

**WAC 463-18-020 Governing procedure.** The following procedures shall apply to proceedings under the Open Public Meetings Act, chapter 42.30 RCW and rule-making proceedings under the Administrative Procedure Act, chapter 34.05 RCW:

(1) A majority of the voting council members constitutes a quorum for the conduct of council business.

(2) All council decisions shall be transacted by motion. Motions may be made by any council member and shall require a second.

(3) Voting on all motions shall be by voice vote unless a division is called for, in which case the chair shall call the roll by agency and record the votes of each voting member present, "yea" or "nay."

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

(a) The council manager shall prepare each meeting's agenda in consultation with the chair.

(b) The council may modify a meeting's agenda.

[Statutory Authority: RCW 80.50.040 (1) and (12). WSR 04-21-013, § 463-18-020, filed 10/11/04, effective 11/11/04. Statutory Authority: RCW 80.50.040. WSR 91-03-090, § 463-18-020, filed 1/18/91, effective 2/18/91; Order 105, § 463-18-020, filed 11/4/76.]