

AGENDA ITEM NB H

Proposal:

I propose the amendment of motion 2013-21. (replace last sentence (highlighted) with sentence in italics)

“If a committee chair conducts any committee business by e-mail, all relevant paperwork/documentation must be sent to all committee members with specific instruction on what the committee members are to do with that material. Any communication by any committee member from that point forward must go to all members (keying Reply All). The chair will be responsible to ensure that these procedures are followed. In this manner, the chair and all committee members should have a complete file of all material under consideration and of all comments and input from every participating committee member. If any voting by committee members is a part of the business being conducted, the chair will compile the voting tallies by all participating committee members. **Since all exchanges are done in writing, the chair’s own complete file with all correspondence and voting tallies will constitute the official record of the proceedings.** *The report of the Chair constitutes the minutes of the committee.* “

I also propose addition of this paragraph to RR. 8. E. With subsequent re-lettering of the rest of the items in RR 8.

Reasons:

Clarifies and simplifies the last sentence. Addition to the RR will ensure that Chairs will be informed and follow this policy,

Advantages:

Remain in compliance with WA statues. Ensure Chairs are aware of this duty.

Disadvantage:

None

Submitted by : April Seiler