

Washington State AV Workgroup Safety Subcommittee *Charter*

1. Background

In 2018, the Washington State Legislature enacted [SHB2970](#), establishing an autonomous vehicle work group, administered by the Transportation Commission (WSTC). The workgroup was determined to have an executive committee and multiple subcommittees, including a safety subcommittee organized by the Washington Traffic Safety Commission (WTSC) and Washington State Patrol (WSP).

2. Purpose

Based on direction from the Washington State AV Workgroup Executive Committee, the subcommittees will:

- Consider, 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.
- Inform 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.

Topics of discussion for the AV Safety Subcommittee will be focused around safety-related matters regarding automated vehicle technology and its potential impacts on our state, road users, and all Washingtonians.

3. Scope and High-level Requirements

The subcommittee will discuss the issues, assess the options, and make recommendations. This will be achieved through open sharing of participants' perspectives, ideas and concerns, research of multiple possibilities, and open group discussion.

The safety subcommittee will focus on developing recommendations regarding automated vehicles in the following areas:

- Educating new and existing road users on current and emerging safety technology
- Vehicle's safe recognition of and response to the driving environment, infrastructure, systems, vehicles, and vulnerable road users
- Law enforcement and EMS training on responding to and reporting on AV-involved crashes

- Determining and planning for public health and equity impacts

The subcommittee will develop recommendations to be submitted in October of each year to the Autonomous Vehicle Workgroup Executive Committee for consideration.

4. Subcommittee Leadership

The subcommittee will be co-chaired by one public sector and one private sector individual. Co-chairs will serve two year terms (2018-19, 2020-21, and 2022-23). The public sector chair will be appointed by WSP or WTSC. The private sector chair will be elected by the membership of the subcommittee.

Co-chairs are responsible for, including but not limited to:

- Make decisions on membership to ensure balanced representation of all perspectives and organizations
- Lead meetings
- Facilitate open dialogue
- Approve agendas and meeting notes/summaries
- Present subcommittee recommendations to the Executive Committee

WTSC staff support are responsible for, including but not limited to:

- Manage meeting logistics
- Email meeting requests and other communications
- Prepare agendas and meeting notes/summaries

5. Subcommittee Membership

Subcommittee members include representatives from state and local agencies, the private sector, advocacy groups, and other interested stakeholders. We strive for consensus and include any dissenting opinions in recommendations.

Membership is limited to one person per organization, to ensure broad representation. However, exceptions may be made by the co-chairs on a case-by-case basis and communicated to the sub-committee, if there are significantly different functions or divisions within an organization, to a maximum of 3 members. Everyone is encouraged to participate in all discussions, but only members have the privilege to participate in voting on recommendations. The subcommittee should consist of a minimum of 15 members, but shall not have more than 40 members at any given time. The initial membership is listed in Appendix A of this document.

Members may be added with the agreement of both the co-chairs. Individuals must attend at least one meeting and submit a request for membership to the co-chairs to be added as a member.

As the subcommittee only meets every 2 to 3 months, it is critical that members attend. The opportunity to attend remotely will be provided, if technically possible. Remote participation will count as attendance. If a member cannot attend, they may send a representative. This representative can provide input and vote on their behalf.

Members may be removed from the subcommittee if they fail to attend two consecutive meetings and do not send a representative in their place. Removal of members requires agreement of both the co-chairs and an email notice to the member. Members that have been removed from the membership are still welcome to attend the meetings and participate in the discussion, but will not be allowed to vote. Individuals may request to be added back to the membership through the process above.

A member may resign at any time by notifying the co-chairs or organizers. Upon resignation, the resigning member may recommend a replacement from the same organization to fill the vacancy.

A list of all people who have indicated an interest in the subcommittee, but are not voting members, will be copied on email communications to the workgroup, including meeting requests, notes, and drafts. Anyone can be added to this list upon request.

6. Meetings and Schedule

The subcommittees will meet at least quarterly and all meetings will be open to the public. Agendas and materials will be made available online at the WSTC AV Workgroup website.

Each meeting may last 2 to 4 hours. There may be considerations for all-day work sessions. The opportunity to attend remotely will be provided, if technically possible.

Topics will be researched and discussed, and recommendations will be developed between January and September of each year, with recommendations due to the Executive Committee in October.

7. Member Responsibilities

As a condition of membership, subcommittee members agree to:

- Attend meetings, or send a representative
- Review provided materials prior to the meeting
- Volunteer to research topics as needed
- Share their expertise
- Resolve conflicts with open, honest and respectful discussion
- Provide feedback during meetings

8. Ground Rules

- Arrive on time
- Stick to the agenda
- One person speaks at a time
- Open dialogue
- Respect the opinions of others
- No sidebars
- Start and finish on time

9. Voting

Safety subcommittee will develop recommendations to be submitted in October of each year to the Autonomous Vehicle Workgroup Executive Committee for consideration.

When a recommendation has been collaboratively developed and fully considered, the subcommittee members will vote to advance the recommendation to AV Workgroup Executive Committee. The total number of votes for each option will be recorded, but how an individual member votes will not be recorded. Concerns or dissenting opinions will be documented and included as part of the written recommendation.

In order for a recommendation to be approved by the subcommittee, a quorum of the membership must be present and the recommendation must receive over 50% of the vote. For the purposes of the safety subcommittee, a quorum will be defined as over 50% of the membership.

Other decisions, including but not limited to, meeting times and locations, topics to consider, and discussions about and drafting of recommendations will be made collaboratively and not require a recorded vote.

10. Revisions to the Charter

Changes to this charter may be made by proposal of the co-chairs, when approved by a majority vote of the current subcommittee membership.

Appendix A

Members as of May 1, 2019 – Subject to change

Co-chairs		
First	Last	Organization
Dan	Hall	Washington State Patrol
Kenton	Brine	NW Insurance Council

Voting Members		
First	Last	Organization
Logan	Bahr	Association of Washington Cities
Sheri	Call	Washington Trucking Association
Brian	Chandler	DKS Transportation Safety
Doug	Dahl	WTSC Contractor
Aimee	D'Avignon	Department of Health
Skeet	Gaul	Lake Stevens
Francois	Larrivee	
Mi Ae	Lipe	Driving in the Real World
Steve	Marshall	City of Bellevue
John	Milbrath	AAA Washington
John	Milton	WSDOT, Transportation Safety and Systems Analysis
Paula	Reeves	Department of Health
Warren	Stanley	WSDOT, Crash Data & Reporting
Michael	Transue	State and Local Governmental Affairs
Shannon	Walker	City of Seattle
Angie	Ward	WTSC
Bryce	Yadon	Futurewise