



OPERATING PROTOCOLS OF THE  
EDUCATIONAL OPPORTUNITY GAP  
OVERSIGHT AND ACCOUNTABILITY  
COMMITTEE (EOGOAC)



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## Membership

### Organizations represented

As established in [RCW 28A.300.136](#) the membership of the EOGOAC consists of the following:

- “(a) The chairs and ranking minority members of the house and senate education committees, or their designees;
- (b) One additional member of the house of representatives appointed by the speaker of the house and one additional member of the senate appointed by the president of the senate;
- (c) A representative of the office of the education ombuds;
- (d) A representative of the center for the improvement of student learning in the office of the superintendent of public instruction;
- (e) A representative of federally recognized Indian tribes whose traditional lands and territories lie within the borders of Washington state, designated by the federally recognized tribes; and
- (f) Four members appointed by the governor in consultation with the state ethnic commissions, who represent the following populations: African Americans, Hispanic Americans, Asian Americans, and Pacific Islander Americans.”

### Appointment

#### *Solicitation*

Each year in January, current EOGOAC membership will be confirmed with the appropriate appointing authority.

EOGOAC support staff will solicit replacement members for vacancies as they arise.

Solicitation for a “representative of federally recognized Indian tribes whose traditional lands and territories lie within the borders of Washington state” will be done in consultation with the Governor’s Office of Indian Affairs (GOIA), the Native Education Advisory Committee (NEAC) and the Tribal Leaders Congress.

#### *Onboarding*

New EOGOAC members will be onboarded by EOGOAC support staff with assistance from co-chairs.

Orientation topics include:

- EOGOAC protocols
- EOGOAC history
- Current membership
- Locations of documents and publications
- Processes and policies for travel and reimbursement
- Communications and contact information

#### *Expectations*

Members of the EOGOAC are expected to:

- Make a reasonable effort to attend monthly meetings of the EOGOAC

- Stay up to date on current EOGOAC communications
- To maintain the integrity of the EOGOAC in any representations of the work of the EOGOAC in interactions with the public and their community and to serve as a representative of the EOGOAC’s mission

For representatives of the ethnic commissions and the GOIA:

- To maintain communication with and a connection to the commission and the executive director of that commission
- To participate in an annual meeting to update their commission on the work of the EOGOAC

### *Alternates*

Alternate members are not required but can be designated as official designees of EOGOAC members and have the same rights and responsibilities as primary representatives.

If a vote is taken at a meeting where both the primary and alternate members are present, the position will have one vote which will be submitted by the primary member.

### **Quorum**

A quorum is established when 50% plus one of the current membership is present. Vacant positions do not count against quorum. A quorum is necessary to take a vote for official actions.

### **Co-chairs**

EOGOAC co-chair positions are to be occupied by one member representing the House, one member representing the Senate and one non-legislative member. Co-chair positions are determined by a vote of the current membership.

### *Role and Responsibilities*

Co-chairs serve as the official face of the EOGOAC. The role includes:

- Welcoming the public to EOGOAC meetings and forums
- Conducting official votes
- Leading panel discussions
- Providing guidance to EOGOAC support staff on the agenda, workplan and protocols
- Giving presentations on the work of the EOGOAC as requested
- Approving official EOGOAC communications
- Facilitating and supporting the meeting process

### **Finances**

The annual budget of the EOGOAC is determined by the state Legislature and managed by OSPI staff according to applicable OSPI procedures and policies.

### **Travel Reimbursement**

[RCW 28A.300.136](#) stipulates that members of the committee “shall serve without compensation but must be reimbursed as provided in RCW 43.03.050 and 43.03.060.” Members of ad hoc working groups “shall not be reimbursed for travel or other expenses.” Additionally, “Legislative members of the committee shall be reimbursed for travel expenses in accordance with RCW 44.04.120.” In order to receive reimbursement for travel expenses, including per diem, eligible members must submit the

applicable paperwork required by OSPI fiscal policies. Paperwork is due the 10th day of the month after the meeting/event. Failure to submit complete and timely forms will result in delayed payments and rejected reimbursement requests.

## Decision making protocols

### General

The general decision-making process of the EOGOAC is consensus. This means that the committee makes an effort to reach consensus on official recommendations, decisions, and actions. Consensus is not unanimity, but rather a general position of agreement which is established through constructive deliberations that identify to the greatest extent the elements of commonality and concurrence of the group.

The committee will engage in a process of consensus building/making that incorporates the voices of all committee members and results in a decision of the whole/collective on the proposed recommendation, decision, or action. Consensus does not mean that there is unanimous agreement on every decision. However, all members should feel that their viewpoint was recognized, and multiple viewpoints may be acknowledged in final records.

A vote may be taken when necessary to gauge and confirm positions.

The EOGOAC may take a vote on motions to conduct official business such as adoption of the meeting minutes, edits to the protocols and electing chairs. Voting may only be conducted when a [quorum](#) is present and decisions are made by simple majority.

- Motions may be made by any member present.
- Voting on all motions is through verbal statement of “yea” or “nay.”
- Results of the vote are to be documented in the meeting minutes.

### Workplan

The annual workplan of the EOGOAC is based on the focus of the committee established in statute: [RCW 28A.300.136](#). Monthly topics of focus are proposed and determined in January of each year. The workplan consists of the following phases:

- February through August – Focused research
- September and October – Draft recommendations
- November through December – Report writing and editing
- January – Finalize report and create annual workplan

### Agenda

Monthly agendas are based on the workplan established at the beginning of each year. The list of monthly meeting topics will be posted on the official EOGOAC website. Any requests for presentations by outside organizations and individuals must be sent to EOGOAC staff who will share with the co-chairs. EOGOAC members must approve any significant changes to the monthly topic.

### Report writing

#### *Process*

Draft recommendations based on the monthly research topic are proposed after each meeting. Recommendations are refined and finalized on the following schedule:

- September and October – Draft recommendations, last chance for updates to research
- November through December – Report writing and editing
- January – Finalize report and create annual workplan

Final recommendations are selected using the [general decision-making process](#). Members should bring drafts to appointing commission/caucus/agency for review during report writing and editing period. Once final recommendations are selected, content edits cannot be made that would change the meaning of the recommendation.

## Open Public Meetings

The Office of the Attorney General has determined that because the EOGOAC is not the governing body of a public agency and because there is no requirement that the OPSI, PESB, or SBE condition their work on obtaining advice or recommendations from the EOGOAC, the Open Public Meetings Act (OMPA) does not apply to meetings of the EOGOAC. Regardless of legal requirements, the EOGOAC has voluntarily chosen to operate by the guidelines of the OPMA, [chapter 42.30 RCW](#) because it provides a useful guide and structure for engagement with the public.

### Definitions and relevant guidance

- “Meeting” means meetings at which the public agency takes “action.”
  - A “meeting” occurs when a majority of its members (quorum) gathers with the collective intent of transacting the governing body’s business.
  - Physical presence not required – a meeting can occur by phone, email, or video call.
  - Simply receiving information without comment is not a meeting.
  - Must be open and public.
- “Action” means the transaction of the official business of the public agency and includes but is not limited to:
  - All deliberations
  - Public testimony
  - Discussions
  - Considerations
  - Reviews
  - Evaluations
  - Final actions
- “Final action” is a collective positive or negative decision, or an actual vote, by a majority of the governing body, or by the “committee thereof.”
  - Must be taken in public, even if deliberations were in closed session.
  - Secret ballots are not allowed.
- “Regular meetings” are recurring meetings held in accordance with a periodic schedule by ordinance, resolution, bylaws, or another rule.
  - [RCW 42.30.077](#) requires governing bodies to make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting.
- Public Attendance
  - will not require people to:
    - Register their names or other information,

- Complete a questionnaire, or
    - Otherwise fulfill any condition precedent to attendance.
  - Disruptions
    - A disruption:
      - must actually disrupt the meeting from going forward such as continuing to talk over the allotted time and addressing items not on the agenda and/or
      - is unrelated to the content of a person’s speech (hate speech, profanity, personal attacks)
    - The law: [RCW 42.30.050](#) allows for the removal of persons whose conduct prevents the “orderly conduct of the meeting,” clearing the meeting and continuing the meeting, and adjourning the meeting or continuing at a different location or format.
    - Options for response to disruptions:
      - Removing the disrupters from the meeting (virtually or in-person)
      - Removing all public attendees and continuing the meeting
      - Adjourning the meeting or continuing at a different location.
    - In response to any disruptions, the EOGOAC will follow the procedures described in [RCW 42.30.050](#)
  - Cameras and tape recorders are permitted unless disruptive.
- Minutes
  - Minutes of public meetings must be promptly recorded and open to public inspection (additional details in Communications section)
  - Meeting minutes are not a verbatim record of the meeting and are meant to represent the significant information presented and actions taken. Draft minutes are reviewed by EOGOAC members and approved by a vote of the quorum.

### Training

Members of the EOGOAC will receive Open Public Meetings Act trainings at least once every 4 years

### Public comment

No public comment period is required by OPMA. However, the EOGOAC provides two 10-15 minute public comment periods, one in the morning and one in the afternoon, as the schedule allows, at every regular meeting. Public comments are limited to approximately 2-3 minutes per person depending on the number of commenters. In order to dedicate full time and attention to public comments, members will consider comments but not respond orally.

#### *In-person meetings*

- Public comment periods published in the agenda
- Sign-up sheet provided at the documents table
- Sign-up closes 5 minutes before public comment period
- Sign-up sheet is brought to the co-chairs who preside over the public comment period
- Members of the public are called up, in order, to give their comments for the amount of time allotted

### *Remote meetings – webinar with Q&A function*

- Public comment periods published in the agenda
- Members of the public indicate that they want to make a public comment using the Q&A function in Zoom
- At time of public comment, staff promote the individuals to panelist so they can speak
- Staff report the names and number of people who have signed up for public comment and call on them, in order, to give their comments for the amount of time allotted

### *Hybrid meetings*

- Public comment periods published in the agenda
- Members of the public indicate that they want to make a public comment using the Q&A function in Zoom OR sign-up sheet provided at the documents table
- Co-chairs are informed of the names and number of people who have signed up for public comment and call on them, in order, to give their comments for the amount of time allotted with in-person comments first followed by online comments
- At time of public comment, staff promote the individuals to panelist so they can speak

### *Written public comments*

- Members of the public can submit written public comments through an online portal. Submitted comments will be included each month in the published meeting minutes.

### *Rules of Conduct*

- Public comments should be directed to the EOGOAC as a whole.
- If individual public comment exceeds the allotted time, is beyond the reasonable scope of the EOGOAC, is overly repetitive or lengthy, or includes disruptive behavior, EOGOAC staff, Chair or Co-Chair may limit the comment.
- No individual may use public comment for political campaigning or commercial advertising.
- Signage and posters that disrupt the view of others or movement in the room are not allowed.

### **Community forums**

The EOGOAC aims to hold at least one community forum each year. These forums can be either in-person or remote. Community forums:

- Aim to provide an extended opportunity for family, student, and community member feedback on specific topics to inform EOGOAC recommendations
- Are to be inclusive and accessible, providing language and disability accommodations as needed.

### **Communications**

#### **Public Records/Disclosure**

Electronic communications, documents, and recordings by and to government employees are subject to public records retention and disclosure requests. This includes emails to and from EOGOAC support staff and members who are government employees, including legislators. These records must be stored for a specific amount of time depending on their form and substance according to the record retention schedule. Visit [the OSPI website](#) to make a public records request.



## Website

The EOGOAC website is located at: <https://www.k12.wa.us/about-ospi/workgroups-committees/currently-meeting-workgroups/educational-opportunity-gap-oversight-and-accountability-committee> and maintained by OSPI staff.

The website will include:

- Authorizing statute
- Current membership
- Meeting announcements and agenda
- Approved meeting minutes
- Reports and other published EOGOAC documents
- EOGOAC protocols

## GovDelivery

Official meeting notices will be sent through GovDelivery by OSPI staff not later than one week before each meeting. Sign-up for notifications is available on the EOGOAC website. Other uses of the GovDelivery system include:

- Delivery of the annual report and other EOGOAC published documents
- Announcement of EOGOAC community forums, surveys, focus groups and other stakeholder engagement opportunities
- Stakeholder engagement opportunities with other agencies, committees, workgroups with which the EOGOAC works closely and as approved by the EOGOAC co-chairs

The GovDelivery system will not be used for internal EOGOAC business, advertisements, unapproved notices from other agencies and groups.

## Email notifications

The EOGOAC roster and mailing list will be maintained by staff. Email communications to the whole EOGOAC will be sent by staff only and the mailing list will not be displayed or distributed publicly to avoid mass and spam emails. Messages from members, agency staff, or community members to the EOGOAC must be first sent to and approved by staff, who will consult the co-chairs if needed. Emailed public comments will be directed to follow the public comment protocol. Email communications are to be as concise and consolidated as possible.

## Minutes

A concise written record of the meeting is created by staff each month. Draft minutes are sent to EOGOAC staff for review or to a designated EOGOAC member who reviews the minutes for errors. Final drafts are approved by a vote of the quorum and then posted publicly on the website.

## Other formal communications

Periodically, the EOGOAC may choose to express opinions and recommendations in written form outside of the annual report. This may be in the form of letters or other official communication.

### *Letters*

Official letters from the EOGOAC to other committees, agencies or leaders must be drafted and

approved by the committee membership, with assistance from staff. Final letters are signed by the co-chairs and a copy distributed to members.

#### *Rule comments*

The EOGOAC may participate in making formal comments on rules proposed by government agencies following their official submission procedure. EOGOAC members must have the opportunity to review the proposed rules and give feedback.

#### *Subcommittees and representation on other committees*

EOGOAC representation on other workgroups and committees is sometimes requested or required by legislation. The EOGOAC may also choose to create subcommittees to complete specific tasks or to work with other groups

#### **Membership**

The EOGOAC may choose to designate a member or alternate to a workgroup, committee, or subcommittee or to choose a representative from the community of the members.

#### *Expectations*

- EOGOAC members, alternates, or delegates who serve on outside committees, workgroups or subcommittees are expected to represent the views of the EOGOAC. If the representative is unsure of the EOGOAC's position on any topics, they should consult with the co-chairs or the committee as whole.
- Representatives will be expected to make periodic updates to the EOGOAC.

#### *Final decision-making*

- Any subcommittees of the EOGOAC will be required to present draft recommendations, guidelines, or other documents to the full membership for review and approval before they are finalized.