

2018 Rules of Procedure

RULE 1. Membership.

The Joint Committee on Employment Relations (JCER or Committee) shall consist of nine members:

- Four members of the House of Representatives, from which
 - Two members with leadership positions, one from each of the two largest caucuses of the House of Representatives, and
 - The chair and ranking minority member of the House of Representatives Appropriations Committee, or its successor, representing each of the two largest caucuses.

- Four members of the Senate, from which
 - Two members with leadership positions, one from each of the two largest caucuses of the Senate, and
 - The chair and ranking minority member of the Senate Ways and Means Committee, or its successor, representing each of the two largest caucuses.

- One nonvoting member, appointed by the Governor, representing the Office of Financial Management (OFM).

RULE 2. JCER Chair and Vice Chair.

The committee shall appoint two cochairs, one senator and representative. The two cochairs shall be from different political parties and their terms of office shall run from the close of the session in which they are appointed until the close of the next regular session in an odd-numbered year.

If either of the Chairs becomes unable to finish their term as chair, the Committee will elect another member as chair in accordance with the provisions of Rule 2.

RULE 3. Staff.

Support and assistance will be provided by the Office of Financial Management (OFM) staff, Senate Ways and Means Committee staff and House of Representatives Appropriations Committee staff as needed.

RULE 4. Meetings.

The Governor's designee will convene the initial meeting. Thereafter, the committee will establish a schedule of meetings that is consistent with the requirements of RCW 41.80.007 at the beginning of each calendar year. The Committee may, by a majority of the members, vote to meet more or less frequently.

RULE 5. Rules of Order.

All meetings of the JCER, shall be governed by Parliamentary Law, except as specified by applicable law.

RULE 6. Quorum.

A quorum of the joint committee is not required for the meeting to take place. Members may attend meetings by telephone, video-conferencing, Skype, or other form of communication. A member participating by phone, video, Skype, or other communication constitutes presence in person at a meeting. Members will notify staff at least twenty-four (24) hours before the meeting that they wish to attend via alternate tele-communication methods. Members will help ensure that they have adequate technological means to hear and be heard during the meeting.

RULE 7. Voting.

A majority of the members of the Committee (i.e., five members) must vote in the affirmative for an official action of the JCER to be valid. Examples of official action include: Recommendations, endorsements, statements, or requests made by the JCER to the Legislature or any other body; election of officers; adopting rules of procedure; and adopting goals.

A majority of the members of the Committee present at the meeting must vote in the affirmative on procedural matters in order for the action to be valid. Procedural matters are defined as convening or adjourning meetings and providing direction to staff.

RULE 8. Records.

Official committee actions, as referenced in Rule 7 will be recorded.

RULE 9. Duties of the Committee.

One of the Chairs shall preside at all meetings of the JCER.

The committee, by majority vote, may request a formal or informal opinion or advice from the Washington State Attorney General. The committee will consider priorities, its powers under RCW 41.80.007, and budget constraints in making this decision. Advice may be subject to the attorney-client privilege. The attorney-client privilege belongs to the state and not to individual members of the committee. When communications are subject to the privilege, members are required to maintain the advice as confidential. Individual committee members are not authorized to waive the privilege, and that advice cannot be disclosed to any person who is not a member of, or who does not staff, the JCER. In addition, committee members are prohibited from disclosing confidential information under Ch. 42.52 RCW, the Ethics in Public Service Act.

RULE 10. Expenses.

Legislators' travel expenses shall be paid by the member's legislative body. State employees' expenses shall be paid by their employing agency.

RULE 11. The JCER is a legislative committee.

These Rules of Procedure are in addition to the policies, procedures, and oversight as described in RCW 44.04.260.