



Washington State Legislature

431 John A. Cherberg Building
PO Box 40466
Olympia, WA 98504-0466
(360) 786-7432

Joint Legislative Committee on Water Supply During Drought

270 John L. Obrien Building
PO Box 40600
Olympia, WA 98504-0466
(360) 786-7258

To: Joint Legislative Committee on Water Supply During Drought
From: Diane Smith (SCS) and Jason Callahan (OPR).
Date: April 1, 2015
Re: Possible considerations for operating policies and procedures

Currently, the Joint Legislative Committee on Water Supply During Drought (Committee) does not have any formal operating policies or procedures. Although there is no requirement for the adoption of policies and procedures, many similarly situated joint committees do use policies and procedures as guideposts for discussions and decision making. If the Committee decides to adopt any policies or procedures, the following are examples of common topics that official policies and procedures often address:

- Role of the Vice-Chair in developing/approving agendas and meeting dates.
- Voting procedures (simply majority; consensus).
- Establishment of participation for a quorum.
- Expected attendance of Committee members.
- Whether public comment will be taken.
- How information will be communicated to Committee members.
- The form and presentation of any Committee recommendations.

If the Committee decides to adopt operating policies and procedures, the Committee staff will draft potential policies and procedures, based on the direction of the Committee Chair, for review and adoption at the next Committee meeting.