

# SUPPLEMENTARY RULES OF OPERATION AND PROCEDURE OF THE NORTH DAKOTA LEGISLATIVE COUNCIL

## GENERAL

In addition to the provisions of North Dakota Century Code Chapter 54-35, and in addition to present rules and policies previously established, the Legislative Council, its committees, and its staff are governed by the following rules:

1. **Rules of order.** Meetings of the Legislative Council and its committees must be conducted in accordance with the rules and customs of the Legislative Assembly in regard to standing legislative committees, so far as such rules and customs are applicable. In all instances where such rules and customs are not applicable, proceedings must be governed by Mason's Manual of Legislative Procedure.
2. **Expenditure of council funds.** The Legislative Council chairman must approve and sign all vouchers for the expenditure of Council funds, except that with the consent of the chairman, the director of the Legislative Council may sign and approve vouchers in payment of salary to personnel employed by the Council and for routine expenses.

## COMMITTEES

3. **Meetings of committees.** Meetings of committees may be held at such times and places as may be directed by the committee chairmen, except that no committee may hold any meeting outside the state of North Dakota without the permission of the Legislative Council chairman. No subcommittee of a committee may be appointed without the approval of the Council. Meetings of the Council and its committees must be electronically recorded verbatim, to the extent technically possible, by the Council staff. The staff shall retain the recordings until adjournment of the Legislative Assembly that follows the biennial interim period in which the recordings were made, and may thereafter retain the recordings, or any part of them, at its discretion.
4. **Powers and duties of committees.**
  - a. All committees of the Legislative Council have such power and authority as may reasonably be necessary to carry out the purposes contained in study resolutions or responsibilities assigned to the committees, except that all committees shall follow such policies, directives, or limitations as may be prescribed by the Council.
  - b. All actions of committees involving the expenditure of funds for purposes other

than the holding of meetings must be approved by the Legislative Council chairman prior to proceeding with such action. No expenditure of funds for out-of-state travel for committee purposes by any member of any committee may be authorized without prior approval by the Council chairman.

- c. No substantial expansion of committee work beyond that contemplated in the study resolution or responsibility or contemplated by the Legislative Council in assigning such study resolution or responsibility may be made without prior approval by the Council chairman.
  - d. No bill draft, other than one drafted by the Legislative Council staff, may be approved by a committee for recommendation to the Council unless it has been considered by the committee recommending it on at least two meeting days. This consideration may be of revised drafts of the bill.
  - e. Secret ballots may not be used in voting on any question before a committee.
  - f. Every member of a committee who is present must vote for or against each question before the committee on every recorded roll call vote.
  - g. All communications expressing policy of an interim committee must first be referred to the Legislative Council chairman for approval prior to introduction during a legislative session, publication, or distribution.
5. **Reports of committees.** Each committee shall submit to the Legislative Council such progress reports as it may deem desirable or as requested from time to time by the Council. All committees shall submit their final reports and recommendations in writing to the Council not later than November 15 of the year preceding the next session of the Legislative Assembly, or at such other times as the Council, or its designee, may direct. Final reports, when requested by the Council, must be accompanied by drafts of suitable bills to carry out the recommendations of the committees. The Council may accept, reject, or amend the report of any committee, but the committee report, or any portion of it, as rejected or amended, must be reflected in substance in the final report of the Council.
  6. **Staff assistance to committees.** At the request of any committee or the chairman thereof, the director of the Legislative Council shall, subject to limitations of funds or

personnel, provide such assistance from the Council staff as may be necessary to carry out the objectives of the study or studies, projects, or duties assigned to any committee. The director, or a member or members of the staff designated by the director, shall attend all committee meetings and serve as secretary thereof.

### **COUNCIL STAFF**

7. The director of the Legislative Council, with the approval of the Council chairman, may employ such persons, including technical advisors, as may be necessary to carry out the functions and duties of the Council. The director has responsibility for the operation of the Council offices, the provision of such staff assistance to the Council and its committees as may be necessary, and for carrying out all policies and directives of the Council and its committees. The director has supervisory authority over all personnel employed by the Council.

### **FURTHER AMENDMENTS AND ADDITIONS TO RULES**

8. Further amendments and additions to the rules of operation and procedure of the Legislative Council may be adopted by a majority vote of all members of the Council.