



STATE OF WASHINGTON

**LAW ENFORCEMENT OFFICERS' AND FIRE FIGHTERS'
PLAN 2 RETIREMENT BOARD**

P.O. Box 40918 • Olympia, Washington 98504-0918 • (360) 586-2320 • FAX (360) 586-2329

PROPOSED Rule 3.1 Teleconference Attendance

Teleconferencing to the LEOFF Plan 2 Retirement Board, Administrative Committee or other committee meetings is permitted upon advance notification of the Chair and administrative staff to the board. In the absence of the Chair, the Vice Chair may grant approval and in the absence of the Vice Chair the remaining Administrative Committee member may grant approval. Criteria to be used by the Chair to determine if teleconferencing is appropriate are:

1. If there is hazardous weather
2. When an agenda item cannot be postponed to a later meeting date and a member's attendance is needed for quorum purposes.
3. If in the Chair's opinion it is clearly to the LEOFF 2 Board's or Administrative Committee's advantage to arrange a teleconference.
4. As an alternative to board member travel as recommended by Chapter 7, 2010 Laws 1st Special Session.

If teleconferencing is approved, a speaker phone audible to all attendees shall be arranged at the location of the public meeting. A member appearing via telephone shall identify themselves at the beginning of the meeting. Periodically the Chair should verify whether the member is still participating by telephone at the meeting. Members appearing by telephone shall use a land line if at all possible instead of a mobile telephone to ensure clarity and consistent connection.