

Procedures for Joint Legislative Task Force on Family Leave Insurance

Organization and Conduct of the Task Force

1. Senator Karen Keiser and Representative Dickerson have been appointed the co-chairs of the Task Force. The co-chairs will alternate as chairs at the Task Force meetings.
2. Agendas and other meeting materials will be distributed by e-mail at least seventy-two hours in advance of the meetings. Public information produced by the Task Force will be maintained on a Task Force webpage on the House and Senate committee websites.
3. A Steering Committee consisting of the legislative members of the Task Force shall advise the co-chairs on the meetings and other activities of the Task Force.

Decision Making Process

4. Decisions will be made by the agreement of a majority of the Task Force voting members. Minority reports may be offered. Any interim understandings reached during discussions will remain tentative until an agreement is reached on all issues under discussion, unless agreed otherwise.

Alternates

5. In order to encourage continuity and minimize disruption, Task Force members are encouraged to make every effort possible to attend all Task Force meetings.

In case of absence from a Task Force meeting and with the permission of the Task Force co-chairs:

- a. Task Force members may participate in Task Force meetings via telephone; or
- b. Task Force members may be temporarily replaced at a Task Force meeting by another person or, in the case of legislator members, by another legislator.

Such alternates shall be briefed on prior and pending Task Force proceedings by the absent member in advance of the meeting and are authorized to vote for the absent member at the meeting.

Data Requests

6. Research requests from the Department of Labor and Industries, the Employment Security Department, and other state agencies will be made in writing through the Task Force co-chairs initially. The Task Force co-chairs will prioritize requests based on the need for the information to support scheduled Task Force agenda items. The state agency liaisons will bring unresolved research request issues to the Task Force co-chairs for resolution.

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