

**RULES OF PROCEDURE
AS PRESENTED TO
THE WASHINGTON STATE
JOINT LEGISLATIVE OVERSIGHT COMMITTEE
ON TRADE POLICY
at its November 18, 2015 meeting**

RULE 1. Meetings. The Joint Legislative Oversight Committee on Trade Policy (JLOCTP) shall meet at least twice each year, and at such other times when called by the chair or vice chair. The date, time, place, and order of business to be conducted shall be set by the chair or vice chair. At least seven days' notice of any meeting shall be given.

In the absence of a chair and vice chair, a meeting may be called by members of the JLOCTP. When a meeting is called by committee members other than the chair or vice chair, at least one member from three of the four caucuses must agree on the meeting time, place, and order of business.

RULE 2. Rules of Order. All meetings of the JLOCTP or any subcommittee created by the JLOCTP, shall be governed by Reed's Parliamentary Rules, except as specified by applicable law or these rules of procedure.

RULE 3. Quorum. A majority of the legislators appointed to the JLOCTP by the Speaker of the House of Representatives and the President of the Senate shall constitute a quorum. A majority of the legislative members present shall have authority to transact all ordinary JLOCTP business and to annually elect the chair and vice chair of the JLOCTP. For purposes of carrying out the official business of the JLOCTP, once a quorum has been determined present, a quorum shall be presumed present until adjournment of the meeting. Any JLOCTP member present may challenge the presence of a quorum, providing such challenge is made prior to the taking of a vote on a motion before the JLOCTP.

RULE 4. JLOCTP Chair and Vice Chair. The chair shall alternate between the Senate and the House of Representatives on an annual basis.

The chair of the JLOCTP during odd-numbered years shall be selected from the legislative members of the majority caucus appointed by the Speaker of the House. The chair of the JLOCTP during even-numbered years shall be selected from the legislative members of the majority caucus appointed by the President of the Senate. The vice chair shall be selected from JLOCTP members of the opposite house and opposite caucus from which the chair is elected.

The selection of the chair and vice chair shall occur at the first meeting of the JLOCTP each year, with the terms of those offices commencing immediately upon election, and concluding upon the election of chair and vice chair at the first

meeting of the JLOCTP in the following year.

- RULE 5. Duties of Officers. The chair shall preside at all meetings of JLOCTP, except that the vice chair shall preside when the chair is not present. In the absence of both the chair and vice chair, the members shall select a temporary chair for the duration of the meeting from among the members present.
- RULE 6. Resolutions and Proposals. Proposals for JLOCTP consideration of or action on any subject within the scope of JLOCTP's authority may be presented orally or in writing by any member of the JLOCTP. Resolutions addressed to the JLOCTP by the Washington State Legislature or either house thereof shall be deemed to have been presented to the JLOCTP without further action by any member. Proposals for JLOCTP consideration of or action on any subject within the scope of JLOCTP's authority may be presented in writing to the JLOCTP by any member of the Legislature.
- RULE 7. Expenses and Travel. 44.55.060 RCW, provides that the members of the JLOCTP serve without additional compensation, but are entitled to receive per diem, mileage and incidental expense allowance as provided in chapter 44.04 RCW. All other claims for expenses are subject to the rules and procedures of the legislative body that apply to the JLOCTP member requesting to incur the expense.
- RULE 8. Staff Support. Staff support for the JLOCTP shall be provided by both the Senate Committee Services and the House Office of Program Research. When the chair is a Senator, the records of the JLOCTP shall be located with the designated staff person from Senate Committee Services. When the chair of the JLOCTP is a member of the House of Representatives, the records of the JLOCTP shall be located with the designated staff person with the Office of Program Research.
- RULE 9. Amendment. These rules of procedure may, by a vote of an absolute majority of the members of the JLOCTP, be amended or suspended in any manner not inconsistent with the laws of the state, provided, however, that such amendment or suspension shall not be operative during the same meeting it was proposed except by vote of eight members of the JLOCTP.