

**Montana NRIS Advisory Committee**  
Issue Action Form

For Meeting date 03/13/02

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Provide a brief action statement:

**Adopt the NRIS Advisory Committee Operating Procedures as described in the attached discussion document.**

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Provide a brief narrative describing the issue:   X   See Attached

**Recommendations were made at the Committee meeting of January 23, 2002, that formal operating procedures for the Committee should be adopted, and that the operating procedures utilized by MGIC should be used as the basis.**

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Signature of Member if different than submitter

\_\_\_\_\_  
Date

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**This portion to be completed by the Chair**

Committee Action:

voted to approve  
 no action

voted to deny  
 other (describe below)

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Natural Resource Information System Advisory Committee

## OPERATING PROCEDURES

March 13, 2001

- 1) Duties: The duties of the Committee are described in MCA 90-15-201. The Committee may recommend amendments to this statute by a two-thirds (2/3) vote of all voting Members. The Chair will submit recommendations for amendment to the State Library Commission for review.
- 2) Membership: The membership of the Committee is defined in MCA 2-15-1514. Representatives of agencies or organizations not identified in MCA 2-15-1514 may be invited to participate as non-voting members. The Committee may recommend amendments to this statute by a two-thirds (2/3) vote of all voting Members. The Chair will submit recommendations for amendment to the State Library Commission for review.
  - a) Voting Membership: Each Committee Member identified in MCA 2-15-1514 shall have one vote. Members may send a delegate to attend and participate in meetings, in which case the delegate shall have Member voting rights. Alternately, a Member may delegate a proxy vote to another Member on a pre-announced agenda item by notifying the Committee Chair in writing twenty-four (24) hours in advance of the scheduled meeting.
  - b) Membership Replacement: When a Committee member resigns his/her position the Chair will work with the head of the appropriate member agency to obtain a replacement.
  - c) Member Participation: If a Committee Member misses two consecutive regularly scheduled meetings the Chair will contact the member to assess the Member's commitment to the Committee and may suggest that the Member step down.
- 3) Chair: At the last meeting of each state biennium, or upon the resignation of a serving Chair, a Committee Chair will be elected by Committee vote from nominees representing the data source agencies identified in MCA 90-15-102.
  - a) The chair will serve for a two year period and may be re-elected to serve a maximum of four consecutive years.
- 4) Meeting Scheduling: At its last meeting each year, the Committee shall schedule four meetings for the following year, at roughly three-month intervals. The Committee may schedule other meetings at their convenience.
- 5) Procedures:
  - a) 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 Committee Member as temporary Chair, who shall preside.
  - b) The usual parliamentary rules as laid down in "Robert's Rules of Order" shall govern all deliberations, unless in conflict with these operating procedures.

**Natural Resource Information System - NRIS Advisory Committee Operating Procedures**  
**NRIS Advisory Committee Discussion Document**  
**March 13, 2002**

- c) 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 Committee action will be noted on the agenda. Members are encouraged to contact the Chair with suggested agenda items. The order of business may be altered or suspended at any meeting by a majority vote of the Members present.
  - d) Six members constitute a quorum for the purpose of conducting business.
  - e) Mail or electronic votes shall be permitted if postmarked or dated prior to the call for vote and addressed to the Chair. 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 Committee meeting.
  - f) Issues requiring Committee action will be brought forward using the Issue Action Form (Attachment A).
- 6) Amendments: Upon proposal to the Committee, these operating procedures may be amended, repealed, or altered, in whole or in part, by a two-thirds (2/3) vote of all voting Members.

**Attachment A**  
**Montana NRIS Advisory Committee**  
Issue Action Form

For Meeting date \_\_/\_\_/\_\_

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Provide a brief action statement:

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Provide a brief narrative describing the issue:  See Attached

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Signature of Member if different than submitter

\_\_\_\_\_  
Date

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**This portion to be completed by the Chair**

Committee Action:

voted to approve  
 no action

voted to deny  
 other (describe below)

Signed \_\_\_\_\_

Date \_\_\_\_\_