

MAINE STATE LEGISLATURE

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RULES OF PROCEDURE FOR THE LEGISLATIVE COUNCIL

- 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.
- RULE 2. The Council shall conduct no business in the absence of a quorum, which shall consist of 6 members. Any affirmative action by the Council shall require the affirmative votes of not less than six members.
- RULE 3. The regular monthly meeting of the Council shall convene on the third Wednesday of each month at 10:00 a.m. unless otherwise ordered by the chairman or vote of the Council.
- RULE 4. 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.
- RULE 5. The Chairman 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 chairman may direct.

RULE 6. All meetings of the Council shall be public, except for executive sessions, and all final action shall be taken at a public meeting.

RULE 7. Subcommittees of the Council shall be named by the chairman and shall consist of not less than three members. All subcommittees shall have representation from each political party.

RULE 8. An accurate permanent public record of all meetings and proceedings of the Council shall be maintained.

RULE 9. 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

RULE 10. Official statements to the press or public on behalf of the Legislative Council shall be made only by the Chairman of the Council or persons authorized by the chairman.

RULE 11. These rules, with the exception of Rule 2, may be altered or amended upon a two-thirds vote of the Council members present and voting but not less than six affirmative votes.

RULE 12. 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 or by law.