

Title 183 WAC

WASHINGTON CITIZENS' COMMISSION ON SALARIES FOR ELECTED OFFICIALS

Chapters

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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 183-04 PUBLIC RECORDS

183-04-010	Purpose. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-010, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-020	Definitions. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-020, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-030	Description of organization, operations, and procedures. [Statutory Authority: RCW 34.05.383 [(1)](c). 06-02-059, § 183-04-030, filed 1/3/06, effective 2/3/06. Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-030, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].-310.
183-04-040	Where and when public records may be obtained. [Statutory Authority: RCW 34.05.383 [(1)](c). 06-02-059, § 183-04-040, filed 1/3/06, effective 2/3/06. Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-040, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-050	Public records available. [Statutory Authority: RCW 34.05.383 [(1)](c). 06-02-059, § 183-04-050, filed 1/3/06, effective 2/3/06. Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-050, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-060	Public records officer. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-060, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-070	Requests for public records. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-070, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-080	Copying and fees. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-080, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-04-090	Disclosure procedure. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-090, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077,

183-04-100	filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310. Review of denials of requests for public records. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-100, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].-310.
183-04-110	Records index. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04-110, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.

Chapter 183-06 PUBLIC HEARING PROCEDURES

183-06-010	Definitions. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-06-010, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-06-020	Meetings. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-06-020, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.
183-06-030	Conduct of meetings and order of business. [Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-06-030, filed 5/23/01, effective 6/23/01.] Repealed by 09-12-077, filed 6/1/09, effective 7/2/09. Statutory Authority: RCW 43.03.300 through [43.03].310.

Chapter 183-01 WAC PURPOSE AND AUTHORITY

WAC

183-01-010	Purpose.
183-01-020	Authority and duties.

WAC 183-01-010 Purpose. The purpose of the commission is to set the salaries of the elected officials in the executive, legislative, and judicial branches of state government including:

- (1) Governor, lieutenant governor, secretary of state, treasurer, auditor, attorney general, superintendent of public instruction, commissioner of public lands, and insurance commissioner;
- (2) Members of the legislature; and
- (3) Justices of the supreme court and judges of the court of appeals, superior courts, and district courts.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-01-010, filed 6/1/09, effective 7/2/09.]

WAC 183-01-020 Authority and duties. The commission's authority and duties are described in Article 28, section 1 of the state Constitution and in RCW 43.03.310.

[Statutory Authority: RCW 43.03.300 through 43.03.310. 09-19-112, § 183-01-020, filed 9/22/09, effective 10/23/09; 09-12-077, § 183-01-020, filed 6/1/09, effective 7/2/09.]

Chapter 183-02 WAC DEFINITIONS

WAC

183-02-010	Definitions.
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WAC 183-02-010 Definitions. The definitions in this chapter apply throughout the title unless the context clearly requires otherwise.

(1) "Commission" means the Washington citizens' commission on salaries for elected officials. Where appropriate, the term "commission" also refers to the staff and employees of the commission.

(2) "Agency" means the Washington citizens' commission on salaries for elected officials. Where appropriate, the term "agency" also refers to the staff and employees of the commission.

(3) "Chair" means the chair of the commission.

(4) "Vice-chair" means the vice-chair of the commission.

(5) "Executive director" means the executive director of the commission.

(6) "Members" means the appointed members of the commission.

(7) As used in this chapter:

(a) Citations to state statutes and regulations include such laws as now or hereafter amended.

(b) The singular shall take the plural and either gender, the other, as the context requires.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-02-010, filed 6/1/09, effective 7/2/09.]

Chapter 183-03 WAC OPERATION

WAC

183-03-010	Organization.
183-03-020	Delegation of duties.
183-03-030	Operation and office location.
183-03-040	Information.

WAC 183-03-010 Organization. The commission is a state agency authorized by Article 28, section 1 of the state Constitution and chapter 43.03 RCW. The commission shall be solely responsible for its own organization, operation, and action as described in RCW 43.03.310(2).

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-03-010, filed 6/1/09, effective 7/2/09.]

WAC 183-03-020 Delegation of duties. The commission may delegate certain duties to the executive director but remains responsible for the official acts of its employees.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-03-020, filed 6/1/09, effective 7/2/09.]

WAC 183-03-030 Operation and office location. The public can find out the commission's hours of operation by contacting the commission at its general mailing address, toll free telephone number, fax, or e-mail as follows:

(1) Contact information.

P.O. Box 43120, Olympia, WA 98504-3120
866-809-8116 (toll free)
360-586-7544 (fax)

(2) E-mail requests shall be sent to the commission by accessing the commission's web site at www.salaries.wa.gov and following the contact instructions.

(3) Office. The commission's office is located in the General Administration Building in Olympia, Washington, 210 11th Avenue S.W., Room 301A.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-03-030, filed 6/1/09, effective 7/2/09.]

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WAC 183-03-040 Information. Information about the commission and its operation, meetings, and actions may be obtained on the commission's web site at www.salaries.wa.gov or by contacting the commission at its general mailing address, toll free telephone number, fax, or e-mail as follows:

(1) Contact information.

P.O. Box 43120, Olympia, WA 98504-3120
866-809-8116 (toll free)
360-586-7544 (fax)

(2) E-mail requests shall be sent to the commission by accessing the commission's web site at www.salaries.wa.gov and following the contact instructions.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-03-040, filed 6/1/09, effective 7/2/09.]

Chapter 183-05 WAC PUBLIC RECORDS

WAC

183-05-010	Purpose.
183-05-020	Where and when public records may be obtained.
183-05-030	Public records available.
183-05-040	Public records officer.
183-05-050	Requests for public records.
183-05-060	Copying and fees.
183-05-070	Disclosure procedure.
183-05-080	Review of denials of requests for public records.
183-05-090	Records index.

WAC 183-05-010 Purpose. The purpose of this chapter is to implement the public records provisions of chapter 42.56 RCW.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-010, filed 6/1/09, effective 7/2/09.]

WAC 183-05-020 Where and when public records may be obtained. The public may obtain public records by contacting the commission at its general mailing address, e-mail, fax, or in person. Requests may not be made by telephone.

(1) Mail. Requests by mail shall be addressed to the commission's mailing address: The Washington Citizens' Commission on Salaries for Elected Officials, c/o Public Records Officer, P.O. Box 43120, Olympia, WA 98504-3120. The front of the envelope shall conspicuously state: "Public Records Request."

(2) E-mail. The commission will accept public disclosure requests by e-mail. E-mail requests shall be sent to the commission by accessing the commission's web site at www.salaries.wa.gov and following the contact instructions for e-mail. E-mail requests shall contain the subject line "Public Records Request."

(3) Fax. The commission will accept public disclosure requests by fax. Fax requests shall be addressed to "The Washington Citizens' Commission on Salaries for Elected Officials, c/o Public Records Officer" with the subject line "Public Records Request" and sent to 360-586-7544.

(4) In person. The public can find out the commission's hours of operation by contacting the commission as described in WAC 183-03-030. Requests may be made in person at the commission's office at the address identified in WAC 183-03-030(3).

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-020, filed 6/1/09, effective 7/2/09.]

WAC 183-05-030 Public records available. (1) The public may obtain public records of the commission under this chapter, in accordance with chapter 42.56 RCW, except as otherwise provided by law.

(2) Public records are available for inspection and copying by contacting the commission at its general mailing address, toll free number, fax, or e-mail as identified in WAC 183-03-030.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-030, filed 6/1/09, effective 7/2/09.]

WAC 183-05-040 Public records officer. The executive director shall serve as the commission's public records officer and shall have charge of its public records. The executive director shall be responsible for implementing the commission's public disclosure rules and for coordinating staff and employees in this regard. The executive director may choose such designees as may be appropriate.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-040, filed 6/1/09, effective 7/2/09.]

WAC 183-05-050 Requests for public records. Chapter 42.56 RCW requires the commission to prevent invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions and unreasonable disruptions of operations. Accordingly, the public may inspect, copy, or obtain copies of public records upon compliance with the following procedures:

(1) A member of the public who seeks a public record shall make a written request. No particular form of writing is required so long as the request complies with WAC 183-05-020 and contains the following additional information:

(a) The name, mailing address, and telephone number of the person requesting the record.

(b) The calendar date on which the request is made.

(c) Identification of the record requested with sufficient particularity that the commission can identify the requested record and make it available. Such identifying information might include the title, subject matter, and date of the record.

(d) A signed statement that the records will not be used for commercial purposes if a list of individuals is being requested, or for any other use prohibited by law.

(2) To facilitate processing the request, the person requesting the record may also include:

(a) Either a fax number or an e-mail address, or both.

(b) A reference to the record as it is described in the current public record index maintained by the commission.

(3) The public may make written public records requests to the commission by mail, fax, or e-mail in accordance with WAC 183-05-020. Members of the public making public records requests in person who have not reduced their request to writing shall be asked to complete a short form with the needed information. The purpose of requiring written requests is to assist the commission in tracking, managing, and responding to requests in a timely and orderly fashion.

(4) The commission shall assist persons making public records requests to appropriately identify the public records

being sought. The commission may ask the requesting party to clarify what information is being sought.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-050, filed 6/1/09, effective 7/2/09.]

WAC 183-05-060 Copying and fees. (1) Copying.

(a) The commission shall make copies on the commission's copy equipment when doing so will not unreasonably disrupt the operations of the commission or cause excessive interference with other essential functions or organizations with which the commission may share office space.

(b) Persons requesting public records may use their own copying equipment and paper without charge when the use of such equipment does not cause damage or disorganization to the public records, unreasonably impede the operations of the commission or cause excessive interference with other essential functions. The commission may supervise such copying at all times.

(2) Fees.

(a) The commission shall not charge a fee for locating documents, for making them available, or for inspection of public records by the public.

(b) The commission may impose a reasonable fee for providing copies of public records, for use of the commission's equipment, and for mailing costs, postage, delivery costs, and other costs directly incident to copying the records. The commission shall not charge fees that exceed the amount necessary to reimburse the commission for its actual costs.

(c) The commission shall not provide copies to requesting parties unless associated fees have been paid in full by cash, check, or money order. To ensure that copies requested and made are actually paid for, the commission may require payment prior to making the copies.

(d) The commission may agree to provide copies without fee to federal, state, local, or tribal governments, or to others, when doing so is in the best interest of the commission.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-060, filed 6/1/09, effective 7/2/09.]

WAC 183-05-070 Disclosure procedure. (1) The commission shall review the requested public records prior to disclosure.

(2) If the records do not contain materials exempt from public disclosure, the commission shall disclose the records.

(3) If the records contain materials exempt from public disclosure, the commission shall deny disclosure of the exempt materials and disclose any remaining, nonexempt materials. At the time of the denial, the commission shall clearly specify in writing the reasons for the denial, including a statement of the specific exemptions or reason for denial of disclosure.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-070, filed 6/1/09, effective 7/2/09.]

WAC 183-05-080 Review of denials of requests for public records. For the purpose of judicial review, final agency action is deemed to have occurred at the end of the second business day after the requesting party receives notification of a denial of inspection.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-080, filed 6/1/09, effective 7/2/09.]

WAC 183-05-090 Records index. (1) Availability. The commission shall maintain and make available for public inspection and copying an index that provides identifying information for public records falling within the requirements of chapter 42.56 RCW.

(2) Form and content. The index shall be maintained in electronic form with copies available on paper. The index shall contain topic and subtopic headings.

(3) Location and availability. The index shall be available to the public under the same rules and on the same conditions as are applied to other public records.

(4) Schedule for revisions and updates. The commission will revise and update the index biennially.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-05-090, filed 6/1/09, effective 7/2/09.]

Chapter 183-07 WAC MEETINGS

WAC

183-07-010	Meetings.
183-07-020	Conduct of meetings and order of business.
183-07-030	Public hearing procedures.

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 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 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 or a majority of commission members may call an executive session at any time in accordance with RCW 42.30.110.

(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 43.03.300 through [43.03].310. 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 any commission member may modify a meeting's agenda by motion.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 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, e-mail 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 orga-

nization. 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. 09-12-077, § 183-07-030, filed 6/1/09, effective 7/2/09.]

**Chapter 183-08 WAC
APPOINTMENTS**

WAC

183-08-010	Membership.
183-08-020	Appointment.
183-08-030	Term of office.
183-08-040	Vacancy.

WAC 183-08-010 Membership. Membership on the commission is as defined in RCW 43.03.305.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-08-010, filed 6/1/09, effective 7/2/09.]

WAC 183-08-020 Appointment. The secretary of state and the speaker of the house of representatives and the president of the senate shall forward the names of the persons selected as described in RCW 43.03.305(3) and WAC 434-209-080 to the governor for appointment.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-08-020, filed 6/1/09, effective 7/2/09.]

WAC 183-08-030 Term of office. The governor shall appoint the individuals selected under RCW 43.03.305 to the commission for a four-year term.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-08-030, filed 6/1/09, effective 7/2/09.]

WAC 183-08-040 Vacancy. (1) Upon a vacancy in any position on the commission, a successor shall be selected and appointed to fill the unexpired term of the previous member in accordance with RCW 43.03.305(6) and WAC 434-209-090 if the vacancy is in a congressional district.

(2) Upon a vacancy in any position on the commission due to a commissioner having two unexcused absences as defined in RCW 43.03.305(4), the executive director will send a letter to that commissioner informing him or her of the relinquishment of his or her position on the commission. The selection and appointment to fill the vacancy shall be conducted in accordance with RCW 43.03.305(6) and WAC 434-209-090 if the vacancy is in a congressional district.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-08-040, filed 6/1/09, effective 7/2/09.]

**Chapter 183-09 WAC
OFFICERS**

WAC

183-09-010	Election of chair and vice-chair.
183-09-020	Duties and responsibilities of chair.
183-09-030	Duties and responsibilities of vice-chair.
183-09-040	Temporary presiding officer.

WAC 183-09-010 Election of chair and vice-chair. (1) The members of the commission shall elect a chair and vice-chair from among their membership as described in RCW 43.03.310(4). Generally, the election of a chair and vice-chair will occur at the commission's fall planning meeting.

(2) There is no set term of office for the chair or the vice-chair.

(3) Upon election, the chair and vice-chair will immediately assume their duties.

(4) The chair and vice-chair may be replaced by majority vote of the commission members at any time.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-09-010, filed 6/1/09, effective 7/2/09.]

WAC 183-09-020 Duties and responsibilities of chair. The chair is the presiding officer and shall conduct the meetings of the commission and perform other such duties as necessary.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-09-020, filed 6/1/09, effective 7/2/09.]

WAC 183-09-030 Duties and responsibilities of vice-chair. In the absence of the chair, the vice-chair shall assume the duties of the chair.

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

WAC 183-09-040 Temporary presiding officer. In the absence of the chair and the vice-chair from a meeting, a temporary presiding officer may be designated as acting chair by a majority vote of the commission members present at the meeting.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-09-040, filed 6/1/09, effective 7/2/09.]

**Chapter 183-10 WAC
MEMBERS**

WAC

183-10-010	Commission member duties and responsibilities.
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WAC 183-10-010 Commission member duties and responsibilities. Members of the commission are considered to be officers of the state and are required to follow the laws, rules, and regulations of the state of Washington. Commissioners are also required to follow the governing statutes and operating rules, policies, and procedures of the commission.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-10-010, filed 6/1/09, effective 7/2/09.]

**Chapter 183-11 WAC
EXECUTIVE DIRECTOR**

WAC

183-11-010	Powers and duties.
183-11-020	Appointment.
183-11-030	Removal.

WAC 183-11-010 Powers and duties. (1) The executive director shall be responsible to the commission for the administration of the commission and its business.

(2) The executive director shall act as the chief administrative officer of the commission and is delegated authority over all matters affecting the operation of the commission.

(3) The executive director shall report to the chair.

(4) In consultation with the chair, the executive director shall appoint such employees as may be appropriate and necessary to the function of the commission and shall set the salary of such employees.

(5) The executive director may delegate authority to employees to act for him or her as needed and appropriate.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-11-010, filed 6/1/09, effective 7/2/09.]

WAC 183-11-020 Appointment. The chair shall appoint and set the salary of the executive director.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-11-020, filed 6/1/09, effective 7/2/09.]

WAC 183-11-030 Removal. The executive director may be discharged by majority vote of the commission.

[Statutory Authority: RCW 43.03.300 through [43.03].310. 09-12-077, § 183-11-030, filed 6/1/09, effective 7/2/09.]