

PROCEDURES OF THE
LEGISLATIVE WATER COMMISSION
As adopted _____, 2014

- 1 1.0. AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by these
2 procedures, the rules of parliamentary procedure contained in Mason's Manual
3 of Legislative Procedure govern the Legislative Water Commission
4 (Commission).
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- 6 2.0. OFFICERS. The Commission shall elect co-chairs by majority vote of those
7 members present. Officers serve two year terms.
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- 9 2.1. One co-chair must be a member of the House of Representatives, and
10 one must be a member of the Senate. The co-chairs may not be members
11 of the same political party. The members of the Commission should
12 consider geographic balance when electing the co-chairs.
- 13 2.2. The co-chairs must agree on the agenda, the date, and the time for each
14 meeting.
- 15 2.3. The co-chairs will alternate chairing each meeting of the Commission.
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- 17 3.0. MEETINGS. All meetings of the Commission are open to the public.
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- 19 3.1. The Commission shall, as far as practicable, give three days' notice of any
20 meeting. The notice shall include the date, time, place and agenda for the
21 meeting.
- 22 3.2. The co-chairs shall, to the extent practicable, schedule a meeting of the
23 Commission each month.
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- 25 3.3. A majority of Commission members constitutes a quorum.
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- 27 3.4. The co-chairs of the Commission shall cause minutes to be kept. The
28 minutes shall include:
- 29 (a) The time and place of each hearing or meeting;
30 (b) Commission members present;
31 (c) The name of each person appearing, together with the name of the
32 person, agency or employee organization represented;
33 (d) The language of each motion, the name of the member making the
34 motion, and the result of any vote upon the motion, including the
35 ayes and nays when a roll call is demanded;

1 (e) Other important matters related to the work of the Commission.
2 Minutes shall be approved at the next regular meeting of the Commission.

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4 4.0. STAFF. The co-chairs will provide work direction to the Legislative Coordinating
5 Commission staff assigned to support the work of the Commission.

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7 5.0. EXPENSES. The co-chair who chairs a meeting of the Commission is authorized
8 to approve expense reimbursement and per diems for members attending that
9 meeting.

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11 6.0. VOTING REQUIREMENTS. Commission action in the form of advice, comments,
12 or recommendations requires the vote of a majority of members present.

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14 6.1. Any member may demand a roll call vote on any motion before the
15 Commission or a Commission. Only upon a demand being made shall the roll
16 be called and the vote of each member on the motion be recorded, together
17 with the name of the member demanding the roll call.

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20 7.0. PROCEDURES. The concurrence of two-thirds of the Commission membership is
21 required to adopt, suspend, alter, or amend any Commission procedure.