

**LEGISLATIVE BRANCH  
INFORMATION TECHNOLOGY PLANNING COUNCIL**

**Operating Guidelines**

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- ! **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 1 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, the member may send a representative.
  
- ! **Quorum.** At least five 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, the member may vote by proxy submitted through the presiding officer. (The Department of Administration representative serves as a nonvoting member of the Council.)