

**WAC 342-10-210 Conduct of commission meeting business.** (1) All business of commission meetings shall be transacted by motion and resolution which may be made by any member eligible to vote who is in attendance, and shall require a second.

(2) Voting on all motions and resolutions shall be *viva voce* unless a division is called for by any member, in which case the executive secretary or his designated substitute shall call the roll in alphabetical order and record the vote of each member present, "yea" or "nay."

(3) A concurrence of the majority of a quorum of voting members at the time shall be necessary for the passage of any motion or resolution.

(4) All matters which in the judgment of the commission are of a legislative character shall be embodied in the form of a resolution.

(5) Minutes of each commission meeting shall be recorded in a book or books kept for such purpose and shall be considered public records, and copies of the minutes of the previous meeting shall be mailed to each commission member as a tab to the agenda of the next meeting for commission approval as the first act of each regular meeting.

[Order 1-76, § 342-10-210, filed 4/22/76.]