

Food Assistance Program Advisory Committee  
Expectations and Process  
FYE 06/30/2018

**Group Norms**

**Transparency**

- Conduct business in a transparent manner
- Impartiality
- Statewide focus and responsibilities

**Respect for views**

- Inclusion not exclusion
- All views are welcome
- All voices are important and need to be heard
- Focus on product but remember process

**Voting**

- Simple majority of members present
- Consensus decision making at the discretion of the chair
- No proxy voting rights

**Attendance**

- Regular participation is expected

**Rules of order**

- Basic Robert's Rules modified by established norms set by group
- Chair's prerogative

**Other considerations**

- Notification of key votes/decisions via minutes and agenda
- Simple easy to understand agenda but planned and used as a tool
- How to include input from those unable to travel
- Use of parking lot

**Expectations**

Each Committee member to become familiar with the issues facing the Committee by attending Committee meetings (and Task Force meetings if a member of a Task Force) and reading and reviewing materials received from the Committee;

Each Committee member to provide honest input into the decision-making process of the Committee with the goal of improving Washington State food assistance programs; and

Each Committee member to promptly respond to Committee communications.

The Committee will work to ensure a wide variety of stakeholders invested in the issues facing the Committee are invited to participate in Task Force work and decision-making processes.

Committee composition will be evaluated on an annual basis for diverse representation, and members do not have to be official members of the Washington Food Coalition.

The Committee will elect a Vice Chair who will transition into the Chair position every year when the Committee rotates Executive leadership.

### **Process**

Committee meetings will be held via GoToMeeting or a similar program to eliminate travel time and expense.

Full Committee meetings will take place at 4 times per state fiscal year (July-June) at minimum with additional meetings called if, and as, required.

Meeting times will be approved in advance at the prior meeting of the Committee or Task Force.

Two weeks prior to the meeting, the Chair will send a reminder of the meeting via a calendar invitation.

One week prior to the meeting, the Chair, WSDA Program Manager, and WFC Executive Director will meet to prepare an agenda and review materials for the meeting.

One day prior to the meeting, the Chair will send a reminder of the meeting, together with the agenda and any handouts to be discussed at the meeting.

If any Committee member is not able to attend the meeting, that member may submit questions or comments via email to the Chair and they will be incorporated into the meeting if timely received.

WSDA will record the meeting and the Committee Secretary shall prepare meeting notes for distribution to Committee members.

Upon receipt of meeting notes, members may submit email questions and comments via email to the Chair for dissemination to Committee members.

Meeting notes will be emailed to all members for comment and become official two weeks after the meeting.

Actions of the Committee and Task Forces are generally by consensus, but specific recommendations shall be by a motion properly made, seconded, and approved.