

**Chapter 132E-108 WAC
PRACTICE AND PROCEDURE**

Last Update: 7/16/18

WAC

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WAC 132E-108-010 Adoption of model rules of procedure. The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. All procedural rules previously adopted at this institution are specifically repealed. These rules shall supersede all procedural rules previously adopted by this institution.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-010, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-020 Appointment of presiding officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president, or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-020, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-030 Method of recording. Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-030, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-040 Application for adjudicative proceeding. An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

President's Office
Everett Community College
2000 Tower Street

Everett, WA 98201-1352

Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140 and 34.05.356. WSR 01-02-043, § 132E-108-040, filed 12/28/00, effective 1/28/01. Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-040, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-050 Brief adjudicative procedures. This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges concerning education records consistent with state and federal law;
- (3) Parking violations. The procedural rules in WAC 132E-108-010 apply to these proceedings;
- (4) Outstanding debts owed by students or employees;
- (5) Loss of eligibility for participation in institution-sponsored athletic events;
- (6) Appeals associated with the use of human subjects.

[Statutory Authority: RCW 28B.50.140. WSR 18-15-060, § 132E-108-050, filed 7/16/18, effective 8/16/18. Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-050, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-060 Discovery. Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-060, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-070 Procedure for closing parts of the hearings. A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-070, filed 4/5/90, effective 5/6/90.]

WAC 132E-108-080 Recording devices. No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132E-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: Chapter 34.05 RCW. WSR 90-09-006, § 132E-108-080, filed 4/5/90, effective 5/6/90.]