UGPTI Advisory Council Charter

Purpose and Statutory Authority

The Upper Great Plains Transportation Institute (UGPTI) Advisory Council is established under North Dakota Century Code §54-53 as an advisory body that strengthens UGPTI's mission through stakeholder engagement, policy insight, and strategic guidance. The Council ensures that UGPTI's work remains responsive to North Dakota's transportation, economic, and legislative priorities.

The Council provides structured collaboration between state agencies, legislators, industry, academia, and the public. UGPTI will provide summaries of ongoing research that have direct nexus to state priorities and deliverables. The Council will select which topics they wish to review, and UGPTI staff will then summarize how those research outcomes pertain to North Dakota's needs.

Mission and Vision

Mission: The Advisory Council advises and supports the Upper Great Plains Transportation Institute through stakeholder insight that strengthens research, outreach, safety, and efficiency; fostering transportation excellence and economic opportunity across North Dakota.

Vision: To be the leading forum for transportation collaboration in North Dakota, uniting public, private, and academic partners to guide UGPTI's pursuit of innovation, safety, and economic growth.

Composition and Membership

Membership is defined under NDCC §54-53-02 and includes representation from major transportation and economic sectors.

Membership Expectations

1. Attend spring and fall meetings.
2. Serve as liaisons between UGPTI and legislators.
3. Participate in committees and review UGPTI-provided materials.
4. A quorum is a majority of appointed members.

Organizational Structure and Governance

Chair Responsibilities

1. Preside over meetings and approve agendas with the UGPTI Director.

2. Serve as the Council's representative to UGPTI and the Legislature.
3. Appoint committee members.

UGPTI Director (Executive Secretary)

1. Serve as liaison to UGPTI administration.
2. Provide research summaries, reports, and technical briefings.
3. Coordinate implementation of Council recommendations.

Council Roles and Responsibilities

Advisory Role

1. Provide input to UGPTI on the most important transportation issues in the state.
2. Recommend initiatives aligned with state transportation priorities.
3. Provide input on research summaries selected by the Council from UGPTI's ongoing portfolio.
4. Review UGPTI's research, outreach, and education efforts.

Advocacy Role

1. Serve as ambassadors for UGPTI with legislators, agencies, and the public.
2. Engage with key legislators to increase awareness of UGPTI's value.
3. Support UGPTI's existing legislative newsletter; frequency may increase before sessions.

Evaluative Role

1. Assess UGPTI's effectiveness in addressing state transportation research needs.
2. Review annual reports and provide constructive feedback.

Meeting Cycle and Procedures

1. Meets twice per year (spring/fall); special meetings may be called.
2. Meeting materials provided at least 10 days in advance.
3. Emphasis on consensus-based deliberation.
4. Minutes recorded by UGPTI staff.

Committees and Engagement Structure

Standing Committees

1. Advocacy & Legislative Affairs
2. Program & Research Review
3. Awards

Committees develop annual work plans, provide updates, and submit written recommendations.

Reporting, Accountability, and Integration

1. The Council will review and provide feedback on the Director's Annual Report summarizing UGPTI activities and their value to North Dakota.
2. The Council will provide input to, review, and approve an Annual Advisory Report prepared by UGPTI staff, summarizing Council actions and findings.
3. UGPTI will provide research summaries on topics with nexus to state deliverables; the Council will select which items to focus on, and UGPTI will analyze their relevance to state priorities.
4. Council members will engage legislators to increase awareness of UGPTI's contributions.

Advocacy and Legislative Engagement

1. Follows a two-year cycle aligned with the legislative biennium.
2. UGPTI will facilitate several pre-session meetings to prepare recommendations.
3. The existing UGPTI legislative newsletter will be used.

Research and Outreach

1. UGPTI provides summaries of ongoing research with relevance to state needs.
2. Council selects research items of interest from UGPTI's portfolio.
3. UGPTI summarizes findings and explains how they relate to state priorities.

Charter Review and Amendments

1. Reviewed every two years.
2. Amendments require 30-day notice and approval by majority vote.

Adoption and Signatures

Adopted by the UGPTI Advisory Council on May 14, 2026

Sheri Haugen-Hoffart, Chair Sheri Haugen-Hoffart

Dr. Denver Tolliver, UGPTI Director Denver Tolliver