

**WAC 183-07-020 Conduct of meetings and order of business. (1)**

All commission meeting business shall be transacted by motion. Motions may be made by any commission member and shall require a second.

(2) Voting on all motions shall be by voice vote unless a record of the vote is called for in which case the executive director shall call the roll in alphabetical order and record the vote of each member present, "yea" or "nay."

(3) The chair and vice chair are voting members of the commission.

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

(5) The executive director shall prepare each meeting's agenda in consultation with the chair.

(6) The commission shall approve the minutes of the preceding meeting as the first act of each meeting.

(7) The chair or presiding officer may modify the agenda of a meeting if deemed necessary or beneficial.

[Statutory Authority: RCW 43.03.305 through [43.03].310. WSR 11-19-024, § 183-07-020, filed 9/9/11, effective 10/10/11. Statutory Authority: RCW 43.03.300 through [43.03].310. WSR 09-12-077, § 183-07-020, filed 6/1/09, effective 7/2/09.]