

 <p>WASHINGTON COURTS</p>	<p>ADMINISTRATIVE OFFICE OF THE COURTS</p> <p>REVISED PROCEDURE FOR REQUESTING EXCEPTIONS TO STATEWIDE RESTRICTIONS RELATING TO BOARDS AND COMMISSIONS Previously E2SHB 1371</p>
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In 2011 the legislature enacted E2SHB 1371 (RCW 43.03.049). The bill placed restrictions on reimbursement for subsistence, lodging and travel costs for member participation in meetings of many boards, commissions, councils, committees, and similar groups. These restrictions are permanent. E2SHB 1371 can be found [Here](#) .

The restrictions identified in E2SHB 1371 Sec. 62 (4) apply to certain boards and commissions where funding comes from a state general fund source. However, the bill also encourages all boards, commissions, councils, and committees, regardless of funding source, to reduce travel, lodging, and other costs. When feasible, all groups are directed to use methods of conducting meetings that do not require members to travel.

Independent Judicial Branch Agencies

The Chief Justice of the Supreme Court will allow independent judicial branch entities to initially review exception requests using the process noted below, have the appropriate governing or designated review entity preliminarily approve/deny the request, then forward the approval recommendation and associated documentation to Ramsey Radwan for review with the Chief Justice for final review. The independent judicial branch entities include the Court of Appeals, the Office of Civil Legal Aid, and the Office of Public Defense.

Other Judicial Branch Entities and Supreme Court Departments

All other judicial branch entities and Supreme Court Departments must receive approval from the Chief Justice or her designee prior to commencing activities restricted by E2SHB 1371.

The following groups must receive an annual one-time calendar year exception to the restrictions identified in E2SHB 1371:

- Board for Judicial Administration
- Minority and Justice Commission
- Gender and Justice Commission
- Commission on Children in Foster Care
- Interpreter Commission
- Certified Professional Guardian Board

The following groups are not impacted by the provisions of E2SHB 1371:

Judicial Information System Committee and all related sub-groups
Access-to-Justice Board and its sub-groups
Board for Court Education programs
Equal Justice Taskforce
Court Improvement Workgroups (federal funding)
Data Dissemination Committee
Pattern Jury Instructions Committee

All Other Groups or Sub-groups

All other groups or sub-groups funded by the state general fund, if not excluded specifically in the list above, must seek an annual exception through the process noted below.

Non-voting and ex-officio members may be exempt from the restrictions of E2SHB 1371 and may be reimbursed if they are critical to mission of the meeting. An exception request must be completed and the decision made by the Chief Justice or her designee.

AOC staff support for any group is exempt from the provisions of E2SHB 1371. An exception request is not necessary for reimbursement of subsistence, lodging, and travel costs incurred by AOC employees providing staff support.

In all instances, the Supreme Court respectfully requests that all groups strive to meet in a manner that minimizes costs.

Exception Process-Administrative Office of the Courts

All annual exception requests must be forwarded to the appropriate authority, then to Ramsey Radwan for review and processing. All requests must be submitted for signature prior to the event date. Requests and reimbursement may be denied if this procedure is not followed.

Requests must demonstrate that the exception is necessary for provision of critical state services and that it is not feasible to hold meetings by means other than in-person. Each request will be evaluated using the following criteria.

- Can the activity/meeting be accomplished by means that does not require travel while maximizing member and public participation?
- Does statute, court rule, federal grant, or other authority require members to be physically present at one location only? If so, cite the specific authority.
- Must members be physically present to review materials, conduct discussions and/or view a presentation? If so, why.
- What consequences will occur if this exemption is not approved?

Exception requests must be submitted on the form available on AOC's website at http://www.courts.wa.gov/appellate_trial_courts/aocwho/?fa=atc_aocwho.display&fileID=msd, forwarded electronically to Ramsey Radwan. **When transmitted electronically from the approving authority's computer, a typed name will be considered a signature.** If forms are completed manually (hard copies) rather than electronically, approving authorities must sign and the documents bearing original signatures sent or delivered to Ramsey Radwan at the address below.

Ramsey Radwan, Director of Management Services
Administrative Office of the Courts
P.O. Box 41170 (MS 41170)
Olympia, WA 98504-1170
ramsey.radwan@courts.wa.gov

Forms must be submitted a minimum of 30 days prior to the beginning of each meeting date. If submitting for an entire year, the forms must be submitted a minimum of 30 days prior to the beginning of the calendar year.

Notification of Approval or Denial

Exception requests will be reviewed as received. Approval/denial notice will be sent to the requestor as quickly as possible.

Please direct questions to Ramsey Radwan, AOC Director of Management Services, at (360) 357-2406 or ramsey.radwan@courts.wa.gov.