

MAINE STATE LEGISLATURE

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MAINE LEGISLATIVE COUNCIL

113th LEGISLATURE

RULES OF PROCEDURE

Adopted December 3, 1986

1. **Chair:** The Council shall select a chair who shall preside at all meetings of the Council when present. The chairmanship shall be alternated in succeeding sessions between members from the Senate and members from the House.
2. **Vice Chair:** The Council shall select a Vice Chair who shall act as chair in the absence of the chair. The Vice Chair shall not be a member of the same branch of the Legislature as the Chair.
3. **Organizational meeting:** The President of the Senate shall call the biennial organizational meeting of the Legislative Council into session and preside until the election of the Chair.
4. **Quorum:** The Council shall conduct no business in the absence of a quorum, which shall consist of 6 members. Any affirmative action of the Council shall require the affirmative votes of not less than 6 members.
5. **Meetings:** The regular monthly meeting of the Council shall be determined by vote of the Council or by call of the Chair.
6. **Meeting location:** The official meeting place of the Legislative Council shall be the Legislative Council Chamber, and all meetings shall be convened there unless a different place is specified in the call of the meeting.

7. **Meeting Notice:** The Chair shall issue written calls for all regular and special meetings of the Council. The call shall give the date, time, place of the meeting and such other information as the Chair may direct.

8. **Public Meetings:** All meetings of the Council shall be public, except for executive sessions, and all final action shall be taken at a public meeting.

9. **Council Subcommittees:** Subcommittees of the Council shall be named by the Chair and shall consist of not less than three members. All subcommittees shall have representation from each of the two major political parties.

10. **Council Records:** The Executive Director of the Legislative Council shall maintain an accurate permanent public record of all meetings and proceedings of the Council.

11. **Order of Business:** The regular order of business of the Council shall be:

1. Call to Order
2. Roll Call
3. Secretary's Report
4. Director's Report
5. Committee Reports
6. Old Business
7. New Business
8. Announcements and Remarks
9. Adjournment

12. **Statements to the Press:** Official statements to the press or public on behalf of the Legislative Council shall be made only by the Council Chair or persons authorized by the Chair.

13. **Rules of order:** The proceedings of the Council shall be conducted in accordance with Robert's Rule of Order except as otherwise specified in the Council's own rules or by law.

14. **Revision of Rules:** These rules, with the exception of Rule 4, may be altered or amended upon a two-thirds vote of the Council members present and voting but not less than six affirmative votes.