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**PROPOSED RULES OF THE
SUNSET ADVISORY COMMISSION
As proposed November 21, 2011**

1 1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by
2 these rules, the rules of parliamentary procedure contained in Mason's Manual of
3 Legislative Procedure govern the Sunset Advisory Commission ("Commission").
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5 2.0 OFFICERS. The Commission shall elect its own officers including a chair and vice
6 chair, by majority vote of those members present. Officers serve through January 7,
7 2013.
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9 3.0 MEETINGS. All meetings of the Commission are open to the public.
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11 3.1 The chair of the Commission shall, as far as practicable, give three days notice of
12 any meeting. The notice shall include the date, time, place and agenda for the meeting.
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14 3.2 The chair of the Commission shall cause minutes to be kept. The minutes shall
15 include:

16 (a) The time and place of each hearing or meeting;

17 (b) Commission members present;

18 (c) The name of each person appearing, together with the name of the person, agency or
19 organization represented;

20 (d) The language of each motion, the name of the member making the motion, and the
21 result of any vote upon the motion, including the ayes and nays when a roll call is
22 demanded;

23 (e) Other matters related to the work of the Commission.

24 Minutes shall be approved at the next regular meeting of the Commission.
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26 4.0 STAFF. To the extent practicable, use shall be made of existing legislative staff
27 and other resources.
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29 5.0 QUORUM AND VOTING REQUIREMENTS. Seven members of the
30 Commission constitute a quorum. A final action or recommendation may not be made
31 unless approved by a recorded vote of seven members. All other actions by the
32 Commission shall be decided by a majority of the members present.
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34 6.0 AGENDA AND WORK OF THE COMMISSION. The chair and the vice chair
35 must concur on the agenda for each meeting, on the work plan for the Commission's
36 review of agencies, and development of the Commission's recommendations.

1 7.0 RULES. The concurrence of seven members is required to suspend, alter, or amend
2 any Commission rule.

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