

- 1) Governor of Montana
- 2) Director, Montana Department of Transportation & Governor's Highway Safety representative
- 3) Director, Office of Indian Affairs
- 4) Attorney General, Department of Justice
- 5) Colonel, Montana Highway Patrol

- 6) Director, Department of Health and Human Services
- 7) Director, Department of Corrections
- 8) Court Administrator, Office of the Court Administrator Office
- 9) Chief Public Defender, Office of State Public Defender
- 10) Montana County Attorney Association
- 11) Montana Sheriffs and Peace Officers Association
- 12) Superintendent, Office of Public Instruction
- 13) Director, Department of Revenue
- 14) Executive Director, Montana Association of Counties
- 15) Executive Director, Montana League of Cities and Towns
- 16) Administrator, Montana Taverns Association
- 17) State Legislative Senator and Representative
- 18) Judiciary Representative

Any Executive Leadership Team member may designate a proxy in their absence. Designation of a proxy shall be in writing addressed to the Secretary of the Executive Leadership Team.

Article II – Duties and Responsibility

The Executive Leadership Team is recognized as the guiding authority on implementing highway safety strategies statewide and has the following duties and responsibilities:

- 1) Identify and remove barriers within and between agencies to achieve Vision Zero.
- 2) Incorporate common CHSP safety strategies and initiatives into agency plans and policies.
- 3) Delegate appropriate staff to participate actively in the implementation of the CHSP.
- 4) Approve the CHSP Emphasis Area work plans and support the implementation of strategies and safety efforts.
- 5) Serve as Montana’s Statewide Impaired Driving Task Force as required by 23 CFR 1200.23.

Section1: Duties of Chairman and Staff

As the Governor’s Representative for Highway Safety the Director of the Montana Department of Transportation shall be the Chairman of the Executive Leadership Team. MDT will be responsible for providing staff resources to the Team.

- 1) The Chairman shall preside at all meetings of the Executive Leadership Team and call special meetings as needed.
- 2) MDT staff shall document and distribute meeting summaries, attendance, and notify members of meeting and other duties that may be required by the Chairman.

Section 2: Responsibilities - Coordination and Collaboration

Executive Leadership Team shall communicate current and emerging safety issues and goals; and designate staff to the Advisory Committee and Emphasis Area Teams to coordinate statewide efforts and collaborate on policies, programs and activities. Responsibilities include:

1) Designation of staff to implement the CHSP safety strategies to ensure active participation, coordination, collaboration, communication, and consistency on programs and activities across agencies.

2) Approval of the CHSP emphasis area work plans and strategies, including but not limited to the impaired driving plan.

Article III: Meetings

The Executive Leadership Team shall meet at minimum twice a year to carry out the duties and responsibilities of this Team.

Meeting shall be held in conformance with appropriate sections of Montana Code Annotated (MCA 2-3-203 <http://leg.mt.gov/bills/mca/2/3/2-3-203.htm>) which concern open meeting laws. Specifically all meetings shall be open to the public.

The following order of business shall be observed at all meetings:

1. Roll Call
2. Approval of minutes of previous meeting
3. Old Business
4. New Business
5. Action Items
6. Announcements
7. Public Comment
8. Next Meeting/Adjournment

Article IV: Action Item Procedures

Any Executive Leadership Team member may present an action item to the Team of the whole. The action item shall then be voted on and approved by a simple majority. If known in advance, action items will be indicated on meeting agendas.

Article V: Adoption of Article

These articles may be adopted by a majority of the Executive Leadership Team.

Article IX: Amendments to the Charter

These articles may be amended by a majority of the Executive Leadership Team.

Dated this 12 Day of July, 2016.

Approved for the Executive Leadership Team

By:

Michael Tooley

Executive Leadership Team Chair