

**PROCEDURES FOR
JOINT LEGISLATIVE TASK FORCE ON THE HVAC/R INDUSTRY**

ADOPTED: June 10, 2008

Organization and Conduct of the Task Force

1. The Senate and House committee chairs (Senator Jeanne Kohl-Welles and Representative Steve Conway) will act as co-chairs of the Task Force. The co-chairs will alternate as chairs at the Task Force meetings.
2. The co-chairs, in consultation with an Executive Committee, will manage the Task Force meetings. The Executive Committee will consist of the co-chairs, the House and Senate committee ranking minority members (Senator Janéa Holmquist and Representative Cary Condotta), and two representatives from both business and labor. The Task Force member representing the Department of Labor and Industries will be a non-voting member of the Executive Committee. This will include developing agendas based on requests of Task Force members and, if deemed necessary, scheduling meetings different from those on the draft work plan.
3. Any portion of a Task Force meeting may be devoted to public comment, as agreed to by the Executive Committee.
4. Agendas and other meeting materials will be distributed by e-mail at least seventy-two hours in advance of the meetings. Public information produced by the Task Force will be maintained on a Task Force webpage (<http://www.leg.wa.gov/Joint/Committees/HVAC/>) on the House and Senate committee websites.

Subcommittees and Advisory Committees

5. The Task Force may agree to one or more subcommittees of its membership, the labor and business subcommittee members to be selected by their respective caucuses. Subcommittees would be responsible for discussing and making recommendations to the full Task Force on specific topics assigned by the Task Force.
6. Each of the labor and business caucuses may suggest non-members to participate in an advisory committee or committees, as agreed to by the Task Force. Advisory committees would be asked to discuss and make recommendations to the full Task Force on specific topics assigned by the Task Force.

Decision Making Process

7. Decisions will be made by the agreement of a majority of the Task Force voting members. Minority reports may be offered. Any interim understandings reached during

discussions will remain tentative until an agreement is reached on all issues under discussion, unless agreed otherwise.

Alternates

8. Task Force and Executive Committee members are encouraged to make every effort possible to attend all meetings. In case of absence from a meeting and with the permission of the Task Force co-chairs:
 - a. Task Force and Executive Committee members may participate in meetings via telephone; or
 - b. Task Force and Executive Committee members may be temporarily replaced at meetings by another person or, in the case of legislator members, by another legislator, preferably a member of the House Commerce & Labor Committee or the Senate Labor, Commerce & Research & Development Committee respectively.

Such alternates shall be briefed on prior and pending proceedings by the absent member in advance of the meeting and are authorized to vote for the absent member at the meeting.