

2021 Rules of Procedure

- RULE 1. Membership.** The Select Committee on Pension Policy (SCPP) shall consist of 20 members as described in the [Revised Code of Washington \(RCW\) 41.04.276\(1\)](#).
- RULE 2. Meetings.** The SCPP will typically meet once each month during the Legislative Interim. Meetings may be called or cancelled jointly by the chair and vice chair of the SCPP or by the Executive Committee as deemed necessary.
- RULE 3. Rules of Order.** All meetings of the SCPP, its Executive Committee, or any subcommittee created by the SCPP shall be governed by Reed's Parliamentary Rules, except as specified by applicable law or these Rules of Procedure.
- RULE 4. Quorum.** A majority of the 20 SCPP members shall constitute a quorum of the SCPP (11 members). A majority of the members of the Executive Committee shall constitute a quorum of the Executive Committee. A majority of the members appointed to a subcommittee shall constitute a quorum of the subcommittee.
- RULE 5. Voting.** A majority of the 20 SCPP members must vote in the affirmative for an official action of the SCPP to be valid (11 members); a majority of those SCPP members present must vote in the affirmative on procedural matters (at least six members), unless provided otherwise in statute or these Rules of Procedure. Examples of official actions of the SCPP include: recommendations, endorsements, statements, or requests made by the SCPP to the Legislature, the Pension Funding Council, or any other body; election of officers; approval of minutes; adopting Rules of Procedure; and adopting Goals. Examples of procedural matters include: convening or adjourning meetings, referring issues to the Executive Committee or subcommittees, and providing direction to staff. A majority of the members of the Executive Committee must vote in the affirmative for an official action of the Executive Committee to be valid; a majority of those Executive Committee members present must vote in the affirmative on procedural matters, unless provided otherwise in statute or these Rules of Procedure. A majority of the members appointed to a subcommittee must vote in the affirmative for an official action of a subcommittee to be valid; a majority of those subcommittee members present must vote in the affirmative on procedural matters, unless provided otherwise in statute or these Rules of Procedure. Nothing in these Rules of Procedure shall preclude the appearance and voting by SCPP members, Executive Committee members, or subcommittee members via telephone, video conference, or any other method where members can hear each other.
- RULE 6. Minutes.** Minutes summarizing the proceedings of each SCPP meeting, Executive Committee meeting, and subcommittee meeting shall be kept. These minutes will include member attendance, official actions taken at each meeting, and persons testifying.
- RULE 7. SCPP Chair, Vice Chair, Executive Committee, and Subcommittees.** An Executive Committee shall be established and shall include six members. Elections of chair,

vice chair, and members of the Executive Committee shall take place at the first meeting of the year as follows: First the chair shall be elected and then the vice chair shall be elected. The chair shall be a member of the Senate in even-numbered years and a member of the House of Representatives in odd-numbered years. The vice chair shall be a member of the House of Representatives in even-numbered years and a member of the Senate in odd-numbered years. Three members of the Executive Committee shall then be elected, one member representing active members, one member representing retirees, and one member representing employers. In addition, the Director of the Department of Retirement Systems shall serve on the Executive Committee.

Subcommittees of the SCPP may be formed upon recommendation of the Executive Committee. The creation of the subcommittee and appointment of members shall be voted on by the full SCPP.

RULE 8. Duties of Officers.

- A. The chair shall preside at all meetings of the SCPP and the Executive Committee, except that the vice chair shall preside when the chair is not present. In their absence, an Executive Committee member may preside.
- B. The Office of the State Actuary (OSA) shall prepare and maintain a record of the proceedings of all meetings of the SCPP, the Executive Committee, and subcommittees.
- C. The Executive Committee shall perform all duties assigned to it by these Rules of Procedure, such other duties delegated to it by the SCPP, and shall set meeting agendas and recommend actions to be taken by the SCPP.
- D. A recommendation to refer an issue to the Assistant Attorney General will be approved by the chair or by a majority vote of the Executive Committee. The chair or the Executive Committee will consider priorities of the SCPP of all legal issues and budget constraints in making this decision.

Advice from the Office of the Attorney General to the chair or the SCPP may be subject to the attorney-client privilege or other applicable privileges. When subject to privilege, SCPP members are advised to maintain the advice as confidential. Privilege may be waived only by a vote of the SCPP.

- E. OSA may refer requests for information or services by SCPP members that are directly related to current SCPP projects or proposals and/or require a significant use of OSA resources to either the chair of the SCPP or the Executive Committee. Such requests will be approved by either the chair or by a majority vote of the Executive Committee prior to initiation and completion by the OSA. The Executive Committee will consider priorities of all current OSA projects and budget constraints in making this decision.
- F. The chair and vice chair shall appoint four members of the SCPP to serve on the State Actuary Appointment Committee. At least one member shall represent

state retirement systems active or retired members, and one member shall represent state retirement system employers.

RULE 9. Expenses. Legislators' travel expenses shall be paid by the member's legislative body. State employees' expenses shall be paid by their employing agency. Other SCPP members' travel expenses shall be reimbursed by OSA in accordance with [RCW 43.03.050](#) and [43.03.060](#).

RULE 10. Staff. The OSA shall provide staff and technical support to the SCPP.


RULE 11. Other Policies, Procedures, and Oversight. The SCPP is a legislative committee subject to oversight by the Facilities and Operations Committee of the Senate and the Executive Rules Committee of the House of Representatives as described in [RCW 44.04.260](#). These Rules of Procedure are in addition to policies and procedures established by those entities, and in the case of a conflict with these Rules of Procedure, the policies and procedures established by those entities shall control.

Effective Date June 19, 2007.

Revised October 19, 2021, by the Select Committee on Pension Policy.



Representative Stokesbary, Chair



Senator Conway, Vice Chair

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