

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

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. Calling of meetings.
  - a. Meetings of committees within the state may be held at such times and places as called by the committee chairman.
  - b. Meetings of committees outside the state may not be called without the permission of the Legislative Council chairman.
2. Conduct of meetings.
  - a. The rules and customs of the Legislative Assembly govern the conduct of interim committee meetings.
  - b. *Mason's Manual of Legislative Procedure* governs when rules and customs of the Legislative Assembly are not applicable.
  - c. Attendance by a member of an interim committee meeting may be by interactive video or teleconference call if the chairman of the committee has announced in advance that the meeting will be by interactive video or teleconference call and all members of the committee have an opportunity to participate through the alternative medium.
  - d. Secret ballots may not be used in voting on any question.
  - e. Every member who is present must vote for or against each question on every recorded roll call vote.
  - f. Meetings must be electronically recorded to the extent technically possible by the staff and the staff shall retain the recordings until adjournment of the following regular session of the Legislative Assembly.
3. Jurisdiction.
  - a. Committees have the power and authority as is reasonably necessary to carry out the purposes contained in study resolutions and directives under policies, directives, or limitations prescribed by the Council, and statutory committees have whatever additional authority is specifically provided by law.
  - b. No substantial expansion of committee work beyond that contemplated in the study resolution or directive may be made without prior approval of the Council chairman.
- c. 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, including consideration of revised drafts.
- d. 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.
4. Council chairman.
  - a. The Council chairman or the chairman's designee or designees must approve and sign vouchers for the expenditure of funds under the jurisdiction of the Council.
  - b. All expenditures of committees other than for holding of meetings must be approved by the Council chairman.
  - c. All out-of-state travel by legislators reimbursed by the Council is subject to prior approval of the Council chairman.
  - d. The Council chairman has authority to approve personnel matters and compensation as recommended by the director.
  - e. The Council chairman may make appointments to fill vacancies on interim committees and make appointments of legislators to committees and other assignments during the interim.
  - f. The Council chairman may make additional assignments of studies and responsibilities to interim committees.
  - g. No subcommittee of a committee may be appointed without the approval of the Council chairman.
  - h. The Council chairman may create additional committees as the chairman determines appropriate or necessary.
5. Reports of committees.
  - a. Each committee shall submit to the Council such progress reports as the Council may deem desirable or necessary.
  - b. Each committee shall submit its final report and recommendations in writing to the Council not later than the date announced by the Council chairman for the final reporting meeting preceding the next session of the Legislative Assembly or at such other times as the Council or its chairman may direct.

- c. Final reports must be accompanied by drafts of bills and resolutions to carry out the recommendations of the committees.
  - d. 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. Council staff.
- a. The director of the Legislative Council and the legislative budget analyst and auditor, within the limitations of funds, shall hire personnel and provide assistance as may be necessary to carry out the objectives of the Council.
  - b. A member or members of the Council staff shall attend all committee meetings and serve as secretary of the respective committees.
7. Amendments and additions.
- a. Policies and rules of the Council continue until amended or repealed by the Council.
  - b. Amendments and additions to the rules may be adopted by a majority vote of all members of the Council.
- c. The director is responsible for the operation of the Council offices, the provision of staff services to the Council and its committees, and for carrying out policies and directives of the Council.
  - d. The director has supervisory authority over all personnel employed by the Council.