

# JOINT LEGISLATIVE OVERSIGHT AND SUNSET COMMITTEE RULES

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*Approved March 19, 2019*

**RULE 1.** A quorum of the Joint Legislative Oversight and Sunset Committee (“Committee”) is 6 members.

**RULE 2.** A quorum of the Committee must be present in order to:

1. Conduct sessions to draft the Committee’s Final Report.
2. Conduct sessions to draft bills.
3. Enter an executive session.
4. Amend the Committee’s Rules.
5. Make any motion.

**RULE 3.** A quorum of the Committee is not necessary to open and conduct public hearings in which an agency makes a presentation.

**RULE 4.** The Chair presides over all meetings of the Committee. The Vice Chair presides in the absence of the Chair. The Chair may designate a temporary chair.

**RULE 5.** In the interests of order and decorum, all questions and comments must be directed to and acknowledged by the Chair.

**RULE 6.** Following presentation by an agency at a public hearing, the Chair shall acknowledge all questions or comments in the following order:

1. Members of the Committee.
2. Members of the General Assembly.
3. Other elected or appointed officials.
4. Any group, through its spokesperson, who may speak only to the subject at hand and is limited to 5 minutes.
5. Any Delaware citizen, who may speak only to the subject at hand and is limited to 3 minutes.

**RULE 7.** All questions or comments during a recommendation meeting, bill drafting session, or the Committee’s Final Report drafting session are acknowledged by the Chair, who must limit questions to the members of the Committee. Committee staff, however, may comment at the request of the Chair or Vice Chair. Comments from other sources are subject to the approval of the Chair and, in the absence of the Chair, the Vice Chair or the designated temporary chair.

**RULE 8.** Consistent with 29 *Del C.* § 10203(c), a motion is carried by an affirmative vote of the majority of the entire Committee, except that an affirmative vote by 7 members is required to do each of the following:

1. Approve the Committee’s Final Report.
2. Terminate an agency.
3. Rescind a vote to terminate an agency.
4. Adopt a recommendation.

**RULE 9.** The Committee's schedule of meetings and public hearings must be made publically available on the General Assembly's website and distributed to at least all of the following:

1. Members of the Committee.
2. Members of the General Assembly.
3. Governor and Lieutenant Governor.
4. As appropriate, elected or appointed officials.
5. Agency under review.
6. Anyone requesting to be notified concerning hearings.

**RULE 10.** All Committee meetings and policies must conform to the applicable provisions of Delaware's Freedom of Information Act.

**RULE 11.** The Committee shall post on the General Assembly's website or the State of Delaware Public Meeting Calendar website at least 7 calendar days prior to a Committee meeting public notice with the date, time, place, and agenda for each meeting. If the agenda is not available at the time of posting notice, the agenda must be added to the notice at least 6 hours in advance of the meeting. The notice must contain the agenda as is known at the time of the posting; however, the agenda is subject to change upon affirmative vote of the majority of the entire Committee.

**RULE 12.** Minutes of Committee meetings must include all of the following:

1. A list of the members who are present.
2. A record, by individual member, of each vote taken and each action agreed upon.

**RULE 13.** The Division of Research is the custodian of the records for the Committee.

**RULE 14.** The latest edition of Mason's Manual of Legislative Procedures governs the Committee in circumstances which may arise and are not covered by statute or by the Committee's Rules.

**RULE 15.** The Committee shall assign bill drafting necessary to implement its recommendations either to a Legislative Council attorney or the Deputy Attorney General assigned to the agency under review with a review of the same by a Legislative Council attorney. The Committee may temporarily assign bill drafting duties necessary to implement its recommendations to other legislative attorneys, if a Legislative Council attorney is not available.

**RULE 16.** These Rules may be altered, amended, repealed, or added to at any meeting of the Committee, provided that a notice of 7 calendar days is given. The notice must describe, at least in general terms, the alterations, amendments, or changes which are proposed to be made in the Rules. Public notice must be provided in accordance with Rule 11. These Rules may be suspended upon a motion approved by a quorum of the Committee.