



431 John A. Cherberg Building  
PO Box 40466  
Olympia, WA 98504-0466  
(360) 786-7410

Senator Jim Honeyford, Chair

# Washington State Legislature

## Joint Legislative Committee on Water Supply during Drought

270 John L. O'Brien Building  
PO Box 40600  
Olympia, WA 98504-0600  
(360) 786-7117

Rep. Derek Stanford, Vice-Chair

### Committee Guidelines

#### **Legal Authority**

The committee will operate according to the provisions of Chapter 90.86 RCW. The guidelines provided in this document will guide committee business where state statutes and any applicable legislative rules are silent.

These guidelines will remain in effect until the end of the 2015-16 biennium unless they are amended by the committee regardless of changes in Chair or committee membership.

#### **Agenda Approvals**

The Chair will develop the agenda while accepting suggestions from the members and will forward this to the Chief Clerk of the House of Representatives for his or her approval. Development of the agenda includes meeting dates, locations, invited speakers, topics to be considered. The Chair will provide proper notice and, insofar as practicable, ensure that agenda items are balanced.

#### **Quorum**

A majority of committee members shall constitute a quorum for any official committee actions and the committee shall be considered to have a quorum present unless the question is raised. Any question as to quorum not raised at the time of the committee action is deemed waived.

#### **Official Action**

Any official action of the committee must occur in an open public meeting and with the vote of a majority of the committee membership. If necessary after an official action, the committee staff may be directed to memorialize any official actions that result in the creation of a document after the committee adjourns. The Chair or, in the Chair's absence, the Vice-Chair is authorized to sign any documents resulting from committee action on behalf of the committee; however,

the final document may not deviate from the substantive provisions adopted in the official action. Any substantive changes may only be made during a subsequent open public meeting.

At the chair's discretion, the consultation of the committee regarding the finalization of any documents may be accomplished through electronic communications.

### **Public Testimony**

Public testimony will be allowed at committee meetings at the discretion of the Chair. If public testimony is allowed, the committee will use paper sign-in sheets and not online sign-in technology.

### **Minutes**

Official records of committee meetings will be documented according to the general rules applicable to standing legislative committees.

### **Committee Website**

The committee website will be maintained according to the general rules applicable to standing legislative committees.

### **Staff**

Staff support to the committee will be provided by staff members designated by the directors of Senate Committee Services and the Office of Program Research.

### **Confidentiality**

The committee staff is nonpartisan and serves the members of both political parties. The work that staff performs is confidential until the member for whom the work is performed approves its release. If asked to be released only to specific individuals, the staff will treat it as being confidential with regard to others, even to the Chair and/or Vice-Chair.

*Adopted by the Committee on April 24, 2015.*