

Montana Land Information Advisory Council

OPERATING PROCEDURES Revised 6/20/06

1. **Purpose and Duties:** The purpose and duties of the Council are described in MCA 90-1-406.

3.2. **Membership:** The membership of the Council is defined in MCA 90-1-405. Twelve members constitute a quorum for the purpose of conducting business.

2A. Voting Membership: Each Council Member shall have one vote. In case of a tie vote, the Chair will reopen discussion and a second vote will be called. If a subsequent tie vote occurs the Chair will table the issue until the next Council meeting.

2B. Membership Replacement: If a Council member resigns his/her position a new appointment will be made following the same procedures as in 90-1-406 MCA.

2C. Member Participation: If a Council Member misses two consecutive regularly scheduled meetings the Chair will contact that member to assess that Member's commitment to MLIAC and may suggest that Member step down.

4.3. **Meetings:** At its first meeting each calendar year, the Council shall schedule three additional meetings, at roughly three-month intervals. The Council may schedule other meetings at their convenience if needed.

5.4. **Procedures:** The Chair shall act as the presiding officer of all meetings. In the case of incapacity or inability to attend a meeting, the Chair shall appoint another Council Member as temporary Chair. The usual parliamentary rules as laid down in "Robert's Rules of Order" shall govern all deliberations, unless in conflict with MCA 90-1-405 or 90-1-406, other pertinent MCA statutes, or these operating procedures. The order of business may be altered or suspended at any meeting by a majority vote of the Members present.

6.5. **Agendas/Order of Business:** The order of business will follow an agenda prepared by the Chair and distributed to members at least two weeks preceding each meeting. ~~Items requiring Council action will be noted on the agenda.~~ Members are encouraged to contact the Chair with suggested agenda items.

7.6. Process: Issues requiring Council action will be brought forward using a Council provided issue action form noted as such on the agenda. All issue action forms, agendas, documents and minutes will be posted promptly to the Council web site.

8.7. Affiliation/Points of Contact: The Council may affiliate with one or more other organizations or institutions in furtherance of the purposes of the Council. Any such affiliation must be approved by a two-thirds (2/3) majority vote of the votes cast by the Members present when brought to vote. Withdrawal of affiliation or de-certification of affiliation must also be approved by a two-thirds (2/3) majority vote of the votes cast by the Members present when brought to vote. Council will appoint points of contact to provide two-way communication between Council and other local, regional and national coordination and data development efforts.

9.8. Amendments: Initial adoption of these operating procedures requires a two-thirds vote of the votes cast by the Members present when brought to vote. Upon proposal to the Council, these operating procedures may be amended, repealed, or altered, in whole or in part, by a two-thirds (2/3) vote of the votes cast by the Members present when brought to vote. These operating procedures may be amended at any meeting of the Council, provided that a copy of any proposed amendment shall be mailed to the last recorded address of each Member at least thirty (30) days prior to the date of the meeting and posted on the Council's web-site at least thirty (30) days prior to the date of the meeting.

ADDENUM I: Administrative Terminology

SECTION 1: Purpose

This addendum presents standardized Montana Land Information Advisory Council terminology for executing the duties of the council consistent with the purpose of the Montana Land Information Act (MCA 90-1-402). MLIAC terminology will be consistent with the Statewide Information Technology Policies and Standards Glossary available at: [http://itsd.mt.gov/policy/Statewide IT Policies and Standards Glossary.pdf](http://itsd.mt.gov/policy/Statewide_IT_Policies_and_Standards_Glossary.pdf)

STATEWIDE INFORMATION TECHNOLOGY POLICIES AND STANDARDS GLOSSARY

Last updated: 5/25/06

"Cellular device" means a personal, portable wireless device for communications including cellular telephones, satellite phones, air cards, Blackberry devices and other Personal Data Assistant (PDA) devices.

"Chief information officer, CIO" means a person appointed by the director of the department to carry out the duties and responsibilities of the department relating to information technology. (2-17-506 MCA)

"Department head" means a director, commission, board, commissioner, or constitutional officer in charge of a department created by this chapter. (2-15-102 MCA)

"Department" means the department of administration established in 2-15-1001. (2-17-506 MCA)

"Enterprise" shall have the same meaning as "Statewide". All agencies of the state, including the university system, working collaboratively to use, share, and leverage the investments made in information technology. To this end, agencies of the state and participating entities share systems, networks, and service access entry points, use standard software and hardware, and train employees in common techniques. Those with exceptions under specific sections of the law will be excluded in the appropriate policy.

"Essential personal call" means personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for unscheduled or immediate care of a dependent or a family emergency, to alert others of an unexpected delay due to a change in work or travel schedule.

"Guidelines" are recommended actions or industry best practices used to guide the use and deployment of information technology. Information technology guidelines may include a case study, analysis or white paper which describes good business and IT practices.

"Information technology resources" means hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. (2-15-102 MCA)

"Information technology" means hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. (2-17-506 MCA)

"Interim" means a policy, standard, procedure, guideline, etc. that has been developed, reviewed and implemented using an abbreviated version of the Enabling IT Procedure due to urgent business or technical requirements.

"Local government" means a county, a consolidated government, an incorporated city or town, a school district, or a special district. (2-2-102 MCA)

"Material change" means a change in a written document which alters its meaning, applicability, enforcement, changes its tenor, or its legal meaning and effect. These changes include changes to the scope, the policy statement, enforcement and all other content change.

"May" identifies acceptable activities.

"Must" identifies required activities. Directs that alternatives are not acceptable without formal approval.

"Non-material change" means a change that is insignificant to the content, such as spelling/grammar corrections, format changes, or incidental information such as contact information.

"Policies" are required courses of action or sets of requirements to be followed with respect to the acquisition, deployment, implementation or use of information technology resources. All exceptions and changes must be documented, reviewed and approved.

"Procedures" are sets of instructions that describe specific steps or actions used to implement a policy or standard. Organizations affected and enforcement of a procedure is determined in policy or standard.

"Shall" identifies required activities. Directs that alternatives are not acceptable without formal approval.

"Should" identifies recommended, but not required, activities.

"Standards" define the requirements or specifications for acceptable software, hardware, database, technical approach, business process, or methodology and must be complied with. All exceptions and changes must be documented, reviewed and approved.

"State agency" means any entity of the executive branch, including the university system. (2-17-506 MCA)

"Statewide, State Government" shall have the same meaning as "Enterprise". All agencies of the state, including the university system, working collaboratively to use, share, and leverage the investments made in information technology. To this end, agencies of the state and participating entities share systems, networks, and service access entry points, use standard software and hardware, and train employees in common techniques. Those with exceptions under specific sections of the law will be excluded in the appropriate policy.

"Will" identifies anticipated activities.