

MEMBERS PRESENT: Chairman Banner
Vice Chairman Thompson
Mr. Bennett
Mr. Jeffrey
Mrs. Cafferata
Mr. Rackley

MEMBERS ABSENT: Ms. Foley
Mr. Rhoads
Mr. Hickey

Chairman Banner called the meeting to order at 5:05 and announced the purpose of the meeting was to organize and adopt the Committee Rules.

Mr. Banner said he would answer any questions that any of the Committee members had about the meetings. He explained that the committee would be meeting on Mondays and Tuesdays at 5:00 P. M. and that he will make sure an agenda is prepared ahead of time. He will also announce the committee meetings on the floor.

Mr. Banner explained generally how he conducts the meetings and offered his help to the other committee members.

Mr. Jeffrey moved that the committee adopt the Rules to Govern Committee Procedures in the Assembly of the Nevada Legislature, seconded by Mrs. Cafferata and carried unanimously by the members present with Ms. Foley, Mr. Rhoads and Mr. Hickey absent. A copy of the rules is attached as EXHIBIT A.

There being no further business the meeting was adjourned at 5:30 P. M.

Respectfully submitted,

Janice Fondi

Janice Fondi
Committee Secretary

SUGGESTED ASSEMBLY COMMITTEE RULES

1981 Session

1. The secretary of the Committee shall call the roll at each meeting and record in the minutes the members present and the members not present. Excused absences will be so recorded.
2. A quorum consists of at least five (5) Committee members.
3. It will require at least a quorum to hear a bill, budget, or resolution.
4. It will require a simple majority (5) of the entire Committee to pass or reject a bill, budget, or resolution.
5. It will require a two-thirds majority (6) of all Committee members to reconsider an action on a bill, budget, or resolution.
6. Committee members, at all times, shall address the chair for permission to be heard. Witnesses before the Committee will address requests to testify to the chair and will be recognized only by the chair. When Chairman deems necessary, persons wishing to testify will be sworn in before testimony.
7. There will be no Committee action on bills or resolutions during a hearing. The Chairman shall be responsible for preparation of the Committee's agenda and will determine when final action is to be taken on bills and committee reports.
8. The secretary shall record the definite action of the Committee by roll call vote.
9. A minority report can be filed with the Chief Clerk at the same time the Committee action is reported. A minority report must be signed by all members of the Committee disagreeing with the Committee action who are present when the vote is taken. The members who desire to submit a minority report must so indicate in advance, to a quorum of the Committee.
10. Committee introduction requires concurrence of two-thirds (6) of the Committee and does not imply commitment to support favorable passage.

SUGGESTED RULES TO GOVERN COMMITTEE PROCEDURES

IN THE ASSEMBLY OF THE

NEVADA LEGISLATURE

(Validating a set of rules governing committee procedures would be accomplished by adopting a new standing rule; however, committee rules which deviate from procedures set forth in Mason's Manual would have to be authorized by a separate rule specifying the particular procedure. [See Assembly Standing Rule No. 1, re precedence of parliamentary authority.] Unless otherwise indicated, the citation following each suggested rule is a section in Mason's Manual which was used as a basis for the suggestion.)

DUTIES OF COMMITTEE CHAIRMEN

1. To convoke the committee at time and place provided, or at such time and places as to enable the committee to fulfill its functions.
2. To preside over meetings of the committee.
3. To maintain order and decide questions of order subject to appeal to the committee.
4. To supervise and direct any employee(s) of the committee.
5. To prepare reports of the committee and submit the same to the body (through the Chief Clerk).
6. To have custody of papers referred to the committee and transmit them to the Chief Clerk as appropriate.

(Sec. 611)

APPOINTMENT OF VICE CHAIRMAN

1. A committee has authority to elect a vice chairman or other officers.
2. A stenographer hired by the committee is responsible for maintaining minutes and other records and to perform any additional duties directed by the chairman or the committee.

(Sec. 612 [If the chairman is permitted to name the vice chairman, a special rule would be needed to supplement the standing rules.])

QUORUM OF COMMITTEES

1. The presence of a quorum is required in order for a committee to perform any action legally and officially. The quorum must meet formally in committee.

(Sec. 613)

2. The quorum of a committee is a majority of the members of the committee.

(Constitution of the State of Nevada, Article IV, Sec. 13.)

PROPOSING AMENDMENTS TO BILLS

1. A committee can only propose amendments to measures referred to it.
2. A committee should never alter a measure submitted to it, but should submit proposed amendments on a separate paper.
3. A committee may report back a bill with or without amendments or recommendation.
4. A committee may submit any number of amendments so long as they are germane to the original purpose of the measure.

(Sec. 616)

INTRODUCTION OF BILL BY COMMITTEE

Committees have authority to introduce bills on matters referred to them, and standing committees may introduce bills within their general scope.

(Sec. 618)

DISCIPLINE OF MEMBERS

1. Disciplinary action against a committee member is undertaken by the body upon report by the committee thereto.
2. When a committee member is involved with an inquiry undertaken by his committee, a special report must be made to Assembly, which may take action concerning said member or may give the committee special authority to investigate the member.

(Sec. 619)

PAPERS AND INFORMATION FOR COMMITTEES

1. Measures referred to a committee shall be delivered to the chairman, or, in his absence, to the vice chairman.
2. Materials necessary for use of a committee in the proper performance of its duties should be turned over to it by legislative officers upon request.
3. When a committee's work is completed, the chairman shall return to the Chief Clerk all documents or papers which were referred to it.

(Sec. 621)

WHEN COMMITTEES CAN ACT

1. A committee can act only at a meeting and not by separate consultation and consent.
2. Action formally taken cannot thereafter be altered except by further formal action by the committee.

(Sec. 625)

CALL FOR MEETINGS

1. Committees should meet at time and place officially set, although such time and place may be changed in extraordinary cases after consultation by the chairman with a majority of the members.

2. If the chairman fails to convoke the committee, as is his duty, it is the duty of the committee to meet upon call of two of its members.

3. Committees adjourning without provision for future meeting, do so subject to call of the chair.

(Sec. 626)

SPECIAL MEETINGS

1. When a special meeting is called to transact definite specified business, notice must be given to each member. (The press and public might be included where feasible.)

2. Business to be transacted at a special meeting must be set forth in the call and no other may be considered.

(Sec. 627)

COMMITTEE MEETINGS WHILE HOUSE IS IN SESSION

1. Except conference committees, consent of the Assembly via motion must be obtained for conducting a committee meeting while the house is in session.

2. Whenever the Assembly goes into session, it is the duty of a committee to discontinue its meeting and attend.

3. The Speaker may direct the sergeant-at-arms to call any committees that are meeting when the house is in session. When such instructions are announced to the committee meeting it is at once adjourned.

(Sec. 628)

ATTENDANCE OF LEGISLATORS AT COMMITTEE MEETINGS

1. Generally any member of the legislature may be present at committee meetings and express his opinion, but cannot vote and must give way to any member of the committee.

2. Unless authority for closed or secret sessions is expressly granted, committees should secure permission of the body when it desires to hold closed sessions.

(Sec. 629)

COMMITTEE PROCEDURE LESS FORMAL

1. So far as they apply to a committee, the standing rules of the Assembly govern procedure. However, rules limiting debate are relaxed, it is not necessary to rise on making a motion, the chairman does not rise to put questions, to speak or make motions, and members may speak more than once at the same stage of consideration of a question.

2. On points of order, appeal from the chairman's decision cannot be made to the Speaker.

(Sec. 632)

ORDER OF BUSINESS

1. Call to order
2. Reading of minutes of previous meeting (if desirable)
3. Reading of agenda for meeting at hand (i.e. old bills, new bills, resolutions, etc. to be considered at this time. Motions can be made for alterations in the order of these matters.)
4. Proceed with agenda and appropriate debate.
5. Complete such committee reports as are ready to be submitted to Chief Clerk (together with amendments, if any).
6. Plan agenda for next meeting (including any holdovers from this meeting's business).
7. Adjournment.

(A printed or typed schedule of the agenda for use of members, other legislators, press and public would be useful.)

(Sec. 633)

CONSIDERATION OF MEASURES

Unless agreed to by general consent, all questions must be put to a vote.

(Sec. 634)

RECONSIDERATION BY COMMITTEE

Subject to the same rules as in the body, a committee has a right to reconsider any action taken by it so long as the subject matter remains in its possession. Such reconsideration may be moved by any member, even though he was absent when the vote was taken.

(Sec. 635)

AUTHORITY OF COMMITTEE RE MEASURES BEFORE IT

1. The committee's sole authority is to recommend changes or action to be taken by the Assembly.

2. A committee opposed to a measure cannot reject it, but should report it back to the body, with or without recommendation.

(Sec. 636)

ADJOURNMENT

1. No committee meeting may be adjourned beyond the time for the next regularly scheduled meeting.
2. Upon completion of the business of the meeting, adjournment should be upon motion.

(Sec. 637)

COMMITTEE REPORTS

1. All measures should be reported from committee, with or without recommendation. (A time limit could be established for such reporting back.)
2. Every bill reported must be accompanied by a written report, though one report may refer to more than one measure.
3. When resolutions or amendments are required to effect the recommendations of a committee, such documents should accompany the written report.
4. Written reports should be made by the chairman of the committee, or, in his absence, the vice chairman. Such report must never be made without approval of the entire committee (or in the case of a split decision, a Majority Report and a Minority Report must each be signed by all persons comprising such majority and minority groups).
5. When a minority report is presented, a motion may be made to substitute it for the regular committee report; this being the only way a minority report can be brought before the body for consideration.
6. No person has a right to publish any portion of committee proceedings until they have been reported to the body.

(Chapter 64)

7. Amendments proposed by committees are considered ahead of amendments from the floor.

(Sec. 397)

JOINT MEETINGS OF STANDING COMMITTEES

Two standing committees may sit as one to consider pending legislation.

(Sec. 669)

COMPPELLING WITNESSES TO APPEAR

A legislative body or a committee may, under certain conditions, summon and examine witnesses, and require production of books, records and papers. Failure of persons to comply may be penalized by legislative action.

(Sec. 802)

ASSEMBLY

AGENDA FOR COMMITTEE ON.....LABOR.....

Date...January 20.....Time...5:00 P.M.....Room...316.....

Bills or Resolutions
to be considered

Subject

Counsel
requested*

RULES

Adoption of Committee Rules

*Please do not ask for counsel unless necessary.