

## SBC By-Laws, Policy and Procedures

- 1) Approved revisions to the following provisions of the *SBC By-Laws, Policy and Procedures*:

### ARTICLE II

#### MEMBERSHIP AND STAFF

##### **II-4 ADMINISTRATIVE STAFF**

The Commission will employ such administrative staff personnel as are necessary to carry out its purpose and charge, who shall be attached to the Department of **Treasury** for all administrative purposes except the discharge of duties and functions directly required of such personnel by the Commission.

### ARTICLE IV

#### OFFICERS

##### **IV-4 STATE ARCHITECT**

The State Architect, selected and approved by the Commission, shall serve as Chief Staff Officer of the Commission and shall serve as the operating manager of the affairs of the Commission, be administratively attached to the Department of **Treasury**, be responsible for supervision of projects approved by the Commission, and will institute such operating procedures as are required to implement the rules, policy, and procedure, and will promulgate technical standards, including, but not limited to policy and procedures of the Office of the State Architect, and of the Commission. The State Architect shall submit agenda items to the Secretary and to the Executive Sub-Committee Chair for their consideration. The State Architect shall prepare and maintain, at the discretion of the Secretary, minutes and records of the Commission. **An Assistant State Architect shall, in the absence or disability of the State Architect, perform the duties and exercise the powers of the State Architect.**