NCSL Annual Business Meeting - Floor Procedures

Before the call of the roll of the states to establish a quorum, **each delegation is to select a spokesperson** to respond to the call of the roll as well as to any roll call votes. When the state is called, the legislator responding to the call must also announce his or her name as the delegation’s spokesperson.

**Only states responding to the most recent quorum call will be called during a roll call vote.** Please refer to the wall screens during the business meeting to see if your state has been recorded for purposes of the quorum. If your state is not recorded as present for the quorum, you may seek recognition from the presiding legislator chair and asked to be included in the quorum. This request must be made prior to the start of a roll call vote.

All legislators and legislative staff are entitled to vote on the election of officers and members of the executive committee, amendments to NCSL’s By-Laws and Rules and matters pertaining to the NCSL budget. **Only legislators are entitled to vote on matters of public policy.**

Setting the States’ Agenda Order of Business:

1. Consent Calendar from the NCSL 2018 Capitol Forum
2. Consent Calendar from the Legislative Summit
3. Debate Calendar
4. Memorial Calendar

Policy directives can be removed from the Consent Calendars and placed on the Debate Calendar at the request of 3 member jurisdictions for further consideration. Only policy directives or resolutions on the Debate Calendar can be amended. It is preferred that amendments be in writing and submitted to the presiding Chair of the Annual Business Meeting.

To speak to a policy directives or resolution during its consideration, members must go to one of the floor microphones to be recognized by the Chair.

Voting will be by voice vote. If the Chair is unable to determine the prevailing side, the Chair can order a roll call of the states. A roll call can also be requested by at least five member jurisdictions. On roll call votes, only the spokesperson for the delegation will be called upon to cast the delegation’s vote.

On amendments to policy directives and resolutions, a simple majority of the established quorum is required. Passes or abstentions by a jurisdiction are counted towards the total vote. Passage of policy directives and resolutions requires a favorable vote from three-fourths of the member jurisdictions having responded to the most recent quorum. Passes or abstentions by a jurisdiction are counted towards the total vote.

*August 2019*