



STATE OF WASHINGTON
Social Equity in Cannabis Task Force
Governor's Interagency Council on Health Disparities

BYLAWS
DRAFT – For Discussion Purposes Only
October 26, 2020

- [Article I: Membership](#)
[Article II: Officers and Workgroups](#)
[Article III: Meetings](#)
[Article IV: Meeting Procedures](#)
[Article V: Amendments](#)
[Article VI: Construction of Rules](#)

Article I: Membership ([Back to Index](#))

Membership

1. As described in Engrossed, Second Substitute House Bill 2870 ([Chapter 236, Laws of 2020](#), section 5), the Social Equity in Cannabis Task Force (Task Force) has 18 members—four members of the Legislature; two members cannabis retail licenses; two members holding cannabis producer/processor licenses; and one member each from the Commission on African American Affairs, Commission on Hispanic Affairs, Governor's Office of Indian Affairs, an organization representing the African American Community, an organization representing the Latinx community, a labor organization involved in the cannabis industry, the Association of Washington Cities, the Liquor and Cannabis Board, the Department of Commerce, and the Attorney General's Office. Task Force members are appointed by the Speaker of the House of Representatives and the President of the Senate.
2. The Task Force **Co-Chairs**, in consultation with other Task Force members may invite individuals to serve in an advisory capacity (advisory participants). Advisory participants are not members and may not vote on Task Force business.

Commented [HCC(1)]: Assuming the Task Force elects to appoint co-chairs.

Terms of Office

1. There are no terms of office defined for Task Force members. All members serve on the Task Force until replaced.
2. The authority for the Task Force expires June 30, 2022.

Reimbursement for Expenses

1. The Task Force is a class one group, as defined by RCW 43.03.220, which functions in a primarily advisory capacity.
2. The Task Force is convening in October 2020, during the COVID-19 pandemic. As such, meetings will be virtual for the foreseeable future. If the Task Force is able to convene in-person meetings, expenses of the Task Force must be paid jointly by the Senate and the House of Representatives Task Force expenditures are subject to approval by the Senate Facilities and Operations Committee and the House of Representatives Executive Rules Committee. If resources are available, consumer representatives and others serving in a volunteer capacity may be reimbursed for travel expenses associated with Task Force meetings or activities, through the exception process granted under RCW 43.03.049.
3. Legislative members may be reimbursed for travel expenses in accordance with RCW 43.04.120.
4. Non-legislative members who are elected officials or are participating on behalf of an employer, governmental entity, or other organization are not entitled to reimbursement for travel expenses.

Article II: Officers & Workgroups [\(Back to Index\)](#)

Officers

1. The officers of the Task Force are the Chair, Co-Chair **(Alternate: Vice Chair)**, and the Chair Pro-Tem.

Elections/Terms of Office

1. The Task Force Chair must be elected from among the legislative members of the Task Force during the Task Force's first meeting.
2. The Task Force will also elect a Co-Chair **(Alternate: Vice Chair)** from among the community representatives on the Task Force.
3. If both Co-Chairs **(Alternate: the Chair and Vice Chair)** are absent from a Task Force meeting, the Task Force members will elect one of the members present at the meeting to serve as Chair Pro-Tem.
4. The Chair Pro-Tem serves for the duration of the meeting or until the Co-Chairs **(Alternate: or Vice Chair)** joins the meeting.

Duties of Officers

1. The **Chair** provides overall leadership to the Task Force, presides at all meetings, and has all powers and duties conferred by law and these bylaws. The Chair or a designee will represent the Task Force in official capacities. The Chair approves and signs all correspondence that reflects the position of the Task Force on matters that aren't purely administrative in nature. This includes correspondence with the Legislature and other government agencies on matters of policy.
2. The **Vice Chair** acts in the capacity of the Chair when the Chair is absent. The Chair may seek the Vice Chair's guidance in providing leadership to the Task Force.
3. The Chair Pro-Tem presides during Task Force meetings when the Chair **and Vice Chair** are absent.

Commented [HCC(2)]: References to the Chair will be updated as appropriate based on the Task Force's decision whether to elect a Co-Chair or Vice Chair. For now, these draft bylaws will simply refer to the Chair.

Commented [HCC(3)]: Only keep if the TF chooses to elect a Vice Chair

Commented [HCC(4)]: Only keep if the TF chooses to elect a Vice Chair

Workgroups of the Task Force

1. The Task Force may establish Workgroups.
2. Workgroups may include Task Force members in addition to members of other state agencies, organizations, or community members.
3. Workgroups will include at least one Task Force member and will select a Chair from among the Task Force members serving on the Workgroup. If a workgroup chooses to select Co-Chairs, at least one Co-Chair needs to be a Task Force member.
4. The Workgroup Chair will staff the workgroup with support from Task Force staff.

Article III: Meetings ([Back to Index](#))

Task Force Meetings

1. The Task Force will meet as often as necessary.
2. Due to the COVID-19 pandemic, meetings will be virtual until restrictions on in-person gatherings are lifted and public health authorities determine it is safe to meet in person.

Meetings to be Open and Public

1. All meetings of the Task Force other than executive sessions are open and public. The Task Force encourages members of the public, particularly communities that have experienced inequities in cannabis enforcement or within the cannabis industry, to attend and participate in Task Force meetings.
2. The Task Force may meet in executive session and exclude the public only under special circumstances listed in RCW 42.30.110. Before convening in executive session, the Chair will publicly announce the reason for excluding the public and the time when the executive session will end. If the meeting continues beyond the stated time, the Chair must publicly announce the extension and a new ending time.
3. If the Task Force holds in-person meetings when it is safe to do so, they will be in accessible facilities and the Task Force will set up its meeting space in a welcoming manner that encourages safety and meaningful engagement.
4. The Task Force will not require members of the public to register their names or other information, to complete a questionnaire, or to perform any other action as a precondition for attending a meeting.

Meetings Interrupted by a Person or Group of People

1. The Task Force does not anticipate disorderly conduct at its meetings. However, if the disorderly conduct of a person or group of people makes it impractical to continue a Task Force meeting, the Chair may ask the individuals interrupting the meeting to leave the meeting. If that action fails to restore order, the Task Force Chair may also choose to use the virtual meeting platform to remove the person or group from the meeting or adjourn the meeting altogether.

Meeting Minutes and Agendas

1. Task Force staff will take written minutes of all Task Force meetings. Staff will accurately capture the action of the Task Force on each question and prepare minutes for Task Force approval at the next meeting.
2. Staff will make minutes available to the public in accordance with RCW 43.02.035.

3. Staff will retain meeting minutes, agendas, and materials consistent with record retention schedules and then transfer records to the State archives for permanent retention.
4. Staff will post the proposed final agenda for the next meeting on the Task Force's webpage and send it out through the Task Force's interested parties' distribution list at least 24 hours prior to the meeting.
5. Public notices and agendas regarding Task Force meetings will include a statement that accommodations, including language assistance services, can be provided with advance notice. Public notices will include contact information for making such requests.

Article IV: Meeting Procedures ([Back to Index](#))

Quorum

1. A majority of Task Force members is a quorum. In there are vacancies on the Task Force, the vacant position will not be counted for the purpose of determining a quorum.
2. The Task Force may discuss issues and deal with administrative matters in the absence of a quorum, but it may not adopt any resolution, order, or directive unless a quorum is present.
3. Anyone participating in the meeting, including a member of the public, may call for a roll call. If a quorum is not present at the time of the roll call, no further actions can be taken by the Task Force unless additional members join the meeting and re-establish a quorum.

Order of Business

1. The final agenda will determine the order of business. The Chair has discretion to modify the agenda during a meeting to manage time.

Public Comment

1. The Task Force Chair may solicit public comment on all agenda items during Task Force meetings.
2. The Chair may determine the amount of time for comment by each speaker based on the number of speakers and time available.
3. All meeting agendas will include an item allowing for public comment on any topic.

Motions and Resolutions

1. All Task Force actions will be expressed by motion.
2. A motion is accepted (passed) when it receives the vote of a majority of members present.
3. Staff will record all motions in the minutes.
4. If requested by a member of the Task Force for an individual vote, staff will record minority or dissenting opinions for inclusion in the final report.
5. No Task Force member or staff member will use the name of the Task Force to endorse or oppose an issue unless a majority vote of the Task Force approves the position.

Manner of Voting

1. All votes, including those for elections, motions, and resolutions will be by voice vote.
2. A Task Force member may request a roll call or show of hands vote.

Rules of Procedure

1. The procedures used to conduct Task Force business will be determined by these bylaws, the Administrative Procedures Act, the Open Public Meetings Act, and the Task Force’s authorizing authority, Engrossed, Second Substitute House Bill 2870 ([Chapter 236, Laws of 2020](#), section 5).

Article V: Amendments ([Back to Index](#))

Amendment to the Bylaws

1. Task Force bylaws may be amended with a majority vote of the Task Force.

Article VI: Construction of Rules ([Back to Index](#))

Liberal Construction of Rules

1. The Task Force will interpret the rules and procedures in these bylaws in a manner that best aligns with the intents of Engrossed, Second Substitute House Bill 2870 ([Chapter 236, Laws of 2020](#), section 5).