

**WAC 243-01-040 Operations and procedures.** (1) **Uniform procedure rules:** The board's practices and procedures are governed by the Uniform Procedure Rules codified in WAC 1-08-005 through 1-08-590, as now or hereafter amended. The board adopts these rules as its own, subject to any additional rules the board may add from time to time. The board reserves the right to make whatever determinations are equitable should any question covered by its rules come before the board.

(2) **Board meetings:**

(a) Regular public meetings of the board will be held pursuant to the schedule published periodically in the *Washington State Register*. The purpose of these meetings shall be to conduct the official, substantive business of the board;

(b) Additional special public meetings necessary to discharge the official, substantive business of the board may be called from time to time by the chair or by a quorum of the board.

(c) Board staff meetings will be held pursuant to the schedule published annually in the *Washington State Register*. The purposes of these informal meetings are to deal with administrative matters, conduct briefings and other presentations, present status reports, share information among board members and staff, and determine processes for conducting board business. These meetings will not involve public testimony, formal recommendations, substantive decisions on work program tasks, and other final actions, all of which will be addressed at regular and special board meetings.

(3) **Quorum:** Five voting board members shall constitute a quorum. The act of a majority of the voting board members present at any meeting, if there is a quorum, shall be deemed the act of the board. Provided: That three of the five members appointed by the governor in accordance with section 9, chapter 265, Laws of 1995, shall constitute a quorum for purposes of carrying out the managed competition - competitive oversight duties prescribed in RCW 43.72.310.

(4) **Minutes of meetings:** Minutes shall be kept of the proceedings of the board.

(5) **Rules of order:** The board shall generally follow Robert's Rules of Order, newly revised, in conducting its regular and special meetings.

[Statutory Authority: RCW 42.17.250. WSR 95-23-058, § 243-01-040, filed 11/15/95, effective 12/16/95.]