

**Article V. Commission Personnel.**

Section 1. Commission Staff and Offices.

Subject to the approval of a majority of the members of the Commission, the Management Committee may appoint or retain an executive director who shall act as secretary to the Commission, but shall not be a Commission member. The Commission shall establish its principal place of business. The executive director shall manage the Commission's principal office, including the hiring and supervising of the employees of the Commission.

Section 2. Executive Director's Duties.

As the Commission's principal administrator, the executive director shall also perform such duties as the Commission may determine, the Compact may require, or these bylaws may designate, including, but not limited to, the following:

A. Serve as the secretary of the Commission. The secretary shall keep minutes of all Commission and committee meetings, act as the custodian of all documents and records pertaining to the Compact's status and the Commission business, and cause notice of Commission meetings to be given in accordance with these bylaws and the Commission rules. All Commission documents and records shall be maintained in the state where the Commission's principal office is located;

B. Recommend to the Commission general policies and program initiatives, including a code of ethics;

C. Recommend to the Commission administrative and personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff and consultants;

D. Implement and monitor the administration of the Commission's policies and program initiatives;

E. Prepare draft annual budgets;

F. Monitor all Commission expenditures for compliance with approved budgets, and maintain accurate records of all accounts;

G. Maintain an accurate record of the filing fees due to each state and remit the fees to each state no less often than monthly;

H. Execute contracts on the Commission's behalf as directed;

I. Receive service of process on the Commission's behalf;

J. Prepare the annual report to governors and state legislatures and, with the approval by the Commission, submit the annual report, which shall include a report of the independent audit, to the governor and legislature of each of the compacting states; for the purposes of this section; "legislature" will include the presiding officer of each legislative chamber and the chair and ranking member of each committee of jurisdiction;

K. Provide written, electronic notice on behalf of the Commission and the Management Committee to the presiding officer of each legislative chamber, the majority and minority leaders of each chamber, and the chair and ranking member of each committee of jurisdictions in the compacting states of its intention to adopt a Uniform Standard;

L. Prepare and disseminate the Commission's other required reports and notices as directed; and

M. Otherwise assist the Commission's Management Committee and officers in performing their duties under these bylaws.

### Section 3. Reimbursement of Expenses of Commission Employees.

Employees of the Commission shall be reimbursed for any reasonable and necessary expenses they incur in connection with their Commission duties and responsibilities in accordance with the travel and expense reimbursement policies approved by the Commission.