

**RULES FOR THE
2015-16 LEGISLATIVE RESEARCH COMMISSION**

[Adopted: January 28, 2016]

1. **Legislative Research Commission; member; Cochairmen and designees; terms.**—As provided by statute, the Legislative Research Commission (hereinafter referred to as "Commission") shall consist of five (5) Senators appointed by the President Pro Tempore of the Senate and five (5) Representatives appointed by the Speaker of the House. The President Pro Tempore and the Speaker shall be ex officio members of the Commission and shall serve as the Cochairmen of the Commission. Each Cochairman, respectively, may select a legislator to serve as a Cochairman designee. Where applicable law requires the action of the Cochairmen, the Cochairmen designees shall make nonbinding recommendations to the respective Cochairmen for final action. The Cochairmen or Cochairmen designees shall set the agenda for the Commission's meetings. In the absence of a Commission meeting, the Cochairmen shall have the authority to allocate funds, to modify allocations of funds to the Commission's committees to direct studies to be conducted, and to request another State agency, board, commission or committee to undertake a study authorized by the Commission.
2. **Areas of study.**—The Commission shall determine which of the subjects the Cochairmen have authorized to be studied shall be funded and which the Commission shall request a more appropriate Study agency to study pursuant to G.S. 120-30.17(9).
3. **Committees; committee cochairmen; members.**—As provided by statute, the Cochairmen may appoint committees, including advisory subcommittees, to conduct the studies that the Commission is authorized to undertake. The composition of each committee is at the discretion of the Cochairmen, as advised by the Cochairmen designees. The Cochairmen shall appoint the committee chairs.

Pursuant to G.S. 120-30.10(c), the Cochairmen may appoint persons who are not legislators to advisory subcommittees. Non-legislator members are permitted to vote on questions before the advisory subcommittees.

Upon agreement between the cochairmen or chairman of each committee, either or both shall call the meetings of the committee, set the agendas for the meetings, and preside over the meetings. Other duties of the committee chairs include voting on all questions before the committee and signing and transmitting all reports of the committee to the Cochairmen.

4. **Procedure before the Commission and its committees.**—
 - (a) **Commission meetings and presiding officer.** Commission meetings shall be called by both Cochairmen or by both Cochairmen designees. The Speaker, or the Speaker's Chairman designee, shall preside over Commission meetings in odd-numbered years, and the President Pro Tempore, or President Pro Tempore's Chairman designee, shall preside in even-numbered years. A Cochairman or Cochairman designee may preside at any time (1) during the absence of the

presiding Cochairman or Cochairman designee or (2) upon the presiding Cochairman's or Cochairman designee's request.

- (b) **Scheduling and notice of meetings.** Meetings of the Commission and its committees shall be held at the Legislative Building or the Legislative Office Building, unless otherwise approved in advance by the President Pro Tempore and the Speaker. The scheduling of meetings of the Commission and its committees wherever held shall be coordinated through the Legislative Services Office. Notice of meetings of the Commission and its committees shall be given by regular or electronic mail to those who have requested notice, and to the Legislative Services Office, which shall post the notice on the General Assembly web site. Any modification to the meeting schedule, as published, shall be noticed as soon as possible. Committees shall limit the number of meetings to no more than four (4) prior to the convening of the 2017 General Assembly, unless additional meetings are approved in advance by the President Pro Tempore and the Speaker.
- (c) **Quorum.** As provided by statute, eight (8) members, including ex officio members, shall constitute a quorum of the Commission. With respect to any committee, a majority of the committee shall constitute a quorum of the committee.
- (d) **Attendance.** When attending a meeting, each member should sit with the Commission or committee for at least three quarters of the time during which the Commission or committee is in session.
- (e) **Voting.** All questions before the Commission shall be determined by a simple majority of the members present and voting. If both Cochairmen or both Cochairmen designees are present at a meeting of the Commission, they may vote on questions before the Commission. All questions before any committee shall be determined by a simple majority of the members present and voting. A two-thirds (2/3) vote of the members present shall be necessary to sustain any appeal from a ruling by the presiding officer.
- (e) **Closed sessions.** The Commission or any committee can hold a closed session only as provided by law.

5. **Members' terms, compensation, and duties.**—As provided by statute, Commission and committee members' terms shall begin on the day of appointment and shall end on January 15, 2017. The Commission shall hold its final meeting prior to that date. As provided by statute, Commission and committee members shall be compensated as follows: All Commission and committee members who are members of the General Assembly are eligible to receive a travel allowance of twenty-nine (29¢) per mile for transportation by privately owned automobile and actual fare for any other conveyance. All others will receive mileage at the rate approved by the Office of State Budget and Management. The reimbursement to Commission and committee members for any mode of travel in-State shall not exceed the cost of travel by privately-owned automobile plus cost not exceeding one (1) extra day per diem.

Members of the General Assembly shall receive a subsistence allowance of one hundred and four dollars (\$104.00) per day. Committee members who are not members of the

General Assembly or State officers or employees shall receive compensation at the rate of fifteen dollars (\$15.00) per day. All non-legislator advisory subcommittee members shall receive a maximum subsistence allowance for each day of service of one hundred five dollars and twenty cents (\$105.20) when travelling in-State and one hundred twenty dollars (\$120.00) a day when travelling out-of-State. Costs of overnight lodging must be documented.

6. **Staff.**—Clerical assistance for the Commission and committees shall be determined and assigned by the Cochairmen. The Director of the Legislative Analysis Division shall coordinate the professional staffing of the committees by Legislative Services Office personnel or outside consultants, subject to the approval of the Cochairmen. The costs of travel by a staff member on behalf of a committee shall be paid from the appropriate committee budget as approved by the Cochairmen. Committee clerks shall be authorized to work up to five (5) days for each committee meeting, including the day of the meeting; provided that the Commission member responsible for the study shall be authorized, after consultation with either Cochairman, to approve additional work time as the member deems to be necessary. Committee clerks shall remain under the supervision and control of the supervisor of clerks of the respective house.
7. **Reports of committees.**—
 - (a) **Adoption by committee.** If a committee is to make recommendations to the Commission, the committee cochairmen shall ensure that a draft of the committee report is sent to the committee members and any person designated by the Cochairmen or the Cochairmen designees at least seven (7) days before the committee's meeting at which the report is to be approved. The actual text of the final report shall be adopted by the committee at its meeting prior to transmittal of the report to the Commission and shall include all recommended legislation. With the approval of the committee cochairmen, typographical errors may thereafter be corrected, but no other change may be made in the report by any individual or committee.
 - (b) **Transmittal to Commission.** Reports to the 2016 Session of the 2015 General Assembly shall be submitted to the Cochairmen or Cochairmen designees not later than Friday, April 15, 2016. Final reports to the 2017 General Assembly shall be transmitted to the Cochairmen or Cochairmen designees not later than Friday, December 16, 2016. No committee shall meet after Friday, December 16, 2016.
 - (c) **Action by the Commission and transmittal to the General Assembly.** The Commission may accept for transmittal to the General Assembly the reports of its committees with whatever modifications to those reports the Commission deems to be appropriate. Such transmittals to the General Assembly are for its consideration of the recommendations of the committees and do not amount to endorsements of those recommendations.