

Capitol Complex Advisory Council Operating Procedures

Advisory Capacity: The Council shall serve in an advisory capacity and perform the duties outlined in Title 2, Chapter 17, Part 8.

Attendance/Participation: Members are strongly encouraged to attend meetings. All directors may send a designee to represent them per section 2-17-803 (2) (d). These designees are considered members of the Council.

Quorum: The Council cannot meet unless a quorum is present. At least five voting members will constitute a quorum.

Voting: Only members may vote; proxies are not accepted.

Meetings: The Council shall meet on call of the Chair.

Chairperson: By law, the council shall select a presiding officer (Section 2-17-803, MCA). This officer is called the Chairperson. The members will elect a new Chairperson every two years beginning in February 2009.

Support Staff: The Director's Office of the Department of Administration (DOA) will provide administrative support to the Council.

Agendas: DOA staff will prepare agendas and make them available to members at least one week before each meeting. The agenda will note all items that require Council action. Members are encouraged to contact DOA staff with suggested agenda items. DOA staff will attempt to make available all materials requiring discussion or action in advance of the meeting.

Communications: Council meeting agendas will be posted on the state's electronic calendar and on the website for the Capitol Complex Advisory Council found at <http://ccac@mt.gov/>.

Expense Reimbursement: Legislative members and the public representative on the Council are entitled to the legislative daily allowance established in section 5-2-301, MCA for the time the member is actually and necessarily engaged in the performance of Council duties (2-17-803, MCA). Mileage, meals and lodging expenses will be reimbursed according 2-18-501 through 2-18-503, MCA. Reimbursement for any of these expenses will not be made to legislative members if the council meetings are held during regular or special sessions of the legislature.