

**Procedures for  
Joint Legislative Task Force on State Contracts**

Organization and Conduct of the Task Force

1. The Task Force will select co-chairs from among its members, one from the majority caucus of the Senate and one from the majority caucus of the House of Representatives.
2. The Task Force will be managed by an Executive Committee (EC) consisting of the co-chairs, one Task Force member from the minority caucus of the Senate, one Task Force member from the minority caucus of the House of Representatives, one business member from the Advisory Committee, and one labor member from the Advisory Committee. The EC's functions will include developing agendas based on requests of Task Force and Advisory Committee members and, if deemed necessary, scheduling meetings different from those on the draft workplan. The EC will make decisions on a consensus basis. EC members may be temporarily replaced in the case of absence from a meeting by another Task Force member or an Advisory Committee member, respectively, from the same caucus.
3. During Task Force meetings, the co-chairs will attempt to encourage dialogue and discussion. To this end, participants are encouraged to submit written statements, including any references, appendices, and other materials to substantiate the statements, to Task Force staff for circulation to the Task Force prior to the meeting. The co-chairs may limit the reading of testimony or other statements to the Task Force during meetings.
4. Any portion of a Task Force meeting may be devoted to public comment, as agreed to by the EC.
5. Agendas and other meeting materials will be distributed by e-mail to Task Force and Advisory Committee members (or by fax as requested by a Task Force or Advisory Committee member). Public information produced by the Task Force will be maintained on a Task Force webpage on the House and Senate committee websites.

Role of Advisory Committee

6. (~~[[FBD - subject of discussion at September 16 meeting]]~~) The Advisory Committee is to consult with, advise, and monitor the activities of the Task Force. The Task Force may request a vote by Advisory Committee members, such votes to be advisory only.

### Task Force Subcommittees

7. The Task Force may agree to one or more subcommittees of its membership and/or the Advisory Committee membership, with the labor and business subcommittee members to be selected by their respective caucuses. Subcommittees would be responsible for discussing and making recommendations to the full Task Force on specific topics assigned by the Task Force.

### Decision Making Process

8. Decisions will be made by the agreement of a majority of the Task Force voting members. Minority reports may be offered. Any interim understandings reached during discussions will remain tentative until an agreement is reached on all issues under discussion, unless agreed otherwise. Task force members may be temporarily replaced in the case of absence from a meeting by another legislator, preferably a member of the House Commerce & Labor Committee or the Senate Labor, Commerce, Research & Development Committee respectively. Such alternates are authorized to vote for the absent member.

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