



## Protocol for Meetings Policy

Governance Section: Governance

Revision Date: 3/28/2024

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### Purpose

To establish a protocol for the conduct of Board and Executive Committee meetings.

### Authority

1. Interlocal Agreement, Section 3h (“exercise all . . . powers . . . to accomplish all lawful programs”); and
2. Bylaws, Sections 12 (“the president shall chair the Board and Executive Committee”), 13 (“The Vice President shall perform the duties of the President in the temporary absence or disability of the President”) and 30 (“meetings shall be conducted consistent with the Open Public Meetings Act (RCW 42.30). Robert’s Rules of Order will be used to resolve any procedural issues that may arise during the course of the meeting.
3. Governance Policy: Duties, Responsibilities and Development of Board and Executive Committee Members.

### Policy Statement

1. The President shall chair meetings of the Board or Executive Committee. All references to the President shall apply to the Vice President when chairing a meeting in place of the President.
2. The President shall move the meeting agenda forward so that the meeting finishes on time. However, the President, Executive Committee, or Board, may allocate additional time to address a topic.
3. Robert’s Rules of Order will be used to resolve any procedural issues that may arise during meetings.
4. While attending WSTIP Board or Executive Committee meetings, Board Members shall:
  - a. Adhere to the requirements of all applicable laws and WSTIP Policies, including the Open Public Meetings Act, RCW 42.30;
  - b. Conduct themselves with civility and respect to one another, to WSTIP management and staff, to consultants and contractors, and to members of the public.
  - c. Not disrupt or delay meetings, or permit those within a Board Member’s control to do so, nor interrupt someone recognized by the President who is speaking;
  - d. Be attentive to presenters and those recognized by the President to speak;
  - e. Use microphones when microphones are available.
  - f. In relation to any Executive Session, respect confidentiality requirements and not act in a way that would reasonably be expected to jeopardize the attorney-client or work product privileges;
  - g. Raise your concerns with the entire Executive Committee or Board. All opinions are welcome during the meeting;
  - h. Strive for consensus when possible, however, recognize that the majority rule applies to all decisions.
  - i. Respect and comply with the decision of the President regarding any procedural decision or the interpretation of this policy.
5. The Executive Committee may review this protocol and/or establish its workplan at its annual retreat.
6. To ensure the most positive experience, Board Members attending their first meeting will be afforded the opportunity to sit within the Board’s U-shaped set up (as opposed to sitting overflow seating behind the Board).

### Remote Meeting Attendance

Board Members and one alternate are encouraged to attend WSTIP events in person. However, WSTIP will strive to provide quality remote meeting experience. However, circumstances beyond WSTIP’s control may limit this experience. While attending a WSTIP event remotely, remote participants will:



1. **Be present** and fully engaged – Please no multi-tasking.
2. **Use mute vs. hold** – Mute your microphone when not speaking and if you are using your telephone as an access, don't place the call on hold if you have hold music.
3. **Be ready for the roll call** – Roll call is done verbal and is alphabetical by agency. Please be ready to unmute to indicate your presence.
4. **Make your desire to speak known** - Raise your hand to talk or send a chat message. The non-remote participants want to hear you.
5. **Be ready for a roll call vote** – The President may call for a roll call vote on any topic. Be ready to unmute to indicate your vote when called (follows the same order as the roll call).
6. **Use your camera** – Use your camera whenever possible, however, all participants understand you may have to turn it off if you have low bandwidth.

**Amendment**

This policy may be amended by the Executive Committee.

**Policy History**

Added #6 in March 2024. Revised to remove work plan and encourage use of microphones. Revised April 28, 2023. Revised to reflect working principles and tribal rules. Revised April 28, 2022.

Revised to reflect Bylaw changes adopted September 25, 2020.

This protocol is based upon working principles adopted by the Executive Committee at its annual retreats and subsequent discussion by the Executive Committee. Revised June 25, 2020.

Passed by the Executive Committee on March 28, 2024.

Attest:

Approved as to form

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Shonda Shipman, President

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Monique Liard, Secretary

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Richard L. Hughes, General Counsel