



**STATE OF WASHINGTON**  
**Capital Projects Advisory Review Board**

**MEMORANDUM**

Date: April 22, 2020  
To: Capital Projects Advisory Review Board (CPARB)  
From: Walter Schacht, FAIA – CPARB Board Chair  
Re: Officer Elections

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Article II of the Capital Projects Advisory Review Board (CPARB) Bylaws describes the selection process and responsibilities of board officers:

***Section 2: Officers***

***Chair:*** In accordance with RCW 39.10.220(4), the Board shall select a Chair by majority vote of the voting members. The election of the Chair shall take place at the May meeting in even years, starting in 2016. The Chair can be removed by the affirmative vote of 2/3 of voting members. The Chair will establish the agenda and conduct the meetings, and will be the primary spokesperson for the Board. The Chair, or member chosen as a delegate, may be reimbursed for travel associated with legislative activities specifically related to the duties of CPARB and its purpose to advise and make recommendations to the legislature on policies related to public works delivery methods.

***Vice Chair:*** The Board shall also select a Vice-Chair by majority vote of the voting members immediately following the election of the Chair. If the Board elects a Chair from the public sector, then only CPARB board members from the private sector shall be eligible for the Vice-Chair position, and vice-versa. The Vice-Chair shall assist the Chair as appropriate, and perform all duties normally performed by the Chair in his or her absence. The Vice-Chair can be removed by the affirmative vote of 2/3 of voting members.

The last officer election occurred in May 2018. Therefore, we will select officers at our upcoming May 14 board meeting. The selection process will be conducted in accordance with the bylaws that do not require candidates to declare their intent in advance or submit preparatory materials. Nominations for chair and/or vice-chair may occur at the board meeting.

However, in the interest of transparency and an open dialogue, I would like to suggest that candidates for officer consider declaring their interest and submitting a one-page letter describing their qualifications and goals in advance. Letters should be submitted to [cparb@des.wa.gov](mailto:cparb@des.wa.gov). The last day for submitting pre-reads is May 6.

It has been my privilege to serve as your chair for the past two years. Thank you for your contributions to our important work. It is time for new leaders. I look forward to selecting and supporting a new chair and vice-chair. Please let me know if you have any questions, concerns or comments.