

Senate Resolution No. 1—Senator Raggio

FILE NUMBER.....

SENATE RESOLUTION—Adopting the Rules of the Senate for the 18th Special Session of the Legislature.

RESOLVED BY THE SENATE OF THE STATE OF NEVADA, That the following Rules of the Senate for the 18th Special Session of the Legislature are hereby adopted:

**I. APPLICABILITY**

**Rule No. 1. Generally.**

*The Rules of the Senate for the 18th Special Session of the Legislature are applicable only during the 18th Special Session of the Legislature.*

**II. OFFICERS AND EMPLOYEES**

**DUTIES OF OFFICERS**

**Rule No. 2. President.**

*The President shall take the chair and call the Senate to order precisely at the hour appointed for meeting. He shall preserve order and decorum, and in case of any disturbance or disorderly conduct within the Senate Chamber, shall order the Sergeant at Arms to suppress it, and may order the arrest of any person creating any disturbance within the Senate Chamber. He may speak to points of order in preference to members, rising from his seat for that purpose, and shall decide questions of order without debate, subject to an appeal to the Senate by two members, on which appeal no member may speak more than once without leave of the Senate. He shall sign all acts, addresses and joint resolutions, and all writs, warrants and subpoenas issued by order of the Senate; all of which must be attested by the Secretary. He has general direction of the Senate Chamber.*

**Rule No. 3. President pro Tem.**

*The President pro Tem has all the power and shall discharge all the duties of the President during his absence or inability to discharge the duties of his office. In the absence or inability of the President pro Tem to discharge the duties of the President's office, the Senate shall elect one of its members as the presiding officer for that occasion.*

**Rule No. 4. Secretary.**

- 1. The Secretary of the Senate is elected by the Senate, and shall:*
  - (a) Interview and recommend persons to be considered for employment to assist the Secretary.*
  - (b) See that these employees perform their respective duties.*
  - (c) Administer the daily business of the Senate, including the provision of secretaries as needed.*

*(d) Unless otherwise ordered by the Senate, transmit as soon as practicable those bills and resolutions upon which the next action is to be taken by the Assembly.*

*2. The Secretary is responsible to the Majority Leader.*

*Rule No. 5. Sergeant at Arms.*

*1. The Sergeant at Arms shall attend the Senate during its sittings, and execute its commands and all process issued by its authority. He must be sworn to keep the secrets of the Senate.*

*2. The Sergeant at Arms shall:*

*(a) Superintend the upkeep of the Senate's Chamber, private lounge, and meeting rooms.*

*(b) Interview and recommend persons to be considered for employment to assist the Sergeant at Arms.*

*3. The Sergeant at Arms is responsible to the Majority Leader.*

*Rule No. 6. Assistant Sergeant at Arms.*

*The Assistant Sergeant at Arms shall be doorkeeper and shall preserve order in the Senate Chamber and shall assist the Sergeant at Arms. He shall be sworn to keep the secrets of the Senate.*

### **III. SESSIONS AND MEETINGS**

*Rule No. 7. Call of Senate—Moved by Three Members.*

*A Call of the Senate may be moved by three Senators, and if carried by a majority of all present, the Secretary shall call the roll and note the absentees, after which the names of the absentees shall again be called over. The doors shall then be closed and the Sergeant at Arms directed to take into custody all who may be absent without leave, and all Senators so taken into custody shall be presented at the bar of the Senate for such action as to the Senate may seem proper.*

*Rule No. 8. Absence—Leave Required.*

*No Senator shall absent himself from the service of the Senate without leave, except in case of accident or sickness, and if any Senator or officer shall so absent himself his per diem shall not be allowed him.*

*Rule No. 9. Open Meetings.*

*1. Except as otherwise provided in the Constitution of the State of Nevada and in subsection 2 of this rule, all meetings of the Senate and the Committee of the Whole must be open to the public.*

*2. A meeting may be closed to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.*

### **IV. DECORUM AND DEBATE**

*Rule No. 10. Points of Order.*

*1. If any Senator, in speaking or otherwise, transgresses the rules of the Senate, the President shall, or any Senator may, call him to order. If*

*a Senator is so called to order, he shall not proceed without leave of the Senate. If such leave is granted, it must be upon the motion, "That he be allowed to proceed in order," and the Senator shall confine himself to the question under consideration and avoid personality.*

*2. Every decision of points of order made by the President is subject to appeal, and a discussion of a question of order may be allowed only upon the appeal of two Senators. In all cases of appeal, the question must be, "Shall the decision of the Chair stand as the judgment of the Senate?"*

***Rule No. 11. Breaches of Decorum.***

*1. In cases of breaches of decorum or propriety, any Senator, officer or other person is liable to such censure or punishment as the Senate may deem proper.*

*2. If any Senator is called to order for offensive or indecorous language or conduct, the person calling him to order shall report the offensive or indecorous language or conduct to the presiding officer. No member may be held to answer for any language used on the floor of the Senate if business has intervened before exception to the language was taken.*

*3. Indecorous conduct or boisterous or unbecoming language is not permitted in the Senate Chamber.*

***V. QUORUM, VOTING, ELECTIONS***

***Rule No. 12. Action Required to be Taken in Senate Chamber.***

*Any action taken by the Senate must be taken in the Senate Chamber.*

***Rule No. 13. Recorded Vote—Three Required to Call For.***

*1. A recorded vote must be taken upon final passage of a bill or joint resolution, and in any other case when called for by three members. Every Senator within the bar of the Senate shall vote "aye" or "no" or record himself as "not voting," unless excused by unanimous vote of the Senate.*

*2. The votes and names of those absent or recorded as "not voting" and the names of Senators demanding the recorded vote must be entered in the Journal.*

***Rule No. 14. President to Decide—Tie Vote.***

*A question is lost by a tie vote, but when the Senate is equally divided on any question except the passage of a bill or joint resolution, the President may give the deciding vote.*

***Rule No. 15. Manner of Election—Voting.***

*1. In all cases of election by the Senate, the vote must be taken viva voce. In other cases, if a vote is to be recorded, it may be taken by oral roll-call or by electronic recording.*

2. *When a recorded vote is taken, no Senator may:*
  - (a) *Vote except when at his seat;*
  - (b) *Vote upon any question in which he is in any way personally or directly interested;*
  - (c) *Explain his vote or discuss the question while the voting is in progress; or*
  - (d) *Change his vote after the result is announced.*
3. *The announcement of the result of any vote must not be postponed.*

## VI. LEGISLATIVE BODIES

### *Rule No. 16. Committee of the Whole.*

1. *All bills and resolutions may be referred only to the Committee of the Whole.*
2. *The Majority Leader shall preside as chairman of the committee or name a chairman to preside.*
3. *Any meeting of the Committee of the Whole may be conducted outside the Senate Chamber, as designated by the chairman of the committee.*
4. *A member of the committee may speak only once on an item listed on the committee's agenda, for a period of not more than 10 minutes, unless he is granted leave of the chairman to speak for a longer period or more than once. If a member is granted leave to speak for a longer period or more than once, the chairman may limit the length of additional time that the member may speak.*
5. *The chairman may require any vote of the committee to be recorded in the manner designated by the chairman.*
6. *All amendments proposed by the committee:*
  - (a) *Must first be approved by the committee.*
  - (b) *Must be reported by the chairman to the Senate.*
7. *The minutes of the committee's meetings must be entered in the final Journal.*

### *Rule No. 17. Rules Applicable to Committee of the Whole.*

*The Rules of the Senate shall apply to proceedings in Committee of the Whole, except that the previous question shall not be ordered. The rules of parliamentary practice contained in Mason's Manual of Legislative Procedure shall govern the committee in all cases in which they are applicable and in which they are not inconsistent with the rules and orders of the Senate.*

### *Rule No. 18. Motion to Rise Committee of the Whole.*

*A motion that the committee rise shall always be in order, and shall be decided without debate.*

## VII. RULES GOVERNING MOTIONS

### A. MOTIONS GENERALLY

**Rule No. 19. Entertaining.**

1. *No motion may be debated until it is announced by the President.*
2. *By consent of the Senate, a motion may be withdrawn before amendment or decision.*

**Rule No. 20. Precedence of Motions.**

*When a question is under debate, no motion shall be received but the following, which shall have precedence in the order named:*

1. *To adjourn.*
2. *For a call of the Senate.*
3. *To lay on the table.*
4. *For the previous question.*
5. *To postpone to a day certain.*
6. *To commit.*
7. *To amend.*
8. *To postpone indefinitely.*

*The first four shall be decided without debate.*

**Rule No. 21. When Not Entertained.**

1. *When a motion to commit, to postpone to a day certain, or to postpone indefinitely has been decided, it must not be again entertained on the same day.*
2. *When a question has been postponed indefinitely, it must not again be introduced during the special session.*
3. *There must be no reconsideration of a vote on a motion to postpone indefinitely.*

### B. PARTICULAR MOTIONS

**Rule No. 22. To Adjourn.**

*A motion to adjourn shall always be in order. The name of the Senator moving to adjourn, and the time when the motion was made, shall be entered in the Journal.*

**Rule No. 23. Lay on the Table.**

*A motion to lay on or take from the table shall be carried by a majority vote.*

**Rule No. 24. To Strike Enacting Clause.**

*A motion to strike out the enacting clause of a bill or resolution has precedence over a motion to commit or amend. If a motion to strike out the enacting clause of a bill or resolution is carried, the bill or resolution is rejected.*

*Rule No. 25. Division of Question.*

- 1. Any Senator may call for a division of a question.*
- 2. A question must be divided if it embraces subjects so distinct that if one subject is taken away, a substantive proposition remains for the decision of the Senate.*
- 3. A motion to strike out and insert must not be divided.*

*Rule No. 26. Explanation of Motion.*

*Whenever a Senator moves to change the usual disposition of a bill or resolution, he shall describe the subject of the bill or resolution and state the reasons for his requesting the change in the processing of the bill or resolution.*

**VIII. DEBATE**

*Rule No. 27. Speaking on Question.*

- 1. Every Senator who speaks shall, standing in his place, address "Mr. or Madam President," in a courteous manner, and shall confine himself to the question before the Senate. When he has finished, he shall sit down.*
- 2. Except as otherwise provided in Senate Rules Nos. 10 and 45 of the 18th Special Session, a Senator may speak only once on a question before the Senate, for a period of not more than 10 minutes, unless he is granted leave of the President to speak for a longer period or more than once. If a Senator is granted leave to speak for a longer period or more than once, the President may limit the length of additional time that the member may speak.*
- 3. Incidental and subsidiary questions arising during debate shall not be considered the same question.*

*Rule No. 28. Previous Question.*

*The previous question shall not be put unless demanded by three Senators, and it shall be in this form: "Shall the main question be now put?" When sustained by a majority of Senators present it shall put an end to all debate and bring the Senate to a vote on the question or questions before it, and all incidental questions arising after the motion was made shall be decided without debate. A person who is speaking on a question shall not while he has the floor move to put that question.*

**IX. CONDUCT OF BUSINESS**

**A. GENERALLY**

*Rule No. 29. Mason's Manual.*

*The rules of parliamentary practice contained in Mason's Manual of Legislative Procedure shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the rules and orders of the Senate for the 18th Special Session of the Legislature, and the Joint Rules of the Senate and Assembly for the 18th Special Session of the Legislature.*

*Rule No. 30. Suspension of Rule.*

*No rule or order of the Senate for the 18th Special Session of the Legislature shall be rescinded or changed without a majority vote of the Senate; but, except as otherwise provided in Senate Rule No. 39 of the 18th Special Session of the Legislature, a rule or order may be temporarily suspended for a special purpose by a majority vote of the members present. When the suspension of a rule is called for, and after due notice from the President no objection is offered, he can announce the rule suspended and the Senate may proceed accordingly; but this shall not apply to that portion of Senate Rule No. 39 of the 18th Special Session of the Legislature relating to the third reading of bills, which cannot be suspended.*

*Rule No. 31. Protest.*

*Any Senator, or Senators, may protest against the action of the Senate upon any question, and have such protest entered in the Journal.*

*Rule No. 32. Privilege of the Floor.*

*1. To preserve decorum and facilitate the business of the Senate, only the following persons may be present on the floor of the Senate during formal sessions:*

- (a) State officers;*
- (b) Officers and members of the Senate;*
- (c) Employees of the Legislative Counsel Bureau;*
- (d) Attachés and employees of the Senate; and*
- (e) Members of the Assembly whose presence is required for the transaction of business.*

*2. Guests of Senators must be seated in a section of the upper or lower gallery of the Senate Chamber to be specially designated by the Sergeant at Arms. The Majority Leader may specify special occasions when guests may be seated on the floor of the Senate with a Senator.*

*3. A majority of Senators may authorize the President to have the Senate Chamber cleared of all persons except Senators and officers of the Senate.*

*4. The Senate Chamber may not be used for any business other than legislative business during a legislative session.*

*Rule No. 33. Material Placed on Legislators' Desks.*

*1. Only the Sergeant at Arms and officers and employees of the Senate may place papers, letters, notes, pamphlets and other written material upon a Senator's desk. Such material must contain the name of the Legislator requesting the placement of the material on the desk or a designation of the origin of the material.*

*2. This rule does not apply to books containing the legislative bills and resolutions, the daily histories and daily journals of the Senate or Assembly, or Legislative Counsel Bureau material.*

**Rule No. 34. Petitions and Memorials.**

*The contents of any petition or memorial shall be briefly stated by the President or any Senator presenting it. It shall then lie on the table or be referred, as the President or Senate may direct.*

**Rule No. 35. Objection to Reading of Paper.**

*Where the reading of any paper is called for, and is objected to by any Senator, it shall be determined by a vote of the Senate, and without debate.*

**Rule No. 36. Questions Relating to Priority of Business.**

*All questions relating to the priority of business shall be decided without debate.*

**B. BILLS**

**Rule No. 37. Requests for the Drafting of Bills, Resolutions and Amendments.**

*The Legislative Counsel shall not honor a request for the drafting of a bill, resolution or amendment to be introduced in the Senate unless it is submitted by the Committee of the Whole, a Conference Committee or the Governor.*

**Rule No. 38. Introduction of Bills.**

*1. Except as otherwise provided in this rule, no bill or resolution may be introduced in the Senate unless it is first approved by the Committee of the Whole.*

*2. The provisions of subsection 1 do not apply to a bill or resolution that is:*

*(a) Required to carry out the business of the Senate or the Legislature; or*

*(b) Requested by the Governor.*

*3. Skeleton bills may not be introduced.*

**Rule No. 39. Reading of Bills.**

*1. Every bill must receive three readings before its passage, unless, in case of emergency, this rule is suspended by a two-thirds vote of the members elected to the Senate.*

*2. The first reading of a bill is for information, and if there is opposition to the bill, the question must be, "Shall this bill receive no further consideration?" If there is no opposition to the bill, or if the question to reject is defeated, the bill must then take the usual course.*

*3. No bill may be committed until once read, nor amended until twice read.*

*4. The third reading of every bill must be by sections.*

**Rule No. 40. Second Reading File—Consent Calendar.**

*1. All bills or joint resolutions reported by the Committee of the Whole must be placed on a second reading file unless recommended for placement on the consent calendar.*

2. *The Committee of the Whole shall not recommend a bill or joint resolution for placement on the consent calendar if:*

- (a) An amendment of the bill or joint resolution is recommended;*
- (b) It contains an appropriation;*
- (c) It requires a two-thirds vote of the Senate; or*
- (d) It is controversial in nature.*

3. *A bill or joint resolution must be removed from the consent calendar at the request of any Senator. A bill or joint resolution so removed must be immediately placed on the second reading file for consideration in the usual order of business.*

4. *When the consent calendar is called, the bills remaining on the consent calendar must be read by number and summary, and the vote must be taken on their final passage as a group.*

*Rule No. 41. Reading of Bills—General File.*

1. *Upon reading of bills on the second reading file, Senate and Assembly bills reported without amendments must be placed on the general file.*

2. *Only amendments proposed by the Committee of the Whole or a Conference Committee may be considered.*

3. *Amendments proposed by the Committee of the Whole and reported with bills may be adopted by a majority vote of the members present. Bills so amended must be reprinted, engrossed or reengrossed, and placed on the general file. The file must be posted in the Senate Chamber and made available to members of the public each day by the Secretary.*

*Rule No. 42. Reconsideration of Vote on Bill.*

*No motion to reconsider a vote is in order.*

**C. RESOLUTIONS**

*Rule No. 43. Treated as Bills.*

*Resolutions addressed to Congress, or to either House thereof, or to the President of the United States, or the heads of any of the national departments, or proposing amendments to the State Constitution are subject, in all respects, to the foregoing rules governing the course of bills. A joint resolution proposing an amendment to the constitution shall be entered in the journal in its entirety.*

*Rule No. 44. Treated as Motions.*

*Resolutions, other than those referred to in Senate Rule No. 43 of the 18th Special Session of the Legislature, shall be treated as motions in all proceedings of the Senate.*

*Rule No. 45. Order of Business.*

- 1. *Roll Call.*
- 2. *Prayer and Pledge of Allegiance to the Flag.*
- 3. *Reading and Approval of the Journal.*
- 4. *Reports of the Committee of the Whole.*

5. *Messages from the Governor.*
6. *Messages from the Assembly.*
7. *Communications.*
8. *[Reserved.]*
9. *Motions, Resolutions and Notices.*
10. *Introduction, First Reading and Reference.*
11. *Consent Calendar.*
12. *Second Reading and Amendment.*
13. *General File and Third Reading.*
14. *Unfinished Business.*
15. *Special Orders of the Day.*
16. *Remarks from the Floor; Introduction of Guests. A member may speak under this order of business for a period of not more than 5 minutes each day.*

*Rule No. 46. Privilege.*

*Any Senator may rise and explain a matter personal to himself by leave of the President, but he shall not discuss any pending question in such explanation.*

*Rule No. 47. Preference to Speak.*

*When two or more Senators rise at the same time the President shall name the one who may first speak—giving preference, when practicable, to the mover or introducer of the subject under consideration.*

*Rule No. 48. Special Order.*

*The President shall call the Senate to order on the arrival of the time fixed for the consideration of a special order, and announce that the special order is before the Senate, which shall be considered, unless it be postponed by a two-thirds vote, and any business before the Senate at the time of the announcement of the special order shall go to Unfinished Business.*