



# Autonomous Vehicle Work Group Executive Committee

## *Framing Washington's Transportation Future*

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### **Operating Policies & Procedures**

#### **Executive Committee Responsibilities:**

The Autonomous Vehicle (AV) Work Group Executive Committee has four primary responsibilities:

- Serve as the central clearinghouse for all AV related issues under the purview of the Autonomous Vehicle Work Group Executive Committee.
- Follow developments in AV technology, AV deployment, and federal, state, and local policies and efforts related to the operation of passenger and commercial AV's.
- Explore and potentially identify modifications to state policy, rules, and laws to further public safety and prepare the state for AV deployment.
- Make recommendations to the Transportation Commission for inclusion in their report to the Legislature and Governor.

#### **Executive Committee Operating Policies & Procedures:**

1. Members are encouraged to participate in every meeting. If unable, a substitute should be designated. Designated substitutes may vote.
2. A majority of members present constitutes a quorum for purposes of meeting.
3. All recommendations from subcommittees will be advanced to the Transportation Commission.
4. The Executive Committee may identify by a 2/3 majority vote, the subcommittee recommendations they support. Differences of opinion will be noted in the report to the Transportation Commission. All recommendations will be forwarded, with explanations of those voted for advancement and those voted against.
5. The Chairman will be selected by the Executive Committee members. The Chairman may vote.
6. Meetings will be noticed, open to the public and public comment will be taken at each meeting. Meetings may be in person or virtual, but must allow for public involvement in either format.
7. Meetings will be recorded and summaries will be posted online.

# Operating Policies & Procedures

## Subcommittee Responsibilities:

- Vet, explore, develop and identify challenges, needs, gaps and expectations related to AV policy, funding and jurisdiction.
- Assess what other states are doing and seek model policies.
- Provide general public education by informing the public of subcommittee discussions and recommendations in a transparent and accessible manner.
- Report information gathered and findings, along with recommendations to the Executive Committee.

## Subcommittee Operating Policies & Procedures:

1. Each subcommittee will be co-chaired by one public sector and one private sector individual.
2. Agency leads will support the subcommittees and work with co-chairs on setting meeting agendas.
3. Subcommittees should meet at least quarterly and all meetings must be open to the public and materials made available online. Public comment must be taken at each meeting. Meetings may be in person or virtual, but must allow for public involvement in either format.
4. Subcommittees should establish an odd number of required voting members in order to advance preferred recommendations to the Executive Committee, for recommendations being voted on. A quorum of voting members must be present to do so.
5. Subcommittees may decide not to vote on recommendations, and recommendations not voted on may be advanced to the Executive Committee, with an explanation of why they were not voted on as preferred.
6. Recommendations will be advanced as preferred, according to a simple majority vote. Differences of opinion will be noted and included as part of the recommendations to the Executive Committee. All recommendations will be forwarded, with explanations of those voted as preferred for advancement, those voted against, and those not voted on.
7. Recommendations must be provided utilizing a standardized form, to ensure consistent communication and consideration of implications across all subcommittees.