

## WASHINGTON DEPARTMENT OF FISH AND WILDLIFE REPORT ON MEMBERSHIP APPOINTMENTS AND COUNCIL OPERATING PROCEDURES

As discussed at the March 2015 meeting, the Washington Department of Fish and Wildlife has prepared a draft Council Operating Procedure (below) for the Council's consideration regarding the documentation and dissemination of Council motions to Council members, the appropriate advisory bodies, and the public.

### **DRAFT COUNCIL OPERATING PROCEDURE** **Documenting and Disseminating Council Motions/Decisions**

#### PURPOSE

To establish procedures to document and disseminate Council motions and decisions.

#### OBJECTIVES AND DUTIES

To facilitate timely documentation and distribution of Council approved motions to Council members and appropriate advisory bodies, and display of those motions on the Council's website for public information, and to promote a consistent understanding of actions taken by the Council:

1. When motions are distributed and/or displayed in writing, the Executive Director or Council staff shall:
  - a. Distribute copies of the approved motions, as displayed (i.e., as voted on and approved) to Council members via e-mail within one week after the conclusion of the Council meeting at which those actions were taken.
  - b. Distribute copies of the approved motions, as displayed (i.e., as voted on and approved) to the appropriate advisory bodies via e-mail within one week after the conclusion of the Council meeting at which those actions were taken.
  - c. Post a clean copy of the approved motion(s)—as amended (if applicable) on the Council's website within two weeks after the conclusion of the Council meeting at which those actions were taken.

*Note: In finalizing the motion language prior to posting it on the web, Council staff may do minor grammatical editing (e.g., correct misspellings, punctuation).*

2. When motions are verbalized, but not displayed in writing, the Executive Director or Council staff shall:
  - a. Distribute copies of the approved motions, as captured by Council staff, to Council members via e-mail within two weeks after the conclusion of the Council meeting at which those actions were taken.
  - b. Distribute copies of the approved motions, as captured by Council staff, to the appropriate advisory bodies via e-mail within two weeks after the conclusion of the Council meeting at which those actions were taken.
  - c. Post a clean copy of the approved motion(s)—as amended (if applicable) on the Council’s website within three weeks after the conclusion of the Council meeting at which those actions were taken.

*Note: In finalizing the motion language, Council staff may do minor grammatical editing (e.g., correct misspellings, punctuation).*

PFMC  
03/25/15