

## Operating Guidelines and Procedures

The Higher Education Advisory Committee (Advisory Committee) shall conduct its work in accordance with its mission to advise the Steering Committee for Washington Learns in the development of a comprehensive and effective education system in Washington. Members shall follow the highest standards of integrity and public service in accomplishing this mission.

### MEMBERSHIP

Members of the advisory committee shall include four legislators, one appointed from each of the four major caucuses and additional members to be appointed by the Steering Committee pursuant to SB 5441.

Delegates may not serve in place of the member.

### OFFICERS

The Chair of the Advisory Committee shall be appointed by the Governor. The Chair shall preside at all meetings, and perform such other duties as necessary. In the absence of the chair, the chair shall appoint a member of the Steering Committee assigned to the advisory committee to chair the meeting.

### MEETINGS

All advisory committee meetings shall be open to the public. An executive session may be held at the request of the Chair or at the request of a majority of the members for purposes allowed by the Open Public Meetings Act (OPMA), chapter 42.30 RCW.

#### Regular Meetings

The Chair, with approval of the members, shall develop a schedule of regular meetings for the fiscal year. The schedule of regular meetings, to include at a minimum the date and time for each meeting, will be filed with the Code Revisor for publication in the State Register, consistent with the requirements of the OPMA. Any schedule change to a regular meeting must be published in the State Register for distribution at least 20 days prior to the rescheduled meeting date.

#### Special Meetings

A special meeting, which is any meeting not on the regular meeting schedule, may be called at any time by the Chair or by request to the Chair by a majority of the members. Notice of a special meeting, in accordance with the OPMA, shall be provided to the members and to any local newspaper of general circulation and local radio and television stations which have a request for notice on file, at least 24 hours prior to the time of the special meeting. The notice must include the date, time and place of the meeting, along with the business to be discussed or transacted.

## AGENDA

An agenda for each meeting shall be prepared in advance of the meeting and sent to the members along with any meeting notice and other meeting materials. Any member may request an item be placed on the agenda. The Chair shall have final approval of the agenda for each meeting.

## VOTING PROCEDURES

The Chair and members shall make consistent efforts to achieve informal consensus on matters to recommend to the Steering Committee. When the Chair determines that a vote is necessary, the voting procedures shall be as follows:

- The Advisory Committee shall only transact business if a quorum is present at the meeting.
- A majority of the Advisory Committee shall constitute a quorum for the transaction of business.
- If a quorum is present, a majority of the quorum present is sufficient to adopt a motion.

A member is present, for the purpose of a quorum, when the member is attending the meeting in person.

## MEETING MINUTES

Minutes of each Advisory Committee meeting shall be kept. Minutes shall identify the issue discussed or business transacted. The minutes shall be provided to each member prior to the next regular scheduled meeting and approved at the start of the next regular scheduled meeting. Minutes shall be made available to the public upon request.

## APPLICABLE STATUTES

The Advisory Committee and its members shall perform their duties and conduct business in accordance with applicable statutes, as represented in the attached appendix.

## AMENDMENT AND SUSPENSION OF OPERATING GUIDELINES

These Operating Guidelines may be amended at any meeting of the committee upon inclusion on the meeting agenda and notification to all members of the amendment. The Operating Guidelines may be suspended at any meeting without prior notification upon a two-thirds affirmative vote of the entire Advisory Committee.