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LEGISLATIVE MANUAL

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**CHAPTER IV**

**LEGISLATIVE COUNSEL BUREAU  
AND LEGISLATIVE BUILDING**

**THE LEGISLATIVE COUNSEL BUREAU**

Legislative service agencies were created to free legislators from dependence upon the executive branch of state government and lobbyists for information and assistance. With service agencies, a legislator is not dependent upon a lobbyist or a governor to draft a bill, research data, or provide information about other states with similar problems. The more professional and expert the service agency staff, the less legislators need to depend on sources of support that may be biased.

Many states, including Nevada, use the basic legislative council pattern providing for a body composed of legislators from each house and from each party empowered to function during the interim between sessions. Powers and responsibilities vary among the states, but basically councils carry out functions assigned by the full legislatures. These functions range from simple administrative duties to extensive power of legislative oversight, policy research, and emergency appropriations.

Although many states maintain separate staff for each house in addition to partisan staff, the Legislative Counsel Bureau is a nonpartisan centralized agency serving both houses and members of all political parties.

In March of 1945, the Nevada Legislature recognized a need for more information and assistance in order to deal with increasingly complex tasks as described in the *preamble* to the bill creating the Legislative Counsel Bureau:

At each biennial session of the legislature, that body is confronted by requests for legislation expanding and changing the functions of and increasing the appropriations of numerous offices, departments, institutions, and agencies of the state government; and...notwithstanding the information provided by the messages and budgets of the governor and the reports of public officers, it is impossible for the legislature or its committees to secure sufficient information to act advisedly on such requests in the time limited for its sessions.<sup>1</sup>

The 1945 law establishing the bureau charged it with assisting the Legislature to find facts concerning government, proposed legislation, and various other public matters.<sup>2</sup>

During the next several years, the duties of the bureau and its staff were modified and expanded. In 1963, the Nevada Legislature reorganized the Legislative Counsel Bureau, giving it structure and responsibilities similar to those it has today.<sup>3</sup> One part

of this change was the incorporation of the Statute Revision Commission into the Legislative Counsel Bureau as the Legal Division. The Statute Revision Commission was originally created by the Supreme Court in 1951 and became involved in bill drafting as an adjunct to its statute revision work. The 1963 legislation also added a Fiscal and Auditing Division and a Research Division.<sup>4</sup>

Today, the Legislative Counsel Bureau consists of the Legislative Commission, an Interim Finance Committee, a Director, an Audit Division, a Fiscal Analysis Division, a Legal Division, a Research Division, and an Administrative Division.<sup>5</sup> The following sections describe activities of these units.

### **Legislative Commission**

The Legislative Commission consists of 12 legislators who exercise general policy-making and supervising authority over the operations of the Legislative Counsel Bureau. At every regular session of the Legislature, the Senate and the Assembly each designate six members and alternates for those members to serve on the commission. The Legislature is required to determine, by joint rule at each regular session in odd-numbered years: (1) the method of determining the majority and minority party regular and alternate membership on the commission; (2) the method of filling vacancies on the commission; (3) the terms of office of the commission members; (4) the method of selecting the chairman; and (5) the term of office of the chairman.<sup>6</sup> These provisions are currently enumerated in Joint Rule 11.

Members of the Legislative Commission serve until their successors are appointed. However, retiring legislators, or those who have been defeated for reelection, serve only until the day after the general election. The resulting vacancies are filled in the same manner as vacancies arising from other causes.<sup>7</sup>

For each day's attendance at a meeting of the Legislative Commission or while engaged in official Legislative Counsel Bureau business, commission members receive a salary of \$130 plus the standard per diem and travel allowances. An alternate who attends a meeting of the commission, but does not replace a regular member, is entitled to travel expenses, but not salary.<sup>8</sup>

The Director of the Legislative Counsel Bureau acts as the nonvoting Recording Secretary of the Legislative Commission, which meets periodically, as the accumulation of business requires, on call of the Chairman or by decision of a majority of the commission. Seven members of the commission constitute a quorum.<sup>9</sup>

The Legislative Commission is designated by law as Nevada's Commission of Interstate Cooperation. In this capacity, the commission is charged with the responsibility of working with The Council of State Governments and the National Conference of State Legislatures to exchange ideas and information with other states, so that the Legislature may have the benefit of the latest thinking on matters falling within its purview. Nevada is a member of The Council of State Governments and the

National Conference of State Legislatures, and its annual dues for membership in these organizations are paid by the commission out of the Legislative Fund.<sup>10</sup> The commission also pays membership dues to the American Legislative Exchange Council.

The commission, which is designed to assist the Legislature in maintaining its independent and coordinate status with the executive and judicial branches of the state government, may investigate and inquire into any area within the competence of the Legislature. Normally, the investigative responsibilities of the commission are delegated to subcommittees of the commission, which are assisted by the staff of the Legislative Counsel Bureau. When it holds hearings, the commission is required to receive recommendations and suggestions for legislation or investigation from state and local governments, officers, and legislators, and may receive recommendations and suggestions from specified private groups or any citizens desiring to report to it. It also has subpoena power and may compel the attendance of witnesses and the production of documents necessary to the discharge of its duties.<sup>12</sup>

The commission appoints the Nevada representatives to the National Conference of Commissioners on Uniform State Laws<sup>13</sup> and other interstate bodies; formulates proposals for interstate compacts and agreements; and, in general, facilitates Nevada's contacts with the other states, the Federal Government, and local units of government.<sup>14</sup>

Between sessions of the Legislature, the Legislative Commission fixes the work priority of all studies and investigations assigned to it by concurrent resolutions of the Legislature. Normally, such studies are carried out by subcommittees of the commission or counsel bureau staff under the direction and supervision of the commission. The commission may, between sessions, authorize the initiation of additional studies or investigations not specifically requested by the Legislature at the preceding session.<sup>15</sup>

#### **Interim Finance Committee**

In 1969, the Legislature created the Interim Finance Committee to function within the Legislative Counsel Bureau between sessions and administer a contingency fund. This fund was set up to provide provisional funds for state agencies when the Legislature is not in session. To obtain funds, agencies must submit their requests to the State Board of Examiners for review and recommendation. If the board finds sufficient justification for the requests submitted to it, it must make a recommendation to the Interim Finance Committee by transmitting it to the Director of the Legislative Counsel Bureau, who is required to notify the Chairman of the Interim Finance Committee. Upon receiving the recommendation, the Chairman of the committee must call a meeting to act upon the agency requests. The Interim Finance Committee is not bound to follow the recommendation of the State Board of Examiners. The committee, by resolution, may allocate an amount for the purposes requested. In authorizing an allocation, the committee directs the State Controller to transfer the

approved amount from the Contingency Fund Account to the appropriate agency account.<sup>16</sup>

The Interim Finance Committee also reviews state agency requests to accept certain gifts and grants, to modify legislatively-approved budgets, and to reclassify state merit system positions in certain circumstances. Legislation approved by the 1979 Legislature requires that state agencies receive prior approval of the Interim Finance Committee before they: (1) accept federal grants in excess of \$100,000; (2) accept gifts or donations of a monetary value over \$10,000; (3) accept gifts or grants that involve the hiring of new employees; (4) amend legislatively-approved budgets by either increasing or decreasing a budget category by the lesser of 10 percent or \$50,000; or (5) convert or reclassify a merit system position to another type of position when this conversion significantly changes the job scope or job duties of the position as budgeted by the Legislature.<sup>17</sup>

In 1983, the Legislature passed legislation requiring the State Public Works Board to consult with the Interim Finance Committee before approving final plans for capital improvement projects, including new construction, major repair, and landscaping.<sup>18</sup>

The Interim Finance Committee is composed of the members of the Senate Committee on Finance and the Assembly Committee on Ways and Means from the preceding session. Chairmanship of the Interim Finance Committee alternates between immediate past chairmen of the two legislative committees. Membership on the committee terminates at the beginning of the next legislative session for any legislator who retires or is defeated for reelection.<sup>19</sup>

In voting on matters before the Interim Finance Committee, a vote is taken of the Senate and Assembly members separately. No action can be taken unless a majority of both groups votes in the affirmative.<sup>20</sup>

### **Director**

The Director functions as the executive head of the Legislative Counsel Bureau and supervises all of its daily administrative and technical activities.<sup>21</sup> The Legislative Commission appoints the Director of the Legislative Counsel Bureau and sets the compensation for the position. The Director, in turn, appoints the chiefs of the divisions, subject to the approval of the Legislative Commission.<sup>22</sup>

The Director employs staff for the bureau at salaries within the limits of legislative appropriations and the salary schedule approved by the Legislative Commission, and authorizes claims against the Legislative Fund.<sup>23</sup> In that capacity, the Director signs checks for the bureau's payroll and for the special intergovernmental account and makes the necessary deductions and contributions for legislators' retirement.<sup>24</sup> In his assigned role as Chief of the Administrative Division, the Director also is ex officio Legislative Fiscal Officer.<sup>25</sup> Other duties and responsibilities are discussed in the section on the Administrative Division.

As noted in the section entitled “Legislative Commission,” the Director serves as Secretary to the Legislative Commission. This officer is also required to report inventory and purchases of supplies for each session and to assign space in and supervise the upkeep of the Legislative Building, other buildings used for legislative purposes, and the legislative grounds.<sup>26</sup> With the authorization of the Legislative Commission, the Director may enter into agreements for the acquisition of property necessary to support the Legislature and its staff.<sup>27</sup>

The Director is given the statutory responsibility of registering lobbyists.<sup>28</sup> In addition, the Director serves as Secretary to the Interim Finance Committee,<sup>29</sup> provides a secretary for the Interim Retirement and Benefits Committee and the Marlette Lake Advisory Committee, and is the Nevada Legislative Federal-State Coordinator.<sup>30</sup>

The Director must consult with a committee of the Legislative Commission concerning the general management, organization, and function of the Legislative Counsel Bureau and the necessary preparations for the next regular legislative session.<sup>31</sup>

#### **Audit Division**

The Audit Division performs audits of the executive and judicial branches of state government.<sup>32</sup> The audits furnish independent and factual information to assist the Legislature in the discharge of its constitutional duties.<sup>33</sup> All audits are conducted in accordance with generally accepted governmental auditing standards.<sup>34</sup> The objective of each audit varies depending on the nature of the agency, but generally include determining one or more of the following:

1. Whether the agency’s financial statements or other financial reports are fairly presented.
2. Whether the agency has complied with applicable laws and regulations.
3. Whether the agency has established effective management control systems to ensure resources are safeguarded against waste, loss, or misuse; appropriate goals and objectives are met; and reliable data are obtained, maintained, and fairly disclosed.<sup>35</sup>
4. Whether the agency can improve efficiency or operate programs more effectively.

The Legislative Commission approves the biennial audit program of the Legislative Auditor and can direct the Auditor to make any special audit or investigation considered necessary.<sup>36</sup> The Legislature itself may also direct the Legislative Auditor to conduct special audits or investigations.

All state agencies must provide the Audit Division with any books, accounts, claims, reports, vouchers, or other records of information, confidential or otherwise, requested by the Legislative Auditor for inspection.<sup>37</sup>

Written audit reports, including the agency's response, are presented to the Audit Subcommittee of the Legislative Commission. Copies are made available to all members of the Legislature and other appropriate state officers. The results of the audits are confidential and may not be disclosed until the audit report is presented to the Audit Subcommittee.<sup>38</sup>

If evidence is found of improper practices of financial administration or inadequacy of fiscal records, the Legislative Auditor must report these practices immediately to the Governor, each member of the Legislature, the head of the agency, and, if illegal transactions are involved, the Attorney General.<sup>39</sup>

The Audit Division is headed by the Legislative Auditor, who must be a Certified Public Accountant or Public Accountant qualified to practice public accounting in Nevada. Minimum qualifications include five years of progressively responsible experience in governmental accounting and auditing, and a comprehensive knowledge of the principles and practices of public budgeting, governmental accounting, finance, auditing standards, statistical methods, and operational analysis.<sup>40</sup> The Legislative Auditor serves as Secretary to the Audit Subcommittee of the Legislative Commission.<sup>41</sup>

The Legislative Auditor also oversees the State's Single Audit required by Public Law 104-156, the Federal Single Audit Act amendments of 1996.<sup>42</sup> This audit, conducted by a qualified accounting firm under contract with the Legislative Auditor, ensures the continuation of the state's federal funding. Additionally, the Legislative Auditor must count the money in the State Treasury at least annually.<sup>43</sup> The Legislative Auditor prepares a biennial report, for the members of the Legislature and the Governor, which analyzes the audit program and recommends necessary improvements to the operations of state government.<sup>44</sup>

Copies of the annual audit reports on professional boards and commissions are required to be filed with the Legislative Auditor.<sup>45</sup> If a contract audit is performed on a state agency, a copy of the report also must be furnished to the Legislative Auditor.<sup>46</sup> Such audit reports received are enumerated in a special report issued every six months.

### **Legal Division**

The Legal Division, with a staff of lawyers and technicians, is responsible for the publication and indexing of *Nevada Revised Statutes* (NRS), *Nevada Administrative Code* (NAC), the Official Nevada Law Library on CD ROM, and several compilations of selected portions of NRS.<sup>47</sup> The staff also drafts bills and resolutions, issues legal opinions, provides committee counsel to all interim

studies and certain standing legislative committees, reviews administrative regulations, assists the public, and provides certain other assistance when requested.<sup>48</sup> As legal adviser to the Legislature, the Legislative Counsel or Legal Division staff, on direction of the Legislative Commission, may appear in, commence, prosecute, defend, or intervene in any action, suit, or other judicial or administrative proceeding to protect the official interests of the Legislature or any of its committees.<sup>49</sup>

Upon request, the Legal Division prepares or assists in the preparation of legislative measures for members of the Legislature, state agencies and departments, the Governor, local governments, and members of the judiciary. However, the division cannot prepare or assist in the preparation of any measures proposed by the executive branch unless a request has been approved by the Governor and is received before September 1 preceding the convening of a session. Proposed legislation from local governments and school districts must also be approved by the appropriate governing body and submitted to the Legislative Counsel before September 1.<sup>50</sup>

The preparation of bills and resolutions entails research into the legal effect of proposed changes in existing laws, the development of sufficient background information to enable the bill drafter and the legislative sponsor to understand fully the ramifications of the suggested legislation, and the actual drafting of the measures in proper form and style. The staff of the division, as well as other officers and employees of the Legislative Counsel Bureau, is prohibited from urging or opposing any legislation and is bound to observe the confidentiality of all matters within the work assigned unless those matters have become public records or the sponsor has granted consent for release.<sup>51</sup>

Before introduction, every request for a bill must be delivered to the Legal Division to be put in the proper form. The Legislative Counsel may correct any clerical errors in a proposed bill or resolution, but if a correction might change the substance of a measure, permission of the measure's author must be obtained before making the change.<sup>52</sup> All bills or resolutions of both houses designated for *reprinting*, engrossment, reengrossment, and enrollment must be routed directly through the Legal Division, so that adopted amendments may be inserted prior to engrossment or enrollment.<sup>53</sup>

The Legal Division is headed by the Legislative Counsel, who must be an attorney licensed to practice law in one of the United States. The Legislative Counsel must be familiar with political science; parliamentary practice; legislative procedure; and the methods of research, statute revision, and bill drafting.<sup>54</sup> The Legislative Counsel is one of Nevada's Commissioners on Uniform State Laws.<sup>55</sup>

The Legislative Counsel is the legal adviser to the legislative branch of government, providing legal counsel for legislative committees and subcommittees and issuing legal opinions, which may influence the construction and application of statutes. Just as the Attorney General responds to requests within the executive

branch, the Legislative Counsel only issues opinions upon the request of a member or committee of the Legislature or the Legislative Commission.<sup>56</sup> Neither the opinions of the Attorney General nor those of the Legislative Counsel have any binding force but are intended to guide public officials in the absence of an authoritative decision rendered by a court of law.

The Legislative Counsel, through the staff of the Legal Division, performs engrossing and enrolling for the Legislature. Whenever a bill or resolution has passed both houses of the Legislature, the measure is transmitted to the Legislative Counsel for enrollment, at which time a receipt must be issued to the Secretary of the Senate or the Chief Clerk of the Assembly bearing the date of delivery. When the measure is delivered to the Governor, the Legislative Counsel must note this fact over the Legislative Counsel's signature as a part of the bill's history.<sup>57</sup> The official engrossed bill is then delivered to the Secretary of State.<sup>58</sup> The Legislative Counsel also makes recommendations to the Legislature for the clarification of specific statutes, the elimination of obsolete sections of NRS, and the resolution of conflicting portions of the law.<sup>59</sup>

The Legislative Counsel is responsible for revising NRS and all other authorized publications of the Legal Division of the Legislative Counsel Bureau. Additional responsibilities of the Legislative Counsel include indexing NRS, *Statutes of Nevada*, and other publications and legal materials of the Legislative Counsel Bureau.

The Legal Division is also responsible for preparing the NAC.<sup>60</sup> This responsibility requires examining all regulations adopted by the agencies of the executive branch, except those exempted from the Nevada Administrative Procedures Act, to determine which provisions are current and arrange them in logical sequence. Every proposed regulation must also be examined and revised, if necessary, to fit into the existing regulations. The code is designed to present the regulations in clear and concise language and make those on a particular subject easy to find. The Legislative Counsel also provides legal advice to the Legislative Commission in its review of adopted administrative regulations for compliance with legislative intent.<sup>61</sup>

The Legislative Counsel hires and directs the staff of attorneys and other members of the Legal Division engaged in the legal work of the bureau.

### **Research Division**

The Research Division is the general information and service arm of the Legislature. It conducts research into a wide variety of subjects at the request of legislators, standing committees,<sup>62</sup> other state and local officials, and citizens of Nevada. It also responds to inquiries concerning Nevada's government, laws, and public policy issues from residents, counterpart agencies, and public officials in other states.

Most of the statutory duties of the division and its director are described in NRS 218.735. These responsibilities include:



1. Providing the Legislature, its members, and committees with research, information, and assistance concerning public policy, including proposed or possible legislation, and national, state, and local issues of interest to the State of Nevada and its political subdivisions.
2. Providing staff to standing and interim committees as assigned by the Director, the Legislature, or the Legislative Commission.
3. Providing the Legislature and its members and committees with comprehensive, accurate reports and background information on subjects of legislative interest.
4. Analyzing, comparing, and evaluating the programs and statutory provisions of the State of Nevada and other states.
5. Advising the Legislature and its members and committees regarding matters relating to the resources and procedures necessary to conduct research.
6. Preparing publications relating to the Legislature and the Legislative Counsel Bureau.
7. Maintaining the library of the Legislative Counsel Bureau.
8. Providing information and assistance to the Legislature, its members and committees, concerning the apportionment of legislative districts and any other political districts the boundaries of which are determined by the Legislature.
9. Performing such other functions as may be assigned by the Legislature, the Legislative Commission, or the Director of the Legislative Counsel Bureau.
10. Working with the Legal and Fiscal Analysis Divisions to prepare ballot language regarding proposed constitutional amendments and other statewide measures, which must be voted on by the people.<sup>63</sup>

The Research Director, or a designee, is the nonvoting recording secretary and primary technical staff of Nevada's Legislative Committee on Public Lands<sup>64</sup> and the Legislative Committee on Workers' Compensation,<sup>65</sup> and the division also provides primary staff support to the statutory Committees on Health Care, High-Level Radioactive Waste, Education, and the Marlette Lake Water System.

The general function of the Research Division is to provide information and services. Its major responsibility is to prepare responses to requests from individual legislators for information and assistance at any time, regardless of whether or not the Legislature is in session. Assistance with constituent concerns is also available through the Division's Constituent Services Unit.

During the months prior to the legislative session, the division prepares the *Legislative Manual* as required under NRS 218.647. The division also prepares background papers on issues likely to be prominent during the legislative session, and

a brochure entitled *Guide to the Nevada State Legislature*, which is designed for public distribution.

During legislative sessions, Research Division personnel serve as professional staff for all standing committees, except the appropriations and revenue committees, which are served by the Fiscal Analysis Division. Research staff assist the chairmen and other members by providing information and research on bills and related matters considered by the committees. Division personnel also summarize each measure passed out of committees to which they are assigned. In addition to committee work, research staff assist individual legislators in developing ideas for legislation and preparing bill analyses.

Following the legislative session, the Research Division ensures that each enacted measure is summarized and compiles them into the *Summary of Legislation*. This summary provides a convenient guide to the actions of the Legislature during the previous session. The division also compiles sponsor lists, showing the bills sponsored by each legislator and each legislative committee, and a comprehensive presentation entitled *The Nevada Legislature: Review of Legislative Actions on State Issues* (also known as the "End of Session Speech"), which describes legislative activities by subject area for each regular session.

During the period between sessions, the staff of the Research Division is assigned to subcommittees working on various interim legislative studies. The staff members prepare background material for the subcommittees, arrange subcommittee hearings, and prepare each subcommittee's final report to the Legislative Commission. The recommendations from all the interim study subcommittees are compiled in the *Summary Bulletin*, which also is prepared by the Research Division.

The research staff is available to individual legislators to conduct research and prepare written analyses on specific topics throughout the year. The staff also assists legislators to prepare for speeches and other public presentations. In addition to assisting legislators, the division answers requests for information from state agencies, legislative staff in other states, businesses, legislative constituents, and the general public.

The Research Library provides materials and services in support of legislative research. Library collections include current and past *Nevada Revised Statutes*, *Statutes of Nevada*, *Journals of the Senate and Assembly*, *Bill Indexes and Histories*, bills and reprints, and legislative committee minutes and exhibits. The 5,000 volume library collects studies and reports from federal, state, and professional organizations that have a bearing on potential legislative topics. The reference collection includes many directories and books of statistical or comparative data. The Research Library also maintains subject files of research analysis prepared by the division staff. A professional library staff, utilizing print and electronic sources, assists in locating information pertaining to legislative or general issues. Staff also compile a bibliographic database of research memos, journal articles, pamphlets, reports,

books, and legislative histories. For additional information, access the library web page at [www.leg.state.nv.us/lcb/research/library](http://www.leg.state.nv.us/lcb/research/library).

In summary, the primary function of the Research Division is to provide Nevada legislators and others with basic services and all types of information regarding legislative issues that are not specifically fiscal or legal in nature.

### **Fiscal Analysis Division**

The Fiscal Analysis Division provides the Legislature with the capability for independent review and analysis of budgetary and fiscal matters. It examines the *Executive Budget* and suggests possible changes, provides expenditure and revenue projections to aid the legislative *money committees*, and assists the Legislature to interpret factual data related to the fiscal aspects of the operation of state and local government.

Other duties of the Fiscal Analysis Division include: (1) analyzing the past history and probable future trends of the state's financial position so that a sound fiscal policy may be developed and maintained; (2) analyzing appropriations bills, revenue bills, and bills having a fiscal impact upon the operation of the government of the State of Nevada or its political subdivisions; (3) thoroughly examining all agencies of the state with special regard to their activities and the duplication of efforts between them; and (4) ascertaining facts and making recommendations to the Legislature concerning the budget of the state and the estimates of expenditure requirements of the agencies of the state.<sup>66</sup>

In 1999, the Legislature created the Office of Financial Analysis and Planning within the Fiscal Analysis Division to assist the Legislature in long-term financial analysis and planning, including long-term economic planning and forecasting of future state revenues.<sup>67</sup>

After each legislative session, the division prepares and publishes *The Appropriations Report*, which describes in some detail the fiscal actions of the Legislature, all appropriation and authorization acts, and changes to the state tax and revenue structure. This publication highlights legislative budget actions and serves as a valuable reference document.

Because of the critical importance of adequate financial data on which to base legislative decisions, the Fiscal Analysis Division is an indispensable adjunct of the Legislature. The services it provides help the Legislature to set economically sound policies for the state, anticipate future needs, and objectively analyze budgetary requests submitted to it.

### **Administrative Division**

The Administrative Division provides support to the other divisions of the Legislative Counsel Bureau and to the Legislature. The division is responsible for

accounting; communications equipment; videoconferencing; control of inventory; data processing; janitorial services; maintenance of buildings, grounds, and vehicles; purchasing; police; shipping and receiving; photocopying; and utilities and warehouse operations.<sup>68</sup>

The Director of the division is ex officio Legislative Fiscal Officer and maintains a complete set of accounting records and reports for all legislative operations. The payroll records for all legislators and employees of the legislative branch of government are maintained by the Director.<sup>69</sup>

### **Summary**

The staff services of the Legislative Counsel Bureau are furnished throughout the year for any legislator. Legal advice, fiscal information, and background research are furnished upon request. Services of a more extensive nature are executed when the Legislature so orders by means of a law or resolution. Between sessions, such projects may be requested through the Legislative Commission.

## **FACILITIES AND SERVICES**

Legislative staff and services are located in three separate facilities: the Sedway Office Building and the Legislative Building in Carson City and the Grant Sawyer State Office Building in Las Vegas.

### **Legislative Counsel Bureau Offices**

(A more detailed directory of Legislative Counsel Bureau staff is included in the "Directory of State and Local Government," at the end of the *Legislative Manual*.)

*Director's Office and Administrative Division*—Legislative Building, 775-684-6800  
Director—Lorne J. Malkiewicz

Las Vegas Office—555 East Washington Avenue, Room 4400, 702-486-2800  
Legislative Services Officer—Brian L. Davie

*Audit Division*—Sedway Office Building, Second Floor, 775-684-6815  
Legislative Auditor—Wm. Gary Crews

*Fiscal Analysis Division*—Sedway Office Building, Third Floor, 775-684-6821  
Fiscal Analyst (Senate)—Gary L. Ghiggeri  
Fiscal Analyst (Assembly)—Mark W. Stevens

*Legal Division*—Legislative Building, First Floor, 775-684-6830  
Legislative Counsel—Brenda J. Erdoes

*Research Division*—Sedway Office Building, First Floor, 775-684-6825  
Research Director—Robert E. Erickson

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## LEGISLATIVE MANUAL

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### SEDWAY OFFICE BUILDING

The Sedway Office Building is located southeast of the Legislative Building on the corner of Fifth and Stewart Streets. This three-story structure houses the Legislative Library and the offices of the Audit, Fiscal Analysis, and Research Divisions.

### LAS VEGAS OFFICE

The Legislative Counsel Bureau is located in the Grant Sawyer State Office Building at 555 East Washington Avenue in Room 4400. The Las Vegas office furnishes legislative information, provides access to all Legislative Counsel Bureau staff services, and manages individual and committee meeting space for the Legislature in the facility. The office also contains a library area, which is open to the public, with legislative reference material and a computer to access the Legislature's web site. The floor plan of the Las Vegas office may be found in Appendix H.

### LEGISLATIVE BUILDING

Located on the Legislative Mall, which covers an area of seven former city blocks south of the Capitol, the Legislative Building contains 180,000 usable square feet and facilities for the Legislature and the Legislative Counsel Bureau. Included within the building are equipment and accommodations for the public and the Legislature which make the building one of the finest in the nation for its purpose. The Administrative and Legal Divisions of the Legislative Counsel Bureau are located on the first floor of the Legislative Building. The building was constructed following the 1969 Legislative Session and remodeled and substantially expanded following the 1995 Session.

The floor plan of the Legislative Building may be found in Appendix H.

## TELEPHONE COMMUNICATIONS

Three basic types of telephone communications services are available in the Legislative Building:

- State Telephone Service
- State Legislative Message Center
- Coin Operated Telephone

### State Telephone Service

To accommodate the new area code in Nevada, the system for dialing state numbers changed in December 1998. Under the new system, all outside calls must be placed by dialing "9" and the desired seven-digit telephone number.

The area code for all areas of the state except Clark County is 775. In Clark County, the area code is 702. A computerized long distance dialing system

allows legislators to place calls directly from their offices on a 24-hour per day basis. Long distance calls to areas inside and outside the state may be placed as follows:

- Dial 9 (dial tone)
- Dial 1
- Dial area code
- Dial seven-digit number

Long distance calls made from legislators' offices are automatically billed to their office telephone number. To make special calls (credit card, collect, "800," and non-seven-digit numbers) the caller must dial "9" to obtain an outside line before placing these types of calls.

#### **State Legislative Message Center**

Telephone calls for legislators go directly to the legislators' secretaries. If the telephone is not answered by the fourth ring, the call will forward to voice mail. If the person does not wish to leave a message on voice mail, the caller may dial 0 to be forwarded to the Message Center, which is located on the second floor of the Legislative Building. All messages for legislators taken by the Message Center are electronically mailed to the legislators' offices. Emergency messages are delivered directly to either the Sergeant at Arms or the legislators' secretaries.

The Message Center is also provided as a public service for the convenience of the general public for receiving telephone calls during the legislative session. The Message Center is open daily, on the days the Legislature is in session, from 7 a.m. until 7 p.m. and its number is 775-684-6789. The Message Center may also be called toll-free from Las Vegas by dialing 486-2626 or from other Nevada areas by dialing 1-800-978-2878 or 1-800-995-9080.

#### **Coin Telephones**

Coin-operated telephones and credit card telephones, are located throughout the Legislative Building. All outgoing calls (local and long distance) made by the general public must be placed through these telephones. Calling instructions are posted at the coin telephones.

#### **Billing of Legislators for Telephone Service**

Each legislator receives a \$2,800 telephone allowance during a regular session to defray telephone charges incurred in the performance of official duties. Each member is responsible for the payment of telephone bills incurred in the Legislative Building.

Legislators are billed for long distance calls made from their office telephones on a monthly basis by the Accounting Unit of the Legislative Counsel Bureau. Charges for calls made on the least-cost routing system are based on time and distance and are lower than regular long distance rates. Questions about telephone billing should be

discussed with the Accounting Unit at 775-684-6805. Payment of a legislator's state telephone bill should be made to:

Legislative Counsel Bureau  
Accounting Unit  
401 South Carson Street  
Carson City, Nevada 89701-4747

#### **Toll-Free Services for Constituents**

Several information services are available to constituents.

##### LONG DISTANCE CALLS TO LEGISLATORS

Constituents outside the local calling area may make toll-free calls to their legislators from 8 a.m. to 5 p.m., by dialing 1-800-992-0973 for all of Nevada. Las Vegas area callers may also dial 486-2626. All calls will be put through to the legislator's office. If the telephone is not answered by the fourth ring, the call will forward to voice mail. If the person does not wish to leave a message on voice mail, the caller may dial 0 to be forwarded to the Message Center, which is located on the second floor of the Legislative Building. All messages for legislators taken by the Message Center are electronically mailed to the legislators' offices. Emergency messages are delivered directly to either the Sergeant at Arms or the legislators' secretaries.

##### STATE LIBRARY AND ARCHIVES LEGISLATIVE HOT LINE SERVICE

To receive information concerning legislative bill status, committee hearing dates, and specific activities of the Legislature, constituents outside the local calling area may dial 1-800-995-9080 or 1-800-978-2878 and ask for the hot line service. Las Vegas area callers should dial 486-2626 and ask for the hot line service. Constituents within the local calling area may dial 684-1385. The State Library and Archives offers this service Monday through Friday between 8 a.m. and 5 p.m. during the legislative session. Inquiries between sessions are handled by reference librarians at the State Library and Archives (775-684-3360) or the Legislative Counsel Bureau's Research Division Library (775-684-6827).

##### PUBLIC POINT OF VIEW

Constituents calling legislators to register their point of view on a particular measure or topic for which a poll is being conducted may dial toll-free from anywhere within the state. The number to dial is: 1-800-995-9080. Constituents in the local calling area (Carson City, Reno, Sparks, Crystal Bay-Incline Village, Dayton, Gardnerville, Minden, and Virginia City) may dial 775-684-6789.

## **POSTAL SERVICE**

All mail is routed through the General Services Unit of the Legislative Counsel Bureau. Each house of the Legislature independently provides for the distribution of mail to its own members.

## **FIRE AND EMERGENCY PROCEDURES**

The Legislative Building and Sedway Office Building are equipped with a smoke and heat detecting fire alarm system. Should sufficient heat or smoke be detected by the sensors, the fire alarm will activate automatically. Whenever the alarm bell sounds, do not assume that the alarm is only a drill. Evacuation of the buildings must begin immediately.

Evacuation should be completed as rapidly as possible, and without panic. When the alarm sounds, elevators will be called to the first floor and locked down. Do not use elevators! Evacuation will be by stairways only. There are numerous stairways throughout the buildings. Employees should be familiar with the stairway closest to their work space. Evacuate by the stairway nearest you if you can do this safely.

All employees should be aware of and assist any disabled person to the stairwell furthest from any known fire. Notify Legislative Police and the fire department of their location so they may be evacuated. For the third floor of the Legislative Building only, Room 3158 will be used as a refuge area to evacuate disabled and non-ambulatory persons who cannot be evacuated through stairwells.

Evacuation maps of the Legislative and Sedway Office Buildings are posted throughout those buildings. Locate the map nearest your location and familiarize yourself with the route.

Upon completion of evacuation, employees of the Legislative Building will assemble in the mall area north of the Legislative Building. Avoid any area that is being utilized by fire department vehicles. At the Sedway Office Building, assemble in the rear parking area, but use caution as this area will be utilized by the fire department.

Supervisors or their designees will be responsible to obtain an accurate count of employees and notify the Legislative Police and fire department of any missing personnel and the last location seen.

The following procedure applies when an employee detects a fire prior to the alarm sounding:

If the fire cannot be put out with fire extinguishers located on each floor throughout the buildings:



1. Notify the Legislative Police at 684-6812 or intercom 127 or 128 and report the exact location of the fire.
2. Pull the nearest fire alarm switch and proceed with evacuation as noted above.
3. Close doors behind you as you exit the building.

ALL FIRES, NO MATTER HOW SMALL, MUST BE REPORTED.

Re-entry into the building will not be allowed until the fire department has determined it is safe to do so. Legislative Police will notify employees when it is safe to re-enter the building.

**Emergency Telephone Numbers**

Legislative Police	684-6812
First Aid	684-6812
Fire	9 + 911
Ambulance	9 + 911
Sheriff	9 + 911
Senate Sergeant at Arms	684-3558
Assembly Sergeant at Arms	684-8525
Emergency Coordinator: Gary Metz, Chief, Legislative Police:	684-6812

**AFTER CALLING FOR AMBULANCE OR OTHER EMERGENCY  
EQUIPMENT, NOTIFY LEGISLATIVE POLICE.**

The Legislative Police are trained and certified to respond to situations requiring medical first aid. Please notify the Legislative Police when an emergency occurs. Describe the situation completely so that officers can respond with the proper personnel and equipment. Advise the Legislative Police if an ambulance or other emergency equipment has already been requested.

DIRECTORY OF COMMUNITY ASSISTANCE

A directory of community services available throughout the State is located at the Legislative Police Office. The directory contains information on a variety of topics, including the following: alcohol and drug abuse, child abuse, parenting, elderly care, child care, financial assistance, health care, legal services, psychological services, and sexually transmitted diseases.

**ENDNOTES FOR CHAPTER IV**

- <sup>1</sup> Chapter 91, *Statutes of Nevada 1945*, 136 and 137.
- <sup>2</sup> Ibid, 136.
- <sup>3</sup> Chapter 403, *Statutes of Nevada 1963*, 1011.
- <sup>4</sup> Ibid, 1014.
- <sup>5</sup> NRS 218.620.
- <sup>6</sup> NRS 218.660.
- <sup>7</sup> Joint Rule 11, *Statutes of Nevada 1981*, 2147.
- <sup>8</sup> NRS 218.210 and 218.680.
- <sup>9</sup> NRS 218.670.
- <sup>10</sup> NRS 218.682.
- <sup>11</sup> NRS 218.681.
- <sup>12</sup> NRS 218.6821.
- <sup>13</sup> NRS 219.020.
- <sup>14</sup> NRS 218.682.
- <sup>15</sup> NRS 218.635.
- <sup>16</sup> NRS 353.266 through 353.269, inclusive.
- <sup>17</sup> NRS 353.220, 353.224, and 353.335.
- <sup>18</sup> Chapter 608, *Statutes of Nevada 1983*, 1961, codified as NRS 341.145.
- <sup>19</sup> NRS 218.6825.
- <sup>20</sup> Ibid, subsection 6.
- <sup>21</sup> NRS 218.683.
- <sup>22</sup> NRS 218.620.
- <sup>23</sup> NRS 218.085 and 218.683.
- <sup>24</sup> NRS 218.2387, 218.641, and 218.644.
- <sup>25</sup> NRS 218.6853.
- <sup>26</sup> NRS 218.650 and 331.135.
- <sup>27</sup> NRS 218.682.
- <sup>28</sup> NRS 218.900, *et seq.*
- <sup>29</sup> NRS 218.6825.
- <sup>30</sup> NRS 218.5373, 218.683, and 331.165.
- <sup>31</sup> NRS 218.6828.
- <sup>32</sup> NRS 218.737 to 218.893, inclusive.
- <sup>33</sup> NRS 218.767.
- <sup>34</sup> NRS 218.770.
- <sup>35</sup> NRS 218.770 and 218.775.
- <sup>36</sup> NRS 218.850.
- <sup>37</sup> NRS 218.780.
- <sup>38</sup> NRS 218.823.
- <sup>39</sup> NRS 218.880.
- <sup>40</sup> NRS 218.740.
- <sup>41</sup> NRS 218.6823.
- <sup>42</sup> NRS 218.891 through 218.893, inclusive.
- <sup>43</sup> NRS 353.060.

- 44 NRS 218.830.
- 45 NRS 218.825.
- 46 NRS 353.325.
- 47 NRS 220.040, *et seq.*, and 233B.065.
- 48 NRS 218.240 through 218.255, inclusive; and 218.695.
- 49 NRS 218.697.
- 50 NRS 218.245 and 218.447.
- 51 NRS 218.625.
- 52 NRS 218.250.
- 53 NRS 218.315.
- 54 NRS 218.690.
- 55 NRS 219.020.
- 56 NRS 218.695.
- 57 NRS 218.340.
- 58 NRS 218.370.
- 59 NRS 220.080.
- 60 NRS 233B.062 through 233B.120, inclusive.
- 61 NRS 233B.067.
- 62 NRS 218.735.
- 63 NRS 218.443.
- 64 NRS 218.5365.
- 65 NRS 218.5376.
- 66 NRS 218.686.
- 67 NRS 218.6865.
- 68 NRS 218.6851.
- 69 NRS 218.6853.

