

Montana Land Information Advisory Council

Issue Action Form
For Council Resolution Date
(Date of next MLIAC meeting)

1. What action is requested of the council?

2. Please attach a brief (One-page or less) narrative describing the issue. This form and the narrative must be provided to MLIAC staff so that it can be provided to Council members no less than one week in advance of the scheduled meeting.

3. The following organizations endorse this action:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> MAGIP | <input type="checkbox"/> Tribal |
| <input type="checkbox"/> MARLS | <input type="checkbox"/> University |
| <input type="checkbox"/> County Agency | <input type="checkbox"/> Private |
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Other |
| <input type="checkbox"/> Federal Agency | |

Specify:

4. What are the benefits of supporting this issue?

5. What are the costs or resource requirements to support this issue?

6. Signature of Submitter

7. Signature of Council Member if different than 6

8. Date

This portion to be completed by the MLIAC Chair and forwarded for action.

This Issue has been presented, discussed, and voted upon by The Montana Land Information Advisory Council and has been: accepted for council action. denied for council action

The following action will be taken and reported on at the next council meeting:

This action is assigned to: _____ Date: _____.

1 **ADDENDUM I: Administrative Terminology**

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3 **SECTION 1: Purpose**

4 This addendum presents standardized Montana Land Information Advisory Council
5 terminology for executing the duties of the council consistent with the purpose of the
6 Montana Land Information Act (MCA 90-1-402).

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8 **SECTION 2: Definitions**

9 As developed, promulgated, acknowledged, and applied by the Montana Land
10 Information Advisory Council:

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12 **2.1:** The following definitions categorize formal administrative actions issued by
13 Council:

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15 “Directives” means internal Council instructional documents detailing business
16 rules applicable to the process and procedural aspects of Council initiatives.

17
18 “Guidelines” means statements developed by accepted subject matter experts or
19 authorities and prescribe a particular or recommended methodology, procedure, or
20 course of action. They are typically optional with respect to usage\implementation
21 and are generally developed for "in-house" use. No formal agreement to comply is
22 involved.

23
24 “Specifications” means detailed statements prescribing particular content,
25 inclusion, or usage requirements, or instructions for implementing standards.

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27
28 **2.2:** The following definitions categorize formal administrative actions that the
29 Council may forward to the Department of Administration for advancement:

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31 “Policies” means definite and official statements made by recognized authorities
32 that establish direction, procedure, or guiding principles. They are high level
33 plans, courses of action, or methodologies developed or adopted and approved by
34 subject matter experts or management authorities. Policies are mandatory with
35 respect to usage\implementation in support of a given decision-making process,
36 and are implemented by other mechanisms such as standards.

37
38 "Rule" means each agency regulation, standard, or statement of general
39 applicability that implements, interprets, or prescribes law or policy or describes
40 the organization, procedures, or practice requirements of an agency. The term
41 includes the amendment or repeal of a prior rule. Administrative Rules Bureau
42 under the Montana Secretary of State.

43
44 “Standards” means statements of fact, quality, procedures, or content, to which
45 applicable entities are compared for purposes of acceptance and/or use. Standards
46 are used to justify decisions, implement policy, and can be designated as either

Montana Land Information Advisory Council OPERATING PROCEDURES

47 voluntary or mandatory with respect to usage. They are documented agreements
48 that contain or specify technical or other specific criteria to ensure that processes,
49 products, or services meet their intended purpose. An example, standards can be
50 established in accordance with administrative rules such as those stated in the
51 Montana Information Technology Act Sub-Chapter 2.

Montana Land Information Advisory Council

OPERATING PROCEDURES

Revised 12/01/05

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

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.

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.

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.

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.

6. **Process:** Issues requiring Council action will be brought forward using a Council provided issue action form. All issue action forms, agendas, documents and minutes will be posted promptly to the Council web site.

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.

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.