

JOINT SELECT LEGISLATIVE TASK FORCE ON THE ECONOMIC RESILIENCE OF MARITIME AND MANUFACTURING IN WASHINGTON

Task Force Operating Procedures

Adopted July 7, 2014

Organization and Conduct of the Task Force

Rule 1. Task Force Membership

Membership consists of: a) twelve appointed legislators, including three members from each caucus of the House and three from each caucus of the Senate; and b) one appointed representative of the Department of Commerce.

Rule 2. Task Force Leadership

The Task Force shall, by a majority of its membership, elect co-chairs for the Task Force's operations. The co-chairs must be from different houses of the Legislature.

Rule 3. Rules of Order

All meetings of the Task Force, or any subcommittee or advisory committee created by the Task Force, are governed by Reed's Parliamentary Rules, except as otherwise specified by these rules of procedure.

Rule 4. Meetings

The co-chairs, with the advice of the Task Force members, shall determine the date, time, and place of meetings. Notices of the Task Force meetings must be printed in the Legislative Meeting Schedule, when possible, and published on the Internet. A minimum notice of five days must be given for any Task Force meeting. Any portion of a Task Force meeting may be devoted to public comment, as determined by the chair. Task Force members, subject to applicable approvals from the House and Senate, will be reimbursed for travel costs to Task Force meetings.

Rule 5. Agendas and Meeting Materials

The co-chairs, with the advice of the Task Force members, shall set the meeting agendas. Agendas and other meeting materials will be distributed by email to Task Force members prior to each meeting. Agendas, meetings and other related documents will be maintained on the Task Force's website.

Rule 6. Attendance

Task Force members are encouraged to make every effort possible to attend all meetings.

Subcommittees and Advisory Committees

Rule 7. Advisory Committee

The co-chairs must appoint an Advisory Committee consisting of maritime and manufacturing business, labor, and other representatives. Advisory Committee members must include, but are not limited to, representatives of maritime terminal operators, manufacturing, maritime business, local industrial councils, local labor trades councils, and chambers of commerce.

Task Force co-chairs may invite Advisory Committee members to make presentations at, recommend presenters for, or comment at Task Force meetings. Separate Advisory Committee meetings will not be convened. Advisory Committee members also may be asked to provide technical information and

assistance in completing Task Force objectives, such as the work plan and the findings and recommendations.

Rule 8. Subcommittees

The Task Force may agree to one or more subcommittees of its membership. Subcommittees, if created, would be responsible for discussing and making recommendations to the full Task Force on specific topics assigned by the Task Force. Subcommittee recommendations, if any, will be posted on the Task Force website.

Rule 9. Draft Recommendations

Draft recommendations will be posted on the Task Force website and be made available for comment by the public.

Decision-Making Process

Rule 10. Research Requests

Research requests for data from state agencies may be made by members of the Task Force. Members are encouraged to base requests upon information needed to support scheduled Task Force agenda items.

Rule 11. Findings and Recommendations

Findings and recommendations may be made by agreement of a majority of the Task Force members. Minority reports may be offered. Any preliminary understandings reached during discussions must, unless agreed otherwise, remain tentative until an agreement is reached on all issues under discussion.