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STANDING RULES OF THE ASSEMBLY EDUCATION COMMITTEE
SEVENTY SECOND SESSION, 2003

No. 1. RULES OF AUTHORITY

The precedence of parliamentary authority for the purpose of actions in this committee are set forth in Assembly Standing Rules (ASR) 100 except the committee rules adopted here precede Mason's Manual of Parliamentary Procedure.

No. 2. DUTIES OF THE CHAIR

The chair of this committee is responsible for:

- Preparing and distributing the committee agenda.
- Determining when final action is to be taken on measures, committee, reports, and other business of the committee.
- Preparing and submitting committee reports.
- Presiding over committee meetings.
- Preserving order and decorum and deciding all questions of order.
- Providing direction to committee support staff.
- Calling recesses of the committee as deemed necessary.
- Reviewing and approving minutes of the committee.

In accordance with ASR 43, subcommittees made up of committee members may be appointed by the chairman to consider and report back on specific subjects or bills.

No. 3. DUTIES OF THE VICE CHAIR

Upon the request of the chair, the vice chair shall assume the duties of the chair.

No. 4. COMMITTEE SECRETARY DUTIES

On behalf of the chair, the committee secretary shall maintain all minutes and exhibits of the committee meetings until released to the custody of the Legislative Counsel Bureau. (See also ASR 47.)

No. 5. SETTING THE MEETING SCHEDULE

At the discretion of the chair, meetings may be held outside the regularly scheduled day(s) and time.

No. 6. QUORUM

A member shall advise the chair if they must leave a meeting for an extended period of time.

In accordance with ASR 42, a quorum of the committee is a majority of its members and may transact business except as limited by ASR 42 (See also Vote Requirements).

No. 7. ATTENDANCE

- The committee secretary shall call roll at each meeting with chair being called last.
- Members are to notify the chair of any absence. Excused absences will be so recorded at the direction of the chair.
- Members not in attendance when a final action is taken on a measure will be marked absent for the vote.

No. 8. SUBCOMMITTEES

- Rules of the committee apply to its subcommittees.
 - Subcommittee meetings will be scheduled by the subcommittee chair after consulting with the committee chair.
 - Attendance of all subcommittee members is required unless otherwise authorized by the committee chair.
- (See also ASR 43.)

No. 9. VOTE REQUIREMENTS

In accordance with ASR 42:

Motions may be moved, seconded and passed by voice vote by a simple majority of those present;

Definite action on a bill or resolution will require a majority of the entire committee;

A two-thirds (2/3) majority of all the committee is required to reconsider action on a bill or resolution;

Committee introduction of legislative measures which are not prefiled requires concurrence of two-thirds (2/3) of the committee and does not imply commitment to support final passage;

The chairman shall vote on all final action regarding bills or resolutions; and

No member of the committee may vote by proxy under any circumstances.

No. 10. SECONDS TO MOTIONS

All motions require a second. If no second is received that motion shall be declared invalid.

No. 11. COMMITTEE VOTE VERSUS FLOOR VOTE

Unless a committee member advises the chair otherwise, it will be presumed that the member will vote on an amendment or on a measure during a floor session consistent with their vote in the committee.

No. 12. RECORDING ACTIONS/ROLL CALL VOTES

At the discretion of the chair, all final actions of the committee will require a roll call vote. (See also ASR 46.)

No. 13. TESTIMONY

Unless the chair determines otherwise, the following order of testimony shall be followed:

Unless the chair determines otherwise, testimony shall be taken first from the sponsor of a measure and then from persons wishing to testify in support of the measure. Testimony shall then be taken from persons wishing to testify against the measure.

Questions from the committee will be restricted to relevant subject areas.

(See also ASR 49.)

No. 14. SWEARING IN WITNESSES

When the chair deems necessary, witnesses will be sworn in pursuant to NRS 218.5323.

No. 15. MINORITY REPORTS

Members who wish to submit a minority report must so indicate, in advance, at a regular committee meeting.

No. 16. COMMITTEE CONTACT WITH LCB SUPPORT STAFF

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 chair of the committee. A member of the committee must submit such requests to the chair for transmittal to the staff of the committee or to the personnel of the Legislative Counsel Bureau.

No. 17. Miscellaneous

-Treatment of witnesses

It is the intention of the committee to create an atmosphere of courtesy, professionalism, and equal interest in all persons who are testifying. The committee shall treat all witnesses courteously and professionally. Name calling, personal insults, or rudeness shall not be tolerated.

- Atmosphere

All committee members shall leave suit coats on during meetings.

- Arrival time

Members of the committee shall report promptly at the designated hour for committee meetings and for a resumption of a committee meeting.

