

**WAC 465-20-030 Conduct of meetings and order of business. (1)**

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

(2) Voting on all motions shall be by voice vote unless a division 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 order of authority board meeting business shall be conducted as prescribed by the agenda.

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

(5) The authority board shall approve the minutes of the preceding meeting as the first act of each meeting.

(6) The chair or any authority board member may modify a meeting's agenda by motion.

(7) Public hearings. The authority seeks to foster public comment on its operations through its public hearing process. The authority will, whenever possible, allow any person an opportunity to present written or oral testimony at its public hearings, upon compliance with reasonable procedures. Such procedures include, but may not be limited to, the following:

(a) Those wishing to present oral testimony shall sign the public testimony roster. The authority will call for public comments in the order appearing on the roster. Elected officials and expert witnesses may be scheduled first because their testimony may help answer pending questions from the public.

(b) To ensure that everyone attending the hearing can hear all oral testimony and questions, commenters shall speak using the microphone, if any, provided for the public, after being recognized by the presiding member of the authority board. The presiding member of the authority board is generally the chair.

(c) Oral testimony and questions should be addressed to the presiding member of the authority board.

(d) Because the authority wants to hear from as many people as possible, the authority board may place reasonable limits on the time allowed for oral testimony. Time for testimony is generally limited to five minutes per person. Answers to questions from the authority board is generally limited to three minutes.

(e) Persons testifying, whether orally or in writing, shall state their name and identify whether they represent an organization. If they represent an organization, they shall identify the organization. At their option, they may also state their address.

(f) Commenters shall briefly describe the identity and nature of any documents referenced in their comments, and indicating where the document can be reviewed or obtained.

[Statutory Authority: RCW 43.340.030 [(1)](h). WSR 02-20-025, § 465-20-030, filed 9/23/02, effective 10/24/02.]