

**Chapter 34-02 WAC
GENERAL PROVISIONS**

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WAC 34-02-010 Organization and operation of the commission on Asian Pacific American affairs. (1) The commission on Asian Pacific American affairs, hereinafter referred to as the commission, is a commission in the office of the governor established by RCW 43.117.030. The commission exists to improve the well-being of Asian Pacific Americans by helping to ensure their participation in the fields of government, business and education, and to aid Asian Pacific Americans in obtaining governmental services in order to promote the health, safety and welfare of all residents of this state. The duties and responsibilities of the commission are more particularly described in chapter 43.117 RCW. The twelve members of the commission are appointed by the governor.

(2) All basic policy decisions are made by the commission at its regular and special meetings. To assist in policy formulation, and to otherwise assist in carrying out its various duties and responsibilities, the commission has an executive director, appointed by the governor based on commission recommendations, a staff hired by the executive director, and at least two standing committees comprised of commission members. The two mandatory committees are:

(a) The executive committee, which is responsible for reviewing major news releases and other information designed to increase the public's knowledge of the commission, and for conducting certain commission business and for undertaking specific tasks delegated by the commission;

(b) The nominations committee, which is responsible for developing and implementing procedures by which to recommend commission and executive director appointees, and for such other tasks as may be delegated to it by the commission; and

Other committees may be formed at any time by the commission for the purpose of addressing various issues affecting Asian Pacific Americans.

(3) The commission maintains a central administrative office at Capitol Court Building, 1110 Capitol Way South, Suite 220, Olympia, Washington, 98501.

[Statutory Authority: RCW 43.117.050. WSR 20-09-091, § 34-02-010, filed 4/15/20, effective 5/16/20. Statutory Authority: RCW 43.117.050(2). WSR 88-21-003 (Order 88-1), § 34-02-010, filed 10/6/88. Statutory Authority: RCW 42.17.250, 42.17.260 and 42.30.070. WSR 82-20-015 (Order 82-1), § 34-02-010, filed 9/28/82.]

WAC 34-02-020 Commission meetings. (1) Regular meetings of the commission are held on a Saturday of January, March, June, September and November. Specific meeting dates will be established by the executive director in conjunction with the chair of the commission. Notice of the time and place of the regular meetings will be published annually in the January edition of the *Washington State Register* and also

announced on the CAPAA website. A copy of the schedule of regular meetings may also be obtained upon request from the commission.

(2) Special meetings of the commission may be called at any time by the chairperson of the commission or by a majority of the commission members. Notice of such meetings will be as provided by law.

(3) In addition to the meeting notices specified above, the commission staff will publicize information about all commission meetings in the communities in which the meetings are to be held.

[Statutory Authority: RCW 43.117.050. WSR 20-09-091, § 34-02-020, filed 4/15/20, effective 5/16/20. Statutory Authority: RCW 34.04.020, 34.04.060, 42.17.250, 42.17.260 and 42.30.070. WSR 82-20-015 (Order 82-1), § 34-02-020, filed 9/28/82.]

WAC 34-02-030 Petitions for rule-making action. (1) Any interested person may petition the commission requesting the promulgation, amendment or repeal of any rule. The petition may be in any form, so long as the following information is contained therein:

(a) Name and address of the person, organization or corporation requesting the promulgation, amendment or repeal of the rule. If the request is being made by an organization or corporation, the name of a designated individual for contact must be provided.

(b) Text or substance of the proposed rule or amendment, or specific reference to the appropriate rule in cases where repeal is requested.

(c) Full explanation for the requested promulgation, amendment or repeal of rules.

(2) Within sixty days after submission of a petition, the commission will formally consider the petition and shall either deny the petition in writing (stating reasons for the denial) or initiate rule-making proceedings in accordance with chapter 34.05 RCW (Administrative Procedure Act).

[Statutory Authority: RCW 43.117.050. WSR 20-09-091, § 34-02-030, filed 4/15/20, effective 5/16/20. Statutory Authority: RCW 34.04.020, 34.04.060, 42.17.250, 42.17.260 and 42.30.070. WSR 82-20-015 (Order 82-1), § 34-02-030, filed 9/28/82.]

WAC 34-02-040 Communications with the commission. Any and all written communications with the commission including, but not limited to, requests for information or copies of agency records, or submissions of any nature, shall be addressed to the commission on Asian Pacific American affairs, in care of the executive director, at the commission's central administrative office.

[Statutory Authority: RCW 43.117.050. WSR 20-09-091, § 34-02-040, filed 4/15/20, effective 5/16/20. Statutory Authority: RCW 34.04.020, 34.04.060, 42.17.250, 42.17.260 and 42.30.070. WSR 82-20-015 (Order 82-1), § 34-02-040, filed 9/28/82.]