

**Chapter 183-07 WAC
MEETINGS**

Last Update: 9/9/11

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WAC 183-07-010 Meetings. The commission conducts its meetings in compliance with the Open Public Meetings Act, chapter 42.30 RCW.

(1) Other than executive sessions, the commission's regular meetings, special meetings, and emergency meetings are open to the general public.

(2) Regular meetings. In conformance with the requirement of RCW 43.03.310(6) that the commission schedule at least four public hearings to take public testimony on its proposed salary schedule, the commission shall schedule such hearings by majority vote. The public hearings so scheduled shall be "regular meetings" as defined by RCW 42.30.075. The commission shall fix the time and place of these public hearings and publish a schedule in the *Washington State Register*, in accordance with chapter 42.30 RCW, the Open Public Meetings Act.

(3) Special meetings. The chair, presiding officer, or a majority of commission members may call a special meeting at any time in accordance with RCW 42.30.080. In addition, the time and place of special meetings that are scheduled at the same time that the regular meetings described in subsection (1) of this section are scheduled will also be published in the *Washington State Register*.

(4) Regular meetings and special meetings may be adjourned prior to the published end time if all business has been conducted.

(5) Executive sessions. The chair, presiding officer, or a majority of commission members may call an executive session at any time in accordance with RCW 42.30.110. Executive sessions are not open to the public. Commission staff will attend any executive sessions called except the chair or presiding officer will excuse staff when the purpose of the executive session is to discuss personnel matters.

(6) The presence of at least one-half of the members of the commission shall constitute a quorum.

(7) The affirmative vote of at least nine members of the commission is required to set a schedule of salaries as defined in RCW 43.03.310(4).

(8) The commission shall maintain records of meeting proceedings as minutes; duly recorded, and maintained at the commission's office.

[Statutory Authority: RCW 43.03.305 through [43.03].310. WSR 11-19-024, § 183-07-010, filed 9/9/11, effective 10/10/11. Statutory Authority: RCW 43.03.300 through [43.03].310. WSR 09-12-077, § 183-07-010, filed 6/1/09, effective 7/2/09.]

WAC 183-07-020 Conduct of meetings and order of business. (1) All commission meeting business shall be transacted by motion. Motions may be made by any commission member and shall require a second.

(2) Voting on all motions shall be by voice vote unless a record of the vote is called for in which case the executive director shall call the roll in alphabetical order and record the vote of each member present, "yea" or "nay."

(3) The chair and vice chair are voting members of the commission.

(4) The order of commission meeting business shall be conducted as prescribed by the agenda.

(5) The executive director shall prepare each meeting's agenda in consultation with the chair.

(6) The commission shall approve the minutes of the preceding meeting as the first act of each meeting.

(7) The chair or presiding officer may modify the agenda of a meeting if deemed necessary or beneficial.

[Statutory Authority: RCW 43.03.305 through [43.03].310. WSR 11-19-024, § 183-07-020, filed 9/9/11, effective 10/10/11. Statutory Authority: RCW 43.03.300 through [43.03].310. WSR 09-12-077, § 183-07-020, filed 6/1/09, effective 7/2/09.]

WAC 183-07-030 Public hearing procedures. The commission seeks to foster public comment on proposed salary schedules through its public hearing process. The commission will, whenever possible, allow any person an opportunity to present written or oral testimony at its public hearings, upon compliance with reasonable procedures. Such procedures include, but may not be limited to the following:

(1) Those wishing to present oral testimony shall sign the public testimony roster. The commission will generally call for public comments in the order appearing on the public testimony roster but reserves the right to take testimony out of order if deemed necessary or beneficial. Elected officials and expert witnesses may be scheduled first because their testimony may help answer pending questions from the public.

(2) The commission's sign-in form does not ask persons attending any commission meeting to provide personal information such as a home address, email address, or telephone number. Persons providing personal information are advised that such information becomes a public record and may be subject to public inspection and copying if not protected by federal or state law.

(3) To ensure that everyone attending the hearing can hear all oral testimony and questions, speakers shall address the commission after being recognized by the presiding member of the commission.

(4) Oral testimony and questions should be addressed to the presiding member of the commission.

(5) Because the commission wants to hear from as many people as possible, the commission may place reasonable limits on the time allowed for oral testimony. Time for testimony is generally limited to five minutes per person. Answers to questions from the commission are generally limited to three minutes. These time limits may be reduced if deemed necessary by the presiding member of the commission to accommodate all speakers.

(6) Persons testifying, whether orally or in writing, shall state their name and identify whether they represent an organization. If they represent an organization, they shall identify the organization.

(7) Speakers should focus their testimony on the relationship between elected officials' salaries and the duties of their position (RCW 43.03.300 and 43.03.310(1)). Testimony should not focus on elected officials' job performance. Consideration of job performance is the responsibility of the voters, not the commission.

(8) Speakers shall briefly describe the identity and nature of any documents referenced in their comments, and indicate where the document can be reviewed or obtained.

[Statutory Authority: RCW 43.03.300 through [43.03].310. WSR 09-12-077, § 183-07-030, filed 6/1/09, effective 7/2/09.]