



**West**

THE COUNCIL OF STATE GOVERNMENTS

# THE COUNCIL OF STATE GOVERNMENTS WEST RULES



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# TABLE OF CONTENTS

<b>ARTICLE I</b>	<b>NAME, PURPOSE AND MEMBERSHIP</b>
<b>ARTICLE II</b>	<b>OFFICERS</b>
<b>ARTICLE III</b>	<b>EXECUTIVE COMMITTEE</b>
<b>ARTICLE IV</b>	<b>NOMINATING COMMITTEE</b>
<b>ARTICLE V</b>	<b>POLICY COMMITTEES</b>
<b>ARTICLE VI</b>	<b>LEGISLATIVE SERVICE AGENCY &amp; RESEARCH DIRECTORS (LSA) COMMITTEE</b>
<b>ARTICLE VII</b>	<b>WESTRENDS BOARD</b>
<b>ARTICLE VIII</b>	<b>WESTERN LEGISLATIVE ACADEMY</b>
<b>ARTICLE IX</b>	<b>PRIVATE SECTOR FORUM</b>
<b>ARTICLE X</b>	<b>MEETINGS</b>
<b>ARTICLE XI</b>	<b>REGIONAL COOPERATION</b>
<b>ARTICLE XII</b>	<b>DIRECTOR AND STAFF</b>
<b>ARTICLE XIII</b>	<b>AMENDMENTS</b>

## ARTICLE I

### NAME, PURPOSE AND MEMBERSHIP

#### Section 1

##### Name

The name of this organization will be The Council of State Governments West ("CSG West").

#### Section 2

##### Purpose

CSG West is a nonpartisan, nonprofit organization that fosters and facilitates regional cooperation, and strengthens western state legislatures. CSG West advocates multistate partnerships and solutions, exchanges capitol ideas, builds leadership and promotes a regional vision built on common interests that transcend state and international borders. CSG West is a region of The Council of State Governments (CSG).

#### Section 3

##### Member Jurisdictions

Membership of CSG West consists of all the members of legislatures and legislative staff of the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, the Territory of American Samoa, the Territory of Guam, and the Commonwealth of the Northern Mariana Islands, (Member Jurisdictions).

#### Section 4

##### Associate Member Jurisdictions

Associate Member Jurisdictions will consist of all the members of legislatures and legislative staff of the Canadian provinces of Alberta and British Columbia and the Yukon Territory and Northwest Territory, which may apply for membership and be accepted by action of the Executive Committee, pursuant to the associate membership terms and conditions imposed by the Executive Committee. In addition, upon the approval of the Executive Committee in Article III, the members of legislatures and legislative staff of sub-national state, provincial or territorial legislatures in other countries. Members from Associate Member Jurisdictions are entitled to voting privileges as provided herein.

## ARTICLE II

### OFFICERS

#### Section 1

##### Composition and Qualifications

The officers will include a Chair, Chair-Elect, Vice Chair and Immediate Past Chair (Officers). The Officers will be incumbent legislators representing Member Jurisdictions.

#### Section 2

##### Political Balance

In order to ensure political balance among the Officers, the selection of Vice Chair will alternate annually between the two major political parties. Reasonable effort will be made to balance the representation of Officers by legislative chamber, geographic region and population diversity among the Member Jurisdictions.

#### Section 3

##### Term of Office

The Officers will serve one-year terms beginning on January 1 of the year following their election or succession.

#### Section 4

##### Nominations and Elections

Except for the Immediate Past Chair, all Officers will be elected from among the membership of the Executive Committee. The Immediate Past Chair will be filled by automatic succession. All other Officers will be elected annually by the Executive Committee during the Annual Meeting, or at such time as designated by the Executive Committee. The Nominating Committee, pursuant to Article IV, will forward its slate of nominees to the Executive Committee.

#### Section 5

##### Vacancies

In the event that an Officer or nominee resigns, is ineligible, or declines to serve, the office held or nomination will be vacated. In the event of a vacancy in the office of Chair, the officer next in line of succession will perform the duties of the Chair. Any other Officer vacancy shall be filled as provided in Article IV.

#### Section 6

##### Removal from Office

With prior reasonable written notice and an opportunity to be heard, any Officer may be removed from office by a two-thirds vote of the members present and voting at any Executive Committee meeting. If the Chair is the subject of removal consideration, the Chair-Elect will provide the written notice and will preside at that portion of the Executive Committee meeting.

#### Section 7

##### Powers and Duties

The Officers will provide leadership and guidance to the organization and its staff. The Chair will preside at all meetings of the Executive Committee and any special meetings and represent CSG West at CSG national meetings. The Chair-Elect will serve as acting Chair in the absence of the Chair. In the absence of the Chair and Chair-Elect, the Vice Chair will serve as acting Chair. Officers' duties include:

- A. Provide oversight of the budget and the timely collection of Member Jurisdiction and Associate Member Jurisdiction appropriations.
- B. Establish organizational goals and conduct strategic planning consistent with the purpose of CSG West.

- C. Assign responsibilities to the Director.
- D. Establish performance goals and milestones for the Director and review and evaluate the performance of the Director annually.
- E. Each biennium the Chair and Chair-Elect will establish policy committees, and appoint co-chairs as needed. Reasonable efforts will be made to consult with the other officers.

The Chair or his/her designee and the Chair-Elect or his/her designee will serve as members of the CSG Leadership Council and perform such duties as required by the CSG Articles of Organization. Also, the Chair will appoint members to national committees and task forces of CSG as required by the CSG Articles of Organization, and a member of the Executive Committee to serve as a delegate to the National Conference of State Legislatures (NCSL), which will be from Member Jurisdictions not having at-large legislator representation on the NCSL Executive Committee.

- J. The chair of the Legislative Council on River Governance or their designee.
- K. The president of the Western Legislative Academy.
- L. Any CSG West member currently serving as an officer of CSG, or as a leader of a national committee or task force.
- M. All past Chairs, as long as they are a legislator in a Member Jurisdiction.
- N. All past CSG National Chairs from Member Jurisdictions,
- O. The delegate to the NCSL Executive Committee.
- P. One non-voting legislative member representative from each Associate Member Jurisdiction, as appointed by the appropriate appointing authority of the legislative chambers of that Associate Member Jurisdiction.
- Q. The chair or vice chair of the Legislative Service Agency & Research Directors Committee or their designee as a non-voting member.

## Section 2

### Terms

The presiding legislative officers and ranking minority leaders of each legislative chamber of each Member Jurisdiction serve throughout their tenure. Appointees to the Executive Committee serve at the pleasure of their appropriate appointing authority, but for terms no longer than two years, unless reappointed by their appropriate appointing authority. Members representing the Western Legislative Academy, the Legislative Council on River Governance and the Border Legislative Conference will serve for a term of one year. Unless otherwise provided, all terms will begin on January 1.

## Section 3

### Meetings

The Executive Committee will meet at the call of the Chair, or upon a written request from at least nine Member Jurisdictions, but at least once annually. Attendance will be either in person or by electronic means as authorized by the Chair. Executive Committee members must be notified of a scheduled meeting at least sixty days in advance, except for those meetings called to consider rapidly developing issues as defined by Article III, section 4 (E). Unless otherwise provided, the Chair will preside at Executive Committee meetings.

## Section 4

### Powers and Duties

Except as otherwise provided in these Rules, the Executive Committee is charged with the general governance of CSG West, including:

- A. Establish 'Policy Resolution Guidelines' prescribing the nature of policy resolutions or statements that place CSG

## ARTICLE III

### EXECUTIVE COMMITTEE

#### Section 1

##### Membership

The Executive Committee will be composed of the following persons:

- A. Chair.
- B. Chair-Elect.
- C. Vice Chair.
- D. Immediate Past Chair.
- E. The presiding legislative officers and ranking minority leaders of each legislative chamber of each Member Jurisdiction.
- F. Legislators appointed by the appropriate appointing authority of each legislative chamber of each Member Jurisdiction.
- G. The co-chairs of each Article V committee.
- H. The co-chairs of the WESTRENDS Board.
- I. The U.S. chair or vice-chair of the Border Legislative Conference or their designee.

West on public record with regard to interstate or federal policy. Such guidelines will include an expiration date for adopted policy statements and will provide for an interim policy resolution process.

- B. Establish 'Officer and Leadership Guidelines' prescribing the specific job duties and functions of each officer position and the roles of committee leaders.
- C. Establish 'Western Legislative Academy Guidelines' prescribing the administration of the Western Legislative Academy.
- D. Consider, approve or rescind statements of policy that represent the official policy position of CSG West.
- E. Consider action(s) on rapidly developing issues between scheduled meetings of the Executive Committee. The Chair will provide notice of intent to consider such action(s) to all Executive Committee members, including reasonable information on the action(s) to be considered.
- F. Delegate authority to approve an annual budget to the Officers. The approved budget will be timely submitted to the CSG Finance Committee, as approved by the Officers.
- G. Oversee and review the work and activities of all policy committees, task forces, and the WESTRENDS Board.
- H. Appoint, discharge and assign responsibilities to the Director.
- I. Consider and approve the terms and conditions of membership for Associate Member Jurisdictions as defined in Article I, Section 4.
- J. Encourage and implement strategies to keep Member Jurisdictions and Associate Jurisdictions dues current.

Except as otherwise provided by the CSG Articles of Organization, all powers, functions, and duties not specifically delegated herein are reserved to the Executive Committee.

## **Section 5**

### **Voting and Quorum**

A quorum for the purpose of conducting business will consist of representation from a majority of the Member Jurisdictions. An affirmative vote from at least two-thirds of those members present and voting is required to approve all business. Members of the Executive Committee are each entitled to one vote. Executive Committee members, unable to attend a scheduled and properly noticed meeting, may designate an alternate participant at that meeting only with prior written notice to the Chair from that member's appropriate appointing authority.

## **Section 6**

### **Voting and Quorum on Rapidly Developing Issues**

A quorum for the purpose of considering action(s) on rapidly developing issues between scheduled Executive Committee meetings will consist of representation from a majority of the Member Jurisdictions. An affirmative vote from at least two-thirds of those members present and voting is required to approve all business.

Should the quorum requirement not be satisfied, action(s) on rapidly developing issues may be taken by the Officers and the co-chairs of the appropriate policy committee. Approval of such action(s) requires an affirmative two-thirds vote of the Officers and appropriate policy committee co-chairs. Any action(s) taken will be reported to that policy committee at its next meeting, at which time the committee will review the action(s) and provide a report to the Executive Committee.

## **Section 7**

### **Authority, Procedures and Rules**

CSG West will conduct its business in accordance with these Rules, the CSG Articles of Organization and other authorized governance documents. In all other respects, the Executive Committee and its committees, task forces and WESTRENDS Board will adhere to Robert's Rules of Order when conducting business. Relying on Robert's Rules of Order, the Director or designee will serve as parliamentarian.

# **ARTICLE IV**

## **NOMINATING COMMITTEE**

### **Section 1**

#### **Membership**

The Nominating Committee (Nominating Committee) will be appointed annually by the Chair from among the members of the Executive Committee and will consist of one member from each Member Jurisdiction. The Chair will appoint a chair from among the members of the Nominating Committee.

### **Section 2**

#### **Voting and Quorum**

A quorum for the purpose of conducting business will consist of representation from at least seven Member Jurisdictions. An affirmative vote from a majority of those members present and voting is required to approve all business. Each Nominating Committee member is entitled to one vote. No proxy votes are permitted.

### **Section 3**

#### **Nomination of Officers**

The Nominating Committee may receive nominations for officer positions from any member so long as nominees are members of

the Executive Committee. Nominations must be submitted to the Director two weeks prior to the first day of the Annual Meeting. A member of the Nominating Committee may not be a candidate for any Officer position. Following the closing of nominations, the Nominating Committee will interview the candidates and will forward its slate of nominees to the Executive Committee.

#### **Section 4**

##### **Nomination of CSG National Vice Chair**

Every four years the Nominating Committee will nominate a member from among Member Jurisdictions to serve as the CSG National Vice Chair, in accordance with the CSG Articles of Organization. The Nominating Committee may receive nominations for the CSG National Vice Chair position so long as candidates are members of the Executive Committee and have engaged in CSG West activities. Nominations must be submitted to the Director two weeks prior to the first day of the Annual Meeting. A member of the Nominating Committee may not be a candidate for CSG National Vice Chair. Following the closing of nominations, the Nominating Committee will interview the candidates and will forward its slate of nominees to the Executive Committee. Unless otherwise approved by the Officers, the nomination will be made at least two weeks prior to the CSG National Executive Committee meeting at which consideration of such nomination is scheduled. In accordance with the CSG Articles of Organization, the designated nominee will be nominated by the CSG Leadership Council to the CSG Executive Committee and in the event that CSG West fails to timely recommend a nominee, the CSG Leadership Council will nominate a candidate from CSG West after consulting with the CSG West officers.

#### **Section 5**

##### **Meetings**

The Nominating Committee will meet at each Annual Meeting to consider nominations for officer positions. The Nominating Committee will conclude its business prior to the start of the Executive Committee session at which officer elections are to be held.

## **ARTICLE V**

### **POLICY COMMITTEES**

#### **Section 1**

##### **Establishment**

The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, may create policy committees as necessary to advance the mission of CSG West. Policy committees will exist for a biennium, unless a lesser term is provided. In addition, the Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, may create a task force for a specific purpose and a limited time less than the biennium.

#### **Section 2**

##### **Committee Appointments**

The Chair and Chair-Elect, at the beginning of each biennium, will request the highest-ranking legislative leader elected by each

legislative chamber from each Member Jurisdiction and Associate Member Jurisdiction to appoint members to each policy committee. Members of each policy committee will serve for two years, or until such time during their term that they may be replaced by their appropriate appointing authority in their jurisdiction.

#### **Section 3**

##### **Committee Leadership**

The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, will appoint co-chairs to each policy committee. Reasonable effort will be made to balance the representation of committee leaders by legislative chamber, geographic region and population diversity among the Member Jurisdictions.

#### **Section 4**

##### **Task Force Appointments & Leadership**

In the event that a task force is created, the Chair and Chair-Elect, in consultation with the Vice Chair and Past Chair, will appoint task force members to assist the Officers in the performance of their duties, or further advance the mission of CSG West. The Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, will appoint a chair or co-chairs of a task force. Unless otherwise required by the Chair and Chair-Elect, no quorum requirements are required. A simple majority vote of members present is required.

#### **Section 5**

##### **Voting and Quorum**

A quorum for the purpose of conducting policy committee business will consist of at least half of the Member Jurisdictions appointed to the committee. An affirmative vote from at least two-thirds of those Member Jurisdictions and Associate Member Jurisdictions present and voting is required to approve all business. No proxy votes are permitted.

#### **Section 6**

##### **Meetings**

Each policy committee will meet at least once annually during the Annual Meeting, and may meet at other times, subject to the discretion of the policy committee co-chairs or the CSG West Chair.

## **ARTICLE VI**

### **LEGISLATIVE SERVICE AGENCY & RESEARCH DIRECTORS (LSA) COMMITTEE**

#### **Section 1**

##### **Establishment and Purpose**

The LSA Committee will provide a forum for legislative services agency and research directors to collaborate, exchange ideas, conduct professional development and serve as a source of information on legislative management issues.



## Section 2

### Committee Membership

The LSA Committee will be composed of the legislative service agency & research directors from Member Jurisdictions.

## Section 3

### Committee Leadership

The members of the LSA Committee will elect from among its membership a chair and vice-chair that will serve a term of two years.

## Section 4

### Meetings

The LSA Committee will meet at the call of the committee chair.

## ARTICLE VII

### WESTRENDS BOARD

## Section 1

### Establishment and Purpose

The WESTRENDS Board will provide a forum to evaluate the direction and velocity of trends that affect the quality of life in the west.

## Section 2

### Board Appointments

Westrends is governed by a Board composed of one legislative member from each Member Jurisdiction and Associate Member Jurisdiction. Westrends Board members will be appointed by the Chair and Chair-Elect for the biennium, subject to the approval of the appropriate appointing authority.

## Section 3

### Board Leadership

From among the appointed Westrends Board members, Chair and Chair-Elect, in consultation with the Vice Chair and Immediate Past Chair, will appoint co-chairs to lead the Westrends Board.

## Section 4

### Voting and Quorum

A quorum is required to consider and act on policy resolutions. A quorum will consist of at least half of the Member Jurisdictions appointed to the Westrends Board. An affirmative vote from at least two-thirds of those Member Jurisdictions and Associate Member Jurisdictions present and voting is required to approve all business. Members of the Westrends Board are each entitled to one vote.

## Section 5

### Meetings

The Westrends Board will meet at least once annually during the Annual Meeting, and may meet at other times subject to the discretion of the Westrends Board chair or CSG West Chair.

## ARTICLE VIII

### WESTERN LEGISLATIVE ACADEMY

## Section 1

### Establishment and Purpose

The purpose of the WLA is to provide a professional development training program for legislators in their first four years of service from the Member Jurisdictions.

## ARTICLE IX

### PRIVATE SECTOR FORUM

## Section 1

### Establishment and Purpose

The purpose of the Private Sector Forum is to marshal private sector support of CSG West's mission of service to Member Jurisdictions and Associate Member Jurisdictions. It will cultivate meaningful partnerships between CSG West and private sector entities and promote excellence in state government.

## Section 2

### Forum Appointments

The Chair, in consultation with the Chair-Elect, will appoint the members and private sector representatives to the forum. Forum members will serve for the biennium.

## Section 3

### Forum Leadership

The Private Sector Forum will be chaired by the Chair-Elect and vice-chaired by the Vice Chair.

## Section 4

### Meetings

The Private Sector Forum will meet at least once annually during the Annual Meeting, and may meet at other times subject to the discretion of the Private Sector Forum chair or CSG West Chair.

## ARTICLE X

### MEETINGS

## Section 1

### Meetings

CSG West will convene at least once annually (Annual Meeting) and at such other times as the Officers or Executive Committee may determine. All legislators and legislative staff from Member Jurisdictions and Associate Member Jurisdictions are eligible to register for the Annual Meeting.

## Section 2

### Meeting Funds

All funds, including registration fees, for any meeting will be collected using CSG's tax-exempt status as a 501(c)(3) organization. At the conclusion of each meeting, having met all financial obligations related to the meeting, including contract agreements with the host Member Jurisdiction or Associate Member Jurisdiction, all net funds will be maintained in the CSG West meeting account for future meetings. No interest earning from meetings will inure to the benefit of, or be distributable to its members, officers, or other private persons.

## Section 3

### Meeting Schedule Coordination

The dates of the Annual Meeting will be coordinated in advance between and among the regional directors in order to avoid conflicting regional and national meeting dates.

## ARTICLE XI

### REGIONAL COOPERATION

#### Section 1

##### Regional Cooperation

The Officers and members are encouraged to develop cooperative relationships with the Western Governors' Association, the Western Interstate Region of the National Association of Counties, the Western Municipal Conference, the Conference of Western Attorneys General, the Western Interstate Commission on Higher Education, the Western States Water Council and other regional organizations whose major purpose is to promote regional efficacy and advocacy. Continuing contact with the Congressional delegations from western jurisdictions is considered an essential function of CSG West.

## ARTICLE XII

### DIRECTOR AND STAFF

#### Section 1

##### Director

The Executive Committee appoints and discharges the Director. The Executive Committee will assign duties to the Director. The Director is an at-will employee, and the employment relationship may end at any time, for any reason, or no reason at all, with or without notice. In the event of a vacancy, the Officers will appoint a seven-member search committee, to recommend to the Executive Committee a successor Director. Both the recommendation by the search committee and the approval of the Executive Committee shall be done by a majority vote. Regarding the Director, however, the Officers, will annually establish compensation, pursuant to CSG's human resources policies; and conduct an annual performance evaluation, which will be provided to CSG's human resources director.

In the limited event, however, that the Director participates in behavior prohibited by the CSG Code of Conduct, the Officers may appoint a seven-member committee consisting of the Officers and past chairs, which may discharge the Director. The Chair or the Chair-Elect will chair this committee. In the event of exigent circumstances, the officers may discharge the Director.

The Officers and these committees will consult the resources of CSG to assist in the selection, discharge and evaluation of the Director.

## Section 2

### Director Responsibilities: The Director will:

- A. Oversee and maintain responsibility for all management functions of CSG West, including day-to-day operations, finances, activities and programs.
- B. Carry out CSG West's strategic mission as adopted by and under the direction of the Officers and the Executive Committee.
- C. Employ and discharge other CSG West employees as deemed appropriate to carry out the mission of the organization. The Director will consult with the Chair as to the employment or discharge of professional staff.
- D. Assure budget stability and sound financial practices and ensure that the regional organization is compliant with The Council of State Governments' Rules for Financial Management as adopted by the CSG Executive Committee.

## ARTICLE XIII

### AMENDMENTS

#### Section 1

##### Amendments

The Rules and any amendments thereto may be adopted, altered, amended, added to, or repealed at any Executive Committee meeting provided that a notice of such amendments is filed with the Director at least thirty (30) days prior to the meeting. Upon receipt of a copy of the proposed amendments, the Director will forward copies thereof to the members of the Executive Committee.