

# **Task Force for Reform of Executive and Legislative Procedures Dealing with Tax Preferences**

## **Task Force Rules of Procedure**

### Article I: Name

The name of this task force, established in ESSB 6444 (2010), is the Task Force for Reform of Executive and Legislative Procedures Dealing with Tax Preferences. The task force may also be referred to as the Task Force on Tax Preference Reform.

### Article II: Purpose

The 2010 Legislature created the Task Force to review executive and legislative budget and policy practices and procedures associated with the recommendation, development, and consideration of tax preferences. The Task Force shall carry out the provisions of Section 103(10) of Chapter 37, Laws of 2010, and shall perform the duties and functions as therein prescribed.

### Article III: Organization and Rules

Section 1: Organization and Rules: The Task Force shall meet in accordance with dates it establishes and shall adopt its own policies and procedures. By a majority vote of Task Force members, the Task Force will adopt rules and procedures pursuant to Section 103(10) of Chapter 37, Laws of 2010. These rules may be amended or suspended by the Task Force in accordance with Robert's Rules of Order and in any manner which is not inconsistent with the laws of the state.

### Article IV: Officers

Section 1: Officers: By a majority vote, the Task Force shall elect a Chair and a Vice Chair from its members.

Section 2: Duties of Officers: The Chair shall set the date, time and place for Task Force meetings, as well as set the proposed agenda for and preside over the meetings. The Chair shall ensure staff keep a record of business conducted at all meetings. The Vice Chair shall preside over meetings in the event of the Chair's absence.

## Article V: Meetings

Section 1: Quorum and Approval of Business: Six of the eleven members of the Task Force must be present in order to have a sufficient quorum for transacting Task Force business. When a quorum has been established, a motion will be approved by sufficient consensus if no Task Force member objects. If there is an objection to a motion, such motion will be subjected to vote and approved if a majority of those voting are in favor of the motion.

Section 2: Open Public Meetings: Except when convened in Executive Session, all meetings of the Task Force shall be open to the public, as noted in chapter 42.30 RCW. An Executive Session may be called in accordance with chapter 42.30.110 RCW.

Section 3: Rules of Order: All meetings of the Task Force shall be governed by Robert's Rules of Order, except as specified by the applicable law or these bylaws.

Section 4: Meeting Date and Time and Location: The Chair shall set the date, time and location for regular Task Force meetings. Notice of meetings shall be sent to the Task Force members and made available to interested parties. Special meetings may be called, setting the date, time and place for the special meeting, by the Chair or by a majority vote of the members of the Task Force.

Section 5: Meeting Agenda: The proposed agenda for all regular meetings of the Task Force shall be set by the Chair prior to the meeting. The Chair reserves the right to change and modify the proposed agenda of a regularly scheduled meeting at any time prior to the meeting. Task Force members are encouraged to submit meeting agenda items to the Chair for consideration in advance of the meeting.

Section 6: Minutes: Staff to the Task Force shall maintain records of proceedings of all meetings and prepare minutes for approval by the Task Force. Following approval by the Task force, meeting minutes shall be published and made available to the public through the Task Force web site.

Section 7: Attendance: Task Force members are encouraged to make every effort to attend each meeting. If a Task Force member is unable to attend, he/she is responsible for notifying the Chair.

## Article VI: Minority Reports

Section 1: Minority Report(s): Any Task Force member may request a minority report for any motion that has been approved by a vote of the Task Force. Requests must be made to the Chair at the meeting, following the approval of the motion. The Chair shall ensure that minority reports requested by members are registered in the record of business for the Task Force meeting.

## Article VII: Housekeeping

Section 1: Travel and Per Diem: In accordance with 43.03.050 RCW and 43.03.220 RCW, through June 30, 2011 non-legislative Task Force members are not eligible for travel and per diem reimbursement. Task Force members who are members of the Legislature are eligible for travel and per diem reimbursement in accordance with the rules and administration of the House of Representatives and the Senate.

Section 2: Cessation of Duties: Unless its duties in Section 103(10) of Chapter 37, Laws of 2010 are amended by the Legislature, the Task Force will cease operations after the submission of its report to the Governor and legislative fiscal committees.

Section 3: Address of the Task Force:  
Task Force on Tax Preference Reform  
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PO Box 40910  
Olympia, WA 98504-0910  
e-mail: [hennesy.lisa@leg.wa.gov](mailto:hennesy.lisa@leg.wa.gov)  
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Adopted: July 22, 2010