

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

1989 WASHINGTON CENTENNIAL COMMISSION

(name of governing body)

(agency name, if applicable)

Resolution No. 84-2

Administrative Order No.

(1) Be it resolved by the 1989 Washington Centennial Commission acting at Olympia (place)

that it does adopt the annexed rules relating to:

administrative procedures of the commission including scheduling of meetings, minutes, personnel actions, contracting, etc.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. WSR 84-20-094 filed with the code reviser on Sept. 28, 1984. These rules shall take effect: [X] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2). [] at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, find that an emergency exists and that this order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026 that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b), or (c) as appropriate:

- [] (a) This rule is promulgated pursuant to RCW and is intended to administratively implement that statute.
[] (b) This rule is promulgated pursuant to RCW which directs that the

(agency) has authority to implement the provisions of (name of act or RCW citation)

- [X] (c) This rule is promulgated under the general rule-making authority of the 1989 Washington Centennial Commission (agency)

as authorized in RCW 27.60

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this governing body, is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED November 11, 1984

STATE OF WASHINGTON FILED

By [Signature] Chairman

Title

JAN 4 1985

CODE REVISER'S OFFICE WSR 85-03-011

Chapter 100-100 WAC
CENTENNIAL COMMISSION

NEW SECTION

WAC 100-100-010 THE 1989 WASHINGTON CENTENNIAL COMMISSION--DESCRIPTION. On November 11, 1989, Washington state will celebrate one hundred years of statehood.

The 1989 Washington centennial commission is the agency charged with the development of a comprehensive program for commemorating and celebrating the one hundredth anniversary of Washington's admission to the United States of America in 1889.

The commission consists of fifteen members. Eleven of the members serve as citizen members, appointed by and serving at the pleasure of the governor. The chairperson is appointed by the governor from among the citizen members. Two members are appointed by the speaker of the house of representatives and two members are appointed by the president of the senate.

The commission establishes plans, sets overall centennial program policies and appoints the commission's director.

The commission's major purpose and goal is to develop a program to celebrate the centennial of Washington's admission to the union. The program will encourage the active participation of all interested communities and citizens, and be representative of the contributions of all peoples and cultures to Washington's history as a state. The program will include special events, cultural and historical programs and displays, publications, and scholarly projects, and a variety of similar programs. The commission is particularly desirous of ensuring program elements of long-term value, and, to that end, proposes major centennial funding for the restoration, preservation, development and maintenance of programs and projects with enduring value.

NEW SECTION

WAC 100-100-020 COMMISSION DUTIES. The commission's mandate is to:

(1) Develop a comprehensive plan and program for celebrating the centennial of Washington's admission to the union:

(a) Representing the contributions of all people and cultures to Washington state history; and

(b) Designed to encourage and support participation by every community in the state;

(2) Prepare a report to the governor and the legislature incorporating recommendations of programs and activities for the centennial celebration, no later than December 1 of each year, and including but not limited to:

(a) Restoration of historic properties with emphasis on those properties appropriate for use in the observance of the centennial;

(b) State and local historic preservation programs and activities;

(c) Publications, films and other educational materials, emblems, decals, and/or other symbols;

(d) Bibliographical and documentary projects;

(e) Conferences, lectures, seminars, and other educational programs;

(f) Concerts, dramas, readings, athletic contests, and other participatory activities;

- (g) Museum, library, cultural center, and park exhibits, including mobile exhibits; and
- (h) Ceremonies and celebrations;
- (3) Develop biennial funding proposals for presentation to the legislature, including but not limited to:
 - (a) A specific proposal for issuance of general obligation bonds;
 - (b) Development of fund-raising plans requiring legislative authority for this commission to conduct:
 - (i) Sale of books, documents, and other materials to be published by this commission and/or by contract with private publishers;
 - (ii) Franchise of uses of emblems, decals, or other symbols;
 - (iii) Development of subscriptions at various levels; and/or
 - (iv) Other fund-raising activities or enterprises;
- (4) Cooperate with, and coordinate the activities of, state agencies, local governments, historical societies, regional/community/neighborhood groups, nonprofit associations, corporations, labor unions, and other organizations in development of state, regional and local plans for the centennial celebrations, for capital projects both new and especially restorative, and other projects and activities, and assist the foregoing organizations with plans for raising the revenue necessary for their implementation;
- (5) Develop a plan of matching grants for historic preservation projects, museums, libraries, parks, and/or other state, regional and local projects intended to be legacies to succeeding generations;
- (6) Develop recommendations for matching grants to historic societies, museums, libraries, parks, maritime organizations, and other state, regional and/or local agencies and/or other nonprofit private organizations for exceptional or innovative activities marking the centennial; determine the level of and/or award such grants as may be authorized by statute or executive order;
- (7) Sponsor and cooperate with other organizations sponsoring composition of centennial music, creation of works in the plastic arts, drama, fiction, poetry, and other audio-visual media;
- (8) Sponsor and cooperate with other organizations sponsoring fun and games, athletic contests, and other participatory activities designed to elicit the widest possible interest in the celebration of the centennial;
- (9) Appoint and employ a director and such other personnel as may be required to accomplish the objectives and purposes enumerated herein;
- (10) Adopt a preliminary budget for approval of the governor and the legislature and a final budget which complies with legislative appropriations and governor's directives;
- (11) Compile and use regularly the widest possible mailing list, including news media, historic societies, government agencies, relevant community groups, and other organizations not only for the purpose of generating interest in the centennial celebration but also as a means of conducting commission business in a public manner;
- (12) Establish and maintain close working rapport with the other states whose centennials will occur in 1989;
- (13) Establish standing and ad hoc committees as necessary;
- (14) Prepare and publish a final report to the legislature and the governor no later than December 31, 1990; and
- (15) Conclude commission business on December 31, 1990, in an orderly manner and turn over all documents, records, furniture, equipment, and other assets in accordance with directives from the legislature and governor.

NEW SECTION

WAC 100-100-030 ORGANIZATION. (1) Officers. The officers of the commission shall be chairman, vice chairman, and director who shall function as the secretary of the commission. The chairman is

appointed by the governor. The vice chairman shall be a citizen member of the commission, and shall be elected for one year terms by the commission.

(2) Duties of officers.

(a) The chairman shall preside at all meetings of the commission, shall act as an ex officio member of all standing committees, and shall perform such other duties as pertain to the office.

The chairman shall also act as principal spokesman for the commission, appoint standing and ad hoc committees, remove members of committees on the concurrence of two-thirds majority of the commission, and provide a regular report to the commission on the status of the commission's work.

The chairman shall be responsible for the appointment, supervision, and termination of the director, with the concurrence of a two-third majority of the commission prior to action.

(b) The vice chairman shall perform the duties of the chairman in his absence, shall act as an ex officio member of all standing committees and perform any other duties delegated by the chairman or commission.

(c) The director, in addition to duties assigned elsewhere in these rules or by the commission, shall keep a record of the proceedings of the commission, notify all commission members of meetings, and perform such other duties as may be delegated by the chairman or the commission.

(3) Term of office. Term of office for the vice chairman shall be one year beginning July 1 and ending June 30.

(4) Election of officers and committee appointments.

(a) The nominating committee shall present nominations for vice chairman.

(b) The chairman shall appoint a nominating committee no later than April. The nominating committee shall consist of three citizen members and two members from the legislative membership of the commission.

(c) The nominations shall be presented and elections held at the commission's May meeting. The vice chairman shall be elected by majority vote.

(d) Committee appointments to the various standing and ad hoc committees will be made by the chairman in June of each year, and from time to time as the commission's business may require, by and with the advice and consent of the commission.

(5) As used in this chapter, the terms chairman and vice chairman shall refer to persons of either sex.

NEW SECTION

WAC 100-100-040 MEETINGS. (1) Regular meetings. The commission shall meet at least four times each year and at such other times as determined by the chairman, vice chairman or by a majority of the members.

(2) Place of meetings. The meetings of the commission may be held at any place as determined by the chairman.

(3) Notice. Twenty days notice of all meetings shall be given by mailing a copy of the notice and draft agenda to each member and to any person who has made written request to the commission.

(4) Special meetings. The twenty-day notice may be waived for special or emergency meetings upon consent of a majority of the commission. In such cases, the provisions of RCW 42.30.080 will govern due notification of the time, place and business to be transacted.

(5) Executive sessions. An executive session may be called by the chairman or a majority of the commission. No official actions shall be taken at executive sessions which shall be binding without formal action at a regular or special meeting of the commission.

Executive sessions shall deal only with matters authorized by RCW 42.30.110.

(6) Agenda. The agenda shall be prepared by the director in consultation with the chairman. Items submitted by commission members to the director at least twenty-five days prior to the commission meetings shall be included on the agenda. Each agenda shall also include provision for public participation.

(7) Attendance of commission members. Each member of the commission is expected to attend all commission and assigned committee meetings. In the event that a member is unable to attend a scheduled meeting, he or she is requested to provide the chairman or the director with the reasons for the absence. If attendance by a legislative member is not possible, a representative may be sent who will be afforded full speaking privileges but shall not be able to move or second motions or vote. In the event of three consecutive absences of a member from regular meetings as described in WAC 100-100-040(1), the chairman shall notify the governor of such absences, in writing, with copies to all members.

(8) Voting procedures. Voting procedures for the commission shall be as follows:

(a) All fifteen members shall have the right to vote.

(b) A quorum shall consist of seven members or two-thirds of the current membership of the commission, whichever is smaller.

(c) The chairman shall have the right to vote on all matters coming before the commission. In the case of a tie, the matter shall be referred to committee for further consideration.

(d) A roll call vote shall be taken on any matter at the request of a member.

(e) There shall be no proxy voting.

(9) Minutes. Insofar as practicable, minutes of all meetings shall be distributed to the members within five days following each meeting.

(10) Public attendance. All regular and special meetings shall be open to the public. All executive sessions shall be closed to the public.

(11) Press releases. All press releases and information concerning commission activities shall be released by the chairman or director except as otherwise authorized.

(12) Public participation. Any person(s) or organization wishing to make a formal presentation at a meeting of the commission shall notify the director in writing at least forty-eight hours prior to the time of the meeting. Such notification shall contain the person's or organization's name, address, and the topic to be presented to the commission.

(13) The chairman may, at his discretion, recognize anyone in the audience who indicates at the time of the meeting a desire to speak, provided that reasonable time limits for such remarks may be established.

(14) Except as otherwise provided herein, Roberts Rules of Order Newly Revised shall serve as parliamentary authority for meetings of the commission or committees thereof insofar as not inconsistent with law.

(15) The Open Public Meetings Act, chapter 42.30 RCW, shall govern the proceedings of the commission.

NEW SECTION

WAC 100-100-050 COMMITTEES. (1) Executive committee.

(a) There shall be an executive committee which shall consist of the chairman, vice chairman, and a third member to be elected by the commission, and shall transact such business as may be necessary between meetings, provided that the executive committee shall not

obligate the commission for expenditures exceeding ten thousand dollars.

(b) Minutes of executive committee meetings will be signed by each member of the executive committee present and circulated to the commission at or before the next regular meeting.

(2) Budget and finance committee. This committee shall be composed of not less than three citizen members and one legislative member. The committee shall assist the commission in the management of its financial affairs, including policy guidance for and approval of biennial budgets, project budgets, review and approval of revenue, contract and grant programs, and general accounting and fiscal overview of the agency.

(3) Administration and personnel committee. This committee shall be composed of not less than three citizen members and one legislative member. The committee shall assist the commission in the management administration of its work, including serving as a screening committee for the selection of the director, establishment of personnel policies, and review of any performance evaluation or disciplinary action with respect to the director.

(4) In addition, the commission may establish such other committees, including internal audit, as may be necessary and appropriate from time to time.

(5) Each committee member shall serve for a term of one year and may be reappointed. Vacancies in any committee shall be filled in the same manner as provided in the original appointment.

NEW SECTION

WAC 100-100-060 PERSONNEL. (1) Director. The chairman shall appoint a director as provided in WAC 100-100-030 (2) (a). The director shall be the executive officer of the commission, and, under the administrative direction of the commission, plan, organize, coordinate, and direct all staff support activities for the commission and its committees; act as liaison between the commission and other agencies and persons; serve as secretary to the commission; be responsible for administering any program or directive of the commission; control, manage, and supervise the staff personnel of the commission; manage necessary administrative functions such as facilities, services, procurement, accounting and payroll functions, and travel expense reimbursement; prepare the budget and allotments, which will be reviewed and approved by the commission; and perform such other duties as may be assigned. The director shall be an exempt position.

(2) Staff. In addition to the director, the commission may employ such other assistants and employees as may be required.

(3) Legal advisor. The attorney general serves as legal advisor to the commission.

NEW SECTION

WAC 100-100-070 OUTSIDE RESOURCES. (1) The commission encourages the use of other state agencies, employees, and outside groups to implement and support the 1989 centennial.

(2) The commission may, from time to time, provide nonfinancial, organizational support and assistance to individuals and groups in the formative stages in order to facilitate the creation of the organizations with structure and characteristics suited to the operation of one or more activities in celebration of the centennial.

(3) The commission may contract with other agencies, persons, and groups in appropriate manner, to accomplish commission activities, in accordance with state law.

NEW SECTION

WAC 100-100-080 PUBLIC RECORDS. The commission's public records shall be in the charge of the director, who shall act as public records officer pursuant to RCW 42.17.310. The commission hereby adopts by reference the records request procedures outlined in chapter 1-06 WAC except that all references to the code reviser shall be deemed to refer to the commission or its chairman.

No fee shall be charged for the inspection of public records. The commission shall charge a fee of twenty-five cents per page, plus necessary postage, for providing copies of public documents, and five dollars for certification if requested.

NEW SECTION

WAC 100-100-090 TRAVEL EXPENSES. (1) Commissioners' travel expenses shall be reimbursed, upon submission of proper voucher, pursuant to RCW 27.60.030.

(2) The director's travel, and other expense reimbursement permitted by state law, shall be approved by the chairman, and other staff travel and expense reimbursement request shall be approved by the director.

NEW SECTION

WAC 100-100-100 INVITATION TO THE PUBLIC. The commission enthusiastically believes the 1989 centennial of Washington's statehood should be an event celebrated by, enjoyed by, participated in, and positively affecting the greatest number and variety of Washingtonians as possible -- young, old, of varied ethnic and cultural backgrounds and interests. The commission encourages and actively seeks citizen input, thoughts, and suggestions, to the end that, in 1989, all Washingtonians can join in and say "CELEBRATE! '89" -- our state's past and its future.