



# **Advisory Council on Traffic Safety**

## **Operating Procedures**

Updated: December 18, 2024  
Approved by Council: February 12, 2025

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## **I. STATUTORY PURPOSE**

- a. The Advisory Council on Traffic Safety (hereinafter Advisory Council, Council, or ACTS) was created by the Minnesota Legislature in 2023 ([HF2887, 5<sup>th</sup> Engrossment, Sec. 2 \[4.076\]](#)).
- b. The legislation establishes the Council to advise, consult with, assist in planning coordination, and make program recommendations to the commissioners of public safety, transportation, and health on the development and implementation of projects and programs intended to improve traffic safety on all Minnesota road systems.
- c. In addition, this legislation establishes the Council to serve as the lead for the state Toward Zero Deaths program.

## **II. HOST AGENCY**

- a. The Office of Traffic Safety in the Department of Public Safety, in cooperation with the Departments of Transportation and Health, must serve as the host agency for ACTS and must manage the administrative and operational aspects of the Advisory Council's activities. The commissioner of public safety must perform financial management on behalf of the Council.

## **III. MEMBERSHIP**

- a. The Advisory Council consists of the following members:
  1. The chair, which is filled on a two-year rotating basis by a designee from:
    - i. The Office of Traffic Safety in the Department of Public Safety;
    - ii. The Office of Traffic Engineering in the Department of Transportation; and
    - iii. The Injury and Violence Prevention Section in the Department of Health;
  2. Two vice chairs, which must be filled by the two designees who are not currently serving as chair of the advisory council under clause (1);
  3. The statewide Toward Zero Deaths communications coordinator;
  4. The statewide Toward Zero Deaths program and operations coordinator;
  5. A regional coordinator from the Toward Zero Deaths program;
  6. The chief of the State Patrol or a designee;
  7. The state traffic safety engineer in the Department of Transportation or a designee;
  8. A law enforcement liaison from the Department of Public Safety;
  9. A representative from the Department of Human Services;
  10. A representative from the Department of Education;
  11. A representative from the Council on Disability;
  12. A representative for Tribal governments;
  13. A representative from the Center for Transportation Studies at the University of Minnesota;
  14. A representative from the Minnesota Chiefs of Police Association;
  15. A representative from the Minnesota Sheriffs' Association;
  16. A representative from the Minnesota Safety Council;
  17. A representative from AAA Minnesota;
  18. A representative from the Minnesota Trucking Association;
  19. A representative from the Insurance Federation of Minnesota;
  20. A representative from the Association of Minnesota Counties;

21. A representative from the League of Minnesota Cities;
  22. The American Bar Association State Judicial Outreach Liaison;
  23. A representative from the City Engineers Association of Minnesota;
  24. A representative from the Minnesota County Engineers Association;
  25. A representative from the Bicycle Alliance of Minnesota;
  26. Two individuals representing vulnerable road users, including pedestrians, bicyclists, and other operators of a personal conveyance;
  27. A representative from Minnesota Operation Lifesaver;
  28. A representative from the Minnesota Driver and Traffic Safety Education Association;
  29. A representative from the Minnesota Association for Pupil Transportation;
  30. A representative from the State Trauma Advisory Council;
  31. A person representing metropolitan planning organizations; and
  32. A person representing contractors engaged in construction and maintenance of highways and other infrastructure;
  33. The director of the Minnesota Emergency Medical Services Regulatory Board or successor organization; and
  34. A person representing a victims advocacy organization.
- b. The commissioners of public safety and transportation must jointly appoint the advisory council members under paragraph (a), clauses (11), (25), (30), and (31).

#### **IV. TERMS OF MEMBERSHIP**

- a. The terms, compensation, and appointment of members are governed by section 15.059.
- b. Chair and Vice Chairs will serve a rotating two-year term. All other members will serve a four year term.
- c. The terms of one-half of members (excluding the Chair and Vice Chairs) shall be conterminous with the governor and the terms of the remaining one-half of the members (excluding the Chair and Vice Chairs) shall end on the first Monday in January one year after the terms of the other members.
- d. Term Limits and Reappointments
  1. There are no term limits for members from direct appointment organizations. At the end of each term, the member organization shall submit an updated direct appointment letter naming their member.
  2. Commissioner appointed members can reapply at the end of their term, but are limited to two consecutive terms.
- e. A member organization that misses two consecutive meetings, or whose attendance falls below 50% in a one year period, will be contacted by the Council staff to evaluate the member organization's ability to fulfill their obligation to the ACTS.
- f. Council members will sign an Oath of Office.
- g. Council members are eligible for per diems pursuant to section 15.059

**V. COUNCIL RESPONSIBILITIES**

- a. Per Minnesota statute, the Advisory Council must:
  - 1. Advise the governor and heads of state departments and agencies on policies, programs, and services affecting traffic safety;
  - 2. Advise the appropriate representatives of state departments on the activities of the Toward Zero Deaths program, including but not limited to educating the public about traffic safety;
  - 3. Encourage state departments and other agencies to conduct needed research in the field of traffic safety;
  - 4. Review recommendations of the subcommittees and working groups;
  - 5. Review and comment on all grants dealing with traffic safety and on the development and implementation of state and local traffic safety plans; and
  - 6. Make recommendations on safe road zone safety measures under section 169.065.

**VI. OFFICERS**

- a. Chair
  - 1. ACTS may send recommendations to the Commissioner.
  - 2. Duties of the Chair are:
    - i. Preside at all ACTS and Executive Committee meetings;
    - ii. At the request of the Commissioner, be the spokesperson and representative for ACTS;
    - iii. Appoint working groups and subcommittees, as needed; and
    - iv. Serve on the Executive Committee.
- b. Vice Chairs
  - 1. Duties of the Vice Chairs are:
    - i. Preside at the ACTS and Executive Committee meetings in the absence of the Chair;
    - ii. Assist the Chair as requested; and
    - iii. Serve on the Executive Committee.

**VII. RESPONSIBILITIES AND EXPECTATIONS OF MEMBERS**

- a. Council members are expected to:
  - 1. Attend and actively participate in meetings;
  - 2. Serve on committees, working groups, and other ad hoc groups as requested by the Chairs;
  - 3. Use respectful dialogue;
  - 4. Provide input, ideas, information;
  - 5. Prepare for active participation in discussions and decision-making by reviewing meeting materials;
  - 6. Beware of and report any conflict of interest that may exist;
  - 7. Refrain from writing letters or engaging in other kinds of communication in the name of ACTS, unless the Chairs and/or Commissioners specifically authorize such communication;
  - 8. Be curious and learn from each other.

## **VIII. MEETINGS**

- a. The Advisory Council must meet no less than four times per year, or more frequently as determined by the chair, a vice chair, or a majority of the council members. The Council is subject to chapter 13D.
- b. Every effort will be made to annually schedule no less than four meetings for the coming year.
- c. The majority of members in attendance, in-person or virtually, will constitute a quorum at ACTS meetings.
- d. Meetings will be conducted in accordance with Roberts Rules of Order.
- e. Meeting minutes will be taken at each meeting and posted online.
- f. Time will be allocated during each meeting for public comment. Time limits will be imposed at the discretion of the Chair.
- g. The chair must regularly report to the respective commissioners on the activities of the Advisory Council and on the state of traffic safety in Minnesota.

## **IX. VOTING**

- a. Voice votes will be used at any regular or special meeting where voting is necessary, unless ballots are requested by the majority of those present.
- b. The Chair will determine whether enough members are present to allow a vote.
- c. The Chair will tally and report on ballot vote results.

## **X. BUDGET APPROVAL PROCESS**

- a. The ACTS Executive Committee will develop an annual operating budget and share with the Council each spring for review and comment. The Executive Committee will provide final approval on the budget.
- b. The budget will follow the state fiscal year (July 1 – June 30).
- c. The ACTS budget may include funding for activities such as agency staff time, administrative support for the Council, support of the statewide TZD conference, and funding for statewide traffic safety initiatives such as Safe Roads coalitions.

## **XI. STANDING COMMITTEES**

- a. Executive Committee
  - a. The Executive Committee will be responsible for conducting the interim business of ACTS.

- b. The Executive Committee will consist of the following standing members: ACTS Chair, both ACTS Vice Chairs, the Minnesota Safety Council member, the Chief of the Minnesota State Patrol, the Statewide TZD Program and Operations Coordinator, and the Council's representative for tribal governments.
- c. In addition, and at the discretion of the Chair, two at-large members will join the Executive Committee.
- d. All members of the Executive Committee must be ACTS members.

**XII. SUBCOMMITTEES AND WORKING GROUPS**

- a. The Advisory Council may appoint subcommittees and working groups. Subcommittees must consist of council members. Working groups may include nonmembers. Nonmembers on working groups must be compensated pursuant to section 15.059, subdivision 3, only for expenses incurred for working group activities.

**XIII. CHANGES TO OPERATING PROCEDURES**

- a. ACTS members may propose amendments to these Operating Procedures during a regularly scheduled Council meeting.
- b. ACTS members will be notified of a proposed amendment at least seven days prior to the vote on its adoption.
- c. An amendment requires a favorable vote of at least two-thirds of the ACTS members present for adoption.
- d. An amendment will take effect immediately upon the conclusion of the meeting at which it is adopted.