

# **Executive Leadership Team Charter**

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

## **Article I: Executive Leadership Team**

### **Section 1: Name**

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

### **Section 2: Origin**

The ELT, as identified in Montana’s Comprehensive Safety Plan (CHSP), is the guiding authority on implementing highway safety strategies statewide to reduce fatalities and serious injury crashes. The Federal Highway Administration (FHWA) approved the 2025 CHSP development process in July 2024.

### **Section 3: Purpose**

The purpose of the ELT is to provide direction on the implementation of Montana’s Comprehensive Highway Safety Plan. The role of the ELT 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 ELT 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, Governor’s Office of Indian Affairs
- 4) Commissioner, Department of Labor and Industry
- 5) Attorney General, Department of Justice
- 6) Colonel, Montana Highway Patrol
- 7) Montana Board of Crime Control

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

Any ELT member may designate a proxy in their absence. Designation of a proxy shall be in writing addressed to the secretary of the ELT.

## **Article II: Duties and Responsibility**

The ELT 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) Serve as Montana's Statewide Impaired Driving Task Force as required by 23 CFR 1200.23.
- 5) Approve the CHSP Impaired Driving Emphasis Area work plan and support the implementation of strategies and safety efforts.

## Section1: Duties of Chair and Staff

As the Governor’s Representative for Highway Safety the Director of the Montana Department of Transportation (MDT) shall be the Chair of the ELT. MDT’s CHSP manager will be responsible for providing staff resources to the Team and will serve as the ELT secretary .

- 1) The Chair shall preside at all meetings of the ELT and call special meetings as needed.
- 2) The ELT secretary shall document and distribute meeting summaries, attendance, and notify members of meetings and other duties that may be required by the Chair.

## Section 2: Responsibilities - Coordination and Collaboration

ELT 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 strategies, including but not limited to the impaired driving work plan.

## **Article III: Meetings**

The ELT shall meet at a 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 [https://leg.mt.gov/bills/mca/title\\_0020/chapter\\_0030/part\\_0020/section\\_0020/0020-0030-0020-0020.html](https://leg.mt.gov/bills/mca/title_0020/chapter_0030/part_0020/section_0020/0020-0030-0020-0020.html) ) 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. Public Comment
4. Old Business
5. New Business
6. Action Items
7. Announcements
8. Adjournment

#### **Article IV: Action Item Procedures**

Any ELT 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 ELT

#### **Article VI: Amendments to the Charter**

These articles may be amended by a majority of the ELT.

Dated 27 Day of March 2025.

Approved for the Executive Leadership Team

By:

Christopher Dorrington  
Executive Leadership Team Chair  
Director, Montana Department of Transportation