

STATE OF MONTANA  
OFFICE OF THE GOVERNOR  
EXECUTIVE ORDER NO. 35-2008

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EXECUTIVE ORDER ADVANCING THE USE OF TECHNOLOGY TO PROMOTE  
ENERGY CONSERVATION FOR MONTANA BOARD, COUNCIL AND COMMISSION  
MEETINGS

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WHEREAS, the cost of fuel continues to rise with no indication of any price relief in the future; and

WHEREAS, overall efforts to reduce fuel consumption are a significant part of Montana's ability to address climate change; and

WHEREAS, the 20 x 10 Initiative, announced in January 2008, directs all state cabinet agencies to reduce their facility-related energy by 20% by the end of 2010; and

WHEREAS, Montana is a large state geographically, and it is vital that citizens who agree to serve as volunteers on state boards, councils and commissions come from all corners of the state; and

WHEREAS, citizens willing to commit their own time and energy to public service should not bear unnecessary time away from work or incur extraordinary out-of-pocket costs when alternatives exist; and

WHEREAS, meetings held through the use of technology such as teleconference, webinar or video conference, rather than in-person, may be more energy and cost efficient; and

WHEREAS, observation of and public participation in board, council and commission meetings is not only constitutionally and statutorily required, but is essential to the successful function of our state government, and the use of aforementioned technology may enhance citizen involvement in the operations of government; and

WHEREAS, a detailed list of options for conducting electronic meeting options is posted at: <http://itsd.mt.gov/policy/advisory.asp>. (Current options are subject to capacity limitations and schedule availability, and the website will be updated as additional options are identified.)

NOW, THEREFORE, I, BRIAN SCHWEITZER, Governor of the State of Montana, by virtue of the authority vested in me under the laws and the Constitution of the State of Montana, do hereby:

1. Direct that all boards, councils and commissions that are administratively attached to agencies under my supervision, as appropriate and within limits of availability and scheduling, take full advantage of options for holding meetings through technological means that will reduce taxpayer costs and travel hardship and encourage energy efficiency.
2. Ask that when scheduling meetings through technological means, boards, councils and commissions ensure that the meetings encourage and accommodate citizen involvement and participation.
3. Authorize meetings of Advisory Councils appointed by me pursuant to Mont. Code Ann. § 2-15-122, "outside the city of Helena," as provided in this Executive Order, and direct those under my supervision who have created advisory councils under 2-15-122, to provide the advisory councils they have created with the same authority.
4. Direct that copies of this Executive Order be sent to the Attorney General, Superintendent of Public Instruction, State Auditor, Secretary of State, Public Service Commission, Board of Regents and Board of Public Education for their information and interest.

Nothing in this Executive Order is intended to prevent or restrict boards, councils and commissions from meeting in person, as appropriate and when necessary in the proper performance of their duties.

This order is effective July 1, 2008, and shall remain in effect until modified or repealed by subsequent Executive Order.

GIVEN under my hand and the GREAT SEAL of the State of Montana this 1<sup>st</sup> day of July, 2008.

  
BRIAN SCHWEITZER, Governor

ATTEST:

  
BRAD JOHNSON, Secretary of State *deputy*

## Supporting the Governor's 20x10 Energy Initiative

### Meeting Resources

July 1, 2008

The Information Technology Services Division (ITSD) of the Department of Administration offers a variety of services that can assist advisory boards, councils and state employees reduce travel. All board and council members may participate. The State recommends a state employee meeting coordinator facilitate the use of these services.

Service	Use this for...	Advantages	Getting started	Costs
Speaker phone	<ul style="list-style-type: none"> <li>Small group meetings.</li> </ul>	<ul style="list-style-type: none"> <li>All participants can hear each other.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Verify that a speaker phone is available in meeting room</li> <li>For help, contact the agency telephone coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Conference Phone	<ul style="list-style-type: none"> <li>Two or more small groups.</li> <li>3-6 phones can be conferenced into one call.</li> </ul>	<ul style="list-style-type: none"> <li>All participants can hear each other.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Verify features of the phone to be used.</li> <li>For help, contact meeting coordinator at the sponsoring agency.</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Teleconference phone (often referred to by the brand name "Polycom")	<ul style="list-style-type: none"> <li>Connecting groups at two locations.</li> </ul>	<ul style="list-style-type: none"> <li>Works with larger groups in larger rooms.</li> <li>Can be a connection between two groups or one group and one individual.</li> <li>Can call anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Many agencies own teleconference phones</li> <li>They are also available to borrow from ITSD.</li> <li>To request this service, open a service request through the ITSD Service Desk at 444-2000, 800-628-4917 or use <a href="#">Service Desk Online</a> (available on the State network only).</li> </ul>	<ul style="list-style-type: none"> <li>Only costs incurred are for any long distance charges.</li> </ul>
Audio Conference Calling Coordination	<ul style="list-style-type: none"> <li>Connecting more than 2 locations.</li> </ul>	<ul style="list-style-type: none"> <li>Conference bridging can accommodate up to 61 different parties, all in different locations.</li> </ul>	<ul style="list-style-type: none"> <li>To request this service, open a service request through the ITSD Service Desk at 444-2000, 800-628-4917 or use <a href="#">Service Desk Online</a> (available on the State network only).</li> </ul>	<ul style="list-style-type: none"> <li>There is a setup charge based on the number of participants. The current charge for long distance, toll-free connections is \$.10 / minute.</li> </ul>
Interactive Video Conferencing (METNET)	<ul style="list-style-type: none"> <li>Face-to-face interaction is needed.</li> </ul>	<ul style="list-style-type: none"> <li>Provides real time, two-way video and audio communication.</li> <li>ITSD offers 13 managed video conferencing sites and has access to over 500 additional sites in Montana. National and international conferencing is also available.</li> </ul>	<ul style="list-style-type: none"> <li>To request this service, contact a Video Conferencing Specialist at 444-6788.</li> <li>Prior to the video conference, a confirmation with sites and costs is provided for review.</li> </ul>	<ul style="list-style-type: none"> <li>There is a \$52.50 charge per port per hour.</li> <li>There may be additional charges to connect with off-network commercial bridges and/or sites.</li> </ul>
Web Conferencing	<ul style="list-style-type: none"> <li>Virtual meetings conducted over the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>Many options available for information sharing and interaction.</li> </ul>	<ul style="list-style-type: none"> <li>This is not a service ITSD offers at this time.</li> <li>Agencies sponsoring meetings are responsible for assessing bandwidth impacts and security risks.</li> </ul>	<ul style="list-style-type: none"> <li>Varies.</li> </ul>

More information about these or other ITSD services is available from the ITSD [Service Desk](#), 406-444-2000 or 800-628-4917.