

**§163. Executive Director of the Legislative Council; duties**

The duties of the Executive Director of the Legislative Council are: [PL 2003, c. 673, Pt. QQQ, §1 (AMD).]

**1. Executive officers.** To act as executive officer of the Legislature when it is not in session and unless the Legislature otherwise orders, the Executive Director shall, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the Office of Procurement Services, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit state departments to use legislative property. The Executive Director may sell, in accordance with procedures established by the Legislative Council, unneeded legislative equipment and materials and, with the approval of the President of the Senate and the Speaker of the House of Representatives, dispose of obsolete or unusable equipment and materials through the Bureau of General Services' surplus property program. Proceeds from the sale of unneeded equipment and materials must be credited to the legislative account. The Executive Director has the authority to enter into contracts authorized by the Legislative Council and shall approve accounts and vouchers for payment. A perpetual inventory of all legislative property must be maintained under the supervision of the Legislative Council and an accounting of the inventory must be made to the Legislature upon its request. [PL 2023, c. 516, Pt. B, §4 (AMD).]

**2. Supervision.** To coordinate, direct and oversee, subject to the control of the Legislative Council, the activities of the nonpartisan legislative staff offices and to direct and supervise the administrative functions of legislative staff offices in accordance with the policies and procedures established by the Legislative Council. The Executive Director does not have any supervisory authority with respect to any persons employed pursuant to chapter 1 or section 168; [PL 2015, c. 102, §4 (AMD).]

**2-A. Appointment of nonpartisan legislative staff.** To appoint, upon recommendation of the appropriate office director and subject to the approval of the Legislative Council and in accordance with the policies and procedures established by the council, qualified persons to nonpartisan legislative staff positions based solely on their ability to perform their duties and without regard to party affiliation. The general duties and compensation of these positions must be established under the direction of the council and in accordance with organizational and performance objectives established by the council. These nonpartisan legislative staff positions are unclassified and not subject to the civil service law. [PL 2015, c. 102, §5 (AMD).]

**3. Vehicle for requests.** To act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests. [PL 1973, c. 590, §5 (RPR).]

**4. Policy implementation.** To be responsible for implementing policy resulting from decisions of the council. [PL 1973, c. 590, §5 (RPR).]

**5. Reports.** To prepare such reports as are required of the council and maintain minutes of the regular meetings of the council. [PL 1983, c. 590, §5 (RPR).]

**6. Staff assistants.**  
[PL 1983, c. 2, §3 (RP).]

**7. Other duties.** To undertake such other duties as are assigned by the council. [PL 1973, c. 590, §5 (RPR).]

## SECTION HISTORY

PL 1965, c. 341, §§1,2 (AMD). PL 1965, c. 412, §4 (AMD). PL 1965, c. 425, §§2-D (AMD). PL 1965, c. 465 (AMD). PL 1967, c. 357 (AMD). PL 1967, c. 476, §§1,2 (AMD). PL 1969, c. 8, §2 (AMD). PL 1969, c. 504, §§2,3 (AMD). PL 1969, c. 527 (AMD). PL 1971, c. 298 (AMD). PL 1973, c. 14, §3 (AMD). PL 1973, c. 590, §5 (RPR). PL 1973, c. 625, §7 (AMD). PL 1973, c. 788, §3 (AMD). PL 1983, c. 2, §§2,3 (AMD). PL 1985, c. 501, §B4 (AMD). PL 1985, c. 785, §B4 (AMD). PL 1989, c. 410, §5 (AMD). PL 2003, c. 673, §§QQQ1,2 (AMD). PL 2015, c. 102, §§4, 5 (AMD). PL 2023, c. 516, Pt. B, §4 (AMD).

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