

Chapter 100-100 WAC

CENTENNIAL COMMISSION

WAC

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WAC 100-100-010 The Washington centennial commission—Description. On November 11, 1989, Washington state will celebrate the one-hundredth anniversary of Washington's admission to the United States of America and the adoption of Washington state's Constitution. In 1987 Washington state will join the other forty-nine states in celebrating the two-hundredth anniversary of the United States Constitution. In 1992 Washington will celebrate the bicentennial of the maritime explorations of Captains Robert Gray and George Vancouver respectively and the sesquicentennial of Captain Charles Wilkes' expedition.

The 1989 Washington centennial commission is the agency charged with the development of comprehensive programs for commemoration and celebration of these important and memorable events.

The commission consists of twenty-five members. Seventeen 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. Four members are appointed by the speaker of the house of representatives, and four members are appointed by the president of the senate.

The commission establishes plans, sets overall program policies and appoints the commission's executive secretary.

The commission's major purpose and goal is to develop programs which 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 programs 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 programs and projects with enduring value.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-010, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-010, filed 1/4/85.]

WAC 100-100-020 Commission duties. The commission's duties include:

(8/21/87)

(1) Development of 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;

(b) Encouraging and supporting participation in every community in the state;

(c) Protecting and preserving the evidence of Washington's heritage; and

(d) Transmitting that heritage to future generations of Washington's citizens.

(2) Development of comprehensive program events commemorating:

(a) The first successful crossing of the Columbia River bar and exploration of the Columbia River, Grays Harbor, and Washington coast by Captain Robert Gray;

(b) The exploration and mapping of Puget Sound and the Washington coast by Captain George Vancouver; and

(c) The exploration and mapping of the Washington coast and inland areas by Captain Charles Wilkes and the great United States exploration expedition.

(3) Development and implementation of a "Return of the Tall Ships" program, designed to:

(a) Develop destination tourism attraction;

(b) Promote the construction of life-sized replicas of "The Lady Washington," the "Chatham," or other vessels which carried members of the Gray and Vancouver expeditions to this region, and other appropriate commemorations of the accomplishments of these explorations, in cooperation with communities throughout the state; and

(c) Locate destination tourism projects in the economically depressed areas of the state if feasible, in accordance with RCW 27.60.045(2).

(4) Development and implementation of a program to observe the two-hundredth anniversary of the United States Constitution and the one-hundredth anniversary of the adoption of Washington's Constitution, including:

(a) Promotion of public education concerning the United States Constitution and the state Constitution;

(b) Development of opportunities to explore the relationship between the two constitutions; and

(c) Cooperation with, assistance to, or sponsoring private organizations which are conducting programs consistent with RCW 27.60.070.

(5) Cooperation with state agencies, private corporations, and other organizations in the sponsorship of "Pacific Celebration '89," focusing on Washington's future relationship with Pacific Rim nations;

(6) Reports to the governor and the legislature incorporating recommendations of programs and activities, no later than December 31 of each year, including but not limited to:

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(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) State and local archaeological programs and activities;

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

(e) Bibliographical and documentary projects;

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

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

(h) Museum, library, cultural center, and park exhibits, including mobile exhibits;

(i) Destination tourism attractions, as defined by RCW 27.60.040(h); and

(j) Ceremonies and celebrations.

(7) Biennial funding proposals for presentation to the legislature, including but not limited to development of fund-raising plans requiring legislative authority for this commission to conduct:

(a) Sale of books, documents, and other materials to be published by this commission and/or by contract with private publishers;

(b) License of uses of emblems, decals, or other symbols;

(c) Development of subscriptions at various levels; and/or

(d) Other fund-raising activities or enterprises.

(8) Cooperation with, and coordination of 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, capital projects both new and especially restorative, and other projects and activities, and assisting the foregoing organizations with plans for raising the revenue necessary for their implementation;

(9) Development of 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 as may be authorized by statute or executive order;

(10) Sponsorship and cooperation with other organizations sponsoring composition of centennial music, creation of works in the plastic arts, drama, fiction, poetry, and other audio-visual media;

(11) Sponsorship and cooperation 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;

(12) Acceptance of gifts and grants from government agencies, corporations, other organizations, and private citizens, in accordance with RCW 27.60.060;

(13) Adoption of policy and procedures for contracting and procurement, which shall be published in a contracting manual and made available to any interested person;

(14) Approve appointment of an executive secretary; authorize employment of such other personnel as may be

required to accomplish the objectives and purposes enumerated herein; set salary levels for personnel exempt from classified service;

(15) Adoption of a preliminary budget for approval of the governor and the legislature and a final budget which complies with legislative appropriations and governor's directives;

(16) Compilation and use regularly of 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;

(17) Establishment and maintenance of close working rapport with the other states whose centennials will occur in 1989 and 1990;

(18) Establishment of standing and ad hoc committees as necessary;

(19) Preparation of and publishing a final report to the legislature and the governor no later than December 31, 1993; and

(20) Conclusion of commission business on December 31, 1993, in an orderly manner and disposition of all documents, records, furniture, equipment, and other assets in accordance with directives from the legislature and governor.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-020, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-020, filed 1/4/85.]

WAC 100-100-030 Organization. (1) Officers. The officers of the commission shall be chairman, vice-chairman, and executive secretary 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, who shall be elected for a one year term 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 executive secretary, with the concurrence of a two-thirds 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 executive secretary, in addition to duties assigned elsewhere in this chapter, 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 and executive committee member.

(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 meeting last preceding June 30 of each year. Election shall be 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 at such other times as vacancies occur, 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.

(6) As used in this chapter, the term "chairman" shall refer to a single chairperson or to cochairpersons.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-030, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-030, filed 1/4/85.]

WAC 100-100-040 Meetings. (1) Regular meetings. The commission shall meet at least six times each year at dates and places determined by the commission no later than December of the preceding year. The regular meeting schedule shall be published in the Washington State Register in January each year in accordance with RCW 42.30.075. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date.

(2) Notice. In addition to the publishing requirements of RCW 42.30.075, twenty days notice of all meetings shall be given by mailing a copy of a notice and a summary of the agenda to each member and to any person who has made written request to the commission.

(3) Special meetings. Special or emergency meetings may be called at any time by the chairman, vice-chairman, a majority of commission members, or by the governor. In such cases, the provisions of RCW 42.30.080 will govern due notification of the time, place, and business to be transacted. A quorum for such special meetings shall consist of ten members or two-thirds of the current membership of the commission, whichever is smaller.

(4) Executive sessions. An executive session may be called by the chairman or a majority of the commission. No official actions taken at executive sessions 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.

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

(6) 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 executive secretary 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 citizen member from regular meetings as described in subsection (1) of this section, the chairman shall notify the governor of such absences, in writing, with copies to all members.

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

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

(b) 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.

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

(d) There shall be no proxy voting.

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

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

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

(11) Public participation. Any person(s) or organization wishing to make a formal presentation at a meeting of the commission shall notify the executive secretary 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. The chairman may establish time limits for such presentation.

(12) 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.

(13) 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.

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

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-040, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-040, filed 1/4/85.]

WAC 100-100-050 Committees. (1) Executive committee. 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 which shall transact such business as may be necessary between meetings, provided that the executive committee shall not obligate the commission for any expenditure exceeding ten thousand dollars.

(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 evaluation of management and 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 executive secretary.

(4) Program/project committees. The commission may establish other standing committees charged with responsibility for recommending implementation action with regard to the major programs or projects assigned to the commission by statute, by executive order, or by the commission.

(a) Membership of standing committees may consist of both commissioners and other citizens who are particularly qualified to work on the respective programs or projects. In order to maintain close communication between the commission and a standing committee, the committee chairman normally will be a commissioner.

(b) Unless a statement of responsibilities is adopted by the commission for establishing a standing committee, said committee shall draft and recommend to the commission, at the earliest practicable opportunity, such statement of responsibilities for that committee.

(c) The chairman of each committee shall be responsible for submitting a statement of contemplated activities accompanied by a proposed budget as early as practicable, after commission approval of committee responsibilities, and in accordance with a schedule adopted by the budget and finance committee.

(d) In order to assure an orderly continuation of its work, each standing committee at its first meeting or as soon thereafter as practicable shall elect from among its members a vice-chairman, unless said vice-chairman has been designated by the commission chairman or the commission.

(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.

(6) Other committees. In addition, the commission may establish such other ad hoc and standing committees, including internal audit, as may be necessary and appropriate from time to time. Specific authority for recommendation and/or action, and for expenses, shall be clearly stated when ad hoc committees are established.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-050, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-050, filed 1/4/85.]

WAC 100-100-052 County centennial committees.

(1) Although the county centennial committees are independent of the state commission, the state commission recognizes that its own effectiveness is increased many times over by the establishment of local coordinating agencies. The state commission urges the creation of such agencies by all politi-

cal subdivisions of the state. At the same time, the state commission must rely on and can only work uniformly and effectively with a limited number of such coordinating agencies. Therefore, the state commission will consider that single county committee, by whatever title, designated by the legislative authority of each county and meeting the requirement of subsection (2) of this section, as the prime coordinating agency for local celebration of the centennial, commemoration of explorations, or other related activities.

(2) To be eligible as an official county centennial committee, said committee shall have been designated by resolution of the legislative authority, including an anti-discrimination clause, provision for public submission of program proposals, an appeals process, and annual adoption of program plans and budget by vote of said legislative authority. The state commission will not review details of county plans for approval.

(3)(a) Distribution of state funds by the state commission to assist in local centennial related activities shall be made through the respective legislative authority for use by its designated county centennial committee, unless directed otherwise by agreement with said authority or statute or executive order. Nothing herein shall prohibit the state commission from making grants or expenditures locally for projects deemed by the state commission to be of statewide significance, in accordance with chapter 100-100 WAC.

(b) As and when appropriated by the legislature, one-half of the revenue generated by the sale of motor vehicle centennial license plates from January 1, 1987, through June 30, 1989, shall be allocated and distributed to the counties as directed by chapter 280, Laws of 1986, in accordance with the following formula:

(i) Such distribution shall be prorated to the respective counties on the basis of the number of centennial plates issued to residents in those counties; provided that

(ii) A minimum of two hundred dollars per month shall be allocated to each county regardless of the number of centennial plates issued; and provided further that

(iii) The balance of the centennial plate revenue to be allocated under this section shall be recomputed and prorated to each of the counties on the basis of the number of centennial plates issued to the residents of said counties.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-052, filed 10/17/86.]

WAC 100-100-060 Personnel. (1) Executive secretary. The chairman shall appoint an executive secretary as provided in WAC 100-100-030 (2)(a). The executive secretary shall be the executive officer of the commission, and under the administrative direction of the commission, shall 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; enter into administrative contracts and procurement in accordance with a contract manual adopted by the commission; approve use of the centennial logo; appoint, direct, manage, and supervise the staff personnel of the commission; manage necessary administrative functions such as facilities, services, 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 executive secretary shall be in an exempt position.

(2) Staff. The executive secretary, may appoint such other assistants and employees as may be approved by the commission and in accordance with chapter 41.06 RCW.

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

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-060, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-060, filed 1/4/85.]

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, allow others to associate their projects or activities with the centennial celebration or provide other specific assistance as set forth in the application described in subsection (3) of this section.

(3) Sponsors of such programs or activities, other than publications, must complete an application specifying the manner in which they wish to associate their projects or activities with the centennial celebration or requesting such other assistance as may be described in the application form, which is available on request, and submit it to the centennial office in Olympia. The application will enable the commission to consider three aspects in its deliberation:

(a) Appropriateness of the project/activity as part of the centennial celebration.

(i) The project must show promise of contributing directly to public knowledge and appreciation of the history, society, or landscape of Washington.

(ii) If the project presents events of Washington history, it must be historically accurate or make adequate disclaimers to protect against perpetuation of errors.

(iii) If the project/activity touches on one of the statewide programs of the commission (e.g., "Pacific Celebration '89," the "Centennial Games"), the project/activity must complement and support the goals of such related program. When necessary, the application will be referred to the appropriate centennial committee sponsoring said statewide program for review.

(b) Population affected by the project/activity.

(i) Projects/activities which are primarily intended to appeal to residents of a single county shall be reviewed and approved by the county centennial commission/committee, described in WAC 100-100-052(1);

(ii) Projects/activities which are of statewide significance shall be reviewed by the appropriate program committee of the commission and the recommendation of that committee considered prior to action by the commission.

(c) Financial support of the project/activity.

(i) When projects/activities use internal resources of their sponsors or organizers, no further attention will be paid to this question.

(ii) When projects will rely on ticket sales or small direct contributions by participants or on support in an amount of less than one thousand dollars from local sources, an effort will be made to coordinate dates and locations to avoid dam-

aging overlap of programming. If appropriate dates and locations cannot be identified, priority will be given to projects which have earliest dates of application.

(ii) When projects or activities seek grants or other external support, an effort will be made to coordinate requests in accordance with known policies of granting agencies. In the event that a coordinated approach cannot be agreed upon, priority will be given to projects which have earliest dates of application.

(iv) Requests which may total more than ten thousand dollars to organizations making contributions or grants in more than one county shall comply with "policies and procedures for large gifts" as approved by the commission.

(4) Approved projects may use the commission's centennial logo only when the conditions specified in WAC 100-100-130 through 100-100-180 are satisfied.

(5) In the event of disagreement with the recommendation of a program or other committee of the commission, the following procedures shall apply to any request for reconsideration:

(a) The licensing and sponsorships committee shall reconsider requests for letters of support for fund-raising efforts and may deny the requests or refer them for further consideration to the same or a different program committee or make a recommendation directly to the commission;

(b) The executive committee shall reconsider requests for financial support from funds derived from sales of centennial license plates as provided in subsection (6) of this section, and may deny the requests or refer them for further consideration to the same or a different program committee or directly to the budget and finance committee.

(c) The executive committee shall reconsider all requests for assistance of any other sort and may deny the requests or refer them for further consideration to any committee or to the commission.

(d) Further appeal may be made to the commission in the event of any adverse decision, other than an action of commission, at the first meeting which occurs not less than thirty days after such commission review is requested in writing.

(6) Projects of statewide significance. The commission may contract with public agencies and private nonprofit organizations which undertake to organize and manage distinctive projects of statewide significance which are funded in part from revenues resulting from chapter 280, Laws of 1986.

(a) To be considered, proposals must satisfy the following basic criteria:

(i) The commission's share of the projected cash outlays implementation of the proposal must be no more than fifty percent.

(ii) The total amount requested from the commission must be no less than ten thousand dollars and no more than one hundred thousand dollars.

(iii) The proposal's goals and activities must ensure a demonstrable benefit.

(iv) The proposal must be open to participation without discrimination of any kind.

(v) The dates of proposed activities must be consistent with the schedule of the centennial celebration and allow for completion of all activities to be supported by the commission prior to December 31, 1989.

(b) The following process in selection of projects for assistance shall be followed:

(i) The commission's request for proposals shall give at least forty-five days notice before the due date.

(ii) Timely responses shall be reviewed by staff for completeness, responsiveness, compliance with nondiscrimination requirements, and other requirements as specified in the request for proposal.

(iii) Accepted responses shall be reviewed by one or more program committees of the commission. If no suitable program committee exists, the sponsor may request that the commission act as a committee of the whole for the purpose of review. The committee shall make a recommendation to the budget and finance committee concerning the level of funding (if any) for each proposal and the centennial commission which includes the committee's determinations of:

(A) The ways in which the proposal meets and complements the overall goals of the centennial celebration and the specific program goals of the committee; and

(B) In addition to the applicable requirements of subsection (3) of this section, project proposals for funds of statewide significance received by the commission will be reviewed by the commission and its committees in terms of statewide content, participation and impact. To be considered as a project of statewide significance, a proposal must have as its primary focus and purpose the celebration of events or activities which are significant to the history, current development or future growth of the special or unique character of the state of Washington as a whole. Specific content areas are to be determined by the commission, consistent with its overall program. In determining whether or not a project has statewide significance, the commission and its committees require that the project be equitably available to the people of the entire state, under criteria as established by the commission.

The program committee may ask for advice or further information from the sponsor of the proposal, relevant county centennial committees, and other interested parties.

(iv) The budget and finance committee shall recommend a level of funding for each project consistent with funds available in the centennial fund.

(v) The executive secretary shall negotiate the necessary contracts or agreements with the sponsor to implement the decision of the commission.

(7) The commission may contract or enter into agreements and understandings with affiliated organizations, other agencies, persons, and groups in an appropriate manner to accomplish commission activities in accordance with state law. The commission may work closely with such affiliated organizations and may provide special assistance to them to support their work in support of the commission's goals.

(8) The commission requires assurance of compliance with local, state, and federal civil rights and anti-discrimination laws and regulations, and open access for all persons regardless of race, religion, ethnic background, or physical handicap, as a condition of sponsorship, recognition, endorsement or support of any activity proposing to celebrate the state centennial.

(9) The commission may provide cosponsorship, recognition, endorsement, financial support, and/or other assistance to persons or groups in order to facilitate contributions

to literature about Washington, its culture, history, geography, and other aspects to be celebrated during the centennial and other events or programs under the purview of the commission by statute or executive order.

(a) Authors and publishers who are developing projects which they believe will make a contribution to the celebration of the centennial, and who wish to have that expectation confirmed in writing may request a letter of encouragement.

(i) The executive secretary may require such information as he deems necessary, and shall provide the applicant with full information about procedures and criteria.

(ii) If the executive secretary issues a letter of encouragement, the letter may be reproduced for publicity purposes or reprinted in the work.

(iii) Issuance of a letter of encouragement does not imply approval to print or otherwise use the centennial symbol in any way.

(b) The commission may endorse publications which make important contributions to the celebration or the understanding of the history or character of Washington.

(i) Endorsement allows commercial use of the commission symbol, provided that such commercial use shall be in compliance with WAC 100-100-900.

(ii) Application for publication endorsement shall be made to the executive secretary on forms provided for that purpose; provided that the executive secretary shall require submission of two copies of the publication or manuscript plus twenty-five dollars. Neither the copies nor the twenty-five dollars will be returned.

(iii) In the event that the applicant disagrees with the decision of the executive secretary, the applicant may request a review by the executive committee who may decide the issue or refer it to the commission's publications committee.

(c) The "centennial bookshelf" is a list of publications maintained and distributed by the commission. Listing does not imply endorsement by the commission of the content or opinions expressed in the work. Prominent notice shall be given for each issue of the "centennial bookshelf."

(i) Each publication in the "bookshelf" must make a contribution to the understanding of the history or character of Washington.

(ii) Each publication must be in print or generally available to the public through bookstores or mail distribution.

(iii) Promotional items, limited editions, membership premiums, and other similar publications are not eligible to be listed.

(iv) An application for listing in the "centennial bookshelf" and instructions for filing shall be available from the commission upon request.

(v) Applications for listing may be approved in advance of publication when a definite publication date has been set; provided that in addition to information about the work the executive secretary shall charge the applicant ten dollars plus twice the full purchase price including shipping cost and tax. Such funds will be used to purchase two copies of the work when available.

(10) Letters of support. The commission may provide letters of support for the fund-raising efforts of independent organizations sponsoring centennial activities.

(a) To be considered, proposed activities must satisfy the following basic criteria:

(i) The project must require ten thousand dollars or more in support from outside sources;

(ii) The project must have statewide impact as contrasted to local or specialized scope and must encourage widespread access or participation by Washingtonians from every part of the state;

(iii) The project's goals and activities must ensure a demonstrable benefit without discrimination of any kind;

(iv) The project dates must be consistent with the schedule of the centennial celebration.

(b) The following process in selection of projects for letters of support shall be followed:

(i) The notice of each review cycle shall give at least forty-five days notice before the due date;

(ii) Timely responses shall be reviewed by staff for completeness, responsiveness, compliance with nondiscrimination requirements, and other requirements as specified by the commission;

(iii) Accepted responses shall be reviewed by one or more program committees of the commission. The committee shall make a recommendation to the commission which includes the committees determinations of:

(A) The ways in which the proposed project complements the overall goals of the centennial celebration and the program goals of the committee;

(B) The sense in which the project meets the requirements of having statewide significance.

(iv) The executive secretary shall provide letters of support as provided by the commission to any project approved by the commission.

[Statutory Authority: Chapter 27.60 RCW. 87-18-004 (Resolution No. 87-1), § 100-100-070, filed 8/21/87. Statutory Authority: RCW 27.60.010 and 27.60.040. 86-21-084 (Resolution No. 86-2), § 100-100-070, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-09-027 (Resolution No. 85-1), § 100-100-070, filed 4/12/85; 85-03-011 (Resolution No. 84-2), § 100-100-070, filed 1/4/85.]

WAC 100-100-075 Donations, gifts and contributions. This section shall govern the solicitation, acceptance, and disposition of all gifts and donations, whether of cash, negotiable instruments, or property, in connection with the centennial or other events or programs under the purview of the commission by statute or executive order.

(1) All proposed gifts and donations to the commission shall be approved or rejected by the commission.

(2) All proposals for gifts or donations shall be presented to the commission in writing, explaining the intended purpose and use of such gifts or donations, and any restrictions or obligations to be assumed by the commission.

(3) Restricted donations shall be used only for the purpose specified by the donor.

(4) Nonmonetary gifts shall be the property of the state and shall be inventoried and placed in an appropriate repository or disposed of as provided by law or as agreed by the donor no later than December 31, 1993.

(5) No commissioner or person or contractor employed by the commission may serve as an officer or director in any organization making a donation unless disclosed to and approved by the commission.

(8/21/87)

(6) Donations shall not be used for supplementation of salary or travel expenses of any commissioner or employee of the commission.

(7) The commission shall not consider any donations from any manufacturer or vendor, or agent therefor whether past, present or known future, when deciding upon products under consideration for licensing.

(8) In soliciting, accepting, and/or disposing of gifts, the commission shall ensure that no obligation is assumed that might influence or appear to influence the commission, or employees or contractors employed by the commission in the conduct of their duties.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-075, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-09-027 (Resolution No. 85-1), § 100-100-075, filed 4/12/85.]

WAC 100-100-080 Public records available. All public records of the commission are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and subsection (5) of this section.

(1) Public records officer. The commission's public records shall be in charge of the executive secretary who shall be responsible for the following: The implementation of the commission's rules and regulations regarding release of public records, coordinating the staff of the commission in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

(2) Office hours. Public records shall be available for inspection and copying during the customary office hours of the commission. For the purposes of this chapter, the customary office hours shall be from 8 a.m. to noon and from 1 p.m. to 5 p.m., Monday through Friday, excluding legal holidays.

(3) Requests for public records. In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(a) A request shall be made in writing. The request shall be presented to the executive secretary or to any member of the commission's staff, if the executive secretary is not available, at the office of the commission during customary office hours. The request shall include the following information:

(i) The name, address, and organization represented, if any, of the person requesting the record;

(ii) The time of day and calendar date on which the request was made;

(iii) The nature of the request.

(b) In all cases in which a member of the public is making a request, it shall be the obligation of the executive secretary or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

(4) Copying. No fee shall be charged for the inspection of public records. The commission shall charge a fee of twenty-five cents per page of copy plus necessary postage for

providing copies of public records and for use of the commission's copy equipment. This charge is the amount necessary to reimburse the agency for its actual costs incident to such copying.

(5) Exemptions.

(a) The commission reserves the right to determine that a public record requested in accordance with the procedures outlined in this section is exempt under the provisions of RCW 1.08.027 or 42.17.310.

(b) In addition, pursuant to RCW 42.17.260(1), the commission reserves the right to delete identifying details when it makes available or publishes any public record, in any cases where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The executive secretary will fully justify such deletion in writing.

(c) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

(6) Review of denials of public records request.

(a) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the executive secretary or other staff member which constituted or accompanied the denial.

(b) Immediately after receiving a written request for review of a decision denying a public record, the executive secretary or other staff member denying the request shall refer it to the executive committee who shall immediately consider the matter and either affirm or reverse such denial. The request shall be returned with a final decision, within five business days following the original denial.

(c) Administrative remedies shall not be considered exhausted until the commission has returned the petition with a decision or until the close of the fifth business day following denial of inspection, whichever occurs first.

(7) Protection of public records.

(a) No person shall knowingly alter, deface, or destroy public records of the commission.

(b) Original copies of public records of the commission shall not be removed from the offices of the commission.

(c) Care and safekeeping of public records of the commission furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.

(d) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.

(8) Communications with the commission. All communications with the commission including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 42.17 RCW and these rules; requests for copies of the commission's rules and other matters, shall be addressed as follows: Washington Centennial Commission c/o Executive Secretary, Mailstop KL-12, Olympia, WA 98504.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-080, filed 10/17/86. Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-080, filed 1/4/85.]

WAC 100-100-085 Travel expenses. (1) Commissioners' travel expenses shall be reimbursed, upon submission of proper voucher, pursuant to RCW 27.60.030.

(2) The executive secretary'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 executive secretary.

(3) Committee members may claim reimbursement for travel expenses only (by personally owned vehicle, common carrier, or air as circumstances dictate) to and from announced meetings of centennial commission committees when the location of the meeting requires travel of at least one hundred miles in one direction from their home.

Committee chairs will be expected to schedule meetings in locations which minimize travel expenses under this policy. Meetings in other locations, when required by the committees' work, must be approved in advance by the executive secretary.

(a) Occasionally committee members and other members of the public are asked to perform tasks, on a volunteer basis, which impose unreasonable expenses on the volunteer.

On request of a committee chair and when approved, in writing in advance by the executive secretary, project volunteers may receive reimbursement for expenses including travel and per diem according to state regulations.

(b) In all cases, expense reimbursement for volunteers will be charged against the relevant committee's allocation. A separate running total will be maintained and shown on a financial report for the commission to allow monitoring of the effect of these policies. The budget and finance committee will recommend a total to be expended for this purpose by all committees combined in each budget period.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-085, filed 10/17/86.]

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.

[Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-090, filed 1/4/85.]

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.

[Statutory Authority: Chapter 27.60 RCW. 85-03-011 (Resolution No. 84-2), § 100-100-100, filed 1/4/85.]

WAC 100-100-1989 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, and 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 "THE CELEBRATION OF THE CENTURY."

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-1989, filed 10/17/86.]

WAC 100-100-900 Logo use. Pending final adoption of complete guidelines for the use of the Centennial logo adopted November 11, 1985, all uses, reproductions and imprints of the logo by parties other than the commission, or news media for illustrative purposes only, shall be solely by written authorization of the executive secretary. All interested parties must apply for and receive such written authorization prior to any logo use. Any reference to the logo in this chapter shall include the full design and any and all of its component parts, including design and color.

[Statutory Authority: RCW 27.60.010 and [27.60.]040. 86-21-084 (Resolution No. 86-2), § 100-100-900, filed 10/17/86.]