



<b>WSTIP Policy Manual</b>			
<b>Document Name:</b>	Protocol for Meetings	<b>Date Adopted:</b>	03/25/2010
<b>Category:</b>	Governance	<b>Revision Date:</b>	
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**Protocol for Meetings**

**Purpose**

To establish a protocol for the conduct of Pool meetings.

**Authority**

1. Interlocal Agreement, Section 3h (“exercise all . . . powers . . . to accomplish all lawful programs”); and
2. Bylaws, Sections 12 (“the president shall chair the Board and Executive Committee”) and 29 (“meetings shall be conducted pursuant to Robert’s Rules of Order to the extent not inconsistent with statutes, . . . Bylaws, or . . . Interlocal Agreement”).

**Policy Statement**

1. As provided in the Bylaws, the President shall run the meetings.
2. The President shall move the meeting agenda forward so that the meeting finishes on time. However, the Executive Committee or Board, as the case may be, may allocate additional time to address a topic.
3. As provided in the Bylaws, meetings shall be conducted using parliamentary procedure as set forth in Robert’s Rules of Order to the extent consistent with state statutes and the Pool’s Interlocal agreement and Bylaws.
4. The Executive Committee shall:
  - a. Decide matters by majority vote but shall strive for consensus;
  - b. Look to its annual work plan to move matters forward;
  - c. Forward matters which require Board action to the Board with its recommendation. On matters so forwarded, Executive Committee members may express their individual opinions even if different than the committee recommendation;
  - d. Develop its work plan at its annual retreat; and
  - e. Review its work plan every month to determine what needs to be forwarded to the Board.
5. The Executive Committee or President shall identify significant matters for enhanced, preliminary attention by Board members not on the Executive Committee.
6. Meeting participants shall show respect for one another in all ways, including:
  - a. Being recognized by the President before speaking;
  - b. Refraining from side conversations;
  - c. Coming to meetings prepared and having read in advance all agenda materials;
  - d. Participating in the resolution of all issues;
  - e. Avoiding dominating any discussion; and
  - f. Striving for transparency.

7. The Executive Committee shall review this protocol at its annual retreat.

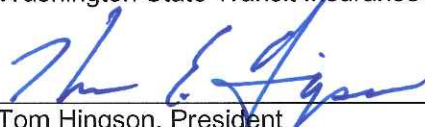
**Amendment**

This policy may be amended by the Executive Committee.

**Policy History**

This protocol is based upon working principles adopted by the Executive Committee at its annual retreats.

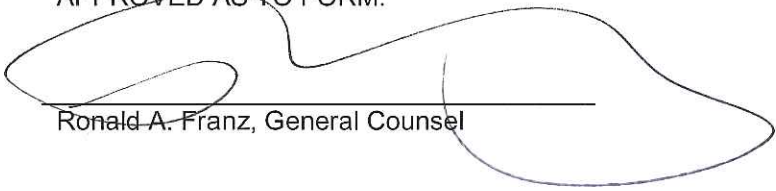
Passed this 25th day of March, 2010  
Executive Committee  
Washington State Transit Insurance Pool

  
\_\_\_\_\_  
Tom Hingson, President

ATTEST:

  
\_\_\_\_\_  
Ed McCaw, Secretary

APPROVED AS TO FORM:

  
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Ronald A. Franz, General Counsel