

**Adopted: January 14, 2016**

## **Wyoming Bean Commission**

The Wyoming Bean Commission hereby formally adopts the following policies:

### **Conduct of Business.**

1. Roberts Rules of Order are adopted for the formal transaction of business.
2. A simple majority Quorum of members present is adopted for action items requiring a vote.
3. Conference Calls: The Commission will not take action or vote on items unless one Commission Handler member is present on the call.

### **Refunds:**

1. Before refunds are issued through the Wolfs payment system, all Commission members will receive from the Department a spreadsheet listing who is requesting refund and refund amount. Commission will agree to issue refund payments based on two (2) commission member's approval.

### **Communications:**

1. Formal correspondence by any Commission member on behalf of the Commission using Commission letterhead shall be approved by the Commission members before it is sent.