

# **Public Records Exemptions Accountability Committee**

## **BYLAWS**

### **Article I: Name**

The name of this Committee shall be the Public Records Exemptions Accountability Committee (RCW 42.56).

### **Article II: Purpose**

The 2007 Legislature created the Public Records Exemptions Accountability Committee (Chapter 198, Laws of 2007) to review exemptions from public disclosure. The Committee shall carry out the provisions of Chapter 198, Laws of 2007, as now or hereafter amended, and shall perform the duties and functions as therein prescribed.

### **Article III: Organization and Bylaws**

Section 1: Organization and Bylaws: The Public Records Exemptions Accountability Committee (Committee) shall meet at least once per quarter. By a majority vote of Committee members, adopted bylaws serve as the rules and procedures pursuant to chapter 42.56 RCW. These bylaws may be amended or suspended by the Committee in accordance with Robert's Rules of Order and in any manner which is not inconsistent with the laws of the state.

### **Article IV: Officers**

Section 1: Officers: The Chair appointed by the Governor pursuant to Chapter 198, Laws of 2007, shall serve as committee chair. By a majority vote, the Committee shall elect a Vice Chair from its members. The initial term of the Vice Chair shall expire on September 1, 2008, and on September 1, of each year in subsequent Vice Chair's terms.

Section 2: Duties of Officers: The Chair may set the date, time and place for quarterly Committee meetings, and shall set the proposed agenda for and preside over the meetings. The Chair may call additional meetings beyond the quarterly meetings required of the Committee. The Chair shall arrange for staff to keep a record of business conducted at all meetings. The Vice Chair shall preside over meetings in the event of the Chair's absence.

#### **Article V: Meetings**

Section 1: Quorum and Approval of Business: Seven of the thirteen voting members of the Committee must be present in order to have a sufficient quorum for transacting Committee business. When a quorum has been established, a motion will be approved by majority vote.

Section 2: Open Public Meetings: All meetings of the Committee shall be open to the public, as noted in chapter 42.30 RCW.

Section 3: Rules of Order: All meetings of the Committee shall be governed by Robert's Rules of Order, except as specified by the applicable law or these bylaws.

Section 4: Meeting Date, Time and Location: The date, time and location for Committee meetings shall be set by majority vote of the Committee or by the Chair. Notice of quarterly meetings shall be sent to the Committee members and made available to interested parties. Special meetings may be called, setting the date, time and place for the special meeting, by the Chair or by a majority vote of the members of the Committee.

Section 5: Meeting Agenda: The agenda for all meetings of the Committee shall be proposed by the Chair, no less than ten days prior to that meeting. The Chair reserves the right to change and modify the proposed agenda of a regularly scheduled meeting at any time prior to the meeting. The agenda shall be adopted by a majority vote of the committee. Any Committee members are encouraged to submit meeting agenda items to the Chair for consideration at least fifteen days prior to the next meeting. Committee members who wish to submit a draft recommendation for Committee discussion must submit the draft to the

Chair no less than ten calendar days prior to the meeting. Draft proposals should be available to the public no less than seven calendar days prior to the meeting at which they are discussed. Draft recommendations submitted in less time than required by this rule, may be considered after a 2/3's vote of committee members present.

Section 6: Order of Business: The regular order of business of the Committee shall be:

- a) Call to order
- b) Review and approval of minutes from prior meeting
- c) Adoption of final agenda
- d) Consideration of exemptions
- e) Committee business
- f) Public comment
- g) Adjournment

Section 7: Minutes: Staff to the Committee shall maintain records of proceedings of all meetings and prepare minutes for approval by the Committee. Following approval by the Committee, meeting minutes shall be published and made available to the public.

Section 8: Attendance: Committee members are encouraged to make every effort to attend each meeting during their term of office. If a Committee member is unable to attend, he/she is responsible for notifying the Chair.

Section 9: Votes: Any committee action may be taken by voice vote. Whenever a vote is non-unanimous, the Chair shall call for a show of hands. At the request of any member, the Chair shall poll the members individually to record their votes.

## **Article VI: Citizen Input**

Section 1: Citizen Input: The Committee shall provide a period for public comment at each meeting. Any citizen may request time to address the Committee during the public comment period of the agenda. In order to efficiently manage the meeting agenda, the Chair elects the

right to limit the amount of time allowed to address the Committee during the public comment period. The Committee will also accept written comment.

#### **Article VII: Minority Reports**

Section 1: Minority Report(s): Any Committee member may request a minority report for any motion that has been approved by a vote of the Committee. Requests must be made to the Chair at the meeting, following the approval of the motion. The Chair shall arrange for minority reports requested by members are registered in the record of business for the Committee meeting.

#### **Article VIII: Housekeeping**

Section 1: Travel and Per Diem: Legislative members of the committee shall be reimbursed for travel expenses in accordance with RCW 44.04.120. Nonlegislative members, except those representing an employer or organization, are entitled to be reimbursed for travel expenses in accordance with RCW 43.03.050 and 43.03.060.

Section 2: Address of the Committee:

Public Records Exemptions Accountability Committee  
Attn: Ruthann Bryant  
P.O. Box 40149  
Olympia, WA 98504-0107  
web: <http://www.atg.wa.gov/opengovernment/sunshine.aspx>

**Adopted September 18, 2007.**

**Amended January 8, 2008.**

**Amended June 10, 2008**