



North Dakota Legislative Council

Prepared for the Legislative Management
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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. Committee meetings within the state may be held at the time and place noticed by the committee chairman.
- b. Committee meetings outside the state may not be called without the permission of the Chairman of the Legislative Management.

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. Prior approval by the chairman of the committee is required if a committee member wishes to attend a meeting remotely. A member approved to attend remotely must keep the member's video on at all times throughout the meeting. Remote attendance should be rare and a chairman may approve remote attendance only when a member's physical presence is not possible. Remote attendance by telephone is not allowed unless the meeting must be held for all members by telephone due to unforeseen technical difficulties.
- 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.
- g. Staff shall encourage presenters to submit an electronic version of testimony in advance of the meeting.
- 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. Legislative Management members will not receive compensation or other payment for remote attendance at meetings of committees of which they are not members.

3. Jurisdiction.

- a. Committees have the power and authority 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 any additional authority specifically provided by law.
- b. Prior approval of the Chairman of the Legislative Management is required for any substantial expansion of committee work beyond that contemplated in the study resolution or directive.
- c. A bill draft prepared by an individual who is not a member of the Legislative Council staff may not be approved by a committee for recommendation to the Legislative Management unless it has been considered by the committee recommending it on at least 2 meeting days, including consideration of revised drafts.

- d. All communications expressing policy of an interim committee must be referred to the Chairman of the Legislative Management for approval before 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 Chairman of the Legislative Management for consideration.

4. Chairman of the Legislative Management.

- a. The Chairman of the Legislative Management, the Director of the Legislative Council, or their designee or designees must approve and sign vouchers for the expenditure of funds under the jurisdiction of the Council.
- b. All committee expenditures other than for holding meetings must be approved by the Chairman of the Legislative Management.
- c. Out-of-state travel by a legislator may be reimbursed by the Legislative Council only if the legislator received prior approval for the travel from the Chairman of the Legislative Management, or the Chairman's designee.
- d. The Chairman of the Legislative Management has authority to approve personnel matters and compensation as recommended by the Director.
- e. The Chairman of the Legislative Management 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 Chairman of the Legislative Management may assign additional studies and responsibilities to interim committees.
- g. Prior approval of the Chairman of the Legislative Management is required before a subcommittee of a committee may be appointed.
- h. The Chairman of the Legislative Management may create additional committees as the Chairman determines appropriate or necessary.

5. Reports of committees.

- a. Each committee shall submit to the Legislative Management any progress reports requested by the Legislative Management.
- b. Each committee shall submit its final written report and recommendations from the interim to the Legislative Management for presentation at the final report meeting of the Legislative Management, 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 the assistance necessary to carry out the objectives of the Legislative Management.
- b. A Legislative Council staff member shall attend all committee meetings and serve as staff 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.