

## **Joint Committee on Veterans' and Military Affairs**

### **COMMITTEE VISION AND OPERATING PROCEDURES**

**Adopted 12/2/2009**

#### **VISION**

The Joint Committee for Veterans' and Military Affairs (JCVMA) is a bi-partisan committee formed for the purpose of studying and exploring veterans' and military issues. The committee provides a venue for concepts and ideas to be introduced, vetted and perfected, and makes recommendations resulting from those concepts and ideas to the Legislature.

#### **OPERATING PROCEDURES**

##### **Rule 1. Committee Membership**

The JCVMA consists of sixteen members, four members from each major caucus of the Senate, appointed by the President of the Senate, and four members from each major caucus of the House of Representatives, appointed by the Speaker of the House of Representatives.

##### **Rule 2. Meetings**

The committee shall have three a minimum of three meetings per year, scheduled on a regular basis, as follows:

- (a) As soon as possible after session ends, for interim plans and to assemble the newly appointed members, appointed in odd-numbered years;
- (b) September committee assembly days, to consider legislative policy ideas; and
- (c) December committee assembly days, to consider legislative policy ideas.

The committee co-chairs may convene more meetings as required. Time on each meeting's agenda should regularly be set aside for presentations by veteran and military groups.

The co-chairs or the executive committee shall determine the date, time, and place of meetings. Notices of the JCVMA meetings shall be printed in the Legislative Meeting Schedule, when possible, and published on the internet. A minimum of seven days notice shall be given for any JCVMA meeting.

##### **Rule 3. Rules of Order**

All meetings of the JCVMA, its executive committee, or any subcommittee created by the JCVMA, shall be governed by Reed's Parliamentary Rules, except as otherwise specified by law or these rules of procedure.

##### **Rule 4. Quorum**

A majority of the members of the JCVMA shall constitute a quorum.

**Rule 5. Voting**

A majority of committee members must vote in favor of an action in order for it to be valid, except as otherwise specified by statute or these rules of procedure.

**Rule 6. Minutes**

Minutes summarizing the proceedings of each JCVMA shall be kept. The minutes must include member attendance, any official actions taken at the meeting, all votes, the names and contact information of persons testifying, and a brief summary of the testimony. Minutes shall be posted on the committee web page.

**Rule 7. JCVMA Executive Committee**

The JCVMA shall reorganize promptly after the appointment of its members and elect its new executive committee after session in an odd numbered year. A four-member executive committee shall be established consisting of one member from each caucus.

(a) Two executive committee members will serve as co-chairs for the first year of the biennium, and the other two executive committee members will serve as co-chairs for the second year of the biennium.

(b) One co-chair shall be from the House of Representatives and one shall be from the Senate;

(c) The co-chairs shall be from opposite political caucuses;

**Rule 8. Duties of Officers**

One or both co-chairs shall preside at all meetings of the JCVMA and its executive committee. In the absence of the co-chairs, an executive committee member may preside.

The co-chairs shall set the meeting agendas with the advice of the executive committee.

The executive committee shall: 1) perform all duties assigned to it by the rules of procedures and other duties delegated to it by the JCVMA; and 2) recommend actions to be taken by the JCVMA.

**Rule 9. Resolutions and Proposals**

Proposals for JCVMA consideration or action on any subject within the scope of the JCVMA's authority may be presented orally or in writing by any member of the JCVMA. Resolutions addressed to the JCVMA by the Washington State Legislature, or any chamber thereof, shall be deemed to have been presented to the JCVMA without further action by any member. Proposals for the JCVMA consideration or action on any subject within the scope of the JCVMA's authority may be presented in writing to the JCVMA by any member of the Legislature

**Rule 10. Expenses**

A JCVMA member's travel expenses shall be paid by the member's legislative body.