

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

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 Management, its committees, and the Legislative Council 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 Management 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 by interactive video or teleconference call should be limited and is subject to prior approval by the Legislative Management Chairman. If a meeting will be by interactive video or teleconference call all members of the committee must 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.
    - g. Staff shall encourage presenters to submit an electronic version of testimony in advance of the meeting whenever possible.
    - h. Legislative Management members may attend meetings of interim committees of which they are not a member and may sit at the table when invited to do so by the interim committee chairman.
  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 Legislative Management, 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 Legislative Management Chairman.
  - c. No bill draft, other than one drafted by the Legislative Council staff, may be approved by a committee for recommendation to the Legislative Management 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 Management Chairman for approval prior to introduction during a legislative session, publication, or distribution.
  - e. A proposed request for proposals for consulting services to assist an interim committee with its assigned study responsibilities must be approved by the interim committee before its submission to the Legislative Management Chairman for consideration.
4. Legislative Management Chairman.
    - a. The Legislative Management Chairman, the Legislative Council Director, or their 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 Legislative Management Chairman.
    - c. All out-of-state travel by legislators reimbursed by the Council is subject to prior approval of the Legislative Management Chairman, or the Chairman's designee.
    - d. The Legislative Management Chairman has authority to approve personnel matters and compensation as recommended by the Director.
    - e. The Legislative Management Chairman may make appointments to fill vacancies on interim committees and make appointments of legislators to committees and consent to or make other assignments during the interim.
    - f. The Legislative Management 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 Legislative Management Chairman.

- h. The Legislative Management Chairman may create additional committees as the Chairman determines appropriate or necessary.
- 5. Reports of committees.
  - a. Each committee shall submit to the Legislative Management such progress reports as the Legislative Management may deem desirable or necessary.
  - b. Each committee shall submit its final report and recommendations in writing to the Legislative Management not later than the date announced by the Legislative Management Chairman for the final reporting meeting preceding the next session of the Legislative Assembly or at such other times as the Legislative Management 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 Legislative Management 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 Legislative Management.
- 6. Legislative 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 Legislative Management.
- b. A member or members of the Legislative Council staff shall attend all committee meetings and serve as secretary of the respective committees.
- c. The Director is responsible for the operation of the Legislative Council offices, the provision of staff services to the Legislative Management and its committees, the approval and signature of vouchers for the expenditures of funds under the jurisdiction of the Legislative Council and for any delayed billings or other billings for legislative expenses during periods when the Legislative Assembly is not in session (Section 54-35-11), and for carrying out policies and directives of the Legislative Management.
- d. The Director has supervisory authority over all personnel employed by the Legislative Council.
- e. The Legislative Council shall develop and maintain a policy relating to privacy and disclosure of records of the Legislative Council. The policy must be consistent with Sections 44-04-18.6 and 44-04-18.26.
- 7. Amendments and additions.
  - a. Policies and rules of the Legislative Management continue until amended or repealed by the Legislative Management.
  - b. Amendments and additions to the rules may be adopted by a majority vote of all members of the Legislative Management.