**Proposed Transition Plan: Counseling Compact Operations**

The following will be completed during the inaugural Counseling Compact Commission Meeting:

Internal procedures and policies

* Review and adopt code of conduct forms
* Discuss and adopt by-laws
* Adopt Rule on Rulemaking
* Discuss of committees’ structure and function
* Election of Counseling Compact Executive Committee
* Select Ex-Officio Organizations
* Discuss date of first Executive Committee meeting
* Request other committee participants

Introductions and Commission Personnel

* Introduce State Commissioners and Ex-Officio Organizations
* Governance and legislative review
* Discuss Counseling Compact Commission finances
* Discuss and vote on transition plan
* Discuss interim legal counsel
* Discuss RFP for secretariat services and timeline
* Role of CSG for Counseling Compact Commission
* Role of CSG under the current contract in support the American Counseling Association
* State level technical assistance
* State legislative technical assistance
* Legal services
* Continued outreach on status of state enactments of the Counseling Compact
* Continued maintenance of Counseling Compact website
* Temporary secretariat services

Subsequent meetings of the Counseling Compact Commission and Executive Committee will consider the following items for action:

* Discuss additional rules, bylaw amendments and policies
* Develop MOU for financial support
* Finalize and circulate RFPs for executive director and secretariat
* Develop and approve budget, including but not limited to the following items: staff salaries, benefits, travel, meetings, postage, secretariat services, legal services, and insurance.
* Select secretariat for Counseling Compact Commission
* Discuss Counseling Compact Commission data system