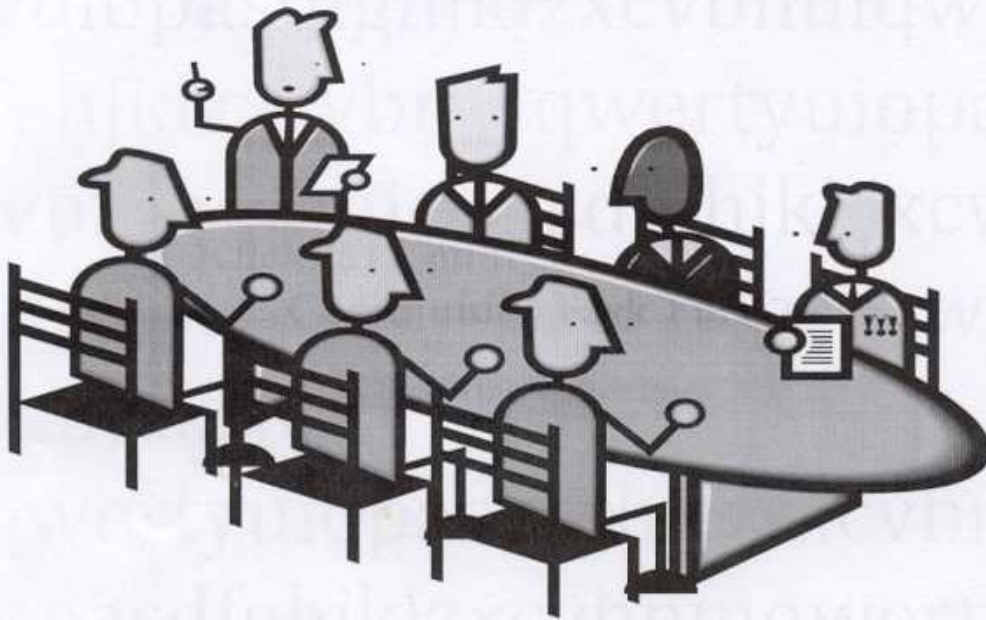


**Klickitat County Fire District #3
Community Task Force**

Operating Guidelines

Summer 2013



COMMUNITY TASK FORCE

TASK FORCE OPERATING GUIDELINES

GUIDELINE #1 – MEETINGS

1. **Regular Meetings:** The *Klickitat County Fire District #3 Community Task Force* shall schedule to meet regularly on _____ from _____:00 p.m. - _____:00 p.m. at _____ in Husum, Washington.
2. **Task Force Attendance:** For the sake of continuity, consistency and cohesiveness, it is expected that each Task Force Member attend all meetings as scheduled. If absolutely unable to, said Task Force member(s) is requested to advise the **Chairman** of their intended absence prior to the next scheduled meeting.
3. **Quorum:** A quorum of the Community Task Force is a simple majority of members. Each Task Force member who is present at the meeting shall be entitled to cast one vote. Actions shall be affirmed by a majority vote.
4. **Open Public Meetings Act:** All meetings shall be conducted in conformity with the Open Public Meetings Act (RCW 42.30).
5. **Appearance of Fairness/Conflict of Interest:** In all its dealings, the Task Force and its individual members shall be governed by RCW 42.36 (Appearance of Fairness Doctrine); RCW 42.20 (Misconduct of Public Officers) and RCW 42.52 (Ethics in Public Service)



GUIDELINE #2 PRESIDING OFFICER DUTIES

1. **Conduct of Meeting:** The presiding officer at all meetings of the Community Task Force will be the ***Chair*** of the Task Force, or in the absence of the Chair, the Vice Chair shall conduct the business and deliberations of the Task Force under these rules. The Chair shall:
 - ◆ Call the Community Task Force meeting to order, take roll and facilitate the current Task Force Agenda;
 - ◆ Preserve order and decorum at the Community Task Force at all times;
 - ◆ Observe and enforce all rules adopted by the Community Task Force;

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- ◆ Decide all questions on order, in accordance with these rules, subject to a challenge;
 - ◆ Recognize members of the Community Task Force in the order in which they request the floor;
 - ◆ The presiding officer, as a member of the Task Force shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Task Force Members.
2. **Other Committees:** The Chair may, if needed, make committee assignments, subject to approval of the Task Force. To the degree possible, assignments will be consistent with special skills, interests and time constraints
3. **Executive Committee:** The Chair and Vice-Chair may serve as the Executive Committee for the Community Task Force and are authorized to act on behalf of the Community Task Force in between meetings only as authorized by the Community Task Force.

GUIDELINE #3 REGULAR TASK FORCE MEETINGS - ITEMS OF BUSINESS

1. **Regular Task Force Meeting Agenda's:** The Task Force meeting shall meet at _____, unless a different location is so designated, at such other day and time as designated by the Community Task Force.
2. The Community Task Force Meeting agenda shall consist of the following items with the sequence to be determined by the Task Force Chair:
- i. Call to Order
 - ii. Roll call
 - iii. Approval of Agenda
 - iv. General Task Force Business
 - v. Next scheduled Task Force Meeting
 - vi. Citizen Comments
 - vii. Committee Member Reports
 - viii. Questions or Follow-Up from previous meeting
 - ix. Regular Task Force Agenda
 - ◇ .
 - ◇ .
 - ◇ .
 - x. Questions / requests for next Task Force Meeting
 - xi. Adjourn

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GUIDELINE #4 - DEBATES

1. Interruption: No member, including the Task Force Chair, should interrupt or argue with any other member while such member has the floor, except as otherwise provided in these rules.

2. Courtesy: All speakers, including Task Force members, during comments, discussion or debate of any issue, shall address their comments to the Chair with courtesy and proper deportment. Comments shall not contain personalities, derogatory remarks or insinuations toward any member of the Task Force, Staff, Volunteers or the Public, but shall be confined to facts that are germane and relevant to the issue.

3. Transgression: Upon transgression of these rules, the Chair shall call such person to order, in which case that person shall be silent except to continue in order. If the Chair transgresses these rules, or fails to call a transgressor to order, any other member of the Task Force may, under a point of order, call the transgressor to order.

4. Challenge to Ruling: Any member of the Task Force shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Task Force present, including the Task Force Chair shall govern.

GUIDELINE #5 - PARLIAMENTARY PROCEDURE

Procedure Guide: Robert's Rules of Order shall be used as a guide to govern the conduct of business of the Community Task Force.