

2011-2012 JCOS Rules and Policies

As adopted February 24, 2011

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 2011 and 2012, the chairperson shall reside in the House of Representatives. Beginning January 1, 2013, the chairperson shall reside in the Senate. 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.
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 report on all contracts entered into for new construction of self-funded projects costing in excess of \$1,000,000.00. "New construction" includes land or property acquisition, remodeling and additions, maintenance projects, roads, landscaping, equipment, telecommunications, utilities, and parking lots and structures. Reports shall be

submitted to the Joint Capital Outlay Subcommittee, the House and Senate Fiscal Agencies, and the State Budget Office on or before June 30 and December 31 of each year. Each report shall include, but not be limited to, the following information on all self-funded capital projects commenced for the immediately preceding six month period:

- a) Description of the project, to include purpose, need, justification, and start/completion dates.
- b) Statement of gross estimated capital improvement or project costs including a breakdown of land costs, site development and demolition costs, construction costs, costs of furnishings and equipment, fees, and any other special costs.
- c) Listing of all sources of funding for project costs to include borrowed funds, university/college funds, gifts, grants, federal funds, private funds, state funds, student fees/tuition, any other funds, and any combination of funds.
- d) Statement of the impact of project financing on student tuition.

If changes occur in any information provided in a previously submitted report, those changes shall be included in the next report issued. Failure to comply with this rule will result in penalties as provided for in the higher education and community colleges appropriations bills. The University of Michigan Hospital and Health Center is excluded from this reporting requirement.

9. LEASE FOR PRIVATE PROPERTY.

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.