

## JOINT LEGISLATIVE AUDIT AND REVIEW COMMITTEE (JLARC)

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### RULES OF PROCEDURE OF THE WASHINGTON STATE JOINT LEGISLATIVE AUDIT AND REVIEW COMMITTEE

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**RULE 1 Meetings.** The Joint Legislative Audit and Review Committee (JLARC) may meet once each month, or at such other times when called by the chair or by the executive committee. The date, time, and place shall be set by the chair or executive committee. Except in an emergency, at least seven days' notice of any meeting shall be given.

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

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**RULE 3 Quorum.** A majority of the members shall constitute a quorum and a majority thereof shall have authority to transact all ordinary JLARC business. For purposes of carrying out the official business of JLARC, once a quorum has been determined present, a quorum shall be presumed present until adjournment of the meeting. Any JLARC member may challenge the presence of a quorum providing such challenge is made prior to the taking of a vote on a motion before JLARC.

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**RULE 4 Order of Business.** The regular order of business of the JLARC meeting shall be:

- a. Call to Order
  - b. Introduction of Guests
  - c. Reading, Correction, and Approval of Minutes
  - d. Consideration of Reports and Other Business
  - e. Other Committee Business
  - f. Adjournment
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**RULE 5 Minutes.** Minutes, which shall be a summary of the proceedings, shall be kept at each meeting of JLARC, and upon correction and approval by JLARC shall be filed as a public record in the office of the Joint Legislative Audit and Review Committee, and shall be available upon request.

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**RULE 6 JLARC Executive Committee.** The JLARC shall reorganize promptly after the biennial appointment of members under RCW 44.28.060. An executive committee of JLARC shall be formed consisting of one member from each of the four caucuses, and shall include a chair and vice chair. The executive committee members shall be elected by a majority vote of JLARC.

The chair shall be selected from house members in 1997. The chair shall subsequently alternate between the senate and the house on a biennial basis. The chair shall be elected from JLARC members of the majority party of the appropriate house. The vice

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chair shall be elected from JLARC members of the opposite house and opposite party from which the chair is elected. The remaining executive committee members shall be elected so that ultimately all four major caucuses are represented on the executive committee.

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**RULE 7 Duties of Officers.**

- a. The chair shall preside at all meetings of JLARC and executive committee, except that the vice chair shall preside when the chair is not present. In their absence, an executive committee member may preside.
- b. The Legislative Auditor shall insure that a record of the proceedings of all meetings of JLARC and executive committee be kept.
- c. The executive committee, which shall have general administrative power, subject to the approval of JLARC, shall perform all duties assigned to it by these rules of procedure, and such other duties delegated to it by JLARC, and shall have power to recommend action to be taken by JLARC.

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**RULE 8 Resolutions and Proposals.** Proposals for JLARC consideration of or action on any subject within the scope of JLARC's authority may be presented orally or in writing by any member of JLARC. Resolutions addressed to JLARC by the Washington State Legislature or either house thereof shall be deemed to have been presented to JLARC without further action by any member. Proposals for JLARC consideration of or action on any subject within the scope of JLARC's authority may be presented in writing to JLARC by any member of the legislature.

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**RULE 9 Final Reports and Committee Addenda.** Proposed final reports shall be distributed by the Legislative Auditor for consideration by the Committee. Members may propose addenda for inclusion in an appendix to the final report.

To be considered for a vote by the Committee for inclusion in the final report, any proposed addendum must be germane to the report and not exceed two pages in length. To support the bipartisan purpose of the Committee, members are encouraged to obtain a bipartisan co-sponsor before submitting the comment for consideration.

Members shall be notified by the Legislative Auditor of the date for submission of proposed addenda. After notification, members shall have at least ten calendar days to submit proposed comments to the Legislative Auditor.

At the meeting scheduled for consideration of the final report, a majority of the members present may vote to include any properly proposed addenda in an appendix to the final report. Each proposed addendum shall be considered separately. Any committee member present may demand a recorded roll-call vote on the motion to include an addendum.

After consideration of each properly proposed addendum, a majority of the members present may vote to approve the final report for distribution together with any adopted addenda. The Legislative Auditor will ensure any adopted addenda are

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included in an appendix to the final report and distribute the final report to all members of the Legislature.

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**RULE 10 Expenses.** All claims and expenses shall be paid on vouchers as provided by the Legislative Auditor and authorized by the chair, or the vice-chair in the chair's absence.

The executive committee may designate the authority to approve invoices for payment to the Legislative Auditor, provided that the executive committee receive a monthly reporting of all invoices paid. Any extraordinary nonrecurring expenditures over \$1000 shall be approved in advance by the chair, or the vice chair in the chair's absence; except that specific expenditures identified in the approved biennial budget will not need further approval.

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**RULE 11 Out-of-State Travel.** The chair or the executive committee shall have authority to approve all out-of-state travel. Such travel shall be approved in advance.

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**RULE 12 Legislative Auditor.** The JLARC shall appoint a Legislative Auditor from a list of applicants recommended by the executive committee. The Legislative Auditor shall be the chief executive officer for JLARC, and shall perform such duties as JLARC or its executive committee may require. The Legislative Auditor shall be hired with the approval of a majority of the membership of JLARC. The compensation of the Legislative Auditor shall be determined by the executive committee and the executive committee shall provide for a regular performance evaluation of the Legislative Auditor.

The Legislative Auditor may be terminated based on the recommendation of the executive committee subject to the approval of at least a majority of the membership of JLARC.

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**RULE 13 Other Staff.** JLARC staff members may be employed by the Legislative Auditor upon approval of the executive committee. Compensation of staff members shall be based on qualifications, and shall be set by the executive committee. All JLARC staff members shall report to and be subject to the direction of the Legislative Auditor. The Legislative Auditor shall provide for regular performance evaluations of JLARC staff.

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**RULE 14 Staff Exempt from Civil Service Law.** In accordance with RCW 41.06.070(1) and the Washington State Merit System Rules (MSR), all JLARC employees are exempt from the state civil service law and MSR provisions. The JLARC staff shall serve at the pleasure of the committee. The JLARC shall comply with any applicable federal and state laws regarding personnel matters.

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**RULE 15 Staff Separations and Suspensions.** Separations shall be made by the executive committee.

If the Legislative Auditor determines that circumstances warrant immediate removal of a staff member from the workplace, the Legislative Auditor may suspend a staff

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member with pay. The Legislative Auditor shall promptly notify the executive committee of any such action. Such suspension shall remain in effect pending action by the executive committee to separate the staff member from service under paragraph one of this rule or to take such other action as it deems appropriate.

The full JLARC shall be notified subsequent to JLARC staff separations and/or suspensions.

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**RULE 16 Staff Perquisites.** Full-time employees shall receive holiday, vacation and sick leave, health insurance, and retirement benefits on a similar basis as those granted to other state employees.

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**RULE 17 Suspension of Rules.** These rules of procedure may be suspended temporarily by a vote of two-thirds (2/3) of the members present.

*As amended by the Committee January 4, 2017.*