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**STANDING RULES OF THE**  
**ASSEMBLY COMMITTEE ON GOVERNMENT AFFAIRS**  
**72<sup>ND</sup> SESSION (2003)**

**No. 1. PRECEDENCE OF PARLIAMENTARY AUTHORITY FOR THE COMMITTEE**

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.

**No. 3. 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.

**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.

1  
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ASSEMBLY GOVERNMENT AFFAIRS  
DATE: 2/4/03 ROOM: 3143 EXHIBIT C  
SUBMITTED BY: Susan Scholley, LCB

#### **No. 5. ADDITIONAL MEETINGS**

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

#### **No. 6. CALLING ATTENDANCE ROLL**

The committee secretary shall call roll at each meeting with chair being called last.

#### **No. 7. NOTIFICATION OF ABSENCE**

- 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 they must leave a meeting for an extended period of time.

#### **No. 8. ABSENCE FOR A FINAL VOTE**

Members not in attendance when a final action is taken on a measure will be marked absent for the vote.

#### **No. 9. PARLIAMENTARY AUTHORITY OF SUBCOMMITTEES**

Rules of the committee apply to its subcommittees.

#### **No. 10. ATTENDANCE TO SUBCOMMITTEES**

Attendance of all subcommittee members is required unless otherwise authorized by the committee chair.

#### **No. 11. SCHEDULING SUBCOMMITTEE MEETINGS**

Subcommittee meetings will be scheduled by the subcommittee chair after consulting with the committee chair.

**No. 12. SECONDS TO MOTIONS**

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

**No. 13. ROLL CALL VOTE ON FINAL ACTIONS**

At the discretion of the chair, all final actions of the committee will require a roll call vote.

**No. 14. VOTE CONSISTENCY**

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. 15. ORDER OF PRESENTING TESTIMONY**

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.

**No. 16. QUESTIONING WITNESSES**

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

**No. 17. SWEARING IN WITNESSES**

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

## **No. 18. MINORITY REPORTS**

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

## **No. 19. COMMUNICATION WITH 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. 20. MISCELLANEOUS**

### Arrival

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

### Hearings

- Committee members shall address the chair for permission to be heard.
- All questions concerning committee procedure shall be directed through the chair.

### Witnesses

Witnesses will sign in and will address requests to testify to the chair and will be recognized only by the chair.