

(a) Encourage and stimulate agency action to effectuate the purposes and functions of the Conference and to implement its recommendations;

(b) Be the spokesman for and representative of the Conference in relations with the several branches and agencies of the Federal Government and with persons and organizations outside the Federal Government;

(c) Make inquiries into matters for Conference consideration, including matters proposed by persons inside or outside the Federal Government and recommend appropriate subjects for action by the Conference;

(d) Obtain from the agencies information needed by the Conference or the Chairman in effectuating the purposes and functions of the Conference, which information shall be supplied by the agencies upon his request;

(e) Upon request of any agency, furnish assistance and advice on matters of administrative procedure;

(f) Prepare for the approval of the Council estimates of the budgetary requirements of the Conference;

(g) Appoint employees, subject to the civil service and classification laws, define their duties and responsibilities, and direct and supervise their activities;

(h) Rent office space at the seat of government;

(i) Provide necessary services for the Assembly, the Council and committees of the Conference;

(j) Organize and direct studies for Conference purposes, utilizing from time to time, as appropriate, experts and consultants, who may be employed as authorized by section 15 of the Administrative Expenses Act of 1946, as amended (5 U.S.C. 55a), but at rates for individuals not to exceed \$100 per diem; and

(k) Exercise such additional authority as may be delegated to him by the Council or the Assembly.

SEC. 10. The Council shall—

(a) determine the time and agenda of sessions of the Assembly;

(b) propose bylaws and regulations, including rules of procedure and committee organization, for adoption by the Assembly;

(c) appoint members of committees authorized by the bylaws and regulations of the Assembly;

(d) make recommendations to the Assembly or its committees on any subject germane to the purposes of the Conference;

(e) receive and consider reports and recommendations of committees of the Assembly and transmit them to the Assembly with the views and recommendations of the Council;

(f) designate a member of the Council as Vice Chairman to act in the absence or incapacity of the Chairman;

(g) designate such additional officers of the Conference as it may deem desirable;

(h) approve or revise the Chairman's budgetary proposals; and

(i) exercise such other powers as may be delegated to it by the Assembly.

SEC. 11. (a) The Assembly shall have ultimate authority over the activities of the Conference, but this shall not be construed to limit the independent powers granted the Chairman under this Act. It shall—

(1) adopt such recommendations as it deems appropriate for improving administrative procedure; and

(2) adopt bylaws and regulations not inconsistent with this Act for carrying out the functions of the Conference, including the creation of such committees as it deems necessary for the conduct of studies and the development of recommendations for consideration by the Conference.

The Conference shall not entertain requests to study bills pending in Congress but this shall not be deemed to limit the subject matter of any study or report of the Conference.

(b) The members of the Assembly shall meet in plenary session at the seat of government at least once each year and at such other times as may be determined by the Council. At meetings of the Assembly, the Chairman shall preside but shall have no vote unless the Assembly shall be equally divided. At each plenary session the Chairman shall make a full report concerning the affairs of the Conference since the last preceding plenary session.

(c) The Chairman shall transmit an annual report of the Conference to the President and the Congress and may submit supplemental and interim reports to the President, the Congress, the Judicial Conference, or any agency.

(d) Any member of the Conference may express to the Congress, the President or others his views concerning matters within the cognizance of the Conference.