

JOINT ADMINISTRATIVE RULES REVIEW COMMITTEE GUIDELINES

The following guidelines are in addition to applicable House and Senate rules.

Committee Jurisdiction

1. All rules and agency policy and interpretive statements, guidelines, and documents, or their equivalents, are subject to selective review by the Joint Administrative Rules Review Committee (JARRC) pursuant to RCW 34.05.630.
2. The JARRC may consider three jurisdictional issues:
 - a. whether pending or existing agency rules are within the intent of the Legislature as expressed by the statute which the rule implements;
 - b. whether agency rules were adopted, or are being adopted, in accordance with all applicable provisions of the law; and
 - c. whether an agency policy or interpretive statement, guideline, and document that is of general applicability, or its equivalent, is being used in place of a rule.
3. A vote by a majority of the committee members (*not a majority of members present*) is required to take any action. For this committee, five votes are needed.
4. Determinations, decisions, or any other actions of the committee are not intended to be binding on any courts in any current, pending, or subsequent judicial proceedings. (RCW 34.05.660).

Committee Meetings

5. Members will treat each other, staff, and the public in a manner consistent with the House's Respectful Workplace Policy and the Senate's Policy on Appropriate Workplace Conduct, or their equivalents.
6. Members planning to participate remotely per Joint Rules of the Senate and House must notify the chair as far in advance of the meeting as possible.
7. Members must be prepared for each meeting: please read all relevant materials prior to the meeting.
8. If the committee is meeting to review a petition, members must ensure they understand the issues in the petition. The goal of these meetings is to investigate the facts and merits of each petition and to ask questions to the parties involved; meetings are not intended to be adversarial.
9. In testimony, petitioners and agencies may only address the specific petition at issue. The chair will not entertain discussions regarding:
 - a. rules or issues subject to pending judicial proceedings,

- b. past, current, or pending petitions that are not the subject of the hearing; or
 - c. modifications to underlying policy, except that committee members may propose to refer such matters to the appropriate legislative committee.
10. Issues examined by the committee are not partisan in nature and thus the committee will not set aside time or space for formal or informal caucusing.
11. Members must be recognized by the chair before asking questions or making comments.
12. Due to time constraints, PowerPoint presentations and other visual aids are allowed only with advance notice and approval by the chair.

Petitions to the JARRC submitted pursuant to RCW 34.05.655

13. **Petitions will not be accepted 60 days prior to the start of the regular session or during regular or special legislative sessions.** During a legislative session, petitioners may bring any concerns raised in a petition to any legislator, and those concerns may be addressed directly through legislation. Information regarding the dates of the legislative session can be found on the Legislative Information Center website:
<https://leg.wa.gov/LIC/Pages/Session%20Documents.aspx>.
14. Petitions that address rules or issues subject to pending judicial proceedings will not be accepted. If a petition contains multiple claims, the entire petition will not be accepted if any part of any claim raises issues subject to pending judicial proceedings.
15. The committee will not determine the constitutionality of a rule or agency action as such determination is outside the committee's jurisdiction.
16. Due to time constraints, petitioners may submit additional materials in advance of any committee meeting on their petition only with advance notice and approval by the chair.
- a. Any materials allowed:
 - must be submitted to committee staff no later than **48 hours prior to the start of the meeting**, excluding weekends and state holidays, subject to change by the chair; and
 - are limited to a two-page maximum summary of the petition and petitioner's position.
 - b. As a reminder, any submissions to the committee are subject to public disclosure requirements.