



Washington State Conservation Commission

Policy #	21-06 Board of Commissioners Meetings
Applies to:	WSCC Commissioners and Staff
Effective Date:	Board approved on December 2, 2021

PURPOSE

The purpose of this policy is to establish guidance for the structure and conduct of meetings of the Board of Commissioners.

BACKGROUND

The WSCC is established and authorized under RCW 89.08. Specifically, RCW 89.08.040 states the Commission may adopt such rules as may be necessary for the execution of its functions. RCW 42.30.070 also authorizes the governing body of a public agency to adopt such rules or policies as required regarding the conduct of business by that body. Other, specific portions of the RCW and Washington Administrative Code provide guidance for this policy.

POLICY

Regular Meetings

The WSCC Board shall meet a minimum of six times per year on the third Thursday of every other month beginning in January each year. Regular meetings may be conducted over one or more concurrent days. A schedule of the regular meetings of the WSCC Board shall be filed with the State Code Reviser on or before January of each year for publication in the Washington state register. RCW 42.30.070

Special Meetings

The WSCC Board may schedule and conduct special meetings as deemed necessary at any time. The WSCC commits to following all requirements for public noticing of special meetings under the Open Public Meetings Act, RCW 42.30.080.

Emergency Meetings

Emergency meetings of the Board may be called by the Executive Director and Executive Committee, if there is a need for expedited action by the Board to meet the emergency. Consistent with the provisions of RCW 42.30.070, the Chairperson of the Board may provide for a meeting time and location other than the regular meeting location and time. Notice requirements do not apply to emergency meetings called for emergency matters as permitted by RCW 42.30.070, 42.30.080, and 42.14.075.

Executive Sessions

Executive sessions may be conducted from time to time only under the specific circumstances for which executive sessions are authorized pursuant to RCW 42.30.110. All executive sessions will be properly stated on the meeting agenda with the specific reason authorizing the executive session.

Format and Location of Meetings

Meetings of the Board could be conducted in person or remotely. In person meetings will have a remote participation option. Remote options will be available for board members who have extenuating circumstances that prevent them from attending in person. Every effort will be made to provide a means for remote meeting participation for the public for all regular and special business meetings of the Commission.

In the case of a declared emergency, concerns for the safety of Commissioners, staff or the public, or in times of constraints to the agency's operating budget, regular and special meetings of the Commission may be conducted only through the use of a remote meeting platform. Opportunity for public participation will be provided through the appropriate use of technology to ensure that members of the public can see and hear the proceedings. An appropriate method of soliciting and considering public comment prior to any action items will be utilized.

All information pertaining to access and participation in a regular or special business meeting of the WSCC shall be made available on the WSCC website at www.scc.wa.gov at least 7 business days prior to any meeting.

The format of and/or physical locations for a calendar year of regular meetings will be reviewed and approved at the September meeting of the full Board in the prior year. Locations and corresponding meeting dates, once approved, will be made available on the WSCC website at www.scc.wa.gov.

Parliamentary Procedure

The Board of Commissioners shall follow Roberts Rules of Order in the conduct of all regular and special meetings. The Chairperson shall serve as the parliamentarian for all meetings. In the absence of the Chairperson, the Vice Chairperson shall serve as the parliamentarian.

Meeting Accommodations

Persons needing an accommodation to participate in WSCC public meetings should call WSCC staff at 360-407-6211, or call 711 relay service. All accommodation requests should be received no later than 7 business days prior to a scheduled meeting, to ensure preparations are appropriately made.

Meeting Agendas (replaces prior policy no. 05-04)

Meeting agendas will be set through coordination and communication between the Executive Director and Executive Committee. An agenda item may be requested by communicating in writing with the Executive Director, or designated WSCC staff, at least 30 days prior to a scheduled regular meeting. A form may be established and provided for this purpose. Making a request for an agenda item is not a guarantee that the item will be included on an agenda. The Executive Committee and Executive Director shall make all decisions pertaining to requests from individual Commissioners, partners, or the public as meeting agendas are set. Requests from WSCC staff for agenda items shall be within the authority of the Executive Director to manage.

Consent Agenda

The Board may use a consent agenda as a means to expedite the disposition of routine matters and to dispose of other items of business it chooses not to discuss. All administrative matters delegated to the Executive Director that are required to be approved by the Board will be acted upon by the Board via the consent agenda. An item may be removed from the consent agenda upon approval of a majority of the Board members present at the meeting.

Meeting Packets and Information

Packets of written materials or information will be compiled and made available to Commissioners, WSCC staff, and the public at least 10 business days prior to a regular meeting and at least 48 hours in advance of a special meeting. Packets may be directly mailed or emailed to Commissioners and will be made available to the public through the WSCC website at www.scc.wa.gov. Alternative formats of written materials or information may be accessed by contacting WSCC staff at 360-407-6200 at least 7 business days in advance of the meeting.

Public Comment

Public comment will be solicited prior to all action items that appear on the meeting agenda. Public comment should be focused on the agenda item under consideration at the time. An opportunity for public comment will be afforded to each person that signs-in requesting to provide comment (for in-person meetings) or indicates a desire to provide comment by raising their hand or utilizing chat/question features on a remote meeting platform. The Chair person may limit the time allotted to each person.

Staff Participation

WSCC staff may provide additional or late-breaking information on any agenda item upon being recognized by the Chairperson. Information offered should be focused upon the agenda item under consideration at the time and factual in nature. WSCC staff may also respond to questions posed to them directly by Commissioners during a meeting.

Minutes and Recording of Meetings

WSCC staff will create action-oriented written minutes of each regular and special meeting of the full Board. Draft minutes will be reviewed and approved at the subsequent meeting of the full Board. Approved minutes will be made available to the public on the WSCC website at www.scc.wa.gov within 30 days of approval by the Board.

Electronic recordings may be made of either in-person or remotely conducted meetings for the sole purpose of facilitating accurate and timely creation of written meeting minutes. Any recordings created will be managed according to the appropriate records retention schedule published by the Washington State Archives.

Disruptive Behavior

To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, Commissioners will:

- Communicate openly and respectfully with each other and with staff, and
- Support the Chair's efforts to facilitate an orderly meeting.

It is inappropriate and will not be tolerated for any person in attendance at a business meeting of the full Board to do any of the following: engage in disorderly, disruptive, disturbing, delaying or boisterous conduct, such as, but not limited to, handclapping, stomping of feet, whistling, making noise, use of profane language or obscene gestures, yelling or similar demonstrations, which conduct substantially interrupts, delays, or disturbs the peace and good order of the proceedings of the Board.

Any person attending a business meeting of the Board who is deemed by the Chairperson to be unreasonably disturbing the business of the Board shall be asked to cease such disruption by the Chairperson. The Chairperson shall determine if the conduct is actually disruptive and whether the conduct has impaired the ability of the Board to attend to the business of the agency. If so, the Chairperson may, on their own authority or with consent of the Board, remove the person from the meeting and enter into the record the basis for removing the person. Such removal may include, in the case of remote participation, the termination of the individual's remote access to the meeting. Continued disruptions may result in a recess or adjournment of the meeting consistent with RCW 42.30.050:

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may

adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.