

**WAC 332-160-100 Meeting format. How are committee meetings conducted?** Active participation by the public and committee members is important for a successful meeting.

(1) General: In compliance with RCW 43.30.293, all Washington state committee on geographic names meetings are to be open to the public.

(2) Meeting schedule: The Washington state committee on geographic names shall meet at least twice a year. Special meetings can be called by the chair of the committee, or by a majority of the committee members.

(3) Quorum: A quorum exists so long as at least four committee members are present. The existence of a quorum is not affected by the refusal or abstention of a member so long as they remain present at the meeting.

(4) Majority vote: Committee decisions will be decided by a majority vote of those members who vote. Proxies are not permissible.

(5) Meeting format:

(a) Call to order - The meeting is called to order by the chair of the committee.

(b) Adoption of past minutes - The minutes from the last committee meetings are put to a vote to adopt them, with any corrections from the committee members.

(c) Names for final consideration - The committee will hear proposals that are up for final consideration (or have been deferred for final consideration at a past meeting). These proposals have been accepted for final consideration at a past committee meeting, and have gone through the comment solicitation phase. The committee can send the proposal to the board on geographic names with the committee's recommendation to approve, it can deny the proposal, or defer the proposal if the committee members feel they need more information from the proponent or from individuals or organizations that have commented on the proposal.

(d) Names for initial consideration - The committee will hear proposals that are up for initial consideration (or have been deferred for initial consideration at a past meeting). These proposals have not appeared before the committee. The committee may accept the proposal for final consideration, deny the proposal, or defer the proposal if the committee members feel they need more information from the proponent.

(e) Order - The chair of the committee may, in his or her discretion, use *Robert's Rules of Order* to help maintain orderly conduct at meetings.

(f) Committee business - If there are any business items pending, the committee will hear them at this time.

(g) Adjourn meeting - If all business and items on the agenda have been heard, the chair of the committee will adjourn the meeting.

[Statutory Authority: RCW 43.30.293. WSR 16-15-074, § 332-160-100, filed 7/19/16, effective 8/19/16.]