

**Chapter 463-18 WAC**

**PROCEDURE--REGULAR AND SPECIAL COUNCIL MEETINGS**

**WAC**

463-18-010 Purpose of this chapter.

463-18-020 Governing procedure.

~~463-18-030 Quorum.~~

~~463-18-040 Delegation of duties.~~

463-18-050 Special meetings.

~~463-18-060 Procedure in the absence of the chairman.~~

~~463-18-070 Council duties of acting chairman.~~

~~463-18-080 County, city and port district representatives Participation.~~

463-48-XXX Adjudicative Proceedings

463-18-XXX Rulemaking Proceedings

**WAC 463-18-010 Purpose of this chapter.** This chapter delineates procedures to be followed in the conduct of council business at regular and special at meetings of the council. Business conducted by the council may fall within the scope of the Open Public Meetings Act, Chapter 42.30 RCW or the Administrative Procedures Act, Chapter 34.05 RCW.

[Order 105, 463-18-010, filed 11/4/76.]

**WAC 463-18-020 Governing procedure.** Council business at regular and special meetings is conducted according to *Roberts Rules of Order* except as suspended by majority vote. To the extent that

~~any adjudicative proceeding is dealt with at regular or special meeting of the council, it is to be governed by the procedures set forth in chapters 463-30 and 463-38 WAC. The following procedures shall apply to proceedings under the Open Public Meetings Act, Chapter 42.30 RCW, and rulemaking proceedings under the Administrative Procedures Act, Chapter 34.05 RCW:~~

~~(1) A majority of the voting council members constitutes a quorum for the conduct of council business.~~

~~(2) All business shall be transacted by motion. Motions may be made by any council member and shall require a second.~~

~~(3) Voting on all motions shall be by voice vote unless a division is called for in which case the chair shall call the roll by agency and record the votes of each voting member present, "yea" or "nay."~~

~~(4) The order of business shall be conducted as prescribed by the agenda.~~

~~(a) The council manager shall prepare each meeting's agenda in consultation with the chair.~~

~~(b) The chair or any council member may modify a meeting's agenda by motion.~~

[Statutory Authority: RCW 80.50.040, 91-03-090, 463-18-020, filed 1/18/91, effective 2/18/91; Order 105, 463-18-020, filed 11/4/76.]

~~**WAC 463-18-030 Quorum.** A majority of the voting council members constitutes a quorum for the conduct of council business.~~

~~[Order 105, 463-18-030, filed 11/4/76.]~~

~~**WAC 463-18-040 Delegation of duties.** The chairman or any member of the council may perform such duties as are specifically authorized and directed by the council.~~

~~[Order 105, 463-18-040, filed 11/4/76.]~~

**WAC 463-18-050** ~~Special Meetings~~ **Open Public Meeting Act Proceedings** . The following

requirements apply to those portions of the council's business that fall within the scope of the Open Public Meetings Act, chapter 42.30 RCW:

(1) Other than executive sessions, the council's regular meetings, special meetings, and emergency meetings are open to the public.

(2) Regular meetings. Portions of the agendas of the council's monthly meetings identified in WAC 463-06-040 may fall within the scope of the Open Public Meetings Act's definition of "regular meeting" at RCW 42.30.075. The council shall fix the time and place of these regular meetings and publish the schedule in the *Washington State Register* on or before January of each year in accordance with RCW 42.30.075. Notice of any change from such meeting schedule shall be published in the state register at least twenty days prior to the rescheduled meeting date. Cancellations shall be treated as adjournments under RCW 42.30.090.

(3) Special Meetings. A special meeting may be called at any time by the chair or by a majority of the voting members of the council in accordance with RCW 42.30.080 by delivering written notice personally or by mail ~~written notice~~ to each council member; and to each local newspaper of general circulation and to each local radio or television station which has on file a written request to be notified of such special meetings of or all special meetings. Such notice must be delivered personally or by mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the ~~EFSEC~~ council manager a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be

dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

(4) Executive sessions. The chair or a majority of the voting members of the council may call an executive session at any time in accordance with RCW 42.30.110.

[Statutory Authority: RCW 80.50.040(1) and 34.05.250. 98-01-084, 463-18-050, filed 12/12/97, effective 1/12/98; Order 105, 463-18-050, filed 11/4/76.]

**WAC 463-18-XXX Adjudicative Proceedings.** Adjudicative proceedings required by RCW 80.50.090(3) shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW and Chapter 463-30 WAC.

**WAC 463-18-XXX Rulemaking Proceedings.** Rulemaking proceedings shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW.

~~**WAC 463-18-060 Procedure in the absence of the chairman.** Pursuant to RCW 80.50.030 the chairman may designate a member of the council to serve as acting chairman in the event of the chairman's absence.~~

~~[Statutory Authority: RCW 80.50.040(1). 78-09-079 (Order 78-6), 463-18-060, filed 8/28/78; Order 105, 463-18-060, filed 11/4/76.]~~

~~**WAC 463-18-070 Council duties of acting chairman.** Any council member designated by the council chairman as acting chairman shall remain entitled to vote on any proposed council action and shall continue to fulfill his responsibilities to the agency which he represents.~~

~~[Statutory Authority: RCW 80.50.040(1). 78-09-079 (Order 78-6), 463-18-070, filed 8/28/78; Order 105, 463-18-070, filed 11/4/76.]~~

~~WAC 463-18-080 County, city and port district representatives Participation.~~ To the extent that council action involves site certification matters relating to any county, city or port district or any combination thereof in which an energy facility is sought to be located, they shall be separated and divided to allow individual county, city and/or port representatives to participate in discussion; however, voting on issues shall be as permitted by ~~WAC 463-06-020.~~

[Statutory Authority: ~~RCW 80.50.040(1). 78-09-079 (Order 78-6), 463-18-080, filed 8/28/78; Order 105, 463-18-080, filed 11/4/76.~~]