

**Chapter 247-02 WAC**  
**ORGANIZATION, OPERATIONS AND PROCEDURES**

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**WAC 247-02-010 Purpose.** The purpose of this chapter shall be to provide guidance on the organization, operation, and procedures of the Washington health care facilities authority.

[Statutory Authority: Chapter 70.37 RCW. WSR 24-11-002, § 247-02-010, filed 5/1/24, effective 6/1/24. Statutory Authority: RCW 70.37.050. WSR 79-10-101 (Order 2, Resolution No. 79-3), § 247-02-010, filed 9/26/79.]

**WAC 247-02-020 Rules of interpretation.** (1) All adjectives and adverbs, including but not limited to the words "adequate," "approved," "qualified," "reasonable," "reputable," "satisfactory," "sufficiently," and "suitable," as used in Title 247 WAC to qualify a person, procedure, process or otherwise shall be as determined by the authority or its designee.

(2) Where the word "shall" is used in Title 247 WAC, the subject rule or action to which the word relates is mandatory.

(3) Where the word "should" is used in Title 247 WAC, it indicates suggestion or recommendation but not a requirement.

(4) Where the word "may" is used in Title 247 WAC, the action or rule to which the word relates is permissive or discretionary.

(5) Words importing the singular number may also be applied to the plural of persons and things; words importing the plural may be applied to the singular; and words importing the masculine gender or relating to a man may also be extended to the feminine gender and be considered to relate equally to a woman.

[Statutory Authority: RCW 70.37.050. WSR 79-10-101 (Order 2, Resolution No. 79-3), § 247-02-020, filed 9/26/79.]

**WAC 247-02-030 Definitions.** (1) "Act" means chapter 70.37 RCW.

(2) "Washington health care facilities authority" and "authority" each mean the corporate and politic public body created by the act and, unless the context indicates otherwise, also refer to the staff and employees of the authority.

The terms defined in the act shall have the same meaning when used in Title 247 WAC.

[Statutory Authority: Chapter 70.37 RCW. WSR 24-11-002, § 247-02-030, filed 5/1/24, effective 6/1/24. Statutory Authority: RCW 70.37.050. WSR 79-10-101 (Order 2, Resolution No. 79-3), § 247-02-030, filed 9/26/79.]

**WAC 247-02-040 Description of organization.** (1) The authority is a public entity established under the provisions of chapter 70.37 RCW, which exercises essential governmental functions.

(2) Officers. The officers of the authority shall be a chair, who shall be the governor, and a secretary. The secretary shall be elected by a majority vote of the board members and shall continue to hold that office until his or her successor is later elected. Whenever a vacancy occurs in the office of secretary, the members of the authority shall elect a successor who shall serve out the remaining term.

(3) Authority staff: The staff of the authority shall consist of an executive director and such other employees as are determined by the authority as necessary to fulfill its responsibilities and duties. The executive director shall be the chief administrative officer of the authority and subject to its direction. All other staff shall be under his or her supervision and direction. The executive director shall keep a record of the proceedings of the authority and, when required by the authority, shall sign notes, contracts and other instruments. The executive director shall have custody of and be responsible for all moneys and securities of the authority and shall deposit all such moneys forthwith in such banks as the authority may designate from time to time.

(4) Administrative office: The administrative office of the authority shall be located at 410 11th Ave. S.E., Suite 201, Olympia, Washington 98504, which office shall be open each day for the transaction of business from 8:00 a.m. to 5:00 p.m. (Saturdays, Sundays and legal holidays excepted).

(5) Address for communications: All communications with the authority, including but not limited to the submission of materials pertaining to its operations and these rules, requests for copies of the authority's decisions and other matters, shall be addressed as follows: Washington Health Care Facilities Authority, 410 11th Ave. S.E., Suite 201, Olympia, Washington 98504.

[Statutory Authority: Chapter 70.37 RCW. WSR 24-11-002, § 247-02-040, filed 5/1/24, effective 6/1/24. Statutory Authority: RCW 73.37.050 [70.37.050]. WSR 81-24-038 (Order 9, Resolution No. 81-1), § 247-02-040, filed 11/25/81. Statutory Authority: RCW 70.37.050. WSR 79-10-101 (Order 2, Resolution No. 79-3), § 247-02-040, filed 9/26/79.]

**WAC 247-02-050 Operations and procedures.** (1) Model rules of procedure: Practice and procedure in and before the authority are governed by the model rules of procedure codified in chapter 10-08 WAC, as now or hereafter amended, which rules the authority adopts as its own, subject to any additional rules the authority may add from time to time. The authority reserves the right to make whatever determination is fair and equitable should any question not covered by its rules come before the authority, said determination to be in accordance with the spirit and intent of the law.

(2) Authority meetings: The meetings of the authority shall all be "special meetings" as that designation is applied in chapter 42.30 RCW. They may be called at any time and place by the chair or a majority of the members of the authority. The authority shall provide to the members and the public such notice as may be required by law. An executive session may be called by the chair or by a majority of all members of the authority as permitted by law.

(3) Quorum: Three members shall constitute a quorum, and the act of a majority of the members present at any meeting, if there is a quorum, shall be deemed the act of the authority except as specified hereafter in WAC 247-02-050(7).

(4) Chair's voting rights: The chair shall have the right to vote on all matters before the authority, just as any other authority member.

(5) Minutes of meetings: Minutes shall be kept of the proceedings of the authority.

(6) Rules of order: The authority shall generally follow *Robert's Rules of Order Newly Revised*, in conducting its business meetings.

(7) Form of authority action: The authority may act on the basis of a motion except when authorizing issuance of bonds pursuant to WAC 247-16-070 and when otherwise taking official and formal action with respect to the creation of special funds and the issuance and sale of bonds for a project of a participant, in which case the authority shall act by resolution. Such resolutions shall be adopted upon the affirmative vote of a majority of the members of the authority and shall be signed by a majority of the members of the authority. Motions shall be adopted upon the affirmative vote of a majority of a quorum of members present at any meeting. All bonds shall be executed in the manner provided in RCW 70.37.050.

(8) Public participation is welcomed in the meetings of the authority.

(a) The authority's usual practice shall be to leave time in the agenda of authority meetings for public comment.

(b) The chair of the authority shall recognize anyone in the audience who indicates at the time of the meeting a desire to speak at such meeting, provided that remarks by any individual person are limited to five minutes unless a time extension is granted by the chair.

[Statutory Authority: Chapter 70.37 RCW. WSR 24-11-002, § 247-02-050, filed 5/1/24, effective 6/1/24; WSR 05-11-048, § 247-02-050, filed 5/13/05, effective 5/13/05. Statutory Authority: RCW 70.37.050. WSR 82-19-064 (Order 12), § 247-02-050, filed 9/20/82; WSR 81-24-038 (Order 9, Resolution No. 81-1), § 247-02-050, filed 11/25/81; WSR 79-10-101 (Order 2, Resolution No. 79-3), § 247-02-050, filed 9/26/79.]