Title 183 WAC
WASHINGTON CITIZENS’ COMMISSION ON SALARIES FOR ELECTED OFFICIALS

Chapters
183-04 Public records.
183-06 Public hearing procedures.

Chapter 183-04 WAC
PUBLIC RECORDS

WAC
183-04-010 Purpose. The purpose of this chapter is to implement the public records provisions of chapter 42.17 RCW.

WAC 183-04-020 Definitions. The definitions in this section apply throughout this chapter 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) "Executive director" means the executive director of the commission.

(3) 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.

WAC 183-04-030 Description of organization, operations, and procedures. A description of the commission’s organization and the general course and method by which the commission’s operations are channeled and determined, along with the nature and requirements of all formal and informal procedures are summarized as follows:

(1) The commission is a state agency authorized by Article 28, section 1 of the state Constitution and created in chapter 43.03 RCW. The commission studies and establishes salaries for the:
(a) Governor, lieutenant governor, secretary of state, treasurer, auditor, attorney general, superintendent of public instruction, commissioner of public lands, and insurance commissioner;
(b) Members of the legislature; and
(c) Justices of the supreme court, and judges of the courts of appeals, superior courts, and district courts.

(2) The commission’s authority and duties are described in Article 28, section 1 of the state Constitution and in chapter 43.03 RCW.

(3) Membership on the commission is described in RCW 43.03.305. The commission may delegate certain duties to subordinates but remains responsible for the official acts of staff and employees.

(4) The commission’s office is located at: 1210 Eastside Street, Olympia, Washington. The commission’s telephone number is (360) 586-7542. The commission’s FAX number is (360) 586-7544. The commission’s website is at www.salaries.wa.gov and e-mails may be sent to the commission by accessing that site. The commission shall accept public records requests only at the locations and through the means described in WAC 183-04-040.

(5) The commission has an executive director who, as the chief administrative officer of the commission, is delegated authority over matters affecting the operation of the commission.

(6) As needed, the commission may also have additional staff and employees.

(7) The commission conducts its meetings in compliance with the Open Public Meetings Act, chapter 42.30 RCW and chapter 183-06 WAC.

(8) The commission’s generally applicable statements of procedure are adopted as authorized by law and contained in Title 183 WAC.

WAC 183-04-040 Where and when public records may be obtained. (1) The commission’s office is not open on a full-time year-round basis. The public can find out the commission’s hours of operation by contacting the commission’s general mailing address, telephone number, or website address identified in WAC 183-04-030.

(2) The public may nevertheless obtain public records year-round, as follows:
(a) Mail. The public may mail public records requests to the commission at any time, regardless of whether the office is open or not. When the office is closed, the commission makes arrangements for such requests to be handled. 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 
envoyle shall conspicuously state: "Public Records 
Request."

(b) E-mail. When the commission's office is open, the 
commission will accept public disclosure requests by e-mail. 
E-mail requests shall be sent to the commission by accessing 
the commission's website at www.salaries.wa.gov and fol­ 
lowing the instructions for e-mail. E-mail requests shall con­ 
tain the subject line "Public Records Request."

(c) FAX. When the commission's office is open, the 
commission will accept public disclosure requests by FAX. 
FAX requests shall be addressed to "The Washington Citi­ 
zens' Commission on Salaries for Elected Officials, c/o Pub­ 
lic Records Officer" with the subject line "Public Records 
Request" and sent to (360) 586-7544.

(d) In person. In person requests shall be made during the 
hours identified in WAC 183-04-050. When the commis­ 
sion's office is open, requests may be made in person at the 
commission's office. When the commission's office is closed, 
requests may be made in person at the Office of Financial 
Management, 6639 Capitol Blvd., Tumwater, Washington. 
FAX requests shall be addressed to "The Washington Citi­ 
zens' Commission on Salaries for Elected Officials, c/o Pub­ 
lic Records Officer" with the subject line "Public Records 
Request" and sent to the office of financial management 
(360) 664-3423.

(e) Telephone. Requests may not be made by telephone.

[Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04- 
040, filed 5/23/01, effective 6/23/01.]

WAC 183-04-050 Public records available. (1) The 
public may obtain public records of the commission under 
these rules, in accordance with chapter 42.17 RCW, and 
except as otherwise provided by law.

(2) Public records are available for public inspection and 
copying from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 
p.m. Monday through Friday, excluding legal holidays 
(unless the requesting party and the commission agree on a 
different time) as described in WAC 183-04-040.

[Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04- 
050, filed 5/23/01, effective 6/23/01.]

WAC 183-04-060 Public records officer. The commis­ 
sion shall designate a public records officer to have charge of 
its public records. The public records officer shall be respon­ 
sible for implementing the commission's public disclosure 
rules and for coordinating staff and employees in this regard. 
The public records officer may choose such designees as may 
be appropriate.

[Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-04- 
060, filed 5/23/01, effective 6/23/01.]

WAC 183-04-070 Requests for public records. Chap­ 
ter 42.17 RCW requires the commission to prevent invasions 
of privacy, protect public records from damage or disorgani­ 
zation, and prevent excessive interference with essential 
functions and unreasonable disruptions of operations. 
Accordingly, the public may inspect, copy, or obtain copies
Chapter 183-06 WAC
PUBLIC HEARING PROCEDURES

WAC 183-06-010 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise:

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

(b) "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.

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

(d) "Meeting" includes public hearing,regular meetings, special meetings, and emergency meetings.

(e) "Public hearing" means a public meeting during which testimony, evidence, or other matters may be received.

(f) "Record" means an entry in any book, register, or other medium that is kept for the purpose of making a permanent record.

(g) "Request" means a written request for the production of any public record.

(h) "Requesting party" means the party making the request.

(i) "Requesting party's fees" means a fee to federal, state, local, or tribal governments, or to others, when doing so is in the best interest of the commission.

(j) "Writing" means any representation or record of information made or transmitted by means of handwriting, typewriting, photostats or reproductions of typewriting, printing, sound recordings, graphic images, and electronic images

WAC 183-06-010 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 division is called for in which case the executive director shall call the vote in alphabetical order and record the vote of each member present, "yea" or "nay.

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

[Title 183 WAC—p. 3]
(4) The executive director shall prepare each meeting’s agenda in consultation with the chair.
(5) The commission shall approve the minutes of the preceding meeting as the first act of each meeting.
(6) The chair or any commission member may modify a meeting’s agenda by motion.

(7) Public hearings. 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:

(a) Those wishing to present oral testimony shall sign the public testimony roster. The commission will call for public comments in the order appearing on the roster. Elected officials and expert witnesses may be scheduled first because their testimony may help answer pending questions from the public.

(b) To ensure that everyone attending the hearing can hear all oral testimony and questions, commenters shall speak using the microphone provided for the public, after being recognized by the presiding member of the commission. The presiding member of the commission is generally the chair.

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

(d) 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 is generally limited to three minutes.

(e) 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. At their option, they may also state their address.

(f) Commenters 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 allocated to the voters, not the commission.

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

[Statutory Authority: Chapters 34.05, 42.17 RCW. 01-12-002, § 183-06-030, filed 5/23/01, effective 6/23/01.]