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# NCSL Standing Committee

## Rules and Procedures

# The NCSL Policy Process:

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## How a “Bill” becomes a “Law”

- Normal method
- Executive Committee
- Conference call



# Normal Method

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- **Introduction**
- **Committee consideration**
- **Forum business meeting**
- **NCSL Legislative Summit business meeting**



# Filing Resolution

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- **Most policy statements originate in committee**
  - Reviewing existing policies
  - Addressing new issues
- **Any legislator, though, can introduce a resolution**
  - Referred by the overall chair



# Deadlines and Referrals

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- **Policy statements must be introduced two weeks before a meeting**
- **Chair of the Standing Committees refers resolutions developed by committees**
- **Policy statements are disseminated ten days before a business meeting**
  - **Posted to the NCSL website and e-mailed**



# Committee Procedures

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- **Quorum – Legislators from 10 jurisdictions voting**
  - Voice
  - Show of hands
  - Roll call
  
- **At request of five states, or if chair is in doubt**



# Roll Call Procedures

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- **Voting is by jurisdiction (state or territory)**
- **Only legislators may vote**
- **Only one vote per jurisdiction**

**More than one legislator from a state?**

**Agree or Pass!**



# Disposition of Policies

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- **Approve the resolution**
- **Approve it with amendments**
- **Defer it to another meeting**
- **Table**
- **Defeat**



# Votes Required

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- **Final passage**
  - $\frac{3}{4}$  of jurisdictions present and voting
  - E.g., 12 aye votes if there are 16 voting
  
- **Amendments**
  - Simple majority
  
- **Defer or table**
  - Simple majority



# Business Meeting Procedures

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- **Calendars**
- **Quorum**
- **Voting**
- **Amendments**
- **Access to Floor**
- **Debate**



# Calendars

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- **Consent**
- **Debate**
- **Action**
- **Memorial**



# Quorum

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- **20 member jurisdictions**



# Voting

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- **Who votes?**
  - All legislators registered for the meeting
  - Do not need to be a committee member
  
- **Voting procedures**
  - Voice, show of hands or roll call
  - Roll call
    - At request of five jurisdictions
    - Or, if chair is in doubt



# Voting (continued)

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- **$\frac{3}{4}$  vote required for final passage**
  
- **Voting by jurisdiction**
  - One vote per state
  - If divided, state must pass
  - Designate delegation spokesperson
  
- **Roll call procedures**
  - Called by state
  - Called by second time
  - Votes can be changed until chair announces the vote



# Miscellaneous Business Meeting Procedures

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- **Amendments**
  - Simple majority
  - Must be in writing
  
- **Access to floor**
  
- **Debate**



# Purpose of Policy Resolutions

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- **Rule VII (D)**

**“Policies developed by the Standing Committees shall be directed at Congress, the Administration or the federal courts and shall be related to issues that affect the states.”**



# One more slide

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- **Sunset**
  - Most resolutions expire after three years
  - Except, action calendar items expire at the next Legislative Summit
  
- **Parliamentary manual**
  - Mason's Manual of Parliamentary Procedure
  - Thanks to ASLCS

