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STANDING RULES OF THE
ASSEMBLY CONSTITUTIONAL AMENDMENTS COMMITTEE

SEVENTY-SECOND SESSION, 2003

1. In accordance with Assembly Standing Rule (ASR) 100, the rules under which this Committee shall be organized are listed as follows in descending order of priority, except that the rules of this Committee will precede *Mason's Manual of Parliamentary Procedure*:
 - a. Constitution of the State of Nevada
 - b. *Nevada Revised Statutes*
 - c. Joint Rules of the Senate and Assembly
 - d. Standing Rules of the Nevada Assembly
 - e. Rules of the Assembly Committee on Constitutional Amendments
 - f. *Mason's Manual of Parliamentary Procedure*
2. A minimum of three members of this Committee will constitute a quorum, and a quorum must be present to take definitive action on a bill or resolution. In accordance with ASR 42, definite action on a bill or resolution will require a majority (three of the five members) of the entire Committee.
3. All motions require a second. If no second is received after a motion has been made, that motion shall be declared invalid for lack of a second.
4. In accordance with ASR 42, Committee introductions of bills or resolutions which are not pre-filed will require concurrence of two-thirds (four of the five members) of the entire Committee and do not imply commitment to support the bill or resolution.
5. In accordance with ASR 42, a two-thirds majority (four members) of the entire Committee will be required to reconsider action on a bill or resolution.
6. Duties of the Chairman, in addition to those provided in other rules are:
 - a. Preparing and distributing the Committee's agenda;

- b. Determining when final action is to be taken on measures, Committee reports, and other business of the Committee;
- c. Preparing and submitting Committee reports;
- d. Preserving order and decorum and deciding all questions of order;
- e. Providing direction to Committee support staff;
- f. Calling recesses of the Committee as deemed necessary;
- g. Require minutes to be kept; and
- h. Reviewing and approving minutes of the Committee;

7. Duties of the Vice Chairman:

In the absence of the Chairman, or upon the request of the Chairman, the Vice Chairman shall assume the duties of the Chairman.

8. Duties of the Committee Secretaries:

A secretary of the Committee shall call the roll at the beginning of each meeting, noting members present, absent, and excused. After making a record of each meeting, a Committee secretary shall prepare minutes and present them to the Chairman for his review and approval. The Committee secretaries are custodians of all records and minutes of the meetings until these documents are released to the custody of the Research Library of the Legislative Counsel Bureau.

- 9. If a member will be absent from a meeting or must leave a committee meeting for an extended period of time, the Chairman should be advised. Members not in attendance when a final action is taken on a measure will be marked absent for the vote.
- 10. Committee members shall, at all times, address the Chairman for permission to be heard. All definite actions of the Committee may be taken by roll call vote at the discretion of the Chairman. All definite actions will be duly recorded by the Secretary and made a part of the Committee minutes.
- 11. Unless a Committee member advises the Chairman otherwise, it will be presumed that the members will vote during a floor session consistent with their vote in Committee.
- 12. Minority reports may be submitted in accordance with *Mason's Manual*, Section 674. In addition, members who wish to submit a minority report must so indicate, in advance, at a regular committee meeting.

13. All meetings and deliberations of the Committee shall be open to the general public and all members of the media. It is the intention of the Committee to create an atmosphere of courtesy, professionalism, and equal interest in all persons who are testifying.
14. Witnesses before the Committee will address requests to testify to the Chairman and will be recognized only by the Chairman. Pursuant to NRS 218.5323, when the Chairman deems necessary, persons wishing to testify will be sworn in. The Chairman shall determine the order of speakers by utilizing the guest list.
15. Subcommittees, created at the discretion of the Chairman, shall be charged with considering bills or issues and providing recommendations to the Committee for action, if necessary.
16. Subcommittee meetings will be scheduled by the Subcommittee Chairman after consulting with the Committee Chairman and shall be recorded.
17. All directions, assignments, or requests **on behalf of the Committee** must be communicated to its staff and to the personnel of the Legislative Counsel Bureau by the Chairman of the Committee. A member of the Committee must submit such requests to the Chairman for transmittal to the staff of the Committee or to the personnel of the Legislative Counsel Bureau. However, any member of the Committee may directly request **personal** research assistance from LCB staff on any topic or measure.