

**Office of Homeless Youth Prevention & Protection
Advisory Committee**

BYLAWS

Adopted on February 29, 2016

**ARTICLE I
Membership**

1. The Office of Homeless Youth Prevention and Protection Programs Advisory Committee (Committee) consists of a total of 12 members, including at least two legislators, at least two parent advocates, and at least one member of law enforcement, per RCW 43.330.705.
2. With the exception of legislators, the Governor appoints members of the Committee.
3. Members appointed by the Governor, the President of the Senate, and the Speaker of the House of Representatives are voting members.
- ~~3.4.~~ [The Committee may formally invite "guest members" to participate in the work of the Committee. Guest members do not count towards quorum and do not have voting capabilities.](#)

Terms of Office

1. Terms for initial incoming members in 2016 will be staggered, with one-third of the committee serving 1-year terms; one-third serving 2-year terms; and one-third serving 3-year terms.
2. Members appointed after 2016 will serve terms of three years unless the Governor determines otherwise at the time of appointment.
3. Members are eligible for reappointed at the discretion of the Governor.
4. A member whose term has expired but whose successor has not been appointed by the Governor may continue to serve until replaced.
- ~~4.5.~~ [Guest members serve 1-year terms which may be renewed upon approval of the Committee.](#)

Reimbursement for Expenses

1. Members are eligible for travel reimbursement for attendance at Committee meetings and other meetings approved by the Office of Homeless Youth. If funding is available, food and refreshments may be provided to maximize time and efficiency of the meeting.
2. Members may be eligible for a per diem based on financial need and approval from the Office of Homeless Youth.
3. [Guest members may be eligible for travel reimbursement for attendance at Committee meetings and meetings approved by the Office of Homeless Youth based on financial need and approval from the Office of Homeless Youth.](#)

ARTICLE II
Advisory Committee Officers

Officers

1. The officers of the Committee shall consist of the Chair and Vice Chair.

Elections/Terms of Office

1. The Advisory Committee shall nominate and elect a Chair and Vice Chair from its membership on an annual basis. The Chair and Vice Chair may serve up to three consecutive 1-year terms.
2. If both the Chair and Vice Chair are absent from a Committee meeting, the Committee members shall elect one of the members present to serve as Chair Pro-Tem.

Duties of Officers

1. The Chair will preside over Committee meetings. In the Chair's absence, the Vice Chair will preside.
2. The Chair and the Vice Chair will communicate with members between meetings when needed to discuss issues, opportunities, concerns, strategies and alternatives that need to be discussed for meeting the Committee's goals and purposes.
3. The Chair will act as the Committee's formal spokesperson. If an alternate spokesperson is needed, the Vice Chair will assume this role if appropriate, otherwise the Committee can designate a particular spokesperson for that specific issues as needed. Public statements by the Chair, Vice Chair or designated spokesperson on behalf of the Committee should reflect the Committee's adopted recommendations and positions. If asked about a matter that the Committee has not discussed, then that should be the response.

ARTICLE III
Subcommittees of the Advisory Committee

1. When necessary and as resources allow, the Advisory Committee may create subcommittees to carry out specific assignments between meetings. Prior to creating a new subcommittee, the Advisory Committee will identify the purpose of the subcommittee, including how it relates to the Advisory Committee's charge and duties in RCW 43.330.705.
2. The Advisory Committee will also identify the membership and the duration of the subcommittee. Membership may include individuals who do not serve on the Advisory Committee. Subcommittees will report to and advise the Advisory Committee.
3. Each subcommittee shall select a committee chair. The subcommittee chair must be a member of the Advisory Committee.

ARTICLE IV
Meetings of the Advisory Committee

Regular Advisory Committee Meetings

1. The Committee will adopt and publish an annual schedule of dates and locations for regular Committee meetings for each calendar year.
2. Any changes to the annual schedule shall be made at the discretion of the Committee Chair unless a majority of the Committee objects.
3. The Chair may cancel a regular Committee meeting for justifiable reasons, including the lack of sufficient agenda items.

Special Committee Meetings

1. The Chair may call a special meeting of the Committee at any time.
2. Committee members may call a special meeting at any time provided a majority of the members agree.
3. Notice must be delivered 72 hours before the meeting to each member of the Committee.
4. Seventy-two hour notice must also be given to the general public. The public notice must specify the time and place of the special meeting.
5. The notice of a special meeting must also specify the nature of the business to be conducted at the meeting. The Committee may not take final action on any item that was not listed in the public notice.

Meetings to be Open and Public

1. Meetings of the Committee are open to the public. At each meeting, a brief public comment period will allow observers to offer comments related to issues at hand, subject to time limits stated on the agenda.

ARTICLE V
Meeting Procedures

Quorum

1. The presence of seven (7) members of the Committee will establish a quorum for the transaction of business at a Committee meeting.
2. The Committee may discuss issues and deal with administrative matters in the absence of a quorum, but a quorum is required to approve elections, recommendations, or other decisions of the Committee, except for a motion to adjourn.

Attendance

1. Regular attendance is essential so that decisions will represent the opinions of the Committee as a whole.

2. Committee members are expected to attend no less than eighty percent of all meetings for which there is no prearranged absence. In addition, when a member misses three or more consecutive meetings, the Committee may recommend removal of the member to the Governor, President of the Senate, or Speaker of the House.

Manner of Voting

1. The voting shall be by voice vote.
2. In lieu of voice vote, a Committee member may request a roll call or show of hands vote, and the Chair shall honor any such request.
3. For issues requiring decisions or actions that could not be completed at scheduled meetings, or which the Chair feels would require resolution before the next scheduled meeting, electronic mail voting may take place.
4. Decisions made via electronic mail shall be publicly posted within 72 hours of the vote.
5. A simple majority vote is required to approve elections, recommendations, or other decisions of the Committee.

Adjournment

1. The Committee may postpone a portion of any meeting already in progress and reconvene at another time and/or place by adopting a motion to adjourn. The motion must specify where and when the meeting will resume.
2. A majority of the Committee members at a meeting can approve a motion to adjourn even if there is not a quorum present. If all members are absent from a meeting, the Chair or staff may adjourn the meeting to a stated time and place.

Meetings Interrupted by Group or Groups of Persons

1. If the disorderly conduct of a person or group of people makes it impractical to continue a Committee meeting, the Committee should first order that the individuals interrupting the meeting leave the room. If that fails to restore order, the Committee Chair can clear the room. It can also adjourn the meeting and reconvene at another place selected by a majority of the Committee members.
2. Representatives of the press or other news media, except those participating in the disturbance, must be allowed to attend even if the room has been cleared or the Committee has reconvened elsewhere.
3. The Committee Chair can determine how it might readmit any individuals who were not disrupting the meeting.

Meeting Notes and Agendas

1. Written notes and record of attendance by Committee members of all Committee meetings will be taken by a member of the Office of Homeless Youth staff.
2. All notes will be produced for Committee review and approval.

Rules of Procedure

1. The procedures used to conduct Committee business will be determined by these bylaws, the Open Public Meetings Act, and the Committee's authorizing statute, Chapter 43.330.705. Resources and guidance for committee appointees can be found on the Boards & Commissions website at <http://www.governor.wa.gov/boards-commissions>
2. If a procedural issue arises that is not covered by these bylaws and applicable state statutes, and the Committee cannot reach consensus on how to proceed, the Committee will follow the procedures contained in the most current version of Robert's Rules of Order.

ARTICLE VI Amendments

Amendment to the Bylaws

1. Committee Bylaws may be amended upon a two-thirds majority vote of the Committee.