

MAINE STATE LEGISLATURE

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August 1, 1973

MEMO:

TO: Legislative Council

FROM: Jon R. Doyle/Suzanne Havens

RE: Rules of procedure for the Legislative Council

The following rules of procedure were adopted by the Legislative Council at the meetings of July 11 and July 25, 1973.

Following the list of rules is a series of suggestions for further rules, amendments to rules already passed or questions which the Council might wish to consider.

Rule 1. The Council shall select a chairman who shall preside at all meetings of the Council when present. The Council shall select a vice-chairman who shall act as chairman in the absence of the chairman. The vice-chairman shall not be a member of the same branch of the Legislature nor a member of the same political party as the chairman.

(See suggestion #1)

Rule 2. The regular monthly meeting of the Council shall convene on the third Wednesday of each month unless otherwise ordered by the chairman or vote of the Council.

(See suggestion #2)

Rule 3. 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 at the call of the meeting.

Rule 4. The Legislative Administrative Director, upon the request of the chairman, shall issue written calls for all ^{regular + special} meetings of the Council. The call shall give the date, time, place of the meeting and such other information as the chairman may direct.

(See suggestion #3)

(See suggestion #4)

Rule 5. All meetings of the Council shall be public, except for executive sessions, and all final action shall be taken at a public meeting.

(See suggestion #5)

Rule 6. Subcommittees of the Council shall be named by the chairman and shall consist of not less than three members. Such subcommittees shall have representation from each political party.

(See suggestion #6)

Rule 7. The Legislative Administrative Director shall maintain an accurate permanent record of all meetings and proceedings of the Council.

(See suggestion #7)

Rule 8. The regular order of business of the Council shall be:

- 1) Call to order
- 2) Roll Call
- 3) Secretary's Report
- 4) Communications
- 5) Committee Reports
- 6) Old Business
- 7) New Business
- 8) Announcements and Remarks
- 9) Adjournment

(See suggestion #8)

Rule # 9. Statements to the press or public relative to Legislative Council matters shall be made only by the chairman of the Council.

Rule 10. These rules may be altered, suspended or amended upon a two-thirds vote of the Council members present and voting.

Rule 11. The proceedings of the Council shall be conducted in accordance with Robert's Rules of Order except as otherwise specified in the Council's own rules.

SUGGESTIONS

- #1. It might be advisable to include in the rules some provision relating to a quorum, even though this provision is included in the statutory authorization for the Council.
- #2. No regular time of meeting was adopted. If meetings are to be public, such a time probably should be set subject to change by the chairman or vote of the Council.
- #3. Should this provision perhaps read "the Legislative Administrative Director or some person designated by the Council"?
- #4. No rule concerning special meetings of the Council was adopted. The statute does authorize these meetings at the call of the chairman and perhaps a rule to this effect is in order. Such a rule should provide for notice of the meetings.
- #5. Query-whether the right to know rule applies to the Legislative Council. If not, does the Council still want to have all meetings public.
- #6. There probably should be some arrangement made for notice of subcommittee meetings. Also Query-should subcommittee meetings be with the approval of the chairman.
- #7. In regard to the minutes of the meetings-should there be a provision as to where these should be kept and another to the effect that when Council action concerns an agency, department or branch of State government, copies of those portions of the minutes applying to the particular agency, etc., should be forwarded to that agency for its information?
- #8. Should there be a regular item on the agenda for the reports of the staff? If so perhaps it should be inserted after Committee Reports.