

WSR 25-02-038  
PERMANENT RULES  
DEPARTMENT OF  
VETERANS AFFAIRS

[Filed December 19, 2024, 3:30 p.m., effective January 19, 2025]

Effective Date of Rule: Thirty-one days after filing.

Purpose: The rules update outdated language, address changes in meeting structure, acknowledge homes liaisons and community town halls, and update the process for removing a veterans' affairs advisory committee member as a result of not attending regular meetings.

Citation of Rules Affected by this Order: Amending WAC 484-10-035.

Statutory Authority for Adoption: RCW 43.60A.070.

Adopted under notice filed as WSR 24-17-061 on August 15, 2024.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 1, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 1, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 1, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 0, Repealed 0.

Date Adopted: September 26, 2024.

Heidi Audette  
Communications and Legislative Director

**OTS-5754.1**

AMENDATORY SECTION (Amending WSR 92-17-045, filed 8/14/92, effective 9/14/92)

**WAC 484-10-035 Veterans' affairs advisory committee.** Rules of operation.

(1) The committee shall have the following powers and duties:

(a) To serve in an advisory capacity to the governor and the director on all matters pertaining to the department of veterans affairs;

(b) To acquaint themselves fully with the operations of the department and recommend such changes to the governor and the director as they deem advisable.

(2) The department of veterans affairs, and its director, shall fully recognize the advisory committee, as established under RCW 43.60A.080.

(3) The committee chair shall, following annual elections but before September, confer with the director to set the number of, and schedule for, authorized meetings during the following (~~twelve~~) 12 months.

(4) A quorum must be present prior to the transaction of official committee business. A quorum for the committee shall be construed to be a simple majority of the committee members authorized in RCW 43.60A.080.

(5) The order of business (~~will be according to Robert's Rules of Order as revised, and the usual order of business~~) for regular meetings shall be as follows:

- (a) Pledge of Allegiance;
- (b) Roll call and introductions;
- (c) (~~Reading and~~) Approval of minutes;
- (d) (~~Reading of official and other communications~~) Discussion of upcoming town hall or community meetings;
- (e) (~~Audience introductions~~) Homes liaisons reports and discussion;
- (f) Report from the director or (~~his/her~~) their designee;
- (g) Report of committees;
- (h) (~~Old business~~) Other agenda items identified by the chair and director;

(i) New business;

(j) (~~Agenda set for next meeting~~;

~~k~~) Time and place for next meeting;

(~~l~~) k Adjournment (by majority vote of members present).

(6) Summary minutes shall be kept of (~~all of the~~) committee proceedings and a complete copy will be provided to each member of the committee and the director within (~~fourteen~~) 14 calendar days of adjournment. When requested to do so by the committee, the director shall present a copy of the minutes to the governor.

(7) Each member of the committee is expected to actively participate in and attend all regular meetings of the committee either in person, or virtually if that option is available. (~~The name of any committee member who~~) If a committee member has three consecutive unexcused absences from (~~regularly scheduled~~) regular meetings (~~will be automatically forwarded to the governor's office with a request that a replacement be named to the committee~~), the director will meet with the member to determine if a replacement is needed. If a replacement is needed, a copy of the replacement request will be forwarded to the appropriate veterans organization department commander and subsequently to the governor's office for review and appointment.

(8) (~~The chairperson shall notify, in writing, any member having three consecutive unexcused absences that a recommendation is being forwarded to the governor~~.

~~9~~) A member will receive an excused absence at the discretion of the chairperson or director.

(~~10~~) 9 The director, or (~~his/her~~) their designee, and such members of the department staff as the director selects, shall meet with the committee on a regular basis.

(~~11~~) 10 The committee will annually review the quality and range of services performed by the department.

(~~12~~) 11 Annually, the committee shall designate one of its meetings as a joint meeting with the commanders and service officers of all veterans organizations nationally recognized by the Federal Department of Veterans Affairs.

(~~13~~) 12 During June of each year, there shall be an election of the chairperson and vice chairperson for the coming year. New officers shall take office in September. Those elected will serve for one year and be limited to one term in succession.

~~((14))~~ (13) All meetings and events relating to the advisory committee shall be accessible to all members and guests.

~~((15))~~ (14) The chairperson may appoint special committees consisting of not less than two members when necessary to make special inquiries, reports, and investigations.