



TECHNICAL ADVISORY COMMITTEE RULES

1. The Chair shall determine the agenda, time, and location for all meetings.
2. Members shall report promptly at the designated hour for Committee meetings and for the resumption of Committee meetings.
3. Electronic devices must be silenced while in the Committee room.
4. The Chair or Vice Chair will convene or adjourn each Committee meeting unless the Chair appoints another member to do so in the absence of the Chair and Vice Chair.
5. Committee recesses shall be at the call of the Chair, or to a time certain.
6. The Committee's agenda will be posted on the Legislature's website prior to the meeting, along with any materials received prior to posting. The deadline for submitting supporting documents and exhibits for use during a Committee meeting is 24 hours before the meeting begins or the business day immediately preceding the meeting, whichever is later. All such documents and exhibits will be uploaded to the web page for the Committee.
7. It is the intent of the Committee to create an atmosphere of courtesy, professionalism, and equal treatment of all persons who testify. The members and staff of the Committee, as well as those attending Committee meetings, shall treat all witnesses with courtesy and professionalism.
8. A member may address the Chair for permission to question a witness or make a comment. Once a member has been recognized by the Chair, the member must state his or her name for the record and clearly state the question or comment. The purpose for restatement of the members' name is to ensure the Committee Secretary can accurately attribute comments to the correct member and to assist members of the public who may be listening online to identify the speaker.
9. Any work requested of Committee staff on behalf of the Committee must be made through the Chair.
10. To the extent these rules do not apply in determining procedure, *Mason's Manual of Legislative Procedure (Mason's)* shall govern.

11. The Chair must be present and will decide when the Committee takes an action or vote. The secretary shall record motions and votes of Committee members on all votes and other actions.
12. A majority of the members of the Committee constitutes a quorum for the transaction of business and a majority of those members present at any meeting is sufficient for any official action taken by the Committee. All motions must have a second, and a motion will fail for lack of a second.
13. Thirteen members constitute a quorum of the Committee and members attending at a posted video conference location shall be considered present and in attendance at the meeting for all purposes.
14. If a motion has been made and seconded, the Chair may take a vote and may determine the manner in which to take the vote. The Chair may wish to start with a voice vote. If the outcome is unclear, the Chair may move to a show of hands. If, after a show of hands, the outcome is still unclear, the Chair may call for a roll call vote, in alphabetical order.
15. A majority of those voting is required for a motion to pass. If a motion passes but some members voted against the motion, the Chair will indicate the names of the members who voted “no” for the record. The Chair will also note any abstentions.
16. The Chair determines when final action is to be taken on recommendations, reports, and other business of the Committee. In the absence of the Chair, or upon the request of the Chair, the Vice Chair of the Committee shall assume the duties of the Chair.
17. The Committee Secretary will transcribe summary minutes of each meeting. The minutes will be made available on the Committee’s website following their approval by the Chair. In most circumstances, videos of archived meetings are available for the public on the website of the Nevada Legislature within 24 hours after the meeting adjourns.