

**LEGISLATIVE BRANCH
COMPUTER SYSTEM PLANNING COUNCIL**

Operating Guidelines

- **Meetings.** The Planning Council will meet at the call of the presiding officer.
- **Agendas.** The presiding officer will provide an agenda to members at least one week before each meeting. Items requiring Council action will be noted on the agenda. Members are encouraged to contact the presiding officer with suggested agenda items.
- **Attendance/participation.** Members are strongly encouraged to attend. However, if a member is unable to attend, he or she may send a representative.
- **Quorum.** At least four voting members must be present before action may be taken.
- **Voting.** In general, the Planning Council will strive to reach consensus on issues under consideration. If consensus is not achieved, a vote may be taken. A voting member's designated representative may vote. If a voting member does not send a designated representative, he or she may vote by proxy submitted through the presiding officer. (The Department of Administration representative serves as a non-voting member of the Council.)