

2013-2014 JCOS Rules and Policies

As adopted February 27, 2013 and amended on March 20, 2013

1. **MEMBERS.** The Joint Capital Outlay Subcommittee shall consist of fourteen members, including seven members from the House of Representatives and seven members from the Senate.
2. **CHAIRS.** The Joint Capital Outlay Subcommittee chairperson shall be determined by the chamber in which the chairperson resides and alternate between chambers every two calendar years beginning on January 1 of the operative year. For calendar years 2013 and 2014 the chairperson shall reside in the Senate. Beginning January 1, 2015, the chairperson shall reside in the House. The vice-chairperson of the subcommittee shall be a member of the chamber in which the chairperson of the subcommittee is not a member.
3. **MEETINGS.**
 - a. The subcommittee shall meet upon the call of the chairperson.
 - b. All meetings shall be open to the public and meeting notices posted at least 18 hours before the meeting. All deliberations and decisions of the subcommittee shall be made at a meeting or public hearing open to the public.
 - c. Agendas shall be determined by the subcommittee chairperson.
 - d. Meeting notices shall be distributed pursuant to statute, and House and Senate rules and procedures.
 - e. Reasonable time limits for verbal testimony on agenda items will be set at the discretion of the chairperson.
 - f. For excused absences the members shall notify the chair of their intended absence prior to the start of the subcommittee meeting. Motions made to excuse a member from attending a subcommittee meeting shall be made by the chair. The chair of the joint capital outlay subcommittee shall notify the senate majority leader of senators with three or more unexcused absences and the speaker of the house for representatives with three or more unexcused absences from subcommittee meetings.
4. **RULES.** Matters of procedure not addressed in these rules are to be governed by the standing rules of both houses and, in matters not addressed in the standing rules, by the rules of legislative procedure in the most recent edition of *Mason's Manual of Legislative Procedure*. If there is a conflict between the House and Senate standing rules, the standing rules of the house that the current chair is a member of shall govern.
5. **QUORUM.** In order for the Joint Capital Outlay Subcommittee to take action on an agenda item, a quorum consisting of at least eight members is required. The quorum must include at least four members of the House of Representatives and four members of the Senate.
6. **MINUTES.** Minutes shall be kept of all subcommittee action and shall be presented to the subcommittee at the next scheduled meeting, at which time corrections to the minutes may be made. Minutes shall be approved by a roll call vote.
7. **APPROVAL OF ITEMS ON THE AGENDA.** Approval of items on the agenda requires a favorable vote of a majority of the members appointed to and serving on the subcommittee. Proxy votes are not acceptable.

8. **REPORTING REQUIREMENTS FOR NON-STATE FUNDED PROJECTS AT STATE SUPPORTED UNIVERSITIES AND COMMUNITY COLLEGES.** Universities and community colleges shall comply with use and finance reporting requirements as provided for in section 238 of the management and budget act, Public Act 431 of 1984, MCL 18.1238, which provides for submission of reports on or before June 30 and December 31 of each year. Reports shall be considered submitted by an institution when posted on the institution's "budget and performance transparency reporting" section of the institution's website. No other submission to the Joint Capital Outlay Subcommittee is necessary for compliance with this section. A standard reporting form, approved by the Joint Capital Outlay Subcommittee, shall be used by institutions for compliance with this section.

9. **LEASE FOR PRIVATE PROPERTY.**

(1) The following form shall be submitted to the Joint Capital Outlay Subcommittee at least two weeks prior to a lease being included on a JCOS agenda for review and approval pursuant to Section 221 (3) of 1984 PA 431, as amended.

DMB Letter Date:	
Lease Number:	
Department:	
Location:	
Lessor:	
Square Footage/Use:	
Lease Costs: Annual Monthly Per Sq. Ft. Increases	
Renovation Costs:	
Utilities:	
Management Fee:	
Taxes:	
Operating Costs:	
Lease Terms:	
Option to Purchase:	(If option to purchase is included, provide rationale for not funding construction through the State Building Authority.)
Existing Space:	(Include years in existing location, cost, terms of the lease, and disadvantages related to continuing in current location.)
Bid Process:	(Include overview including dates, number of proposals submitted, cost range of proposals, comparable market rates, and an explanation if lowest bid was not accepted.)
Other Issues:	

Cost Comparison

	Proposed Lease	Current Lease	Difference
Total Sq. Ft.			
Base Cost Per Sq. Ft.			
Annual Lease Cost			
Utilities			
Taxes			
Operating Costs			
Total Annual Cost:			

10. **AGENDA ITEMS.** Agenda items proposed by the Department of Technology, Management, and Budget, a state agency, or an institution of higher education, including a community college, as defined in 1984 PA 431, as amended, which require official approval by the Joint Capital Outlay Subcommittee shall not be considered unless the appropriate written recommendation and supporting documentation is received by members of the Joint Capital Outlay Subcommittee and the House and Senate Fiscal Agencies at least two weeks before the convening of the meeting of the Joint Capital Outlay Subcommittee at which the items are to be considered. This requirement may be waived upon approval of the chairperson of the Joint Capital Outlay Subcommittee.