

**New California State (NCS)
2020 Assembly Rules**

RULE I

PROCEDURE AND PARLIAMENTARY AUTHORITY

- 1-1 New California State (NCS);** NCS is a 501c4 Educational organization. The Assembly is comprised of 2 members from each county in NCS. The position of Assembly Member is voluntary and select/elected by the NCS County Chair and County Committee Assembly members present.
- 1-2 Legislative Service Office;** The Chief Clerk is responsible for the duties of the Legislative Service Office.
- 1-3 Parliamentary Practice;** The rules of parliamentary practice shall govern the Assembly in all cases to which they can apply and in which they are not inconsistent with the rules and orders of the Assembly and Joint Rules.
- 1-4 Suspension of Rules;** No change, suspension, or addition to the Assembly Rules shall be made without the recommendation being Assembly members presented to the Rules Committee and then by a majority vote of the Assembly members Assembly members present at a scheduled meeting.
- 1-5 Temporary Legislative Facilities;** During the period when the next Assembly legislature is housed or holds legislative sessions for New California State the words "State Capitol" or "Capitol" when used in these rules shall be understood to mean the location of the New California State Constitutional Convention, video conferencing or by conference call.
- 1-6 Assembly Sessions and Terms;** The Assembly shall physically meet for two (2) hours during a New California State Constitutional Convention. A joint session may also be called at the convention. Assembly sessions may be called and meet by digital media at other times.

RULE II

SPEAKER, ASSEMBLY & COMMITTEES

- 2-1 All Assembly Members;** Upon submitting a valid email to the Speaker, are held responsible for checking said email; Inbox, Spam and/or Junk mail, at least once daily to check for any Assembly related information.
- 2-2 Speaker of the Assembly;** The Speaker of the Assembly (Speaker) shall be appointed by the president of NCS. The Speaker may appoint an alternate to serve

in the Speaker's absence. The Speaker shall make all committee appointments in the Assembly. The Speaker shall also manage the procedures on the floor and prioritize the introduction of Resolutions before the Assembly pursuant to these rules. The Speaker shall not block any Resolution from being presented to the Assembly, once it has been recorded by the Chief Clerk.

- (a) The Speaker shall take the chair at the hour to which the Assembly shall have convened; call the members to order; cause the roll to be called, follow the order of Rule IV and cause the journal of the proceedings of the previous convention to be presented.
- (b) The Speaker shall preserve order and decorum; decide all points of order subject to an appeal to the Assembly, on which appeal
 - may speak to points of order in preference to other members;
 - may vote in all cases.
- (c) The Speaker shall sign all Assembly Resolutions (AR), issued by order of the Assembly and Joint Resolutions (JR) accepted by the Senate and Assembly.
- (d) At each session the Speaker shall announce the Order of Business in conformity with Rule IV.
- (e) The Speaker is to schedule meetings of the Assembly. A minimum 48-hour notice of an Assembly meeting needs to be given electronically to each member (or verbally if electronic notification is not available). These meetings may be held through video conferencing or conference calls.

2-3 Removal of Officers for Cause; a 2/3 majority vote of the Assembly Assembly members present for the removal of any officer for cause from the Assembly shall be sufficient to vacate the Speaker, Chair or any office. Proof of proper, timely notice to all members regarding the proposed vote shall be required. The results must be recorded through some form of digital means.

2-4 Assembly Select Committee Chairs; The Chairman of each Select Committee shall be appointed by the Speaker of the Assembly.

2-5 Select Committee Membership; The membership on a committee is voluntary and by appointment of the Speaker. Any committee member with 2 unexcused absences from scheduled meetings may be removed and replaced by the Committee Chair with approval of the Speaker.

2-6 Conference Committee; The Speaker shall appoint 3 members to a Conference Committee from the members of the Select Committee who originally considered the Resolution either authors or sponsors.

- (a) The Speaker shall appoint the Chairman to a conference committee.

- (b) When a majority of the conferees have reached an agreement as to the contents of a Conference Committee report on an Assembly Resolution, the Chairman, as soon as is reasonably possible, shall have the Conference Committee report drafted and shall deliver the Resolution and copies of the report to the Assembly Chief Clerk and Speaker. as specified in Joint Rules.

**RULE III
THE CHIEF CLERK, ASSISTANT CLERK,
KEEPER OF THE JOURNAL**

- 3-1 The Speaker of the Assembly** shall appoint the Chief Clerk. The Chief Clerk shall keep the journal of the Assembly and enter therein the record of the proceedings, also including every question of order which shall be decided on appeal, with the decision thereon, and the hour of adjournment.
- 3-2 The Chief Clerk** shall perform duties similar to that of the Legislative Service Office.
- 3-3 The Chief Clerk** shall prepare copies of the Committee of the Whole calendar and deliver the same in paper form or electronically to the members, and prepare such other memoranda as the Speaker may direct.
- 3-4 The Chief Clerk** shall transmit to the Senate every Resolution immediately after its passage, to which concurrence is necessary.
- 3-5 The Chief Clerk** shall transmit all messages from the Assembly to the Senate and/or the Executive Branch as necessary unless the Assembly shall otherwise direct, and shall perform such additional duties as may be assigned by the Assembly or Speaker.
- 3-6 An Assistant Chief Clerk** shall be appointed by the Chief Clerk and assist the Chief Clerk in performing the duties of the Chief Clerk; or in the absence of the Chief Clerk, perform the duties of the Chief Clerk.

**RULE IV
ORDER OF BUSINESS**

- 4-1 Hour of Meeting;** The Assembly shall meet at a time designated by the Speaker.
- 4-2 Majority;** When the meeting of the Assembly takes place by conference call or video conferencing, a vote shall require a simple majority of Assembly members present; however, rules for proper notices to all members must be followed.

4-3 Absent Members and Officers; No member or officer shall be absent from the service of the Assembly except:

- (a) In case of sickness, emergency or crisis or;
- (b) With permission of the Speaker first obtained;

4-4 Voting; Following proper notice for a meeting, a simple majority of the Assembly members present is needed for the passage of a vote unless otherwise specified in these rules.

4-5 Order of Business; The following shall be the usual order of business; but the order may be changed as necessary for the efficient management of business:

- (a) Roll Call (Implemented according to Speaker's preference)
- (b) Prayer
- (c) Pledge of Allegiance (not necessary to stand during zoom meetings)
- (d) Reading of the Journal
- (e) Business on the Speaker's Desk
- (f) Reports of Select Committees
- (g) Resolutions and Other Business from the Assembly and/or Senate
- (h) Motions to Discharge Committees
- (i) First Reading of Resolutions
- (j) Second Reading of Resolutions
- (l) Unfinished Business
- (m) Committee of the Whole, Special Orders and Announcements
- (n) Disposition of Business from Committee of the Whole
- (o) Adjournment and, if possible, pronouncement of next meeting.

RULE V INTRODUCTION AND REFERRAL OF RESOLUTIONS

5-1 Preparation of Resolutions; Resolutions for consideration by the Assembly shall be prepared, jacketed, indexed and stored in the computer by the Chief Clerk before being introduced in the Assembly designated by the Prime Author(s) (the initiators) and sponsors (collaborators).

- 5-2 Identification of Resolutions;** Each Resolution presented to the Chief Clerk for introduction to the Assembly shall show on the cover its title and the sponsor's signature. The name(s) of the Sponsor(s) shall be shown on reproductions of each Resolution.
- 5-3 No Change of Authors;** After the first reading of a Resolution, no change in its contributing authorship shall be made. Contributing Sponsors may be added but not deleted.
- 5-4 Introduction Deadline;** Resolutions submitted and accepted by the Chief Clerk and Speaker of the Assembly, for the purpose of distribution to the members in preparation for the calling for the vote, shall occur no fewer than 2 days prior to the next scheduled Assembly meeting.
- 5-5 Introduction Method;** The sponsor or sponsors ask the Chief Clerk to place the Resolution in that order of business "Introduction, Reading and Reference of Resolutions."
- 5-6 Reference to Committee;** The Speaker shall refer each Resolution to an assigned Select Committee.

RULE VI

SELECT COMMITTEE PROCEEDINGS

- 6-1 Resolution Delivered to Committee;** Notices to Select Committees must be electronically delivered to all Select Committee members by the Chair or designee with at least a 24-hour notice prior to meetings.
- 6-2 Reports and Record of Votes:**
- (a) Select Committees shall take charge of and report in writing on all matters referred to them respectively.
 - (b) When a Select Committee has disposed of a Resolution by adoption of a motion to "do pass," "amend and do pass," "do not pass" or "no recommendation," the vote on final disposition shall be included in the committee report, indicating how each member voted, and the Resolution and the report shall be submitted to the Chief Clerk and Speaker of the Assembly and filed in both digital and hard copy.
 - (c) For Resolutions other than those reported under subsection (b) of this rule, the committee shall return the Resolution together with a record of committee considerations to the Chief Clerk on the day after the last day scheduled for consideration of Assembly Resolutions. Upon receipt of the Resolution and

the record of committee consideration, the Chief Clerk shall ensure the required information contained within the record is entered into the journal. The record of committee consideration shall include the following information which shall be entered into the journal:

- When any motion referenced under subsection (b) of this rule fails, the record of committee consideration shall include the vote of each member on the failed motion.
- When a Select Committee adopts a motion to postpone consideration of the Resolution until after expiration of the established final date for regular consideration of the Resolution, the record of Committee consideration shall include the vote of each member on the adopted motion.

6-3 Overruling the Chairman; The chairman may only be overruled by a recorded majority vote of the committee membership.

6-4 Refusal to Vote in Committee; Any committee members present at a meeting of his/her assigned Select Committee who refuses to vote when the ayes and noes are called and who does not declare a conflict or is not excused from voting on the questions shall be placed on record as an affirmative vote.

6-5 In Special Cases with Valid Reason; The Speaker has the authority to approve exceptions to Rule VI with the approval of the Assembly.

6-6 Responsibilities of the Chairman; The Chairman is responsible to set up and facilitate meetings.

- Assure that all committee members have equal weight and input on business of the committee. A simple majority vote will decide all matters.
- Record and document all committee recommendations.
- After each meeting, create and send a meeting report as a stand-alone document (e.g., Word document attached to an email) to the Chief Clerk and Speaker.
- Prepare Resolutions or other reports for submittal to the Chief Clerk and Speaker.

RULE VII GENERAL FILE AND COMMITTEE OF THE WHOLE PROCEDURES

7-1 Placed on General File; After a Resolution has been reported back to the Assembly by its assigned committee, the report read to the body and entered into the journal, then the Resolution and its disposition shall be placed on General File.

7-2 Order of General File; Resolutions on the General File shall be considered in the following order: first, "Do Pass" Resolutions; second, "Without Recommendation" Resolutions; and third, "Do Not Pass" Resolutions.

7-3 Motions in Committee of the Whole; After a Resolution has been read, it shall be in order for the Select Committee chairman, or in his absence, a member of the Select Committee:

(a) To move the committee recommendations on the Resolution and any Select Committee amendments. The chairman of the committee shall move for the adoption of these amendments and give an explanation of them. After that motion has been disposed of, the Chair/sponsor of the Resolution or any other member asked to do so, shall be given an opportunity to explain the Resolution. He may yield the floor to others who may offer further explanations, questions, or

(b) To move: (listed here in the order of descending precedence)

- To lay back on the General File without prejudice;
- To re-refer or recommit;
- To amend.

7-4 Motion to Rise and Report. A motion to rise and report by the Speaker or the designee shall always be in order and shall take precedence over any other motion.

7-5 Assembly Rules Apply, Exceptions; The Rules of the Assembly shall be observed in the Committee of the Whole, except that:

(a) There shall be no limit to the number of times that a member may speak on the same question.

(b) The ayes and noes shall not be taken unless the original motion made for passage of a given Resolution, following a vote by division, has failed in the Committee of the Whole. At that time, the ayes and noes shall be taken and entered in the Committee of the Whole report by the Chair of the Committee of the Whole. The result of the roll call vote shall determine the action of the Committee of the Whole. If, after a roll call vote, the Resolution fails to pass Committee of the Whole, the Resolution is deemed to be indefinitely postponed. Except as provided in this subsection, the motion to indefinitely postpone shall not be in order during Committee of the Whole.

(c) Exceptions to the following motions are not allowed:

- The previous question;
- Call of the Assembly;
- Lay on the table;
- Reconsideration.

7-6 Chair May Vote; The Chairman of the Committee of the Whole shall be entitled to vote on any matter under consideration before the committee.

7-7 In Special Cases with a Valid Reason; The Speaker has the authority to approve exceptions to Rule VII with the approval of the Assembly.

RULE VIII

ACTION ON RESOLUTIONS

8-1 There are Two Readings; Every Resolution being considered shall receive two separate readings, previous to its being passed, and the Speaker shall give notice whether it be the first or second reading.

8-2 First Reading; Resolutions shall be read in their entirety during an all Assembly meeting. First reading shall include title and sponsors' names. Discussion and vote on changes will be permitted at this time.

8-3 Second Reading; Resolutions shall be read in their entirety during an Assembly meeting. Second reading shall include title and sponsors' names. Discussion and vote on changes will be permitted at this time.

8-4 Vote on Second Reading; The vote to approve the Resolution shall take place after all changes agreed upon are implemented during the meeting.

RULE IX

LEGISLATIVE DELIBERATION

9-1 Speaking Limit; Except as provided by Assembly Rules, no member shall speak longer than 3 minutes, nor more than once to the exclusion of other members who have not spoken, nor more than twice to the same question, or amendment on the same day without leave of the Assembly.

9-2 Obtaining the Floor; Member shall raise a hand and wait to be recognized. Any member about to speak shall respectfully address the presiding officer by stating their full name and County. When recognized, the member shall confine his comments to the question under consideration and avoid personalities and digressing from the question. When finished, the member shall be seated.

9-3 Point of Order Time Limit; Any member raising a point of order may be allowed one minute in which to state his opinion and have the point of order entered briefly in the journal. The Speaker may consult the Rules Committee.

9-4 Appeals; A vote of the majority of the Assembly members present shall be sufficient to sustain an appeal from the decision of the presiding officer.

9-5 Distribution of Printed Matter; No outside printed material shall be distributed on the floor of the Assembly unless it is identified as to its source and authorized by the Chief Clerk.

9-6 Use of Props During Debate; No chart, display, projected image, sample substance, prop or other demonstration aid or device shall be employed during debate in Committee of the Whole second or third reading without the express approval of the Speaker of the Assembly obtained in advance of the commencement of Committee of the Whole or the applicable reading. This provision shall not prevent reference during deliberation to printed materials distributed in accordance with Assembly Rule.

RULE X

DECORUM OF MEMBERS

10-1 Call to Order While Speaking; When a member is interrupted and called to order by the presiding officer for digressing from the question, exceeding a time limit, using improper language, speaking without recognition by the Chair or Speaker, or wrongfully excluding others who wish to speak, he shall cease speaking and be seated at once until it is determined whether he is in order, except he may be permitted to explain his position when asked to do so.

10-2 Sergeant-at-Arms: The Sergeant-at-Arms has the following duties, powers, and responsibilities.

- (a) The Sergeant-at-Arms is an appointed position and not an Assembly member;
- (b) To attend the Assembly during its session, preserve order, announce all official messengers, and serve all processes issued by authority of the Assembly and directed by the Speaker;
- (c) To see that no person is admitted to the Assembly Chamber except in accordance with these rules;
- (d) To execute all commands of the Speaker;
- (e) To perform all other duties pertaining to his/her office as prescribed by the Assembly Rules.

10-3 Explain Personal Matter; Any member may rise and be recognized to explain a personal matter but shall not discuss a question in such explanation nor speak more than three minutes on the matter.

RULE XI MOTIONS

11-1 Seconding Motions; Unless otherwise required in these rules, no motion shall require a second.

11-2 Withdrawal of Motion; If no member objects, any motion under consideration may be withdrawn by the mover at any time before a decision, amendment or ordering of the ayes and noes.

11-3 Precedence of Motions; When a question is being debated, no motion shall be received, except the following, which shall have precedence as listed:

(a) Undebatable

- To adjourn
- To lay on the table
- To call for previous question
- To call for the question [to vote on the subject]

(b) Debatable

- To postpone to a certain date
- To commit or refer
- To amend
- To postpone indefinitely
- The question, or main motion [re-state the motion]

11-4 The Main Motion; The main motion is debatable, can be amended and usually takes precedence over nothing. The usual form is to adopt, to pass, to approve, to concur, to elect or, in the negative of the above, which then takes lower precedence.

11-5 Motion to Adjourn; The motion to adjourn is not debatable, cannot be amended and is always in order except:

- (a) When another has the floor;
- (b) During a roll call;
- (c) During a call of the Assembly;
- (d) During the Committee of the Whole.

11-7 Motion to Lay on the Table; The motion to lay on the table is not debatable, cannot be amended and is adopted by a majority vote of the Assembly members present. A motion to table takes the question and everything subsidiary to it to the table. A motion to table an amendment does not take the Resolution. The motion

to reconsider the previous question shall not be subject to a motion to lay on the table.

- 11-8 Motion to Postpone to a Certain Date;** The motion to postpone to a certain date or time is debatable, can be amended and is adopted by a majority of the Assembly members present. The motion can be applied only to main motions.
- 11-9 Motion to Postpone Indefinitely;** The motion to postpone indefinitely is debatable, cannot be amended, takes precedence over nothing but the main question which is then open to debate, and is adopted by a majority of the Assembly members present. Adoption of the motion prevents further session.
- 11-10 Motion to Commit or Refer;** The motion to commit or refer is debatable, can be amended and is adopted by a majority of the Assembly members present. The motion can be applied to main motions only.
- 11-11 Motion to Concur;** With respect to consideration of requests by the Senate for Assembly concurrence with Senate amendments to Assembly Resolutions and of joint Conference Committee reports, only the motion to concur shall be in order.

RULE XII AMENDMENTS

- 12-1 When a Resolution May be Amended;** No Resolution shall be amended until after it has been considered in a Select Committee or Committee of the Whole.
- 12-2 Amendments;** amendment offered during the Assembly meeting; the Assembly shall take no action on any proposed amendment until the vote is taken in the Assembly and it passes. Record of ayes and nays must be recorded. The vote determines if it is either dismissed, moved forward for debate or passes without debate.
- 12-3 Amendments in General:** Presentation and vote of amendment and vote may be accomplished in an Assembly meeting by electronic conference or by email.
- (a) The motion to amend is debatable, can be amended and is adopted by a majority of the Assembly members present.
 - (b) The motion can be applied to any motion that could be stated in a different form.
 - (c) "Amendment to an amendment" cannot be amended.
 - (d) An amendment which is defeated shall not again be in order on the same day unless it occurs at the NCS Convention or a weekly meeting of the Assembly.

(e) Amendments shall be filed with the Chief Clerk who arranges them in order for consideration by the Speaker at the proper time.

(f) Amendments must be germane to the subject of the main motion.

12-4 Division of the Question; Any member may call for a division of the question if a motion relating to a certain subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed. It can be divided into two or more propositions to be voted on as distinct questions. The member calling for a division of the question shall clearly state how the question is to be divided. A motion to strike out and insert is indivisible.

RULE XIII VOTING

13-1 Voting Requirements; Every Assembly member present within the bar of the Assembly shall vote when the question is put, unless he/she is excused according to Assembly Rules.

13-2 Assembly members present Within the Bar; Any Assembly member present within the bar of the Assembly who refuses to vote when the ayes and noes are called for entry in the journal and who is not excused from voting on the question shall be placed on record as an affirmative vote.

13-3 Time of Declaring a Conflict by Personal or Private Interest:

- (a) A member who has a personal or private interest in any Resolution proposed or pending before the legislature shall disclose the fact to the Assembly members and shall not vote thereon. Disclosure of a conflict shall be made:
- During the general session, prior to speaking on a Resolution in Committee of the Whole or prior to the vote on passage of the Resolution in Committee of the Whole, whichever occurs first;
 - Prior to any subsequent vote on the Resolution after a declarant first becomes aware of the conflict.
- (b) On general appropriation and re-codification Resolutions a member who has declared a conflict of interest on a section or an amendment to a section shall not vote on that section, but may vote on the entire Resolution.
- (c) Disclosure of a conflict of interest shall be entered in the journal at the time it is made. If the member later makes a declaration of no conflict of interest in the matter, prompt entry of that declaration shall be made in the journal.

- (d) As used in this section "personal or private interest" means the member shall receive or incur a direct financial gain or loss if the Resolution is enacted. "Personal or private interest" does not include a financial gain or loss which shall be received or incurred by a member if the gain or loss shall also be received or incurred by a substantial class of persons.
- (e) If a member is uncertain whether his interest in a Resolution is such as to require him to abstain from voting, he may request a ruling from the Rules Committee. When a request for a ruling is made, the Rules Committee shall make such inquiry as it deems necessary and shall recommend by majority vote of the Rules Committee members whether the Assembly members present should or should not vote on the Resolution in question.
- 13-4 Call for Ayes and Noes;** During the convention or when the Assembly meets face to face, when a question is about to be taken, it shall be in order if any two members choose to call for the recording of the ayes and noes for entry in the journal and the names of the members shall be called in alphabetical order.
- 13-5 Interruption of Voting Prohibited;** When the ayes and noes are being taken, the call shall not be interrupted for any purpose whatsoever and members shall answer the call from their seats, if possible.
- 13-6 Changing Vote;** Any member may change his vote on a roll call of ayes and noes only after the call is completed and only before the announcement that the vote is closed. The Speaker may offer opportunity by a pause or question if any votes are to be changed before the calling of the vote.
- 13-7 Vote Explanation;** Immediately after the vote on any question has been announced and at no other time, any member may explain his vote.
- 13-8 Presiding Officer May Vote;** The Speaker shall be entitled to vote on any matter under consideration.
- 13-9 Call for Division;** It shall be in order for any member or the Speaker to order a vote by division to verify a voice vote. Should there be doubt about the voice vote, the motion from the floor is simply to call "Division" immediately before or after the announcement of the vote. When the call is made, the Speaker orders a standing vote, first the ayes and then the noes.
- 13-10 Proxy Vote:** A vote by any member of the Assembly with respect to any measure or matter being considered by the Assembly may be cast by proxy for an excused Assembly member if the proxy authorization (1) is in writing; (2) designates the member of the Assembly who is to exercise the proxy; and state any limitation on items to address, if any.

- Each Assembly member who plans to designate a proxy shall be expected to provide prior notice to the Chief Clerk and the Speaker of the Assembly in writing except in cases of an emergency.
- One-week prior notice for use of the proxy vote is required when the absence is foreseen.

RULE XIV RULES FOR RESOLUTIONS

14-1 Resolution General Rule; For the introduction of any Resolution the following procedure will be followed:

- (a) All Resolutions shall be electronically distributed to all members, at least 24 hours prior to consideration.
- (b) The prime sponsor/Chair, or his/her designee, will be granted two minutes to address the body as to the need and timeliness of his/her particular Resolution;
- (c) A one-minute rebuttal is allowed to a member who is in opposition to the introduction of the Resolution. No more than two minutes will be granted for rebuttals. The prime sponsor, or his designee, will have thirty seconds to give the final response to the rebuttal;
- (d) Upon approval of a majority of the members by a roll call vote on a Resolution will be accepted by the body and assigned by the Speaker for appropriate action.

14-2 Introduction Deadline; No Resolution will be accepted for consideration except by consent of a majority of the Assembly members present Assembly members.

14-3 Limit on Sponsorship; No member shall sponsor more than three (3) Resolutions in any session of the Assembly.

14-4 Administering Resolution Sponsorship Limit; For the purpose of administering Assembly Rule which limits the number of Resolutions which a member may sponsor, the following shall apply:

- (a) There shall be a limit of three (3) on the number of Resolution drafts which one member may request to be registered by the Chief Clerk.
- (b) The Chief Clerk shall assign a Resolution number and jacket for introduction of Resolution drafts in the order that the sponsor approves and submits the drafts for final processing;
- (c) The Chief Clerk shall immediately advise the member when that member has approved and submitted Resolution drafts for introduction in an amount equal to the limit prescribed by the applicable rule. If the member thereafter

submits an approval for an additional Resolution draft for final processing so as to be assigned a Resolution number and jacketed, the Chief Clerk shall not process the Resolution further unless the member withdraws a Resolution that the member previously approved and submitted for sponsorship. For the purpose of this paragraph, a member withdraws a Resolution previously approved and submitted for sponsorship:

- If the session has not convened, directing the Chief Clerk to cancel the previously approved Resolution;
- If the session has convened, submitting the jacket of the Resolution to be cancelled to the Chief Clerk with a written and signed notation on the jacket to cancel the Resolution.

(d) If the Assembly member wishes to request that the rule on limits be suspended for the purpose of introducing a Resolution in excess of the number authorized, the member shall have the Resolution draft, as prepared by the Chief Clerk, distributed to the membership and then make the motion to suspend the rules. If the motion passes, the Chief Clerk shall immediately jacket the Resolution, assign it a number and put in on the Assembly calendar.

14-5 Schedule of Resolutions for Introduction Vote; To the extent practicable, a tentative list of Resolutions to be considered for introduction vote shall be delivered to each Assembly member.

RULE XV ASSEMBLY JOURNAL AND RECORDS

15-1 Journal Committee Duties; The journal committee shall meet within 24 hours following each session for the purpose of examining the Assembly journal and documenting the progress of each Resolution submitted for consideration in the form of a written electronic report to the Assembly. When complete and approved, a hard copy shall be placed on file.

15-2 Reading of Journal; The previous convention entries of the journal shall be read in full.

15-3 Journal Entries; Journal entries shall show the following:

(a) Each successive step relative to every Resolution, shown by number and title only, from introduction into the Assembly up to and including final disposition including all proposed amendments and action on them except in the Committee of the Whole.

(b) The full Resolution title shall be shown in the journal at time of the Resolution introduction and when the Resolution is next shown in the journal after the title has been amended. All other reference to the Resolution shall be shown by number and catch line title only.

(c) Messages from the President of NCS and the Senate.

(d) A true and accurate account of the proceedings and roll calls of the Assembly.

15-4 Expunge from the Journal; In the rare instance when it is desirable to express strong disapproval of matter in the journal, a member may move that it be expunged. The motion must be carried by the affirmative vote of a simple majority of the Assembly convened. When a matter is ordered expunged from the record, the clerk shall have a line drawn through the matter and writing across each line "Expunged by Order of the Assembly." Each line must be dated. The expunged matter must not be blotted as to be unreadable as otherwise it would be impossible to determine whether more was expunged than was ordered. If the matter to be expunged relates to a Resolution or file, it must be ordered while the Resolution or file is in the possession of the Assembly and must relate to action previously taken by the Assembly on the Resolution or file.

15-5 Proceedings Recorded:

The proceedings of the Assembly shall be electronically recorded to the extent practicable and the Chief Clerk shall retain all recordings made during the session.

**RULE XVI
MAINTAINING PUBLIC ORDER IN THE ASSEMBLY**

16-1 Persons Admitted Within Bar of Assembly:

- (a) Non-members (the public, alternates without proxy) may be admitted within the bar of the Assembly during an NCS Convention but must register as a non-voting, non-participating visitor before entrance to the meeting and sit in the gallery in the back of the room.
- (b) No ex-member of the Assembly shall be granted privilege of the floor while the Assembly is in session to address members of the Assembly on any issue.
- (c) If necessary, for cause, the Speaker of the Assembly reserves the right to call for and hold a confidential meeting which nullifies (a) for said confidential All Assembly meeting. The results of said meeting would be announced when the meeting convenes as an open meeting.

- 16-2 Disturbances;** The presiding officer shall direct any force needed to remove any and all persons who are in the galleries, rooms, hallways, stairways, entrances or grounds near the Assembly chambers who in any way hinder the orderly progress of the Assembly.
- 16-3 Smoking Prohibited;** Smoking shall not be permitted in the Assembly chamber or in the seating area on the floor of the Assembly while the Assembly is in session.
- 16-4 Assembly Lounge;** The Assembly Legislative Lounge room shall be designated and it is for legislators, legislative staff and legislators' guests only.
- 16-5 Cell Phone Usage, Security;** Measures need to be implemented to prevent transmission from the Assembly floor and/or the inclusion of an outsider presence.
- Members shall not conduct a verbal conversation on a mobile phone or similar device on the floor of the Assembly chamber while the Assembly is in session.
- 16-6 Prohibited;** All reAssembly members presentative outside the Assembly membership is not to have undue influence upon any member through monetary gain or threat. No person(s) from the gallery shall engage in influencing the passage or defeat of a Resolution in the Assembly chambers or they will be removed.

RULE XVII SPECIAL LEGISLATURE SESSION

- 17-1 Special Session;** When the president of NCS or the Speaker of the Assembly calls a special session of the Legislature, the focus of this session shall be limited to the specific object of the president's request for the session. No other item of legislative business may be taken up without approval of a simple majority vote of both houses and the president's approval.
- 17-2 Location;** The location of the special session may be a location as specified at the call for the special session or held as a video conference meeting.

DEFINITIONS

Alternates; One who is chosen by the County Committee to Assembly members present their Assembly person in the absence of said Assembly member to carry out their wishes and duties. The alternate must be sworn in by the County Committee and must have a signed NDA on file with their County. Alternates will not comment or vote

on any matter in which their Assembly members present and/or they do not carry a proxy.

Assist or be an Assistant; Is to act, or offer or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person, believing that the action is of help, aid, advice, or assistance to the person and with intent so to assist such person.

Committee of the Whole; A Committee of the Whole (COTW) is a meeting of a deliberative Assembly according to modified procedural rules based on those of a committee. The COTW includes all members of the Assembly, except that some officers may be replaced. As with other committees, the activities of a Committee of the Whole are limited to considering and making recommendations on matters that the Assembly has referred to it; it cannot take up other matters, nor can it vote directly on the Assembly's business, but may vote on recommendations to the Assembly (by simple majority vote). The purpose of a Committee of the Whole is to relax the usual limits on debate, allowing a more open exchange of views without the urgency of a final vote. Debates in a Committee of the Whole may be recorded, but are often excluded from the Assembly Journal. After debating, the COTW submits its conclusions to the Assembly (that is, to itself) and business continues according to the normal Assembly rules. In legislative assemblies, the committee stage of important Bills is typically conducted by the Committee of the Whole, whereas lesser Bills may be considered in smaller committees.

Compensation; Means anything of economic value, however designated, that is paid, loaned, granted, or transferred, or to be paid, loaned, granted, or transferred for, or in consideration of, personal services to any person.

Conference Committee; A Conference Committee is a committee of the NCS legislature appointed by the Speaker and President of the Assembly and Senate to resolve disagreements on a particular bill. A Conference Committee is usually composed of senior members of the Select Committees of each house that originally considered the Resolution.

Confidential information; Means (a) specific information, rather than generalized knowledge, that is not available to the general public on request, or (b) information made confidential by law.

Official duty; Means those duties within the specific scope of service with New California State as defined by the job description or statute of New California State.

Point of Order; A point of order occurs when someone draws attention to a Rules violation.

Rules Committee; The Rules Committee and The Chair of said committee is voluntary and appointed by the Speaker. The removal and addition of members to the Rules

Committee must be done according to these rules and can be initiated by the Chair of the Rules Committee. They may be consulted when there is a Point of Order or a question of a conflict of interest or a request regarding an amendment to the Rules.

Resolutions; Whenever the word "Bill" is used in these rules, it shall refer to Resolution, Assembly Resolutions and Senate and Assembly Joint Resolutions unless otherwise specified.

Reference; Mason's Manual on Legislative Procedures