

RULES OF THE
LEGISLATIVE COMMISSION ON HOUSING AFFORDABILITY
As adopted February 24, 2020

- 1 1.0. AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by these
2 rules, the rules of parliamentary procedure contained in Mason's Manual of
3 Legislative Procedure govern the Legislative Commission on Housing
4 Affordability (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 until new officers are elected, which must
8 occur by February 15 in the odd-numbered year after the appointment of
9 members pursuant to Section 3.8845.
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- 11 2.1. One co-chair must be a member of the House of Representatives, and
12 one must be a member of the Senate. The co-chairs may not be
13 members of the same political party.
14 2.2. The co-chairs must agree on the agenda, the date, and the time for each
15 meeting.
16 2.3. The co-chairs will alternate chairing each meeting of the Commission.
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- 18 3.0. MEETINGS. All meetings of the Commission are open to the public.
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- 20 3.1. The Commission shall, as far as practicable, give three days' notice of any
21 meeting. The notice shall include the date, time, place and agenda for
22 the meeting.
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- 24 3.2. A majority of Commission members constitutes a quorum.
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- 26 3.3. The co-chairs of the Commission shall cause minutes to be kept. The
27 minutes shall include:
28 (a) The time and place of each hearing or meeting;
29 (b) Commission members present;
30 (c) The name of each person appearing, together with the name of the
31 person, agency or employee organization represented;
32 (d) The language of each motion, the name of the member making the
33 motion, and the result of any vote upon the motion, including the
34 ayes and nays when a roll call is demanded;
35 (e) Other important matters related to the work of the Commission.
36 Minutes shall be approved at the next regular meeting of the Commission.

- 1 4.0. STAFF. To the extent practicable, use shall be made of existing legislative staff
2 and other resources.
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- 4 5.0. VOTING REQUIREMENTS. Commission action in the form of advice, comments,
5 or recommendations requires the vote of a majority of members present.
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- 7 5.1. Any member may demand a roll call vote on any motion before the
8 Commission or a Commission. Only upon a demand being made shall the
9 roll be called and the vote of each member on the motion be recorded,
10 together with the name of the member demanding the roll call.
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- 12 6.0. RULES. The concurrence of two-thirds of the Commission membership is
13 required to adopt, suspend, alter, or amend any Commission rule.
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