

Meeting Locations

Most interim committees hold their meetings in Las Vegas (Grant Sawyer State Office Building) or Carson City (Legislative Building), but certain interim committees may travel to and hold hearings in other cities and towns in Nevada, within the limitations of the committees' budgets.

The "Meeting Notice and Agenda" will state where the meeting will be held; if the meeting will be videoconferenced to another location; and whether the meeting may also be listened to or viewed online. The agenda will also include the start time for the meeting and list the reports, presentations, and other items to be heard and discussed that day.

Final Reports

The final meeting of an interim committee usually will be a work session at which the committee will consider and act on the suggestions received during its prior meetings. The final work product is a list of recommended actions.

Committee recommendations may be in the form of: (1) a request for a bill draft to change the law; (2) a request for a resolution of the Legislature; (3) direction to send a letter urging a particular action; or (4) inclusion of a statement in the committee's final report (also called a bulletin).

Interim committees have deadlines and limits on the number of bill draft requests (BDRs) they may make. Statutory committees must complete their work by August 31, 2012. Other interim committees must be done by June 30, 2012, unless a different deadline is set by resolution. Statutory interim committees are limited to no more than ten BDRs and other committees are limited to five BDRs.

The bulletin will include a summary of the committee's recommendations. The bulletin is made available to legislators and the public for use during the legislative session and posted on the Legislature's website.

Session

During the 2013 Session, which begins on February 4, members of the public may track interim committees' BDRs (including resolutions). To track BDRs, go to the Legislature's website and click on "Session Info." Under the heading for the 2013 Session, click on "BDR List."

Persons With Disabilities

The Legislature is pleased to make reasonable accommodations for persons with disabilities who wish to attend interim committee meetings. If special arrangements are needed, please contact the LCB as soon as possible before the meeting. You may call the committee secretary at the number on the webpage for the interim committee, or you may notify the appropriate division of the LCB, in writing, at:

**Legislative Building
401 South Carson Street
Carson City, Nevada 89701-4747**



www.leg.state.nv.us

INTERIM COMMITTEES OF THE

NEVADA LEGISLATURE A CITIZEN'S GUIDE



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OVERVIEW

The Nevada Legislature meets every other year (biennially) for a 120-day session to adopt a two-year budget and to enact new laws or revise existing laws. Following each session, there is a 20-month period between sessions referred to as the “interim.” Interim committees are created by the Legislature to work on specific and often complex issues between sessions. Interim committees receive reports and public comment, debate public policy issues, and formulate recommendations for new legislation in the next legislative session.

Some interim committees are established in the *Nevada Revised Statutes* and convene every interim to study ongoing issues, such as education, health care, public lands, or finance. Other interim committees are created to conduct focused, one-time studies. Interim committees may also be called a commission, subcommittee, or task force.

The 2011-2012 Interim committees are listed at: www.leg.state.nv.us/interim/76th2011/committee/.

MEMBERSHIP

The number of members and the appointing authority is spelled out in the statute, bill, or resolution creating the committee. Membership generally consists of an equal number of Senators and Assembly members. Appointments are most often made by the Legislative Commission or house leadership in the fall after the end of a regular session. Occasionally, if authorized in the law, an interim committee may have one or more members who are not legislators.

Staffing for interim committees is provided by the Administrative, Audit, Fiscal Analysis, Legal, and Research Divisions of the Legislative Counsel Bureau (LCB), depending upon the committee’s subject matter. Committee staff members are happy to answer questions and assist the public.

SCHEDULES AND WORK PLANS

Each interim committee typically meets three to six times during the interim.

Most committees begin by hearing background about the topic of interest and the committee’s duties. The next few meetings are generally devoted to gathering information through testimony and reports from federal, state, or local agencies; experts; businesses; public or private organizations; and members of the public.

The final meeting is usually reserved for a work session during which the committee members decide what recommendations to carry forward to the next legislative session.

PUBLIC PARTICIPATION

All interim committee meetings are open to the public, and public participation is encouraged.

Anyone wishing to receive copies of the committees’ agendas, minutes, or final report should go to the Legislature’s website and follow the links available for signing up for committee information. You may contact the committee secretary if you have any questions.

TESTIMONY

Every interim committee sets aside time for public comment on any topic of relevance to the committee. Members of the public should consult each committee’s agenda for details on the order and times of public comment. Interested persons or organizations may also request an opportunity to make a presentation to the committee.

For effective oral testimony, consider these tips:

- When you arrive, fill out the sign-in sheet and indicate whether you wish to testify;
- At the appropriate time, go to the witness table, turn on the microphone, and introduce yourself: “Mr. (or Madam) Chair, and members of the committee, my name is . . .”;
- Explain your position clearly and simply and do not repeat earlier testimony;
- Be brief (some committee chairs may limit the time for testimony);
- If you have written materials to present, bring enough copies for the members and for the committee secretary and other staff;
- If you believe a change in the law is needed or some other action should be taken by the committee, be specific about your recommendation (brief written materials, for example changes to wording in law, are encouraged);
- Be ready to answer questions from the committee members; and
- Consider providing a written copy of your testimony to the committee secretary (preferably in electronic form) prior to the meeting.

Members of the public who cannot attend an interim meeting or who choose not to give oral testimony during a meeting may also submit testimony and recommendations to the committee in writing.

Contact information for interim committee staff is included on each committee’s webpage at:
www.leg.state.nv.us/interim/76th2011/committee/