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**ASSEMBLY COMMITTEE ON
ELECTIONS, PROCEDURES, AND ETHICS**

**STANDING RULES
72ND SESSION
2003**

PARLIAMENTARY AUTHORITY

The precedence of parliamentary authority for the purpose of actions in this committee is set forth in Assembly Standing Rule 100 except the committee rules adopted here precede *Mason's Manual of Legislative Procedure*:

- a. *Constitution of the State of Nevada*
 - b. *Nevada Revised Statutes (NRS)*
 - c. Standing rules of the Nevada Assembly
 - d. Joint rules of the Senate and Assembly
 - e. Standing rules of the Assembly Committee on Elections, Procedures, and Ethics
 - f. *Mason's Manual of Legislative Procedure*
1. There will be ten (10) members of this committee with a minimum of six (6) members of the committee needed to constitute a quorum.
 2. A majority of six (6) members shall be required for any definite action on a bill or resolution. Motions may be moved, seconded, and passed by a vote of those committee members present.
 3. A two-thirds majority of seven (7) of all the committee is required to reconsider action on a bill or resolution.
 4. Committee introduction of a bill or resolution requires concurrence of two-thirds (7) of the committee and does not imply commitment to support favorable passage.

DUTIES OF COMMITTEE OFFICERS AND STAFF

Responsibilities of the chair of this committee are:

1. Preparing and distributing the committee agenda;

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2. Determining when final action is to be taken on measures, committee reports, and other business of the committee;
3. Preparing and submitting committee reports;
4. Presiding over committee meetings;
5. Preserving order and decorum and deciding all questions of order;
6. Providing direction to committee support staff;
7. Calling recesses of the committee as deemed necessary; and
8. Reviewing and approving minutes of the committee.

DUTIES OF THE VICE CHAIR

In the absence of the chair, or upon the request of the chair, the vice chair shall assume the duties of the chair.

COMMITTEE SECRETARY DUTIES

1. 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 (LCB); and
2. The committee secretary shall call roll at each meeting with the chair being called last.

MEETINGS AND ATTENDANCE

1. Members of the committee shall report promptly at the designated hour for committee meetings and for the resumption of committee meetings;
2. Members shall notify the chair of any absence. Excused absences will be so recorded at the direction of the chair. A member shall advise the chair if he or she must leave a meeting for an extended period of time;
3. Members not in attendance when a final vote is taken on a measure will be marked absent for the vote; and
4. At the discretion of the chair, meetings may be held outside the regularly scheduled day(s) and time.

SUBCOMMITTEES

1. Rules of the committee apply to its subcommittees;
2. Subcommittee meetings will be scheduled by the subcommittee chair after consulting with the committee chair; and
3. Attendance of all subcommittee members is required unless otherwise authorized by the committee chair.

MOTIONS AND FINAL ACTION

1. All motions require a second. If no second is received, that motion shall be declared invalid;
2. At the discretion of the chair, all final actions of the committee will require a roll call vote; and
3. 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 his or her vote in the committee.

TESTIMONY AND 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.

1. Unless the chair determines otherwise, the following order of testimony shall be followed:
 - a. The primary sponsor of the measure shall testify first, followed by the chief spokesperson, if one exists, for the opposition; and
 - b. Remaining testimony will alternate thereafter between proponents and opponents to the measure.
2. Questions from the committee will be restricted to relevant subject areas; and
3. When the chair deems necessary, witnesses will be sworn in pursuant to NRS 218.5323.

MINORITY REPORTS

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

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 LCB 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 LCB.