

# Operating Procedure: Formal WCMAC Recommendations

## A. WCMAC's Role and Responsibilities in Making Formal Recommendations

1. WCMAC's role and responsibilities in making recommendations to the governor, legislature, and state and local agencies on specific coastal waters resource management issues are described RCW 43.143.060 (f).
  - a. WCMAC is an advisory body to the Governor. The Governor may ask WCMAC to focus on specific coastal issues during certain periods of time.
2. WCMAC does not have approval authority for RFPs, scopes of work, or expenditures, and does not have authority to enforce policy, create rules, or administer policy, programs or services.

## B. Procedures for WCMAC Members to Request a Formal Recommendation from WCMAC

1. Proponent would complete the attached form;
2. Proponent would forward it to the facilitator and/or chair AT LEAST forty-five days prior to the upcoming meeting;
  - a. If the request is less than 45 days prior to the upcoming meeting, it must clearly explain why the value of consideration by the WCMAC would be significantly reduced if it does not occur at the next WCMAC meeting
3. Facilitator/Chair would include the request in the Steering Committee meeting regarding the agenda for review and scheduling;
4. Steering Committee would:
  - a. Decide whether to schedule the item for WCMAC discussion;
  - b. Would identify and request any additional information needed from proponents or other interested stakeholders in the issue;
  - c. Determine the date and the amount of time to allocate for this discussion;
  - d. Draft, if possible, a proposed recommendation letter/resolution as needed per the request; and,
  - e. Ask the Facilitator to distribute the materials as part of the agenda.
5. Facilitator will distribute the information as part of the packet to go to the WCMAC and public with the agenda.
6. Agenda will clearly identify the request for a WCMAC action on the request for a recommendation.
7. When the meeting occurs, the Chair or the facilitator will follow the procedures in the WCMAC Bylaws under Section VI. Advice and Recommendations, Sub-section E. Decision-Making<sup>1</sup>.

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<sup>1</sup> E. Decision-Making

- a) *When the Council is making formal recommendations consistent with RCW 43.143.060 or taking other formal actions a formal decision-making process will be used:*
  - i. *The Chair or the neutral convener will state the proposed recommendation.*
  - ii. *The note-taker will read back the proposed recommendation.*
  - iii. *The Chair or the neutral convener will ask Council members to indicate (by a show of hands and/or thumbs up/down/middle) whether they are in consensus (in full agreement; not in full agreement, but can "live with" the position of the Council; or cannot live with the position).*
  - iv. *If consensus has not been reached, efforts will be made to address outstanding concerns.*
  - v. *After substantive efforts have been unsuccessful in reaching consensus, the Chair or neutral convener may call for a vote, following the same procedures in steps i-ii above. The Chair or neutral convener will ask "Who supports this recommendation" and count the hands, followed by "Who opposes this recommendation", and count the hands. The vote, including the roll call, will be recorded in the meeting summary.*
  - vi. *If a majority of the Council can live with the recommendation, that position will be reported as the position of the Council. However, in summarizing the decision, the minority concerns will also be captured.*
  - vii. *All recommendations will be recorded in the meeting summary and added to a formal list of Council recommendations, maintained by the Steering Committee and provided at every Council meeting. As provided in RCW 43.143.060, these recorded recommendations will be transmitted, as appropriate, to the Governor, Legislature and other agencies in a timely manner.*

**C. Recommendations Regarding Funding:**

1. At the spring meeting, WCMAC will note what issues may exist for funding/appropriations:
  - a. WCMAC operations;
  - b. Studies and assessments needed for Marine Spatial Planning (MSP);
  - c. MSP preparation and development;
  - d. Other identified funding needs.
2. At the summer meeting, WCMAC will make a formal recommendation to the Governor of the funding needs for the WCMAC and MSP pursuant to the statutory requirement. The recommendation will be a resolution of WCMAC asking the Governor to share this recommendation with the State Legislature within the state budget process.

**PROPOSED WCMAC Action:**

***WCMAC adopts this Operating Procedure for Formal WCMAC Recommendations.***

# Washington Coast Marine Advisory Council

## Proposed Policy or Action-based Recommendation

**Requested Action:**

*For example: "The WCMAC recommends to entity Y that they undertake Z." [NOTE: Per statute, entity Y could be "the governor, the legislature and state and local agencies"]*

**Reason for the Action:**

*Briefly articulate why the Council needs to undertake this action.*

**Timing Associated with this Action:**

*Briefly state when action must be taken by the person to whom the recommendation has been made.*

**Format needed:**

*State whether a letter is needed, legislation proposed, etc.*