

STANDING RULES  
OF THE  
SENATE AND ASSEMBLY

NEVADA LEGISLATURE  
75th Session  
2009



Current through February 2, 2009  
Legal Division  
Legislative Counsel Bureau



# SENATE STANDING RULES

## TABLE OF CONTENTS

### I. OFFICERS AND EMPLOYEES

#### DUTIES OF OFFICERS

Rule No.	1. President.....	1
	2. President Pro Tem and Other Presiding Officers.....	1
	3. Secretary.....	1
	4. Sergeant at Arms.....	2
	5. Assistant Sergeant at Arms.....	2
	6. Reserved.....	2

### II. SESSIONS AND MEETINGS

Rule No.	10. Time of Meeting.....	2
	11. Call of Senate—Moved by Three Members.....	2
	12. Absence—Leave Required.....	2
	13. Open Meetings.....	2

### III. DECORUM AND DEBATE

Rule No.	20. Points of Order.....	3
	21. Breaches of Decorum.....	3
	22. Reserved.....	3
	23. Committee on Ethics; Legislative Ethics.....	3

### IV. QUORUM, VOTING, ELECTIONS

Rule No.	30. Recorded Vote—Three Required to Call For.....	5
	31. President to Decide—Tie Vote.....	5
	32. Manner of Election—Voting.....	5

### V. LEGISLATIVE BODIES

Rule No.	40. Standing Committees.....	5
	41. Appointment of Alternates.....	6
	42. Committee Expenses.....	6
	43. Duties of Committees.....	6
	44. Committee on Legislative Operations and Elections.....	7
	45. Reserved.....	7
	46. Forming Committee of the Whole.....	7
	47. Rules Applicable to Committee of the Whole.....	7
	48. Motion to Rise Committee of the Whole.....	7
	49. Reference to Committee.....	7
	50. Return From Committee.....	7

## SENATE STANDING RULES

---

### V. LEGISLATIVE BODIES—(*Continued*)

Rule No. 51.	Reserved.....	7
52.	Reserved.....	7
53.	Committee Rules.....	8
54.	Review of State Agency Programs.....	9

### VI. RULES GOVERNING MOTIONS

#### A. MOTIONS GENERALLY

Rule No. 60.	Entertaining.....	9
61.	Precedence of Motions.....	9
62.	When Not Entertained.....	9

#### B. PARTICULAR MOTIONS

Rule No. 63.	To Adjourn.....	9
64.	Lay on the Table.....	9
65.	Reserved.....	9
66.	To Strike Enacting Clause.....	10
67.	Division of Question.....	10
68.	To Reconsider—Precedence of.....	10
69.	Explanation of Motion.....	10

#### VII. DEBATE

Rule No. 80.	Speaking on Question.....	10
81.	Previous Question.....	10

### VIII. CONDUCT OF BUSINESS

#### A. GENERALLY

Rule No. 90.	Mason's Manual.....	11
91.	Suspension of Rule.....	11
92.	Notices of Bills, Topics and Public Hearings.....	11
93.	Protest.....	11
94.	Privilege of the Floor.....	11
95.	Material Placed on Legislators' Desks.....	12
96.	Reserved.....	12
97.	Petitions and Memorials.....	12
98.	Reserved.....	12
99.	Reserved.....	12
100.	Reserved.....	12
101.	Reserved.....	12
102.	Objection to Reading of Paper.....	12
103.	Questions Relating to Priority of Business.....	12

#### B. BILLS AND RESOLUTIONS

Rule No. 104.	Reserved.....	12
105.	Reserved.....	12
106.	Skeleton Bills.....	12

**SENATE STANDING RULES**

---

**VIII. CONDUCT OF BUSINESS—(Continued)**

**B. BILLS AND RESOLUTIONS—(Continued)**

Rule No. 107.	Information Concerning Bills.....	12
108.	Reserved.....	13
109.	Reading of Bills.....	13
110.	Second Reading File—Consent Calendar.....	13
111.	Printing.....	13
112.	Sponsorship.....	14
113.	Reading of Bills—General File.....	14
114.	Referral of Bill With Special Instructions.....	14
115.	Reconsideration of Vote on Bill.....	14
116.	Reserved.....	15
117.	Different Subject Not Admitted as Amendment.....	15
118.	Certain Resolutions Treated as Bills.....	15
119.	Certain Resolutions Treated as Motions.....	15
119.2.	Return From the Secretary of State.....	15

**C. ORDER OF BUSINESS, SPECIAL ORDERS AND OTHER MATTERS**

Rule No. 120.	Order of Business.....	15
121.	Privilege.....	16
122.	Reserved.....	16
123.	Reserved.....	16
124.	Preference to Speak.....	16
125.	Special Order.....	16
126.	Reserved.....	16
127.	Reserved.....	16
128.	Reserved.....	16
129.	Reserved.....	16

**D. CONTESTS OF ELECTIONS**

Rule No. 130.	Procedure.....	16
---------------	----------------	----

**IX. LEGISLATIVE INVESTIGATIONS**

Rule No. 140.	Compensation of Witnesses.....	17
---------------	--------------------------------	----

<b>INDEX OF SENATE STANDING RULES.....</b>	<b>19</b>
--	-----------



# SENATE STANDING RULES

---

## I. OFFICERS AND EMPLOYEES

### DUTIES OF OFFICERS

#### **Rule No. 1. President.**

The President shall take the chair and call the Senate to order precisely at the hour appointed for meeting, and if a quorum is present shall cause the Journal of the preceding day to be read. He shall preserve order and decorum, and in case of any disturbance or disorderly conduct within the Senate Chamber, shall order the Sergeant at Arms to suppress it, and may order the arrest of any person creating any disturbance within the Senate Chamber. He may speak to points of order in preference to members, rising from his seat for that purpose, and shall decide questions of order without debate, subject to an appeal to the Senate by two members, on which appeal no member may speak more than once without leave of the Senate. He shall sign all acts, addresses and joint resolutions, and all writs, warrants and subpoenas issued by order of the Senate; all of which must be attested by the Secretary. He has general direction of the Senate Chamber.

[Statutes of Nevada 1973, 1865; A 1977, 1649; 1987, 2330]

#### **Rule No. 2. President Pro Tem and Other Presiding Officers.**

1. Except as otherwise provided in subsection 2:

(a) The President Pro Tem has all the power and shall discharge all the duties of the President during his absence or inability to discharge the duties of his office.

(b) In the absence or inability of the President Pro Tem to discharge the duties of the President's office, the Chair of the Standing Committee on Legislative Operations and Elections shall serve as the presiding officer. In the absence or inability of the Chair, the Vice Chair of the Standing Committee on Legislative Operations and Elections shall serve as the presiding officer. In the absence or inability of the Vice Chair of the Standing Committee on Legislative Operations and Elections, the Senate shall elect one of its members to serve as the presiding officer. A member who is serving as the presiding officer has all the power and shall discharge all the duties of the President until the absence or inability which resulted in the member serving as the presiding officer has ended.

2. When the President Pro Tem or another member is serving as the presiding officer, the President Pro Tem or other member may vote on any question for which he is otherwise qualified to vote as a member. If the Senate is equally divided on the question, the President Pro Tem or other member may not give an additional deciding vote or casting vote pursuant to Senate Standing Rule No. 31 or Section 17 of Article 5 of the Nevada Constitution.

[Statutes of Nevada 1973, 1865; A 1987, 2331; 2005, 2939; 2007, 3467; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

#### **Rule No. 3. Secretary.**

1. The Secretary of the Senate is elected by the Senate, and shall:

(a) Interview and recommend to the Standing Committee on Legislative Operations and Elections persons to be considered for employment to assist the Secretary.

(b) See that these employees perform their respective duties.

(c) Administer the daily business of the Senate, including the provision of secretaries to its committees.

(d) Unless otherwise ordered by the Senate, transmit at the end of each working day those bills and resolutions upon which the next action is to be taken by the Assembly.

2. The Secretary is responsible to the Majority Leader.

[Statutes of Nevada 1977, 1649; A 1979, 1925; 1981, 2062; 1987, 2331; 1999, 3817; 2005, 2939; 2007, 3468]

**Rule No. 4. Sergeant at Arms.**

1. The Sergeant at Arms shall attend the Senate during its sittings, and execute its commands and all process issued by its authority. He must be sworn to keep the secrets of the Senate.

2. The Sergeant at Arms shall:

(a) Superintend the upkeep of the Senate's Chamber, private lounge, and meeting rooms for committees.

(b) Interview and recommend to the Standing Committee on Legislative Operations and Elections persons to be considered for employment to assist the Sergeant at Arms.

3. The Sergeant at Arms is responsible to the Majority Leader.

[Statutes of Nevada 1973, 1866; A 1979, 1925; 1981, 2062; 1987, 2331; 1999, 3818; 2005, 2939; 2007, 3468]

**Rule No. 5. Assistant Sergeant at Arms.**

The Assistant Sergeant at Arms shall be doorkeeper and shall preserve order in the Senate Chamber and shall assist the Sergeant at Arms. He shall be sworn to keep the secrets of the Senate.

[Statutes of Nevada 1973, 1866]

**Rule No. 6. Reserved.**

The next rule is 10.

**II. SESSIONS AND MEETINGS**

**Rule No. 10. Time of Meeting.**

The President shall call the Senate to order each day of sitting at 11:00 o'clock a.m., unless the Senate has adjourned to some other hour.

[Statutes of Nevada 1973, 1866; A 1983, 2104]

**Rule No. 11. Call of Senate—Moved by Three Members.**

A Call of the Senate may be moved by three Senators, and if carried by a majority of all present, the Secretary shall call the roll and note the absentees, after which the names of the absentees shall again be called over. The doors shall then be closed and the Sergeant at Arms directed to take into custody all who may be absent without leave, and all Senators so taken into custody shall be presented at the bar of the Senate for such action as to the Senate may seem proper.

[Statutes of Nevada 1973, 1866]

**Rule No. 12. Absence—Leave Required.**

No Senator shall absent himself from the service of the Senate without leave, except in case of accident or sickness, and if any Senator or officer shall so absent himself his per diem shall not be allowed him.

[Statutes of Nevada 1973, 1866]

**Rule No. 13. Open Meetings.**

1. Except as provided in the Constitution of the State of Nevada and in subsection 2 of this Rule, all meetings of the Senate and its committees must be open to the public.

2. A Senate committee meeting may be closed to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.

[Statutes of Nevada 1975, 1880; A 1991, 2482]

The next rule is 20.



**III. DECORUM AND DEBATE****Rule No. 20. Points of Order.**

1. If any Senator, in speaking or otherwise, transgresses the rules of the Senate, the President shall, or any Senator may, call him to order. If a Senator is so called to order, he shall not proceed without leave of the Senate. If such leave is granted, it must be upon the motion, "That he be allowed to proceed in order," and the Senator shall confine himself to the question under consideration and avoid personality.

2. Every decision of points of order made by the President is subject to appeal, and a discussion of a question of order may be allowed only upon the appeal of two Senators. In all cases of appeal, the question must be, "Shall the decision of the Chair stand as the judgment of the Senate?"

[Statutes of Nevada 1973, 1867; A 1993, 2932; 1999, 3819]

**Rule No. 21. Breaches of Decorum.**

1. In cases of breaches of decorum or propriety, any Senator, officer or other person is liable to such censure or punishment as the Senate may deem proper.

2. If any Senator is called to order for offensive or indecorous language or conduct, the person calling him to order shall report the offensive or indecorous language or conduct to the presiding officer. No member may be held to answer for any language used on the floor of the Senate if business has intervened before exception to the language was taken.

3. Indecorous conduct or boisterous or unbecoming language is not permitted in the Senate Chamber.

[Statutes of Nevada 1973, 1867; A 1999, 3819]

**Rule No. 22. Reserved.****Rule No. 23. Committee on Ethics; Legislative Ethics.**

1. The Committee on Ethics consists of:

(a) Two members of the Senate appointed by the Majority Leader from the majority political party;

(b) One member of the Senate appointed by the Minority Leader from the minority political party; and

(c) Four qualified electors of the State, two of whom are appointed by the Majority Leader, one who is appointed by the Minority Leader, and one who is appointed by the other members appointed to the Committee, and none of whom is a present member of the Legislature or employed by the State of Nevada.

↳ Not more than four members of the Committee may be members of the same political party.

2. The Majority Leader shall appoint the Chair and Vice Chair of the Committee. The Vice Chair shall serve as the acting Chair if the Chair is unable to serve for any reason during the consideration of a specific question.

3. The Majority Leader shall appoint an alternate member with the qualifications set forth in paragraph (a) of subsection 1 and an alternate member with the qualifications set forth in paragraph (c) of subsection 1. The Minority Leader shall appoint an alternate member with the qualifications set forth in paragraph (b) of subsection 1 and an alternate member with the qualifications set forth in paragraph (c) of subsection 1. The members of the Committee shall appoint an alternate member with the qualifications set forth in paragraph (c) of subsection 1. If a member of the Committee is unable to serve for any reason during the consideration of a specific question, the alternate appointed with the qualifications from the same paragraph in subsection 1 by the same appointing authority shall serve as a member of the Committee during the consideration of the specific question.

4. A member of the Committee is disqualified to serve during the consideration of a specific question if:

(a) The member is the requester of advice concerning the question of ethics or conflict of interest, or the member is the subject of the complaint concerning the specific question; or

(b) A reasonable person in the member's situation could not exercise independent judgment on the matter in question.

5. The Committee:

(a) May hear requests brought by Senators for advice on specific questions of potential breaches of ethics and conflicts of interest; and

(b) Shall hear complaints brought by Senators and others on specific questions of alleged breaches of ethics and conflicts of interest.

6. All proceedings held to consider the character, alleged misconduct, professional competence or physical or mental health of any person by the Committee on matters of ethics or conflicts of interest are confidential unless a Legislator:

(a) Against whom a complaint is brought requests a public hearing;

(b) Discloses the content of an opinion of the Committee at any time after his hearing; or

(c) Discloses the content of an advisory opinion issued to him by the Committee.

7. A complaint which alleges a breach of ethics or a conflict of interest must be:

(a) Made in writing on a form provided by the Secretary of the Senate;

(b) Signed and verified under penalty of perjury by the person making the allegation; and

(c) Filed with the Chair of the Committee or, if the Chair is the subject of the complaint, with the Vice Chair. The Chair or Vice Chair, as appropriate, shall send a copy of the complaint, within 24 hours after receiving it, to the Legislator against whom the complaint is brought.

8. In determining whether a Legislator has a conflict of interest, the Legislator should consider whether the independence of judgment of a reasonable person in his position upon the matter in question would be materially affected by:

(a) His acceptance of a gift or loan;

(b) His private economic interest; or

(c) His commitment to a member of his household or his immediate family.

9. Except as otherwise provided in subsection 10, if a Legislator knows he has a conflict of interest pursuant to subsection 8, the Legislator shall make a general disclosure of the conflict of interest on the record in a meeting of a committee or on the floor of the Senate, as applicable. Such a disclosure must be entered:

(a) If the Legislator makes the disclosure in a meeting of a committee, in the minutes for that meeting.

(b) If the Legislator makes the disclosure on the floor of the Senate, in the Journal.

10. If, on one or more prior occasions during the current session of the Legislature, a Legislator has made a general disclosure of a conflict of interest on the record in a meeting of a committee or on the floor of the Senate, the Legislator is not required to make that general disclosure at length again regarding the same conflict of interest if, when the matter in question arises on subsequent occasions, the Legislator makes a reference on the record to the previous disclosure.

11. In determining whether to abstain from voting upon, advocating or opposing a matter concerning which a Legislator has a conflict of interest pursuant to subsection 8, the Legislator should consider whether:

(a) The conflict impedes his independence of judgment; and

(b) His interest is greater than the interests of an entire class of persons similarly situated.

12. The provisions of this Rule do not under any circumstances and regardless of any conflict of interest:

(a) Prohibit a Legislator from requesting or introducing a legislative measure; or

(b) Require a Legislator to take any particular action before or while requesting or introducing a legislative measure.

13. If a Legislator who is a member of a committee declares on the record when a vote is to be taken by the committee that he will abstain from voting because of the requirements of this Rule, the necessary quorum to act upon and the number of votes necessary to act upon the matter is reduced as though the Legislator abstaining were not a member of the committee.

14. Except as otherwise provided in the Joint Standing Rules, the standards and procedures set forth in this Rule which govern whether and to what extent a Senator has a conflict of interest, should disclose a conflict of interest or should abstain from voting upon, advocating or opposing a matter concerning which the Senator has a conflict of interest pursuant to subsection 8:

(a) Are exclusive and are the only standards and procedures that apply to Senators with regard to such matters; and

(b) Supersede and preempt all other standards and procedures with regard to such matters.

[Senate Resolution No. 1 of the 2009 Session (File No. 1)]

The next rule is 30.

#### IV. QUORUM, VOTING, ELECTIONS

##### **Rule No. 30. Recorded Vote—Three Required to Call For.**

1. A recorded vote must be taken upon final passage of a bill or joint resolution, and in any other case when called for by three members. Every Senator within the bar of the Senate shall vote “yea” or “nay” or record himself as “not voting,” unless excused by unanimous vote of the Senate.

2. The votes and names of those absent or recorded as “not voting” and the names of Senators demanding the recorded vote must be entered in the Journal.

[Statutes of Nevada 1973, 1867; A 1979, 1925; 1999, 3819; 2001, 3281; 2007, 3469]

##### **Rule No. 31. President to Decide—Tie Vote.**

A question is lost by a tie vote, but when the Senate is equally divided on any question except the passage of a bill or joint resolution, the President may give the deciding vote.

[Statutes of Nevada 1973, 1867; A 1977, 1650]

##### **Rule No. 32. Manner of Election—Voting.**

1. In all cases of election by the Senate, the vote must be taken viva voce. In other cases, if a vote is to be recorded, it may be taken by oral roll-call or by electronic recording.

2. When a recorded vote is taken, no Senator may:

(a) Vote except when at his seat;

(b) Explain his vote or discuss the question while the voting is in progress; or

(c) Change his vote after the result is announced.

3. The announcement of the result of any vote must not be postponed.

[Statutes of Nevada 1973, 1867; A 1979, 1926; 1999, 3820; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

The next rule is 40.

#### V. LEGISLATIVE BODIES

##### **Rule No. 40. Standing Committees.**

1. Except as otherwise provided in subsection 2, the standing committees of the Senate and their respective jurisdiction for the reference of bills and resolutions are as follows:

(a) Commerce and Labor, seven members, with jurisdiction over measures affecting primarily titles 52-56 of NRS, and chapters 118B, 461, 461A, 489, 679A-693A and 694A-697 of NRS, except measures affecting primarily state and local revenue.

(b) Finance, seven members, with jurisdiction over measures primarily affecting chapters 286, 387 and 400 of NRS, appropriations, operating and capital budgets, state and federal budget issues and bonding, except measures affecting primarily state and local revenue, and over any measures carrying or requiring appropriations and favorably reported by any other committee.

(c) Government Affairs, seven members, with jurisdiction over measures affecting primarily the districts from which members of the Legislature are elected, and titles 18, 20-22, 25, 27, 28, 30 and 31 of NRS, and chapters 234-239B, 240-242, 407, 472-474, 477 and 720 of NRS, except measures affecting primarily state and local revenue, state and federal budget issues, the Tahoe Regional Planning Compact and the Nevada Tahoe Regional Planning Agency.

(d) Health and Education, seven members, with jurisdiction over measures primarily affecting titles 33 and 37-39 of NRS, and chapters 385, 386, 388-399, 439-444, 446-458A, 459A, 460 and 583-585 of NRS, except measures affecting primarily state and local revenue.

(e) Judiciary, seven members, with jurisdiction over measures affecting primarily the provisions of the Nevada Administrative Procedure Act that govern the adjudication of contested cases, titles 1-9, 11-16 and 41 of NRS, and chapters 111-118A, 119-120A, 219, 289, 475 and 719 of NRS, except measures affecting primarily state and local revenue.

(f) Legislative Operations and Elections, seven members, with jurisdiction over measures affecting primarily titles 24 and 29 of NRS, and chapters 218, 220, 281-285, 287 and 288 of NRS, and the operation of the legislative session, except measures affecting primarily the districts from which members of the Legislature are elected and their qualifications, resignations and privileges, the provisions of the Nevada Administrative Procedure Act that govern the adjudication of contested cases and state and local revenue.

(g) Natural Resources, seven members, with jurisdiction over measures primarily affecting titles 26 and 45-50 of NRS, and chapters 444A-445D, 488, 581, 582 and 586-590 of NRS, the Colorado River Commission of Nevada, the Tahoe Regional Planning Compact and the Nevada Tahoe Regional Planning Agency, except measures affecting primarily state and local revenue.

(h) Taxation, seven members, with jurisdiction over measures affecting primarily title 32 of NRS and state and local revenue.

(i) Energy, Infrastructure and Transportation, seven members, with jurisdiction over measures affecting primarily titles 36, 44 and 58 of NRS, and chapters 239C, 403-405, 408, 410, 459, 476, 480-487, 490 and 693B of NRS, except measures affecting primarily state and local revenue.

2. The Chair of the Standing Committee on Finance may assign any portion of a proposed executive budget to any of the other standing committees of the Senate for review. Upon receiving such an assignment the standing committee shall complete its review expeditiously and report its findings and any recommendations to the Standing Committee on Finance for its independent evaluation.

[Statutes of Nevada 1975, 1855; A 1977, 1682; 1979, 1926; 1981, 2063; 1983, 2104; 1985, 2318, 2327; 1987, 2332, 2341; 1989, 2207, 2209; 1993, 2933; 1999, 3820; 2001, 3282; 2003, 3618, 3728; 2005, 2941; 2007, 3470; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

**Rule No. 41. Appointment of Alternates.**

If the chair or any member of a committee is temporarily unable to perform his duties, the Majority Leader shall appoint an alternate of the same political party to serve in his place for such time as is determined by the Majority Leader.

[Statutes of Nevada 2005, 2943; 2007, 3471]

**Rule No. 42. Committee Expenses.**

No committee shall employ assistance or incur any expense, except by permission of the Senate previously obtained.

[Statutes of Nevada 1973, 1868]

**Rule No. 43. Duties of Committees.**

The several committees shall acquaint themselves with the interests of the State specially represented by the committee and shall present such bills and reports as in their judgment will advance the interests and promote the welfare of the people of the State.

[Statutes of Nevada 1973, 1868; A 2005, 2943; 2007, 3471]

**Rule No. 44. Committee on Legislative Operations and Elections.**

The Standing Committee on Legislative Operations and Elections shall recommend by resolution the appointment of all attaches and employees of the Senate not otherwise provided for by law. It may suspend any attache or employee for incompetency or dereliction of duty, pending final action by the Senate.

[Statutes of Nevada 1973, 1868; A 1987, 2332; 1995, 2828; 2005, 2943; 2007, 3472; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

**Rule No. 45. Reserved.****Rule No. 46. Forming Committee of the Whole.**

In forming the Committee of the Whole, the Senator who has so moved shall name a Chair to preside. All amendments proposed by the Committee shall be reported by the Chair to the Senate.

[Statutes of Nevada 1973, 1869; A 1977, 1651; 2007, 3472]

**Rule No. 47. Rules Applicable to Committee of the Whole.**

The Rules of the Senate shall apply to proceedings in Committee of the Whole, except that the previous question shall not be ordered, nor the yeas and nays demanded, but the Committee may limit the number of times that any member may speak, at any stage of proceedings, during its sitting. Messages may be received by the President while the Committee is sitting; in which case the President shall resume the chair and receive the message. After receiving the message, the President shall vacate the chair in favor of the Chair of the Committee.

[Statutes of Nevada 1973, 1869; 2007, 3472]

**Rule No. 48. Motion to Rise Committee of the Whole.**

A motion that the Committee rise shall always be in order, and shall be decided without debate.

[Statutes of Nevada 1973, 1869]

**Rule No. 49. Reference to Committee.**

When a motion is made to refer any subject, and different committees are proposed, the subject may be referred to the committee with jurisdiction over the subject as set forth in Senate Standing Rule No. 40, or to a different committee, upon a majority vote of the Senate.

[Statutes of Nevada 1973, 1869; A 1983, 2105; 1999, 3822; 2001, 3283]

**Rule No. 50. Return From Committee.**

1. Any bill or other matter referred to a committee of the Senate must not be withdrawn or ordered taken from the committee for consideration by the Senate, for re-referral, or for any other reason without a two-thirds vote of the Senate, and at least one day's notice of the motion therefor.

2. No such motion is in order:

(a) If the bill to be withdrawn or ordered taken from the committee may no longer be considered by the Senate; or

(b) On the last day of the session, or on the day preceding the last day of the session.

3. This rule does not take from any committee the rights and duties of committees provided for in Senate Standing Rule No. 43.

[Statutes of Nevada 1973, 1869; A 1999, 3822; 2005, 2944]

**Rule No. 51. Reserved.****Rule No. 52. Reserved.**

**Rule No. 53. Committee Rules.**

1. The rules of the Senate, as far as applicable, are the rules of committees of the Senate. Procedure in committees, where not otherwise provided in this rule, must follow the procedure of the Senate. For matters not included in the rules of the Senate or these rules, Mason's Manual of Legislative Procedure must be followed.

2. A majority of any committee constitutes a quorum for the transaction of business.

3. A meeting of a committee may not be opened without a quorum present.

4. In addition to regularly scheduled meetings of a committee or those called by the chair of the committee, meetings may be set by a written petition of a majority of the committee and filed with the chair of the committee.

5. A bill may be passed from a committee only by a majority of the committee membership. A simple majority of those present and voting is sufficient to adopt committee amendments.

6. Subcommittees may be appointed by the chair of a committee to consider subjects specified by the committee and shall report back to the committee. If a subcommittee is so appointed, the committee shall determine whether the subcommittee shall keep minutes of its meetings. Any minutes required to be kept pursuant to this subsection must comply with the provisions of subsection 12.

7. A committee shall act only when together, and all votes must be taken in the presence of the committee. A member shall not be recorded as voting unless he was actually present in the committee at the time of the vote. The chair of the committee must be present when the committee votes to take any final actions on bills or resolutions, but the chair is not required to vote. The provisions of this subsection do not prohibit the prefiling of legislative bills and resolutions on behalf of a committee in the manner prescribed by the Legislative Commission.

8. All committee and subcommittee meetings are open to the public, except as otherwise provided in Senate Standing Rule No. 13.

9. Before reporting a bill or resolution to the Senate, a committee may reconsider its action. A motion to reconsider must be made by a member who voted with the prevailing side.

10. The chair of a committee shall determine the agenda of each meeting of the committee except that a member of the committee may request an item for the agenda by communicating with the chair at least 4 days before the meeting. A majority of a committee may, by vote, add an item to the agenda of the next regularly scheduled meeting.

11. Secretaries to committees shall give notices of hearings on bills to anyone requesting notices of particular bills.

12. All committees shall keep minutes of meetings. The minutes must cover members present and absent, subjects under discussion, witnesses who appear, committee members' statements concerning legislative intent, action taken by the committee, as well as the vote of individual members on all matters on which a vote is taken. Any member may submit to the secretary additional remarks to be included in the minutes and records of committee meetings. At the conclusion of the legislative session, the Secretary of the Senate shall deliver all minutes and records of committee meetings in her possession to the Director of the Legislative Counsel Bureau.

13. In addition to the minutes, the committee secretary shall maintain a record of all bills, including:

- (a) Date bill referred;
- (b) Date bill received;
- (c) Date set for hearing the bill;
- (d) Date or dates bill heard and voted upon; and
- (e) Date report prepared.

14. Each committee secretary shall file the minutes of each meeting with the Secretary of the Senate as soon as practicable after the meeting.

15. All committee minutes and any subcommittee minutes required to be kept pursuant to subsection 6 are open to public inspection upon request and during normal business hours.

[Statutes of Nevada 1973, 1870; A 1975, 1904; 1977, 1651; 1979, 1928; 1991, 2482; 1995, 2830; 1999, 3822; 2003, 3620; 2005, 2944; 2007, 3473]

**Rule No. 54. Review of State Agency Programs.**

In addition to or concurrent with committee action taken on specific bills and resolutions during a regular session of the Legislature, each standing committee of the Senate is encouraged to plan and conduct a general review of selected programs of state agencies or other areas of public interest within the committee's jurisdiction.

[Statutes of Nevada 1979, 1977]

The next rule is 60.

**VI. RULES GOVERNING MOTIONS****A. MOTIONS GENERALLY****Rule No. 60. Entertaining.**

1. No motion may be debated until it is announced by the President.
2. By consent of the Senate, a motion may be withdrawn before amendment or decision.

[Statutes of Nevada 1973, 1870; A 1999, 3824]

**Rule No. 61. Precedence of Motions.**

When a question is under debate no motion shall be received but the following, which shall have precedence in the order named:

1. To adjourn.
2. For a call of the Senate.
3. To lay on the table.
4. For the previous question.
5. To postpone to a day certain.
6. To refer to committee.
7. To amend.
8. To postpone indefinitely.

↳ The first four shall be decided without debate.

[Statutes of Nevada 1973, 1870; A 2005, 2946]

**Rule No. 62. When Not Entertained.**

1. When a motion to refer to committee, to postpone to a day certain, or to postpone indefinitely has been decided, it must not be again entertained on the same day.
2. When a question has been postponed indefinitely, it must not again be introduced during the session unless this rule is suspended by a two-thirds vote.
3. There must be no reconsideration of a vote on a motion to postpone indefinitely.

[Statutes of Nevada 1973, 1871; A 1993, 2938; 1999, 3824; 2005, 2946]

**B. PARTICULAR MOTIONS****Rule No. 63. To Adjourn.**

A motion to adjourn shall always be in order. The name of the Senator moving to adjourn, and the time when the motion was made, shall be entered in the Journal.

[Statutes of Nevada 1973, 1871; A 1999, 3824; 2001, 3286]

**Rule No. 64. Lay on the Table.**

A motion to lay on or take from the table shall be carried by a majority vote.

[Statutes of Nevada 1973, 1871]

**Rule No. 65. Reserved.**

**Rule No. 66. To Strike Enacting Clause.**

A motion to strike out the enacting clause of a bill or resolution has precedence over a motion to refer to committee or to amend. If a motion to strike out the enacting clause of a bill or resolution is carried, the bill or resolution is rejected.

[Statutes of Nevada 1973, 1871; A 1999, 3825; 2005, 2946]

**Rule No. 67. Division of Question.**

1. Any Senator may call for a division of a question.
2. A question must be divided if it embraces subjects so distinct that if one subject is taken away, a substantive proposition remains for the decision of the Senate.
3. A motion to strike out and insert must not be divided.

[Statutes of Nevada 1973, 1871; A 1999, 3825]

**Rule No. 68. To Reconsider—Precedence of.**

1. A motion to reconsider has precedence over every other motion, except a motion to adjourn. When the Senate adjourns while a motion to reconsider is pending, or before passing the order of Motions and Resolutions, the right to move for reconsideration continues to the next day of sitting.

2. No notice of reconsideration of any final vote is in order on the day preceding the last day of the session.

[Statutes of Nevada 1973, 1871; A 1999, 3825]

**Rule No. 69. Explanation of Motion.**

Whenever a Senator moves to change the usual disposition of a bill or resolution, he shall describe the subject of the bill or resolution and state the reasons for his requesting the change in the processing of the bill or resolution.

[Statutes of Nevada 1973, 1883; A 1979, 1928; 1999, 3825]

The next rule is 80.

**VII. DEBATE****Rule No. 80. Speaking on Question.**

1. Every Senator who speaks shall, standing in his place, address “Mr. or Madam President,” in a courteous manner, and shall confine himself to the question before the Senate. When he has finished, he shall sit down.

2. No Senator may speak:

(a) More than twice during the consideration of any one question on the same day, except for explanation.

(b) A second time without leave when others who have not spoken desire the floor.

3. Incidental and subsidiary questions arising during debate shall not be considered the same question.

[Statutes of Nevada 1973, 1871; A 1999, 3825]

**Rule No. 81. Previous Question.**

The previous question shall not be put unless demanded by three Senators, and it shall be in this form: “Shall the main question be put?” When sustained by a majority of Senators present it shall put an end to all debate and bring the Senate to a vote on the question or questions before it, and all incidental questions arising after the motion was made shall be decided without debate. A person who is speaking on a question shall not while he has the floor move to put that question.

[Statutes of Nevada 1973, 1872; A 1979, 1928; 2005, 2947]

The next rule is 90.



**VIII. CONDUCT OF BUSINESS****A. GENERALLY****Rule No. 90. Mason's Manual.**

The rules of parliamentary practice contained in Mason's Manual of Legislative Procedure shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the standing rules and orders of the Senate, and the joint rules of the Senate and Assembly.

[Statutes of Nevada 1973, 1872]

**Rule No. 91. Suspension of Rule.**

No standing rule or order of the Senate shall be rescinded or changed without a vote of two-thirds of the Senate and one day's notice of the motion therefor; but a rule or order may be temporarily suspended for a special purpose by a vote of two-thirds of the members present. When the suspension of a rule is called for, and after due notice from the President no objection is offered, he can announce the rule suspended and the Senate may proceed accordingly; but this shall not apply to that portion of Senate Standing Rule No. 109 relating to the third reading of bills, which cannot be suspended.

[Statutes of Nevada 1973, 1872; A 2005, 2948]

**Rule No. 92. Notices of Bills, Topics and Public Hearings.**

Adequate notice shall be provided to the Legislators and the public by posting information relative to the bills, topics and public hearings which are to come before committees. Notices shall include the date, time, place and agenda, and shall be posted conspicuously in the legislative building, shall appear in the daily history, and shall be made available to the news media.

This requirement of notice may be suspended for an emergency by the affirmative vote of two-thirds of the committee members appointed.

[Statutes of Nevada 1973, 1872; A 1977, 1677]

**Rule No. 93. Protest.**

Any Senator, or Senators, may protest against the action of the Senate upon any question, and have such protest entered in the Journal.

[Statutes of Nevada 1973, 1872; A 2001, 3288]

**Rule No. 94. Privilege of the Floor.**

1. To preserve decorum and facilitate the business of the Senate, only the following persons may be present on the floor of the Senate during formal sessions:

- (a) State officers;
- (b) Officers and members of the Senate;
- (c) Employees of the Legislative Counsel Bureau;
- (d) Attaches and employees of the Senate; and
- (e) Members of the Assembly whose presence is required for the transaction of business.

2. Guests of Senators must be seated in a section of the upper or lower gallery of the Senate Chamber to be specially designated by the Sergeant at Arms. The Majority Leader may specify special occasions when guests may be seated on the floor of the Senate with a Senator.

3. A majority of Senators may authorize the President to have the Senate Chamber cleared of all persons except Senators and officers of the Senate.

4. The Senate Chamber may not be used for any business other than legislative business during a legislative session.

[Statutes of Nevada 1973, 1873; A 1987, 2333; 1999, 3826]

**Rule No. 95. Material Placed on Legislators' Desks.**

1. Only the Sergeant at Arms and officers and employees of the Senate may place papers, letters, notes, pamphlets and other written material upon a Senator's desk. Such material must contain the name of the Legislator requesting the placement of the material on the desk or a designation of the origin of the material.

2. This rule does not apply to books containing the legislative bills and resolutions, the daily histories and daily journals of the Senate or Assembly, or Legislative Counsel Bureau material.

[Statutes of Nevada 1973, 1873; A 1979, 1929; 1999, 3827]

**Rule No. 96. Reserved.**

**Rule No. 97. Petitions and Memorials.**

The contents of any petition or memorial shall be briefly stated by the President or any Senator presenting it. It shall then lie on the table or be referred, as the President or Senate may direct.

[Statutes of Nevada 1973, 1873]

**Rule No. 98. Reserved.**

**Rule No. 99. Reserved.**

**Rule No. 100. Reserved.**

**Rule No. 101. Reserved.**

**Rule No. 102. Objection to Reading of Paper.**

Where the reading of any paper is called for, and is objected to by any Senator, it shall be determined by a vote of the Senate, and without debate.

[Statutes of Nevada 1973, 1873]

**Rule No. 103. Questions Relating to Priority of Business.**

All questions relating to the priority of business shall be decided without debate.

[Statutes of Nevada 1973, 1873]

**B. BILLS AND RESOLUTIONS**

**Rule No. 104. Reserved.**

**Rule No. 105. Reserved.**

**Rule No. 106. Skeleton Bills.**

Skeleton bills may be introduced after the beginning of a session when, in the opinion of the sponsor and the Legislative Counsel, the full drafting of the bill would entail extensive research or be of considerable length. A skeleton bill will be a presentation of ideas or statements of purpose, sufficient in style and expression to enable the Legislature and the committee to which the bill may be referred to consider the substantive merits of the legislation proposed.

[Statutes of Nevada 1973, 1874; A 1999, 3827]

**Rule No. 107. Information Concerning Bills.**

1. Bills introduced may be accompanied by information relative to witnesses and selected persons of departments and agencies who should be considered for committee hearings on the proposed legislation. At the time of or after introduction of a bill, a list of witnesses who are proponents of the bill together with their addresses and telephone numbers may be given to the secretary of the committee to which the bill is referred. This information may be provided by:

- (a) The Senator introducing the bill;
  - (b) The person requesting a committee introduction of the bill; or
  - (c) The chair of the committee introducing the bill.
2. The secretary of the committee shall deliver this information to the chair of the committee to which the bill is referred. Members of the committee may suggest additional names for witnesses.
3. The Legislator may provide an analysis which may describe the intent, purpose, justification and effects of the bill, or any of them.
- [Statutes of Nevada 1973, 1874; A 1979, 1929; 1999, 3828; 2007, 3478]

**Rule No. 108. Reserved.**

**Rule No. 109. Reading of Bills.**

1. Every bill must receive three readings before its passage, unless, in case of emergency, this rule is suspended by a two-thirds vote of the Senate.
  2. The first reading of a bill is for information, and if there is opposition to the bill, the question must be, "Shall this bill be rejected?" If there is no opposition to the bill, or if the question to reject is defeated, the bill must then take the usual course.
  3. No bill may be referred to committee until once read, nor amended until twice read.
  4. The third reading of every bill must be by sections.
- [Statutes of Nevada 1973, 1874; A 1999, 3828; 2005, 2950; 2007, 3478]

**Rule No. 110. Second Reading File—Consent Calendar.**

1. All bills or joint resolutions reported by committee must be placed on a Second Reading File unless recommended for placement on the Consent Calendar.
  2. A committee shall not recommend a bill or joint resolution for placement on the Consent Calendar if:
    - (a) An amendment of the bill or joint resolution is recommended;
    - (b) It contains an appropriation;
    - (c) It requires a two-thirds vote of the Senate; or
    - (d) It is controversial in nature.
  3. A bill or joint resolution recommended for placement on the Consent Calendar must be included in the Daily File listed in the Daily History of the Senate at least 1 calendar day before it may be considered.
  4. A bill or joint resolution must be removed from the Consent Calendar at the request of any Senator. A bill or joint resolution so removed must be immediately placed on the Second Reading File for consideration in the usual order of business.
  5. When the Consent Calendar is called:
    - (a) The bills remaining on the Consent Calendar must be read by number and summary, and the vote must be taken on their final passage as a group.
    - (b) No remarks or questions are in order and the bills remaining on the Consent Calendar must be voted upon without debate.
- [Statutes of Nevada 1977, 1652; A 1979, 1979; 1997, 3531; 1999, 3828; 2001, 3289; 2005, 2950]

**Rule No. 111. Printing.**

- An appropriate number of copies of all bills and resolutions of general interest must be printed for the use of the Senate and Assembly. Such other matter must be printed as may be ordered by the Senate.
- [Statutes of Nevada 1973, 1875; A 1999, 3829; 2003, 3626]

**Rule No. 112. Sponsorship.**

1. A Senator may rise and request that his name be added as a sponsor of a bill or resolution that is introduced in the Senate if the Senator has submitted to the Secretary of the Senate a statement approving the request signed by the Senator who introduced the bill or resolution. A Senator may make a request to have his name added as a sponsor of:

(a) A resolution of the Senate, at any time after the resolution is introduced in the Senate and before the resolution is passed by the Senate.

(b) A bill or a joint or concurrent resolution:

(1) At any time after the bill or resolution is introduced in the Senate and before the bill or resolution is passed out of the Senate to the Assembly; and

(2) At any time after the bill or resolution is returned to the Senate following passage by the Assembly and before the bill or resolution is enrolled.

2. A Senator who is a sponsor of a bill or resolution that is introduced in the Senate may rise and request that his name be removed as a sponsor of the bill or resolution. A Senator may make a request to have his name removed as a sponsor of:

(a) A resolution of the Senate, at any time after the resolution is introduced in the Senate and before the resolution is passed by the Senate.

(b) A bill or a joint or concurrent resolution:

(1) At any time after the bill or resolution is introduced in the Senate and before the bill or resolution is passed out of the Senate to the Assembly; and

(2) At any time after the bill or resolution is returned to the Senate following passage by the Assembly and before the bill or resolution is enrolled.

[Statutes of Nevada 2005, 2951; 2007, 3479]

**Rule No. 113. Reading of Bills—General File.**

1. Upon reading of bills on the Second Reading File, Senate and Assembly bills reported without amendments must be ordered to the General File. Committee amendments reported with bills must be considered upon their second reading and such amendments may be adopted by a majority vote of the members present. Bills so amended must be reprinted, engrossed or reengrossed, and ordered to the General File. The File must be made available to members of the public each day by the Secretary.

2. Any member may move to amend a bill during its reading on the Second Reading File or during its third reading and the motion to amend may be adopted by a majority vote of the members present. Bills so amended on second reading must be treated the same as bills with committee amendments. Any bill so amended upon the General File must be reprinted and engrossed or reengrossed.

3. An appropriate number of copies of all amended bills must be printed.

[Statutes of Nevada 1973, 1875; A 1977, 1652; 1997, 3532; 1999, 3829; 2003, 3626; 2007, 3480]

**Rule No. 114. Referral of Bill With Special Instructions.**

A bill may be referred to committee with special instructions to amend at any time before taking the final vote.

[Statutes of Nevada 1973, 1875; A 2005, 2951]

**Rule No. 115. Reconsideration of Vote on Bill.**

1. On the day after the final vote on any bill, the vote may be reconsidered on motion of any member if notice of intention to move for reconsideration was given on the day the final vote was taken by a Senator who voted on the prevailing side. No motion to reconsider is in order on the day the final vote was taken, except by unanimous consent.

2. Motions to reconsider a vote upon amendments to any pending question may be made and decided at once.

[Statutes of Nevada 1973, 1876; A 1999, 3830]

**Rule No. 116. Reserved.****Rule No. 117. Different Subject Not Admitted as Amendment.**

No subject different from that under consideration shall be admitted as an amendment; and no bill or resolution shall be amended by incorporating any irrelevant subject matter or by association or annexing any other bill or resolution pending in the Senate, but a substitute may be offered at any time so long as the original is open to amendment.

[Statutes of Nevada 1973, 1876]

**Rule No. 118. Certain Resolutions Treated as Bills.**

1. Resolutions addressed to Congress, or to either House thereof, or to the President of the United States, or the heads of any of the national departments, or proposing amendments to the State Constitution are subject, in all respects, to the foregoing rules governing the course of bills.

2. A joint resolution proposing an amendment to the Constitution must be entered in the Journal in its entirety.

[Statutes of Nevada 1973, 1876; A 1977, 1757; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

**Rule No. 119. Certain Resolutions Treated as Motions.**

Resolutions, other than those referred to in Senate Standing Rule No. 118, must be treated as motions in all proceedings of the Senate.

[Statutes of Nevada 1973, 1876; Senate Resolution No. 1 of the 2009 Session (File No. 1)]

**Rule No. 119.2. Return From the Secretary of State.**

A Senate resolution may be used to request the return from the Secretary of State of an enrolled Senate resolution for further consideration.

[Senate Resolution No. 1 of the 2009 Session (File No. 1)]

**C. ORDER OF BUSINESS, SPECIAL ORDERS AND OTHER MATTERS****Rule No. 120. Order of Business.**

1. Roll Call.
2. Prayer and Pledge of Allegiance to the Flag.
3. Reading and Approval of the Journal.
4. Reports of Committees.
5. Messages from the Governor.
6. Messages from the Assembly.
7. Communications.
8. Waivers and Exemptions.
9. Motions, Resolutions and Notices.
10. Introduction, First Reading and Reference.
11. Consent Calendar.
12. Second Reading and Amendment.
13. General File and Third Reading.
14. Unfinished Business.
15. Special Orders of the Day.
16. Remarks from the Floor; Introduction of Guests. A Senator may speak under this order of business for a period of not more than 10 minutes.

[Statutes of Nevada 1973, 1876; A 1977, 1653; 1983, 2106; 1985, 2319; 1989, 2208; 2001, 3291; 2003, 3627]

**Rule No. 121. Privilege.**

Any Senator may rise and explain a matter personal to himself by leave of the President, but he shall not discuss any pending question in such explanation.

[Statutes of Nevada 1973, 1877]

**Rule No. 122. Reserved.****Rule No. 123. Reserved.****Rule No. 124. Preference to Speak.**

When two or more Senators rise at the same time the President shall name the one who may first speak—giving preference, when practicable, to the mover or introducer of the subject under consideration.

[Statutes of Nevada 1973, 1877]

**Rule No. 125. Special Order.**

The President shall call the Senate to order on the arrival of the time fixed for the consideration of a special order, and announce that the special order is before the Senate, which shall be considered, unless it be postponed by a two-thirds vote, and any business before the Senate at the time of the announcement of the special order shall go to Unfinished Business.

[Statutes of Nevada 1973, 1877]

**Rule No. 126. Reserved.****Rule No. 127. Reserved.****Rule No. 128. Reserved.****Rule No. 129. Reserved.****D. CONTESTS OF ELECTIONS****Rule No. 130. Procedure.**

1. The Senate shall not dismiss a statement of contest for want of form if any ground of contest is alleged with sufficient certainty to inform the defendant of the charges he is required to meet. The following grounds are sufficient, but are not exclusive:

- (a) That the election board or any member thereof was guilty of malfeasance.
- (b) That a person who has been declared elected to an office was not at the time of election eligible to that office.
- (c) That illegal votes were cast and counted for the defendant, which, if taken from him, will reduce the number of his legal votes below the number necessary to elect him.
- (d) That the election board, in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.
- (e) That the defendant has given, or offered to give, to any person a bribe for the purpose of procuring his election.
- (f) That there was a possible malfunction of any voting or counting device.

2. The contest must be submitted so far as may be possible upon depositions or by written or oral arguments as the Senate may order. Any party to a contest may take the deposition of any witness at any time after the statement of contest is filed with the Secretary of State and before the contest is finally decided. At least 5 days' notice must be given to the prospective deponent and to the other party. If oral statements are made at any hearing before the Senate or a committee thereof which purport to establish matters of fact, they must be made under oath. Strict rules of evidence do not apply.

3. The contestant has the burden of proving that any irregularities shown were of such nature as to establish the probability that the result of the election was changed thereby. After consideration of all the evidence, the Senate shall declare the defendant elected unless the Senate finds from the evidence that a person other than the defendant received the greatest number of legal votes, in which case the Senate shall declare that person elected.

[Statutes of Nevada 1981, 2145]

The next rule is 140.

**IX. LEGISLATIVE INVESTIGATIONS**

**Rule No. 140. Compensation of Witnesses.**

Witnesses summoned to appear before the Senate, or any of its committees, shall be compensated as provided by law for witnesses required to attend in the courts of the State of Nevada.

[Statutes of Nevada 1973, 1877]





## A

**ABSENCE**

- Call of the Senate moved by three members, AWOL Senators taken into custody (Rule 11), page 2
- Leave required except in case of accident or sickness (Rule 12), page 2
- Per diem allowance of AWOL Senators to be withheld (Rule 12), page 2
- President, succession to office (Rule 2), page 1

**ADJOURN, MOTION TO**

- Always in order (Rule 63), page 9
- Name of Senator moving and time of motion to be entered in Journal (Rule 63), page 9
- Precedence of motion when question under debate (Rule 61), page 9
- Precedence over motion to reconsider (Rule 68), page 10
- Reconsideration continued to next sitting on adjournment while motion pending (Rule 68), page 10

**AMENDMENTS**

- Combination with other pending measure prohibited (Rule 117), page 15
- Committee amendments
  - Adoption by majority (Rule 53, Rule 113), page 8, page 14
  - Consideration on second reading (Rule 113), page 14
- Committee of the Whole, report of proposed amendments (Rule 46), page 7
- Consent Calendar, placement of bill or joint resolution prohibited if amendment recommended (Rule 110), page 13
- Constitutional amendments (Rule 118), page 15
- Different subject, prohibition against admission as amendment (Rule 117), page 15
- Engrossment (Rule 113), page 14
- General File (Rule 113), page 14
- Irrelevant subject matter prohibited (Rule 117), page 15
- Motion to amend
  - Adoption by majority vote (Rule 113), page 14
  - Precedence of motion (Rule 61, Rule 66), page 9, page 10
  - Second reading or third reading (Rule 113), page 14
- Order of business (Rule 120), page 15
- Printing and reprinting of amended bills (Rule 113), page 14
- Reconsideration of vote on amendments to pending question (Rule 115), page 14
- Referral of bill with special instructions to amend (Rule 114), page 14
- Rules or orders, two-thirds vote required to amend (Rule 91), page 11
- Second reading
  - Required before amendment (Rule 109), page 13
  - Treatment of bills amended on (Rule 113), page 14
- Substitute measure may be offered if original open to amendment (Rule 117), page 15

**APPEALS**

- Points of order, procedure (Rule 1, Rule 20), page 1, page 3

**APPROPRIATIONS**

- Consent Calendar, placement of bill containing appropriation prohibited (Rule 110), page 13

**ARREST**

- Disturbance within Senate Chamber (Rule 1), page 1

**ASSISTANT SERGEANT AT ARMS**

- Duties (Rule 5), page 2

**ATTACHES**

- Appointment, recommendation by resolution (Rule 44), page 7
- Employment and supervision (Rule 3, Rule 4), page 1, page 2
- Legislators' desks, authority to place material on (Rule 95), page 12
- Privilege of the floor (Rule 94), page 11
- Suspension for incompetency or dereliction of duty (Rule 44), page 7

**B****BILLS**

- Action by committee (Rule 53), page 8
- Amendments (*See AMENDMENTS*)
- Analysis may be provided by Legislator (Rule 107), page 12
- Consent Calendar (Rule 110), page 13
- Debate (*See DEBATE*)
- Disposition of bill, explanation of motion to change (Rule 69), page 10
- Enacting clause, motion to strike (Rule 66), page 10
- Engrossment (Rule 113), page 14
- Enrolled bills, signatures required (Rule 1), page 1
- First reading (Rule 109), page 13
- General File (Rule 113), page 14
- Information that may accompany (Rule 107), page 12
- Notices (Rule 92), page 11
- Passage from committee only by majority (Rule 53), page 8
- Prefiling by committees (Rule 53), page 8
- Printing (Rule 111, Rule 113), page 13, page 14
- Proponents of measure, list may be given to committee secretary (Rule 107), page 12
- Records kept by committee secretaries (Rule 53), page 8
- Reference to committee
  - Jurisdiction of committees (Rule 40), page 5
  - Motion (Rule 49), page 7
- Rejection (Rule 66, Rule 109), page 10, page 13
- Second Reading File (Rule 110, Rule 113), page 13, page 14
- Skeleton bills (Rule 106), page 12
- Special instructions, referral with (Rule 114), page 14
- Sponsorship, requests for addition or removal of name (Rule 112), page 14
- Substitute bills (Rule 117), page 15
- Third reading
  - Amendment of bill allowed (Rule 113), page 14
  - Required (Rule 109), page 13
  - Sections, bills to be read by (Rule 109), page 13
  - Suspension of rule requiring reading prohibited (Rule 91), page 11
- Transmittal to Assembly by Secretary of Senate (Rule 3), page 1
- Voting (*See VOTING*)

**BREACHES OF DECORUM**

- Censure or punishment, liability for (Rule 21), page 3
- Offensive or indecorous language or conduct prohibited, report (Rule 21), page 3

**BUDGETS OF EXECUTIVE AGENCIES**

- Assignment and review (Rule 40), page 5

**BUSINESS**

- Conduct of business generally (Rule 90-Rule 103), page 11, page 12
- Order (Rule 120), page 15

**BUSINESS—***(Continued)*

- Priority, questions relating to (Rule 103), page 12
- Special orders (Rule 125), page 16
- Unfinished business (Rule 120, Rule 125), page 15, page 16

**C****CALL OF THE SENATE**

- Moved by three members (Rule 11), page 2
- Precedence of motion when question under debate (Rule 61), page 9
- President, duties (Rule 1), page 1
- Time of meeting (Rule 10), page 2

**CHAMBER** *(See SENATE CHAMBER)***COMMERCE AND LABOR, COMMITTEE ON**

- Generally *(See COMMITTEES)*
- Jurisdiction (Rule 40), page 5

**COMMITTEE OF THE WHOLE**

- Amendments proposed, report to Senate (Rule 46), page 7
- Chair, named by Senator making motion to form, duties (Rule 46), page 7
- Formation (Rule 46), page 7
- Messages, President may receive while Committee sitting (Rule 47), page 7
- Previous question, prohibition against order (Rule 47), page 7
- Rise, motion to (Rule 48), page 7
- Rules of Senate, applicability (Rule 47), page 7
- Speaking by member, limitation (Rule 47), page 7
- Yeas and nays, prohibition on demand for (Rule 47), page 7

**COMMITTEES**

- Agency programs, review (Rule 54), page 9
- Agendas (Rule 53), page 8
- Amendments, adoption by majority (Rule 53), page 8
- Bill records, maintenance (Rule 53), page 8
- Budgets assignment and review of executive budgets (Rule 40), page 5
- Chairs
  - Agenda, determination (Rule 53), page 8
  - Alternate chairs, temporary appointment (Rule 41), page 6
  - Bills, provision of information to committee secretary (Rule 107), page 12
  - Final actions on bills or resolutions, presence required (Rule 53), page 8
  - Subcommittees, appointment (Rule 53), page 8
- Duties, generally (Rule 43), page 6
- Employment of assistance (Rule 42), page 6
- Expenses (Rule 42), page 6
- Hearings *(See HEARINGS)*
- Jurisdiction (Rule 40), page 5
- Majority required to pass bill from committee (Rule 53), page 8
- Meetings *(See MEETINGS)*
- Minutes
  - Contents (Rule 53), page 8
  - Open to public inspection (Rule 53), page 8
  - Requirement (Rule 53), page 8
  - Secretary of the Senate, duties (Rule 53), page 8
- Prefiling of bills (Rule 53), page 8
- Public interest, review of subjects relating to (Rule 54), page 9

**COMMITTEES—***(Continued)*

- Quorum (Rule 53), page 8
- Reconsideration of vote (Rule 53), page 8
- Reference of bill or resolution to committee (Rule 49), page 7
- Reports, order of business (Rule 120), page 15
- Return from (Rule 50), page 7
- Rules (Rule 53), page 8
- Secretaries
  - Duties generally (Rule 53), page 8
  - Information concerning bills, duties (Rule 107), page 12
  - Secretary of the Senate to provide (Rule 3), page 1
- Skeleton bills, consideration (Rule 106), page 12
- State agency programs, review (Rule 54), page 9
- Subcommittees, appointment (Rule 53), page 8
- Voting
  - Generally (*See VOTING*)
  - Manner (Rule 53), page 8
- Whole, Committee of the (*See COMMITTEE OF THE WHOLE*)
- Withdrawal of bill from (Rule 50), page 7

**CONCURRENT RESOLUTIONS** (*See generally RESOLUTIONS*)**CONDUCT OF BUSINESS**

- Generally (Rule 90-Rule 103), page 11, page 12

**CONFLICTS OF INTEREST**

- Advice to Legislators (Rule 23), page 3
- Complaints, hearing (Rule 23), page 3
- Voting on questions of personal or direct interest prohibited (Rule 23), page 3

**CONSENT CALENDAR**

- Bills read by number and summary (Rule 110), page 13
- Committee recommendations (Rule 110), page 13
- Consideration, bill or joint resolution to be included in Daily File at least one calendar day before (Rule 110), page 13
- Order of business (Rule 120), page 15
- Prohibitions against placement of bill or resolution on calendar (Rule 110), page 13
- Removal of bill or joint resolution (Rule 110), page 13
- Voting, manner of (Rule 110), page 13

**CONSTITUTIONAL AMENDMENTS**

- Journal, amendment entered in entirety (Rule 118), page 15
- Rules governing course of bills, applicability (Rule 118), page 15

**CONTESTS OF ELECTION**

- Procedure (Rule 130), page 16

**D****DEBATE**

- Breaches of decorum (Rule 21), page 3
- Committee of the Whole, motion to rise (Rule 48), page 7
- Consent Calendar, voting of bills on (Rule 110), page 13
- Incidental questions arising after previous question (Rule 81), page 10
- Motions
  - Entertaining (Rule 60, Rule 62), page 9
  - Precedence of motions (Rule 61, Rule 66), page 9, page 10

**DEBATE—***(Continued)*

- Objection to reading of paper (Rule 102), page 12
- Personal matter, explanation (Rule 121), page 16
- Points of order (Rule 20), page 3
- Precedence of motions (Rule 61), page 9
- Preference to speak (Rule 124), page 16
- Previous question (Rule 81), page 10
- Questions relating to priority of business (Rule 103), page 12
- Speaking on the question (Rule 80), page 10

**DECORUM**

- Breaches (Rule 21), page 3
- Points of order (Rule 20), page 3
- President, powers (Rule 1), page 1

**DISTURBANCE OR DISORDERLY CONDUCT**

- Suppression or arrest of person creating (Rule 1), page 1

**DIVISION OF THE QUESTION**

- Generally (Rule 67), page 10

**DOORKEEPER**

- Assistant Sergeant at Arms (Rule 5), page 2
- Duties (Rule 5), page 2

**E****ELECTIONS**

- Contests of election, procedure (Rule 130), page 16
- President, succession to office (Rule 2), page 1
- Secretary of the Senate (Rule 3), page 1
- Vote taken viva voce (Rule 32), page 5

**EMERGENCY MEASURES**

- Notice, suspension of rule regarding (Rule 92), page 11
- Reading of bills, suspension of rule regarding (Rule 109), page 13

**EMPLOYEES**

- Appointment, recommendation by resolution (Rule 44), page 7
- Employment and supervision (Rule 3, Rule 4), page 1, page 2
- Legislators' desks, authority to place material on (Rule 95), page 12
- Privilege of the floor (Rule 94), page 11
- Suspension for incompetency or dereliction of duty (Rule 44), page 7

**ENACTING CLAUSE**

- Precedence of motion to strike out (Rule 66), page 10

**ENERGY, INFRASTRUCTURE AND TRANSPORTATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**ENROLLED BILLS AND RESOLUTIONS**

- Return of enrolled resolution from Secretary of State, procedure (Rule 119.2), page 15
- Signatures required (Rule 1), page 1

**ETHICS**

- Advice to Legislators (Rule 23), page 3
- Complaints, hearing (Rule 23), page 3
- Voting, duties and considerations regarding conflicts of interest (Rule 23), page 3

**ETHICS, COMMITTEE ON**

- Disqualifications from service (Rule 23), page 3
- Membership (Rule 23), page 3
- Powers and duties (Rule 23), page 3

**F****FINANCE, COMMITTEE ON**

- Chair, authority to assign portion of executive budget to other standing committee (Rule 40), page 5
- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**FIRST READING OF BILLS**

- Order of business (Rule 120), page 15
- Purpose (Rule 109), page 13

**G****GENERAL FILE**

- Availability to public (Rule 113), page 14
- Order of business (Rule 120), page 15
- Placement of bills after second reading (Rule 113), page 14

**GOVERNMENT AFFAIRS, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**GUESTS**

- Introduction, order of business (Rule 120), page 15
- Privilege of the floor (Rule 94), page 11

**H****HEALTH AND EDUCATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**HEARINGS**

- Contests of election, procedure (Rule 130), page 16
- Notices (Rule 53, Rule 92), page 8, page 11
- Witnesses
  - Compensation (Rule 140), page 17
  - Information concerning may accompany bills (Rule 107), page 12

**I****INTRODUCTION OF LEGISLATIVE MEASURES**

- Information that may accompany bills (Rule 107), page 12
- Order of business (Rule 120), page 15
- Preference to speak (Rule 124), page 16
- Skeleton bills (Rule 106), page 12

**J****JOINT RESOLUTIONS** (*See RESOLUTIONS*)**JOURNAL**

- Conflicts of interest, disclosures to be entered in (Rule 23), page 3
- Joint resolution offering amendment to Constitution, entry in entirety (Rule 118), page 15
- Motion to adjourn, name of Senator moving and time of motion entered in Journal (Rule 63), page 9
- Protest against action to be entered in (Rule 93), page 11
- Reading and approval, order of business (Rule 120), page 15
- Reading, duties of President (Rule 1), page 1
- Votes and names of absent or recorded as "not voting" entered in (Rule 30), page 5

**JUDICIARY, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**JURISDICTION OF STANDING COMMITTEES**

- Generally (Rule 40), page 5

**L****LAY ON THE TABLE, MOTION TO**

- Majority required to carry (Rule 64), page 9
- Petitions and memorials (Rule 97), page 12
- Precedence of motion when question under debate (Rule 61), page 9

**LEGISLATIVE COUNSEL BUREAU**

- Committee minutes and records delivered to Director (Rule 53), page 8
- Employees, privilege of the floor (Rule 94), page 11

**LEGISLATIVE OPERATIONS AND ELECTIONS, COMMITTEE ON**

- Attaches and employees (Rule 3, Rule 4, Rule 44), page 1, page 2, page 7
- Chair, succession to office of President (Rule 2), page 1
- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5
- Vice Chair, succession to office of President (Rule 2), page 1

**M****MAJORITY LEADER**

- Committee chairs, appointment of temporary alternates (Rule 41), page 6
- Ethics, Committee on, appointments (Rule 23), page 3
- Privilege of the floor, authority to specify special occasions (Rule 94), page 11
- Secretary of the Senate responsible to (Rule 3), page 1
- Sergeant at Arms responsible to (Rule 4), page 2

**MASON'S MANUAL OF LEGISLATIVE PROCEDURE**

- Applicability of rules (Rule 90), page 11
- Committees, applicability of rules (Rule 53), page 8

**MEETINGS**

- Agendas (Rule 53), page 8
- Closed meetings (Rule 13), page 2

**MEETINGS—(Continued)****Minutes**

- Contents (Rule 53), page 8
- Delivery to Director of Legislative Counsel Bureau (Rule 53), page 8
- Filing with Secretary of the Senate (Rule 53), page 8
- Open to public inspection (Rule 53), page 8
- Requirement (Rule 53), page 8
- Notices (Rule 53, Rule 92), page 8, page 11
- Open meetings required, exceptions (Rule 13, Rule 53), page 2, page 8
- Quorum of committee members required to open meeting (Rule 53), page 8
- Setting by written petition of majority of committee (Rule 53), page 8
- Time of meeting (Rule 10), page 2

**MEMORIALS**

- Presentation (Rule 97), page 12

**MESSAGES**

- Committee of the Whole, receipt of messages (Rule 47), page 7
- Order of business (Rule 120), page 15

**MINORITY LEADER**

- Ethics, Committee on, appointments (Rule 23), page 3

**MINUTES OF COMMITTEE MEETINGS**

- Conflicts of interest, disclosures to be entered in (Rule 23), page 3
- Contents (Rule 53), page 8
- Delivery to Director of Legislative Counsel Bureau (Rule 53), page 8
- Filing with Secretary of the Senate (Rule 53), page 8
- Open to public inspection (Rule 53), page 8
- Requirement (Rule 53), page 8

**MOTIONS**

- Adjournment (Rule 61, Rule 63), page 9
- Amend (Rule 61, Rule 66, Rule 113), page 9, page 10, page 14
- Call of the Senate (Rule 11, Rule 61), page 2, page 9
- Change in usual disposition of bill or resolution, explanation of motion (Rule 69), page 10
- Committee of the Whole
  - Formation (Rule 46), page 7
  - Rise (Rule 48), page 7
- Debate (Rule 60, Rule 61), page 9
- Division of the question (Rule 67), page 10
- Entertaining (Rule 60, Rule 62), page 9
- Generally (Rule 60-Rule 62), page 9
- Lay on the table (Rule 61, Rule 64), page 9
- Limit on motions when question under debate (Rule 61), page 9
- Order of business (Rule 120), page 15
- Points of order (Rule 20), page 3
- Postpone indefinitely (Rule 61, Rule 62), page 9
- Postpone to a day certain (Rule 61, Rule 62), page 9
- Precedence of motions (Rule 61, Rule 66), page 9, page 10
- Preference to speak (Rule 124), page 16
- Previous question (Rule 61, Rule 81), page 9, page 10
- Protest against action of Senate (Rule 93), page 11
- Reconsideration of vote (Rule 53, Rule 68, Rule 115), page 8, page 10, page 14
- Reference to committee (*See REFER, MOTION TO*)
- Resolutions treated as (Rule 119), page 15



**MOTIONS—***(Continued)*

- Return from committee (Rule 50), page 7
- Strike enacting clause (Rule 66), page 10
- Strike out and insert (Rule 67), page 10
- Withdraw from committee (Rule 50), page 7
- Withdrawal (Rule 60), page 9

**N****NATURAL RESOURCES, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**NOTICES**

- Contests of election (Rule 130), page 16
- Hearings (Rule 53, Rule 92), page 8, page 11
- Order of business (Rule 120), page 15
- Reconsideration of vote (Rule 68, Rule 115), page 10, page 14
- Rescission or amendment of standing rule or order (Rule 91), page 11
- Return from committee (Rule 50), page 7
- Suspension of rule or order, notice from President (Rule 91), page 11

**O****OBJECTION TO READING OF PAPER**

- Determined by vote of Senate without debate (Rule 102), page 12

**OPEN MEETINGS**

- Requirements, exceptions (Rule 13, Rule 53), page 2, page 8

**ORDER OF BUSINESS**

- Enumeration (Rule 120), page 15

**P****PER DIEM**

- Withheld for absence without leave (Rule 12), page 2

**PERSONAL MATTER**

- Explanation by Senator (Rule 121), page 16

**PETITIONS**

- Presentation (Rule 97), page 12

**POINTS OF ORDER**

- Appeal from decision of President (Rule 1, Rule 20), page 1, page 3
- Powers of President (Rule 1), page 1
- Procedure (Rule 20), page 3

**POSTPONE INDEFINITELY, MOTION TO**

- Entertaining (Rule 62), page 9
- Precedence of motion when question under debate (Rule 61), page 9
- Question indefinitely postponed, reintroduction limited (Rule 62), page 9
- Reconsideration of vote prohibited (Rule 62), page 9

**POSTPONE TO A DAY CERTAIN, MOTION TO**

- Entertaining (Rule 62), page 9
- Precedence of motion when question under debate (Rule 61), page 9

**PREFERENCE TO SPEAK**

Generally (Rule 124), page 16

**PRESIDENT OF THE SENATE**

Absence or inability to act, succession to office (Rule 2), page 1

Committee of the Whole, receipt of messages (Rule 47), page 7

Motions, entertaining (Rule 60), page 9

Petitions and memorials, duties (Rule 97), page 12

Points of order (Rule 1, Rule 20), page 1, page 3

Powers and duties, generally (Rule 1), page 1

Preference to speak, naming of (Rule 124), page 16

Special orders, duties (Rule 125), page 16

Tie vote, President may cast deciding vote (Rule 31), page 5

**PRESIDENT PRO TEMPORE**

Powers and duties, generally (Rule 2), page 1

Succession to office of President of the Senate (Rule 2), page 1

**PREVIOUS QUESTION, MOTION FOR**

Committee of the Whole, prohibition against order (Rule 47), page 7

Form (Rule 81), page 10

Majority required to sustain (Rule 81), page 10

Person speaking on question, prohibition against motion by (Rule 81), page 10

Precedence of motion when question under debate (Rule 61), page 9

Three Senators to demand (Rule 81), page 10

**PRINTING OF BILLS AND RESOLUTIONS**

Requirement (Rule 111, Rule 113), page 13, page 14

**PRIORITY OF BUSINESS**

Questions relating to (Rule 103), page 12

**PRIVILEGE**

Explanation of personal matter (Rule 121), page 16

Of the floor (Rule 94), page 11

**PROTEST AGAINST ACTION OF THE SENATE**

Generally (Rule 93), page 11

**PUBLIC RECORDS**

Minutes of committee meetings (Rule 53), page 8

**R****RECONSIDERATION OF VOTE**

Adjournment while motion pending, right to reconsider continued to next day of sitting  
(Rule 68), page 10

Amendments to pending questions (Rule 115), page 14

Committee reconsideration of action, motion made by member voting on prevailing side  
(Rule 53), page 8

Day of final vote on bill, motion out of order except by unanimous consent (Rule 115),  
page 14

Notice of reconsideration

Day preceding last day of session, notice out of order (Rule 68), page 10

Given on day final vote taken (Rule 115), page 14

Postpone indefinitely, motion to, reconsideration prohibited (Rule 62), page 9

**RECONSIDERATION OF VOTE—***(Continued)*

Precedence (Rule 68), page 10

Time for reconsideration (Rule 115), page 14

**REFER, MOTION TO**

Bill to be once read before referred (Rule 109), page 13

Entertaining (Rule 62), page 9

Jurisdiction of committees (Rule 40), page 5

Order of business (Rule 120), page 15

Petitions and memorials (Rule 97), page 12

Precedence of motion (Rule 61, Rule 66), page 9, page 10

Reference to committee, procedure (Rule 49), page 7

Special instructions to amend, referral with (Rule 114), page 14

**REMARKS FROM THE FLOOR**Debate (*See DEBATE*)

Order of business (Rule 120), page 15

Preference to speak (Rule 124), page 16

Privilege of explanation of personal matter (Rule 121), page 16

Time limit for speaking (Rule 120), page 15

**RESCISSION OF RULES**

Vote of two-thirds of members and one day's notice of motion required (Rule 91), page 11

**RESOLUTIONS**

Action by committee (Rule 53), page 8

Applicability of rules governing treatment (Rule 118, Rule 119), page 15

Debate (*See DEBATE*)

Disposition of resolution, explanation of motion to change (Rule 69), page 10

Enacting clause, motion to strike out (Rule 66), page 10

Joint resolutions

Consent Calendar (Rule 110), page 13

Constitutional amendments entered in Journal in entirety (Rule 118), page 15

Recorded vote on final passage (Rule 30), page 5

Second Reading File (Rule 110), page 13

Signatures required (Rule 1), page 1

Jurisdiction of committees for reference of resolutions (Rule 40), page 5

Memorials, presentation (Rule 97), page 12

Order of business (Rule 120), page 15

Petitions, presentation (Rule 97), page 12

Printing (Rule 111), page 13

Rejection (Rule 66), page 10

Return of enrolled resolution from Secretary of State, procedure (Rule 119.2), page 15

Sponsorship, requests for addition or removal of name (Rule 112), page 14

Substitute resolutions (Rule 117), page 15

Transmittal to Assembly by Secretary of the Senate (Rule 3), page 1

Voting (*See VOTING*)**RETURN FROM COMMITTEE, MOTION TO**

Out of order on last day of session or on day preceding last day (Rule 50), page 7

Suspension of rule, procedure inapplicable (Rule 91), page 11

Two-thirds vote of Senate and one day's notice of motion required (Rule 50), page 7

**RISE, MOTION TO**

Committee of the Whole (Rule 48), page 7

**ROLL CALL**

- Call of the Senate (Rule 11), page 2
- Order of business (Rule 120), page 15

**RULES OF COMMITTEES**

- Generally (Rule 53), page 8

**S****SECOND READING FILE**

- Amendments, consideration and adoption (Rule 113), page 14
- Bills or joint resolutions reported by committee placed on (Rule 110), page 13
- Order of business (Rule 120), page 15
- Placement of bills without amendments (Rule 113), page 14
- Transfer from Consent Calendar (Rule 110), page 13

**SECRETARY OF THE SENATE**

- Attestations of documents (Rule 1), page 1
- Duties, generally (Rule 3), page 1
- Election by Senate (Rule 3), page 1
- General File, duties (Rule 113), page 14
- Majority Leader, responsible to (Rule 3), page 1
- Minutes of committee meetings, duties (Rule 53), page 8
- Roll call, duties (Rule 11), page 2

**SECRETS OF THE SENATE**

- Sergeant at Arms and Assistant sworn to keep (Rule 4, Rule 5), page 2

**SENATE CHAMBER**

- Decorum (Rule 1, Rule 21), page 1, page 3
- Majority may authorize Chamber cleared of all persons except Senators and officers (Rule 94), page 11
- Material placed on desks (Rule 95), page 12
- President of the Senate, powers (Rule 1), page 1
- Privilege of the floor (Rule 94), page 11
- Use of Chamber (Rule 94), page 11

**SERGEANT AT ARMS**

- Assistant Sergeant at Arms, duties (Rule 5), page 2
- AWOL Senators, duties (Rule 11), page 2
- Duties, generally (Rule 4), page 2
- Guests, designation of seating (Rule 94), page 11
- Legislators' desks, authority to place material on (Rule 95), page 12
- Majority Leader, responsible to (Rule 4), page 2
- Suppression of disturbances (Rule 1), page 1

**SESSIONS**

- Time of meeting (Rule 10), page 2

**SKELETON BILLS**

- Introduction and purpose (Rule 106), page 12

**SPEAKING ON THE QUESTION**

- Incidental and subsidiary questions, treatment (Rule 80), page 10
- Limitations (Rule 47, Rule 80), page 7, page 10
- Manner (Rule 80), page 10

**SPECIAL ORDERS OF THE DAY**

- Announced by the President at time appointed (Rule 125), page 16
- Order of business (Rule 120), page 15
- Postponed by two-thirds vote (Rule 125), page 16

**STANDING COMMITTEES** (*See COMMITTEES*)**STATE AGENCY PROGRAMS**

- Review by committees (Rule 54), page 9

**STRIKE ENACTING CLAUSE, MOTION TO**

- Precedence of motion (Rule 66), page 10

**STRIKE OUT AND INSERT, MOTION TO**

- Prohibition against division (Rule 67), page 10

**SUBCOMMITTEES**

- Appointment to consider specified subjects (Rule 53), page 8
- Open meetings (Rule 53), page 8
- Reports (Rule 53), page 8

**SUBPOENAS**

- Execution by Sergeant at Arms (Rule 4), page 2
- President's signature (Rule 1), page 1

**SUBSTITUTE BILLS OR RESOLUTIONS**

- Offering (Rule 117), page 15

**SUSPENSION OF RULES**

- Emergency procedures, reading of bills (Rule 109), page 13
- Notice of motion (Rule 91), page 11
- Question postponed indefinitely, reintroduction (Rule 62), page 9
- Third reading of bills, prohibition against suspension (Rule 91), page 11
- Vote of two-thirds of members present required (Rule 91), page 11

**T****TABLE, MOTION TO LAY ON**

- Majority vote to carry (Rule 64), page 9
- Petitions and memorials (Rule 97), page 12
- Precedence of motion when question under debate (Rule 61), page 9

**TAXATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Jurisdiction (Rule 40), page 5

**THIRD READING OF BILLS**

- Motion to amend during third reading (Rule 113), page 14
- Required (Rule 109), page 13
- Sections, bill to be read by (Rule 109), page 13
- Suspension of rule prohibited (Rule 91), page 11

**TIE VOTE**

- President may give deciding vote except on passage of bill or joint resolution (Rule 31), page 5
- President Pro Tem or other presiding officer, voting by (Rule 2), page 1
- Question lost by tie vote (Rule 31), page 5

**TIME OF MEETING**

- Generally (Rule 10), page 2

## U

**UNFINISHED BUSINESS**

- Business before Senate at time special orders announced (Rule 125), page 16
- Order of business (Rule 120), page 15

## V

**VOTING**

- Announcement of result of vote, postponement prohibited (Rule 32), page 5
- Change of recorded vote after result announced prohibited (Rule 32), page 5
- Committees, manner of voting (Rule 53), page 8
- Conflicts of interest, restrictions on voting (Rule 23), page 3
- Consent Calendar, voting on final passage as group (Rule 110), page 13
- Discussion or explanation of recorded vote while voting in progress prohibited (Rule 32), page 5
- Elections, manner of voting (Rule 32), page 5
- Final passage of bill or joint resolution, recorded vote required (Rule 30), page 5
- Journal, votes entered in (Rule 30), page 5
- President Pro Tem or other presiding officer, voting by (Rule 2), page 1
- Reconsideration of vote (*See RECONSIDERATION OF VOTE*)
- Recorded vote
  - Manner of taking (Rule 32), page 5
  - When required (Rule 30), page 5
- Result of vote, postponement of announcement prohibited (Rule 32), page 5
- Three members required to call for recorded vote (Rule 30), page 5
- Tie vote
  - President may give deciding vote except on passage of bill or joint resolution (Rule 31), page 5
  - President Pro Tem or other presiding officer, voting by (Rule 2), page 1
- Question lost by tie vote (Rule 31), page 5
- Viva voce (Rule 32), page 5

## W

**WARRANTS**

- Execution by Sergeant at Arms (Rule 4), page 2
- President's signature (Rule 1), page 1

**WHOLE, COMMITTEE OF THE** (*See COMMITTEE OF THE WHOLE*)**WITHDRAW FROM COMMITTEE, MOTION TO**

- Out of order on last or next to last day of session or if bill may no longer be considered by Senate (Rule 50), page 7
- Two-thirds vote of Senate and one day's notice of motion required (Rule 50), page 7

**WITHDRAWAL OF MOTION**

- Consent of Senate required (Rule 60), page 9

**WITNESSES**

- Compensation (Rule 140), page 17
- Contests of election (Rule 130), page 16
- Information concerning may accompany bills (Rule 107), page 12

**WRITS**

- President's signature (Rule 1), page 1

## **ASSEMBLY RULES**

# ASSEMBLY STANDING RULES

## TABLE OF CONTENTS

### I. OFFICERS AND EMPLOYEES

#### DUTIES OF OFFICERS

Rule No.	1. Speaker of the Assembly.....	1
	2. Reserved.....	1
	3. Chief Clerk.....	1
	4. Reserved.....	1
	5. Reserved.....	1
	6. Reserved.....	2

### II. SESSIONS AND MEETINGS

Rule No.	10. Time of Meeting.....	2
	11. Open Meetings.....	2
	12. Reserved.....	2

### III. DECORUM AND DEBATE

Rule No.	20. Points of Order.....	2
	21. Portable Electronic Communication Devices.....	2
	22. Reserved.....	2
	23. Select Committee on Ethics; Legislative Ethics.....	2

### IV. QUORUM, VOTING, ELECTIONS

Rule No.	30. Manner of Voting.....	4
	31. Reserved.....	4
	32. Announcement of the Vote.....	5
	33. Voting by Division.....	5

### V. LEGISLATIVE BODIES

Rule No.	40. Standing Committees.....	5
	41. Appointment of Committees.....	5
	42. Committee Action.....	5
	43. Subcommittees.....	6
	44. Committee on Elections, Procedures, Ethics, and Constitutional Amendments.....	6
	44.5. Committee of the Whole.....	6
	45. Procedure for Election Contests.....	6
	46. Committee Action.....	7
	47. Committee Records.....	7
	48. Disposition of Committee Records.....	7
	49. Committee Hearings.....	7



## ASSEMBLY STANDING RULES

---

### V. LEGISLATIVE BODIES—(Continued)

Rule No. 50.	Reserved.....	8
51.	Reserved.....	8
52.	Concurrent Referrals.....	8

### VI. RULES GOVERNING MOTIONS

Rule No. 60.	Entertaining.....	8
61.	Reserved.....	8
62.	Reserved.....	8

#### PARTICULAR MOTIONS

Rule No. 63.	Reserved.....	8
64.	Reserved.....	8
65.	Indefinite Postponement.....	8
66.	To Strike Enacting Clause.....	8
67.	Division of Question.....	8
68.	To Reconsider—Precedence of.....	9

### VII. DEBATE

Rule No. 80.	Speaking on Question.....	9
81.	Previous Question.....	9
82.	Privilege of Closing Debate.....	9

### VIII. CONDUCT OF BUSINESS

#### A. RULES AND PROCEDURE

Rule No. 91.	Rescission, Change or Suspension of Rule.....	9
92.	Notices of Bills, Topics and Public Hearings.....	9
93.	Reserved.....	10
94.	Privilege of the Floor and Lobbying.....	10
95.	Material Placed on Legislators' Desks.....	10
96.	Peddling, Begging and Soliciting.....	10
97.	Petitions and Memorials.....	10
98.	Request of Purpose.....	10
99.	Remarks.....	10
100.	Precedence of Parliamentary Authority.....	11
101.	Reserved.....	11
102.	Privileged Questions.....	11
103.	Reserved.....	11

#### B. BILLS

Rule No. 104.	Reserved.....	11
105.	Reserved.....	11
106.	Skeleton Bills.....	11
107.	Reserved.....	11
108.	Reserved.....	11
109.	Reading of Bills.....	11
110.	Second Reading and Amendment of Bills.....	12

## ASSEMBLY STANDING RULES

---

### VIII. CONDUCT OF BUSINESS—(*Continued*)

#### B. BILLS—(*Continued*)

Rule No. 111.	Consent Calendar.....	12
112.	Reserved.....	12
113.	General File.....	12
114.	Reserved.....	12
115.	Reconsideration of Vote on Bill.....	13
116.	Vetoed Bills.....	13
117.	Reserved.....	13

#### C. RESOLUTIONS

Rule No. 118.	Treated as Bills—Joint Resolutions.....	13
119.	Return from the Secretary of State.....	13

#### D. ORDER OF BUSINESS

Rule No. 120.	Order of Business.....	14
121.	Reserved.....	14
122.	Reserved.....	14
123.	Reserved.....	14
124.	Reserved.....	14
125.	Reserved.....	14
126.	Reserved.....	14
127.	Reserved.....	14
128.	Reserved.....	14

### IX. LEGISLATIVE INVESTIGATIONS AND MISCELLANEOUS

Rule No. 140.	Compensation of Witnesses.....	14
141.	Use of the Assembly Chamber.....	14

<b>INDEX OF ASSEMBLY STANDING RULES.....</b>	<b>15</b>
--	-----------



# ASSEMBLY STANDING RULES

---

## I. OFFICERS AND EMPLOYEES

### DUTIES OF OFFICERS

#### **Rule No. 1. Speaker of the Assembly.**

1. All officers of the Assembly are subordinate to the Speaker in all that relates to the prompt, efficient and correct discharge of their official duties under the Speaker's supervision.

2. Possessing the powers and performing the duties described in this Rule, the Speaker shall:

(a) Take the chair at the hour to which the Assembly stands adjourned, call the members to order, and upon the appearance of a quorum, proceed to business.

(b) Preserve order and decorum and have general direction of the Chamber of the Assembly and the approaches thereto. In the event of any disturbance or disorderly conduct therein, order the same to be cleared.

(c) Decide all questions of order, subject to a member's right to appeal to the Assembly. On appeal from such decisions, the Speaker has the right, in the Speaker's place, to assign the reason for the decision.

(d) Have the right to name any member to perform the duties of the Chair, but such substitution must not extend beyond one legislative day.

(e) Have the power to accredit the persons who act as representatives of the news media and assign them seats.

(f) Sign all bills and resolutions passed by the Legislature as provided by law.

(g) Sign all subpoenas issued by the Assembly.

(h) Receive all messages and communications from other departments of the government and announce them to the Assembly.

(i) Represent the Assembly, declare its will and in all things obey its commands.

(j) Vote on final passage of a bill or resolution, but the Speaker shall not be required to vote in ordinary legislative proceedings except where the Speaker's vote would be decisive. In all yeas and nays votes, the Speaker's name must be called last.

3. If a vacancy occurs in the office of Speaker, through death, resignation or disability of the Speaker, the Speaker Pro Tempore shall temporarily and for the period of vacancy or disability conduct the necessary business of the Assembly.

4. If a permanent vacancy occurs in the office of Speaker, the Assembly shall select a new Speaker.

[Statutes of Nevada 1975, 1912; A 1995, 2845; 1997, 3538; 1999, 3834; 2001, 3295; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

#### **Rule No. 2. Reserved.**

#### **Rule No. 3. Chief Clerk.**

1. The Chief Clerk is elected by the Assembly and is responsible to the Speaker.

2. The Chief Clerk shall recruit, select, train and supervise all attaches employed to assist with the work of the Assembly.

3. The Chief Clerk shall administer the daily business of the Assembly.

4. The Chief Clerk shall adopt such administrative policies as she deems necessary to carry out the business of the Assembly.

[Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

#### **Rule No. 4. Reserved.**

#### **Rule No. 5. Reserved.**

**Rule No. 6. Reserved.**

The next rule is 10.

**II. SESSIONS AND MEETINGS**

**Rule No. 10. Time of Meeting.**

The Assembly shall meet each day at 11 a.m., unless the Assembly adjourns to some other hour.

[Statutes of Nevada 1975, 1857]

**Rule No. 11. Open Meetings.**

All meetings of the Assembly and its committees must be open to the public.

[Statutes of Nevada 1975, 1907; A 1999, 3835; 2001, 3296]

**Rule No. 12. Reserved.**

The next rule is 20.

**III. DECORUM AND DEBATE**

**Rule No. 20. Points of Order.**

If any member, in speaking or otherwise, transgresses the rules of the Assembly, the Speaker shall, or any member may, call to order, in which case the member so called to order shall immediately sit down, unless permitted to explain; and if called to order by a member, such member shall immediately state the point of order. If the point of order be sustained by the presiding officer, the member shall not be allowed to proceed; but if it be not sustained, then he shall be permitted to go on. Every such decision from the presiding officer shall be subject to an appeal to the House; but no discussion of the question of order shall be allowed unless an appeal be taken from the decision of the presiding officer.

[Statutes of Nevada 1973, 1886; A 1993, 2913; 1995, 2847; 1997, 3540]

**Rule No. 21. Portable Electronic Communication Devices.**

1. A person who is within the Assembly Chambers or within an Assembly committee room shall not engage in a telephone conversation via the use of a portable telephone.

2. Before entering the Assembly Chambers or an Assembly committee room, any person who possesses a portable electronic communication device, such as a pager or telephone, that emits an audible alert, such as a ringing or beeping sound, to signal an incoming message or call, shall turn the audible alert off. A device that contains a nonaudible alert, such as a silent vibration, may be operated in a nonaudible manner within the Assembly Chambers or within an Assembly committee room.

[Statutes of Nevada 2001, 3296; A 2003, 3602]

**Rule No. 22. Reserved.**

**Rule No. 23. Select Committee on Ethics; Legislative Ethics.**

1. The Select Committee on Ethics consists of:

(a) Two members of the Assembly appointed by the Speaker from the majority political party;

(b) One member of the Assembly appointed by the Minority Leader from the minority political party; and

(c) Three qualified electors of the State, two of whom are appointed by the Speaker and one who is appointed by the Minority Leader, and none of whom is a present member of the Legislature or employed by the State of Nevada.

2. The Speaker shall appoint the Chairman and Vice Chairman of the Committee. The Vice Chairman shall serve as the acting Chairman if the Chairman is unable to serve for any reason during the consideration of a specific question.

3. The Speaker shall appoint an alternate member with the qualifications set forth in paragraph (a) of subsection 1 and an alternate member with the qualifications set forth in paragraph (c) of subsection 1. The Minority Leader shall appoint an alternate member with the qualifications set forth in paragraph (b) of subsection 1 and an alternate member with the qualifications set forth in paragraph (c) of subsection 1. If a member of the Committee is unable to serve for any reason during the consideration of a specific question, the alternate appointed with the qualifications from the same paragraph in subsection 1 shall serve as a member of the Committee during the consideration of the specific question.

4. A member of the Committee is disqualified to serve during the consideration of a specific question if:

(a) The member is the requester of advice concerning the question of ethics or conflict of interest, or the member is the subject of the complaint concerning the specific question; or

(b) A reasonable person in the member's situation could not exercise independent judgment on the matter in question.

5. The Committee:

(a) May hear requests brought by members of the Assembly for advice on specific questions of potential breaches of ethics and conflicts of interest; and

(b) Shall hear complaints brought by members of the Assembly and others on specific questions of alleged breaches of ethics and conflicts of interest.

6. All proceedings held to consider the character, alleged misconduct, professional competence or physical or mental health of any person by the Committee on matters of ethics or conflicts of interest are confidential unless a Legislator:

(a) Against whom a complaint is brought requests a public hearing;

(b) Discloses the content of an opinion of the Committee at any time after his hearing; or

(c) Discloses the content of an advisory opinion issued to him by the Committee.

7. A complaint which alleges a breach of ethics or a conflict of interest must be:

(a) Made in writing on a form provided by the Chief Clerk of the Assembly;

(b) Signed and verified under penalty of perjury by the person making the allegation; and

(c) Filed with the Chairman of the Committee or, if the Chairman is the subject of the complaint, with the Vice Chairman. The Chairman or Vice Chairman, as appropriate, shall send a copy of the complaint, within 24 hours after receiving it, to the Legislator against whom the complaint is brought.

8. In determining whether a Legislator has a conflict of interest, the Legislator should consider whether the independence of judgment of a reasonable person in his position upon the matter in question would be materially affected by:

(a) His acceptance of a gift or loan;

(b) His private economic interest; or

(c) His commitment to a member of his household or his immediate family.

9. Except as otherwise provided in subsection 10, if a Legislator knows he has a conflict of interest pursuant to subsection 8, the Legislator shall make a general disclosure of the conflict of interest on the record in a meeting of a committee or on the floor of the Assembly, as applicable. Such a disclosure must be entered:

(a) If the Legislator makes the disclosure in a meeting of a committee, in the minutes for that meeting.

(b) If the Legislator makes the disclosure on the floor of the Assembly, in the Journal.

10. If, on one or more prior occasions during the current session of the Legislature, a Legislator has made a general disclosure of a conflict of interest on the record in a meeting of a committee or on the floor of the Assembly, the Legislator is not required to make that general disclosure at length again regarding the same conflict of interest if, when the matter in question arises on subsequent occasions, the Legislator makes a reference on the record to the previous disclosure.

11. In determining whether to abstain from voting upon, advocating or opposing a matter concerning which a Legislator has a conflict of interest pursuant to subsection 8, the Legislator should consider whether:

- (a) The conflict impedes his independence of judgment; and
- (b) His interest is greater than the interests of an entire class of persons similarly situated.

12. The provisions of this Rule do not under any circumstances and regardless of any conflict of interest:

- (a) Prohibit a Legislator from requesting or introducing a legislative measure; or
- (b) Require a Legislator to take any particular action before or while requesting or introducing a legislative measure.

13. If a Legislator who is a member of a committee declares on the record when a vote is to be taken by the committee that he will abstain from voting because of the requirements of this Rule, the necessary quorum to act upon and the number of votes necessary to act upon the matter is reduced as though the Legislator abstaining were not a member of the committee.

14. Except as otherwise provided in the Joint Standing Rules, the standards and procedures set forth in this Rule which govern whether and to what extent a member of the Assembly has a conflict of interest, should disclose a conflict of interest or should abstain from voting upon, advocating or opposing a matter concerning which the member has a conflict of interest pursuant to subsection 8:

(a) Are exclusive and are the only standards and procedures that apply to members of the Assembly with regard to such matters; and

(b) Supersede and preempt all other standards and procedures with regard to such matters.

[Statutes of Nevada 1977, 1706; A 1987, 2325, 2336; 1995, 2847; 1997, 3540; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

The next rule is 30.

#### **IV. QUORUM, VOTING, ELECTIONS**

##### **Rule No. 30. Manner of Voting.**

1. The presiding officer shall declare all votes, but the yeas and nays must be taken when called for by three members present, and the names of those calling for the yeas and nays must be entered in the Journal by the Chief Clerk.

2. The presiding officer shall call for yeas and nays by a division or by a roll call, either electronic or oral.

3. When taking the yeas and nays on any question, the electronic roll call system may be used, and when so used shall have the force and effect of any roll call under these rules.

4. When taking the yeas and nays by oral roll call, the Chief Clerk shall take the names of members alphabetically, except that the Speaker's name must be called last.

5. The electronic roll call system may be used to determine the presence of a quorum.

6. The yeas and nays must not be taken with the electronic roll call system until all members present are at their desks. The presiding officer may vote at the rostrum.

7. Only a member who:

(a) Has been certified by the Committee on Elections, Procedures, Ethics, and Constitutional Amendments or a special committee of the Assembly; and

(b) Is physically present within the Assembly Chambers,  
→ may cast a vote in the Assembly.

8. A member shall not vote for another member on any roll call, either electronic or oral. Any member who votes for another member may be punished in any manner deemed appropriate by the Assembly.

[Statutes of Nevada 1975, 1879; A 1995, 2848; 1997, 3542; 1999, 3837; 2001, 3298; 2005, 2927]

##### **Rule No. 31. Reserved.**

**Rule No. 32. Announcement of the Vote.**

1. A member may change his vote at any time before the announcement of the vote if the voting is by voice, or at any time before the votes are electronically recorded if the voting is conducted electronically.

2. The announcement of the result of any vote shall not be postponed.

[Statutes of Nevada 1975, 1876]

**Rule No. 33. Voting by Division.**

Upon a division and count of the Assembly on any question, no person without the bar shall be counted.

[Statutes of Nevada 1973, 1887]

The next rule is 40.

**V. LEGISLATIVE BODIES****Rule No. 40. Standing Committees.**

The standing committees of the Assembly are as follows:

1. Ways and Means, fourteen members.
2. Judiciary, fourteen members.
3. Taxation, thirteen members.
4. Education, eleven members.
5. Elections, Procedures, Ethics, and Constitutional Amendments, thirteen members.
6. Natural Resources, Agriculture, and Mining, eleven members.
7. Transportation, eleven members.
8. Commerce and Labor, fourteen members.
9. Health and Human Services, eleven members.
10. Government Affairs, fourteen members.
11. Corrections, Parole, and Probation, fourteen members.

[Statutes of Nevada 1975, 1857; A 1977, 1728; 1981, 2059, 2064; 1983, 2103; 1985, 2315; 1987, 2326, 2399; 1989, 2204; 1991, 2479; 1993, 2915, 2967; 1995, 2849, 2878; 1997, 3543, 3682, 3712; 1999, 3838; 2001, 3298; 2003, 3604; 2005, 2928; 2007, 3457; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 41. Appointment of Committees.**

1. Except as otherwise provided in Assembly Standing Rule No. 23, all committees must be appointed by the Speaker, unless otherwise directed by the Assembly. The Speaker shall designate the chairman and vice chairman of each committee.

2. To facilitate the full participation of the members during an adjournment called pursuant to Joint Standing Rule No. 9 of the Senate and Assembly, the Speaker may temporarily appoint a member to a standing committee that is scheduled to meet during the adjournment if none of the committees to which the member is regularly assigned will be meeting during the adjournment.

[Statutes of Nevada 1973, 1903; A 1977, 1707; 1985, 2314; 1993, 2916; 1995, 2850; 1997, 3543; 2007, 3457]

**Rule No. 42. Committee Action.**

1. The committee shall have regular meetings scheduled by the Assembly leadership. A quorum of the committee is a majority of its members and may transact business except as limited by this Rule.

2. Except as limited by this Rule, a simple majority of those present may move, second and pass a motion by voice vote.

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

4. A two-thirds majority of the entire committee is required to reconsider action on a bill or resolution.



5. Committee introduction of legislative measures which are not prefiled requires concurrence of a majority of the entire committee and does not imply commitment to support final passage.

6. The chairman must be present when the committee votes to take any final action regarding bills or resolutions, but the chairman is not required to vote.

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

8. A committee shall not take a vote on the question of whether to exercise its statutory authority to issue a legislative subpoena unless the chairman has informed the Speaker of the intention of the committee to consider such a question.

[Statutes of Nevada 1973, 1903; A 1995, 2850; 1997, 3543; 2001, 3299; 2007, 3457; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 43. Subcommittees.**

Subcommittees made up of committee members may be appointed by the chairman to consider and report back on specific subjects or bills.

[Statutes of Nevada 1973, 1903; A 1995, 2850; 1997, 3544]

**Rule No. 44. Committee on Elections, Procedures, Ethics, and Constitutional Amendments.**

The Committee on Elections, Procedures, Ethics, and Constitutional Amendments has jurisdiction over matters relating to personnel. It shall recommend by resolution the appointment of all attaches and employees of the Assembly not otherwise provided for by law. It shall function as the Committee on Rules and as the Committee on Credentials of the Assembly.

[Statutes of Nevada 1973, 1885; A 1977, 1707; 1981, 2059, 2171; 1985, 2316; 1991, 2480; 1993, 2916; 1997, 3544; 2005, 2929; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 44.5. Committee of the Whole.**

If a Committee of the Whole is convened:

1. The Speaker shall preside as Chair of the Committee or name a Chair to preside.

2. A member of the Committee may speak not more than twice during the consideration of any one question, on the same day, and at the same stage of proceedings, without leave. Members who have once spoken shall not again be entitled to the floor (except for explanation) to the exclusion of others who have not spoken.

3. The Chair may require any vote of the Committee to be recorded in the manner designated by the Chair.

4. All amendments proposed by the Committee:

(a) Must first be approved by the Committee.

(b) Must be reported by the Chair to the Assembly.

[Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 45. Procedure for Election Contests.**

1. Upon receipt of a statement of contest from the Secretary of State pursuant to NRS 293.427, the Speaker shall, as soon as practicable, appoint a special committee to hear the contest or refer the contest to the Standing Committee on Elections, Procedures, Ethics, and Constitutional Amendments. The committee shall conduct a hearing to consider the contest. The committee shall keep written minutes of the hearing. The contestant has the burden of proving that any irregularities shown were of such a nature as to establish that the result of the election was changed thereby.

2. The contest must be submitted so far as may be possible upon depositions or by written or oral arguments as the Assembly may order. Any party to a contest may take the deposition of any witness at any time after the statement of contest is filed with the Secretary of State and before the contest is finally decided. At least 3 days' notice must be given to the prospective deponent and to the other party. If oral statements are made at any hearing before the Assembly or a

committee thereof which purport to establish matters of fact, they must be made under oath. Strict rules of evidence do not apply.

3. The committee shall, not later than 5 calendar days after the contest was referred to the committee, report to the Assembly its findings on whether the contestant has met the burden of proving that any irregularities shown were of such a nature as to establish that the result of the election was changed thereby. The committee shall then report to the Assembly its recommendation on which person should be declared elected or report that it has no recommendation. The Assembly shall, as soon as practicable thereafter but not later than 7 calendar days after the Speaker received the statement of contest, vote whether to accept or reject the committee's recommendation without amendment, if a recommendation is made. If the recommendation is accepted, the Speaker shall declare the recommended person elected. If the recommendation is rejected or the committee did not make a recommendation, the Assembly shall consider immediately which person should be declared elected. The Speaker shall not adjourn the Assembly until it has declared a person to be elected.

4. If a person other than the person initially seated as a member of the Assembly pursuant to subsection 2 of NRS 293.427 is declared to be elected by the Assembly as a result of the contest, the Speaker shall inform the Governor of the identity of the person declared to be elected by the Assembly.

[Statutes of Nevada 1973, 1885; R 1987, 2326; Readopted 1989, 2204; A 1991, 2480; 1993, 2917; 1995, 2851; 1997, 3544; 2003, 3605; 2005, 2929]

#### **Rule No. 46. Committee Action.**

Every committee vote on a matter pertaining to a bill or resolution must be recorded. The vote may be taken by roll call at the discretion of the chairman.

[Statutes of Nevada 1973, 1903; A 1995, 2852; 1997, 3545; 1999, 3840; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

#### **Rule No. 47. Committee Records.**

The chairman of each committee shall keep, or cause to be kept, a complete record of the committee proceedings in which there must be entered:

1. The time and place of each meeting;
2. The attendance and absence of members;
3. The names of all persons appearing before the committee, with the names of persons, firms, corporations or associations in whose behalf such appearance is made; and
4. The subjects or measures considered and action taken.

[Statutes of Nevada 1973, 1903; A 1995, 2852; 1997, 3545; 1999, 3840]

#### **Rule No. 48. Disposition of Committee Records.**

All minutes, records and documents in the possession of committees and their chairmen must be filed in the offices of the Legislative Counsel Bureau upon their completion.

[Statutes of Nevada 1973, 1904; A 1999, 3840; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

#### **Rule No. 49. Committee Hearings.**

1. The presence of a quorum of the committee is desirable but not required to conduct a public hearing. At the discretion of the chairman, members of the committee may attend, participate in and, if applicable, vote during the hearing via simultaneous telephone or video conference.

2. Public hearings are opened by the chairman who announces the subject under consideration and provides for those wishing to address the committee to be heard. These persons shall rise in an order determined by the chairman, address the chair and furnish their names, addresses and firms or other organizations represented. Committee members may address the chairman for permission to question the witness.

[Statutes of Nevada 1975, 1914; A 1995, 2852; 1997, 3546; 1999, 3840; 2001, 3301]

**Rule No. 50. Reserved.**

**Rule No. 51. Reserved.**

**Rule No. 52. Concurrent Referrals.**

When a bill or resolution is referred to two committees, the bill or resolution must go to the first committee named. If the first committee votes to amend the bill or resolution, it must be reprinted with amendments and then returned to the first committee or sent immediately to the next committee. If there is no amendment proposed by the first committee, or if the first committee acts upon the bill or resolution after amendment, the bill or resolution must be sent with the committee recommendation to the Chief Clerk for transmittal to the second committee.

[Statutes of Nevada 1975, 1909; A 1987, 2326; 1989, 2205; 1999, 3840; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

The next rule is 60.

## **VI. RULES GOVERNING MOTIONS**

**Rule No. 60. Entertaining.**

No motion may be debated until it is distinctly announced by the presiding officer. The presiding officer, upon his own motion or at the request of a member, may direct that the motion be reduced to writing and be read by the Chief Clerk before the motion is debated. A motion may be withdrawn by the maker at any time before amendment or before the motion is put to vote.

[Statutes of Nevada 1973, 1889; A 1995, 2853; 1997, 3547; 1999, 3841; 2003, 3607]

**Rule No. 61. Reserved.**

**Rule No. 62. Reserved.**

### **PARTICULAR MOTIONS**

**Rule No. 63. Reserved.**

**Rule No. 64. Reserved.**

**Rule No. 65. Indefinite Postponement.**

When a question is postponed indefinitely, the same question must not be considered again during the session and the question is not subject to a motion for reconsideration.

[Statutes of Nevada 1973, 1889; A 1999, 3841]

**Rule No. 66. To Strike Enacting Clause.**

A motion to strike out the enacting clause of a bill or resolution does not take precedence over any other subsidiary motion. If the motion is carried, it shall be considered equivalent to the rejection of such bill or resolution.

[Statutes of Nevada 1973, 1889; A 1999, 3841]

**Rule No. 67. Division of Question.**

Any member may call for a division of the question, which shall be divided, if it comprehends propositions in substance so distinct that, one being taken away, a substantive proposition shall remain for the decision of the Assembly. A motion to strike out being lost shall preclude neither amendment nor a motion to strike out and insert. A motion to strike out and insert shall be deemed indivisible.

[Statutes of Nevada 1973, 1889]

**Rule No. 68. To Reconsider—Precedence of.**

A motion to reconsider shall have precedence over every other motion, except a motion to adjourn, or to fix the time to which to adjourn; and when the Assembly adjourns, while a motion to reconsider is pending, or before passing the order of business of Motions, Resolutions and Notices, the right to move a reconsideration shall continue to the next day of sitting. No notice of reconsideration of any final vote shall be in order on the:

1. Last day on which final action is allowed; or
2. Day preceding the last day of the session.

[Statutes of Nevada 1973, 1890; A 1999, 3841; 2001, 3302]

The next rule is 80.

**VII. DEBATE****Rule No. 80. Speaking on Question.**

No member shall speak more than twice during the consideration of any one question, on the same day, and at the same stage of proceedings, without leave. Members who have once spoken shall not again be entitled to the floor (except for explanation) to the exclusion of others who have not spoken.

[Statutes of Nevada 1973, 1890]

**Rule No. 81. Previous Question.**

The previous question shall be put only when demanded by three members. The previous question shall not be moved by the member last speaking on the question.

[Statutes of Nevada 1973, 1890]

**Rule No. 82. Privilege of Closing Debate.**

The author of a bill, a resolution or a main question shall have the privilege of closing the debate, unless the previous question has been sustained.

[Statutes of Nevada 2001, 3302]

The next rule is 91.

**VIII. CONDUCT OF BUSINESS****A. RULES AND PROCEDURE****Rule No. 91. Rescission, Change or Suspension of Rule.**

No standing rule or order of the Assembly shall be rescinded or changed without a vote of two-thirds of the members elected, and one day's notice being given of the motion therefor; but a rule or order may be suspended temporarily by a vote of two-thirds of the members present.

[Statutes of Nevada 1973, 1890; A 2001, 3303]

**Rule No. 92. Notices of Bills, Topics and Public Hearings.**

1. Except as otherwise provided in subsection 3, all committees shall provide adequate notice of public hearings on bills, resolutions or other topics which are to come before the committees. The notice must include the date, time, place and agenda to be covered. The notice must be posted conspicuously in the legislative building, appear in the Daily History and be made available to the news media. The Daily History must include the most current version of the notice that is available at the time the Daily History is created and an informational statement informing the public where more current information, if any, regarding such notices may be found.

2. The noticing requirements of this Rule may be suspended for emergency situations but only after approval by a majority vote of a committee.

3. Subsection 1 does not apply to:

(a) Committee meetings held on the floor of the Assembly during a recess; or

(b) Conference committee meetings.

[Statutes of Nevada 1975, 1915; A 1995, 2855; 1997, 3549; 1999, 3842; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 93. Reserved.****Rule No. 94. Privilege of the Floor and Lobbying.**

No person, except Senators, former Assemblymen and state officers, may be admitted at the bar of the Assembly, except by special invitation on the part of some member; but a majority may authorize the Speaker to have the Assembly cleared of all such persons. No person may do any lobbying upon the floor of the Assembly at any time, and it is the duty of the Sergeant at Arms to remove any person violating any of the provisions of this Rule.

[Statutes of Nevada 1973, 1891; A 1983, 2152; 1995, 2856; 1997, 3549]

**Rule No. 95. Material Placed on Legislators' Desks.**

All papers, letters, notes, pamphlets and other written material placed upon an Assemblyman's desk shall contain the signature of the Legislator requesting the placement of such material on the desk or shall contain a designation of the origin of such material. This Rule does not apply to books containing the legislative bills and resolutions, the legislative Daily Histories, the legislative Daily Journals or Legislative Counsel Bureau material.

[Statutes of Nevada 1973, 1891]

**Rule No. 96. Peddling, Begging and Soliciting.**

1. Peddling, begging and soliciting are strictly forbidden in the Assembly Chambers, and in the lobby, gallery and halls adjacent thereto.

2. No part of the Assembly Chambers may be used for, or occupied by signs or other devices for any kind of advertising.

3. No part of the hallways adjacent to the Assembly Chambers may be used for or occupied by signs or other devices for any kind of advertising for commercial or personal gain. Notices for nonprofit, nonpartisan, civic or special legislative events may be posted in a designated area of the hallways adjacent to the Assembly Chambers with the approval of the Chief Clerk.

[Statutes of Nevada 1973, 1891; A 1999, 3843; 2001, 3303]

**Rule No. 97. Petitions and Memorials.**

Petitions, memorials and other papers addressed to the Assembly, shall be presented by the Speaker, or by a member in the Speaker's place. A brief statement of the contents thereof shall be made by the introducer. They shall not be debated on the day of their being presented, but shall be on the table, or be referred, as the Assembly shall determine.

[Statutes of Nevada 1973, 1891; A 1995, 2856; 1997, 3550]

**Rule No. 98. Request of Purpose.**

A member may request the purpose of a bill or joint resolution upon its introduction.

[Statutes of Nevada 1973, 1891]

**Rule No. 99. Remarks.**

It shall be in order for members to make remarks and to have such remarks entered in the Journal.

[Statutes of Nevada 1973, 1891]

**Rule No. 100. Precedence of Parliamentary Authority.**

The precedence of parliamentary authority in the Assembly is:

1. The Constitution of the State of Nevada and judicial decisions thereon.
2. The Standing Rules of the Assembly and the Joint Standing Rules of the Senate and Assembly.
3. Custom, usage and precedence.
4. The Statutes of the State of Nevada.
5. Mason's Manual of Legislative Procedure.

[Statutes of Nevada 1973, 1891; A 1999, 3843; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 101. Reserved.****Rule No. 102. Privileged Questions.**

Privileged questions have precedence over all others in the following order:

1. Motions to fix the time to which the Assembly shall adjourn.
2. Motions to adjourn.
3. Questions relating to the rights and privileges of the Assembly or any of its members.
4. A call of the House.
5. Motions for special orders.

[Statutes of Nevada 2001, 3304; A 2005, 2934]

**Rule No. 103. Reserved.****B. BILLS****Rule No. 104. Reserved.****Rule No. 105. Reserved.****Rule No. 106. Skeleton Bills.**

The introduction of skeleton bills is authorized when, in the opinion of the sponsor and the Legislative Counsel, the full drafting of the bill would entail extensive research or be of considerable length. A skeleton bill will be provided for purposes of introduction and committee referral. Such a bill will be a presentation of ideas or statements of purpose, sufficient in style and expression to enable the Legislature and the committee to which the bill may be referred to consider the substantive merits of the legislation proposed.

[Statutes of Nevada 1973, 1893; A 1999, 3844]

**Rule No. 107. Reserved.****Rule No. 108. Reserved.****Rule No. 109. Reading of Bills.**

The presiding officer shall announce at each reading of a bill whether it be the first, second or third reading. The first reading of a bill shall be for information. If there is objection, the question shall be, "Shall the bill be rejected?" If the question to reject fails to receive a majority vote by the members present, or if there is no objection, the bill shall take the proper course. No bill shall be referred to a committee until after the first reading, nor amended until after the second reading.

[Statutes of Nevada 1973, 1894; A 1995, 2858]

**Rule No. 110. Second Reading and Amendment of Bills.**

1. All bills must be read the second time on the first legislative day after which they are reported by committee, unless a different day is designated by motion. Upon second reading, Assembly bills reported without amendments shall be placed on the General File and Senate bills reported without amendments shall be placed on the General File. Committee amendments reported with bills shall be considered upon their second reading or third reading, as appropriate, and such amendments may be adopted by a majority vote of the members present. Any amendment which is numbered, copied and made available to all members must be moved and voted upon by number. Assembly bills so amended must be reprinted, engrossed, and placed on the General File. Senate bills so amended must be reprinted, then engrossed or reengrossed, as applicable, and placed on the General File.

2. Any member may move to amend a bill during its second or third reading, and such a motion to amend may be adopted by a majority vote of the members present. Bills so amended on second reading must be treated the same as bills with committee amendments. Any bill so amended upon the General File must be reprinted and then engrossed or reengrossed, as applicable.

3. The reprinting of amended bills may be dispensed with only in accordance with the provisions of law.

[Statutes of Nevada 1975, 1915; A 1997, 3552; 1999, 3844; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 111. Consent Calendar.**

1. A standing committee may by unanimous vote of the members present report a bill with the recommendation that it be placed on the Consent Calendar. The question of recommending a bill for the Consent Calendar may be voted upon in committee only after the bill has been recommended for passage and only if no amendment is recommended.

2. The Chief Clerk shall maintain a list of bills recommended for the Consent Calendar. The list must be printed in the Daily History and must include the summary of each bill, and the date the bill is scheduled for consideration on final passage.

3. At any time before the presiding officer calls for a vote on the passage of the Consent Calendar, a member may give written notice to the Chief Clerk or state orally from the floor of the Assembly in session that he requests the removal of a particular bill from the Consent Calendar. If a member so requests, the Chief Clerk shall remove the bill from the Consent Calendar and transfer it to the Second Reading File. A bill removed from the Consent Calendar may not be restored to that Calendar.

4. During floor consideration of the Consent Calendar, members may ask questions and offer explanations relating to the respective bills.

5. When the Consent Calendar is brought to a vote, the bills remaining on the Consent Calendar must be read by number and summary and the vote must be taken on their final passage as a group.

[Statutes of Nevada 1977, 1660; A 1987, 2328; 1997, 3552; 1999, 3845; 2001, 3305]

**Rule No. 112. Reserved.****Rule No. 113. General File.**

All bills reported to the Assembly, by either standing or special committees, after receiving their second readings must be placed upon a General File, to be kept by the Chief Clerk. The Chief Clerk shall post a daily statement of the bills on the General File. The Chief Clerk shall likewise post notices of special orders as made.

[Statutes of Nevada 1973, 1895; A 1997, 3553; 1999, 3845; 2001, 3305; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 114. Reserved.**

**Rule No. 115. Reconsideration of Vote on Bill.**

On the first legislative day that the Assembly is in session succeeding that on which a final vote on any bill or resolution has been taken, a vote may be reconsidered on the motion of any member. Notice of intention to move such reconsideration must be given on the day on which the final vote was taken by a member voting with the prevailing party. It is not in order for any member to move a reconsideration on the day on which the final vote was taken, except by a majority of the members elected. There may be no reconsideration of a vote on a motion to indefinitely postpone. Motions to reconsider a vote upon amendments to any pending question may be made at once.

[Statutes of Nevada 1973, 1895; A 1999, 3845; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 116. Vetoed Bills.**

1. Bills that have passed both Houses of the Legislature and are transmitted to the Assembly accompanied by a message or statement of the Governor's disapproval or veto of the same must:

(a) Be taken up and considered immediately upon the coming in of the message transmitting the same; or

(b) Become the subject of a special order.

2. When the message is received, or if made a special order, when the special order is called, the said message or statement must be read together with the bill or bills so disapproved or vetoed. The message and bill must be read by the Chief Clerk without interruption, consecutively, one following the other, and not upon separate occasions. No such bill or message may be referred to any committee, or otherwise acted upon save as provided by law and custom; that is to say, that immediately following such reading the only question, except as hereinafter stated, which may be put by the Speaker is, "Shall the bill pass, notwithstanding the objections of the Governor?" It shall not be in order, at any time, to vote upon such a vetoed bill unless the same shall first have been read, from the first word of its title to and including the last word of its final section. No motion may be entertained after the Speaker has stated the question, save a motion to adjourn or a motion for the previous question, but the merits of the bill itself may be debated. The message or statement containing the objections of the Governor to the bill must be entered in the Journal of the Assembly. The consideration of a vetoed bill, and the objections of the Governor thereto, shall be a privileged question, and shall take precedence over all others.

[Statutes of Nevada 2001, 3306; Assembly Resolution No. 1 of the 2009 Session (File No. 5)]

**Rule No. 117. Reserved.****C. RESOLUTIONS****Rule No. 118. Treated as Bills—Joint Resolutions.**

The procedure of enacting joint resolutions must be identical to that of enacting bills, except that:

1. Joint resolutions, upon enrollment, must be delivered to the Secretary of State; and

2. Joint resolutions proposing amendments to the Constitution must be entered in the Journal in their entirety.

[Statutes of Nevada 1973, 1895; A 1999, 3846; 2003, 3612]

**Rule No. 119. Return from the Secretary of State.**

An Assembly resolution may be used to request the return from the Secretary of State of an enrolled Assembly resolution for further consideration.

[Assembly Resolution No. 1 of the 2009 Session (File No. 5)]



**D. ORDER OF BUSINESS**

**Rule No. 120. Order of Business.**

The Order of Business must be as follows:

1. Call to Order.
2. Reading and Approval of Journal.
3. Presentation of Petitions.
4. Reports of Standing Committees.
5. Reports of Select Committees.
6. Communications.
7. Messages from the Senate.
8. Motions, Resolutions and Notices.
9. Introduction, First Reading and Reference.
10. Consent Calendar.
11. Second Reading and Amendment.
12. General File and Third Reading.
13. Unfinished Business of Preceding Day.
14. Special Orders of the Day.
15. Remarks from the Floor, limited to 10 minutes.

[Statutes of Nevada 1973, 1895; A 1977, 1660; 1985, 2316; 1987, 2328; 1989, 2206; 1999, 3846; 2001, 3307]

**Rule No. 121. Reserved.**

**Rule No. 122. Reserved.**

**Rule No. 123. Reserved.**

**Rule No. 124. Reserved.**

**Rule No. 125. Reserved.**

**Rule No. 126. Reserved.**

**Rule No. 127. Reserved.**

**Rule No. 128. Reserved.**

The next rule is 140.

**IX. LEGISLATIVE INVESTIGATIONS AND MISCELLANEOUS**

**Rule No. 140. Compensation of Witnesses.**

Witnesses summoned to appear before the Assembly or any of its committees must be compensated as provided by law for witnesses required to attend in the courts of the State of Nevada.

[Statutes of Nevada 1973, 1897; A 1999, 3847]

**Rule No. 141. Use of the Assembly Chamber.**

The Assembly Chamber shall not be used for any public or private business other than legislative, except by permission of the Assembly.

[Statutes of Nevada 1973, 1897]

## A

**ADJOURNMENT**

- Election contests, adjournment before declaration of candidate elected prohibited (Rule 45), page 6
- Motion to adjourn or to fix time for adjournment, precedence (Rule 68, Rule 102), page 9, page 11
- Reconsideration of vote, motion for, procedures (Rule 68), page 9
- Temporary appointment to committees (Rule 41), page 5
- Vetoed bills, effect (Rule 116), page 13

**ADVERTISING WITHIN CHAMBERS OR HALLS**

- Prohibition, exception (Rule 96), page 10

**AMENDMENTS**

- Committee amendments, procedure for adoption (Rule 110), page 12
- Concurrent referrals (Rule 52), page 8
- Constitutional amendments (Rule 118), page 13
- General File, placement (Rule 110), page 12
- Motion to amend, adoption (Rule 110), page 12
- Motion to strike out, effect on amendment when motion lost (Rule 67), page 8
- Order of Business (Rule 120), page 14
- Reprinting (Rule 110), page 12
- Second reading, consideration after (Rule 109, Rule 110), page 11, page 12
- Third reading, consideration after (Rule 110), page 12
- Whole, Committee of the, amendments proposed by (Rule 44.5), page 6

**APPEALS**

- Points of order, procedure (Rule 1, Rule 20), page 1, page 2

**ASSEMBLY CHAMBER**

- Advertising prohibited, exception (Rule 96), page 10
- Cellular phones, use prohibited (Rule 21), page 2
- Decorum (Rule 1), page 1
- Lobbying prohibited (Rule 94), page 10
- Majority may authorize Chamber cleared (Rule 94), page 10
- Material placed on Legislators' desks (Rule 95), page 10
- Pagers, use prohibited, exception (Rule 21), page 2
- Peddling, begging, and soliciting prohibited (Rule 96), page 10
- Privilege of the floor (Rule 94), page 10
- Speaker, powers (Rule 1), page 1
- Use of Chamber restricted (Rule 141), page 14

**ATTACHES**

- Appointment, recommendation by resolution (Rule 44), page 6
- Chief Clerk, duties (Rule 3), page 1

## B

**BEGGING WITHIN CHAMBERS OR HALLS**

- Prohibition against (Rule 96), page 10

**BILLS**

- Action by committee (Rule 42, Rule 46), page 5, page 7
- Amendment (*See AMENDMENTS*)
- Announcement of reading (Rule 109), page 11

**BILLS—(Continued)**

- Concurrent referrals (Rule 52), page 8
- Consent Calendar (Rule 111), page 12
- Debate (*See DEBATE*)
- Enacting clause, motion to strike (Rule 66), page 8
- First reading (Rule 109, Rule 120), page 11, page 14
- General file (Rule 110, Rule 113), page 12
- Introduction (*See INTRODUCTION OF LEGISLATIVE MEASURES*)
- Material placed on Legislators' desks (Rule 95), page 10
- Purpose, member may request (Rule 98), page 10
- Reconsideration of vote (Rule 42, Rule 65, Rule 115), page 5, page 8, page 13
- Reference to committee, first reading required (Rule 109), page 11
- Rejection (Rule 66, Rule 109), page 8, page 11
- Second reading (Rule 109, Rule 110, Rule 120), page 11, page 12, page 14
- Signature of Speaker required (Rule 1), page 1
- Skeleton bills (Rule 106), page 11
- Third reading (Rule 109, Rule 110, Rule 120), page 11, page 12, page 14
- Vetoed bills (*See VETOED BILLS*)

**BUSINESS**

- Conduct of business, rules and procedures generally (Rule 91-Rule 102), page 9-page 11
- Order (Rule 120), page 14

**C****CALL OF THE ASSEMBLY**

- Privileged question (Rule 102), page 11
- Speaker's powers and duties (Rule 1), page 1

**CALL TO ORDER**

- Order of Business (Rule 120), page 14
- Speaker's powers and duties (Rule 1, Rule 20), page 1, page 2

**CANDIDATES, ELECTION (*See ELECTION CONTESTS*)****CELLULAR TELEPHONES**

- Use in Assembly Chambers or committee rooms prohibited (Rule 21), page 2

**CHAIRMEN OF COMMITTEES (*See COMMITTEES*)****CHANGE OF RULES**

- Two-thirds vote and one day's notice of motion required (Rule 91), page 9

**CHIEF CLERK OF THE ASSEMBLY**

- Complaints alleging conflict of interest, duties (Rule 23), page 2
- Concurrent referrals, procedures (Rule 52), page 8
- Consent Calendar, duties (Rule 111), page 12
- Duties generally (Rule 3), page 1
- Election (Rule 3), page 1
- General file, duties (Rule 113), page 12
- Motions, reading (Rule 60), page 8
- Notices for nonprofit, nonpartisan, civic or special legislative events, approval of posting (Rule 96), page 10
- Roll call, duties (Rule 30), page 4
- Special orders, duties (Rule 113), page 12
- Vetoed bills, duties (Rule 116), page 13

**COMMERCE AND LABOR, COMMITTEE ON**

Generally (*See COMMITTEES*)

Number of members (Rule 40), page 5

**COMMITTEES**

Actions (Rule 42, Rule 46), page 5, page 7

Amendments, procedure for adoption (Rule 110), page 12

Appointment (Rule 41), page 5

Bills referred to committee (Rule 52, Rule 109), page 8, page 11

**Chairmen**

Designation (Rule 41), page 5

Final actions, voting on (Rule 42), page 5

Hearings, duties (Rule 49), page 7

Records, duties (Rule 47), page 7

Roll call vote, discretion (Rule 46), page 7

Subcommittees, appointment (Rule 43), page 6

Conference committees, notice provisions concerning meetings inapplicable (Rule 92), page 9

Consent Calendar, recommendations (Rule 111), page 12

Credentials, Committee on (Rule 44), page 6

Election contest, special committee to consider (Rule 45), page 6

Ethics, Select Committee on (Rule 23), page 2

Hearings (*See HEARINGS*)

Introduction of legislative measures (Rule 42), page 5

Meetings (*See MEETINGS*)

**Members**

Appointment (Rule 41), page 5

Number (Rule 40), page 5

Temporary appointments (Rule 41), page 5

Motions passed by voice vote (Rule 42), page 5

Names of committees (Rule 40), page 5

Quorum (Rule 42, Rule 49), page 5, page 7

Reconsideration of action (Rule 42), page 5

**Records**

Chairmen, duties (Rule 47), page 7

Contents (Rule 47), page 7

Disposition (Rule 48), page 7

Reports, order of business (Rule 120), page 14

Rules, Committee on (Rule 44), page 6

Skeleton bills, consideration (Rule 106), page 11

Subcommittees (Rule 43), page 6

Subpoenas, procedure for issuance (Rule 42), page 5

Temporary appointment of members (Rule 41), page 5

Vice chairman, designation (Rule 41), page 5

Voting (Rule 42, Rule 46), page 5, page 7

Whole, Committee of the (Rule 44.5), page 6

**CONCURRENT REFERRALS**

Procedure (Rule 52), page 8

**CONDUCT OF BUSINESS**

Rules and procedures generally (Rule 91-Rule 102), page 9-page 11

**CONFERENCE COMMITTEES**

Notice provisions concerning meetings inapplicable (Rule 92), page 9

**CONFLICTS OF INTEREST**

- Advice to Legislators by Select Committee on Ethics (Rule 23), page 2
- Complaints, hearing (Rule 23), page 2
- Confidentiality of proceedings (Rule 23), page 2
- Determination of conflict, criteria for (Rule 23), page 2
- Disclosure by Legislators (Rule 23), page 2
- Voting, considerations, effect of abstaining (Rule 23), page 2

**CONSENT CALENDAR**

- Committee recommendations (Rule 111), page 12
- Floor consideration (Rule 111), page 12
- List of bills recommended, maintenance, printing and contents (Rule 111), page 12
- Order of Business (Rule 120), page 14
- Read by bill number and summary (Rule 111), page 12
- Recommendation for placement of bill, requirements (Rule 111), page 12
- Removal of bill and transfer to second reading file (Rule 111), page 12
- Voting, manner of (Rule 111), page 12

**CONSTITUTIONAL AMENDMENTS**

- Journal, resolution proposing amendments entered in entirety (Rule 118), page 13

**CONTESTS OF ELECTION** (*See ELECTION CONTESTS*)**CORRECTIONS, PAROLE AND PROBATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**CREDENTIALS, COMMITTEE ON**

- Committee on Elections, Procedures, Ethics, and Constitutional Amendments to function as (Rule 44), page 6

**D****DAILY HISTORY**

- Consent Calendar, list of recommended bills (Rule 111), page 12
- Material placed on Legislators' desks (Rule 95), page 10
- Notices of bills, topics and public hearings (Rule 92), page 9

**DEBATE**

- Closing, privilege (Rule 82), page 9
- Motions, procedure before debate (Rule 60), page 8
- Petitions and memorials (Rule 97), page 10
- Points of order (Rule 20), page 2
- Previous question (Rule 81), page 9
- Privileged questions (Rule 102), page 11
- Speaking on the question (Rule 44.5, Rule 80), page 6, page 9
- Vetoed bills (Rule 116), page 13

**DECORUM**

- Points of order (Rule 20), page 2
- Powers of Speaker (Rule 1), page 1

**DIVISION OF THE HOUSE**

- Calling for yeas and nays (Rule 30), page 4
- Voting, manner of (Rule 30, Rule 33), page 4, page 5

**DIVISION OF THE QUESTION**

- Generally (Rule 67), page 8

## E

**EDUCATION, COMMITTEE ON**

Generally (*See COMMITTEES*)

Number of members (Rule 40), page 5

**ELECTION CONTESTS**

Adjournment restricted (Rule 45), page 6

Declaration of election (Rule 45), page 6

Depositions or written oral arguments, submission (Rule 45), page 6

Elections, Procedures, Ethics, and Constitutional Amendments, Committee on, reference of contest to (Rule 45), page 6

Governor to be informed of identity of elected candidate (Rule 45), page 6

Hearing

Burden of proof on contestant (Rule 45), page 6

Minutes required (Rule 45), page 6

Oral statements to be made under oath (Rule 45), page 6

Rules of evidence, applicability (Rule 45), page 6

Witnesses, depositions (Rule 45), page 6

Notice given to parties (Rule 45), page 6

Recommendation of committee

Rejection, immediate consideration of other candidates (Rule 45), page 6

Report to Assembly (Rule 45), page 6

Vote by Assembly, time limit (Rule 45), page 6

Special committee, appointment (Rule 45), page 6

Statement of contest, receipt from Secretary of State (Rule 45), page 6

**ELECTIONS, PROCEDURES, ETHICS, AND CONSTITUTIONAL AMENDMENTS, COMMITTEE ON**

Credentials, Committee on, function as (Rule 44), page 6

Election contests, duties (Rule 45), page 6

Generally (*See COMMITTEES*)

Number of members (Rule 40), page 5

Personnel

Appointment, recommendation by resolution (Rule 44), page 6

Jurisdiction over matters relating to (Rule 44), page 6

Rules, Committee on, function as (Rule 44), page 6

**ELECTRONIC ROLL CALL SYSTEM**

Use (Rule 30), page 4

**EMERGENCY SITUATIONS**

Suspension of rule requiring notice of hearings and meetings (Rule 92), page 9

**EMPLOYEES**

Appointment, recommendation by resolution (Rule 44), page 6

**ENACTING CLAUSE, MOTION TO STRIKE**

Precedence of motion, effect (Rule 66), page 8

**ENROLLED BILLS AND RESOLUTIONS**

Signature of Speaker required (Rule 1), page 1

**ETHICS**

- Advice to Legislators by Select Committee on Ethics (Rule 23), page 2
- Complaints and requests for advice
  - Filing (Rule 23), page 2
  - Form and signature (Rule 23), page 2
  - Select Committee on Ethics to hear (Rule 23), page 2
- Confidentiality of proceedings (Rule 23), page 2
- Conflicts of interest
  - Determination of conflict, criteria for (Rule 23), page 2
  - Disclosure (Rule 23), page 2
  - Voting, considerations, effect of abstaining (Rule 23), page 2

**ETHICS, SELECT COMMITTEE ON**

- Alternate members, appointment (Rule 23), page 2
- Chairman and Vice Chairman, appointment (Rule 23), page 2
- Composition (Rule 23), page 2
- Disqualification of member (Rule 23), page 2
- Duties generally (Rule 23), page 2

**F****FIRST READING OF BILLS**

- Announcement (Rule 109), page 11
- Order of Business (Rule 120), page 14
- Purpose, for information (Rule 109), page 11
- Referral to committee, first reading prerequisite (Rule 109), page 11

**FORMER ASSEMBLY MEMBERS**

- Privilege of the floor (Rule 94), page 10

**G****GENERAL FILE**

- Amendments, placement on (Rule 110), page 12
- Bills, placement on (Rule 110, Rule 113), page 12
- Order of Business (Rule 120), page 14

**GOVERNMENT AFFAIRS, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**GOVERNOR**

- Candidate declared in election contest, notification (Rule 45), page 6
- Vetoed bills (Rule 116), page 13

**H****HEALTH AND HUMAN SERVICES, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**HEARINGS**

- Conduct (Rule 49), page 7
- Election contests, procedure (Rule 45), page 6
- Notices (Rule 92), page 9

**HEARINGS—(Continued)**

Telephone or video conference, participation by authorized (Rule 49), page 7  
Witnesses (Rule 49, Rule 140), page 7, page 14

**I****INTRODUCTION OF LEGISLATIVE MEASURES**

Committee introductions (Rule 42), page 5  
Order of Business (Rule 120), page 14  
Petitions and memorials (Rule 97), page 10  
Purpose of bill or joint resolution, member may request (Rule 98), page 10  
Skeleton bills (Rule 106), page 11

**J****JOINT RESOLUTIONS (See RESOLUTIONS)****JOURNAL**

Conflicts of interest, certain disclosures to be entered in (Rule 23), page 2  
Joint resolutions proposing amendments to Constitution entered in entirety (Rule 118),  
page 13  
Material placed on Legislators' desks (Rule 95), page 10  
Names of those calling for yeas and nays entered in (Rule 30), page 4  
Reading and approval, Order of Business (Rule 120), page 14  
Remarks entered in (Rule 99), page 10  
Vetoed bills, message or statement of objections entered in (Rule 116), page 13

**JUDICIARY, COMMITTEE ON**

Generally (See COMMITTEES)  
Number of members (Rule 40), page 5

**L****LEGISLATIVE COUNSEL BUREAU**

Committee records filed with (Rule 48), page 7

**LOBBYING**

Prohibition against lobbying on Assembly floor (Rule 94), page 10

**M****MASON'S MANUAL OF LEGISLATIVE PROCEDURE**

Applicability (Rule 100), page 11

**MEETINGS**

Cellular phones and pagers, use prohibited, exception (Rule 21), page 2  
Committees (Rule 42), page 5  
Ethics, Select Committee on (Rule 23), page 2  
Notices (Rule 92), page 9  
Open meetings required (Rule 11), page 2  
Time of meeting of Assembly (Rule 10), page 2

**MEMORIALS ADDRESSED TO ASSEMBLY**

Presentation (Rule 97), page 10



**MESSAGES**

- Order of Business (Rule 120), page 14
- Receipt by Speaker (Rule 1), page 1
- Vetoed bills (Rule 116), page 13

**MINORITY LEADER**

- Select Committee on Ethics, appointment of members and alternates (Rule 23), page 2

**MINUTES**

- Committee minutes, disposition (Rule 48), page 7
- Election contests, minutes of hearing required (Rule 45), page 6

**MOTIONS**

- Adjourn or to fix time for adjournment, precedence of motion (Rule 68, Rule 102), page 9, page 11
- Amend (Rule 110), page 12
- Committee action (Rule 42), page 5
- Debate, procedure (Rule 60), page 8
- Division of the question (Rule 67), page 8
- Entertaining (Rule 60), page 8
- Order of Business (Rule 120), page 14
- Postpone indefinitely (Rule 65, Rule 115), page 8, page 13
- Previous question (Rule 81), page 9
- Privileged questions (Rule 102), page 11
- Reconsideration of vote (Rule 68, Rule 115), page 9, page 13
- Refer, motion to (*See REFER, MOTION TO*)
- Rescission of rules (Rule 91), page 9
- Special orders, precedence of motions (Rule 102), page 11
- Strike enacting clause (Rule 66), page 8
- Strike out (Rule 67), page 8
- Strike out and insert (Rule 67), page 8
- Withdrawal (Rule 60), page 8

**N****NATURAL RESOURCES, AGRICULTURE, AND MINING, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**NEWS MEDIA**

- Accreditation, assignment of seating (Rule 1), page 1
- Notices of hearings and meetings (Rule 92), page 9

**NOTICES**

- Change of rule (Rule 91), page 9
- Committee meetings (Rule 92), page 9
- Election contests (Rule 45), page 6
- Hearings (Rule 92), page 9
- Order of Business (Rule 120), page 14
- Reconsideration of vote (Rule 68, Rule 115), page 9, page 13
- Rescission of rule (Rule 91), page 9

**O****OPEN MEETINGS**

Ethics, Select Committee on (Rule 23), page 2  
Requirement (Rule 11), page 2

**ORDER OF BUSINESS**

Enumeration (Rule 120), page 14  
Reconsideration of vote, effect (Rule 68), page 9

**P****PAGERS**

Use in Assembly Chambers or committee rooms prohibited, exception (Rule 21), page 2

**PARLIAMENTARY AUTHORITY**

Precedence (Rule 100), page 11

**PEDDLING WITHIN CHAMBERS OR HALLS**

Prohibition against (Rule 96), page 10

**PETITIONS ADDRESSED TO ASSEMBLY**

Presentation (Rule 97, Rule 120), page 10, page 14

**POINTS OF ORDER**

Appeal from decision of Speaker (Rule 20), page 2  
Appeals from points of order, Speaker's powers (Rule 1), page 1  
Procedure (Rule 20), page 2

**POSTPONE INDEFINITELY, MOTION TO**

Reconsideration of motion prohibited (Rule 65, Rule 115), page 8, page 13

**PREVIOUS QUESTION, MOTION FOR**

Consideration of motion upon return of vetoed bill (Rule 116), page 13  
Person last speaking on question, prohibition against motion (Rule 81), page 9  
Three Assemblymen to demand (Rule 81), page 9

**PRIVILEGE**

Closing debate (Rule 82), page 9  
Of the floor (Rule 94), page 10

**PRIVILEGED QUESTIONS**

Precedence (Rule 102, Rule 116), page 11, page 13  
Vetoed bills (Rule 116), page 13

**R****RECESS**

Notice provisions inapplicable to meetings on floor during recess (Rule 92), page 9

**RECONSIDERATION OF ACTION BY COMMITTEE**

Two-thirds majority required (Rule 42), page 5

**RECONSIDERATION OF VOTE**

Adjournment while motion pending or before passing order of business, right to reconsider  
continued to next day of sitting (Rule 68), page 9  
Committee action (Rule 42), page 5

**RECONSIDERATION OF VOTE—***(Continued)*

## Notice of reconsideration

Day preceding last day of session, notice out of order (Rule 68), page 9

Given on day final vote taken (Rule 115), page 13

Last day on which final action is allowed, notice out of order (Rule 68), page 9

Postpone indefinitely, reconsideration of motion prohibited (Rule 115), page 13

Precedence of motion (Rule 68), page 9

Question postponed indefinitely, reconsideration prohibited (Rule 65), page 8

**REFER, MOTION TO**

Concurrent referrals (Rule 52), page 8

First reading required before referral (Rule 109), page 11

Order of Business (Rule 120), page 14

Petitions and memorials (Rule 97), page 10

Vetoed bills, prohibitions (Rule 116), page 13

**REMARKS FROM THE FLOOR**

Entered in Journal (Rule 99), page 10

Order of Business, time limit (Rule 120), page 14

**RESCISSION OF RULES**

Two-thirds vote and one day's notice of motion required (Rule 91), page 9

**RESOLUTIONS**

Action by committee (Rule 42, Rule 46), page 5, page 7

Attaches and employees, appointment (Rule 44), page 6

Concurrent referrals (Rule 52), page 8

Debate (*See DEBATE*)

Enacting clause, motion to strike (Rule 66), page 8

## Enrolled resolutions

## Secretary of State

Deliver to (Rule 118), page 13

Legislature, requests for return of resolution from Secretary of State (Rule 119),  
page 13

Signature of Speaker required (Rule 1), page 1

Introduction (*See INTRODUCTION OF LEGISLATIVE MEASURES*)

## Joint resolutions

Constitutional amendments (Rule 118), page 13

Delivery to Secretary of State (Rule 118), page 13

Procedure for enactment (Rule 118), page 13

Purpose, member may request (Rule 98), page 10

Material placed on Legislators' desks (Rule 95), page 10

Order of Business (Rule 120), page 14

Reconsideration of vote (Rule 42, Rule 65, Rule 115), page 5, page 8, page 13

Rejection, striking out enacting clause constitutes (Rule 66), page 8

Use to request return of enrolled resolution from Secretary of State (Rule 119), page 13

**ROLL CALL VOTE**

Calling for yeas and nays (Rule 30), page 4

Committee action (Rule 46), page 7

Electronic roll call system (Rule 30), page 4

Manner of voting (Rule 30), page 4

**RULES, COMMITTEE ON**Committee on Elections, Procedures, Ethics, and Constitutional Amendments to function as  
(Rule 44), page 6

## S

**SECOND READING OF BILLS**

- Amendments, consideration (Rule 109, Rule 110), page 11, page 12
- Announcement (Rule 109), page 11
- Consent Calendar, bills transferred from (Rule 111), page 12
- General File, placement of bills reported without amendments (Rule 110), page 12
- Order of Business (Rule 120), page 14
- Time for (Rule 110), page 12

**SECRETARY OF STATE**

- Election contests, procedures (Rule 45), page 6
- Enrolled resolution
  - Joint resolutions, receipt upon enrollment (Rule 118), page 13
  - Requests for return to Legislature (Rule 119), page 13

**SENATORS**

- Privilege of the Assembly floor (Rule 94), page 10

**SERGEANT AT ARMS**

- Duties (Rule 94), page 10

**SESSIONS**

- Time of meeting (Rule 10), page 2

**SKELETON BILLS**

- Purpose and content (Rule 106), page 11

**SOLICITATION WITHIN CHAMBERS OR HALLS**

- Prohibition against (Rule 96), page 10

**SPEAKER OF THE ASSEMBLY**

- Chairman and vice chairman of committees, designation (Rule 41), page 5
- Chief Clerk responsible to (Rule 3), page 1
- Committee of the Whole, duties (Rule 44.5), page 6
- Committees, appointment (Rule 41), page 5
- Death or disability, succession to office (Rule 1), page 1
- Election contests, duties (Rule 45), page 6
- Ethics, Select Committee on, appointment of members and alternates (Rule 23), page 2
- Motions, announcement (Rule 60), page 8
- Officers of the Assembly subordinate to (Rule 1), page 1
- Petitions and memorials, presentation (Rule 97), page 10
- Points of order (Rule 1, Rule 20), page 1, page 2
- Powers and duties generally (Rule 1), page 1
- Reading of bills, duties (Rule 109), page 11
- Resignation, succession to office (Rule 1), page 1
- Substitution of duties (Rule 1), page 1
- Vacancy in office (Rule 1), page 1
- Vetoed bills, duties (Rule 116), page 13
- Voting (Rule 1, Rule 30), page 1, page 4

**SPEAKER PRO TEMPORE**

- Succession to office of Speaker (Rule 1), page 1

**SPEAKING ON THE QUESTION**

- Limitations (Rule 44.5, Rule 80), page 6, page 9

**SPECIAL ORDERS OF THE DAY**

- Notices of special orders, posting (Rule 113), page 12
- Order of Business (Rule 120), page 14
- Precedence of motion (Rule 102), page 11
- Vetoed bills (Rule 116), page 13

**STANDING COMMITTEES** (*See COMMITTEES*)**STATE OFFICERS**

- Privilege of the floor (Rule 94), page 10

**STRIKE ENACTING CLAUSE, MOTION TO**

- Precedence of motion, effect (Rule 66), page 8

**STRIKE OUT AND INSERT, MOTION TO**

- Motion deemed indivisible (Rule 67), page 8

**STRIKE OUT, MOTION TO**

- Lost question, effect (Rule 67), page 8

**SUBCOMMITTEES**

- Appointment and duties (Rule 43), page 6

**SUBPOENAS**

- Issuance by committee, procedure (Rule 42), page 5
- Signature of Speaker (Rule 1), page 1

**SUSPENSION OF RULES**

- Notices of hearings and meetings (Rule 92), page 9
- Reprinting of bills (Rule 110), page 12
- Temporary suspension, two-thirds vote of members present required (Rule 91), page 9

**T****TAXATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**TELEPHONES**

- Cellular phones, use in Assembly Chambers or committee rooms prohibited (Rule 21), page 2
- Committee hearings, participation by conference call (Rule 49), page 7

**THIRD READING OF BILLS**

- Amendments, consideration (Rule 110), page 12
- Announcement (Rule 109), page 11
- Order of Business (Rule 120), page 14

**TIME OF MEETING**

- Sessions (Rule 10), page 2

**TRANSPORTATION, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**U****UNFINISHED BUSINESS**

- Order of Business (Rule 120), page 14

## V

**VETOED BILLS**

- Committee referral, bill and message not to be referred (Rule 116), page 13
- Debate on merits of bill (Rule 116), page 13
- Governor's message or statement of disapproval to be read with bill (Rule 116), page 13
- Immediate consideration (Rule 116), page 13
- Motions, limit on (Rule 116), page 13
- Privileged questions (Rule 116), page 13
- Reading, procedure for (Rule 116), page 13
- Special order of business (Rule 116), page 13
- Voting prohibited until bill read from first to last word (Rule 116), page 13

**VIDEO CONFERENCES**

- Committee hearings, participation by (Rule 49), page 7

**VOTING**

- Announcement of vote, postponement prohibited (Rule 32), page 5
- Call for yeas and nays (Rule 30), page 4
- Certification required to vote (Rule 30), page 4
- Change of vote (Rule 32), page 5
- Committees
  - Manner of voting (Rule 42), page 5
  - Proxy, prohibition on voting by (Rule 42), page 5
  - Recording of votes (Rule 44.5, Rule 46), page 6, page 7
- Concurrent referrals (Rule 52), page 8
- Conflicts of interest, disclosures, considerations, effect of abstaining (Rule 23), page 2
- Consent Calendar (Rule 111), page 12
- Division of House (Rule 30, Rule 33), page 4, page 5
- Electronic roll call system (Rule 30), page 4
- Manner of (Rule 30), page 4
- Punishment for voting for another member (Rule 30), page 4
- Reconsideration of vote (Rule 42, Rule 68, Rule 115), page 5, page 9, page 13
- Result of vote, postponement of announcement prohibited (Rule 32), page 5
- Speaker (Rule 1), page 1
- Vetoed bills (Rule 116), page 13
- Whole, Committee of the (Rule 44.5), page 6

## W

**WAYS AND MEANS, COMMITTEE ON**

- Generally (*See COMMITTEES*)
- Number of members (Rule 40), page 5

**WHOLE, COMMITTEE OF THE**

- Amendments proposed by, procedures (Rule 44.5), page 6
- Chair, Speaker to preside as or name (Rule 44.5), page 6
- Speaking on the question, limitations (Rule 44.5), page 6
- Vote, recording (Rule 44.5), page 6

**WITHDRAWAL OF MOTION**

- Time for (Rule 60), page 8

**WITNESSES**

- Committee hearings (Rule 49), page 7
- Compensation (Rule 140), page 14
- Election contests (Rule 45), page 6





# JOINT STANDING RULES

## TABLE OF CONTENTS

---

### CONFERENCE COMMITTEES

Rule No.	1. Procedure Concerning. ....	1
----------	-------------------------------	---

### MESSAGES

Rule No.	2. Biennial Message of the Governor. ....	1
	2.2. Other Messages From the Governor. ....	1
	2.4. Proclamation by the Governor Convening Special Session. ....	1
	2.6. Messages Between Houses. ....	1

### NOTICE OF FINAL ACTION

Rule No.	3. Communications. ....	2
----------	-------------------------	---

### BILLS AND JOINT RESOLUTIONS

Rule No.	4. Signature. ....	2
	5. Joint Sponsorship. ....	2

### PRINTING

Rule No.	6. Ordering and Distribution. ....	3
----------	------------------------------------	---

### RESOLUTIONS

Rule No.	7. Types, Usage and Approval. ....	3
----------	------------------------------------	---

### VETOES

Rule No.	8. Special Order. ....	4
----------	------------------------	---

### ADJOURNMENT

Rule No.	9. Limitations and Calculation of Duration. ....	4
	9.5. Adjournment Sine Die. ....	4

### EXPENDITURES FROM THE LEGISLATIVE FUND

Rule No.	10. Manner of Authorization. ....	5
----------	-----------------------------------	---

### LEGISLATIVE COMMISSION

Rule No.	11. Membership and Organization. ....	5
----------	---------------------------------------	---

## **JOINT STANDING RULES**

---

### **RECORDS OF COMMITTEE PROCEEDINGS**

Rule No. 12.	Duties of Secretary of Committee and Director. ....	5
--------------	---	---

### **LIMITATIONS ON INTRODUCTION AND REQUESTS FOR DRAFTING OF LEGISLATIVE MEASURES**

Rule No. 14.	Limitations on Drafting and Requirements for Introduction; Duplicative Measures; Indication of Requester on Committee Introductions. ....	6
14.2.	Limitations on Time for Introduction of Legislation. ....	7

### **SCHEDULE FOR ENACTMENT OF BILLS**

Rule No. 14.3.	Final Dates for Action by Standing Committees and Houses. ....	7
14.4.	Emergency Requests. ....	8
14.5.	Waivers. ....	8
14.6.	Exemptions. ....	9
14.7.	Amendments. ....	10

### **CONTINUATION OF LEADERSHIP OF THE SENATE AND ASSEMBLY DURING THE INTERIM BETWEEN SESSIONS**

Rule No. 15.	Tenure and Performance of Statutory Duties. ....	10
Rule No. 16.	Reserved. ....	10

### **DATE OF FIRST JOINT BUDGET HEARING**

Rule No. 17.	Requirement. ....	10
--------------	-------------------	----

### **CRITERIA FOR REVIEWING BILLS THAT REQUIRE POLICIES OF HEALTH INSURANCE TO PROVIDE COVERAGE FOR CERTAIN TREATMENT OR SERVICES**

Rule No. 18.	Topics of Consideration. ....	11
--------------	-------------------------------	----

### **INTERIM FINDINGS AND RECOMMENDATIONS OF LEGISLATIVE COMMITTEES**

Rule No. 19.	Date for Reporting. ....	11
--------------	--------------------------	----

### **POLICY AND PROCEDURES REGARDING SEXUAL HARASSMENT**

Rule No. 20.	Maintenance of Working Environment; Procedure for Filing, Investigating and Taking Remedial Action on Complaints. ....	11
--------------	---	----

### **VOTE ON GENERAL APPROPRIATION BILL**

Rule No. 21.	Waiting Period Between Introduction and Final Passage. ....	13
--------------	---	----

**JOINT STANDING RULES**

---

**USE OF LOCK BOXES BY STATE AGENCIES**

Rule No. 22. Duties of Senate Standing Committee on Finance and Assembly  
Standing Committee on Ways and Means..... 13

**INDEX OF JOINT STANDING RULES..... 15**



# JOINT STANDING RULES

## CONFERENCE COMMITTEES

### **Rule No. 1. Procedure Concerning.**

1. In every case of an amendment of a bill, or joint or concurrent resolution, agreed to in one House, dissented from in the other, and not receded from by the one making the amendment, each House shall appoint a committee to confer with a like committee to be appointed by the other; and the committee so appointed shall meet publicly at a convenient hour to be agreed upon by their respective chairmen and announced publicly, and shall confer upon the differences between the two Houses as indicated by the amendments made in one and rejected in the other and report as early as convenient the result of their conference to their respective Houses.

2. The report shall be made available to all members of both Houses. The whole subject matter embraced in the bill or resolution shall be considered by the committee, and it may recommend recession by either House, new amendments, new bills or resolutions, or other changes as it sees fit. New bills or resolutions so reported shall be treated as amendments unless the bills or resolutions are composed entirely of original matter, in which case they shall receive the treatment required in the respective Houses for original bills, or resolutions, as the case may be.

3. The report of a conference committee may be adopted by acclamation. The report is not subject to amendment.

4. There shall be but one conference committee on any bill or resolution. A majority of the members of a conference committee from each House must be members who voted for the passage of the bill or resolution.

[Statutes of Nevada 1947, 872; A 1977, 1697; 1979, 1964; 1999, 3848; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

## MESSAGES

### **Rule No. 2. Biennial Message of the Governor.**

Upon motion, the biennial message of the Governor must be received and read and entered in full in the Journal of proceedings.

[Statutes of Nevada 1931, 466; A 1999, 3848; 2001, 3310; 2007, 3438; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **Rule No. 2.2. Other Messages From the Governor.**

Whenever a message from the Governor is received, it shall be read and entered in full in the Journal of proceedings.

[Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **Rule No. 2.4. Proclamation by the Governor Convening Special Session.**

Proclamations by the Governor convening the Legislature in special session must, by direction of the presiding officer of each House, be read immediately after the convening of the special session, and must be filed and entered in the Journal of proceedings.

[Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **Rule No. 2.6. Messages Between Houses.**

Messages from the Senate to the Assembly shall be delivered by the Secretary or Assistant Secretary, and messages from the Assembly to the Senate shall be delivered by the Chief Clerk or Assistant Chief Clerk.

[Statutes of Nevada 1931, 466; A 1999, 3848; 2001, 3310; 2007, 3438; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

**NOTICE OF FINAL ACTION****Rule No. 3. Communications.**

Each House shall communicate its final action on any bill or resolution, or matter in which the other may be interested, by written notice. Each such notice sent by the Senate must be signed by the Secretary of the Senate, or a person designated by the Secretary. Each such notice sent by the Assembly must be signed by the Chief Clerk of the Assembly, or a person designated by the Chief Clerk.

[Statutes of Nevada 1931, 410; A 1999, 3849]

**BILLS AND JOINT RESOLUTIONS****Rule No. 4. Signature.**

Each enrolled bill or joint resolution shall be presented to the presiding officers of both Houses for signature. They shall, after an announcement of their intention to do so is made in open session, sign the bill or joint resolution and their signatures shall be followed by those of the Secretary of the Senate and Chief Clerk of the Assembly.

[Statutes of Nevada 1931, 467; A 1977, 1656; 1999, 3849]

**Rule No. 5. Joint Sponsorship.**

1. A bill or resolution introduced by a standing committee of the Senate or Assembly may, at the direction of the chairman of the committee, set forth the name of a standing committee of the other House as a joint sponsor, if a majority of all members appointed to the committee of the other House votes in favor of becoming a joint sponsor of the bill or resolution. The name of the committee joint sponsor must be set forth on the face of the bill or resolution immediately below the date on which the bill or resolution is introduced.

2. A bill or resolution introduced by one or more Legislators elected to one House may, at the direction of the Legislator who brings the bill or resolution forward for introduction, set forth the names of one or more Legislators who are members elected to the other House and who wish to be primary joint sponsors or non-primary joint sponsors of the bill or resolution. Not more than five Legislators from each House may be set forth on the face of a bill or resolution as primary joint sponsors. The names of each primary joint sponsor and non-primary joint sponsor must be set forth on the face of the bill or resolution in the following order immediately below the date on which the bill or resolution is introduced:

(a) The name of each primary joint sponsor, in the order indicated on the colored back of the introductory copy of the bill or resolution; and

(b) The name of each non-primary joint sponsor, in alphabetical order.

3. The Legislative Counsel shall not cause to be printed the name of a standing committee as a joint sponsor on the face of a bill or resolution unless the chairman of the committee has signed his name next to the name of the committee on the colored back of the introductory copy of the bill or resolution that was submitted to the front desk of the House of origin or the statement required by subsection 5. The Legislative Counsel shall not cause to be printed the name of a Legislator as a primary joint sponsor or non-primary joint sponsor on the face of a bill or resolution unless the Legislator has signed the colored back of the introductory copy of the bill or resolution that was submitted to the front desk of the House of origin or the statement required by subsection 5.

4. Upon introduction, any bill or resolution that sets forth the names of primary joint sponsors or non-primary joint sponsors, or both, must be numbered in the same numerical sequence as other bills and resolutions of the same House of origin are numbered.

5. Once a bill or resolution has been introduced, a primary joint sponsor or non-primary joint sponsor may only be added or removed by amendment of the bill or resolution. An amendment which proposes to add or remove a primary joint sponsor or non-primary joint

sponsor must not be considered by the House of origin of the amendment unless a statement requesting the addition or removal is attached to the copy of the amendment submitted to the front desk of the House of origin of the amendment. If the amendment proposes to add or remove a Legislator as a primary joint sponsor or non-primary joint sponsor, the statement must be signed by that Legislator. If the amendment proposes to add or remove a standing committee as a joint sponsor, the statement must be signed by the chairman of the committee. A copy of the statement must be transmitted to the Legislative Counsel if the amendment is adopted.

6. An amendment that proposes to add or remove a primary joint sponsor or non-primary joint sponsor may include additional proposals to change the substantive provisions of the bill or resolution or may be limited only to the proposal to add or remove a primary joint sponsor or non-primary joint sponsor.

[Statutes of Nevada R 1979, 1964; A 1999, 3849; 2005, 2956]

## PRINTING

### Rule No. 6. Ordering and Distribution.

Each House may order the printing of bills introduced, reports of its own committees, and other matter pertaining to that House only; but no other printing may be ordered except by a concurrent resolution passed by both Houses. Each Senator is entitled to the free distribution of four copies of each bill introduced in each House, and each Assemblyman to such a distribution of two copies. Additional copies of such bills may be distributed at a charge to the person to whom they are addressed. The amount charged for distribution of the additional copies must be determined by the Director of the Legislative Counsel Bureau to approximate the cost of handling and postage for the entire session.

[Statutes of Nevada 1920-21, 410; A 1977, 1657; 1979, 1964; 1983, 2108; 1991, 2476]

## RESOLUTIONS

### Rule No. 7. Types, Usage and Approval.

1. A joint resolution must be used to:
  - (a) Propose an amendment to the Nevada Constitution.
  - (b) Ratify a proposed amendment to the United States Constitution.
  - (c) Address the President of the United States, Congress, either House or any committee or member of Congress, any department or agency of the Federal Government, or any other state of the Union.
2. A concurrent resolution must be used to:
  - (a) Amend these Joint Rules.
  - (b) Request the return from the Governor of an enrolled bill for further consideration.
  - (c) Request the return from the Secretary of State of an enrolled joint or concurrent resolution for further consideration.
  - (d) Resolve that the return of a bill from one House to the other House is necessary and appropriate.
  - (e) Express facts, principles, opinion and purposes of the Senate and Assembly.
  - (f) Establish a joint committee of the two Houses.
  - (g) Direct the Legislative Commission to conduct an interim study.
3. A concurrent resolution or a resolution of one House may be used to:
  - (a) Memorialize a former member of the Legislature or other notable or distinguished person upon his death.
  - (b) Congratulate or commend any person or organization for a significant and meritorious accomplishment, but any request for drafting the resolution must be approved by the Senate Committee on Legislative Operations and Elections or the Assembly Committee on Elections, Procedures, Ethics, and Constitutional Amendments before submission to the Legislative Counsel.

4. A resolution of one House may be used to request the return from the Secretary of State of an enrolled resolution of the same House for further consideration.

[Statutes of Nevada 1963, 1452; A 1977, 1657; 1979, 2036; 1989, 2201; 1993, 2903; 1999, 3851; 2005, 2958; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **VETOES**

#### **Rule No. 8. Special Order.**

1. Bills which have passed the Legislature, and which are returned after the Governor's disapproval, or veto of the same, shall:

(a) Be taken up and considered immediately upon the coming in of the message transmitting the same; or

(b) Become the subject of a special order.

2. When the message is received or, if made a special order, when the special order for their consideration is reached and called, the said message or statement shall be read, together with the bill or bills so disposed or vetoed; and the Secretary of the Senate and the Chief Clerk of the Assembly shall, without interruption, read the message and the bill consecutively, the bill following the message; and the message and the bill must not be read upon separate occasions; and no such bill or message shall be referred to any committee, or otherwise acted upon, save as provided by law and custom; that is to say, that immediately following such reading the only question (except as hereinafter stated) which shall be put by the Chair is, "Shall the bill pass, notwithstanding the objections of the Governor?"

3. It shall not be in order, at any time, to vote upon such vetoed bill without the same shall have first been read; and no motion shall be entertained after the Chair has stated the question save a motion for "The previous question," but the merits of the bill itself may be debated.

[Statutes of Nevada 1920-21, 410; A 1999, 3851; 2005, 2958; 2007, 3440; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **ADJOURNMENT**

#### **Rule No. 9. Limitations and Calculation of Duration.**

1. In calculating the permissible duration of an adjournment for 3 days or less, the day of adjournment must not be counted but the day of the next meeting must be counted, and Sunday must not be counted.

2. The Legislature may adjourn for more than 3 days by motion based on mutual consent of the Houses or by concurrent resolution. One or more such adjournments, for a total of not more than 20 days during any regular session, may be taken to permit standing committees, select committees or the Legislative Counsel Bureau to prepare the matters respectively entrusted to them for the consideration of the Legislature as a whole.

[Statutes of Nevada 1920-21, 410; A 1977, 1698; 1991, 2477; 1993, 2904; 1995, 2897; 2001, 3313]

#### **Rule No. 9.5. Adjournment Sine Die.**

1. The Legislature shall not take any action on a bill or resolution after midnight Pacific Daylight Time on the 120th calendar day of session.

2. A Legislator shall not take any action to impede the progress of the Legislature in completing its business by the time specified in subsection 1.

3. Any action taken in violation of subsection 2 shall be deemed out of order.

[Statutes of Nevada 2003, 3747]



**EXPENDITURES FROM THE LEGISLATIVE FUND****Rule No. 10. Manner of Authorization.**

Except for routine salary, travel, equipment and operating expenses, no expenditures shall be made from the Legislative Fund without the authority of a concurrent resolution regularly adopted by the Senate and Assembly.

[Statutes of Nevada 1955, 956; A 2001, 3314]

**LEGISLATIVE COMMISSION****Rule No. 11. Membership and Organization.**

1. When members of the minority party in the Senate or in the Assembly comprise one-third or less of the total number elected to that House, minority party membership for that House on the Legislative Commission must be:

(a) One, if such membership is less than one-fifth of the total number elected to that House.

(b) Two, if such membership is at least one-fifth but not more than one-third of the total number elected to that House. If the members of the minority party in the Senate or in the Assembly comprise more than one-third of the total number elected to that House, minority party membership for that House on the Commission must be three, being equal to the membership of the majority party.

2. Each House shall select one or more alternate members for each member from that House, designating them according to party or according to the individual member whom the alternate would replace.

3. A vacancy in the regular Senate or Assembly membership created by death or by resignation or by the Legislator's ceasing to be a member of the Legislature shall be filled by the proper alternate member as designated by that House. If there is no proper alternate member, the Legislative Commission shall fill the vacancy by appointing a Senator or Assemblyman of the same party.

4. If for any reason a member is or will be absent from a meeting and there are no alternates available, the Chairman of the Commission may appoint a member of the same House and political party to attend the meeting as an alternate.

5. The members shall serve until their successors are appointed by resolution as provided in NRS 218.660, except that the membership of any member who does not become a candidate for reelection or who is defeated for reelection shall terminate on the day next after the election and the vacancy shall be filled as provided in this Rule.

6. The Chairman shall be selected at the first meeting of the newly formed Legislative Commission and shall serve until his successor is appointed following the formation of the next Legislative Commission.

[Statutes of Nevada 1975, 1959; A 1977, 1719; 1981, 2147; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

**RECORDS OF COMMITTEE PROCEEDINGS****Rule No. 12. Duties of Secretary of Committee and Director.**

1. Each standing committee of the Legislature shall cause a record to be made of the proceedings of its meetings.

2. The secretary of a standing committee shall:

(a) Label each record with the date, time and place of the meeting and also indicate on the label the numerical sequence in which the record was made;

(b) Keep the records in chronological order; and

(c) Deposit the records upon completion with the Director of the Legislative Counsel Bureau.

3. The Director of the Legislative Counsel Bureau shall:

(a) Make the records available for accessing by any person during office hours under such reasonable conditions as he may deem necessary; and

(b) Retain the records for two bienniums and at the end of that period keep some form or copy of the record in any manner he deems reasonable to ensure access to the record in the foreseeable future.

[Statutes of Nevada 1979, 2012; A 1999, 3853; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

### **LIMITATIONS ON INTRODUCTION AND REQUESTS FOR DRAFTING OF LEGISLATIVE MEASURES**

#### **Rule No. 14. Limitations on Drafting and Requirements for Introduction; Duplicative Measures; Indication of Requester on Committee Introductions.**

1. Except as otherwise provided in subsection 5 and Joint Standing Rules Nos. 14.4, 14.5 and 14.6, after a regular legislative session has convened, the Legislative Counsel shall honor, if submitted before 5 p.m. on the 8th calendar day of the legislative session, not more than:

(a) Two requests from each Assemblyman; and

(b) Four requests from each Senator,

↳ for the drafting of a bill or resolution.

2. Except as otherwise provided in subsections 4 and 5 and Joint Standing Rules Nos. 14.4, 14.5 and 14.6, after a regular legislative session has convened, the Legislative Counsel shall honor, if submitted before 5 p.m. on the 19th calendar day of the legislative session, not more than 50 requests, in total, from the standing committees of each House for the drafting of a bill or joint resolution. The Majority Leader of the Senate and the Speaker of the Assembly shall, not later than the 1st calendar day of the legislative session, determine and provide the Legislative Counsel with a written list of the number of requests for the drafting of a bill that may be submitted by each standing committee of their respective Houses, within the limit provided by this subsection. The lists may be revised any time before the 19th day of the legislative session to reallocate any unused requests or requests which were withdrawn before drafting began on the request.

3. A request for the drafting of a bill or resolution that is submitted by a standing committee pursuant to this section must be approved by a majority of all of the members appointed to the committee before the request is submitted to the Legislative Counsel.

4. A standing committee may only request the drafting of a bill or resolution or introduce a bill or resolution that is within the jurisdiction of the standing committee.

5. The Legislative Counsel shall not honor a request for the drafting of a bill or resolution submitted by a member or standing committee of the Senate or Assembly unless such information as is required to draft the measure is submitted to the Legislative Counsel with the request.

6. A measure introduced by a standing committee at the request of a Legislator or organization must indicate the Legislator or organization at whose request the measure was drafted.

7. The following measures must be introduced by a standing committee:

(a) Measures drafted at the request of agencies and officers of the Executive Branch of State Government, local governments, the courts and other authorized nonlegislative requesters.

(b) Measures requested by statutory committees and interim legislative studies.

(c) Bills requested by a standing committee, or by persons designated to request measures on behalf of a standing committee during the interim. Bills requested by or on behalf of a standing committee must be introduced by that committee.

8. Resolutions requested by or on behalf of a standing committee may be introduced by an individual member.

9. If two or more measures are being considered in the same House which are substantively duplicative, only the measure which has been assigned the lowest number for the purpose of

establishing its priority in drafting may be considered, unless the measure with the lowest number is not introduced within 5 days after introduction of a measure with a higher number.

10. A Legislator may not change the subject matter of a request for a legislative measure after it has been submitted for drafting.

[Statutes of Nevada 1983, 2101; A 1989, 2202, 2361; 1991, 2577; 1993, 3124; 1995, 2868; 1997, 3563; 1999, 3854, 3911; 2001, 3317; 2005, 2961; 2007, 3442; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

#### **Rule No. 14.2. Limitations on Time for Introduction of Legislation.**

1. Except as otherwise provided in Joint Standing Rules Nos. 14.4, 14.5 and 14.6:

(a) Unless the provisions of paragraph (b) or (c) are applicable, a bill or joint resolution may only be introduced on or before:

(1) The 10th calendar day following delivery of the introductory copy of the bill or joint resolution; or

(2) The last day for introduction of the bill or joint resolution as required by paragraph (d),  
↪ whichever is earlier.

(b) If a bill or joint resolution requires revision after the introductory copy has been delivered, such information as is required to draft the revision must be submitted to the Legislative Counsel before the 10th calendar day following delivery of the introductory copy of the bill or joint resolution. The revised bill or joint resolution may only be introduced on or before:

(1) The 15th calendar day following delivery of the original introductory copy of the bill or joint resolution; or

(2) The last day for introduction of the bill or joint resolution as required by paragraph (d),  
↪ whichever is earlier.

(c) If the bill or joint resolution requires a second or subsequent revision, such information as is required to draft the revision must be submitted to the Legislative Counsel before the 15th calendar day following delivery of the original introductory copy of the bill or joint resolution. A bill or joint resolution revised pursuant to this subsection may only be introduced on or before:

(1) The 20th calendar day following delivery of the original introductory copy of the bill or joint resolution; or

(2) The last day for introduction of the bill or joint resolution as required by paragraph (d),  
↪ whichever is earlier.

(d) Except as otherwise provided in subsection 3, the last day for introduction of a bill or joint resolution that was requested by:

(1) A Legislator is the 43rd calendar day of the legislative session.

(2) A standing or interim committee or other requester is the 50th calendar day of the legislative session.

2. The Legislative Counsel shall indicate on the face of the introductory copy of each bill or joint resolution the final date on which the bill or joint resolution may be introduced.

3. If the final date on which the bill or joint resolution may be introduced falls upon a day on which the House in which the bill or joint resolution is to be introduced is not in session, the bill or joint resolution may be introduced on the next day that the House is in session.

[Statutes of Nevada 1999, 3856, 3912; A 2005, 2962; 2007, 3444]

### **SCHEDULE FOR ENACTMENT OF BILLS**

#### **Rule No. 14.3. Final Dates for Action by Standing Committees and Houses.**

Except as otherwise provided in Joint Standing Rules Nos. 14.4, 14.5 and 14.6:

1. The final standing committee to which a bill or joint resolution is referred in its House of origin may only take action on the bill or joint resolution on or before the 68th calendar day of the legislative session. A bill may be re-referred after that date only to the Committee on Finance or the Committee on Ways and Means and only if the bill is exempt pursuant to subsection 1 of Joint Standing Rule No. 14.6.

2. Final action on a bill or joint resolution may only be taken by the House of origin on or before the 79th calendar day of the legislative session.

3. The final standing committee to which a bill or joint resolution is referred in the second House may only take action on the bill or joint resolution on or before the 103rd calendar day of the legislative session. A bill may be re-referred after that date only to the Committee on Finance or the Committee on Ways and Means and only if the bill is exempt pursuant to subsection 1 of Joint Standing Rule No. 14.6.

4. Final action on a bill or joint resolution may only be taken by the second House on or before the 110th calendar day of the legislative session.

➔ No notice of reconsideration of any final vote on a bill or joint resolution is in order on the last day on which final action is allowed.

[Statutes of Nevada 1999, 3857, 3913, 4007; A 2001, 3319; 2003, 3592; 2005, 2963]

**Rule No. 14.4. Emergency Requests.**

1. After a legislative session has convened:

(a) The Majority Leader of the Senate and the Speaker of the Assembly may each submit to the Legislative Counsel, on his own behalf or on the behalf of another Legislator or a standing committee of the Senate or Assembly, not more than five requests for the drafting of a bill or resolution.

(b) The Minority Leader of the Senate and the Minority Leader of the Assembly may each submit to the Legislative Counsel, on his own behalf or on the behalf of another Legislator or a standing committee of the Senate or Assembly, not more than two requests for the drafting of a bill or resolution.

2. A request submitted pursuant to subsection 1:

(a) May be submitted at any time during the legislative session and is not subject to any of the provisions of subsections 1 and 2 of Joint Standing Rule No. 14, subsection 1 of Joint Standing Rule No. 14.2 and Joint Standing Rule No. 14.3.

(b) Is in addition to, and not in lieu of, any other requests for the drafting of a bill or resolution that are authorized to be submitted to the Legislative Counsel by the Majority Leader of the Senate, Speaker of the Assembly, Minority Leader of the Senate or Minority Leader of the Assembly.

3. The list of requests for the preparation of legislative measures prepared pursuant to NRS 218.2475 must include the phrase “EMERGENCY REQUEST OF” and state the title of the person who requested each bill or resolution pursuant to this Rule. If the request was made on behalf of another Legislator or a standing committee, the list must also include the name of the Legislator or standing committee on whose behalf the bill or resolution was requested.

4. The Legislative Counsel shall cause to be printed on the face of the introductory copy of all reprints of each bill or resolution requested pursuant to this Rule the phrase “EMERGENCY REQUEST OF” and state the title of the person who requested the bill or resolution.

[Statutes of Nevada 1999, 3857, 3914; A 2001, 3320]

**Rule No. 14.5. Waivers.**

1. At the request of a Legislator or a standing or select committee of the Senate or Assembly, subsection 1 or 2 of Joint Standing Rule No. 14, subsection 1 of Joint Standing Rule No. 14.2 or any of the provisions of Joint Standing Rule No. 14.3, or any combination thereof, may be waived by the Majority Leader of the Senate and the Speaker of the Assembly, acting jointly, at any time during a legislative session. A request for a waiver submitted by a committee must be approved by a majority of all members appointed to the committee before the request is submitted to the Majority Leader and the Speaker.

2. A waiver granted pursuant to subsection 1:

(a) Must be in writing, executed on a form provided by the Legislative Counsel, and signed by the Majority Leader and the Speaker.

(b) Must indicate the date on which the waiver is granted.

- (c) Must indicate the Legislator or committee on whose behalf the waiver is being granted.
  - (d) Must include the bill number for which the waiver is granted or indicate that the Legislative Counsel is authorized to accept and honor a request for a new bill or resolution.
  - (e) Must indicate the provisions to which the waiver applies.
  - (f) May include the conditions under which the bill for which the waiver is being granted must be introduced and processed.
3. The Legislative Counsel shall not honor a request for the drafting of a new bill or resolution for which a waiver is granted pursuant to this Rule unless such information as is required to draft the bill or resolution is submitted to the Legislative Counsel within 2 calendar days after the date on which the waiver is granted.
4. Upon the receipt of a written waiver granted pursuant to this Rule, the Legislative Counsel shall transmit a copy of the waiver to the Secretary of the Senate and the Chief Clerk of the Assembly. The notice that a waiver has been granted for an existing bill must be read on the floor and entered in the Journal, and a notation that the waiver was granted must be included as a part of the history of the bill on the next practicable legislative day. A notation that a waiver was granted authorizing a new bill or resolution must be included as a part of the history of the bill or resolution after introduction.
5. The Legislative Counsel shall secure the original copy of the waiver to the official cover of the bill or resolution.
6. No notice of reconsideration of any final vote on a bill is in order on the last day on which final action is allowed by a waiver.
- [Statutes of Nevada 1999, 3858, 3914, 4007; A 2001, 3320; 2003, 3593]

**Rule No. 14.6. Exemptions.**

1. Upon request of the draft by or referral to the Senate Finance Committee or the Assembly Committee on Ways and Means, a bill which:
- (a) Contains an appropriation; or
  - (b) Has been determined by the Fiscal Analysis Division to:
    - (1) Authorize the expenditure by a state agency of sums not appropriated from the State General Fund or the State Highway Fund;
    - (2) Create or increase any significant fiscal liability of the State;
    - (3) Implement a budget decision; or
    - (4) Significantly decrease any revenue of the State,
- ↪ is exempt from the provisions of subsections 1 and 2 of Joint Standing Rule No. 14, subsection 1 of Joint Standing Rule No. 14.2 and Joint Standing Rule No. 14.3. The Fiscal Analysis Division shall give notice to the Legislative Counsel to cause to be printed on the face of the bill the term “exempt” for any bills requested by the Senate Finance Committee or Assembly Committee on Ways and Means that have been determined to be exempt and shall give written notice to the Legislative Counsel, Secretary of the Senate and Chief Clerk of the Assembly of any bill which is determined to be exempt or eligible for exemption after it is printed. When a bill is determined to be exempt or eligible for an exemption after the bill was printed a notation must be included as a part of the history of the bill on the next practicable legislative day. The term “exempt” must be printed on the face of all reprints of the bill after the bill becomes exempt.
2. Unless exempt pursuant to paragraph (a) of subsection 1, all of the provisions of Joint Standing Rules Nos. 14, 14.2 and 14.3 apply to a bill until the bill becomes exempt pursuant to subsection 1. A bill that has become exempt does not lose the exemption regardless of subsequent actions taken by the Legislature.
3. A cumulative list of all bills determined by the Fiscal Analysis Division pursuant to subsection 1 to be exempt or eligible for exemption after being printed must be maintained and printed in the back of the list of requests for the preparation of legislative measures prepared pursuant to NRS 218.2475.

4. The provisions of subsections 1 and 2 of Joint Standing Rule No. 14, subsection 1 of Joint Standing Rule No. 14.2 and Joint Standing Rule No. 14.3 do not apply to:

- (a) A measure that primarily relates to carrying out the business of the Legislature.
- (b) A bill returned from enrollment for a technical correction.
- (c) A bill that was previously enrolled but, upon request of the Legislature, has been returned from the Governor for further consideration.

[Statutes of Nevada 1999, 3859, 3915, 4008; A 2001, 3321; 2003, 3594; 2005, 2964]

**Rule No. 14.7. Amendments.**

1. The Legislative Counsel shall not honor a request for the drafting of an amendment to a bill or resolution if the subject matter of the amendment is independent of, and not specifically related and properly connected to, the subject that is expressed in the title of the bill or resolution.

2. For the purposes of this Rule, an amendment is independent of, and not specifically related and properly connected to, the subject that is expressed in the title of a bill or resolution if the amendment relates only to the general, single subject that is expressed in that title and not to the specific whole subject matter embraced in the bill or resolution.

3. This Rule must be narrowly construed to carry out the purposes for which it was adopted which is to ensure the effectiveness of the limitations set forth in Joint Standing Rules Nos. 14, 14.2 and 14.3.

[Statutes of Nevada 1999, 3860]

**CONTINUATION OF LEADERSHIP OF THE SENATE AND ASSEMBLY DURING THE INTERIM BETWEEN SESSIONS****Rule No. 15. Tenure and Performance of Statutory Duties.**

1. Except as otherwise provided in subsections 2 and 3, the tenure of the President Pro Tem, Majority Leader and Minority Leader of the Senate and the Speaker, Speaker Pro Tem, Majority Floor Leader and Minority Floor Leader of the Assembly extends during the interim between regular sessions of the Legislature.

2. The Senators designated to be the President Pro Tem, Majority Leader and Minority Leader for the next succeeding regular session shall perform any statutory duty required in the period between the time of their designation after the general election and the organization of the next succeeding regular session of the Legislature if the Senator formerly holding the respective position is no longer a Legislator.

3. The Assemblymen designated to be the Speaker, Speaker Pro Tem, Majority Floor Leader and Minority Floor Leader for the next succeeding regular session shall perform any statutory duty required in the period between the time of their designation after the general election and the organization of the next succeeding regular session.

[Statutes of Nevada 1985, 2404; A 1987, 2335; 2001, 3322]

**Rule No. 16. Reserved.****DATE OF FIRST JOINT BUDGET HEARING****Rule No. 17. Requirement.**

The first joint meeting of the Senate Standing Committee on Finance and the Assembly Standing Committee on Ways and Means to consider the budgets of the agencies of the State must be held on or before the 92nd calendar day of the regular session.

[Statutes of Nevada 1991, 2478, 2597; A 2001, 3323; Assembly Concurrent Resolution No. 1 of the 2009 Session (File No. 4)]

**CRITERIA FOR REVIEWING BILLS THAT REQUIRE POLICIES  
OF HEALTH INSURANCE TO PROVIDE COVERAGE FOR  
CERTAIN TREATMENT OR SERVICES**

**Rule No. 18. Topics of Consideration.**

Any standing committee of the Senate or Assembly to which a bill is referred requiring a policy of health insurance delivered or issued for delivery in this State to provide coverage for any treatment or service shall review the bill giving consideration to:

1. The level of public demand for the treatment or service for which coverage is required and the extent to which such coverage is needed in this State;
2. The extent to which coverage for the treatment or service is currently available;
3. The extent to which the required coverage may increase or decrease the cost of the treatment or service;
4. The effect the required coverage will have on the cost of obtaining policies of health insurance in this State;
5. The effect the required coverage will have on the cost of health care provided in this State; and
6. Such other considerations as are necessary to determine the fiscal and social impact of requiring coverage for the treatment or service.

[Statutes of Nevada 1991, 2510; A 1993, 2909]

**INTERIM FINDINGS AND RECOMMENDATIONS  
OF LEGISLATIVE COMMITTEES**

**Rule No. 19. Date for Reporting.**

Each legislative committee that adopted any findings or recommendations during the interim since the last regular session of the Legislature shall, no later than the 14th calendar day of the regular session, inform interested members of the Senate and Assembly of those findings and recommendations.

[Statutes of Nevada 1991, 2628; A 1993, 2909]

**POLICY AND PROCEDURES REGARDING  
SEXUAL HARASSMENT**

**Rule No. 20. Maintenance of Working Environment; Procedure for Filing, Investigating and Taking Remedial Action on Complaints.**

1. The Legislature hereby declares its intention to maintain a working environment which is free from sexual harassment. This policy applies to all Legislators and lobbyists. Each member and lobbyist is responsible to conduct himself or herself in a manner which will ensure that others are able to work in such an environment.

2. In accordance with Title VII of the Civil Rights Act, for the purposes of this Rule, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

(b) Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting the person; or

(c) Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

3. Each person subject to these Rules must exercise his own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment. The following noninclusive list provides illustrations of conduct that the Legislature deems to be inappropriate:

(a) Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments;

(b) Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;  
(c) Physical conduct such as unwanted touching, blocking normal movement or interfering with the work directed at a person because of his sex;

(d) Threats and demands to submit to sexual requests to keep a person's job or avoid some other loss, and offers of employment benefits in return for sexual favors; and

(e) Retaliation for opposing, reporting or threatening to report sexual harassment, or for participating in an investigation, proceeding or hearing conducted by the Legislature or the Nevada Equal Rights Commission or the federal Equal Employment Opportunity Commission,

↳ when submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting the person or such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

4. A person may have a claim of sexual harassment even if he has not lost a job or some other economic benefit. Conduct that impairs a person's ability to work or his emotional well-being at work constitutes sexual harassment.

5. If a Legislator believes he is being sexually harassed on the job, he may file a written complaint with:

(a) The Speaker of the Assembly;

(b) The Majority Leader of the Senate; or

(c) The Director of the Legislative Counsel Bureau, if the complaint involves the conduct of the Speaker of the Assembly or the Majority Leader of the Senate.

↳ The complaint must include the details of the incident or incidents, the names of the persons involved and the names of any witnesses.

6. Except as otherwise provided in subsection 7, the Speaker of the Assembly or the Majority Leader of the Senate, as appropriate, shall refer a complaint received pursuant to subsection 5 to a committee consisting of Legislators of the same House. A complaint against a lobbyist may be referred to a committee in either House.

7. If the complaint involves the conduct of the Speaker of the Assembly or the Majority Leader of the Senate, the Director of the Legislative Counsel Bureau shall refer the complaint to the Committee on Elections, Procedures, Ethics, and Constitutional Amendments of the Assembly or the Committee on Legislative Operations and Elections of the Senate, as appropriate. If the Speaker of the Assembly or the Majority Leader of the Senate is a member of one of these committees, the Speaker or the Majority Leader, as the case may be, shall not participate in the investigation and resolution of the complaint.

8. The committee to which the complaint is referred shall immediately conduct a confidential and discreet investigation of the complaint. As a part of the investigation, the committee shall notify the accused of the allegations. The committee shall facilitate a meeting between the complainant and the accused to allow a discussion of the matter, if both agree. If the parties do not agree to such a meeting, the committee shall request statements regarding the complaint from each of the parties. Either party may request a hearing before the committee. The committee shall make its determination and inform the complainant and the accused of its determination as soon as practicable after it has completed its investigation.

9. If the investigation reveals that sexual harassment has occurred, the Legislature will take appropriate disciplinary or remedial action, or both. The committee shall inform the complainant of any action taken. The Legislature will also take any action necessary to deter any future harassment.

10. The Legislature will not retaliate against a person who files a complaint and will not knowingly permit any retaliation by the person's supervisors or coworkers.

11. The Legislature encourages a person to report any incident of sexual harassment immediately so that the complaint can be quickly and fairly resolved.

12. Action taken by a complainant pursuant to this Rule does not prohibit the complainant from also filing a complaint of sexual harassment with the Nevada Equal Rights Commission or the federal Equal Employment Opportunity Commission.



13. All Legislators and lobbyists are responsible for adhering to the provisions of this policy. The prohibitions against engaging in sexual harassment and the protections against becoming a victim of sexual harassment set forth in this policy apply to employees, Legislators, lobbyists, vendors, contractors, customers and visitors to the Legislature.

14. This policy does not create any enforceable legal rights in any person.  
[Statutes of Nevada 1995, 3015; A 1999, 3862]

#### **VOTE ON GENERAL APPROPRIATION BILL**

##### **Rule No. 21. Waiting Period Between Introduction and Final Passage.**

A period of at least 24 hours must elapse between the introduction of the general appropriation bill and a vote on its final passage by its House of origin.

[Statutes of Nevada 1995, 3022]

#### **USE OF LOCK BOXES BY STATE AGENCIES**

##### **Rule No. 22. Duties of Senate Standing Committee on Finance and Assembly Standing Committee on Ways and Means.**

To expedite the deposit of state revenue, the Senate Standing Committee on Finance and the Assembly Standing Committee on Ways and Means shall, when reviewing the proposed budget of a state agency which collects state revenue, require if practicable, the agency to deposit revenue that it has received within 24 hours after receipt. The Committees shall allow such agencies to deposit the revenue directly or contract with a service to deposit the revenue within the specified period.

[Statutes of Nevada 1995, 3030]



## A

**ADJOURNMENT**

- Limit of not more than 20 days total during regular session (Rule 9), page 4
- Preparation of matters for consideration of Legislature as a whole (Rule 9), page 4
- Sine die (Rule 9.5), page 4
- Three days or less, calculation of permissible duration (Rule 9), page 4

**AMENDMENTS**

- Conference committee reports not subject to amendment (Rule 1), page 1
- Constitutional amendments, proposal or ratification by joint resolution (Rule 7), page 3
- Drafting requests, restrictions (Rule 14.7), page 10
- Joint rules, amendment by concurrent resolution (Rule 7), page 3
- Joint sponsorship of bills or resolutions (Rule 5), page 2
- Rejection by one House, procedure (Rule 1), page 1

**APPROPRIATION BILLS** (*See BILLS*)

## B

**BILLS**

- 120th calendar day, action after midnight Pacific Daylight Time prohibited (Rule 9.5), page 4
- Action by standing committees and Houses, final dates (Rule 14.3), page 7
- Adjournment to permit preparation of certain legislative measures (Rule 9), page 4
- Amendments (*See AMENDMENTS*)
- Appropriation bills
  - Exemption from rules (Rule 14.6), page 9
  - General appropriation bill, vote on final passage (Rule 21), page 13
- Communications from other House (Rule 3), page 2
- Conference committees, reports (Rule 1), page 1
- Distribution
  - Charges for additional copies (Rule 6), page 3
  - Senators and Assemblymen, number of free copies (Rule 6), page 3
- Duplicate measures in same House, only measure with lowest BDR number to be considered, exception (Rule 14), page 6
- Enrolled bills
  - Request for return from Governor by concurrent resolution (Rule 7), page 3
  - Signatures required (Rule 4), page 2
  - Technical corrections, exemption from rules (Rule 14.6), page 9
- Exempt bills (Rule 14.6), page 9
- Health insurance, criteria for review of bills mandating coverage (Rule 18), page 11
- Introductions, limitations on (Rule 14-Rule 14.6), page 6-page 10
- Joint sponsorship (Rule 5), page 2
- Notice of final action (Rule 3), page 2
- Printing (*See PRINTING*)
- Requests for drafting
  - Commendations and congratulations (Rule 7), page 3
  - Emergency requests (Rule 14.4), page 8
  - Limit on submission of requests after convening of session (Rule 14), page 6
  - List of requests, contents (Rule 14.4, Rule 14.6), page 8, page 9
  - Revision after introductory copy delivered, requirements (Rule 14.2), page 7
  - Subject matter of request may not be changed after submission for drafting (Rule 14), page 6
  - Waiver of limitations (Rule 14.5), page 8

**BILLS—(Continued)**

- Return from other House, request by concurrent resolution (Rule 7), page 3
- Vetoed bills (*See VETOED BILLS OF THE PREVIOUS SESSION*)

**BUDGETS OF EXECUTIVE AGENCIES**

- Date of first joint hearing (Rule 17), page 10

**C****CHIEF CLERK OF THE ASSEMBLY**

- Communications to Senate
  - Delivery (Rule 2.6), page 1
  - Signature required (Rule 3), page 2
- Enrolled bills and joint resolutions, signature required (Rule 4), page 2
- Vetoed bills and Governor's message, reading (Rule 8), page 4
- Waivers of limitations on requests, introductions or enactment, duties (Rule 14.5), page 8

**COMMENDATIONS AND CONGRATULATIONS**

- Approval of drafting requests (Rule 7), page 3

**COMMITTEES (See also specific committees)**

- Action on bills, time limits, waiver (Rule 14.3, Rule 14.5), page 7, page 8
- Bill draft requests, limitations (Rule 14), page 6
- Budgets of executive agencies, date of first joint hearing (Rule 17), page 10
- Conference committees (*See CONFERENCE COMMITTEES*)
- Duplicate measures in same House, consideration (Rule 14), page 6
- Health insurance, review of mandated coverage (Rule 18), page 11
- Interim findings and recommendations, briefings regarding (Rule 19), page 11
- Introduction of measures (Rule 14), page 6
- Joint committees, establishment by concurrent resolution (Rule 7), page 3
- Joint sponsorship of bills or resolutions (Rule 5), page 2
- Lock boxes, committees to mandate use by state agencies (Rule 22), page 13
- Records of committee proceedings
  - Access to records, duties of Director of Legislative Counsel Bureau (Rule 12), page 5
  - Labels, order and deposit, duties of committee secretaries (Rule 12), page 5
  - Requirement (Rule 12), page 5
  - Retention of records, duties of Director of Legislative Counsel Bureau (Rule 12), page 5
- Reports, printing (Rule 6), page 3
- Sexual harassment complaints, referral to committee (Rule 20), page 11

**COMMUNICATIONS BETWEEN HOUSES**

- Delivery (Rule 2.6), page 1
- Final action on bill or resolution or other matters (Rule 3), page 2
- Signatures (Rule 3), page 2
- Written (Rule 3), page 2

**CONCURRENT RESOLUTIONS (See RESOLUTIONS)****CONFERENCE COMMITTEES**

- Appointment (Rule 1), page 1
- Considerations and recommendations (Rule 1), page 1
- Limit on number (Rule 1), page 1
- Majority of members to vote for passage (Rule 1), page 1
- Meetings (Rule 1), page 1
- Members (Rule 1), page 1
- Reports (Rule 1), page 1

**CONGRATULATIONS AND COMMENDATIONS**

Approval of drafting requests (Rule 7), page 3

**CONGRESS**

Addressed by joint resolution (Rule 7), page 3

**CONSTITUTIONAL AMENDMENTS**

Proposal or ratification by joint resolution (Rule 7), page 3

**COURTS**

Standing committee to introduce measures requested by (Rule 14), page 6

**D****DRAFTING OF LEGISLATIVE MEASURES** (*See BILLS--Requests for drafting*)**E****ELECTIONS, PROCEDURES, ETHICS, AND CONSTITUTIONAL AMENDMENTS,  
COMMITTEE ON** (*See also COMMITTEES*)

Approval of requests for drafting resolution to congratulate or commend person or organization (Rule 7), page 3

Sexual harassment complaints, referral to committee (Rule 20), page 11

**EMERGENCY REQUESTS FOR LEGISLATION**

Procedure (Rule 14.4), page 8

**ENROLLED BILLS AND JOINT RESOLUTIONS**

Return of enrolled bill from Governor, request by concurrent resolution (Rule 7), page 3

Return of enrolled resolution from Secretary of State, request by resolution (Rule 7), page 3

Signatures (Rule 4), page 2

Technical corrections, return exempt from rules (Rule 14.6), page 9

**EXECUTIVE BRANCH**

Budgets, joint hearing (Rule 17), page 10

Deposit of state revenue (Rule 22), page 13

Standing committee to introduce measures requested by (Rule 14), page 6

**F****FEDERAL GOVERNMENT**

Addressed by joint resolution (Rule 7), page 3

**FINANCE, COMMITTEE ON** (*See also COMMITTEES*)

Drafting requests by or referrals to, exemption from limitations (Rule 14.3, Rule 14.6), page 7, page 9

Joint hearing on budgets of executive agencies (Rule 17), page 10

State revenue, deposits by state agencies (Rule 22), page 13

**FINDINGS AND RECOMMENDATIONS**

Briefings on findings and recommendations of committees during interim (Rule 19), page 11

**FISCAL ANALYSIS DIVISION** (*See LEGISLATIVE COUNSEL BUREAU*)

**G****GOVERNOR**

- Enrolled bills, requests to return to Legislature (Rule 7), page 3
- Messages from (Rule 2, Rule 2.2), page 1
- Proclamations convening Legislature in special session (Rule 2.4), page 1
- Standing committee to introduce measures requested by (Rule 14), page 6
- Vetoed bills and message, return to Legislature (Rule 8), page 4

**H****HARASSMENT**

- Sexual harassment, policy and procedures (Rule 20), page 11

**HEALTH INSURANCE**

- Criteria for reviewing bills that require certain treatment or services (Rule 18), page 11

**I****IMPEDING LEGISLATURE**

- Prohibited, action deemed out of order (Rule 9.5), page 4

**INTENT OF THE LEGISLATURE**

- Expression by concurrent resolution (Rule 7), page 3

**INTERIM STUDIES**

- Briefings regarding findings and recommendations (Rule 19), page 11
- Introduction of measures requested pursuant to (Rule 14), page 6
- Ordered by concurrent resolution (Rule 7), page 3

**INTRODUCTION OF LEGISLATIVE MEASURES**

- Courts, standing committee to introduce measures requested by (Rule 14), page 6
- Deadline for introduction to be indicated on face of bill or joint resolution (Rule 14.2), page 7
- Duplicative measures generated by same house (Rule 14), page 6
- Executive Branch, standing committee to introduce measures requested by (Rule 14), page 6
- Exemptions from limitations (Rule 14.6), page 9
- Interim legislative studies, standing committee to introduce measures requested by (Rule 14), page 6
- Joint sponsored bills or resolutions (Rule 5), page 2
- Limit on (Rule 14, Rule 14.2), page 6, page 7
- Resolutions requested by standing committees (Rule 14), page 6
- Revised bill or resolution (Rule 14.2), page 7
- Standing committees, measures introduced by (Rule 14), page 6
- State or local government, standing committee to introduce measures requested by (Rule 14), page 6
- Waiver of limitations (Rule 14.5), page 8

**J****JOINT COMMITTEES** (*See also COMMITTEES*)

- Establishment by concurrent resolution (Rule 7), page 3

**JOINT SPONSORSHIP OF BILLS AND RESOLUTIONS**

- Procedure (Rule 5), page 2

**JOURNALS**

Governor's proclamations and special messages entered in (Rule 2-Rule 2.4), page 1

**L****LEGAL DIVISION** (*See LEGISLATIVE COUNSEL BUREAU*)**LEGISLATIVE COMMISSION**

Absence from meetings when alternates unavailable, appointment of member to attend meeting (Rule 11), page 5

Alternate members, selection (Rule 11), page 5

Chairman, selection and term of office (Rule 11), page 5

Interim studies, order by concurrent resolution (Rule 7), page 3

Minority party, percentage used to determine membership (Rule 11), page 5

Terms of office of members (Rule 11), page 5

Vacancies, filling (Rule 11), page 5

**LEGISLATIVE COUNSEL BUREAU****Director**

Bills, determination of charges for distribution of additional copies (Rule 6), page 3

Records of committee proceedings, duties (Rule 12), page 5

Sexual harassment, complaints filed with (Rule 20), page 11

Fiscal Analysis Division, duties regarding revenue bills (Rule 14.6), page 9

**Legal Division**

Joint sponsorship of bills or resolutions, duties (Rule 5), page 2

Requests for drafting of legislative measures, limit on (Rule 14-Rule 14.7), page 6-page 10

Legislative Commission (*See LEGISLATIVE COMMISSION*)

**LEGISLATIVE FUND**

Concurrent resolution required for other than routine expenditures (Rule 10), page 5

**LEGISLATIVE INTENT**

Expression by concurrent resolution (Rule 7), page 3

**LEGISLATIVE OPERATIONS AND ELECTIONS, COMMITTEE ON** (*See also COMMITTEES*)

Congratulations or commendations, approval of requests for drafting of resolutions (Rule 7), page 3

Sexual harassment complaints, referral to committee (Rule 20), page 11

**LOBBYISTS**

Sexual harassment policy, applicability (Rule 20), page 11

**LOCAL GOVERNMENTS**

Standing committee to introduce measures requested by (Rule 14), page 6

**LOCK BOXES**

Use by state agencies, committees to mandate (Rule 22), page 13

**M****MAJORITY LEADERS**

Committee bill draft requests, duties (Rule 14), page 6

Emergency requests for legislation (Rule 14.4), page 8

Sexual harassment, complaints filed with (Rule 20), page 11

Tenure and performance of statutory duties (Rule 15), page 10

Waiver of limitations on requests, introductions or enactment (Rule 14.5), page 8

**MEETINGS**

- Budgets of state agencies, date of first joint meeting (Rule 17), page 10
- Conference committees (Rule 1), page 1
- Records of committee proceedings (Rule 12), page 5

**MEMORIALS**

- Concurrent or simple resolutions (Rule 7), page 3

**MESSAGES**

- Governor, to Legislature (Rule 2, Rule 2.2), page 1
- Other House, delivery procedure (Rule 2.6), page 1

**MINORITY LEADERS**

- Emergency requests for legislation (Rule 14.4), page 8
- Tenure and performance of statutory duties (Rule 15), page 10

**MINORITY PARTY**

- Percentage used to calculate membership on Legislative Commission (Rule 11), page 5

**MOTIONS**

- Adjournment, authorization (Rule 9), page 4
- Recede, motion not to, appointment of conference committee (Rule 1), page 1
- Recede, motion to, recommendation by conference committee (Rule 1), page 1
- Vetoed bills of the previous session, limit on motions entertained (Rule 8), page 4

**N****NOTICE OF RECONSIDERATION**

- Final vote on bill, notice of reconsideration out of order on last day on which final action allowed (Rule 14.3, Rule 14.5), page 7, page 8

**P****PRESIDENT OF THE SENATE**

- Proclamation by Governor convening special session, duties (Rule 2.4), page 1
- Signature required on enrolled bills and joint resolutions (Rule 4), page 2

**PRESIDENT PRO TEMPORE**

- Tenure and performance of statutory duties (Rule 15), page 10

**PRINTING**

- Bills, reports and other matters (Rule 6), page 3
- Concurrent resolution required to order certain printing (Rule 6), page 3
- Emergency requests (Rule 14.4), page 8
- Joint sponsored bills and resolutions (Rule 5), page 2
- Reprints (Rule 14.4, Rule 14.6), page 8, page 9

**PROCLAMATIONS BY GOVERNOR**

- Legislature, convening in special session (Rule 2.4), page 1

**R****RECEDE, MOTION NOT TO**

- Appointment of conference committee (Rule 1), page 1

**RECEDE, MOTION TO**

- Recommendation by conference committee (Rule 1), page 1



**RECORDS**

Committee proceedings, requirements (Rule 12), page 5

**RESOLUTIONS**

120th calendar day, action after midnight Pacific Daylight Time prohibited (Rule 9.5), page 4

Commendations and congratulations, approval of drafting requests (Rule 7), page 3

Communications between Houses (Rule 3), page 2

Concurrent resolutions

Adjournment, authorization for (Rule 9), page 4

Conference committee reports (Rule 1), page 1

Enrolled resolutions, request for return from Secretary of State (Rule 7), page 3

Legislative Fund, authorization for expenditures (Rule 10), page 5

Printing ordered by (Rule 6), page 3

Uses (Rule 7), page 3

Drafting requests

Emergency requests (Rule 14.4), page 8

Limit on submission after convening of session (Rule 14), page 6

List of requests, contents (Rule 14.4), page 8

Introduction, limitations (Rule 14, Rule 14.2), page 6, page 7

Joint resolutions

Action by standing committees and Houses, final dates (Rule 14.3), page 7

Conference committee reports (Rule 1), page 1

Deadline for introduction to be indicated on face of resolution (Rule 14.2), page 7

Enrolled resolutions

Request for return from Secretary of State (Rule 7), page 3

Signatures required (Rule 4), page 2

Revision after introductory copy delivered, requirements (Rule 14.2), page 7

Uses (Rule 7), page 3

Joint sponsorship (Rule 5), page 2

Notice of final action (Rule 3), page 2

Printing (*See PRINTING*)

Simple resolutions

Enrolled resolutions, request for return from Secretary of State (Rule 7), page 3

Uses (Rule 7), page 3

**S****SECRETARY OF STATE**

Enrolled resolutions, requests to return to Legislature (Rule 7), page 3

**SECRETARY OF THE SENATE**

Communications to Assembly

Delivery (Rule 2.6), page 1

Signature required (Rule 3), page 2

Enrolled bills and joint resolutions, signature required (Rule 4), page 2

Vetoed bills and Governor's message, reading (Rule 8), page 4

Waivers of limitations on requests, introductions or enactment, duties (Rule 14.5), page 8

**SEXUAL HARASSMENT**

Policies and procedures (Rule 20), page 11

**SIGNATURES**

Communications between Houses (Rule 3), page 2

Enrolled bills and joint resolutions (Rule 4), page 2

Joint sponsored bills or resolutions (Rule 5), page 2

**SPEAKER OF THE ASSEMBLY**

- Committee bill draft requests, duties (Rule 14), page 6
- Emergency requests for legislation (Rule 14.4), page 8
- Enrolled bills and joint resolutions, signature required (Rule 4), page 2
- Proclamation by Governor convening special session, duties (Rule 2.4), page 1
- Sexual harassment, complaints filed with (Rule 20), page 11
- Tenure and performance of statutory duties (Rule 15), page 10
- Waiver of limitations on requests, introductions or enactment (Rule 14.5), page 8

**SPEAKER PRO TEMPORE**

- Tenure and performance of statutory duties (Rule 15), page 10

**SPECIAL ORDERS**

- Vetoed bills of the previous session (Rule 8), page 4

**STANDING COMMITTEES** (*See COMMITTEES*)**STATE AGENCIES AND DEPARTMENTS**

- Budgets, joint hearing on (Rule 17), page 10
- Deposit of state revenue (Rule 22), page 13
- Standing committee to introduce measures requested by (Rule 14), page 6

**STATE REVENUE**

- Deposit by state agencies (Rule 22), page 13

**STUDIES, INTERIM** (*See INTERIM STUDIES*)**V****VETOED BILLS OF THE PREVIOUS SESSION**

- Committee referral, out of order (Rule 8), page 4
- Consideration, time for (Rule 8), page 4
- Debate on merits of bill (Rule 8), page 4
- Governor's message, reading (Rule 8), page 4
- Motions limited (Rule 8), page 4
- Reading, procedure for (Rule 8), page 4
- Special orders (Rule 8), page 4
- Voting prohibited until bill read (Rule 8), page 4

**VOTING**

- Final vote on bill, notice of reconsideration out of order on last day on which final action allowed (Rule 14.3, Rule 14.5), page 7, page 8
- General appropriation bill (Rule 21), page 13
- Vetoed bills, requirements (Rule 8), page 4

**W****WAYS AND MEANS, COMMITTEE ON** (*See also COMMITTEES*)

- Drafting requests by or referrals to, exemption from limitations (Rule 14.3, Rule 14.6), page 7, page 9
- Joint hearing on budgets of executive agencies (Rule 17), page 10
- State revenue, deposits by state agencies (Rule 22), page 13

**WHISTLE-BLOWERS**

- Sexual harassment, retaliatory action prohibited (Rule 20), page 11