

WASHINGTON FISH AND WILDLIFE COMMISSION

RULES OF PROCEDURE

Established 1997; Updated Oct. 2007

APPOINTMENTS, TERMS, AND QUALIFICATIONS:

The Washington Fish and Wildlife Commission is comprised of nine members serving six-year terms. Members are appointed by the Governor and confirmed by the Senate. Three members must reside east of the summit of the Cascade Mountains, three must reside west of the summit, and three may reside anywhere in the state. No two Commissioners may reside in the same county. (RCW 77.04.030)

Persons eligible for appointment as members of the Commission shall have general knowledge of the habits and distribution of fish and wildlife and shall not hold another state, county, or municipal elective or appointive office. (RCW 77.04.040)

ELECTION OF CHAIR AND VICE CHAIR:

The Commission at a meeting in each odd-numbered year shall elect one of its members as chairman and another member as vice chairman, each of whom shall serve for a term of two years or until a successor is elected and qualified. (RCW 77.04.060)

QUORUM:

Five members constitute a quorum for the transaction of business and to adopt permanent rules and amendments to or repeals of existing rules. (RCWs 77.04.060 and 77.04.090.)

RESPONSIBILITIES:

1. **Fish and Wildlife Commission:** (RCW 77.04.055)
The Commission is the policy-setting arm of the Department of Fish and Wildlife and is the official access point of constituents for influencing policy. In addition, the Commission shall:
 - a. Determine goals and objectives for the Department that relate to the policies.
 - b. Review the Department's performance in implementing the policies.
 - c. Have final approval authority for the Department's budget proposals.
 - d. Establish time, place, manner and methods for fishing, hunting, and trapping of all fish and wildlife in Washington.
 - e. Appoint the Director for the Department.
 - f. Provide a work plan annually for the Director.
 - g. Meet annually with the Governor to review the performance of the Department in its mandate to preserve, protect, and perpetuate fish, wildlife, and their habitats.

- h. Determine what fish, shellfish, and wildlife will be classified.
- l. Work with the legislature and Governor's Office to influence legislation necessary for Department business.
- j. Have final approval authority for tribal, international, interstate, and any other Department agreements relating to fish and wildlife.
- k. Serve as the forum for public involvement on all fish and wildlife issues.
- l. Approve all land acquisitions and sales of surplus property.

2. **Commission Chair**

The Commission Chair shall:

- a. Serve as official spokesperson for the Commission.
- b. Conduct all official meetings and conferences calls of the Commission.
- c. Determine the placement of items on all agendas and approve final agendas.
- d. Supervise Commission staff and review performance.
- e. Make final determination of issues brought before the Commission during the course of deliberations.
- f. Direct the Commission staff in regard to decisions of the Commission.
- g. Have approval authority for out-of-state travel of the Director.
- h. Be responsible for the general conduct of all Commission meetings.
- i. Approve news releases regarding Commission meetings.

3. **Commission Vice Chair**

The Commission Vice Chair shall:

- a. Carry out all responsibilities of the Commission Chair in his/her absence.
- b. Function as resident expert in implementing procedures adopted by the Commission (commonly referred to as parliamentarian).
- c. Ensure completion of Commission requests.

4. **Commission Members**

Commission members shall:

- a. At a meeting in each odd-numbered year, elect one of its members as Commission Chair and another member as Commission Vice Chair.
(RCW 77.04.060)
- b. Attend all meetings, work sessions, and conference calls.
- c. Keep up to date on all issues, legislative activities, and statutes affecting the Commission.
- d. Be familiar with and operate within governing statutes and state and federal laws.

- e. Observe state ethics laws and complete ethics training.
- f. Select an Acting Commission Chair if Commission Chair and Vice Chair are not available.
- g. Inform the Commission Executive Assistant if they will not be attending meetings, work sessions, and conference calls.
- h. Provide Commission members with a summary of any meetings attended as a representative of the Commission.
- i. Access their e-mail and Simon voice mail system regularly and respond to messages expediently.
- j. Each month complete a Monthly Report of Expenses and submit to the Commission Executive Assistant no later than the 25th of the month during which travel occurred.

OPERATING PRINCIPLES:

Through principles of operation, the Commission is striving to provide the best possible environment conducive to fulfilling the Department of Fish and Wildlife's mission and goals.

1. Commission members shall:
 - a. Be clear when speaking for the Commission versus as an individual; present only the results of formal decisions (e.g., where five or more Commissioners have agreed) as official Commission positions.
 - b. Work collaboratively with other Commission members and Department staff on decision-making.
 - c. Be respectful of other Commission members.
 - d. Establish sound working relationships with other Commission members.
 - e. Be a customer using and observing the opportunities the Department affords the public.
 - f. Be responsible about where work is best done, i.e., issues pertaining to a specific sub-group shall be given to the sub-group chair.
 - g. Maintain confidence about all matters of Commission executive business.
 - h. Keep focused on big decisions and issues (big picture).
 - i. Represent all citizens of the state (who own the resource), not constituents from a particular area or special interest.
 - j. Serve actively on Commission sub-groups.
 - k. Keep other Commission members informed on individual activities of Commission business.
 - l. Not engage in any activity which gives rise to a conflict of interest or appearance of conflict of interest as a Commission member.

- m. Expeditiously respond to requests and messages from Commission members and Commission staff regarding Commission business.
 - n. Provide Executive Assistant with comments and suggestions on results of Department presentations, meetings, etc., in a timely manner.
2. During Commission meetings and conference calls, Commission members shall:
- a. Utilize good meeting management techniques.
 - b. Refrain from using the meeting to further a personal agenda.
 - c. Attend all Commission meetings and conference calls.
 - d. Work from existing policy and through revision of policy to make decisions and provide direction.
 - e. Submit any requests for a Commission action or agenda item to Commission staff at least one month prior to a scheduled meeting.
 - f. Utilize breaks for conducting other business.
 - g. Keep business and conversation to the agenda item at hand, including intervening if process gets off track.
 - h. Speak in turn when acknowledged by the Chair.
 - i. Refrain from directing questions to individual staff members unless directed by lead staff person.
 - j. Keep dialog with Department staff cooperative rather than adversarial.
3. When working with Commission staff, Commission members shall:
- a. Keep Commission staff involved in Commission activities.
 - b. Include Commission staff on SIMON voicemail and e-mail messages.
4. When working with Department staff, Commission members shall:
- a. Respect the Director's authority in matters of authority and matters delegated by the Commission.
 - b. Make requests for individual staff to attend meetings through the Director.
 - c. Respect workloads of Department staff when making requests for support or assistance for information.
 - d. Refrain from intervening in the operations of the Department, administrative issues, or internal Department matters except through official Commission action.
 - e. Encourage staff members to use existing internal channels for decision-making, not individual Commission members.
5. When working with constituents and the public, Commission members shall:

- a. Promote relationships with all users of natural resources.
 - b. Be mindful of the signal sent by your presence at an event.
 - c. Stay connected to community leaders and decision makers.
 - d. Remain responsive to the public; direct citizens to the right contacts within the Department.
6. When requesting additional information or direction from staff members, Commission members shall:
- a. Negotiate directly with staff member if request does not require a substantial reallocation of staff time and/or resources.
 - b. Use the established Department policy and procedure on “Commission Requests to the Department” on all requests that require substantial reallocation of staff time and resources and also on requests that entail program changes and project directions.

ATTENDANCE:

The following applies to all official Fish and Wildlife Commission meetings, work sessions, and conference calls:

1. All Commission members are expected to attend (participate where required) all official Commission meetings, work sessions, and conference calls.
2. If a member is unable to attend, the member will inform the Commission Executive Assistant, who will in turn inform the Chair.
3. When the Commission Executive Assistant has been notified that three members will be absent from the same meeting, the Commission Executive Assistant will immediately notify all members of the expected absences.
4. Commission members will notify the Commission Executive Assistant well in advance if they are unable to attend meetings, and conference calls.

PARLIAMENTARY PROCEDURES:

These procedures apply whenever the Commission, as a body, takes formal action. Robert's Rules of Order Revised has been used as a guide in preparation of these procedures. The Vice Chair is the Commission's parliamentarian.

1. **The purpose of parliamentary procedures:**
 - To enable the Commission to conduct business in an organized, efficient, and timely manner.
 - To protect the rights of each Commissioner.
 - To preserve a spirit of harmony within the Commission.

2. **The five basic principles of parliamentary procedure** must be considered to achieve these purposes:
 - Only one subject may claim the attention of the Commission at one time.
 - Each proposition presented for consideration is entitled to full and free debate.
 - Every Commissioner has rights equal to every other Commissioner.
 - The will of the majority must be carried out, and the rights of the minority must be preserved.
 - The personality and desires of each Commissioner should be merged into the larger unit.
3. **All Commissioners are voting members.**
4. **A Commissioner shall abstain from any vote or attempt to influence any vote taken by the Commission that would put that Commissioner in violation of the State Ethics Law. The Commissioner shall announce for the record his or her reason for his or her abstention. (WAC 232-12-002)**
5. **Progress of a motion to be voted on by the body:**
 - A main motion is made; this must be seconded before discussion occurs.
 - A motion to amend the motion is made; this must be seconded before discussion occurs. A vote is taken on the motion to amend the motion.
 - A motion to amend the amendment is made; this must be seconded before discussion occurs. A vote is taken on the motion to amend the amendment.
 - Discussion upon the main motion, as amended, is open. A vote is taken on the main motion, as amended.
6. **Discussion of a motion to be voted on by the body:**
 - A motion is made and seconded.
 - The Chair will ask the maker of the motion if he/she desires to speak in favor of the motion.
 - The Chair will ask for a member opposed to the motion to speak.
 - The Chair will continue to alternate in favor/opposed.
 - All members should be given the opportunity to speak once on a motion before any member is granted a second turn to speak.
7. **Order of Voting:**
 - When the question (vote) has been called for, the maker of the motion will restate the motion if requested by the Chair.
 - The vote is taken by voice vote (aye/nay/abstain).
 - Roll call voting may be taken at the request of any Commissioner.
 - The Chair will announce the results of the vote.
8. **Justification for adoption of the motion:**
 - After a vote is passed adopting a motion pertaining to a regulation, the Chair ensures justification for adoption of the motion is recorded.