

RULES OF THE
SUNSET ADVISORY COMMISSION
As adopted November 21, 2011

1 1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by these rules, the
2 rules of parliamentary procedure contained in Mason's Manual of Legislative Procedure govern
3 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 chair, by
6 majority vote of those members present. Officers serve through January 7, 2013.
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8 3.0 MEETINGS. All meetings of the Commission are open to the public.
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10 3.1 The chair of the Commission shall, as far as practicable, give three days notice of any
11 meeting. The notice shall include the date, time, place and agenda for the meeting.
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13 3.2 The chair of the Commission shall cause minutes to be kept. The minutes shall include:

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

15 (b) Commission members present;

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

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

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

21 Minutes shall be approved at the next regular meeting of the Commission.
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23 4.0 STAFF. To the extent practicable, use shall be made of existing legislative staff and other
24 resources.
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26 5.0 QUORUM AND VOTING REQUIREMENTS. Seven members of the Commission constitute a
27 quorum. A final action or recommendation may not be made unless approved by a recorded
28 vote of seven members. All other actions by the Commission shall be decided by a majority of
29 the members present.
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31 6.0 AGENDA AND WORK OF THE COMMISSION. The chair and the vice chair must concur on
32 the agenda for each meeting, on the work plan for the Commission's review of agencies, and
33 development of the Commission's recommendations.
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35 7.0 RULES. The concurrence of seven members is required to suspend, alter, or amend any
36 Commission rule.
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